



NOTICE OF SPECIAL MEETING AND AGENDA

**NOTICE IS GIVEN OF A SPECIAL MEETING
TO BE HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Thursday 1 October 2026

Commencing at 10.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

Table of Contents

ITEM	PAGE
S/1. NOTICE OF MOTION	3
S/1.1. NOTICE OF MOTION - SUPPORTING EFFECTIVE COUNCILLOR PARTICIPATION AND GOOD GOVERNANCE.....	3

S/1. NOTICE OF MOTION

S/1.1. NOTICE OF MOTION - SUPPORTING EFFECTIVE COUNCILLOR PARTICIPATION AND GOOD GOVERNANCE

Notice of Motion – Council Meeting Date: 1 October 2026

Report Prepared By: Manager Governance and Risk

Purpose:

To inform the meeting of a Notice of Motion brought by Cr Melissa Holzheimer.

Councillor's Motion:

1. That the Chief Executive Officer, in consultation with Councillors, develop a policy to govern councillor representation on external committees and boards, to be presented to Council for consideration by 31 December 2026.
2. That the office of Deputy Mayor be declared vacant in accordance with s165(3) of the Local Government Act 2009, and a new Deputy Mayor be appointed pursuant to s165(5) of the Local Government Act 2009.

Background:

Part 1 – Policy

At its General Meeting on 23 April 2024, by resolution, councillors were appointed to a range of representative positions consisting of internal and external committees, boards and informal groups. These appointments support information and knowledge sharing, stronger community relationships and better outcomes for community. The requirements of each position varies depending in the nature of the appointment.

While ratified by resolution, these appointments are currently (and have historically been) determined through an informal process between councillors.

If a policy were to be developed, considerations for the policy include:

- appointments that should be reserved for Mayor/Deputy Mayor;
- rationale for appointments (including appointments when proposed by external bodies);
- when a resolution is required for an appointment;
- obligations for councillors who are appointed in terms of providing feedback to Council;
- duration of appointments; and/or
- clarification around support to be provided by council in relation to these appointments.

Part 2 – Deputy Mayor

On 11 September 2026 Cr Melissa Holzheimer provided written notice to Councillors and the Chief Executive Officer of her intention to move the following motions:

- (a) *That the Chief Executive Officer, in consultation with Councillors, develop a policy to govern councillor representation on external committees and boards, to be presented to Council for consideration by 31 December 2026.*
- (b) *That Council determines whether the office of Deputy Mayor should be declared vacant in accordance with s165(3) of the Local Government Act 2009, and a new Deputy Mayor be appointed pursuant to s165(5) of the Local Government Act 2009.*

At a post election meeting on 2 April 2024, Council by resolution (PE/24/5174) appointed Councillor Natalia Muszkat as deputy mayor for Gladstone Regional Council.

In accordance with s165(1) of the *Local Government Act 2009* (LGA), the deputy mayor acts for the mayor during:

- the absence or temporary incapacity of the mayor; or
- a vacancy in the office of mayor.

Further and in accordance with Council's *Council Meeting Procedures Policy*, when the mayor is not present at a Council Meeting, the deputy mayor presides as chair of the meeting.

The remuneration of the deputy mayor is set in accordance with rulings by the Local Government Remuneration Commission.

Sections 165(3)-(4) of the LGA sets out the procedure for replacing a deputy mayor:

...

- (3) *A local government may, by resolution, declare that the office of deputy mayor is vacant.*
- (4) *The resolution may be passed only if notice of the resolution has been given to the councillors at least 14 days before the meeting.*
- (5) *If a local government declares that the office of deputy mayor is vacant, it must immediately appoint another deputy mayor from its councillors.*

The LGA does not prescribe a process for appointing a deputy mayor however the process adopted should be consistent with the principles of the LGA namely:

- transparent and effective processes, and decision-making in the public interest;
- good governance of, and by, local government; and
- ethical and legal behaviour of councillors, local government employees and councillor advisors.

If the position of deputy mayor is declared vacant, one method of determining the appointment of the deputy mayor could be:

1. The chair calls for nominations for deputy mayor.
2. Any councillor can nominate themselves to be considered for the position and will be given a reasonable opportunity to speak to why they consider themselves a suitable candidate.
3. If there is only one candidate, the chair will call for a mover and seconder for the motion that they be appointed as deputy mayor. If the motion is moved and seconded, the matter is then put to a vote and if carried that is the end of the process. Alternatively, the motion lapses and the chair will either call for nominations for deputy mayor or proceed with the next candidate's motion to appoint (step 4).
4. If there is more than one candidate, the candidate's names will be randomly drawn to determine the order that candidates will be the subject of a motion to appoint. The process in step 3 will then be repeated for each candidate until a majority of councillors appoint a deputy mayor.

Attachments:

Nil.