



Confirmed Minutes  
Statutory Post Election Meeting  
Thursday 28 March 2024  
1.30pm Council Chambers

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## Notice of Post-Election Meeting

The post-election Meeting of the Burke Shire Council will be held on Thursday 28 March 2024 in the Nijinda Durlga, Burketown commencing at 1.30pm.

Pursuant to section 175 of the Local Government Act 2009 the post-election meeting must be held within 14 days after the conclusion of each quadrennial election; and the conclusion of a fresh election of its councillors.

The Statutory Meeting is formal in nature and relates specifically to the constitution of the local government body and is not intended to transact substantive business nor entertain general business relating to the functional aspects of the Council's responsibilities. Section 175 of the Act prescribed those matters that must be considered by the Council at this meeting.

### 01. Opening of Meeting

**The Chair declared the meeting open at 1.41pm.**

### 02. Record of Attendance

**Cr Ernie Camp; Mayor – Chair**  
**Cr Clinton Murray**  
**Cr John Clarke**  
**Cr John Yanner**  
**Cr Paul Poole**

**Dan McKinlay; Chief Executive Officer**  
**Chris Wilson; Director of Engineering**  
**Amir Akrami; Senior Engineering Manager**  
**Chelsea Nelson; People, Performance and Culture Manager**  
**Kimberly Chan; Economic Development Manager**  
**Madison Marshall; Corporate Services and Governance Manager (Minutes)**  
**Shannon Moren; Community and Communications Manager**  
**Shaun Jorgensen; Finance and Technology Manager**

## 02.01 LGR 2012 Section 254K – Participating in meetings by audio link or visual audio link

**That Council, in accordance with section 254K of the Local Government Regulation 2012, allows the following person/s to participate in the meeting by audio link or visual audio link:**

- **Amir Akrami; Senior Engineering Manager**
- **Chelsea Nelson; People, Performance and Culture Manager**
- **Shannon Moren; Community and Communications Manager**
- **Shaun Jorgensen; Finance and Technology Manager**

**Moved: Cr Murray**

**Seconded: Cr Poole**

**Carried 240328.01 5/0**

### 03. Executive Management Reports

#### 03.01 Election of Deputy Mayor

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay-Chief Executive Officer
PREPARED BY:	Dan McKinlay-Chief Executive Officer
DATE REPORT PREPARED:	27 March 2024
LINK TO COUNCIL PLAN/S:	GOAL – GOOD GOVERNANCE  Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

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#### 1. PURPOSE

In accordance with Section 175(2) of the Local Government Act 2009, Council must by resolution, appoint a Deputy Mayor from its Councillors at the first meeting after the conclusion of the quadrennial local government elections.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Notice of Election was announced by the Electoral Commission of Queensland on 29 January 2024, with the local government elections being held on 16 March 2024.

Mayor Ernest Camp was uncontested and declaration was made on 18 March 2024.

The polls were declared on Wednesday 27 March 2024 with the following persons duly elected for Burke Shire Council:

- Councillor John Yanner
- Councillor John Leonard Clarke
- Councillor Paul Poole
- Councillor Clinton Murray

Section 175(1) of the Local Government Act 2009 requires that the post-election meeting be held within 14 days after the conclusion of the election and that Council must by resolution appoint a Deputy Mayor from its Councillors.

In accordance with Section 165 of the Local Government Act 2009, the Deputy Mayor acts for the Mayor during either:

- a. Absence or temporary incapacity of the Mayor; or
- b. A vacancy in the office of the Mayor.

When the Mayor is not present at the General Council Meeting, the Deputy Mayor presides as Chair of the meeting.

**The Role of the Mayor**

- a) leading and managing meetings of the local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings;
- b) leading, managing, and providing strategic direction to, the Chief Executive Officer in order to achieve the high quality administration of the local government;
- c) directing the Chief Executive Officer of the local government under Section 170;
- d) conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
- e) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
- f) being a member of each standing committee of the local government;
- g) representing the local government at ceremonial or civic functions.

**Role of the Deputy Mayor**

In essence, duties and functions that the Deputy Mayor may be required to perform in the absence of the Mayor, include, but are not limited to the following:

- Chair Ordinary or Special Meetings;
- Chair Councillor Briefing Sessions;
- Chair public meetings;
- Attend civic, social and other ceremonies/engagements;
- Advocate to all levels of Government, community and private industry on matters affecting Council;
- Lead Council deputations;
- Preside at Citizenship Ceremonies; and
- Being media spokesperson on behalf of Council as required.

Any Councillor may nominate or be nominated for the position of Deputy Mayor. For the purpose of enabling informed decision making and transparency, upon nomination/acceptance of nomination, the nominated Councillor will be invited to provide details of their relevant knowledge, expertise or experience that would support successful carrying out of the duties and responsibilities of the role of Deputy Mayor in accordance with the Act.

**3. FINANCIAL & RESOURCE IMPLICATIONS**

The Deputy Mayor will be paid in accordance with the relevant Local Government Councillor Remuneration Schedule.

**4. RISK**

Not applicable for this report.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 175	Requires that a local government must hold a post election meeting within 14 days after the conclusion of each quadrennial election and must, by resolution, appoint a Deputy Mayor from its Councillors at that meeting.

## 6. CRITICAL DATES &amp; IMPLICATIONS

Section 175(1) of the Local Government Act 2009 requires that the post-election meeting be held within 14 days after the conclusion of the election and that Council must by resolution appoint a Deputy Mayor from its Councillors.

## 7. CONSULTATION

Compliance with statutory obligations.

## 8. CONCLUSION

Nil

## 9. OFFICER'S RECOMMENDATION

That Council:

1. Call for nominations for a Deputy Mayor; and
2. Upon receiving nominations and counting votes, appoints Councillor \_\_\_\_\_ as the Deputy Mayor.

**03.01 Election of Deputy Mayor**

**That Council:**

- 1. Call for nominations for a Deputy Mayor; and**
- 2. Upon receiving nominations and counting votes, appoints Councillor Clarke as the Deputy Mayor.**

**Moved: Cr Camp**

**Seconded: Cr Murray**

**Carried 240328.02 5/0**

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### 03.02 General Meeting Schedule

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DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Dan McKinlay - Chief Executive Officer
PREPARED BY:	Madison Marshall - Corporate Services and Governance Manager
DATE REPORT PREPARED:	27 March 2024
LINK TO COUNCIL PLAN/S:	GOAL – GOOD GOVERNANCE  Council is committed to financial, asset, environmental and community sustainability and secures these ends through efficient and effective decision-making processes. This, in turn, promotes community confidence, employee pride and stakeholder satisfaction with the organisation.

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#### 1. PURPOSE

Section 175 of the Local Government Act 2009 requires that at the post-election meeting be held within 14 days after conclusion of the election.

In accordance with Section 256(1) of the Local Government Regulation (2012), that Council must consider at its post-election meeting the day and time for holding meetings. In addition, under section 257 of the Regulation, council must hold at least one General Meeting per month.

#### 2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

In accordance with Section 256 of the Local Government Regulation 2012, it is recommended that Council resolves that General Meetings will be held on the following dates in the Council Boardroom in the Nijinda Durlga, Burketown. The meetings are scheduled to commence at 9.00am.

Wednesday	24 April
Thursday	23 May
Thursday	27 June
Thursday	25 July
Thursday	22 August
Thursday	26 September
Thursday	24 October
Thursday	21 November
Thursday	12 December

#### 3. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable for this report.

#### 4. RISK

Not applicable for this report.

## 5. POLICY &amp; LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	Section 175	Requires that a local government must hold a post election meeting within 14 days after the conclusion of each quadrennial election and must, by resolution, appoint a Deputy Mayor from its Councillors at that meeting.
Local Government Regulation 2012	Section 256 (1)	Requires that the agenda of a post-election meeting is to include the day and time for holding other meetings.
Local Government Regulation 2012	Section 257	Requires that a local government must meet at least once in each month.

## 6. CRITICAL DATES &amp; IMPLICATIONS

In accordance with Section 256(1) of the Local Government Regulation (2012), that Council must consider at its post-election meeting the day and time for holding meetings. In addition, under section 257 of the Regulation, council must hold at least one General Meeting per month.

## 7. CONSULTATION

Compliance with statutory obligations.

## 8. CONCLUSION

Nil

## 9. OFFICER'S RECOMMENDATION

That in accordance with Section 256 of the Local Government Regulation 2012, it is recommended that Council resolves that General Meetings will be held on the following dates in the Council Boardroom in the Nijinda Durlga, Burketown. The meetings are scheduled to commence at 9.00am.

Wednesday	24 April
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Thursday	25 July
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Thursday	24 October
Thursday	21 November
Thursday	12 December



**03.02 General Meeting Schedule**

That in accordance with Section 256 of the Local Government Regulation 2012, it is recommended that Council resolves that General Meetings will be held on the following dates in the Council Boardroom in the Nijinda Durlga, Burketown. The meetings are scheduled to commence at 9.00am.

Wednesday	24 April
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Thursday	27 June
Thursday	25 July
Thursday	22 August
Thursday	26 September
Thursday	24 October
Thursday	21 November
Thursday	12 December

Moved: Cr Clarke

Seconded: Cr Yanner

Carried 240328.03 5/0

**04. Closure of meeting**

The Chair declared the meeting close at 1.50pm.

I hereby certify that these pages numbered 1 to 9 – constitute the  
Confirmed Post Election Meeting minutes of the Council Meeting of  
Burke Shire Council held on Thursday 28 March 2024.

Mayor Cr Ernie Camp .....