



GENERAL MEETING NOTICE AND AGENDA

**TO BE HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 1 July 2025

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 17 JUNE 2025

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 1 July 2025

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 17 June 2025.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 17 June 2025 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held 17 June 2025.

G/3. DEPUTATIONS

G/3.1. CADRE PTY LTD

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 1 July 2025

File Ref: CM7.6

Purpose:

For Cadre Pty Ltd to provide information regarding the Kirkwood Community Village project.

Officer's Recommendation:

That the deputation from Cadre Pty Ltd be received.

Background:

Deputation details are as follows:

Time of Presentation	9.10am
Duration of Presentation plus question time	15 mins
Speakers to present	Nick Tyas Jarrod Wells-Peris Sarah Hunt

Attachments:

1. Cadre Pty Ltd Presentation

G/4. OFFICERS' REPORTS

G/4.1. CONSIDERATION OF DEVELOPMENT APPLICATION DA/1/2025 MATERIAL CHANGE OF USE FOR ROOMING ACCOMMODATION AND RECONFIGURING A LOT (BOUNDARY REALIGNMENT AND ACCESS EASEMENT)

Responsible Officer: General Manager Customer Experience

Prepared By: Principal Planning Lead

Council Meeting Date: 1 July 2025

File Ref: DA/1/2025, DB1.7

SITE DETAILS:

Address: 133 Oaka Lane & 200 Goondoon Street, Gladstone
Central Qld 4680

RPD: Lot 14 RP 618731 & Lot 2 RP 602800

Area: Lot 14 – 869m² & Lot 2 – 819m²
Total Area: 1,688m²

Zone: Low-Medium Density Residential Zone

Overlays: Acid Sulphate Overlay, Airport Environs Overlay and
Building Heights & Frontage Overlay

Current Use of Land: Lot 14 – Vacant
Lot 2 – Dwelling House

DEVELOPMENT APPLICATION:

Application Number: DA/1/2025

Applicant: Ms Weifen He & Lot 2 – Mr Li Bin Tan
C/- Zone Planning Group

Owner: Lot 14 – Ms Weifen He
Lot 2 – Mr Li Bin Tan

Proposal: Material Change of Use for Rooming Accommodation
(13 bedroom plus manager's residence) and
Reconfiguring a Lot (Boundary Realignment and
Access Easement)

Planning Scheme: *Our Place Our Plan Gladstone Regional Council
Planning Scheme, Version 2*

Category of assessment: Impact

Lodgement Date: 20 December 2024

Properly Made Date: 6 January 2025

Confirmation Notice: 15 January 2025

Information Request: 20 January 2025

Public Notification Period: 15 business days – from 24 February 2025 to 17
March 2025

Number of Submissions: 2 properly made and 1 not properly made

Purpose:

The purpose of this report is to decide on development application (Council reference: DA/1/2025) for Material Change of Use for Rooming Accommodation and Reconfiguring a Lot, Boundary Realignment and Access Easement.

The development application applies to land at 133 Oaka Lane & 200 Goondoon Street, Gladstone Central Qld 4680. The development applicant is made against the *State Planning Policy July 2017*, and the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* under the *Planning Act 2016*.

Executive Summary:

Development Application for Material Change of Use for Rooming Accommodation and Reconfiguring a Lot, Boundary Realignment and Access Easement was lodged on 20 December 2024. The application was considered properly made on 6 January 2025 with Confirmation Notice issued on 15 January 2025. The application was prepared by Zone Planning QLD on behalf of Ms. Weifen He and Mr. Li Bin Tan. An Information Request Notice was issued on 20 January 2025 to which the applicant provided a response on 12 February 2025.

The proposal is Impact Assessable under the Low-medium Density Residential Zone of the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* (the Planning Scheme). While Rooming Accommodation and Reconfiguring a Lot (including Boundary Realignment and Access Easement) are Code Assessable, the building exceeds the zone's height limit by proposing three storeys, triggering Impact Assessment for the Rooming Accommodation. As the application includes components with different assessment levels, the overall application is subject to the higher level—Impact Assessment.

Assessment was conducted against the relevant provisions of the *State Planning Policy – July 2017* (the SPP) and the requirements detailed under the *Planning Act 2016* (the Act). The application did not trigger any referrals. The applicant advised that public notification requirements were undertaken between 24 February 2025 to 17 March 2025 with a total of 3 submissions (2 properly made submissions and 1 not properly made) received during this time.

After an assessment of the proposal against the Planning Scheme, it is considered that the proposal is generally consistent with the Strategic framework. It is therefore recommended that Development Application for Material Change of Use for Rooming Accommodation and Reconfiguring a Lot (Boundary Realignment and Access Easement) at 133 Oaka Lane & 200 Goondoon Street be approved subject to reasonable and relevant conditions.

Subject Site:

The subject site has a total site area of 1,688m² and a 20m principal road frontage to Goondoon Street, and a 20m secondary frontage to the Oaka Lane. 133 Oaka Lane (Lot 14) is a vacant allotment with boundary fencing and a crossover located on the north-eastern corner of the site. While 200 Goondoon Street (Lot 2) is improved by a Dwelling House and ancillary outbuildings.

Figures 1 to 3 provide aerial photographs that depict the site, its zoning and existing council infrastructure on the site.

The map displays the following zoning designations:

- Mixed Use:** Orange areas, primarily located to the north and east of the 1300 block.
- Community Facilities:** Yellow areas, including a large lot at the northwest corner of the 1300 block.
- Low-medium Density Residential:** Pink areas, covering most of the 1300 block and the area to the south.

Key features and lot numbers include:

- Streets:** Oak Lane (running north-south) and Gordon Street (running east-west).
- Lot Numbers:** 130, 133, 135, 137, 198, and 200.
- Infrastructure:** A utility pole is visible on Oak Lane, and a car is parked on Gordon Street.

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Figure 3: Showing existing Council infrastructure services available to the subject site (source – Geocortex accessed 15/01/2025)

Background:

Upon reviewing Council's records, it can be noted that there are several applications over the site. These are summarised in the **Table 1** below:

Table 1: Applications Lodged over the site

Application Number	Description	Approved Date
Lot 14		
BP/1791/2014	Plumbing Works - Demolition C 18/06/15	08/01/2015
BP/1792/2014	Building Demolition	12/01/2015
PL/27/2024	Rooming Accommodation, Boundary Realignment & Access Easement	Meeting Minutes issued on 1/10/2024
Lot 2		
798/1990/DA	Enclose Dwelling C 26/06/96	30/08/1990
799/1990/DA	A/G Pool C 04/08/92	30/08/1990
BP/496/2009	Laundry & Sunroom	30/09/2009
ZBR/470/2009	Open Carport & Two Free Standing Shade Sails	01/10/2009
PL/27/2024	Rooming Accommodation, Boundary Realignment & Access Easement	–

Proposal:

The applicant seeks approval for Material Change of Use for Rooming Accommodation and Reconfiguring a Lot Boundary Realignment and Access Easement. The applicant has not indicated any staging of the proposal. Under the Planning Scheme Rooming accommodation and Reconfiguring a lot are respectively defined as:

Rooming accommodation

Premises used for the accommodation of one or more households where each resident:

- *has a right to occupy one or more rooms*
- *does not have a right to occupy the whole of the premises in which the rooms are situated*
- *may be provided with separate facilities for private use*
- *may share communal facilities or communal space with one or more of the other residents.*

The use may include:

- *rooms not in the same building on site*
- *provision of a food or other service*
- *on site management or staff and associated accommodation.*

Facilities includes furniture and equipment as defined in the [Residential Tenancies and Rooming Accommodation Act 2008](#).

Reconfiguring a lot means—

- a) *creating lots by subdividing another lot; or*
- b) *amalgamating 2 or more lots; or*
- c) ***rearranging the boundaries of a lot by registering a plan of subdivision under the Land Act or Land Title Act; or***
- d) *dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is—*
 - i. *a lease for a term, including renewal options, not exceeding 10 years; or*
 - ii. *an agreement for the exclusive use of part of the common property for a community titles scheme under the Body Corporate and Community Management Act 1997; or*
- e) ***creating an easement giving access to a lot from a constructed road***

The proposal comprises the following:

Reconfiguring a Lot:

- Boundary realignment to facilitate the Rooming Accommodation proposed on lot 14 (133 Oaka Lane):

Current Lot	Proposed lot	Existing Area	Proposed Area
14	1	869 m2	1057 m2
2	2	819 m2	631 m2

- A one-way access easement (3.5m width) is proposed to benefit the proposed Rooming Accommodation over 200 Goondoon Street. Vehicle access to the Rooming Accommodation will be in only from Goondoon Street and out only at Oaka Lane.

Rooming Accommodation:

- Location: 133 Oaka Lane, Gladstone Central
- 13 x 1-bedroom units for rooming accommodation
- 1 x Manager's residence across two floors
- Vehicle access via Goondoon Street
- Vehicle exit via Oaka Lane
- Ground level:
 - 21 carpark spaces
 - 4 bicycle spaces
 - Accessible room (1 bedroom)
 - Reception/lobby area
 - Staircase and storage areas
- First Level:
 - 6 x 1-bedroom units with shared storage and a common hallway
 - First floor of the Manager's residence:
 - Living, dining, kitchen, and laundry
 - Two balconies overlooking Oaka Lane
 - Access from the common hallway
- Second Level:
 - 6 x 1-bedroom units with shared storage and laundry
 - Second floor of the Manager's residence:
 - 3 bedrooms and 2 bathrooms
 - Accessed via a private internal staircase (not from the common hallway)

Figures 4 to 14 illustrate the proposed development.

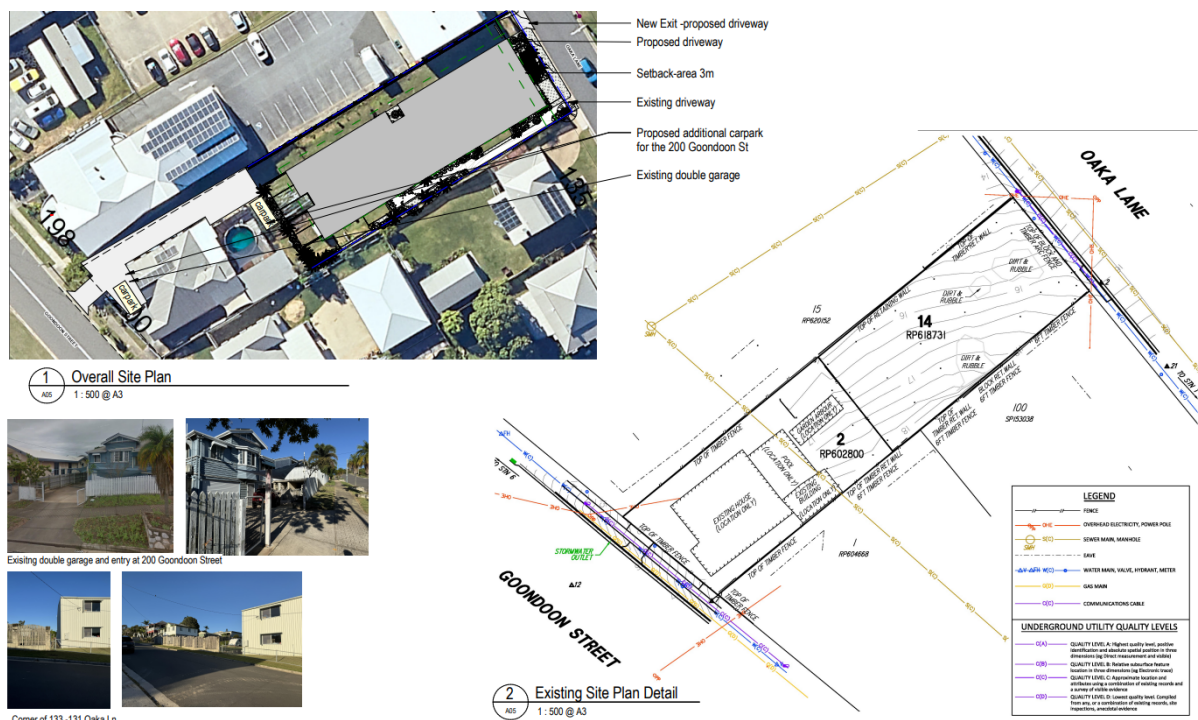


Figure 4: Overall Site Plan

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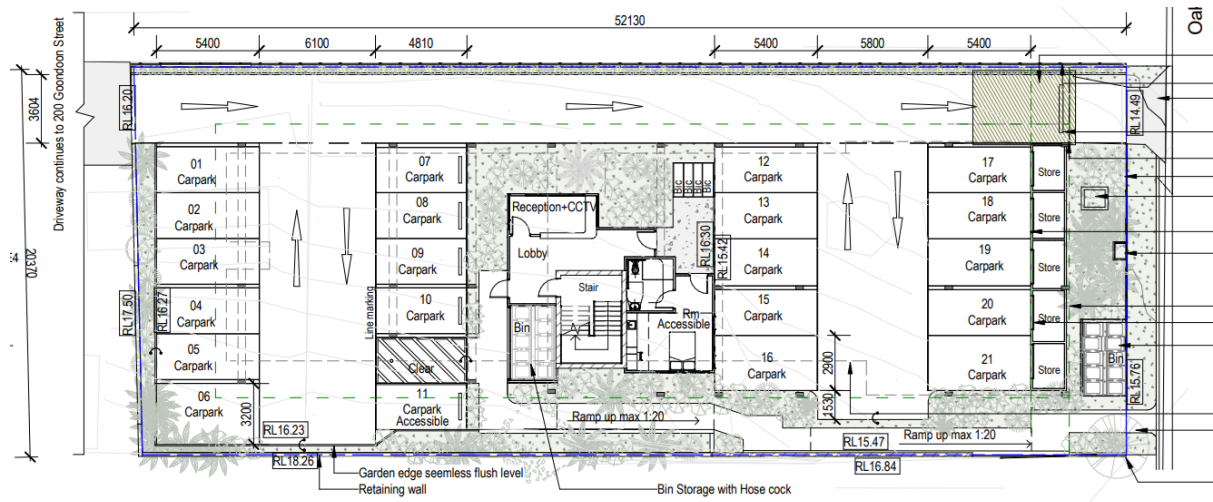


Figure 5: Proposed Site Plan

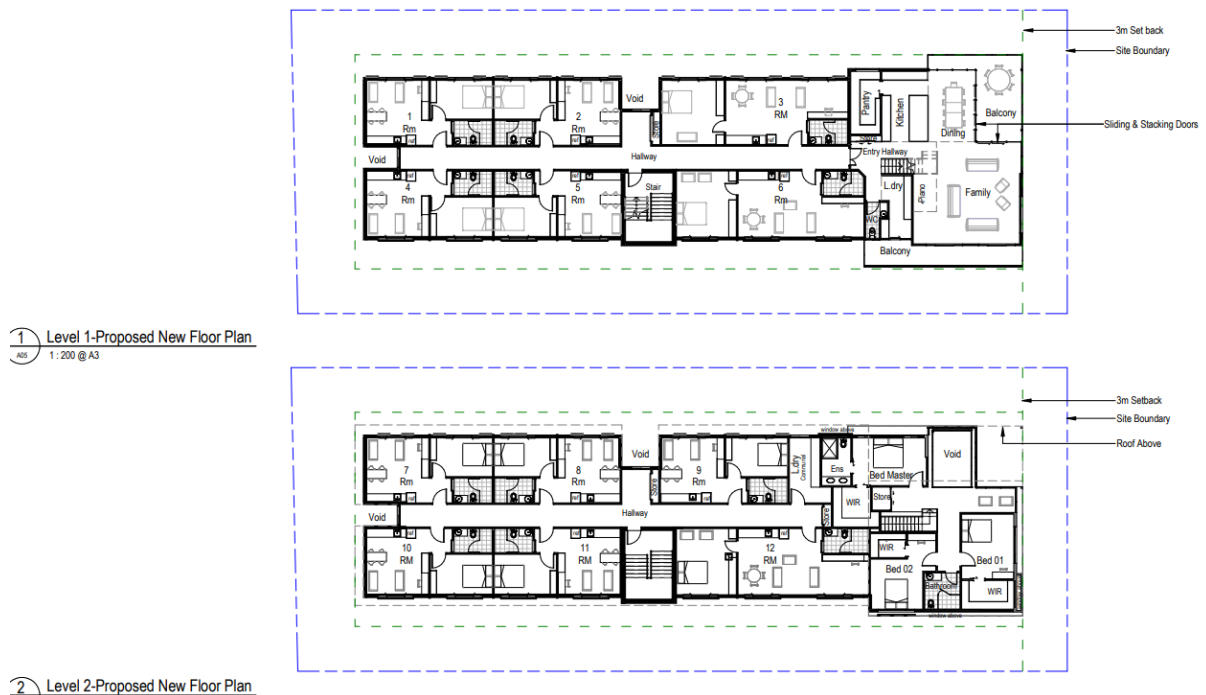
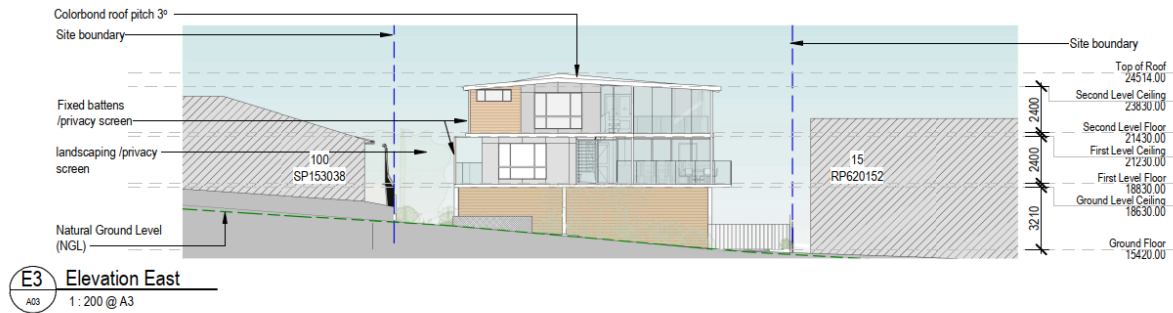


Figure 6: Floor Plans Level 1 and 2





Figure 7: Elevations Sides



E3 Elevation East
A03 1:200 @ A3



E4 Elevation West
A03 1:200 @ A3

Figure 8: Street Elevations



Figure 9: 3D view from Oaka Lane



3D view 01- Photo Montage - Oaka Lane



3D view 02 - Photo Montage - Oaka Lane

Figure 10: 3D view – Photo Montage

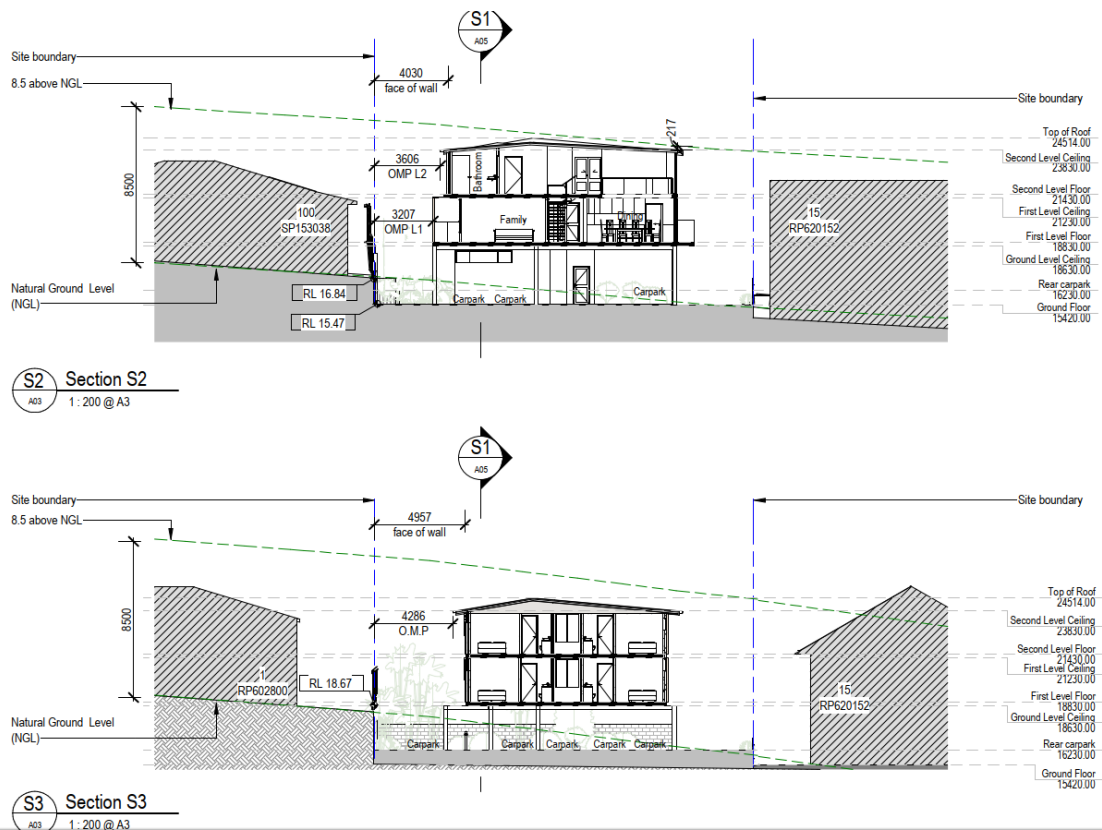


Figure 11 Section

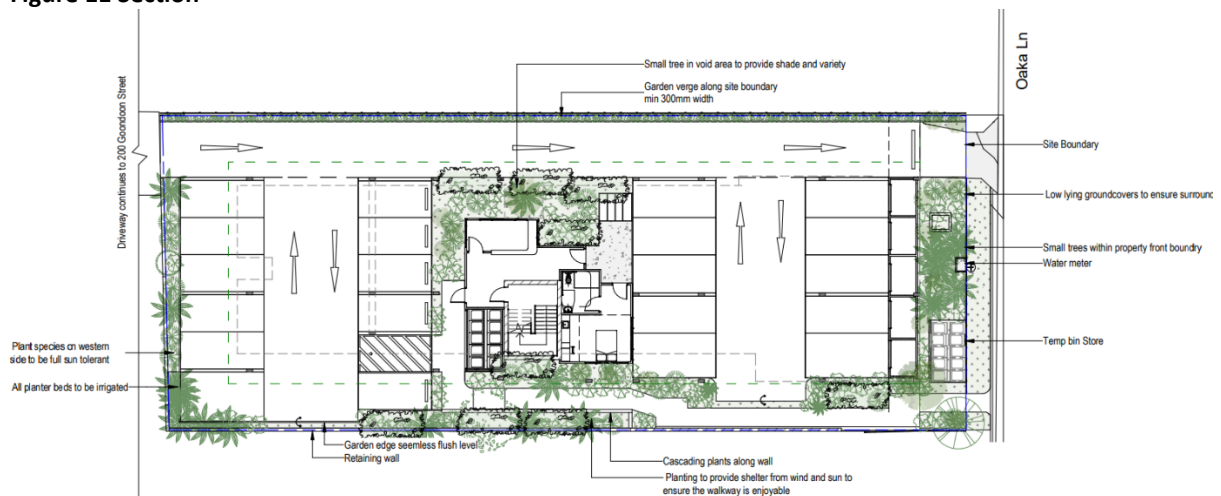


Figure 12: Landscape Concept



Figure 13: Plant Palette and details

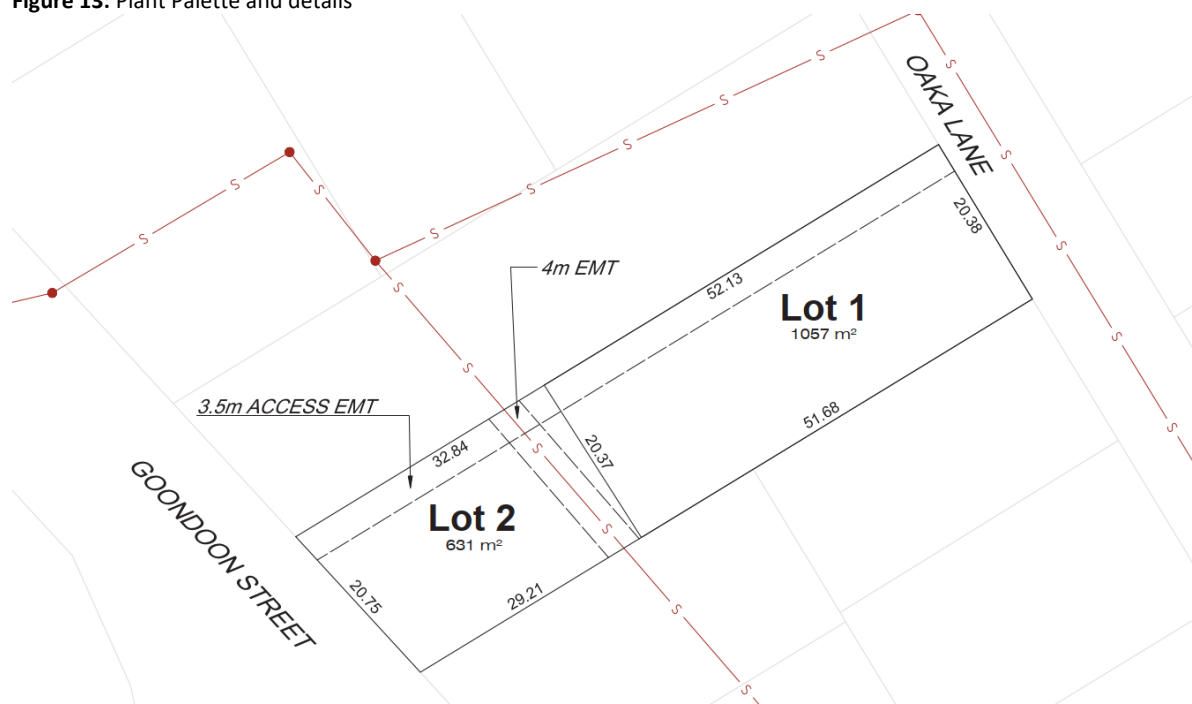


Figure 14: Proposed Boundary Realignment and Access Easement

Adopted Infrastructure Charges Notice Calculation:

Material Change of Use:

Charge Area: 1

Credit: vacant lot
= \$28,311.20

Charge: Rooming Accommodation (accommodation long Term) @ \$20,222.30 (1 or 2 bedroom)
= \$20,222.30 x 14 units (including managers residence)
= \$283,112.2

Total Charge: Charge - Credit
= \$283,112.2 - \$28,311.20
= **\$254,801**

As part of the Adopted Infrastructure Charges Resolution (No.1 – Amendment No.3), the proposed Rooming Accommodation will attract a charge of **\$254,801**. Council will issue an Adopted Infrastructure Charge Notice following the Act as part of the Decision Notice.

Reconfiguring a lot:

As part of the Adopted Infrastructure Charges Resolution (No.1 – Amendment No.3), the Reconfiguring a Lot proposal for a Boundary Realignment and Access Easement will attract **Nil** charge as the development does not seek to create an additional lot. This will be included within the Adopted Infrastructure Charge Notice that will be issued.

Referral:

Based on the information accompanying the lodged application, referral was not triggered to any referral agencies.

Information Request:

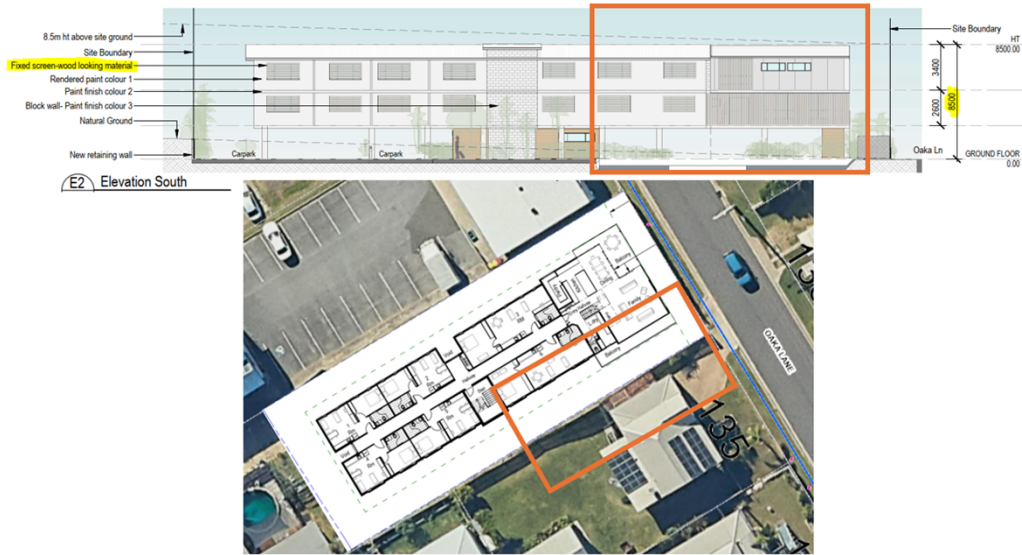
An Information Request Notice was issued on 20 January 2025, seeking the following:

- An updated traffic report reflecting the 13 proposed units and manager's residence
- Swept path diagrams demonstrating vehicle manoeuvrability, particularly for the most constrained parking spaces
- Details of the existing retaining wall shown on the elevation plan
- A typical cross-sectional plan with Reduced Levels (RL) to clarify site topography and boundary levels
- A plan illustrating proposed cut and fill works, including any retaining walls

The applicant responded with the requested information on 12 February 2025.

Public Notification and Submissions:

Public notification was carried out over 15 business days, from 24 February 2025 to 17 March 2025. A total of three submissions were received — two properly made and one not properly made — objecting to the proposed development on the site.

Submission	Applicant's response	Officer's Response
Issue: Amenity of existing neighbourhood		
<p>The proposed building height of 8.5m, particularly the top floor has the ability for people to view into other residential backyards</p>	<p>The proposed building has been carefully designed to include fixed window louvered screens along the southern common boundary to assist with privacy screening to the adjoining residential properties in Oaka Lane particularly.</p> <p>Further to the fixed external window treatments, the rooming units have windows that are positioned 1.7 meters from the floor to reduce outlooking views while maintaining natural light provisions to the units.</p> <p>To further avoid direct line of sight concerns, the development has been positioned 5m from the southern common boundary with landscaping and remains under the permitted building height for the area due to excavation at the site.</p> <p>Based on these design treatments, the proposed rooming accommodation is considered to adequately address privacy matters via a design response solution to maintain a residential amenity within the fringe of the Gladstone CBD.</p>	<p>Council acknowledges that the proposed development represents a notable change to the currently vacant site. However, the lot is located within the urban area, and the proposed building height of 8.5 metres complies with the maximum height permitted for development in this location.</p> <p>As illustrated in the image below, the applicant proposes fixed privacy screening to all windows, as well as screening along the balcony of the manager's residence at the lower level. These design measures are considered to reduce the potential for overlooking into adjoining properties, particularly 135 Oaka Lane, thereby mitigating privacy impacts for neighbouring residents.</p> <p>To ensure the amenity of the neighbours is not negatively impacted, it is recommended to include a condition that the building height does not exceed 8.5m.</p>
		
<p>There could be potential of noise pollution from the different units</p>	<p>In addition to the window treatments and setbacks that will assist in reducing noise pollution from the development, the units do not include external balconies apart from the caretaker unit located at the front of the structure facing Oaka Lane. These limited external features further assist in maintaining the residential amenity with the locality by limiting noise pollution.</p>	<p>The proposed building façade design, including the use of window treatments and setbacks, is considered to assist in mitigating noise generated from within the units. Further details of this matter is included within the assessment section of this report.</p>

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Issue: Traffic		
Goondoon Street is a busy thoroughfare from commuters in the morning and evening travelling to work or in the CBD. This results in an influx of traffic along Goondoon Street and the roundabout.	A Traffic Impact Assessment was undertaken for the proposed development which seeks to allow entry only on Goondoon Street and exit via Oaka Lane. This proposed design is to reduce the vehicle movements along Goondoon Street from a traffic number and safe manoeuvring perspective.	The submitted traffic impact assessment has demonstrated the proposed development does not adversely impact the Goondoon Street and Tank Street intersection.
There is no off-street parking available.	The proposed development has provided the required parking rates for the number of units along Oaka Lane. The current parking associated within the retained Dwelling House on 200 Goondoon Street will maintain the two parking spaces.	The Vehicle Parking Rates Policy specifies requirements for on-site parking only. The applicant complies with the minimum on-site parking requirement by providing 21 vehicle spaces.
Issue: Demographics of people		
The proposed development does not state what type of people will be residing at the site.	<p>The proposed development is for a rooming accommodation use, which does not limit the options for tenancy agreements by definition or operation. However, the Applicant is seeking to target the retail and hospitality workforce due to the accessible location near the CBD.</p> <p>This type of development will deliver a different housing stock and typology to the Gladstone market which is very limited in the region.</p>	The Planning Scheme definition of 'Rooming Accommodation' does not specify or limit the type of residents, only the density type. Furthermore, there is no lawful ability within the Planning Scheme to impose such a restriction.
The number of units and potential arriving and leaving throughout the day/night is a concern.	The development includes 13 units plus one caretaker residence on 133 Oaka Lane. Oaka Lane includes a mix of units, dwelling houses and commercial development within the immediate area. The proposed rooming accommodation is considered to compliment the low-medium density area which envisages typologies like this development among other uses such as Multiple Dwelling, Retirement Facility and Relocatable Home Park. Further, the desirable location being on the fringe of the Gladstone CBD allows the opportunity for residents to access the center via walking/cycling.	<p>The proposed development includes 13 units and a manager's residence, which is of a density envisaged within this zone. A traffic engineering assessment was provided and reviewed as part of the application, confirming that the surrounding road network has sufficient capacity to accommodate the anticipated vehicle movements without adverse impact on traffic flow or safety.</p> <p>Additionally, the development provides compliant on-site parking and incorporates design measures, such as setbacks and separation from neighbouring dwellings, to minimise potential amenity impacts associated with resident activity and vehicle movement.</p>
Issue: Value of Property		
The proposed development will negatively impact the property values.	Property values are not a planning consideration. Notwithstanding this, the development has been designed to include varying treatments to result in a high-quality built form outcome within the locality which transitions from commercial development to a mixture of residential development.	The planning framework does not consider the financial impacts of development on adjoining or nearby properties. These matters do not align with the purpose of the Planning Act 2016, which focuses on matters of public interest and the orderly planning and sustainable development of land, rather than individual financial outcomes.

Issue: Water views		
The proposed development height will remove the harbour views which properties were purchased for.	Harbour views are not a planning scheme consideration. It should be noted that the development has been designed to achieve the numeric prescribed building height within the zone along with ample side setbacks.	The Planning Scheme does not protect private views or guarantee the preservation of outlooks from individual properties. The proposed building height of 8.5 m complies with the maximum height limit for the Low-medium Density Residential Zone and reflects the intended scale and form of development in this area. While changes to views may occur over time, the proposal is generally consistent with the planning intent for this zone.

Assessment:

Under the *Planning Act 2016* the application must be assessed against each of the following statutory planning instruments to the extent they are relevant to the development:

- *State Planning Policy – July 2017* (SPP)
- Planning Regulation 2017
- *Our Place Our Plan, The Gladstone Regional Planning Scheme, Version 2* (the Planning Scheme)

State Planning Policy July 2017

The State Planning Policy (SPP) articulates the State Interests that have been identified as critical to protecting and enhancing Queensland and delivering developments. The Planning Scheme, version 2, dated 3 July 2017 has integrated 16 out of the 17 state interests in Part E, with the exception of infrastructure integration. The development site is suited to the type of development and does not compromise existing infrastructure. Consequently, the proposed development is consistent with State interest – infrastructure integration.

Furthermore, a review of the SPP mapping confirms that the current Planning Scheme overlay mapping is consistent with the SPP Natural hazards mapping at this site and there are no inconsistencies between the Planning Scheme and the SPP. No further assessment of the development against the SPP benchmarks are required.

Assessment benchmarks – Planning Scheme

The proposal is assessed against the following codes under the Planning Scheme:

Overlay	Material Change of Use - Rooming Accommodation (13 bedroom units plus manager's residence)	Reconfiguring A Lot - (Boundary Realignment and Access Easement)
Acid Sulphate Overlay Code	✓	✓
Airport Environs Overlay Code	✓	✓
Low-medium Density Residential Zone Code	✓	✓
Reconfiguring a Lot Code	-	✓
Development Design Code	✓	✓
Landscaping Code	✓	✓

Acid Sulphate Overlay Code

The subject site has a natural ground level ranging from approximately 16m to 18m AHD, based on Geocortex mapping. It is identified as being within the 5–20m AHD area of the Acid Sulfate Soils Overlay. However, the proposed rooming accommodation is not anticipated to excavate 100m³ or soil below 5m or introduce more than 500m³ of fill. Therefore, the proposal complies with the Acid Sulphate Soils Overlay Code in its entirety.


Airport Overlay Code

The subject site is within mapped Airport Environs Overlay (Inner Horizontal) (**Figure 16**). The proposed development is not associated with works/uses that will intrude the airport's operational space. Therefore, the proposed development is considered compliant with the Airport Environs Overlay Code.

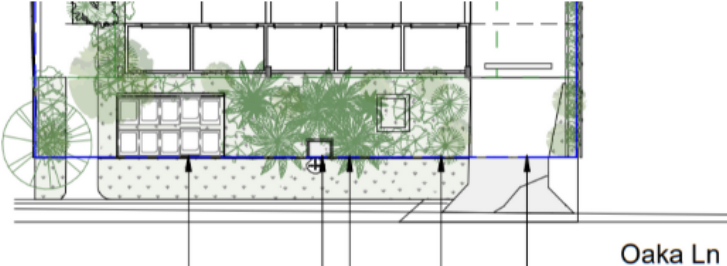

Low-medium Density Residential Zone Code


The proposed development is consistent with the overall outcomes and consequently the purpose of the Low-medium Density Residential Zone code, subject to further assessment against the performance outcomes in **Table 2** below


Table 2: Low-medium Density Residential Zone Code assessment

Requirement		Assessment
<p>PO3</p> <p>Buildings:</p> <ul style="list-style-type: none"> a. are low–medium rise b. do not create unreasonable overshadowing on adjoining residential properties, and c. do not adversely impact on the low–medium residential character and amenity of the area. <p>Note—Shadow diagrams must be prepared that demonstrate compliance with this performance outcome where building height exceeds the corresponding acceptable outcome. These diagrams must address the impacts of overshadowing between the hours of 9am to 3pm on 21 June.</p>	<p>A03</p> <p>Building height does not exceed 8.5m and 2 storeys above ground level.</p>	<p>Complies with PO3</p> <p>While the proposed development does not exceed the maximum building height of 8.5 metres, it comprises three storeys due to the inclusion of a basement level for car parking. As such, assessment against Performance Outcome PO3 is required.</p>  <p>The development is considered to comply with PO3 as it maintains a low–medium rise built form consistent with the intended character of the Low–medium Density Residential Zone. This character is typically defined by buildings of two storeys and 8.5m in height, incorporating articulated facades, varied roof</p>

		<p>forms, and generous setbacks that contribute to a more open and suburban streetscape. The proposed building reflects these qualities through its overall height of 8.5 m, and side boundary setbacks of 3m, which assist in reducing perceived visual bulk.</p> <p>In terms of character, the area is predominantly comprised of detached dwellings and low-rise multiple dwellings, many of which are elevated or built on sloping land. The proposal integrates well within this context by adopting a scale and form that does not dominate the streetscape and retains visual cohesion with surrounding development. Its design elements, including articulation and material selection, also assist in preserving the recognisable residential character of the area.</p> <p>With regard to amenity, the development is not anticipated to result in adverse impacts. The proposed boundary setbacks, in combination with the 8.5m building height, ensure that the proposal does not appear overbearing or intrusive when viewed from adjoining properties. Although the applicant has not submitted shadow diagrams, it is considered that because the building complies with the 8.5-m maximum height, any shadowing effects are expected to be within the reasonable expectations for development within this zone.</p> <p>To ensure the amenity of the neighbours is not negatively impacted, it is recommended to include a condition that the building height does not exceed 8.5m.</p>
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<p>PO9</p> <p>Development has a high quality appearance and makes a positive contribution to the streetscape.</p>	<p>AO9.1</p> <p>A landscape area with a minimum dimension of 1.5m is provided along any road frontage.</p>	<p>Complies with AO9.1</p> <p>As illustrated below, the applicant proposes a landscaped strip along Oaka Lane that exceeds the minimum 1.5-metre requirement. Therefore, the proposal is considered to comply with AO9.1.</p>  <p>Oaka Ln</p> <p>It is noted that 200 Goondoon Street is not able to comply with this benchmark due to the presence of an existing parking area and patio within the front setback.</p> <p>Notwithstanding this, it is considered to comply with Performance Outcome PO9, as the existing dwelling built form and landscaping are consistent with the established character of the area, and the current presentation of the site to the street is considered acceptable in the context of surrounding development.</p> 
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<p>PO10</p> <p>Pedestrian entries:</p> <ul style="list-style-type: none"> a. are visible from the street and visitor car parking areas b. are separate to vehicle access points c. incorporate sun and rain shelter, such as overhangs or awnings, and d. are defined by human scale design elements (such as, doors, windows, awnings, a portico, landscaping, etc). 	<p>No acceptable outcome is nominated.</p>	<p>Complies</p> <p>It is considered that the proposed pedestrian entry from Oaka Lane would be clearly visible from the street and the parking area, well separated from the vehicular exit point (driveway and holds a human-scale design.</p> 
<p>PO11</p> <p>Buildings must be orientated to facilitate casual surveillance of the street and any adjoining public space.</p> <p>Note—This applies to all street frontages where development fronts more than one street.</p>	<p>AO11</p> <p>Buildings fronting a street or public space include the following features:</p> <ul style="list-style-type: none"> a. large windows associated with living areas, or b. balconies or verandahs. 	<p>Complies with AO11</p> <p>The proposed development complies with the requirement for buildings fronting a street to incorporate visually engaging elements. Specifically, the elevation facing the street includes large windows associated with living areas, as well as a verandah and two balconies (including from the manager’s residence), which together provide passive surveillance, visual interest, and an attractive street interface.</p>

		
<p>PO12 Development facilitates the security of people and property having regard to:</p> <ul style="list-style-type: none"> a. opportunities for casual surveillance and sight lines b. exterior building design that promotes safety c. adequate lighting d. appropriate signage and wayfinding e. minimisation of entrapment locations, and f. building entrances, loading and storage areas that are well lit and lockable after hours. <p>Note—Applicants should have regard to Crime Prevention through Environmental Design Guidelines for Queensland.</p>	<p>No acceptable outcome is nominated.</p>	<p>Complies with PO12 The proposed development is considered to comply with PO12 by incorporating design elements that promote safety and security. Opportunities for passive surveillance are provided through upper-level balconies and windows, while the building layout avoids entrapment locations and supports clear sight lines. Pedestrian entries are defined and separated from vehicle access, and the ground-level parking area is designed to be visible and securable. To ensure compliance with lighting standards a condition will be included.</p>

<p>PO13 Design elements contribute to an interesting and attractive building through:</p> <ul style="list-style-type: none"> a. the provision of projections and recesses in the façade which reflect changes in internal functions of buildings, including circulation b. variations in materials and building form c. modulation in the façade, horizontally or vertically d. articulation of building entrances and openings e. corner treatments to address both street frontages f. elements which assist in wayfinding and legibility, and g. elements which relate to the context including surrounding buildings, parks, streets and open spaces. 	No acceptable outcome is nominated.	<p>Complies The proposed development demonstrates compliance with PO13 through a variety of architectural design features that contribute to an interesting and attractive built form. The façade includes projections and recesses that reflect changes in internal functions, such as balconies, window placements, and voids between levels. A mix of materials—such as rendered blockwork, FC cladding, timber-look sunshades, and glass balustrades—adds texture and visual variety. Horizontal and vertical modulation is achieved through the articulation of openings, floor levels, and external shading devices. The pedestrian entry is clearly defined and legible, supported by landscaping and wayfinding elements. Corner treatments address both street frontages, enhancing the building’s visibility and presence within the streetscape. The design also responds well to its context, integrating with the surrounding character and contributing positively to the public realm.</p>
<p>PO14 Roof form assists in reducing the appearance of building bulk by:</p> <ul style="list-style-type: none"> a. articulating individual dwellings, and b. incorporating variety in design through use of roof pitch, height, gables and skillions. 	No acceptable outcome is nominated.	<p>Complies The roof design contributes to reducing the visual bulk of the building, in accordance with PO14. A combination of flat and skillion-style roof forms, along with changes in roof pitch and height, helps break down the overall massing of the development. These variations articulate different functional areas within the building, including individual rooms and the manager’s residence, and enhance the architectural definition of the upper levels. The result is a well-proportioned roofscape that reduces perceived building scale when viewed from the street and neighbouring properties.</p>

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 1 JULY 2025

<p>PO15 Building design and site layout optimise accessibility and convenience for users, particularly pedestrians.</p>	<p>No acceptable outcome is nominated.</p>	<p>Complies The proposed development is considered to comply with the performance outcome, as the open space areas—particularly the balconies and communal open space—are oriented to capture optimal solar access. Balconies are primarily located along the northern and eastern elevations, allowing for effective sunlight exposure during the day. This orientation enhances the amenity of outdoor spaces for residents and aligns with the intent of the PO to ensure open space is both functional and comfortable year-round.</p>
<p>PO18 Habitable spaces must not directly overlook dwellings on adjacent land.</p>	<p>Habitable room windows of a dwelling unit are separated a minimum of 9m from a habitable room window or private open space of another dwelling unit unless:</p> <ul style="list-style-type: none"> a. windows have translucent glazing or sill heights of at least 1.5m, or b. there is a 1.8m high dividing fence at ground level c. outlook from windows, balconies, and terraces of a dwelling unit is screened where screening is: <ul style="list-style-type: none"> i. a permanent screen or perforated panels or trellises which have a maximum of 50% openings, and ii. permanent and fixed, and designed to complement the development. <p>Note—Refer below to Diagram 1—Privacy</p>	<p>Complies The proposed development is appropriately setback from all property boundaries and windows that could possibly allow for leering into adjacent properties are appropriately screened. To ensure compliance with the AO a condition will be included.</p>

<p>PO19</p> <p>Landscaping is provided to enhance the appearance of the development, screen unsightly components, create an attractive on-site environment and provide shading.</p> <p>Note—Applicants are also referred to the Landscaping code.</p>	<p>No acceptable outcome is nominated.</p>	<p>Complies with PO19</p> <p>The proposed landscaping, including the use of vegetation over the wall, is considered to effectively contribute to enhancing the appearance of the development. The selected plants not only provide screening for unsightly components but also serve to improve the overall aesthetic of the site, in line with the intention to create an attractive on-site environment. Additionally, the proposed vegetation will offer shading, further enhancing the comfort and functionality of the space.</p> <p>It is acknowledged that the proposed plants are well-suited to screen the development while contributing positively to the visual appeal and ecological sustainability of the site.</p> 
<p>PO20</p> <p>Outdoor activity, plant equipment, waste, storage and servicing areas are screened from adjoining properties and from the street.</p>	<p>AO20</p> <p>Outdoor activity, plant equipment, waste, storage and servicing areas are:</p> <ol style="list-style-type: none"> not located adjacent to any road frontage, and 	<p>Complies</p> <p>All plant equipment, waste storage and servicing areas are proposed to be screened.</p> <p>To ensure compliance a condition will be included</p>

	<ul style="list-style-type: none"> b. screened from public view by either: <ul style="list-style-type: none"> i. a 1.8m high solid wall or fence, constructed in materials and colours compatible with the main building on site, or ii. mature landscaping that has the same effect as a 1.8m high wall. 	
<p>PO21</p> <p>Development responds sensitively to on-site and surrounding topography, drainage patterns, utility services, access, vegetation and adjoining land use, such that:</p> <ul style="list-style-type: none"> a. any hazards to people or property are avoided b. any earthworks are minimised c. the retention of natural drainage line is maximised d. the retention of existing vegetation is maximised e. damage or disruption to sewerage, stormwater and water infrastructure is avoided, and f. there is adequate buffering, screening or separation to adjoining development. 	No acceptable outcome is nominated.	<p>Complies</p> <p>The proposed rooming accommodation complies with the performance outcome by responding sensitively to the on-site and surrounding topography, drainage patterns, utility services, access, vegetation, and adjoining land use. Preliminary earthworks indicate the proposed cut will be in the order of 673m³ with 7m³ of fill, resulting in an excess of approximately 666m³ to be exported from the site; accordingly, retaining walls are proposed to manage level changes and minimise site disturbance.</p> <p>The development ensures hazards to people and property are avoided, and that existing sewerage, stormwater, and water infrastructure are protected from damage or disruption. Stormwater management will be undertaken in accordance with the Conceptual Stormwater Management Plan (CSWMP) prepared by OSKA Civil Consultants. The design also maximises the retention of natural drainage lines and vegetation where possible, while providing adequate buffering and screening to adjoining development, ensuring privacy and compatibility with surrounding land uses.</p>

		To ensure compliance the specialist reports will be included within condition 1 (approved documents) so that the applicant complies with the respective recommendations and details.
<p>PO22</p> <p>Development maintains a high level of amenity within the site and minimises impacts on surrounding areas, having regard to:</p> <ol style="list-style-type: none"> noise traffic and parking visual impact signage odour and emissions, and lighting. <p>Note—Applicants may be required to engage specialists to provide detailed investigations into the above matters in order to demonstrate compliance with this performance outcome.</p>	No acceptable outcome is nominated.	<p>Complies</p> <p>The proposed rooming accommodation maintains a high level of amenity within the site and minimises impacts on surrounding areas. The development provides 3-metre side boundary setbacks and maintains a maximum building height of 8.5 metres, which supports a built form that is consistent with residential character and reduces visual impact. No balconies are proposed for the rooming units, further limiting potential noise and overlooking impacts. Vehicle access is split between Goondoon Street and Oaka Lane, distributing traffic and minimising congestion or amenity impacts to any one frontage. Overall, the development is considered to maintain the amenity of the surrounding area and is consistent with the intent of the performance outcome.</p> <p>To manage specific impacts, conditions will be imposed to address compliance with the acoustic levels, traffic engineering recommendations (as outlined in the traffic report to be referenced in Condition 1 – Approved Documents), and lighting design to prevent spill into adjoining properties.</p> <p>Additionally, to ensure the amenity of the neighbours is not negatively impacted, it is recommended to include a condition that the building height does not exceed 8.5m.</p>
<p>PO23</p> <p>Development is located to:</p> <ol style="list-style-type: none"> minimise noise, dust, odour or other nuisance from existing lawful uses, and minimise nuisance caused by noise, 	No acceptable outcome is nominated.	Will Comply


vibration and dust emissions generated by the state-controlled road and rail network in the vicinity of land in the Low-medium density residential zone.		
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Reconfiguring a Lot Code

The proposed boundary realignment is consistent with the overall outcomes and purpose of the code, or where currently non-compliant can be conditioned to comply. An assessment of the relevant benchmarks is provided in **Table 3** below:

Table 3: Reconfiguring a Lot Code assessment

Requirement		Assessment
PO1 Reconfiguration creates lots that are of a sufficient size, shape and dimension: <ol style="list-style-type: none"> that are consistent with the character of the zone to accommodate development commensurate with the required building footprint, setbacks, private open space, vehicle access and parking and servicing areas for the zone that does not compromise the future development potential of land in the emerging community zone for urban purposes, and are sufficient to protect areas with significant ecological values. 	AO1 Lots comply with the minimum lot size and dimensions specified for its zone in Table 9.3.7.3.2—Minimum lot size and dimensions. <i>Minimum lot size: 400m²</i> <i>Minimum frontage: 10m</i>	Complies Proposed lot size and road frontage: <ul style="list-style-type: none"> Lot 2: 631 m² & 20.75m Lot 14: 1057 m² & 20.38m
PO3 Any boundary realignment must: <ol style="list-style-type: none"> improve the shape or utility of the 	AO3.1 No additional lots are created.	Complies The proposed realignment does not create any additional lots.

<p>existing lot</p> <ul style="list-style-type: none"> b. be consistent with the character of the zone, and c. not create additional lots. 	<p>A03.2</p> <p>The realignment meets the minimum lot size and dimensions in accordance with Table 9.3.7.3.2—Minimum lot size and dimensions.</p>	<p>Complies</p> <p>As described above, the proposal complies with the minimum lot size and road frontage.</p>
<p>PO6</p> <p>Reconfiguration is designed to ensure integration with the surrounding locality, having regard to:</p> <ul style="list-style-type: none"> a. connections to surrounding streets, pedestrian and cycle networks and other infrastructure networks b. open space networks, habitat areas or corridors c. connections to centres, employment areas and recreation areas d. surrounding landscaping and streetscape treatments, and e. the interface between adjoining land uses. 	<p>No acceptable outcome is nominated.</p>	<p>Complies with PO6</p> <p>Connection of the existing and proposed pedestrian paths is to be included as a condition. Similarly, new driveways that comply with the current standards will be included.</p> <p>It is considered that the landscape proposed for the rooming accommodation is designed to integrate with the area.</p> <p>Figure below depicts that 135 Oaka Lane access is built to boundary. As such, a condition will be included to ensure there is no impact on the existing driveway.</p> 

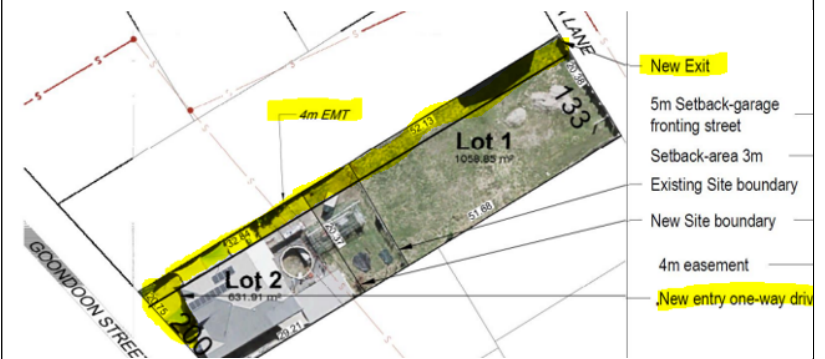
<p>PO20</p> <p>Each reconfigured lot is provided with infrastructure and services appropriate to its intended use and location in a manner that:</p> <ul style="list-style-type: none"> a. is efficient b. is adaptable to allow for future infrastructure upgrades c. minimises risk of adverse environmental or amenity-related impacts d. promotes the efficient use of water resources, and e. minimises whole of life cycle costs for that infrastructure. 	<p>AO20.1</p> <p>Lots created within a designated Priority Infrastructure Plan area for a reticulated water supply and/or a reticulated sewerage supply, are connected to that supply in accordance with the Engineering Design Planning Scheme Policy.</p>	<p>Complies</p> <p>Lot 2 (200 Goondoon Street) is already appropriately connected to all infrastructure services. However, conditions have been included that ensures that all current connections remain located wholly within the relevant lot at the time of signing and sealing.</p> <p>Water and sewer connections are to be conditioned. As a Council asset, the existing sewer main infrastructure traversing the subject will be required to within an easement as per the lodged plan illustrated below.</p>
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<p>PO22 Lots have safe access for vehicles and pedestrians through:</p> <ul style="list-style-type: none"> a. direct frontage to a properly constructed public road or to common property having a direct frontage to a properly constructed public road created under a community management statement, and b. providing access appropriate for the type of vehicle associated with development. 	<p>AO22 Lots are designed to achieve safe vehicle and pedestrian access in accordance with the Engineering Design Planning Scheme Policy.</p>	<p>Complies As the proposed rooming accommodation includes a shared access with the existing dwelling via Goondoon Street, it is recommended that this access point be conditioned as an Urban Commercial/Industrial Driveway. This access will operate as entry only for the rooming accommodation and as both entry/exit for the existing dwelling.</p> <p>The proposed driveway off Oaka Lane, which will function as an exit only for the rooming accommodation, will also be conditioned to comply with Council's Urban Commercial/Industrial Driveway standard.</p> <p>As previously outlined, a condition will also be imposed to ensure that no impacts occur to the existing driveway servicing 135 Oaka Lane.</p>
<p>PO27 Reconfiguring a lot development:</p> <ul style="list-style-type: none"> a. manages the stormwater quality, quantity and velocity flow characteristics from the lot to maintain or improve the pre-development levels, and b. where practicable incorporates stormwater re-use. 	<p>No acceptable outcome is nominated.</p>	<p>Complies with PO27 The Applicant submitted a stormwater management plan prepared by Oska. The report was referred to the external engineer consultant who determined that the report complies with the relevant documents included in SC6.2.5 of the engineering design policy.</p>
<p>PO33 The access easement must:</p> <ul style="list-style-type: none"> a. be of adequate width b. be constructed to a standard appropriate to the situation, and 	<p>AO33 The access easement is designed in accordance with the design requirements of the Engineering Design Planning Scheme Policy.</p>	<p>Complies The proposed access easement is intended to provide one-way entry to the rooming accommodation from Goondoon Street via a commercial/industrial driveway. This driveway runs along the northern boundary and the easement applies over the entire</p>

- c. not result in unreasonable detriment or nuisance to neighbours.

length of the driveway—measuring approximately 4 metres in width (from the boundary to the building wall) on Lot 2 (200 Goondoon Street), and 3.5 metres in width on Lot 14 (133 Oaka Lane).

All exit movements from both the rooming accommodation and the existing dwelling on Lot 2 are to occur via Oaka Lane. The proposed access arrangement, including the one-way driveway along the northern boundary, is therefore considered to comply with the relevant standards.

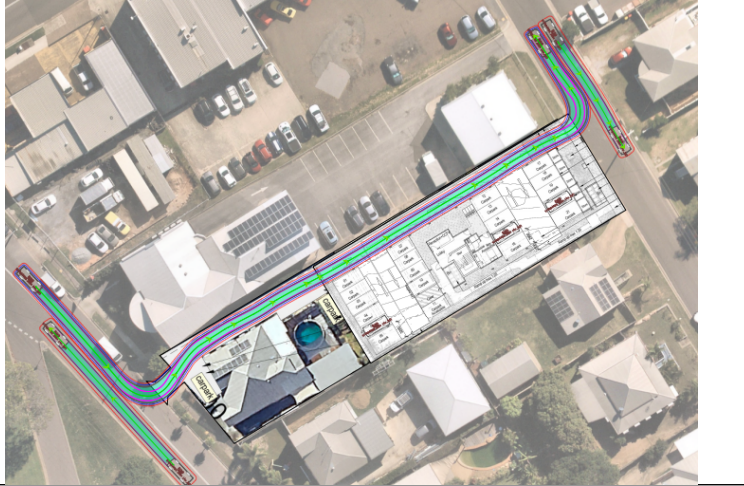


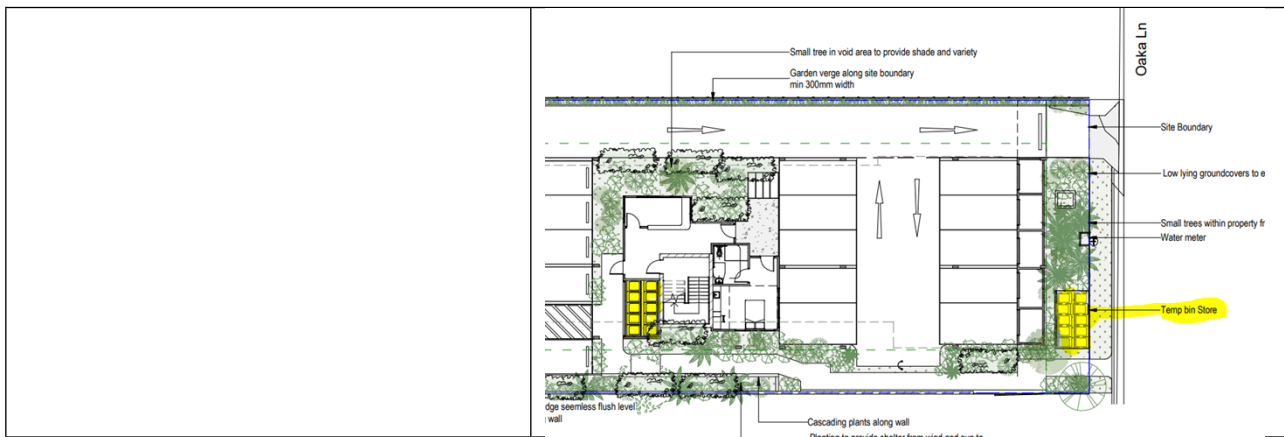
Development Design Code

An assessment has been carried out against the relevant assessment benchmarks of the Development design code. The performance outcomes and assessment of note are detailed in **Table 4** below. The proposed development demonstrates compliance with the assessment benchmarks of the Development design code.

Table 4

Performance outcome	Council assessment
Utility infrastructure and services	
PO1, PO2, PO3, PO4 Water supply, sewerage disposal infrastructure and electricity and telecommunication services	To be conditioned to ensure compliance.
Stormwater management	
PO5, PO6, PO23, PO24, PO25 and PO26	The Applicant submitted a stormwater management plan prepared by WRM. The report was referred to the external engineer consultant who determined that the report complies with the relevant documents included in SC6.2.5 of the engineering design policy. To be conditioned to ensure compliance.
Earthworks	
PO8	The development proposes retaining walls and filling of about 1m, the required earthworks are located within the subject site and primarily respond to the topography of the site. The design and construction of the proposal's earthworks and retaining structures will be more detailed at the operational works/building stage, so a condition will be included to ensure compliance with PO8.
Parking and access	
PO9, PO10, PO11, PO12, PO13 and PO14 <u>Parking rates:</u> Vehicle- Minimum required: 1.5 spaces per unit. Bicycle – 1 space per 10 rooming units (minimum 4 spaces)	<u>Vehicle Parking</u> Minimum required: 14 unit x 1.5 space Total = 21 spaces Proposed: 21 spaces To be conditioned to ensure compliance. <u>Bicycle Parking</u> Minimum required: 4 Proposed: 4 <u>Manoeuvre areas</u> Council's development engineers reviewed the proposal and confirmed that the proposed one way driveway (figure below), parking layout and access are appropriate and respond adequately to the operational requirements of the proposal. The access (described above in the reconfiguring a lot – AO33) , parking, and manoeuvring areas are considered to be safe, functional, and capable of accommodating the expected traffic movements generated by the development.

	
Acoustic and air quality	
PO15 and PO16	A condition is recommended to ensure compliance with noise generation levels. As such, a condition to ensure compliance with the Environmental Protection (Noise) Policy 2019 will be included.
Lighting	
PO18, PO19 and PO20	To be conditioned to ensure compliance.
Waste management	
PO21 and PO22	<p>In accordance with Planning Scheme Policy SC6.11 – Waste Management, the applicant has calculated that the proposed rooming accommodation will require six (6) 360L wheelie bins for general waste and four (4) 360L wheelie bins for recycling, resulting in a total of ten (10) wheelie bins. The calculation is considered appropriate and is supported by Council officers.</p> <p>The proposal includes two areas for bin storage. Notably, the area located along the road frontage has been identified as a <u>temporary</u> holding area to facilitate ease of bin placement for collection. A condition will be imposed to ensure that bins are stored within the designated internal area at all times, except on collection days.</p> <p>As a Waste Management Plan has not been submitted with the application, it is recommended that a condition be included requiring its preparation and submission. Furthermore, conditions will be imposed to ensure the waste storage areas are appropriately screened and maintained in a clean and tidy condition at all times.</p>




Landscaping Code

An assessment has been carried out against the relevant assessment benchmarks of the landscaping design code. The performance outcomes and assessment of note are detailed in **Table 5** below. The proposed development demonstrates compliance with the assessment benchmarks of the Landscaping code.

Table 5

Performance / Acceptable outcome	Council assessment
General landscape design and works	
<p>PO1</p> <p>Landscape design of both public and private spaces:</p> <p>a) complements the intended character of the streetscape and zone, and</p> <p>b) is functional and designed to be visually appealing in the long-term.</p>	<p>Complies</p> <p>As described above, it is considered that the proposed landscape enhances the streetscape.</p> <p>To be conditioned to ensure compliance with the landscaping plan.</p>
<p>AO2.2</p> <p>A minimum of 50% of landscaped areas are to be covered in soft landscaping (turf areas and planting beds), with at least 25% of that area being planting.</p>	<p>Complies</p> <p>It is noted that soft landscaping is greater than 50% of the landscaped area and will include a variety of plants. This plant palette will be conditioned.</p>

	<p>Plant Palette</p> <p>Trees</p>  <p>Other plants Ground Level</p>
<p>AO3.1</p> <p>Street trees are provided at the rate whichever is the lesser of:</p> <ol style="list-style-type: none"> one street tree per lot frontage or one tree per 10 linear metres of road frontage or a minimum of 1 tree per 400m² of site area. 	<p>Complies</p> <p>Along Oaka Lane the applicant proposes to include small trees.</p> <p>The landscape plan will be conditioned to ensure compliance.</p>
<p>AO3.2</p> <p>Species of street trees are selected in accordance with the plant species list in Table 9.3.5.3.2</p>	<p>Complies</p> <p>As described above, the applicant has included a plant palette that is recommended to be conditioned to ensure compliance</p>
<p>Landscaping along boundaries and edges</p>	
<p>PO6</p> <p>Planting and landscape elements along boundaries and edges assist in:</p> <ol style="list-style-type: none"> maintaining privacy between adjoining buildings protecting local views, vistas and sightlines enhancing the visual appearance of the built form screening service, utility and parking areas minimising noise impacts between noise sources and sensitive receiving environments, and reducing the visual impact of acoustic fences, retaining walls and long unbroken walls. 	<p>Complies</p> <p>Planting and landscape elements will be provided along boundaries and edges of the proposed development.</p> <p>The landscape plan will be conditioned to ensure compliance.</p>
<p>Sustainability</p>	
<p>PO8</p> <p>Landscape design including irrigation methods optimise water and energy efficiency and responds appropriately to local conditions, by:</p> <ol style="list-style-type: none"> maximising the exposure to the prevailing summer breezes and the north-east winter morning sun minimising exposure to the prevailing 	<p>To be conditioned to ensure compliance</p>

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 1 JULY 2025

<p>winter winds and western summer sun</p> <p>c) optimising shade to create useable and comfortable areas, and</p> <p>d) maintaining infiltration to subsurface soil.</p>	
Maintenance	
<p>PO10</p> <p>Landscape elements do not adversely affect stormwater quantity or quality by ensuring:</p> <p>a) the flow of water along overland flow paths is not restricted</p> <p>b) opportunities for water infiltration are maximised, and</p> <p>c) areas of pavement, turf and mulched garden beds are appropriately located and adequately drained.</p>	<p>To be conditioned to ensure compliance</p>
<p>PO11</p> <p>Landscape elements:</p> <p>a) provide high levels of durability and robustness</p> <p>b) are cost effective, and</p> <p>c) have the ability to be maintained conveniently over the long-term.</p>	<p>To be conditioned to ensure compliance</p>
<p>PO13</p> <p>Landscape works and plant selection protects the structural integrity and function of:</p> <p>a) buildings and structures;</p> <p>b) overhead and underground services, and</p> <p>c) other forms of infrastructure.</p>	<p>To be conditioned to ensure compliance</p>

Anticipated completion date:

A Decision Notice will be issued within 5 business days of the resolution being made.

Officer's recommendation:

That Development Application 1/2025 for a Material Change of Use for Rooming Accommodation and a Reconfiguring a Lot (Boundary Realignment and Access Easement) at 133 Oaka Lane & 200 Goondoon Street, Gladstone Central Qld 4680, be **approved** subject to the following conditions.

Assessment manager conditions:**Approved Documentation**

1. Development is to be carried out generally in accordance with the submitted application including the following plans and supporting documentation except where amendments are required to satisfy the conditions of this approval:

Drawing Number	Revision	Description	Author	Date
A00	DD9	Cover	Fab Ideas	03/06/25
A01	DD9	Existing Site Plan	Fab Ideas	03/06/25
A02	DD9	Overall Site Plan	Fab Ideas	03/06/25
A03	DD9	Proposed Site Plan	Fab Ideas	03/06/25
A04	DD9	Floor Plans Level 1 and 2	Fab Ideas	03/06/25
A05	DD9	Elevations Sides	Fab Ideas	03/06/25
A06	DD9	Elevations Front and Rear	Fab Ideas	03/06/25
A07	DD9	3D views 1	Fab Ideas	03/06/25
A08	DD9	3D views Photo Montage	Fab Ideas	03/06/25
A09	DD9	Sections S2 and S3	Fab Ideas	03/06/25
L01	DD6	Landscape Concept	Fab Ideas	03/06/25
L02	DD6	Plant Palette and details	Fab Ideas	03/06/25
A01	B	Proposed Boundary Adjustment	Zone Planning	19/05/25

And supporting documents:

Document Number	Revision	Description	Author	Date
		Traffic Engineering Report	Modus	06/02/25
OSK6817-0002-B	B	Conceptual Stormwater Management Plan	Oska Civil Consultants	10/02/25
OSK6817-0003-B	B	Engineering Infrastructure Report	Oska Civil Consultants	10/02/25

Special conditions

2. Endorsement of the survey plan for the boundary realignment must occur prior to lodging the development application for building works of the Rooming Accommodation component.
3. Endorsement of the survey plan for the access easement must occur prior to the commencement of the Rooming Accommodation component.
4. Following lodgement of the first plan of survey, the balance of the development approved under this decision notice must be completed (i.e., Rooming Accommodation) within five years.

RECONFIGURING A LOT
Boundary Realignment

Water infrastructure

5. Prior to the lodgement of a request for survey plan endorsement, a water service connection is to be provided from Council's water supply infrastructure to the front property boundary of proposed Lot 1. The location and size of the water service (and any associated fire service) are to be determined in consultation with Council.
6. Prior to the lodgement of a request for survey plan endorsement, connections to Council's live water reticulation network must be carried out by Council. The cost of these works is to be borne by the applicant. A single water connection point to proposed Lot 1 will be permitted to service the rooming accommodation from the road frontage.

Advisory Note: Council's Application for Water Service is found at <http://www.gladstone.qld.gov.au/forms>.

Sewerage infrastructure

7. Prior to the lodgement of a request for Survey Plan Endorsement, sewer service connection for proposed Lot 1 is to be located within the front property boundary. The location and size of the sewer service are to be determined in consultation with Council.
8. Prior to the lodgement of a request for Survey Plan Endorsement, connections to Council's live sewerage network must be carried out by Council. The cost of these works is to be borne by the Applicant.

Advisory Note: Council's Application for Sewer is found at <http://www.gladstone.qld.gov.au/forms>.

Electrical and Telecommunication services

9. Prior to the lodgement of a request for survey plan endorsement, a Certificate of Supply shall be provided to demonstrate connection of electricity supply to proposed lot 1.

Advisory Note: The Ergon Energy Rockhampton Office are available on (07) 49311012.

10. Prior to the lodgement of a request for survey plan endorsement, a Certificate of Supply shall be provided to demonstrate connection of telecommunication supply to proposed lot 1.

Advisory Note: The Telstra Smart Communities Team are available on 1800 226 543.

Survey plan endorsement

11. As part of the lodgement for Survey Plan Endorsement, the Applicant is to provide at no cost to Council, one copy of the fully executed Easement Documentation (in accordance with Councils Standard Easement Document) for the following:
 - a. Sewerage easement in favour of Council through Easement burdening proposed Lot 2 having a minimum width of 2m on either side (4m in total) from the centreline of Councils asset.

Advisory Note: Council's Standard Easement Document Form 9 Version 4 can be obtained through Councils Development Services Department.

12. Lodgement of survey plan endorsement must include the following:
 - a. Completion of Council's Request - Assessment and Endorsement of a Survey Plan Form;
 - b. All survey marks in their correct position in accordance with the survey plan;
 - c. A compliance report demonstrating compliance with all associated development permit(s);
 - d. One copy of the survey plan and sewerage easement fully executed for the lodgement with the Titles Office;
 - e. Payment of any outstanding rates and charges in accordance with Schedule 18, Item 2(1)(c) of the *Planning Regulation 2017*; and
 - f. Payment of Adopted Infrastructure Charges.

Advisory Note: Council's Request - Assessment and Endorsement of a Survey Plan Form is found at <http://www.gladstone.qld.gov.au/forms>.

MATERIAL CHANGE OF USE

Rooming Accommodation (13 bedroom plus manager's residence)

Special Conditions

13. The development must be completed in a single stage. No part of the development may be constructed, occupied, or certified as completed independently or in stages.
14. Prior to the lodgement of the Development Permit for Operational Works, the Applicant must provide a detailed plan of the Access Easement for approval.

Operational Works

15. A Development Permit for Operational Works must be obtained from Council prior to the commencement of construction. The Development Application for Operational Works is to include the following:
 - Earthworks (including retaining walls);
 - Road works (including driveways, signage and footpaths/cycle ways);
 - Water Infrastructure;
 - Sewer Infrastructure;
 - Stormwater Management (quantity, quality, flood and drainage control);
 - Street lighting, electrical and telecommunications; and
 - Landscaping, environmental protection and associated works.

16. Development Applications for Operational Works shall be designed and constructed in accordance with Australian Standards, the Engineering Design Planning Scheme Policy under the Our Place Our Plan Gladstone Regional Council Planning Scheme or any other applicable standards at the time of lodgement. Prior to the commencement of the use, all Operational Works conditioned by this approval must be accepted "on maintenance" by Council.

Advisory Note: The Capricorn Municipal Development Guidelines within the Engineering Design Planning Scheme Policy is the current document for preparing any Development Application for Operational Works which is found at <http://www.cmdg.com.au/index.htm>.

Building, plumbing and drainage works

17. The applicant is required to obtain a development permit and building final for building works in accordance with the *Planning Act 2016*. Construction is to comply with the *Building Act 1975*, the National Construction Code and the requirements of other relevant authorities.
18. The applicant is required to obtain a development permit for plumbing and drainage works and plumbing and drainage final in accordance with the *Planning Act 2016*. Construction is to comply with the *Plumbing and Drainage Act 2002* and the requirements of other relevant authorities.
19. Prior to the commencement of the use, all plant and equipment (including air conditioners, exhaust fans and the like) are to be housed, screened and located so that these do not cause environmental nuisance or harm to residential uses in the surrounding area.
20. As part of building works, all outdoor lighting is to comply with Australian Standard AS4282 – Control of the Obtrusive Effects of Outdoor Lighting.
21. Prior to the commencement of the use, all lighting at ground level and associated with illuminating ground level areas must be focused downwards and be provided with hoods, shades or other permanent devices to direct illumination downwards and not allow upward lighting to adversely affect the residential uses on this site and the adjoining sites.
22. Prior to building work proceeding beyond the first floor level, certification is received from a Cadastral Surveyor that the first floor level is in accordance with the approved plans and that the finished roof height does not exceed 8.5 metres above Natural Ground Level measured on RL Levels in the form of a Form 16 and provided upon receipt of Building Final.
23. As part of building works, where a bedroom window is within 9m of another habitable room window or private open space of another dwelling unit either on the premises or an adjacent premise:
 - a. Windows are provided with fixed translucent glazing, such as frosted or textured glazing, for any part of the window less than 1.5m above floor level; or
 - b. Windows are provided with fixed with permanent external screens that are:
 - i. Solid translucent screens; or
 - ii. Perforated panels or trellises that have a maximum of 50% openings, with a maximum opening dimension of 50mm, and that are permanently fixed and durable; and
 - iii. Offset a minimum of 300mm from the wall of the building (if applicable for residential uses such as a dwelling house, dual occupancy, multiple dwelling).
24. At all times, the development achieves the noise generation levels set out in the [*Environmental Protection \(Noise\) Policy 2008*](#), as amended.

Water infrastructure

25. Prior to the commencement of the use, a water service connection is to be provided from Council's water supply infrastructure to the front property boundary. The location and size of the water service (and any associated fire service) are to be determined in consultation with Council.
26. Prior to the commencement of the use, connections to Council's live water reticulation network must be carried out by Council. The cost of these works is to be borne by the Applicant.

Advisory Note: Council's Application for Water Service is found at <http://www.gladstone.qld.gov.au/forms>.

Sewerage infrastructure

27. Prior to the commencement of the use, sewer connections are to be provided from Council's reticulated sewer infrastructure as per the Engineering Infrastructure Report prepared by Oska Consulting Group, Revision B. The location and size of the sewer service are to be determined in consultation with Council.
28. Prior to the commencement of the use, connections to Council's live sewerage network must be carried out by Council. The cost of these works is to be borne by the applicant.

Advisory Note: Council's Application for Sewer is found at <http://www.gladstone.qld.gov.au/forms>.

Stormwater infrastructure

29. As part of the development application for operational works, the applicant is to submit for approval by Council an amended Site Based Stormwater Management Plan. The Site Based Stormwater Management Plan must address both stormwater quantity and quality and be in accordance with the Engineering Design Planning Scheme Policy under the *Our Place Our Plan Our Place Our Plan Gladstone Regional Council Planning Scheme* and the *State Planning Policy – July 2017*. The Site Based Stormwater Management Plan must be certified by a Registered Professional Engineer of Queensland experienced in this type of work.
30. Upon commencement of the use, all stormwater runoff must be piped from roofed areas and discharged to a kerb and channel drainage system in a Council controlled road, or an approved inter allotment stormwater drainage system, in accordance with Queensland Urban Drainage Manual 2017.

Retaining walls

31. As part of operational works, any new retaining walls which are visible from the road reserve, must receive a surface treatment such as rendering or cladding to maintain the visual amenity of the streetscape. The treatments must complement with the proposed colour pallet of the proposed building.
32. The proposed retaining wall along the southern boundary must not impact the existing retaining wall located between the subject site and the following adjoining properties:
 - Lot 100 SP 153038
 - Lot 1 RP 602800

Transportation services

33. Prior to the commencement of the use, a total of 21 car parking spaces are to be constructed generally in accordance with the approved plans, including designated disabled car parking spaces. These spaces and all vehicle movement areas are to be constructed, sealed, line marked, provided with wheel stops and maintained in accordance with the Engineering Design Planning Scheme Policy under the Our Place Our Plan Gladstone Regional Council Planning Scheme and AS2890.1.
34. Prior to the commencement of the use, a total of 4 bicycle spaces are to be constructed onsite in accordance with the approved plans and AS2890.3 (2015).
35. Prior to the commencement of the use, any damage to the driveway crossing and kerb and channel shall be repaired at the owner's expense and to Council's Standard Drawing Urban Commercial/Industrial Driveway.

Advisory Note: Council's standard drawing is located within the Capricorn Municipal Development Guidelines - Drawings and Specifications at <http://www.cmdg.com.au/index.htm>.

36. Prior to the commencement of the use, all grassed footpath areas disturbed by the development are to be top dressed and turfed following completion of construction activity.
37. Prior to the commencement of the use, any damage to the existing driveway crossing servicing 135 Oaka Lane (Lot 100 SP 153038) shall be repaired at the owner's expense and to Council's Standard Drawing Urban Residential Driveway.
38. As part of Operational Works, the Applicant is to construct a reinforced concrete driveway at the frontage of each lot in accordance with Council's Standard Drawing Urban Commercial/Industrial Driveway in accordance with the CMDG STD CMD-R-042A. The driveway is to be constructed for the full length of the access easement.

Advisory Note: Council's standard drawing is located within the Capricorn Municipal Development Guidelines - Drawings and Specifications at <http://www.cmdg.com.au/index.htm>.

39. As part of operational works, the applicant must construct a 2 m wide concrete footpath along the full frontage of both proposed lots, in accordance with Council's Standard Drawing Concrete Pathway/Bikeway Details, or alternatively, provide evidence that any existing footpath meets current standards. The applicant must extend the footpath along Oaka Lane to connect with the existing footpath network in front of 39 Tank Street. All works must be completed at the applicant's expense and to the satisfaction of Council.

Advisory Note: Council's standard drawing is located within the Capricorn Municipal Development Guidelines - Drawings and Specifications at <http://www.cmdg.com.au/index.htm>.

40. At all times, the access easement over Lot 1 must be used solely to provide entry to both proposed Lots 1 and 2.
41. At all times, the access easement over Lot 2 must be used solely to provide exit to both proposed Lots 1 and 2.

Survey plan endorsement

42. Prior to the issue of Building Works approval, the Applicant must lodge a survey plan endorsement providing to Council one copy of the fully executed Easement Documentation for the lodgement with the Titles Office for the following:
- a. Access easement(s) in favour of Proposed Lot 1 through Easement burdening Lot 2 having a minimum width of 4m or from the property boundary to the building wall; and
 - b. Access easement(s) in favour of Proposed Lot 2 through Easement burdening Lot 1 having a minimum width of 4m;
43. Lodgement of Survey Plan Endorsement must include the following:
- a. Completion of Council's Request - Assessment and Endorsement of a Survey Plan Form;
 - b. All survey marks in their correct position in accordance with the Survey Plan;
 - c. A Compliance Report demonstrating compliance with all associated Development Permit(s);
 - d. One copy of the survey plans and easement fully executed for the lodgement with the Titles Office;
 - e. Payment of any outstanding rates and charges in accordance with Schedule 18, Item 2(1)(c) of the *Planning Regulation 2017*; and
 - f. Payment of any outstanding Adopted Infrastructure Charges.

Advisory Note: Council's Request - Assessment and Endorsement of a Survey Plan Form is found at <http://www.gladstone.qld.gov.au/forms>.

Landscaping

44. As part of the development application for operational works, a full Landscaping Plan is to be provided in accordance with Table 9.3.4.3.2 - Plant Species List of the Landscaping Code of the Our Place Our Plan Gladstone Regional Council Planning Scheme and the Capricorn Municipal Development Guidelines - Landscaping C273 Construction Specification. The full Landscaping Plan is to be certified by a Landscape Architect.

Advisory Note: Council's standard drawing is located within the Capricorn Municipal Development Guidelines - Drawings and Specifications at <http://www.cmdg.com.au/index.htm>.

45. Prior to the commencement of the use, construction of an 1.8m high screen fence to side and rear boundaries, other than those areas where the building is built to the boundary line, the details of which are to be submitted with any Development Application for Building Works.
46. As part of the development application for operational works, all planting and landscape elements along site boundaries and edges must be provided in accordance with the approved plans.

Waste management

47. As part of any Development Application for Operational Works, a Waste Management Plan is to be submitted and approved by Council. The Waste Management Plan is to be in accordance with the Waste Management Planning Scheme Policy of the Our Place Our Plan Gladstone Regional Council Planning Scheme.
48. At all times, refuse bins are stored within the designated internal waste storage area, except on collection days.

49. Prior to the commencement of the use and to be maintained at all times, refuse bins are to be provided in accordance with the Waste Management Plan.
50. Prior to the commencement of the use and to be maintained at all times, the waste storage areas are to be sufficient in size to house all waste collection containers including recycling waste containers. The waste storage areas must be suitably enclosed and imperviously paved, with a hose cock and hose fitted in close proximity to the enclosure to ensure the area can be easily and effectively cleaned.
51. Prior to the commencement of the use, storage areas shall be adequately screened so as not to detract from the visual amenity of the area. One way of achieving compliance with this condition is as follows:
 - a. A 1.8m solid screen fence is located around storage areas.

Environmental Health

52. At all times, the development must be in accordance with the maximum limits as per the Environmental Protection (Noise Policy) 2008 under the Environmental Protection Act 1994.

Lawful commencement

53. Prior to the commencement of this use, the applicant is to request a compliance inspection be undertaken by Council to confirm that all conditions of this development permit are considered compliant.
54. Upon receipt of confirmation from Council that all conditions of this development permit are considered compliant, the applicant is to notify Council within 20 business days that this approved use has lawfully commenced.

Advice to applicant:

1. Council provides a certification service for any Building Certification requirements.
2. An Adopted Infrastructure Charge Notice in relation to the infrastructure charges applicable to this development has been provided separately.

Attachments:

1. Copy of Submissions
2. Development Plans

G/4.2. TENDER 95-25 - DESIGN AND CONSTRUCT CALLIOPE WASTEWATER TREATMENT PLANT - INLET WORKS AND AERATION & SLUDGE HANDLING UPGRADE

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 1 July 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to enter into a contract and to resolve expenditure approval in accordance with Council's Register of Financial Delegations with Silverstrand Developments Pty Ltd (Silverstrand) for Tender 95-25 - design and construct Calliope wastewater treatment plant (Calliope WWTP) - inlet works and aeration and sludge handling upgrade (Tender 95-25).

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to accept the offer and enter into a Contract with Silverstrand Developments Pty Ltd for Tender 95-25; and
2. Authorises the expenditure of \$6,762,181.39 ex GST with Silverstrand Developments Pty Ltd for Tender 95-25 in accordance with Council's Register of Financial Delegations; and
3. Authorise the Chief Executive Officer to enter into a contract with Silverstrand Developments Pty Ltd for Tender 95-25.

Summary:

An Invitation to Tender (ITT) was conducted in accordance with the tender process requirements set out in s228 of the Local Government Regulation 2012. The recommendation is to appoint Silverstrand under Tender 95-25. Following the Council resolution, officers will negotiate and finalise a Contract with Silverstrand.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

A process review was conducted of the Calliope Waste Water Treatment Plant (Calliope WWTP) and as part of the report, it identified band screen and grit removal system operational issues. A further report concluded that the Calliope WWTP inlet works do not meet the functional/performance requirements in respect of capacity, operation, bypass flows, grit removal, odour minimisation and wash water.

Council requires a suitably qualified contractor to undertake detailed design, supply, installation and upgrade of the existing inlet works, new aerators in the oxidation ditch, associated pumps and probes, a sludge handling facility, and electrical & communications upgrades at Calliope WWTP.

The works are required to be completed within FY25/26 to address the operational, safety, and performance issues at the Calliope WWTP. Timely delivery is essential to mitigate ongoing risks associated with equipment failure, manual intervention, and treatment inefficiencies.

Tender Process - Invitation to Tender ("ITT")

Market research

As per s228 of the Local Government Regulation 2012 and value being greater than \$200,000 ex GST, an ITT is required. Market research was undertaken, which identified a list of local and non-local businesses with potential capability and experience to undertake the works. As part of this research, it was noted that six of the businesses identified have tendered on Council projects recently, with four of those being current contractors to Council. Feedback was received from two businesses, with one (local) advising it was not their core businesses, and another (non-local) citing they would not be submitting a tender due to workload in their area.

Tender release

The ITT was released via VendorPanel on 8 February 2025. The businesses identified through market research were sent a targeted email notifying them of the public tender.

A mandatory tender briefing and site inspection was held on 19 February 2025, with 15 businesses in attendance. The attendees included businesses interested in tendering for the head contract, as well as prospective sub-contractors.

The tender was originally due to close on the 11 March 2025, but following two requests from prospective tenderers to extend the closing date, the tender closed on 8 April 2025. The first extension was requested with the tenderer advising it usually takes six weeks to turn around tenders of this nature due to supplier and sub-contractor delays. The second extension was requested due to the tenderer's operations being severely disrupted by Cyclone Alfred.

As a result, Council received six offers for Tender 95-25 from the following offerors:

- Pensar Construction Group Pty Ltd (non-local)
- Re-Pump Australia Pty Ltd (local office)
- Silverstrand Developments Pty Ltd (non-local)
- Tallai Project Group Pty Ltd (non-local)
- Kiwi Excavations Pty Ltd (non-local)
- Mixtec Solutions Pty Ltd (non-local)

The offers from Kiwi Excavations Pty Ltd and Mixtec Solutions Pty Ltd were for only excavation services and equipment supply respectively and were therefore not valid offers.

Tallai submitted both a conforming offer and an alternative offer. The alternative offer only included an approximate cost and did not include a completed pricing schedule, which was a mandatory requirement. Due to the above non-conformances, the offers from Kiwi Excavations, Mixtec Solutions and Tallai (alternative offer) were deemed non-conforming and did not progress to evaluation.

Tender evaluation

The offers from Pensar, Re-Pump, Silverstrand and Tallai (conforming offer) progressed to technical evaluation. Conforming offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting	
Proposed Program/Schedule meets Council timing requirements and includes all key milestones/tasks	10%	
Offer demonstrates understanding of the scope and Council's requirements and includes a Resourcing Plan and Site Construction Map which addresses all aspects of the scope and Council's requirements.	Methodology	30%
	Resourcing Plan	10%
	Site Construction Map	5%
Nominated past projects performed meet Council's experience and requirements	25%	
Proposed Key Personnel have the qualifications, experience and allocation to the scope as required by Council	20%	

Refer to Attachment 1 – Confidential Award Report for full summary of level 1 and 2 evaluations.

Overall ITT Summary

Silverstrand ranked the highest after technical and commercial evaluation and application of local content. The evaluation panel agreed to shortlist Silverstrand for award, on the basis that they demonstrated the best technical capability, and the shortfalls identified during technical evaluation were minor in nature.

With regard to local content, all four conforming offers scored low as they did not evidence having an established office within the Gladstone Region within their offer, and had high value spend with non-local suppliers and subcontractors within their Procurement Plan. Silverstrand nominated \$458,425.00 ex GST of spend under local suppliers and subcontractors within their Procurement Plan.

The tender evaluation panel recommends the submission from Silverstrand as it presents the best overall offer to Council.

It is noted, further feedback is being sought from businesses that attended the briefing but did not submit an offer, to allow Council to better understand the market.

Risk Management Summary:

Failure to proceed with these works presents a significant health and safety risk to operations staff, who are currently exposed to hazardous manual cleaning tasks. The existing systems are at end-of-life and contribute to inefficient treatment, increased maintenance, and risk of environmental non-compliance due to debris carryover and inadequate aeration.

From a financial and service delivery perspective, continued deterioration will lead to rising operational costs, unplanned downtime, and asset failures, undermining Council's long-term sustainability and reliability objectives.

Proceeding with the works materially reduces these risks and supports improved safety, compliance, operational efficiency, and whole-of-life cost outcomes. Residual risk post-delivery is considered low, consistent with Council's risk appetite and strategic goals.

Options and Opportunity Analysis:

Option 1 – Endorse Tender 92-25 (Officer's Recommendation)

Endorse the Tender Evaluation Panel's recommendation to accept the offer and enter into a Contract with Silverstrand Developments Pty Ltd for Tender 95-25 based on the Tender being conducted in accordance with section 228 of the Local Government Regulation 2012 and Council's Procurement Policy and Procedures. As part of the process, this includes the evaluation methodology and criteria in the ITT.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Option 2 – Refer back to officers for re-evaluation

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation. This may delay the mitigation of ongoing risks associated with equipment failure, manual intervention, and treatment inefficiencies.

Stakeholder Engagement:

Internal stakeholder engagement has taken place during the planning and tender stages of Tender 95-25.

Legal and Regulatory Implications:

Council sought offers via VendorPanel in accordance with section 228 of the Local Government Regulation 2012 and Council's Procurement Policy.

Council's endorsement of this tender award is in accordance with the Register of Delegations - Exercise of Statutory Powers and Financial Delegation Register.

Financial and Resource Implications:

The contract value is \$6,762,181.39 excluding GST and is included within the Capital Portfolio Program.

Anticipated Resolution Completion Date:

The contract will be awarded in July 2025.

Attachments:

1. CONFIDENTIAL – Tender 95-25 Award Report

G/4.3. SPECIALISED SUPPLIER - KIMSEED AUSTRALIA PTY LTD - ZIG ZAG ASPIRATOR

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement and Curator, Tondoon Botanic Gardens

Council Meeting Date: 1 July 2025

File Ref: FM21.1

Purpose:

This report is to allow Council to consider approving Kimseed Australia Pty Ltd (Kimseed) as a specialised supplier to purchase a zig zag aspirator with vibraflow.

Officer's Recommendation:

That Council resolves that Kimseed Australia Pty Ltd is a specialised Supplier for the purchase of a zig zag aspirator with vibraflow, in accordance with s235 (b) of the Local Government Regulation 2012 because of the specialist nature of the services sought it would be impractical to invite quotes.

Summary:

This report seeks resolution from Council to make use of the provision in s235 of the Local Government Regulation 2012 (LGR), that allows for the exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to Kimseed Australia Pty Ltd for the purchase of a zig zag aspirator with vibraflow.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.

Background:

Zig zag aspirators are used to quickly and accurately separate filled seed from unfilled (non-viable) seed and chaff by way of sorting via specific density. Other types of aspirators such as automated sieve aspirators and impellor separation machine (ISM) Grain Cleaner are far too large and can't be operated inside. They may also require a Power Take-Off from a tractor or a fuel to operate and are designed for much larger quantities of seed than Council need to process, due to their agricultural use. Further to this, they are also vastly more expensive.

Due to their specialised nature and small load limitations (compared to grain sorting for agriculture), these zig zag aspirator units are not very common or widely used apart from Botanic Gardens and wholesale native plant nurseries.

The purchase of a zig zag aspirator will assist in the delivery of several Strategic Opportunities identified in the Futures Plan, including:

- Our people's expertise and our unique collections: create connection with the community that leads to them valuing the living collection and work performed onsite and beyond its borders.
- Our reputation as a top 10 Regional Botanic Garden in Australia and services to the community: maintain and build our standing as a trusted space for science and conservation.
- Our reputation and delivery success attracts funding for continued research programs: Through our extensive networks and prior success in research programs, there is confidence in providing further grants to continue research programs.

Market research

Consultation with Australian Seed Bank Partners revealed that zig zag aspirators were the most appropriate equipment for our needs as they can operate at a range of different pressures. This allows for vastly different seed weights to be processed and maximises the diversity of species that this method of seed separation can be effectively used on.

Most aspirators are made for a very narrow range of seed weights for agricultural purposes. For example, they only work on commercial grains and are not versatile enough to work on light seeds such as Eucalypts, daisies, native grasses and most non-rainforest flora of our region.

Other methods of seed separation such as manual (hand) sieving or mechanical (machine) sieving sort material according to particle size rather than weight and are unable to separate non-viable from viable seed which leads to inability to understand whether conservation goals have been met, engage in research with confidence or germinate required number of plants reliably for internal or external projects.

There are no other manufacturer or stockists with stock of zig zag aspirators in Australia besides Kimseed Australia Pty Ltd. There are few suppliers globally that stock zig zag aspirators including a supplier in The Netherlands and Germany, however, these units aren't compatible for use with 240v, 10amp power supply as is standard in Australia.

Council approached Kimseed who provided a quotation of \$24,500 ex GST.

Risk Management Summary:

Council has established a minimal risk appetite for Health, Safety & Wellbeing and Reputational risk and a Moderate risk appetite for Service Delivery risk. The purchase of zigzag aspirator is consistent with Council's risk appetite and will not impact Council's risk profile.

Options and Opportunity Analysis:

Option 1 – Approve Kimseed as a Specialised Supplier (Officer's Recommendation)

Council resolves that Kimseed Australia Pty Ltd is a specialised Supplier for the purchase of a zig zag aspirator with vibraflo to the value of \$24,500 ex GST.

Option 2 – Seek additional Quotations

If Council does not wish to resolve Kimseed as a specialised supplier an alternative option is to explore obtaining additional quotations. Market research indicates that other brands within Australia don't specialise in finer seeds separation and it's impractical to purchase from an overseas supplier. Based on the market research the activity of seeking quotes would be an unnecessary use of Council's resources.

Stakeholder Engagement:

The Contracts and Procurement Team engaged extensively with the Tondoon Botanic Gardens Team in this procurement activity.

Legal and Regulatory Implications:

It is a requirement of the s225 of the LGR to invite written quotes or tenders where the supply of goods or services with a cost greater than \$15,000 ex GST. Additionally, Council's Procurement Corporate Standard requires a minimum of 3 written quotes for all purchase of goods and services greater than \$15,000 ex GST to less than \$200,000 ex GST under a non-preferred approach.

Section 235(b) of the LGR provides an exception to the requirement to obtain three written quotes where Council resolves that, because of the specialist or confidential nature of the services are sought, it would be impractical or disadvantageous for the local government to invites quotes or tenders.

Financial and Resource Implications:

The value of this engagement is \$24,500 ex GST and funded by Community and Lifestyle.

Anticipated Resolution Completion Date:

Following resolution from Council a purchase order will be issued in July 2025.

Attachments:

Nil

G/4.4. ANNUAL INSURANCE RENEWALS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 1 July 2025

File Ref: RM7.2

Purpose:

This report seeks resolution from Council, in accordance with Council's register of financial delegations, to approve expenditure for Council's Annual Insurance Renewals.

Officer's Recommendation:

That Council authorises the Chief Executive Officer to finalise each of the insurance renewals under each of the Local Government Self Insurance Schemes, operated by Local Government Mutual Schemes (LGMS) and a summary report be provided to Council at the end of the renewal period:

- LGM Liability;
- LGM Assets;
- LGW Workcare.

Summary:

Council maintains insurance policies to help mitigate the risks inherent in operating a local government. As part of the annual insurance renewal process, officers collaborate with our insurer, Local Government Mutual Services, to secure appropriate coverage. The premiums for insurance exceeds the Chief Executive Officer's financial delegation, and Council approval is required to authorise the expenditure.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

Council is a member of the Local Government Mutual Scheme (LGMS); a scheme entirely owned by Queensland Local Government. LGMS incorporates three self-insurance schemes for Local Governments in Queensland including LGM Liability, LGM Assets and LGW Workcare. Council participates in all three schemes. A summary of the three schemes are provided below:

LGM Liability

LGM Liability provides coverage for the legal liability confronting local government with a long-term goal of achieving cost stability and minimising the impacts of volatility experienced in the general insurance and financial sectors.

LGM Assets

LGM Assets provides coverage for asset-based risk exposures and provides a comprehensive range of services and resources as part of scheme membership including claims management, risk management, insurance placement and associated fund management and consulting services.

LGW - Local Government Workcare

The first workers' compensation self-insurance licence issued under the WorkCover Queensland Act 1996 was granted to LGW. The Scheme commenced in 1998 and is committed to providing best practice claims and injury management solutions to assist scheme members to meet their statutory obligations and contain the cost associated with workplace injury.

Risk Management Summary:

Maintaining insurance coverage is a critical risk management strategy that protects Council from significant financial losses due to property damage, liability claims, natural disasters, and cyber incidents. It ensures continuity of essential services, supports legal compliance, safeguards staff and volunteers, and demonstrates responsible governance to the community. Insurance allows Council to transfer high-impact risks, ensuring resilience and public confidence in our operations.

Options and Opportunity Analysis:

Officer's Recommendation

It is the Officer's Recommendation that Council authorises the Chief Executive Officer to finalise each of the insurance renewals under each of the Local Government Self Insurance Schemes, operated by Local Government Mutual Schemes (LGMS) and a summary report be provided to Council at the end of the renewal period:

- LGM Liability;
- LGM Assets;
- LGW Workcare.

Insurance policies provided by LGM Liability that have been renewed by Council are:

LGM Liability Covers	Limit of Indemnity
Public Liability	\$600 million each claim
Products Liability	\$600 million in the aggregate
Professional Indemnity	\$600 million in the aggregate
Councillors & Officers Liability	\$10 million in the aggregate – Council has acquired an addition \$30 million in coverage
Employment Practices	\$2 million in the aggregate
Cyber Liability	\$2 million in the aggregate
Causal Hirers Liability	\$10 million (\$20 million automatic increase)

Total contribution due to LGM Liability is \$1,073,233.21. This contribution amount includes deductions for:

- Risk Management Rebate of \$21,464.66 recognising Council's participation in a risk management self-assessment and for our risk management performance; and
- Council's share of a \$4.45 million operating surplus distribution which is distributed to members of the scheme which this year amounted to \$142,911.78.

Insurance policies provided by LGM Assets that have been renewed by Council are:

LGM Assets Cover	Limit of Indemnity
Artworks	\$1.6 million
Environmental Impairment Liability	\$10 million
Engineering (Equipment Breakdown)	\$10 million
Group Voluntary Workers	\$2.5 million
Marine Hull Commercial	\$1 million
Motor Vehicle	\$32.5 million
Property	\$150 million
Travel	\$5 million

Insurance policies provided by LG Workcare that have been renewed by Council are:

LGW Cover	Limit of Indemnity
Workers' Compensation - Renewal	As per statutory requirements

Council has not yet received contribution notices for the LGM Assets Scheme and LGW Workcare Scheme. It is anticipated that these invoices will be received in the near future and these contributions will also be above the Chief Executive Officer's financial delegation of \$500,000 and a further report will be required to be presented to Council. For expediency and to ensure that Council maintains appropriate insurance coverage, the Officer's Recommendation includes authorisation for the CEO to finalise the renewal of all policies. A subsequent report will be provided to Council summarising the policies renewed.

Alternate Resolution

If Council would like officers to explore alternate insurance coverage, or additional coverage, Council could provide such direction and this will be outworked over the following 12 months, however, the Officer's Resolution remains necessary to ensure adequate coverage is maintained for the 2025-26 period.

Stakeholder Engagement:

The Governance and Risk Team consulted with business units to identify insurance requirements and ensure accurate information was provided to our insurer as the basis for appropriate coverage.

Legal and Regulatory Implications:

The LGM Schemes are part of a LGA arrangement and Council is not required to undertake a tender process: s234(1) Local Government Regulation 2012.

Financial and Resource Implications:

The 2024-2025 liability contribution represents an increase of \$104,681.79 or 10.81% on last year's contribution. The costs of all insurance policies are accommodated in Council's 2025/26 Operational Expenditure Budget.

Anticipated Resolution Completion Date:

The suite of insurance renewals will be finalised within the next four weeks and a report will be provided to Council once the renewals have been finalised.

Attachments:

Nil

G/4.5. PRIVACY POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 1 July 2025

File Ref: CM28.2

Purpose:

This report presents a revised Privacy Policy for Council's consideration to meet legislative obligations under the amended *Information Privacy Act 2009* which comes into effect on 1 July 2025.

Officer's Recommendation:

That Council:

1. Repeal Existing P-2020-02 Privacy Policy; and
2. Adopt the Privacy Policy presented in Attachment 1 to the officer's report.

Summary:

Council's Privacy Policy sets out Council's approach to meeting its legislated privacy obligations and establishes a framework for the responsible collection and handling of personal information. The Policy is due for review as a result of recent legislative changes to the *Information Privacy Act 2009*. The legislation mandates that Queensland Councils adopt a Privacy Policy. The amended legislation aligns with the Federal Government's privacy principles to ensure consistency in how public agencies collect, handle, store, use, amend and dispose of personal information. The legislative changes commence 1 July 2025, with mandatory reporting of data breaches involving personal information to commence for local government on 1 July 2026.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

The State Government has made changes to Queensland privacy legislation which impacts on Local Government. The legislation has established a set of Queensland Privacy Principles that all Queensland public agencies must comply with commencing 1 July 2025. The legislation aims to:

- Better protect personal information held by public agencies.
- Improve how public agencies advise individuals how personal information collected will be used and managed.
- Ensure that individuals are advised when their personal information held by a public agency has been compromised.
- Improve the process for individuals to access and amend their personal information held by a public agency.
- Better support public agencies in administratively releasing information where there is no risk to privacy.

For Councillors wanting a more detailed and broader understanding of the legislative changes and Queensland Privacy Principles, the Queensland Office of the Information Commissioner has released an extensive range of resources which is available from their website under [IPOLA Resources and Updates](#).

Part of the legislative change requires that public agencies adopt a policy that provides the public with advice on a number of matters. The privacy policy presented meets those legislative obligations and will form the strategic position of Council. The Policy will be supported by a range of other guidance documents to assist our people in operationalising Council's privacy and information security practices.

The legislative changes also require public agencies to report to the Office of the Information Commissioner and to affected individuals when personal information held by an agency has been the subject of unauthorised access (i.e. cyber security breach, unauthorised release of information to third party in error, etc). The provisions relating to mandatory data breach notifications and reporting are not scheduled to commence for local government until 1 July 2026. However, as Council has been proactive in this area for some time (since January 2023) it has been advising affected parties of any breaches or potential breaches of privacy when it occurs. Therefore, the policy has also incorporated information on how Council generally manages data breaches (Section 3.6) where personal information has, or may have been, compromised.

Risk Management Summary:

Council takes a balanced approach to regulatory and legal risks. All options presented in this report are consistent with Council's risk appetite.

Options and Opportunity Analysis:

Option 1 – Adopt the Officer Recommendation

This option will ensure that Council is meeting its legislative obligations under the amended *Information Privacy Act 2009* which comes into effect on the 1 July 2025. It also provides transparency for the community in how personal information collected by Council is managed and secured.

Option 2 – Adopt a revised Policy with amendments

This option has the same opportunities as Option 1 but should Council seek changes, the resolution to give this option effect is:

"That Council:

1. Repeal Existing P-2020-02 Privacy Policy; and
2. Adopt the Privacy Policy presented in Attachment 1 subject to the following changes:
 - a. *Insert change*
 - b. *Insert change.....'*

Stakeholder Engagement:

The Office of the Information Commissioner has conducted a number of training and information sessions for Queensland Councils and other State Government entities to ensure agencies understand their obligations and responsibilities under the amended legislation. Internally the Governance Team has and will continue to work with Teams to introduce a number of operational changes to ensure that Council is meeting its legislative obligations.

Legal and Regulatory Implications:

Queensland Councils are required to comply with the legislative obligations under the *Information Privacy Act 2009* which introduce new Queensland Privacy Principles that align with the Australian Government's privacy principles and requires Council to adopt a Privacy Policy.

Human Rights Act 2019

The decision to make, amend or remove a policy requires consideration of human rights in accordance with the *Human Rights Act 2019*. In this instance, it has been assessed that the amendments proposed to the policy support the human rights of individuals.

Financial and Resource Implications:

Internal resources will be required post 1 July 2025 to review and change Council's information handling and security practices as required, and to conduct training to ensure our people are aware of their obligations and responsibilities under the amended legislation.

Anticipated Resolution Completion Date:

8 July 2025

Attachments:

1. Draft Privacy Policy
2. Existing P-2020-02 Privacy Policy

G/4.6. REVISED COMPLAINTS INVOLVING THE CHIEF EXECUTIVE OFFICER POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 1 July 2025

File Ref: CM28.2

Purpose:

This report recommends Council adoption of a revised Complaints involving the Chief Executive Officer Policy.

Officer's Recommendation:

That Council:

1. Repeal existing Dealing with Complaints involving the Chief Executive Officer Policy (P-2018-23); and
2. Adopt a revised Complaints involving the Chief Executive Officer Policy as presented in Attachment 3 to this report.

Summary:

This policy establishes guidelines to deal with complaints alleging corrupt conduct involving the Chief Executive Officer and provides direction on the reporting and management of any associated real or suspected corrupt conduct. The revised policy presented has applied the model policy developed by the Crime and Corruption Commission and has been subject to consultation with the Commission and key internal stakeholders.

Link to Corporate Plan:

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Our People - We look after our people, so they look after you.

Background:

Under the *Crime and Corruption Act 2001*, all employees and officials of public sector entities have a responsibility to act with integrity and not to engage in corrupt conduct. In local government the Chief Executive Officer is ultimately accountable for ensuring that there are appropriate measures in place to minimise the risk of corrupt conduct and in conjunction with the Crime and Corruption Commission, to manage any alleged or real corrupt conduct. The Act recognises that in order to ensure that the public can have confidence in the integrity of public sector entities, there must also be a system in place to allow the reporting and management of any allegations of corrupt conduct involving the Chief Executive Officer. Section 48A of the Act requires Council to adopt a policy about this matter to ensure that there is transparency in how these complaints will be handled.

Council has had a policy in place since 2014 after the requirement was first introduced in the Act and it was updated in 2018 based on input from the Crime and Corruption Commission. The Policy is overdue for review and accordingly, Officers have conducted an administrative review, applying the model policy developed by the Crime and Corruption Commission and with feedback from the Commission and key internal stakeholders. The final draft is presented in Attachment 3 for adoption by Council. Officers have also prepared a tracked changes version of the Policy that shows proposed changes. The key changes are also summarised below:

1. The name of the Policy has been shortened removing the 'Dealing with' from the title;
2. The purpose and scope have been reworded to align with the model policy, but it has not altered the original intent;
3. Policy Principles have been included to clearly outline the aim of the policy;
4. The position title for one of the nominated persons has been updated;
5. The previous Section 6.2 has been updated to provide more clarity around the process;
6. Sections 3.4.2 through to Section 3.6 have been reworded and restructured to improve clarity for the reader.

Risk Management Summary:

Council takes a balanced approach to regulatory and legal risks. The options presented in this report are consistent with Council's risk appetite.

Options and Opportunity Analysis:

Option 1 – Adopt the Officer Recommendation

The revised Policy will ensure that Council continues to meet its responsibilities under the *Crime and Corruption Act 2001* to have a current policy to deal with complaints involving the CEO.

Option 2 – Adopt a revised Policy with amendments

This option has the same opportunities as Option 1, but should Council consider changes are required, the resolution to give this option effect is:

"That Council:

1. Repeal Existing Dealing with Complaints involving Chief Executive Officer Policy (P2018-23); and
2. Adopt the Complaints involving the Chief Executive Officer Policy presented in Attachment 3 subject to the following changes:
 - a. *Insert change*
 - b. *Insert change.....'*

Stakeholder Engagement:

The revised policy has involved internal consultation including those nominated in the policy and the Governance Team. External consultation has occurred with the Queensland Crime and Corruption Commission which supported the proposed draft without amendment.

Legal and Regulatory Implications:

It is a legislative requirement for Council to have a Policy on handling complaints involving the Chief Executive Officer under Section 48A of the Queensland *Crime and Corruption Act 2001*.

Financial and Resource Implications:

There are no financial implications in adopting a revised policy other than the resources already committed to conducting the review and presenting the report to Council.

Anticipated Resolution Completion Date:

31 July 2025

Attachments:

1. Existing Dealing with Complaints involving the Chief Executive Officer Policy (P-2018-23)
2. Existing Dealing with Complaints involving the Chief Executive Officer Policy (tracked changes)
3. Draft Complaints involving the Chief Executive Officer Policy

G/4.7. REPEAL OF WATER METER POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 1 July 2025

File Ref: CM28.2

Purpose:

This report seeks Council consideration of repealing P-2015/33 Water Meter Policy.

Officer's Recommendation:

It is recommended that Council repeal P-2015/33 Water Meter Policy.

Summary:

The Water Meter Policy provides guidance on Council requirements relating to the metering and sub-metering of properties connected to Council water supply networks. As water metering is an operational function, it is recommended that Council repeal its policy with the activity to be regulated through existing legislation, industry codes and the water billing components through Council's Revenue Statement.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.

Background:

In 2015 Council adopted a Water Meter Policy to provide guidance on changes to the State Government's Queensland Plumbing and Wastewater Code which mandated for the installation of sub-meters for multi-unit complexes constructed after the 8 January 2008.

More recently there have been further changes to the Code which have been managed operationally. In conducting the policy review, Officers considered that the billing sections of the policy are best managed through Council's Revenue Statement which is due for its annual review at the upcoming Budget Meeting.

The water meter specific components of the Policy are already included in legislation and associated codes and are managed operationally. Officers are currently reviewing Council's operational guidance documents on water service standards generally, which will include water meters and sub-metering. Therefore, it is suggested that maintaining a separate policy position is no longer be required. Following repeal of the Policy, information will also be made available to customers on Council's website.

Risk Management Summary:

Council takes a balanced approach to regulatory and legal risks. The options presented in this report are consistent with Council's risk appetite.

Options and Opportunity Analysis:

Option 1 – Repeal the Water Meter Policy (Officer Recommendation)

Where a subject matter is operational in nature, a Council Policy restricts the business's ability to adapt to operational needs. The duplication of information is not efficient and the repeal of this policy supports our journey to reduce the overall number of policies to a more manageable number that:

- improves access to and visibility of our policies making information easy to find, access, and use;
- makes it easier for officers to do their work; and
- ensures that our framework of policies and standards continue to raise the bar (objective 5.1.3 in Council's Corporate Plan).

Option 2 – Maintain a Policy Position on Water Meters

This option will maintain Council's current position. As the Policy will soon be overdue for review based on a five-year review cycle, Governance will conduct an administrative review of the content and present a revised version for Council's consideration at a future General Meeting.

Stakeholder Engagement:

Consultation has been conducted internally with Council's Asset Planning, Revenue, Water Services and Development Services Teams.

Legal and Regulatory Implications:

Council is not legislatively required to have a Water Meter Policy, but it is required as a Water Service Provider to meet the requirements of, and assess applications for plumbing and wastewater works, under the Queensland Plumbing and Wastewater Code and other legislative requirements (for example: *Water Supply (Safety and Reliability) Act 2008*).

Financial and Resource Implications:

There are no financial implications in repealing the policy other than resources already committed in presenting the report to Council and in developing the technical standard.

Anticipated Resolution Completion Date:

30 July 2025

Attachments:

1. Water Meter Policy P-2015/33

G/4.8. GLADSTONE AIRPORT CORPORATION STATEMENT OF CORPORATE INTENT FINANCIAL YEAR 2026

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 1 July 2025

File Ref: FM19.1

Purpose:

This report seeks Council consideration of the Gladstone Airport Corporation's Statement of Corporate Intent for the Financial Year 2026.

Officer's Recommendation:

That Council endorse the Gladstone Airport Corporation (GAC) Statement of Corporate Intent for Financial year 2026 subject to the following amendment:

1. Dividend Policy: The GAC Board will recommend the payment of dividends within the overall objective of maximising Shareholder value that sees 75% of Net Profit after Tax returned to the Shareholder in accordance with Appendix 3, Section 3.2 (i).

Summary:

Under the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed), Gladstone Airport Corporation (GAC) is required annually to present a Statement of Corporate Intent to Council for its consideration.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Resilient Economy - We play our part in supporting the success of our region.

Background:

The Statement of Corporate Intent represents the performance agreement between GAC and Council (as the owner and sole shareholder) for the 2025/2026 financial year. Section 92 of the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed) details the information the Statement of Corporate Intent must contain.

Risk Management Summary:

Council takes a cautious approach towards reputational risk and a balanced approach to financial risk. The Statement of Corporate Intent is a tool to manage both reputational and financial risk so far as it relates to Gladstone Airport Corporation. The attached Statement of Corporate Intent is consistent with Council's risk appetite.

Options and Opportunity Analysis:

Option 1 – Request that Gladstone Airport Corporation (GAC) amend the Statement of Corporate Intent (Officers Recommendation).

Council may elect to provide some alternative direction to GAC for the inclusion in the 2025/2026 financial year and future years. It is recommended to amend the Statement of Corporate Intent to increase the Dividend Policy from 50% of Net Profit after Tax returned to the Shareholder to 75% of Net Profit after Tax returned to the Shareholder.

Option 1 suggested resolution:

That Council endorse the Gladstone Airport Corporation (GAC) Statement of Corporate Intent for Financial year 2026 subject to the following amendment:

- 1. Dividend Policy: The GAC Board will recommend the payment of dividends within the overall objective of maximising Shareholder value that sees 75% of Net Profit after Tax returned to the Shareholder in accordance with Appendix 3, Section 3.2 (i).*

Option 2 – Endorse the GAC Statement of Corporate Intent with no changes proposed.

Council may elect to endorse the GAC Statement of Corporate Intent as presented by GAC with no changes proposed.

Option 2 suggested resolution:

That Council endorse the Gladstone Airport Corporation's Statement of Corporate Intent Financial Year 2026.

Stakeholder Engagement:

GAC Board has prepared and proposed the attached Statement of Corporate Intent with relevant consideration of the operating environment and its regulatory parameters.

Legal and Regulatory Implications:

Under the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed), Council is required to review and adopt the Statement of Corporate Intent for GAC each financial year.

Financial and Resource Implications:

The Statement of Corporate Intent sets out the agreed commercial parameters for the corporate entity and includes the repayment terms of tax equivalents and competitive neutrality fee to Council in accordance with the regulation.

Based on the current long term financial forecasts for the entity, a move in dividend policy will return an additional \$2m to Council as owner of the ten-year period, taking total returns for the period from \$3.8m to \$5.8m.

Anticipated Resolution Completion Date:

31 July 2025

Attachments:

1. CONFIDENTIAL – Gladstone Airport Corporation Statement of Corporate Intent Financial Year 2026

G/4.9. COUNCILLOR APPOINTMENT - GLADSTONE AREA WATER BOARD

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 1 July 2025

File Ref: CM7.1

Purpose:

To consider the nomination of a Board Member for the Gladstone Area Water Board.

Officer's Recommendation:

That Council nominate Councillor _____ to the Department of Local Government, Water and Volunteers for appointment to the Gladstone Area Water Board.

Summary:

Gladstone Area Water Board (GAWB) is a bulk water supplier servicing part of the Gladstone region and owns and operates the Awoonga Dam along with a network of delivery pipelines, water treatment plants, storage reservoirs, and other bulk water distribution infrastructure.

Chapter 4, Part 4 of the Water Services Act 2000 (the Act) requires GAWB to have a board of directors, with the matters related to the board also being defined. The board is comprised of five persons as stated in the Gazette Notice of 27 September 2023:

- Four persons nominated by the chief executive of the Department of Local Government, Water and Volunteers; and
- One person nominated by Gladstone Regional Council

Link to Corporate Plan:

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Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council's nominee is reviewed by the Department of Local Government, Water and Volunteers (the Department), with the appropriate background checks undertaken before recommendation to Cabinet / the Governor in Council for review and appointment.

Whilst section 604(2) of the Act requires the stated term of an appointment not to be more than 3 years, under section 604(4) a director continues to hold office after the director's term of office ends until the day the director's successor is appointed.

With former Councillor Kahn Goodluck's resignation from the Board as Council's representative, Council no longer has representation on GAWB.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the GAWB ensures that Council's views are represented and allows for stronger relationships with GAWB.

Options and Opportunity Analysis:

Council has previously appointed an elected member to the board with Kahn Goodluck being appointed when he held a Councillor role in 2024. As the current legislation via the corresponding gazette notice references a person nominated by Gladstone Regional Council, Kahn Goodluck has continued in the appointment following the end of his term as councillor until he recently resigned from the board.

The Department has previously indicated that they are predisposed to the Council nominee being an elected members as one of the key considerations by the Department when assessing the Council nominee is the level of local expertise. The Department seeks a director who is able to contribute towards ensuring community elements are considered and addressed.

Option 1 – Nomination of a Councillor (Officer's recommendation)

The advantages of a councillor nomination include:

- Local expertise with community at the forefront
- Competent with the role of a board member
- Provides an opportunity to understand the organisation and contribute to its strategic direction

A disadvantage of a councillor nomination is that councillors have a broad range of responsibilities – consideration of best use of time and whether a complimentary balance is realised. Conflicts may also arise from time to time between the Councillor's duty as a councillor under the Local Government Act and the Councillor's duty as a Director Gladstone Area Water Board. Both pieces of governing legislation provide a framework for managing conflicts of interest.

There is no remuneration for an elected member in accordance with the procedures for remuneration of members of Queensland government bodies.

Option 1 suggested resolution:

That Council nominate Cr _____ to the Department of Local Government, Water and Volunteers for appointment to the Gladstone Area Water Board.

Option 2 – Nomination of a person other than a sitting Councillor

The advantages of nominating a person other than a sitting Councillor include:

- Provides separation between the two organisations
- GAWB is responsible for the remuneration of board members

The disadvantages of nomination a person other than a sitting Councillor include:

- May not pass through the cabinet process (where this occurs, Council would be required to provide an alternative nomination or where an alternative is not provided, the department will nominate).
- Ability to source a suitable nominee – personal affiliations and background within the community.

Council could nominate a person via the floor of the meeting or via an expression of interest process.

Option 2 suggested resolution:

That _____ be nominated to the Department of Local Government, Water and Volunteers for appointment to the Gladstone Area Water Board, subject to a willingness to be nominated.

OR

That Council call for expressions of interest for consideration to be Council's nominee for the Gladstone Area Water Board.

Option 3 – No nomination

If Council do not provide the Department with a nominee, the Department will nominate a person in lieu.

It should be noted that a director is not able to be replaced unless the office of the director becomes vacant under section 607 of the Act, namely the director:

- Completes the term of office and is not reappointed;
- Resigns;
- Is disqualified; or
- Is removed.

Option 3 suggested resolution:

That the Department of Local Government, Water and Volunteers be advised that Council will not be providing a nomination for the Gladstone Area Water Board.

Stakeholder Engagement:

Department of Local Government, Water and Volunteers.

Legal and Regulatory Implications:

Section 12 of the Local Government Act 2009 outlines the responsibilities of a Councillor. Section 598 of the Water Act 2000 outlines the responsibilities of the GAWB Board.

Financial and Resource Implications:

Should a Councillor be nominated to the Department for appointment to the Gladstone Area Water Board, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

The Department will be advised of the resolution within two weeks.

Attachments:

Nil

G/4.10. REGIONAL ARTS DEVELOPMENT FUND ROUND 2 2024/2025

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Manager Arts and Entertainment

Council Meeting Date: 1 July 2025

File Ref: CC7.16

Purpose:

The purpose of this report is for Council to consider funding two applications for funding from the Regional Arts Development Fund.

Officer's Recommendation:

That Council approves funding of the applications received by the Regional Arts Development Fund Committee as detailed in the table below:

Applicant	Funding Round	Requested Funding	Recommended Funding
Of One Mind Limited	Round Two 24/25	\$12,500	\$12,500
Embroiderers' Guild Gladstone Branch	Out of Round	\$2,000	\$2,000

Summary:

Following an assessment of applications by the Regional Arts Development Fund Committee (RADF), Council is asked to consider two recommendations for funding by RADF including \$12,500 of funding to the WOW – Women of the World Exhibition and \$2,000 of funding for an out of round application received from the Embroiderer's Guild for the Needle Lace Workshop.

Link to Corporate Plan:

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Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

RADF is a Queensland Government and Gladstone Regional Council partnership to support local arts and culture in Regional Queensland. Local arts, cultural groups and individuals can apply for funding for short-term projects during two rounds each year. Out-of-Round applications are open year-round for those seeking funds up to two thousand dollars for development opportunities.

Reassessment of the Application RADF082024/2025 by Of One Mind Limited for the WOW – Women of the World Festival

At its General Meeting on 20 May 2025, following advice from officers that further information was required to fully assess the application by Of One Mind Limited for the WOW – Women of the World Festival, Council by resolution requested that *"a recommendation be provided to Council by 3 June 2025 on the funding of the application by Of One Mind following a reassessment of the application"*: GM/25/5446.

A review of the application by Of One Mind Limited (RADF082024/2025) was undertaken by a delegated officer.

The WOW – Women of the World festival showcases professional development opportunities with workshopping, mentoring and demonstrations, and includes the engagement of cultural performance and exhibition.

WOW is a community creative project with outcomes determined by seven community consultation workshops (WOW Think-Ins) and numerous meetings with over eighty people in attendance representing a variety of sectors within the community including, Women's organisations, Council, Arts, Health, Education, Industry and Small Business.

The deliverables in the application are as follows:

1. In Her Name – photography commission for national touring exhibition celebrating the achievement of Queensland's women and girls. Ten local women will be identified through the consultation process and two local photographers will be commissioned to take ten portraits of Gladstone women for the exhibition.
2. Community Choir – this was strongly requested and two facilitators have been identified to work with the community to select the repertoire and manage the rehearsal process and to work with the local choir to write a unique 'on theme' song for the Gladstone event, to be performed as part of a number of Festival performance outcomes.
3. A two-month visual arts Exhibition, presented in partnership with The Blue Mirror Gallery featuring the works of local female and female-identifying artists, with an opening night event on the first night of the WOW Gladstone Festival.
4. A community art weaving workshop and installation project with award winning local artists, focussed on the environment, women and women's work.

The Officer's assessment is that the application met all assessment criteria and displayed a strong alignment to building local cultural capacity, cultural innovation, community connection, providing employment opportunities and generating community pride. On that basis, the application is recommended for full funding of \$12,500.00 ex gst.

Out of Round Application RADF452024/2025 Embroiderers Guild Gladstone Branch

The Embroiderers Guild are seeking funding to hold a needle lace workshop with tutor Lee Castles from the Gold Coast. The aim of the workshop is to improve embroiderers' practical skills, increase self-confidence in members, promote wellbeing and increase interaction between members whilst learning new skills in this creative art.

Students will be taught to embellish new and existing projects with needle lace and other fancy stitches and ideas. Skills and education of this facet of embroidery will be used in lifelong projects. The projects learned at this workshop will be shown at the Easter display during the Harbour Festival where it is expected four to five hundred people will view. The application is recommended for full funding totalling \$2,000.00 ex gst.

Risk Management Summary:

Council has a minimal appetite for reputational risks and a moderate appetite for regulatory and legal risks. The Officer's Recommendation is consistent with Council's risk appetite as the applications have been assessed in line with the established criteria relevant to the applications.

Options and Opportunity Analysis:

Option 1 – Approve the funding applications from One Mind and the Embroiderer’s Guild

It is recommended that Council approve the following funding recommendations:

Applicant	Funding Round	Requested Funding	Recommended Funding
Of One Mind Limited	Round Two 24/25	\$12,500	\$12,500
Embroiderers’ Guild Gladstone Branch	Out of Round	\$2,000	\$2,000

While the RADF Committee initially only supported partial funding for the Of One Mind Limited's application, the application was heavily deliberated within the RADF Committee Meeting, with a clear divide on the assessment outcome. The review by the delegated officer provided an opportunity to independently review the application and its alignment to the criteria. This is consistent with Council’s role as the ultimate decision maker. An independent review of the application was a necessary step in displaying good governance.

The Out of Round submissions allow RADF to be responsive to emerging needs. Applications such as the Embroiderers’ Guild are a low cost and low risk and the RADF Committee are considering proposing amendments to the Committee’s Terms of Reference to allow RADF to award low cost, low risk funding without endorsement from Council.

Option 2 – Not approve funding or approval partial funding

Council is under no obligation to approve the funding of the applications and as the decision maker may elect to refuse funding or partially fund either of the applications.

Stakeholder Engagement:

Funding applicants are consulted where necessary during the assessment process.

Legal and Regulatory Implications:

RADF is a financial partnership between the Queensland Government (Arts Queensland) and Gladstone Regional Council to support local arts and culture in Regional Queensland. RADF is informed by Council’s Arts and Cultural Development Policy and is bound by the RADF Committee Terms of Reference.

Financial and Resource Implications:

Should the Officer’s Recommendation be adopted the closing balance of funding awarded to RADF external applications will be a total of \$41,485.00 leaving a balance of \$55,502.07 to be used for the Internal Initiative – Public Art Master Plan. The closing balance of round 2 will be \$0 carry over, with the remaining \$4,437.93 required for the Public Art Master Plan to be sourced next financial year.

Anticipated Resolution Completion Date:

It is anticipated that funding agreements would be finalised by 17 July 2025.

Attachments:

Nil.

G/4.11. LEASE RENEWAL - SCOUTS ASSOCIATION - DOLPHINS

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Leasing Officer

Council Meeting Date: 1 July 2025

File Ref: CP8.2

Purpose:

To allow Council to consider the renewal of the lease to The Scout Association of Australia Queensland Branch Inc over Lease D on Lot 323 CTN 1654, situated at Tranberg Street, Gladstone, with Council as Trustee of the reserve land.

Officer's Recommendation:

That Council:

1. Resolves that 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of Lease D on Lot 323 CTN 1654 at Tranberg Street, Gladstone to The Scout Association of Australia Queensland Branch Inc.
2. Authorises the Chief Executive Officer to enter into a Lease with The Scout Association of Australia Queensland Branch Inc for a period of 10 years at a rental of \$1.00 per annum payable on demand.

Summary:

A community lease renewal has been assessed by a Council Officers in line with Council's Land Transaction Policy (P-2023-02) with a recommendation presented for Council's consideration.

Link to Corporate Plan:

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Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council is the trustee of reserve land described as Lease D on Lot 323 CTN 1654 at Tranberg Street, Gladstone, which is zoned for Sport and Recreation.

The Scout Association of Australia Queensland Branch Inc (the "Scouts Association") has leased the land from Council since 1987. The most recent lease commenced on 18 July 2012 and expired 19 July 2022 ("the Lease") and is currently in a holdover status where the Lessee continues to occupy the land on the conditions of the expired lease. A draft lease was provided in 2022, however, changes to Council's leasing team meant that the draft lease was never followed up or finalised.

The lease area is shown in Image 1 below, shaded blue.



Image 1 - Lease Area – Tranberg Street, Gladstone

Risk Management Summary:

The proposed recommendation is made in accordance with Council's Land Transaction Policy and is consistent with Council's Minimal appetite for Reputational risk.

Options and Opportunity Analysis:

It is the Officer's recommendation that Council resolve to renew the Scouts Association's lease for a further term.

It is proposed, that subject to discussions with the Scouts Association the lease will be on the following terms:

- Lease Area: As per the current lease (Image 1 above);
- Term: 10 years (community organisation exemption);
- Rent: \$1.00 per annum payable on request;
- Outgoings: The responsibility of the Lessee;
- Maintenance: The responsibility of the Lessee; and
- Conditions: Standard community lease conditions.

The opportunities associated with the Officer's recommendation are:

- Security of tenure for the Dolphins Sea Scouts Group – Scouts Association;
- The Officer's recommendation is consistent with Council's current policy;
- Generally, 10 years is sufficient to secure government funding where the land is owned or managed by Council. In addition, Council regularly provides letters of support to assist organisations with funding opportunities;
- Provides clarity of the responsibilities of the lessee and of Council; and
- Enables Council to continue to provide the land to the Scouts Association at a peppercorn rate, supporting the provision of sport and recreation activities.

Stakeholder Engagement:

Officers engaged with representatives of the Lessee throughout the lease renewal process. Through the engagement, the Lessee provided the following supporting information:

July 2025 – General Information	
Membership Numbers	Dolphin Sea Scouts currently has 46 youth members and 8 Leaders/adult support – an increase from 16 youth in 2024.
Number of Volunteers	Approximately 80 volunteers – all parents assist in some way.
Success Story	2025 has seen the re-opening of the Joey Scout section with 10 youth members and 2 new leaders.
Planned Upgrades	No plans to add any new buildings or structures, but replacing the large roller of the activity shed is in progress.
Challenges	The only challenges are making sure to comply with lease conditions and having a dedicated contact at Council to discuss leasing matters.

Legal and Regulatory Implications:

Under s227 of the Local Government Regulation 2012 (“LGR”), Council cannot dispose of a valuable noncurrent asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction.

In this instance there are three (3) applicable exceptions to s227 of the LGR:

1. Section 236 (1)(b)(ii) where the valuable non-current asset is disposed of to a community organisation;
2. Section 236 (1)(c)(iii) for the purpose of renewing the lease of land to the existing tenant of the land; and
3. Section 236 (2), an exception mentioned in subsection 216 (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

By virtue of s236(1)(b)(ii) and s236(2), Council can enter into a trustee lease with the lessee without first inviting written tenders or sale by auction, and for a value below market value because the Lessee is a community organisation.

Financial and Resource Implications:

The renewal of the lease will be undertaken by the Community Leasing Team and will not require any unbudgeted resources (financial or otherwise).

Anticipated Resolution Completion Date:

It is estimated that the lease renewal could be finalised and executed by 30 September 2025.

Attachments:

Nil

G/4.12. LEASE RENEWAL - GLADSTONE COMMUNITY LINKING AGENCY

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Leasing Officer

Council Meeting Date: 1 July 2025

File Ref: CP8.2

Purpose:

To allow Council to consider the renewal of the lease to Gladstone Community Linking Agency Ltd over Lot 33 RP 801209, situated at 33 Oxley Drive, Gladstone, being Freehold land owned by Council.

Officer's Recommendation:

That Council:

1. Resolves that 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of Lot 33 RP 801209, situated at 33 Oxley Drive, Gladstone to Gladstone Community Linking Agency Ltd.
2. Authorises the Chief Executive Officer to enter into a lease with the Gladstone Community Linking Agency Ltd for a period of 5 years at a rental of \$1.00 per annum payable on demand.

Summary:

A community lease renewal has been assessed by a Council Officer in line with Council's Land Transaction Policy (P-2023-02) with a recommendation presented for Council's consideration.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Connecting Communities - We work with you and for you, supporting the success of our communities.
Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council is the owner of the land described as Lot 33 RP 801209 situated at 33 Oxley Drive, Gladstone, which is zoned as Community Facilities.

The Gladstone Community Linking Agency ("GCLA") has leased the land from Council since 1990. The most recent lease commenced on 01 July 2011 and expired 30 June 2021 ("the Lease") and is currently in a holdover status where the Lessee continues to occupy the land on the conditions of the expired lease. Changes to Council's leasing team meant that a draft renewal lease was not actioned.

The lease area is shown in Image 1 below, shaded blue.



Image 2 – 33 Oxley Drive, Gladstone

Risk Management Summary:

The proposed recommendation is made in accordance with Council's Land Transaction Policy and is consistent with Council's Minimal appetite for Reputational risk.

Options and Opportunity Analysis:

It is the Officer's recommendation that Council resolve to renew the Gladstone Community Linking Agency's lease for a further term.

It is proposed, that subject to discussions with the GCLA, the lease will be on the following terms:

- Lease Area: As per the current lease (image 1 above);
- Term: 5 years (community organisation exemption);
- Rent: \$1.00 per annum payable on request;
- Outgoings: The responsibility of the Lessee;
- Maintenance: The responsibility of the Lessee; and
- Conditions: Standard community lease conditions.

The opportunities associated with the Officer's recommendation are:

- Security of tenure for GCLA;
- The Officer's recommendation is consistent with Council's current policy;
- The term of 5 years aligns with GCLA's operational and strategic plans;
- Council regularly provides letters of support to assist organisations with funding opportunities;
- Provides clarity of the responsibilities of the lessee and of Council; and
- Enables Council to continue to provide the land to GCLA at a peppercorn rate, supporting the provision of sport and recreation activities.

Stakeholder Engagement:

Officers engaged with representatives of the Lessee throughout the lease renewal process. Through the engagement, the Lessee provided the following supporting information:

June 2025 – General Information	
How many customers annually use the facility?	<p>Approximately 4–5 customers live at the property on a long-term basis in accessible, purpose-built home environments tailored to their needs.</p> <p>The property also functions as an ad-hoc respite site under the NDIS (Short-Term or Medium-Term Accommodation), which means additional individuals access the property throughout the year, depending on support needs and availability.</p>
What are the main services provided at the facility?	<p>The primary support provided is NDIS-funded Supported Independent Living (SIL), with in-home nursing services available as required based on clinical and personal care needs.</p> <p>The site also supports Short-Term and Medium-Term Accommodation (STA/MTA), offering much-needed respite options for individuals with disability and their carers.</p>
Are there any planned upgrades for the facility?	<p>As GCLA owns the dwelling on the site, planned upgrades over the five-year period align with our strategic and operational goals. These include improvements to the gardens and overall visual appeal of the inside of the property.</p> <p>GCLA is also exploring safety upgrades such as improving the current driveway access and constructing a secondary concrete driveway to enhance access for emergency services.</p>
What challenges are you facing being a lessee?	GCLA has been a long-term lessee of the land at 33 Oxley Drive, and the arrangement has been harmonious, practical, and highly beneficial. We value the strong and collaborative relationship with Council and are committed to continuing this partnership.
As a lessee, are there any successes you'd like to share?	<p>The most significant success is the stability and security this property has provided for our customers, several of whom have lived at the site for a period of time.</p> <p>It has enabled consistent support, strong family and community connections, and safe, affordable housing in a competitive rental market where accessible options are limited or non-existent.</p> <p>The site has also supported informal carers across the region by offering safe, high-quality respite care, giving carers the opportunity to rest and recharge, ultimately extending their capacity and longevity in the caring role.</p>

Legal and Regulatory Implications:

Under s227 of the Local Government Regulation 2012 ("LGR"), Council cannot dispose of a valuable noncurrent asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction.

In this instance there are three (3) applicable exceptions to s227 of the LGR:

1. Section 236 (1)(b)(ii) where the valuable non-current asset is disposed of to a community organisation;
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By virtue of s236(1)(b)(ii) and s236(2), Council can enter into a freehold lease without first inviting written tenders or sale by auction, and for a value below market value because the Lessee is a community organisation.

Financial and Resource Implications:

The renewal of the lease will be undertaken by the Community Leasing Team and will not require any unbudgeted resources (financial or otherwise).

Anticipated Resolution Completion Date:

It is estimated that the lease renewal could be finalised and executed by 31 August 2025.

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS