



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

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

On Tuesday 17 January 2023

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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GENERAL MEETING MINUTES 17 JANUARY 2023

Elected Members

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

Officers

Mrs L Dowling (Chief Executive Officer)
Mrs R Millett (Executive Secretary)
Mrs T Whalley (Manager Governance and Risk)
Mr M Holmes (General Manager Finance Governance and Risk)
Ms S Hunter (General Manager Strategy and Transformation, Acting)
Ms K Lee (General Manager Community Development and Events)
Mr J Tumbers (General Manager Operations)
Mr M Francis (General Manager Strategic Asset Performance)
Mr R Huth (General Manager Customer Experience)
Mr T Mienie (General Manager People Culture and Safety)
Ms J Bolt (Governance Trainee)
Mrs V Hankinson (Governance Business Partner)
Ms R Creedy (Community Development Officer)
Mr S Mai (Manager Community Partnerships, Acting)

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

GM/23/4908 Council Resolution:

Moved Cr Goodluck
Seconded Cr Trevor

That an apology for Cr Muszkat be received.

CARRIED

G/0.3.3. MESSAGES OF CONDOLENCE

Councillor Darryl Branthwaite mentioned that Adrian Taylor passed away on the 4 January 2023 peacefully at age 79 years. Cr Branthwaite noted that he was the husband of Daphne, father and father in law to Tracey and Brad, Damien and Donna and grandad, brother, brother in law, uncle and friend of many. Adrian was heavily involved in the AMP Insurance scene in Gladstone and the Rotary for many years. Cr Branthwaite mentioned that Adrian had a passion for boxing and golf. Cr Branthwaite noted that Adrian was business partner of his at the Golden Fleece of Benaraby in 1982, which became the Caltex Boyne River. Cr Branthwaite noted that Adrian will be sadly missed by many and passed on thoughts and condolences to Daphne and the family.

Cr Branthwaite mentioned that Wally Clarke passed away on 4 January 2023 aged 89 years. Cr Branthwaite noted that Wally and Daphne lived in Willowgrove Caravan Park which was next door to Caltex Boyne River at Benaraby. Cr Branthwaite mentioned that Wally was a stalwart of the Boyne Tannum Golf Club where he was involved for many years arranging veteran days. Cr Branthwaite passed on condolences to Wally's daughter, Karen, and the rest of his family.

Cr Branthwaite acknowledged that both Adrian Taylor and Wally Clarke were heavily involved in the community and passed on condolences to both families.

G/0.3.4. DECLARATION OF INTERESTS

Councillor Kahn Goodluck declared a prescribed conflict of interest in Item G/3.4 REVIEW OF THE LEARNING AND DEVELOPMENT POLICY as his Close Associate Apprentices and Trainees Queensland, of which he is a director, is a group training organisation that maybe impacted by the change to policy.

Cr Goodluck advised that as a result of his conflict of interest he will leave the meeting room while the matter is considered and voted on.

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

The New Year's Eve Event was huge, a very big success at Gladstone Ports Corporation Marina Parklands and probably the biggest we've seen there in a very long time. We've certainly cemented its future going for a long time. Well done to the team in putting that on, it was great entertainment and a great night.

Coming up we have our Australia Day awards and Citizenship Ceremony on January 25 2023, the night before Australia Day, which is what we have traditionally done in the Gladstone region. Bringing our new citizens together with those people in our community who have given so much of their time and their life to our community. It is fantastic to see our new citizens meeting and greeting with our locals that have been around doing so much for community for so long.

The next day at East Shores, for the very first time, we will have our Australia Day Family Fun Day on January 26 2023.

Shout out again to the team for the Festival of Summer – I know we had to postpone our beach party to this weekend, hopefully the rain stays away and that will happen this weekend. Well done to the team, the Festival of Summer has also been a huge success.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 20 DECEMBER 2022

Responsible Officer: Chief Executive Officer

Council Meeting Date: 17 January 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 20 December 2022.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 20 December 2022 be confirmed.

GM/23/4909 Council Resolution:

Moved Cr Churchill
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/3. OFFICERS' REPORTS

GM/23/4910 Procedural Motion:

Moved Mayor Burnett
Seconded Cr Goodluck

That item 3.6 PHILIP STREET COMMUNITIES AND FAMILIES PRECINCT PROGRESS REPORT be considered first.

CARRIED

G/3.6. PHILIP STREET COMMUNITIES AND FAMILIES PRECINCT PROGRESS REPORT

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 17 January 2023

File Ref: CR3.2

Purpose:

The purpose of this report is to provide Council with a progress update on the operations of the Philip Street Communities and Families Precinct Advisory Committee.

Officer's Recommendation:

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

GM/23/4911 Council Resolution:

Moved Cr O'Grady
Seconded Cr Branthwaite

That the Officer's Recommendation be adopted.

CARRIED

G/3.1. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2022

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 17 January 2023

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2022-23 year to date, for the period ended 31 December 2022.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2022-23 year to date, for the period ended 31 December 2022 as required under Section 204 Local Government Regulation 2012.

GM/23/4912 Council Resolution:

Moved Cr Hansen
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

G/3.2. PORT CURTIS CORAL COAST LIMITED AS TRUSTEE FOR THE PORT CURTIS CORAL COAST ABORIGINAL PEOPLES CHARITABLE TRUST SOLE SUPPLIER

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 17 January 2023

File Ref: PE1.1

Purpose:

This report seeks 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 necessary to meet Council's obligations under the Aboriginal Cultural Heritage Act 2003.

Officer's Recommendation:

That:

1. Gidarjil Cultural Heritage Corporation Ltd is no longer the only supplier available to Council to provide cultural heritage services.
2. Council resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, that it is satisfied that Port Curtis Coral Coast Limited as Trustee for the Port Curtis Coral Coast Aboriginal Peoples Charitable Trust 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);
3. Council authorises the Chief Executive Officer to undertake sole supplier purchases with Port Curtis Coral Coast Limited as Trustee for the provision of cultural heritage services in accordance with the ILUA.

GM/23/4913 Council Resolution:

Moved Cr Goodluck
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3.3. 2022-23 GENERAL SOLE AND SPECIALISED SUPPLIERS - ADDITIONAL

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 17 January 2023

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to include additional suppliers to the General Sole and Specialised Suppliers listing for the 2022/23 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:

1. In accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied that the below suppliers are the only suppliers reasonably available to deliver the relevant product/service for the 2022/23 financial year:

Farm and Garden Products Pty Ltd	Closest (Rockhampton) distributor and authorised agent for: <ul style="list-style-type: none">• Kioti Tractors• Bobcat Excavators• Twose Remote Track Mower• Kanga Mini Loader• Polaris Ranger UTVs
Seven Network (Operations) Limited	Only supplier of advertising on the Seven Network.

GM/23/4914 Council Resolution:

Moved Mayor Burnett

Seconded Cr Goodluck

That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied that the below suppliers are the only suppliers reasonably available to deliver the relevant product/service for the 2022/23 financial year:

Farm and Garden Products Pty Ltd	Closest (Rockhampton) distributor and authorised agent for: <ul style="list-style-type: none">• Kioti Tractors• Bobcat Excavators• Twose Remote Track Mower• Kanga Mini Loader• Polaris Ranger UTVs
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CARRIED

G/3.4. REVIEW OF THE LEARNING AND DEVELOPMENT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 17 January 2023

File Ref: CM28.2

**Cr Goodluck (prescribed conflict of interest)
left the room for Agenda Item G/3.4. and did not participate in the decision.
(refer G/0.3.4. Disclosure of Interest section of the minutes - page 4)**

Purpose:

The purpose of this report is to present a revised Learning and Development Policy and recommend the repeal of the Engagement of Group Training Organisations Policy.

Officer's Recommendation:

That Council:

1. Repeal the following existing Policies:
 - a. P-2015-38 Learning and Development Policy; and
 - b. P-2017-44 Engagement of Group Training Organisations; and
2. Adopt P-2023-01 Learning and Development Policy tabled as Addendum 1 to this report.

GM/23/4915 Council Resolution:

Moved Cr Churchill
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

In favour of the motion: Mayor Burnett, Cr Branthwaite, Cr Trevor, Cr O'Grady, Cr Cameron, Cr Hansen, Cr Churchill

Against the motion: Nil

Not eligible: Cr Goodluck

Absent: Cr Muszkat

G/3.5. SAIKI SISTER CITY COMMITTEE

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 17 January 2023

File Ref: CR2.14

Purpose:

This report recommends appointments to the Gladstone Saiki Sister City Advisory Committee for 2023 and presents the annual President's Report for 2022.

Officer's Recommendation:

That Council:

1. Appoint the following Saiki Sister City Advisory Committee Members for the 2023 calendar year with appointments expiring on the 31 December 2023:
 - Wendy Marsh (President)
 - Chris Moore (Vice-President)
 - Beverly Fellows
 - Howard Marsh
 - Maureen Mason
 - Yukiko Moore
 - Robina Cupitt
 - Gay SIRRIS
 - Aaron Yea
 - Jaclyn Thompson
 - Ayako Carrick
 - Carolina Bocos

2. Receive the 2022 Saiki Sister City Advisory Committee President's Report.

GM/23/4916 Council Resolution:

Moved Cr Cameron

Seconded Cr Trevor

That the Officer's Recommendation be adopted.

CARRIED

G/4. DEPUTATIONS

Nil

G/5. COUNCILLORS REPORT

Nil

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 9.50am.

ATTACHMENTS

Addendum 1

Gladstone Regional Council

Council Policy

Title	LEARNING AND DEVELOPMENT POLICY
Policy Number	P-2023-01
Business Unit/s	PEOPLE CULTURE AND SAFETY
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

Council is committed to the growth of its people through learning, development and a healthy workplace culture. This Policy sets the key principles for learning and development activities to build the capability of our people.

2.0 SCOPE:

This policy applies to Council's people including employees, apprentices, trainees, cadets and Council hosted students. This policy is not intended to alter or override the terms of Council's Certified Agreement or individual employment contracts.

3.0 RELATED LEGISLATION:

- *Education (Work Experience) Act 1996*
- *Further Education and Training Act 2014*
- *Human Rights Act 2019*
- *Industrial Relations Act 2016*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Vocational Education and Training (Commonwealth Powers) Act 2012*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Certified Agreement 2021
- Gladstone Regional Council Corporate Plan 2021-2026
- Learning and Development Corporate Standard

5.0 DEFINITIONS:

Apprentice has the meaning as defined in Section 6 of the *Further Education and Training Act 2014*.

Business means Gladstone Regional Council

Certified Agreement means Gladstone Regional Council Certified Agreement 2021 which sets out the terms and conditions of employment for Gladstone Regional Council employees (excluding those on contract)

Trainee has the meaning as defined in Section 7 of the *Further Education and Training Act 2014*

University Student Development Program means a program offered by a University in partnership with Council where the student is engaged in paid, supervised employment with Council during specified periods whilst undertaking a course with the University (for example: CQUniversity Engineering Co-operative (Co-op) Education Course)

6.0 POLICY STATEMENT:

6.1 LEARNING AND DEVELOPMENT SERVICE

Council through the Learning and Development Team will partner with our people to understand their needs and provide the tools that develop skills, knowledge and healthy culture. Learning and Development Services will support the business to:

- Equip our people with the skills, knowledge, experience and qualifications to do their job safely and provide the opportunity to maintain those skills and competencies
- Support a positive and constructive workplace culture
- Develop strong leadership skills through the Leadership Capability Framework and Leadership Essentials
- Provide opportunities for our people to reflect, set goals and identify professional development needs
- Ensure that learning and development opportunities are inclusive and respectful of cultural and learning diversity
- Achieve compliance with legislation, the Certified Agreement and contract obligations
- Align to the operational needs of the business.

6.2 FUNDING

Learning and Development activities are intended to be cost effective and use economies of scale when possible. The highest priority for Learning and Development funding is for those activities that:

- Develop and maintain the core qualifications, skills, competencies and knowledge that are essential to the delivery of Council's infrastructure and services
- Maintain a high level of safety and risk management within the business
- Are mandated by legislation, the Certified Agreement or contractually required
- Are essential to all positions.

The participation in, or the development of other learning and development activities will be prioritised based on one or more of the following:

- The development of constructive culture, succession planning and career paths
- Supports the objectives of the corporate plan



- Addresses the business’s skill shortages and recruitment / retention needs
- Supports excellence and best practice aligned to Council’s Corporate SERVICE values (Safe, Ethical, Responsive, Visionary, Inclusive, Community and Efficient).

6.3 DEVELOPING THE FUTURE WORKFORCE

Council values and commits to support the development of future workforce capability within the region by:

- Offering an Apprentice and Trainee Program
- Participating in University Student Development Programs
- Hosting Secondary School and University Student Work Experience
- Supporting Cadetships
- Attending Career Expos to highlight the great careers at Council.

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.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	1 September 2009	09/483	
Amendment 1	19 November 2013	G/13/1786	
Amendment 2	19 January 2016	G/16/2720	
Amendment 3			

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER