



KEMPSEY
Shire Council

GENERAL MANAGER'S EXTRAORDINARY REPORT

11th September 2007

C4	FIXING THE TIME AND MANNER OF GIVING NOTICE OF ORDINARY AND EXTRAORDINARY MEETINGS
FILE: 335 PJH	{Folio No. *}

SUMMARY:

To set the time and manner of giving notice of Ordinary and Extraordinary meetings of Council.

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DESCRIPTION:

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 our Code of Meeting Practice (clause 2.5.1) is to give at least 96 hours notice of Ordinary and Extra-Ordinary meetings, however shorter notice may be given for Extra-Ordinary meetings if the circumstances warrant. In respect of budget estimate meetings the Code of Meeting Practice states the notice is 7 days.

The following recommendation would be appropriate if the present arrangements per Council's Code of Meeting Practice are to continue.

REPORT IMPLICATIONS

- ***Environmental***

Nil

- ***Social***

Nil

- ***Economic (Financial)***

Nil

- ***Policy or Statutory***

While section 367 of the Act sets a giving notice time of at least 3 days, this Council's Code of Meeting Practice provides that 96 hours (4 days) notice be given.

- *General Manager's Review*

As per report.

RECOMMENDATION:

That the period of notice to be given in respect of Ordinary and Extraordinary meetings be at least 96 hours, and in respect of Budget 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 Extra-ordinary 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.

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A V Burgess
GENERAL MANAGER