8.5 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2026

Attachments: **1. Proposed Meeting Cycle - 2026**

RECOMMENDATION:

That Council:

1. ADOPTS the 2026 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
3 February	10 February
3 March	10 March
14 April	21 April
12 May	19 May
9 June	16 June
14 July	21 July
11 August	18 August
8 September	15 September
13 October	20 October
10 November	17 November
8 December	15 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 the 2026 calendar year.

DELEGATION:

While the *Local Government Act 1995* does not expressly require a formal Council decision to determine annual meeting dates, it is considered good governance practice for the proposed schedule to be presented to Council for endorsement.

Once adopted, the meeting dates will be published on the City's website in accordance with *Regulation 12* of the *Local Government (Administration) Regulations 1996*.

BACKGROUND:

Section 5.3 of the *Local Government Act 1995* requires Council to meet at least once every three months. *Regulation 12* of the *Local Government (Administration) Regulations 1996* requires the CEO to publish the meeting details for Ordinary Council Meetings on the local government's website before the beginning of the year in which they are to be held.

Section 3.1.1 of the City's Governance Framework outlines the frequency and timing of Council Briefings and Ordinary Meetings.

The proposed 2026 meeting cycle has been prepared in line with these requirements and is outlined above and in **Attachment 1.**

DETAILS:

The 2026 meeting schedule has been developed with consideration of:

- Council recess periods;
- School holidays; and
- The City's annual budget adoption timeframe.

The standard pattern involves Council Briefings on the second Tuesday of each month and Ordinary Meetings of Council on the third Tuesday of each month, with adjustments made in February and March due to the January recess, and in April and July to avoid school holiday periods.

Establishing Council meeting dates enables the City to plan all other governance activities, including workshops, inductions, and major reporting deadlines—around the adopted calendar. This also ensures sufficient time for Administration to prepare and provide advice to support informed Council decision-making.

National and state conference dates have also been considered:

- The Australian Local Government Association (ALGA) National General Assembly was held from 24–27 June 2025 (2026 dates pending).
- The WALGA Annual Conference is scheduled for 16–18 September 2026, and no Council meetings are planned for that week.

Tuesdays not allocated for meetings or workshops will be reserved for Council Member professional development, with the program finalised in consultation with Council Members.

The Annual General Meeting of Electors (AGM) must be held within 56 days of Council's adoption of the Annual Report in accordance with section 5.27 of the *Local Government Act 1995*.

While the Annual Report is scheduled to be presented to Council on 17 November 2026, this is dependent on the timely receipt of the Audit Report. Subject to that timing, the AGM is provisionally scheduled for Wednesday 16 or Thursday 17 December 2026 at 7:00pm.

CONSULTATION/ADVERTISING:

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

To ensure the community is informed, the meeting schedule will also be:
- Shared on the City's social media channels
- Displayed on the public noticeboard at the Administration Centre
- Displayed on the public noticeboard at the City of Vincent Library

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:

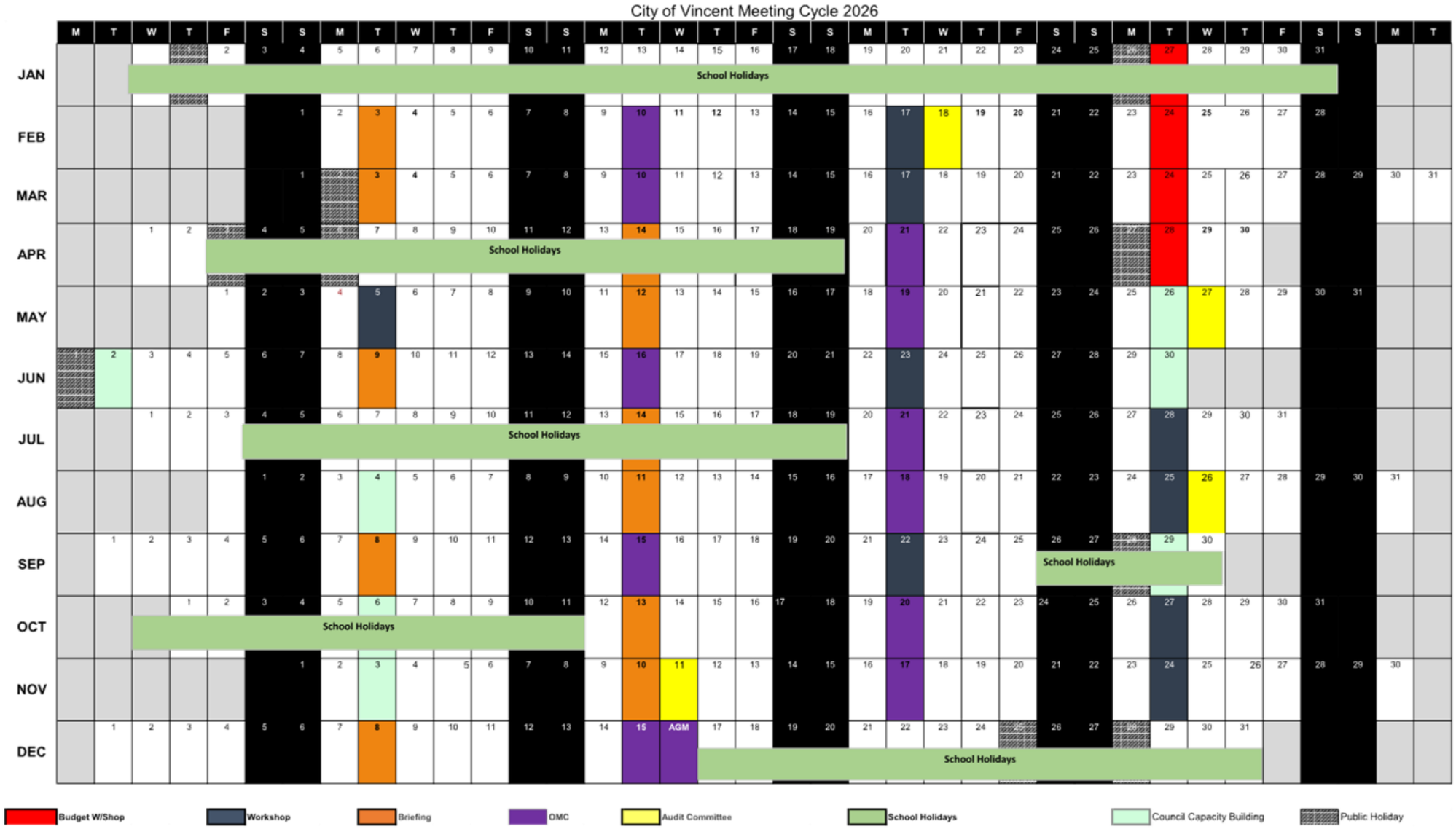
This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

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 2026
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JAN
FEB
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
School Holidays
School Holidays
School Holidays
School Holidays
School Holidays
School Holidays
School Holidays
AGM
Budget W/Shop
Workshop
Briefing
OMC
Audit Committee
School Holidays
Council Capacity Building
Public Holiday