



MINUTES

Post-election Meeting

Wednesday 29 April 2020
commencing at 10.02am

Strathpine Chambers
220 Gympie Road, Strathpine

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

Accordingly, this meeting was physically closed to the public and was live-streamed via a link on Council's website

ENDORSED GM20200513

5. CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

CARRIED 13/0

That the following minutes be confirmed:

- **General Meeting held 25 February 2020 (Pages 20/552 - 20/589)**
- **Special Meeting held 25 March 2020 (Pages 20/590 - 20/601)**
- **Post-election Meeting held 29 April 2020 (Pages 20/602 - 20/618)**

SCHEDULE OF ITEMS

1. ATTENDANCE & APOLOGIES	602
2. ACKNOWLEDGMENT OF COUNTRY	602
3. OPENING PRAYER	602
4. ATTENDANCE OF INVITED GUESTS / DIGNITARIES	603
5. NOTICE OF ELECTION RESULTS	603
6. ELECTION OF DEPUTY MAYOR	603
7. WELCOME TO COUNCILLORS BY MAYOR AND RESPONSE BY DEPUTY MAYOR (A19979185)	606
8. ACCEPTANCE OF APPOINTMENT - DEPUTY MAYOR (A19974253)	609
9. FIXING OF DAYS/TIMES FOR GENERAL MEETINGS OF COUNCIL	610
10. ESTABLISHMENT OF DELEGATED DECISIONS COMMITTEE	611
10.1. Appoint Members, Chairperson and Quorum of the Delegated Decisions Committee	612
10.2. Fix days, times, frequency and location of Delegated Decisions Committee meetings	613
10.3. Adopt Terms of Reference of the Delegated Decisions Committee	613
11. ESTABLISHMENT OF AUDIT COMMITTEE	614
11.1. Appoint Members, Chairperson and Quorum to the Audit Committee	614
11.2. Fix days, times, frequency and location of Audit Committee meetings	616
11.3. Adopt Terms of Reference for the Audit Committee	616
12. COUNCILLOR PORTFOLIOS	617
13. ANY OTHER BUSINESS PERMITTED BY THE MAYOR	617
14. CLOSE	618

1. ATTENDANCE & APOLOGIES

To minimise serious risks to the health and safety of persons caused by the public health emergency involving COVID-19, Councillors took part in the meeting by teleconferencing, as permitted under section 277B of the Local Government Regulation 2012.

Attendance:

Cr Peter Flannery (Mayor) (Chairperson)

Cr Brooke Savage *

Cr Mark Booth *

Cr Adam Hain *

Cr Jodie Shipway

Cr Sandra Ruck *

Cr Karl Winchester *

Cr Denise Sims

Cr Mick Gillam

Cr Cath Tonks

Cr Matt Constance

Cr Darren Grimwade

Cr Tony Latter *

Chief Executive Officer

(Mr Greg Chemello)

Deputy CEO/

Director Engineering Construction & Maintenance (Mr Tony Martini) *

Director Community & Environmental Services (Mr Bill Halpin) *

Director Finance & Corporate Services (Ms Donna Gregory)

Director Infrastructure Planning (Mr Andrew Ryan)

Director Planning (Mr David Corkill) *

Meeting Support

Hayley Kenzler

Meeting Support

Kathrine Crocker *

Apologies:

Nil

** attended via video conference from Caboolture Chambers*

2. ACKNOWLEDGMENT OF COUNTRY

The Mayor conducted the Acknowledgment of Country.

3. OPENING PRAYER

The Mayor recited the opening prayer / reflection.

4. ATTENDANCE OF INVITED GUESTS / DIGNITARIES

The Mayor provided the following statement regarding the need for this meeting to be physically closed to the public:

'Pursuant to section 277E of the Local Government Regulation 2012 it is considered not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.'

5. NOTICE OF ELECTION RESULTS

In accordance with section 23 of the *Local Government Electoral Act 2011* the quadrennial elections of the Mayor and Councillors for the Moreton Bay Regional Council was conducted by the Electoral Commission of Queensland on Saturday 28 March 2020.

The Electoral Commissioner has provided the required Notices of Election Results for Mayor and Councillors (refer Attachment 1).

Chief Executive Officer's Recommendation

That the Electoral Commissioner's Notices of Election Results for Mayor and Councillors for the 2020 Quadrennial Election for the Moreton Bay Regional Council held 28 March 2020, be noted.

RESOLUTION

Moved by Cr Denise Sims

Seconded by Cr Mick Gillam

CARRIED 13/0

That the Electoral Commissioner's Notices of Election Results for Mayor and Councillors for the 2020 Quadrennial Election for the Moreton Bay Regional Council held 28 March 2020, be noted.

6. ELECTION OF DEPUTY MAYOR

In accordance with section 175(2) of the *Local Government Act 2009* the Council is required to appoint a Deputy Mayor at this meeting.

Some Councillors have advised the CEO and other Councillors that they are considering nominating for the position of Deputy Mayor. All Councillors are participating in an extensive induction program that commenced on Thursday 23 April 2020, and Councillors have had the opportunity to gain an understanding of prospective nominees for Deputy Mayor. In addition to any informal discussions that may have occurred amongst various individual Councillors, a specific session within the induction program was set aside on Monday 27 April 2020 for Councillors to raise a set of specific questions with potential candidates.

Based on these interactions, the election process for the election of the Deputy Mayor is proposed below.

Election of the Deputy Mayor process:

- 1) Mayor to call for any nominations for the position of Deputy Mayor.
- 2) Councillors may nominate themselves or another Councillor for the position of Deputy Mayor.
- 3) If only one Councillor is nominated, that councillor is elected (through step 11 below).
- 4) If more than one Councillor is nominated, the Mayor asks the CEO for advice on options on how to proceed.
- 5) CEO explains the three generic options:
 - a. preferential ballot,
 - b. ordinary (secret) ballot - as recommended by the CEO, or
 - c. open voting.
- 6) Council then resolves on the selection process; requiring a mover and seconder for the process.
Assuming ordinary (secret) ballot is resolved
- 7) Councillors then vote for their preferred nominee in secret, the votes collected and counted by the scrutineers, as appointed by resolution.
- 8) If one nominee has a majority (7 or more) of votes, the CEO will announce that nominee as the successful nominee.
- 9) Otherwise, the CEO will announce the Councillor(s) with the least votes (no vote numbers will be cited).
- 10) Steps 7 to 9 are repeated until two nominees remain, when the CEO will announce the name of the successful nominee.
- 11) Resolution to appoint the successful nominee to the position of Deputy Mayor; requiring mover and seconder and vote by show of hands.

Chief Executive Officer's Recommendation

1. That Council adopts the election process outlined above, including the ordinary (secret) ballot option to select the nominated candidate for appointment as Deputy Mayor.
2. Subject to recommendation 1, that scrutineers for the counting of ballots be appointed as follows:
 - a) Chief Executive Officer at Strathpine Chambers; and
 - b) Deputy Chief Executive Officer at Caboolture Chambers.
3. That Council appoint a Deputy Mayor of the Moreton Bay Regional Council, subsequent to the nomination process described.

MAYOR TO CALL FOR NOMINATIONS FOR THE POSITION OF DEPUTY MAYOR

The Mayor called for nominations for the position of Deputy Mayor, noting the following Councillor nominees:

1. Cr Darren Grimwade
2. Cr Denise Sims
3. Cr Matt Constance
4. Cr Adam Hain

COUNCIL TO RESOLVE SELECTION PROCESS AND VOTING OPTION

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Tony Latter

CARRIED 13/0

1. **That Council adopts the election process outlined above, including the ordinary (secret) ballot option to select the nominated candidate for appointment as Deputy Mayor.**
2. **That scrutineers for the counting of ballots be appointed as follows:**
 - a) **Chief Executive Officer at Strathpine Chambers; and**
 - b) **Deputy Chief Executive Officer at Caboolture Chambers.**

VOTING CONDUCTED BY ORDINARY (SECRET BALLOT)

Voting was undertaken in both the Strathpine and Caboolture Chambers in line with the adopted process.

At the end of Round 1 - the Chief Executive Officer announced the Councillor with the least votes that would not be considered in the next round.

Voting was repeated for Round 2.

The Chief Executive Officer announced the Councillors with the least votes that would not be considered in the next round.

Preference Vote

At the end of Round 2, the Chief Executive Officer reported a tie between two of the Councillors. A separate vote was conducted to determine Councillors' preference of the two tied candidates.

At the end of the preference vote, the Chief Executive Officer announced the Councillor with the least votes that would not be considered in the next round.

Voting was repeated for Round 3 for the remaining nominees.

The Chief Executive Officer announced the name of the successful nominee, Cr Denise Sims.

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Darren Grimwade

CARRIED 13/0

1. **That Cr Denise Sims be appointed to the position of Deputy Mayor.**
2. **That the position of Deputy Mayor be considered further in two years.**

7. WELCOME TO COUNCILLORS BY MAYOR AND RESPONSE BY DEPUTY
MAYOR (A19979185)

The Mayor officially welcomed Councillors, providing the following speech:

We meet in extraordinary times.

And I'm sorry we can't all be together in one chamber as we write this new chapter in Moreton Bay's history.

But getting on with the job and doing whatever it takes, is more important than any convention or procedure right now.

Most of you know I have a military background.

In the military we used to have a saying: Improvise. Adapt. Overcome.

I've been thinking about this since COVID-19 broke out.

Improvise. Adapt. Overcome.

We've seen businesses improvise.

We've seen families adapt.

Now it's the responsibility of Moreton Bay Regional Council to help our region overcome a pandemic and overcome the economic challenges ahead.

I don't look out today and see two chambers divided by distance or technology. I see 13 people united in unwavering passion and determination.

As a leader I pride myself on integrity, honesty and teamwork.

And it's in the spirit of teamwork that I will rely on all of you.

I will rely on the experience of the six returning councillors to provide advice and stability.

I will look to our six new councillors for fresh ideas, energy and community insight.

That's how we're going to start writing this first chapter for our new Council.

I'd also like to introduce some new traditions.

I want to start with a tradition of transparency.

Not only are we live-streaming this post-election meeting, you saw for the first time in our Council's history vote on the position of Deputy Mayor in a public forum.

Not behind closed doors. But out in the open.

Because I believe as elected representatives our doors should always be open.

I want to begin a new tradition of accountability.

We are accountable to our community.

Every day as I drive past Centrelink I'm reminded that there are plenty of locals who don't have the luxury of a job right now, let alone the luxury of a pay rise.

I state for the record that I will be moving a motion that we consider rejecting the 2% pay increase recommended for mayors and councillors.

It's simply the right thing to do by our community.

It is time to show leadership and solidarity.

This action will help us start a tradition of trust, by giving the people of this region a council they can believe in.

While I congratulate you all on winning the support of your communities, can I remind you that you don't win trust.

You earn trust.

The trust of your colleagues. The trust of council staff. The trust of the people you represent.

If you act with integrity in everything you do, that will engender trust.

But there is one tradition of previous Councils that I would like to continue. That is the prudent fiscal management that's become the DNA of Moreton Bay.

Our predecessors delivered nine consecutive budgets in operational surplus and built a war chest to ensure this Council could respond decisively, effectively and immediately if disaster ever struck.

Sadly, that day is here.

I ask you to talk to your communities too and find out what they're thinking and bring back their bold economic recovery ideas to this Chamber.

It's not enough for Council to simply deliver on the basics. We have to implement plans to grow the local economy and create local jobs.

Which means we're going to need to put our money where our mouth is, by building a better future.

And I want to be clear with each of you that when I say the word 'future'. I don't just mean the next four years.

I'm interested in the future of generations to come.

Kids, like my 5-year-old daughter Sophia, who will grow up either enjoying the opportunities we created or the consequences of our poor planning.

Because, at the end of the day, I'm just a dad who wants his kids to have the best future possible.

So, I have developed a ten-point priority plan to get Council working, while we work to plan our strategic priorities:

- 1. My first action point in these tough times is that we reject the recommended 2% pay increase for councillors and mayors. This is a decision I ask you all to make together. Noting that some of our neighbouring Councils have already taken this action.*
- 2. We should immediately activate the Moreton Recovery Group to provide real time and expert external advice on the challenges we face and what's needed in our communities.*
- 3. We must start work now on a second COVID-19 Stimulus Package to assist local businesses and residents through the uncertain financial times ahead.*
- 4. We need a new Economic Development Strategy finalised within the first 100 days.*
- 5. Similarly, the beneficial Enterprise to guide the use of council-owned land at The Mill site must be established within first 100 days, to start the important work of attracting business investors and helping to drive economic recovery.*
- 6. We need to rework our Planning Scheme to meet the expectations of locals, by introducing neighbourhood plans tailored to the unique qualities of our many distinct communities across Moreton Bay Region.*
- 7. And in the interim we must protect our communities from unplanned development, by enacting a Regional Growth Management Strategy to strategically sequence development at a pace our region can absorb.*
- 8. In recent years we've achieved record growth in tourism. We need to take this to the next level by partnering with Moreton Bay Region Industry and Tourism (MBRIT) and the private sector to unlock a new wave of tourism infrastructure investment.*
- 9. We need to continue our advocacy work for revised Koala Mapping. I propose that we embark on an Environmental Land Buy Back Program. So that council can own and manage key green corridors across our region.*
- 10. Finally, we must complete the important internal work of implementing all the recommendations in the Council Reform Review to ensure Moreton Bay Regional Council is a modern, outcomes-focussed workplace.*

On that note I'd like to thank the hardworking staff at Council who have continued working while we waited for an election result to be declared.

All of our staff are essential workers.

They are still collecting our bins. Still building roads. Still answering the phones. Still maintaining council buildings and mowing parks. In fact, just last week staff were conducting controlled burns to protect against potential fire risks.

They have improvised, adapted and overcome logistical challenges of social distancing to continue their service to our community.

Now it's on the people in this room to improvise and adapt so Moreton Bay overcomes the challenges ahead.'

8. ACCEPTANCE OF APPOINTMENT - DEPUTY MAYOR (A19974253)

The Deputy Mayor accepted her appointment to the role and responded on behalf of Councillors, providing the following speech:

Thank you, Mr Mayor.

It's a pleasure to respond on behalf of my fellow Councillors to your warm welcome, even if we can't all meet in person.

Firstly, I would like to extend congratulations to the new Mayor and my fellow Councillors on their recent election.

There can be no greater honour than to be elected as a representative of your community.

And it is certainly not something that any of us...can do alone.

It takes a team of loved ones...friends and family...to stand behind us.

I join with my fellow Councillors in thanking friends and family, campaign workers and personal supporters for their love and support.

It is these very people...who know the almighty effort...it takes to run a council election campaign.

They understand the long days and the personal sacrifices.

Together we make these sacrifices...because we want to see a strong and bright future for our region.

This is a vision...I know that we also share with the residents of our region.

They too - overwhelmingly voted in favour of a bright future.

I am pleased to stand here today and see my fellow Councillors returned in Divisions 1, 3, 7, 8, 10 and 11.

I'm excited to see the new faces of Councillors elected to Divisions 2, 4, 5, 6, 9 and 12.

Echoing the sentiment of the Mayor, I think we can all agree our new council team represents an opportunity for community insight, fresh ideas and new energy for 2020 and beyond.

I thank the electors of the Moreton Bay Region for placing their trust in us.

I know we will continue to work hard...to honour that trust.

Thank you also to the hardworking council staff who have organised today's special meeting in Strathpine and Caboolture, made possible with the social distancing measures in place.

We also extend our thanks.... to friends and family, who can't be here today in person, but I know continue to support us.

To my fellow Councillors, you are the people...your communities' have selected to represent them on council.

*You are here as genuine representatives of your whole community.
That is a great honour.*

Being a local Councillor is a very rewarding job.

You have the ability to assist local businesses and residents through the uncertain financial times ahead... while you help shape your local community, plan for new infrastructure, develop parks and open space, and deliver better local roads and footpaths for residents.

Sometimes the decisions you will need to make on council will be tough ones.

But that is why you have been elected...because your community believes in you - above all others.

They believe you have the skills and ability to represent them to your fullest. And I am certain that you will.

Thank you again to everyone here, and in the other chamber, for attending today's special event.

I again extend my congratulations to the Mayor and my fellow Councillors on their election.'

9. FIXING OF DAYS/TIMES FOR GENERAL MEETINGS OF COUNCIL

In accordance with section 256(1) of the Local Government Regulation 2012, Council is required to fix the day and time for holding its meetings.

It is considered that General Meetings are best conducted fortnightly on a Wednesday (excepting scheduled breaks), such meetings being held on a rotational basis, generally to be held at Council's administration offices located at Strathpine and Caboolture.

Further, to enhance community engagement, it is proposed that 3 or 4 General Meetings per annum be conducted in other locations around the Region. These locations will be determined in due course but the intention is that, over the 4-year term of this Council, at least one General Meeting will be held in a community hall or similar venue within each MBRC Division.

A meeting schedule detailing suggested dates for the General Meeting cycle is provided for consideration (Attachment 2).

Chief Executive Officer's Recommendation

1. That General Meetings of Council be generally conducted fortnightly on a Wednesday commencing at 9.30am.
2. That General Meetings of Council be held at Council's administration offices at Strathpine and Caboolture on a rotational basis, except as described in Recommendation 3.
3. That at least once every four months, a General Meeting of Council be held at another location within the Moreton Bay Region in conjunction with a community engagement and a "meet the councillors" event.
4. That Recommendation 1 above may be amended from time to time by resolution of Council.
5. That Council's first General Meeting for the 2020-2024 term, be held on Wednesday 13 May 2020 at its Strathpine Chambers commencing at 9.30am.
6. That the meeting schedule for General Meetings be adopted as tabled in Attachment 2, and advertised in accordance with section 277 of the Local Government Regulation 2012.

RESOLUTION

Moved by Cr Brooke Savige

Seconded by Cr Jodie Shipway

CARRIED 13/0

1. That General Meetings of Council be generally conducted fortnightly on a Wednesday commencing at 9.30am.
2. That General Meetings of Council be held at Council's administration offices at Strathpine and Caboolture on a rotational basis, except as described in Recommendation 3.
3. That at least once every four months, a General Meeting of Council be held at another location within the Moreton Bay Region in conjunction with a community engagement and a "meet the councillors" event.
4. That Recommendation 1 above may be amended from time to time by resolution of Council.
5. That Council's first General Meeting for the 2020-2024 term, be held on Wednesday 13 May 2020 at its Strathpine Chambers commencing at 9.30am.
6. That the meeting schedule for General Meetings be adopted as tabled in Attachment 2, and advertised in accordance with section 277 of the Local Government Regulation 2012.

10. ESTABLISHMENT OF DELEGATED DECISIONS COMMITTEE

In accordance with section 264 of the Local Government Regulation 2012 Council is able to establish and appoint its Standing Committees.

Chief Executive Officer's Recommendation

1. That a Standing Committee - to be known as the Delegated Decisions Committee be established in accordance with s264 of the Local Government Regulation 2012.
2. That the sole purpose of the Delegated Decisions Committee be to decide matters as may be delegated to it by Council, under s257 of the Act, where the delegation arises as a consequence of s175E(6) of the Act.

"175E(6) If a majority of the councillors at a meeting of the local government inform the meeting about personal interests in the matter under subsection (2), the local government must delegate deciding the matter under section 257, unless deciding the matter cannot be delegated under that section."

3. That pursuant to s257 of the *Local Government Act 2009*, the Delegated Decisions Committee be delegated the power to make decision on matters delegated to it by Council.

RESOLUTION

Moved by Cr Cath Tonks

Seconded by Cr Sandra Ruck

CARRIED 13/0

1. That a Standing Committee - to be known as the Delegated Decisions Committee be established in accordance with s264 of the Local Government Regulation 2012.
2. That the sole purpose of the Delegated Decisions Committee be to decide matters as may be delegated to it by Council, under s257 of the Act, where the delegation arises as a consequence of s175E(6) of the Act.

“175E(6) If a majority of the councillors at a meeting of the local government inform the meeting about personal interests in the matter under subsection (2), the local government must delegate deciding the matter under section 257, unless deciding the matter cannot be delegated under that section.”

3. That pursuant to s257 of the *Local Government Act 2009*, the Delegated Decisions Committee be delegated the power to make decision on matters delegated to it by Council.

10.1. Appoint Members, Chairperson and Quorum of the Delegated Decisions Committee

In accordance with sections 267 and 269 of the Local Government Regulation 2012, Council must give consideration to appointing the members and Chairperson of the Delegated Decisions Committee, and to fix the quorum.

Chief Executive Officer’s Recommendation

1. That the Delegated Decisions Committee consist of the Mayor and four Councillors, the composition of which is fixed and may be amended from time to time by resolution of Council, based on the matter/s delegated to it to decide.
2. That the Chairperson of the Delegated Decisions Committee be the Mayor.
3. That the quorum of the Delegated Decisions Committee be set at three (a majority of its members).

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Karl Winchester

CARRIED 13/0

1. That the Delegated Decisions Committee consist of the Mayor and four Councillors:
 - a) Cr Mark Booth
 - b) Cr Adam Hain
 - c) Cr Denise Sims (Deputy Mayor), and
 - d) Cr Tony Latter.
2. That the composition of the Delegated Decision Committee is fixed and may be amended from time to time by resolution of Council, based on the matter/s delegated to it to decide.
3. That the Chairperson of the Delegated Decisions Committee be the Mayor.
4. That the quorum of the Delegated Decisions Committee be set at three (a majority of its members).

10.2. Fix days, times, frequency and location of Delegated Decisions Committee meetings

In accordance with section 268 of the Local Government Regulation 2012, Council must give consideration to the time and place of the Delegated Decisions Committee meetings.

Chief Executive Officer's Recommendation

1. That Delegated Decisions Committee meetings be conducted on an 'as-needs' basis.
2. That date and time of the Delegated Decisions Committee meetings will be fixed by resolution of Council, and will generally be conducted on the same day/location as Council's General meeting - commencing at the conclusion of the General Meeting on that day.
3. That meetings of the Delegated Decisions Committee be advertised in accordance with section 277(1)(b) of the Local Government Regulation 2012.

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Mark Booth

CARRIED 13/0

1. That Delegated Decisions Committee meetings be conducted on an 'as-needs' basis.
2. That date and time of the Delegated Decisions Committee meetings will be fixed by resolution of Council, and will generally be conducted on the same day/location as Council's General meeting - commencing at the conclusion of the General Meeting on that day.
3. That meetings of the Delegated Decisions Committee be advertised in accordance with section 277(1)(b) of the Local Government Regulation 2012.

10.3. Adopt Terms of Reference of the Delegated Decisions Committee

Terms of Reference for the Delegated Decisions Committee are provided for consideration (Attachment 3).

Chief Executive Officer's Recommendation

That the Terms of Reference for the Delegated Decisions Committee be adopted, as tabled.

RESOLUTION

Moved by Cr Cath Tonks

Seconded by Cr Adam Hain

CARRIED 13/0

That the Terms of Reference for the Delegated Decisions Committee be adopted, as tabled.

11. ESTABLISHMENT OF AUDIT COMMITTEE

In accordance with section 105(2) of the *Local Government Act 2009* the Council is required to establish an Audit Committee.

An **audit committee** is a committee that—

- (a) monitors and reviews—
 - (i) the integrity of financial documents; and
 - (ii) the internal audit function; and
 - (iii) the effectiveness and objectivity of the local government’s internal auditors; and
- (b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

Chief Executive Officer’s Recommendation

That the Council establish an Audit Committee.

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Denise Sims

CARRIED 13/0

That the Council establish an Audit Committee.

11.1. Appoint Members, Chairperson and Quorum to the Audit Committee

In relation to the Audit Committee, section 210 of the Local Government Regulation 2012, states:

“the Committee must:

- o consist of at least 3 and no more than 6 members and;
- o include-
 - o 1, but no more than 2 councillors appointed by the Council; and
 - o at least 1 member who has significant experience and skills in financial matters

The Chief Executive Officer cannot be a member of the audit committee but can attend meetings of the committee.

The local government must appoint 1 of the members of the Audit Committee as chairperson.”

Further, in relation to the Audit Committee, section 211 (2)(a) of the Local Government Regulation 2012, states that a quorum is at least half the number of members of the committee.

Section 266 of the Local Government Regulation 2012 provides for the appointment of an alternate member of the committee:

“(2) An **alternate member**, of a committee, is a person who attends meetings of the committee and acts as a member of the committee only if another member of the committee is absent from the meeting of the committee.”

Chief Executive Officer's Recommendation

1. That the Audit Committee consist of two Councillors and three external members.
2. That the Council nominate two Councillors as members of the Audit Committee.
3. That the Council nominate an alternate member (Councillor) of the Audit Committee.
4. That the Council appoint the Chairperson of the Audit Committee from one of the independent external members.
5. That the quorum for the Audit Committee be set at three members.
6. That the Chief Executive Officer proceed to advertise for Expressions of Interest from external persons for appointment of the two to three external committee members.
7. That in accordance with section 257 of the *Local Government Act 2009*, the Mayor and Chief Executive Officer be delegated authority to interview and appoint the two to three external committee members in consultation with the Audit Committee Chairperson.

RESOLUTION

Moved by Cr Jodie Shipway

Seconded by Cr Sandra Ruck

CARRIED 13/0

1. That the Audit Committee consist of two Councillors and three external members.
2. That the following Councillors be nominated as members of the Audit Committee:
 - a) Cr Matt Constance
 - b) Cr Cath Tonks
3. That Cr Jodie Shipway be nominated an alternate member (Councillor) of the Audit Committee.
4. That the Council appoint Cr Matt Constance as interim Chairperson of the Audit Committee.
5. That the quorum for the Audit Committee be set at three members.
6. That the Chief Executive Officer proceed to advertise for Expressions of Interest from external persons for appointment of three external committee members.
7. That in accordance with section 257 of the *Local Government Act 2009*, the Mayor and Chief Executive Officer be delegated authority to interview and appoint three external committee members.
8. That the appointment of Councillor members be considered further in two years.

11.2. Fix days, times, frequency and location of Audit Committee meetings

In accordance with section 211(1)(a) of the Local Government Regulation 2012, the Audit Committee of a local government must meet at least twice each financial year.

It is suggested that the Audit Committee meet on a date to be fixed as per the schedule below:

1. February/March
2. April/May
3. August/September
4. November

Chief Executive Officer's Recommendation

1. That the Audit Committee meet on a date to be fixed as per the schedule below:
 1. February/March
 2. April/May
 3. August/September
 4. November
2. That Audit Committee meetings be held on a Thursday at the Council's public office in the Strathpine Chamber commencing at 1.00pm.
3. That Recommendations 1 and 2 above may be amended from time to time by resolution of Council.

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Cath Tonks

CARRIED 13/0

1. That the Audit Committee meet on a date to be fixed as per the schedule below:
 - a) February/March
 - b) April/May
 - c) August/September
 - d) November
2. That Audit Committee meetings be held on a Thursday at the Council's public office in the Strathpine Chamber commencing at 1.00pm.
3. That Recommendations 1 and 2 above may be amended from time to time by resolution of Council.

11.3. Adopt Terms of Reference for the Audit Committee

Terms of Reference for the Audit Committee are provided for consideration (Attachment 4).

Chief Executive Officer's Recommendation

That the Terms of Reference for the Audit Committee be adopted, as tabled.

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Sandra Ruck

CARRIED 13/0

That the Terms of Reference for the Audit Committee be adopted, as tabled.

12. COUNCILLOR PORTFOLIOS

A Portfolio system may be established which provides for nominated Councillors to be assigned specific responsibilities relative to key functions and services of the Council, directly aligned with the Directorates outlined in the Council's Corporate Structure.

Roles, responsibilities and operating protocols of the Portfolio Councillor will be in accordance with the Councillor Portfolios Roles and Responsibilities Policy (2150-XXX). This policy is provided for consideration (Attachment 5)

Chief Executive Officer's Recommendation

1. That the Councillor Portfolios Roles and Responsibilities Policy (2150-XXX) be adopted, as tabled.
2. That the Portfolios be in line with Council's Corporate Structure as resolved by Council from time to time.
3. That appointment of the Portfolio Councillor be considered at a subsequent General Meeting, and may be amended from time to time by resolution of Council.

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

CARRIED 13/0

1. **That the Councillor Portfolios Roles and Responsibilities Policy (2150-114) be adopted, as tabled.**
2. **That the Portfolios be in line with Council's Corporate Structure as resolved by Council from time to time.**
3. **That appointment of the Portfolio Councillor be considered at a subsequent General Meeting, and may be amended from time to time by resolution of Council.**

13. ANY OTHER BUSINESS PERMITTED BY THE MAYOR

The Mayor invited Councillors to 'say a few words'.

Cr Adam Hain congratulated Cr Sims regarding her appointment as Deputy Mayor, and to Cr Darren Grimwade and Cr Matt Constance for nominating, saying that he is looking forward to a bright future with the great team of Councillors.

14. CLOSE

There being no further business the meeting closed at 10.54am.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 20/602 to 20/618 constitute the minutes of the Post-election Meeting of the Moreton Bay Regional Council held 29 April 2020.

Greg Chemello
Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Wednesday 13 May 2020.

Greg Chemello
Chief Executive Officer

Councillor Peter Flannery
Mayor