

**12.1 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2024**

**Attachments: 1. Council Briefing and Ordinary Meeting of Council Dates 2024**

**RECOMMENDATION:**

**That Council:**

- 1. **ADOPTS the 2024 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6:30pm and held at the City of Vincent Council Chambers, 244 Vincent Street, Leederville, as listed below and shown in the calendar at Attachment 1; and**

<b>Council Briefing</b>	<b>Ordinary Meeting of Council</b>
6 February	13 February
12 March	19 March
16 April	23 April
14 May	21 May
11 June	18 June
16 July	23 July
13 August	20 August
10 September	17 September
15 October	22 October
12 November	19 November
3 December	10 December

- 2. **PROVIDES local public notice of the Council Briefing and Ordinary Meeting of Council dates, time and place, as listed in Recommendation 1. above.**

**PURPOSE OF REPORT:**

To approve the dates for Council Briefings and Ordinary Meetings of Council for 2024.

**BACKGROUND:**

The *Local Government Act 1995* (Act) requires that Council meet at least once every three months. Regulation 12 of the *Local Government (Administration) Regulations 1996* provides that the Chief Executive Officer must publish on the local government’s website the meeting details for Ordinary Council meetings before the beginning of the year in which the meetings are to be held. Consequently, Council must determine its Ordinary Council Meeting dates and times for the next twelve months.

**DETAILS:**

The updated Council Briefing and Ordinary Meeting of Council dates are below and in the calendar at **Attachment 1.**

<b>Council Briefing</b>	<b>Ordinary Meeting of Council</b>
6 February	13 February
12 March	19 March
16 April	23 April
14 May	21 May
11 June	18 June
16 July	23 July
13 August	20 August
10 September	17 September
15 October	22 October
12 November	19 November
3 December	10 December

The City's Governance Framework 2020 provides for a monthly meeting cycle comprising a Council Briefing on the second Tuesday of the month followed by a Council Meeting on the third Tuesday. The Governance Framework also allows for the Council Briefings and Council Meetings to be adjusted to avoid being held during school holidays. It also notes the bringing forward of the February meeting cycle to minimise the gap between the last meeting in 2023 and the first meeting in 2024.

To accommodate the decision making cycle around the fall of school holidays in 2024 and to ensure an appropriate interval between Council Meetings the following changes are proposed:

- February Council Meeting scheduled for the second Tuesday.
- April Council Meeting Scheduled for the fourth Tuesday.
- July Council Meeting scheduled for the fourth Tuesday.
- October Council Meeting scheduled for the fourth Tuesday.
- December Council Meeting scheduled for the second Tuesday

The determination of Council meeting dates provides the foundation for the City to schedule all other Council and organisational requirements around the calendar, including general council workshops and special budget workshops.

The Administration is also able to schedule the timeframes to ensure that appropriate advice is provided to Council so that an informed decision can be made.

Tuesdays which are not allocated for an Ordinary Meeting of Council, Briefing or Workshop will be reserved for Council professional development with a program to be settled in consultation with Council members.

The annual financial statements and receipt of the Auditor's Report is an essential component of the Annual Report. In accordance with section 5.27 of the *Local Government Act 1995* the Annual General Meeting of Electors must be held within 56 days of Council's acceptance of the Annual Report.

While it is scheduled that the Annual Report will be presented to the Ordinary Meeting of Council on 10 December 2023, this will be entirely dependent on the receipt of the Audit Report.

Subject to the above, the Annual General Meeting of Electors is tentatively scheduled to be held on Thursday, 1 February 2024 to commence at 7:00pm.

#### **CONSULTATION/ADVERTISING:**

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, the Council Briefing and Ordinary Meeting of Council dates will be published in both local newspapers, on the City's website and on the City's notice boards.

#### **LEGAL/POLICY:**

Section 5.3 of the Act 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:

*"(1) In this regulation —*

**meeting details**, *for a meeting, means the date and time when, and the place where, the meeting is to be held.*

- (2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*
  - (a) *ordinary council meetings;*
  - (b) *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.*

The Meeting Procedures Local Law 2008 and Council Meeting Procedures Policy provides guidance on the publication of agendas.

**RISK MANAGEMENT IMPLICATIONS:**

Low: The proposed monthly cycle will provide consistency in the sequencing of briefings and meetings and will increase transparency by ensuring financial statements are included in the Council Briefing Agenda.

**STRATEGIC IMPLICATIONS:**

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*We are open and accountable to an engaged community.*

*Our community is aware of what we are doing and how we are meeting our goals.*

City of Vincent Meeting Cycle 2024

