



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING MINUTES**

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

**On Tuesday 15 March 2022**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

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## **GENERAL MEETING MINUTES 15 MARCH 2022**

### **Elected Members**

Councillor - Mayor M J Burnett (via teams)  
Councillor G G Churchill  
Councillor K Goodluck (via teams)  
Councillor R A Hansen  
Councillor D V O'Grady  
Councillor C A Trevor  
Councillor N Muszkat  
Councillor C Cameron  
Councillor D Branthwaite (via teams)

### **Officers**

Mrs L Dowling (Chief Executive Officer)  
Mrs R Millett (Executive Secretary)  
Mrs T Whalley (Manager Governance and Risk)  
Mr M Francis (General Manager Strategic Asset Performance)  
Ms K Lee (General Manager Community Development and Events)  
Ms C Quinn (General Manager Strategy and Transformation)  
Mr J Tumbers (General Manager Operations) (via teams)  
Ms H Robertson (General Manager Customer Experience, Acting)  
Mr Theunis Mienie (General Manager People Culture and Safety) (via teams)  
Ms J Bolt (Governance Trainee)  
Mr E Noakes (Strategic Project Specialist)  
Ms T McDonald (Strategic Project Business Partner)  
Ms T Hilton (Cost Analyst) (via teams)  
Ms J Macdonald (Communications Advisor)  
Mr L Griffiths (Manager Engagement and Partnerships) (via teams)  
Mr BM Von Tonder (Project Manager, Consultant) (via teams)  
Ms V Hankinson (Governance Business Partner)  
Ms J Rossow (Systems and Reporting Accountant, Acting)  
Ms K Wockner (Manager Contracts and Procurement)

### **G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

### **G/0.3.3. MESSAGES OF CONDOLENCE**

Nil.

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

### **Cr Trevor**

Councillor Chris Trevor, advised that in agenda item G/3.6 MINOR AMENDMENTS TO WORK HEALTH AND SAFETY POLICY, he has a perceived conflict of interest, as from time to time his law firm, Chris Trevor and Associates, may receive instructions from an employee of Council regarding workplace injuries suffered in the course of their employment with Gladstone Regional Council.

Cr Trevor elected to leave the meeting for the consideration of and any voting in relation to Agenda Item G/3.6.

### **Mayor Burnett**

Mayor Matthew Burnett, advised that in agenda item G/3.1 BOYNE TANNUM AQUATIC RECREATION CENTRE CONCEPT DESIGN, he has a declarable conflict of interest, associated with his role as Federal Labor Candidate for Flynn, as the Labor party has made a commitment, if elected, to contribute financially to a Council funded Aquatic facility.

Mayor Burnett elected to leave the meeting room while the matter is considered and voted on.

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

On Saturday 5 March 2022, at Marley Brown Oval, the home of Gladstone Rugby League, we hosted the Central Queensland Capras and the PNG Hunters and a whole range of games and activities including coaching clinics. A festival of rugby league in Gladstone and it was fantastic to see Capras to get the win, the entertainers put on a good show, but Capras came home strong. Some Broncos and Dolphins stars were in the community that weekend as well and we're looking forward to working with the Dolphins next year to see if we can secure either a trial match or season game for the Dolphins at Marley Brown Oval in Gladstone.

On Sunday 6 March 2022 we had Clean Up Australia Day and I'd like to thank the Youth Council, our Community Team and everybody in the Gladstone Region that got involved and supported the day. I don't have the number of tonnes that was collected but no doubt there was lots, and it was fantastic to see local volunteers getting out and about, supported by our Council officers to Clean Up Australia Day.

I would like to acknowledge, on International Women's Day on 8 March 2022, the Gladstone Engineering Alliance (GEA) function at the Gladstone Entertainment Convention Centre (GECC). Well done to the GEA team for putting that sold out event on and acknowledging the great work that women do across our local community and particularly in our local Council, headed up by our CEO Leisa Dowling, General Managers and Councillors, thank you to Councillor O'Grady and Councillor Muszkat.

On Wednesday 9 March I was in Agnes Water with General Manager Operations, John Tumbers. People might remember that we had a bit of wild weather in Agnes Water and Seventeen Seventy, a mini tornado went through Seventeen Seventy and the SES, Council officers and local volunteers cleaned that up and soon after that Agnes Water lost power to the water treatment plant. The team got in and got involved, with the support of Trilogy, Council officers, Eureka and Ergon, they fixed the problem and we had water back to our local community in Agnes Water and Seventeen Seventy very quickly. We didn't actually run out of water which was fantastic news as the local community conserved water while we were fixing the problem. I would like to say thank you to everyone that got involved, Trilogy did an amazing job. To John Tumbers and your team, working together with Ergon and contractors, getting the water treatment plant back online so quickly is a testament to all your hard work and thank you for that.

On Saturday night, 12 March 2022 Charlie and the Chocolate Factory, our combined school musical was launched. The show is now continuing at the GECC until Sunday 20 March 2022. If you haven't got your tickets, most shows are sold out, get in quick and phone 4972 2822 or visit the box office to get yours.

Coming up we have the Tannum Crab Classic, famous event in Boyne Tannum on Sunday 27 March 2022 and this year it is back at the Tannum Sands Hotel. Check out the Tannum Crab Classic Facebook page for more details.

We also have an update on the Brisbane to Gladstone Yacht Race, this year we look like we have around 50 mono hulls competing for line honours and the Courier Mail Cup and includes the yachts that competed in the Sydney to Hobart, with line honours winner Blackjack and handicap winner for the Tattersall Cup, Ichiban. They will both be competing in the Brisbane to Gladstone Yacht Race along with Stefan Hair. There will be a total fleet of approximately 60 yachts including multi hulls. The race will be live streamed to the world thanks to the Queensland Cruising Yacht Club, Council and the team at Cooper Mackenzie Marketing on Good Friday morning from Shorncliffe. That will be a fantastic event not to be missed.

Our Easter in Gladstone events are gaining momentum, the Harbour Festival is very popular and our B2G Village is back again this year as well. Looking forward to getting involved in Easter in Gladstone this year.

**GENERAL MEETING MINUTES 15 MARCH 2022**

**GM/22/4693 Procedural Motion:**

Moved Mayor Burnett  
Seconded Cr Churchill

That Councillor Chris Trevor chair the rest of the meeting.

**CARRIED**

**Councillor Chris Trevor chaired the meeting.**

**G/2. CONFIRMATION OF MINUTES**

**G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 1 MARCH 2022**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 15 March 2022

**File Ref:** CM7.2

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**Purpose:**

Confirmation of the minutes of the General Meeting held on 1 March 2022.

**Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 1 March 2022 be confirmed.

**GM/22/4694 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED**

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

### **G/3.1. BOYNE TANNUM AQUATIC RECREATION CENTRE CONCEPT DESIGN**

**Responsible Officer:** General Manager Strategy and Transformation

**Council Meeting Date:** 15 March 2022

**File Ref:** ED6.1; PRJ: 279

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**Mayor Burnett (declared Conflict of Interest)**  
**left the room for Agenda Item G/3.1. and did not participate in the decision.**  
(refer G/0.3.4. Disclosure of Interest section of the minutes - page 4)

#### **Purpose:**

To present the concept design developed for the Boyne Tannum Aquatic Recreation Centre and consider proceeding with project development in accordance with the Define Phase of the Investment Decision Framework (IDF).

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

That Council:

1. Adopt the concept design presented in attachment one (1) of the officer's report as the updated master plan for the Boyne Tannum Aquatic Recreation Centre.
  
2. Proceed to the Define Phase of the Investment Decision Framework to complete the design process and submit a Material Change of Use development application for the Boyne Tannum Aquatic Recreation Centre.

#### **GM/22/4695 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**



## **G/3.2. CONSIDERATION OF THE BOYNE BURNETT INLAND RAIL TRAIL MASTERPLAN AND CONCEPT DESIGNS**

**Responsible Officer:** General Manager Strategy and Transformation

**Council Meeting Date:** 15 March 2022

**File Ref:** ED6.1; PRJ208

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### **Purpose:**

The purpose of this report is to consider the Concept Designs for the Boyne Burnett Inland Rail Trail (BBIRT).

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

That Council:

1. Note the BBIRT Concept Design Report as attached to the officer's report, and
2. Handover the BBIRT Concept Design Report to the key stakeholders: Boyne Burnett Inland Rail Trail Incorporated (BBIRT Inc.), the Gladstone Area Water Board (GAWB) and North Burnett Regional Council (NBRC).

### **GM/22/4696 Council Resolution:**

Moved Cr O'Grady

Seconded Cr Muszkat

1. That Council:
  - a. Note the BBIRT Concept Design Report as attached to the officer's report, and
  - b. Handover the BBIRT Concept Design Report to the key stakeholders: Boyne Burnett Inland Rail Trail Incorporated (BBIRT Inc.), the Gladstone Area Water Board (GAWB) and North Burnett Regional Council (NBRC).
2. That following the acquittal of the grant funding, the Chief Executive Officer write to Department of Transport and Main Roads requesting that the unspent funds be transferred to BBIRT Inc.

**CARRIED UNANIMOUSLY**

### **G/3.3. PHILIP STREET ADVISORY COMMITTEE QUARTERLY UPDATE**

**Responsible Officer:** General Manager Community Development and Events

**Council Meeting Date:** 15 March 2022

**File Ref:** CR3.2

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**Purpose:**

The purpose of this report is to provide Gladstone Regional Council ("Council") with a formal progress report containing an overview of the ongoing operations and work of the Philip Street Communities and Families Precinct Advisory Committee.

**Officer's Recommendation:**

That Council receive and note the first Philip Street Communities and Families Precinct Advisory Committee Report.

**GM/22/4697 Council Resolution:**

Moved Cr Muszkat  
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**

**The meeting was adjourned at 10:30am and reconvened at 10:57am.**

### **G/3.4. SOLE SUPPLIER - ALTO PACIFIC**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 15 March 2022

**File Ref:** PE1.1

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**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 exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to temporary heating of the 50m outdoor pool and upgrading of the heating system for the 25m pool as part of the Gladstone Aquatic Centre Rejuvenation Project.

**Officer's Recommendation:**

That Council resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, that it is satisfied that Alto Pacific Pty Ltd is the only supplier reasonably available to Council to implement temporary heating of the 50m outdoor pool and upgrading of the heating system for the 25m pool as part of the Gladstone Aquatic Centre Rejuvenation Project.

**GM/22/4698 Council Resolution:**

Moved Cr Hansen  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**

**G/3.5. 2021-22 SOLE SUPPLIERS - ADDITIONAL**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 15 March 2022

**File Ref:** PE1.1

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**Purpose:**

This report seeks resolution from Council to include additional suppliers to the General Sole/Specialised Suppliers listing for 2021/22 financial year, making use of the provisions in section 235(a) of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

**Officer's Recommendation:**

That in accordance with s235(a) of the Local Government Regulation 2012, Council is satisfied that the below supplier is the only supplier reasonably available to deliver the respective product/service for the 2021/22 financial year:

Supplier	Relevant Product/Service
Terrequip Pty Ltd	JCB Equipment Original Equipment Manufacturer (OEM)

**GM/22/4699 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Branthwaite

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**

### **G/3.6. MINOR AMENDMENTS TO WORK HEALTH AND SAFETY POLICY**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 15 March 2022

**File Ref:** CM28.2

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**Cr Trevor (declared Conflict of Interest)**  
**left the room for Agenda Item G/3.6. and did not participate in the decision.**  
(refer G/0.3.4. Disclosure of Interest section of the minutes - page X)

**Mayor Matthew Burnett chaired the meeting for Agenda Item G/3.6.**

**Purpose:**

The purpose of this report is to update Council's Work Health and Safety Policy to align with recent changes to legislation and standards.

**Officer's Recommendation:**

That Council:

1. Repeal Existing P-2019-31 Work Health and Safety Policy; and
2. Adopt the proposed P-2022-02 Work Health and Safety Policy attached as addendum 1.

**GM/22/4700 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

**CARRIED**

### **G/3.7. REVIEW OF MOTOR VEHICLE USE POLICY**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 15 March 2022

**File Ref:** CM28.2

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**Purpose:**

To propose the repeal of the existing Motor Vehicle Use Policy.

**Officer's Recommendation:**

That Council repeal existing P-2017-08 Motor Vehicle Use Policy with the repeal to take effect on 01 June 2022, noting it is replaced by a Motor Vehicle Corporate Standard.

**GM/22/4701 Council Resolution:**

Moved Cr Cameron  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**

**G/3.9. WELCOMING CITIES - GLADSTONE REGIONAL COUNCIL REQUEST TO PRESENT AT WELCOMING INTERACTIVE 2022, CHARLOTTE, NORTH CAROLINA**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 15 March 2022

**File Ref:**

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**Purpose:**

To update Council on an invitation from Welcoming Australia to have two representatives of Gladstone Regional Council present on its implementation of the Welcoming Cities Standard in rural communities at the Welcoming America Conference in May 2022.

**Officer's Recommendation:**

That Council:

1. Authorise \_\_\_\_\_ and \_\_\_\_\_ to present at Welcoming America's Welcoming Interactive Conference in Charlotte, North Carolina, USA on 18-20 May 2022, inclusive of conference registration, return flights and accommodation.

**GM/22/4702 Council Resolution:**

Moved Cr Trevor

Seconded Cr Hansen

That Council:

1. Authorise Cr Muszkat and General Manager Community Development and Events to present at Welcoming America's Welcoming Interactive Conference in Charlotte, North Carolina, USA on 18-20 May 2022, inclusive of conference registration, return flights and accommodation.

**CARRIED UNANIMOUSLY**

**G/3.8. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2022**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 15 March 2022

**File Ref:** FM15.1

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**Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the 2021-22 year to date, for the period ended 28 February 2022.

**Officer's Recommendation:**

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2021-22 year to date, for the period ended 28 February 2022 as required under Section 204 *Local Government Regulation 2012*.

**GM/22/4703 Council Resolution:**

Moved Cr Branthwaite  
Seconded Mayor Burnett

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**



#### **G/4. DEPUTATIONS**

Nil.

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

Nil.

#### **G/6. URGENT BUSINESS**

Nil.

#### **G/7. NOTICE OF MOTION**

Nil.

#### **GM/22/4704 Procedural Motion**

Moved: Cr Churchill

Seconded: Cr O'Grady

That in accordance with the Local Government Regulation 2012, section 254J, Council close the meeting to discuss Item G/8.1. 78-22 GAC Stage 3 Rejuvenation - Contractor Security.

Item G/8.1. 78-22 GAC Stage 3 Rejuvenation - Contractor Security will be closed under section 254J (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government as this item will discuss contract negotiations with the tenderer.

**CARRIED UNANIMOUSLY**

The item was discussed and considered including the presentation of different options to consider and the opportunities and risks associated with the item.

#### **GM/22/4705 Procedural Motion:**

Moved: Cr Hansen

Seconded: Cr Branthwaite

That council re-open the meeting to the public.

**CARRIED UNANIMOUSLY**

**G/8. CONFIDENTIAL ITEMS**

**G/8.1. 78-22 GAC STAGE 3 REJUVENATION - CONTRACTOR SECURITY**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 15 March 2022

**File Ref:** PE1.1

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**GM/22/4706 Council Resolution:**

Moved Cr Churchill

Seconded Cr O'Grady

That Council accept the insurance bonds proposed from Young's Building Contractors (Gladstone) Pty Ltd as trustee for the Young Family Trust as security for tender 78-22 Gladstone Aquatic Centre Rejuvenation Stage 3 Works.

**CARRIED UNANIMOUSLY**

**GENERAL MEETING MINUTES 15 MARCH 2022**

There being no further business Cr Trevor formally closed the meeting.

**THE MEETING CLOSED AT 12:08pm**

## ATTACHMENTS

### Addendum 1

## Gladstone Regional Council

Council Policy

<b>Title</b>	<b>WORK HEALTH AND SAFETY POLICY</b>
<b>Policy Number</b>	<b>P-2022-02</b>
<b>Business Unit/s</b>	<b>PEOPLE CULTURE AND SAFETY</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

#### 1.0 PURPOSE:

The purpose of the Work Health and Safety Policy is to demonstrate Council's commitment to providing a safe, supportive, protective and healthy working environment for our employees, contractors, volunteers and visitors to the workplace.

#### 2.0 SCOPE:

All workers as defined under s7 of the *Work Health and Safety Act 2011* of Gladstone Regional Council.

#### 3.0 RELATED LEGISLATION:

- *Human Rights Act 2019*
- *Mining and Quarrying Safety and Health Act 1999*
- *Mining and Quarrying Safety and Health Regulation 2017*
- *Petroleum and Gas (Production and Safety) Act 2004*
- *Petroleum and Gas (Safety) Regulation 2018*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Work Health and Safety (Codes of Practice) Notice 2011*

#### 4.0 RELATED DOCUMENTS:

- Drug and Alcohol Management Corporate Standard
- Electrical Safety Policy
- Fire Safety Policy and Corporate Standard
- Fit for Work Corporate Standard
- Medical Assessments and Health Monitoring Corporate Standard
- Rehabilitation & Return to Work Policy and Corporate Standard
- Risk Management Policy
- Risk Management Framework Corporate Standard
- Work Health and Safety Management System Corporate Standard





**5.0 DEFINITIONS:**

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

**Officer** as defined in accordance with s27 of the *Work Health and Safety Act 2011*

**WHS** means work health and safety

**Worker** means a worker as defined in accordance with s7 of the *Work Health and Safety Act 2011* who is directly or indirectly engaged by Gladstone Regional Council.

**6.0 POLICY STATEMENT:**

Refer to policy commitment statement attached.

**7.0 ATTACHMENTS:**

Work Health and Safety Policy Statement

**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.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	3 September 2013	G/13/1704	P-2013/4
Amendment 1	18 August 2015	G/15/2516	
Amendment 2	4 July 2017	G/17/3102	P-2017-30
Amendment 3	19 June 2018	G/18/3432	P-2018-24
Amendment 4	17 December 2019	G/19/4034	
Amendment 5	15 March 2022		Formerly P-2019-31

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



## WH&S POLICY STATEMENT

Gladstone Regional Council is committed to providing a safe, supportive, protective and healthy working environment for our employees, contractors, volunteers and visitors to the workplace by adopting and promoting the provisions of the *Workplace Health and Safety Act 2011* and its associated Regulation, Codes of Practice and Standards.

All possible measures are taken to remove risks to the health, safety and welfare of employees, sub-contractors, authorised visitors and anyone else who may be affected by our operations. We seek the co-operation of and suggestions from employees, customers and visitors to assist in realising our health and safety objective to create a safe and healthy working environment.

Gladstone Regional Council recognises its responsibility to provide a safe and healthy work environment and is committed to maintaining a WHS Management System consistent with ISO 45001:2018, legislative requirements, industry technology, business focus and the allocation of WHS accountabilities and responsibilities to all stakeholders commensurate with their roles.

Gladstone Regional Council will achieve a safe and healthy workplace by:

- Consulting with employees and relevant stakeholders in the decision-making processes impacting on workplace health and safety;
- Complying with all legal requirements, codes of practice and standards applicable to our activities;
- Demonstrating visible safety leadership through our Team Leaders;
- Identifying and understanding the hazards inherent to the activities we undertake and effectively assessing, controlling and managing those risks;
- Providing appropriate training and support to our employees and contractors to enable them to understand our Safety, Health and Wellness vision and to allow them to perform their roles competently and safely;
- Setting measurable objectives, targets and key performance indicators for safety which drives continuous improvement in our health and safety performance with the aim of eliminating work-related illness and injury;
- Learning from our performance and continuously improving our processes and work practices; and sharing lessons learnt with others;
- Ensuring that all incidents are investigated fully - specifically identifying the causal and contributing factors so that appropriate corrective actions are taken;
- Regularly undertaking audits and inspections of our operations; and
- Communicating this policy to employees and interested stakeholders; and reporting on our health and safety performance openly and transparently.

All employees and contractors are required to:

- Carry out their work in accordance with GRC's safety policies, processes and procedures;
- Be accountable for their own safety, and that of others;
- Manage the hazards and risks inherent to the activities they undertake; and
- Report any hazards or identified risks and all incidents which cause actual or potential injury or damage.

We all have an obligation to ensure that we have a strong safety culture at Gladstone Regional Council and we expect that you will actively participate to achieve this.

**Chief Executive Officer**

**Date:** 15 March 2022

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