



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING MINUTES**

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

**On Tuesday 4 November 2025**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

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**Elected Members**

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

**Officers**

L Dowling (Chief Executive Officer)  
R Millett (Executive Secretary)  
T Whalley (General Manager Finance Governance and Risk, Acting)  
C Quinn (General Manager People and Strategy)  
M Holmes (General Manager Operations, Acting)  
M Francis (General Manager Assets and Environment)  
K Wilson (General Manager Customer Experience)  
M Kelly (Strategic Planning Specialist)  
C Henderson (Manager Contracts and Procurement)  
F Barker (Manager Arts and Entertainment)  
E Fehlhaber (Conservation Officer)  
L Giles (Manager Waste Program Delivery)  
A Layton (Contracts Specialist)

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

Nil

**G/0.3.3. MESSAGES OF CONDOLENCE**

Nil

**G/0.3.4. DECLARATION OF INTERESTS**

**Cr Wagner**

Councillor Michelle Wagner advised that she has a previously declared declarable conflict of interest in relation to Agenda Item G/4.8. GARDEN ORGANICS IMPLEMENTATION VARIATION AND OPT-OUT CONDITIONS as the property she owns is larger than the proposed eligible property size to receive a garden organics (GO) service. Cr Wagner further advised that in accordance with her previous declaration, she will remain in the room and participate in the discussion but will not vote on the matter.

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

I would like to start by mentioning Senior's Month which was held across the region in October. Hugely successful event and well done to Kylie Lee, General Manager Community and Lifestyle, and her team including Jaclyn Iwasaka, Team Leader Community Development and everyone who put together a fantastic program of events right across the region, which is amazing. Not just focusing on the city but making sure those events happen right across the region.

The Gladstone Engineering Alliance (GEA) Major Industry Conference and Gala Awards Night were held on Wednesday 15 October 2025. Congratulations to everyone who received awards on the night and were acknowledged for their excellence in the Gladstone industry and engineering space.

On Thursday 16 October 2025, Minister Tim Ayres was in Gladstone to announce the Federal Government's \$2billion green aluminium production credit. Which is fantastic for Gladstone, fantastic for Boyne Smelter and reinforcing our role in Australia's clean energy and manufacturing future.

We had the Women of the World (WOW) Festival on Friday 17 October 2025 and Saturday 18 October 2025. Congratulations to our Deputy Mayor, Natalia Muszkat, and everyone who was involved in bringing that conference to town and putting on an amazing WOW Festival for Gladstone.

We had the 10-year celebration of the Discovery Christian College in Agnes Water on Saturday 18 October 2025. And we had the Gladstone Apprentice and Trainee Awards Ceremony on Thursday 23 October 2025. Councillor Simon McClintock and Councillor Chris Cameron attended the event. Congratulations to all the recipients: 1st Year Apprentice: Kobe Keevers; 2nd Year Apprentice: Wallace McVey; 3rd Year Apprentice: Nicholas Hall; 4th Year Apprentice: Trent Powell; Trainee: Liarna Dare; Program Participant: Hayley Ahern; Mentor: Ashley Webb; and a huge congratulations to Benjamin Knight who received the prestigious Col Brown Memorial Award.

On Sunday 26 October 2025, we opened the Bonsai House. And on Thursday 30 October 2025 and Friday 31 October 2025 we hosted the Local Authority Waste Management Committee (LAWMAC). Thank you, Councillors who were able to attend the Best In Business Awards on Saturday 1 November 2025. Congratulations to all the nominees and all the winners. A fantastic night at the Gladstone Entertainment Convention Centre (GECC).

Coming up on Saturday 8 November 2025, I'm very excited to attend the 50th Rio Tinto Yarwun and Queensland Alumina Limited (QAL) Martin Hanson Memorial Art Awards at the Gladstone Regional Art Gallery and Museum (GRAGM). And then we have Remembrance Day services right across the region on Tuesday 11 November 2025. Visit Council's website for more details on where services are being held.

On a sad note, on Saturday 15 November 2025 we will have the funeral for the late Jordana, Jordan and Chaz at the GECC. We have worked very closely with the family on providing the facility to say farewell to the three locals who tragically passed away in the house fire last month.

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

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 7 OCTOBER 2025**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 4 November 2025

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 7 October 2025.

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

That the minutes of the General Meeting of Council held on 7 October 2025 be confirmed.

#### **GM/25/5565 Council Resolution:**

Moved Cr Holzheimer

Seconded Cr Patrick

That the Officer's Recommendation be adopted.

**CARRIED**

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

#### **G/3.1. QUEENSLAND COMMUNITY ALLIANCE**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 4 November 2025

**File Ref:** CM7.6

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**Purpose:**

For Queensland Community Alliance to provide information regarding accessible change facilities for Gladstone.

**Officer's Recommendation:**

That the deputation from Queensland Community Alliance be received.

**GM/25/5566 Council Resolution:**

Moved Cr Churchill

Seconded Cr Wagner

That the deputation be rescheduled to a date suitable to the Queensland Community Alliance.

**CARRIED**

**Councillor Natalia Muszkat chaired the remainder of the meeting.**

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

### **G/4.1. EXTENSION APPLICATION TO DA/94/2009 PRELIMINARY APPROVAL OVERRIDING THE PLANNING SCHEME FOR THE HUMMOCK HILL ISLAND DEVELOPMENT AT LOT 3 HUMMOCK HIGHWAY, FORESHORES QLD 4678**

**Responsible Officer:** General Manager Customer Experience

**Prepared By:** Strategic Planning Specialist

**Council Meeting Date:** 4 November 2025

**File Ref:** DA/94/2009

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#### **Development Application:**

<b>Application Number:</b>	DA/94/2009
<b>Applicant:</b>	Eaton Place Pty Ltd
<b>Owner:</b>	Queensland State Government
<b>Date Of Receipt:</b>	11 September 2024
<b>Location:</b>	Lot 3 Hummock Highway, Foreshores QLD 4678
<b>RPD:</b>	Lot 3 FD 841442
<b>Area:</b>	1,163 hectares
<b>Current Use Of Land:</b>	Vacant
<b>Zoning:</b>	Rural
<b>Proposal:</b>	Extension Application for an additional eight years (new lapse date of 2 November 2032)
<b>Submissions Close Date:</b>	N/A
<b>Number Of Submissions:</b>	N/A

#### **Purpose:**

The purpose of this report is to consider an Extension Application seeking an additional eight years (new lapse date of 2 November 2032) to DA/98/2009 relating to the Hummock Hill Island Development (the Development).

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

That the Extension Application seeking eight additional years (new lapse date of 2 November 2032) lodged by Eaton Place Pty, given a Council reference DA/98/2009, and approved by the Coordinator General on 2 November 2018 be refused for the reasons detailed in Attachment One to the Officer's Report.

#### **GM/25/5567 Procedural Motion**

Moved Mayor Burnett

That the question lie on the table.

**CARRIED**

## **G/4.2. REQUEST TO ADOPT AND COMMENCE AMENDMENTS TO THE GLADSTONE REGIONAL COUNCIL PLANNING SCHEME**

**Responsible Officer:** General Manager Customer Experience

**Prepared By:** Strategic Planning Specialist

**Council Meeting Date:** 4 November 2025

**File Ref:** LU6.7

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### **Purpose:**

The purpose of this report is to seek Council endorsement to amend and adopt a Minor Amendment and commence four Major Amendments to the Gladstone Regional Council Planning Scheme.

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

That Council:

1. In accordance with Section 20 of the *Planning Act 2016* and Chapter Two of the *Ministers Guidelines and Rules* amend and adopt the Minor Amendment - workability and compliance to the Gladstone Regional Council Planning Scheme (Attachment 1 to the Officer's Report) to take effect 1 December 2025; and
2. In accordance with Section 18 of the *Planning Act 2016* and Chapter Two of the *Ministers Guidelines and Rules* commence the preparation of:
  - a) Major Amendment – biodiversity; and
  - b) Major Amendment – flood natural hazard; and
  - c) Major Amendment – coastal hazards; and
  - d) Major Amendment – tourism.

### **GM/25/5568 Council Resolution:**

Moved Cr Davis

Seconded Cr McClintock

That the Officer's Recommendation be adopted.

**CARRIED**



### **G/4.3. AMENITY AND AESTHETICS POLICY AND REPEAL OF RESIDENTIAL BOUNDARY RELAXATION POLICY**

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

**Prepared By:** Strategic Planning Specialist and Governance Business Partner

**Council Meeting Date:** 4 November 2025

**File Ref:** CM28.2

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**Purpose:**

This report proposes the adoption of a revised Building Work - Amenity and Aesthetics Policy and the repeal of the existing Amenity and Aesthetics Policy and Residential Boundary Relaxation Policy.

**Officer's Recommendation:**

That Council:

1. Adopt the Building Work - Amenity and Aesthetics Policy provided as Attachment 1 to the Officer's Report; and
2. Repeal the Amenity and Aesthetics Policy (P-2023-04); and
3. Repeal the Residential Boundary Relaxation Policy (P-2023-05).

**GM/25/5569 Council Resolution:**

Moved Cr Churchill

Seconded Cr Holzheimer

That the Officer's Recommendation be adopted.

**CARRIED**

#### **G/4.4. NEW FEE FOR RENEWABLE ENERGY COMMUNITY BENEFITS SHARING POLICY**

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

**Prepared By:** Manager Revenue Services

**Council Meeting Date:** 4 November 2025

**File Ref:** FM7.1

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**Purpose:**

The purpose of this report is to seek Council's endorsement of the proposed amendments to the 2025/2026 Register of Fees and Charges to support the adopted Renewable Energy Community Benefits Sharing Policy.

**Officer's Recommendation:**

That Council adopt the inclusion of two new fees to the 2025/2026 Register of Fees and Charges as below:

1. **Fee Name:** Application and initial meeting for a Renewable Energy Social Impact Assessment and Community Benefits Agreement  
**Fee & Unit:** \$500 per application (no GST applicable)
2. **Fee Name:** Ongoing participation that includes consultation, engagement, review, evaluation of a Social Impact Assessment and negotiation of a Community Benefits Agreement  
**Fee & Unit:** At cost per hour (no GST Applicable)

**GM/25/5570 Council Resolution:**

Moved Cr Muszkat

Seconded Cr Davis

That the Officer's Recommendation be adopted.

**CARRIED**

#### **G/4.5. CONTRACT AND EXPENDITURE APPROVAL - TENDER 07-26 - EVENT HOSTING SERVICES – EASTER IN GLADSTONE**

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

**Prepared By: Manager Contracts and Procurement (Tender process) and Manager Arts and Entertainment (Technical Review)**

**Council Meeting Date: 4 November 2025**

**File Ref: FM21.1**

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#### **Purpose:**

This report seeks resolution from Council to enter a contract and to resolve expenditure approval in accordance with Council's Register of Financial Delegations with Events Queensland Pty Ltd (Events Queensland) for Tender 07-26 Event Hosting Services – Easter in Gladstone (Tender 07-26).

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

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to accept the offer and enter into an initial three-year Contract with Events Queensland Pty Ltd for Tender 07-26 with the provision to elect to extend the arrangement for a further two years; and
2. Authorises the estimated total cumulative expenditure of \$580,191.28 ex GST with Events Queensland Pty Ltd for Tender 07-26 in accordance with Council's Register of Financial Delegations for a five-year term; and
3. Authorise the Chief Executive Officer to enter a contract with Events Queensland Pty Ltd for Tender 07-26.

#### **GM/25/5571 Council Resolution:**

Moved Cr Churchill  
Seconded Mayor Burnett

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.6. CONTRACT APPROVAL - TENDER RPQS 84-25 ENVIRONMENTAL SERVICES**

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

**Prepared By:** Manager Contracts and Procurement (Tender process) and Manager Environment and Conservation (Technical review)

**Council Meeting Date:** 4 November 2025

**File Ref:** FM21.1

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**Purpose:**

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

**Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following 21 service providers on RPQS 84-25 Environmental Services:
  - AS Dog Trapping
  - Biologic Environmental Survey Pty Ltd
  - Butler Partners Pty Ltd
  - CQG Consulting
  - Douglas Partners Pty Ltd
  - Ecosure Pty Ltd
  - Environmental Earth Sciences
  - Epic Environmental
  - Evolve Environmental Solutions
  - Four Elements Consulting
  - GHD Pty Ltd
  - Impact Environmental Pty Ltd
  - Natura Pacific Pty Ltd
  - Octief Pty Ltd
  - Prensa Pty Ltd
  - Red OHMS Group Pty Ltd
  - Redleaf Environmental
  - SLR Consulting Australia
  - The Trustee for Akearth
  - The Trustee for Lindey Family Trust
  - ViridAU
2. Authorise the Chief Executive Officer to enter into the RPQS panel arrangement for an initial term of three years with the provision to extend a further two periods of one year each for the above service providers.

**GM/25/5572 Council Resolution:**

Moved Cr Holzheimer

Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED**

**G/4.7. CONTRACT AND EXPENDITURE APPROVAL - TENDER PSA AND RPQS 09-26 - GREEN WASTE AND TIMBER GRINDING**

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

**Prepared By:** Manager Contracts and Procurement (Tender Process) and Manager Waste Program  
Delivery (Technical Review)

**Council Meeting Date:** 4 November 2025

**File Ref:** FM21.1

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**Purpose:**

This report seeks resolution from Council to enter into agreements for the provision of Green Waste and Timber Grinding under a Preferred Supply Agreement (PSA) and Register of Pre-qualified Suppliers (RPQS).

**Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint Ironjack Recycling Pty Ltd as Trustee for Ironjack Trust (Ironjack) on Preferred Supplier Agreement (PSA) and Register of Prequalified Suppliers (RPQS) 09-26 Green Waste and Timber Grinding services.
2. Authorises the estimated total cumulative expenditure of \$3,000,000 ex GST with Ironjack for under PSA 09-06 in accordance with Council's Register of Financial Delegations for the five-year term; and
3. Authorise the Chief Executive Officer to enter into the PSA and RPQS panel arrangement for an initial term of two years with the provision to extend a further three periods of one year each with Ironjack.

**GM/25/5573 Council Resolution:**

Moved Cr Cameron  
Seconded Cr Patrick

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.8. GARDEN ORGANICS IMPLEMENTATION VARIATION AND OPT-OUT CONDITIONS**

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

**Prepared By:** Manager Contracts and Procurement and Strategic Program Lead - Waste

**Council Meeting Date:** 4 November 2025

**File Ref:** CM21.1

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**Cr Wagner (declarable conflict of interest)**  
**participated in the discussion for Agenda Item G/4.8. but did not vote on the decision.**  
(refer G/0.3.4. Declaration of Interest section of the minutes - page 3)

### **Purpose:**

This report seeks Council approval to:

- Confirm the criteria for removing a garden organics (GO) service;
- Approve the estimated costs for implementing the service; and
- Formally update the contract with JJ Richards to include the supply of bins and equipment needed for the GO service.

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

That Council:

1. Resolve that established GO service conditions incorporate considerations for opting out of the service; and
2. Authorise the estimated expenditure of \$1,345,704.29 ex GST to procure and deliver 17,063 bins and associated equipment required for the implementation of the garden organics by JJ Richards in accordance with Council's Register of Financial Delegations; and
3. Authorise the Chief Executive Officer to negotiate and enter a contract variation with JJ Richards & Sons Pty Ltd to procure and deliver bins and associated equipment required for the implementation of the GO service.

**GM/25/5574 Council Resolution:**

Moved Cr Holzheimer  
Seconded Cr McClintock

That Council:

1. Resolve that established GO service conditions incorporate considerations for opting out of the service and that no further opt out conditions are required; and
2. Authorise the estimated expenditure of \$1,345,704.29 ex GST to procure and deliver 17,063 bins and associated equipment required for the implementation of the garden organics by JJ Richards in accordance with Council's Register of Financial Delegations; and
3. Authorise the Chief Executive Officer to negotiate and enter a contract variation with JJ Richards & Sons Pty Ltd to procure and deliver bins and associated equipment required for the implementation of the GO service.

**CARRIED**

**For the Motion:** Cr Muszkat, Cr Davis, Cr Patrick, Cr McClintock, Cr Cameron, Cr Holzheimer, Cr Churchill, Mayor Burnett

**Against the Motion:** Nil

**Ineligible:** Cr Wagner

**The meeting was adjourned at 10.25am for morning tea and reconvened at 10.48am.**

## G/4.9. REGIONAL ARTS DEVELOPMENT FUND ROUND 1 2025/2026

**Responsible Officer:** General Manager Community and Lifestyle

**Prepared By:** Manager Arts and Entertainment

**Council Meeting Date:** 4 November 2025

**File Ref:** CC7.16

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### Purpose:

The purpose of this report is to seek Council's endorsement of the Regional Arts Development Fund Committee's recommendations for applications received for Round 1 of the 2025/2026 Regional Arts Development Fund.

### Officer's Recommendation:

That:

1. Council accepts the recommendations of its Regional Arts Development Fund (RADF) Committee and approves funding to applications received for Round 1, 2025-26 as detailed in the table below:

Applicant / Organisation	Project Title	Recommended Amount
Katrina Elliott	Local Artists, Local Stories – Pilot Artist in Residence Project, Gladstone Airport	\$7,825.00
Noosa Film Academy	The Portmanteau of Possibilities	\$16,926.00
Mackenzie Dennis	Recording of EP	\$0.00
Picket Fence Theatre Company	The Wedding Singer	\$15,103.00
Total Funding Recommended		\$39,854.00

### GM/25/5575 Council Resolution:

Moved Cr Patrick  
Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED UNANIMOUSLY**



## G/5. COUNCILLORS REPORT

Councillor Leanne Patrick mentioned that she recently returned from Japan where she was successful in being sponsored and able to utilise her own funds to attend the Council of Local Authorities for International Relations (CLAIR) Local Government Exchange and Cooperation Seminar 2025 which was held from Sunday 26 October 2025 to Saturday 1 November 2025 in Kuroishi City, Aomori Prefecture, Japan.

Cr Patrick noted that the seminar focused on sustainable waste management, providing an opportunity to learn about innovative approaches to waste reduction, recycling systems, and community engagement strategies successfully implemented in Japan.

Cr Patrick highlighted that the experience allowed her to connect with international and fellow Australian local government representatives and explore practical solutions that could be adapted to our region, Queensland and Australia, now and well into the future.

Cr Patrick reaffirmed that the trip was wholly funded by CLAIR and herself. Cr Patrick mentioned that the insights gained will help inform future discussions on improving waste management practices within the Gladstone Region, supporting sustainability goals and reducing environmental impact. Cr Patrick noted that this aligns strongly with Council's strategic priorities around environmental stewardship and resource recovery. Cr Patrick advised that in the coming weeks, she will share a detailed highlight report with Council Officers and the community, outlining key learnings and potential strategies for collaboration and implementation locally.

Cr Patrick thanked CLAIR for providing this valuable opportunity to exchange knowledge and strengthen international cooperation.

Councillor Michelle Wagner mentioned that she was really impressed with the level of achievement by some of our secondary school students. Cr Wagner noted that Councillor Karen Davis and herself attended the Rosedale State School Awards night and that some of the outcomes being produced are out of this world for a small community. Cr Wagner encourage everyone who has the opportunity to get down there and have a look at the wealth of talent and acumen of those students. Cr Wagner mentioned that she spoke with four of the students from the school who are looking at studying medicine, nursing and occupational therapy.

Cr Wagner mentioned that she attended the Toolooa State High School Presentation and had the pleasure of, not just listening to their band - who were amazing, but also visiting their new arts building, which was funded by the State Government. Cr Wagner highlighted that the facility was very impressive. Cr Wagner acknowledged the level of achievement of the students is a real credit to the school.

Cr Wagner mentioned that she attended the Youth Council meeting last night (Monday 3 November 2025) and, not only did she see the talents of those students in developing 'Sunny', which is a character to promote sun safety, but heard a story that there is a lady in the community who saw the 'Sunny' character and was quite taken by the messaging and went and had her skin checked. Cr Wagner noted that from that skin check, a melanoma was found and she was able to receive treatment and is thankful for the chance encounter with the students and their message. Cr Wagner applauded the Youth Council for the good work that they are doing and acknowledged that they are volunteering a lot of their time in the community to support events. Cr Wagner noted that it is great to see our community in great hands.

Councillor Glenn Churchill mentioned the official opening of the Gladstone Tondoon Botanic Gardens (TBG) Bonsai House on Sunday 26 October 2025 in the presence of Councillor Natalia Muszkat, Councillor Chris Cameron, Chief Executive Officer (CEO), Leisa Dowling, Manager Tondoon Botanic Gardens, Barry Meiring, Friends of Bonsai and representatives from the Saiki Sister City Committee. Cr Churchill highlighted that the Bonsai House has been christened 'Yūjō' which is 'house of friendship'.

Cr Churchill highlighted that the Bonsai House project has been a project of love for a long period of time and the dream has come true for the wonderful volunteers and Friends of the Bonsai. Cr Churchill provided a brief history of the project including that the journey began 10 years ago with the master plan developed and delivered suggesting the development of the southern bank of Lake Tondoon for the new Bonsai House. Cr Churchill further mentioned that there has been a lot of activity with the bonsai workshops at the TBG and other parts of the Gladstone Region and 2017 saw a significant milestone where the Friends of Bonsai volunteer group were formally formed to help and develop the growth of the bonsai collection. Cr Churchill acknowledged the Friends of Bonsai for educating the community with workshops and bonsai exhibitions, with one attracting over 1,200 attendees, and hosting World Bonsai Days in the Japanese Tea garden.

Cr Churchill mentioned that the Bonsai House strengthens the international relationship with Saiki Sister City. Cr Churchill highlighted that the popularity of bonsai is growing and that another significant milestone for the Gladstone Region is that this is the first Bonsai House outside of the major city, Brisbane, the second Bonsai House in Queensland but first in regional and rural Queensland. Cr Churchill thanked and congratulated all those who have been involved, past and present and acknowledged those who may be involved in the future. Cr Churchill highlighted that TBG are receiving donations of bonsai of value to the collection which demonstrates people wanting to play an active part in the Bonsai House.

#### **G/6. URGENT BUSINESS**

Nil

#### **G/7. NOTICE OF MOTION**

Nil

#### **G/8. CONFIDENTIAL ITEMS**

Nil

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

**THE MEETING CLOSED AT 11.05am.**