



KEMPSEY  
Shire Council

## DIRECTOR CORPORATE SERVICES REPORT

10<sup>th</sup> October 2006

<b>DCS7</b>	<b>COUNCIL MEETING DATES</b>
	<b>FILE: 335 PJH</b>

### SUMMARY:

Reporting on proposed schedule of meeting dates for Ordinary and Extra-Ordinary Council meetings up to September 2007.



Following Council's decision to continue to hold its Ordinary Council meetings on the second Tuesday of each month, the following schedule of meeting dates has been prepared.

### Ordinary Meeting Dates

Tuesday	14 <sup>th</sup> November 2006
Tuesday	12 <sup>th</sup> December 2006
Tuesday	9 <sup>th</sup> January 2007
Tuesday	13 <sup>th</sup> February 2007
Tuesday	13 <sup>th</sup> March 2007
Tuesday	10 <sup>th</sup> April 2007
Tuesday	8 <sup>th</sup> May 2007
Tuesday	12 <sup>th</sup> June 2007
Tuesday	10 <sup>th</sup> July 2007
Tuesday	14 <sup>th</sup> August 2007
Tuesday	11 <sup>th</sup> September 2007

The only date on the above list that may need consideration is the 9<sup>th</sup> January 2007 meeting.

Last year Council set the January meeting for the second Tuesday but at the December 2005 meeting considered a late rescission motion to allow a resolution to be passed to not hold a meeting in January 2006.

If the 9<sup>th</sup> January is included this date would mean the items for the agenda would need to be in by 9.00am Tuesday 2<sup>nd</sup> January 2007, the day after New Years Day and if any Directors/officers were away between Christmas and New Year their reports would

need to be in before Christmas. As an alternative Council may wish to defer the January meeting by one (1) week to 16<sup>th</sup> January.

## **Extra-Ordinary Meeting Dates**

Council will recall that the Department of Local Government's Promoting Better Practice program identified a need to have a more planned approach to the number of Extra-ordinary meetings held. It was determined that known Extra-ordinary meetings e.g budget meetings would be included in Council's adopted schedule of meetings.

The budget meeting process should be commenced earlier than in previous years to allow completion of the Draft Management Plan in a reasonable timeframe. It is recommended that the budget meetings be held on consecutive days in the latter half of February so that the Draft Management Plan can be prepared and adopted for exhibition at the April Ordinary meeting.

The following dates are suggested for those Extra-Ordinary meetings that will be required in the next 12 months. Additional Extra-Ordinary meetings can still be called if required in accordance with the Code of Meeting Practice.

## **Extra-Ordinary Meeting Dates suggested:-**

Tuesday	27 <sup>th</sup> February 2007 (Budget Meeting)
Wednesday	28 <sup>th</sup> February 2007 (Budget Meeting continued)
Tuesday	20 <sup>th</sup> March 2007 (Budget Meeting continued)
Friday	27 <sup>th</sup> July 2007 (General Manager's Annual Performance Review)

An earlier timeframe for the budget meetings will allow for the Management Plan (after exhibition) to be adopted at the June Ordinary meeting, eliminating the need for an Extra-Ordinary meeting in late June.

The dates of particular meetings may be changed by Council resolution if the need arises.

## ***REPORT IMPLICATIONS:***

- ***Environmental***

***Nil***

- ***Social***

***Council's meetings are held on a set day each month which assists officers and the public get familiar with when the meetings are held. The public are encouraged to attend through advertising of these Council meetings. Setting the***

*dates of known Extra-Ordinary meetings will see a more planned approach.*

- *Economic (Financial)*

*Costs incurred in the running of meetings are travelling allowances paid to Councillors, catering costs and staff time to attend.*

*The 2006 - 2007 allocation for catering is \$19,000 and for Councillors travelling to Council & committee meetings is \$34,000, with both of these funded from revenue.*

- *Policy or Statutory*

*Section 365 of the Local Government Act requires Council to hold at least 10 Council meetings a year, each time in a different month. This Council in the last year (October to September) held 11 ordinary meetings and 8 Extra-ordinary meetings.*

- *Director's Review*

*As per report.*

**RECOMMENDATION:**

**That the schedule of Council meeting dates as set out in the report be confirmed.**

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**G B Snape**  
**DIRECTOR CORPORATE SERVICES**