



# GENERAL MANAGER'S EXTRAORDINARY REPORT

13<sup>th</sup> September 2005

**C4                    FIXING THE TIME AND MANNER OF GIVING  
NOTICE OF ORDINARY AND  
EXTRAORDINARY MEETINGS  
FILE: 335            AVB**

**SUMMARY:**

Section 367 provides that "the General Manager of a council must send to each Councillor, at least 3 days before each meeting of the council, a notice specifying the time and place at which the meeting is to be held and the business proposed to be transacted at the meeting. Notice of less than 3 days may be given of an extraordinary meeting called in an emergency".



This Council's present arrangement, as stated in the Code of Meeting Practice is to give at least 96 hours notice of Ordinary and Extra-Ordinary meetings.

The following resolution would be appropriate if the present arrangements are to continue: -

*"That the period of notice to be given in respect of Ordinary and Extraordinary meetings be at least 96 hours, and in respect of Estimates Meetings, seven (7) days clear notice, however, if an Extraordinary meeting of the Council needs to be held at short notice, notice of such Extraordinary Meeting must be given either verbally or in writing by the General Manager as circumstances warrant and the period of notice shall be entirely at the discretion of the Mayor."*

.....  
**A V Burgess**  
**GENERAL MANAGER**