



# **AGENDA**

**Post Election Meeting**

**10 April 2024**

**NOTICE OF SPECIAL MEETING**

**To: Cr Leslie Hotz (Mayor)**  
**Cr Melinda Jones (Division 1)**  
**Cr Trina Vaughan (Division 2)**  
**Cr Susan Payne (Division 3)**  
**Cr Renee McGilvery (Division 4)**  
**Cr Michael Dingle (Division 5)**  
**Cr Moira Thompson (Division 6)**

Please be advised that the Special Meeting of the North Burnett Regional Council will be held at the Gayndah Boardroom on Wednesday, 10 April 2024 commencing at 9:00 AM.

An agenda is attached for your information.



Margot Stork  
**Chief Executive Officer**

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**1 WELCOME/HOUSEKEEPING****2 APOLOGIES/LEAVE OF ABSENCE****3 DEPUTATIONS/PETITIONS**

Council will make time available at each General Meeting for public questions/representations. This is an opportunity for members of the public to make a representation on a matter in which they have an interest on an item which is before the Council for decision e.g. development applications.

Members of the public are encouraged to contact the Mayor, if they are wanting to address Council. Public Question and Statements Time will commence at 9:30am.

Nil

**4 NOTIFICATION OF OTHER BUSINESS BY COUNCILLORS****5 DECLARATIONS OF INTEREST**

## 6 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 6.1 APPOINTMENT OF DEPUTY MAYOR

**Doc Id:** 1217477

**Author:** Kat Bright, Senior Executive Assistant to the CEO and Mayor

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** Nil

#### INTRODUCTION/BACKGROUND

In accordance with the *Local Government Act 2009*, section 175(2), the local government must, by resolution, appoint a deputy mayor from its councillors (other than the mayor)—

- (a) at that meeting; and
- (b) at the first meeting after the office of the councillor who is the deputy mayor becomes vacant.

#### OFFICER COMMENTS/CONCLUSION

The process of calling for nominations for the Deputy Mayor position and the subsequent steps serve several vital functions within our governance framework. By inviting nominations and requiring proposals to be moved and seconded, our process ensures fairness and transparency in the selection process.

1. Mayor to call for nominations for the position of Deputy Mayor.
2. Nominations are to be moved and seconded.
3. If the nominee accepts the nomination, the motion is then voted on.
4. If the nominee declines the nomination, the Mayor is to call for nominations further.

#### OFFICERS RECOMMENDATION

That Council, pursuant to Section 175(2) of the *Local Government Act 2009*, appoint Cr [enter name here] as the Deputy Mayor.

**6.2 COUNCIL GENERAL MEETING SCHEDULE 2024**

**Doc Id:** 1217478

**Author:** Kat Bright, Senior Executive Assistant to the CEO and Mayor

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** Nil

**EXECUTIVE SUMMARY**

Following the 2024 Local Government Election, the new elected members are provided an opportunity to review the schedule of remaining General Meetings for the year.

Pursuant to section 256(1) of the *Local Government Regulation 2012*, matters a local government must consider at a post-election meeting include the day and time for holding other meetings.

The purpose of this report is to recommend to Council the date, time, and location for the remaining General Meetings to be held for the 2024 calendar year.

**CORPORATE PLAN**

**OUR VISION:** A prosperous future for generations built on a solid foundation of customer focused, efficient and effective service delivery.

**OUR PRIORITY AREAS:**

1. *Essential Service Delivery – Getting the basics right*

**RECOMMENDATION**

That Council:

1. In accordance with section 256(1) of the *Local Government Regulation 2012*, adopt the meeting dates and times for the remaining General Meetings of Council to be held in 2024 calendar year as per the table below; and
2. Pursuant to section 254B(2) and (3) of the *Local Government Regulation 2012*, publicly advertise those dates and times.

Meeting Date	Meeting Commencement	Meeting Location
Wednesday 24/04/2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 22 May 2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 26 June 2024 (Inc. Budget Meeting)	9.00am AEST	Gayndah or Mundubbera
Wednesday 24 July 2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 28 August 2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 25 September 2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 23 October 2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 27 November 2024	9.00am AEST	Gayndah or Mundubbera
Wednesday 11 December 2024 (Second Wednesday of the month)	9.00am AEST	Gayndah or Mundubbera
*All meetings will be available for real-time viewing or listening via Microsoft Teams using the audio-visual link provided on Council's website.		

**REPORT**

Council general meetings are the principal decision-making forum for a local government. It is in these meetings where Council approves policies, adopts the corporate plan, considers the annual budget, and makes local laws.

The prime example for accountable and transparent decision-making by local governments is the decisions being made in these meetings.

Setting meeting dates is critical as it provides Council the opportunity to address:

- Issues affecting Council which require Council resolution; and
- Statutory reporting obligations.

### **Meeting Dates**

This proposal does not intend to change the overall recurrence of General Meetings which are typically held on the fourth Wednesday of each month. There is an exception, being the last proposed meeting for 2024 to account for Christmas Closures. The proposed General Meeting date for December is Wednesday 11 December 2024.

### **Meeting Times**

In line with previous General Meetings, this proposal does not intend to change the commencement time from 9.00am AEST.

### **Meeting Locations**

Historically, General Meetings of Council are held across the region utilising all six (6) offices (Gayndah, Mundubbera, Biggenden, Mt Perry, Eidsvold and Monto) on a rotating basis.

Throughout 2023, Council has experienced various issues with not only connectivity, but also the audio-visual equipment and overall functioning in all six (6) offices. It is the Officers Recommendation to hold all General Meetings in one (1) fit for purpose boardroom. With the below considerations in mind, the proposed office would be either Gayndah or Mundubbera.

#### **1. Connectivity**

The reliability of internet connectivity is crucial, especially for council meetings and video conferencing.

Council's internet connections are centralised in Gayndah and then distributed to various offices and depots through a Wide Area Network (WAN). This network setup, consisting of multiple segments, adds complexity and latency, increasing the likelihood of interruptions. While general office tasks can tolerate these network inconsistencies, audio and video used in video conferencing are highly sensitive to changes in network conditions, leading to dropouts.

To address this, holding meetings closer to a direct internet connection can significantly reduce the potential for dropouts. Should technical issues arise during meetings, technical support is readily accessible on site at Gayndah.

#### **2. Fit-for-purpose Boardroom**

A fit-for-purpose boardroom, especially in a council setting, should be well-designed to support effective decision-making, transparency, and accessibility. The following is a breakdown of what a fit-for-purpose room should look like:

##### Layout and Seating

- The boardroom layout should be designed to accommodate all Councillors and the Executive Leadership Team comfortably. Each member should have a dedicated seat equipped with a microphone for clear communication.
- The seating arrangement should be organised to promote interaction and visibility among all attendees, ensuring that discussions can be conducted smoothly.

##### Audio-Visual Equipment



- The room should be equipped with state-of-the-art audio-visual equipment. This includes a large screen or projector to display presentations, agendas, and other relevant materials.
- High-quality microphones should be in place to ensure that every speaker can be heard clearly. This is crucial for maintaining effective communication during meetings.

#### Real-Time Viewing

- The audio-visual equipment should enable real-time viewing of the proceedings. This could include live streaming of meetings for members of the public who cannot attend in person or for those who wish to follow remotely.
- Having the ability to display documents, charts, and data in real-time is also important for effective decision-making and discussion.

#### Public Gallery

- The boardroom should have a designated area for Council Officers, guests, and members of the public to attend and observe meetings. This space should be designed to accommodate a reasonable number of attendees comfortably.

#### Confidential Sessions:

- The room should have the capability to be closed to the public during confidential sessions. This may involve closing doors or digital security measures to restrict access to sensitive information and ensure the privacy and security of discussions.

### **CONSULTATION**

The schedule was adopted by Council at the General Meeting held on 25 October 2023 as per Resolution 2023/181:

**RESOLUTION 2023/181**

Moved: Cr Dael Giddins  
 Seconded: Cr Melinda Jones

That Council:

1. In accordance with section 254B(1) of the *Local Government Regulation 2012*, adopt the meeting dates and times for General Meetings of Council to be held in 2024 as per the table below; and
2. Pursuant to section 254B(2) and (3) of the *Local Government Regulation 2012*, advertise those dates and times.

Meeting Date	Meeting Commencement	Meeting Location
Wednesday 24 January 2024	9.00am AEST	Eidsvold
Wednesday 28 February 2024	9.00am AEST	Monto
Wednesday 13 March 2024 (Pre-Election Meeting)	9.00am AEST	Mt Perry
Wednesday 24 April 2024 (Tentative Post-Election Meeting)	9.00am AEST	Gayndah
Wednesday 22 May 2024	9.00am AEST	To be determined
Wednesday 26 June 2024 (Inc. Budget Meeting)	9.00am AEST	To be determined
Wednesday 24 July 2024	9.00am AEST	To be determined
Wednesday 28 August 2024	9.00am AEST	To be determined
Wednesday 25 September 2024	9.00am AEST	To be determined
Wednesday 23 October 2024	9.00am AEST	To be determined
Wednesday 27 November 2024	9.00am AEST	To be determined
Wednesday 11 December 2024 (Second Wednesday of the month)	9.00am AEST	To be determined

*\*All meetings will be available for real-time viewing or listening via Microsoft Teams using the audio-visual link provided on Council's website.*

In Favour: Crs Leslie Hotz, Melinda Jones, Dael Giddins and Kingsley Mesner

Against: Crs Robert Radel, Susan Payne and Michael Dingle.

**carried 4/3**

**RISK IMPLICATIONS**

**Reputation / Political**

Council meetings are of direct relevance to ratepayers and the community. Meetings must be programmed and held in accordance with legislative and statutory compliance.

**Occupational Health & Safety (WHS)**

In proposing the meeting schedule, consideration has been given to the occupational health and safety requirements of Council towards staff and Councillors.

**Financial Impact**

Council maintains a low-risk appetite for decisions that have a significant negative impact on Council's long-term financial sustainability.

The cost to upgrade one (1) boardroom as per the Officers Recommendation, will be funded utilising available budget. The cost has not as yet been estimated but is consider likely to be offset by less staff travelling and maintaining only one fit for purpose Board room.

The proposed Council General Meeting schedule for 2024 will have no material impact on Council's financial position.

**Legal & Regulatory**

The *Local Government Regulation 2012*, section 254B – Public Notice of Meetings states:

- (1) A local government must, at least once in each year, publish a notice of the days and times when:
  - (a) its ordinary meetings will be held; and

(b) the ordinary meetings of its standing committees will be held.

The *Local Government Regulation 2012, section 256(1)* Agenda of post-election meetings states the matters a local government must consider at a post-election meeting include the day and time for holding other meetings.

The *Local Government Regulation 2012, section 257* – Frequency and place of meetings states:

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held:
  - (a) at 1 of the local government's public offices; or
  - (b) for a particular meeting - at another place fixed by the local government, by resolution, for the meeting.

### **Environmental**

Not Applicable.

### **Property & Infrastructure**

Should Council endorse the utilisation of one (1) fit for purpose boardroom for the General Meetings, updates to the room layout (table, chairs, etc.) will be required in the chosen boardroom.

### **Human Resources**

Not Applicable.

### **Information Communications Technology**

Should Council endorse the utilisation of one (1) fit for purpose boardroom for the General Meetings, installation of adequate audio-visual equipment (microphones, camera's, etc.) will be required in the chosen boardroom.

### **Service Delivery**

Not Applicable.

### **Climate**

Not Applicable.

### **KEY MESSAGE**

In accordance with requirements of the *Local Government Regulation 2012*, this report seeks a resolution of Council for the General Meeting dates and times for 2024. To ensure the Council General Meetings run efficiently, it is recommended to utilise one (1) fit for purpose boardroom.

### 6.3 APPOINTMENT OF LOCAL DISASTER MANAGEMENT GROUP - CHAIRPERSON AND DEPUTY CHAIRPERSON

**Doc Id:** 1217479

**Author:** Kat Bright, Senior Executive Assistant to the CEO and Mayor

**Authoriser:** Margot Stork, Chief Executive Officer

**Attachments:** Nil

#### INTRODUCTION/BACKGROUND

In accordance with the *Disaster Management Act 2003*, Section 34

#### Chairperson and deputy chairperson

- (1) There is a chairperson and a deputy chairperson of a local group.
- (2) The chairperson and deputy chairperson are the persons prescribed by regulation.
- (3) A regulation under this section may provide for—
  - (a) the appointment of the chairperson and deputy chairperson of a local group; and
  - (b) the qualifications and experience required for a person to be the chairperson or deputy chairperson.

#### OFFICER COMMENTS/CONCLUSION

The process of calling for nominations for the Local Disaster Management Group (LDMG) Chairperson and Deputy Chairperson and the subsequent steps serve several vital functions within our governance framework. By inviting nominations and requiring proposals to be moved and seconded, our process ensures fairness and transparency in the selection process.

1. Mayor to call for nominations for the position of LDMG Chairperson and Deputy Chairperson.
2. Nominations are to be moved and seconded.
3. If the nominee accepts the nomination, the motion is then voted on.
4. If the nominee declines the nomination, the Mayor is to call for nominations further.

#### RECOMMENDATION

That Council, in accordance with Section 34 of the *Disaster Management Act 2003*, appoint Cr [enter name here] as the Local Disaster Management Group Chairperson and appoint Cr [enter name here] as the Local Disaster Management Group Deputy Chairperson.

- 7 OTHER BUSINESS DETERMINED BY RESOLUTION FOR AGENDA INCLUSION**
- 8 QUESTIONS**
- 9 CLOSURE OF MEETING**