

9.2 APPROVAL OF COUNCIL BRIEFING AND COUNCIL MEETING DATES FOR 2018

TRIM Ref: D17/132537
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Attachments: 1. Draft Meeting Schedule - 2018

RECOMMENDATION:

That Council **ADOPTS** the 2018 Council Briefing and Council Meeting Schedule included as Attachment 1, consisting of a monthly meeting cycle of:

1. Twelve (12) Council Briefing Sessions, commencing Tuesday 30 January 2018; and
2. Twelve (12) Council Meetings, commencing Tuesday 6 February 2018.

PURPOSE OF REPORT:

To consider and adopt the schedule of Council Briefings and Council Meetings for 2018.

BACKGROUND:

Under the *Local Government Act 1995* (Section 5.3) and the *Local Government (Administration) Regulations 1996*, (Regulation 12), Council must set its Ordinary Meeting dates and times for the next twelve (12) months and these must be published at least once a year.

At its meeting on 20 September 2016 (Item 9.3.5) Council adopted the 2017 four-weekly Council Meeting cycle preceded by a Council Briefing Session Schedule.

DETAILS:

Administration has prepared a draft 2018 Council Briefing and Ordinary Council Meeting Schedule (see **Attachment 1**) based on a four-weekly meeting cycle commencing with a Council Briefing on 30 January 2018 followed by a Council Meeting on 6 February 2018.

There is a public holiday for Good Friday, 30 March 2018 and Easter Monday, 2 April 2018. As per the schedule, the Council Meeting for April was due on Tuesday 3 April 2018, however, due to the reduced working days in which members of the public are able to contact Council Members regarding possible queries arising from the Council Briefing of 27 March 2018 it is proposed to hold the Council Meeting on Wednesday 4 April 2018 at 6.00pm.

All meetings are scheduled to commence at 6.00pm with the exception of the Briefing Session scheduled for Tuesday 30 January 2018, which is proposed to commence at 6.30pm, following the proposed Annual General Meeting of Electors at 6pm on Tuesday 30 January 2018.

CONSULTATION/ADVERTISING:

The Council Briefing and Ordinary Council Meeting dates will be published in both local newspapers and on the City's website.

LEGAL/POLICY:

Section 5.3 of the *Local Government Act 1995* states:

“Ordinary and Special Council meetings:

- (1) *A Council is to hold ordinary meetings and may hold special meetings;*
- (2) *Ordinary meetings are to be held not more than three months apart; and*
- (3) *If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.”*

Regulation 12 of the *Local Government (Administration) Regulations 1996* states:

- “12 (1) *At least once a year a local government is to give local public notice of the dates on which and the time and place at which –*
- (a) *The ordinary Council meetings; and*
 - (b) *The Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;*
- are to be held in the next 12 months;*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1);”*

Policy No. 4.2.3: Council Briefings, Meetings & Forums – Format, Procedures and Maximum Duration sets out additional guiding principles for the management of Council Briefings and Meetings.

RISK MANAGEMENT IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

This is in keeping with the City’s Strategic Plan – Plan for the Future 2013-2018, Objective 4.1 – *“Provide Good Strategic Decision Making, Governance, Leadership and Professional Management”* and, in particular, Objective 4.1.2 – *“Manage the organisation in a responsible, efficient and accountable manner”*.

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The advertising of the Meeting and Briefing Session dates will cost approximately \$250 and has been accommodated in the 2017/18 budget.

COMMENTS:

It is recommended that Council adopts the Council Briefing and Council Meeting Schedule for 2018 as shown in **Attachment 1**.



CITY OF VINCENT

COUNCIL BRIEFING AND
ORDINARY COUNCIL MEETING SCHEDULE
JANUARY TO DECEMBER 2018

COUNCIL BRIEFING SESSION	COUNCIL MEETINGS
Tuesday 30 January 2018 at 6.30pm*	Tuesday 6 February 2018
Tuesday 27 February 2018	Tuesday 6 March 2018
Tuesday 27 March 2018	Wednesday 4 April 2018
Tuesday 24 April 2018	Tuesday 1 May 2018
Tuesday 22 May 2018	Tuesday 29 May 2018
Tuesday 19 June 2018	Tuesday 26 June 2018
Tuesday 17 July 2018	Tuesday 24 July 2018
Tuesday 14 August 2018	Tuesday 21 August 2018
Tuesday 11 September 2018	Tuesday 18 September 2018
Tuesday 9 October 2018	Tuesday 16 October 2018
Tuesday 6 November 2018	Tuesday 13 November 2018
Tuesday 4 December 2018	Tuesday 11 December 2018

Time: 6.00pm

Venue: Council Chambers

Administration and Civic Centre

244 Vincent Street (Cnr Loftus), Leederville 6007

***Note:** All meetings are scheduled to commence at 6.00pm with the exception of the Briefing Session scheduled for Tuesday 30 January 2018. The Annual General Meeting of Electors is scheduled to be held at 6.00pm followed by the Council Briefing Session at 6.30pm.