NOTICE OF THE
POST-ELECTION MEETING

Meeting #: 13
Date: 29 April, 2020
Time: 10:00 am
Location: Logan Entertainment Centre
170 Wembley Road, Logan Central

NOTICE OF PUBLIC CLOSURE
In response to the public health emergency involving COVID-19, this meeting will be physically closed to the public. The meeting will be live-streamed from its closed location the Logan Entertainment Centre, 170 Wembley Road, Logan Central. If you wish to view the meeting in real-time, please go to Council’s YouTube page at www.youtube.com/user/logancitycouncil. This is in accordance with requirements of the Local Government Regulation 2012.
1. **Acknowledgement of Country**

2. **Reflection**

3. **Leave of Absence**

4. **Declaration of Office**
   - 4.1 Declaration of Office

5. **Confirmation of Minutes of Previous Ordinary Meeting**

6. **Confirmation of Minutes of Previous Special Meeting**

7. **Presentation and Reception of the Returning Officer’s Report**
   - 7.1 Returning Officer’s Report 2020

8. **Appointment of the Deputy Mayor**
   - 8.1 Appointment of Deputy Mayor

9. **Consideration of Committee Appointments**
   - 9.1 Consideration of Committee Appointments

10. **Day and Times for Holding Local Government and Other Meetings**
    - 10.1 Day and Times for Holding Local Government Meetings

11. **Appointment of Representatives of the Local Government to Boards or Other Organisations**
    - 11.1 Appointment of Representatives to External Bodies

12. **General Business**
Please retain the attached Business Paper as it will be considered in conjunction with the recommendations of the relevant Committee meeting by Council.

Councillors are reminded that if a person is convicted of an offence against the following section 171 of the Local Government Act 2009 (Use of information by councillors), that penalties apply.

**171 Use of information by councillors**

(1) A person who is, or has been, a councillor must not use information that was acquired as a councillor to—

(a) gain, directly or indirectly, a financial advantage for the person or someone else; or

(b) cause detriment to the local government.

Maximum penalty—100 penalty units or 2 years imprisonment.

(2) Subsection (1) does not apply to information that is lawfully available to the public.

(3) A councillor must not release information that the councillor knows, or should reasonably know, is information that is confidential to the local government.

Note—

A contravention of subsection (3) is misconduct that is dealt with by the tribunal.
4.1 DECLARATION OF OFFICE

REPORT OF: Chief Executive Officer

REPORT OVERVIEW

EXECUTIVE SUMMARY

The purpose of this report is to advise that the newly elected Mayor and councillors have taken their Declaration of Office with the Chief Executive Officer on 21 April 2020, thereby allowing them to undertake their duties as councillors for the City of Logan.

Criteria: Legislative - It is a legislative requirement that cannot be delegated

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS

IT IS RECOMMENDED:-

That the report be received.

REPORT DETAILS

RELEVANT BACKGROUND INFORMATION

The Mayor and councillors have taken their Declaration of Office with the Acting Chief Executive Officer on 21 April 2020 allowing them to undertake their duties as councillors.

As a result of the Local Government Elections held on 28 March 2020, the Electoral Commission of Queensland Inc published the last declaration of poll on 20 April 2020, with the following being elected to Logan City Council for the 2020-2024 term:

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
<th>Division</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>POWER, Darren Ross</td>
<td>Division 7</td>
<td>FRAZER, Timothy John</td>
</tr>
<tr>
<td>Division 1</td>
<td>BRADLEY, Lisa Catherine</td>
<td>Division 8</td>
<td>HEREMAIA, Jacob Abbott</td>
</tr>
<tr>
<td>Division 2</td>
<td>LANE, Teresa Maree</td>
<td>Division 9</td>
<td>BANNAN, Scott</td>
</tr>
<tr>
<td>Division 3</td>
<td>RUSSELL, Melinda Kerry</td>
<td>Division 10</td>
<td>STEMP, Miriam Anne</td>
</tr>
<tr>
<td>Division 4</td>
<td>KORANSKI, Laurie Anne</td>
<td>Division 11</td>
<td>WILLCOCKS, Natalie Amanda</td>
</tr>
<tr>
<td>Division 5</td>
<td>RAVEN, Jonathan Smyth</td>
<td>Division 12</td>
<td>MURPHY, Karen Linda</td>
</tr>
<tr>
<td>Division 6</td>
<td>HALL, Anthony Warren</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Under the *Local Government Act 2009* (LGA), the successful candidates, as listed above, must sign their Declaration of Office before entering upon their formal duties as councillor.

Division 5 of the LGA states the following:

**Division 5  Obligations of councillors**

169  Obligations of councillors before acting in office

1. A councillor must not act in office until the councillor makes the declaration of office.
2. The *declaration of office* is a declaration prescribed under a regulation.
3. The chief executive officer is authorised to take the declaration of office.
4. The chief executive officer must keep a record of the taking of the declaration of office.
5. A person ceases to be a councillor if the person does not comply with subsection (1) within—
   (a) 1 month after being appointed or elected; or
   (b) a longer period allowed by the Minister.

In accordance with Division 3 of the *Local Government Regulation 2012*, the councillors have undertaken the following Declaration:

**Division 3  Other matters**

254  Declaration of office

For section 169(2) of the Act, the declaration of office prescribed is—

‘I, (insert name of councillor), having been elected/appointed as a councillor of the (insert name of local government), declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles and code of conduct under the *Local Government Act 2009*, to the best of my judgment and ability.’

**DISCUSSION AND CONCLUSION**

The Chief Executive Officer is authorised under the LGA to administer the Declaration of Office.

**BACKGROUND PAPERS**

An example copy of a blank Declaration of Office for the newly elected Mayor and councillors is attached to this report.

Also attached to this report is the "local government principles" and "code of conduct" referred to in Section 254 of the *Local Government Regulation 2012* and the Declaration of Office.
DECLARATION OF OFFICE

(pursuant to section 254 of the
Local Government Regulation 2012)

I ________________

having been elected as a Mayor of the City of Logan,
declare that I will faithfully and impartially fulfil the duties of
the office, in accordance with the local government principles
and code of conduct under the Local Government Act 2009,
to the best of my judgment and ability.

SIGNATURE: ________________________________

WITNESS: ________________________________

DATE: ________________________________

LOGAN
CITY COUNCIL

INNOVATIVE, DYNAMIC, CITY OF THE FUTURE
DECLARATION OF OFFICE

(pursuant to section 254 of the
Local Government Regulation 2012)

| insert councillor's name here,|
| having been elected as a councillor of the City of Logan,|
| declare that I will faithfully and impartially fulfil the duties of|
| the office, in accordance with the local government principles|
| and code of conduct under the Local Government Act 2009,|
| to the best of my judgment and ability.|

SIGNATURE: ________________________________

WITNESS: ________________________________

DATE: ________________________________
Local government principles underpin this Act

(1) To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires—

(a) anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and

(b) any action that is taken under this Act to be taken in a way that—

(i) is consistent with the local government principles; and

(ii) provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.

(2) The local government principles are—

(a) transparent and effective processes, and decision-making in the public interest; and

(b) sustainable development and management of assets and infrastructure, and delivery of effective services; and

(c) democratic representation, social inclusion and meaningful community engagement; and

(d) good governance of, and by, local government; and

(e) ethical and legal behaviour of councillors and local government employees.
Code of Conduct for Councillors in Queensland

Revised - Approved on 7 April 2020
# Contents

Purpose of the Code of Conduct ................................................................. 4  
Background ................................................................................................. 4  
The local government principles and values .............................................. 5  
Standards of behaviour .............................................................................. 6  
Consequences of failing to comply with the Code of Conduct ................. 8  
Unsuitable meeting conduct .................................................................... 8  
Inappropriate conduct ................................................................................. 8  
Misconduct .................................................................................................. 9  
Corrupt conduct ......................................................................................... 9  
More information ........................................................................................ 10
Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in local government and Council decisions.

Background

Under section 150D of the Local Government Act 2009 (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councilors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the local government principles and obligations of Councillors in accordance with section 169 of the LGA, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under section 169 of the LGA. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.
The local government principles and values

The LGA is founded on five local government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of Councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
   • make decisions in open council meetings
   • properly inform relevant personnel of all relevant information
   • make decisions in accordance with law and policy
   • commit to exercising proper diligence, care and attention.

2. To ensure the effective and economical delivery of services, Councillors will:
   • manage council resources effectively, efficiently and economically
   • foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, Councillors will:
   • show respect to all persons
   • clearly and accurately explain Council’s decisions
   • accept and value differences of opinion.

4. In exercising good governance, Councillors are committed to:
   • the development of open and transparent processes and procedures
   • keeping clear, concise and accessible records of decisions.

5. To meet the community’s expectations for high level leadership, Councillors will:
   • be committed to the highest ethical standards
   • uphold the system of local government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.
Standards of behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

1. RESPONSIBILITIES
2. RESPECT
3. REPUTATION.

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

For example, Councillors will, at a minimum, have the following responsibilities:

1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
1.2 Respect and comply with all policies, procedures and resolutions of Council
1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
1.6 Cooperate with any investigation being undertaken by the local government or other entity.
2. Treat people in a reasonable, just, *RESPECTFUL* and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees and members of the public
2.3 Have proper regard for other people’s rights, obligations, cultural differences, safety, health and welfare

3. Ensure conduct does not reflect adversely on the *REPUTATION* of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
3.3 At all times strive to maintain and strengthen the public’s trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity
Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a Councillor’s conduct and subsequent disciplinary action under the LGA.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA), who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are unsuitable meeting conduct, inappropriate conduct, misconduct, and then corrupt conduct.

Unsuitable meeting conduct

Under section 150H of the LGA, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

Note: Chairpersons of meetings are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).

Inappropriate conduct

Under section 150K of the LGA, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as inappropriate conduct.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting or is a series of conduct at Council meetings that leads to orders for the Councillor’s unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA.

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than that arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.
Misconduct

Councillors are required to comply with all laws that apply to local governments. This includes refraining from engaging in misconduct.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may then refer the matter to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor’s functions or exercise of powers, or
- is, or involves:
  - a breach of trust placed in the Councillor, either knowingly or recklessly
  - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
  - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer and for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)
  - a release of confidential information outside of the Council
  - failure by a Councillor to report a suspected material personal interest or conflict of interest of another Councillor, or
- is a failure by the Councillor to comply with:
  - an order made by the Council or the Councillor Conduct Tribunal
  - any acceptable request guidelines of the Council made under section 170A of the LGA
  - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year or is conduct that is identified in an order of council that will be dealt with as misconduct if the Councillor engages in the conduct again.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the Crime and Corruption Act 2001 and must be referred to the Crime and Corruption Commission. For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor’s responsibilities, and
- involves the performance of the Councillor’s responsibilities in a way that:
  - is not honest or impartial, or
  - involves a breach of the trust placed in the Councillor, or
  - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

1 Section 15, Crime and Corruption Act 2001
The OIA has entered into a section 40\(^2\) arrangement with the Crime and Corruption Commission (CCC) which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to take over an investigation, should the CCC consider that appropriate.

When the OIA deals with corrupt conduct which is a statutory offence under the LGA, the OIA has the discretion to deal with the matter either as misconduct or as a criminal prosecution of the statutory offence. For an understanding of when the OIA will deal with corrupt conduct as misconduct refer to the OIA’s prosecution policy at www.oia.qld.gov.au/resources/oia/policy/guidelines-for-commencing-a-prosecution-under-lga.pdf.

**More information**

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

**Southern office**  
Phone: (07) 3452 6762  
Email: southern@dlgrma.qld.gov.au

**Northern office**  
Phone: (07) 4758 3472  
Email: northerm@dlgrma.qld.gov.au

\(^2\) Section 40, *Crime and Corruption Act 2001*
1. **Acknowledgement of Country**

   The Interim Administrator of the Logan City Council, Tamara O'Shea, opened the meeting by acknowledging the Traditional Custodians of the land on which the meeting was gathered, including Elders past, present and emerging.

2. **Reflection**

   The Interim Administrator of the Logan City Council, Tamara O'Shea, led the Council in a moment of reflection:

   "We meet to serve our community,

   To use our resources wisely and well,

   To represent all members of our community fairly,

   To make decisions that promote the common good.

   We recognise our responsibility to the past and the future,"
And the rights and needs of both individuals and community.

As trusted servants, we seek blessings on our deliberations,

And on our efforts here today, and in the future, may we act wisely and well."

3. **Leave of Absence**

There was no Leave of Absence recorded.

4. **Condolences**

The meeting observed a moment's silence in respect for the deceased.

5. **Congratulations**

There were no Congratulations to consider.

6. **Confirmation of Minutes of Previous Ordinary Meeting**

Resolution Number: 20/2020

Moved By Interim Administrator - T O'Shea

That the Minutes of the 769th Ordinary Council meeting held on 19 February 2020 be confirmed.

*Carried*

7. **Business Arising from Minutes**

There was no Business Arising from Minutes to discuss.

8. **Committee Recommendations**

8.1 **City Governance Committee**

Resolution Number: 21/2020

Moved By Interim Administrator - T O'Shea

That the recommendations of the City Governance Committee meeting held on 25 February 2020 be adopted.

*Carried*
8.2 City Infrastructure Committee

Resolution Number: 22/2020

Moved By Interim Administrator - T O'Shea
That the recommendations of the City Infrastructure Committee meeting held on 25 February 2020 be adopted.

Carried

8.3 City Planning, Economic Development & Environment Committee

Resolution Number: 23/2020

Moved By Interim Administrator - T O'Shea
That the recommendations of the City Planning, Economic Development & Environment Committee meeting held on 26 February 2020 be adopted.

Carried

8.4 City Lifestyle Committee

Resolution Number: 24/2020

Moved By Interim Administrator - T O'Shea
That the recommendations of the City Lifestyle Committee meeting held on 26 February 2020 be adopted.

Carried

9. Council Reports

9.1 Review of Marketing and Events Policies

Resolution Number: 25/2020

Moved By Interim Administrator - T O'Shea
1. That the following amended policies, as attached to the report of the Marketing & Events Manager dated 4 March 2020, be adopted:-

(a) Advertising in Council Publications (Print and Electronic Media);

(b) Signage for Logan City Council;

(c) Incoming Sponsorship and Promotions;

(d) Outgoing Sponsorship and Promotions; and

(e) Use of Council Logos and Branding.
2. That the Corporate Governance Manager be requested to update Council’s Policies Register in accordance with Clause 1 above.  

Carried

10. Late Reports

10.1 Council wins two awards for customer excellence

Statement from the Interim Administrator:

"Logan City Council has been announced as the winner of two prestigious awards at the recent Customer Contact Week conference and awards event on the Gold Coast. Logan was the only local government to be named as a finalist across the 6 award categories.

Logan City Council won the award of ‘Contact Centre Leader of the Year’ with Council’s Corporate Customer Experience Coordinator, Kylie Green, receiving this significant honour. I have been advised that Kylie has been instrumental in her efforts to drive and support a strong customer-focused culture across the organisation.

Council also won the "Best in Customer Experience Transformation" award, recognising the ongoing commitment Council has made to providing a high level of quality service to our community. It also captures the more recent focus on digital customer service improvement, including Council's new corporate website. This includes the gold standard certification in plain English content from the Plain Language Pro Program. Logan City Council is the first local government in Australia to receive this level of accreditation.

Would you please join me in congratulating Council staff on these tremendous awards."

Mr Mathew Johns, Customer Experience & Community Engagement Manager, Ms Tamara Weaver, Community Engagement Program Leader, and Ms Kylie Green, Corporate Customer Experience Coordinator, were invited to the stage to be presented with their awards by the Interim Administrator.

The meeting responded with a round of applause.

Resolution Number: 26/2020

Moved By Interim Administrator - T O'Shea
That the report be received.

Carried

11. Petitions

There were no Petitions to discuss.
12. **Consideration of Notified Motions**

There was no Consideration of Notified Motions to discuss.

13. **General Business**

**Statement from the Interim Administrator:**

"As this will be my last Council meeting, I wanted to take this opportunity to reflect on the time I have been with you as Interim Administrator, and to further clarify some of the changes that have been made recently.

When I first arrived at Council, I set out three areas in particular that I wanted to focus on over the course of my term – continuity of service, stable leadership and good governance. Thanks to the support of my Interim Management Committee and the outstanding leadership and hard work by staff within this organisation, I can truly say that I believe we have delivered on these priorities.

I'd like to highlight some of what I believe are the key achievements made during this time:

Firstly, the 2019-20 Budget. One of my top priorities was to ensure continuity of service for the residents of Logan. Handing down a nearly $1 billion budget on time (and just 7 weeks after my arrival), while also ensuring responsible fiscal management with a below CPI rate increase, was a major achievement in delivering on this priority. What this also enabled, was the uninterrupted delivery of Council's outstanding services and programs across the city throughout this time.

Next, is governance reforms. My aim in reviewing and updating Council’s policies and guidelines was to give the next incoming Council the best possible platform from which to successfully lead the City of Logan, and also to restore the community's confidence in those elected to represent them.

At our special Council meeting in December, I endorsed a large suite of new and updated policies and procedures covering areas such as fraud and corruption prevention, gifts, benefits and hospitality, information privacy, and Councillor expenses and entitlements. I have spoken at length about many of these changes over the past few months, and believe these and many other governance reforms will ensure a far more transparent and accountable way of doing business for the next elected Council.

Another of the significant achievements during this time has been a vastly improved focus on building capacity within our next elected representatives, so they can have every chance of success during their term.

Council will be delivering a comprehensive induction program and continuing professional development for all Councillors, as well as specialised training for Committee Chairs. All of this is underpinned by a new Decision Making Framework for Councillors that will empower them to make decisions with an open mind, and to make informed judgements based on evidence and fact, and in an open and transparent way."
As mentioned earlier, delivering leadership stability was one of my key priorities coming into this role.

Logan City Council had been subject to significant leadership disruption in the time leading up to my appointment, so for the wellbeing of staff and for the benefit of the city, I felt it was very important to bring stable leadership to Council. I wanted to ensure that residents and businesses could have confidence in my actions and decisions, and that the important business of Council would continue uninterrupted during this time – something I believe we have achieved.

I am also very pleased to have overseen the development of a new policy and framework to govern Executive Recruitment and Performance Management - in what I believe is a first for any Council in Queensland. I wanted to ensure that, moving forward, this Council had in place a best practice framework that supported all parties involved, including the elected representatives and the CEO.

Lastly, to the Kingston Butter Factory. Early in my tenure, I was asked to consider a change in the primary use for the Kingston Butter Factory redevelopment. I have been very careful in exercising my discretion over the past 10 months, however having observed the harsh economic realities of co-working spaces elsewhere in our region, I had confidence in overturning the previous Council’s position on this matter.

I believe this decision represented the best value for ratepayer funds, while also ensuring a much-needed arts and cultural facility could be delivered for the city under the guidance of a new elected Council.

Over the past few months, I have heard increasing public commentary and misinformation in regards to some of the reforms that have been introduced at Council. I would like to take a moment to address some of these in particular.

Firstly, to the former Divisional Infrastructure and Capital Improvement Project funds (or DICIP as it was known). It has been suggested by some that this almost $48 million a term Councillor discretionary fund has been dissolved back into the consolidated revenue of the Council. This is not true. All the money from that fund will still be spent in the same program areas and for the benefit of the community as it was when administered through the former process.

Previously, projects were identified and put forward at an individual Councillors’ discretion. The final stage process of ratifying these discretionary decisions through full Council was a formality at best.

What the new process is designed to achieve is a more strategic, planned and efficient spend of these ratepayer funds through the budget process, and that it is better informed by genuine priorities as well as taking Councillors’ views into consideration.

Yes, there have been many valuable minor infrastructure investments delivered through the former fund - which will still be achieved under the new processes - but the ad-hoc approach to distributing funds throughout the year caused tremendous inefficiency. I’m still utterly
astonished that essential infrastructure such as footpaths, gravel road improvements and traffic safety, of all things, was managed through a Councillor discretionary fund.

This process needs to have its foundations in evidence and identified priorities - and not be linked to fear and favour. The obligation that elected officials have in managing the spending of public funds is not just about delivering them transparently, but being seen to be doing this in a transparent way. Again, you just need to look at the current concerns about political interference in one particular federal grants process to understand the importance of protecting these funds from accusations of, dare I say it, pork-barrelling.

I implore the next elected Council to give this new process a go. Soon enough, changes to legislation will require a more community-consultative approach to developing the annual budget. Allocating minor infrastructure funding through the budget process will help ensure the community's needs continue to be met.

Secondly, I would like to clarify my decision about the Executive Powers of the Mayor.

But before I begin, I would like to correct some misinformation in the community about this delegation. Under the former policy the Mayor did not have the sole power to make a binding Council resolution on their own, and nothing about the new approach changes this. I have not taken any said "powers" away from the Mayor. All Council resolutions require the support of a majority of Councillors, and again, this is unchanged.

What is also unchanged is the ability of the Mayor to bring forward a matter for Council resolution outside of the scheduled committee and Council meetings. This can still occur.

What has changed, however, is the process by which these out-of-session resolutions can be made. Previously, the Mayor could simply walk door-to-door to a simple majority of the Councillors and garner the support required to make a resolution. This was all done outside of the transparency of a public Council meeting with the outcome not being brought to light until a subsequent Council meeting – effectively silencing any debate until after the fact.

My big problem with this mechanism is that it had the potential to undermine the transparency and integrity of the elected Council’s decision-making processes.

There were no rules governing the types of decisions that could be made using this process and I strongly believed it was not in the public interest to allow this to continue. Binding decisions by State and Federal governments are made in a public forum on the floor of parliament, not done on a piece of paper circulated hastily amongst those with whom the matter will be favourably considered.

Should circumstances now necessitate a Council resolution between meeting cycles, this will occur through the calling of a Special Council Meeting. There are provisions within the new Meeting Code that ideally will see such meetings called with some days’ notice, however in urgent or extenuating circumstances, these meetings can be convened in a much shorter time frame - even within a matter of hours if required.

I would also like to point out that should a future Council contemplate reinstating the old process under the guise of "we may need it in an emergency", that the new Meetings Code already provides for rapid responsiveness in such circumstances including the opportunity for
teleconferencing in elected representatives to the special council meeting to allow for full consideration by ALL councilors with appropriate opportunity for debate and discussion.

I would also like to point out that any urgent matters arising through the Local Disaster Management Group for instance, can be decided on rapidly by that Group in line with the legislative authority that rests with that committee and its Chair, who is the Mayor.

We cannot go back to the old days of decision-making behind closed doors. The community expects their new Council to be an exemplar of transparency and accountability in their decision making, and resolutions must be made through a proper meeting process.

Lastly, I would like to address some assertions being made that the policy reforms we have implemented during this time now hold Councilors to a higher standard than that of staff. When I have been speaking about these changes, my priority has been to highlight those areas that are specifically designed to give our next elected Council the best chance for success - we need to get those policies that directly relate to Councilors in the best shape possible - let's not forget the reason this Council is under Interim Administration.

But I want to be clear - the policy reforms also affect Council's staff. In fact, the majority of policies and procedures endorsed as part of the Transition to Council work have a direct bearing on staff.

On top of this, Council officers already work within a large framework of internal policies, procedures and their own new Code of Conduct that ensure high standards of accountability, efficiency and integrity.

Everyone in Logan City Council - from elected representatives, to the executive, to staff are all being held to the highest standards as they work together to serve the people of Logan with transparency, accountability and integrity.

Before I close my final Council meeting I want, briefly, to put on the record my thanks.

Thank you to the officers that every day serve this city with consummate professionalism and passion. They have displayed resilience in the face of significant change and disruption. They have continued to deliver the full range of council services without pause. They have provided me always with frank and fearless advice. I could not have asked for more.

Thank you too to the Executive Leadership Team — Silvio Trinca, Robert Strachan, David Hansen, Katie Barton-Harvey, Daryl Ross and Scott Bourke. Thank you for your understanding and sage advice as I navigated the complexities of local government — for your belief in me, your support and most importantly your trust.

I also want to acknowledge my Interim Management Committee, and in particular Gary Kellar and Brent Lillywhite. I have indeed been fortunate for their wisdom and guidance.

I want to make special mention of the staff of the Office of the Interim Administrator - Maureen Logan, Dianne Bone, Joy Chadwick and Alison Slade. Thank you for making me feel so welcome, for your hard work and importantly for your humour.
And finally, thank you to the many everyday citizens of Logan who I have been lucky to meet during my short time here. You have shown me every day what an amazing community and city Logan is.

None of us achieve in isolation and the achievement embodied in the work program we have delivered over the last ten months has been the result of our mutual cooperation and collaboration. It has been a pleasure and a privilege to have worked alongside colleagues who understand how to bring the best out in each other.

So, with only 24 days until the election, the time has come to start looking to the future where Logan City Council will return to a full, democratically elected Council.

The job ahead for that Council will certainly be a big one, but they will have the benefit of a strong foundation of reforms that have been delivered and integrated here over the past 10 months.

If I could offer my advice to the public as we look ahead to the next chapter of this Council, it would be to hold your elected representatives to account. Wherever possible, join in Council’s community engagement and have your say on the future of your communities and your city.

I’d also encourage you to learn more about the work of Council by downloading and reading the monthly committee reports, and watching these live-streamed Council meetings. The strength of our democracy is in people’s informed participation.

Logan is an extraordinary place with a wonderful and caring community. It has been a tremendous honour and privilege to lead your Council during this time of Interim Administration. This opportunity has exceeded my expectations in every way and I could never have imagined that this would in fact be one of - if not the - most rewarding, worthwhile and positive experiences I have had in my career.

I sincerely wish the next elected Council all the very best as they work together to lead Logan towards even greater success for the benefit of all who call this wonderful city home."

The meeting responded with a standing ovation.

Statement from the Acting Chief Executive Officer, Silvio Trinca:

"As you’ve heard, today is our Interim Administrator, Ms Tamara O’Shea’s, last Council meeting.

I would like to take this opportunity of putting on the record a special thank you to Ms O’Shea for her commitment and support to the Logan community and the organisation over the last 10 months.

Ms O’Shea was appointed on the 2nd May 2019 by the Minister of Local Government, Racing and Multicultural Affairs as the Interim Administrator. During her time she has challenged herself and the organisation to ensure that decisions were made in the best interests of the community understanding that these decisions must be made under the laws, legislation and planning instruments that Local Government is governed by.
Ms O’Shea has ensured that the people of Logan were not disadvantaged by the dismissal of Council.

Ms O’Shea has taken advice from Council staff, her Interim Management Committee and where necessary, sought additional legal advice to ensure her decision making was sound.

The organisation has welcomed the opportunity of working with Ms O’Shea for the benefit of our Logan community.

Her professionalism and genuine care for the people of Logan and also our staff has been valued by all who have had the opportunity of meeting her.

Thank you, Ms O’Shea for everything you have done and we wish you all the best for the future. We hope you take with you a wonderful sense of achievement and fond memories of your time here.”

The meeting responded again with a standing ovation.

The meeting concluded at 10.27 am.

Confirmed at the Post-Election Meeting of Council held on 29 April 2020:

____________________________________
CHAIRPERSON
1. **Acknowledgement of Country**

The Interim Administrator of the Logan City Council, Tamara O'Shea, opened the meeting by acknowledging the Traditional Custodians of the land on which the meeting was gathered, including Elders past, present and emerging.

2. **Logan Economic Response Package - For Business and Residents COVID-19**

Resolution Number: 27/2020

Moved By       Interim Administrator - T O'Shea


2. That the Acting Chief Executive Officer be delegated authority to undertake any actions required to give effect to the Logan Economic Response Package for Businesses and Residents: COVID19, as detailed Clause 1 above.

   Carried
3. **Community Relief Package - COVID-19**

Resolution Number: 28/2020

Moved By Interim Administrator - T O'Shea

1. That Council endorse the redirection of $200,000 from the Community Project Grants budget to go towards the Emergency Relief Fund, which is part of a broader Community Relief Package, as detailed in the report of the Community Services Manager dated 25 March 2020.

2. That the Community Services Manager be delegated authority to prepare agreements with identified community organisations relating to the distribution of the Emergency Relief Funds, as detailed in Clause 1 above.

3. That the Sport, Leisure and Facilities Manager, in conjunction with the Finance Manager, be delegated authority to make the necessary adjustments in the 2019/2020 budget amendment provide the Lease Fee (Rent abatement) for community leased facilities, as detailed in the report of the Community Services Manager dated 25 March 2020.

4. That the Finance Manager be delegated authority to make the necessary adjustments in the 2019/2020 budget amendment to include further funding sufficient to cover the application of increasing Council’s existing 50% or 60% remissions, increasing to 100% remissions towards charges to be invoiced in April 2020, for the period January - March 2020 for period, as detailed in the report of the Community Services Manager dated 25 March 2020.

   *Carried*

4. **Rating changes as a result of COVID-19**

Resolution Number: 29/2020

Moved By Interim Administrator - T O'Shea

1. That the extension of the April to June 2020 interest free period from the due date of 15 May 2020 to 30 September 2020, be endorsed, noting that the 15 May 2020 due date is to remain the same and is applied for discount purposes.

2. That the immediate suspension of some rates related debt recovery functions, specifically the lodgement of claims in the Magistrates Court and outsourcing of debt to external collection agencies, be endorsed.

3. That the amended policy titled ‘Recovery of Rates and Other Rates related charges from customers experiencing financial hardship’, as attached to the report of the Finance Manager dated 25 March 2020, be adopted.

4. That the Corporate Governance Manager be requested to update Council’s Policy Register in accordance with Clause 4 above.

   *Carried*
5. **Location of Local Government Meetings**

Resolution Number: 30/2020

**Moved By**  
Interim Administrator - T O'Shea

**AMENDMENT**

1. That, subject to the 2020 Local Government Elections proceeding, the Post-Election meeting be held at the Logan Entertainment Centre.

2. That, subject to the 2020 Local Government Elections proceeding, Ordinary Council and Local Government Committee meetings be held at the Logan Entertainment Centre for the duration of the COVID-19 pandemic restrictions, as prescribed by the Australian Government.

*Carried*

6. **Statement**

Statement from the Interim Administrator:

"When I delivered my farewell speech in this Chamber just three weeks ago, I could barely have contemplated that I would be back in here again, let alone under these circumstances.

The COVID-19 crisis that is unfolding across the world, and that has now taken a foothold in Australia, is already wreaking havoc on our economy and our communities.

We have seen Federal and State Governments, as recently as last night, step up with some extraordinary interventions to help, in some way, cushion the devastating impacts being felt across all parts of our society.

As the level of government that plays such an important part in our communities' day-to-day lives, it is incumbent on us as a Council to also step up and do what we can to support those in our city.

As such, today I am announcing Council's first suite of measures as part of a staged approach to help assist Logan's businesses and residents during this difficult time.

The Logan Economic Response Package will provide immediate assistance for rate payers, suspend debt recovery measures and prioritise procurement for local business operators.

We will also re-direct $200,000 from the Community Project Grants budget into an Emergency Relief Fund, as part of a broader Community Relief Package.

The Fund will help cover costs of providing goods and resources immediately to those in hardship and those who have already been significantly impacted by the pandemic.

Key components of the support plan include:

- An additional four-month interest free period for the April – June quarter rates and charges notice.
• Council’s existing hardship arrangements for residential property owners will be extended to all ratepayers.

• Council will cut its invoice payment time by half with 14-day payments to contractors.

• A 50 per cent refund for operational (licence) fees paid since July last year for nearly 1300 businesses including hospitality and food operators, hotels and motels, manufacturers and a range of other businesses. Fees will be waived for any new applications (of that type) received up until August 31 this year.

• Three months of lease fees will be waived to external operators engaged to manage Council-owned venues.

• Annual lease fees for not-for-profit organisations who lease a Council community-leased facility will be waived for 2020.

• Organisations operating from a Council community-leased facility (and have none or less than 15 gaming machines), will have their existing levels of Council remissions increased to 100 per cent for the January to March 2020 billing period.

These lease fee waivers and remissions will deliver much-needed financial relief to more than 180 sport, recreation and community organisations within Logan.

I would like to assure Logan’s residents, and indeed, the many candidates currently vying for election, that I have not taken today’s decision lightly.

Given the uncertain and rapidly evolving nature of this pandemic, and its potential effects on the timeliness of the local government election results, I felt it was critical to deliver this first tranche of relief measures as soon as possible for the sake of the city’s residents and businesses.

I would also like to emphasise that it is my hope that when your future council is sworn in (which may still take some weeks until after the election) that they will continue to look at even more ways in which Council can help alleviate some of the hardships that will be felt throughout this city as a result of this unprecedented event.

It will take each of us, as individuals, to do our part in helping to contain the spread of this virus.

But it will take all of us, joining together, to help support – then re-ignite – our communities, our businesses and our economy.

Please, everyone, take care of yourselves, your family, and wherever possible, help those in need.

Before I finish, I would like to publicly acknowledge the A/CEO, the executive leadership team and all the managers and staff who have been working tirelessly behind the scenes to activate Council’s business continuity plans and responding to the rapidly changing circumstances. The work occurring here to ensure continuity of essential services for this city, has been nothing short of inspirational.
Again, I would like to thank you all so much for your support during my time here as Interim Administrator.

I am genuinely sorry to be leaving you at this difficult time, but I trust your new elected Council will whole-heartedly step in to take care of those in this city who need help, and that they will be compassionate leaders who make wise decisions throughout this term, leading this amazing City of Logan into a bright future.

Take care, and thank you."

The meeting concluded at 10.07 am.

Confirmed at the Post-Election Meeting of Council held on 29 April 2020:

____________________________________
CHAIRPERSON
7.1 RETURNING OFFICER’S REPORT 2020

REPORT OF: Chief Executive Officer

REPORT OVERVIEW

EXECUTIVE SUMMARY

In accordance with Section 6.1 (b) of the Local Government and Committee Meeting Code, the local government must include the presentation and reception of the Returning Officer’s report in the Post-Election meeting agenda.

Criteria: Legislative - It is a legislative requirement that cannot be delegated

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS

IT IS RECOMMENDED:-

That the report be received.

REPORT DETAILS

RELEVANT BACKGROUND INFORMATION

After the conclusion of each quadrennial election, the Electoral Commission of Queensland (ECQ) was responsible for providing Logan City Council a Returning Officer’s report for the local government election. However, this practice has since been terminated.

DISCUSSION AND CONCLUSION

This report must still be presented at the Post-Election Meeting due to the requirement under Section 6.1 (b) of the Local Government and Committee Meeting Code. The Code will be reviewed, updated and presented to a future meeting for adoption.

BACKGROUND PAPERS

The Notice of Election Results declarations received from the Electoral Commission of Queensland (ECQ) for the Mayor and 12 Divisional Councillors are attached to this report.
The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 1 COUNCILLOR</td>
<td>BRADLEY, Lisa Catherine</td>
</tr>
</tbody>
</table>

Pat Vidgen  
Electoral Commissioner  
Declaration Date: 7 April 2020
Notice of Election Results
LOCAL GOVERNMENT ELECTIONS
SATURDAY, 28 MARCH 2020

The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the Local Government Electoral Act 2011, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 4 COUNCILLOR</td>
<td>KORANSKI, Laurie Anne</td>
</tr>
</tbody>
</table>

Pat Vidgen
Electoral Commissioner
Declaration Date: 8 April 2020
The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 5 COUNCILLOR</td>
<td>RAVEN, Jonathan Smyth</td>
</tr>
</tbody>
</table>

Pat Vidgen  
Electoral Commissioner  
Declaration Date: 11 April 2020
The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the *Local Government Electoral Act 2011*, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 11 COUNCILLOR</td>
<td>WILLCOCKS, Natalie Amanda</td>
</tr>
</tbody>
</table>

Pat Vidgen
Electoral Commissioner
Declaration Date: 12 April 2020
Notice of Election Results
LOCAL GOVERNMENT ELECTIONS
SATURDAY, 28 MARCH 2020

The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the Local Government Electoral Act 2011, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 2 COUNCILLOR</td>
<td>LANE, Teresa Maree</td>
</tr>
<tr>
<td>DIVISION 8 COUNCILLOR</td>
<td>HEREMAIA, Jacob Abbott</td>
</tr>
<tr>
<td>DIVISION 9 COUNCILLOR</td>
<td>BANNAN, Scott</td>
</tr>
</tbody>
</table>

Pat Vidgen
Electoral Commissioner
Declaration Date: 17 April 2020
Notice of Election Results  
LOCAL GOVERNMENT ELECTIONS  
SATURDAY, 28 MARCH 2020

The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the Local Government Electoral Act 2011, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 3 COUNCILLOR</td>
<td>RUSSELL, Melinda Kerry</td>
</tr>
<tr>
<td>DIVISION 6 COUNCILLOR</td>
<td>HALL, Anthony Warren</td>
</tr>
<tr>
<td>DIVISION 7 COUNCILLOR</td>
<td>FRAZER, Timothy John</td>
</tr>
<tr>
<td>DIVISION 10 COUNCILLOR</td>
<td>STEMP, Miriam Anne</td>
</tr>
<tr>
<td>DIVISION 12 COUNCILLOR</td>
<td>MURPHY, Karen Linda</td>
</tr>
</tbody>
</table>

Pat Vidgen  
Electoral Commissioner  
Declaration Date: 19 April 2020
Notice of Election Results

LOCAL GOVERNMENT ELECTIONS
SATURDAY, 28 MARCH 2020

The local government quadrennial elections were held on Saturday, 28 March 2020.

In accordance with section 100 of the Local Government Electoral Act 2011, this notice advises that the following persons have been duly elected for the Logan City Council:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FULL NAME OF ELECTED CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAYOR</td>
<td>POWER, Darren Ross</td>
</tr>
</tbody>
</table>

Pat Vidgen
Electoral Commissioner
Declaration Date: 20 April 2020
8.1 APPOINTMENT OF DEPUTY MAYOR

REPORT OF: Chief Executive Officer

REPORT OVERVIEW

EXECUTIVE SUMMARY

Under Section 175 (2) of the Local Government Act 2009 and under Section 6.1 (b) of the Local Government and Committee Meeting Code, Council is required to appoint a Deputy Mayor from amongst its councillors at the Post-Election meeting.

Criteria: Legislative - It is a legislative requirement that cannot be delegated

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS

IT IS RECOMMENDED:-

For consideration.

REPORT DETAILS

RELEVANT BACKGROUND INFORMATION

Once the newly elected Council is formally constituted, one of its first duties is to appoint the Deputy Mayor. It is a legislative requirement that this must be done at the Post-Election meeting.

The Deputy Mayor acts for the mayor during the absence or temporary incapacity of the Mayor or a vacancy in the office of Mayor. The Deputy Mayor is also expected to share some of the civic responsibilities attaching to the position of Mayor.

DISCUSSION AND CONCLUSION

The appointment of the Deputy Mayor must be made by resolution of Council.
9.1 CONSIDERATION OF COMMITTEE APPOINTMENTS

REPORT OF: Corporate Governance Manager

REPORT OVERVIEW

EXECUTIVE SUMMARY

Under Section 6.1 (b) of the Local Government and Committee Meeting Code, Council is required to
consider Committee Appointments at its Post-Election meeting.

Criteria: Legislative - It is a legislative requirement that cannot be delegated

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS

IT IS RECOMMENDED: -

1. That the current committee structure, as adopted at the Ordinary Council meeting held on
29 October 2019 (Minute Number 173/2019) and as detailed in the report of the Corporate
Governance Manager dated 29 April 2020, be continued.

2. That, in accordance with Section 259 of the Local Government Regulation 2012, the quorum for
Council's Ordinary meetings be fixed as a majority of its councillors.

3. That, in accordance with Section 269 of the Local Government Regulation 2012, the quorum for
Council's standing committees be fixed as a majority of its members.

4. That, in accordance with Section 272(6) of the Local Government Regulation 2012, Council
resolves to exempt its Standing Committees from keeping minutes of its proceedings.

5. That, in accordance with Section 272(8) of the Local Government Regulation 2012, Council
resolves to provide a written report of Standing Committees' recommendations to the Ordinary
Council meeting for consideration and adoption.

6. That Council considers the membership of Council's Standing Committees, as detailed in
Clause 1 above, in accordance with Section 264 of the Local Government Regulation 2012.

7. That Council considers the amended Terms of Reference for the following local government
Standing Committee and Ordinary Council meetings, as attached to the report of the Corporate
Governance Manager dated 29 April 2020, be adopted, subject to the consideration of the
membership of the committees, as detailed in Clause 6 above:

   (a) City Governance;
   (b) City Infrastructure;
   (c) City Planning, Economic Development and Environment;
   (d) City Lifestyle; and
   (e) Ordinary Council.
RELEVANT BACKGROUND INFORMATION

The current committee structure was adopted by Council at its Ordinary Council meeting of 23 October 2019 (Minute Number 173/2019) and comprises of four Standing Committees, along with the Ordinary Council meeting, as detailed below:

- City Governance;
- City Infrastructure;
- City Planning, Economic Development & Environment; and
- City Lifestyle.

The Council also resolved the following:

4. That, in accordance with Section 272(6) of the Local Government Regulation 2012, Council resolves to exempt its Standing Committees from keeping minutes of its proceedings.

5. That, in accordance with Section 272(8) of the Local Government Regulation 2012, Council resolves to provide a written report of Standing Committees’ recommendations to the Ordinary Council meeting for consideration and adoption.

DISCUSSION AND CONCLUSION

Committee Structure

At its meeting on 9 July 2019 (Minute 148/2019), Council adopted the Interim Management Committee's Transition to Council Plan June 2019 - March 2020. The Vision of the Committee was to restore the community's confidence in their local government by giving the next elected Council the best possible foundations from which to successfully lead the City of Logan.

In accordance with the IMC's Good Governance Priority, it was determined that a review of the current Committee structure and processes take place, to identify improvements that assist decision-making, that foster transparency and to find efficiencies. Accordingly, a thorough review of the current Committee structure took place to establish a Committee structure that meets organisational needs.

In accordance with the findings from the Committee structure review Council, under the Interim Administrator, adopted the current committee structure to best meet the needs of both the organisation and the newly-elected Council.

Terms of Reference

Section 3.2 of the Local Government and Committee Meeting Code states the following:

Procedure for establishing Committees

In resolving to appoint a Committee, the local government must, for each Committee:

(f) adopt a terms of reference for the Committee that sets out, as a minimum:

(i) the name of the Committee;
(ii) the purpose, objectives and responsibilities of the Committee;
(iii) the mechanism for determining the place and frequency of meetings, which must be consistent with section 3.3; and
(iv) the timeframes for giving notice of the meeting and distribution of the agenda, which must be consistent with section 3.4.

The Terms of Reference for each local government Standing Committee and Council's Ordinary meeting have been reviewed to align with the Code. They are also required to be amended to include the proposed Chairperson, Deputy Chairperson and membership of each meeting.

**Membership and Appointment of Committee Chairpersons**

In accordance with Section 264 of the *Local Government Regulation 2012*, Council may appoint Standing Committees from its councillors. Further, Section 3.2 of the Local Government and Committee Meeting Code states that, in resolving to appoint a Committee, the local government must determine the membership of the Committee, and appoint a chairperson and deputy chairperson.

During the period of Administration, the membership of the current committee structure consisted of only the Interim Administrator, Tamara O'Shea. The Council will be required to appoint the new membership when adopting its Standing Committees at the Post-Election meeting.

**BACKGROUND PAPERS**

The proposed Terms of Reference (subject to committee membership, as will be determined at the Post-Election meeting) for Committees and the Ordinary Council meeting are attached to this report.
1. **NAME OF THE COMMITTEE**

1.1 The name of the Standing Committee is the City Governance Committee.

1.1.1 **Establishment**

The City Governance Committee (Committee) is established as a Standing Committee in accordance with Section 264 of the Local Government Regulation 2012 and Council’s Local Government and Committee Meetings Code.

2. **PURPOSE, OBJECTIVES AND RESPONSIBILITIES**

2.1 The Committee will broadly align with the Corporate Plan Priority, 'Next Generation Governance'.

2.2 The Committee provides direction and leadership through the functional purpose, objectives and responsibilities listed below:

2.2.1 **Scope and Limitations**

(a) This Committee is the peak recommendation-making body dealing with strategy and policy as it relates to corporate governance, finance, administration, people and culture, corporate planning and reporting, information services, plant fleet and local government legislation.

(b) The Committee makes recommendations to the Ordinary Council meeting. Council may by resolution, pursuant to Section 257 of the *Local Government Act 2009*, delegate authority to the Committee to decide matters. Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues.

(c) The main functions of the Committee are to:

(i) Receive reports from the Chief Executive Officer and appropriately delegated officers;

(ii) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and

(iii) Formulate recommendations to the Ordinary Council meeting.

2.2.2 **Responsibilities**

Generally, the following is a list of branches, programs or functions that will report to the Committee:

(a) Administration;

(b) Finance;

(c) Corporate Governance;

(d) People and Culture;
(e) Plant Fleet Services;
(f) Information Services;
(g) Strategic Projects;
(h) City Futures; and
(i) Advocacy.

2.2.3 Membership

Council at its meeting of xx April 2020 (Minute No. xx/2020) resolved that the membership of the Committee be appointed as follows:

Chairperson: Councillor Xxxx
Deputy Chairperson: Councillor Xxxx
Members:
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx
  Councillor Xxxx

2.2.4 Spokesperson

The Chairperson of the Committee is the appointed Spokesperson for Committee related matters.

2.2.5 Prefix

The Committee prefix is ‘GO’.

3. PLACE AND FREQUENCY OF MEETINGS

3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee’s meeting frequency.
4. **TIMEFRAMES AND DISTRIBUTION OF THE NOTICE AND AGENDA**

4.1 The Notice of Meeting and agenda for this Committee will be distributed in accordance with Section 258 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meetings Code.

4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, is responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. **RECORDING OF MINUTES**

5.1 Council at its meeting of xxx (Minute Number xx/2020) resolved as follows:

(a) That, in accordance with Section 272(6) of the *Local Government Regulation 2012*, Council resolves to exempt its standing committees from keeping minutes of its proceedings.

(b) That, in accordance with Section 272(8) of the *Local Government Regulation 2012*, Council resolves to continue with the existing practice of providing a written report of committee recommendations to the Ordinary Council meeting for consideration and adoption.

6. **SUPPORTING DOCUMENTS**

6.1 This document should be read in conjunction with the following documents:

(a) *Local Government Act 2009*;

(b) *Local Government Regulation 2012*;

(c) Logan City Council’s Local Government and Committee Meetings Code; and

(d) Council's policies, delegations of authority and management directives relevant to meeting procedures.

7. **DOCUMENT CONTROL**

<table>
<thead>
<tr>
<th>File:</th>
<th>679694-1</th>
<th>Document Id:</th>
<th>13152334</th>
</tr>
</thead>
</table>

**Amendment History**

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Description of Change</th>
<th>Author / Branch</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Creation</td>
<td>Corporate Governance</td>
<td>4 December 2019</td>
</tr>
<tr>
<td>2.0</td>
<td>Post-Election Meeting</td>
<td>Corporate Governance</td>
<td>XX April 2020</td>
</tr>
</tbody>
</table>
1. NAME OF THE COMMITTEE

1.1 The name of the Standing Committee is the City Infrastructure Committee.

1.1.1 Establishment

The City Infrastructure Committee (Committee) is established as a Standing Committee in accordance with Section 264 of the Local Government Regulation 2012 and Council's Local Government and Committee Meetings Code.

2. PURPOSE, OBJECTIVES AND RESPONSIBILITIES

2.1 The Committee will broadly align with the Corporate Plan Priority, ‘Conveniently Connected’.

2.2 The Committee provides direction and leadership through the functional purpose, objectives and responsibilities listed below:

2.2.1 Scope and Limitations

(a) This Committee deals with all issues associated with road infrastructure, road planning and design, asset management, road construction and maintenance, disaster management issues and water and sewerage services.

(b) The Committee makes recommendations to the Ordinary Council meeting. Council may by resolution, pursuant to Section 257 of the Local Government Act 2009, delegate authority to the Committee to decide matters. Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues.

(c) The main functions of the Committee are to:

   (i) Receive reports from the Chief Executive Officer and appropriately delegated officers;

   (ii) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and

   (iii) Formulate recommendations to the Ordinary Council meeting.

2.2.2 Responsibilities

Generally, the following is a list of branches, programs or functions that will report to the Committee:

(a) Road Infrastructure Planning;

(b) Road Infrastructure Delivery;

(c) Road Construction and Maintenance;
(d) Water Infrastructure;
(e) Water Operations;
(f) Water Business; and
(g) Disaster Management.

2.2.1 Membership

Council at its meeting of xxxx 2020 (Minute No. xx/2019) resolved that the membership of the Committee be appointed as follows:

Chairperson: Councillor Xxxx
Deputy Chairperson: Councillor Xxxx
Members: Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx
Councillor Xxxx

2.2.2 Spokesperson

The Chairperson of the Committee is the appointed Spokesperson for Committee related matters.

2.2.3 Prefix

The Committee prefix is 'IN'.

3. PLACE AND FREQUENCY OF MEETINGS

3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee's meeting frequency.
4. TIMEFRAMES AND DISTRIBUTION OF THE NOTICE AND AGENDA

4.1 The Notice of Meeting and agenda for this Committee will be distributed in accordance with Section 258 of the Local Government Regulation 2012 and Council’s Local Government and Committee Meetings Code.

4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, is responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. RECORDING OF MINUTES

5.1 Council at its meeting of xxxx (Minute Number xx/2020) resolved as follows:

(a) That, in accordance with Section 272(6) of the Local Government Regulation 2012, Council resolves to exempt its standing committees from keeping minutes of its proceedings.

(b) That, in accordance with Section 272(8) of the Local Government Regulation 2012, Council resolves to continue with the existing practice of providing a written report of committee recommendations to the Ordinary Council meeting for consideration and adoption.

6. SUPPORTING DOCUMENTS

6.1 This document should be read in conjunction with the following documents:

(a) Local Government Act 2009;

(b) Local Government Regulation 2012;

(c) Logan City Council’s Local Government and Committee Meetings Code; and

(d) Council’s policies, delegations of authority and management directives relevant to meeting procedures.

7. DOCUMENT CONTROL

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Description of Change</th>
<th>Author / Branch</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Creation</td>
<td>Corporate Governance</td>
<td>4 December 2019</td>
</tr>
<tr>
<td>2.0</td>
<td>Post-Election Meeting</td>
<td>Corporate Governance</td>
<td>XX April 2020</td>
</tr>
</tbody>
</table>
1. NAME OF THE COMMITTEE

1.1 The name of the Standing Committee is the City Planning, Economic Development and Environment Committee.

1.1.1 Establishment

The City Planning, Economic Development and Environment Committee (Committee) is established as a Standing Committee in accordance with Section 264 of the Local Government Regulation 2012 and Council's Local Government and Committee Meetings Code.

2. PURPOSE, OBJECTIVES AND RESPONSIBILITIES

2.1 The Committee will broadly align with the Corporate Plan Priorities, 'Economic Transformation' and 'Green and Renewable'.

2.2 The Committee provides direction and leadership on the functional purpose, objects and responsibilities listed below:

2.2.1 Scope and Limitations

(a) This Committee deals with all planning and development matters regarding development assessment and engineering, building certification, planning appeals, land use and infrastructure planning and policy, growth management, economic development and strategy, tourism, Invest Logan, environmental health and immunisation, environmental management, waste and recycling.

(b) The Committee makes recommendations to the Ordinary Council meeting. Council may by resolution, pursuant to Section 257 of the Local Government Act 2009, delegate authority to the Committee to decide matters. Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues.

(c) The main functions of the Committee are to:

   (i) Receive reports from the Chief Executive Officer and appropriately delegated officers;

   (ii) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and

   (iii) Formulate recommendations to the Ordinary Council meeting.
2.2.2 **Responsibilities**

Generally, the following is a list of branches, programs or functions that will report to the Committee:

(a) Development Assessment;
(b) Economic Development and Strategy; and
(c) Health, Environment and Waste.

2.2.3 **Membership**

Council at its meeting of xx April 2020 (Minute No. xx/2020) resolved that the membership of the Committee be as follows:

Chairperson: Councillor Xxxx

Deputy Chairperson: Councillor Xxxx

Members:
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx
- Councillor Xxxx

2.2.4 **Spokesperson**

The Chairperson for the Committee is the appointed Spokesperson for Committee related matters.

2.2.5 **Prefix**

The Committee prefix is 'PL'.

3. **PLACE AND FREQUENCY OF MEETINGS**

3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee's meeting frequency.
4. **TIMEFRAMES AND DISTRIBUTION OF THE NOTICE AND AGENDA**

4.1 The Notice of Meeting and agenda for this Committee will be distributed in accordance with Section 258 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meetings Code.

4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. **RECORDING OF MINUTES**

5.1 Council at its meeting of xxxx (Minute No. xx/2020) resolved as follows:

(a) That, in accordance with Section 272(6) of the *Local Government Regulation 2012*, Council resolves to exempt its standing committees from keeping minutes of its proceedings.

(b) That, in accordance with Section 272(8) of the *Local Government Regulation 2012*, Council resolves to continue with the existing practice of providing a written report of committee recommendations to the Ordinary Council meeting for consideration and adoption.

6. **SUPPORTING DOCUMENTS**

6.1 This document should be read in conjunction with the following documents:

(a) *Local Government Act 2009*;

(b) *Local Government Regulation 2012*;

(c) Logan City Council's Local Government and Committee Meetings Code; and

(d) Council’s policies, delegations of authority and management directives relevant to meeting procedures.

7. **DOCUMENT CONTROL**

<table>
<thead>
<tr>
<th>File:</th>
<th>Document Id:</th>
</tr>
</thead>
<tbody>
<tr>
<td>679694-1</td>
<td>13151868</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amendment History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version Number</strong></td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>2.0</td>
</tr>
</tbody>
</table>
1. NAME OF THE COMMITTEE

1.1 The name of the Standing Committee is the City Lifestyle Committee.

1.1.1 Establishment

The City Lifestyle Committee (Committee) is established as a Standing Committee in accordance with Section 264 of the Local Government Regulation 2012 and Council’s Local Government and Committee Meetings Code.

2. PURPOSE, OBJECTIVES AND RESPONSIBILITIES

2.1 The Committee will broadly align with the Corporate Plan Priority, 'Quality Lifestyles'.

2.2 The Committee provides direction and leadership through the functional purpose, objectives and responsibilities listed below:

2.2.1 Scope and Limitations

(a) This Committee deals with issues across the range of sport and community services, safety, community engagement, library services, cultural services, venues and community facilities and customer service matters.

(b) The Committee makes recommendations to the Ordinary Council meeting. Council may by resolution, pursuant to Section 257 of the Local Government Act 2009, delegate authority to the Committee to decide matters. Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues.

(c) The main functions of the Committee are to:

(i) Receive reports from the Chief Executive Officer and appropriately delegated officers;

(ii) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and

(iii) Formulate recommendations to the Ordinary Council meeting.

2.2.2 Responsibilities

Generally, the following is a list of branches, programs or functions that will report to the Committee:

(a) City Standards and Animal Care;

(b) Libraries and Creative Industries;

(c) Sport, Leisure and Facilities;

(d) Parks;
(e) Customer Experience and Community Engagement;

(f) Community Services;

(g) Marketing and Events; and

(h) Media.

2.2.3 **Membership**

Council at its meeting of xxxx 2019 (Minute No. xx/2019) resolved that the membership of the Committee be appointed as follows:

**Chairperson:**  Councillor Xxxx

**Deputy Chairperson:**  Councillor Xxxx

**Members:**  Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

Councillor Xxxx

2.2.4 **Spokesperson**

The Chairperson of the Committee is the appointed Spokesperson for Committee related matters.

2.2.5 **Prefix**

The Committee prefix is 'LI'.

3. **PLACE AND FREQUENCY OF MEETINGS**

3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee's meeting frequency.
4. **TIMEFRAMES AND DISTRIBUTION OF THE NOTICE AND AGENDA**

4.1 The Notice of Meeting and agenda for this Committee will be distributed in accordance with Section 258 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meetings Code.

4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. **RECORDING OF MINUTES**

5.1 Council at its meeting of xxxx (Minute No. xx/2020) resolved as follows:

(a) That, in accordance with Section 272(6) of the *Local Government Regulation 2012*, Council resolves to exempt its standing committees from keeping minutes of its proceedings.

(b) That, in accordance with Section 272(8) of the *Local Government Regulation 2012*, Council resolves to continue with the existing practice of providing a written report of committee recommendations to the Ordinary Council meeting for consideration and adoption.

6. **SUPPORTING DOCUMENTS**

6.1 This document should be read in conjunction with the following documents:

(a) *Local Government Act 2009*;

(b) *Local Government Regulation 2012*;

(c) Logan City Council’s Local Government and Committee Meetings Code; and

(d) Council’s policies, delegations of authority and management directives relevant to meeting procedures.

7. **DOCUMENT CONTROL**

<table>
<thead>
<tr>
<th>File:</th>
<th>679694-1</th>
<th>Document Id:</th>
<th>13152291</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Version Number</td>
<td>Description of Change</td>
<td>Author / Branch</td>
<td>Date</td>
</tr>
<tr>
<td>1.0</td>
<td>Creation</td>
<td>Corporate Governance</td>
<td>4 December 2019</td>
</tr>
<tr>
<td>2.0</td>
<td>Post-Election Meeting</td>
<td>Corporate Governance</td>
<td>XX April 2020</td>
</tr>
</tbody>
</table>
1.  NAME OF THE MEETING

1.1 The name of the local government meeting is the Ordinary Council meeting.

1.1.1 Establishment

The Council must meet at least once each month as required under s257 of the Local Government Regulation 2012 and Council's Local Government and Committee Meetings Code.

2.  PURPOSE, OBJECTIVES AND RESPONSIBILITIES

2.1 The Ordinary Council meeting is the formal decision making authority for Logan City Council. It provides overall direction and leadership on all matters referred to it by Council's standing committees and other responsibilities whether they be statutory, civic or ceremonial as listed below:

2.2.1 Scope and Limitations

(a) The Ordinary Council meeting is responsible for:

(i) Receiving reports or recommendations from Council's Standing Committees;

(ii) Considering the reports and recommendations of the Standing Committees;

(iii) Formulation and adoption of Council resolutions; and

(iv) Where appropriate, reception of other matters as reported by the Chief Executive Officer or appropriately delegated officer.

2.2.2 Membership

(a) Membership shall consist of:

(i) The Mayor, who is the chairperson;

(ii) The Deputy Mayor; and

(iii) Councillors.

2.2.3 Spokesperson

The Chairperson for the Ordinary Council meeting is the appointed Spokesperson for meeting related matters.

2.2.4 Prefix

The Committee prefix is 'CN'.

3. **PLACE OF FREQUENCY OF MEETINGS**

3.1 The Ordinary Council meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee's meeting frequency.

4. **TIMEFRAMES AND DISTRIBUTION OF THE NOTICE AND AGENDA**

4.1 The Notice of Meeting and agenda for this meeting will be distributed in accordance with section 258 of the *Local Government Regulation 2012* and Council’s Local Government and Committee Meetings Code.

4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. **SUPPORTING DOCUMENTS**

5.1 This document should be read in conjunction with the following supporting documents:

   (a) *Local Government Act 2009*;

   (b) *Local Government Regulation 2012*;

   (c) Logan City Council’s Local Government and Committee Meetings Code; and

   (d) Council’s policies, delegations of authority and management directives relevant to meeting procedures.

6. **DOCUMENT CONTROL**

<table>
<thead>
<tr>
<th>File:</th>
<th>579694-1</th>
<th>Document Id:</th>
<th>13218219</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amendment History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Version Number</strong></td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>2.0</td>
</tr>
</tbody>
</table>
REPORT OVERVIEW

EXECUTIVE SUMMARY

In accordance with the Local Government Regulation 2012 and the Local Government and Committee Meeting Code, Council must consider the day and time for holding the local government and other meetings at its Post-Election Meeting.

Criteria: Legislative - It is a legislative requirement that cannot be delegated

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS

IT IS RECOMMENDED:-

1. That the amended Calendar of Meetings for the period of January to June 2020, and the new Calendar of Meetings for the period of July to December 2020, as attached to the report of the Corporate Governance Manager dated 29 April 2020, be adopted.

2. That the Corporate Governance Manager be requested to:
   (a) advise all staff of Council's resolution, as detailed in Clause 1 above;
   (b) ensure that all councillor's personal diaries are updated to incorporate the attached meeting dates;
   (c) publicly advertise the Calendar of Meetings in accordance with section 277 (Public notice of Meetings) of the Local Government Regulation 2012; and
   (d) include the Calendar of Meetings on Council's website.

REPORT DETAILS

RELEVANT BACKGROUND INFORMATION

Section 256 of the Local Government Regulation 2012 provides that a local government must consider the day and time for holding other meetings at the Post-Election Meeting.

Section 6.1 of the Local Government and Committee Meeting Code states, in part, the following:

6. Order of Business

   6.1 Order of Business for Post-Election Meeting

   (b) The local government must adopt the order of business at each Post-Election Meeting set out in the agenda, which must adopt the following form:

   (iv) the day and time for holding the local government and other meetings.
ANY PREVIOUS ELT/COUNCIL DECISION

The current committee structure was adopted by Council at its Ordinary Council meeting of 23 October 2019 (Minute Number 173/2019). The committee structure adopted the following days and times until the Post-Election Meeting:

- **City Governance**
  Tuesday in the week preceding the Ordinary Council meeting commencing at 9.00 am.
- **City Infrastructure**
  Tuesday in the week preceding the Ordinary Council meeting commencing at 2.00 pm.
- **City Planning, Economic Development and Environment**
  Wednesday in the week preceding the Ordinary Council meeting commencing at 9.00 am.
- **City Lifestyle**
  Wednesday in the week preceding the Ordinary Council meeting commencing at 2.00 pm.
- **Ordinary Council**
  Wednesday in the week following the Standing Committees commencing at 10.00 am.

LINKS TO EXISTING STRATEGIC PLANS/POLICIES

At its meeting on 9 July 2019 (Minute 148/2019), Council adopted the Interim Management Committee's Transition to Council Plan June 2019 - March 2020. The Vision of the Committee was to restore the community's confidence in their local government by giving the next elected Council the best possible foundations from which to successfully lead the City of Logan.

In accordance with the IMC's Good Governance Priority, it was determined that a review of the current Committee structure and processes take place, to identify improvements that assist decision-making, that foster transparency and to find efficiencies. Accordingly, a thorough review of the current Committee structure took place to establish a Committee structure that meets organisational needs.

In accordance with the findings from the Committee structure review Council, under the Interim Administrator, Tamara O'Shea, adopted the current committee structure to best meet the needs of both the organisation and the newly-elected Council.

DISCUSSION AND CONCLUSION

Along with establishing the committee meeting structure, Council will also be required to set days and times for the meetings through adopting a Calendar of Meetings at its Post-Election meeting.

BACKGROUND PAPERS

The proposed Calendars of Meetings are attached to this report as background papers.
## CALENDAR OF MEETINGS JANUARY TO JUNE 2020

### JANUARY 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year's Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>GO</td>
<td>PL</td>
<td>IN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

**Australia Day - Observed:** CN 0768

### FEBRUARY 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>GO</td>
<td>PL</td>
<td></td>
<td>IN</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>CN</td>
<td>0769</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>GO</td>
<td>PL</td>
<td></td>
<td>IN</td>
<td></td>
</tr>
</tbody>
</table>

### MARCH 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>CN</td>
<td>0770</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**March 2020 Meeting:** Special Council

### APRIL 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Good Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>Easter Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**April 2020 Meeting:** Post-Election Meeting

### MAY 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Labour Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>CN</td>
<td>0772</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### JUNE 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Council/Committee Meetings Agendas Close Commences Council/Committee Meetings Agendas Close Commences

| GO - City Governance | 8.30 am Wed (prev wk) | 9.00 am | Li - City Lifestyle | 8.30 am Wed (prev wk) | 9.30 am * |
| IN - City Infrastructure | 8.30 am Wed (prev wk) | 9.30 am * | CN - Ordinary Council Meeting | 8.30 am Fri (prev wk) | 10.00 am |
| PL - City Planning, Economic Development and Environment | 8.30 am Wed (prev wk) | 9.00 am | | |

*The second committee meeting of the day will commence at 9.30 am or 10 minutes after the conclusion of the previous committee meeting.
# Calendar of Meetings July to December 2020

## July 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PL</td>
<td></td>
<td>LI</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>CN</td>
<td>0774</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>CN</td>
<td>0775</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## August 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>Ekka Holiday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>GO</td>
<td>PL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>CN</td>
<td>LI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## September 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>CN</td>
<td>0777</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
</tbody>
</table>

## October 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Queen's Birthday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>CN</td>
<td>0779</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## November 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>CN</td>
<td>0780</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## December 2020

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>GO</td>
<td>IN</td>
<td>PL</td>
<td>LI</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>Christmas Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council/Committee Meetings</th>
<th>Agendas Close</th>
<th>Commences</th>
</tr>
</thead>
<tbody>
<tr>
<td>GO - City Governance</td>
<td>8.30 am Wed (prev wk)</td>
<td>9.00 am</td>
</tr>
<tr>
<td>IN - City Infrastructure</td>
<td>8.30 am Wed (prev wk)</td>
<td>9.30 am*</td>
</tr>
<tr>
<td>PL - City Planning, Economic Development and Environment</td>
<td>8.30 am Wed (prev wk)</td>
<td>9.00 am</td>
</tr>
<tr>
<td>LI - City Lifestyle</td>
<td>8.30 am Wed (prev wk)</td>
<td>9.00 am</td>
</tr>
<tr>
<td>CN - Ordinary Council Meeting</td>
<td>8.30 am Fri (prev wk)</td>
<td>10.00 am</td>
</tr>
</tbody>
</table>

*The second committee meeting of the day will commence at 9.30 am or 10 minutes after the conclusion of the previous committee meeting.
11.1 APPOINTMENT OF REPRESENTATIVES TO EXTERNAL BODIES

REPORT OVERVIEW

EXECUTIVE SUMMARY

As required by Section 6.1 of the Local Government and Committee Meeting Code, Council must appoint representatives of the local government to boards or other organisations at its Post-Election meeting.

Criteria: Legislative

CORPORATE PLAN PRIORITY

Next Generation Governance

RECOMMENDATIONS

IT IS RECOMMENDED:-

For consideration.

REPORT DETAILS

DISCUSSION AND CONCLUSION

The following appointments of councillors to regional and other industry representative bodies are to be considered:

(a) Australian Local Government Association (ALGA)
   - His Worship the Mayor, Councillor Power; and
   - One nominated Councillor.

(b) Australian Local Government Women's Association (ALGWA)
   - Three nominated Councillors.

(c) Local Government Association of Queensland (LGAQ)
   - His Worship the Mayor, Councillor Power; and
   - Two nominated Councillors.

(d) COM(SEQ) committees
   - Alternative Director; and
   - Deputy Mayor.

(e) Infrastructure & Planning Committee
   - One nominated Councillor; and
   - One nominated Councillor (Alternative).
(f) **Waterways & Environment Committee**
   - One nominated Councillor.

(g) **Rural Communities Special Interest Group**
   - One nominated Councillor; and
   - One nominated Councillor (Alternative).

(h) **Economic Development Committee**
   - One nominated Councillor; and
   - One nominated Councillor (Proxy).

(i) **Audit and Risk Committee**
   - Two nominated Councillors; and
   - One nominated Councillor (Alternative).

(j) **Local Disaster Management Group (LDMG)**
   - His Worship the Mayor, Councillor Power (Chair); and
   - One nominated Councillor (Deputy Chair).

(k) **Resilient Rivers Taskforce**
   - His Worship the Mayor, Councillor Power
   - One nominated Councillor.

(l) **Economic Development Working Group (this incorporates tourism)**
   - One nominated Councillor

(m) **Waste Working Group**
   - One nominated Councillor.

### BACKGROUND PAPERS

Nil.