



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

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

On 4 September 2018

Commencing at 9.00am

**Leisa Dowling
ACTING CHIEF EXECUTIVE OFFICER**

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Elected Members

Councillor - Mayor M J Burnett
Councillor C T Bush
Councillor G G Churchill
Councillor K Goodluck
Councillor P J Masters
Councillor D V O'Grady
Councillor P J Sobhanian

Officers

Mrs L A Dowling (Acting Chief Executive Officer)
Mrs T J Dykstra (Executive Assistant to the Chief Executive Officer)

APOLOGIES

G/18 / 3507 Council Resolution:

Moved Cr Churchill
Seconded Cr Bush

That the following apologies be received:-

1. Cr Trevor; and
2. Cr Hansen who is attending the Local Government Association of Queensland - International Zero Waste Tour 2018.

CARRIED

G/0.3.2. DISCLOSURE OF INTERESTS

MATERIAL PERSONAL INTERESTS

Pursuant to section 175(C) of the Local Government Act 2009, where a Councillor declares a Material Personal Interest in an agenda item, the Councillor must leave the room for the agenda item.

G/3.3.1. CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM

Cr O'Grady

Cr O'Grady declared a Material Personal Interest in Item G/3.3.1. as her brother, John Mergard is the owner of the Seventeen Seventy Marina and has a tourism business, her brother in law, Philip Geck owns a coffee shop at Seventeen Seventy, her brother, Neil Mergard owns a tourism business and her sister owns a hairdressing salon that adjoins Captain Creek Drive footpath project. Cr O'Grady advised that she will leave the room during the consideration of Item G/3.3.1.

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.

Nil conflicts of interest.

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

I'd like to start by saying thank you to the Deputy Mayor for Acting Mayor while I was away and chairing last Council meeting. I was away representing Central Queensland at the Local Government Association of Queensland (LGAQ) Policy Executive meetings which was held on Palm Island, the first time ever the LGAQ Policy meeting was held in an indigenous community. The meeting was held during the 100 year celebration of Palm Island as well.

On the 24 August I was pleased to launch the Intercity Images Saiki Photographic Exchange Combined Images and Multicultural Week along with the Australian of the Year 2018. Also, on display at the Art Gallery Museum is Our Priceless Past.

On Saturday 25 August was the wrap up of Seniors Week, which was a fantastic week for our local seniors across the Gladstone Region. I would like to thank Carly and the team at the Gladstone Entertainment Convention Centre on the Mayors Senior's morning tea, certainly a great event this year.

On the 29 August with Cr O'Grady and Cr Masters we met with the Calliope State High School Community Reference Group chaired by the Assistant Minister for Education, Mrs Brittany Lauga. It is great to see the Calliope High School is well and truly underway of planning and the commitment from the Queensland Government is with much appreciated.

On 30th August the Central Queensland University Open Day was held and the launch of CQ Creates exhibition. If anyone hasn't been and checked out the new facilities at the Central Queensland University I recommend you do.

And of course, we are wrapping up another fantastic week of the Gladstone Multicultural Festival. Congratulations to Richa and the team and thank you to Cr Churchill for opening the Festival. A big shout out to the coordinator, Peter O'Dwyer who has called it a day after 15 years serving our community and organising that wonderful Festival right across the region.

This Thursday I will be attending the Central Queensland Regional Organisation of Council's meeting and for the first time will be held in Brisbane. Following that in the afternoon will be the Regional Roads and Transport meeting which we will be discussing some strategies on state controlled roads among other things.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 21 AUGUST 2018

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 21 August 2018.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 21 August 2018 be confirmed.

G/18 /3508 Council Resolution:

Moved Cr Masters
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3. OFFICERS' REPORTS

G/3.1. OFFICE OF THE CEO

G/3.1.1. OUTCOME OF DECISION DELEGATED TO CEO AT GENERAL MEETING 21 AUGUST 2018

File Ref: CM7.2

Purpose:

Confirmation of decision made by the Chief Executive Officer where Council delegated the decision making power (Resolution G/18/ 3494) in accordance with section 175E(6) and 257(1)(b) of the *Local Government Act 2009*.

Officer's Recommendation:

That Council note the following decision made by the Chief Executive Officer from the below Officer's Report at the General Meeting of 21 August 2018:

Chief Executive Officer's Decision

That on the basis of the Mayor's previous letter of support, and that the application from Gladstone Engineering Alliance was made prior to the adoption of Councils new corporate plan, a sum of \$10,000 be offered towards this project. The original application for \$100,000 is declined.

G/18 /3509 Council Resolution:

Moved Cr O'Grady
Seconded Cr Bush

That the Officer's Recommendation be adopted.

CARRIED

G/3.2. STRATEGY AND TRANSFORMATION

G/3.2.1. OPERATIONAL PLAN 2018/2019

File Ref: FM6.1

Purpose:

This report recommends the adoption of Council's Operational Plan for 2018/2019.

Officer's Recommendation:

That Council adopt its annual Operational Plan for the 2018/2019 financial year in accordance with section 174 of the *Local Government Regulation 2012*.

G/18 /3510 Council Resolution:

Moved Cr Goodluck
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

Councillors thanked the Acting Chief Executive Officer and all the staff involved in the formation of the Operational Plan.

G/3.3. STRATEGIC ASSET PERFORMANCE

Cr O'Grady (declared Material Personal Interest) left the room during the consideration and voting on Item G/3.3.1.

(refer G/03.2. Disclosure of Interest section of the minutes – page 4)

G/3.3.1. CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM

File Ref: GS3.2

Purpose:

The purpose of this report is to seek Council's approval to bring forward the construction of the 3 metre shared concrete pathway along Tannum Sands Road from Coronation Drive to Hampton Drive using funds from the Queensland Department of Transport and Main Roads Cycle Grants program.

Officer's Recommendation:

That Council endorse the following adjustments to the 2018/2019 budget:

1. Allocation of \$340,000 expenditure and \$160,000 grant income to RFC0117 (Tannum Sands Road);
2. Allocation of \$120,500 grant income to RDC0396 (Red Rover Road) and \$455,250 grant income to RFC0092 (Captain Cook Drive) in recognition of grant funding receipts anticipated from Queensland Department of Transport and Main Roads.

G/18 /3511 Council Resolution:

Moved Cr Bush
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

G/3.3.2. PERMANENT ROAD CLOSURE PART OF COLLINS LANE

File Ref: RD7.1, P21467

Purpose:

Seek Council's response to a request to permanently close part of Collins Lane.

Officer's Recommendation:

That Council resolve to support the application by Dale Collins to permanently close part of Collins Lane, Kin Kora, subject to the road closure not impacting on any current or future Council infrastructure or services.

G/18 /3512 Council Resolution:

Moved Cr Churchill
Seconded Cr Bush

That the Officer's Recommendation be adopted.

CARRIED

G/3.4. OPERATIONS

Nil.

G/3.5. COMMUNITY DEVELOPMENT AND EVENTS**G/3.5.1. ASSESSMENT OF SPORT AND RECREATION REGIONAL EVENT FUNDING PROGRAM ROUND 1 2018/2019****File Ref:** SR3.1**Purpose:**

Sport and Recreation Assessment Panel recommending allocation of Round 1 Sport and Recreation Regional Events Grant 2018/2019.

Officer's Recommendation:

That the following applications for funding under Round 1 of the Gladstone Regional Council Sport and Recreation Regional Events Grant be endorsed:

2018/2019 Regional Sport and Recreation Regional Event Grant Program Round 1

Organisation	Event	Funding Requested	Funding Recommended
Special Olympics Gladstone	Special O's Gladstone Beyond Ordinary Dual Sports Weekend	\$3,000.00	\$1,500.00
Gladstone Ladies Bowls Club Inc.	Gladstone Triples	\$1,000.00	\$500.00
1770 Sailing Club Inc.	R5 Greater Wide Bay Dragon Boat Regatta	\$3,000.00	\$1,500.00
Central QLD Drag Racing Association	Summit QLD Championships Eighth Mile	\$3,000.00	\$1,000.00
Gladstone Field Archers Inc.	3DAAA Sanctioned Event	\$3,000.00	\$1,000.00
Calliope Community and Sports Park Association	Calliope Super 6's (Soccer)	\$3,000.00	\$1,000.00
Baffle Creek Community Inc.	Baffle Creek Family Fishing Festival	\$2,550.00	\$1,000.00
Aust. Professional Rodeo Association Inc.	Australian High School Rodeo Trans-Tasman Challenge State Championships	\$1,000.00	\$1,000.00
BITS Junior Golf Club Inc.	BITS Junior Golf Open Championships	\$3,000.00	\$1,000.00
RACQ Capricornia Helicopter Rescue	River Glow Gladstone	\$3,000.00	\$0.00
Gladstone Swimming Club Inc.	Liquid Energy Swimming Meet	\$1,800.00	\$1,800.00
Gladstone Junior Basketball Association	2018/19 Central Districts Juniors Carnival	\$1,500.00	\$1,500.00
Gladstone Road Runners	GRR Australia Day Fun Run	\$500.00	\$0.00
Calliope Junior Rugby League	Calliope Junior RL Girls Development Weekend	\$2,310.00	\$0.00
	TOTALS	\$31,660.00	\$12,800.00

The meeting noted that further information has been received since the report was submitted to the agenda. The Australian Professional Rodeo Association Inc. (recommended applicant) is deemed ineligible as the Association is not situated within the boundaries of the Gladstone Regional Council area as per section 1.3 of Council's Regional Sport and Recreation Events Grant Program Guidelines.

Amended Officer's Recommendation:

That the following applications for funding under Round 1 of the Gladstone Regional Council Sport and Recreation Regional Events Grant be endorsed:

2018/2019 Regional Sport and Recreation Regional Event Grant Program Round 1

Organisation	Event	Funding Requested	Funding Recommended
Special Olympics Gladstone	Special O's Gladstone Beyond Ordinary Dual Sports Weekend	\$3,000.00	\$1,500.00
Gladstone Ladies Bowls Club Inc.	Gladstone Triples	\$1,000.00	\$500.00
1770 Sailing Club Inc.	R5 Greater Wide Bay Dragon Boat Regatta	\$3,000.00	\$1,500.00
Central QLD Drag Racing Association	Summit QLD Championships Eighth Mile	\$3,000.00	\$1,000.00
Gladstone Field Archers Inc.	3DAAA Sanctioned Event	\$3,000.00	\$1,000.00
Calliope Community and Sports Park Association	Calliope Super 6's (Soccer)	\$3,000.00	\$1,000.00
Baffle Creek Community Inc.	Baffle Creek Family Fishing Festival	\$2,550.00	\$1,000.00
BITS Junior Golf Club Inc.	BITS Junior Golf Open Championships	\$3,000.00	\$1,000.00
RACQ Capricornia Helicopter Rescue	River Glow Gladstone	\$3,000.00	\$0.00
Gladstone Swimming Club Inc.	Liquid Energy Swimming Meet	\$1,800.00	\$1,800.00
Gladstone Junior Basketball Association	2018/19 Central Districts Juniors Carnival	\$1,500.00	\$1,500.00
Gladstone Road Runners	GRR Australia Day Fun Run	\$500.00	\$0.00
Calliope Junior Rugby League	Calliope Junior RL Girls Development Weekend	\$2,310.00	\$0.00
	TOTALS	\$30,660.00	\$11,800.00

G/18 /3513 Council Resolution:

Moved Cr Masters
Seconded Cr Bush

That the Amended Officer's Recommendation be adopted.

CARRIED

G/3.6. CUSTOMER EXPERIENCE

Nil.

G/3.7. PEOPLE CULTURE AND SAFETY

Nil.

G/3.8. FINANCE GOVERNANCE AND RISK

G/3.8.1. WORKPLACE REHABILITATION AND RETURN TO WORK POLICY

File Ref: CM28.2

Purpose:

This report presents a revised Workplace Rehabilitation and Return to Work Policy for Council's consideration.

Officer's Recommendation:

That Council:-

1. Repeal P-2017-29 Rehabilitation and Return to Work Policy; and
2. Adopt Draft P-2018-26 Workplace Rehabilitation and Return to Work Policy attached as **Addendum 1**.

G/18 /3514 Council Resolution:

Moved Cr Masters
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

G/4. COUNCILLORS REPORT

Nil.

G/5. URGENT BUSINESS

Nil.

G/6. NOTICE OF MOTION

Nil.

G/7. CONFIDENTIAL ITEMS

G/18 /3515 Procedural Motion:

Moved by Cr Churchill
Seconded Cr Goodluck

That in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting be closed to the public to discuss business relating to the following: -

- h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

CARRIED

G/18 /3516 Procedural Motion:

Moved by Cr Masters
Seconded Cr O'Grady

That Council re-open the meeting to the public.

CARRIED

G/7.1. VARIATION TENDER 197-17 HARVEY ROAD UPGRADE

File Ref: RD1.8

G/18 /3517 Council Resolution:

Moved Cr Churchill
Seconded Cr Sobhanian

That Council reallocate an additional \$287,993, exclusive of GST, to RDC0490 – Harvey Road Upgrade from RDC0643 –Asphalt Overlays, at no net cost to Council from approved capital budget for 2018/2019.

CARRIED

G/7.2. STAFFING MATTER

File Ref: HR17.2

G/18 /3518 Council Resolution:

Moved Cr Goodluck
Seconded Cr Bush

That the Council resolve to:-

1. Accept the resignation of the Chief Executive Officer; and
2. Authorise Mayor Burnett to finalise the Chief Executive Officer's contract of employment.

CARRIED

Mayor Burnett thanked Roslyn Baker and noted that he is confident of Council's continued success with the work that Roslyn has done with the restructure which sees the Council to be able to move forward in terms of better management of Council's assets, planning and maintenance.

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

THE MEETING CLOSED AT 10.19

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 25 pages form the
official copy of Gladstone Regional Council
General Meeting Minutes of the 4 September 2018.

.....
Mayor Matt Burnett

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

ATTACHMENTS

ADDENDUM 1



Gladstone Regional Council

Council Policy

Title	WORKPLACE REHABILITATION AND RETURN TO WORK
Policy Number	P-2018-26
Business Unit/s	PEOPLE CULTURE AND SAFETY
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

The purpose of the Workplace Rehabilitation and Return to Work Policy is to demonstrate, Gladstone Regional Council's commitment to providing an effective workplace-based rehabilitation system for our people.

2.0 SCOPE:

This Policy applies to all workers of Gladstone Regional Council as defined under Section 11 of the *Workers' Compensation and Rehabilitation Act 2003* and are referred to in this Policy as Council's 'people' or 'person'.

3.0 RELATED LEGISLATION:

Workers' Compensation and Rehabilitation Act 2003;
Workers' Compensation and Rehabilitation Regulation 2014;
Information Privacy Act 2009

4.0 RELATED DOCUMENTS:

Workplace Rehabilitation and Return to Work Corporate Standard

5.0 DEFINITIONS:

"Suitable Duties Program" means specially selected duties that are matched to the worker's capacity for work. Suitable duties could involve doing a normal role with restriction or doing another job entirely.

6.0 POLICY STATEMENT:

Refer to policy statement attached.

GLADSTONE REGIONAL COUNCIL
POLICY NO. P-2018-26- REHABILITATION AND RETURN TO WORK POLICY
PAGE 2 of 3

7.0 ATTACHMENTS:

Workplace Rehabilitation Policy Statement

8.0 REVIEW TRIGGER:

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

1. The related legislation/documents are amended or replaced: or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Periodic Review –3 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	Formerly Policy P-2013/5
Amendment 1	18 AUGUST 2015	G/15/2516	
Amendment 2	4 JULY 2017	G/17/3102	
Amendment 3			

.....
ROSLYN BAKER
CHIEF EXECUTIVE OFFICER

WORKPLACE REHABILITATION POLICY STATEMENT

Gladstone Regional Council recognises that helping our people to stay at work or make an early and safe return after an injury/illness minimises the impact on our people and their families.

Council supports our injured/ill people by having a system of workplace rehabilitation and providing suitable duties during recovery, irrespective of the person's entitlement to compensation.

Council expects that all injured/ill people will return to work on suitable duties as soon as it is medically safe to do so.

It is expected that all levels of the organisation will support injured/ill people throughout the rehabilitation process.

Council has appointed a Rehabilitation, Health and Wellbeing Advisor to coordinate workplace rehabilitation for its injured/ill people.

As part of our system of workplace rehabilitation, Council is committed to:

- providing a safe, supportive, protective and healthy working environment;
- encouraging the early reporting of injuries/illness;
- ensuring the rehabilitation process is goal focused and commences as soon as possible following injury/illness;
- ensuring that a suitable duties program is developed in consultation with the injured/ill person and their supervisory and management staff;
- ensuring the treating doctor's approval is sought throughout the rehabilitation process;
- respecting the confidentiality of our people's medical and rehabilitation information;
- reviewing our workplace rehabilitation policy, corporate standard and procedures at least every three years.

Chief Executive Officer

Date:
Date for Review: