

<b>12.1 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2021</b>
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**Attachments:** 1. City of Vincent Meeting Cycle Calendar - 2021

**RECOMMENDATION:**

**That Council:**

1. **ADOPTS the 2021 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6pm 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>
9 February	16 February
16 March	23 March
20 April	27 April
11 May	18 May
15 June	22 June
20 July	27 July
10 August	17 August
7 September	14 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 dates for Council Briefings and Ordinary Meetings of Council for 2021.

**BACKGROUND:**

The *Local Government Act 1995* (Act) requires that Council meet at least once every three months. In accordance with section 5.3 of the Act and the *Local Government (Administration) Regulations 1996* Regulation 12, Council must determine its Ordinary Council Meeting dates and times for the next twelve months and these dates must be published at least once a year.

At the 17 November 2020 Council Meeting the proposed dates for the 2021 Council Briefings and Meetings were considered and the monthly cycle of Briefings and Meetings adopted. Due to the local government election on Saturday 16 October 2021 it is necessary for the October Council Briefing and Council Meeting to be brought forward by a week, to 5 and 12 October respectively.

**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>
9 February	16 February
16 March	23 March
20 April	27 April
11 May	18 May
15 June	22 June
20 July	27 July
10 August	17 August
7 September	14 September

5 October	12 October
9 November	16 November
7 December	14 December

The February round of meetings has been brought forward one week to accommodate Council's preference of an earlier start. It is not possible to start the meeting cycle earlier, as Tuesday 26 January 2021 is Australia Day.

Three amendments to the cycle to accommodate public and school holidays are as follows:

- April – moved back one week to accommodate Easter and the April school holidays;
- July - moved back one week to accommodate the July school holidays; and
- September – moved forward one week to accommodate the September school holidays.

The Council Meeting for April is proposed for 27 April 2021 which is the day after ANZAC day. However, this date is proposed to avoid school holidays which are from 2 – 18 April 2021.

The December meeting cycle is proposed to begin on 7 December 2021, with the Ordinary Council Meeting on 14 December. These dates reflect the December 2020 Briefing and Meeting Dates. Bringing the December cycle forward (to 1 December 2021) would require exceptionally fast turnaround times between the November Ordinary Council Meeting on 16 November and draft reports being prepared for the December Briefing Agenda.

All meetings are held at the City of Vincent Council Chambers and are scheduled to commence at 6pm.

The Annual General Meeting of Electors is proposed to be held on 2 February 2021 and commence at 6.00pm.

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. The Annual Report will be presented to the Ordinary Meeting of Council on 15 December 2020, therefore, the Annual General Meeting of Electors must be held by 9 February 2021.

#### **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:

- "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 –*
- The ordinary Council meetings; and*
  - 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:**

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.*

**SUSTAINABILITY IMPLICATIONS:**

Nil.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.



City of Vincent Meeting Cycle Calendar 2021

