



I hereby give notice that a Statutory Meeting of Council will be held on:

Date: Wednesday, 22 April 2020
Time: 9.00am
Location: Administration Centre
10 Furneaux Street
Cooktown

AGENDA AND BUSINESS PAPERS

Statutory Council Meeting

22 April 2020

**Linda Cardew
Chief Executive Officer**

Order Of Business

1 Welcome to Country.....4

2 Declaration of Office4

3 Attendance4

4 Meeting Opened4

5 Apologies4

6 Mayoral Address4

7 Executive Services - Reports.....5

 7.1 Appointment of Deputy Mayor 5

 7.2 2020 Council Meeting Dates 7

 7.3 Local Disaster Management Group Appointment 9

7 EXECUTIVE SERVICES - REPORTS

7.1 APPOINTMENT OF DEPUTY MAYOR

File Number: D20/8911
Author: Director Organisational Business Services
Authoriser: Linda Cardew, Chief Executive Officer
Attachments: Nil

PRECIS

A mandatory requirement to be undertaken in the Post-Election Meeting is for Council to appoint a Deputy Mayor. The Mayor is excluded from nomination, and the appointment of the Deputy Mayor from the other elected Councillors is to be resolved by majority vote of Council.

BACKGROUND/HISTORY

Any nomination for the Deputy Mayor requires a mover and seconder. Once a formal nomination has been received a vote is to be taken. The vote can occur with or without discussion. If the majority of Council votes for the Councillor nominated for Deputy Mayor then the vote is carried and the position of Deputy Mayor is appointed.

Should the vote be unsuccessful, the nomination process continues until a majority vote of Council decides on a Deputy Mayor.

LINK TO CORPORATE PLAN

Key Strategy Priority: Governance - Accountable, responsible and appropriate governance and management reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

Strategy 4: Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

Objective 4a: Council's workforce and culture reflect and promote Council values.

Objective 4f: Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

CONSULTATION

The determination to appoint a Deputy Mayor is a legislative requirement imposed on Councillors therefore wider consultation has not been undertaken.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Section 175 of the *Local Government Act 2009*, requires Council to appoint, by resolution, a Deputy Mayor from its Councillors, excluding the Mayor.

POLICY IMPLICATIONS

There are no policy implications associated with appointing a Deputy Mayor.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

All costs pertaining to Councillors remuneration are included in Council's annual budget and the appointment of a Deputy Mayor has no further budgetary implications.

RECOMMENDATION

That Council appoints Councillor ... as the Deputy Mayor.

7.2 2020 COUNCIL MEETING DATES

File Number: D20/9268
Author: Director Organisational Business Services
Authoriser: Linda Cardew, Chief Executive Officer
Attachments: Nil

PRECIS

Council has a legislative requirement pursuant to section 257 of the *Local Government Act 2009* to meet at least once per month. This is a minimum requirement for the conduct of its Ordinary Meetings and Council has the discretion to convene further meetings, whether they are Committee Meetings or Special Meetings, at any other frequency it determines.

BACKGROUND/HISTORY

Due to the local government elections taking place in March 2020, Council at its Ordinary Meeting in December 2019 adopted meeting dates to cover the first four months of 2020 only. This would allow the new Council to decide future meeting dates and times.

Once Council has resolved the future meeting dates, public notices of these meeting dates and times will be issued in accordance with section 277 of the *Local Government Regulation 2012*.

LINK TO CORPORATE PLAN

Key Strategy Priority: Governance - Accountable, responsible and appropriate governance and management reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

Strategy 4: Work management systems and procedures are reviewed and adjusted to support improved organisational service provision, compliance and efficiency.

Objective 4a: Council's workforce and culture reflect and promote Council values.

Objective 4f: Council activities comply with applicable legislation through well maintained policies, procedure and information systems that guide and facilitate good decision making.

CONSULTATION

There is a legislative requirement for Council to meet at least once per month therefore wider consultation has not been undertaken.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

Section 256 of the *Local Government Regulation 2012*, requires Council to resolve the days and times for other meetings at its Post-Election Meeting. Section 257 of the *Local Government Regulation 2012*, further states that Council must meet at least once every month.

POLICY IMPLICATIONS

There are no policy implications associated with establishing the days and times for Council meetings.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

The conducting of Council Meetings is a standard business operational matter and any costs pertaining to Council Meetings are included in the annual budget.

RECOMMENDATION

That Council adopts the following meeting dates for its Ordinary Meetings and its Planning and Environment Committee Meetings from April to December 2020:

Ordinary Council Meetings

1. 9.00am, Tuesday, 28 April 2020
2. 9.00am, Tuesday, 19 May 2020
3. 9.00am, Tuesday, 9 June 2020
4. 9.00am, Tuesday, 14 July 2020
5. 9.00am, Tuesday, 11 August 2020
6. 9.00am, Tuesday, 8 September 2020
7. 9.00am, Tuesday, 13 October 2020
8. 9.00am, Tuesday, 10 November 2020
9. 9.00am, Tuesday, 8 December 2020

Planning and Environment Standing Committee Meetings

1. 9.00am, Tuesday, 26 May 2020
2. 9.00am, Tuesday, 23 June 2020
3. 9.00am, Tuesday, 28 July 2020
4. 9.00am, Tuesday, 25 August 2020
5. 9.00am, Tuesday, 22 September 2020
6. 9.00am, Tuesday, 27 October 2020
7. 9.00am, Tuesday, 24 November 2020

7.3 LOCAL DISASTER MANAGEMENT GROUP APPOINTMENT

File Number: D20/10177
Author: Director Organisational Business Services
Authoriser: Linda Cardew, Chief Executive Officer
Attachments: Nil

PRECIS

The Disaster Management Act 2003 requires a local government to establish a Local Disaster Management Group. The Act, and subordinate legislation, the Disaster Management Regulation 2014 require Council to appoint a chairperson and deputy chairperson to the Local Disaster Management Group (LDMG). The legislation prescribes that the chairperson must be a councillor of a local government.

BACKGROUND/HISTORY

The Cook Shire LDMG executive committee currently has the following members:

Executive members:

- Chairperson (Mayor)
- Deputy Chairperson (formerly Cr Alan Wilson)
- Local Disaster Coordinator (CEO)
- Disaster Management Officer (Cook Shire Council)
- Emergency Management Coordinator (Queensland Fire and Emergency Services)

The general LDMG membership includes representatives from Queensland Police Service, Queensland Ambulance Service, Queensland Health and Cook Shire Council executive leadership team. In addition the LDMG consists of a range advisors, representing community based services throughout the region.

As prescribed by the legislation, Council is required to appoint a chairperson. Traditionally the role of chairperson is filled by the Mayor and the deputy chairperson has been appointed from the remainder of the councillors. It is proposed that in 2020 the nomination of the Deputy Chair be undertaken at the next LDMG and that the LDMG's nomination be submitted to Council for consideration and appointment of that person.

LINK TO CORPORATE PLAN

Key Strategy Priority: Environment – Respect for the unique and natural environment of the Cape, its history and the provision of sustainable, safe access for the enjoyment of the Cape's communities and visitors.

Strategy 2: Disaster Management facilities and services manage risk and exposure to the adverse impacts of both natural and man-made disasters.

Objective 2a: The shire's communities are safe through disaster management planning and response through interagency coordination, planning and action in an emergency.

CONSULTATION

The determination to appoint a Chairperson and Deputy Chairperson to the LDMG is a legislative requirement imposed on Councillors therefore wider consultation has not been undertaken.

LEGAL IMPLICATIONS (STATUTORY, BASIS, LEGAL RISKS)

The Disaster Management Act 2003 (Queensland) Division 3 sections 29 and 34:

Section 29: A local government must establish a Local Disaster Management Group (a **local group**) for the local government's area.

Section 34 (2): The chairperson and deputy chairperson are the persons prescribed by regulation.

The Disaster Management Regulation 2014 (Queensland) Part 2 Section 10:

- (1) For section 34(2) of the Act, the chairperson and deputy chairperson of a local group are the persons appointed by the relevant local government for the local group to be the chairperson and deputy chairperson.
- (2) The chairperson must be a councillor of a local government.

POLICY IMPLICATIONS

There are no policy implications associated with appointing a LDMG Chairperson and Deputy Chairperson.

FINANCIAL AND RESOURCE IMPLICATIONS (BUDGETARY)

All costs pertaining to LDMG operations are included in Council's annual budget and the appointment of a Chairperson and Deputy Chairperson have no further budgetary implications.

RECOMMENDATION

That Council appoints Councillor ... to the role of Chairperson of the Cook Shire Local Disaster Management Group.