

10.5. Council Meeting Schedule 2025-26

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ATTACHMENTS	1. 2025/26 Council Meeting Dates [10.5.1 - 1 page]
CSP LINK	Outcome 8 – An effective, accountable and sustainable Council that serves the community G1. Develop clear goals, create a plan to achieve them, and track progress with transparency and honesty G3. Make it easy for our community to engage and participate in decision-making G4. Manage risks and maintain independent oversight in business operations and decision-making

PURPOSE:

The purpose of this report is to determine a schedule of Council Meeting dates for 2025/26.

EXECUTIVE SUMMARY:

- The Local Government Act prescribes that Councils are required to meet at least 10 times each year, each time in a different month.
- This report proposes a schedule of Council meetings to September 2026.

RECOMMENDATION:

- 1. THAT** Council adopt the attached Council Meeting schedule for 2025/26.
- 2. THAT** Council note the attached planned Agenda publication dates for Council Meetings in 2025/26.

Background

At its meeting held 8 October 2024, Council adopted a Council Meeting schedule for 2024/25. This included meetings for the period of October 2024 to September 2025.

Council is now required to determine a schedule of Council Meeting dates for the period of October 2025 to September 2026 (inclusive).

Report

In accordance with the frequency of Council Meetings adopted in 2024, attached is a proposed meeting schedule for 2025/26 that provides for Council Meetings twice a month with the following exceptions:

- No Council meeting proposed in January – this is proposed due to January being an opportunity for staff to take leave, which assists with the management of leave balances. The first Ordinary Meeting would be held on Monday 9 February.
- Monday 8 June - no Council Meeting proposed due to the King's Birthday and possible dates for ALGA Conference, resulting in only one Council Meeting in June.
- Monday 15 July - no Council Meeting proposed to allow staff time to manage end of financial year processes and implement adopted integrated plans and associated changes from the June 2025 Council meeting.

The Code of Meeting Practice provides that a Councillor may give notice of any business they wish to be considered by the Council at an Ordinary Meeting by way of a Notice of Motion. A Notice of Motion must be in writing and must be submitted three (3) business days before the agenda and business papers are distributed.

The due dates for Notice of Motion and the agenda distribution dates are included in the attached schedule.

Consultation requirements

Community engagement is not required.

Financial/Resource Implications

Related financial implications include staff costs. The spread of 'ordinary hours' under the Local Government (State) Award 2020 are from 6am to 6pm. Hours worked outside this spread of hours are payable at the overtime rate. The overtime rate of pay is time-and-a-half for the first two hours and double time after that. Employees may elect to take Time In Lieu instead.

This clause does not apply to Senior Staff (as defined in the *Local Government Act 1993*) nor to those employees engaged under the Award in the Executive Classifications (Band 4) where the following applies:

Employees engaged in Executive Band 4 may be required in addition to their ordinary hours, to attend meetings of Council and standing and/or special committee meetings. For the purpose of this subclause an employee who is required to attend these meetings may be entitled to claim overtime for actual hours worked after 11pm.

Legislation

Section 365 of the Local Government Act prescribes that the council is required to meet at least 10 times each year, each time in a different month.

Council Meeting Date	Notice of Motion Deadline	Agenda Publication
13 October 2025	30 September 2025	3 October 2025
27 October 2025	14 October 2025	17 October 2025
10 November 2025	28 October 2025	31 October 2025
24 November 2025	11 November 2025	14 November 2025
8 December 2025	25 November 2025	28 November 2025
9 February 2026	27 January 2026	30 January 2026
23 February 2026	10 February 2026	13 February 2026
9 March 2026	24 February 2026	27 February 2026
23 March 2026	10 March 2026	13 March 2026
13 April 2026	31 March 2026	2 April (Thursday) 2026*
27 April 20256	14 April 2026	17 April 2026
11 May 2026	28 April 2026	1 May 2026
25 May 2026	12 May 2026	15 May 2026
22 June 2026	9 June 2026	12 June 2026
27 July 2026	14 July 2026	17 July 2026
10 August 2026	28 July 2026	31 July 2026
24 August 2026	11 August 2026	14 August 2026
14 September 2026	1 September 2026	4 September 2026
28 September 2026 (includes Mayoral election)	15 September 2026	18 September 2026

* Friday 3 April is Good Friday