8.1 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2027

Attachments: **1. Council Briefing and Meeting Dates - 2027**

RECOMMENDATION:

That Council:

1. ADOPTS the 2027 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
9 February	16 February
9 March	16 March
13 April	20 April
11 May	18 May
15 June	22 June
13 July	20 July
10 August	17 August
14 September	21 September
5 October	12 October
9 November	16 November
7 December	14 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 2027 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 ordinary Council meetings to be held not more than three months apart. *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 2027 meeting cycle has been prepared in line with these requirements and is outlined above and in **Attachment 1**.

DETAILS:

The 2027 meeting schedule has been developed with consideration of:

- Council recess periods;
- School holidays; and
- The City's annual budget preparation 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 to avoid school holiday periods where possible.

To ensure an appropriate interval between Council Meetings the following changes are proposed:

- June Council Briefing and Ordinary Meeting of Council scheduled for the third and fourth Tuesday.
- October Council Briefing and Ordinary Meeting of Council scheduled for the first and second Tuesday, due to the election on 16 October.
- December Council Briefing and Ordinary Meeting of Council scheduled for the first and second Tuesday.

The caretaker period is from 2 September 2027 until the day after the returning officers declares the results of the election. Section 3.73 of The *Local Government Act 1995* prescribes restrictions on what local government may do during the caretaker period, with decision making still permitted within this period.

A Special Council Meeting is proposed for 19 October 2027 following Council Elections for the swearing in ceremony. A second Special Council Meeting is proposed for 26 October 2027, at which nominations for committee positions will be sought. This will provide an opportunity to deliver an induction program for newly elected Council Members before nominations for committee positions are sought.

This should help ensure new Council Members have a better understanding of the roles, responsibilities and expectations associated with the various committee appointments before deciding whether they wish to nominate. Both Special Council Meetings are shown in the attachment for planning purposes and will be called separately in accordance with the Act.

The number of Budget Workshops has been reduced to four, consistent with previous years, where only four sessions were required.

Council Member Capacity Building sessions have been allocated in accordance with Council's **Continuing Professional Development Policy**. These are intended to support Council's ongoing development and effectiveness as a governing body.

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 23–25 June 2026 (2027 dates pending).
- The WALGA Annual Conference is scheduled for 15–18 September 2027 (to be confirmed).

The schedule also shows the proposed Audit, Risk and Improvement Committee (Committee) meeting dates. Council is not being asked to approve these dates. They are recommended by Administration and included in the attachment so Council can see how the year-end audit and annual reporting process fits around the Council meeting cycle. The proposed dates will then be presented to the Committee at its November 2026 meeting for consideration.

This timing depends on the OAG issuing its audit report in time for the November Committee meeting. If the audit is delayed, the Annual Report and AGM dates would need to move. Once considered by the Committee, the Committee meeting details will be published on the City's website before the start of 2027, as required by regulation 12(2)(b) of the *Local Government (Administration) Regulations 1996*.

The Annual General Meeting of Electors (AGM) must be held not more than 56 days after Council accepts the Annual Report, in accordance with section 5.27 of the *Local Government Act 1995*.

The Annual General Meeting has been provisionally proposed for 16 December 2027, based on the sequence set out above.

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; and
- 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 3 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

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 gives Council Members, Administration and the community certainty about meeting dates. Adopting the schedule before the start of the year also supports compliance with section 5.3 of the Act and regulation 12 of the Regulations.

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 specific sustainability or environmental 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 2026-2031.*

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

City of Vincent Meeting Cycle 2027

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16*
17	18	19*	20	21	22	23
24	25	26*	27	28	29	30
31						

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16*	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND

Budget W/S	Workshop	Briefing	OMC	ARIC	CCB/ Inductions	Public Hol	School holidays	Caretaker Period

** Special events: Oct 16 = Election Day, Oct 19 = Swearing in Ceremony, Oct 26 = Special Council Meeting (appointment to Committees) Dec 15 = AGM*