



DIRECTOR CORPORATE AND COMMUNITY SERVICES REPORT

13 October 2009

DCCS5 COUNCIL MEETING DATES FILE: 335 PJH (NRN)

SUMMARY:

Reporting on the proposed schedule of meeting dates for ordinary and extraordinary council meetings up to September 2010.

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DESCRIPTION:

Council at its meeting on 8 September 2009 resolved: -

“That Council’s Ordinary meetings be held on the second Tuesday of each month commencing at 9.00am, subject to a list of meeting dates being provided to the October Council meeting for adoption.”

The following schedule of meeting dates is based on the second Tuesday.

Tuesday	10 November 2009
Tuesday	8 December 2009
Tuesday	12 January 2010
Tuesday	9 February 2010
Tuesday	9 March 2010
Tuesday	13 April 2010
Tuesday	11 May 2010
Tuesday	8 June 2010
Tuesday	13 July 2010
Tuesday	10 August 2010
Tuesday	14 September 2010

Options for January meeting

Last year when considering the January meeting council resolved to not have a January meeting and move the December meeting back one week and the February meeting forward one week to lessen the gap between meetings. This appeared to work well and meant the January holiday period was clear of council meetings.

The other option is for the January meeting to be held but put back one week to allow time for reports to be prepared after the Christmas/New Year break.

The recommendation that follows is based on excluding a January meeting and adjusting the December and February meeting dates.

Council meetings held outside Kempsey

Council last year resolved to hold at least two ordinary meetings outside Kempsey township. These were held in February 2009 (Stuarts Point) and in June 2009 (Bellbrook).

Options if council continued this would be the other villages of the shire being South West Rocks, Crescent Head, Hat Head, Frederickton, Gladstone, Kundabung or Willawarrin. One consideration would be that due to the extra work load involved that council take only one meeting per year to a village area and to hold it in April when the weather is less extreme.

Extraordinary Meeting Dates

Council needs to also include in its adopted meeting schedule dates for the extraordinary meetings where it is known these will be required. This is the case for the meetings to consider the budget which is usually held over two days in late February.

The budget meetings in February allow the draft management plan to be prepared and advertised during March/April and then be adopted at the June 2010 ordinary council meeting after its exhibition period.

The following dates are therefore recommended for those extraordinary meetings that will be required in the next 12 months. Additional extraordinary meetings can still be called if required in accordance with the code of meeting practice.

Tuesday 23 February 2010 (budget meeting)
Wednesday 24 February 2010 (budget meeting)

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

RECOMMENDATION 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 extraordinary 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. Hall hire and additional costs were incurred last year with the holding council meetings

in Bellbrook and Stuarts Point. The most significant cost was the additional staff time required to set up and travel time to the venues.

- **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 5 extraordinary meetings.

- **Director's Review**

As per report

RECOMMENDATION:

1. That the following schedule of council meeting dates up to September 2010 be adopted:-

Tuesday	10 November 2009 – ordinary meeting
Tuesday	15 December 2009 – ordinary meeting
Tuesday	2 February 2010 – ordinary meeting
Tuesday	23 February 2010 – extraordinary meeting (budget)
Wednesday	24 February 2010 – extraordinary meeting (budget)
Tuesday	9 March 2010 – ordinary meeting
Tuesday	13 April 2010 – ordinary meeting
Tuesday	11 May 2010 – ordinary meeting
Tuesday	8 June 2010 – ordinary meeting
Tuesday	13 July 2010 – ordinary meeting
Tuesday	10 August 2010 – ordinary meeting
Tuesday	14 September 2010 – ordinary meeting

2. That the 13 April 2010 ordinary council meeting be held at South West Rocks.

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K E Oliver

ACTING DIRECTOR CORPORATE AND COMMUNITY SERVICES