



GLADSTONE REGIONAL COUNCIL

GENERAL MEETING MINUTES

**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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Elected Members

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

Officers

L Dowling (Chief Executive Officer)
R Millett (Executive Secretary)
T Whalley (Manager Governance and Risk)
M Holmes (General Manager Finance Governance and Risk)
A Moore (General Manager People and Strategy, Acting) (via teams)
K Lee (General Manager Community and Lifestyle) (via teams)
C Quinn (General Manager Operations, Acting)
J Tumbers (General Manager Operations)
M Francis (General Manager Assets and Environment)
K Wilson (General Manager Customer Experience)
T McDonald (Principal Planning Lead)
C Henderson (Manager Contracts and Procurement)
S Barlow (Senior Contracts Officer)
F Murray (Project Manager - Consultant)
J Cohen (Manager Tondoon Botanic Gardens, Acting)
F Barker (Manager Arts and Entertainment) (via teams)
L Cattermole (Community Leasing Officer)

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

Councillor N Muszkat was an apology with a previously resolved leave of absence (*GM/25/5465*).

G/0.3.3. MESSAGES OF CONDOLENCE

Nil

G/0.3.4. DECLARATION OF INTERESTS

Mayor Burnett

Mayor Matt Burnett declared a prescribed conflict of interest in Agenda Item G/4.4. ANNUAL INSURANCE RENEWALS as he is a Director and President of the Local Government Association of Queensland (LGAQ) and the agenda item considers a contract between Council and LGAQ's subsidiary, the Local Government Mutual Scheme.

Mayor Burnett advised that he would leave the meeting room for the consideration of Agenda Item G/4.4.

Cr Patrick

Councillor Leanne Patrick declared a declarable conflict of interest in Agenda Item G/3.1. CADRE PTY LTD deputation as the presentation relates to the Kirkwood Community Village proposed development which is in close proximity to her husband's business, McDonald's Kirkwood which may result in a perceived or actual financial impact on his business.

Cr Patrick advised that she would leave the meeting room for the consideration of Agenda Item G/3.1. and not participate in any further discussions or decision making in relation to the Kirkwood Community Village development.

Cr Churchill

Councillor Glenn Churchill declared a declarable conflict of interest in Agenda Item G/4.8. GLADSTONE AIRPORT CORPORATION STATEMENT OF CORPORATE INTENT FINANCIAL YEAR 2026 as the proposed amendment to the Statement of Corporate Intent conflicts with his duties as a Councillor and as a Director of the Gladstone Airport Corporation.

Cr Churchill advised that he believes he can offer valuable insights to the discussion without influencing the decision and requested that he remain in the room to answer any questions however he will not vote on the matter.

GM/25/5474 Council Resolution

Moved Cr Holzheimer

Seconded Cr Davis

That notwithstanding Cr Churchill's declarable conflict of interest, it is in the public interest for Cr Churchill to remain in the room and participate in the decision with the following restriction:

- unable to vote on the matter.

CARRIED

For the Motion: Cr McClintock, Cr Holzheimer, Cr Davis, Cr Cameron, Cr Patrick, Cr Wagner, Mayor Burnett.

Against the Motion: Nil

Ineligible: Cr Churchill

Absent: Cr Muszkat

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Our Citizenship Ceremony was held on Monday 16 June 2025 with 39 new citizens choosing to make the Gladstone Region their home. Our Apprentice and Trainee Information session was held on Tuesday 17 June 2025 at the Phillip Street Communities and Families Precinct. I'm looking forward to signing up our new trainees and apprentices which will start with Council early next year.

One of the biggest events in the Gladstone Region was held on Saturday 21 June 2025 and Sunday 22 June 2025 which was the Mount Larcom Show. Thank you, Councillor Leanne Patrick, for attending and speaking on behalf of Council.

We had the Queensland Symphony Orchestra 'Symphony Under the Stars' on Friday 27 June 2025 and thank you Councillor Glenn Churchill for representing Council at that event. Always a fantastic event supported by our major industries and the Gladstone Port Corporation (GPC) and a free event held at the GPC Marina Parklands.

Yesterday we hosted the Central Queensland University (CQU) Mayor's Awards. Thank you, Councillor Simon McClintock, for joining me at the University. The Mayor's Awards are presented to year 12 students, and they are a bursary for students that choose to attend the local university here at CQU. It's some of the best, brightest future stars, in this instance it was engineering students, education students and medical science, 3 areas I'm sure we'll all agree we'd love to see more in our local region. Our reason for Council sponsoring this bursary is not only to recognise their hard work and the efforts they put into their fields, is that when you attend university locally, you're more likely to work locally when you finish your university degree.

We have a few more events coming up. The official opening of Hydrogen Park is tomorrow (Wednesday 2 July 2025). The Australian Gas Infrastructure Group have been operating for some time, but the official opening is tomorrow. Thursday 3 July 2025 is our Special Budget Meeting.

NAIDOC Week is happening from Sunday 6 July 2025 to Sunday 13 July 2025 and all the events are on the Council website. Luminous tickets are on sale for Luminous at the Tondoon Botanic Gardens from Thursday 17 July 2025 to Saturday 19 July 2025 - 3 nights of tickets events. Make sure you get in to get those \$5 per person and free for children under 5.

Before I wrap up, I want to talk about the National General Assembly (NGA) and thank you officers and Councillors Leanne Patrick and Mellissa Holzheimer who represented Council at that event. As the National President, I chaired the debate and the conference, and I can assure you that our Councillors did Gladstone proud, and their motions were passed on the floor. Well done, Councillors. It was an amazing event of 1,300 delegates of mayors, shire presidents, deputy mayors, councillors, and CEO's from around the nation coming together for the single largest event of local government in the nation. It was great to see a number of ministers and shadow ministers attend even though the sitting week was changed at the last minute. Thank you, Councillors, for attending that event.

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.

GM/25/5475 Council Resolution:

Moved Cr Cameron

Seconded Cr Davis

That the Officer's Recommendation be adopted.

CARRIED

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

Cr Patrick (declarable conflict of interest)
left the room for Agenda Item G/3.1. and did not participate in the decision.
(refer G/0.3.4. Declaration of Interest section of the minutes - page 4)

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.

GM/25/5476 Council Resolution:

Moved Cr McClintock
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

For the Motion: Cr McClintock, Cr Holzheimer, Cr Davis, Cr Cameron, Cr Wagner, Cr Churchill, Mayor Burnett.

Against the Motion: Nil

Ineligible: Cr Patrick

Absent: Cr Muszkat

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.

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.

GM/25/5477 Council Resolution:

Moved Cr Davis

Seconded Cr Holzheimer

That the Officer's Recommendation be adopted.

CARRIED

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.

GM/25/5478 Council Resolution:

Moved Cr Wagner

Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

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.

GM/25/5479 Council Resolution:

Moved Cr McClintock

Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

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

Mayor Burnett (prescribed conflict of interest)
left the room for Agenda Item G/4.4. and did not participate in the decision.
(refer G/0.3.4. Declaration of Interest section of the minutes - page 4)

Councillor Simon McClintock chaired the meeting for Agenda Item G/4.4.

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.

GM/25/5480 Council Resolution:

Moved Cr Holzheimer

Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

For the Motion: Cr McClintock, Cr Holzheimer, Cr Davis, Cr Cameron, Cr Patrick, Cr Wagner, Cr Churchill

Against the Motion: Nil

Ineligible: Mayor Burnett

Absent: Cr Muszkat

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.

GM/25/5481 Council Resolution:

Moved Cr Wagner

Seconded Cr Patrick

That the Officer's Recommendation be adopted.

CARRIED

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.

GM/25/5482 Council Resolution:

Moved Cr Churchill

Seconded Cr McClintock

That the Officer's Recommendation be adopted.

CARRIED

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.

GM/25/5483 Council Resolution:

Moved Cr Davis

Seconded Cr Patrick

That the Officer's Recommendation be adopted.

CARRIED

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

**Cr Churchill (declarable conflict of interest)
remained in the room for Agenda Item G/4.8., participated in the discussion
however did not vote on the decision.**

(refer G/0.3.4. Declaration of Interest section of the minutes - page X)

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).

GM/25/5484 Council Resolution:

Moved Cr Davis

Seconded Cr Patrick

That the Officer's Recommendation be adopted.

CARRIED

For the Motion: Cr McClintock, Cr Holzheimer, Cr Davis, Cr Cameron, Cr Patrick, Cr Wagner, Mayor Burnett.

Against the Motion: Nil

Ineligible: Cr Churchill

Absent: Cr Muszkat

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.

GM/25/5485 Council Resolution:

Moved Mayor Burnett
Seconded Cr Patrick

That Item G/4.9. COUNCILLOR APPOINTMENT - GLADSTONE AREA WATER BOARD be deferred to the General Meeting to be held on Tuesday 15 July 2025.

CARRIED

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

GM/25/5486 Council Resolution:

Moved Cr Patrick
Seconded Cr Wagner

That the Officer's Recommendation be adopted.

CARRIED

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.

GM/25/5487 Council Resolution:

Moved Cr Davis

Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

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.

GM/25/5488 Council Resolution:

Moved Cr Holzheimer

Seconded Cr Wagner

That the Officer's Recommendation be adopted.

CARRIED UNANIMOUSLY

G/5. COUNCILLORS REPORT

Councillor Simon McClintock mentioned that he attended the Welcome Ceremony (intake) of 8 trainees into a business accounting traineeship with Apprentices and Trainees Queensland. Cr McClintock highlighted that it was really exciting to see that they will be integrating with local businesses and not-for-profit organisations within the region and supporting the process of how they outwork their day-to-day business. Cr McClintock mentioned that it was great to meet with some of the local organisations and to see the faces of the young people coming through. Cr McClintock noted that although they were quiet and reserved on day 1 he is sure they will come out of their shells over the 18 weeks as they learn the ins and outs of what it means to be part of a team. Cr McClintock acknowledged that the trainees were excited about the opportunities that has been presented to them as there are only a limited number of places in the program. Cr McClintock congratulated the trainees and wished them all the best over the next 18 weeks. Councillor Chris Cameron mentioned that he recently attended the graduation ceremony for 9 trainees that had completed the 18 week program and congratulated those graduates on completing the traineeship.

Cr McClintock mentioned that he had the opportunity to sit on a Q&A Panel with Gladstone State High School at their leadership conference. Cr McClintock noted that the attendees were leaders from across Gladstone State High School and their feeder schools ranging from Grade 7 to Grade 12. Cr McClintock mentioned that he left the event feeling excited about the next generation of leaders who are coming through and being proactive in that space. Cr McClintock further mentioned that it was a great day filled with leadership, inspiration and cultivating some of those core skills that are involved in leadership including how you make good decision making; how you respond to criticism; and how you ensure that the processes that you go through are well articulated, thought through and inclusive of those around you. Cr McClintock congratulated everyone involved in the event.

Councillor Leanne Patrick mentioned that it was a great privilege to help open the Mt Larcom Show and that it is a great showcase for the Gladstone Region's agricultural and creativity spaces. Cr Patrick highlighted that there was an overwhelming popularity to the Mt Larcom show this year. Cr Patrick thanked the people that make the Mt Larcom Show happen and in particular:

- Cheryl Browning, the president of the Mt Larcom Show Society for her dedication and commitment.
- Jean Peters, the patron and Queen of the show who spoke and addressed everyone at the show with a very heartfelt speech on the day of her over 70 years participation within the Mt Larcom Show and her lifelong contribution, which is nothing short of incredible.
- Kym Hannant, another patron who worked hard behind the scenes and was also vital to the show's success.
- Sarah Perkins, the 2024 Queensland Country Life Showgirl, was also celebrated for her passion for agriculture and community. Cr Patrick noted that Sarah was out and about talking with lots of youngsters at the show which was inspirational for the young people in the region.

Cr Patrick thanked all of the sponsors and volunteers acknowledging that they are truly remarkable and the Mt Larcom Show wouldn't be the great success without the volunteers. Cr Patrick congratulated everyone involved.

Cr Patrick mentioned that she, along with Councillor Mellissa Holzheimer and Mayor Burnett, travelled to Canberra last week for the National General Assembly (NGA) of Local Government and were joined with over 1,300 other councillors, mayors and executive leaders from more than 500 councils across the country. Cr Patrick noted that it was a huge gathering and a great chance to connect with others, share ideas and make sure the Gladstone Region's communities are part of a national conversation.

Cr Patrick congratulated Mayor Burnett on making his maiden speech as President of the Australian Local Government Association (ALGA), welcoming everyone and sharing ALGA's recent wins in policy and advocacy for councils nationally. Cr Patrick highlighted that the NGA heard from federal leaders including:

- Minister Kristy McBain MP, who spoke about how councils help build strong, healthy communities.
- Shadow Minister Dr Anne Webster and Senator James McGarth who showed strong support for local government from both sides of politics.
- A very inspirational speaker, the Governor-General, Her Excellency the Honourable Sam Mostyn AC, who gave a powerful speech about the role of councils in rural and regional areas and highlighted the importance of educating young people about how government works and empowering them to become involved with government in all levels.

Cr Patrick highlighted that there was a record number of motions presented and it was wonderful to see a range of topics being debated from financial sustainability to road safety to climate change and productivity. Cr Patrick noted that the debates were lively and full of passion and it was great to see so much participation and engagement by everyone.

Cr Patrick noted that there were some keynote speakers including; Mark Bouris AM who gave some insights into the current economic climate and what it means for local government; Stephen Scheeler who is a former Facebook CEO (Australia & New Zealand) and talked about how AI can help councils work smarter and serve communities better, which was really insightful; Jason Clark who brought energy and humour to his talk on leadership and innovation; and ABC's David Speers hosted a ministerial engagement forum which gave attendees the chance to ask questions directly to federal ministers including Kristy McBain MP, Julian Hill, Josh Wilson and Finance Minister Senator Katy Gallagher. Cr Patrick mentioned that Minister Gallagher spoke about improving support and working conditions for councillors and mayors noting that this was something that is long overdue.

Cr Patrick mentioned that she was truly honoured to be able to represent Gladstone Regional Council at a national event and encouraged any councillors to take up the opportunity to participate in future NGA's.

Cr Holzheimer agreed with Cr Patrick's comments regarding what a great experience the NGA is, as well as seeing the calibre of other mayors and councillors. Cr Holzheimer mentioned that it was great to see the bigger picture and how it links in with what Council does. Cr Holzheimer further mentioned that she loved all the opportunities to find the efficiencies in all the work that Council does, including the use of AI. Cr Holzheimer noted that there was a big focus on disaster preparedness and betterment programs and how to ensure sustainability within community in how things are built. Cr Holzheimer mentioned that it was fabulous to see the different age range of councillors at the event with young men and women present and shaping the future and conversations.

Councillor Glenn Churchill mentioned that he attended the wonderful world class event, Queensland Symphony Orchestra's Symphony Under the Stars on Friday night (27 June 2025). Cr Churchill gave a shout out to the community for not only attending on Friday night, but continuing to support the Symphony Under the Stars event. Cr Churchill acknowledged that it was a wonderful performance and highlighted sponsors, Australian Pacific LNG operated by ConocoPhillips and the Queensland Symphony Orchestra, who keep coming back to Gladstone every year. Cr Churchill also acknowledged Council's wonderful crew at the Gladstone Entertainment Convention Centre (GECC) who, behind the scenes, make these events happen. Cr Churchill noted that an estimated 3,500 people attended the event, which is indicative of the success, the music and the magnificent show. Cr Churchill acknowledged the Queensland Symphony Orchestra Side by Side program, where they provide a valuable opportunity for our aspiring and inspiring local musicians, young musicians, who get an opportunity to perform with the Orchestra on stage. Cr Churchill highlighted William Mapleson from Gladstone State High School who played trombone; Ava Allen from Tannum Sands State High School who was on percussion; and Tabitha Ryan Salter from Chanel College who played the clarinet. Cr Churchill acknowledged the amount of food and beverage vendors who also got behind the event. Cr Churchill mentioned that he looks forward to next year's event.

Councillor Michelle Wagner mentioned that she was saddened to hear of the Boyne Tannum Rotary Club shutting their doors for the final time and gave a shout out to everyone who has been part of that committee who have done an amazing job. Cr Wagner acknowledged everyone who has volunteered their time and effort to make this place a better place and thanked them for their efforts.

G/6. URGENT BUSINESS

Nil

G/7. NOTICE OF MOTION

Nil

G/8. CONFIDENTIAL ITEMS

Nil

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

THE MEETING CLOSED AT 12.20pm.