



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING MINUTES**

**HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE  
101 GOONDOON STREET, GLADSTONE**

**On 1 October 2019**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

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**Elected Members**

Councillor - Mayor M J Burnett  
Councillor G G Churchill  
Councillor K Goodluck  
Councillor R A Hansen  
Councillor D V O'Grady  
Councillor P J Sobhanian  
Councillor C A Trevor  
Councillor N Muszkat

**Officers**

Mrs L Dowling (Chief Executive Officer)  
Mrs H Ning (Executive Secretary)  
Mr E Noakes  
Mrs B Saunders  
Mrs S Martin  
Mrs S Hogarth  
Mrs C Quinn  
Ms D Paddick

**APOLOGIES AND LEAVE OF ABSENCE**

Councillor Peter Masters tendered an apology, due to attendance at the Rural Economies Annual Forum from 1 to 2 October 2019 as previously approved.

**G/0.3.3. MESSAGES OF CONDOLENCE**

Nil.

## **G/0.3.4. DISCLOSURE OF INTERESTS**

### **CONFLICTS OF INTEREST**

Pursuant to section 175(E) of the Local Government Act 2009, where a Councillor declares a Conflict of Interest and elects to leave the room for an agenda item, a resolution of Council is not required.

#### **G/3.1.2. REPRESENTATION ON THE BOARD OF DIRECTORS - GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED**

##### **Cr Hansen**

Councillor Rick Hansen advised that he has a personal interest in Item G/3.1.2. REPRESENTATION ON THE BOARD OF DIRECTORS – GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED, as he is the current Council nominated director appointed to this board. However, section 175D(3) of the Local Government Act outlines that a Councillor who is nominated by the local government to be a member of a board or corporation does not have a personal interest in matters relating to the corporation merely because of the nomination or appointment as a member. As Cr Hansen is not a paid board member, he advised that he believes he will best serve the overall public interest by participating in the discussion on this item.

Accordingly, Cr Hansen elected to remain in the room during this item.

##### **G/19 /3934 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr O'Grady

Cr Hansen does not have a conflict of interest in agenda Item G/3.1.2.

**CARRIED**

#### **G/3.1.9. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND MOTION AMENDMENT**

##### **Cr Burnett**

Mayor Matt Burnett advised that he has a personal interest in Item G/3.1.9. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND MOTION AMENDMENT, as he is a member of the LGAQ Policy Executive Motions Committee and participated in the assessment and decision to request Gladstone Regional Council to reconsider the motion outlined in the report.

Cr Burnett elected to leave the room whilst this item is being heard.

## **G/1. MAYORAL STATEMENT OF CURRENT ISSUES**

The Under the Trees Festival was held on the 21<sup>st</sup> September 2019 and was a fantastic event for the Boyne Island, Tannum Sands community and also the Gladstone region. I was fortunate to be able to officially open the event and remind everyone about how the event began and how Council merged two events together to become this fantastic Under the Trees Festival which is in its third year now, and is going from strength to strength.

On the 24<sup>th</sup> of September 2019 Gladstone Regional Council hosted our Anniversary Service Awards Breakfast with more than 3000 years of service from our staff acknowledged at those awards. Two of our staff received 40 years of service awards and a number received 30 and 35 years of service. It was fantastic to see Council acknowledging our staff for the hard work they do in supporting our community. The Awards were held at the Tondoon Botanic Gardens and it was a fantastic event and I look forward to seeing more of these Service Awards in the future.

On the 25<sup>th</sup> and 26<sup>th</sup> of September we hosted the Australian Airports Association Queensland Division Conference - another conference tick for the Gladstone region as I believe this is the first time the conference has been hosted here.

I attended the Energy Skills Advisory Committee (ESAC) for the Queensland Government on the 27<sup>th</sup> of September. The Queensland Government, as Council and the community would be aware, is committed to 50 percent renewable energy by 2030. The ESAC will advise the government on the best way to ensure Queensland is capitalising on the economic opportunities of this commitment and ensure that Queenslanders are equipped with the right skills and capabilities for jobs of the future. It is great to be able to be on that committee to remind them that it's not just solar and wind, but bio-fuels and hydrogen too. Coal gasification is another project that needs to be considered as well.

The 28<sup>th</sup> of this month was a huge day across our region – the NRC Rugby Championships were held at Marley Brown Oval in Gladstone, the Calliope Rodeo and also the culmination of the Baffle Creek Family Fishing Festival. Coming up in the Gladstone region we have the Sport & Active Living Festival, with the launch on the 13<sup>th</sup> October, the Expo on the 18<sup>th</sup> October and also the Biondello Bolt being held on the 20<sup>th</sup> October. The Biondello Bolt is a new event and I look forward to seeing lots of our region's residents participating in the bolt up and down Mt Biondello, and also being part of the Sport & Active Living Festival.

This Thursday, 3<sup>rd</sup> October, Federal Minister Mark Coulton (Minister for Local Government, Regional Services and Decentralisation) is visiting Gladstone. The Minister will be hosting a forum in the morning and then catching up with Councillors and officers in the afternoon. Previously, I have met with the Minister in Canberra at the Australian Local Government Association Board Meeting and also wrote to the Minister again yesterday reminding him that the Gladstone region was drought declared on the 1<sup>st</sup> of May 2019 and as a result, we would like to be included on the Drought Communities Program. It was fantastic to see our well-deserved neighbours, Banana Shire and North Burnett, added to the Drought Communities Program on the weekend. We would also like to be added to that program.

**G/2. CONFIRMATION OF MINUTES**

**G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 17  
SEPTEMBER 2019**

**File Ref: CM7.2**

**Purpose:**

Confirmation of the minutes of the General Meeting held on 17 September 2019.

**Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 17 September 2019 be confirmed.

**G/19 /3935 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/3. OFFICERS' REPORTS**

### **G/3.1. OFFICER'S REPORTS**

#### **G/3.1.1. ASSESSMENT OF COMMUNITY CELEBRATION FUND OUT-OF-ROUND APPLICATIONS - IGNITE AND DESTINATION EVENTS**

**File Ref: GS3.1**

**Purpose:**

Consider the recommendations of the Community Investment Panel on the sponsorship of out of round applications received under the Community Celebration Fund.

**Officer's Recommendation:**

That Council:

1. Adopt the Community Investment Panel recommendations on the assessment of out of round applications received under the Community Celebration Fund as detailed below:

**Ignite Events:**

- a. Approve cash sponsorship of \$1,000 (excl GST) to the **BITS Junior Golf Club** for the BITS Junior Golf Open event, to be held 12 October 2019.
- b. Approve cash sponsorship of \$4,360 (exclude GST) and in-kind support (to the value of \$220) to the **Benaraby Progress Association** for the Lake Awoonga Adventure Race and Family Fun Day event, to be held 26 October 2019.
- c. Decline the sponsorship application made by the **Capricorn Helicopter Rescue Service Ltd** for the Gladstone Community Open Day *'River Glow Gladstone'* event to be held on 26 October 2019.

**Destination Events:**

- a. Approve \$33,709.75 (excl GST) of In-kind sponsorship to 4CC to deliver the **2019 Santos GLNG Mayors Carols** event, to be held 6 December 2019.
2. Authorise the Chief Executive Officer (or delegate) to finalise and execute a sponsorship agreement (detailing entitlements and conditions) with each successful applicant.

**G/19 /3936 Council Resolution:**

Moved Cr Trevor  
Seconded Cr O'Grady

That Council:

1. Adopt the Community Investment Panel recommendations on the assessment of out of round applications received under the Community Celebration Fund as detailed below:

**Ignite Events:**

- a. Approve cash sponsorship of \$1,000 (excl GST) to the **BITS Junior Golf Club** for the BITS Junior Golf Open event, to be held 12 October 2019.
- b. Approve cash sponsorship of \$4,360 (exclude GST) and in-kind support (to the value of \$220) to the **Benaraby Progress Association** for the Lake Awoonga Adventure Race and Family Fun Day event, to be held 26 October 2019.



- c. Approve cash sponsorship of \$5,000 (excl GST) to the **Capricorn Helicopter Rescue Service Ltd** for the Gladstone Community Open Day *'River Glow Gladstone'* event to be held on 26 October 2019.

**Destination Events:**

- a. Approve \$33,709.75 (excl GST) of In-kind sponsorship to 4CC to deliver the **2019 Santos GLNG Mayors Carols** event, to be held 6 December 2019.
2. Authorise the Chief Executive Officer (or delegate) to finalise and execute a sponsorship agreement (detailing entitlements and conditions) with each successful applicant.

**MOTION LOST**

**A Division was called on the motion:**

**In Favour of the Motion:** Crs Trevor and Sobhanian.

**Against the Motion:** Crs Goodluck, O'Grady, Churchill, Burnett, Muszkat and Hansen.

**G/19 /3937 Procedural Motion:**

Moved by Cr Burnett

That Item G/3.1.1. lie on the table while further information is sought, and Item G/3.1.2. considered next.

**CARRIED**

### **G/3.1.2. REPRESENTATION ON THE BOARD OF DIRECTORS - GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED**

**File Ref: CM7.1**

#### **Purpose:**

This report presents information to assist Council in determining whether to continue with representation on the Board of Directors of the Gladstone Area Promotion and Development Limited (GAPDL).

#### **Officer's Recommendation:**

That Council determine a position on representation on the Board of Directors of the Gladstone Area Promotion and Development Limited.

#### **G/19 /3938 Council Resolution:**

Moved Cr Churchill  
Seconded Cr O'Grady

That Council endorse its decision to appoint a Councillor of Gladstone Regional Council to serve on the Gladstone Area Promotion and Development Limited Board of Directors, noting that Councillor Hansen is the current representative.

**CARRIED**

**The meeting adjourned for morning tea at 10.22 am  
and reconvened at 10.46 am with Item G/3.1.1. reconsidered.**

#### **G/19 /3939 Council Resolution:**

Moved Cr Burnett  
Seconded Cr Muszkat

That Council:

1. Adopt the Community Investment Panel recommendations on the assessment of out of round applications received under the Community Celebration Fund as detailed below:

##### **Ignite Events:**

- a. Approve cash sponsorship of \$1,000 (excl GST) to the **BITS Junior Golf Club** for the BITS Junior Golf Open event, to be held 12 October 2019.
- b. Approve cash sponsorship of \$4,360 (exclude GST) and in-kind support (to the value of \$220) to the **Benaraby Progress Association** for the Lake Awoonga Adventure Race and Family Fun Day event, to be held 26 October 2019.
- c. Approve cash sponsorship of \$1,000 (excl GST) to the **Capricorn Helicopter Rescue Service Ltd** for the Gladstone Community Open Day '*River Glow Gladstone*' event to be held on 26 October 2019.

##### **Destination Events:**

- a. Approve \$33,709.75 (excl GST) of In-kind sponsorship to 4CC to deliver the **2019 Santos GLNG Mayors Carols** event, to be held 6 December 2019.

2. Authorise the Chief Executive Officer (or delegate) to finalise and execute a sponsorship agreement (detailing entitlements and conditions) with each successful applicant.

**CARRIED ON CASTING VOTE OF MAYOR**

### **G/3.1.3. REVIEW OF MEDIA POLICY**

**File Ref: CM28.1**

**Purpose:**

To present a revised Media Policy, which, if approved will replace Council's existing Social Media Policy.

**Officer's Recommendation:**

That Council:

1. Repeal P-2015/34 Social Media Policy:
2. Adopt P-2019-22 Media Policy as tabled, attached as **Addendum 1**.

**G/19 /3940 Council Resolution:**

Moved Cr Sobhanian  
Seconded Cr Goodluck

That the Officer's Recommendation be adopted, with an amendment to page 3 of the Media Policy, to state 'are encouraged to' instead of 'must' in paragraph 2 of section 6.1.

**CARRIED**

### **G/3.1.4. REVIEW OF RECRUITMENT RELATED POLICIES**

**File Ref: CM28.2**

**Purpose:**

To propose repealing the Recruitment and Selection Policy and Relocation Expenses Policy, replacing them with a Recruitment, Onboarding and Probation Corporate Standard.

**Officer's Recommendation:**

That Council:

1. Repeal P-2013/6 Recruitment and Selection Policy;
2. Repeal P-2013/27 Relocation Expenses Policy; and
3. Note these policies will be replaced with a Recruitment, Onboarding and Probation Corporate Standard.

**G/19 /3941 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**

**G/3.1.5. BIOSECURITY PROGRAM (SURVEILLANCE) SUMMER 2019 - 2020**

**File Ref: EM12.6**

**Purpose:**

To seek Council approval by resolution to implement a Biosecurity Program (Surveillance) under the *Biosecurity Act 2014 (Qld)* to monitor the compliance of landholders with restricted and prohibited matter of Bellyache Bush, Giant Rats Tail Grass, Groundsel Bush, Mother of Millions, Parkinsonia, Parthenium and Rubber Vine in the Gladstone Region.

**Officer's Recommendation:**

That in accordance with section 235 of the *Biosecurity Act 2014*, Council authorise the attached Biosecurity Program (Surveillance) for the period 01 November 2019 to 30 April 2020.

**G/19 /3942 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

**CARRIED**

**G/3.1.6. GIDARJIL CULTURAL HERITAGE - SOLE SUPPLIER**

**File Ref: PE1.1**

**Purpose:**

This report seeks a resolution from Council to make use of the provisions in s235 of the Local Government Regulation 2012 that allows for the exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to cultural heritage services provided by Gidarjil Cultural Heritage Corporation Ltd.

**Officer's Recommendation:**

That Council:

1. Resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, that it is satisfied that Gidarjil Cultural Heritage Corporation Ltd is the only supplier available to Council to provide cultural heritage services in accordance with the Cultural Heritage Clearance Procedure within the Port Curtis Coral Coast People and Local Government Indigenous Land Use Agreement ("the ILUA); and
2. Authorises the Chief Executive Officer to undertake sole supplier purchases with Gidarjil Cultural Heritage Corporation Ltd for the provision of cultural heritage services in accordance with, and whilst the ILUA is in force.

**G/19 /3943 Council Resolution:**

Moved Cr Churchill  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

**G/3.1.7. QUEENSLAND RUGBY UNION - SOLE SUPPLIER**

**File Ref: PE1.1**

**Purpose:**

This report seeks a retrospective resolution from Council to make use of the provisions in s235 of the *Local Government Regulation 2012*, that allows for exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to the hosting fee payable to Queensland Rugby Union (QRU) for the National Rugby Championship (NRC) game held on 28 September 2019 at Marley Brown Oval, Gladstone.

**Officer's Recommendation:**

That Council retrospectively resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, that it is satisfied that Queensland Rugby Union (QRU) is the only supplier available to Council to provide rugby services for the National Rugby Championship (NRC) game held on 28 September 2019 at Marley Brown Oval, Gladstone.

**G/19 /3944 Council Resolution:**

Moved Cr Muszkat  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

**The Chair altered the Order of Business due to a delay in the Officer presenting Item G/3.1.8 so that Item G/3.1.9. Local Government Association Queensland Motion Amendment was considered next.**



**G/3.1.9. LOCAL GOVERNMENT ASSOCIATION QUEENSLAND MOTION AMENDMENT**

**Mayor Burnett (declared Conflict of Interest)  
left the room during the consideration and voting of Item G/3.1.9.  
(refer G/0.3.4 Disclosure of Interest section of the minutes – page 5)**

**File Ref: CM6.1**

**Purpose:**

To consider a request for a change to a Local Government Association Queensland (LGAQ) motion proposed for the 2019 LGAQ Annual Conference.

**Officer's Recommendation:**

That Council determine if it wishes to rescind part a. of resolution G/19/3842.

**G/19 /3945 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Churchill

Gladstone Regional Council (GRC) write back to the Local Government Association Queensland (LGAQ) and advise that we disagree with their advice and reconfirm that the intent of the motion demonstrates a commitment to transparency and accountability.

The context of the motion is around technological advances by which councils can broadcast meetings to much wider groups within the community and therefore increase transparency and accountability. GRC takes the view however that councillors should be afforded the same legal protections that exist for State and Federal Members of Parliament.

GRC would therefore request to have the motion debated at the LGAQ conference.

**CARRIED**

Councillor Sobhanian requested that his vote be recorded in the negative.

**Councillor Desley O'Grady left with approval of the Chairperson at 12.15 pm and did not return, due to a personal matter.**

**G/3.1.8. RADF ROUND TWO 2018-19****File Ref: CC7.16****Purpose:**

Regional Arts Development Fund (RADF) Committee reporting recommendations, following assessment of RADF Round Two 2018-19.

**Officer's Recommendation:**

That Council:

1. Accept the recommendations of its RADF Committee and approve funding the following applications for Round Two 2018-19.

<b>Applicant</b>	<b>Project Title</b>	<b>Project description</b>	<b>Category</b>	<b>Artform</b>	<b>Total project cost</b>	<b>RADF investment recommended (committee meeting held 16/9/2019)</b>
<b>Gladstone Festivals and Events</b>	<i>GPC's Pop up Art Village</i>	Developing GPC Art Village	Building Community Cultural Capacity	Visual Arts	\$9,925.00	\$5,245.00
<b>Gladstone Area Writers Group</b>	<i>Gladstone Area Writing Skills Workshop</i>	Honing writing skills from start to finish workshop. Open to the broader community interested in the craft of writing	Building Community Cultural Capacity	Writing	\$5,620.00	\$2,403.00
<b>Gladstone Maritime History Society Inc</b>	<i>Queensland Museum Workshop</i>	Qld Museum 2 day workshop for the Gladstone Maritime Museum and others	Building Community Cultural Capacity	Museums and Collections	\$3,640.00	\$2,340.00
<b>Baffle Art Group</b>	<i>Planning to develop an arts culture at Baffle Creek</i>	Host a planning workshop and develop a 'sustainable business' plan for the Baffle Art Group. Host an arts business planning workshop for up to 10 creative individuals. Host a business networking event	Building Community Cultural Capacity	Visual Arts	\$2,343.60	\$1,293.60
<b>Turkey Beach General Store</b>	<i>Souvenir Range for Turkey Beach Concept Phase</i>	Consult with key stakeholders to design and survey market for the production of a pottery souvenir range for Turkey Beach	Concept Development	Craft	\$4,111.00	\$3,050.00
<b>Heather Jensen</b>	<i>Presenting new embroidery and sewing skills</i>	Attending and presenting during the Handcraft School, Expo and Conference	Regional Partnerships	Craft	\$2,280.00	\$1,090.00
<b>Discovery Coast Tourism &amp; Commerce Inc.</b>	<i>1770 Festival Workshops</i>	Workshops showcasing Surfboard Art	Regional Partnerships	Visual Arts	\$2,860.00	\$1,750.00
<b>2020 Agnes Blues, Roots &amp; Rock Festival</b>	<i>Destination Sculpture - Southern Great Barrier Reef</i>	Establish cultural collaboration between festival and local artist to provide a visual link between festival	Cultural Tourism	Visual Arts	\$3,725.00	\$2,500.00

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		and destination.				
<b>Kristel Kelly</b>	<i>Podcast Network Creation</i>	Develop a project plan for establishing a regionally based podcast network	Concept Development	New Media	\$12,365.00	\$4,285.00
<b>Gary &amp; Patricia Campbell</b>	<i>Quilting Workshop, a French/Friendship Braided Table Runner</i>	Variety of colour kits provided for choice; combine the precut shapes and pieces to match the project pattern, sew, quilt, complete and compare to sample available. Suitable for beginners to intermediates.	Building Community Cultural Capacity	Craft	\$2,524.70	\$1,280.00
<b>Luke Graham</b>	<i>A Gas Story</i>	Production of a short documentary reflecting on the effect of the Gladstone Gas Boom years after its completion.	Contemporary Collections/Stories	New Media	\$26,080.00	\$7,490.00
<b>Helen Graham</b>	<i>Hansel and Gretel</i>	A performance of Hansel and Gretel through Pantomime involving dancers, singers, actors and musicians.	Building Community Cultural Capacity	Dance	\$36,881.50	\$8,641.50
<b>Andreia Pereira</b>	<i>Pop Con 2019</i>	Local artists interactive workshop during Pop Con 2019. Gladstone Entertainment Convention Centre	Regional Partnerships	Visual Arts	\$4,391.00	\$1,091.00
<b>TOTAL</b>					\$116,746.80	\$42,459.10

2. Note the acceptance of RADF Outcome Reports for the following projects:
  - a. Brittany-Elise Johansen
  - b. Cheryl Gibson
  - c. Creative Gladstone Inc.
  - d. Frances Schulze
  - e. Kristel Kelly
  
3. Note the recommendations for the following Change of Project requests:
  - a. William Debois, change of timeline
  - b. SES, change of timeline

**G/19 /3946 Council Resolution:**

Moved Cr Sobhanian  
 Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**

**The agenda order was resumed at this point with Item G/3.1.10. considered next.**

**G/3.1.10. COUNCIL GENERAL MEETING SCHEDULE FOR 2020**

**File Ref: CR8.4, CM7.2**

**Purpose:**

To seek Council's adoption of the proposed General Meeting Schedule for 2020.

**Officer's Recommendation:**

That Council adopt the following General Meeting schedule for 2020 as follows:

21 January 2020	4 February 2020
18 February 2020	3 March 2020
17 March 2020	

**G/19 /3947 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

**G/4. DEPUTATIONS**

Nil.

## **G/5. COUNCILLORS REPORT**

**File Ref:** CM7.2

**Purpose:**

Cr Rick Hansen submits the following report.

**Officer's Recommendation:**

That the report be received.

**G/19 /3948 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

**CARRIED**

**G/6. URGENT BUSINESS**

Nil.

**G/7. NOTICE OF MOTION**

Nil.

**G/8. CONFIDENTIAL ITEMS**

Nil.

There being no further business the Mayor formally closed the meeting.

**THE MEETING CLOSED AT 12.40 pm**

**CERTIFICATION**

I hereby confirm that I have read the minutes and they are a true and correct  
record of the  
proceedings of the meeting.  
I certify that these 27 pages  
form the  
official copy of Gladstone Regional Council  
General Meeting Minutes of the 1 October 2019.

.....  
Mayor Matt Burnett

...../...../.....  
Date

**ATTACHMENTS**

**ADDENDUM 1 - P-2019-22 MEDIA POLICY**



**Gladstone Regional Council**

**Council Policy**

<b>Title</b>	<b>MEDIA POLICY</b>
<b>Policy Number</b>	<b>P-2019-22</b>
<b>Business Unit/s</b>	<b>COMMUNITY DEVELOPMENT AND EVENTS</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

**1.0 PURPOSE:**

To provide guidance on the engagement with all forms of media (newspaper, radio, TV and social media) so that Council maintains credibility, integrity and customer confidence, and Council's corporate values and brand are reinforced.

**2.0 SCOPE:**

This policy applies to all situations where our people and Councillors interact with the media or the community in regard to Council business matters. This includes use of social media, responding to a media enquiry or initiating contact on behalf of Council.

**3.0 RELATED LEGISLATION:**

Copyright Act 1968  
 Defamation Act 2006  
 Information Privacy Act 2009  
 Local Government Act 2009  
 Public Records Act 2002  
 Racial Discrimination Act 1975

**4.0 RELATED DOCUMENTS:**

- Community Engagement Policy
- Councillor Code of Conduct Policy
- Code of Conduct Policy
- Information Privacy Policy
- Media Guidelines Corporate Standard
- Records Management Policy
- Disaster Management Communication Response Strategy
- A Guide for Elected Council Members in Queensland
- Queensland Councillor Social Media Community Guideline – Office of the Independent Assessor / LGAQ

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GRC ECM Subject Index: File Reference:- CM28.1



## 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

**“Councillor”** means an elected member of Gladstone Regional Council.

**“Emergency Situation”** means when the Local Disaster Coordination Centre (LDCC) is activated (such as: fires, floods, disease outbreaks and others).

**“Facility Pages”** means Facebook pages or other social media channels relating to the business's facilities or specific services in addition to the business's endorsed corporate Facebook page and other social media.

**“Media”** means all media, including newspaper, radio, TV and social media (see definition below).

**“Our People”** – means any person undertaking work on behalf of Council and includes employees, volunteers, contractors (and their employees), consultants, vacation employment students and work experience students of Gladstone Regional Council.

**“Public Record”** means any record (message, email, document, letter) created or received while addressing Council business. Public records are connected to Council's statutory, administrative or other public responsibilities.

**“Social Media”** means the range of technology tools that readily allow people to engage in communication and to share information and resources via the internet or peer to peer electronic services. Examples of social media include but are not limited to: Podcasts; blogs; wikis; tagging; online photograph and video sharing; forums; message boards; answer services; presentation sharing; social bookmarking; social reviews; social networking sites (such as Facebook, Twitter, Instagram and LinkedIn).

**“Social Media Administrator”** means one of our people who has been given permission in writing from the Brand and Communications team to use or manage social media on behalf of their facility pages or section of the organisation.

**“Spokesperson and Spokespeople”** means the Mayor of Gladstone Regional Council, a Councillor, or Council employee, who have been delegated to speak on behalf of the Council by the Mayor.

## 6.0 POLICY STATEMENT:

The Mayor (or acting Mayor) is Council's official spokesperson and has primary responsibility for communicating decisions of Council or its position on a particular issue.

All editorial media enquiries and requests for media comment should be directed to the business's Media Advisor in the first instance, where the Mayor will be offered the first opportunity to respond.

Only spokespeople delegated by the Mayor may provide media statements on behalf of Gladstone Regional Council for the purpose of marketing, communicating and engaging with the community.

These statements shall be restricted to the topic at hand and undertaken in accord with relevant guidelines and protocols established within the business.

Video resources' approvals shall follow the same steps outlined above.

#### **6.1 Social Media use on Council's behalf restricted**

Gladstone Regional Council's official social media channels are managed by approved social media administrators within the business. Only social media administrators may establish, manage or use social media on behalf of Gladstone Regional Council. Social media use by social media administrators shall be restricted to their area of expertise and undertaken in accord with relevant guidelines and protocols established within the business.

Councillors may manage their own official social media accounts. Where a Councillor has established an official social media account, they must publish or have a link to the Queensland Councillor Social Media Community Guideline.

#### **6.2 Recordkeeping**

Our people or a Councillor who receives or creates media must ensure the public record is kept on Council's recordkeeping systems in accordance with Council's Record Management Policy.

#### **6.3 Emerging issues and Emergency Situations**

In order to ensure consistency of information to the Gladstone Regional community, when facing emerging issues or emergency situations, any spokesperson for Gladstone Regional Council must be briefed by the Brand and Communications team prior to any public statement.

In emergency situations the Disaster Management Communication Response Strategy is evoked. Diligence in refraining from posting individualised emergency posts on Councillor social media channels or facility pages is to be applied with the preference to share emergency posts from Council's principal Facebook account instead.

#### **7.0 ATTACHMENTS:**

Nil.

#### **8.0 REVIEW MECHANISM:**

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

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<b>TABLE OF AMENDMENTS</b>			
<b>Document History</b>	<b>Date</b>	<b>Council Resolution No.</b>	<b>Notes (including the prior Policy No, precise of change/s, etc)</b>
Originally Approved	19 November 2013	G/13/1798	
Amendment 1	17 November 2015	G/15/2654	
Amendment 2			Prior P-2015/34 - Social Media Policy; amended to include all media principles.

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**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**