

In accordance with Section 277E of the *Local Government Regulation 2012* it is not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.

The meeting will therefore be closed to the public, with only Councillors and staff essential for the functioning of the meeting in attendance. Consistent with Council's legislative responsibilities, the minutes of Council's meeting will be made available for inspection by the public at Council's office and on its website. Further the minutes will be available for purchase upon confirmation at the next meeting.

As an additional proactive step during these difficult times, Council will also upload a video of the meeting to Council's official Facebook page.

Mayor Tyson Golder
Meeting Chairperson.

BUSINESS PAPER – Post Election Meeting

Thursday 16 April 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 14 April 2020

Mayor: Councillor T D Golder

Councillors: Councillor Elect J R P Birkett
Councillor Elect M C Edwards
Councillor Elect J L Guthrie
Councillor Elect J M Hancock
Councillor Elect W L Ladbrook
Councillor G B McMullen
Councillor C J O'Neil
Councillor Elect W M Taylor

Chief Executive Officer: Ms Julie Reitano

Senior Management: Mr Rob Hayward (Deputy Chief Executive Officer/ Director
Development, Facilities & Environmental Services)
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Post Election Meeting** to be held at the Roma Administration Centre on **16 April 2020 at 10.00AM.**



Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject	
1	Business	
1.1	Setting of Meeting Days and Times	2
	Prepared by: Chief Executive Officer	
1.2	Appointment of Deputy Mayor	13
	Prepared by: Chief Executive Officer	
1.3	Local Disaster Management Group (LDMG) Appointment of Executive Positions	17
	Prepared by: Associate to the Director / Directorate Budget & Emergency Management Coordination	
1.4	Election of the Local Government Association of Queensland's (LGAQ) Policy Executive District Representatives 2020 - 2024	21
	Prepared by: Lead Officer - Elected Members & Community Engagement Chief Executive Officer	
	Attachment 1: LGAQ Policy Executive Call for Nominations (including email, letter and Attachments 1A,1C and 2.....	25
	Attachment 2: Attachment 1B - Corporate Governance Charter_Jan 2020	30

OFFICER REPORT

Meeting: Post Election Meeting 16 April 2020

Date: 9 April 2020

Item Number: 1.1

File Number: D20/31807

SUBJECT HEADING: Setting of Meeting Days and Times

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

This report has been prepared for Council to consider the day and time for holding Council meetings, as required under *Section 256 (1) of the Local Government Regulation 2012*.

Officer's Recommendation:

That Council:

1. Adopt the ordinary meeting schedule of the 2nd and 4th Wednesday of each month (excluding December and January) commencing at 9am, with the next meeting being on 22 April 2020.
2. Hold the meetings for December and January (with the same commencing time of 9am), on the following days:
 - December – 2nd Wednesday
 - January – the Wednesday immediately prior to Australia Day
3. Hold meetings at Council's Roma Administration Centre.
4. Review how it wishes to undertake additional briefings and the associated timing at a future meeting.
5. Review the existing standing committee, advisory committee arrangements and audit committee composition at a future meeting.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Not applicable

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Section 256 of the Local Government Regulation 2012 states that:

256 Agenda of post-election meetings

- (1) The matters a local government must consider at a post-election meeting include the day and time for holding other meetings.*
- (2) A **post-election meeting** is the meeting mentioned in section 175(1) of the Act.*

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Following is a summary of past arrangements for Council's consideration.

Ordinary Meetings

Since commencement of the 2008 term of Maranoa Regional Council, until close of the Council term in March 2020, Council has held its Council meetings on the second and fourth Wednesday of each month, commencing at 9.00am.

This frequency was adopted by the former terms of Council on the basis that:

- It provided an opportunity for consideration of matters in a timely manner (i.e. fortnightly decisions rather than monthly decisions);
- Given the volume of information that was coming before Council for consideration, it spread the workload across two meetings (In the 2018/19 financial year, 921 decisions were made by Council);
- The frequency had been communicated extensively and was therefore well known internally (by Council staff), by business, key external parties, and the general community;
- Mid-week business hour meetings provided ready access to the authors of the Council reports and the management team.
(This enabled Councillors to ask questions / seek clarification on agenda reports prior to voting on the matters).

- Officers could aim to prepare the draft minutes in the same week as the meeting, and urgent matters could be addressed in the business days that followed the meeting.

For the 2008 – 2012 term of Council, these meetings were held on a rotational basis around the region with the first meeting of the month held in Roma, and the second meeting of the month rotated around the region to the outlying towns of – Mitchell, Surat, Injune and Yuleba (where Council maintained a Customer Service access point for the local surrounding community).

This response of Council was strongly influenced by the amalgamation of the former shires to form one region and to:

- demonstrate Council's ongoing commitment to all of the region's towns by providing an 'on the ground' Councillor presence in all communities; and
- the opportunity for community members to meet with the Councillors during those rotations to discuss key issues and matters of interest locally.

At the 2012 Post Election meeting, Council reviewed the rotational meeting locations for the 2012 – 2016 term, and resolved to hold all Council meetings at its Roma Administration Centre, on the basis that the rotational meetings during the former term saw minimal community attendance at the meetings, or requests from residents to meet with the Councillors. It also presented challenges in relation to availability of report authors on all agenda items, as it would have involved significant numbers travelling. Further, anticipating timeframes for availability of those officers by telephone would have been difficult.

The 2012 approach was approved for the 2016 – 2020 term.

During the 2012 – 2016 term, Council also reviewed community engagement opportunities, and implemented a range of alternative community engagement forums across the region to better seek community input on key matters, and provide increased opportunities for the community to access the Councillors.

Council initiated its 'Out & About' forums, attended local town meetings, hosted project specific engagement sessions, and provided representation to community committees.

This approach also rationalised travel distances and times for Councillors, officers and guests of Council from outside the region by meeting in Roma. Roma is centrally located within the region, and has direct access to the Roma Airport for travelling guests of Council.

It is proposed that Council continue the current meeting frequency and location of its meetings, being the second and fourth Wednesday of the month, commencing 9.00am, at Council's Roma Administration Centre. It is also proposed that the next Council meeting be held on 22 April 2020 at 9.00am.

Councillor Workshops

During the former three terms of Council, Council workshops have been held with Councillors.

Councillor workshops or 'briefing sessions' are non-decision making forums convened by Councillors, the Chief Executive Officer and, as directed by the Chief Executive Officer other Council officers.

The informal workshops create an opportunity for Councillors and officers to discuss matters of proposed policy or other strategic issues, as well as providing a forum for Councillors to be made aware of issues of significance to the organisation and/or to the community.

Given that some of the issues requiring Council decisions are often complex or highly technical in nature, the informal setting provides a greater opportunity for Councillors to receive detailed briefings and be able to ask questions in a more relaxed forum. Workshops can also include presentations by visiting guests / consultants depending on the matters under consideration.

During the 2008 – 2012 term, following the amalgamation process, these were held on an 'as needs' basis.

During the 2012 – 2016 term, workshops were held on the Tuesday prior to the Council meeting, and on the Wednesday in the 'off meeting' weeks. Additional workshops were also held from time to time on an 'as needs' basis (e.g. for budget deliberations).

During the 2016 – 2020 term, the format was changed slightly for the Tuesday prior to the Council meeting and renamed Agenda Familiarisation Workshops, with a Policy Development Workshop generally in the off meeting weeks. Ordinarily once a fortnight, time was set aside for Councillors to also discuss upcoming diary appointments on the Tuesday. The Agenda Familiarisation Workshops, in summary, provided the opportunity for Councillors to ask questions regarding confidential agenda items and consider any related detailed briefings and presentations by visiting guests / consultants.

It is recommended that Council review how it wishes to undertake additional briefings and the associated timing at a future meeting.

Committee Meetings

The *Local Government Regulation 2012* includes the following references to committees as specified under the heading **Legislation, Local Laws, State Policies & Other Regulatory Requirements**.

A brief overview of each is provided below:

- a) Standing Committee – is a committee constituted to deal with a particular area of the Council on an ongoing basis e.g. Finance and Building & Planning etc. Standing Committees exist indefinitely.
- b) Special Committee – is a committee constituted to deal with a particular project or issue. Special Committees are ordinarily dissolved once they have completed their specific task.
- c) Advisory Committee – is a committee appointed by Council which includes Councillors and persons who are not Councillors to advise Council on key projects and businesses of Council.

The report author has worked under both models – with standing committees and without. A personal perspective is that the model without standing committee works well for decision making because:

- It is more team based – all Councillors participate to the same level on issues, receiving and debating the same information together (i.e. at the same time).
- There is less duplication of effort – dealing with an issue once only – rather than at committee level (with some Councillors) and then at the Council meeting (with all Councillors).
- It efficiently uses staff resources – attending one meeting instead of potentially two.

In reviewing other Category 3 Councils, the following table summarises those with committees and those without.

Council	Committees
Cassowary Coast Regional Council	<ul style="list-style-type: none"> • Major Projects; • Community & Customer; • Economic Activation & Tourism; • Financial Sustainability; • Governance & Environment; • Asset Sustainability; and • Planning.
Central Highlands Regional Council	<ul style="list-style-type: none"> • Finance and Infrastructure standing committee • Leadership and Governance standing committee • Communities standing committee
Gympie Regional Council	Nil
Isaac Regional Council	Nil
Livingstone Shire Council	Nil

Maranoa Regional Council

Post Election Meeting Meeting - 16 April 2020

Lockyer Valley Regional Council	Nil
Noosa Shire Council	<ul style="list-style-type: none">• Planning & Environment Committee• Services & Organisation Committee
Scenic Rim Regional Council	Disbanded 27 May 2019, previous committees: <ul style="list-style-type: none">• Finance Committee• Corporate & Community Services Committee• Planning & Development Committee
South Burnett Regional Council	Nil
Southern Downs Regional Council	Nil
Tablelands Regional Council	Regional Land Use Planning Standing Committee
Western Downs Regional Council	Nil
Whitsunday Regional Council	Nil

During 2016 – 2020 Council term approved the formation of a Budget Submissions & Financial Planning Standing Committee (14/03/18).

This was a committee of the ‘whole’ Council and was introduced to provide a forum for detailed review of all budget submissions and to make recommendations to the Mayor for the preparation of a budget to be presented to Council. The committee had a focus on the Mayor’s and Councillors’ equal responsibilities for decisions pertaining to the Annual Operational Plan and Budget, and the establishment of financial and policy documents.

Advisory Committees

All former terms following the local government amalgamations in 2008 did not have any Standing Committees until introduction of the Budget Submissions & Financial Planning Standing Committee during the 2016 – 2020 term.

All former terms had a number of formed Advisory Committees, attended by at least two (2) Councillors, one being the Chair. Feedback, or the outcomes of these meetings, assisted Council to identify priorities, inform decisions and develop future strategies and policies.

The following Advisory Committees, incorporating community members, were in place and active at the end of the 2020 term of Council:

- Roma Saleyards Advisory Committee
- Airports User Group
- Bassett Park User Group
- Wallumbilla Show Grounds User Group
- Warroo Sporting Complex Advisory Committee
- Surat Cobb & Co Store Museum Advisory Committee
- Regional Arts Development Fund (RADF) Committee

A number of former advisory committees were retired towards the end of the former Council term, and Council resolved to investigate the initiation of two new committees.

Audit Committee

Council is currently defined as a large local government (Category 3 or higher) meaning that it is required to establish an audit committee. At the final meeting of the former term, Council resolved to undertake a review of the remuneration for external committee members and call for Expressions of Interest from the community to form a new Audit Committee.

It is recommended that Council review the existing standing committee, advisory committee arrangements and audit committee composition at a future meeting.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under

consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Post-Election Meetings

The relevant sections of the legislation (*Local Government Regulation 2012*) are detailed below with regard to post-election meetings:

Local Government Regulation 2012

256 Agenda of post-election meetings

(1) *The matters a local government must consider at a post-election meeting include the day and time for holding other meetings.*

(2) *A **post-election meeting** is the meeting mentioned in section 175(1) of the Act.*

257 Frequency and place of meetings

(1) *A local government must meet at least once in each month.*

(2) *However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.*

(3) *All meetings of a local government are to be held—*

(a) at 1 of the local government's public offices; or

(b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

Committees

The relevant sections of the legislation (*Local Government Regulation 2012*) are detailed below with regard to committees:

264 Appointment of committees

(1) *A local government may—*

(a) appoint, from its councillors, standing committees or special committees; and

(b) appoint advisory committees.

(2) *Two or more local governments may appoint, from their councillors, a joint standing committee.*

265 Advisory committees

(1) *An advisory committee—*

(a) *must not be appointed as a standing committee; and*

(b) *may include in its members persons who are not councillors.*

(2) *A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.*

Audit Committee

The relevant sections of the legislation (*Local Government Regulation 2012*) are detailed below with regard to formation and composition of an Audit Committee:

209 Prescribed class for large local government—Act, s 105

For the Act, section 105(3), definition large local government, a large local government is a local government belonging to a remuneration category of 3 or a higher number mentioned in the remuneration schedule.

Note—

Under section 105(2) of the Act, a large local government is required to establish an audit committee.

210 Audit committee composition

(1) *The audit committee of a local government must—*

(a) *consist of at least 3 and no more than 6 members; and*

(b) *include—*

(i) *1, but no more than 2, councillors appointed by the local government; and*

(ii) *at least 1 member who has significant experience and skills in financial matters.*

(2) *The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.*

(3) *The local government must appoint 1 of the members of the audit committee as chairperson.*

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

The report seeks to establish the new Council's policy position on meeting frequency, time and location.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

- Directors
- Lead Officer – Elected Members & Community Engagement

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

No applicable

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? *Is this already included in the budget? (Include the account number and description).*

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

The budget has been prepared having regard to the current Council meeting rotations.

A review will need to be undertaken from a budgetary and resourcing perspective for significant changes to current arrangements.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

To be determined as part of future budget deliberation arrangements.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

No

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Mitigated by compliance with legislation	Legislation requires that: <ul style="list-style-type: none"> • local government must consider at a post-election meeting the day and time for holding other meetings. • local government must meet at least once in each month.

	However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government
--	--

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee’s professional opinion)

That Council consider and resolve the days and times for holding its Council meetings as required under *Section 256 (1) of the Local Government Regulation 2012*.

It is also advised that Council consider altering the December and January meeting dates to provide Councillors with a break over the Christmas and New Year period.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council:

1. Adopt the ordinary meeting schedule of the 2nd and 4th Wednesday of each month (excluding December and January) commencing at 9am, with the next meeting being on 22 April 2020.
2. Hold the meetings for December and January (with the same commencing time of 9am), on the following days:
 - December – 2nd Wednesday
 - January – the Wednesday immediately prior to Australia Day
3. Hold meetings at Council’s Roma Administration Centre.
4. Review how it wishes to undertake additional briefings and the associated timing at a future meeting.
5. Review the existing standing committee, advisory committee arrangements and audit committee composition at a future meeting.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

Nil

Chief Executive Officer

OFFICER REPORT

Meeting: Post Election Meeting 16 April 2020

Date: 9 April 2020

Item Number: 1.2

File Number: D20/31967

SUBJECT HEADING: Appointment of Deputy Mayor

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

As prescribed under Section 175 of the *Local Government Act 2009*, a local government must, at its first meeting after the conclusion of the quadrennial election, appoint a Deputy Mayor.

Officer's Recommendation:

That Council appoint a Deputy Mayor in accordance with the *Local Government Act 2009*.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

No

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

The appointment of a Deputy Mayor is one of two decisions that must be made by the new Council at the post-election meeting.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under

consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

175 Post-election meetings

(2) The local government must, by resolution, appoint a deputy mayor from its councillors (other than the mayor)—

(a) at that meeting;

The role of the Deputy Mayor is detailed in section 165:

165 Acting mayor

(1) The deputy mayor acts for the mayor during—

(a) the absence or temporary incapacity of the mayor; or

(b) a vacancy in the office of mayor.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Legislation formalises requirements.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to

Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Not applicable.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Not applicable

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

The Deputy Mayor's role is provided with a slightly higher remuneration than other Councillors, with the maximum remuneration set by the Local Government Remuneration Commission.

Maranoa Regional Council

Statutory Meeting/Post Election Meeting Meeting - 16 April 2020

From 1 July 2019

Category **Local Governments assigned to category**

Category 3	Local Government	Role	Amount
	Cassowary Coast Regional Council	Mayor	130,584
	Central Highlands Regional Council	Deputy Mayor	81,615
	Gympie Regional Council	Councillor	69,372
	Isaac Regional Council		
	Livingstone Shire Council		
	Lockyer Valley Regional Council		
	Maranoa Regional Council		
	Noosa Shire Council		
	Scenic Rim Regional Council		
	South Burnett Regional Council		
	Southern Downs Regional Council		
	Tablelands Regional Council		
	Western Downs Regional Council		
	Whitsunday Regional Council		

From 1 July 2020

Category **Local Governments assigned to category** **Mayor** **Deputy Mayor** **Councillor**

Category 3	Local Government	Mayor	Deputy Mayor	Councillor
	Cassowary Coast Regional Council	\$133,196	\$83,247	\$70,759
	Central Highlands Regional Council			
	Gympie Regional Council			
	Isaac Regional Council			
	Livingstone Shire Council			
	Lockyer Valley Regional Council			
	Maranoa Regional Council			
	Noosa Shire Council			
	Scenic Rim Regional Council			
	South Burnett Regional Council			
	Southern Downs Regional Council			
	Tablelands Regional Council			
	Western Downs Regional Council			
	Whitsunday Regional Council			

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The Local Government Remuneration Commission sets the local government remuneration annually.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

Not applicable.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Short term filling of the Mayoral position without local government experience	The Mayor has the responsibilities of all councillors and extra responsibilities under <i>the Local Government Act 2009</i> . It may be difficult for a councillor who is new to the role of councillor to also undertake additional responsibilities in the absence or temporary incapacity of the mayor.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee’s professional opinion)

That the position of Deputy Mayor be filled by a Councillor with local government experience.

Council may wish to consider the number of votes received when determining the Deputy Mayor position.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council appoint a Deputy Mayor in accordance with the *Local Government Act 2009*.

Link to Operational Plan Function:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.1 Elected members

Supporting Documentation:

Nil

OFFICER REPORT

Meeting: Post Election Meeting 16 April 2020

Date: 14 April 2020

Item Number: 1.3

File Number: D20/32097

SUBJECT HEADING: Local Disaster Management Group (LDMG)
Appointment of Executive Positions

Classification: Open Access

Officer's Title: Associate to the Director / Directorate Budget & Emergency Management Coordination

Executive Summary:

This report is to update the executive positions of the LDMG (Local Disaster Management Group) and the appointment of LECC (Local Emergency Coordination Committee) Chair positions, and seeks approval of the updated LDMG contacts list and to formally notify the QFES (Queensland Fire and Emergency Services) of the changes to appoint the new LDMG Chair and Deputy Chair.

Officer's Recommendation:

That Council approve the updated Local Development Management Group (LDMG) contacts list and authorise the Mayor and Chief Executive Officer to formally notify the Queensland Fire and Emergency Services of the appointment of the following executive positions:

Contact	Position	Email
Mayor Tyson Golder	LDMG Chair	mayor@maranoa.qld.gov.au
Cr Cameron O'Neil	LDMG Deputy Chair	Cameron.Oneil@maranoa.qld.gov.au
Cr Julie Guthrie	LECC Chair Injune	Julie.Guthrie@maranoa.qld.gov.au
Cr Johanne Hancock	LECC Chair Surat	Johanne.Hancock@maranoa.qld.gov.au
Cr John Birkett	LECC Chair Mitchell	John.Birkett@maranoa.qld.gov.au
Cr Geoffrey McMullen	LECC Chair Yuleba/Wallumbilla	Geoffrey.McMullen@maranoa.qld.gov.au

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Local Disaster Management Group

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
LDMG	Local Disaster Management Group
LECC	Local Emergency Coordination Committee
QFES	Queensland Fire and Emergency Services
QDMA	Queensland Disaster Management Arrangements

Context:

Why is the matter coming before Council?

As a requirement of the *Disaster Management Act 2003* Council is required to have a Local Disaster Management Group appointed.

Given the integral role that LDMGs play in response to emergency situations it is imperative that new members are appointed to this group as quickly as possible.

This reports seeks Council's approval to formally accept the appointment of executive members of the LDMG. Council would like to formally notify QFES in regards to the appointment of the following executive positions as per the table below:

Contact	Position	Email
Mayor Tyson Golder	LDMG Chair	mayor@maranoa.qld.gov.au
Cr Cameron O'Neil	LDMG Deputy Chair	Cameron.Oneil@maranoa.qld.gov.au
Cr Julie Guthrie	LECC Chair Injune	Julie.Guthrie@maranoa.qld.gov.au
Cr Johanne Hancock	LECC Chair Surat	Johanne.Hancock@maranoa.qld.gov.au
Cr John Birkett	LECC Chair Mitchell	John.Birkett@maranoa.qld.gov.au
Cr Geoffrey McMullen	LECC Chair Yuleba/Wallumbilla	Geoffrey.McMullen@maranoa.qld.gov.au

New appointees will be required to complete Queensland Disaster Management Arrangements training which will be presented by QFES.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Of the returning Councillors, currently the Mayor is the LDMG Chair, Cr. O'Neil is the LDMG Deputy Chair, and Cr. McMullen is the LECC Chair for Yuleba/Wallumbilla.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Disaster Management Act 2003 Section 34

Chairperson and deputy chairperson of local groups

(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.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to

Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) ? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Nil

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$) ? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Nil

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

Nil

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Nil	

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee’s professional opinion)

That Council approve the recommendation of the nominated executive positions.

Recommendation:

What is the ‘draft decision’ based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council approve the updated Local Development Management Group (LDMG) contacts list and authorise the Mayor and Chief Executive Officer to formally notify the Queensland Fire and Emergency Services of the appointment of the following executive positions:

Contact	Position	Email
Mayor Tyson Golder	LDMG Chair	mayor@maranoa.qld.gov.au
Cr Cameron O’Neil	LDMG Deputy Chair	Cameron.Oneil@maranoa.qld.gov.au
Cr Julie Guthrie	LECC Chair Injune	Julie.Guthrie@maranoa.qld.gov.au
Cr Johanne Hancock	LECC Chair Surat	Johanne.Hancock@maranoa.qld.gov.au
Cr John Birkett	LECC Chair Mitchell	John.Birkett@maranoa.qld.gov.au
Cr Geoffrey McMullen	LECC Chair Yuleba/Wallumbilla	Geoffrey.McMullen@maranoa.qld.gov.au

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.4 Emergency management and flood mitigation

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: Post Election Meeting 16 April 2020

Date: 14 April 2020

Item Number: 1.4

File Number: D20/32175

SUBJECT HEADING: Election of the Local Government Association of Queensland's (LGAQ) Policy Executive District Representatives 2020 - 2024

Classification: Open Access

Officers' Titles: Lead Officer - Elected Members & Community Engagement
Chief Executive Officer

Executive Summary:

Correspondence has been received from Local Government Association of Queensland (LGAQ) calling nominations for the election of District No.05 – South West representative for the LGAQ Policy Executive term 2020 - 2024.

Officer's Recommendation:

That:

1. Council receive the letter as presented and attached to the officer's report.
2. Council nominate Cr O'Neil for the LGAQ Policy Executive term 2020 – 2024 - District No. 05 – South West.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

No

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
LGAQ	Local Government Association of Queensland

Context:

Why is the matter coming before Council?

For Council to consider nomination of a Councillor for the District Representative to the LGAQ Policy Executive for the 2020 – 2024 term (District No.05 – South West).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Correspondence dated 7 April 2020 has been received from the Local Government Association of Queensland, advising that in accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Executive for the period 2020-2024.

Councils within an electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

Maranoa is part of District No.05 – South West, which also includes - Balonne, Bulloo, Murweh, Paroo and Quilpie.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive.

For the 2016 – 2020 term, Cr Cameron O'Neil was the District Representative for District No.05 – South West, and in previous terms following the local government amalgamations in 2008, the Mayor of Maranoa Regional Council served in this position.

Nominations close at 5.00pm, Friday 1 May 2020.

Members elected take up their positions in June 2020, and subject to the Rules, hold office until June 2024.

Attached is a copy of the correspondence and attachments received.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Rule 5.4 of the Association's Constitution and Rules.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

No applicable

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Chief Executive Officer

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

LGAQ reimburses the successful candidate's costs associated with meeting attendance, as indicated in the attached letter.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? *Is this already included in the budget? (Include the account number and description).*

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

No impact to Council's budget as the Association reimburses the successful candidate's costs associated with meeting attendance.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Not applicable (No impact to Council's budget).

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

Not applicable.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Loss of prior knowledge / continuity	Cr O'Neil has worked with the Association across the 4 years and is therefore already familiar with the Association's policy framework. Having now served on multiple terms of Council, he is able to bring knowledge and experience of local government and advocacy matters to discussions at a State level on behalf of the district.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

At a time of great change within Council, some continuity in key forums will be advantageous to Council, the region and the broader district.

It is important to note that this is not ordinarily a shared or rotational appointment – rather it is the individual identified by the district group of Councils to be most suited to the role.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That:

1. Council receive the letter as presented and attached to the officer's report.
2. Council nominate Cr O'Neil for the LGAQ Policy Executive term 2020 – 2024 - District No. 05 – South West.



Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

 1	LGAQ Policy Executive Call for Nominations (including email, letter and Attachments 1A,1C and 2	D20/32347
 2	Attachment 1B - Corporate Governance Charter_Jan 2020	D20/32348

Report authorised by:

Chief Executive Officer

Kelly Rogers

From: Dorothy Mohanta <Dorothy_Mohanta@lgaq.asn.au> on behalf of Greg Hallam <Greg_Hallam@lgaq.asn.au>
Sent: Tuesday, 7 April 2020 4:37 PM
To: Office of the CEO
Cc: Dorothy Mohanta
Subject: Call for Nominations : Policy Executive District Representatives 2020-2024 - DUE BY 5pm Friday 1 May 2020 _ DISTRICT 3-11 - Maranoa
Attachments: Attachments for Districts 3 -11_07042020.zip; District 03-11 Nomination Letter_07042020_Julie Reitano_Maranoa.pdf

On behalf of Mr Greg Hallam

Dear Ms Reitano

Please find attached a letter and attachments from Greg regarding nominations for the election of District Representatives to the Association’s Executive for the period 2020 – 2024.

A response is due by 5pm Friday 1 May 2020 if not earlier via email to returning_officer@lgaq.asn.au.

Thank you
Dorothy



Dorothy Mohanta | Executive Assistant to CEO, Greg Hallam

P: 07 3000 2220 **M:** 0448 388 941

Local Government House | 25 Evelyn Street Newstead QLD 4006

PO Box 2230 Fortitude Valley BC QLD 4006



CONNECT. | INNOVATE. | ACHIEVE.

This email is from the Local Government Association of Queensland. The contents including all attachments are confidential, and may be subject to professional privilege. Any confidentiality or privilege is not waived or lost because this email has been sent to you by mistake. If you have received it in error, please let us know by email, delete it from your system, including any attachments, and destroy any copies. This email is also subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner.



7 April 2020

DISTRICT NO.05 - SOUTH WEST

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 620
ROMA 4455

ceo@maranoa.qld.gov.au

Dear Ms Reitano,

ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020-2024.

Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Councils within the District:

Balonne, Bulloo, Maranoa, Murweh, Paroo, Quilpie

Please find attached:

Attachment 1A: Policy Executive Members Information Schedule
Attachment 1B: LGAQ Corporate Governance Charter
Attachment 1C: Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

PLEASE NOTE:

- a) Nominations close at 5.00pm, **Friday 1 May 2020** and must be received by the Chief Executive Officer by that time **nominated email address: returning_officer@lgaq.asn.au.**
- b) If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- c) A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2020** and, subject to the Rules, hold office until **June 2024**.

If you have any queries, please do not hesitate to call me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', written over a light blue circular stamp.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER



ATTACHMENT 1A

POLICY EXECUTIVE MEMBERS INFORMATION SCHEDULE

MEETING OBLIGATIONS

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive. With the exception of one regional meeting and the meeting which precedes the Annual Conference, the Policy Executive meets at Local Government House in Brisbane. The dates are as follows:

Policy Executive Dates 2020

7-Feb-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
17-Apr-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
25-Jun-20	8:30am to 4:00pm	Induction for New Members	LGAQ House	Boardroom/Brolga/Orchid
	6:00pm	Dinner	TBC	TBC
26-Jun-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
14-Aug-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
18-Oct-20	TBC	Policy Executive Meeting	Gold Coast	TBC
11-Dec-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom

Special Meetings may be called as required. Meetings by way of telephone hook-up may also be held.

Policy Executive Members may also be appointed to represent the Association on statutory boards and committees as well as ad hoc bodies. These appointments are made by the Policy Executive following consultation with member councils.

Members elected at this time take up their positions in **June 2020**, and subject to the Rules, hold office until **June 2024**.

6 April 2020



ATTACHMENT 1C

FEES, REIMBURSEMENTS AND INSURANCE

The current payments to Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings, for which payment is not made by the outside board, committee or body, are as follows:

Daily Allowance	\$491.00
Accommodation	\$271.00

Travel Costs – Actual airfare (economy class), and/or motor vehicle expenses at current ATO rate ie 68c a kilometre, and/or actual taxi fares, and/or actual parking fees.

These rates are reviewed each year in the Budget in May. Payment of fees and reimbursements is usually made at the meeting attended upon completion of a claim form.

A personal accident insurance scheme operates for all Policy Executive Members whilst travelling or involved in Association activity.

6 April 2020

ATTACHMENT 2

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)
POLICY EXECUTIVE 2020-2024**

NOMINATION FORM

DISTRICTs NO. 3 to 11

The City Council of

Hereby nominates Cr.

To represent District Numbers 3 - 11 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at this day of 2020


CHIEF EXECUTIVE OFFICER

I hereby accept this nomination

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020

RETURNING OFFICER: MR GJ HALLAM AM
RETURNING OFFICER
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD
PO BOX 2230
FORTITUDE VALLEY BC QLD 4006

**N.B FAXED NOMINATIONS WILL NOT BE
ACCEPTED.**

**EMAILED, REGISTERED POST OR BY
HAND ONLY.**

Email: returning_officer@lgaq.asn.au

CORPORATE GOVERNANCE CHARTER

January 2020



Background

The purpose of the Local Government Association of Queensland (LGAQ) is to be the peak body for local government in Queensland with a vision of strong and effective local government. Our mission is to strengthen the ability and performance of local government to better serve the community.

This Corporate Governance Charter defines the role, responsibilities and authorities of the Policy Executive and the Board of the LGAQ, along with the role and function of individual Executive Representatives and Directors.

LGAQ is committed to effective governance practices which reflect accountability, transparency, and professional integrity within an inclusive framework based on trust and intellectual honesty.

The LGAQ Board and Policy Executive have previously resolved to adopt a number of corporate objectives including:

- ✦ Establish a leadership reputation for advocacy & representation
- ✦ Establish a leadership reputation for integrity (trusted and authoritative)

Furthermore, the Board and Policy Executive have also resolved to adopt the corporate values of: **Accountable; Trusted; Empowered.**

Together these elements provide the foundation for the Association's policy initiatives and activities.

This Charter is intended to assist the Policy Executive and Board by:

- ✦ Providing clear guidelines on roles, responsibilities and relationships of the Policy Executive, Board, Directors and Executive Representatives;
- ✦ Identifying key principles for effective corporate governance to allow "best practice" performance;
- ✦ Ensuring appropriate accountability of the Policy Executive and Board to LGAQ members;
- ✦ Ensuring that the link between the Association's corporate objectives and values and the activities of members of the Board and Policy Executive is identified and understood.

The Charter also provides valuable information for new Directors and Executive Representatives, facilitating the induction process. As stipulated in the LGAQ Constitution (Rule 5.7(17)), Directors and Executive Representatives are required to comply with this Charter.

2 Corporate Governance Principles and Structure

Within the private sector, corporate governance is regarded as the system by which companies are directed and managed. It influences how the objectives of the company are set and achieved, how risk is monitored and assessed, and how performance is optimised. Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration) and provide accountability and control systems commensurate with the risks involved.

Corporate Governance for LGAQ is broadly defined as the processes used to represent member interests, including the way in which decisions are made on policies and strategies and how these are actioned to obtain an optimal return for members as the key stakeholders of the Organisation.

Corporate Governance arrangements for LGAQ include:

- ✦ The role of Annual Conference;
- ✦ The election of Executive Representatives;
- ✦ The role of the Policy Executive;
- ✦ The role of the President of the Board ("President");
- ✦ The role of the Board;
- ✦ The role of the CEO.

Whilst Directors and Executive Representatives are encouraged to refer to the Constitution of LGAQ for details of the role of Annual Conference, the composition and election of the Policy Executive and Board, the powers and duties of the Policy Executive and Board, and the powers and functions of the CEO and other officers, the following is a brief summary of the key points.

LGAQ's Annual General Meeting of member councils (Annual Conference) is the Association's supreme decision-making body responsible for setting the overall policy direction of LGAQ and electing the President (Rule 6.3 of the Constitution). In a separate process, LGAQ's member councils elect 15 District Representatives (Rule 5.1 of the Constitution) who, together with the President, form the Association's Policy Executive. The President is the only member of the Policy Executive who does not represent a district.

The Policy Executive is responsible for: appointing three Directors to join the LGAQ President in forming the LGAQ Board; appointing the CEO; approving the annual budget of the Organisation; and determining the Association's policy on behalf of member councils (in line with the overall direction set at Annual Conference). The Policy Executive may delegate any of its powers to a Committee appointed out of its number (Rule 5.13 of the Constitution).

The LGAQ Board is responsible for the operation of the business of the company (Rule 6.7 of the Constitution). It is authorised to exercise all of the Organisation's powers that are not required to be exercised by Annual Conference. The Board is responsible for adopting a strategic plan before the end of each financial year. The Board may delegate any of its powers to a Committee appointed out of its number (Rule 6.15 of the Constitution).

The President is the highest elected official of LGAQ and chairs General Meetings, including the Annual General Meeting, and meetings of the Board and Policy Executive.

The CEO is responsible for day-to-day management of the Organisation, subject to the Board's instructions (Rule 6.7 of the Constitution). The CEO's powers may only be exercised after full consultation with the President, and the President must be kept fully informed on an ongoing basis of all action taken pursuant to the CEO's powers. Consistent with normal corporate practices, the President and CEO are the official spokespersons for the Board, Policy Executive and LGAQ.

3 Director Role

The general qualification for becoming and remaining a Director is outlined in Rule 6.1 of the Constitution.

The powers and duties of the Directors are spelt out in detail in Rule 6.7 of the Constitution. In summary, the Directors:

- ✦ Are responsible for setting the strategic direction and monitoring of the business;
- ✦ Must adopt an annual strategic plan for the Association and ensure that LGAQ conducts its business in accordance with it;
- ✦ Are not directly involved in the day-to-day management of the Organisation but issue the CEO with instructions for the day-to-day management;
- ✦ Make decisions that are not items of day-to-day management of the Organisation;
- ✦ Must ensure that LGAQ maintains its property in good working order and condition, complies with all agreements to which it is a party, pays its debts as and when they fall due, maintains relevant insurance, complies with the requirements of all relevant legislation, maintains books and records, etc.;
- ✦ Have oversight of the financial management of LGAQ and are responsible for major financial decisions (although the annual budget is approved by the Policy Executive)
- ✦ May grant a power of attorney;

As Directors are appointed out of the ranks of the Policy Executive, a Director must have the skills and the time to be able to perform both roles.

To effectively perform their role, a Director requires:

- ✦ Competency in modern corporate and financial management standards and practices;
- ✦ An ability to provide a holistic focus on local government issues;
- ✦ An ability to put the interests of their own council behind those of the Association;
- ✦ Capacity to devote sufficient time to both Board and Policy Executive responsibilities;
- ✦ Legitimacy and confidence in the eyes of members and fellow Executive Representatives;
- ✦ Ability to exercise objective judgement on corporate affairs independent from management;
- ✦ Access to accurate, relevant and timely information.

A Director has a duty to:

- ✦ Act consistently in the best interests of LGAQ as a whole;
- ✦ Act honestly and in good faith;
- ✦ Not gain advantage by improper use of their position;
- ✦ Not misuse information;
- ✦ Act with due care and diligence;
- ✦ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Directors in accordance with the LGAQ Conflict of Interest Policy;
- ✦ Not allow such interests to conflict with the interests of LGAQ.

A Director has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Directors are expected to regularly attend Board, Policy Executive, Committee and other meetings organised as part of the Director role. According to Rule 6.1(5) of the Constitution, a Director vacates that office at the conclusion of the third consecutive Board meetings that the person has failed to attend, without the Board's leave.

Directors are supported in their role by secretariat services provided by LGAQ.

4 Conduct of Board meetings

A Board meeting is the main opportunity for a Director to:

- ✦ Obtain and exchange information with the senior management team;
- ✦ Obtain and exchange information with each other;
- ✦ Make decisions.

A Director shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✦ Behaving in a business-like manner;
- ✦ Acting in accordance with policy resolutions of the Association;
- ✦ Addressing issues in a courteous manner;
- ✦ Using judgement, common sense and tact when discussing issues;
- ✦ Avoiding distractive behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✦ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Review of Board's Effectiveness and Training Needs of Director

The President shall conduct a biennial review of the Board's effectiveness, one year and three years into the Board's term. As part of the review, the President shall consult with each Director separately. The review thus provides an opportunity for each Director to discuss any concerns about the Board's operation with the President. A report on the review must be prepared and submitted to the Policy Executive for consideration.

Directors are encouraged to raise any request or need for independent expert advice, training or guidance with the President at any time. Furthermore, the President shall discuss Directors' training and professional development needs during the biennial review of the Board's effectiveness and pass any needs identified to the secretariat for action.

Executive Representative Role

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

The key roles of an Executive Representative can be broadly defined as:

- ✦ Representing the overall interests of local government within Queensland;
- ✦ Representing each district's interests on the Policy Executive;
- ✦ Contributing to Policy Executive decision-making;
- ✦ Assisting in relationships between councils at a district and regional level.

In representing, liaising with and informing member councils at a district level, the reasonable expectation of an Executive Representative as the District Representative is that they will:

- ✦ Attend and represent LGAQ at meetings of regional groupings of councils, such as District LGAs and/or RDCs (and/or, where appropriate, other relevant bodies such as Regional Road Groups and RDA Committees);
- ✦ Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration;
- ✦ Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services;
- ✦ Familiarise themselves with and provide input into LGAQ segment plans and segment activities relevant to the councils within their district.

In order to be an effective District Representative, an Executive Representative is expected to engage in a process of two-way representation, i.e. reporting regional advocacy issues and council support needs and opportunities to the Policy Executive and reporting outcomes back to the district. Executive Representatives are instrumental in ensuring transparent and inclusive LGAQ decision-making on policy positions by feeding views from members in their district into the decision-making process and communicating the rationale behind the decision-making back to members.

It is up to each Executive Representative to identify and develop appropriate methods of engagement with the councils in their district. Where active District LGAs or RDCs exist, the meetings of these groupings provide an established platform for regional engagement in relation to LGAQ policy-making. Attending meetings of other regional groupings involving councils, such as Regional Road Groups or RDAs, may also be an option. Executive Representatives should also undertake

regular one-on-one engagement with individual councils in their district.

In recognition of the workload involved, Executive Representatives receive appropriate support from LGAQ in the conduct of their duties as District Representatives. Executive Representatives are supported by senior LGAQ officers who, whenever possible, accompany Executive Representatives to RDC and other regional meetings. LGAQ also has a Policy Executive Support Coordinator who acts as the central point of contact and clearing house for all communications material, information and enquiries related to Policy Executive activities and who coordinates and arranges attendance of Executive Representatives and senior LGAQ staff at meetings of regional groupings of councils.

There will also be a CEO Reference Group comprising the CEOs of Executive Representatives. This group will both support Executive Representatives and provide strategic advice and input to LGAQ. It is important that elected members who are considering nominating for the Policy Executive understand that their involvement on the Policy Executive will be supported by participation of their CEO in the CEO Reference Group.

To effectively perform their role, an Executive Representative requires:

- ✦ An ability to provide a holistic focus on local government issues;
- ✦ An ability to put the interests of their own council behind those of their electoral district and those of the Association;
- ✦ Capacity to devote sufficient time to Policy Executive responsibilities;
- ✦ Legitimacy and confidence in the eyes of members;
- ✦ Ability to exercise objective judgement on corporate affairs independent from management;
- ✦ Access to accurate, relevant and timely information.

An Executive Representative has a duty to:

- ✘ Act consistently in the best interests of LGAQ as a whole;
- ✘ Act honestly and in good faith;
- ✘ Not gain advantage by improper use of their position;
- ✘ Not misuse information;
- ✘ Act with due care and diligence;
- ✘ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Executive Representatives in accordance with the LGAQ Conflict of Interest Policy;
- ✘ Not allow such interests to conflict with the interests of LGAQ.

An Executive Representative has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Executive Representatives are expected to regularly attend Policy Executive, Committee and other meetings organised as part of the Policy Executive role. According to Rule 5.2(d) of the Constitution, an Executive Representative vacates that office immediately upon the conclusion of the third consecutive Policy Executive meeting that the Executive Representative has failed to attend, without the Policy Executive's leave.

7 Conduct of Policy Executive Meetings

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

An Executive Representative shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✘ Behaving in a business-like manner;
- ✘ Acting in accordance with policy resolutions of the Association;
- ✘ Addressing issues in a courteous manner;
- ✘ Using judgement, common sense and tact when discussing issues;
- ✘ Minimising disruptive behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✘ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Unless prevented by extenuating circumstances, Executive Representatives are expected to attend Policy Executive meetings for the full duration of the meeting.

Executive Representatives should be forthright in Policy Executive meetings and have a right to question, request information, raise an issue, fully canvass all aspects of any policy issue confronting LGAQ and to cast their vote on any resolution according to their own judgment.

Outside Policy Executive meetings, an Executive Representative will support the spirit of all Policy Executive decisions in discussions with member councils, staff and other parties when acting in their capacity as an Executive Representative. Executive Representatives are expected to advocate the position of their district constituency at Policy Executive meetings and the position of LGAQ back to their district constituency. However, as mentioned earlier, the President and CEO are the official public spokespersons for the Policy Executive and LGAQ.

8 Ethical Practices

Directors and Executive Representatives will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Association.

Directors and Executive Representatives must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Directors and Executive Representatives must not use Association information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Association.

Further, Directors and Executive Representatives must not publicly comment on matters relative to activities of the Board or Policy Executive, other than as authorised by the Board or Policy Executive.

Finally, Directors and Executive Representatives must not engage in conduct, whether in the course of undertaking LGAQ business or otherwise, tending to bring the LGAQ or local government in the State of Queensland into disrepute or to cause damage to the public standing and reputation of either of them.

9 Code of Conduct

LGAQ has adopted "the way we do business", a code of conduct and service standards for the Association's employees. Although not LGAQ employees, Directors and Executive Representatives are encouraged to familiarize themselves with this document and, in light of the leadership role and responsibility of the Board, lead by example in following it.

10 Use of Social Media



What is social media?

Social media is the use of on-line or internet based technologies to communicate interactively with other people. There are several well-known internet sites which are used for social media, including but not limited to, Facebook, Twitter and LinkedIn.

The LGAQ and social media

The LGAQ embraces the use of social media for the promotion, development and delivery of services and that of its members.

LGAQ encourages all Directors and Executive Representatives to communicate online in many ways, such as through social media, professional networking sites, blogs and personal web sites. However, all Directors and Executive Representatives need to use good judgment about what material appears online, and in what context.

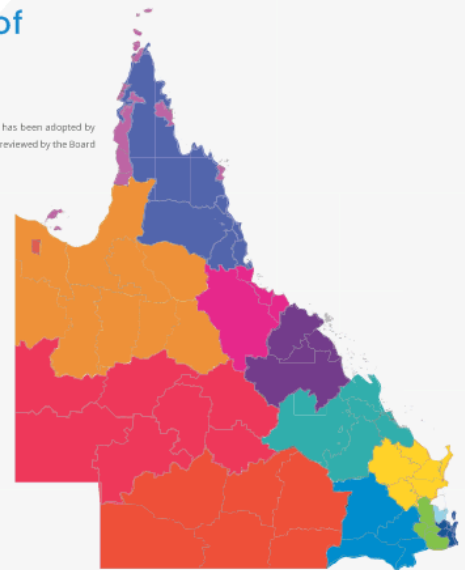
Information published on social media sites by Directors and Executive Representatives

Directors and Executive Representatives must behave in a manner which promotes and protects the interests of LGAQ. Directors and Executive Representatives must not publish information on social media which:

- ✘ In any way disparages or harms LGAQ's business or reputation;
- ✘ Disparages or personally criticises fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Includes any information which may offend or embarrass fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Contains defamatory statements in relation to fellow Directors, Executive Representatives, LGAQ employees, elected representatives of members or employees of members;
- ✘ Breaches a Directors' or Executive Representatives' obligations to keep information confidential
- ✘ Breaches a Directors' or Executive Representatives' obligations with respect to Anti-Discrimination, Sexual Harassment or Bullying;
- ✘ Could be perceived as representing the viewpoint or official position of LGAQ on any issue. In circumstances where the Director or Executive Representative has no LGAQ authority to publish that information on the LGAQ's behalf.

11 Review of Charter

This Corporate Governance Charter has been adopted by the LGAQ Board and will be formally reviewed by the Board on an annual basis.



Legend Key

- | | | | |
|--------------------|--------------|---------------|---------------|
| ● District 1 | ● District 3 | ● District 7 | ● District 11 |
| ● District 2 North | ● District 4 | ● District 8 | ● District 12 |
| ● District 2 South | ● District 5 | ● District 9 | |
| ● District 2 West | ● District 6 | ● District 10 | |



For all enquiries, call or text our
Members' Hotline on 1300 542 700

Local Government House
25 Evelyn St, Newstead QLD 4006

Local Government Association
of Queensland

—
www.lgaq.asn.au