



KEMPSEY
Shire Council

20th September 2005

GM1	CONDUCT OF COUNCIL MEETINGS
FILE: 469 AVB (NRN)	{Folio No. 303894}

This report is reproduced from Council's meeting of 12th July 2005. Council resolved to refer this matter to a workshop.

SUMMARY:

To outline the schedules of other Councils for conducting meetings.



Council on the 12 April 2005 resolved that enquiries be made of a selection of other LGA's as to the way in which they conduct their Ordinary Council meetings with a view to streamlining the way Kempsey Shire Council conducts its meetings.

The matter was raised at the Mid North Coast Group of Councils meeting held on the 1 June 2005. Responses received to date are: -

Hastings

Council meets on the third week of the month. A workshop with Councillors and staff is held on the second week of the month to allow Councillors to be briefed on matters to go before Council. No decisions are made at the workshop. Council has no Standing Committees and all matters go to Council. Council in Committee is held as the first item of business followed by Questions.

Gloucester

Council has no Standing Committees and Council meeting is held once a month. Questions Without Notice have been deleted from the agenda and replaced with questions going directly to staff.

Greater Taree

Standing Committees, Corporate and Community, Works and Planning are held the week prior to the Council meeting and members can address the Committees. A workshop with Councillors and staff is held on the Tuesday preceding the Ordinary Council meeting to provide an opportunity to discuss key issues, for

presentations to be made and for information to be exchanged in an informal environment. Reports prepared by staff, which do not require a decision of Council, are forwarded each month to Councillors as information reports. Ordinary meetings of Council are held once a month.

Bellingen

Ordinary meetings are held the first Tuesday of each month. Standing Committees of Tourism, Works, Planning and Structural Reform are held as required. Public question time is held at 11.00am and questions and responses are recorded in the minutes.

Nambucca

Holds two Ordinary meetings per month on the first and third Thursdays. Works Committee held on the week preceding the third Thursday. Council will receive representations from the public to both Council meetings and works. Questions Without Notice are not recorded in the minutes.

Great Lakes

Council has no Standing Committees. Council meeting held once per month. The Public Forum is the first item after lunch. A workshop with Councillors and staff is held a fortnight prior to the Council meeting to discuss major Council issues and items for the business paper.

Other Council's Agendas and Minutes

A sample of the agenda and minutes from Port Macquarie Hastings [Appendix A - Part 1, part 2, part 3 & part 4](#), Greater Taree [Appendix B - part 1, & part 2](#), Great Lakes [Appendix C - part 1, part 2, part 3 & part 4](#) and Coffs Harbour [Appendix D - part 1, part 2, part 3, part 4, & part 5](#) Councils are attached at. These will give an indication of the content and format of their Council meetings.

REPORT IMPLICATIONS:

- ***Environmental***

Nil

- ***Social***

Nil

- ***Economic (Financial)***

Nil

- *Policy or Statutory*

Nil

RECOMMENDATION:

For Council's determination.

.....
A V Burgess
GENERAL MANAGER