



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING MINUTES**

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

**On Tuesday 1 February 2022**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

## Table of Contents

ITEM	PAGE
G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE .....	3
G/0.3.3. MESSAGES OF CONDOLENCE .....	3
G/0.3.4. DECLARATION OF INTERESTS .....	3
<b>G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....</b>	<b>4</b>
<b>G/2. CONFIRMATION OF MINUTES .....</b>	<b>5</b>
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 18 JANUARY 2022 .....	5
<b>G/3. OFFICERS' REPORTS .....</b>	<b>6</b>
G/3.1. GLADSTONE REGION YOUTH COUNCIL ADVISORY COMMITTEE 2022 .....	6
G/3.2. GARTNER SPECIALISED SUPPLIER.....	7
G/3.3. TENDER 78-22 GLADSTONE AQUATIC CENTRE REJUVENATION STAGE 3 .....	8
G/3.4. DRAFT EXTERNAL GRANTS POLICY .....	9
G/3.5. 2021/22 OPERATIONAL PLAN QUARTER TWO REPORT .....	10
<b>G/4. DEPUTATIONS .....</b>	<b>11</b>
<b>G/5. COUNCILLORS REPORT.....</b>	<b>11</b>
<b>G/6. URGENT BUSINESS.....</b>	<b>11</b>
<b>G/7. NOTICE OF MOTION .....</b>	<b>11</b>
<b>G/8. CONFIDENTIAL ITEMS .....</b>	<b>11</b>

## **GENERAL MEETING AGENDA 1 FEBRUARY 2022**

### **Elected Members**

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

### **Officers**

Mrs L Dowling (Chief Executive Officer)  
Mrs R Millett (Executive Secretary)  
Mrs R Smallcombe (Manager Governance and Risk, Acting)  
Mr M Holmes (General Manager Finance, Governance and Risk)  
Ms C Quinn (General Manager Strategy and Transformation)  
Ms K Lee (General Manager Community Development and Events)  
Mr J Tumbers (General Manager Operations)  
Ms V Hankinson (Governance Business Partner)  
Mr T Mienie (General Manager People, Culture and Safety) (via teams)  
Mr M Francis (General Manager Strategic Asset Performance) (via teams)  
Mr L Griffiths (Manager Engagement and Partnerships) (via teams)  
Ms K Wockner (Manager Contracts and Procurement) (via teams)  
Mr BM Van Tonder (Project Manager (Consultant)) (via teams)

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

Nil.

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

Councillor Darryl Branthwaite extended condolences to Mal Jones and family for the passing of Trevor Jones. Cr Branthwaite noted that when he and wife Jenny first moved to the region in 1982 and joined the Uniting Church at Boyne Island Tannum Sands, Trevor and Mal Jones were part of the elder group and welcomed Cr Branthwaite and Jenny with open arms. Trevor's role within the community was as an engineer and Town Planner with Calliope Shire Council and helped shape the region to what it is today. Cr Branthwaite expressed sadness at Trevor's passing and sent condolences to Mal, Nathan, Karen and Rob.

Councillor Desley O'Grady sent condolences to Joyce Dingle and family for the passing of Des Dingle of 'Alarm Creek'. Des was very instrumental in getting the Mt Larcom show up and running again when it had a closure back in the 50's. Cr O'Grady expressed sadness at Des' passing and noted that Joyce will be relocating to Calliope and will be surrounded by loved ones.

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

Nil.

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

On Australia Day eve at the Gladstone Entertainment Convention Centre (GECC), we held the Australia Day awards and the following day, 26 January 2022, we welcomed 115 new citizens from 21 different countries to the Gladstone region and to Australia. Congratulations Aussies and it was fantastic to be a part of those ceremonies both at the GECC and at the Boyne Island Tannum Sands Community Centre before heading to the family fun day at Millennium Esplanade. I hear the family fun day's across the region were very well attended with Turkey Beach and in the Boyne Valley. Well done to everyone that put-on Australia Day functions.

Our Australia Day award winners were announced, and live streamed. Thanks again to the team at the GECC for live streaming our Australia Day awards for 2022. Our award winners were Community Event Initiative, 2021 Agnes Blues, Roots and Rock Festival; Community Volunteer, Paul Eyre-Thompson; Young Sportsperson, Samarah Littlemore; Sports Official, Timothy Fowler; Arts and Culture, Chelsea Elvery; Young Citizen of the Year, Aaron Yea. And I am very glad to announce our Citizen of the Year 2022 is Amber Rodgers. Well done to Amber and all the work she has done in Agnes Water / Seventeen Seventy, the DCTC and right across the region. Amber is a champion, and it was an honour to announce Amber as our Citizen of the Year for Australia Day 2022.

**G/2. CONFIRMATION OF MINUTES**

**G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 18 JANUARY 2022**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 1 February 2022

**File Ref:** CM7.2

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**Purpose:**

Confirmation of the minutes of the General Meeting held on 18 January 2022.

**Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 18 January 2022 be confirmed.

**GM/22/4675 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**

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

### **G/3.1. GLADSTONE REGION YOUTH COUNCIL ADVISORY COMMITTEE 2022**

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

**Council Meeting Date:** 1 February 2022

**File Ref:** CC9.10

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#### **Purpose:**

To consider the changes proposed to the Gladstone Region Youth Council Advisory Committee Terms of Reference and the appointments to the Committee for 2022.

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

That Council:

1. Adopt the revised Terms of Reference for the Gladstone Region Youth Council Advisory Committee as attached (refer to addendum 1); and
2. Appoint the following Gladstone Region Youth Council Advisory Committee Members for the 2022 calendar year with appointments expiring on the 31 December 2022:
  - Aaron Yea
  - Rommiel Malig
  - Gypsy Cantwell
  - Jessica Toms
  - Emma Roulston
  - Jie Xi Zang (Jessi)
  - Chloe Sydes
  - Michael Vardy
  - Tayla Bullen
  - Alexander Hill
  - Stefani Seumanu

#### **GM/22/4676 Council Resolution:**

Moved Cr Cameron

Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

### **G/3.2. GARTNER SPECIALISED SUPPLIER**

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

**Council Meeting Date:** 1 February 2022

**File Ref:** PE1.1

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**Purpose:**

This report seeks a resolution from Council to make use of the provisions in section 235 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 a two-year subscription with Gartner Australasia Pty Ltd to Gartner for HR Leaders to provide unmetered support to Council's Human Resources group in development and implementation of key strategies and deliverables.

**Officer's Recommendation:**

That Council:

1. Resolves, in accordance with Section 235(b) of the Local Government Regulation 2012, that it is satisfied that due to the specialised nature of the services sought, Gartner Australasia Pty Ltd is a specialised supplier; and
2. Authorises the Chief Executive Officer to enter into a contract with Gartner Australasia Pty Ltd for the Gartner for HR Leaders subscription until 30 June 2024.

**GM/22/4677 Council Resolution:**

Moved Cr O'Grady  
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED**

### **G/3.3. TENDER 78-22 GLADSTONE AQUATIC CENTRE REJUVENATION STAGE 3**

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

**Council Meeting Date:** 1 February 2022

**File Ref:** PE1.1

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**Purpose:**

This report seeks resolution from Council to enter into a contract with Young's Building Contractors (Gladstone) Pty Ltd as trustee for the Young Family Trust for Gladstone Aquatic Centre Rejuvenation Stage 3 works.

**Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from Young's Building Contractors (Gladstone) Pty Ltd as trustee for the Young Family Trust for Tender 78-22 Gladstone Aquatic Centre Rejuvenation Stage 3 works; and
2. Authorise the Chief Executive Officer to enter into a contract and associated contract variations within the approved budget, with Young's Building Contractors (Gladstone) Pty Ltd as trustee for the Young Family Trust for Tender 78-22 Gladstone Aquatic Centre Rejuvenation Stage 3 works.

**GM/22/4678 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**



**G/3.4. DRAFT EXTERNAL GRANTS POLICY**

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

**Council Meeting Date:** 1 February 2022

**File Ref:** CM28.2

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**Purpose:**

The purpose of this report is to present a Draft External Grants Policy for Council consideration.

**Officer's Recommendation:**

That Council adopt P-2022-01 External Grants Policy as presented in Addendum 2 to this report.

**GM/22/4679 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Branthwaite

That the Officer's Recommendation be adopted.

**CARRIED**

**G/3.5. 2021/22 OPERATIONAL PLAN QUARTER TWO REPORT**

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

**Council Meeting Date:** 1 February 2022

**File Ref:** CM14.2

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**Purpose:**

To present Council with the second quarterly performance report for the 2021/22 Operational Plan.

**Officer's Recommendation:**

That Council note the 2021/22 Operational Plan Quarter Two Report.

**GM/22/4680 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Muszkat

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 10:05am.**

**ATTACHMENTS**

**Addendum 1**



**GLADSTONE REGION YOUTH COUNCIL  
ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**1. Background**

On 6 May 2014 Gladstone Regional Council endorsed the re-establishment of the Gladstone Region Youth Council. The Gladstone Region Youth Council is a formal Advisory Committee to Gladstone Regional Council and is recognised under the *Local Government Regulation 2012, ss. 264-265*.

**2. Purpose**

The purpose of the Gladstone Region Youth Council is to:

- 2.1 Provide the opportunity for young people to input into the public governance of their Region.
- 2.2 Provide young people with exposure and personal development opportunities related to public governance and to strengthen youth leadership.
- 2.3 To provide Council with a further opportunity to engage with young people in a structured and formal way.
- 2.4 Involve young people in public activities that they may not have otherwise considered participating in.
- 2.5 Seek the assistance of young people in engaging with their peers on community related issues and to be a voice for young people on Council related matters and initiatives.

**3. Objectives**

- 3.1 To source the views and recommendations of young people in the development and governance of the Gladstone Region.
- 3.2 Raise youth awareness, engagement and input into the work of local government.
- 3.3 Develop potential future leaders.
- 3.4 Encourage young people to consider local government as a career path.



**4. Membership**

- 4.1 Membership is open to young people aged between 15 and 25 years including those that are turning 15 within the first six months of the Youth Council term and reside in the Gladstone Region
- 4.2 Members will be sought via an expressions of interest process which will be publicly advertised.
- 4.3 The Committee will consist of up to 11 members appointed by Council from the pool of applicants received in response to an expression of interest process. A Chair and Deputy Chair for the Committee will be appointed by Youth Council members.
- 4.4 Membership shall be for an initial term of one (1) year, with appointed members able to seek re- appointment for subsequent terms.
- 4.5 Within reason, Council will seek to ensure demographic balance and diversity (sex, age, ethnicity, residential location etc.) in the appointment of members.
- 4.6 If a member is absent without a Youth Council approved leave of absence for three (3) or more consecutive meetings, their position may be considered vacant and a replacement member sought via a new or prior expression of interest process. The replacement member will fill the role to the end of the prior member's term. The appointment must be made by Council resolution.
- 4.7 Members may resign at any time by notice in writing to Council.
- 4.8 Members may be replaced at any time by resolution of Council.

**5. Role of members**

Members of the Gladstone Region Youth Council will fulfill their role by:

- 5.1 Attending meetings and making a commitment to actively contribute to the activities of the Youth Council.
- 5.2 Advocating on behalf of young people and building a collaborative relationship with Council.
- 5.3 Providing input, views and advice on matters being considered by the Youth Council.
- 5.4 Attending activities and development opportunities available through the Youth Council.
- 5.5 Complying with legislative, safety and conduct requirements.



**6. Meetings, Voting and Administrative Arrangements**

- 6.1 The Gladstone Region Youth Council will hold a minimum of 10 meetings per annum at dates and times determined by the Youth Council. Additional meetings may be held as determined by the Youth Council.
- 6.2 The 10 meetings will be publicly advertised on Council's website.
- 6.3 Should a change in meeting date and/or time be required these changes will be publicly advertised accordance with Section 6.2.
- 6.4 Meetings will generally be held at the Council Chambers, 101 Civic Centre, Goondoon Street Gladstone. Meetings can be taken off-site at the discretion of Youth Council members subject to approval by Council Officers based on a risk assessment.
- 6.5 Meeting attendance via Teleconferencing (as defined under s.276 *Local Government Regulation 2012*) will be allowed if deemed appropriate by Youth Council members.
- 6.6 A quorum for meetings is 50% of members plus one (1), or in the case of an odd number of members, a majority of members.
- 6.7 Voting at meetings must be open (ie. not by secret ballot or other closed methods) and a decision is made by a majority of the votes of members present. If the votes are equal, the Chair presiding has the casting vote and if a member fails to vote, the member is taken to have voted in the negative.
- 6.8 Proxy votes will not be accepted.
- 6.9 Members who cannot attend a meeting should tender an apology in advance of the meeting.
- 6.10 Members who are seeking a leave of absence from Youth Council meetings for a period of time, must lodge a leave of absence request. The Youth Council will decide whether to grant or refuse the request.
- 6.11 In conducting meetings of the Youth Council, Council Officers will ensure that members and others in attendance are made aware of and provided with relevant advice on the *Local Government Act 2009* and *Local Government Regulation 2012* as they relate to Advisory Committees to ensure that members remain compliant with their legislative obligations.
- 6.12 Where a person or other body wishes to consult or seek input from the Youth Council on a matter, a formal request must be lodged with Council. Officers will assess the relevance and appropriateness of the request in consultation with the Youth Council. Council Officers will be the decision makers on whether the request is granted or refused.



- 6.13 As an Advisory Committee to Council, Youth Council meetings are open to the public. Non-members who attend are observers only and cannot participate in discussion unless invited to do so by the Youth Council.
- 6.14 If the Youth Council deems an observer/s to be disrupting meeting proceedings or causing offence to any person in attendance, they may be asked to leave the building where the meeting is taking place with immediate effect for the remainder of proceedings.
- 6.15 Gladstone Regional Council will provide the secretariat to the Youth Council and will be responsible for meeting notifications, preparing and circulating agendas, recording the minutes of meetings and any other administrative support.
- 6.16 Where a decision or guidance is required from Council on a matter raised at a Youth Council meeting it will be brought before Council via an Officer Report. Similarly, where Council is seeking input from the Youth Council on a matter, Council Officers will prepare a briefing note or presentation for Youth Council consideration.

**7. Reporting and Accountability**

- 7.1 The minutes of the Youth Council remain the property of Gladstone Regional Council and Council Officers will ensure that they are prepared, managed and made available to the public in accordance with legislative and corporate requirements.
- 7.2 The minutes of the Gladstone Region Youth Council Advisory Committee will be presented periodically to a General Meeting of Council.

**8. Adoption Date**

Insert date and resolution number

This Terms of Reference repeals all prior Terms of Reference for the Gladstone Region Youth Council Advisory Committee.

Addendum 2

## Gladstone Regional Council

### Council Policy

<b>Title</b>	<b>EXTERNAL GRANTS POLICY</b>
<b>Policy Number</b>	<b>P-2022-01</b>
<b>Business Unit/s</b>	<b>STRATEGY &amp; TRANSFORMATION</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

**1.0 PURPOSE:**

The purpose of this policy is to establish the criteria and decision making to be applied when considering external grant funding opportunities.

**2.0 SCOPE:**

This policy applies to all external grant funding opportunities whether in cash or in-kind and applies if Council proposes to be a sole or joint funding applicant.

**3.0 RELATED LEGISLATION:**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

**4.0 RELATED DOCUMENTS:**

- Investment Decision Framework Policy and Corporate Standard
- Budget Management Corporate Standard
- External Grant Funding Management Corporate Standard
- Gladstone Regional Council Corporate Plan 2021-2026
- Long Term Financial Plan
- Strategic Asset Management Plans

**5.0 DEFINITIONS:**

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

**the Business** means Gladstone Regional Council

**CEO** means Chief Executive Officer of Gladstone Regional Council who holds an appointment under Section 194 of the *Local Government Act 2009* and includes a person acting in this position

**Council** means Gladstone Regional Council



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



**Councillor** means a Councillor of Gladstone Regional Council as defined under *the Local Government Act 2009* and includes the Mayor

**External Grant** means any assistance by way of a sum of money or other resource provided to Council on the condition that the assistance is used for a specified purpose/s

**Minor Project** means projects valued up to and including \$20,000

**Recurrent Grant Funding** means grant funding that is generally provided to Council on an annual basis subject to Council meeting the ongoing eligibility, acquittal or submission requirements

## 6.0 POLICY STATEMENT:

### 6.1 Background

The Federal and State Governments and other private and public sector organisations offer grant funding opportunities to organisations to encourage and assist in the development of targeted infrastructure and services. Grants are an important source of funding for Council projects and activities but need to be considered in the context of Council's priorities, plans, area of responsibility, capacity to fund & deliver projects, Council's capability to be able to afford to continue to maintain and other funding options. This policy sets out the key policy principles and guides at what level of the business decision making will be made.

### 6.2 Policy Principles

1. Council will seek external grant funding for projects and activities that align with Council's key strategic priorities and plans.
2. Council Officers as identified in Council's Delegation Registers, are authorised to lodge external grant funding applications for projects that meet one or more of the following criteria:
  - a) Projects which have been approved in Council's Capital and Operational Budget Cycle
  - b) Projects that are included in Council's Long-Term Financial Plan and/or Asset Management Plans and the funding generally aligns with the priority for delivery of the projects
  - c) Projects that have been assessed through the Investment Decision Framework and obtained at a minimum, Gate 2 approval
  - d) Projects to be included in Council's Recurrent Funding Programs which have been identified and prioritised for delivery in the relevant recurrent funding period
  - e) Minor projects where it has been determined that the value of the external grant is greater than the value of the resources required to apply, report and acquit the external funding
  - f) Disaster recovery works where the State and Federal Governments have made funding available for recovery following a disaster or emergency event.
3. Council recognises that Councillors are elected to represent the views of the community and therefore Councillors will be the decision makers in relation to any grant application that falls outside of Section 6.2.2. Council will include the following considerations in its decision making:
  - Alignment with strategic plans and the priority of the project
  - Emerging needs in the community demonstrated through evidence-based data and information



- Council’s ability to provide matching funding where required, and its capacity to deliver the project within the constraints of Council resourcing and other budget commitments
  - Whether the funding stream is the sole source, or most appropriate funding stream, for the proposed project
  - The readiness of a project and any associated risks
  - Collaboration and engagement opportunities
  - The potential for Council to be competing against other business or community organisations for the funding
  - Any reputational issues that may arise from making a decision to apply for, or not to apply for external grant funding opportunities
  - The benefits the community will obtain from the project.
4. The CEO may also decide that any external grant funding application, including those identified for Council Officer level decision making, be referred to Council for decision making where it is determined that the proposal would benefit from Councillor consideration.
5. In circumstances where external grant funding opportunities fall outside of the scope of Section 6.2.2 are received on short notice, which prevent them from being tabled for decision as part of Council’s normal meeting cycle, the CEO will:
- a) As soon as practical, inform all Councillors of the external grant funding opportunity and its scope and eligibility requirements; and
  - b) Advise Councillors of any potential projects that may be in a state of readiness for seeking this external grant funding.

In these circumstances the CEO is authorised to approve the submission of external grant funding applications.

6. A regular quarterly report on all external grant funding will be presented to Council to ensure Councillors remain informed.

**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			
Amendment 1			

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**LEISA DOWLING**  
 CHIEF EXECUTIVE OFFICER