



# **LATE ITEMS ORDINARY MEETING**

## **AGENDA**

**23 SEPTEMBER 2025**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 23 September 2025 commencing at 9:00 AM for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. P.", is positioned above the printed name of the Chief Executive Officer.

**CHIEF EXECUTIVE OFFICER**  
18 September 2025

Next Meeting Date: 14.10.25

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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## TABLE OF CONTENTS

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| ITEM      | SUBJECT                                                                                                                                                     | PAGE NO   |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>12</b> | <b>NOTICES OF MOTION .....</b>                                                                                                                              | <b>1</b>  |
| 12.1      | NOTICE OF MOTION - COUNCILLOR GRANT MATHERS -<br>AUSTRALIAN INSTITUTE OF MANAGEMENT DIRECTORS<br>CERTIFICATE COURSE .....                                   | 1         |
| 12.2      | NOTICE OF MOTION - COUNCILLOR EDWARD ORAM -<br>PROFESSIONAL DEVELOPMENT; AUSTRALIAN INSTITUTE OF<br>MANAGEMENT DIRECTOR CERTIFICATE, 8-9 DECEMBER 2025..... | 15        |
| <b>15</b> | <b>CLOSED SESSION .....</b>                                                                                                                                 | <b>29</b> |
| 16.2      | PROPOSED WORKS TO SITE BP AT ROCKHAMPTON AIRPORT                                                                                                            |           |
| <b>16</b> | <b>CONFIDENTIAL REPORTS.....</b>                                                                                                                            | <b>30</b> |
| 16.2      | PROPOSED WORKS TO SITE BP AT ROCKHAMPTON AIRPORT.....                                                                                                       | 30        |

## 12 NOTICES OF MOTION

### 12.1 NOTICE OF MOTION - COUNCILLOR GRANT MATHERS - AUSTRALIAN INSTITUTE OF MANAGEMENT DIRECTORS CERTIFICATE COURSE

**File No:** 10072

**Attachments:**

1. Notice of Motion [↓](#)
2. AIM Directors Certificate [↓](#) Course Outline

**Responsible Officer:** Evan Pardon - Chief Executive Officer

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#### SUMMARY

*Councillor Grant Mathers has indicated his intention to move the following Notice of Motion at the next Council Meeting schedule for Tuesday, 14 October 2025, requesting approval to attend the Australian Institute of Management Director's Certificate Course to be held in Brisbane on 8-9 December 2025.*

#### COUNCILLOR'S RECOMMENDATION

THAT Council approve all travel and accommodation expenses for Councillor Grant Mathers to attend the Australian Institute of Management Director's Certificate course in Brisbane on 8-9 December 2025.

#### BACKGROUND

The Australian Institute of Management (AIM) Director Certificate course is designed to help both aspiring and new board members, as well as those who find themselves having to work more closely with company boards to understand the key requirements of an Australian Company Director through an intensive and highly interactive two-day learning experience.

The course is delivered through attending an on-campus, two-day face-to-face workshop. The benefits of studying in a classroom setting include being able to share first-hand experiences, ideas and questions with peers and expert facilitators. Study will be with like-minded people and will strengthen one's network.

A copy of the course outline has been attached to the Notice of Motion.

#### BUDGET IMPLICATIONS

Council pays or reimburses expenses incurred by a Councillor attending the professional development. The course fees of \$3,350 and any associated travel expenses are within the acceptable professional development discretionary training budget allocation for Councillors.

#### CONCLUSION

The community expects effective governance from its elected representatives. This course identifies key attributes and governing principles of successful boards and identifies leadership skills, behaviours, thinking, awareness and mindset required to operate effectively as a board member and community leader. Councillor Mathers believes the course will assist in his professional development as a Councillor of Rockhampton Regional Council.

**NOTICE OF MOTION –  
COUNCILLOR GRANT MATHERS -  
AUSTRALIAN INSTITUTE OF  
MANAGEMENT DIRECTORS  
CERTIFICATE COURSE**

**Notice of Motion**

**Meeting Date: 23 September 2025**

**Attachment No: 1**



**Councillor Grant Mathers**  
Division 3  
Planning and Regulation Portfolio  
[grant.mathers@rrc.qld.gov.au](mailto:grant.mathers@rrc.qld.gov.au)  
0439 827 489

16 September 2025

Mr Evan Pardon  
Chief Executive Officer  
Rockhampton Regional Council  
232 Bolsover Street  
ROCKHAMPTON QLD 4700

Dear Evan

**Notice of Motion**

I hereby give notice of my intention to move the following motion at the meeting of Council on Tuesday 14 October 2025.

“THAT Council approve all travel and accommodation expenses for Councillor Grant Mathers to attend the Australian Institute of Management Director’s Certificate course in Brisbane on *8-9 December 2025*.”

Yours faithfully

A stylized, handwritten signature in dark ink, appearing to be "G Mathers".

Councillor Grant Mathers  
Division 3  
Rockhampton Regional Council

**NOTICE OF MOTION –  
COUNCILLOR GRANT MATHERS -  
AUSTRALIAN INSTITUTE OF  
MANAGEMENT DIRECTORS  
CERTIFICATE COURSE**

**AIM Directors Certificate**

**Meeting Date: 23 September 2025**

**Attachment No: 2**



FACULTY OF  
LEADERSHIP  
AND STRATEGY



**AIM**  
**DIRECTOR**  
**CERTIFICATE**

Australian  
Institute of  
Management



The composition of company boards is in the process of dramatic change. The traditional emphasis on legal and financial skillsets is being challenged, with a significantly more diverse approach being required for success in today's rapidly changing business environment.

Companies are seeking board members with a much broader set of experiences to help advise and guide business through the challenges that many are facing post pandemic. In addition, interpersonal skills that foster strong collaboration, digital skills, adaptability and resilience are being identified as requirements for the boardrooms of the future.

The need for these skills and experiences stems from the board's changing role. In many cases boards are going beyond their core financial responsibilities, they need to be able to view the operations of corporates through an Environmental, Social and Governance (ESG) lens to help, amongst other things, navigate technological shifts, make cyber security decisions, ensure resilience, and monitor corporate culture. Increasingly there is pressure on boards to be fully engaged and act as catalysts for change.



# AIM Director Certificate



With change comes opportunity, more board positions will be accessible to more and more individuals, those who are new to board positions must quickly understand their core responsibilities so they can focus on a deeper understanding of the company's business. Employees' interactions with boards will grow as stakeholder groups widen, resulting in an increased need for understanding of how boards work and what they need to be effective.

The AIM Director Certificate course is designed to help both aspiring and new board members, as well as those who find themselves having to work more closely with their company boards, to understand the key requirements of an Australian company director through an intensive and highly interactive two-day learning experience.

## AIM Director Certificate

COURSE DURATION:  
2 Day On-Campus Workshop

PRICE: \$3,350

BOOK NOW 

ENQUIRE NOW 

### Is this course right for you?

This course is designed to help aspiring and new board members, as well as those who find themselves having to work more closely with their company boards, to understand the key requirements of an Australian company director, how boards and management work together effectively, and build skills applicable to the board of the future.

### Delivery Mode

#### **On-Campus Workshop – 2 day face-to-face workshop**

The benefits of studying in a classroom setting include being able to share first-hand experiences, ideas and questions with peers and our expert facilitators.

You'll study with like-minded people and strengthen your network.

### Learning Outcomes

Developed by Board Directors from a diverse group of companies and industries, this interactive two-day learning experience targets the essential elements of an effective board member. Upon completion of this course you will be able to:

- Identify key attributes and governing principles of successful boards.
- Describe the role of the board, its director and officers and the behaviours that exemplify an effective board member.
- Examine the challenges facing boards including personal liability of members, remaining solvent and maintaining sustainable ethical business practices.
- Identify typical risks associated with managing organisations at board level and develop risk mitigation strategies.
- Develop an understanding of the growing importance of ESG (Environmental, Social, and Governance) and how this is shaping Board views and investments.
- Create a personal development plan identifying leadership skills, behaviours, thinking, awareness and mindset required to operate effectively as a board member, leader or executive leader.



## Certified by AIM

Upon completion of the AIM Director Certificate you will receive a high-quality printed certificate that showcases your new skills and knowledge.

You will also be sent digital certificates that can be immediately shared on your social channels to showcase and leverage this achievement.

Becoming AIM certified provides you with recognition that you have completed training from Australia's largest corporate training provider and a highly respected institution.



**To enrol or find out more information  
call 1300 658 337**

# Workshop Overview

## DAY ONE

### Welcome and introductions

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#### Fit for an Uncertain Future:

Australian boards are under pressure. Explore the operating environment and guiding principles for Boards in Australia today, their challenges and opportunities.

---

#### 'ESG': More than just governance:

Challenge outdated operating models and gain new perspectives on the role of the Board and its responsibility, not only for governance but for the environmental and social issues that frame investor expectations about sustainability and long-term value.

---

#### Management vs governance:

Explore the role of the Company Director and understand Board members' vital contribution towards organisational success including:

- Roles and accountabilities of the Board
  - Types of Director e.g. Executive and non-Executive, Volunteer, Committees
  - Duties of Directors and Officers
- 

### Case Studies and best practice models

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### What makes a great Director?

This session discusses the attributes, skills and behaviours required of effective directors and officers, such as:

- Oversight of company strategy
  - Engagement with multiple and varied stakeholders around ESG issues
  - Maintaining sound relationships with management
  - Essential interpersonal and other 'soft' skills
- 

### Case Studies and best practice models

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## DAY TWO

### Review and recap

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### The Law and the Director: What you need to know, what you need to do.

Directors can become personally liable for decisions made in their capacity as director of a company. It is critical that directors understand all obligations imposed on them and current legal issues facing directors in Australia.

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### Case studies:

What would you do?

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**DAY TWO****Finance and the Director:**

Financial knowledge is essential to safeguard and maximise the financial performance of an organisation. This session discusses the specific role of directors in the financial management of the organisation.

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**Navigating the Risk:**

Risk, compliance and regulatory overload may be distracting boards from strategic conversations that add real value. This session reviews contemporary Risk Management frameworks and best practice models for the governance of risk from a Director's perspective.

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**Case Study:**

Cyber Security

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**Standing out from the Crowd:**

Wherever you are on the journey, from an aspiring board member to seeking new directors to join your organisation, you'll need to understand director selection and performance criteria.

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**'Presentation to the Board'**

Create and present your personal development plan: identifying leadership skills, behaviours, thinking, awareness and mindset required to operate effectively as a board member, leader or executive leader.

---

### What's included?

- Comprehensive course notes
- Morning tea, lunch and afternoon tea
- Internet access

Please advise AIM when booking if you have any dietary or accessibility requests.

### Our Facilitators

AIM facilitators are experienced practitioners with a robust mix of academic and practical expertise.

We believe the education of the future managers of Australia to be a highly important task.

Who is better placed to teach the art and science of management than those with current, daily real-world experience?

### Payment Options

We require full payment to be made upfront prior to attending the training. Payment options we offer include:

- Credit Card (Visa/MasterCard/Amex)
- Direct Deposit (EFT)
- Purchase Order - If you need to raise an internal purchase order please advise. Your space on the course is not secured until you have provided us with an official Purchase Order with all relevant details completed.
- Zip Money - If you would like to spread the cost of your training out our finance partner Zip Money can offer you a line of credit with 6 months interest free and flexible weekly, fortnightly or monthly payment options. For more information on this, please visit [zipmoney.com.au](https://zipmoney.com.au)



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**Our Vision:**

To be the most relevant future skills training business in Australia.

**Our Purpose:**

To prepare Australia to succeed in a rapidly changing environment  
and to help people upskill so they can seize the future.

---

**ENROL TODAY.**

**Call 1300 658 337** for enrolments,  
course dates and advice.

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Australian Institute of Management Education and Training Pty Limited (AIM); ABN 40 009 668 553; Ground Floor, 7 Macquarie Place, Sydney, NSW, 2000;  
AIM is a Registered Training Organisation, RTO Code 0049. The AIM Business School is a registered Institute of Higher Education, Provider ID: PRV12071,  
and an approved FEE-HELP provider.

**12.2 NOTICE OF MOTION - COUNCILLOR EDWARD ORAM - PROFESSIONAL DEVELOPMENT; AUSTRALIAN INSTITUTE OF MANAGEMENT DIRECTOR CERTIFICATE, 8-9 DECEMBER 2025****File No:** 8291**Attachments:**

1. Correspondence to Chief Executive Officer [↓](#)
2. Australian Institute of Management; Director Certificate Course Outline [↓](#)

**Responsible Officer:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Councillor Edward Oram has indicated his intention to move the following Notice of Motion at the next Council Meeting scheduled for Tuesday 23 September 2025 as follows:*

**COUNCILLOR'S RECOMMENDATION**

THAT Council approve Councillor Edward Oram to attend the AIM Director Certificate course (\$3,050.00) in Brisbane (8-9 December 2025) along with associated costs covered in accordance with the Councillor's professional development.

**BACKGROUND**

The Australian Institute of Management (AIM) Director Certificate course is designed to help both aspiring and new board members, as well as those who find themselves having to work more closely with company boards to understand the key requirements of an Australian Company Director through an intensive and highly interactive two-day learning experience.

The course is delivered through attending an on campus, two day face-to-face workshop. The benefits of studying in a classroom setting include being able to share first-hand experiences, ideas and questions with peers and expert facilitators. Course details are attached.

Council will cover or reimburse costs associated with a Councillor's participation in approved professional development activities. The AIM Director Certificate course fee of \$3,350, along with any related travel expenses, sits within the training budget allocated for Councillors. A discount of \$300 is currently available until 30 September 2025, reducing the course fee to \$3,050.

Councillor Oram's commitment to public service and community development makes him an ideal candidate for this advanced training. Investing in Councillor Oram's participation in this program will not only benefit his individual growth but also bring long term value to the Council and the broader community through more informed and effective leadership.

**NOTICE OF MOTION  
COUNCILLOR EDWARD ORAM -  
PROFESSIONAL DEVELOPMENT;  
AUSTRALIAN INSTITUTE OF  
MANAGEMENT DIRECTOR  
CERTIFICATE  
8-9 DECEMBER 2025**

**Correspondence to CEO**

**Meeting Date: 23 September 2025**

**Attachment No: 1**

**Councillor Edward Oram**

Division 4

Water Portfolio

[edward.oram@rrc.qld.gov.au](mailto:edward.oram@rrc.qld.gov.au)

0429 204 376

17 September 2025

Mr Evan Pardon  
Chief Executive Officer  
Rockhampton Regional Council  
232 Bolsover Street  
ROCKHAMPTON QLD 4700

Dear Evan

**Notice of Motion**

I hereby give notice of my intention to move the following motion at the meeting of Council on Tuesday 14 October 2025.

"THAT Council approve all travel and accommodation expenses for Councillor Edward Oram to attend the Australian Institute of Management Director's Certificate course in Brisbane on 8-9 December 2025."

Yours faithfully

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Edward Oram  
Councillor Division 4  
Rockhampton Regional Council

**NOTICE OF MOTION  
COUNCILLOR EDWARD ORAM -  
PROFESSIONAL DEVELOPMENT;  
AUSTRALIAN INSTITUTE OF  
MANAGEMENT DIRECTOR  
CERTIFICATE  
8-9 DECEMBER 2025**

**Australian Institute of Management;  
Director Certificate Course Outline**

**Meeting Date: 23 September 2025**

**Attachment No: 2**



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## 15 CLOSED SESSION

### RECOMMENDATION

THAT Council move into Closed Session pursuant to section 254J(1) of the *Local Government Regulation 2012* and the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

#### 16.2 Proposed Works to Site BP at Rockhampton Airport

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

## 16 CONFIDENTIAL REPORTS

### 16.2 PROPOSED WORKS TO SITE BP AT ROCKHAMPTON AIRPORT

**File No:** 11080

**Attachments:** Nil

**Authorising Officer:** Marnie Taylor - General Manager Organisational Services

**Author:** Marcus Vycke - Manager Airport

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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#### SUMMARY

*The purpose of this report is to seek Council's approval to fund construction of an airside apron in front of an existing hangar on Site BP over part of Lot 6 on CP906611.*