

# Agenda

## **Special Meeting (Post-Election Meeting)**

**Thursday, 23 April 2020**

**commencing at 9:00am**



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**1 DECLARATION OF OPENING**

On establishing there is a quorum, the Chair will declare the meeting open.

**2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE****3 INFORMING OF PERSONAL INTERESTS****3.1 MATERIAL PERSONAL INTEREST**

Pursuant to Section 175C of the *Local Government Act 2009*, a Councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the Councillor's material personal interest in the matter and
- (b) leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.

**3.2 CONFLICT OF INTEREST / PERCEIVED CONFLICT OF INTEREST**

Pursuant to Section 175E of the *Local Government Act 2009*, a Councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees, must inform the meeting about the councillor's personal interest the matter.

The other Councillors must then decide

- (a) whether the Councillor has a real conflict of interest or perceived conflict of interest in the matter and
- (b) if they decide the Councillor has a real conflict of interest or perceived conflict of interest in the matter
  - (i) whether the Councillor must leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on, or
  - (ii) that the Councillor may participate in the meeting in relation to the matter, including by voting on the matter.



**4        REPORTS DIRECT TO COUNCIL**

**4.1      APPOINTMENT OF DEPUTY MAYOR**

**File No:**                      **Statutory Meetings**

**Author:**                    **A/Chief Executive Officer  
Office of the CEO**

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**OFFICER RECOMMENDATION**

**That Councillor \_\_\_\_\_ be appointed as  
Deputy Mayor of the Sunshine Coast Regional Council.**



**4.2 COUNCIL MEETINGS - POST-ELECTION MEETING MATTERS**

**File No:** Statutory Meetings  
**Author:** Coordinator CEO Governance & Operations  
Office of the CEO

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**PURPOSE**

The purpose of this report is for Council to consider the date and times for holding future Council meetings and the Councillor memberships of the Sunshine Coast Local Disaster Management Group and the Sunshine Coast Regional Council Audit Committee.

**EXECUTIVE SUMMARY**

This report deals with two topics, Council's statutory meetings and fulfilling Council's requirements for memberships of the Sunshine Coast Local Disaster Management Group and the Sunshine Coast Regional Council Audit Committee.

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council at its post-election meeting is required to consider the day and times of future meetings which are to be held at least once per month at one of Council's public offices.

It is proposed that Council meetings be held once a month commencing Thursday 30 April 2020 at 9:00 am.

In relation to membership of the Sunshine Coast Local Disaster Management Group, it is proposed that the Mayor, Councillor Mark Jamieson, continue as member and Chair, and the Deputy Mayor as the Deputy Chair of that group. Further, it is proposed that an additional two Councillors be members of the Sunshine Coast Regional Council Audit Committee.

**OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled "Council Meetings - Post-election Meeting Matters"**
- (b) conduct the first Ordinary Meeting of the 2020 – 2024 Council at 9:00am, Thursday 30 April 2020**
- (c) appoint Mayor, Councillor Mark Jamieson as a continuing member and Chair and the Deputy Mayor as the Deputy Chair of the Sunshine Coast Local Disaster Management Group and**
- (d) appoint two additional Councillors as members of the Sunshine Coast Regional Council Audit Committee.**

**FINANCE AND RESOURCING**

The costs associated with Council's statutory meeting process are covered within the Office of the Mayor and Chief Executive Office Meeting Management operational budget.

**CORPORATE PLAN**

**Corporate Plan Goal:** *An outstanding organisation*  
**Outcome:** We serve our community by providing this great service

**Operational Service:** S29 - Governance - providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported.

## CONSULTATION

### Internal Consultation

Consultation for this report has occurred with the Acting Chief Executive Officer, the Coordinator Disaster Management and the Manager Audit and Assurance.

### External Consultation

There was no external consultation required for the preparation of this report.

### Community Engagement

There was no community engagement required for preparation of this report.

## PROPOSAL

The *Local Government Act 2009* requires Council to consider the day and time for holding other formal meetings. As required by s257(1) of the *Local Government Regulation 2012*, Council will meet once a month.

In relation to Councillor membership of the Sunshine Coast Local Disaster Management Group and the Sunshine Coast Regional Council Audit Committee, in addition to recognising the Mayor's ex officio membership of both, it is proposed that Mayor, Councillor Mark Jamieson continue in his role on the Sunshine Coast Local Disaster Management Group as Chair together with the Deputy Mayor as the Deputy Chair. It is further proposed that an additional two Councillors be appointed as members of the Sunshine Coast Regional Council Audit Committee.

## Legal

Council is required to meet its statutory obligations in relation to council meetings, specifically:

- Section 175 of the *Local Government Act 2009* requires that a post-election meeting is held within 14 days after the conclusion of each quadrennial election, and that the local government must, by resolution, appoint a deputy mayor from its councillors (other than the mayor) at that post-election meeting.
- Section 256 (1) of the *Local Government Regulation 2012* requires that the local government must consider the days and times for holding other meetings at the post-election meeting.
- Section 257 of the *Local Government Regulation 2012* requires that the local government meets at least once a month, with those meetings to be held at its public offices. However, a local government may, by resolution, fix another place for a particular meeting.
- Section 277 of the *Local Government Regulation 2012* requires that, at least once a year the local government must publish a notice of the days and times when its ordinary meetings will be held.
- Additional provisions were recently added to the *Local Government Regulation 2012* for Local Government meetings, to minimise serious risks to the health and safety of persons caused by the public health emergency that is COVID-19. These provisions will expire on 30 June 2021.

Provisions include clarity on attendance via teleconferencing and ensuring that the meeting is available for real time viewing or listening at a public office of the local

government or on the Local Government's website. This livestreaming requirement does not apply to confidential items.

Should the chairperson be satisfied it is not practicable or safe for the public to attend the meeting due to health and safety reasons associated with COVID-19, the chairperson may decide, my notice, published on the website that the public may not attend that meeting.

- Section 210 of the *Local Government Regulation 2012* requires that one, but not more than two councillors are appointed to the Audit Committee, at least one of which must have significant experience and skills in financial matters.
- The *Disaster Management Act 2003* and the *Disaster Management Regulation 2014* require that at least one councillor is appointed as a member and chair of the Sunshine Coast Local Disaster Management Committee.

### **Policy**

There are no relevant policy implications related to this report.

### **Risk**

Council is required to meet its statutory obligations in relation to the holding of the post-election meeting, appointment of the Deputy Mayor and consideration of the days and times for holding the meetings of the local government.

### **Previous Council Resolution**

#### **Council Meetings – Post-Election Meeting Matters**

The post-election meeting for the 2016-2020 Council was held on 7 April 2016.

#### **Council Resolution PEM 16/2**

*That Council:*

- receive and note the report titled "Council Meetings - Post-Election Meeting Matters"*
- conduct the first Ordinary Meeting of the 2016 – 2020 Council at 9:00am, Thursday 21 April 2016 at the Nambour office with subsequent Ordinary Meetings of Council to be held once a month on a rotational basis between Council's Caloundra and Nambour offices*
- appoint Mayor, Councillor Mark Jamieson as a continuing member and Chair and the Deputy Mayor as the Deputy Chair of the Sunshine Coast Local Disaster Management Group and*
- appoint the Deputy Mayor as member of the Sunshine Coast Regional Council Audit Committee and consider the appointment of an additional councillor to that committee at a future ordinary meeting.*

### **Related Documentation**

There is no additional documentation relevant to this report.

### **Critical Dates**

The *Local Government Act 2009* required that a post-election meeting is held within 14 days after the conclusion of each quadrennial election. Noting that the 2020 Sunshine Coast election was concluded on Friday 17 April 2020, it is necessary for the post-election meeting to be held prior to 1 May 2020.

**Implementation**

Upon Council's determination, Chief Executive Officer will ensure:

- the Meeting Management Team update the corporate meetings calendar and publish the details of future Council meetings on the internet and corporate website
- internal stakeholders are notified of the changes to ensure calendars are updated and
- the local media are advised of meeting dates.

Public notice of the days and times when Council's Ordinary Meetings will be held are published as required.

**5        NEXT MEETING**

Nil

**6        MEETING CLOSURE**