



GENERAL MANAGER'S EXTRAORDINARY REPORT

12th September 2006

**C3 FIXING OF DATE, TIME AND PLACE OF
 ORDINARY MEETINGS
 FILE: 335 AVB**

SUMMARY:

Section 365 requires that Council "meet at least 10 times each year, each time in a different month".



The present practice is to hold Ordinary meetings of Council at the Civic Centre, West Kempsey, on the second Tuesday of each month commencing at 9.00 am.

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

"That Council's Ordinary Meetings be held at 9.00am on the second Tuesday of each month."

Once Council has determined its meeting day and time, a report will be prepared for the October meeting on the schedule of meetings for the next 12 months. In accordance with the Department of Local Governments Promoting Better Practice Report recommendations known Extra-Ordinary meetings that will be required e.g. budget meetings, will be included in this schedule so that Council has a more planned approach to its meetings.

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A V Burgess
GENERAL MANAGER