



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

**TO BE HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 1 August 2023

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 18 JULY 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 1 August 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 18 July 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 18 July 2023 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 18 July 2023.

G/3. DEPUTATIONS

G/3.1. RIO TINTO

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 1 August 2023

File Ref: CM7.6

Purpose:

To provide information regarding Rio Tinto's decarbonisation targets with a focus on the Gladstone refineries and smelter.

Officer's Recommendation:

That the deputation from Rio Tinto be received.

Background:

Deputation details are as follows:

Time of Presentation	9:10am
Duration of Presentation plus question time	15 mins
Speakers to present	Tim McDougall, General Manager Decarbonisation
Is the matter currently or has previously been subject to legal proceedings?	No
Matter for information only	Yes

Attachments:

Nil

G/4. OFFICERS' REPORTS

G/4.1. NAMING OF COUNCIL ASSET INFRASTRUCTURE - ELLA J COURT

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 1 August 2023

File Ref: CR13.1

Purpose:

The purpose of this report is for Council to consider a request to add Ella J Court to the Approved Place Name Register and utilise on an unnamed road in approved Reconfiguration of Lot (ROL) Application DA/146/2015. Location of the new street to be off Friswell Road, Burua, access Street with a cul-de-sac.

Officer's Recommendation:

That Council approves:

1. The application to add Ella J Court to the Approved Place Name Register; and
2. The use of the name Ella J Court for an unnamed road in approved Reconfiguration of Lot Application DA/146/2015.

Summary:

The applicant has submitted an application to name a road within new development DA/146/2015 off Friswell Road Burua after the applicant's daughter being Ella J Court. The application has been assessed against Council's Naming of Infrastructure Corporate Standard and Policy and it has met the required criteria. The relevant departments within Council have been consulted in relation to the application and have provided no objection to the proposal.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

Council received an application and letter of request from Urban Development to utilise the proposed new street to intersect with Friswell Road, Burua. The applicant would like the new Access Street name, for the Rural subdivision, to be called ELLA J COURT.

Risk Management Summary:

This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council's low Risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

Option 1 – Approve the Application and use

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and is compliant with the requirements.

Table One: Assessment Criteria

Assessment Criteria	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Name is not currently used within the region.
Source of Name	Compliant	Although name does not have historic significance, the name is that of the Developers daughter who is a current member of the local community. The family have lived, owned and developed property within the Gladstone Region for over 25 years and to have this new street named after his daughter will ensure the history of the family in the area continues.
Spelling/Form of Name	Compliant	Spelling is suitable and form meets the Corporate Standard
Utilise Name		
Purpose or need to name the Asset	Compliant	New asset within development therefore will require a name
Status of Name	Compliant	Not currently used
Name is appropriate to the area	Compliant	Name is appropriate and not offensive

Figure One: Proposed Development Friswell Road, Burua.



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Option 2 – Refuse

As the application meets the assessment criteria, refusal of the application would not be in accordance with the Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Option 3 – Adopt the Recommendation with amendments

Should Council decide on a different approach, i.e. adding to the Approved Place Name Register only, the changes listed in the relevant section of the resolution via the words '*part one only*....

Stakeholder Engagement:

Relevant Business Units have been consulted with no objections to the proposal.

Legal and Regulatory Implications:

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) as outlined in the table above, aligned to Councils Risk Management Framework.

Financial and Resource Implications:

Costs will be incurred for administrative requirements, signage installation and maintenance.

Anticipated Resolution Completion Date:

Part 1 of the resolution will be completed within 2 weeks of the resolution date.

Part 2 of the resolution will be completed in accordance with the approved Reconfiguration of Lot Application DA/146/2015.

Attachments:

1. CONFIDENTIAL – Application – Naming of Council Asset Infrastructure – Ella J Court
2. CONFIDENTIAL – Email with additional information – significance of name

G/4.2. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED (GAPDL) FUNDING REVIEW

Responsible Officer: General Manager Community Development and Events

Prepared By: Manager of Arts and Entertainment (Acting)

Council Meeting Date: 1 August 2023

File Ref: ED2.1

Purpose:

The purpose of this report is to provide Council with an update on funding arrangements with Tourism Events Queensland (TEQ) for 2023/24 and proposed future changes to the structure of Regional Tourism Operators.

Officer's Recommendation:

That, given advice from Gladstone Area Promotion and Development Limited regarding funding from Tourism Events Queensland, Council:

1. Rescinds resolution GM/23/4964 from the General Meeting of 21 March 2023;
2. In accordance with Section 235(b) of the Local Government Regulation 2012, is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders to deliver the Tourism Workplan;
3. Funds Gladstone Area Promotion and Development Limited (GAPDL) to the amount of \$393,000 per annum for a period of up to three years to deliver an agreed workplan subject to the negotiation of a funding agreement and workplan; and
4. Delegates authority to the CEO negotiate a funding agreement with GAPDL for a term of one year with an option for Council to extend for up to a further two years and develop a workplan in collaboration with GAPDL appropriate to the funding provided.

Summary:

Gladstone Area Promotion and Development Limited (GAPDL) provided advice on 29 June 2023, that Tourism Events Queensland (TEQ) have revisited their Tourism Network Funding (TNF) following consultation with Queensland Regional Tourism Operators (RTOs). TEQ have advised that they will fund GAPDL at the expected funding level of \$393,000 for the 2023/24 financial year.

In March 2023, Council made a decision to fund a shortfall in GAPDL's funding due to advice from TEQ that their 23/24 funding would reduce by \$107,000. Council's funding strategy for GAPDL has been to match funding with TEQ, however acknowledged that there would be an impact on GAPDL with almost a third of its funding reduced.

The funding agreement for GAPDL is yet to be executed, and Council has an opportunity to continue its existing funding strategy and match TEQ funding for GAPDL at the budgeted amount of \$393,000. This would return \$107,000 to Council's budget for reallocation or remain unspent.

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In addition, advice has been received from GAPDL regarding proposed changes to the structure of the Southern Great Barrier Reef (SGBR) tourism network, anticipated for 2 – 3 years' time. The proposed changes would see the development of Destination Tourism Operators with several Regional Tourism Operators collaborating. Further information on these changes will be presented to Council at a later date.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

On 21 March 2023 (General Meeting 21 March 2023, Resolution GM/23/4964), Council endorsed an increase in funding to GAPDL based on advice received from TEQ that funding to GAPDL was to be decreased by \$107,000 for the 2023/2024 financial year.

Council resolved to:-

1. Increase funding to Gladstone Area Promotion and Development Ltd to \$500,000 per annum and develop a workplan in collaboration with Gladstone Area Promotion and Development Ltd, appropriate to the level of funding.
2. In accordance with Section 235(b) of the Local Government Regulation 2012, is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders to deliver the Tourism Workplan; and
3. Delegates authority to the CEO to negotiate an agreement with Gladstone Area Promotion and Development Ltd for a term of one year, with an option for Council to extend for up to a further two years.

GAPDL provided Officers with an update on 29 June 2023, advising that TEQ had revisited their funding model for 2023/2024 and there would be no reduction in funding to GAPDL for this financial year. TEQ have agreed to fund GAPDL at their previous rate of \$393,000.

Council has yet to finalise the funding agreement and has an opportunity to revisit its decision and align to previous year's funding strategies to match TEQ funding.

Risk Management Summary:

The 2023/2024 workplan is unable to be finalised until the funding outcome has been made.

Options and Opportunity Analysis:

1. Council match TEQ funding at \$393,000, as has been done each year prior. The additional funds in the budget (\$107,000) remain unspent.
2. Council match TEQ funding at \$393,000 and re-allocate the \$107,000 towards the development of a GRC regional liveability campaign (or other priority Council projects). This would provide Council with an opportunity to enhance community pride and attract new residents to the region through a well-designed campaign.

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3. Council allocate the additional \$107,000 into the GAPDL project fund, to be made available to GAPDL on a project-by-project basis. Council currently allocates \$93,000 to the project fund. Should Council wish to allocate the unspent funds to the GAPDL project fund, the total amount would be \$200,000.
4. GAPDL retain the \$107,000 with which they have proposed that \$50,000 would be absorbed into recent wage increases and \$50,000 could be allocated to the project fund, to be made available to GAPDL on a project-by-project basis.

Stakeholder Engagement:

Council has engaged with GAPDL on the development of the 23/24 workplan, and a final investment decision from Council.

Legal and Regulatory Implications:

Funding has not been provided to GAPDL as yet while the 23/24 Workplan is being developed. Therefore, Council has an opportunity to change the funding level with the new information presented.

Financial and Resource Implications:

Council's long-term funding strategy has been to match funding with TEQ. This year, due to a funding reduction, Council will fund GAPDL at \$107,000 higher than its usual investment. This amount is over the allocated budget for 23/24.

Anticipated Resolution Completion Date:

4 August 2023

Attachments:

Nil

G/4.3. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND (LGAQ) 2023 MOTIONS

Responsible Officer: General Manager Strategy and Transformation

Prepared By: Corporate Planning Specialist

Council Meeting Date: 1 August 2023

File Ref: GR3.1

Purpose:

The purpose of this report is to

1. Provide Council with the opportunity to consider a submission of motions to the Local Government Association of Queensland's (LGAQ) annual conference to be held 16-18 October 2023 in Gladstone
2. Allow Council to nominate delegates at the same event, noting all Councillors intend to attend the event due to its locality this year

Officer's Recommendation:

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
 - a. The LGAQ calls on the State Government to invest in necessary social infrastructure to improve liveability factors and attract and retain workers to regional communities.
 - b. The LGAQ calls on the State Government to establish a dedicated fund to invest in critical infrastructure and support the workforce sectors needed to enable the transitioning energy sector.
 - c. The LGAQ calls on the State Government to provide local government funding to supplement operational and capital expenses associated with climate adaptation and carbon offset mitigation strategies to:
 - i. Move towards net zero emissions
 - ii. Minimise the impacts of climate change in our communities
 - iii. Minimise and offset emissions across Council operations.
2. Authorise Councillor _____ and Councillor _____ to attend the annual conference, as Council delegates, 16-18 October in Gladstone.
 - a. Noting two Councillors will attend as delegates with voting entitlements, all other Councillors are intending to attend as observers due to the location of the 2023 conference being in Gladstone
 - b. Noting Mayor Burnett is scheduled to attend as a representative of the Australian Local Government Association

Summary:

Acceptance of motions closes Wednesday, 9 August 2023. To submit a motion, it must first be agreed upon and approved through resolution by Council

If Council elects to submit a motion for debate at the conference, a Councillor must also be present at the conference to present and speak on the motion.

This report submits three motions for Council's consideration.

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Motions are aligned to Council's 2023/24 Strategic Priorities publication.

In addition to the above motions, Council also has the opportunity to support a waste related motion via LGAQ and as part of collaboration work with the M7 Waste Management and Resource Recovery Group.

Link to Corporate Plan:

- Accountable Council - We are providing good stewardship built on a foundation of trust.
- Connecting Communities - We work with you and for you, supporting the success of our communities.
- Resilient Economy - We play our part in supporting the success of our region.

Background:

LGAQ is the peak governing body bringing together Queensland councils. The Local Government Association of Queensland's Annual Conference is a primary networking forum for local governments in Queensland and is where Council motions are voted on for endorsement of advocacy by LGAQ.

The theme for this year's LGAQ Conference is *Stronger Councils, Stronger Communities*, conveying the importance of Councils at the front line for our communities.

Risk Management Summary:

The proposed LGAQ motions support Council in responding to identified Corporate Risks, namely Climate Change, Financial Sustainability and Critical Asset Failure. They also support broader liveability and transitioning economy imperatives.

Options and Opportunity Analysis:

All of the proposed motions align with LGAQ's Advocacy Action Plan 2023 - <https://www.lgaq.asn.au/downloads/file/549/2023-advocacy-action-plan> which identifies the following priority areas:

- Better Infrastructure
- Addressing the Housing Crisis
- Improving Sustainability & Resilience
- Developing Local Workforces
- Best Practice in Integrity & Governance Frameworks
- Empowering First Nations Peoples
- Improves Safety & Wellbeing
- Managing New Energy & Resource Projects
- Protecting the Environment

1. Invest in social infrastructure, provision of services and other supports to strengthen liveability

This motion advocates to the State Government to support liveability of regional communities through the equitable provision of social infrastructure, including improved health services and an improved housing environment.

Without suitable and equitable social infrastructure, regional communities are facing overall liveability challenges which affects the ability to attract and retain workers to support critical industries including health and the transitioning energy sector.

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The Gladstone Region is crucial to the nation's transition to renewable energy. Without appropriate infrastructure and services, regional areas face challenges to attract or retain the workforce needed for the energy transition, providing considerable risk to the State Government's renewable energy targets and the Queensland Energy and Jobs Plan.

This motion supports Council's advocacy work in health and housing.

2. Transition fund for enabling infrastructure

This motion advocates for the State Government to invest in critical renewable energy infrastructure needed to support the transitioning energy sector, including:

- Highways and access roads for the renewable and hydrogen sector to develop
- Oversize and over mass vehicle transport to allow movement of materials for construction of projects
- Upgraded or new water and sewerage assets to meet demands
- Critical workforce sectors required to support new renewable projects e.g., funded development positions for planning, engineering and building certification.

Infrastructure Needs

Providing, maintaining, operating and upgrading water and sewerage assets continues to be one of the greatest expenses for local governments. For local governments to successfully adapt and meet the needs of the transitioning energy sector and the wave of renewable energy and hydrogen projects being developed in regional areas, it is essential that the State Government provide funding to enable provision of, maintenance and upgrades for delivery of critical services, compliance and meeting of environmental outcomes.

Workforce Needs

Local Governments, especially those where renewable energy projects will be based, require planning, engineering and building certification resources to enable appropriate consideration and assessment of cumulative impacts from new projects. This outcome is a necessary link in reaching the State Government's climate change targets. Resourcing challenges in these fields are already being felt by local governments, and support is needed to sufficiently resource the response to the transitioning energy sector.

3. Climate Change Funding

This motion advocates for funding to support local governments as community leaders in climate adaptation, carbon offset and minimisation.

Local governments play an important role in the State and Nation's response to climate change and are best placed to lead the way for local responses in reducing and offsetting emissions, leading to global impacts.

A dedicated source of finance is required to fund initiatives that:

- Plan and deliver projects and actions that lower Council's own carbon footprint and that of their communities'
- Supports Council's to embed climate risk management across the business
- Lower carbon footprint and emissions, including reporting and monitoring.

In addition to the above motions, Council also has the opportunity to support a **waste related motion** via LGAQ and as part of collaboration work with the M7 Waste Management and Resource Recovery Group. The group has been collaborating on a motion to call on the State Government to bring forward the review of levy rates and advance payments to local Government in line with outcomes identified by Regional Waste Management Plans.

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Stakeholder Engagement:

In the preparing these motions, broad internal collaboration has occurred including with Economic Development, Development Services, Community Partnerships, Environment and Conservation, Waste and Asset Planning.

Legal and Regulatory Implications:

Council is required to formally approve motions via resolutions, prior to submission to LGAQ by Wednesday, 9 August 2023.

Financial and Resource Implications:

There is no cost associated with submitting motions for debate other than internal staff resources.

Mayor Burnett will be attending as a representative of the LGAQ Board and his registration will not incur a cost for Council.

There are no costs associated with travel or accommodation this year as the Conference is held in Gladstone. There is sufficient funds allocated in the Elected Members budget for nine Councillors to attend. Council is able to take advantage of early bird discounts and a discount for group bookings (five or more from the one council). The table below includes estimated registration costs per person.

Councillor	Cost	Notes
GRC Councillor 1	nil	Mayor Burnett as LGAQ Board representative
GRC Councillor 2	\$1430	Early bird booking (by 25 August) and group booking discount (5 or more from the one Council)
GRC Councillor 3	\$1430	
GRC Councillor 4	\$1430	
GRC Councillor 5	\$1430	
GRC Councillor 6	\$1430	
GRC Councillor 7	\$1430	
GRC Councillor 8	\$1430	
GRC Councillor 9	\$1430	
TOTAL	\$11,440	

Anticipated Resolution Completion Date:

Friday, 4 August 2023.

Attachments:

1. Motion 1. Social Infrastructure and Services
2. Motion 2. Investment in Enabling Infrastructure
3. Motion 3. Climate Change Funding

G/4.4. WRITE OFF REPORT 2023

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Revenue Services

Council Meeting Date: 1 August 2023

File Ref: FM1.9

Purpose:

The purpose of this report is to seek Council approval to write off outstanding debts as at 30 June 2023.

Officer's Recommendation:

That the outstanding debts identified below be written off:

1. Debtor No 54421 for the amount of \$2,711.10
2. Debtor No 55345 for the amount of \$1,100; and
3. Debtor No 55350 for the amount of \$900.

Summary:

The total amount of \$4,711.10 of sundry debts are recommended to be written off for the 2022/2023 financial year as Officers consider that the cost to conduct further debt recovery action would exceed the value of the debts with low likelihood of successfully recovering the amounts owed.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.

Background:

There are currently three outstanding debts from the 2022/23 financial year where Officers have exhausted all avenues of debt recovery applying reasonable and cost-effective debt recovery methods.

Debtor No 54421: The Debtor has disputed the electricity and cold room storage charges for the property which was leased from Council over a period of time in 2020 to the value of \$2,711.10. The Debtor received the Covid Rent Concessions during this time but was unhappy that the lease was not extended after the covid rent concession period. The Debtor advised that had they known the lease would not be extended, they would have vacated the property earlier to save electricity and storage costs during the Covid downturn. The amount outstanding is far less than the cost of the time and effort required to pursue further debt recovery action.

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Debtor No 55345: This Debtor took over a lease agreement on a Council property on the 12 November 2020 with the lease expiring on 30 June 2021. It is unclear what the actual date was that the lessee vacated the premises as there is no record of a joint entry or exit condition report and Council received no early termination notice. The final June 2021 rent payment of \$1,100 remains unpaid. The bond held enables Council to pursue a surrender to Council of \$3,300 for any defaults and repairs under the lease agreement. Current repairs including repainting of the building, electrical repairs and wall and floor surface repairs are estimated at approximately \$8,000 which exceeds the bond held in trust. Spending additional time and/or money to continue action on the recovery of the remainder of the rental debt is unlikely to yield a result based on actions taken to date. The balance of building repairs after the bond money will be applied, was met from the Strategic Property Management operational budget to ensure the building was in a satisfactory condition to lease to another entity.

Debtor No 55350: All contact made with the customer via phone, email and post was unsuccessful during the debt recovery period. The company went into administration and a deed of company agreement was issued. The deed of company agreement was terminated on 14 April 2022. Further to this, without a personal guarantee signed on the credit application or the service agreement, the \$900 is not economically viable to take to court for recovery as the registered office of the company is in Sydney. Officers consider that no further money will be forthcoming.

Risk Analysis:

Council has a moderate appetite for financial risk and a minimal appetite for reputational risk. When writing off debt Council must balance the likelihood, cost and impact of the debt recovery against the value of the outstanding debt.

Options and Opportunity Analysis:

All avenues have been exhausted to recover these outstanding debts. Continuing to do so would only incur more cost to Council and it is unlikely that further debt recovery action would yield a different result.

Stakeholder Engagement:

Communication and consultation has occurred internally with the Strategic Property Management, GECC and Legal Teams.

Legal and Regulatory Implications:

Nil

Financial and Resource Implications:

Provision has been made in Council's accounts for impaired debts (Provision for bad debts).

Anticipated Resolution Completion Date:

The decision can be implemented without delay following confirmation of the relevant meeting minutes.

Attachments:

Nil

G/4.5. REVIEW OF PROCUREMENT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 1 August 2023

File Ref: CM28.2

Purpose:

To propose the readoption of the Procurement Policy without amendment.

Officer's Recommendation:

That Council acknowledge the annual review of the Procurement Policy and that no changes be made to P-2021-01 Procurement Policy, provided as Attachment 1.

Summary:

Council's Procurement Policy must annually undergo review. This report recommends the re-endorsement of the existing policy without amendment.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

The Procurement Policy must be reviewed annually in accordance with the *Local Government Regulation 2012*.

Significant changes were made to the policy during its 2021 review and in 2022 the policy was re-endorsed without amendment.

Risk Management Summary:

Council takes a cautious approach towards taking risk when it has potential regulatory and legal consequences and further a moderate approach towards taking risk when it has potential financial or service delivery consequences. Both options will seek to control the risk by meeting our legislative obligations whilst ensuring our procurement activities are responsible, safe, fair, value for money, and support the economic development of local businesses.

Options and Opportunity Analysis:

There are two (2) options available to Council.

Option 1 – Re-Endorse the existing policy

Council’s supply chain continues to face challenges (i.e., inflation, material availability, people resourcing, etc) however officers do not recommend any amendments be made to the existing policy.

The statements made within the existing policy do not intensify the supply chain challenges and are consistent with the sound contracting principles outlined in section 104(3) of the *Local Government Act 2009*.

Option 2 – Amend the policy

Council may seek to have amendments made to the policy and an alternative recommendation could be:

That the following amendments be made to the Procurement Policy:

- 1.
- 2.
- 3.

Stakeholder Engagement:

The Contracts and Procurement Team have been engaged in the review process and support retaining the existing policy.

Councillors were consulted on this policy at a Councillor Information Session in July 2023.

Legal and Regulatory Implications:

Pursuant to section 198(1) of the *Local Government Regulation 2012*, Council must prepare and adopt a policy about procurement and further pursuant to section 198(3), the policy must be reviewed annually.

Financial and Resource Implications:

There are no additional financial or resource implications associated with the re-endorsement of the existing policy. Further, procurement activities must be carried out within relevant budget constraints and financial delegations.

Anticipated Resolution Completion Date:

Within two (2) weeks of resolution.

Attachments:

1. P-2021-01 Procurement Policy.

G/4.6. RESCHEDULE OF GENERAL MEETING 17 OCTOBER 2023

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Executive Secretary

Council Meeting Date: 1 August 2023

File Ref: CM7.2

Purpose:

To allow Council to consider rescheduling the 17 October 2023 General Meeting in absence of a quorum.

Officer's Recommendation:

That the General Meeting for 17 October 2023 be rescheduled to 24 October 2023.

Summary:

Council has previously resolved that General Meetings are to be held on the first and third Tuesday of each month.

Due to councillor attendance at the Local Government Association Queensland's (LGAQ) Annual Conference, held from Monday 16 to Wednesday 18 October 2023 in Gladstone, Council will not have a quorum for the General Meeting scheduled for 17 October 2023.

It is proposed that the 17 October 2023 General Meeting be rescheduled to 24 October 2023.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

The Council Meeting Procedures Policy P2020-19 at section 6.5 and s259 of the *Local Government Regulation 2012*, provides that the quorum for General and Special Meetings is a majority of Councillors. In the case of Gladstone Regional Council which has a Mayor and 8 Councillors, a quorum is 5 Councillors.

All Councillors will be attending the LGAQ Annual Conference from Monday 16 – Wednesday 18 October 2023.

Risk Management Summary:

Council embraces minimal risk with respect to its appetite for Regulatory and Legal risk and there is a legislative requirement for Council to present financial reports at one General Meeting a month, rescheduling the meeting enables Council to meet this obligation.

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Options and Opportunity Analysis:

The rescheduling of the 17 October 2023 General Meeting to 24 October 2023 will mean that there is limited disruption to the business of Council.

Alternatively, Council may elect to cancel the meeting and not reschedule.

Stakeholder Engagement:

The Executive Leadership Team were consulted and indicated that the business required a second General Meeting in October 2022.

Legal and Regulatory Implications:

Section 256 of the *Local Government Regulation 2012* ("LGR") provides that Council must set its General Meeting schedule at the Post Election Meeting. Once resolved, the schedule is required to be published on Council's website and display the schedule in a conspicuous place in Council's public office (s254B of the LGR).

Section 254B(4) of the LGR provides that Council is required, as soon as practicable, to notify any change to the days and times of the General Meeting schedule.

Financial and Resource Implications:

There are not any financial or resource implications with the officer's recommendation.

Anticipated Resolution Completion Date:

The revised General Meeting schedule will be published by Friday 11 August 2023

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS

G/8.1. RECYCLABLES PROCESSING CONTRACT

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 1 August 2023

File Ref: PE1.1

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 254J of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.