



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING MINUTES**

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

**On Tuesday 15 April 2025**

**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 1 APRIL 2025 .....	5
<b>G/3. DEPUTATIONS .....</b>	<b>6</b>
<b>G/4. OFFICERS' REPORTS .....</b>	<b>7</b>
G/4.1. NAMING COUNCIL INFRASTRUCTURE ASSET - YAYA ROAD, AGNES WATER .....	7
G/4.2. COMPLIMENTARY GREEN WASTE DISPOSAL PERIODS .....	8
G/4.3. TENDER RPQS 73-25 TRAINING SERVICES.....	9
G/4.4. REPEAL OF THE ETHICS INTEGRITY AND AUDIT POLICY .....	11
G/4.5. REVIEW OF REVENUE POLICY.....	12
G/4.6. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2025 .....	13
<b>G/5. COUNCILLORS REPORT.....</b>	<b>14</b>
<b>G/6. URGENT BUSINESS.....</b>	<b>15</b>
<b>G/7. NOTICE OF MOTION .....</b>	<b>15</b>
<b>G/8. CONFIDENTIAL ITEMS .....</b>	<b>15</b>

**Elected Members**

Councillor - Mayor M Burnett  
Councillor G Churchill  
Councillor M Wagner  
Councillor M Holzheimer  
Councillor N Muszkat (via teams)  
Councillor S McClintock  
Councillor L Patrick  
Councillor C Cameron

**Officers**

L Dowling (Chief Executive Officer)  
R Millett (Executive Secretary)  
T Whalley (Manager Governance and Risk)  
M Holmes (General Manager Finance Governance and Risk)  
C Quinn (General Manager People and Strategy)  
K Lee (General Manager Community and Lifestyle)  
J Tumbers (General Manager Operations)  
R Huth (General Manager Customer Experience)  
K Wilson (General Manager Customer Experience)  
M Cabral-Fernandes (Waste Education Specialist)  
C Henderson (Manager Contracts and Procurement)

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

**GM/25/5424 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Holzheimer

That an apology for Councillor K Davis be received.

**CARRIED**

**G/0.3.3. MESSAGES OF CONDOLENCE**

Cr Wagner provided the following message of condolence:

*It is with a heavy heart that I advise of the unexpected passing of Dave Bolton of Tannum Sands on Friday, 4 April 2025, aged 60 years. Dave was an active member of Boyne Island Tannum Sands Bowls Club and was well regarded by all who had the privilege to grace the green with him or who benefited from his commitment to helping out. He was a lovable larrikin and friend to many. Dave leaves behind his partner and best friend Jo Cuthbertson; children and children-in-law Damien and Kirrie, Zac, Kirsten and Josh, Hayley and Stephen; grandchildren Wayde, Kody, Jade and Vivienne; and parents Maureen and the late Paul Bolton. His absence will be truly felt.*

**G/0.3.4. DECLARATION OF INTERESTS**

Nil

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

On Tuesday 1 April 2025 we welcomed 79 new citizens to the Gladstone Region shortly after our Council Meeting that day. Thank you Councillor Leanne Patrick, Councillor Glenn Churchill and Councillor Chris Cameron for attending the ANZAC Park service on Friday 4 April 2025 for the unveiling of the Bofors Gun. It's a nice new addition ahead of ANZAC Day. On the weekend, Councillor Patrick and Councillor Mellissa Holzheimer were there to celebrate with the many volunteers from the Volunteer Marine Rescue (VMR) Round Hill for the 50 years of service to the local community and we know how many lives they've saved over the years and we thank them for their service.

It's nearly Easter in Gladstone, it is the busiest time of the year. Gladstone Harbour Festival starts on Thursday night (17 April 2025); we have the sponsors function on Wednesday night (16 April 2025); and of course there's fireworks, there's live entertainment, the Foo Fighters and Nirvana show should be pretty good. Gladstone Regional Council is proud to be one of the major sponsors of the Harbour Festival. We have the Brisbane to Gladstone Village starting with the Long Lunch on Good Friday (18 April 2025), the Seafood Festival on Saturday (19 April 2025) and the Line Crossing Party where we welcome back The Hamilton Band who always put on a good show. There will be lots of entertainment at the Yacht Club. The trophy presentation will be back at the Yacht Club again this year on the Easter Sunday (20 April 2025). And McCosker Gladstone Speedway is hosting the Street Parade. It's a bit of a different Street Parade, so I'm looking forward to seeing that happening again on Good Friday.

Also upcoming are the ANZAC Day services right across the region on ANZAC Day on Friday 25 April 2025. And then the Boyne Tannum Hook Up is the next big event for Boyne Island Tannum Sands on the Labor Day long weekend (Friday 2 May - Sunday 4 May 2025).

## **G/2. CONFIRMATION OF MINUTES**

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 1 APRIL 2025**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 15 April 2025

**File Ref:** CM7.2

---

**Purpose:**

Confirmation of the minutes of the General Meeting held on 1 April 2025.

**Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 1 April 2025 be confirmed.

**GM/25/5425 Council Resolution:**

Moved Cr Patrick

Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED**

### **G/3. DEPUTATIONS**

Nil

## **G/4. OFFICERS' REPORTS**

### **G/4.1. NAMING COUNCIL INFRASTRUCTURE ASSET - YAYA ROAD, AGNES WATER**

**Responsible Officer:** General Manager Customer Experience

**Prepared By:** Manager Customer Solutions

**Council Meeting Date:** 15 April 2025

**File Ref:** CR13.1

---

#### **Purpose:**

The purpose of this report is to allow Council to consider a request to utilise the name Yaya Road on an unnamed road in approved Reconfiguration of Lot (ROL) Application DA/22/2023. The location of the new road is to be off Tavern Road, Agnes Water QLD 4677.

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

That Council approves the use of the name Yaya for an unnamed road in approved Reconfiguration of Lot Application DA/22/2023.

#### **GM/25/5426 Council Resolution:**

Moved Cr Wagner

Seconded Cr Cameron

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.2. COMPLIMENTARY GREEN WASTE DISPOSAL PERIODS**

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

**Prepared By:** Manager Revenue Services and Manager Waste Program Delivery

**Council Meeting Date:** 15 April 2025

**File Ref:** FM6.1 and FM7.1

---

### **Purpose:**

To seek Council's endorsement to provide a complimentary two-week period from 3 May 2025 to 18 May 2025, during which domestic users can dispose of their green waste free of charge at our Benaraby, Gladstone, and Agnes Water Transfer Stations.

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

That Council adopt the following adjustments to its 2024/2025 Fees and Charges: a complimentary two-week period, commencing on 3 May 2025 to 18 May 2025 at the Benaraby, Gladstone, and Agnes Water Transfer Stations. During this period, the fee for "Green Waste – Uncontaminated – Less than 500kg" will be reduced from \$5.00 per load to "No Charge."

### **GM/25/5427 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED**



### G/4.3. TENDER RPQS 73-25 TRAINING SERVICES

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

**Prepared By:** Manager Contracts and Procurement

**Council Meeting Date:** 15 April 2025

**File Ref:** FM21.1

---

#### **Purpose:**

This report seeks resolution from Council to enter into agreements for the provision of Training Services under a Register of Pre-Qualified Suppliers.

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

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following 64 service providers on RPQS 73-25 Training Services:

- 4 T Consultants Pty Ltd (*local business*)
- Ab Quality Homes Pty Ltd
- Academy Green Learning
- Academy Global Pty Limited
- ALL STATES TRAINING
- Articulous Pty Ltd
- ASPL Australia Pty Ltd. Trading as ASPL Group
- Auditor Training Online Pty Ltd
- Australian Red Cross Society (*local branch business*)
- BE YOU Pty Ltd As Trustee for The JG & BA Unit Family Trust
- Blanchard International Pty Ltd
- Blue Visions Management T/A Institute of Management
- Career Coaching and Training
- Coherics Pty Ltd
- Computer Smart Training Pty Ltd
- ConnectedLE Pty Ltd
- CountryCo Ag Services Pty Ltd
- Current Training (QLD) Pty Ltd
- Online Compliance Training Australia Pty Ltd (Equal Opportunity Training)
- EEO Specialist (Equal Opportunity Training)
- Elemental Projects (Australia) Pty Ltd
- Endless Sunsets T/A The CPEM Consulting Group
- Excel Consulting Solutions Pty Limited (Nexacu)
- Get Skilled Access Pty Ltd
- Governance Risk & Compliance Solutions Pty Ltd trading as GRC Solutions
- Griffith University, a body corporate established pursuant to the Griffith University Act 1998
- Harness Energy (*local business*)
- Helix Legal Pty Ltd
- Honeylight Enterprises Pty Ltd
- Australian Institute of Resources Training Pty Ltd trading as Host Safety and Training

- HRS Connect Pty Ltd
- Ian Crothers & Associates
- Inspyr Pty Ltd
- Intele Training Pty Ltd
- Smart First Aid Pty Ltd (Intuitive Training)
- Investigation Compliance and Enforcement Training Systems Pty Ltd
- LG Services Group Pty Ltd
- Link Resources Training Pty Ltd
- Liquid Learning Group Pty Ltd
- Lumian Consulting Pty Ltd
- Melbourne Business School
- Guinea Enterprises P/L T/A Narbil Training Services (*local business*)
- Playground Safety Inspectors Australia Pty Ltd T/A Playground Safety Inspectors Australia (PSIA)
- Project Management Partners Pty Ltd Trading as PM-Partners group
- OVA Educational Systems Pty Limited t/a Resolution Education
- Strategic Health Services Pty Ltd T/A SDS Training
- B M REID & I R RANKIINE ATF 4T TRUST TRADING AS SMALL COMPANY BIG BUSINESS
- St John Ambulance Australia Queensland Limited
- SUTHERLAND COMPUTER TRAINING PTY LTD
- The AusHealth Hospital Research Fund Ltd – AusHealth Work
- The Gallup Organisation Pty Ltd
- The Hinwood Institute Pty Ltd
- The Trustee for Corporate Edge Coaching Trust
- College for Adult Learning Pty. Ltd. as the Trustee for Golding/Sabell Trust
- The Trustee for the Monsigneur Family Trust
- The Trustee for WK Chan and Associates Trust t/a Paradigm Infinitum and Australian
- Leadership Skills Centre
- The University of Sydney
- Total Training Group Pty Ltd
- Trainers Direct Pty Ltd
- Trility Services Pty Ltd (*local branch business*)
- Upskilled Pty Ltd
- Abrahamson Holdings as Trustee of the Abrahamson Family Trust t/a Upskills QLD
- Vertical Hoizonz Australia Pty Ltd
- Evolve HR Solutions (*local branch business*)
- Health & Wellness Hub P/L

2. Authorise the Chief Executive Officer to enter into panel arrangements for a fixed term of 5 years, with the above service providers.

**GM/25/5428 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Churchill

That Item G/4.3. TENDER RPQS 73-25 TRAINING SERVICES be deferred to the General Meeting Tuesday 6 May 2025 to allow Councillors time to read the supplementary material.

**CARRIED**

#### **G/4.4. REPEAL OF THE ETHICS INTEGRITY AND AUDIT POLICY**

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

**Prepared By:** Governance Business Partner and Principal Internal Auditor

**Council Meeting Date:** 15 April 2025

**File Ref:** CM28.2

---

**Purpose:**

The purpose of this report is for Council to consider the repeal of the Ethics Integrity and Audit Policy.

**Officer's Recommendation:**

It is recommended that Council repeal P-2020-20 Ethics Integrity and Audit Policy.

**GM/25/5429 Council Resolution:**

Moved Cr Muszkat  
Seconded Cr Patrick

That the Officer's Recommendation be adopted.

**CARRIED**

#### **G/4.5. REVIEW OF REVENUE POLICY**

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

**Prepared By:** Governance Business Partner

**Council Meeting Date:** 15 April 2025

**File Ref:** CM28.2

---

**Purpose:**

To consider the annual review of the Revenue Policy prior to the adoption of the 2025/2026 budget.

**Officer's Recommendation:**

That Council adopt the Revenue Policy provided as Attachment 1 to the Officer's Report and apply it to the 2025/2026 financial year.

**GM/25/5430 Council Resolution:**

Moved Cr Cameron

Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED**

#### **G/4.6. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2025**

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

**Prepared By:** Management Accounting Specialist

**Council Meeting Date:** 15 April 2025

**File Ref:** FM15.1

---

**Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the year 2024-25 to date, for the period ended 31 March 2025.

**Officer's Recommendation:**

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2024-25 year to date, for the period ended 31 March 2025 as required under Section 204 Local Government Regulation 2012.

**GM/25/5431 Council Resolution:**

Moved Cr Churchill

Seconded Cr McClintock

That the Officer's Recommendation be adopted.

**CARRIED**

## G/5. COUNCILLORS REPORT

Mayor Burnett provided the following statement:

*This week marks the end of an era for Council as we're sending Rob Huth, our General Manager of Customer Experience onto the next chapter of his life, retirement. I would like to take a moment to acknowledge the incredible commitment Rob has made to the Gladstone Region over the course of his almost 40 year career with Council. Rob started with Council on 14 April 1986 as the Manager of Construction Projects and the role transformed in June 2014 into the Manager of Road Services and in August 2018, to the Manager of Roads Program Delivery. Later in his years of appointment, he began dipping his toes into more senior roles throughout the business including Acting General Manager of Operations. Rob finally ended up where he has been for the last 5 years, which is the General Manager of Customer Experience. Rob's commitment hasn't stopped there though, he continued to put his hand up for secondments in the Executive Leadership Team over the last 5 years even taking on the role of Acting Chief Executive Officer (CEO).*

*While Rob's wealth of knowledge and experience will be sorely missed, we welcome Kimberley Wilson into the role with open arms and look forward to supporting her as she settles into the new role at Gladstone Regional Council.*

*Rob, I think the role of General Manager Customer Experience is probably the most fitting for yourself because it sums up your work ethic over the past 40 years working to deliver the best possible solutions for the customer which is ultimately our community. On behalf of the Council and our entire Gladstone Region Community, and I'd like to acknowledge that we have former Councillor Rick Hansen, former Councillor Desley O'Grady and former Councillor Peter Masters in the gallery here to join with us today, to say thank you so much to you Rob and we wish you and Sue all the very best for your travels and retirement.*

Mayor Burnett presented Rob Huth, General Manager Customer Experience and his wife Sue with a gift on behalf of the Gladstone Region community.

Rob Huth, General Manager Customer Experience, provided the following statement:

*Anyone that knows me knows I'm not big on speeches, though I do love working in the customer experience space and having a chat to solve problems - not on camera is where I prefer to be. I've had a blast. There aren't any businesses that I know of that have the depth and breadth of experiences you can get in local government. So, anyone listening online, I'd like anyone who's thinking about a career or thinking about changing a career, have a look at local government and there's a career path here for you for sure.*

*Mayor Matt, thank you very much, your support over the years it has been terrific. Leisa, our CEO, has been fantastic as well and leading the business in a great direction. Current Councillors, previous Councillors, thank you very much for your support. I've worked with some terrific people over the years, many who have mentored me, many I've learned from, many I've learned what not to do because it's not the right thing to do. That's equally rewarding. I've been involved in many projects, some flashy projects like Millennium Esplanade, which was a really really good project to work on, where I was construction lead or project managing at the time and coordinating contractors and delivering a destination for our community here. But apart from the flashy projects, you get to meet individuals and make changes to their life through solving some problems that they have had and working through that with them. I had one recently where a guy has approached me and said that he remembered that I fixed his road, I didn't remember the conversation, I didn't remember the work we had done, but he remembered me and that was pretty cool. It's those little things that also make a big different. Keep doing wonderful things.*

*There's plenty of good people working in this business and plenty more to come into the business and it's time for the old fellas like me to move out and let the new generation come through. Thanks to the Customer Experience team, it's been fantastic over the last 5 years. I've met some great people in that space, and I really appreciate your commitment to the cause.*

*I'm very grateful for the opportunity and the career that I've had within local government, and I wouldn't have thought that 39 years ago when I was working on the tools as an apprentice chipper and started with Council for 12 months, that then got extended for 39 years. There's a career for you out there if you're looking for a career in council, it's a good choice to make.*

Mayor Burnett mentioned that former Councillor Chris Trevor, former Councillor Darryl Branthwaite and former Deputy Mayor and Councillor Kahn Goodluck send their apologies and that they wanted to be at the meeting today for Rob Huth's last meeting. Mayor Burnett mentioned a comment received from former Cr Goodluck 'You're an inspiration to every frontline worker'.

Councillor Michelle Wagner mentioned the recent Community Forum held at Agnes Water and thanked the officer's for coordinating that forum. Cr Wagner thanked the community in the way they conducted themselves and noted that the number of people who attended and the level of conversation really stood out. Cr Wagner encouraged the community that if they see a Community Forum in their area, to consider attending.

A video celebrating Rob Huth's career at Gladstone Regional Council was presented.

## **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 9.55am.**