



**SOUTHERN DOWNS
REGIONAL COUNCIL
POST-ELECTION
SPECIAL MEETING OF COUNCIL**

Dear Councillors

Your attendance is hereby requested at the Post-Election Special Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Wednesday, 3 April 2024 at 10:00 AM.**

Notice is hereby given of the business to be transacted at the meeting.

Dave Burges

CHIEF EXECUTIVE OFFICER

28 March 2024

ORDER OF BUSINESS:

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ACKNOWLEDGMENT TO COUNTRY

- 1. ATTENDANCE**
- 2. APOLOGIES**
- 3. DECLARATIONS OF CONFLICTS OF INTEREST**

4. EXECUTIVE SERVICES REPORTS

4.1 Appointment of Deputy Mayor

Document Information

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|  Southern Downs REGIONAL COUNCIL | Report To: Special Council Meeting | |
| | Reporting Officer: | Meeting Date: 3 April 2024 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

THAT Council consider the appointment of the Deputy Mayor.

REPORT

Report

In accordance with Section 175(2) of the *Local Government Act 2009* and Section 8.3(2) of Council Meeting Policy PL-CS036, Council must, by resolution, appoint a Deputy Mayor from its Councillors at the Post Election Meeting of Council.

Nominations will be called from the elected members for the position of Deputy Mayor. Councillors may nominate themselves or another Councillor for the position. Voting will be by a show of hands.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Corporate Plan

Nil.

Policy / Strategy


Council Meeting Policy PL-CS036.

ATTACHMENTS

Nil

4.2 Appointment of Chairperson and Deputy Chairperson of Local Disaster Management Group (LDMG)

Document Information

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|  Southern Downs REGIONAL COUNCIL | Report To: Special Council Meeting | |
| | Reporting Officer: | Meeting Date: 3 April 2024 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

THAT Council, in accordance with the *Disaster Management Act 2003* and *Disaster Management Regulations 2014*, appoint the following:

1. The Chairperson of the Local Disaster Management Group; and
2. A Councillor/s as the Deputy Chairperson/s of the Local Disaster Management Group.

REPORT

Report

Council is responsible for the establishment and coordination of the Local Disaster Management Group (LDMG) for the Southern Downs Regional Council area. Council has the primary responsibility to manage and respond to disasters at the community level.

Southern Downs LDMG members include the Queensland Police Service, Queensland Ambulance Service, Queensland Fire and Emergency Services, State Emergency Service and Department of Communities, Child Safety and Disability Services.

The requirements of Council and the LDMG are set down in accordance with the *Disaster Management Act 2003*, *Disaster Management Regulation 2014* and the Queensland Local Disaster Management Guidelines. Within s. 33 of the *Disaster Management Act 2003* and s. 9 and s.10 of the *Disaster Management Regulation 2014* it requires the Local Government to appoint the Chairperson and a Deputy Chairperson of the LDMG as follows:

9 Membership of local groups—Act, s 33

(1) For section 33(1) of the Act, the following persons are members of a local group—

(a) the persons appointed as the chairperson and deputy chairperson of the group under section 10;

(b) the other persons appointed as members of the group by the relevant local government for the group.

(2) At least 1 person appointed under subsection (1)(b) must be a person nominated by the chief executive of the department.

(3) At least 1 person appointed under subsection (1)(b) must be a councillor of a local government.

(4) The relevant local government for a local group may appoint a person as a member only if satisfied the person has the necessary expertise or experience to be a member.

10 Chairperson and deputy chairperson of local groups—Act, s 34

(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.

In the previous Council, these roles were held by the Mayor as Chairperson and Cr Cameron Gow as Deputy Chairperson.

Council is required to appoint these positions once Council is sworn in.

Once appointed, those Councillors filling those roles will be required to undertake training in accordance with the Queensland Disaster Management Arrangements (QDMA),

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Disaster Management Act 2003

Disaster Management Regulation 2014

Corporate Plan

Nil.

Policy / Strategy


Council Meetings Policy PL-CS036

ATTACHMENTS

Nil

4.3 Schedule for Council Meetings and Information Sessions

Document Information

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|  Southern Downs REGIONAL COUNCIL | Report To: Special Council Meeting | |
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Recommendation

THAT Council adopt the attached Schedule for Council Meetings for April to December 2024, and for January to March 2025.

REPORT

Background

Meetings of Council are scheduled and comply with the *Local Government Act 2009* (the Act), *Local Government Regulation 2012* (the Regulation) and the Council Meetings Policy PL-EX036. The adopted Council Meeting Policy states at 8.3(2)(a) that at a Post-Election Meeting the dates and times of Ordinary Council Meetings for the following twelve months need to be considered.

Report

Prior to the 2024 Local Government Election, Council adopted the following Schedule for Statutory Meetings and Council Information Sessions:

Ordinary Council Meetings - One meeting per month on the third Wednesday

Council Information Sessions - Two Sessions per month on the second and fourth Wednesday

Council Information Sessions are Chaired by the Mayor. They are not a formal meeting of Council and decisions cannot be made at those Information Sessions. They are provided to better inform Councillors of issues, strategic planning, and to allow questions to staff that would often be passed in normal Council debate environments. Council Information Sessions are generally open to the public and media, however some items may be regarded as confidential in nature, and in those circumstances the Sessions are closed to the public.

In November 2023 Council adopted a Schedule for Council Meetings for January to December 2024. Attached are proposed Schedules for Council Meetings and Information Sessions for April to December 2024, and a Schedule for January to March 2025 for consideration.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009
Local Government Regulation 2012

Corporate Plan

Nil

Policy / Strategy

Council Meetings Policy PL-CS036

ATTACHMENTS

1. Schedule for Council Meetings and Information Sessions April to December 2024 [↓](#)
2. Schedule for Council Meetings and Information Sessions January to March 2025 [↓](#)



SCHEDULE FOR COUNCIL MEETINGS AND INFORMATION SESSIONS

April to December 2024

| MONTH | COUNCIL INFORMATION SESSION | ORDINARY COUNCIL MEETING | COUNCIL INFORMATION SESSION |
|------------------|------------------------------------|---------------------------------|------------------------------------|
| April | 10/4/2024 Warwick | 19/4/2024 Stanthorpe | 24/4/2024 Stanthorpe |
| May | 8/5/2024 Warwick | 15/5/2024 Warwick | 24/5/2024 Stanthorpe |
| June | 12/6/2024 Warwick | 19/6/2024 Stanthorpe | 26/6/2024 Stanthorpe |
| July | 10/7/2024 Warwick | 17/7/2024 Warwick | 24/7/2024 Stanthorpe |
| August | 14/8/2024 Warwick | 21/8/2024 Stanthorpe | 28/8/2024 Stanthorpe |
| September | 11/9/2024 Warwick | 18/9/2024 Warwick | 25/9/2024 Stanthorpe |
| October | 9/10/2024 Warwick | 16/10/2024 Stanthorpe | 30/10/2024 Stanthorpe |
| November | 13/11/2024 Warwick | 20/11/2024 Warwick | 27/11/2024 Stanthorpe |
| December | 11/12/2024 Warwick | 18/12/2024 Stanthorpe | No Session |

Commencement Time of 9:00am unless otherwise advertised





Southern Downs
REGIONAL COUNCIL

SCHEDULE FOR COUNCIL MEETINGS AND INFORMATION SESSIONS

January to March 2025

| MONTH | COUNCIL INFORMATION SESSION | ORDINARY COUNCIL MEETING | COUNCIL INFORMATION SESSION |
|----------|-----------------------------|--------------------------|-----------------------------|
| January | 22/1/2025 Stanthorpe | 29/1/2025 Warwick | No Session |
| February | 12/2/2025 Warwick | 19/2/2025 Stanthorpe | 26/2/2025 Stanthorpe |
| March | 12/3/2025 Warwick | 19/3/2025 Warwick | 26/3/2025 Stanthorpe |

Commencement Time of 9:00am unless otherwise advertised

