



THE FIRST MEETING of the Douglas Shire Council will be held on **THURSDAY 2ND JANUARY 2014** at **11.00a.m.** at the Council Chambers, 64-66 Front Street, Mossman, and the attendance of each Councillor is requested.

AGENDA

1. **Official Opening**

Acknowledgement of Country


2. **Declaration of Office:**

As required by Section 169 of the *Local Government Act 2009*, each person elected to the Office of Mayor or Councillor must make a Declaration of Office before acting as Mayor or Councillor and the Chief Executive Officer is authorised to take the Declaration of Office. Section 254 of the *Local Government Regulation 2012* prescribes the content of the Declaration of Office.

3. **Mayoral Address**

4. **Business of Meeting:**

- Election of Deputy Mayor
- Date, Time and Place of Council Meetings



Jeff Tate

TRANSFER MANAGER DOUGLAS (to 31 December 2013)

ACTING CHIEF EXECUTIVE OFFICER (from 1 January 2014)

DOUGLAS SHIRE COUNCIL

FIRST MEETING

THURSDAY 2ND JANUARY 2014

11.00 A.M.

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ELECTION OF DEPUTY MAYOR

Darryl Crees – General Manager Corporate Services

RECOMMENDATION:

That Council call for nominations and appoint a Deputy Mayor

EXECUTIVE SUMMARY:

Section 306 (2) of the *Local Government Act 2009* requires Council to appoint, by resolution, a Deputy Mayor from its Councillors (other than the mayor) at its first meeting. The role of the Deputy Mayor is to act for the Mayor in the absence or temporary incapacity of the Mayor or during a vacancy in the office of the Mayor.

The appointment of the Deputy Mayor is defined as an "ordinary business matter" and accordingly all Councillors are deemed not to have a conflict of interest and are able to participate in this vote.

PROPOSAL:

Nominations are called from Councillors for the position of Deputy Mayor and by majority vote, the Deputy Mayor is appointed.

FINANCIAL/RESOURCE IMPLICATIONS:

Councillor remuneration including that of Deputy Mayor will be included in 2013/14 budget to be adopted by Council.

INTERNAL/EXTERNAL CONSULTATION:

Consultation not required in this instance as nominations are called from within the elected representatives.

ATTACHMENTS:

Nil

FIRST COUNCIL MEETING	
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2 JANUARY 2014	
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DATE, TIME AND PLACE OF COUNCIL MEETINGS

Darryl Crees – General Manager Corporate Services

RECOMMENDATION:

That the Ordinary Meetings of Council be held at 10:00am on the following dates for the 2013/14 financial year:

<u>Day</u>	<u>Date</u>
Friday	3 January 2014
Tuesday	14 January 2014
Tuesday	28 January 2014
Tuesday	18 February 2014
Tuesday	11 March 2014
Tuesday	1 April 2014
Tuesday	22 April 2014
Tuesday	13 May 2014
Tuesday	3 June 2014
Tuesday	24 June 2014

EXECUTIVE SUMMARY:

There is a legislative requirement for Council to meet at least once each month and the recommended schedule of meeting dates fulfils these obligations. This schedule has been submitted as it would be appear to be an effective and efficient use of Council resources.

A review on the effectiveness of the Council's meeting schedule will be undertaken in sufficient time for consideration of the meeting dates and times for the 2014/15 financial year.

BACKGROUND:

Section 257 (1) of the *Local Government Regulation 2012* determines that Council must meet at least once in each month. All meetings are to be held at Council's public office however Council may, be resolution, determine another place for a particular meeting.

PROPOSAL:

To facilitate work required to commence Council operations, fortnightly meetings are planned for January 2014 and following the last meeting in January it is proposed to conduct meetings on a three week cycle.

A three week cycle is suggested as it would appear to be the most effective and efficient process with consideration to Councillors and staff involvement and at the same time meet Council's statutory obligations. Council, if the need arises, can call a special meeting with 2 days notice should a matter require urgent attention and a decision cannot be postponed until the next scheduled meeting.

Prior to the end of the 2013/14 financial year, a review on the effectiveness on Council's meeting cycle will be undertaken and presented to Council to determine the day and time for meetings to be held in the 2014/15 financial year.

FINANCIAL/RESOURCE IMPLICATIONS:

Council meetings are a fundamental part of Council operations and accordingly all aspects of Council meetings will be factored into the 2013/14 budget.

RISK MANAGEMENT IMPLICATIONS:

It is anticipated that the cycle of meetings proposed will ensure all legislative requirements are met therefore the risk to Council from a financial, reputational and regulatory view point have been mitigated.

ATTACHMENTS:

Nil