



**KEMPSEY**  
Shire Council

## **DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT**

9<sup>th</sup> October 2007

|              |                              |
|--------------|------------------------------|
| <b>DCCS4</b> | <b>COUNCIL MEETING DATES</b> |
|              | <b>FILE: 335 PJH (NRN)</b>   |

### **SUMMARY:**

To present a proposed schedule of meeting dates for Ordinary and Extra-Ordinary Council meetings up to September 2008.

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### **DESCRIPTION:**

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 is based on the second Tuesday.

#### **Ordinary Meeting Dates**

|         |                  |
|---------|------------------|
| Tuesday | 13 November 2007 |
| Tuesday | 11 December 2007 |
| Tuesday | 8 January 2008   |
| Tuesday | 12 February 2008 |
| Tuesday | 11 March 2008    |
| Tuesday | 8 April 2008     |
| Tuesday | 13 May 2008      |
| Tuesday | 10 June 2008     |
| Tuesday | 8 July 2008      |
| Tuesday | 12 August 2008   |
| Tuesday | 9 September 2008 |

The only date on the above list that may need consideration is the 8<sup>th</sup> January 2008 meeting possibly being moved to 15<sup>th</sup> January 2008.

Last year Council resolved to have the January meeting a week later to allow a week for the preparation of reports after the Christmas/New Year week. It is recommended this be the case again otherwise the agenda will be due out on Wednesday, 2<sup>nd</sup> January.

The ordinary election of the councillors will held on the fourth Saturday of September, being 27<sup>th</sup> September 2008. The first Council meeting after the Local Government elections must be held within three (3) weeks of the election day.

#### **Extra-Ordinary Meeting Dates**

Council needs to also include in its adopted meeting schedule dates for the Extra-Ordinary meetings where it is known these will be required. This is the case for the meetings to consider the budget.

The proposed dates for the budget meetings have been brought forward as a result of a staff process team examining ways to better plan for the preparation of the Management Plan. For Councillors information the timetable for preparation of the Management Plan for 2008-2009 is attached at [\(Appendix C – Page J3 to J4\)](#).

Provided this timeframe is followed, with the Draft Management Plan adopted in April, the Management Plan can be exhibited and then adopted at the June 2008 ordinary Council meeting.

The following dates are therefore recommended 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.

The General Manager's Annual Performance Review is usually held at an Extra-Ordinary meeting on the last Friday in July.

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

|           |  |
|-----------|--|
| Tuesday   | 19 <sup>th</sup> February 2008 (Budget Meeting)                          |
| Wednesday | 20 <sup>th</sup> February 2007 (Budget Meeting)                          |
| Tuesday   | 26 <sup>th</sup> February 2008 (Budget Meeting)                          |
| Friday    | 25 <sup>th</sup> July 2008 (General Manager's Annual Performance Review) |

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. Also 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 reimbursements paid to Councillors, catering costs and staff time to attend.***

***The 2007-2008 allocation for catering is \$21,000 and for Councillors travelling to Council & committee meetings is \$34,500, 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 12 ordinary meetings and 8 Extra-ordinary meetings.*

- *Director's Review*

*As per report.*

**RECOMMENDATION:**

**That the following schedule of Council meeting dates up to September 2008 be adopted:-**

|                  |  |
|------------------|--|
| <b>Tuesday</b>   | <b>13 November 2007 – Ordinary Meeting</b>       |
| <b>Tuesday</b>   | <b>11 December 2007 – Ordinary Meeting</b>       |
| <b>Tuesday</b>   | <b>15 January 2008 – Ordinary Meeting</b>        |
| <b>Tuesday</b>   | <b>12 February 2008 – Ordinary Meeting</b>       |
| <b>Tuesday</b>   | <b>19 February 2008 – Extra-Ordinary Meeting</b> |
| <b>Wednesday</b> | <b>20 February 2008 – Extra-Ordinary Meeting</b> |
| <b>Tuesday</b>   | <b>26 February 2008 – Extra-Ordinary Meeting</b> |
| <b>Tuesday</b>   | <b>11 March 2008 – Ordinary Meeting</b>          |
| <b>Tuesday</b>   | <b>8 April 2008 – Ordinary Meeting</b>           |
| <b>Tuesday</b>   | <b>13 May 2008 – Ordinary Meeting</b>            |
| <b>Tuesday</b>   | <b>10 June 2008 – Ordinary Meeting</b>           |
| <b>Tuesday</b>   | <b>8 July 2008 – Ordinary Meeting</b>            |
| <b>Friday</b>    | <b>25 July 2008 – Extra-Ordinary Meeting</b>     |
| <b>Tuesday</b>   | <b>12 August 2008 – Ordinary Meeting</b>         |
| <b>Tuesday</b>   | <b>9 September 2008 – Ordinary Meeting</b>       |

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**G B Snape**  
**DIRECTOR CORPORATE AND COMMUNITY SERVICES**