



# **AGENDA**

**Tuesday, 26 March 2024**

## **Post-Election Meeting**

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

**Date: Tuesday, 26 March 2024**

**Time: 9:00am**

**Location: Council Chambers**

**Peter Franks  
Chief Executive Officer**



**Order Of Business**

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**1 MEMBERS IN ATTENDANCE**

**2 APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS**



### 3 OFFICE OF THE CEO

#### 7.1 APPOINTMENT OF DEPUTY MAYOR

**Date Prepared:** 20 March 2024  
**Author:** Chief Executive Officer  
**Attachments:** Nil

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#### EXECUTIVE SUMMARY

Section 175 of the *Local Government Act 2009* (the Act) requires Council to appoint a Deputy Mayor from the group of Councillors (other than the Mayor) at its post-election meeting.

#### RECOMMENDATION

That Cr <Insert Name> be appointed as Deputy Mayor.

#### BACKGROUND

The Act is silent on the process for the appointment of the Deputy Mayor. The process for making the appointment is therefore usually agreed by Councillors and lead by the Mayor.

While the *Local Government Regulations 2012* requires that voting must be open, the Department of Local Government, Racing and Multicultural Affairs indicate that a secret ballot is one method of determining the appointment of a Deputy Mayor where two or more nominations are received for that position. Alternatively, each nomination can be dealt with individually and voted upon by Council until successful nominee emerges.

#### LINK TO CORPORATE PLAN

**Governance:** Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community.





**7.2 FIXING OF DAYS AND TIMES FOR HOLDING OF ORDINARY MEETINGS**

**Date Prepared:** 20 March 2024  
**Author:** Chief Executive Officer  
**Attachments:** Nil

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**EXECUTIVE SUMMARY**

Section 257 of the *Local Government Regulation 2012* (the Regulations) requires local government to meet at least once in each month, at one of its public offices (unless otherwise decided by resolution of Council).

**RECOMMENDATION**

That:

1. Ordinary meetings of the Council be held third Wednesday of each Month at 9:00 am unless otherwise determined by Council.
2. Unless otherwise determined by Council, all Ordinary meetings are held at the Council Chambers, Rankin Street, Mareeba.
3. Details of the Ordinary meeting schedule for 2024 be published in the local newspaper, on the Mareeba Shire Council website and posted in Rankin Street Council Chambers.
4. It is noted that the April General Meeting will be held on Tuesday 16 April as per the previous Council resolution.

**BACKGROUND**

Section 257 of the Regulations requires local government to meet at least once in each month, at one of its public offices (unless otherwise decided by resolution of Council).

Section 274 of the Regulations states that Council meetings must be held in public unless Council, has by resolution, decided that the meeting should be closed under section 275 when discussing:

- a) the appointment, dismissal or discipline of employees; or
- b) industrial matters affecting employees; or
- c) the local government's budget; or
- d) rating concessions; or
- e) contracts proposed to be made by it; or
- f) starting or defending legal proceedings involving the local government; or
- g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else or enable a person to gain a financial advantage.

Section 277 of the Regulations states that local government must, at least once in a year, publish in a local newspaper, and on the local government's website, a notice of the days and times of its

ordinary meetings and meeting of Standing Committees. The local government must also display in a conspicuous place in its public office, a notice of the days and times when its ordinary meetings and meetings of its committees are to take place.

Additionally, section 277(5) of the Regulations requires the list of items for the agenda at meeting to be made available to the public at the time the agenda is made available to the Councillors.

#### **LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Adherence to the *Local Government Regulation 2012*.

#### **LINK TO CORPORATE PLAN**

**Governance:** Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community.

#### **IMPLEMENTATION/COMMUNICATION**

Ensure that the days and time for Council meetings are published in a newspaper generally circulating in the Mareeba area, on Council's website, and in a conspicuous place in the Rankin Street Office. This ensures Council is meeting its obligations under section 277 of the Regulations.