



**AGENDA FOR SPECIAL MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON FRIDAY 08 APRIL 2016, COMMENCING AT 10.00 AM**

	Page
1 Apologies	
2 Invocation	
3 Executive Services	
D1 Making of Declaration of Office	2
D2 Appointment of Deputy Mayor	4
D3 Establishment of Portfolios and Appointment of Spokespersons	5
D4 Appointment of Days and Times for Meetings	7
D5 Appointment to Local Disaster Management Group	9
D6 Nomination for Election as District Representative to the Local Government Association of Queensland Executive	11
4 General Business	
5 Meeting Close	



Item

08 April 2016

Item Number:	File Number:	Part:
D1	.	EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Making of Declaration of Office

Report Author:

Peter Byrne, Chief Executive Officer

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

Section of 169 of the “Local Government Act 2009” - “Obligations of Councillors before acting in office” states:-

- (1) A councillor must not act in office until the councillor makes the declaration of office.
- (2) The ***declaration of office*** is a declaration prescribed under a regulation.
- (3) The chief executive officer is authorised to take the declaration of office.
- (4) The chief executive officer must keep a record of the taking of the declaration of office.
- (5) A person ceases to be a councillor if the person does not comply with subsection (1) within:-
 - a) 1 month after being appointed or elected; or
 - b) a longer period allowed by the minister.

Legal Implications:

A councillor cannot act in office until the declaration of office is made.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Attachments:

Nil

Recommendation:

That pursuant to Section 169 of “The Local Government Act 2009”, the Declaration of Office be made by:-

- **His Wor The Mayor, Cr John Mark Dempsey,**
- **Cr Jason Phillip Bartels** (Division 1),
- **Cr William Robert Trevor OAM** (Division 2),
- **Cr Wayne Arthur Honor** (Division 3),
- **Cr Helen Lenore Blackburn** (Division 4),
- **Cr Gregory Richard Barnes** (Division 5),
- **Cr Scott Adam Rowleson** (Division 6),
- **Cr Colin Ross Sommerfeld** (Division 7),
- **Cr David John Batt** (Division 8),
- **Cr Judith Ann Peters** (Division 9), and
- **Cr Peter Raymond Heuser** (Division 10);

in the presence of the Chief Executive Officer, Mr Peter Byrne - and that the copies be retained and recorded by the Chief Executive Officer.

**Item****08 April 2016****Item Number:**

D2

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Appointment of Deputy Mayor

Report Author:

Peter Byrne, Chief Executive Officer

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

Section 175(2) of the "Local Government Act 2009", states:-

"The local government must, by resolution, appoint a Deputy Mayor from its Councillors (other than the Mayor)"

(at the first meeting of the Council after the conclusion of the quadrennial elections).

Nominations are invited for the position of Deputy Mayor.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Attachments:

Nil

Recommendation:**That nominations be invited for the position of Deputy Mayor.**

**Item****08 April 2016****Item Number:**

D3

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Establishment of Portfolios and Appointment of Spokespersons

Report Author:

Peter Byrne, Chief Executive Officer

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

The portfolio system has proved beneficial allowing each Councillor to be responsible for a specific area within the 3 Departments of the Council.

Councillors have had informal discussions on the options for management of Council's business for this term of office; and the allocation of the following portfolios to cover the various sections across the organisation is suggested:-

- Finance & Economic Development;
- Governance & Communications
- Water & Wastewater;
- Roads & Drainage;
- Planning & Development;
- Waste & Recycling;
- Environment & Natural Resources;
- Community & Cultural Services;
- Sport, Recreation, Venues & Disaster Management;
- Health & Regulatory Services; and
- Tourism & Regional Growth.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Attachments:

Nil

Recommendation:

That the following portfolios be established within the 3 Departments of the Council:-

- Finance & Economic Development;
- Governance & Communications
- Water & Wastewater;
- Roads & Drainage;
- Planning & Development;
- Waste & Recycling;
- Environment & Natural Resources;
- Community & Cultural Services;
- Sport, Recreation, Venues & Disaster Management
- Health & Regulatory Services; and
- Tourism & Regional Growth.

and nominations be invited for the appointment of Portfolio Spokespersons.



Item

08 April 2016

Item Number: D4	File Number: .	Part: EXECUTIVE SERVICES
---------------------------	--------------------------	------------------------------------

Portfolio:

Executive Services

Subject:

Appointment of Days and Times for Meetings

Report Author:

Peter Byrne, Chief Executive Officer

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

Section 257 of the “Local Government Regulation 2012”, states:-

“(1) A local government must meet at least once in each month”

The holding of Council Meetings on a 3 weekly basis to date has provided the appropriate time-frame for research and preparation of reports to Council.

Legal Implications:

Sections 257 and 264 of the “Local Government Regulation 2012” sets out the requirements for meetings; and Section 267 of the “Local Government Regulation 2012” prescribed the appointment of Committee Chairmen.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Attachments:

Nil

Recommendation:

That the first:-

- **Ordinary Meeting of the Council be held on Tuesday, 26 April 2016, commencing at 10.00 am, and 3 weekly thereafter (or as resolved by Council);**
- **Council Briefing Meeting be held on Wednesday, 20 April 2016, at 9.00 am, and 3 weekly thereafter (or as resolved by Council).**

**Item****08 April 2016****Item Number:**

D5

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Appointment to Local Disaster Management Group

Report Author:

Peter Byrne, Chief Executive Officer

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

Councillors represent Council on both Council and many Community Committees/Organisations. This provides Council with opportunities to be kept up to date with the issues faced by the various community groups, and also to be instrumental in furthering the enhancement and development of the Bundaberg Region.

Determination of Council representation on other Council and Community Committees/Organisations will be addressed at a later date.

However, to ensure the smooth operations of Council in the event of an emergency situation it is important that representation on the Local Disaster Management Group is determined at the Post Election Meeting. It is recommended that the Mayor also act as the Chair of the group and one other Councillor be a representative on the group.

The existing arrangement is that the Councillors for Division 2 and 3 act as Chair of the Childers and Gin Gin Disaster Management Sub-Groups respectively, and it is proposed that this continue.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Attachments:

Nil

Recommendation:

- 1. That nominations be invited for Council's appointed representatives on the Local Disaster Management Group - being the Mayor and 1 other Representative.**
- 2. That the current arrangement that the Councillors for Divisions 2 and 3 act as Chair of the Childers and Gin Gin Disaster Management Sub-Groups respectively continue.**

**Item****08 April 2016****Item Number:**

D6

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Nomination for Election as District Representative to the Local Government Association of Queensland Executive

Report Author:

Peter Byrne, Chief Executive Officer

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

By letter dated 21 March 2016, and in accordance with Rule 5.4 of the Local Government Association of Queensland Inc's Constitution and Rules - the Association calls nominations for election as District Representative to the Association's Policy Executive for the period 2016 – 2020. Nominations close on 29 April, 2016, and a ballot paper will be sent after close of nominations (if necessary). District 3 of the Association comprises the following Councils - Bundaberg, Fraser Coast, Gympie, North Burnett and South Burnett.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

The costs for travel and attendance at these meetings are met by the Local Government Association of Queensland Inc.

Attachments:

Nil

Recommendation:

That nominations be invited for election as District Representative to the Local Government Association of Queensland Executive.