



# SPECIAL MEETING AGENDA

Tuesday 2 April 2024  
commencing at 9:30 AM

Quilpie Shire Council Boardroom  
50 Brolga Street, Quilpie

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## Special Meeting of Council

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26 March 2024

The Mayor and Council Members  
Quilpie Shire Council  
QUILPIE QLD 4480

Dear Members

Notice is hereby given that a Pre Meeting Briefing will be held in the Council Boardroom, on **Tuesday 2 April 2024**, commencing at **8.30 am**.

Notice is also hereby given that the Special Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Tuesday 2 April 2024**, commencing at **9:30 AM**.

The agenda for the special meeting is attached for your information

Yours faithfully

Justin Hancock  
Chief Executive Officer





# SPECIAL MEETING OF COUNCIL AGENDA

Tuesday 2 April 2024  
Quilpie Shire Council Boardroom  
50 Broilga Street, Quilpie

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- 1 OPENING OF MEETING**
- 2 ATTENDANCE**
- 3 APOLOGIES**
- 4 DECLARATIONS OF INTEREST**

**5 GOVERNANCE**

**5.1 DECLARATION OF OFFICE**

**IX:** 248057

**Author:** Janelle Menzies, Manager Governance and Compliance

**Attachments:** Nil

**KEY OUTCOME**

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.3 Maintain good corporate governance

**EXECUTIVE SUMMARY**

In accordance with Section 169 of the *Local Government Act 2009*, a Councillor must not act in the office until the Councillor makes a declaration of Office.

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**RECOMMENDATION**

**BACKGROUND**

The Declaration of office as Prescribed in the *Local Government Regulation 2012* Section 254 Declaration of Office.

*'I, (insert name of councillor), having been elected/appointed as a councillor of the (insert name of local government), declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct for Councillors under the Local Government Act 2009, to the best of my judgment and ability.'*

**POLICY AND LEGISLATION**

Local Government Act 2009

Local Government Regulations 2012

**5.2 APPOINTMENT OF DEPUTY MAYOR****IX: 248059****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: Nil****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to fulfil the requirement of Section 175 of the *Local Government Act 2009* and appoint a Deputy Mayor.

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**RECOMMENDATION**

1. That Council appoint Cr. \_\_\_\_\_ to the position of Deputy Mayor of Quilpie Shire Council.

**BACKGROUND**

Under the Local Government Act 2009, Chapter 6 Administration, Part 2 Councillors, Section 175A Council must hold a post-election meeting and perform certain tasks.

**175 Post-election meetings**

- (1) A local government must hold a meeting within 14 days after—
  - (a) the conclusion of each quadrennial election; and
  - (b) the conclusion of a fresh election of its councillors.
- (2) The local government must, by resolution, appoint a deputy mayor from its councillors (other than the mayor)—
  - (a) at that meeting; and
  - (b) at the first meeting after the office of the councillor who is the deputy mayor becomes vacant

**POLICY AND LEGISLATION**

Local Government Act 2009

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil

**5.3 PROPOSED ORDINARY COUNCIL MEETING DATES 2024**

**IX: 248070**

**Author: Janelle Menzies, Manager Governance and Compliance**

**Attachments: Nil**

**KEY OUTCOME**

**Key Outcome:** 4. Strong Governance

**Key Initiative:** 4.3 Maintain good corporate governance

**EXECUTIVE SUMMARY**

Section 256 of *the Local Government Regulation 2012* requires a Local Government must consider at a post-election meeting including the day and time for holding other meetings.

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**RECOMMENDATION**

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
April	Monday	15	9.30am
May	Tuesday	28	9.30am
June	Tuesday	18	9.30am
July	Tuesday	23	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	29	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

**BACKGROUND**

Section 256 of *the Local Government Regulation 2012* requires a Local Government must consider at a post-election meeting including the day and time for holding other meetings.

Previously the Ordinary Meeting of council have been monthly. The recommendation is for Council to hold an Ordinary Meeting of Council on the third Tuesday except for the following:

- April Meeting to be held on Monday 15 April 2024 due to Mayoral Induction and Training in Brisbane.
- July meeting to be held on Tuesday 23 July 2024 due to Western Queensland Alliance of Councils conference to be held on 17-18 July.

- October meeting to be held on Tuesday 29 October 2024 due to LGAQ Annual Conference.

On occasions, the monthly meeting date may be varied to suit the availability of Councillors and the Mayor. In such circumstances prior communication is held with all Councillors and a written notice will be issued.

**OPTIONS**

Option 1 – Recommended:

That Council confirm the date and times of Ordinary Meetings of Council for April to December 2024 and advertises accordingly.

Month	Day	Date	Time
April	Monday	15	9.30am
May	Tuesday	28	9.30am
June	Tuesday	18	9.30am
July	Tuesday	23	9.30am
August	Tuesday	20	9.30am
September	Tuesday	17	9.30am
October	Tuesday	29	9.30am
November	Tuesday	19	9.30am
December	Tuesday	17	9.30am

Option 2

That Council confirm the date and times of Ordinary Meetings of Council for January to December 2024 and advertises accordingly.

Month	Day	Date	Time
April			9.30am
May			9.30am
June			9.30am
July			9.30am
August			9.30am
September			9.30am
October			9.30am
November			9.30am
December			9.30am

**CONSULTATION (Internal/External)**

Councillors

Chief Executive Officer

**LEGAL IMPLICATIONS**

Section 256 of the Local Government Regulation 2012

**POLICY AND LEGISLATION**

Section 256 of the Local Government Regulation 2012

**Section 256 Agenda of post-election meeting.**

- (1) The matter a Local Government must consider at a post-election meeting including the day and time for holding other meetings.
- (2) A post-election meeting is the meeting mentioned in Section 175(1) of the Act.

***254B Public notice of meetings***

- (1) *A local government must, at least once in each year, publish a notice of the days and times*

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**RISK MANAGEMENT IMPLICATIONS**

Nil as per Council's Risk Management Policy



**5.4 APPOINTMENT OF CHAIR AND DEPUTY CHAIR OF THE QUILPIE SHIRE COUNCIL OF THE LOCAL DISASTER MANAGEMENT GROUP****IX: 248080****Author: Janelle Menzies, Manager Governance and Compliance****Attachments: Nil****KEY OUTCOME****Key Outcome:** 4. Strong Governance**Key Initiative:** 4.3 Maintain good corporate governance**EXECUTIVE SUMMARY**

The purpose of this report is to appoint a Chair and a Deputy Chair of the Quilpie Shire Council Local Disaster Management Group (LDMG).

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**RECOMMENDATION**

- 1) The Council:
  - a) Appoint Mayor Ben Hall as the Chair of the Quilpie Local Disaster Management Group.
  - b) Appoint Cr as the Deputy Chair of the Quilpie Local Disaster Management Group.

**BACKGROUND**

The Quilpie Shire Local Disaster Management Group (LDMG) was established to support and coordinate disaster management activities for our Local Government Area.

The Chairperson of each LGMG must be a Mayor or Councillor appointed by Council. Council practice is also to appoint a Deputy Chairperson, to support succession planning and relief, if necessary.

**OPTIONS**

N/A

**CONSULTATION (Internal/External)**

N/A

**LEGAL IMPLICATIONS**

N/A

**POLICY AND LEGISLATION**

Disaster Management Act 2003  
Part 5 – Functions of a Local Government  
Section 80 Functions of Local Government

(1) The functions of a local government under this Act are as follows—

- (a) to ensure it has a disaster response capability;
- (b) to approve its local disaster management plan prepared under part 3;
- (c) to ensure information about an event or a disaster in its area is promptly given to the district disaster coordinator for the disaster district in which its area is situated;
- (d) to perform other functions given to the local government under this Act.

(2) In this section—

***disaster response capability***, for a local government, means the ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with an emergency situation or a disaster in the local government's area.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

N/A

#### **RISK MANAGEMENT IMPLICATIONS**

N/A

**6 LATE ITEMS**