8.2 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2025

Attachments: **1. Proposed Meeting Cycle - 2025**

RECOMMENDATION:

That Council:

1. ADOPTS the 2025 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6:00pm 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

Council Briefing	Ordinary Meeting of Council
4 February	11 February
4 March	11 March
1 April	8 April
6 May	13 May
10 June	17 June
8 July	15 July
5 August	12 August
2 September	9 September
30 September	7 October
4 November	11 November
2 December	9 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 meeting dates for Council Briefings and Ordinary Meetings of Council for 2025.

DELEGATION:

The Act does not require a decision of Council to determine the annual meeting dates.

It is orderly and proper to table the dates of the meeting with Council and for the adopted dates to then form part of the information required to be published on the City's website under Regulation 12 of the *Local Government (Administration) Regulations 1996.*

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 are requested to determine its Ordinary Council Meeting dates and times for the next twelve months.

Section 3.1.1 of Council's adopted Governance Framework sets out the frequency and timing for scheduling Council Briefing and Meetings.

The proposed dates for the Council Briefing and Ordinary Meetings for 2025 are detailed above and set out in the Proposed Meeting Cycle - 2025 at **Attachment 1**.

DETAILS:

The proposed 2025 meeting schedule has been prepared with consideration of council recess periods, school holidays, local government elections and budget adoption.

The standard pattern for the proposed 2025 meeting schedule involves holding Council Briefings on the first Tuesday of each month and Ordinary Meetings of Council on the second Tuesday of each month, with a deviation to the June meeting to allow for presentation of the annual budget closer to the end of the financial year. This adjustment ensures that the budget adoption process aligns more closely with the fiscal timelines, allowing for more accurate planning and sufficient time for the preparation of the statutory budget financial statements. It also provides for the scheduling of an additional budget workshop if required by Council.

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.

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.

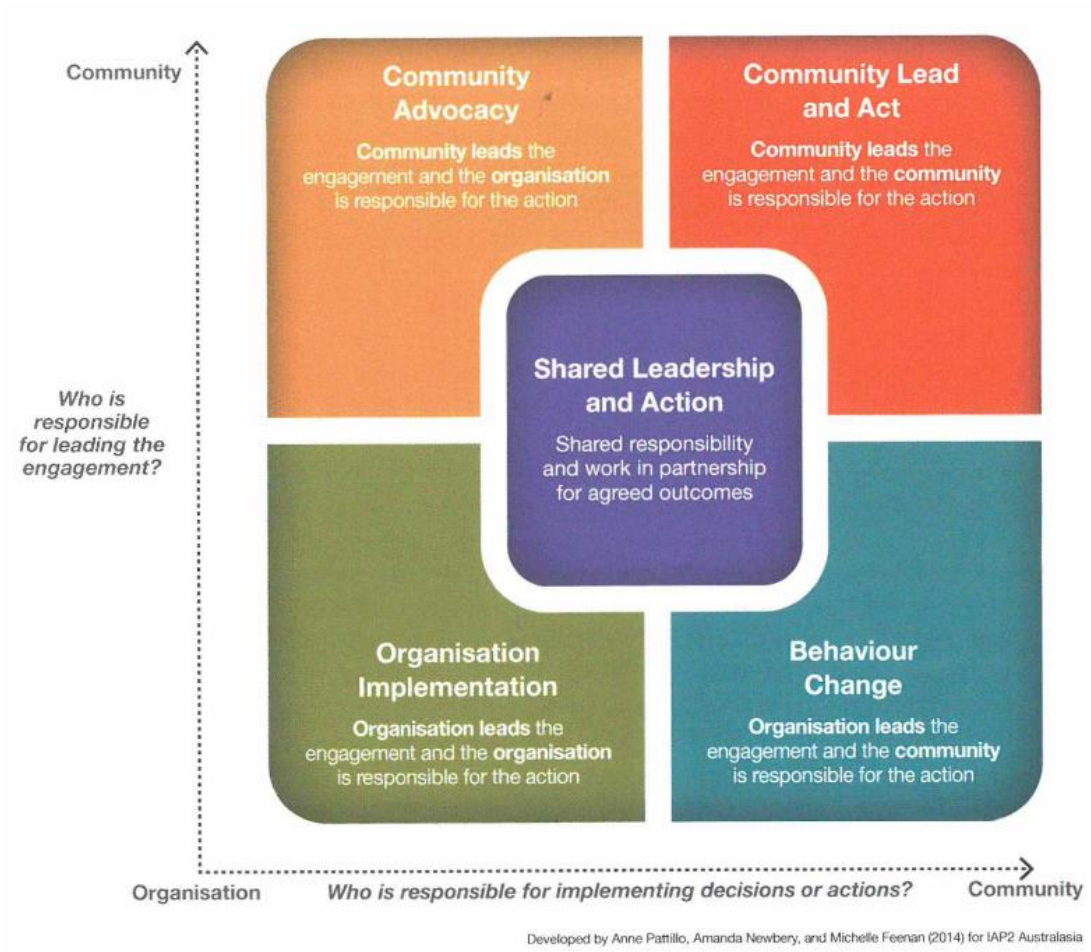
Tuesdays which are not allocated for an Ordinary Meeting of Council, Briefing or Workshop will be reserved for Council professional development with a program to be settled in consultation with Council Members.

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 11 November 2025, 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 Wednesday, 10 December 2025, or Tuesday, 16 December 2025, to commence at 7:00 pm.

CONSULTATION/ADVERTISING:



Shared Leadership and Action

This collaborative arrangement for shared decision-making, management and responsibility for delivery is required to meet shared outcomes.

Tension: The baton changes between project partners at different speeds of action.
Mitigation: Lots of communication, clear roles and monitoring.

You could support community responses to key community, environmental, economic or social problems or opportunities

Be a stakeholder in the community's process

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 2022-2032*:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

Nil

City of Vincent Meeting Cycle 2025

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School Holidays
School Holidays
School Holidays