



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING NOTICE  
AND AGENDA**

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

**On Tuesday 20 February 2024**

**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 6 FEBRUARY 2024**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 20 February 2024

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 6 February 2024.

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

That the minutes of the General Meeting of Council held on 6 February 2024 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 6 February 2024.

**G/3. DEPUTATIONS**

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

### **G/4.1. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2024**

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

**Prepared By:** Management Accounting Specialist

**Council Meeting Date:** 20 February 2024

**File Ref:** FM15.1

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#### **Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the year 2023-24 to date, for the period ended 31 January 2024.

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

That Council adopt the Monthly Financial Statements attached to the officer's report for the year 2023-24 to date, for the period ended 31 January 2024 as required under Section 204 Local Government Regulation 2012.

#### **Summary:**

N/A

#### **Link to Corporate Plan:**

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

#### **Background:**

The 2023-24 budget was adopted on 20 June 2023. Council officers have undertaken a forecasting process, resulting in a forecasted operating surplus of \$7.1m compared to the budgeted operating surplus of \$5.9m.

To allow for greater transparency and scrutiny of Councils operating position throughout the year, annual rating revenue and service charges have been applied across the year rather than in the period of the rates generation.

The percentage of year passed (pro-rata rate) as at 31 January 2024 is 58.63%

Major movements and variances to forecast, as well as points of interest are as follows:

**Statement of Income and Expenditure****Income**Recurrent Revenue

<b>Total recurrent revenue</b>	2023-24	Actual as %
Actual	<b>\$128.2m</b>	
Budget	<b>\$272.2m</b>	<b>47.07%</b>
Forecast	<b>\$243.9m</b>	<b>52.54%</b>

Of note:

<b>Net rates and utility charges</b>	2023-24	Actual as %
Actual	<b>\$99.1m</b>	
Budget	<b>\$181.4m</b>	<b>54.59%</b>
Forecast	<b>\$182.3m</b>	<b>54.34%</b>

Council's primary source of recurrent revenue is the generation of annual rates, along with access charges for water, sewerage and waste. This generation was completed in July, with notices issued to ratepayers in August. These charges have been split across the course of the year, to align with the delivery of these services.

Discounts of \$15.1m have been granted in 2023-24 for payments received by the due date.

Water consumption revenue is raised upon completion of the water meter reading cycles during the year (July-December 2023 and January-June 2024). The most recent readings (July-December) have been completed, generating \$10.0m in January 2024.

<b>Total interest revenue</b>	2023-24	Actual as %
Actual	<b>\$5.0m</b>	
Budget	<b>\$4.8m</b>	<b>102.89%</b>
Forecast	<b>\$4.8m</b>	<b>103.13%</b>

Interest revenue at a rate of 5.16% has been received from Queensland Treasury Corporation (QTC) for the month of January and current term deposit rates are yielding up to a 5.08% return to Council.

QTC interest is currently yielding favourably, however has been conservatively reviewed in the Q1 forecast allowing for a tapering off in the second half of the year with a reduction to cash balances as Council meets its expenditure and debt obligations. This will be revised again in the Q3 forecast when further information is realised.

**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024**

<b>Sales revenue</b>	2023-24	Actual as %
Actual	<b>\$6.0m</b>	
Budget	<b>\$3.3m</b>	<b>184.76%</b>
Forecast	<b>\$5.6m</b>	<b>108.56%</b>

The Q1 forecast was adjusted to reflect the Dawson Highway Drynan Drive Intersection recoverable works project rollover for both revenue and expenses, however the final claim amount was still pending at the time. Further updates will be undertaken in the Q3 forecast.

In addition, Road Maintenance Performance Contract (RMPC) recoverable works revenue has been updated in the Q1 forecast. Budget numbers were based on historical unit rates pending an updated two-year contract thus conservative estimates were applied at the time of doing the budget. Any revenue anticipated to be attained has been largely offset by the associated operating expenditure relating to recoverable work activities.

<b>Dividends</b>	2023-24	Actual as %
Actual	<b>\$1.1m</b>	
Budget	<b>\$0.5m</b>	<b>214.69%</b>
Forecast	<b>\$0.6m</b>	<b>189.66%</b>

The Gladstone Airport Corporation (GAC) dividend for FY2023 has been received, with the return being larger than forecasted. This will be adjusted in the quarter 3 forecast.

<b>Income tax equivalents</b>	2023-24	Actual as %
Actual	<b>\$0.1m</b>	
Budget	<b>\$14.1m</b>	<b>0.83%</b>
Forecast	<b>\$14.1m</b>	<b>0.83%</b>

The budget for 2023-24 includes \$13.8m from the Gladstone Area Water Board (GAWB), based on a significantly improved position reported by GAWB. This income is generally confirmed and paid in the final quarter of the year.

The remaining forecast relates to income tax equivalents from the Gladstone Airport Corporation (GAC), which are received and recognised after the end of each quarter. Q2 payment has been recognised in January.

<b>General purpose grant</b>	2023-24	Actual as %
Actual	<b>\$0.2m</b>	
Budget	<b>\$9.0m</b>	<b>2.27%</b>
Forecast	<b>\$10.0m</b>	<b>2.05%</b>



## GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024

Council received confirmation of the Financial Assistance Grant allocations for the 2023-24 year. An advance payment of \$9.5m was received in June 23, representing 100% of the Financial Assistance Grant allocations for the 2023-24 year.

The grant allocation has been updated in the Q1 forecast as per anticipated 2024-25 Financial Assistance Grant allocations, with the amount expected in June 2024. When further information is provided regarding the timing of these payments, the amount may be adjusted in the Q3 forecast.

<b>Grants, subsidies, contributions and donations (excluding the general-purpose grant)</b>	2023-24	Actual as %
Actual	<b>\$3.2m</b>	
Budget	<b>\$36.7m</b>	<b>8.78%</b>
Forecast	<b>\$4.0m</b>	<b>81.01%</b>

During budget preparation, Reconstruction of Essential Public Assets (REPA) funding approvals were still pending, with amounts being allocated to the operating budget. It has since been established that an estimated 98% of REPA work carried out by GRC or external contractor, Loftus is capital in nature. Capital revenue and expenditure are captured in the Q1 capital forecast, with operating revenue and contractor costs removed as a profit and loss line item.

Grants revenue has also been updated in the Q1 forecast to capture the Disaster Recovery Funding Agreements (DRFA) funding application for counter disaster operations, which has been activated for the Lowmead/Baffle creek bushfire. Expenses have been revised to offset revenue.

### Capital Revenue

<b>Capital revenue</b>	2023-24	Actual as %
Actual	<b>\$10.4m</b>	
Budget	<b>\$19.6m</b>	<b>53.19%</b>
Forecast	<b>\$45.6m</b>	<b>22.89%</b>

Capital grants revenue is recognised as project milestones are met. Therefore, the revenue recognised on the Statement of Income and Expenditure does not necessarily reflect the funding received during the year. Where milestones are still to be achieved, revenue is recognised as a contract liability on the Statement of Financial Position.

Capital grants revenue has been updated in the Q1 forecast based on forecasted expenses for the projects. This includes REPA funding which has been revised and included in the Q1 capital forecast, as per the note above.

Capital grants revenue budgeted, forecast and recognised for significant projects is detailed below. A more comprehensive breakdown of the REPA projects is detailed under capital expenditure.

<b>Project</b>	Budget	Forecast	Actual
<b>State Government Grants &amp; Subsidies</b>			
TBG - Bonsai House Utility Services	<b>\$1.8m</b>	<b>\$1.0m</b>	<b>\$0.1m</b>

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Tom Jeffrey Memoria Park Bridger Renewal	\$1.0m	\$0.6m	\$0.6m
Bindaree Road, Miriam Vale - Investigate replacement options	\$0.0m	\$0.0m	\$1.5m
Agnes Street New Carpark	\$0.3m	\$0.4m	\$0.2m
Gladstone Sewer Manhole Replacement	\$0.4m	\$0.4m	-
AWWTP Back Up Generator Supply	\$1.0m	\$1.0m	-
REPA Projects	-	\$29.6m	\$4.5m
Other State Government Funding	\$4.8m	\$4.3m	\$0.8m

Project	Budget	Forecast	Actual
<b>Federal Government Grants &amp; Subsidies</b>			
Miriam Vale Community Centre Upgrade	\$1.7m	\$1.7m	\$0.4m
Apex Park Retaining Wall Renewal	\$0.4m	\$0.3m	\$0.0m
Red Rover Road Bridge Renewal	\$0.5m	\$0.4m	\$0.1m
Round Hill Road Pavement Renewal	\$1.5m	-	\$0.0m
Glenlyon/Tank/ Derby Streets Traffic Calming Scheme	\$0.7m	\$0.4m	-
Lowmead Road Safety and Sealing Upgrade	\$4.1m	\$3.3m	\$0.4m
Asphalt overlays	\$0.1m	\$0.8m	\$0.7m
Other Federal Government Funding	\$0.2m	\$0.3m	\$0.5m

**Expenditure**

Recurrent expenditure

Total recurrent expenditure	2023-24	Actual as %
Actual	\$136.1m	
Budget	\$266.3m	51.11%
Forecast	\$236.9m	57.46%

Of note:

Employee benefits	2023-24	Actual as %
Actual	\$43.1m	
Budget	\$72.2m	59.72%
Forecast	\$72.1m	59.81%

Employee benefits are the largest component of Councils recurrent expenditure. A vacancy rate of 8.5% has been factored into the 2023-24 budget. The average vacancy rate year to date is 7.8%.

**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024**

<b>Consultants</b>	2023-24	Actual as %
Actual	<b>\$2.3m</b>	
Budget	<b>\$6.7m</b>	<b>33.75%</b>
Forecast	<b>\$6.7m</b>	<b>34.01%</b>

The consultants' forecast includes \$1.8m relating to the Works Delivery Improvement Plan. It is anticipated that most of this expenditure will be incurred in the second half of the year.

Other significant consultant forecasts include:

- Strategic Information and Technology - \$0.6m – current spend \$0.2m
- Asset Planning - \$1.2m – current spend \$0.7m

<b>Contractors</b>	2023-24	Actual as %
Actual	<b>\$17.4m</b>	
Budget	<b>\$57.6m</b>	<b>30.22%</b>
Forecast	<b>\$26.9m</b>	<b>64.56%</b>

The Q1 forecast for contractors has been revised with majority of REPA costs moved to capital expenditure.

Activities with significant contractor forecasts include:

- Water & Sewerage – \$7.7m – current spend \$4.5m
- Waste – \$6.6m – current spend \$3.6m
- Parks & Cemeteries – \$2.9m – current spend \$1.5m
- Roads – \$2.1m – current spend \$1.0m
- Recoverable Works – \$2.3m – current spend \$4.4m. Offset by sales revenue. At the time of completing the Q1 forecast the finalisation of recoverable works for Drynan Drive Intersection was still ongoing. This will be updated in the Q3 forecast.

<b>Property Expenses</b>	2023-24	Actual as %
Actual	<b>\$1.8m</b>	
Budget	<b>\$4.2m</b>	<b>42.62%</b>
Forecast	<b>\$4.4m</b>	<b>40.64%</b>

Property expenses for buildings and facilities maintenance lags marginally year to date. Primarily due to

- Corporate Cleaning forecast \$1.9m – current spend of \$0.7m
- Property repairs and maintenance forecast \$1.4m – current spend \$0.5m
- Strategic Property forecast \$0.2m – current spend \$0.05m

The restructure for maintenance as part of the Works Delivery Improvement Plan, in combination with vacant positions, has impacted property maintenance spending in the first half of the year. Expenditure is expected to increase in the second half of the year.

Software Expenses	2023-24	Actual as %
Actual	\$1.6m	
Budget	\$3.8m	42.60%
Forecast	\$3.9m	42.29%

Software expenses lag marginally year to date. This is mainly due to timing of software subscription payments due in the second half of the year and expected CPI cost increases. The total spend for the year is still expected to be in line with the forecast.

### Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.9b	\$2.8b	3.85%	\$2.8b	1.94%
Year-to-date Liabilities	\$263.6m	\$179.7m	46.67%	\$184.1m	43.15%
Year-to-date Liabilities (excl. unearned rates revenue)	\$190.5m	\$179.7m	6.00%	\$184.1m	3.46%

*Liabilities have been presented both including and excluding unearned rates revenue. The two will converge and be the same by June 2024, as all rates revenue is recognised on the profit and loss.*

The forecast for assets and liabilities reflects the expected positions at 30 June 2024.

Significant balance sheet movement is still expected to occur throughout the year:

- Cash to decrease as expenses are incurred and loan repayments are made.
- Receivables to decrease as rates are paid.
- Property, plant and equipment balances to move based on in year capital additions and disposals.
- Unearned rates revenue to decrease as recognised on the profit and loss each month.
- Borrowings to decrease as loan repayments are made.

### Capital Expenditure

Regular forecasting is undertaken by the project delivery team. The current estimate of capital expenditure for the 2023-24 year is \$104.4m, including \$29.6m REPA projects.

An updated Q1 forecast is provided throughout the tables and graphs below.

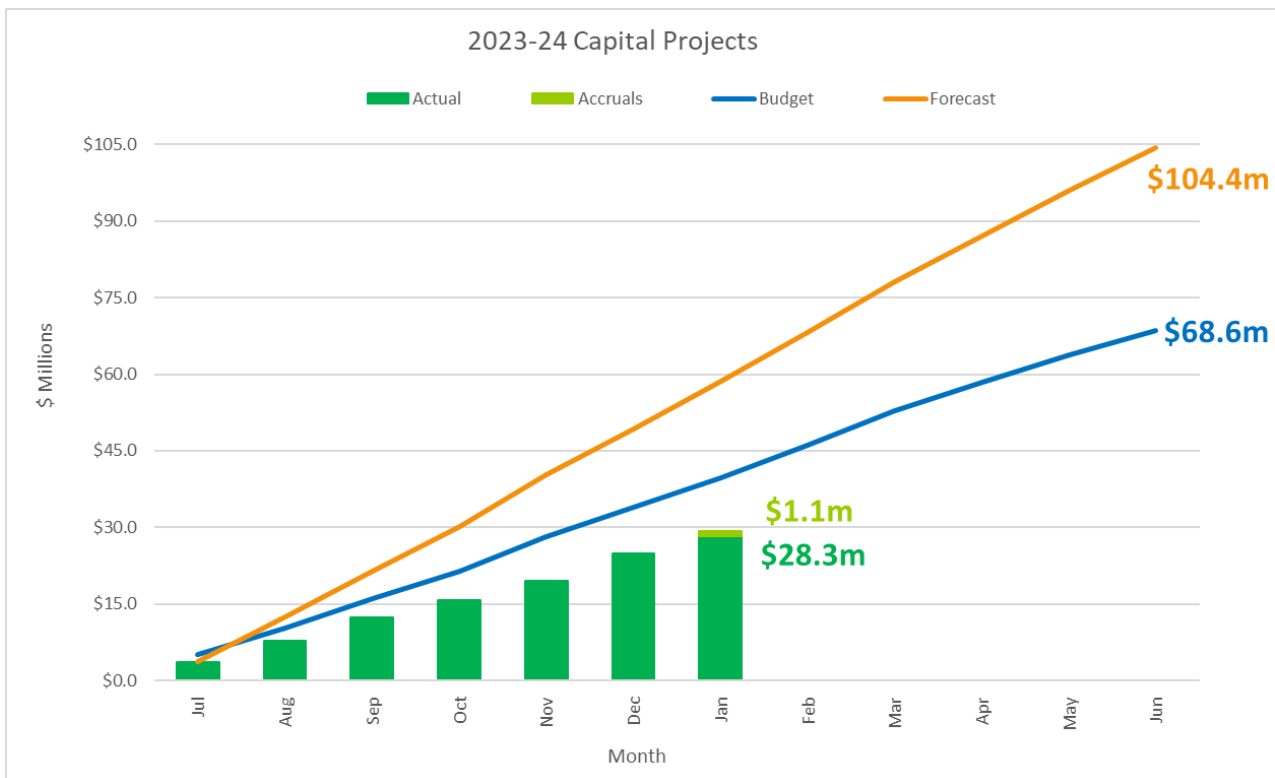
	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$29.3m	\$68.6m	42.74%	\$104.4m	28.10%

**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024**

Capital expenditure against groups with significant capital expenditure budgets are shown in the table below:

Group	YTD Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Roads	\$10.2m	\$22.9m	44%	\$28.1m	36%
Roads-REPA	\$4.6m	\$0.0m	0%	\$29.6m	16%
Sewerage	\$3.2m	\$12.4m	26%	\$12.9m	25%
Delivery Support and Performance	\$2.9m	\$6.0m	48%	\$6.1m	47%
Property Assets	\$3.2m	\$6.1m	52%	\$6.3m	50%
Asset Governance	\$0.0m	\$2.1m	0%	\$2.0m	0%
Waste	\$0.1m	\$1.0m	6%	\$1.0m	6%
Parks	\$1.2m	\$3.5m	33%	\$3.4m	34%
Community & Lifestyle	\$0.0m	\$0.9m	5%	\$0.9m	5%
Water	\$1.5m	\$5.7m	26%	\$5.6m	27%
Strategic Projects	\$0.8m	\$6.0m	13%	\$6.2m	13%
Other	\$1.7m	\$1.9m	88%	\$2.3m	72%
<b>Total</b>	<b>\$29.3m</b>	<b>\$68.6m</b>	<b>42.74%</b>	<b>\$104.4m</b>	<b>28.10%</b>

Accrual estimates of \$1.1m have been included in the actuals, to account for major claims relating to January work.



**REPA**

REPA projects in progress are detailed below (capital and operating):

Submission	Approved Funding amount	YTD Expenditure	YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$4.3m	\$4.4m	\$0.0m	30.16%
Central	\$1.6m	\$0.5m	\$0.6m	\$0.0m	35.11%
Western	\$12.7m	\$1.1m	\$1.2m	-\$0.1m	8.94%
Sealed Roads	\$1.6m	\$0.3m	\$0.3m	\$0.0m	16.37%
Granite Creek	\$1.7m	\$0.1m	\$0.1m	-	5.71%
REPA Admin	-	\$0.0m	-	\$0.0m	
<b>TOTAL</b>	<b>\$31.9m</b>	<b>\$6.4m</b>	<b>\$6.5m</b>	<b>-\$0.1m</b>	

Granite Creek funding of \$4.9m has been postponed to the 24-25 capital budget. This is reflected in the Q1 capital forecast, and a funding amendment request has been submitted to DRFA.

YTD claims received is showing higher than expenditure due to management fee costs which occurred in the 2022-23 financial year, the funding claim being submitted in 2023-24.

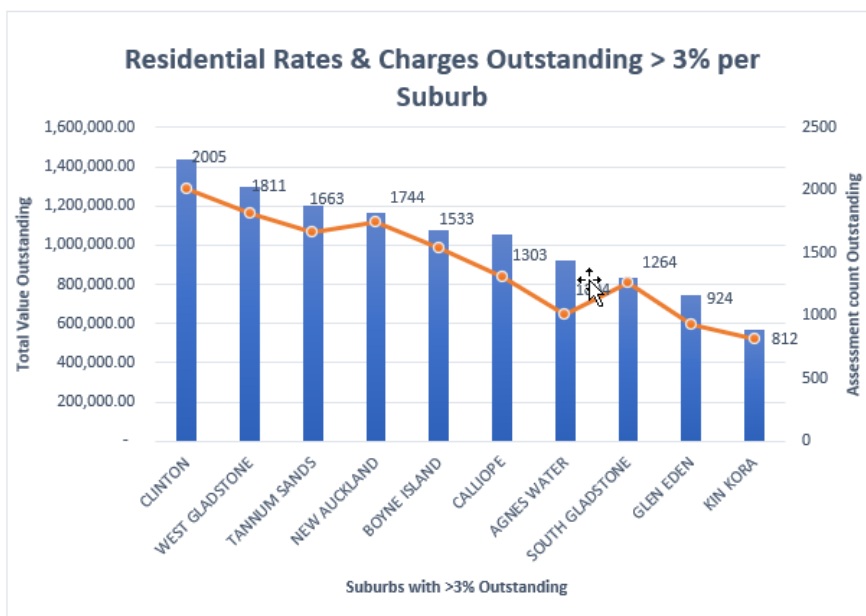
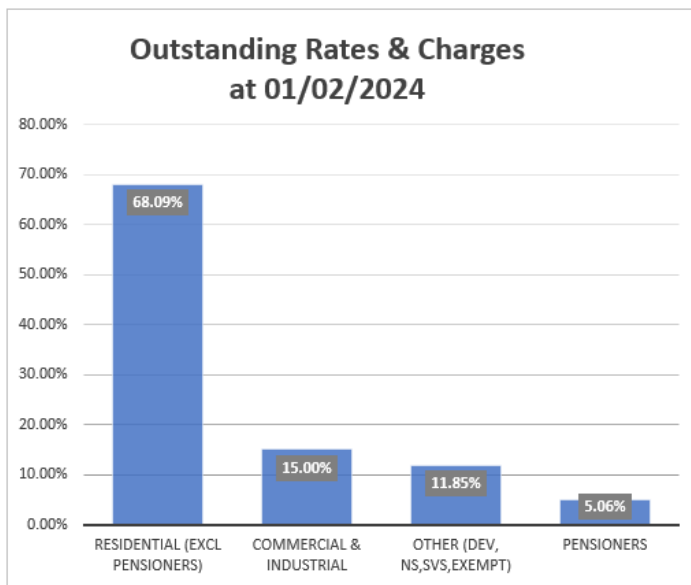
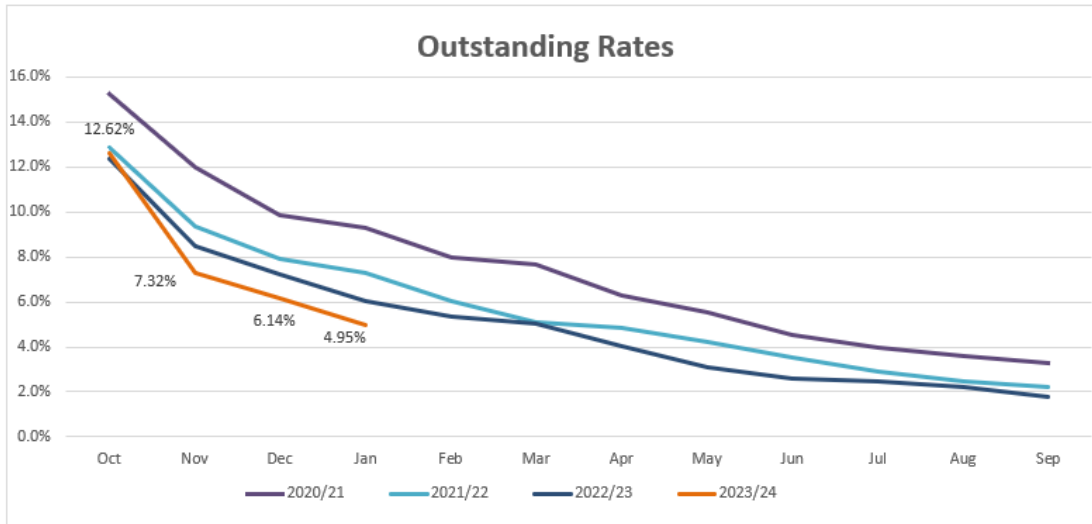
**Outstanding Rates**

Outstanding rates, as a percentage of gross rates levied 2023-24, and collectible, is at 4.95% at the end of January 2024, compared to 6.05% for the same period last year 2022-23.

Of the \$9.7m of outstanding rates 15.00% relates to commercial/ industrial assessments and 85.00% represents residential assessments.

These figures include \$4.7m of rates that are currently being repaid under an authorised payment plan, for which there were 79 commercial/industrial assessments and 1915 residential assessments. A total of 1994 assessments, which is a decrease from 2269 assessments in December 2023 (this movement is a result of removal of arrangements on sold property, default arrangements and paid-up arrangements).

There were 4667 ratepayers who had paid their rates in advance, totalling \$6.4m.



## **Sustainability Ratios**

Financial ratios provide a useful snapshot of Council's financial status and emerging trends. Individual ratios do not provide enough information to form a comprehensive opinion of Council's financial position and performance, but when the right mix of ratios are considered together, they become a valuable tool in analysing Council's overall financial performance.

In recognition of the diversity of local governments throughout Queensland a new Financial Management (Sustainability) Guideline 2023 has been released. This guideline will take effect from the 2023-24 annual statutory financial reporting period.

Key updates from the 2013 monitoring and reporting framework are:

- Grouping of similar Councils for sustainability monitoring and reporting to better reflect the varied drivers and circumstances of the sector.
- Expanding of the number of financial sustainability measures from three to nine
- Revision of targets for each measure based on councils allocated grouping.
- A small number of contextual measures with no targets have been included.
- To normalise the impacts of one-off events, all ratios, apart from two, are reported on a rolling 5-year average basis as well as single year result.

The January monthly report includes five of the nine ratio measures, with further measures to be introduced throughout the year.

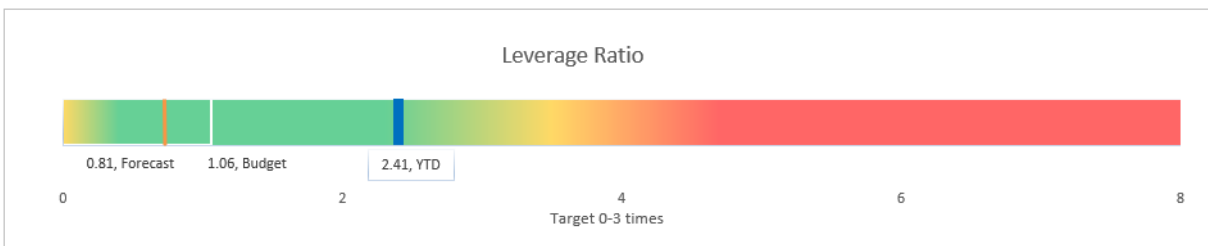
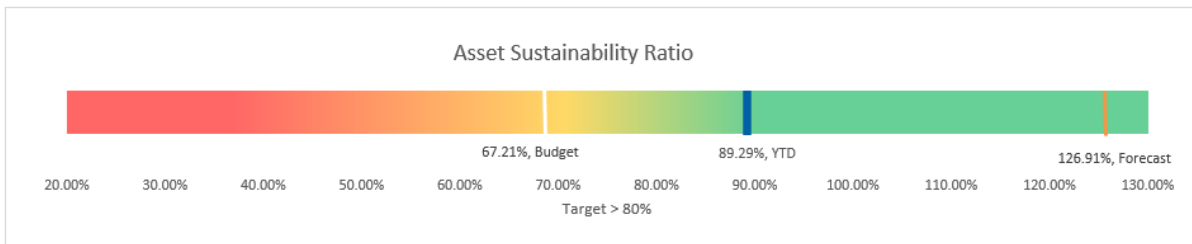
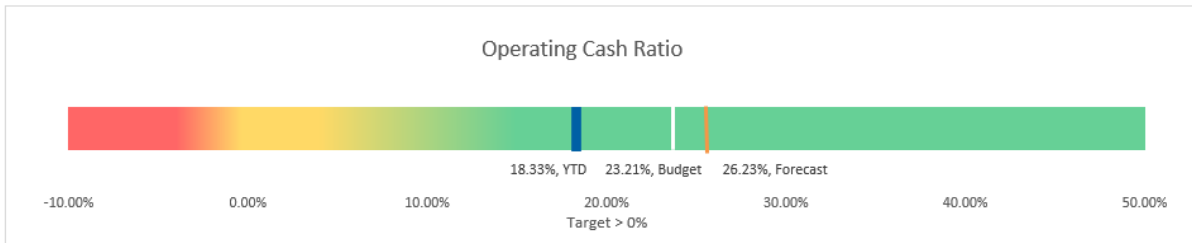
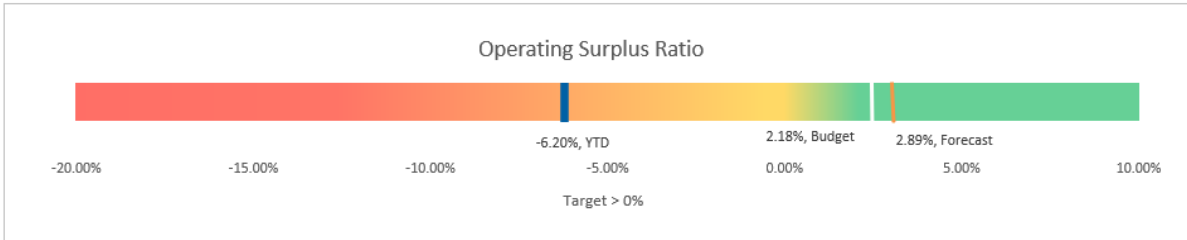


**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024**

Ratio Explanation	Target	2023-24 Budget	2023-24 Forecast	Current YTD		5 Year Average		Commentary
<b>Financial Capacity</b>								
<p><b>Council Controlled Revenue Ratio:</b> Council controlled revenue is an indicator of councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.</p> <p>A higher council-controlled ratio indicates a stronger ability to generate revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery. A lower council-controlled revenue ration indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as grant finding, sales and recoverable works contracts and rental income.</p> <p><u>This ratio is contextual only therefore has no target measure</u></p>		73.42%	82.33%	85.59%		84.99%		<p>Although there is no target for this ratio, the high 5 year average indicates Council's strong position to generate revenue without heavy reliance on other external sources.</p> <p>The current year to date result is trending closer to the 5 year average as council forecasted operating revenue is updated and no longer compares to budget.</p>
<b>Operating Performance</b>								
<p><b>Operating Surplus Ratio:</b> The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.</p> <p>An operating surplus ratio below 0% is an indication that a councils operating expenses exceed its revenue. An operation deficit in any one year is not a cause for concern if, over the long term, a council achieves a balanced operating result or small surplus.</p> <p><u>Target measured over a five-year average</u></p>	> 0%	2.18%	2.89%	-6.20%	●	-6.96%	●	<p>The negative 5 year average is primarily due to the QTC loan restructure and recognition of a deferred liability for bulk water purchases in 2020-21.</p> <p>The current year result is affected by minimal dividend and grant income recognised to date. Both the dividend and financial assistant grant are expected in the last quarter of the year. Although still negative, this ratio is now beginning to trend closer to the positive operating surplus forecasted for 2023-24.</p>
<p><b>Operating Cash Ratio:</b> The operating cash ratio is a measure of a councils ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.</p> <p>A positive operating surplus indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund expenditure requirements. A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues as , all other things being equal, a negative result means that a councils cash position is declining and revenue are not offsetting the cost of core operational requirements</p> <p><u>Target measured over a five-year average</u></p>	> 0%	23.21%	26.23%	18.33%	●	22.27%	●	<p>Both the YTD and 5 year average result of this ratio reflects the continuing strong cash position of Council proportional to operating costs.</p>
<b>Asset Management</b>								
<p><b>Asset Sustainability Ratio:</b> The asset sustainability ratio approximates the extent to which the infrastructure assets managed by council are being replaced as the reach the end of their useful lives</p> <p>An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, which outcomes too far below this level being potentially indicative of underspending against capital replacement requirements</p> <p><u>Target measured over a five-year average</u></p>	> 80%	67.21%	126.91%	89.29%	●	79.98%	●	<p>Infrastructure renewals have accounted for 80.59% of capital expenditure YTD with the balance on new and upgrade projects. REPA projects have been revised to capital works in the Q1 forecast. As these projects are for renewal works the asset sustainability ratio forecasted result has increase substantially. Depreciation of these assets is predicted to occur in Q4, therefore the full impact of depreciation will only be incurred in FY 24-25</p>

**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024**

Debt Servicing Capacity							
<b>Leverage Ratio:</b>							
<p>The leverage ratio is an indicator of a councils ability to repay its existing debt. It measures the relative size of the councils debt to its operating performance.</p> <p>A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite.</p> <p><a href="#">Target measured over a five-year average</a></p>	0-3 times	1.06	0.81	2.41	●	0.65	●
	<p>Both the YTD and 5 year average result of this ratio reflect Councils ongoing ability to manage its debt. This position is reinforced with each year that no new borrowings are undertaken.</p>						



**Stakeholder Engagement:**

This report seeks specialist input from relevant internal sources.

**Legal and Regulatory Implications:**

Council is required to receive an update at least monthly relative to its financial position, Section 204 Local Government Regulation 2012.

**Anticipated Resolution Completion Date:**

N/A

**Attachments:**

1. Monthly Financial Statements for the period ending 31 January 2024
2. Operating Statements for the month end 31 January 2024

## **G/4.2. MINOR CHANGE REQUEST DA/28/2020 RETIREMENT FACILITY (SOLANA) AT 13 WATERMARK AVENUE, AGNES WATER**

**Responsible officer:** General Manager Customer Experience

**Prepared by:** Principal Planning Lead

**Council meeting date:** 20 February 2024

**File ref:** DA/28/2020, DB1.7

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### **Development application:**

<b>Application number:</b>	DA/28/2020
<b>Applicant:</b>	Stockwell Development Group Pty Ltd
<b>Owner:</b>	Solana Agnes Water Pty Ltd
<b>Date of receipt:</b>	1 December 2023
<b>Location:</b>	13 Watermark Avenue, Agnes Water
<b>RPD:</b>	Lot 300 on SP264827
<b>Area:</b>	10.53 hectares
<b>Current use of land:</b>	Vacant land (under construction)
<b>Zoning:</b>	Emerging community zone
<b>Proposal:</b>	Retirement facility (Manufactured housing estate – 201 dwellings) (5 stages)
<b>Submissions close date:</b>	16 December 2020
<b>Number of submissions:</b>	Seven (7) properly made submissions

### **Purpose:**

The purpose of this report is to decide a minor change application to development approval DA/28/2020 Material change of use for Retirement facility (manufactured housing estate – 201 dwellings) (5 stages) on land at 13 Watermark Avenue, Agnes Water against the *State Planning Policy July 2017* and *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2*, under the *Planning Act 2016*.

### **Executive summary:**

Development application for a Material change of use for Retirement facility (manufactured housing estate – 201 dwellings) (5 stages) on land at 13 Watermark Avenue, Agnes Water was originally considered properly made on 28 September 2020 with a confirmation notice issued on 6 October 2020. The application was prepared by Zone Planning Group for the establishment of a Retirement facility within the Emerging community zone.

The proposal was categorised as impact assessable within the Emerging community zone against the relevant provisions of *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* (the Planning Scheme). The development application was approved by Council at the 6 April 2021 General Council meeting and the decision notice issued on 13 April 2021.

The applicant lodged a minor change application on 13 October 2021 to amend several conditions regarding development staging and the approved plans. The request was considered against the Planning Scheme, existing decision notice conditions package and section 81 of the *Planning Act 2016* (the Planning Act). A changed decision notice was issued under delegated authority on 26 November 2021 approving the changes.

On 1 December 2023, the applicant lodged a minor change application to amend condition 1 and the approved plans and condition 33 for the approved parking rate. The request has been considered against the Planning Scheme, existing decision notice and Section 81 of the Planning Act.

It is considered the proposed minor change application is generally consistent with the provisions of the Planning Scheme and it is recommended the change be approved with a changed decision notice to be issued.

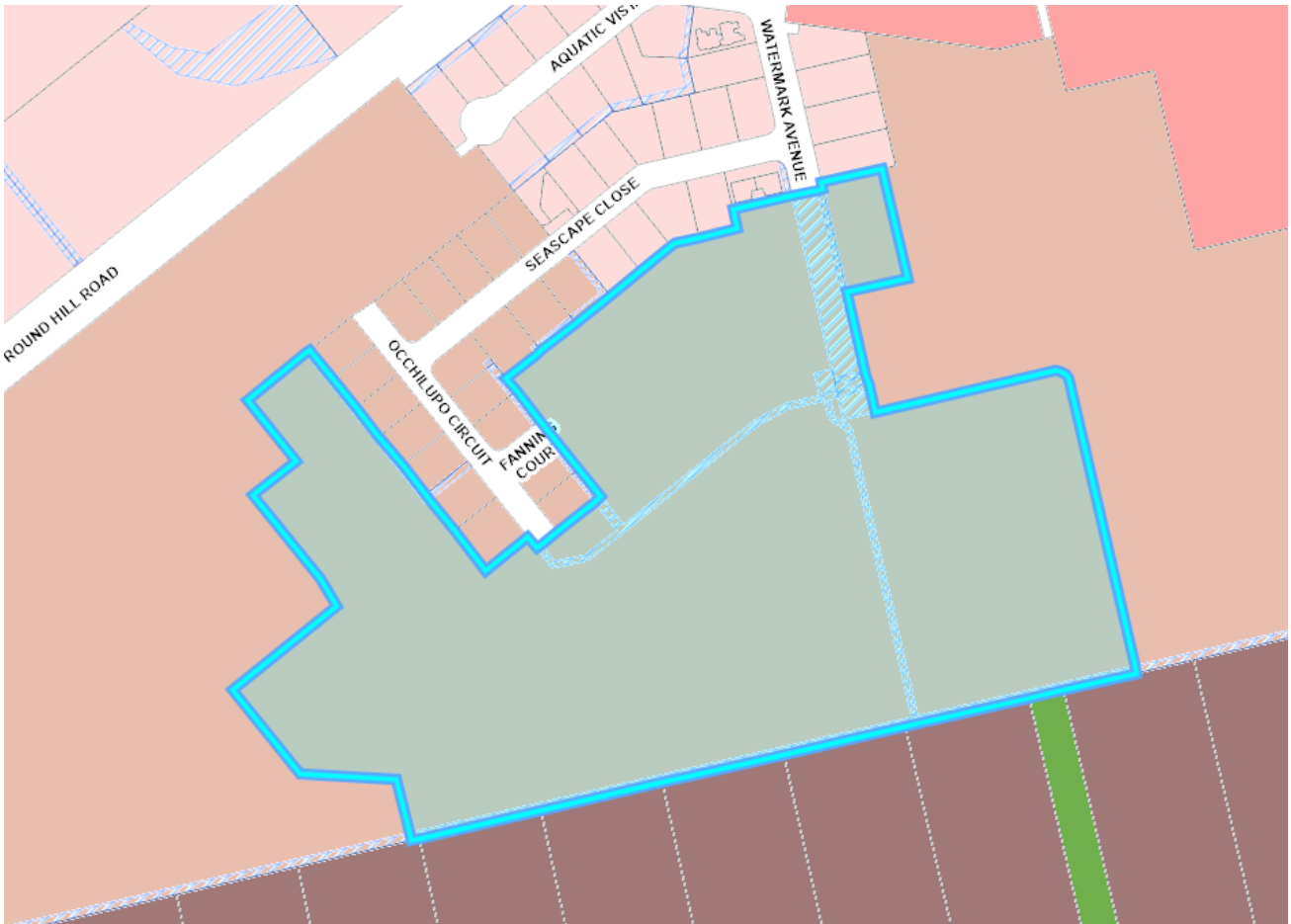
**Subject site:**

The subject site is located at 13 Watermark Avenue, Agnes Water and formally known as Lot 300 on SP264827 (refer to **Figure 1** below). The site is 10.53 hectares in size with frontage to Watermark Avenue and Occhilupo Circuit.



**Figure 1** Aerial image of subject site (source: Geocortex, accessed 31 January 2024)

The site is within the Emerging community zone and adjoins lots also within the Emerging community zone, the low-density residential zone towards the north and the rural residential zone to the south (refer to **Figure 2** below). The lot is burdened by existing water and sewer infrastructure within registered easements, and an access easement for the future extension of Watermark Avenue that currently provides lawful access to the adjoining lot (Lot 3 Tavern Road) (refer to **Figure 3** below).



**Figure 2** Extract of zoning map (source: Geocortex, accessed 31 January 2024)



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thresholds of the Planning Regulation 2017. A referral agency response with no requirements was received from SARA on 22 October 2020.

Council issued an information request on 20 October 2020 with the applicant responding in full on 20 November 2020. Public notification was carried out between 25 November and 16 December 2020 with seven properly made submissions being received. At the General Council Meeting held 6 April 2021, the development application was approved, and a decision notice issued 13 April 2021.

A minor change application was submitted on 13 October 2021, seeking amendments to the approved plans, staging and associated conditions. A changed decision notice was issued under delegated authority on 26 November 2021 approving the changes (refer to **Figure 4** below of the current approved site plan).

**1.0 SITE PLANS / 1:00 SITE PLAN**

LOT 300 ON SP584627  
ROUND HILL ROAD, AGNES WATERS, QLD 4677

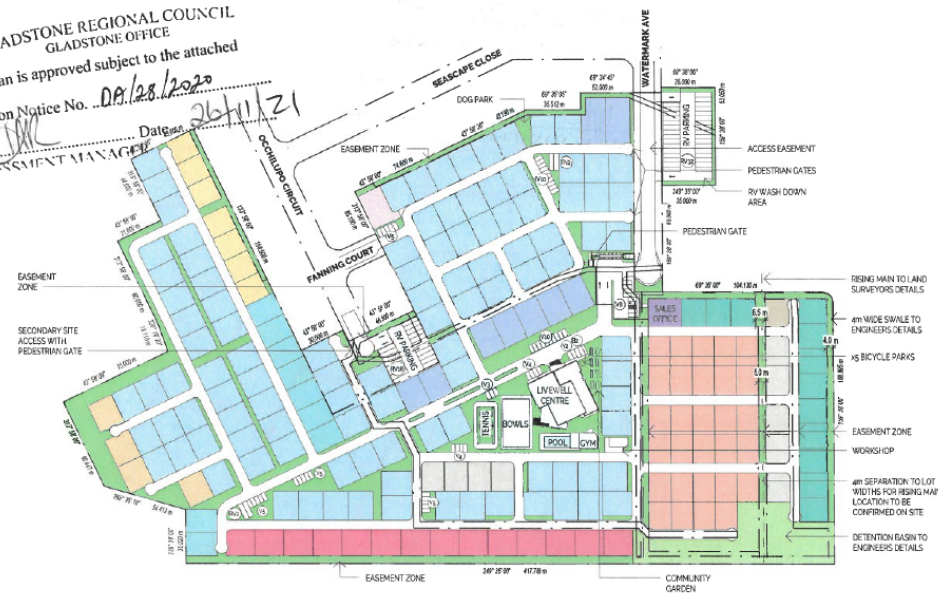
**SITE DATA**

TOTAL SITE AREA	195 329m <sup>2</sup>	
SITE COVER	33 769m <sup>2</sup> (17.0%)	
RECREATION CENTRE	549m <sup>2</sup>	
LOT TYPE A (25m x 19m)	304m <sup>2</sup>	TOTAL - 125
LOT TYPE B (25m x 20m MIN)	MIN 320m <sup>2</sup>	TOTAL - 9
LOT TYPE C (27m x 19m)	323m <sup>2</sup>	TOTAL - 4
LOT TYPE D (25m x 20m Side Access)	MIN 304m <sup>2</sup>	TOTAL - 1
LOT TYPE E (18m x 12m)	272m <sup>2</sup>	TOTAL - 7
LOT TYPE F (18m x 19m)	288m <sup>2</sup>	TOTAL - 12
LOT TYPE G (16.2m x 22m)	359m <sup>2</sup>	TOTAL - 10
LOT TYPE H (12.5m x 25m Sales Office)	381m <sup>2</sup>	TOTAL - 1
LOT TYPE I (19m x 20m MIN)	MIN 300m <sup>2</sup>	TOTAL - 9
LOT TYPE J (12m x 19m)	289m <sup>2</sup>	TOTAL - 9
LOT TYPE K (18.7 x 17m)	317.8m <sup>2</sup>	TOTAL - 14
LOT TYPE L (18 x 19m)	270m <sup>2</sup>	TOTAL - 1
<b>TOTAL LOTS - 201</b>		

**PARKING**

PARKING SPACES	201 MIN	
CAR RATIO REQUIRED	1 PER SITE	
VISITOR PARKING SPACES	81 INCLUDING 1 PWD	(14)
CAR RATIO REQUIRED	1 PER 20 SITES (25 PARKS)	
RV PARKING SPACES	54	(80)
CAR RATIO REQUIRED	1 PER 4 SITES (25 PARKS)	
BUS PARKING SPACES	2	(1)

GLADSTONE REGIONAL COUNCIL  
GLADSTONE OFFICE  
This Plan is approved subject to the attached  
Decision Notice No. *DA/28/2021*  
Per *AM* Date *26/11/21*  
ASSESSMENT MANAGER



**1 SITE PLAN**  
1:2000



LOT 300 ROUND HILL ROAD, AGNES WATERS, QLD 4677  
www.cpoarchitects.com.au | 07 3180 0168  
JOB No. 20200070 | DWG No. DA-020 | REVISION H

**Figure 4** Approved changed decision notice site plan



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A second minor change application was received by Council on 3 February 2023. The change requested involved an increase in density from 201 dwellings to 230 dwellings, altering the proposed development layout, changes to staging, dwelling design changes, and other associated condition changes as a result of the increase in dwelling yield. On 16 March 2023, a further advice notice was issued by Council identifying a number of issues associated with the minor change application which required to be addressed by the applicant. The applicant withdrew the minor change application on 19 October 2023. Consequently, the changed decision notice issued 26 November 2021 remains current.

**Proposed change:**

The proposed minor change to the existing development approval includes the following:

- revised lot layout and staging (refer **Figure 5** below),
- changes to the entrance plans and parking arrangements,
- change to condition 33 to increase car parking rate reflective on revised plans, and
- new approved plan for acoustic fencing associated with condition 45.



**Figure 5** Revised site plan for approval

**Minor change assessment:**

Under the Planning Act, the change to the development approval must be assessed against each of the following statutory instruments to the extent they are relevant to the change:

- *State Planning Policy July 2017*
- *Planning Regulation 2017*
- *Our Place Our Plan Gladstone Regional Council Planning Scheme, Version 2*

The applicant has requested a minor change to the development approval under section 78 of the Planning Act. An assessment has been performed against section 81 and the definition of minor change in Schedule 2 of the Planning Act. The application is considered to comply with the definition of minor change for a development approval on the following grounds:

**(b) (i) The proposal would not result in substantially different development**

The proposal to amend the layout of the dwellings and internal lots, internal road layout, development staging, location of dedicated visitor and RV parking areas and arrangement of Stage 1's Livewell Centre and communal facilities does not result in substantially different development and still achieves compliance with the Planning Scheme.

The proposed change does not involve a new use or dramatically change the built form in terms of scale, bulk and appearance. The amended development layout and delivery of staging does not change the development's ability to operate as intended. As the dwelling density remains the same, there is no significant impacts to traffic flow or networks.

The proposed replacement of approved plans and rewording of conditions would not result in a substantially different development.

**(ii) (A) Does the proposal include prohibited development in the application?**

The proposed change does not involve prohibited development.

**(B) The proposal has referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application**

The original development application only involved referral to SARA (the Chief Executive) as a concurrence agency for development impacting on state transport infrastructure thresholds and no other referral agencies were applicable.

**(C) The proposal has referral to extra referral agencies, other than to the Chief Executive**

The proposed change does not result in additional referral agencies.

**(D) The proposal has a referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the referral agency must have assessed the application against, or have had regard to, when the application was made**

The proposed change does not cause a referral agency to consider new matters prescribed by a regulation.

**(E) The proposal has public notification if public notification was not required for the development application**

The original development application was categorised as impact assessable development. The proposed change does not change the level of assessment.

Section 81 (2) of the Planning Act provides matters the responsible entity must consider when assessing an application for a minor change, these include the following:

**(a) The information the applicant included with the application**

The applicant has provided an application package detailing the proposed changes to conditions and supporting plans as part of the change application.

**(b) If the responsible entity is the assessment manager—any properly made submissions about the development application or another change application that was approved**

A review of the properly made submissions has been undertaken, as detailed in the changed decision notice issued 26 November 2021. The proposed change does not impact Council’s previous response to the submissions and resulting conditions. As the proposed change does not increase the dwelling density for the Retirement facility, the Council’s response and decision on the submissions remain unchanged.

**(c) Any pre-request response notice or response notice given in relation to the change application**

Not applicable.

**(d) If the responsible entity is, under section 78A(3), the Minister—all matters the Minister would or may assess against or have regard to, if the change application were a development application called in by the Minister**

Not applicable.

**(da) if paragraph (d) does not apply—all matters the responsible entity would or may assess against or have regard to, if the change application were a development application**

The original development application was assessed under *Our Place Our Plan Gladstone Regional Council Planning Scheme, version 2*. The change application is also assessable against version 2 of the Planning Scheme. Based on the submitted material the requested changes to the development approval conditions require consideration against the Strategic framework, Biodiversity overlay code, Bushfire hazard overlay code, Steep land overlay code, Emerging community zone code, Development design code and Landscape code.

**(e) Another matter that the entity responsible considers relevant.**

No other matters are considered relevant for the proposed change.

**Request to change conditions of development approval:**

The original condition is in **bold**, the applicant's representations are in *italics* and Council's response is in regular text.

**Condition 1 – Approved plans**

**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
<b>DA-020</b>	H	<b>Site Plan</b>	<b>CPO Architects</b>	-
<b>DA-021</b>	F	<b>Staging Plan</b>	<b>CPO Architects</b>	-
<b>DA-021A</b>	C	<b>Easement Plan</b>	<b>CPO Architects</b>	-
<b>DA-022</b>	E	<b>Entrance Details</b>	<b>CPO Architects</b>	-
<b>DA-023</b>	C	<b>Parking Details 1</b>	<b>CPO Architects</b>	-

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DA-024	C	Parking Details 2	CPO Architects	-
DA-100	A	Livewell Centre	CPO Architects	-
DA-102	A	Livewell Centre – Elevations	CPO Architects	-
DA-103	A	Livewell Centre - Elevations	CPO Architects	-
C-SAW-00C-1	A	Site Plan – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00C-2	A	Floor Plan – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00C-4	A	Elevations – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00C-5	A	Elevations – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00F-1	A	Site Plan – Gable Façade	CPO Architects	24/08/2021
C-SAW-00F-2	A	Floor Plan – Gable Façade	CPO Architects	24/08/2021
C-SAW-00C-4	A	Elevations – Gable Façade	CPO Architects	24/08/2021
C-SAW-00F-5	A	Elevations – Gable Façade	CPO Architects	24/08/2021
C-SAW-00H-1	C	Site Plan – Hip Façade	CPO Architects	27/07/2021
C-SAW-00H-2	C	Floor Plan – Hip Façade	CPO Architects	27/07/2021
C-SAW-00H-4	C	Elevations – Hip Façade	CPO Architects	27/07/2021
C-SAW-00H-5	C	Elevations – Hip Façade	CPO Architects	27/07/2021
C-SAW-00K-1	C	Site Plan – Gable Façade	CPO Architects	03/08/2021
C-SAW-00K-2	C	Floor Plan – Gable Façade	CPO Architects	03/08/2021
C-SAW-00K-4	C	Elevations – Gable Façade	CPO Architects	03/08/2021
C-SAW-00K-5	C	Elevations – Gable Façade	CPO Architects	03/08/2021
C-SAW-00R-1	C	Site Plan – Hip Façade	CPO Architects	30/07/2021
C-SAW-00R-2	C	Floor Plan – Hip Façade	CPO Architects	30/07/2021
C-SAW-00R-4	C	Elevations – Hip Façade	CPO Architects	30/07/2021
C-SAW-00R-5	C	Elevations – Hip Façade	CPO Architects	30/07/2021
C-SAW-00W-1	B	Site Plan – Gable Façade	CPO Architects	02/08/2021
C-SAW-00W-2	B	Floor Plan – Gable Façade	CPO Architects	02/08/2021
C-SAW-	B	Elevations – Gable	CPO Architects	02/08/2021

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00W-4		Façade		
C-SAW-00W-5	B	Elevations – Gable Façade	CPO Architects	02/08/2021

Applicant's representations/request

Request to replace and add new approved plans as per below. Approved plans not listed to remain as part of condition 1.

<b>Drawing Number</b>	<b>Revision</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
DA-020	H	Site Plan	CPO Architects	-
WD-001	36	Site Plan	CPO Architects	29.11.23
DA-021	F	Staging Plan	CPO Architects	-
WD-020	19	Staging Plan	CPO Architects	29.11.23
DA-021A	C	Easement Plan	CPO Architects	-
WD-025	1	Easement Plan	CPO Architects	28.11.23
DA-022	E	Entrance Details	CPO Architects	-
DA-023	C	Parking Details 1	CPO Architects	-
DA-024	C	Parking Details 2	CPO Architects	-
WD-032	14	External Works Plan – Main Entry	CPO Architects	28.11.23
WD-032B	4	External Works Plan – Main Entry	CPO Architects	28.11.23
WD-032C	5	External Works Plan – Main Entry	CPO Architects	28.11.23
WD-032D	6	External Works Plan – Main Entry	CPO Architects	28.11.23
WD-032E	1	External Works Plan – Occhilupo Circuit Entrance	CPO Architects	28.11.23
WD-030	10	Fencing Plan	CPO Architects	28.11.23
WD-031	9	Typical Fencing Details	CPO Architects	28.11.23
WD-031B	4	Typical Fencing Details	CPO Architects	28.11.23

Officer's assessment

Whilst the density remains at 201 dwellings, the internal lot/dwelling sizes have been reduced and shifted to accommodate an area of undeveloped land in the north-west corner (behind proposed dwellings 192 to 201). An internal road adjacent to dwellings 196/197 and 198/199 may provide an access point to the undeveloped land suggesting future requests will be received by Council to increase the overall development's dwelling density. However, the roads also provide vehicle access to dwellings 196, 197 and 198's garages, as depicted on the new site plan. This is considered an appropriate outcome for the minor change application. Should the applicant wish to increase the dwelling density, future change applications, or even new development applications will be required. The relevant assessment will be carried out in accordance with the legislative requirements at the time of lodgment.

The updated staging plan maintains delivery of the Livewell Centre, community facilities and RV parking within Stage 1 to ensure future residents are provided with a high level of facilities in the initial stage of development and use commencement. The applicant has stated the reduction in the number of dwellings being released in each stage, now proposing seven stages, has been influenced by both the market and construction outcomes on site.

The updated approved easement plan is consistent with the latest approved operational works (Council ref: OPW/16/2023) and the sewer infrastructure works being carried out under the approval.

The updated entrance plans, for both Watermark Avenue and Occhilupo Circuit entrances, are considered to be generally in accordance with the current approved plans. Visitor parking, disability access and mailboxes remain on the Watermark Avenue side of the security gates of the estate as per current approved plans.

The new fencing detail plans are consistent with existing condition 45 of the decision notice, ensuring appropriate acoustic fencing is provided to the full boundary of the development site where adjoining residential, emerging community and rural residential properties.

The proposed change in dwelling and internal road layout maintains the development's ability to deliver on the following elements of the Planning Scheme:

- Strategic framework – 3.4 Community living
- Strategic framework 3.5 – Connecting our place
- Strategic framework 3.6 – Building it better.

The proposed amended plans do not conflict with the previous assessment against the Planning Scheme's Strategic Framework, the purpose of the Emerging community zone code or the assessment benchmarks of the relevant overlay codes.

**Special Conditions – Condition 3 a.**

**Prior to lodging the first Operational Works to Council, the Applicant must amend the Site Plan to include the following changes:**

- a. Each dwelling site adjoining a Rural Residential Zone must be a minimum of 300m<sup>2</sup> in area; and**
- b. The proposed rear landscape buffer directly adjoining the Rural Residential Zone is to be increased to 5m off the boundary. The relevant dwellings must maintain a minimum offset of 1.5m off the dwelling site boundary in addition to the landscape buffer**
- c. The proposed parking area off Occhilupo Circuit should include a landscape buffer a minimum of 4m from the adjoining residential common boundary.**

Applicant's representations/request

*Note: the applicant has not made a direct request against this condition.*

Officer's assessment

The applicant has not identified Condition 3a as requiring amendment due to the proposed change to the development's layout. Upon review of the application material by the assessing officer, it is recognised proposed dwelling/lot 96 is to contain dwelling house design 'Cockatoo' with a size of 256.5m<sup>2</sup>. The current approved dwelling/lot size where adjoining Rural residential zoning is a minimum of 300m<sup>2</sup>, consistent with current Condition 3a as stated above in **bold**.

In reviewing the proposed new site plan, proposed dwelling/lot 96 is setback further from the required 5m landscape buffer, in comparison with the other dwellings along the southern boundary. This demonstrates a larger area of open space between the built form of dwelling/lot 96 and the property boundary than current approved. Whilst the design size for dwelling/lot 96 is 43.5m<sup>2</sup> less than required by condition 3a, it is still considered consistent with the intent of the condition. Approval of the new site plan will ensure sufficient open space between dwelling/lot 96 and the adjoining boundary to protect the amenity of the adjoining rural residential properties. Furthermore, the number of dwellings adjoining the rural residential properties will remain the same with minimum a size of 300m<sup>2</sup>, consistent with the current approval. The assessing officer recommends condition 3a be amended to:

- a. Each dwelling site adjoining a Rural Residential Zone must be a minimum of 300m<sup>2</sup> in area, **with the exception of dwelling/lot 96 as detailed on the approved Site Plan prepared by CPO Architects, drawing number WD-001, revision 36 and dated 29.11.23; and**

#### Transportation Services – Condition 33

Prior to the commencement of the use of the relevant stages, the following car parking spaces must be provided in accordance with the approved plans.

- a. Prior to commencement of Stage 1, a minimum of 41 visitor car parking, 34 RV parking and 2 bus spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.
- b. Prior to commencement of Stage 2, a minimum of 5 additional visitor car parking and 18 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.
- c. Prior to commencement of Stage 4, a minimum of 15 additional visitor car parking and 2 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.

#### Applicant's representations/request

*The applicant requests condition 33a be amended to reflect the new Staging Plan and associated car parking rates per stage. This is to include an additional 24 visitor car parks in Stage 2.*

#### Officer's assessment

The proposed changes to the car parking arrangements, as per the amended staging plan, and rate remain consistent with total required car parking spaces for the entire development. The development still proposes well above the parking rate requirements of the Planning Scheme policy for a retirement facility. As the approved building designs are to remain, each dwelling will have a minimum of one parking space for residents. The applicant's proposal to change condition 33 to reflect the staging of parking spaces does not result in substantially different development.

The assessing officer recommends condition 33 be amended as follows:

- a. Prior to commencement of Stage 1, a minimum of ~~41~~ **15** visitor car parking, ~~34~~ **38** RV parking, ~~and 2 bus spaces~~ **and 1 manager parking spaces** are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.

- b. Prior to commencement of Stage 2, a minimum of 5 ~~18~~ **24** additional visitor car parking and ~~18~~ **24** RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.
- c. Prior to commencement of Stage 4 ~~5~~ **12**, a minimum of ~~15~~ **12** additional visitor car parking and ~~2~~ **10** RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.
- d. **Prior to commencement of Stage 6, a minimum of 10 additional visitor car parking and 4 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.**
- e. **Prior to commencement of Stage 7, a minimum of 5 additional visitor car parking and 5 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.**

**Anticipated completion date:**

Should the minor change application be determined at the General Meeting, the decision notice will be issued within 5 business days as per section 83 of the Planning Act.

**Officer's Recommendation:**

That the minor change application to development approval DA/28/2020 for Material change of use for Retirement facility (manufactured housing estate – 201 dwellings) (7 stages) on land 13 Watermark Avenue, Agnes Water be **approved, subject to reasonable and relevant conditions**. Amended conditions are identified in **bold**.

**ASSESSMENT MANAGER CONDITIONS - DA/28/2020**

**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
WD-001	36	Site Plan	CPO Architects	29.11.23



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<b>WD-020</b>	<b>19</b>	<b>Staging Plan</b>	<b>CPO Architects</b>	<b>29.11.23</b>
<b>WD-025</b>	<b>1</b>	<b>Easement Plan</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-032</b>	<b>14</b>	<b>External Works Plan – Main Entry</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-032B</b>	<b>4</b>	<b>External Works Plan – Main Entry</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-032C</b>	<b>5</b>	<b>External Works Plan – Main Entry</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-032D</b>	<b>6</b>	<b>External Works Plan – Main Entry</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-032E</b>	<b>1</b>	<b>External Works Plan – Occhilupo Circuit Entrance</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-030</b>	<b>10</b>	<b>Fencing Plan</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-031</b>	<b>9</b>	<b>Typical Fencing Details</b>	<b>CPO Architects</b>	<b>28.11.23</b>
<b>WD-031B</b>	<b>4</b>	<b>Typical Fencing Details</b>	<b>CPO Architects</b>	<b>28.11.23</b>
DA-100	A	Livewell Centre	CPO Architects	-
DA-102	A	Livewell Centre – Elevations	CPO Architects	-
DA-103	A	Livewell Centre - Elevations	CPO Architects	-
C-SAW-00C-1	A	Site Plan – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00C-2	A	Floor Plan – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00C-4	A	Elevations – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00C-5	A	Elevations – Skillion Façade	CPO Architects	22/07/2021
C-SAW-00F-1	A	Site Plan – Gable Façade	CPO Architects	24/08/2021
C-SAW-00F-2	A	Floor Plan – Gable Façade	CPO Architects	24/08/2021
C-SAW-00C-4	A	Elevations – Gable Façade	CPO Architects	24/08/2021
C-SAW-00F-5	A	Elevations – Gable Façade	CPO Architects	24/08/2021
C-SAW-00H-1	C	Site Plan – Hip Façade	CPO Architects	27/07/2021
C-SAW-00H-2	C	Floor Plan – Hip Façade	CPO Architects	27/07/2021
C-SAW-00H-4	C	Elevations – Hip Façade	CPO Architects	27/07/2021
C-SAW-00H-5	C	Elevations – Hip Façade	CPO Architects	27/07/2021
C-SAW-00K-1	C	Site Plan – Gable Façade	CPO Architects	03/08/2021
C-SAW-00K-2	C	Floor Plan – Gable Façade	CPO Architects	03/08/2021
C-SAW-00K-4	C	Elevations – Gable Façade	CPO Architects	03/08/2021

**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024**

C-SAW-00K-5	C	Elevations – Gable Façade	CPO Architects	03/08/2021
C-SAW-00R-1	C	Site Plan – Hip Façade	CPO Architects	30/07/2021
C-SAW-00R-2	C	Floor Plan – Hip Façade	CPO Architects	30/07/2021
C-SAW-00R-4	C	Elevations – Hip Façade	CPO Architects	30/07/2021
C-SAW-00R-5	C	Elevations – Hip Façade	CPO Architects	30/07/2021
C-SAW-00W-1	B	Site Plan – Gable Façade	CPO Architects	02/08/2021
C-SAW-00W-2	B	Floor Plan – Gable Façade	CPO Architects	02/08/2021
C-SAW-00W-4	B	Elevations – Gable Façade	CPO Architects	02/08/2021
C-SAW-00W-5	B	Elevations – Gable Façade	CPO Architects	02/08/2021

**And supporting documents**

Document Number	Revision	Description	Author	Date
PEG0467_L 002	10	Engineering Services Report	Pinnacle Engineering Group	November 2020
20110	2	Traffic Impact Assessment	Rytenskild Traffic Engineering	18/11/2020
Z20156	-	Waste Management Plan	Zone Planning Group	12/11/2020
PEG0467	10	Site Based Stormwater Management Plan	Pinnacle Engineering Group	18/11/2020
-	-	Landscape Intent Package	Green Synthesis Design	-
-	-	Economic Need Assessment	Foresight Partners Pty Ltd	17/11/2020
-	-	Response to GRC Approval Conditions	Access Traffic Consulting	6/10/2021

**Special Conditions**

2. At all times, the Retirement Facility must not exceed the development yield of 201 sites.
3. Prior to lodging the first Operational Works to Council, the Applicant must amend the Site Plan to include the following changes:
  - a. Each dwelling site adjoining a Rural Residential Zone must be a minimum of 300m<sup>2</sup> in area, **with the exception of dwelling/lot 96 as detailed on the approved Site Plan prepared by CPO Architects, drawing number WD-001, revision 36 and dated 29.11.23; and**
  - b. The proposed rear landscape buffer directly adjoining the Rural Residential Zone is to be increased to 5m off the boundary. The relevant dwellings must maintain a minimum offset of 1.5m off the dwelling site boundary in addition to the landscape buffer

- c. The proposed parking area off Occhilupo Circuit should include a landscape buffer a minimum of 4m from the adjoining residential common boundary.
4. At all times, the Retirement Facility must operate in accordance with the *Manufactured Homes (Residential Uses) Act 2003*.
5. At all times, strata titling of individual sites will not be permitted.
6. Communal facilities must be accessible for the sole use of the residents and their guests and must be provided in a central location. Construction shall be in accordance with the *Disability Discrimination Act 1992*.
7. Upon commencement of use, the identified RV parking must remain as ancillary parking for the Retirement Facility residents.

### Operational Works

8. A Development Permit for Operational Works must be obtained from Council prior to the commencement of construction of each applicable stage. The Development Application for Operational Works is to include the following:
  - a. Vegetation Clearing;
  - b. Earthworks (including retaining walls) (as applicable);
  - c. Road works (including signage and footpaths) (as applicable);
  - d. Water Infrastructure (Stage 1);
  - e. Sewer Infrastructure (Stage 1);
  - f. Stormwater Management (quantity, quality, flood and drainage control) (as applicable);
  - g. Erosion and Sediment Control (as applicable);
  - h. Construction Management;
  - i. Street lighting, electrical and telecommunications (Stage 1); and
  - j. Landscaping, environmental protection and associated works (as applicable).
9. 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>.*

### Bushfire Hazard

10. Deleted.
11. As part of the first Development Application for Operational Works, the Applicant must ensure adequate firefighting protection is available from the onsite firefighting equipment for the proposed development at each stage. The firefighting strategy for the entire development must be designed and approved by a hydraulic engineer or other suitably qualified person. The strategy must demonstrate each stage is adequately serviced.

## Biodiversity

12. As part of any Development Application for Operational Works, the Applicant must implement the Mitigation Measures outlined in the approved Ecological Assessment Report.

## Building, Plumbing and Drainage Works

13. Prior to the commencement of the use of each Retirement Dwelling, 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.
14. Prior to the commencement of use of each Retirement Dwelling, the Applicant must 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 2018* and the requirements of other relevant authorities.
15. Prior to the commencement of use of each Retirement Dwelling, 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.
16. Prior to the commencement of the use of each Retirement Dwelling, the development is to incorporate a variety of at least four different textures, colours and designs within the external façade of the building. Details of the proposed colour scheme, materials and finishes for all external areas of the building are to be submitted to Council for approval prior to the issue of a Development Permit for Building Works.
17. As part of Building Works, all outdoor lighting is to comply with Australian Standard AS4282 – Control of the Obtrusive Effects of Outdoor Lighting.
18. Prior to the commencement of the use of each Retirement Dwelling, 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.
19. As part of any Building Works, the location of the proposed buildings shall comply with Council Policy P-2015/36 Building Over or Adjacent to Council Infrastructure.
20. As part of any Building Works, where a habitable room window is within 9m of another habitable room window or private open space of another Dwelling adjacent to the premises:
  - 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.

### Water Infrastructure

21. As part of the first Development Application for Operational Works, the Applicant is to provide a Water Master Plan (including modelling) for approval by Council for the entire development site. The assessment shall include a staging assessment to ensure all infrastructure is appropriately sized.
22. As part of the first Development Application for Operational Works, a water service connection is to be provided from Council's water supply infrastructure to the front property boundary (Watermark Avenue). Council's water supply infrastructure is to be extended to the front property boundary. The location and size of the water service (and any associated fire service) is to be determined in consultation with Council.
23. As part of the first Development Application for Operational Works, the proposed development must provide a master meter at the property boundary and sub meters for each dwelling in accordance with the Queensland Plumbing and Drainage Code. Sub-meters must be purchased from Council.

*Note: Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface level and must be provided with heavy duty trafficable lids.*

24. As part of the first Development Application for Operational Works, 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

25. As part of the first Development Application for Operational Works, the Applicant is to provide a Sewer Master Plan (including modelling) for the approval by Council for the entire development site prior to the lodgement of the first Development Application for Operational Works. The assessment shall include a staging assessment to ensure all infrastructure is appropriately sized.
26. As part of the first Development Application for Operational Works, the Applicant is to construct a new sewer main from Sewer Manhole 217069 to a new manhole adjacent to the property boundary of Lot 3 SP221743.
27. Prior to the commencement of use, all sanitary drainage is to drain into a new 1050mm diameter privately owned maintenance hole before connecting to Council's sewerage infrastructure. The location and size of the sewer service is 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 under the supervision of Council. The cost of these works are 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. Prior to the commencement of the use, all stormwater infrastructure is to be constructed on the site generally in accordance with the approved Site Based Stormwater Management Plan outlined

in Condition 1 and any associated Operational Works approval, including quality and quantity infrastructure. The stormwater infrastructure is to be in accordance with the Engineering Design Planning Scheme Policy under the Gladstone Regional Planning Scheme, State Planning Policy and Queensland Urban Drainage Manual.

30. As part of the Development Application for Operational Works for each stage, the retention basins must be constructed at the applicable stages of the development.

### **Transportation Services**

31. Prior to commencement of Stage 1, the Applicant is to dedicate the full Watermark Road Extension (the entire area as described within Easement B on SP 221743) as Road Reserve.
32. Where Watermark Avenue has not already been extended, the Applicant is to extend Watermark Avenue as an 11m wide Residential Collector, within a 22m (minimum) road reserve, 120m (min) to the south of the existing seal and construct an 11m wide Residential Collector, within a 22m (min) road reserve, from the extended portion of Watermark Avenue to an appropriately designed cul-de-sac adjacent to the primary access to the Development, on the alignment shown on the approved drawings. This is to form part of the first Development Application for Operational Works

OR

Where Watermark Avenue has already been extended, the Applicant is to construct an 11m wide Residential Collector, within a 22m (minimum) road reserve, from Watermark Avenue to an appropriately designed cul-de-sac adjacent to the primary access to the Development, on the alignment shown on the approved drawings. This is to form part of the first Development Application for Operational Works.

33. **Prior to the commencement of the use of the relevant stages, the following car parking spaces must be provided in accordance with the approved plans.**
  - a. **Prior to commencement of Stage 1, a minimum of 15 visitor car parking, 38 RV parking, 2 bus and 1 manager parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.**
  - b. **Prior to commencement of Stage 2, a minimum of 24 additional visitor car parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.**
  - c. **Prior to commencement of Stage 5, a minimum of 12 additional visitor car parking and 10 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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.**
  - d. **Prior to commencement of Stage 6, a minimum of 10 additional visitor car parking and 4 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces**

and associated 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.

- e. Prior to commencement of Stage 7, a minimum of 5 additional visitor car parking and 5 RV parking spaces are to be constructed on site generally in accordance with the approved plans, including designated disabled car parking spaces. The communal spaces and associated 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 of Stage 1, a minimum of four (4) bicycle spaces are to be constructed onsite within walking distance to the communal facilities. All bicycle spaces are to be constructed in accordance with AS2890.3 (2015).

35. Prior to the commencement of the use of Stage 1, a 9m wide Type B2 Commercial Driveway is to be constructed in accordance with Council's Standard Drawing Urban Commercial/Industrial Driveway off Watermark Avenue.

*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 of Stage 2, a 9m wide Type B2 Commercial Driveway is to be constructed in accordance with Council's Standard Drawing Urban Commercial/Industrial Driveway off Occhiluppo Circuit.

*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>.*

37. 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>.*

38. Prior to the commencement of the use for each stage, all grassed footpath areas disturbed by the development are to be top dressed and turfed following completion of construction activity.

39. Prior to the commencement of the use, any manholes located on the proposed driveway are to be covered with Class D Covers to AS 3996, and are to be maintained at finished surface levels and remain accessible at all times.

40. Prior to the commencement of the use of Stage 1, the Applicant must construct a 2 metre wide concrete footpath for the full extent of Watermark Avenue and the new proposed road, from the existing footpath to the front of the development, in accordance with Council's Standard Drawing Concrete Pathway/Bikeway Details.

*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>.*

## Retaining Walls

41. As part any Development Application for 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 buildings.

## Landscaping

42. As part of the first Development Application for Operational Works, a Master Landscaping Plan is to be provided in accordance with Table 9.3.5.3.2 - 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 Master 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>.*

43. Prior to commencement of the use for each stage, all landscaping areas are to be constructed with an appropriate irrigation system. Details of the irrigation system are to be provided as part of the Master Landscaping Plan. Alternatively, a manual watering plan is to be provided to Council for approval detailing the intended water frequency to maintain landscaping on site.
44. Prior the commencement of Stage 1, street trees are to be constructed along Watermark Avenue, at a rate of 1 tree per 10m 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.

*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. The Applicant is required to complete the following fencing requirements throughout the entire development and relevant stages:
  - a. As part of the first Development Application for Operational Works, the Applicant must construct a temporary fence with associated material screening to the full extent of the northern and western boundaries.
  - b. Prior to the commencement of the use of each stage, the Applicant must install a minimum of 1.8m high acoustic fencing in accordance with the Staging Plan. This acoustic fencing will replace the temporary fencing conducted in (a).

## Waste Management

46. Prior to the commencement of the use of each stage, refuse bins are to be provided in accordance with the approved Waste Management at a rate of:
  - a. Residential Dwellings: 1 x 240L General Waste wheelie bin and 1 x 240L Recyclable Waste wheelie bin per dwelling; and
  - b. Club House: 1 x 1.1m<sup>3</sup> General Waste Bulk Bins and 1 x 1.1m<sup>3</sup> Recyclable Waste Bulk Bins.
47. Prior to the commencement of the use of each stage, the waste storage area/s at the community facilities are to be sufficient in size to house all waste collection containers including recycling waste containers. The waste storage area/s 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.

48. Prior to the commencement of the use of each stage, open 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. Outdoor storage areas are situated in locations not visible from the street; and
  - b. A 1.8m solid screen fence is located around storage areas.

### **Electrical, Telecommunication and Gas services**

49. As part of any Development Application for Operational Works, all electrical (and telecommunication) conduits are to be installed (including conduits under roads, under concrete pathways and beneath retaining walls etc.) together with the associated infrastructure (including electrical pits, light pole and sub-station footings etc.).
50. Prior to the commencement of Stage 1, a Certificate of Supply shall be provided to demonstrate connection of electricity supply to the subject site.

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

51. Prior to commencement of Stage 1, a Certificate of Supply shall be provided to demonstrate connection of telecommunication supply to the subject site.

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

### **Survey Plan Endorsement**

52. Prior to commencement of Stage 1, the Lodgement of Survey Plan Endorsement must include the following to demonstrate compliance with the relevant conditions of this approval and the subsequent Operational Works:
- 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 Easement Documentation, each 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>.*

53. 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) subject to the final design and requirements of the Operational Works permit.

**Lawful Commencement**

54. Prior to the commencement of the use for each stage, the Applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.
55. Upon receipt of confirmation from Council that the relevant conditions of this staged 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:**

The Applicant is required to comply with the Acceptable Outcomes within the Emerging Community Zone Code for a Sales Office at all times. If the Sales Office operates outside of the minimum requirements, a Material Change of Use of premises for a Sales Office will be required.

A Food Business License and Design Application may be required in accordance with the *Food Act 2006*. If this license is applicable, it is required to be lodged to Council prior to the commencement of the use and remain current for the life of the Retirement Facility use. Furthermore, a Trade Waste License may be required.

Council provides a certification service for any Building Certification requirements.

A Changed Adopted Infrastructure Charge Notice in relation to the infrastructure charges applicable to this development will be provided separately to accommodate the change in construction of each Retirement Dwelling House per the overall applicable stages.

**Attachments:**

1. Minor change application plans for approval
2. Changed decision notice and approved plans issued 26 November 2021

### **G/4.3. LOCAL HOUSING ACTION PLAN**

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

**Prepared By:** Manager Strategy and Improvement (Acting)

**Council Meeting Date:** 20 February 2024

**File Ref:** ED6.1

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#### **Purpose:**

The purpose of this report is to seek Council endorsement of the Gladstone Region Local Housing Action Plan.

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

That Council endorse the Gladstone Region Local Housing Action Plan.

#### **Summary:**

In March 2023, the Local Government Association of Queensland (LGAQ) received funding to partner with Queensland Councils to develop Local Housing Action Plans (LHAPs).

From August to December 2023, Council worked with LGAQ and stakeholders to develop a LHAP for the Gladstone Region.

The attached *Gladstone Region Local Housing Action Plan* is presented for Council endorsement.

#### **Link to Corporate Plan:**

Connecting Communities - We work with you and for you, supporting the success of our communities.  
Resilient Economy - We play our part in supporting the success of our region.

#### **Background:**

In March 2023, the Local Government Association of Queensland (LGAQ) received funding to partner with Queensland Councils to develop Local Housing Action Plans (LHAPs).

The funding announcement followed a resolution of Queensland Councils at the LGAQ's 2022 Annual Conference calling for funding support for regional and local housing studies and the development of Local Housing Action Plans (LHAPs).

The Local Housing Action Plan:

- Looks at factors impacting housing in the local government area and the current and future housing needs.
- Identifies priority actions to address immediate, emerging and longer-term housing challenges.
- Helps to coordinate responses to these challenges.

## GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 20 FEBRUARY 2024

The Gladstone Region LHAP articulates the housing situation in the Gladstone Region and identifies opportunities and actions that support our specific needs. Key focus areas include:

- Land and Development
- Planning
- Critical Workers Accommodation
- Optimisation – General supply and liveability
- Supports and people in need
- Construction and approvals

Council is responsible for monitoring and reporting on delivery of the plan, however are not accountable for all actions within the plan. Success of the plan is reliant on a collaborative approach from all levels of Government and community stakeholders.

The Queensland Government have provided feedback on the plan, prior to Council endorsement being sought, and are satisfied with the contents.

### **Risk Management Summary:**

The LHAP is a non-statutory plan.

Actions within the plan are collated from Council's current work in the housing and advocacy space, as well as stakeholder input. Various stakeholders are accountable for actions within the plan.

Risk of Council not delivering on their actions within the plan is considered low.

### **Options and Opportunity Analysis:**

Council could elect not to endorse the plan and provide direction for required amendments.

### **Stakeholder Engagement:**

In preparing the Local Housing Action Plan, the below stakeholders were consulted;

- Council's internal housing working group – a cross-functional team with representatives from:
  - Development Services
  - Strategic Property Management
  - Strategic Projects
  - Economic Development
  - Strategy & Improvement
  - Community Partnerships
- The Gladstone Region Housing Round Table Group, facilitated by Gladstone Region Engaging in Action Together
- Council
- Executive Leadership Team
- LGAQ
- State Government

### **Legal and Regulatory Implications:**

The Local Housing Action Plan is a non-statutory plan.

**Financial and Resource Implications:**

Nil – the actions within the plan are within Council’s current planned work.

**Anticipated Resolution Completion Date:**

27 February 2024

**Attachments:**

1. Gladstone Region Local Housing Action Plan

**G/5. COUNCILLORS REPORT**

**G/6. URGENT BUSINESS**

**G/7. NOTICE OF MOTION**

**G/8. CONFIDENTIAL ITEMS**