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## ORDINARY MEETING NO. 1/25 WEDNESDAY, 29 JANUARY 2025

### OPEN AGENDA

Councillors George Seymour (Chairperson), Michelle Byrne, Phil Truscott, Paul Truscott, Daniel Sanderson, Michelle Govers, Lachlan Cosgrove, John Weiland, Denis Chapman, Sara Faraj and Zane O'Keefe

Councillors are advised that an **ORDINARY MEETING** will be held in the Fraser Coast Regional Council Chambers, Hervey Bay Council Chambers, 77 Tavistock Street, Hervey Bay on **WEDNESDAY, 29 JANUARY 2025 at 10:00AM**.

A handwritten signature in black ink, appearing to read "Ken Diehm".

**KEN DIEHM**  
**CHIEF EXECUTIVE OFFICER**

Fraser Coast Regional Council acknowledges the traditional owners of the land upon which we meet today.

#### BUSINESS

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ORD 1	OPENING PRAYER	
ORD 2	APOLOGIES AND LEAVE OF ABSENCE	
ORD 3	DISCLOSURE OF INTERESTS	
	In accordance with the provisions of the Local Government Act 2009, Councillors are required to declare a "Prescribed Conflict of Interest" or "Declarable Conflict of Interest" that may exist on any item on the agenda of the Council or Committee Meeting.	

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	Nil	
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Nil	
<b>ORD 13 QUESTIONS ON NOTICE</b>	
Nil	
<b>ORD 14 GENERAL BUSINESS</b>	
<b>ORD 15 CONFIDENTIAL</b>	
Council resolves that under the Local Government Regulation 2012 the Meeting be closed to the public.	
ORD 15.1 Land Acquisition - Walker Street (Yaralla Street to Pallas Street) - Road Reconstruction	-
Section 254J(3) (h) – <i>negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967</i>	
ORD 15.2 Land Acquisition - Pallas Street (Woodstock Street to Saltwater Creek Road) - Footpath	-
Section 254J(3) (h) – <i>negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967</i>	
ORD 15.3 Land Acquisition - Ariadne Street (Churchill Street to Victory Street) - Footpath	-
Section 254J(3) (h) – <i>negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967</i>	
ORD 15.4 Exemption under s235 b) Local Government Regulation 2012 for the provision of Meter Reading Software	-

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Section 254J(3) (g) – *negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government*

**ORD 16        LATE ITEMS**

**ORD 16.1      Late Open Reports**

**ORD 16.2      Late Confidential Reports**





**ITEM NO: ORD 5.1**

**MINUTES OF THE ORDINARY MEETING NO. 12/24  
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, KENT STREET, MARYBOROUGH  
ON WEDNESDAY, 11 DECEMBER 2024 COMMENCING AT 10:00AM**

**PRESENT:**

Councillor George Seymour (Chairperson)  
Councillor Michelle Byrne  
Councillor Paul Truscott  
Councillor Daniel Sanderson (Via Microsoft TEAMS)  
Councillor Michelle Govers  
Councillor Lachlan Cosgrove  
Councillor John Weiland  
Councillor Denis Chapman  
Councillor Sara Faraj  
Councillor Zane O'Keefe

**STAFF IN ATTENDANCE:**

Chief Executive Officer, Mr Ken Diehm  
Director Strategy, Community & Development, Mr Gerard Carlyon  
Director Organisational Services, Mr Keith Parsons  
(Acting) Director Infrastructure Services, Mr John McLennan  
Director Water & Waste Services, Mr Mark Vanner  
Senior Planner, Mr Richard Wilson  
(Acting) Executive Manager Development, Mr Jeff Brannan  
Meeting Secretary, Miss Chloe Hansen

Mayor George Seymour acknowledged the traditional owners of the land upon which we meet today, the Butchulla people and paid respects to the elders past, present and emerging.

**ORD 1      OPENING PRAYER**

George Seymour  
Mayor – Fraser Coast Regional Council

**ORD 2      APOLOGIES**

Councillor Phil Truscott

### ORD 3 DISCLOSURE OF INTERESTS

Councillor Michelle Byrne informed the meeting of a Declarable Conflict of Interest in relation to item ORD 11.4.1 - Tooan Tooan Creek Lowland Lagoons Catchment, Urangan - Outcomes from Drainage Study.

- a. The nature of Councillor Michelle Byrne's conflict of interest is that her parents reside in the street concerned in the report.
- b. Councillor Michelle Byrne advised she would deal with the conflict by leaving the meeting during discussion and voting on the matter.

#### RESOLUTION (George Seymour/Zane O'Keefe)

That Council change the order of business to consider items ORD 11.3.3 & ORD 11.3.4 before item ORD 4 – Mayoral Minutes.

Carried Unanimously

### ORD 11.3.3 MCU24/0065- Development application - Material Change of Use - Extension to Retirement Facility – 58 Independent Living Units - Reflections on the Bay Retirement Village - Stage 5 - 73 RICHARD CHARLES Drive Kawungan

#### RESOLUTION (Paul Truscott/Zane O'Keefe)

That the application MCU24/0065 By Ozcare C/- Ethos Urban For A Development Permit For Material Change Of Use For Retirement Facility (58 Independent Living Units) On Land Formally Described As Lot 2 On SP 297014, Which Is Situated At 53 Richard Charles Drive, Kawungan Qld 4655 Be Approved Generally As Detailed In The Submitted Application Material, Subject To Development Conditions.

#### DETAILS OF THE APPROVAL

Type of Decision: Approved in full  
Type of Approval: Development Permit – Material change of use – Retirement facility (58 independent living units)

This application is not taken to have been approved (a deemed approval) under section 64(5) of the *Planning Act 2016*.

The following approvals are given:

	Planning Regulation 2017 reference	Development Permit	Preliminary Approval

Development assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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#### APPROVED PLANS AND DOCUMENTS

The following plans/documents are Approved plans for the development:

Plan/Document No.	Rev.	Plan Name	Date
PD_A_001	B	<i>Stage 5 – Master Site Plan</i> , prepared by Enrich Architecture	27 July 2024
PD_A_002	B	<i>Staged Master Site Plan</i> , prepared by Enrich Architecture	17 July 2024
PD_A_003	B	<i>Ground Floor Plan – Lobby and Parking</i> , prepared by Enrich Architecture	13 May 2024
PD_A_004	B	<i>Alternative Scheme 1 – Level 1 Floor Plan</i> , prepared by Enrich Architecture	13 May 2024
PD_A_005	B	<i>Alternative Scheme 1 – Level 2 Floor Plan</i> , prepared by Enrich Architecture	13 May 2024
PD_A_006	B	<i>Alternative Scheme 1 – Level 3 Floor Plan</i> , prepared by Enrich Architecture	13 May 2024
PD_A_007	B	<i>Alternative Scheme 1 – Level 4 Floor Plan</i> , prepared by Enrich Architecture	13 May 2024
PD_A_008	B	<i>Roof Plan</i> , prepared by Enrich Architecture	4 May 2024
PD_A_009	B	<i>Detail Arrangement – Apartment Type Plans</i> , prepared by Enrich Architecture	12 (unknown) 2024
PD_A_010	B	<i>Elevations</i> , prepared by Enrich Architecture	5 (unknown) 2024
675.072653.00001	1.1	<i>Reflections on the bay retirement village</i> , prepared by SLR Consulting Australia	17 July 2024
C6005	A	<i>Site based stormwater management plan</i> , prepared by Milanovic Neale Consulting Engineers as amended in <u>red</u> by	17 July 2024 Received by Council 5 August 2024

		Council	
24-598	A	<i>Proposed retirement facility stage 5: Ozcare reflections on the bay 73 Richard Charles Drive, Kawungan traffic impact statement</i>	July 2024 Received by Council 5 August 2024
MRA24-077	V.1	<i>Waste management plan, prepared by MRA Environmental</i>	11 July 2024 Received by Council 5 August 2024

#### REFERENCED PLANS AND DOCUMENTS

The following plans/documents are referenced in conditions of approval for the development:

Plan/Document No.	Rev.	Plan Name	Date
PD_A_0011	B	<i>Sections, prepared by Enrich Architecture</i>	20 May 2024 Received by Council 5 August 2024
2024-059 SK01	B	<i>Landscape concept, prepared by Jeremy Ferrier Landscape Architect</i>	July 2024 Received by Council 5 August 2024
2024-059 SK02	B	<i>Landscape concept, prepared by Jeremy Ferrier Landscape Architect</i>	July 2024 Received by Council 5 August 2024
2024-059 SK03	B	<i>Landscape concept, prepared by Jeremy Ferrier Landscape Architect</i>	July 2024 Received by Council 5 August 2024
2024-059 SK02	B	<i>Landscape concept, prepared by Jeremy Ferrier Landscape Architect</i>	July 2024 Received by Council 5 August 2024

#### CONDITIONS OF APPROVAL

Conditions	Condition timing
<b>Administrative</b>	
1. Carry out the development in accordance with the Planning Scheme, Planning Scheme Policies and Local Laws.	At all times
2. Carry out the development in accordance with the approved plans unless otherwise approved in writing by the Assessment Manager.	At all times
3. Meet the costs of all works associated with this	At all times

development including any necessary alteration or relocation of services, provision of upgrading of roadworks to accommodate all vehicular access works together with all public utility mains and/or installations.	
4. Complete the development to the satisfaction of The Assessment Manager including variations and/or additions required as a result of insufficient detail on the engineering drawings; or to ensure that approval conditions, Council policies and/or good engineering practices are achieved.	Prior to the commencement of use
5. Obtain approval from all property owners prior to entering any private property to undertake development works. Submit written confirmation of the property owner's approval for the works within their property to Council before the works are accepted 'on maintenance'.	Prior to commencing any construction work on-site
<b>Operational Works</b>	
6. Submit an Operational Works application to Council detailing the Bulk Earthworks within the site and any other works as required by conditions of this approval. The design of these works must be approved by Council before any works commence on the site. All such works are to be completed to Council's satisfaction prior to the commencement of the approved use. All final designs must be designed, supervised and certified by a Registered Professional Engineer of Queensland (RPEQ).	Prior to commencing any construction work on-site
7. Submit to Council as part of an Operational Works application, a Construction and Management Plan (CMP) for the development prepared in accordance with the Planning Scheme Policy for Development Works SC6.3.2.5. Carry out the works in accordance with an approved management program. The Developer must ensure that all external vehicle movements are conducted in a safe manner.	Prior to approval of an operational works application
8. Submit to Council as part of an operational works application, detail of pedestrian footpath external to the development that provides a link between proposed stage 5 and the pedestrian footpath on the western side of Richard Charles Drive. The pathway must be designed in accordance with the Planning scheme policy for development works.	Prior to approval of an operational works application
<b>Stormwater Management</b>	
9. Design and construct all stormwater management control and management structures both internal and external to the site including underground pipes, open drains and onsite detention, in accordance with a design approved by Council. Stormwater management is to be generally in accordance with the <i>Stormwater Management Layout Plan</i> – Drawing No. C6005 – CD101 Rev A, prepared by Milanovic Neale Consulting Engineers, dated 01 July 2024, and the <i>Site Based Stormwater Management Plan</i> prepared by Milanovic Neale Consulting Engineers, dated July 2024 as	Prior to the commencement of use

amended in red by Council.	
10. Ensure that all stormwater runoff from the site is treated within the site boundaries prior to release at the legal point of discharge.	At all times
11. All water quality treatment devices installed as a result of this development are to be maintained by the owner.	At all times
12. Any alterations to existing surface levels on the site shall be undertaken in such a manner as to ensure that no additional surface water is drained onto or impounded on adjoining properties.	At all times
<b>Vehicular and pedestrian access</b>	
13. Construct a 6m wide sealed vehicular cross over from the edge of the road pavement on Richard Charles Drive to the property boundary in accordance with Standard Drawing FC-230-02 'Commercial/Industrial Driveway Crossing' and the Planning Scheme Policy for Development Works SC6.3.	Prior to the commencement of use
14. Provide sealed surface treatment over the full extent of the driveway and internal vehicle manoeuvring areas in accordance with the Planning Scheme.	Prior to the commencement of use
15. Remove all disused or redundant vehicular crossings and reinstate kerb and channel as required.	Prior to the commencement of use
16. Provide a prioritised pedestrian pathway that provides a link between proposed stage 5 and the pedestrian footpath on the western side of Richard Charles Drive in accordance with the Planning scheme policy for development works.	Prior to the commencement of use
<b>Works in Road Reserve</b>	
<p>17. Apply to Conduct Works in the Richard Charles Drive Council Road Reserve. The application form can be downloaded by following this link: <a href="https://www.frasercoast.qld.gov.au/downloads/file/1389/application-for-approval-to-conduct-works-in-a-council-road-reserve">https://www.frasercoast.qld.gov.au/downloads/file/1389/application-for-approval-to-conduct-works-in-a-council-road-reserve</a>.</p> <p>The application is to be lodged no less than Ten (10) days prior to work commencing. Site conditions may alter during the period of works whereby a reassessment of traffic control and other factors may need to be made. The submission is to include the following:</p> <ol style="list-style-type: none"> <li>TMP and TGS are to be prepared by a DTMR Suitably Qualified Traffic Management Designer showing how traffic (including pedestrians and other road users) are to be accommodated safely during the proposed works;</li> <li>Copies of any other relevant approval/authorisation, such as Land Access Activity Notices, Ergon, Telstra or any other service provider when their assets are to be modified/relocated.</li> </ol>	Prior to commencing any construction work on-site

<p><b>Advice Note:</b> Only the Department of Main Roads and the Local Government have the authority to install Official Traffic Signs. An Official Traffic Sign is any sign, signal, pavement marking or other installation for the purpose of regulating, warning, or guiding road users. The installation of any Official Traffic Sign without lawful authority is an offence under the TORUM Act 1995, Section 75, Unlawful Installation of Official Traffic Signs.</p> <p>The Transport Operations (Road Use Management) Act 1995, Part 5, Section 96 Diversion of Traffic, gives authority to the Queensland Police Service, Department of Main Roads, and Local Government to temporarily or permanently close roads. Local Government also has authority to temporarily or permanently close roads under the Local Government Act 2009, s69, Closing of Roads by Local Government.</p>	
<b>Parking</b>	
18. Provide a minimum of 62 permanent (covered) resident car parking spaces and 6 visitor spaces in accordance with the Planning Scheme Policy Table 9.4.4.3.4 – Minimum on-site parking requirements and AS/NZS 2890.1:2004 – Off Street Car Parking.	Prior to the commencement of use
19. Provide a minimum of 15 bicycle spaces within Lot 2 on SP297014 in accordance with the Planning Scheme Policy Table 9.4.4.3.4 – Minimum on-site parking requirements, and as per AS 2890.3:2015 – Part 3: Bicycle Parking Facilities.	Prior to the commencement of use
20. Provide a minimum of one small rigid vehicle space in accordance with Planning Scheme Policy Table 9.4.4.3.4 – Minimum on-site parking requirements.	Prior to the commencement of use
21. Design, construct, seal, and line mark all car parking spaces, associated access aisles and driveways to the dimensions detailed in Council's Planning Scheme Policies and Australian Standard AS 2890.1 Provide manoeuvring areas to ensure that vehicles enter and exit the property in a forward direction only. Driveways, car parking and reversing areas are to be constructed to the standards defined in Planning Scheme Policy for Development Works SC6.3.	Prior to the commencement of use
22. Install appropriate signage to direct vehicles to visitor car parking spaces within the development site.	Prior to the commencement of use
23. Ensure that parking and access areas are kept available for these purposes at all times.	At all times
24. Carry out all service vehicles loading and unloading within the premises.	At all times

<b>Building Design</b>	
25. Ensure that all materials and finishes selected are easily maintained and do not readily stain, discolour or deteriorate.	Prior to the commencement of use and to be maintained at all times
26. Utilise colours in the development that are sympathetic to the surrounding environment and avoid excessive brightness, contrast, colour intensity and reflectivity. In this regard, materials/colours on the roof and wall of the structure must not reflect glare into the habitable rooms of any dwelling on adjoining allotments.	Prior to the commencement of use and to be maintained at all times
27. Install and maintain suitable screening to all air conditioning, waste disposal, lift motor rooms, plant and service facilities located at the top of or on the external face of the building. The screening structures must be constructed from materials that are consistent with materials used elsewhere on the facade of the building.	Prior to the commencement of use and to be maintained at all times
<b>Acoustic Amenity</b>	
28. The development is to be carried out generally in accordance with the recommendations in Table 7 of the report titled Reflections On The Bay Retirement Village, prepared by SLR Consulting, dated 17 July 2024 and revision 1.1 or as listed below. <ul style="list-style-type: none"> <li>a. Construct a solid, gap free, double lapped and capped timber boundary fence to Richard Charles Drive and any sensitive land use that is at least 1.8m above residual ground level that achieves a minimum panel surface density of 12.5kg/m<sup>2</sup> or an equivalent solid, gap free alternative.</li> <li>b. All air-conditioning units are to be positioned and oriented to minimise noise impact on sensitive receptors, including neighbouring properties and areas within the Retirement Facility itself.</li> <li>c. Noise emissions from individual air-conditioning units on the southern and western façades should not exceed 65 dBA (sound power level). Airconditioning units should be: <ul style="list-style-type: none"> <li>i. behind a solid, gap free balcony parapet consisting of screen, glass, or solid balustrade with a minimum panel surface density of 12.5 kg/m<sup>2</sup> and with a height taller than the units, or</li> <li>ii. shielded by full-height noise screens with a minimum surface density of 12.5 kg/m<sup>2</sup>, ensuring no direct line of sight to sensitive areas.</li> </ul> </li> </ul>	Prior to the commencement of use and to be maintained at all times
29. No deliveries or collections are to occur outside of the following hours:	At all times



<ul style="list-style-type: none"> <li>a. 6:00am to 10:00pm Monday to Friday; and</li> <li>b. 7:00am to 9:00pm Saturdays and Sundays or any other day.</li> </ul>	
<p>30. All mechanical plant must be confined to a dedicated rooftop service area and/or must be acoustically screened to mitigate potential noise impacts on the nearest noise sensitive receptors.</p> <p>Any screening is to be sympathetic to its surroundings to ensure a high level of visually for amenity.</p>	<p>Prior to the commencement of use and to be maintained at all times</p>
<p>31. Council may request the approval holder to engage the services of an independent, suitably qualified and experienced acoustic consultant to undertake a noise impact assessment should a complaint be received, and an authorised officer is of the reasonable opinion that an assessment is required to determine compliance with the Environmental Protection (Noise) Policy 2019.</p>	<p>At all times</p>
<b>Light Pollution</b>	
<p>32. All outdoor lighting installed and operated at the premises must comply with Australian Standard 4282-2019 'Control of the Obtrusive Effects of Outdoor Lighting'.</p>	<p>At all times</p>
<p>33. Council may request the approval holder to engage the services of an independent, suitably qualified and experienced illumination consultant to undertake a light impact assessment should a complaint be received, and an authorised officer is of the reasonable opinion that an assessment is required to determine compliance with the Environmental Protection Act 1994 and Australian Standard 4282-2019 'Control of the Obtrusive Effects of Outdoor Lighting'.</p>	<p>At all times</p>
<b>Landscaping</b>	
<p>34. Submit to Council for assessment, detailed Landscape Plans generally in accordance with the drawing titled <i>Landscape concept</i>, prepared by Jeremy Ferrier Landscape Architect, drawing number 2024-059 SK02, dated July 2024 as amended in red by Council and to include the following details:</p> <ul style="list-style-type: none"> <li>a. The area or areas set aside for landscaping including buffer to gardens and measures to protect this vegetation during construction and boundary during operations;</li> <li>b. Screening trees along the southern and western property boundary that achieves the outcome demonstrated in the plan titled <i>Sections</i>, prepared by Enrich Architecture, dated 20 May 2024, drawing number PD_A_011 and issue B, as follows: <ul style="list-style-type: none"> <li>i. Screening trees that are a minimum 45L stock</li> <li>ii. Native species with non-invasive root</li> </ul> </li> </ul>	<p>Prior to approval of an operational works application</p>

species, suitable for planting within proximity of sewer main, such as lilly pilli (or suitable alternative) capable of growing to a minimum height of three (3) metres.	
<ul style="list-style-type: none"> <li>c. Construct a solid, gap free, double lapped and capped timber boundary fence to Richard Charles Drive and where adjoining any sensitive land use, that is at least 1.8m above residual ground level that achieves a minimum panel surface density of 12.5kg/m<sup>2</sup> or an equivalent solid, gap free alternative as agreed in writing by Council.</li> <li>d. Measures to ensure that the planted trees will be retained and managed to allow growth of the trees to mature size;</li> <li>e. The location of proposed services including stormwater pits and pipes, sewerage and water lines and electricity lines for comparison with plant locations;</li> </ul> <p>When approved, such plans will form part of the endorsed plans under this development approval.</p>	
35. Carry out landscaping shown on the endorsed Landscape Plans prior to the commencement of the use and properly maintain it at all times to a standard satisfactory to Council.	Prior to commencement of use and to be maintained at all times
36. Submit to Council a 'landscaping supervision certification' prepared by the principal landscape architect/design consultant for the completed works.	Prior to the commencement of use
37. Maintain landscaping in accordance with the endorsed landscape plans in perpetuity. Any trees that have died or are in a deteriorating state, must be replaced.	At all times
<b>Waste Management</b>	
38. Provide for waste storage and servicing generally in accordance with the approved waste management report. In this regard, waste receptacle storage must: <ul style="list-style-type: none"> <li>a. be of a suitable size to adequately contain all waste receptacles maintained on-site, and</li> <li>b. be suitably screened for visual amenity, and</li> <li>c. be constructed and located on an imperviously paved area that is bunded and drained to sewer, and</li> <li>d. be provided with a hose cock and hose in the vicinity of the paved area to allow for on-site cleaning of waste receptacles.</li> </ul>	Prior to commencement of use and to be maintained at all times
39. Waste collection is to occur between the hours of 7:00am and 6:00pm Monday to Friday only.	At all times
<b>Location of services and structures</b>	
40. Relocate all services and structures as required to ensure	Prior to

that they are not contained within any other allotment unless ownership rights have been granted by way of an easement.	commencement of use
<b>Property Damage and Council Infrastructure</b>	
41. Any existing Council infrastructure (including but not limited to, services, kerb, concrete structures, pits, channels, pavement, footpath, RCP, RCBC, etc.) damaged due to the proposed works is to be rectified or replaced at the applicant's expense prior to 'On Maintenance' acceptance. The applicant must notify the Council Development Engineering Unit of the affected infrastructure immediately. If damage occurs and is not replaced by the client/contractor, Council has the right to undertake the works and charge the landowner accordingly.	Prior to commencement of use
<b>Construction Management</b>	
42. Confine dust and other emissions, such as fumes, sediments, light, or odour from the building work on site and take all reasonable steps to prevent a release to neighbouring properties.	During construction of the development
43. Contain all litter building waste, and sediments on the building site by the use of a skip and any other reasonable means during construction to prevent release to a neighbouring properties or roads.	During construction of the development
44. Unless otherwise approved by the Executive Manager of Development Assessment, works are not to be undertaken: <ul style="list-style-type: none"> <li>a. on a Sunday or public holiday, at any time; or</li> <li>b. on a Saturday or business day, before 6.30am or after 6.30pm.</li> </ul>	During construction of the development

Carried (8/2)

**FOR:** Councillor George Seymour  
Councillor Michelle Byrne  
Councillor Paul Truscott  
Councillor Daniel Sanderson  
Councillor Lachlan Cosgrove  
Councillor John Weiland  
Councillor Denis Chapman  
Councillor Zane O'Keefe

**AGAINST:** Councillor Michelle Govers  
Councillor Sara Faraj

Councillor John Weiland left the Chamber at 10:47am.

Councillor John Weiland returned to the Chamber at 10:48am.

Councillor Paul Truscott left the Chamber at 11:00am.

Councillor Paul Truscott returned to the Chamber at 11:01am.

**ORD 11.3.4 MCU24/0030-Development Application - Material Change Of Use - Dual Occupancy (5 total) - 17, 19, 23, 25 & 27 Mustang Way Burrum Heads**

**RESOLUTION** (Paul Truscott/Denis Chapman)

That the application by G Developments Pty Ltd C/- Urban Planet Town Planning Consultants for a development permit for Material Change Of Use - Dual occupancy (5 total) on land described as Lots 53, 54, 56, 57 and 58 on SP 343694 situated at 17, 19, 23, 25 and 27 Mustang Way, Burrum Heads be approved generally as detailed in the submitted application material, subject to development conditions.

**DETAILS OF THE APPROVAL**

Type of Decision: Approved in full with conditions  
Type of Approval: Material Change Of Use - Dual occupancy (5 total)

This application is not taken to have been approved (a deemed approval) under section 64(5) of the *Planning Act 2016*.

The following approvals are given:

	Planning Regulation 2017 reference	Development Permit	Preliminary Approval
Development assessable under the planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**VARIATION APPROVAL DETAILS**

Not applicable.

**APPROVED PLANS AND DOCUMENTS**

The following plans/documents are Approved plans for the development:

Plan/Document No.	Rev.	Plan Name	Date
Job No: 408261, Sheet 02	C	Site Plan, prepared by G Developments	Received by FCRC 11 April 2024

Job No: 408261, Sheet 03	C	Subdivision Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408261, Sheet 04	C	Floor Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408261, Sheet 05	C	Elevations, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408261, Sheet 06	C	Elevations, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408261, Sheet 16	C	Landscape Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408262, Sheet 02	A	Site Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408262, Sheet 03	A	Subdivision Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408262, Sheet 04	A	Floor Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408262, Sheet 05	A	Elevations, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408262, Sheet 06	A	Elevations, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408262, Sheet 16	A	Landscape Plan, prepared by G Developments	Received by FCRC 11 April 2024
Dwg No: A5650, Sheet 0.2 of 5	B	Concept – Site Plan, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.3 of 5	B	Concept - Floor Plan – U1/ Front Elevation, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.4 of 5	B	Concept - Floor Plan – U2/ Front Elevation, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.5 of 5	A	Concept - Perspectives, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.2 of 6	E	Concept – Site Plan, prepared by Collins W	Received by FCRC 22

		Collins	July 2024
Dwg No: A5650, Sheet 0.3 of 6	E	Concept - Floor Plan – U1/ Front Elevation, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.4 of 6	E	Concept - Floor Plan – U2/ Front Elevation, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.5 of 5	D	Concept - Perspectives, prepared by Collins W Collins	Received by FCRC 22 July 2024
Dwg No: A5650, Sheet 0.6 of 6	D	Concept - Elevations, prepared by Collins W Collins	Received by FCRC 22 July 2024
Job No: 408266, Sheet 02	B	Site Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408266, Sheet 03	B	Subdivision Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408266, Sheet 04	B	Floor Plan, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408266, Sheet 05	B	Elevations, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408266, Sheet 06	B	Elevations, prepared by G Developments	Received by FCRC 11 April 2024
Job No: 408266, Sheet 16	B	Landscape Plan, prepared by G Developments	Received by FCRC 11 April 2024

CONDITIONS OF APPROVAL		Condition Timing
<b>Administrative</b>		
1.	Carry out the development in accordance with the Planning Scheme, Planning Scheme Policies and Local Laws.	At all times
2.	Carry out the development in accordance with the approved plans unless otherwise approved in writing by the Assessment Manager.	At all times
3.	Meet the costs of all works associated with this development including any necessary alteration or relocation of services, public utility mains or installations as costs of the development including accurately locating all existing	At all times

services before any development works commence.	
<b>Building Appearance</b>	
4. Utilise colours in the development that are sympathetic to the surrounding environment and avoid excessive brightness, contrast, colour intensity, and reflectivity. In this regard, materials/colours on the roof and wall of the structures must not reflect glare into the habitable rooms of any dwelling on adjoining allotments.	At all times
<b>Landscaping</b>	
<p>5. Submit detailed Landscape plans generally in accordance with the approved plans and including the following detail:</p> <ul style="list-style-type: none"> <li>(i) The area or areas set aside for landscaping as shown on the plan;</li> <li>(ii) A plan and schedule of all proposed trees, shrubs and ground covers which identifies: <ul style="list-style-type: none"> <li>a. the location and size at maturity of all plants;</li> <li>b. the botanical names of all plants;</li> <li>c. a mixture of shrubs and substantial trees with the inclusion of enhancement, buffering and amenity planting;</li> <li>d. low maintenance plantings that incorporate at least 70% local endemic species in accordance with the Fraser Coast Planting Guide which forms part of SC6.3 Planning scheme policy for development works; and</li> </ul> </li> <li>(iii) The location of all areas, including communal open space areas, to be covered by turf or other surface material including paving and surface treatment details;</li> <li>(iv) The location and materials to be used in the proposed waste storage areas.</li> <li>(v) Identification of important spot levels and/or contours. In addition, the heights and levels of any retaining structures must be indicated on the plan;</li> <li>(vi) Measures to ensure that the planted trees will be retained and managed to allow growth of the trees to mature size;</li> <li>(vii) Details of all fencing including height and materials;</li> <li>(viii) The location of proposed services including stormwater pits and pipes, sewerage and water lines and electricity lines for comparison with plant locations;</li> <li>(ix) Horticultural specification to successfully establish and ensure a quality landscape product such as imported</li> </ul>	Prior to the lodgement of Building Works

	<p>soil quality, staking and planting techniques of advanced stock, reference to Australian Standards where applicable, fertiliser type and application, turf-laying detail, garden bed preparation techniques, minimum soil depths, plant quality details and proposed maintenance regime for establishment (usually 3 months); and</p> <p>(x) Hardscape details proposed including hard edging specification, raised planter construction details, paving types and details, external and internal fencing types and heights and key spot levels.</p> <p>When approved, such plans will form part of the approved plans under this development approval.</p>	
6.	Complete landscaping in accordance with the approved plans.	Prior to the commencement of use.
<b>Fencing</b>		
7.	Construct screen fencing of 1.8m in height along all side and rear boundaries, excluding forward of the building line for side boundaries.	Prior to the commencement of use
<b>Stormwater Management</b>		
8.	Design the stormwater drainage such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development, as set out in Planning Scheme Policy SC6.3 (Development Works).	At all times.
9.	Any alterations to existing surface levels on the site shall be undertaken in such a manner as to ensure that no additional surface water is drained onto or impounded on adjoining properties.	At all times.
<b>Vehicular Access</b>		
10.	Provide vehicular access to each dwelling unit in accordance with the Planning Scheme and Standard Drawing FC-230-01. For the purpose of this condition the term 'access' is defined as a practicable means of entry of persons and vehicles on to the site from a constructed road that abuts the allotment.	Prior to the commencement of use.
<b>Car Parking</b>		
11.	The garage within each dwelling is to be utilised only for parking a vehicle, caravan or boat. The garage is not to be utilised for general storage except where it does not inhibit the ability for each garage to accommodate two	At all times.



vehicles. This condition is to be reflected within the Community Management Scheme document.	
<b>Property Damage</b>	
12. The developer is responsible for the repair of any damage that is caused to Council's infrastructure as a result of the construction works associated with the proposed development. If damage occurs, Council must be notified immediately and will make the decision as to who will carry out the rectification works and the timing for the completion of those works.	Prior to the commencement of use.
<b>Waste Storage Area</b>	
13. Provide a waste storage area for each dwelling, generally located as indicated on the endorsed plans, that: <ul style="list-style-type: none"> <li>(i) Contains an impervious surface; and</li> <li>(ii) Contains sufficient storage space for the storage of one (1) 240 litre refuse and one (1) 240 litre recycling bin; and</li> <li>(iii) Is screened so as to not be visible from the nominated street frontage.</li> </ul>	At all times.

#### Advice Notes

1. *This development approval does not constitute a permit for Building Work. An application for a building permit must be lodged with a Building Certifier.*
2. *This development is subject to Infrastructure Charges. Please refer to the accompanying Adopted Infrastructure Charges Notice.*
3. *Council's approval of the design does not grant approval to enter private property or private easements to undertake works.*
4. *Council accepts no responsibility for the accuracy of the survey information, the design or any information or detail contained in the approved drawings and specifications. The approval is issued with reliance upon the Engineer's certification and that any aspect of the design not specified by Council policy has been undertaken with due professional diligence to accepted industry standards.*
5. *This development approval does not authorise any activity that may harm Aboriginal cultural heritage. Under the Aboriginal Cultural Heritage Act 2003 you have a duty of care in relation to such heritage. Section 23(1) provides that 'A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage.' Council does not warrant that the approved development avoids affecting Aboriginal cultural heritage. It may therefore be prudent for you to carry out searches, consultation, or a cultural heritage assessment to ascertain the presence or otherwise of Aboriginal cultural heritage. Further information on cultural heritage can be obtained from the Department of Aboriginal and Torres Strait Islander Partnerships.*

Carried (5/5) on the casting vote of the Chairperson

**FOR:** Councillor George Seymour  
Councillor Paul Truscott  
Councillor Daniel Sanderson  
Councillor Lachlan Cosgrove  
Councillor Denis Chapman

**AGAINST:** Councillor Michelle Byrne  
Councillor Michelle Govers  
Councillor John Weiland  
Councillor Sara Faraj  
Councillor Zane O'Keefe

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**ORD 4 MAYORAL MINUTES**

Nil

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**ORD 5 CONFIRMATION OF MINUTES OF MEETINGS**

**ORD 5.1 Ordinary Meeting No. 11/24 – 20 November 2024**

**RESOLUTION** (Paul Truscott/Lachlan Cosgrove)

That the minutes of the Ordinary Meeting No. 11/24 held on 20 November, 2024 be confirmed.

**Carried Unanimously**

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**ORD 6 OUTSTANDING ACTIONS**

**ORD 6.1 Open Resolutions Register - December 2024**

**RESOLUTION** (John Weiland/Lachlan Cosgrove)

That Council receive and note the Open Resolutions Register – December 2024 as per Attachment 1 (eDocs#3752248).

**Carried Unanimously**

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**ORD 7 ADDRESSES/PRESENTATIONS**

**ORD 7.1 Community Presentations**

Ms Cindy Ryan

Cindy Ryan spoke in opposition to MCU24/0065.

Mr John De Angelis

John De Angelis spoke in support of MCU24/0065.

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Mr John Miller

John Miller spoke in support of MCU24/0065.

Mr Rodney Gatt

Rodney Gatt spoke in opposition to MCU24/0065.

Mr Gary Whyborn

Gary Whyborn spoke in opposition to MCU24/0030.

Ms Virginia Mac Mahon

Virginia Mac Mahon spoke in opposition to MCU24/0030.

Ms Helen Murray

Helen Murray spoke in opposition to MCU24/0030.

Mr Graham Wode

Graham Wode spoke on a range of flooding matters.

**RESOLUTION** (Paul Truscott/Sara Faraj)

That Council note the verbal report provided by the Chief Executive Officer on the matters raised during Community Presentations.

**Carried Unanimously**

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**ORD 8            DEPUTATIONS**

Nil

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**ORD 9            PETITIONS**

**ORD 9.1        Receipt of Petitions**

Nil

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**ORD 10         COMMITTEES' REPORTS**

**ORD 10.1       Fraser Coast Events Advisory Committee Meeting Minutes – 8 August 2024**

**RESOLUTION** (Lachlan Cosgrove/Sara Faraj)

That Council receive and note the Minutes of the Fraser Coast Events Advisory Committee held on 8 August, 2024.

**Carried Unanimously**

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**ORD 10.2 Informal Meetings - Record of Matters Discussed**

**RESOLUTION** (Sara Faraj/John Weiland)

That Council receive and note the record of matters discussed of Council Informal Meetings held between 1 November 2024 to 30 November 2024 as detailed in the attachments.

**Carried Unanimously**

**ORD 10.3 Water and Waste Services Advisory Committee Meeting Minutes - Meeting held on 22 November 2024**

**RESOLUTION** (Michelle Byrne/Paul Truscott)

That Council receive and note the Minutes of the Water and Waste Services Advisory Committee Meeting held on 22 November 2024 as detailed in Attachment 1.

**Carried Unanimously**

**ORD 11 OFFICERS' REPORTS**

**ORD 11.2.1 Delegations from Council to the Chief Executive Officer**

**RESOLUTION** (Zane O'Keefe/Denis Chapman)

That Council:

1. Delegate to the Chief Executive Officer, pursuant to section 257(1)(b) *Local Government Act 2009*, the new powers as detailed in **Attachment 1** titled "*New Delegable Powers Registers – Council to the Chief Executive Officer*", subject to the general limitations and conditions (**Attachment 4**).
2. Delegate to the Chief Executive Officer, pursuant to section 257(1)(b) *Local Government Act 2009*, the new and revised powers as detailed in **Attachment 2** titled "*Amendments to Existing Delegable Powers Registers – Council to Chief Executive Officer*", subject to the general limitations and conditions (**Attachment 4**).
3. Note the repeal of the delegation registers for the *Animal Care and Protection Regulation 2012* and the *Transport Infrastructure (Public Marine Facilities) Regulation 2011*
4. Receive, note and confirm the "*Council to Chief Executive Officer Delegations Annual Review 2024*" report ("the Report") (**Attachment 5**) which details all the powers delegated to the Chief Executive Officer of Council pursuant to section 257 of the *Local Government Act 2009* and provides the conditions to which each delegation is subject to at page 6 of the Report.
5. Note and confirm that all other existing specific delegations of authority to the Chief Executive Officer are retained.

**Carried Unanimously**

**ORD 11.2.2 Councillor Meeting Attendance for January 2025**

**RESOLUTION** (Sara Faraj/Michelle Govers)

That Council:

1. Approve the following meetings for the period 1 January 2025 to 31 January 2025 as relevant meetings which require the attendance and meaningful participation of all Councillors as per the Councillor Code of Conduct and Councillor Attendance Policy:

Date of Meeting	Time of Meeting	Meeting
13 January 2025	10.00am	Councillor and Executive Briefing
20 January 2025	10.00am	Councillor and Executive Briefing
22 January 2025	10.00am	Council Agenda Forum
29 January 2025	9.00am	Community Presentations

2. Note the requirement to attend the Ordinary Meeting scheduled for 29 January 2025.

**Carried Unanimously**

**ORD 11.2.3 Auditor-General's Observation Report 2023/24**

**RESOLUTION** (Paul Truscott/Lachlan Cosgrove)

That Council receives and notes the Auditor-General's Observation Report for 2023/24 for the Fraser Coast Regional Council.

**Carried Unanimously**

**ORD 11.3.1 Approved Inspection Program 2025 - Dog Registration**

**RESOLUTION** (Paul Truscott/Michelle Govers)

That Council:

1. Approve a systematic Approved Inspection Program in accordance with section 113 of the *Animal Management (Cats and Dogs) Act 2008* from 1 March 2025 for a period of six (6) months from that date, to ensure compliance with the animal registration requirements of the *Act*.
2. Commence the Approved Inspection Program in all localities within the region, starting with areas that have the lowest registration rates or those with the highest number of animal-related complaints.

**Carried Unanimously**

**ORD 11.3.2 Proposed Animal Desexing Incentive Month - 2025**

**RESOLUTION** (Michelle Byrne/Michelle Govers)

That Council:

1. Approve a desexing reimbursement, to the value of \$100 for a dog, to any resident who desexes their dog during the adopted month the 2025 Dogs Day Out event is held, subject to conditions, as part of the 'Domestic Animal Management Strategy' Education Program.
2. Approves an increased desexing reimbursement, to the value of \$100 for a cat, to any resident who desexes their cat during adopted month the 2025 Dogs Day Out event is held, subject to conditions, as part of the 'Domestic Animal Management Strategy' Education Program.
3. Delegate authority to the Chief Executive Officer to consult with Councillors to determine the month for the 2025 Dogs Day Out.

**Carried Unanimously**

**ORD 11.3.5 Creation of the Arts Culture and Heritage Advisory Committee**

**RESOLUTION** (Sara Faraj/Michelle Govers)

That Council:

1. Dissolve the Heritage Advisory Committee.
2. Dissolve the Arts & Culture Advisory Committee.
3. Create the Arts, Culture and Heritage Advisory Committee to be constituted under section 264 of the Local Government Regulation 2012.
4. Endorse the Terms of Reference for the Arts Culture and Heritage Advisory Committee (Attachment 1).
5. Appoint community representatives to serve on the Arts Culture and Heritage Advisory Committee:
  - Nora Hanasay
  - Jill Byrnes
  - Shawn Wondunna Foley
  - John Andersen
  - Tegan Symes

**Carried Unanimously**

Councillor Michelle Byrne left the Chamber at 11:19am and was not present during discussion of and voting on the below matter.

**ORD 11.4.1 Tooan Tooan Creek Lowland Lagoons Catchment, Urangan - Outcomes from Drainage Study**

**RESOLUTION** (Zane O'Keefe/Sara Faraj)

That Council:

1. Inform residents of the outcomes from the 2023/24 Tooan Tooan Creek Lowland Lagoons Drainage Study.
2. Note the drainage assessment identified minimal benefit to residents within the catchment from capacity upgrades to the Margaret Street Groyne and Trunk Stormwater System.
3. Investigate localised drainage improvements within the Tooan Tooan Creek Lowland Lagoons Catchment, subject to Council's future budget process.

**Carried Unanimously**

Councillor Michelle Byrne returned to the Chamber at 11:20am.

**ORD 11.4.2 Australian Taxation Office GST Determination - Removal of GST from Grave Burial Rights Purchases and Niche Burial Rights Purchases**

**RESOLUTION** (Paul Truscott/Denis Chapman)

That Council endorse the amendment to Council's existing 2024/25 Schedule of Fees and Charges for the supply of burial rights in respect of a public cemetery as detailed in Attachment 3 of this report effective from 4 December 2024.

**Carried Unanimously**

**ORD 11.5.1 Approved Inspection Program - Unauthorised Storm Water Connections to Sewer**

**RESOLUTION** (Denis Chapman/John Weiland)

That Council resolve to:

1. Undertake a selective inspection program in accordance with section 134 of the *Local Government Act 2009* for the purpose of identifying sources of stormwater intrusion to the sewerage network and ensuring compliance with section 193(2) of the *Water Supply (Safety and Reliability) Act 2008*, which stipulates that a person must not discharge a prohibited substance (including stormwater) into a service provider's infrastructure.
2. Commence the inspection program in the selected Maryborough sewer catchment 1 and Hervey Bay sewer catchments 3 and 13, following the statutory notice period being provided of the program commencing, for a duration of (3) three months.
3. Note that for the purpose of section 134 (4) (d) of the *Local Government Act 2009*

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all properties connected to the sewerage network within selected catchments as presented in attachments will be inspected.

**Carried Unanimously**

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**ORD 12            MATTERS/MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**ORD 12.1        Bruce Highway Advisory Council Regional Representative**

**RESOLUTION** (Michelle Byrne/Paul Truscott)

That Council support the expression of interest lodged by Councillor Denis Chapman to become a regional representative on the Bruce Highway Advisory Council that is being re-established by the Queensland Government through the Department of Transport and Main Roads.

**Carried Unanimously**

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**ORD 13            QUESTIONS ON NOTICE**

Nil

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**ORD 14            GENERAL BUSINESS**

**RESOLUTION** (Paul Truscott/Michelle Byrne)

That Council receive and note Councillor Sara Faraj's verbal report on gender based violence.

**Carried Unanimously**

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**CONDOLENCE MOTION** (George Seymour)

That Council express its condolences and stand for a minute's silence in recognition of the passing of Jenny Sorensen.

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**ORD 16            LATE ITEMS**

**ORD 16.1        Late Open Reports**

**ORD 16.1.1      Organisational Performance Report - November 2024**

**RESOLUTION** (Paul Truscott/Zane O'Keefe)

That Council receive and note the Organisational Performance Report for the period ending 30 November 2024 as per Attachment 1.

**Carried Unanimously**

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**ORD 16.1.2 Request for New Lease by Tinana Kindergarten**

**RESOLUTION** (Michelle Byrne/Paul Truscott)

That Council:

1. Pursuant to *Local Government Regulation 2012*, Chapter 6, Sections 236 (1) (b) (ii), (2) and (4), which permits Council to dispose of an interest in land (a valuable non-current asset) to a community organisation without inviting tenders or conducting an auction, Council resolves to dispose of the interest in the land by entering into a freehold Lease for a term of 40 years with the Tinana Kindergarten Association Inc. over the whole of Lot 9 on RP3958, located 28 Walworth Street, Tinana;
2. Delegates authority to the Chief Executive Officer to negotiate and execute a freehold lease for a term of 40 years with the Tinana Kindergarten Association Inc. over the whole of Lot 9 on RP3958, located 28 Walworth Street, Tinana.

**Carried Unanimously**

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**ORD 16.1.3 Sale of Land - Moonaboola Industrial Estate Stage 1**

**RESOLUTION** (Paul Truscott/Zane O'Keefe)

That Council:

1. Pursuant to the *Local Government Regulation 2012*, Chapter 6, Division 4, Section 236(1), which permits Council to dispose of land (a valuable non-current asset) other than by tender or auction, resolves to dispose of the land situated at Moonaboola Industrial Estate, Stage 1, Lot 1, SP329653, on the open market, subject to the purchase price being more than the highest tender amount and equal to or higher than the market value of the Land, as determined by a registered valuer (in accordance with s236(3)).
2. Delegates authority to the Chief Executive Officer to negotiate offers received and negotiate and execute a Contract of Sale for the land situated at Moonaboola Industrial Estate, Stage 1, Lot 1, SP329653, for the Council for the most suitable offer.

**Carried Unanimously**

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**ORD 16.1.4 Fraser Coast Regional Council 2024-25 Community Grants Round 2 - Panel Recommendations to Council for Funding Decision**

**RESOLUTION** (Denis Chapman/Sara Faraj)

That Council:

1. That Council accepts the recommendations of the assessors and approves the following list of projects for a total funding amount of \$80,154 from Round 2 of the Community Grants Program of Council's 2024-25 Community Grants Scheme.

2. That Council approves \$8,869 to be allocated from The Mayor's Community Benefit Fund for the purpose of funding Maryborough Anglican Parish's St Paul's Memorial Hall Supper Room and Kitchen Repair and upgrade project as it aligns with the objectives of the Mayor's Community Benefit Fund.

*Table 1: Community Grants Program Round 2 2024-25*

Applicant	Project Title	Grant Funding Recommended
Bayside Strikers Soccer Club Inc	Coach Education	\$ 2,875.00
Friends of Queensland Parks Incorporated (Auspice for Friends of Vernon Conservation Park)	Fox and yellow crazy ant control program using scent detection dogs	\$ 4,990.00
Gundiah Memorial Hall Association Inc	Making Gundiah Great II	\$ 10,000.00
Hervey Bay Boat Club Yacht Squadron Inc	Urgent replacement of aging outboard motor for Squadron's essential Start/Finish & Support Boat	\$ 8,670.00
Hervey Bay Cricket Association Inc	Junior Cricket training nets refurbishment	\$ 7,000.00
Hervey Bay Paddle and Outrigger Canoe Club Inc	Safety and access for training	\$ 4,000.00
Hervey Bay Photography Club Inc	PSQ State Convention 2025	\$ 5,000.00
Mansong QLD Inc	Equipment Upgrade and addition of Sun safe Summer Uniforms	\$ 3,000.00
Maryborough Anglican Parish	St Paul's Memorial Hall Supper Room and Kitchen repair and upgrade	\$ 8,869.00
Maryborough Military Aviation Museum Association Inc	Maryborough Military Aviation Museum Association 24.5 x 7 metre Colourbond Building at Maryborough Airport.	\$ 15,000.00
Nana's Animal Rescue Inc	NAR - Free Desexing Program	\$ 6,000.00

Zephyr Street Performing Arts Community Theatre Inc (Z-PAC)	Safety Handrails Auditorium Zpac Theatre Hervey Bay	\$ 4,750.00
<b>Totals</b>		<b>\$ 80,154.00</b>

Carried Unanimously

**ORD 16.1.5 Tender Award - CTIS008-24/25 - Maryborough Rowers Pontoon**

**RESOLUTION** (Paul Truscott/Daniel Sanderson)

That Council:

1. Deem attachment 2 - CTIS008-24/25 - Maryborough Rowers Pontoon - Tender Evaluation Report and Evaluation Matrix a confidential document and treat it as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remains confidential unless Council decides otherwise by resolution.
2. Accepts the tender submitted by The Marina Specialist Pty Ltd trading as Marine Structures for the CTIS008-24/25 – Maryborough Rowers Pontoon project for \$1,855,105.00 (including provisional sums of \$19,730.00) excluding GST.
3. Authorises the Chief Executive Officer or delegate to negotiate and enter into a contract with The Marina Specialist Pty Ltd T/A Marine Structures for the tendered works.
4. Delegates authority to the Chief Executive Officer to approve variations to the tendered amount within the forecast project cost, subject to the variations being aligned with the specification advertised in the tender for the project.

Carried Unanimously

**ORD 15 CONFIDENTIAL**

**ORD 15.1 Request for Council Views - Term Lease Renewal**

**RESOLUTION** (Sara Faraj/Michelle Byrne)

That Council:

1. Decide that the report/attachment be deemed a confidential document and be treated as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remain confidential unless Council decides otherwise by resolution.
2. Approve the following comments to be provided to the Department regarding the lease renewal:
  - i. that Council have no objection to renewal of a Term Lease for Marine Facility purposes located off 62 Wharf Street Maryborough (Lot 3 on SP235067);

- ii. vegetation along the bank should be preserved and maintained for bank stability; and
- iii. access to Lot 3 for waste collection services is not possible. Waste collection service may only be provided together with the waste service bin location for the adjoining property described as Lot 14 M20319.

**Carried Unanimously**

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**ORD 15.2      Exemption Under S235 B) Local Government Regulation 2012 For The Provision Of Printer Fleet Management**

**RESOLUTION** (Denis Chapman/Paul Truscott)

That Council:

1. Deem the report/attachment a confidential document and be treated as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remain confidential unless Council decides otherwise by resolution.
2. Resolve to enter into a large-sized contractual agreement with AATEC Pty Ltd and 3EAdvantage Pty Ltd without first inviting written quotes or tenders, pursuant to section 235(b) of the Local Government Regulation 2012 because it would be impractical and disadvantageous for Council to invite quotes or tenders until final assessments for printer requirements for the new Library/Admin building is completed.
3. Pursuant to section 257 of the Local Government Act 2009 (Qld), Council delegates to the Chief Executive Officer the power to negotiate, approve and pursuant to section 262 of the Local Government Act 2009 (Qld) enter a deed of variation to extend the existing contracts on behalf of Fraser Coast Regional Council with AATEC Pty Ltd and 3EAdvantage Pty Ltd for the required printing solutions to 18 July 2027.

**Carried Unanimously**

**ORD 16.2      Late Confidential Reports**

Nil

**There being no further business, the Meeting closed at 11:41am.**

**Confirmed at Ordinary Meeting No. 1/25 of the Fraser Coast Regional Council at Hervey Bay on 29 January 2025**

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**CHAIRPERSON**

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>OPEN RESOLUTIONS REGISTER - JANUARY 2025</b>
<b>DIRECTORATE:</b>	<b>ORGANISATIONAL SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons</b>
<b>AUTHOR:</b>	<b>CORPORATE OPERATIONS OFFICER, Chaye Selby</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Focused Organisation and Leadership. Demonstrate good leadership, and effective and ethical decision-making to foster confidence within our community.</b>

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**1. PURPOSE**

The purpose of this report is to provide Council with an update on the status of outstanding Council Resolutions.

**2. EXECUTIVE SUMMARY**

N/A

**3. OFFICER'S RECOMMENDATION**

That Council receive and note the Open Resolutions Register – January 2025 as per Attachment 1 (eDocs#3752248).

**4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

N/A

**5. PROPOSAL**

*Attachment 1* provides details of the status of outstanding Council Resolutions at the reporting date.

**6. FINANCIAL & RESOURCE IMPLICATIONS**

N/A

**7. POLICY & LEGAL IMPLICATIONS**

N/A

**8. RISK IMPLICATIONS**

N/A

**9. CRITICAL DATES & IMPLEMENTATION**

N/A

**10. CONSULTATION**

N/A

**11. CONCLUSION**

N/A

**12. ATTACHMENTS**

1. Open Resolutions Register – January 2025 (eDocs#3752248) [↓](#)



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
<b>Ordinary Meeting No.8/22 – 24 August 2022 (eDocs#4629281)</b>				
SC&D	ActID 6774	<p><b>ORD 11.3.1 – Rescinding of the Conservation Areas Rates Concession Policy</b></p> <p><b>RESOLUTION</b> (George Seymour/Zane O'Keefe) That Council:</p> <ol style="list-style-type: none"> <li>1. Maintain the Conservation Areas Rates Concession Policy;</li> <li>2. Commends private landholders who actively seek to improve land for wildlife habitat and natural conservation;</li> <li>3. Confirm its commitment to protecting and conserving wildlife habitat and natural areas; and</li> <li>4. Be provided with a report to consider further measures to assist private landholders to conserve natural areas, town planning amendments that would improve habitat conservation and policy measures the Council can take to improve its care of publicly owned land.</li> </ol> <p><b>Carried Unanimously</b></p>	<p>Revised Apr 2025</p> <p>Revised Feb 2025</p> <p>Revised Dec 2024</p> <p>Revised May 2024</p> <p>Revised Apr 2024</p> <p>Revised Jan 2024</p> <p>Initial Jun 2023</p>	<p>(Dec 24 – Jan 25) Interdepartmental meeting was held on 22 November to consolidate measures for consideration in future Council report in early 2025.</p> <p>(Sept 24 – Nov 24) A Council report will be prepared following Concept Forum discussions as part of the Planning Scheme Review.</p> <p>(Aug 24) Councillor Concept Forums have been scheduled in October 2024 to discuss potential amendments to the Planning Scheme.</p> <p>(June - July 24) This matter is being listed for consultation with Councillors at a future Concept Forum, which will occur in the 24/25 financial year as part of the proposed planning scheme amendments.</p> <p>(Apr - May 24) This matter is being listed for consultation with Councillors at a future Concept Forum.</p> <p>(Mar 24) No change to current status.</p> <p>(Feb 24) No change to current status.</p> <p>(Jan 24) Report to be prepared and submitted to the May Ordinary Meeting to allow Councillors to be briefed on the proposed policy.</p>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Jun 23 – Dec 23) Detailed review on further measures to assist landholders will be programmed late in the financial year. Progression of this report has been impacted by multiple staff vacancies and delayed recruitment in the responsible area.</p> <p>(May 23) Detailed review on further measures to assist landholders will be programmed later in the financial year. Progression of this report has been impacted by multiple staff vacancies and delayed recruitment in the responsible area.</p> <p>(Sep 22 – Apr 23) Detailed review on further measures to assist private landholders will be programmed later in the financial year.</p>
<b>Ordinary Meeting No.9/22 – 28 September 2022 (eDocs#4655790)</b>				
IS	ActID 6871	<p><b>ORD 11.3.2 – Commemorative Plaques and Memorials Policy</b></p> <p><b>RESOLUTION</b> (George Seymour/Paul Truscott) That Council:</p> <ol style="list-style-type: none"> <li>Notes the existing policy, and proposed amended policy, is inconsistent with existing practice and community expectations;</li> <li>Continues with existing practice, that being, allowing memorials that are not linked with community groups;</li> <li>Confirms that community groups are very important within the community, but</li> </ol>	<p>Revised Feb 2025</p> <p>Revised Nov 2024</p> <p>Revised Oct 2024</p> <p>Revised Sep 2024</p> <p>Revised Aug 2024</p>	<p>(Jan 25) Report to be prepared and submitted to the February Ordinary Meeting</p> <p>(Dec 24) Due to resources being diverted to higher priority matters such as the C2C works management system and works dashboards, this report will be prepared and submitted to the February 2025 Ordinary Meeting.</p> <p>(Nov 24) Due to resources being diverted to higher priority matters such as the C2C works management system and works dashboards, this report will be prepared and submitted to the February 2025 Ordinary Meeting.</p> <p>(Oct 24) Officers have prioritised resourcing on the Parks Strategy, Vegetation Vandalism Policy and reports to Council.</p>





### OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>should not be the determinative factor in the relevant policy;</p> <p>4. Recognises that the death of a family member or friend can be a traumatic time for loved ones and considers that the number of enquiries regarding memorials is evidence of their assistance with our fellow community members dealing with grief; and</p> <p>5. Be provided with a draft policy more consistent with existing and established practice.</p> <p style="text-align: right;"><b>Carried (9/1)</b></p>	<p>Revised Jul 2024</p> <p>Revised April 2024</p> <p>Revised Jan 2024</p> <p>Revised Dec 2023</p> <p>Initial Jun 2023</p>	<p>Report to be prepared and submitted to the November Ordinary Meeting.</p> <p>(Sept 24) Report to be prepared and submitted to the October Ordinary Meeting.</p> <p>(Aug 24) Item was discussed at the July Concept Forum and report to be submitted to the September Ordinary Meeting.</p> <p>(July 24) Item to be discussed at the July Concept Forum and report to be prepared and submitted to the August Ordinary Meeting.</p> <p>(June 24) Item to be discussed with Councillors at a future Concept Forum. A report will be prepared and submitted to the August Ordinary Meeting.</p> <p>(May 24) No change to current status.</p> <p>(Apr 24) Item to be discussed with Councillors at a future Concept Forum. A report will be prepared and submitted to the July Ordinary Meeting.</p> <p>(Mar 24) No change to current status.</p> <p>(Feb 24) No change to current status.</p> <p>(Jan 24) Report to be prepared and submitted to the April Ordinary Meeting.</p>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Dec 23) Report to be prepared and submitted to the January Ordinary Meeting.</p> <p>(Nov 23) Report currently planned to be prepared and submitted to the December Ordinary Meeting subject to resource availability.</p> <p>(Oct 22 – Oct 23) Review of Policy commenced.</p>
<b>Ordinary Meeting No.12/22 –15 December 2022 (Docs#4703549)</b>				
SC&D	ActID7055	<p><b>ORD 11.3.2 – Wetside Water Park Oceanview Boardwalk</b></p> <p><b>RESOLUTION</b> (David Lee/Jade Wellings)</p> <ol style="list-style-type: none"> <li>1. That Council approve the removal of the Oceanfront Boardwalk at Wetside as detailed in the report.</li> <li>2. That a report be provided to Council on options to make the beach and the coffee shop/cafe more accessible from WetSide.</li> <li>3. That Council be provided with a report on the feasibility of constructing a revetment wall on Alignment A (Natural Alignment), pursuant to the GHD (2017) Consultancy Report.</li> </ol> <p style="text-align: right;"><b>Carried Unanimously</b></p>	<p>Revised Apr 2025</p> <p>Revised Mar 2025</p> <p>Revised Jan 2025</p> <p>Revised Dec 2024</p> <p>Revised Oct 2024</p> <p>Revised Aug 2024</p>	<p>(Dec 24 – Jan 25) Councillor briefing was held on 18 November 2024. Additional information is being collated for Council's further consideration.</p> <p>(Nov 24) A Councillor briefing on conceptual design is proposed for November, in advance of reports in relation to Items 2 and 3.</p> <p>(Oct 24) Concept plan received and under review.</p> <p>(Sept 24) An internal working group is scheduled for 23 September to review this matter and undertake site inspection. Councillors will also visit the facility as part of an Esplanade Study Tour to be undertaken on 13 September 2024.</p>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
			Initial Jun 2024	<p>(Aug 24) Survey data is under review as part of the investigating feasibility of potential coastal protection works and improved accessibility.</p> <p>(July 24) Survey has been recently undertaken, which will help to inform the investigation work already underway.</p> <p>(June 24) Demolition of the Boardwalk has been completed as planned and consultants have been engaged to investigate options and a feasibility assessment for potential coastal protection works.</p> <p>(May 24) Demolition of the Boardwalk will commence in May 2024. Demolition and removal will only occur for the pylons located below the observable Highest Astronomical Tide (HAT), as well as the substructure and decking installed to pylons above the HAT. The pylons located above the HAT will remain. Removal of the substructure and decking will be performed whilst working from the beach.</p> <p>(Apr 24) Item 1 completed by IS. Relevant officers from across the organisation have met to plan a course of action to progress design of foreshore protection works subject to the 2024/25 budget deliberations.</p> <p>(Mar 24) No change to current status.</p> <p>(Feb 24) No change to current status.</p>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Jan 24) No change to current status.</p> <p>(Dec 23) No change to current status.</p> <p>(Nov 23) Preliminary works associated with the relocation of services commenced on 6 August 2023 and are planned for completion by the end of February 2024. The removal of the superstructure and pier foundations will commence early March and be completed by 30 May 2024 with the final landscaping and reinstatement works completed by the end of June 2024.</p> <p>(Sep 23 – Oct 23) Item 2 has been programmed with new stairs planned to be installed adjacent the café. Items 1 and 3 will be considered in future years when funding is allocated to progress the project.</p> <p>(Jan 23 – Aug 23) Prior to developing a report to Council, it is proposed to list this matter for discussion at a future briefing session.</p>
<b>Ordinary Meeting No.12/23 – 13 December 2023 (eDocs#4922949)</b>				
S,C&D	ActID 7631	<p><b>ORD 12.1 - Request for a Report on Compliance on Development Conditions by Developers</b></p> <p><b>RESOLUTION</b> (Denis Chapman/Daniel Sanderson) That Council be provided with a report which:</p>	<p>Revised Feb 2025</p> <p>Revised Jan 2025</p> <p>Revised</p>	<p>(Dec 24 – Jan 25) A report is currently being prepared to be presented to the February Ordinary Council Meeting.</p> <p>(Jan – Nov 24) Action requires significant resources to complete with manual review of sites, associated files and cross examination of CP's required. At present, resources</p>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<ol style="list-style-type: none"> <li>Identifies the type and number of non – compliances with development conditions by developers in the past two years, including in relation to dust suppression.</li> <li>Details the actions taken by the Council in relation to non-compliance with development conditions.</li> <li>Outlines how Council can ensure greater compliance with development conditions by developers.</li> </ol> <p><b>Carried Unanimously</b></p>	<p>Dec 2024</p> <p>Initial June 2024</p>	cannot be redirected without compromising other high priority work.
<b>Ordinary Meeting No.1/24 – 24 January 2024 (eDocs#4939696)</b>				
SC&D	ActID 7688	<p><b>ORD 11.3.2 – Mary to Bay Rail Trail - Colton Coal Mine - Proposed Alternative Route</b></p> <p><b>RESOLUTION</b> (David Lewis/Paul Truscott) That Council:</p> <ol style="list-style-type: none"> <li>Note the possible Churchill Mines Road/Peridge Road proposed alternative Mary to Bay Rail Trail route as detailed in the attachments.</li> <li>Authorise the Chief Executive Officer, or his delegate, to carry out the further investigations referred to in this report, and negotiate further with New Colton Pty Ltd in relation to agreement and progress of the Churchill Mines</li> </ol>	<p>Revised Apr 2025</p> <p>Revised Feb 2025</p> <p>Initial Dec 2024</p>	<p>(Jan 25) DTMR currently awaiting response from Butchulla Native Title contact. Discussions with New Colton Coal Pty Ltd ongoing.</p> <p>(Dec 24) Negotiations are ongoing with DTMR leading the communication efforts with Butchulla Native Title Corporation to enable the preferred outcome for the alternative route.</p> <p>(Aug 24 - Nov 24) Alternative route still under investigation with attention turned more to a north/west route around the rail trail. Negotiations currently occurring with New Colton Pty Ltd, Council and DTMR.</p> <p>(May - July 24) Alternative route under investigation.</p>



### OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		Road/Peridge Road alternative route for Mary to Bay Rail Trail, with a report to be tabled at a future Council meeting. <b>Carried Unanimously</b>		(Apr 24) Meeting organised for 26 April with New Colton Pty Ltd and DTMR to discuss. DTMR now obtaining further advice on potential Native Title issues.  (Mar 24) Discussions held at Mary to Bay Rail Trail Advisory Committee held on 8 February, 2024. This is a large body of work that will take some time. Internal Working Group to be formed and to prepare a list of activities, costs and resources etc.  (Feb 24) Assigned to officers to commence investigations.
SC&D	ActID 7697	<b>ORD 12.1 – Request for report to Council detailing options for the acquisition of land or other assets from the proceeds of the sale of the land at Royle Street Maryborough</b>  <b>RESOLUTION</b> (David Lewis/Zane O'Keefe) That the Chief Executive Officer or his delegate provide a report to Council detailing options for the utilisation of the proceeds of the sale of the land at Royle Street Maryborough, in accordance with the resolution of Council at its meeting on 24 May 2023. <b>Carried Unanimously</b>	Revised Apr 2025  Revised Feb 2025  Revised Dec 2024  Revised Sept 2024  Revised July 2024  Initial	(Jan 25) Council report proposed to be tabled at the April Ordinary Council Meeting.  (Nov 24 – Dec 24) Funding application and recruitment unsuccessful. External consultancy engaged to assist with Councillor workshop on 11 November 2024, which will inform the scope of the proposed Community Facilities Strategy and potentially, deliverables to identify opportunities for community land and/or asset acquisitions. Council report proposed to be tabled in February 2025.  (Aug 24 – Oct 24) Recruitment still occurring, although funding application to prepare Council's Community Facilities Strategy is being lodged in August 2024.  (June – July 24) Not yet commenced, response deferred until recruitment is completed for the new Sustainability roles. An



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
			March 2024	operational budget request has been proposed for 24/25 financial year to progress a Community Facilities Strategy that would inform this resolution, amongst other benefits.  (Apr – May 24) Not yet commenced, response deferred until recruitment is completed for the new Sustainability roles.  (Mar 24) Assigned to officers to plan and progress.  (Feb 24) Not yet commenced
<b>Ordinary Meeting No.5/24 – 22 May 2024 (eDocs#5005607)</b>				
SC&D	ActID 7812	<p><b>ORD 12.2 - Request for a Report that Considers the Establishment of a Community Safety Advisory Committee</b></p> <p><b>RESOLUTION</b> (Lachlan Cosgrove/Michelle Byrne) That Council be provided with a report that considers the establishment of a Community Safety Advisory Committee, or other options to bring together various levels of Government, and other agencies, to consider strategies and coordinate activities that address:</p> <ul style="list-style-type: none"> <li>• Crime &amp; Crime prevention (including policing, youth engagement, CCTV strategy, urban design, community education &amp; engagement, etc)</li> </ul>	<p>Revised Mar 2025</p> <p>Revised Dec 2024</p> <p>Revised Aug 2024</p> <p>Initial July 2024</p>	<p>(Nov 24 – Jan 25) Councillor Forum moved to February 2025.</p> <p>(Sept 24 – Oct 24) Councillor Forum booked for 2 October 2024</p> <p>(Aug 24) Issue to be listed for discussion at a Councillor forum following Councillor briefing before report is re-presented to December Council meeting</p> <p>(July 24) Research is currently being undertaken with a report to be presented at the August Ordinary meeting.</p> <p>(June 24) Investigations have commenced and the report is expected to be presented an Ordinary meeting.</p>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<ul style="list-style-type: none"> <li>• Hooning (including traffic calming and preventing vandalism of public parklands, reducing disturbance to residents, deterrence measures)</li> <li>• Homelessness (pursuing opportunities for low-cost housing opportunities, obtaining appropriate land, mental health services, state housing dept, etc)</li> </ul> <p><b>Carried (9/2)</b></p>		
<b>Ordinary Meeting No.6/24 – 26 June 2024 (eDocs#5026997)</b>				
IS	ActID 7839	<p><b>ORD 11.3.1 - Maryborough Old Admin Site Masterplan - Community Engagement Report</b></p> <p><b>RESOLUTION</b> (Daniel Sanderson/Phil Truscott) That Council:</p> <ol style="list-style-type: none"> <li>1. Note the outcomes of the community engagement evaluation report.</li> <li>2. Delegate authority to the Chief Executive Officer to present an updated master plan, incorporating the outcomes of the engagement evaluation report, at a future Council meeting for consideration.</li> </ol> <p><b>Carried Unanimously</b></p>	<p>Revised Feb 2025</p> <p>Revised Jan 2025</p> <p>Initial Nov 2024</p>	<p>(Jan 25) Report to be prepared and submitted to the February Ordinary Meeting</p> <p>(Dec 24) This item is listed for discussion/consideration at the Councillor Executive Briefing Session on Monday 25 November 2024 to inform future direction for development of the site.</p> <p>(Nov 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024.</p> <p>(Oct 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024.</p> <p>(Sept 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024.</p>





### OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				(Aug 24) This item will be presented to a future Councillor Briefing or Concept Forum.  (July 24) Report to be prepared and submitted to the November Ordinary Council Meeting.
<b>Ordinary Meeting No.8/24 – 28 August 2024 (eDocs#5065930)</b>				
IS	ActID 7920	<b>ORD 9.1.1 – Request for Zebra Crossing at Maryborough Special School</b>  <b>RESOLUTION</b> (Paul Truscott/Daniel Sanderson) That the petition be received and referred to the Chief Executive Officer for consideration and report to Council  <b>Carried Unanimously</b>	Revised Mar 2025  Initial Jan 2025	(Jan 25) Report to be prepared and submitted to the March 2025 Ordinary Meeting  (Dec 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.  (Nov 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.  (Oct 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.  (Sept 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.
SC&D	ActID 7906	<b>ORD 11.2.3 - CTDC021 - 23/24 - Sale of 7-19 Hillyard Street Pialba</b>  <b>RESOLUTION</b> (Lachlan Cosgrove/John Weiland) That Council:	Revised Feb 2025  Revised Jan 2025  Initial	(Jan 25) Councillor briefing scheduled for 20 January 2025 for the developer presentation. A report is to be prepared and submitted to the February Council Meeting.  (Dec 24) Review of Development Lease and associated amendments to company structures is continuing. Detailed



### OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<ol style="list-style-type: none"> <li>1. Accepts the tender submitted by HBC Build Australia Pty Ltd for the CTDC021-23/24-Sale of 7-19 Hillyard Street Pialba for \$5,000,000.00 including GST.</li> <li>2. Pursuant to sections 257 and 262 of the Local Government Act 2009 (Qld), delegates to the Chief Executive Officer the power to negotiate, approve and enter a contract or contracts, on behalf of Fraser Coast Regional Council, with HBC Build Australia Pty Ltd for the sale of 7-19 Hillyard Street, subject to Council being provided with a report confirming the details of the final proposed scope of the development before a contract is signed and that negotiations will have regard to the following principles: <ul style="list-style-type: none"> <li>• The development contributes to achieving the vision of the Hervey Bay City Centre Master Plan;</li> <li>• The development will be assessed under Council's standard development approval processes;</li> </ul> </li> </ol>	Oct 2024	<p>timeline on contracts, design and construction has been provided by the Developer.</p> <p>(Nov 24) Development Lease and associated documentation has been issued to HBC Build Australia for review and execution. Amendments to company structure is being advised by HBC.</p> <p>(Oct 24) Meeting held with Council Lawyers on 26 September 2024 to discuss draft documents. A report will be provided to Council in January 2025.</p> <p>(Sept 24) Process to undertake the formal sale of the land has commenced and McCulloughs have been appointed to manage the legal requirements of this transaction on behalf of Fraser Coast Regional Council.</p> <ul style="list-style-type: none"> <li>• An implementation plan will be developed to manage the project milestones including key performance conditions.</li> <li>• Meetings with the preferred proponent HBC Build Australia Pty Ltd – will be undertaken late September to outline the timelines, performance conditions and commence the legal requirements of the transaction.</li> </ul>



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<ul style="list-style-type: none"> <li>The contract will include performance conditions;</li> <li>The ownership of the land will be retained by council until agreed milestones are met; and</li> <li>The development will be completed in a reasonable timeframe.</li> </ul> <p>3. Notify the unsuccessful tenderers.</p> <p><b>Carried (9/1)</b></p>		
IS	ActID 7913	<p><b>ORD 12.1 - Request for a report that considers reducing the speed limit along the Hervey Bay Esplanade</b></p> <p><b>RESOLUTION</b> (Zane O'Keefe/Paul Truscott) That Council be provided with a report that considers reducing the speed limit to 40km/hr along the Hervey Bay Esplanade, or sections of the Esplanade between Beach Road and Pier Street.</p> <p><b>Carried (9/1)</b></p>	Initial Feb 2025	<p>(Jan 25) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Dec 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Nov 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Oct 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Sept 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p>
Ordinary Meeting No.9/24 – 25 September 2024 (eDocs#5081050)				



## OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
IS		<p><b>ORD 12.2 – Request for a report that considers ways to reduce constriction/congestion of the roadway on Endeavour Way, Eli Waters</b></p> <p><b>RESOLUTION</b> (Lachlan Cosgrove/John Weiland That Council be provided with a report that considers ways to reduce constriction/congestion of the roadway on Endeavour Way, Eli Waters, primarily caused by legal all day parking activities related to Xavier Catholic College. The report should consider the below options:</p> <ul style="list-style-type: none"> <li>a) Extending of yellow line (no parking) on the “S” bend on Endeavour Way (or further as appropriate)</li> <li>b) Creating a regulated parking zone (for example 1P, 2P, 3P etc) that includes all streets from Endeavour Way back to (but not including) Lady Penrhyn Drive. This option would include the following streets: Endeavour Way, Lady Nelson Drive, Sirius Court, Grantala Court, Wongala Way, Golden Grove Ct, Yongala Ave, and Protector Way.</li> </ul>	<p>Revised Mar 2025</p> <p>Initial Feb 2025</p>	<p>(Jan 25) Report to be prepared and submitted to the March 2025 Ordinary Council Meeting.</p> <p>(Dec 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Nov 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Oct 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p>



### OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>c) Creating a regulated parking zone, or no parking zone, on only one side of Endeavour Way.</p> <p>d) The estimated costs associated with a system to allocate and manage exempting permits for residents if options b) or c) were implemented [noting option c) may not require this].</p> <p>e) Any other strategies, including regulatory changes, engineering, or otherwise, to improve the current narrowing of the roadway due to all-day parking.</p> <p>f) The estimated cost of community engagement, consultation, and education associated with any of the above options.</p> <p>g) The provision of student parking within the school grounds.</p> <p>Whilst the report may comment on ways to reduce congestion at peak times (around 9am &amp; 3pm on school days), the primary focus should be on reducing all-day parking activities on Endeavour Way.</p> <p style="text-align: right;"><b>Carried Unanimously</b></p>		



OPEN RESOLUTIONS REGISTER

QUESTIONS ON NOTICE				
Directorate	Reference	Resolution Details	Target Date	Status

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**FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25**

**WEDNESDAY, 29 JANUARY 2025**

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**SUBJECT: INFORMAL MEETINGS - RECORD OF MATTERS DISCUSSED**  
**DIRECTORATE: OFFICE OF THE CEO**  
**RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER, Ken Diehm**  
**AUTHOR: EXECUTIVE ASSISTANT - COUNCILLORS, Amanda Hall**

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**1. PURPOSE**

The purpose of this report is to present Council with the record of matters discussed for Council Informal Meetings held 1 December 2024 to 31 December 2024.

**2. EXECUTIVE SUMMARY**

That Council note the following record of matters discussed for the following Informal Meetings:

1. Councillor and Executive Briefing held on 2 December 2024 – (Docs#5117954)
2. Council Agenda Forum held on 4 December 2024 – (Docs#5126663)
3. Councillor and Executive Briefing held on 9 December 2024 – (Docs#5122226)
4. Councillor and Executive Briefing held on 16 December 2024 – (Docs#5126821)

**3. RECOMMENDATION**

That Council receive and note the record of matters discussed of Council Informal Meetings held between 1 December 2024 to 31 December 2024 as detailed in the attachments.

**4. ATTACHMENTS**

1. Record of Matters Discussed - Councillor and Executive Briefing held on 2 December 2024 (Docs#5117954) [↓](#)
2. Record of Matters Discussed - Council Agenda Forum held on 4 December 2024 (Docs#5126663) [↓](#)
3. Record of Matters Discussed - Councillor and Executive Briefing held on 9 December 2024 (Docs#5122226) [↓](#)
4. Record of Matters Discussed - Councillor and Executive Briefing held on 16 December 2024 (Docs#5126821) [↓](#)



**COUNCILLOR AND EXECUTIVE BRIEFING  
RECORD OF MATTERS DISCUSSED**

Monday 2 December 2024

10am

Docs#5117954

Councillors	Mayor Seymour Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Sanderson Cr Govers Cr Weiland Cr Chapman Cr Faraj Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Cr Cosgrove – Leave
Attendance	Steven Case – Fraser Coast Cycling Leah McCormack – Manager Governance Peta Eyschen - Corporate Strategy Advisor Roselyn Acworth – Executive Manager Strategy & Sustainability Justine Cooper – Executive Manager Economic Development & Tourism Alex Elibank Murray – UniSC Lauren Payler - Manager Strategic Land Use Planning James O'Connor – Senior Community Development & Engagement Coordinator Christine Kelly - Community Engagement Officer - Major Facilities

**BUSINESS ITEMS**

**1. Conflicts of Interest**

**NIL**

**2. List of Topics Discussed**

- **Item 1** – Record of Matters Discussed 25 November 2024
- **Item 2** – Outstanding Action List
- **Item 3** – Presentation - Fraser Coast Cycling
- **Item 4** – What's Our Flavour
- **Item 5** – University Sunshine Coast – Education Precinct Consortia



- Cr Paul Truscott and Cr Sanderson retired from the meeting at 2.15pm.
- **Item 6** – Fraser Coast Planning Scheme
- **Item 7** – Media Update
- **Item 8 - General Business**
- **Item 9**– Distributed Briefing Notes
- **Item 10** – Concept Forum Topics and Projects of Interest
- **Item 11** – Meeting Review

**3. Further Information Sought or Provided**

**MEETING CLOSED 2.50pm**



**MINUTES OF THE COUNCIL AGENDA FORUM MEETING NO. 12/24  
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS,  
TAVISTOCK STREET, HERVEY BAY  
ON WEDNESDAY, 4 DECEMBER 2024 COMMENCING AT 10:00AM**

**PRESENT:**

- Mayor George Seymour
- Councillor Michelle Byrne
- Councillor Phil Truscott
- Councillor Paul Truscott (Chairperson)
- Councillor Daniel Sanderson
- Councillor Michelle Govers
- Councillor Lachlan Cosgrove
- Councillor John Weiland
- Councillor Denis Chapman
- Councillor Sara Faraj
- Councillor Zane O'Keefe

**STAFF IN ATTENDANCE:**

- Chief Executive Officer, Mr Ken Diehm
- Director Strategy, Community & Development, Mr Gerard Carlyon
- Director Organisational Services, Mr Keith Parsons
- Director Infrastructure Services, Mr Davendra Naidu
- Director Water & Waste Services, Mr Mark Vanner
- Meeting Secretary, Mrs Chaye Selby

**CAF 1            APOLOGIES**  
Nil

**CAF 2            DISCLOSURE OF INTERESTS**

Councillor Michelle Byrne informed the meeting of a Declarable Conflict of Interest in relation to item ORD 11.4.1 - Tooan Tooan Creek Lowland Lagoons Catchment, Urangan - Outcomes from Drainage Study.<sup>1</sup>

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<sup>1</sup> See Page 6 for Councillor Michelle Byrne's disclosure of interest.

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**CAF 3            ORDINARY MEETING AGENDA**

The following discussion and questions occurred:

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**ORD 4            MAYORAL MINUTES**

Nil

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**ORD 5            CONFIRMATION OF MINUTES OF MEETINGS**

**ORD 5.1        Ordinary Meeting No. 11/24 – 20 November 2024**

Councillors received and considered the Minutes of the Ordinary Council meeting No. 11/24 held 20 November 2024.

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**ORD 6            OUTSTANDING ACTIONS**

**ORD 6.1        Open Resolutions Register - December 2024**

Councillors received and considered the report titled Open Resolutions Register - December 2024 dated 11 December 2024.

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**ORD 7            ADDRESSES/PRESENTATIONS**

**ORD 7.1        Community Presentations**

Nil

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**ORD 8            DEPUTATIONS**

Nil

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**ORD 9            PETITIONS**

**ORD 9.1        Receipt of Petitions**

Nil

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**ORD 10        COMMITTEES' REPORTS**

**ORD 10.1       Fraser Coast Events Advisory Committee Meeting Minutes – 8 August 2024**

Councillors received and considered the report titled Fraser Coast Events Advisory Committee Meeting Minutes – 8 August 2024 dated 11 December 2024.

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**ORD 10.2       Informal Meetings - Record of Matters Discussed**

Councillors received and considered the report titled Informal Meetings - Record of Matters Discussed dated 11 December 2024.

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**ORD 10.3       Water and Waste Services Advisory Committee Meeting Minutes - Meeting held on 22 November 2024**

Councillors received and considered the report titled Water and Waste Services Advisory Committee Meeting Minutes - Meeting held on 22 November 2024 dated 11 December 2024.

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**ORD 11        OFFICERS' REPORTS**

**ORD 11.2.1     Delegations from Council to the Chief Executive Officer**

Councillors received and considered the report titled Delegations from Council to the Chief Executive Officer dated 11 December 2024.

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**ORD 11.2.2     Councillor Meeting Attendance for January 2025**

Councillors received and considered the report titled Councillor Meeting Attendance for January 2025 dated 11 December 2024.

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**ORD 11.2.3     Auditor-General's Observation Report 2023/24**

Councillors received and considered the report titled Auditor-General's Observation Report 2023/24 dated 11 December 2024.

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**ORD 11.3.1     Approved Inspection Program 2025 - Dog Registration**

Councillors received and considered the report titled Approved Inspection Program 2025 - Dog Registration dated 11 December 2024.

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**ORD 11.3.2      PROPOSED ANIMAL DESEXING INCENTIVE MONTH - 2025**

Councillors received and considered the report titled Proposed Animal Desexing Incentive Month - 2025 dated 11 December 2024.

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**RESOLUTION** (Paul Truscott/Michelle Govers)

That Council change the order of business to consider items ORD 11.3.3 and ORD 11.3.4 upon the arrival of Mayor George Seymour, Councillor Michelle Byrne and Councillor Sara Faraj.

**Carried Unanimously**

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**ORD 11.3.5      Creation of the Arts Culture and Heritage Advisory Committee**

Councillors received and considered the report titled Creation of the Arts Culture and Heritage Advisory Committee dated 11 December 2024.

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**ORD 11.4.1      Tooan Tooan Creek Lowland Lagoons Catchment, Urangan - Outcomes from Drainage Study**

Councillors received and considered the report titled Tooan Tooan Creek Lowland Lagoons Catchment, Urangan - Outcomes from Drainage Study dated 11 December 2024.

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**ORD 11.4.2      Australian Taxation Office GST Determination - Removal of GST from Grave Burial Rights Purchases and Niche Burial Rights Purchases**

Councillors received and considered the report titled Australian Taxation Office GST Determination - Removal of GST from Grave Burial Rights Purchases and Niche Burial Rights Purchases dated 11 December 2024.

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**ORD 11.5.1      Approved Inspection Program - Unauthorised Storm Water Connections to Sewer**

Councillors received and considered the report titled Approved Inspection Program - Unauthorised Storm Water Connections to Sewer dated 11 December 2024.

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**ORD 12            MATTERS/MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**ORD 12.1        Bruce Highway Advisory Council Regional Representative**

Councillors received and considered the report titled Bruce Highway Advisory Council Regional Representative dated 11 December 2024.

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**ORD 13            QUESTIONS ON NOTICE**

Nil

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**ORD 14            GENERAL BUSINESS**

Nil

Councillor Sara Faraj joined the meeting at 10:11am.

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**ORD 15            CONFIDENTIAL**

**ORD 15.1        Request for Council Views - Term Lease Renewal**

Councillors received and considered the report titled Request for Council Views - Term Lease Renewal dated 11 December 2024.

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**ORD 15.2        Exemption Under S235 B) Local Government Regulation 2012 for the Provision of Printer Fleet Management**

Councillors received and considered the report titled Exemption Under S235 B) Local Government Regulation 2012 for the Provision of Printer Fleet Management dated 11 December 2024.

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Mayor George Seymour joined the meeting at 10:19am.

Mayor George Seymour left the meeting at 10:24am.

Mayor George Seymour returned to the meeting at 10:26am.

Councillor Michelle Byrne joined the meeting at 10:36am.

Councillor Phil Truscott left the meeting at 10:38am.

Councillor Phil Truscott returned to meeting 10:40am.

Councillor John Weiland left the meeting at 10:52am.

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Councillor Phil Truscott left the meeting at 10:52am.

Councillor Phil Truscott returned to the meeting at 10:52am.

Councillor Lachlan Cosgrove left the meeting at 10:52am.

Councillor John Weiland returned to the meeting at 10:53am.

Councillor Lachlan Cosgrove returned to the meeting at 10:53am.

Councillor Zane O'Keefe left the meeting at 11:00am.

Councillor Zane O'Keefe returned to the meeting at 11:02am.

Councillor Lachlan Cosgrove left the meeting at 11:03am.

Councillor Lachlan Cosgrove returned to the meeting at 11:03am.

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**ORD 11.3.3    MCU24/0065- Development application - Material Change of Use - Extension to Retirement Facility – 58 Independent Living Units - Reflections on the Bay Retirement Village - Stage 5 - 73 RICHARD CHARLES Drive Kawungan**

Councillors received and considered the report titled MCU24/0065- Development application - Material Change of Use - Extension to Retirement Facility – 58 Independent Living Units - Reflections on the Bay Retirement Village - Stage 5 - 73 RICHARD CHARLES Drive Kawungan dated 11 December 2024.

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Councillor Michelle Byrne informed the meeting of a Declarable Conflict of Interest in relation to item ORD 11.4.1 - Tooan Tooan Creek Lowland Lagoons Catchment, Urangan - Outcomes from Drainage Study.

- a. The nature of Councillor Michelle Byrne's conflict of interest is that her parents reside in the street concerned in the report.
- b. Councillor Michelle Byrne advised she would deal with the conflict by leaving the meeting during discussion on this matter however the Chief Executive Officer noted that the matter had already been discussed prior to Councillor Michelle Byrne's arrival.

Councillor Phil Truscott left the meeting at 11:29am.

Mayor George Seymour left the meeting at 11:29am.

Mayor George Seymour returned to the meeting at 11:30am.

Councillor Phil Truscott returned to the meeting at 11:31am.

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**ORD 11.3.4    MCU24/0030-Development Application - Material Change Of Use - Dual Occupancy (5 total) - 17, 19, 23, 25 & 27 Mustang Way Burrum Heads**

Councillors received and considered the report titled MCU24/0030-Development Application - Material Change Of Use - Dual Occupancy (5 total) - 17, 19, 23, 25 & 27 Mustang Way Burrum Heads dated 11 December 2024.

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**Minutes of the FCRC Council Agenda Forum 12/24  
held on Wednesday 4 December, 2024**

**Page 7**

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**There being no further business, the Meeting closed at 11:35am.**

**Confirmed at Ordinary Meeting No. 1/25 of the Fraser Coast Regional Council at Hervey Bay on 29 January 2025.**





**COUNCILLOR AND EXECUTIVE BRIEFING  
RECORD OF MATTERS DISCUSSED**

Monday 9 December 2024

10am

Docs#5122226

Councillors	Mayor Seymour Deputy Mayor Paul Truscott Cr Byrne – Via Teams Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr Faraj Cr O’Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development John McLennan, Acting Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Cr Phil Truscott - Leave Davendra Naidu, Director Infrastructure Services
Attendance	Rosalyn Acworth – Executive Manager Strategy & Sustainability Tania Heath - Business Support Officer Rebecca Allen – Strategic Engagement - Reef Guardian Councils program team Leah McCormack – Manager Governance Paul Rice – Senior Planner – Environment & Sustainability Max Corte – Executive Manager Open Space & Environment Umur Natus – Yildiz – Executive Manager Resource Recovery Services Smriti Pandey- Technical Officer - Waste Services Marion Millard – Executive Manager Financial Services

**BUSINESS ITEMS**

**1. Conflicts of Interest**

**NIL**

**2. List of Topics Discussed**

- **Item 1** – Record of Matters Discussed 2 December 2024
- **Item 2** – Outstanding Action List
- **Item 3** – Presentation – Reef Guardian Council
- **Item 4** – Land Available for Social Housing

- Mayor Seymour joined the meeting at 11.06am
- **Item 5** – Tinana Land Disposal
- **Item 6** – Parks Strategy Feedback
- Cr Sanderson retired from the meeting at 1.47pm
- Cr Byrne retired from the meeting at 1.50pm
- **Item 7** – Waste Fees and Charges
- **Item 9**– K’gari Waste Contract Mobilisation
- **Item 10** – Confidential - K’gari Waste Rates
- **Item 11** – Minor Change – Operational Works – Landscaping – The Springs Estate
- **Item 12** – Media Update
- **Item 13 - General Business**
- **Item 14**– Distributed Briefing Notes
- **Item 15** – Concept Forum Topics and Projects of Interest
- **Item 16** – Meeting Review

**3. Further Information Sought or Provided**

NIL

**MEETING CLOSED 2.31pm**



**COUNCILLOR AND EXECUTIVE BRIEFING  
RECORD OF MATTERS DISCUSSED**

Monday 16 December 2024

10am

Docs#5126821

Councillors	Mayor Seymour Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Govers Cr Weiland Cr Faraj Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Cr Sanderson – Leave Cr Cosgrove – Leave Cr Chapman – Leave
Attendance	Leah McCormack – Manager Governance Peta Eyschen – Corporate Strategy Advisor Joyce Chorny – Executive Manager - Community & Culture James O'Connor - Senior Community Development & Engagement Coordinator Steve Gatt, Executive Manager Regulatory Services Hailey Cosh Rickard – Community Engagement Officer Billy Gumburd - Waste Contracts & Administration Coordinator Richard Wilson – Senior Planner Emily Burke – Senior Planner Jeff Brannan – Acting Executive Manager Development

**BUSINESS ITEMS**

**1. Conflicts of Interest**

**NIL**

**2. List of Topics Discussed**

- **Item 1** – Record of Matters Discussed 9 December 2024
- **Item 2** – Outstanding Action List
- **Item 3** – Fraser Coast CommuniTea Set
- **Item 4** – Maryborough Time Cannon – proposed changes to firing program

- **Item 5** – Proposed changes to the Amenity and Aesthetics considerations for the relocation of dwellings policy
- **Item 6** – Policy updates – Waste Management Policy/Waste Management Concession Policy
- **Item 7** – LGAQ Survey – Waste Levy System in Queensland
- **Item 9** – Cost Accommodation Strategic Options
- **Item 10** – Development Application MCU23/0121 – Low density residential use including variation and reconfiguring a lot
- **Item 11** – Councillor’s Planning Scheme Enquiry Document
- **Item 12** - Bunnings Acoustic Fence
- **Item 12** – Media Update
- **Item 13 - General Business**
- **General Business Item 1 - Hervey Bay Aquatic Centre – Stage 1B**
- **Item 14**– Distributed Briefing Notes
- **Item 15** – Concept Forum Topics and Projects of Interest
- **Item 16** – Meeting Review

### 3. Further Information Sought or Provided

- **Item 4 – Maryborough Time Cannon – proposed changes to firing program** – The Director Strategy, Community and Development is to consider alternative options for the Time Cannon firing and provide a briefing to Council at a future Councillor and Executive Briefing.
- **Item 12 - Bunnings Acoustic Fence** - The Director Strategy, Community and Development is to provide further details, once obtained, on the proposed construction method and visual impact of the Bunnings acoustic fence.
- **General Business Item 1 - Hervey Bay Aquatic Centre – Stage 1B** - The Director Strategy, Community and Development is to provide details of the entrance changes to the Hervey Bay Aquatic Centre during stage 1B upgrade works.

**MEETING CLOSED 11.19am**

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**FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25**

**WEDNESDAY, 29 JANUARY 2025**

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**SUBJECT: FRASER COAST REGIONAL COUNCIL AUDIT AND RISK  
COMMITTEE MEETING MINUTES - 26 NOVEMBER 2024**

**DIRECTORATE: ORGANISATIONAL SERVICES**

**RESPONSIBLE OFFICER: DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons**

**AUTHOR: INTERNAL AUDITOR, Carly Heaslip**

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**1. PURPOSE**

The purpose of this report is to present Council with the Minutes of the Audit and Risk Committee Meeting held on 26 November 2024.

**2. EXECUTIVE SUMMARY**

Fraser Coast Regional Council has established an Audit and Risk Committee in accordance with section 105 (2) of the *Local Government Act 2009* to provide independent assurance to Council on financial and performance reporting responsibilities, risk oversight and management and system of internal control.

The Audit and Risk Committee meeting was held on 26 November 2024. The Minutes of the meeting have been reviewed by the Committee Chairperson.

**3. RECOMMENDATION**

That Council receive and note the Minutes of the Audit and Risk Committee held on 26 November 2024 as detailed in Attachment 1.

**4. ATTACHMENTS**

1. Minutes - Audit and Risk Committee meeting 5-24 - 26 November 2024 [↓](#)



**MINUTES OF THE AUDIT AND RISK COMMITTEE NO. 5/24  
HELD VIA VIDEOLINK, TAVISTOCK STREET, HERVEY BAY  
ON TUESDAY, 26 NOVEMBER 2024 COMMENCING AT 10:00AM**

**PRESENT:** Chairperson Jake Matuzic  
External Member Mel Jacobs  
External Member Stephen Coates  
Councillor Michelle Byrne  
Councillor John Weiland

**STAFF IN ATTENDANCE:** Deputy Chief Executive Officer, Mr Gerard Carlyon  
Director Organisational Services, Mr Keith Parsons  
Executive Manager Financial Services, Ms Marion Millard  
Manager Financial Compliance and Reporting, Mr Peter Dart  
Acting Executive Manager Governance and Customer Service, Ms Vikki Knight  
Internal Auditor, Ms Carly Heaslip  
Manager Business Services, Ms Megan Gibbs  
Quality and Compliance Business Partner, Ms Amanda Rieck  
Acting Executive Manager Transformation, Assets & Information, Ms Marg Gatt  
Manager Architecture & Governance, Mr Deon Viljoen  
Meeting Secretary, Ms Chloe Hansen

**EXTERNAL PARTIES IN ATTENDANCE:** Rachel Stevens, Queensland Audit Office

The Chair opened the meeting and acknowledged the traditional owners of the lands upon which we meet today, the Butchulla people and paid respects to the elders past, present and emerging.

**AUD 1 APOLOGIES**

The Chair noted an apology from Chief Executive Office, Ken Diehm, Executive Manager Corporate Services, Sydney Shang and William Cunningham from Queensland Audit Office.

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**AUD 2 DISCLOSURE OF INTERESTS**  
Nil

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**AUD 3 CONFIRMATION OF MINUTES OF MEETINGS**

**AUD 3.1 Audit and Risk Committee No. 4/24 – 24 September 2024**

**RESOLUTION** (Stephen Coates/John Weiland)

That the minutes of the Audit and Risk Committee No. 4/24 held on 24 September, 2024 be confirmed.

**Carried Unanimously**

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**AUD 4 OUTSTANDING ACTIONS**

**AUD 4.1 Committee Action Register - November 2024**

**RESOLUTION** (Michelle Byrne/Stephen Coates)

That the Audit and Risk Committee receive and note the Open Committee Action Register – November 2024.

**Carried Unanimously**

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**AUD 5 OFFICERS' REPORTS**

**AUD 5.1 Overview of Development Function**

**RESOLUTION** (Stephen Coates/John Weiland)

That the Audit and Risk Committee note the verbal update providing an overview of Council's Development function as presented by the Deputy CEO.

**Carried Unanimously**

**10:31am – External Member, Mel Jacobs joined the meeting.**

**10:32am – Amanda Rieck and Megan Gibbs joined the meeting.**

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**AUD 5.2 Queensland Audit Office Briefing Paper**

**RESOLUTION** (Michelle Byrne/Mel Jacobs)

That the Audit and Risk Committee receive and note the Queensland Audit Office briefing paper.

**Carried Unanimously**

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**AUD 5.3 Wide Bay Water Management Review Report 2023/24**

**RESOLUTION** (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee;

1. Receive and note the Wide Bay Water Management Review Report 2023/24 as presented in Attachment 1; and
-

2. Receive the internal audit for the Integrated Quality Management System (Attachment 2), the internal audit schedule for Laboratory Quality Audits against ISO 17025 (Attachment 3), the external audit report for the IQMS (Attachment 4) and the external audit report for ISO 17025 (Attachment 5); and
3. Request that information be provided to a future committee meeting regarding emerging risks of potential changes to Per- and Polyfluoroalkyl Substances (PFAS) requirements and provide further clarification about non-conformances for the laboratory.

**Carried Unanimously**

**Amanda Rieck left the meeting – 10:43am**

**Deon Viljoen and Marg Gatt joined the meeting at 10:45am**

**Councillor John Weiland left the Meeting at 10:49am.**

**Councillor John Weiland returned to the Meeting at 10:52am.**

#### **AUD 5.4 Water and Waste Services Risk Register Review**

##### **RESOLUTION** (Stephen Coates/Mel Jacobs)

1. That the Audit and Risk Committee receive and note the Water and Waste Services Risk update; and
2. Request that Council's Risk Appetite Statements are reviewed with Elected Members and interaction with operational risk registers be considered as part of the review.

**Carried Unanimously**

**Megan Gibbs left the meeting – 11:03am**

#### **AUD 5.5 Cyber Security Update**

##### **RESOLUTION** (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee receive and note the report.

**Carried Unanimously**

**Marg Gatt and Deon Viljoen left the meeting – 11:15am**

#### **AUD 5.6 2025-26 Budget and Long Term Financial Plan**

##### **RESOLUTION** (Mel Jacobs/John Weiland)

That the Audit and Risk Committee receive and note the 2025-26 Budget and Long-Term Financial Plan process report and attachments.

**Carried Unanimously**

**External Member Stephen Coates left the Meeting at 11:25am**

**External Member Stephen Coates returned to the Meeting at 11:29am.**

#### **AUD 5.7 Internal Audit Performance Report**



**RESOLUTION** (Michelle Byrne/Mel Jacobs)

That the Audit and Risk Committee;

1. Receive and note the internal audit performance report; and
2. Endorse the request for extensions to the due date of 12 audit recommendations as per attachment 2.

**Carried Unanimously**

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**AUD 5.8 Internal Audit Report - Infrastructure Charges**

**RESOLUTION** (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee;

1. Receive and note the report; and
2. Note that a report will be provided to the 25 February 2025 meeting of the committee with an action plan to address the audit findings following management's workshop to address the matters raised, as well as circulate the action plan to the committee out of session following the workshop.

**Carried Unanimously**

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**AUD 5.9 Internal Audit Report - Community Grants**

**RESOLUTION** (John Weiland/Michelle Byrne)

That the Audit and Risk Committee;

1. Receive and note the report; and
2. Request that the Internal Auditor monitor the audit recommendations.

**Carried Unanimously**

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**AUD 5.10 2025 Audit and Risk Committee Meeting Schedule**

**RESOLUTION** (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee endorse the proposed meeting schedule for 2025.

**Carried Unanimously**

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**AUD 5.11 2025 Audit and Risk Committee Work Plan**

**RESOLUTION** (Mel Jacobs/Michelle Byrne)

That the Audit and Risk Committee endorse the 2025 work plan, as amended.

**Carried Unanimously**

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**AUD 5.12      Emerging risks**

**RESOLUTION** (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee receive and note the report and participate in discussion regarding emerging risks for Council.

**Carried Unanimously**

**AUD 7            LATE ITEMS**

**AUD 7.1        Late Reports**

Councillor John Weiland left the Meeting at 11:55am.

**AUD 7.1.1      Auditor-General's Observation Report 2023/24**

**RESOLUTION** (Mel Jacobs/Michelle Byrne)

That the Audit and Risk Committee receive and notes the Auditor-General's Observation Report for 2023/24 for the Fraser Coast Regional Council.

**Carried Unanimously**

Councillor John Weiland returned to the Meeting at 11:56am.

**AUD 6            GENERAL BUSINESS**

Nil

There being no further business, the Meeting closed at 11:57am.

Confirmed that the next Audit and Risk Committee Meeting will be held on 25 February 2025.



.....  
Chairperson

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE - MEETING MINUTES - 31 OCTOBER, 2024</b>
<b>DIRECTORATE:</b>	<b>STRATEGY, COMMUNITY &amp; DEVELOPMENT</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR STRATEGY, COMMUNITY &amp; DEVELOPMENT, Gerard Carlyon</b>
<b>AUTHOR:</b>	<b>MANAGER COMMUNITY DEVELOPMENT &amp; ENGAGEMENT, Tracey Genrich</b>

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**1. PURPOSE**

To present Council with the Minutes of the Mary to Bay Rail Trail Advisory Committee Meeting held on 31 October, 2024.

**2. EXECUTIVE SUMMARY**

The Mary to Bay Rail Trail Advisory Committee is a Local Government Committee appointed under s264 of the *Local Government Regulation 2012* to provide a forum for community and user groups to make recommendations to Fraser Coast Regional Council on the development and management of the Mary to Bay Rail Trail.

The Minutes of the Advisory Committee meeting held on 31 October, 2024 are presented to Council in accordance with the Committee's Terms of Reference.

**3. OFFICER'S RECOMMENDATION**

That Council receive and note the Minutes of the Fraser Coast Mary to Bay Rail Trail Advisory Committee held on 31 October, 2024.

**4. ATTACHMENTS**

1. Mary to Bay Rail Trail Advisory Committee - Meeting Minutes 31 October 2024 [📄](#)



## MINUTES

### FRASER COAST MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE

COUNCIL CHAMBERS, TAVISTOCK STREET  
31 OCTOBER 2024 COMMENCING AT 1.00PM

#### PRESENT:

- Cr George Seymour (Mayor/Chair)
- Cr Lachlan Cosgrove
- Cr Paul Truscott FCRC
- Tracey Genrich, Manager Community Development & Engagement FCRC
- Max Voigt – Fraser Coast Bugs Representative
- John Williams – Wildlife Preservation Society (Fraser Coast Branch)
- Davendra Naidu – Director Infrastructure Services FCRC
- Andy Riley – community representative (via TEAMS part meeting)
- Harry Usher – Mary Inc
- Rob McLaren - community representative
- Desley O’Grady – Rail Trails Australia (via TEAMS part meeting)

#### APOLOGIES

- Steve Case
- Gerard Carylton – Acting CEO FCRC (Guest apology)
- Ken Diehm – Chief Executive Officer FCRC (Guest apology)
- Keith Parsons – Director Organisational Services FCRC (Guest apology)
- Craig England – Manager - Rail Corridor Management - Department of Transport & Main Roads (TEAMS)
- Martin Simons – General Manager FCTE (TEAMS)
- David Gleadow – Senior Advisory – Rail Corridor Management – Department of Transport & Main Roads (TEAMS)
- Alan Whyborn – community representative

#### GUESTS IN ATTENDANCE

- Cr Zane O’Keefe
- Kieren Stoneley – FCRC Sport & Recreation Coordinator

#5099445

- Jodie Clough – FCRC Business Support Officer (Minutes Support)

#### 1. Welcome (Chair)

Group introduced themselves, chair provided welcome.

#### 2. Introduction of New Members (Harry Usher & Rob McLaren)

As new members of the Advisory Committee Harry Usher and Rob McLaren introduced themselves and provided background and their interest in the Rail Trail project.

#### 3. Previous Minutes & Action List (August 2024)-Attachment 1 (previous) + Attachment 2 (updated action list

Max Voigt requested an update on the northern diversion of Colton Coal Mine discussions. It was agreed that this item would be added as an additional Agenda item for this meeting.

#### 4. Agenda Items

##### a. Car parking Design – Rail Trail Trailhead Locations (Andy Riley)

Andy Riley spoke about her previous comments at a Strategy Document meeting of the Advisory Committee in relation to development of carparking designs for trailhead components of the Mary to Bay Rail Trail which takes into consideration parking of horsefloats, trailers and potential campers.

Max Voigt advised that there was a camp “Moony’s Camp” at Walligan Road which is adjacent to the rail trail near Stockyard Creek and that this may be worth investigating in relation to potential for horse yards etc.

Davendra Naidu advised that his design team could look at preparing some concepts for each of the trailhead locations including Piggford lane, Walligan, Takura, Churchill Mines Road, Walker Street etc.

Tracey Genrich commented that research into Council’s local laws and other legislation would need to be undertaken to ascertain what requirements would be necessary if camping was to be considered along the rail trail.

##### **Recommendations:-**

1. *That Council prepare concept designs for each of the trailhead locations within the Mary to Bay Rail Trail including Piggford Lane, Walligan, Takura, Churchill Mines Road and Walker Street.*
2. *That Council provide to a future meeting of the Advisory Committee, confirmation of what would be required should the Advisory Committee wish to consider camping at locations along the trail.*

##### b. Additional Option – Piggford Lane Carpark (Max Voigt)

Max Voigt put forward, for discussion, the suggestion that the existing bollards located at Piggford Lane be moved further south along the rail trail corridor to facilitate the implementation of an adequate carparking solution.

The Advisory Committee discussed the current issues with crossing the Maryborough/Hervey Bay Road at which time Tracey Genrich confirmed that Craig England from the Department of Transport and Main Roads had provided a verbal update on preliminary feedback from their consultants as follows:-

- Torbanlea Road crossing – no issues identified;
- Maryborough/Hervey Bay Road – potential for “at grade” crossing if the crossing is moved further north (towards Hervey Bay) to avoid the passing lane and be included in the 80klm per hour zone.

Craig had also confirmed that the above is only preliminary findings and were subject to presentation of the final consultants report.

Cr Lachlan Cosgrove commented that he would support a low cost option for Piggford Lane carparking area pending outcome and further details on the crossing of Maryborough/Hervey Bay Road project.

Max Voigt confirmed that FCBUGs would be interested in undertaking the onsite works for the construction of the Piggford Lane low cost option should it proceed, under a similar arrangement to that of Stockyard Creek and Black Swamp Creek.

FCBUGS offered to undertake the project management.

**Recommendation:-**

*That the Maryborough/Hervey Bay Road crossing item be listed as an Agenda item for the Advisory Committee's December meeting for further discussion and updates from the Department of Transport and Main Roads representatives.*

**Desley and Andy left the meeting, both via Teams**

**c. Fraser Coast Advocacy Plan 2024 – Mary to Bay Rail Trail Item (Tracey Genrich) Attachment 3**

Max Voigt advised that whilst FCBUGs were happy that the Mary to Bay Rail Trail project had been listed within the endorsed Fraser Coast Advocacy Plan 2024, they were concerned with the estimated cost indicated within the Plan of \$10m.

Harry Usher noted that the Plan mentioned potential upgrades of the surface of the trail to include sealing and suggested that this level of surface, whilst appropriate in the urban section of the trail, was not necessary for the rural sections of the trail. Harry also commented that Council could consider redirecting some of estimated amounts within the “Revitalisation of Maryborough CBD (\$30m)” item to the Rail Trail project.

**Recommendation:-**

*That Council's Chief Executive Officer be requested to provide further details into what the \$10m estimate included in the Fraser Coast Advocacy Plan 2024 document for the Mary to Bay Rail Trail project to a future meeting of the Advisory Committee.*

**d. Rail Trail Signage (Tracey Genrich)**

Tracey Genrich advised post the last meeting she had obtained internal approval for the redirection of funds originally allocated within the 2024/2025 Operational Budget for “Cost Benefit Analysis – Stockyard Creek & Black Swamp Creek” in the sum of \$20,000, to now be utilised for implementation of signage on the Rail Trail.

Tracey confirmed that Kieren Stoneley would now progress with the coordination of a meeting of the Signage Subgroup as soon as practical to identify priorities for signage.

The group generally discussed signage including issues within the urban section of the trail where users found it difficult to navigate including, but not necessarily limited to, Hunter Street and Urraween Road sections.

The Advisory Committee requested that the Signage Subgroup also consider whether there was a potential for painted/stencilled markings on footpath areas as a directional/wayfinding solution.

***Recommendation:-***

*That the Mary to Bay Rail Trail Signage Subgroup bring back a report to Advisory Committee listing priorities for the installation of signage to the value of \$20,000 to a future meeting.*

**e. Inappropriate Use Rail Trail by Vehicles/Motorcycles – ongoing discussion (whole group)**

The Advisory Committee updated the 2 new members of the group on current issues being experienced on the rail trail relating to 4WD and motorcycles and Max Voigt spoke about several recent serious incidences of threats and conflict between users of the trail.

Tracey Genrich advised that she had had a discussion with Council's Manager of Regulatory Services who had provided some details on Council's Local Law No. 4 - Local Government Controlled Areas, Facilities and Roads and what the Rangers are permitted to do as part of enforcement activities on land controlled by Council. The section of trail that is under operational permit between DTMR and FCBGs would not be subject to regulation under the local law.

Max Voigt commented on the lack of signage at the Piggford Lane entrance to the trail and it was agreed that this area should be identified and discussed by the Signage Subgroup as part of their upcoming meeting.

Rob McLaren asked if the Advisory Committee or Council had investigated technology based or other forms of regulation or deterrent.

With a view to facilitating a focussed discussion on this ongoing issue, Tracey Genrich suggested that a Subgroup be formed. The Subgroup should include representatives of the Advisory Committee, Qld Police Service, Council Ranger Team, DTMR and, where appropriate, members of the motorcycle community.

***Recommendations:-***

1. *That a Safety & Security Sub-Group be formed to consider potential solutions to the continued inappropriate use of the Rail Trail by 4WDs and motorcycles and to bring back recommendations to the Advisory Committee future meeting.*
2. *That members of the Advisory Committee be invited to confirm their interest in participating in the Safety & Security Sub-Group.*
3. *That subject to the outcomes of Recommendation 1 above, Council consider whether an amendment to Local Law No. 4 – Local Government Controlled Areas, Facilities and Roads.*

**f. Update on replacement of damaged Walligan Shelter (Tracey Genrich)**

Davendra Naidu advised that it was his understanding that Council was not proposing to replace the shelter due to continued vandalism.

Max Voigt advised that FCBGs had recently installed shade structures at Churchill Mines Road and were utilising a shelter constructed of steel rather than timber.

**Recommendation:-**

*That Council be requested to consider the replacement of the shade structure at the Walligan Trailhead with a more vandal proof option.*

**g. Status Report – Stockyard Creek & Black Swamp Creek Crossing**

Max Voigt updated the Advisory Committee on the status of Stockyard Creek & Black Swamp Creek Crossing works and confirmed that the works had been completed.

Tracey Genrich advised that Council's Executive Manager Capital Delivery, Rob Hazzard, had advised that Council was now in the process of finalising some of the works it was responsible for and that an estimate of remaining funds would be available post those works.

Max Voigt suggested that any remaining funds be redirected to upgrade the trail surface from Takura and then for works at the proposed Piggford Lane Carpark, signage and shelter.

**Recommendation:-**

1. *That Council provide the Advisory Committee members with the amount of remaining funds as soon as practical.*
2. *That Fraser Coast Bicycle User Group write to Council with their proposed scope of works for remaining funds with Council to then negotiate an amendment to the current funding agreement with the Department of Transport and Main Roads.*

**h. Status Report – Wide Bay Water Fraser Coast Water Grid Project and potential for collaboration for Rail Trail Quarry Road/Aldershot area.**

Tracey Genrich confirmed that the Business Case for the Fraser Coast Water Grid project was tabled and endorsed at Council's October meeting. This advice was given to add to previous advice to the Advisory Committee that the Water Grid project may be an opportunity to provide a route solution for continuation of the Rail Trail (from the Maryborough end) from Quarry Road through to Aldershot, including a crossing solution for Saltwater Creek.

**Recommendation:-**

*That the Executive Manager Engineering and Technical Services Wide Bay Water, Trevor Dean, be invited to the December meeting of the advisory Committee to present on the Fraser Coast Water Grid project and potential opportunities for the Mary to Bay Rail Trail as part of that project.*

**i. Update from DTMR on the proposed Northern Diversion around Colton Coal Mine project**

Tracey Genrich advised that whilst Craig England from the Department of Transport and Main Roads was not present at the meeting, he had confirmed that correspondence had been forwarded to the Butchulla Native Title Aboriginal Corporation (BNTAC) requesting consideration of approval for the proposed northern diversion through native title land. Further updates on this item will be provided upon a response from BNTAC.



## General Business

### a. Maryborough End (Aldershot to Maryborough CBD) – Harry Usher, Mary Inc

Harry Usher advised that Mary Inc were concerned at the lack of progress at the Maryborough end of the trail and suggested that a sub-group to progress discussions on this stage of the project be formed.

The Advisory Committee members confirmed with the new members that at previous meetings of the Advisory Committee works had been undertaken to prepare a Strategic document which will outline each of the undeveloped sections of the trail and what was required to have them implemented and what priority each of those sections as part of the larger trail project.

It was agreed at the meeting that a sub-group would not be formed at this point for this purpose and that work would continue on the Strategic document. The Advisory Committee requested that a copy of the discussion document which was the basis for the Strategic document be circulated to the new members of the Group for their information.

Based on some of the comments during the discussion for this item Tracey Genrich confirmed the role of Advisory Committee members when it came to having discussions and negotiations with either members of the public or government agencies.

Cr George Seymour commented that he felt that the most appropriate avenue for continued negotiations with Queensland Rail would be through Craig England. Cr Lachlan Cosgrove confirmed that he agreed with Cr Seymour about negotiations with Queensland Rail.

#### **Recommendation:-**

*Craig England, Department of Transport and Main Roads to provide an update and briefing on discussions with Queensland Rail in relation to the Walker Street to Maryborough CBD proposal to utilise the existing rail corridor at the next meeting of the Advisory Committee.*

### b. Hervey Bay 100 – November 2024

Max Voigt advised that the Hervey Bay 100 was being held in November and that Fraser Coast Bicycle User Group would be having a stall promoting the Rail Trail within the community. Max invited Council staff to attend as well.

Kieren Stoneley, Council's Sport & Recreation Coordinator, advised that he would be in contact with the group.

## 5. Farewell and thank you to the retiring members

The Committee thanked all members of the Advisory Committee for their commitment to development of the Mary to Bay Rail Trail project and welcomed Harry Usher and Rob McLaren as new members officially commencing with the Advisory Committee post this meeting.

## 6. Next Meeting

19<sup>th</sup> December 2024 – Meeting Closed at 2:55pm.

### **ATTACHMENTS**

1. Minutes August Meeting and its attachments

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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**SUBJECT:** MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE -  
SPECIAL MEETING - 2 DECEMBER, 2024

**DIRECTORATE:** STRATEGY, COMMUNITY & DEVELOPMENT

**RESPONSIBLE OFFICER:** DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon

**AUTHOR:** MANAGER COMMUNITY DEVELOPMENT & ENGAGEMENT, Tracey Genrich

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**1. PURPOSE**

To present Council with the Minutes of the Mary to Bay Rail Trail Advisory Committee Special Meeting held on 2 December, 2024.

**2. EXECUTIVE SUMMARY**

The Mary to Bay Rail Trail Advisory Committee is a Local Government Committee appointed under s264 of the *Local Government Regulation 2012* to provide a forum for community and user groups to make recommendations to Fraser Coast Regional Council on the development and management of the Mary to Bay Rail Trail.

The Minutes of the Advisory Committee Special Meeting held on 2 December, 2024 are presented to Council in accordance with the Committee's Terms of Reference.

The Minutes include three (3) specific recommendations to Council for which a separate report will be tabled for consideration by Council also at its January 2025 Meeting.

**3. OFFICER'S RECOMMENDATION**

That Council receive and note the Minutes of the Fraser Coast Mary to Bay Rail Trail Advisory Committee held on 2 December, 2024.

**4. ATTACHMENTS**

1. Mary to Bay Rail Trail Advisory Committee - Minutes Special Meeting - 2 December, 2024





## MINUTES – SPECIAL MEETING

### FRASER COAST MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE COUNCIL CHAMBERS, TAVISTOCK STREET 2 DECEMBER 2024 COMMENCING AT 3.00PM

#### PRESENT:

- Cr George Seymour (Mayor) – present for part of the meeting
- Ken Diehm (Council's CEO) – acting as Chair at the request of Cr George Seymour
- Cr Paul Truscott FCRC – via teams
- Tracey Genrich, Manager Community Development & Engagement FCRC
- Max Voigt – Fraser Coast Bicycle User Group Representative
- Craig England – Manager - Rail Corridor Management - Department of Transport & Main Roads
- John Williams – Wildlife Preservation Society (Fraser Coast Branch)
- Davendra Naidu – Director Infrastructure Services FCRC
- Andy Riley – community representative
- Harry Usher – Mary Inc
- Martin Simons – General Manager Fraser Coast Tourism & Events

#### APOLOGIES

- Cr Lachlan Cosgrove
- Rob McLaren - community representative
- Desley O'Grady – Rail Trails Australia
- Keith Parsons – Director Organisational Services FCRC (Guest apology)
- David Gleadow – Senior Advisory – Rail Corridor Management – Department of Transport & Main Roads

#### GUESTS IN ATTENDANCE

- Gerard Carlyon – Director Strategy Development & Community
- Cr Zane O'Keefe
- Cr Michelle Byrne
- Cr Denis Chapman
- Kieren Stoneley – FCRC Sport & Recreation Coordinator
- Jodie Clough – FCRC Business Support Officer (Minutes Support)

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Ken Diehm, Council's Chief Executive Officer advised that he had been requested to Chair the meeting as Cr Seymour was unable to stay for the whole meeting, Cr Lachlan Cosgrove was unwell and Cr Paul Truscott was attending via Teams.

Ken advised that he proposed a change to the format of the Agenda and proposed that, as the meeting had been called specifically to talk about the potential for a funding application to the Federal Government's Active Transport Fund program, Fraser Coast Bicycle User Group and Mary Inc both be given the opportunity to present their proposals to the Meeting and then for discussion to be held on each of the proposals.

The Advisory Committee members agreed with the amended Agenda format and the meeting proceeded.

#### **1. Fraser Coast Bicycle User Group – Presentation of Proposal (Max Voigt)**

Max Voigt spoke to the submission put to the Advisory Committee by Fraser Coast Bicycle User Group which recommended the submission of a funding application for the implementation of the section of rail trail between Bronze Street, Aldershot to the Maryborough CBD. The proposal includes a proposed route which indicates the utilization of the existing rail corridor between Walker Street and the CBD.

FCBUGs proposed an application that requested \$4m federal funding with the application to be supported by co-contributions from the State Government (\$2m) and Council (\$2m).

Advisory Committee members were given the opportunity to ask questions following the verbal presentation of the proposal.

A copy of the FCBUGs proposal is attached to these Minutes.

#### **2. Mary Inc. – Presentation of Proposal (Harry Usher)**

Harry Usher spoke to the submission put to the Advisory Committee by Mary Inc which aligned with the submission from FCBUGs. The Mary Inc submission broke the section between Aldershot to Maryborough CBD into 3 sections and Harry commented that based on the advice provided before the meeting, he believed that Section 1 (Walker Street to Maryborough CBD) would be eligible for the funding program.

Advisory Committee members were given the opportunity to ask questions following the verbal presentation of the proposal.

A copy of the Mary Inc proposal is attached to these Minutes.

#### **3. Advisory Committee Member Discussion on the Proposals, Funding Requirements and Co-contributions etc**

Davendra Naidu advised that his Design Team had included in their Forward Planning a design project for the utilisation of Kent Street, as part of the Principal Cycle Network, as an interim solution for that section.

Craig England advised that staging or the breaking down of the project into segments may call into question whether the project is eligible for funding. Craig also advised that, at this point, he was not able to provide a timeframe for confirmation of whether the \$9m state government unallocated funding would be allocated back into Rail Trails.

Ken Diehm advised that he had had a conversation with Councillors about the proposals and confirmed that Councillors has indicated an appetite to consider an application, should it be appropriate, for a small project up to a total project budget of \$500,000. There was no appetite for a larger project due to the lack of capital funds within Council's budget.

Ken also advised that the Advisory Committee was able to recommend to Council to submit an application if it deemed appropriate. Council would then consider whether it would proceed with the

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submission of an application taking into consideration the advice of the funding body and Council Officers.

Tracey Genrich spoke to the funding guidelines and confirmed some of the mandatory requirements that would need to be included in a funding application, including evidence of support and agreement by QRail, evidence of secured funding contribution from the State Government and touched on some of the eligibility requirements in addition to the early advice received back from the funding body. Tracey also confirmed that the closing date for funding application was 13 January, 2025.

Martin Simon advised that he was concerned that given the advice received from the funding body that the project may not be eligible under the funding programs.

Davendra Naidu advised that it would be unlikely that his Team would be able to prepare the supporting documentation required for the application ie scope of work, cost estimates and high level concept drawings. It was also unlikely that the level of support required by QRail would be obtained prior to the funding application deadline date.

Harry Usher requested that should the suggestion of utilising the QR Corridor not be supported by the Committee for funding submission, that negotiations be continued to obtain “in principle” agreement from QR for the Downer Lane proposal between Zemek Bridge and Maryborough CBD so that this option can be progressed at a later date. This was generally agreed to at the meeting.

#### **4. Advisory Committee Member Consideration of Recommendation to Council**

A discussion was held in relation to potential recommendations to Council with the following outcome:-

##### Proposed Recommendation 1:-

That the Mary to Bay Rail Trail Advisory Committee recommends to Council to make application under the Active Transport Funding Program to construct a public transport corridor from Bronze Street, Aldershot to Maryborough CBD.

Outcome – unsuccessful (3 for, 4 against)

##### Proposed Recommendation 2:-

That the Mary to Bay Rail Trail Advisory Committee recommends to Council to make application under the Active Transport Funding Program to construct a public transport corridor from Walker Street to Maryborough CBD.

Outcome – unsuccessful (3 for, 4 against)

##### Proposed Recommendation 3:-

That the Mary to Bay Rail Trail Advisory Committee recommends to Council:-

- (a) To write to the Queensland State Government requesting that the \$9m of funding returned due to the cessation of the Bundaberg Rail Trail project be secured for future Rail Trail project funding.
- (b) To make a submission to the Queensland State Government for \$250,000 of the returned funding to put towards a \$500,000 project identified as the highest priority in the Rail Trail Strategic Document currently being finalised by the Advisory Committee.
- (c) To prioritise the forward works planning project for design of the interim solution of a bikeway from Walker Street to Maryborough CBD utilising the Kent Street Principle Cycle Network.

Outcome – Successful (Unanimous)

**5. Meeting Closed**

Meeting Closed at 3:51pm.

**ATTACHMENTS**

1. Fraser Coast Bicycle User Group – Proposal for Funding
2. Mary Inc – Proposal for Funding
3. Email advice received from the Funding Body in relation to eligibility.

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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**SUBJECT:** TRAFFIC ADVISORY COMMITTEE MINUTES - 5 NOVEMBER 2024

**DIRECTORATE:** INFRASTRUCTURE SERVICES

**RESPONSIBLE OFFICER:** DIRECTOR INFRASTRUCTURE SERVICES, Davendra Naidu

**AUTHOR:** PRINCIPAL ENGINEER ROADS, Damion Beety

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**1. PURPOSE**

To present Council with the Minutes of the Traffic Advisory Committee Meeting held on 5 November 2024.

**2. EXECUTIVE SUMMARY**

The Traffic Advisory Committee is a Local Government Committee appointed under s264 of the *Local Government Regulation 2012* to provide a forum for information sharing and consideration of traffic related matters impacting the Fraser Coast Region.

The Minutes of the Advisory Committee meeting held on 5 November 2024 are presented to Council in accordance with the Committee's Terms of Reference.

**3. OFFICER'S RECOMMENDATION**

That Council receive and note the Minutes of the Traffic Advisory Committee meeting held on 5 November 2024.

**4. ATTACHMENTS**

1. Traffic Advisory Committee Minutes - 5 November 2024 - DOCS#5123534 [↓](#)



## Traffic Advisory Committee Meeting#4 2024

### Minutes of Meeting held on Tuesday 5 November 2024 at 10.30pm – Ellengowan Street Depot, Hervey Bay

- MEMBERS IN** Cr Denis Chapman (FCRC) (Chair)
- ATTENDANCE:** Davendra Naidu, Director Infrastructure Services (FCRC)  
Damion Beety, Principal Engineer Roads (FCRC)  
Toni Souvlis, Coordinator Programming and Communication (FCRC)  
Craig Whittaker, Acting Senior Advisor Road Safety (Southern) (DTMR)  
Nina Kenning (DTMR)  
Acting Sgt, Matt Loudon, (QPS)  
Michelle Hoffman, Senior Advisor Traffic and Road Safety (DTMR) (via Teams)  
Sharee Cruickshank, (Translink)  
Andrew Goatham, Acting Principal Engineer (DTMR)
- APOLOGY:** Sgt/OIC Joshua Churchward, Maryborough Road Policing Unit, QPS  
Lupita Arevillaga, TransLink

BUSINESS	
<b>1. Welcome &amp; Apologies</b>	
Cr Denis Chapman welcomed all to the meeting and the apologies were noted.	
<b>2. Minutes of Previous Minutes</b>	
Moved Damion Beety, Seconded Andrew Goatham	
That the minutes of the meeting held on 6 August 2024 be confirmed and accepted.	CARRIED
<b>3. Review of Actions List</b>	
<b>3.1 Margaret Street in vicinity of Dayman (Action 8)</b>	
This action was noted as completed.	
<b>3.2 Road Safety Messaging (Action 9)</b>	
This action was noted as completed.	

Docs#5123534



## BUSINESS

### 3.3 Cran Street – Raised Priority Crossing (Action 10)

This action was noted as completed.

### 3.4 Pulgul Street – Hooning in Street including motorbikes (Action 16)

This action was noted as completed.

### 3.5 Banksia Park Drive and Shelly Street Intersection (Action 17)

This action was noted as completed.

### 3.6 Parking complaints – Urangan High School Bus Zone (Action 24)

**Action:**

That Damion follow up with Trevor Schulz to discuss the status of the off-street car parking area for the Urangan State High School.

### 3.7 School Transport Infrastructure Program – STIPS (Action 25)

This action was noted as completed.

### 3.8 Area Speed Signage – Tinana Greens (Action 27)

Further investigation required.

### 3.9 Request for Reduction in Speed Limit at Main Street and Booral Road (Action 28)

This action was noted as completed.

### 3.10 Maryborough – Hervey Bay Road – Concealed Driveway (Action 29)

This action was noted as completed.

### 3.11 Request from Mr Fraser for works at Colyton St and Tavistock Street (Actions 30 and 31)

**Action:**

That Mr Fraser be advised that Cr Denis Chapman raised his concerns at the Traffic Advisory Committee Meeting held on 5 November 2024 with the Committee observing that since the opening of the Boundary Road Extension project, traffic counts recently undertaken had noted that the traffic numbers on Colyton Street are comparable to 2016 traffic count numbers and accordingly based on this recent data, the Committee agreed that no further action was required in this location.

### 3.12 Request for Speed Signs around Burrum Heads (Action 32)

Andrew Goatham indicated that there was a new service road being constructed as part of a new development in this area and that he wanted to wait until the completion of these works to ascertain how these works impact traffic before this matter is further considered.

### 3.13 Request for Highlight of No Through Road – Burrum Heads Road (Action 33)

Docs#5123534

## BUSINESS

The Committee noted that access to the Burrum Heads Caravan Park, which was currently being re-developed, would be via Howard Street and accordingly, it was considered that this matter should be reviewed once the redevelopment works are completed.

### **3.14 Speeding Concerns – Cypress Street and the Esplanade – REQ2024-00726 (Action 34)**

This action was noted as completed.

### **3.15 Speeding Concerns - Boundary Road Extension (Action 35)**

Andrew indicated that he would investigate a proposal for use of the DTMR speed trailer on the Boundary Road Extension area.

### **3.16 Update – Fraser Coast Integrated Transport Strategy (Action 36)**

Damion advised the Committee that a Consultant had been engaged to manage the completion of the Fraser Coast Integrated Transport Strategy. Members were currently finalising the Community Engagement Plan to commence the first round of engagement in February 2025. The Strategy was due for finalisation by December 2026.

### **3.17 Signage – Taxi Ranks – Hervey Bay (Action 37)**

Signage to be ordered.

### **3.18 Complaint – Boat Harbour Drive and Queens Road (Action 38)**

Andrew Goatham indicated that they were looking to complete a design for this intersection for the installation of traffic signals.

## **4. Agenda Items**

### **4.1 Request for Relocation of No Through Sign – Cnr Munro Way and Rossington Drive**

Cr Chapman indicated that he had received representations from a property owner in the vicinity of the corner of Munro Way and Rossington Drive relating to cars driving into the street not aware of the fact that it was a no through road and requested that the no through signs be relocated from the T road to the other corner.

#### **Action:**

**That Damion investigate the relocation of the existing no through signs located at the T intersection to better inform the public relating to the no through road in the Rossington Drive/Munro Way locality.**

### **4.2 Request for 60km/hr Speed Zone – Booral Road – Vicinity of Ingenia Lifestyle Hervey Bay**

Cr Chapman advised that he had been approached by the new member for Hervey Bay, David Lee relating to a speed reduction to 60km/hr along Booral Road from the entrance to Airport Drive to the top of the hill.

Andrew Goatham indicated that he would raise this matter at the Speed Management Committee Meeting.

Docs#5123534

## BUSINESS

**4.3 Request for Additional 50km/hr speed sign – end of Bryant Street, Maryborough (REQ2024-009299)**

Damion indicated that the installation of 50km/hr signs were not supported as this would then set a precedent for other areas to request signage.

**Action:**

That Mr D Murley and Cr Truscott be advised that the Traffic Advisory Committee is not prepared to install 50km speed signage at the end of Bryant Street, Maryborough.

**4.4 Request for Pedestrian Crossing – Emerald Park Way – Urangan State High School – Representations from Ms T Morgan after son was hit by a car**

The Committee discussed proposals by the Urangan High School relating to future parking proposals and considered that this may assist, with timing for the works not programmed as yet.

**Action:**

That Ms T Morgan be advised that her request was discussed at the Traffic Advisory Committee held on 5 November 2024 and further monitoring of the location will be undertaken by Council; however, no action is proposed at this point in time relating to the installation of a pedestrian crossing in Emerald Park Way.

**4.5 Traffic Management – Australian Scout Jamboree – 5-16 January 2025****Action:**

That QPS advise the organisers of the Australian Scout Jamboree as follows:

1. That the Traffic Advisory Committee does not support a right turn from the Maryborough Showgrounds and Equestrian Centre onto the Bruce Highway;
2. The preference would be for buses to turn left onto the Bruce Highway and then utilise roads within the Industrial Estate to return to the Bruce Highway;
3. Alternatively, it be suggested that buses could utilise Showgrounds Road and Nagel Street to enter and exit the Showgrounds Complex.

**4.6 Trial of Enforcement Cameras – St Helens State School**

Damion indicated that through an initiative of Council's Regulated Services area they were looking at St Helens School as the first trial site for the installation of SafePark Fixed Cameras which will monitor the no standing zone and the pickup and drop off zones.

Damion indicated that the school was on board with no dates provided relating to when enforcements will commence.

Damion indicated that Grevillea Street and Hervey Bay High would be the next candidates for cameras.

Davendra noted that this was only a trial with Council to decide relating to enforcement action.

**4.7 Petition – Request for Zebra Crossing at Maryborough Special School – Woodstock Street**

Docs#5123534

## BUSINESS

**Action:**

1. That Craig Whittaker complete pedestrian counts at the existing refuge crossing adjacent to the Maryborough Special School in Woodstock Street.
2. That Damion liaise with the Principal of the Maryborough Special School relating to pedestrian activity in this location.

**4.8 Susan River Bus Stop – Representations from Wide Bay Transit – Request for Bus Stop on both sides of Highway to assist with Safety Issues – Ideal Time whilst works are occurring**

Damion advised that he had spoken to Queensland Transport and whilst the bus stop will remain on the eastern side, it was too late to include an additional bus stop on the western side into the works currently being delivered.

Damion did note that there would be a new 2m wide shoulder on that side of the Maryborough Hervey Bay Road.

The Committee discussed the usage of the bus stop.

Sharee indicated that she could request numbers from Murray Priebbenow.

**Action**

**That Sharee Cruickshank make contact with Wide Bay Transit to ascertain commuter use of the existing bus stop located on the Maryborough Hervey Bay Road adjacent to Noble Road, Susan River.**

**5. Outcomes from Fatal and Serious Injury Accidents**

Matt Loudon advised that there had been one fatal since the last meeting on the corner of Toogoom and Cane Road.

**6. Safety Programs**

**6.1 Black Spot**

Damion indicated that Council had lodged a black spot funding application for the intersection of Ann Street and Cypress Street.

**6.2 School Transport Infrastructure Program – STIPS**

It was noted that discussions had already been held relating to the three locations that were being lodged for STIPS funding.

**6.3 Safer Roads Sooner (TMR Program)**

Andrew Goatham indicated that Doolong South Road and Cran Street were already in the pipeline with Queens Road included in the emergent crash list. They were also looking at an interim solution for Ibis Boulevard and Fairway Drive.

**7. Speeding Complaints – Traffic Advisory Committee**

Nil complaints were discussed.

Docs#5123534

**BUSINESS****8. General Business****8.1 Review of Bus Routes – Hervey Bay**

Cr Chapman asked for an update relating to the review of the bus route for Hervey Bay. Advice had been provided that a review was being conducted for Gympie and he was seeking an update on the timing for the review of the bus routes for Hervey Bay.

**Action:**

**That Sharee Cruickshank investigate this matter and provide advice relating to timing for the bus route review for Hervey Bay.**

Next Meeting: 4 February 2025, 10.30 a.m.

**Action Items List:** Refer eDocs#4940369

Docs#5123534

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>2024/25 OPERATIONAL PLAN PROGRESS REPORT - OCTOBER TO DECEMBER 2024</b>
<b>DIRECTORATE:</b>	<b>ORGANISATIONAL SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons</b>
<b>AUTHOR:</b>	<b>CORPORATE OPERATIONS OFFICER, Chaye Selby</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Focused Organisation and Leadership. Demonstrate good leadership, and effective and ethical decision-making to foster confidence within our community.</b>

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**1. PURPOSE**

The purpose of this report is to present the second progress report on the implementation of the 2024/25 Operational Plan.

**2. EXECUTIVE SUMMARY**

The Progress Report for the October to December 2024 period is the second report for the 2024/25 year and is provided for Council's information. A total of fifty-two (52) initiatives were reported on during the period. Thirty-two (32) initiatives achieved at least 90% of initiative target during the reporting period. Overall, 61.5% of initiatives achieved at least 90% of initiative target.

**3. OFFICER'S RECOMMENDATION**

That Council receive and note the 2024/25 Operational Plan Progress Report for the period ending 31 December 2024 (**Attachment 1**).

**4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

On 28 June 2023, Council adopted the 2023-2028 Corporate Plan, which provides a clear framework to Council in decision-making and policy directions, prioritising and delivering services, programs, projects, and facilities to the community.

The 2024/25 Operational Plan was adopted on 19 June 2024 and translates priorities from the Corporate Plan into measurable activities for the year ahead.

## 5. PROPOSAL

The Progress Report (**Attachment 1**) for the October to December 2024 period is the second report for the 2024/25 year and is provided for Council's information.

### 5.1 Performance Summary

- 52 initiatives were reported on.
- 32 initiatives achieved at least 90% of initiative target (Green)
- 5 initiatives achieved between 70% and 90% of initiative target (Amber)
- 15 initiatives achieved less than 70% of initiative target (Red)

#### INITIATIVE SUMMARY

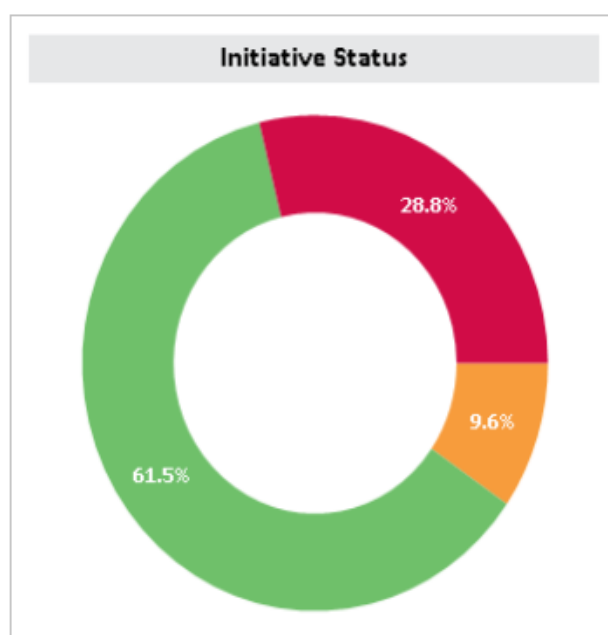
##### By Performance

**32** On Track

**15** Off Track

**5** Monitor

**0** Not Applicable



## 6. FINANCIAL & RESOURCE IMPLICATIONS

N/A

## 7. POLICY & LEGAL IMPLICATIONS

Section 174(3) of the *Local Government Regulation 2012* states that the Chief Executive Officer must:

### 174 Preparation and adoption of annual operational plan

“(3) The chief executive officer must present a written assessment of the local government’s progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.”

In accordance with section 174 (4) of the *Local Government Regulation 2012*, a local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.

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**8. CRITICAL DATES & IMPLEMENTATION**

N/A

**9. CONSULTATION**

Consultation has taken place with Council's Executive Team and senior staff in preparation of the Quarterly Progress Report.

**10. CONCLUSION**

The progress report on implementation of the annual Operational Plan for the period October to December 2024 has been prepared with appropriate consultation and in accordance with relevant legislation, ensuring that Council is accountable and effectively managed.

**11. ATTACHMENTS**

1. 2024/25 Operational Plan Progress Report - 31 December 2024 [↓](#)





2024/25

# Operational Plan Progress Report

1 October 2024 to 31 December 2024

## OVERVIEW

### INITIATIVE SUMMARY

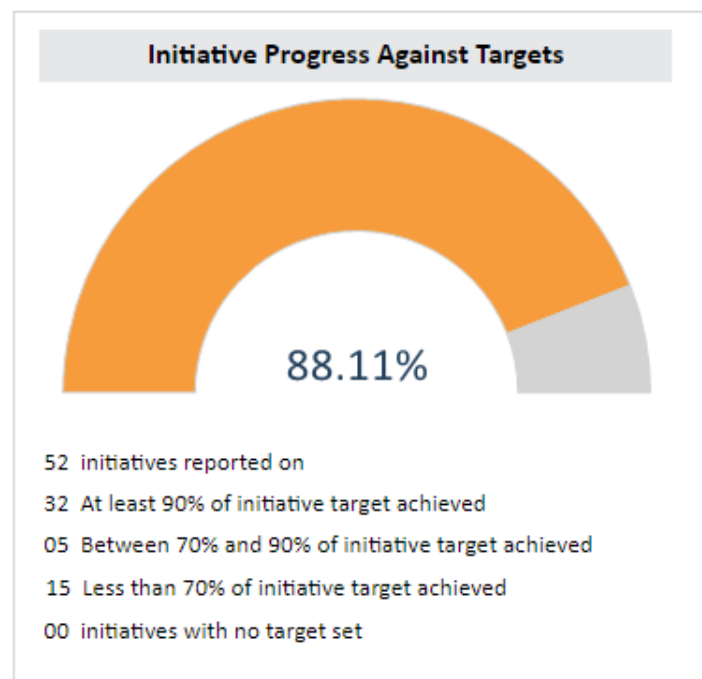
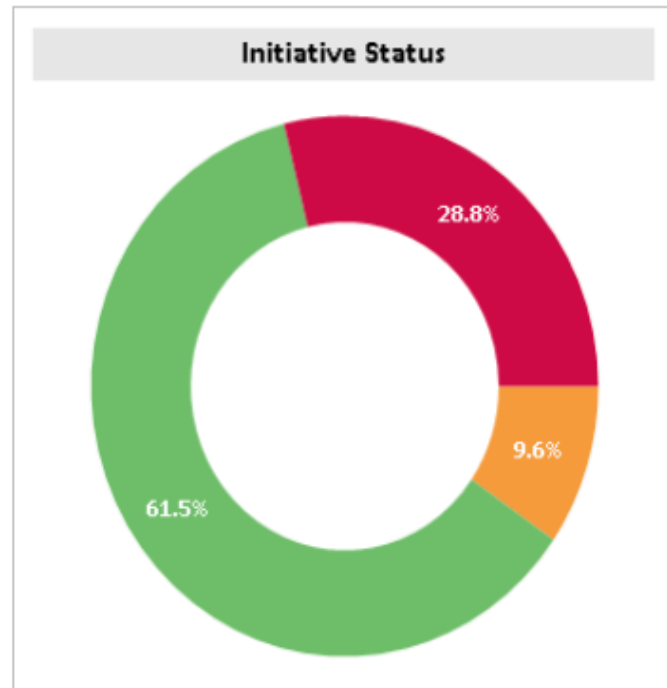
By Performance

**32** On Track

**15** Off Track

**5** Monitor

**0** Not Applicable



## INITIATIVE UPDATES



GREEN

At least 90% of initiative target achieved



AMBER

Between 70% and 90% of initiative target achieved



RED

Less than 70% of initiative target achieved




## Infrastructure Services

- Capital Delivery
- Infrastructure Operations
- Infrastructure Engineering
- Open Space and Environment

## Infrastructure Services


### Capital Delivery

#### Capital Delivery

Initiative Title: 1.5.3.11 Capital Delivery Core Business Activity Update						
Core Business Activity						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Robert Hazzard - Executive Manager Capital Delivery	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
<p><b>Initiative Progress Comments:</b> The delivery of the Capital Delivery Program has continued to progress well with limited inclement weather allowing projects to continue target.</p> <p>Major capital projects completed or nearing completion in the 2nd quarter include the Boundary Road &amp; Robert Street intersection upgrade, PCYC carpark with Lennox Street in Maryborough is progressing well due for completion in quarter 3.</p> <p>The annual resurfacing program is well underway with the remaining pre-seal maintenance finishing up in the 2nd quarter with the delivery of the Reseal Contract, Rejuvenation Contract and William Street asphalt resurfacing due for completion in quarter 3.</p> <p>The new revetment wall works have commenced late quarter 2.</p> <p>Madsen Chapel Woods intersection upgrade is expected to commence in quarter 3 to provide a much needed upgrade to this busy intersection. Major maintenance works to the Urangan pier is set to commence in quarter 3.</p> <p><i>Last Updated: 12-Dec-2024</i></p>						

## Infrastructure Engineering

### Infrastructure Engineering

Initiative Title: 1.2.1.15 Commission traffic modelling for the development of the Fraser Coast Integrated Transport Strategy (FITS)						
Strategic Initiative						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
John McLennan - Executive Manager Infrastructure Engineering	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
<p><b>Initiative Progress Comments:</b> Consultants have been commissioned and FCRC traffic modelling underway. DTMR managed tender for Fraser Coast Intergrated Transport Model has been awarded. Council's component of the joint venture has been fulfilled to date</p> <p><i>Last Updated: 12-Dec-2024</i></p>						


Initiative Title: 1.2.4.2 Commence a flood inundation and risk study for the Mary River to inform the new Planning Scheme						
Strategic Initiative						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
John McLennan - Executive Manager Infrastructure Engineering	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN
<p><b>Initiative Progress Comments:</b> Flood study awarded in April 2024. The contract included flood study for major tributaries. Phase 1 of the study has been peer reviewed by QRA and progress claim has been approved</p> <p><i>Last Updated: 12-Dec-2024</i></p>						

Print Date: 08-Jan-2025



Initiative Title: 1.2.4.3 Commence a flood inundation and risk study for the Burrum and Cherwell Rivers to inform the new Planning Scheme

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
John McLennan - Executive Manager Infrastructure Engineering	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Flood study awarded in April 2024. The contract included flood study for major tributaries. Phase 1 of the study has been peer reviewed by QRA and progress claim has been approved

*Last Updated: 12-Dec-2024*

Initiative Title: 1.5.3.12 Infrastructure Engineering Core Business Activity Update

Core Business Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
John McLennan - Executive Manager Infrastructure Engineering	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** The area is facing high workload pressures and work is currently being prioritised to manage and achieve the best possible outcome for the community. Asset Management team are focused on capturing asset condition data to inform renewals and replacement programs.

Customer service responses, asset inspection programs and external commissions are in progress.


*Last Updated: 12-Dec-2024*

## Infrastructure Operations

### Infrastructure Operations

Initiative Title: 1.5.3.10 Infrastructure Operations Core Business Activity Update

Core Business Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Craig Hutton - Executive Manager Infrastructure Operations	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Road Operations:

Operational expenditure is currently tracking below the targeted budget. However, we anticipate a planned increase as capital works taper off and we transition into the wet season, during which maintenance demands, particularly for roads and drainage systems, are expected to increase.

Disaster Management:

We have coordinated the necessary upgrades and maintenance for the Flood Warning Infrastructure Network, which includes collaboration with the Bureau of Meteorology regarding the acquisition of high-risk assets. Additionally, we have completed the annual pre-season training program, incorporating modules from the Queensland Disaster Management Training Framework. Our efforts to strengthen community resilience has continued through educational initiatives, including forums, workshops, and participation at the 'Get Ready QLD Food n Groove' events.

*Last Updated: 12-Dec-2024*


Print Date: 08-Jan-2025

## Open Space & Environment

### Open Space & Environment

Initiative Title: 1.2.1.16 Endorsement of Parks Strategy 2041

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Max Corte - Executive Manager Open Space & Environment	In Progress	01-Jul-2024	30-Jun-2025	90%	50.00%	

**Initiative Progress Comments:** Open Space & Environment has been supporting Strategic Planning (SP) on the development and subsequent endorsement of the Parks Strategy 2041 since the strategy moved under SP due to Refocus.


The strategy has been workshopped with Council through concept forum, with several amendments being required and it is intended that these items will be resolved and the strategy ready for endorsement by early 2025.

12/12 - Council provided in principal support for the strategy at Council Briefing on 9th December. Report to be provided in early 2025 for formal adoption by Council.

*Last Updated: 12-Dec-2024*

Initiative Title: 1.3.1.1 Development of mowing and green maintenance layers in GIS mapping

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Max Corte - Executive Manager Open Space & Environment	In Progress	01-Jul-2024	30-Jun-2025	85%	50.00%	

**Initiative Progress Comments:** Open Space & Environment is currently mapping all mowing and maintenance areas through GIS system intramaps.


Officers have completed 65% of the areas including Eli Waters west to Burrum Heads & Maryborough region. It is expected this will be completed by Q2 2025 as per Park Strategy & Coast 2 Cloud implementation plan.

12/12 - Parks North and South now completed in Mowing Map. Remaining slashing areas to be completed in early 2025.

*Last Updated: 12-Dec-2024*

Initiative Title: 1.3.1.3 Commence implementation of works request module/reactive processes

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Max Corte - Executive Manager Open Space & Environment	In Progress	01-Jul-2024	30-Jun-2025	65%	50.00%	

**Initiative Progress Comments:** Implementation plan of works request module has been developed and supported by the Project Steering Committee.


Executive Manager currently workshopping the implementation plan with operational areas of the business with Sports Precinct scheduled to start implementation in October 2024.

12/12 - Reactive process completed with dashboards built and process implemented with Supervisors and Team Leaders. Request code configuration completed.

Works Order module implementation underway at Sports Precinct with remaining areas to follow in 2025.

*Last Updated: 12-Dec-2024*

Print Date: 08-Jan-2025

Initiative Title: 1.5.3.13 Open Space & Environment Core Business Activity Update						
Core Business Activity						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Max Corte - Executive Manager Open Space & Environment	In Progress	01-Jul-2024	30-Jun-2025	90%	50.00%	 GREEN
<p><b>Initiative Progress Comments:</b> Strong year of business activity including the below.</p> <p>Budget with 1% of monthly variance</p> <p>9 new 60" mowers out for Request for Quote to bolster aging fleet in preparation of grow season. COMPLETED</p> <p>Presentation and concept forums for Park Strategy COMPLETED</p> <p>GIS mapping for better visibility and development of prescribed maintenance programs 85% COMPLETED</p> <p>Configuration of request system to allow for resource pools targeted at specific business units within Open Space &amp; Environment. COMPLETED</p> <p>Winter works programming for uplift of parks including pre-emergent weed programs, growth regulators, mulching, painting and renewals of open space areas in preparation for grow season. COMPLETED</p> <p>Delivery of pump track, Stage 1A of Hervey Bay Aquatic Centre and Landscape component of Boundary Rd Extension. COMPLETED</p> <p><i>Last Updated: 12-Dec-2024</i></p>						



A full-page background image showing a person standing in shallow water at sunset. The person is holding a camera and looking out at a bird in the distance. The sky is a mix of purple and orange, and the water reflects the colors.

## Organisational Services

- Transformation, Assets and Information
- Financial Services
- Corporate Services
- People, Safety and Wellbeing

## Organisational Services

### Corporate Services

#### Corporate Services

Initiative Title: 1.3.3.1 Complete Maryborough City Hall Roof Restoration						
Strategic Initiative						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Sydney Shang - Executive Manager Corporate Services	In Progress	01-Jul-2024	30-Jun-2025	10%	20.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
<b>Initiative Progress Comments:</b> Request for quote and tender process to commence in January 2025 with work planned to commence June 2025						
<i>Last Updated: 16-Dec-2024</i>						

Initiative Title: 1.4.2.1 Undertake review to inform Council Property Strategy						
Strategic Initiative						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Sydney Shang - Executive Manager Corporate Services	In Progress	01-Oct-2024	30-Jun-2025	10%	25.00%	<div><div></div><div></div><div></div></div> <div>RED</div>
Initiative Progress Comments: Scoping of Review has commenced and internal consultation with key stakeholders.						
Last Updated: 12-Dec-2024						

Initiative Title: 1.4.3.3 Corporate Services Core Business Activity Update							
Core Business Activity							
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %	
Sydney Shang - Executive Manager Corporate Services	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	<div><div></div><div></div><div></div></div> GREEN	
<b>Initiative Progress Comments:</b> Media team continue to provide information to the public and grow the Facebook following which currently sits at 37690 followers. Governance are working through community, sporting and commercial leases as well as caravan park strategies and corporate governance activities. Customer Service and Records have experience two high volume months working through animal renewals in October and rates notices in November with 15000 customer requests created, 19900 calls received and 7500 counter visits. Fleet are continuing the fleet replacement program and Geotab installation project while Properties team are working closely with business areas to scope repairs and maintenance and gain a line of sight over capital projects for 25/26 financial year.							
Last Updated: 12-Dec-2024							


Print Date: 08-Jan-2025

## Financial Services

### Financial Services

Initiative Title: 1.4.3.1 Completion of Annual Budget and Long Term Financial Plan

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Marion Millard - Executive Manager Financial Services	In Progress	01-Jul-2024	30-Jun-2025	45%	25.00%	 GREEN


**Initiative Progress Comments:** The budget and long term financial plan is progressing in line with the project plan and timetable. Engagement has commenced with Councillors and briefings for the financial year have been scheduled in calendars. We are currently working on the capital 10 year plan and rates modelling ready for engagement with ELT and Councillors. January and February will be really busy with sessions planned for Rates and Charges, 10 year Capital Plan and the commencement of the operational budget with business areas.

*Last Updated: 02-Dec-2024*

Initiative Title: 1.5.3.8 Financial Services Core Business Activity Update

Strategic  
Initiative

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Marion Millard - Executive Manager Financial Services	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Financial services continue to meet all legislative and compliance requirements. The QAO Audit has now been completed and an unmodified audit opinion has been issued with the Financial Statements. Financial operations pay suppliers weekly and continue to work with the business to ensure that our commitments are met. Employees are paid fortnightly and all payroll compliance activities are completed on time. The procurement team continue to work with business areas to educate and improve our purchasing activities for both compliance and efficiencies. Property and rating continue to be really busy with the increased property market activity and continue to work extensively with ratepayers to ensure timely payment of rates and charges.


*Last Updated: 02-Dec-2024*

## People, Safety & Wellbeing

### People, Safety & Wellbeing

Initiative Title: 1.5.2.2 Continued implementation of the Employee Value Proposition

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Holly McBride - Executive Manager People, Safety & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Initiative Progress Comments:** Councils Employee Value Proposition (EVP) continues to be used proactively in job advertisements to boost talent attraction and promote why Council is a great place to work. In Q2, Council's Boss to Coach leadership development program undertook a refresher session and commencement of a third cohort to the program. 14 study assistance applications were awarded.

*Last Updated: 12-Dec-2024*

Print Date: 08-Jan-2025

## Initiative Title: 1.5.3.2 Implementation of Work Health and Safety Strategy

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Holly McBride - Executive Manager People, Safety & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Actions within the strategy have commenced and in the most part are progressing as planned. Where there has been some delays in implementation, this is being monitored and adjusted accordingly. In Q2, Council's new digital safety system implemented modules to digitise the lodging of incidents, hazards and workplace inspections. Safety Due Diligence and Safety 101 training was completed.

*Last Updated: 12-Dec-2024*

## Initiative Title: 1.5.3.3 People, Safety &amp; Wellbeing Core Business Activity Update

Core Business Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Holly McBride - Executive Manager People, Safety & Wellbeing	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Council progressed its Enterprise Bargaining Agreement negotiations to the staff vote, receiving a 'yes' for the draft certified agreement to progress to certification with the Industrial Relations Commission. HR support and advice has been provided across the business for managing people and performance and HR business partners have conducted workplace investigations. The recruitment team worked at filling vacancies, with Council's turnover rate currently sitting at 10.60% and continued to build Council's brand through active use of LinkedIn. Council's annual Refocus employee survey was completed, results shared, and action planning commenced. Mandatory WHS training has been completed and wellbeing initiatives including sun safety campaign has encouraged active employee participation. WHS business partners have conducted inspections, incident investigations, provided advice and education to the business, continued to review policy and procedure and the Directorate safety committee meetings have taken place.


*Last Updated: 12-Dec-2024*

## Transformation, Assets &amp; Information

## Transformation, Assets &amp; Information

## Initiative Title: 1.3.1.2 Implementation of revised Project Management Framework

Strategic Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Paul Fendley - Executive Manager Transformation, Assets & Information	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN


**Initiative Progress Comments:** Working group actively meeting to revise existing framework elements. Category A Project Reporting continued and further enhanced, with monthly briefing to Council recommenced.

*Last Updated: 06-Jan-2025*

Print Date: 08-Jan-2025

Initiative Title: 1.4.2.2 Implementation of IT Infrastructure and fitout for new Administration Centre

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Paul Fendley - Executive Manager Transformation, Assets & Information	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** IT-related designs of new Admin Centre project complete and on track with agreed schedule. Finalisation of technical & product standards underway. Recruitment of project manager underway. Procurement for FCRC-provided fitout on track to commence in Qtr3.

*Last Updated: 16-Dec-2024*

Initiative Title: 1.4.3.2 Implementation of Cyber Security Strategy

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Paul Fendley - Executive Manager Transformation, Assets & Information	In Progress	01-Jul-2024	30-Jun-2025	25%	50.00%	 RED

**Initiative Progress Comments:** Minor delays whilst recruitment undertaken. Appointment now made with 3-year strategy implementation commencing in January.

*Last Updated: 12-Dec-2024*

Initiative Title: 1.5.1.1 Implementation of Revised Asset Management Improvement Plan

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Paul Fendley - Executive Manager Transformation, Assets & Information	In Progress	01-Jul-2024	30-Jun-2025	35%	50.00%	 AMBER

**Initiative Progress Comments:** Delayed by staff movements. Contract resource procured to assist.

*Last Updated: 12-Dec-2024*

Initiative Title: 1.5.2.1 Implementation of Transformation Program

Strategic Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Paul Fendley - Executive Manager Transformation, Assets & Information	In Progress	01-Jul-2024	30-Jun-2025	40%	50.00%	 AMBER

**Initiative Progress Comments:** Property, Customer & Rating projects progressing in accordance with agreed schedules. Finance & Assets projects progressing in accordance with agreed schedules. Customer Bookings system delivered live in October.  
Human Resources projects - Safety system successfully live in November. Payroll system delayed with revised schedule yet to be agreed with Steering Committee.

*Last Updated: 16-Dec-2024*

Print Date: 08-Jan-2025

Initiative Title: 1.5.3.9 Transformation, Assets & Information Core Business Activity Update						
Core Business Activity						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Paul Fendley - Executive Manager Transformation, Assets & Information	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	<div><div></div><div></div><div></div></div> GREEN
<b>Initiative Progress Comments:</b> - Completion of IntraMaps (GIS) upgrade to 2024A completed - Implemented EAM extended data management model for Fleet register - Internal review of all IT contracts & procurement commenced - Development & approval of integrated Operational Technology strategy - Revision of organisational Mobile device policy - Commencement of Mobility Technical Architecture - Release of Field App pilot  <i>Last Updated: 16-Dec-2024</i>						



An aerial photograph of a tropical coastline. The top half of the image shows a dense, lush green forest. Below the forest is a wide, sandy beach. The water is a vibrant turquoise color, with some darker patches visible beneath the surface. Two small figures are visible on the beach, providing a sense of scale.

## Strategy, Community and Development

- Regulatory Services
- Economic Development and Tourism
- Strategy and Sustainability
- Community and Culture
- Development


## Strategy, Community & Development

### Community & Culture

#### Community & Culture

Initiative Title: 1.1.1.1 Development of Brolga Theatre Business Plan for future viability, options for audience development and optimal service delivery across the region

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Joyce Chorny - Executive Manager - Community & Culture	In Progress	01-Jul-2024	30-Jun-2025	80%	50.00%	


**Initiative Progress Comments:** Community consultation meetings completed; online consultation data being collated.

Draft report prepared. Online consultation ends Jan 15/2025.

*Last Updated: 16-Dec-2024*

Initiative Title: 1.5.1.2 Development of Staffing Business Plan for Hervey Bay Library and Council Administration Centre (Incorporating Disaster Resilience Centre)

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Joyce Chorny - Executive Manager - Community & Culture	In Progress	01-Jul-2024	30-Jun-2025	70%	50.00%	


**Initiative Progress Comments:** Initial discussions with senior team members complete; draft structure being prepared.

Draft prepared. To be reviewed by ELT; report being prepared for January.

*Last Updated: 16-Dec-2024*

Initiative Title: 1.5.3.17 Community & Culture Core Business Activity Update

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Joyce Chorny - Executive Manager - Community & Culture	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	

**Initiative Progress Comments:** Wetside emergency refurbishment complete and reopened to the public the first week of school holidays; Hervey Bay Aquatic Centre refurbishment open to public October 14; Aquatics Business Partner appointed to assist in facilitating aquatics staff appointments.

Mary to Rail Trail Committee in operation; Community gigs and picnics being presented; prepared grant application for Sports Precinct; community grants allocated; all Ability awards at the Brolga; 'These Hands' exhibition with Hervey Bay Neighbourhood Centre (HBNC) in foyer Hervey Bay Regional Gallery (HBRG) Glenwood Park community consultation.

Regional Arts Development Fund (RADF) funding allocated to the community; Loan of works from the National Gallery to the Hervey Bay Regional Gallery; Forest to Fibre exhibition; Waste to Art exhibition; several 'pop up' shows at the Creative space, visit from students from sister city Kasukabe; Pheobe Paradise 'Art Mentorship'; PL Travers 125 Birthday Celebration.

Library 'Spring Celebration'; 'Library in the Garden' at Halcro Street; Lines in the Sand Festival.

Australia Day Awards launched.

December 2024

Successful Wetside opening and 15th Birthday party. Over 30,000 attendances at Wetside since reopening. No closures to

Print Date: 08-Jan-2025



date.

Completion of stage 1A refit at Hervey Bay Aquatic Centre. Commencement of Stage 1B.

Implemented 1 day per week closure of pools to advance training and safety measures at Aquatic Centres.

Brolga Theatre Strategic Plan near completion. 11,076 attendees, 60 events

Waste to Art Exhibition open in Gatakers; nearly 4,000 attendees to date.

Duncan Chapman sculptured deaccessioned.

Bond Store 3000 visitors this quarter.

Story Bank 4779 attendees, 5 schools; 3 special interest groups.

HBRG 5400 attendees; 40 public programs

22 RADF Grants provided

Library services staff development visits to McKay and Redcliff

3 Community Engagement Projects

Communita Set

Glenwood Picnic

Turf Maintenance workshop.

Basketball Grant application completed

Community Grants Program


*Last Updated: 16-Dec-2024*

## Development

### Development

Initiative Title: 1.5.3.5 Development Core Business Activity Update

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
James Cockburn - Executive Manager Planning & Growth	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Development assessment numbers have increased in the last quarter with application numbers at 294 with the average being 280 for the last quarter.

Over 1000 new lots have been created so far in 2024.


*Last Updated: 16-Dec-2024*

## Economic Development & Tourism

### Economic Development & Tourism

Initiative Title: 1.1.4.1 Review and refresh the Regional Events Strategy determining our strategic approach to event acquisition and delivery

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Justine Cooper - Executive Manager Economic Development and Tourism	In Progress	01-Jul-2024	30-Jun-2025	40%	50.00%	 AMBER


**Initiative Progress Comments:** The Events Advisory Committee has been formed and work to review the strategy has commenced. Date for completion will now be June 2025.

*Last Updated: 02-Dec-2024*

Print Date: 08-Jan-2025

Initiative Title: 1.2.1.13 Deliver Economic Development Strategy that aligns with the 2019 Economic Development Roadmap and Building Better Communities Beyond 2032 Plan

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Justine Cooper - Executive Manager Economic Development and Tourism	In Progress	01-Jul-2024	30-Jun-2025	40%	50.00%	 AMBER

**Initiative Progress Comments:** Planning has commenced and will require a detailed engagement program. Engagement plan in development, initial strategy paper prepared for consideration and updating of Roadmap

*Last Updated: 02-Dec-2024*

Initiative Title: 1.2.1.14 Conduct Airport Operational Feasibility Study to review and refresh Airport Master Plan and develop Aviation Action Plan

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Justine Cooper - Executive Manager Economic Development and Tourism	In Progress	01-Jul-2024	28-Feb-2025	50%	66.00%	 AMBER

**Initiative Progress Comments:** Project is underway and on track. Feasibility Study complete. Components of this plan will be delayed until FY 2025/26.

*Last Updated: 16-Dec-2024*

Initiative Title: 1.5.3.6 Economic Development & Tourism Core Business Activity Update

Core Business Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Justine Cooper - Executive Manager Economic Development and Tourism	In Progress	01-Jul-2024	30-Jun-2025	75%	50.00%	 GREEN

**Initiative Progress Comments:** Settlement of Moonaboola Estate land transaction to Energy Storage Industries Asia Pacific (ESI) in September. Commencement of capital works at Hervey Bay Airport - baggage system and car park system upgrade. Commencement of the Detailed Design for the Terminal upgrade. Commencement of detailed designs for electrical works at Maryborough Showgrounds and Equestrian Centre. Jobs Ready Program continues with 5 sessions in Hervey Bay this financial year with 110 participants undertaking the program. Program is diversifying into Maryborough to support the Industrial and other key sectors. Hillyard Street land sale in final stages of completion. Moonaboola Lot 1 land sale in final stages of completion.


*Last Updated: 17-Dec-2024*

## Regulatory Services

### Regulatory Services

Initiative Title: 1.5.3.4 Regulatory Services Core Business Activity Update

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Steve Gatt - Executive Manager Regulatory Services	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** The Team collaborated with Qld Health to deliver house to house surveys towards the end of August in several locations across the region to help raise awareness of the importance of controlling mosquito breeding around the home. A total of 49 residential properties were inspected and 44 breeding sites were identified in total. The Ranger team completed a comprehensive risk assessment of the fleet vehicle assets against the proposed procurement plan for future equipment needs. The assessment provide satisfactory mitigation measures for the approval process.

The Animal Management finalised a new proactive patrol log report which is included in the Ranger weekly performance log. This will assist in collating data on hot spots and levels of service provided. The On-Call Senior roster is currently on trial across the teams. This will provide a dedicated contact point for the number of staff operating across the weekend shifts, where there is currently no level of supervisor support.

Statistics of significance include plumbing Applications for the quarter were 492 applications received and processed. This year to date we had received 1669 new applications, 66.3% of these were for new dwellings. Gated communities accounted for 16.1%, whilst sheds and commercials were 11.5%. This time last year we had received 1476 new applications. This is a 13.1% increase overall in applications from 2023. This led to 1720 inspections for the quarter up 100 inspections on the same quarter last year.

Development Compliance is continuing to review all current procedures, policies, fact sheets and forms to ensure they are complete, comprehensive, accurate and up to date. Development Compliance has now finalised the Swimming Pool Safety and Immersions Investigation and Enforcement Procedure, including associated documentation (i.e. Registers, Show Cause and Enforcement Notice Templates etc.). The Erosion and Sediment Control Management Policy and associated Procedure has also been finalised.

During the second quarter the received Petition to extend off leash dog beach at Scarness has been decided. Due to public interest in the dog prohibited areas, a community engagement action is underway to decide key options for retaining the prohibitions or reducing these by extending dog access to our foreshores along the esplanade. A range of views exists on the current timing restrictions of our off leash areas and this will form part of the engagement.

Councils dog registration renewals were issued in October to 24,000 dogs in the region. The Dogs Day out event was also delivered in October 2024 with an estimated 3000 attendees over the day.


*Last Updated: 16-Dec-2024*

## Strategy & Sustainability

### Strategy & Sustainability

Initiative Title: 1.2.1.10 Review and update the Planning Scheme to ensure strategic alignment and enable sustainable development

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rosalyn Acworth - Executive Manager Strategy & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Significant work has been undertaken on background technical studies and drafting amendments to the Planning Scheme provisions, mapping and planning scheme policies. A series of Councillor forums are currently being conducted to workshop potential amendments with the Council. Given resourcing constraints, it is proposed that a program of amendment packages will need to be developed for incremental implementations over the coming year. The first package of amendments to the Planning Scheme are on track to be tabled at the Ordinary Meeting in March 2025 for Council's consideration.

*Last Updated: 12-Dec-2024*

Initiative Title: 1.2.1.11 Undertake technical investigations for large-scale sand extraction for beach nourishment activities as part of Council's Coastal Hazard Adaptation Strategy

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rosalyn Acworth - Executive Manager Strategy & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	25%	50.00%	 RED

**Initiative Progress Comments:** Draft Preliminary Drawings for proposed sand extraction and beach nourishment have been completed and a pre-lodgement meeting with the State Government Agencies on 17 December 2025. The expected completion date for obtaining statutory approvals is not expected until mid 2026 but will be informed by prelodgement advice.

*Last Updated: 12-Dec-2024*

Initiative Title: 1.2.1.12 Review Sustainability Charter and develop a new Sustainability Strategy addressing climate risk and sustainability opportunities

Strategic Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rosalyn Acworth - Executive Manager Strategy & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	10%	50.00%	 RED

**Initiative Progress Comments:** An audit of Council's existing Sustainability Charter is nearing completion, however progress on a new Sustainability Strategy has not yet commenced due to vacancy of Manager Sustainability position after multiple recruitment campaigns. Internal stakeholder consultation is proposed to be undertaken next quarter to explore organisational maturity and priorities in this space.

*Last Updated: 12-Dec-2024*

Print Date: 08-Jan-2025

Initiative Title: 1.5.3.7 Strategy & Sustainability Core Business Activity Update						
Core Business Activity						
Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Rosalyn Acworth - Executive Manager Strategy & Sustainability	In Progress	01-Jul-2024	30-Jun-2025	25%	50.00%	<div><div></div><div></div><div></div><div></div></div> RED
<b>Initiative Progress Comments:</b> Quarter 2 key tasks have included: advancing an interdepartmental collaborative workspace, Councillor workshops on Park Strategy and Esplanade Master Plan, development of consultancy briefs for priority projects; collation of strategic growth data and mapping initiatives to improve coordinated and targeted strategic growth. <i>Last Updated: 12-Dec-2024</i>						

Print Date: 08-Jan-2025



## Water and Waste Services

- Process Operations
- Network Operations and Maintenance
- Resource Recovery Services
- Engineering and Technical Services


## Water and Waste Services

### Water & Waste Engineering & Technical

#### Engineering & Technical Services

Initiative Title: 1.2.1.1 Commence preliminary feasibility evaluation for a Fraser Coast Desalination Plant

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	30-Jun-2026	10%	50.00%	


**Initiative Progress Comments:** The draft Project Management Plan is undergoing review with key stakeholders prior to final approval, anticipated by the end of the calendar year.

The procurement of an appropriately experienced and qualified engineering consultant, to deliver the technical elements of the preliminary feasibility evaluation, will be complete before the end of the financial year. As a multi-year project, the preliminary feasibility evaluation is expected to be finalised next financial year.

*Last Updated: 18-Dec-2024*

Initiative Title: 1.2.1.2 Commence concept design for Teddington Water Raw Water Pipeline

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	31-Dec-2025	25%	50.00%	

**Initiative Progress Comments:** Phase one of the project is underway and initial contact has been made with the Department of Local Government, Water and Volunteers, who have advised of a high-level approvals pathway for accessing the 6,000 ML of strategic reserve currently assigned to Fraser Coast Regional Council in the Lower Mary River Water Supply Scheme (LMRWSS).


Contact has also been made with Sunwater, as the Resource Operations Licence holders for the LMRWSS and a formal meeting has been scheduled. Phase one is still forecast to be predominantly complete by the end of the financial year.

Phase Two will commence next calendar year, with the procurement of an engineering consultant to develop the concept design for the infrastructure to transfer water from the Mary River, via the existing Owanyilla Channel, directly to the Teddington Water Treatment Plant. As a multi-year project, concept design is expected to be finalised next financial year.

*Last Updated: 18-Dec-2024*

Initiative Title: 1.2.1.3 Commence Planning Report for Fraser Coast Water Demand Management Strategy

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	30-Sep-2025	25%	50.00%	

**Initiative Progress Comments:** Consultation with internal stakeholders ongoing. Procurement documents have been developed and are currently under review. The request will be released early next calendar year, to procure the services of a consultant to undertake an economic analysis of the benefits of demand management.

Upon establishing the feasibility (based on both financial and non-financial factors) of the Strategy, the Project Manager will engage with the Advisory Committee and Councillors to inform the direction for the Strategy.


*Last Updated: 19-Dec-2024*

Print Date: 08-Jan-2025



## Initiative Title: 1.2.1.4 Undertake Options Assessment for Maryborough Recycled Water Storage

Strategic  
Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	30-Jun-2025	15%	50.00%	

**Initiative Progress Comments:** Submissions have been received from a request for quotation to engage an appropriately experienced and qualified engineering consultant to undertake the options assessment. The submissions are currently under review, with the aim of engaging a consultant by the end of the calendar year.

*Last Updated: 18-Dec-2024*

## Initiative Title: 1.2.1.5 Commence Expansion Planning Report for Burgowan Water Treatment Plant

Strategic  
Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	30-Sep-2025	10%	50.00%	

**Initiative Progress Comments:** Documents for the request for quotation to deliver the planning report are ready for release to market in late January 2025. It is expected that a consultant will be engaged by mid-March 2025 and the planning report will be finalised in the 2025/26 financial year.

*Last Updated: 18-Dec-2024*

## Initiative Title: 1.2.1.6 Commence Option Study for Teddington Water Treatment Plant Upgrade Pathways

Strategic  
Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	31-Dec-2025	10%	50.00%	

**Initiative Progress Comments:** A Project Manager has been appointed and a Project Management Plan has been drafted and circulated to internal stakeholders for their review.

*Last Updated: 19-Dec-2024*

## Initiative Title: 1.2.1.7 Commence a Trade Waste Strategic Planning Report for Fraser Coast region

Strategic  
Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	29-Aug-2025	10%	66.00%	

**Initiative Progress Comments:** Documents for a request for quotation have been developed and are currently under review. The request will be released early next calendar year, to procure the services of a consultant to prepare the planning report.


*Last Updated: 18-Dec-2024*

Print Date: 08-Jan-2025



Initiative Title: 1.2.4.1 Undertake Recycled Water and Biosolids Reuse Sustainability Review

Strategic  
Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	30-Jun-2025	10%	50.00%	 RED

**Initiative Progress Comments:** The Project Manager has arranged for soil sampling and analysis to align with annual biosolids soil sampling in May 2025. These results will inform the review, which will then be delivered using internal resources in the 2025/26 financial year. A scoping session is scheduled in January 2025.

*Last Updated: 18-Dec-2024*

Initiative Title: 1.5.3.14 Engineering & Technical Services Core Business Activity Update

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Trevor Dean - Executive Manager Engineering & Technical Services	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** The Infrastructure Delivery area continue to deliver the Capital Works programme through a combination of contracts and internal construction teams. Major projects in the construction phase include Cell 9A Landfill, Mechanical Sludge Dewatering at Teddington Water Treatment Plant (WTP). The Urraween Water Pump Station upgrade, ongoing Sewer Relining, trunk water main construction in Amos St, Urangan, and watermain replacements in Guava Street and March Lane, Maryborough. Documents are being prepared to enable a Consultant to be commissioned early in 2025 to undertake the detailed design of the Fraser Coast Water Grid.

The Planning and Environment Team are continuing to work on planning for operational plan projects. Quarter 1 focus was on finalising the Water Grid business case and with a full contingent of planning staff focus has shifted to progressing other major planning studies reflected in the operational plan.


*Last Updated: 19-Dec-2024*

## Water & Waste Network Operations & Maintenance

### Network Operations & Maintenance

Initiative Title: 1.3.3.2 Network Operations & Maintenance Core Business Activity Update

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Darren Smith - Executive Manager Network Operations & Maintenance	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Water and sewer network crews continue to deliver historically large numbers of new infrastructure connections and recoverable works to accommodate ongoing demands from housing developments.


Development of Asset Management Plans (AMP) has continued with the Water Network AMP now at 90% completion. Progress is being made on the Sewer Treatment AMP and is now at 40% completion.

*Last Updated: 18-Dec-2024*

Print Date: 08-Jan-2025

Initiative Title: 1.5.3.1 Undertake ARC flash analysis of electrical switchboards and installation of the ARC flash rating to directly contribute to effective Electrical Risk Management on existing switchboards

Strategic Initiative

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Darren Smith - Executive Manager Network Operations & Maintenance	In Progress	01-Jul-2024	30-Jun-2025	15%	50.00%	

**Initiative Progress Comments:** A suitably qualified contractor has been engaged to commence the 24/25 Arc Flash investigations.


*Last Updated: 19-Dec-2024*

## Water & Waste Process Operations

### Process Operations

Initiative Title: 1.2.1.8 Lenthalls Dam Safety and Design Review

Strategic Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Cameron Ansell - Executive Manager Process Operations	In Progress	01-Jul-2024	30-Mar-2026	60%	66.00%	

**Initiative Progress Comments:** Onsite investigation works including geotechnical and concrete testing works are all progressing however wet weather is impacting the schedule of these works with some likely to be deferred until after the wet season to allow access to the spillway. Engineering studies continue to progress as information is available. Dam Safety Regulator issued an approved compliance program on 18 October 2024 to manage extension of time requested.

*Last Updated: 19-Dec-2024*

Initiative Title: 1.5.3.16 Process Operations Core Business Activity Update

Core Business Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Cameron Ansell - Executive Manager Process Operations	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	

**Initiative Progress Comments:** The provision of safe drinking water has continued in accordance with Councils Drinking Water Quality Management Plan, and the Australian Drinking Water Guidelines. On 18 December 2024 the Queensland Audit Office tabled in Parliament the report on Managing Queensland's regional water quality which Fraser Coast participated in.

The region's sewage treatment plants have continued to produce fit for purpose recycled water which has had a usage rate of around 80%.

The management of bulk storages has continued within relevant dam safety criteria and the annual dam safety legislative reporting requirements were submitted in September. Wet weather over recent months has seen both major storages (Lenthalls dam and Teddington Weir) fill to capacity.

An Operations Technology Strategy has been developed and is now in the operational planning phase.

*Last Updated: 19-Dec-2024*


Print Date: 08-Jan-2025

## Water & Waste Resource Recovery Services

### Resource Recovery Services

Initiative Title: 1.2.1.9 Review of the Waste Strategy

Strategic  
Initiative


Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Umur Natus-Yildiz - Executive Manager Resource Recovery Services	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Planning has progressed on the mid term review of the Fraser Coast Waste Strategy. Community engagement has been scheduled for January 2025 and is aligned to the questions that were raised in 2018 to analyse any changes in the service level demand.

*Last Updated: 19-Dec-2024*

Initiative Title: 1.5.3.15 Resource Recovery Services Core Business Activity Update

Core Business  
Activity

Responsible Person	Status	Start Date	End Date	% Complete	Target	On Target %
Umur Natus-Yildiz - Executive Manager Resource Recovery Services	In Progress	01-Jul-2024	30-Jun-2025	50%	50.00%	 GREEN

**Initiative Progress Comments:** Nikenbah Transfer Station and mainland outstations continue to operate within expected parameters. Eurong waste transfer station and K'gari new contract mobilisation progressing on schedule.

Maryborough Landfill Cell 9 practical completion now expected in January 2025 with detailed planning to move landfill operations to the new cell completed. Construction of the new weighbridge and Gatehouse has been completed in the period.

The new Fraser Coast Material Recovery Facility remains on track for commissioning in early February 2025 with fit-out of the education room undertaken over the past quarter.

*Last Updated: 19-Dec-2024*

**FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25****WEDNESDAY, 29 JANUARY 2025**

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<b>SUBJECT:</b>	<b>COUNCILLOR MEETING ATTENDANCE FOR FEBRUARY 2025</b>
<b>DIRECTORATE:</b>	<b>ORGANISATIONAL SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR ORGANISATIONAL SERVICES, Marion Millard</b>
<b>AUTHOR:</b>	<b>CORPORATE OPERATIONS OFFICER, Chaye Selby</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Focused Organisation and Leadership. Demonstrate good leadership, and effective and ethical decision-making to foster confidence within our community.</b>

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**1. PURPOSE**

The purpose of this report is to approve the relevant meetings as per the Councillor Code of Conduct and Councillor Attendance Policy.

**2. EXECUTIVE SUMMARY**

This report will outline Councillor's responsibility to meet the standards set out in the Code of Conduct for Councillors in Queensland by listing meetings, briefings, workshops, and training opportunities each month.

**3. OFFICER'S RECOMMENDATION**

That Council:

1. Approve the following meetings for the period 1 February 2025 to 28 February 2025 as relevant meetings which require the attendance and meaningful participation of all Councillors as per the Councillor Code of Conduct and Councillor Attendance Policy:

<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>Meeting</b>
3 February 2025	10.00am	Councillor and Executive Briefing
5 February 2025	9:00am	Council Concept Forum
10 February 2025	10.00am	Councillor and Executive Briefing
12 February 2025	9:00am	Council Concept Forum
17 February 2025	10:00am	Councillor and Executive Briefing
19 February 2025	10.00am	Council Agenda Forum
24 February 2025	10:00am	Councillor and Executive Briefing
26 February 2025	9.00am	Community Presentations

2. Note the requirement to attend the Ordinary Meeting scheduled for 26 February 2025.

#### 4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Councillor Attendance Policy on 28 August 2024 which sets out Council's expectation of a Councillor to carry out their responsibilities as described in the Code of Conduct for Councillors in Queensland relating to meetings, briefings, relevant workshops, and training opportunities.

The policy requires Council to approve at each Ordinary Meeting of Council a list of meetings that are considered to be relevant for Councillors to attend for the following month.

#### 5. PROPOSAL

It is proposed that the following meetings are considered relevant for all Councillors to attend:

Date of Meeting	Time of Meeting	Meeting
3 February 2025	10.00am	Councillor and Executive Briefing
5 February 2025	9:00am	Council Concept Forum
10 February 2025	10.00am	Councillor and Executive Briefing
12 February 2025	9:00am	Council Concept Forum
17 February 2025	10:00am	Councillor and Executive Briefing
19 February 2025	10.00am	Council Agenda Forum
24 February 2025	10:00am	Councillor and Executive Briefing
26 February 2025	9.00am	Community Presentations

#### 6. FINANCIAL & RESOURCE IMPLICATIONS

N/A

#### 7. POLICY & LEGAL IMPLICATIONS

Head of Power is the *Local Government Act 2009* and the Councillor Attendance Policy.

#### 8. RISK IMPLICATIONS

N/A

#### 9. CRITICAL DATES & IMPLEMENTATION

N/A

#### 10. CONSULTATION

Consultation has taken place with relevant Directors and Councillors.

**11. CONCLUSION**

The report details the meetings for the following month that Councillors are expected to attend.

**12. ATTACHMENTS**

Nil

**FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25**

**WEDNESDAY, 29 JANUARY 2025**

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<b>SUBJECT:</b>	<b>AMENDED POLICY - AMENITY AND AESTHETICS CONSIDERATIONS FOR THE RELOCATION OF DWELLINGS POLICY</b>
<b>DIRECTORATE:</b>	<b>STRATEGY, COMMUNITY &amp; DEVELOPMENT</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR STRATEGY, COMMUNITY &amp; DEVELOPMENT, Gerard Carlyon</b>
<b>AUTHOR:</b>	<b>EXECUTIVE MANAGER REGULATORY SERVICES, Steven Gatt</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Focused Service Delivery Focus on service delivery to promote a positive customer experience.</b>

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**1. PURPOSE**

The purpose of this report is to seek council endorsement of the Draft amended Amenity and Aesthetics Considerations for the Relocation of Dwellings Policy (attachment 1) to remove requirements for bond payments.

**2. EXECUTIVE SUMMARY**

A proposed amended Amenity and Aesthetics Considerations for the Relocation of Dwellings Council Policy is tabled for endorsement by Council.

The amendments were considered by the ELT (Executive Leadership Team) on the 12 September 2024 who resolved to endorse the amendments to the Amenity and Aesthetics Considerations for the Relocation of Dwellings Council Policy for Council consideration.

The amended policy retains requirements relating to the amenity and aesthetics for relocatable dwellings.

The key change being proposed is the way in which the policy is enforced. It is proposed that the collection of refundable bonds is removed, and rather, the Regulatory Services team use existing enforcement practices to ensure that property owners comply with the amenity and aesthetics requirements that have been set by Council.

This approach reduces the administrative load for the Regulatory Services and Finance teams and utilises existing practices resulting in improved utilisation of resources. This approach is also expected to be favourable to property owners, due to the proposed removal of the existing requirement of Council holding a cash bond of up to \$40,000 whilst works are completed.

Following consultation with ELT, the proposed policy is presented to Council for consideration.

**3. OFFICER'S RECOMMENDATION**

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That Council endorse the removal of bonds from the Amenity and Aesthetics Considerations for the Relocation of Dwellings Council Policy (Attachment 1), as amended.

#### 4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Amenity and Aesthetics Considerations for the Relocation of Dwellings Council Policy was first adopted in 2015, last amended on 24 March 2021, and is currently due for review.

The key proposed change to the Council Policy relates to the approach to enforcement of the policy requirements.

The existing policy requires the collection of a bond prior to works and the subsequent refund of the bond following satisfactory amenity and aesthetic of the relocatable dwelling. Currently, Council collect and hold a refundable bond of up to \$40,000 whilst property amenity and aesthetics works are undertaken, such as: roof reinstatement, painting, stumps, material replacement or other defects.

Whilst we have no instances where we have retained a bond, in the event that Council did retain a bond to complete rectification works, the bond amount may be inadequate to complete works.

Contribution of the refundable bond can place a financial constraint on property owners in their ability to complete the works required by this policy.

Regulatory Services can undertake policy enforcement activities that are regarded to be more effective in achieving the intention of the policy without the need to collect, hold and refund bonds. This is achieved through compliance with the development permit conditions.

Refundable cash bonds result in a heavy administrative load for Regulatory Services, Customer Services and Finance teams.

An internal audit was performed in January 2024 on bonds management and included a recommendation to consider abandoning the requirement for security bonds in respect of removable dwellings.

The audit noted that the bond process was not actively managed (applicant driven), there were no instances where bonds have been retained in the past and that the process for managing bonds required significant improvement. It recommended that consideration be given to removing the requirement for refundable bonds.

The internal auditor is monitoring an audit recommendation as follows:

*Bond management internal audit – audit recommendation FN06-02: Review the bonds process, consider an agreement to identify bond owner, actively manage bonds, consider time limiting the bond period and review the value of bonds. Conversely, consider abandoning bonds and consider the enforcement process that may replace bonds for removable dwellings. Due 30/9/2024.*

#### 5. PROPOSAL

To exclude the requirement for bonds as part of the concurrency application referral approval process for the Relocation of Dwellings within the Fraser Coast.

As part of the decision to remove the requirement for a bond the enforcement approach was reviewed to ensure that through the development permit building works can be managed to the standard required by the policy.



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Draft amendments have been made to the conditions associated with an approval which support compliance through the development permit issued under the control of a certifier.

## **6. FINANCIAL & RESOURCE IMPLICATIONS**

It is expected that the proposed change to remove collection of bonds will result in more effective utilisation of resources due to removal of a heavy administrative load across Regulatory Services and Finance teams.

The Development Compliance Team previously conducted an audit and repaid in excess of \$200,000 of bond money.

At the time that the Bonds Management Internal Audit was undertaken (November 2023) Council held approximately \$797,000 in refundable amenity and aesthetic bonds. Regulatory Services and Financial Services will review bonds currently held to progress aligning these with the new policy.

## **7. POLICY & LEGAL IMPLICATIONS**

This proposal results in amendment of the Amenity and Aesthetics Considerations for the Relocation of Dwellings Council Policy.

## **8. RISK IMPLICATIONS**

No risks have been identified that fall outside the risk appetite statements.

## **9. CRITICAL DATES & IMPLEMENTATION**

Following approval of the policy by Council, Regulatory Services and Financial Services will review bonds currently held to progress aligning these with the new policy.

## **10. CONSULTATION**

Consultation has occurred in respect of the proposed policy amendments, specifically removal of bonds, with

- The Director Strategy, Development and Community
- Executive Manager Development
- Executive Manager Finance
- The Internal Auditor
- The Executive Leadership Team
- Councillors


## **11. CONCLUSION**

The proposed amended Amenity and Aesthetics Considerations for the Relocation of Dwellings Council Policy is able to be enforced effectively without the need to collect, hold and refund bonds.

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**12. ATTACHMENTS**

1. Tracked Changes Version - Amenity and Aesthetics Considerations for the relocation of Dwellings Council Policy [↓](#)
2. Clean Copy - Amenity and Aesthetics Considerations for the relocation of Dwellings Council Policy [↓](#)

	COUNCIL POLICY	
	Amenity And Aesthetics Considerations for The Relocation Of Dwellings Policy	
	Policy Number	CP034
	Directorate	Strategy, Development & Community
	Owner	Executive Manager – Regulatory Services
	Last Approved	24 March 2021
	Review Due	24 March 2023

### 1. PURPOSE

This policy is to ensure that the relocation of a dwelling from one allotment to another does not detract from the amenity or aesthetics of the area, or likely amenity or aesthetics of the area.

### 2. SCOPE

The scope of this policy is applicable for building works applications for the relocation of any existing Class 1 building (dwelling) within the Fraser Coast Regional Council area.

This Policy is not applicable to a dwelling relocated within the same allotment or to new dwellings, such as new relocatable or manufactured homes.

### 3. HEAD OF POWER

*Planning Act 2016*  
*Planning Regulation 2017*  
*Building Act 1975*  
*Building Regulation 2006*

### 4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**Relocation** means rebuilding an existing dwelling on an allotment after removing it from another allotment.

**Amenity** means the attractiveness or pleasant quality of a neighbourhood.

**Aesthetics** means the character of a locality as dictated by the architectural style and features of the buildings in the locality.

### 5. POLICY STATEMENT

#### 5.1. Heading

In accordance with Council's resolution of 1 August 2012 and under the provisions of the Planning Regulation 2017, Schedule 9, Div 2, Table 1 (Amenity and aesthetic impact of particular building work), it is recognised that the relocation of a dwelling from one allotment to another may –

(i) have an extremely adverse effect on the amenity, or likely amenity of the locality, or

- (ii) (ii) be in extreme conflict with the character of the locality.

Council is triggered as a concurrence agency for any such building works applications.

~~This Policy outlines criteria for Council's determination on the type and amount of security (bonding of works). The conditioning of security is required in accordance with the Planning Regulation 2017, Schedule 9, Div 2, Table 1 (Amenity and aesthetic impact of particular building work). The release of security is prescribed by section 93 of the Building Act 1975.~~

#### Information required by application

The following information is required to be submitted with an application –

- A completed application form,
- The fee as per Council's Fees and Charges Schedule on the day of lodgement,
- A scope of works,
- A site plan,
- Elevation plans including overall height of the proposal and works intended to be undertaken,
- Photos of the subject site and building to be relocated including photos of the roof and all external walls, and
- Estimated value of building construction work for external renovations.

#### Standard conditions

The following standard conditions are to be imposed on an approval, dependent upon the physical state of the building. These conditions may be modified, or specific conditions included as considered necessary by the Assessment Manager. The state of the building is determined by the photographs accompanying the application.

Assessment Criteria	Standard Condition
The building is identified as being constructed of damaged, corroded, or decayed materials.	Replace all damaged, corroded, or decayed material, to the satisfaction of <a href="#">relevant development codes and approval of the Assessment Manager</a> . <del>Council and best industry standards.</del>
The building is identified as containing asbestos and is deemed unsafe, posing a risk to public health and safety.	Where <a href="#">a building has asbestos products</a> <del>material containing asbestos is damaged or not in a stable condition</del> , asbestos is to be removed and replaced by non-asbestos material prior to the building being relocated.  <i>An asbestos report from licensed assessor may be required.</i>
The building has flaking paint or requires repainting.	Remove any flaking paint and repaint exterior, <a href="#">to the AS/NZS 2311 standards</a> . <del>to the satisfaction of Council and best industry standards.</del>
The building has a rusty or damaged roof.	Repaint the roof and flashing <a href="#">to the AS/NZS 2311 standards</a> <del>or replace with new material..or replace with new material, to the satisfaction of Council and best industry standards.</del>

The building has RHS steel columns or similar that exceed 2.0 metres in height and are visible from <del>other</del> another allotment.	Screen from ground level to the subfloor of the building using palings or similar.
Timeliness of completion of works.	<del>All conditioned works</del> Complete all external works associated with the relocation <u>be finalised and approved</u> within twelve (12) months from the date of the development approval, or as otherwise approved in writing by the Assessment Manager.
<del>Payment of security (bond).</del>	<del>Pay security of the amount determined by the Assessment Manager through utilisation of the bond calculator. The bond is to be paid by bank cheque, unconditional bank guarantee or cash. The bond is to be refunded on satisfactory completion of the conditions of approval by percentage, as calculated by the assessing officer.</del>  <del>The Assessment Manager may waiver or reduce the bond amount in rural locations, following consideration of the impact to amenity and the aesthetics of the locality.</del>

#### **Bond Calculator**

The below shall be completed by the Assessment Manager during assessment. The maximum value\* for each item is subject to annual review by the Development Compliance Manager and is to be calculated based on industry standard in the Region.

Item	Max. value*	Value applicable to application
Roof reinstatement	\$15,000.00	
Repainting exterior	\$ 10,000.00	
Stumps covered by palings >2.0m height	\$ 6,000.00	
Damaged, corroded material	\$ 6,000.00	
10 % Sundry	\$ 3,000.00	
Other defects	No greater than quoted cost	
<b>Total Bond</b>	<b>\$ 40,000.00</b>	

The following Advice Notes are also included in the Referral Response.

#### Advice Notes

1. This concurrence agency referral response does not constitute a Development Permit for Building Work. An application for a building permit must be lodged with a Building Certifier.

2. The applicant must obtain any relevant approval to remove vegetation from the site from the Department of Environment and Resource Management pursuant to any requirements of the Vegetation Management Act 1999, and from Council under its Local Laws or Planning Scheme applicable to the development site.

3. This concurrence agency referral response does not grant any approval for transporting the building. Where access to private property or Council land is required for siting the building, separate approvals and permits are required.


## 6. ASSOCIATED DOCUMENTS

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than (three) years.

### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy			
2				

	COUNCIL POLICY	
	Amenity And Aesthetics Considerations for The Relocation Of Dwellings Policy	
	Policy Number	CP034
	Directorate	Strategy, Development & Community
	Owner	Executive Manager – Regulatory Services
	Last Approved	24 March 2021
	Review Due	24 March 2023

### 1. PURPOSE

This policy is to ensure that the relocation of a dwelling from one allotment to another does not detract from the amenity or aesthetics of the area, or likely amenity or aesthetics of the area.

### 2. SCOPE

The scope of this policy is applicable for building works applications for the relocation of any existing Class 1 building (dwelling) within the Fraser Coast Regional Council area.

This Policy is not applicable to a dwelling relocated within the same allotment or to new dwellings, such as new relocatable or manufactured homes.

### 3. HEAD OF POWER

*Planning Act 2016*  
*Planning Regulation 2017*  
*Building Act 1975*  
*Building Regulation 2006*

### 4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**Relocation** means rebuilding an existing dwelling on an allotment after removing it from another allotment.

**Amenity** means the attractiveness or pleasant quality of a neighbourhood.

**Aesthetics** means the character of a locality as dictated by the architectural style and features of the buildings in the locality.

### 5. POLICY STATEMENT

#### 5.1. Heading

In accordance with Council's resolution of 1 August 2012 and under the provisions of the Planning Regulation 2017, Schedule 9, Div 2, Table 1 (Amenity and aesthetic impact of particular building work), it is recognised that the relocation of a dwelling from one allotment to another may –

(i) have an extremely adverse effect on the amenity, or likely amenity of the locality, or

- (ii) (ii) be in extreme conflict with the character of the locality.

Council is triggered as a concurrence agency for any such building works applications.

#### Information required by application

The following information is required to be submitted with an application –

- A completed application form,
- The fee as per Council's Fees and Charges Schedule on the day of lodgement,
- A scope of works,
- A site plan,
- Elevation plans including overall height of the proposal and works intended to be undertaken,
- Photos of the subject site and building to be relocated including photos of the roof and all external walls, and
- Estimated value of building construction work for external renovations.

#### Standard conditions

The following standard conditions are to be imposed on an approval, dependent upon the physical state of the building. These conditions may be modified, or specific conditions included as considered necessary by the Assessment Manager. The state of the building is determined by the photographs accompanying the application.

Assessment Criteria	Standard Condition
The building is identified as being constructed of damaged, corroded, or decayed materials.	Replace all damaged, corroded, or decayed material, to the satisfaction of relevant development codes and approval of the Assessment Manager.
The building is identified as containing asbestos and is deemed unsafe, posing a risk to public health and safety.	Where a building has asbestos products, asbestos is to be removed and replaced by non-asbestos material prior to the building being relocated.  <i>An asbestos report from licensed assessor may be required.</i>
The building has flaking paint or requires repainting.	Remove any flaking paint and repaint exterior, to the AS/NZS 2311 standards..
The building has a rusty or damaged roof.	Repaint the roof and flashing to the AS/NZS 2311 standards or replace with new material..
The building has RHS steel columns or similar that exceed 2.0 metres in height and are visible from another allotment.	Screen from ground level to the subfloor of the building using palings or similar.
Timeliness of completion of works.	All conditioned works associated with the relocation be finalised and approved within twelve (12) months from the date of the development approval, or as otherwise approved in writing by the Assessment Manager.



The following Advice Notes are also included in the Referral Response.

**Advice Notes**

1. *This concurrence agency referral response does not constitute a Development Permit for Building Work. An application for a building permit must be lodged with a Building Certifier.*
2. *The applicant must obtain any relevant approval to remove vegetation from the site from the Department of Environment and Resource Management pursuant to any requirements of the Vegetation Management Act 1999, and from Council under its Local Laws or Planning Scheme applicable to the development site.*
3. *This concurrence agency referral response does not grant any approval for transporting the building. Where access to private property or Council land is required for siting the building, separate approvals and permits are required.*

**6. ASSOCIATED DOCUMENTS**

**7. REVIEW**

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than (three) years.

**Version Control**

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy			
2				

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FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>RECOMMENDATION - FUNDING POTENTIAL OPPORTUNITY FURTHER DEVELOPMENT - MARY TO BAY RAIL TRAIL</b>
<b>DIRECTORATE:</b>	<b>STRATEGY, COMMUNITY &amp; DEVELOPMENT</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR STRATEGY, COMMUNITY &amp; DEVELOPMENT, Gerard Carlyon</b>
<b>AUTHOR:</b>	<b>MANAGER COMMUNITY DEVELOPMENT &amp; ENGAGEMENT, Tracey Genrich</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Connected, Inclusive Communities and Spaces. Create vibrant community spaces to encourage community activation.</b>

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**1. PURPOSE**

To table a recommendation from the Mary to Bay Rail Trail Advisory Committee relating to potential future funding opportunities and further development of undeveloped sections of the Mary to Bay Rail Trail project.

**2. EXECUTIVE SUMMARY**

The Mary to Bay Rail Trail Advisory Committee held a Special Meeting on the 2 December, 2024, to discuss the potential for a funding application to the Federal Government's Active Transport Funding program for further development of the Mary to Bay Rail Trail project.

Following discussion at the meeting there was no support for the submission of a funding application to the Active Transport Funding program, however, this report tables the recommendation to Council from that Special Meeting as follows:-

*"That the Mary to Bay Rail Trail Advisory Committee recommends to Council:-*

- a) To write to the Queensland State Government requesting that the \$9m of funding returned due to the cessation of the Bundaberg Rail Trail project be secured for future Rail trail project funding.*
- b) To make a submission to the Queensland State Government for \$250,000 of the returned funding to put towards a \$500,000 project identified as the highest priority in the Rail Trail Strategic Document currently being finalised by the Advisory Committee.*
- c) To prioritise the forward works planning project for design of the interim solution of a bikeway from Walker Street to Maryborough CBD utilising the Kent Street Principal Cycle Network."*

### 3. OFFICER'S RECOMMENDATION

That Council:

1. Write to the Queensland State Government requesting that the \$9 million of funding returned to the State due to the cessation of the Bundaberg Rail Trail project be secured for future rail trail project funding.
2. Make a submission to the Queensland State Government for \$250,000 of the returned funding to put towards a \$500,000 project identified as the highest priority in the Rail Trail Strategic document currently being finalised by the Advisory Committee.
3. Prioritise the forward works planning project for design of the interim solution of a bikeway from Walker Street to Maryborough CBD utilising the Kent Street Principal Cycle Network.

### 4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Mary to Bay Rail Trail Advisory Committee held a Special Meeting on the 2 December, 2024, to discuss the potential for a funding application to the Federal Government's Active Transport Funding program for further development of the Mary to Bay Rail Trail project.

Following discussion at the meeting there was no support for the submission of a funding application to the Active Transport Funding program, however, this report tables the recommendation from that Special Meeting for consideration and response of Council.

### 5. PROPOSAL

At the Special Meeting the Advisory Committee, held on 2 December, 2024, members considered a number of proposals for submission to Council with the following recommendation receiving unanimous support from all Committee members present:-

*"That the Mary to Bay Rail Trail Advisory Committee recommends to Council:-*

- d) To write to the Queensland State Government requesting that the \$9m of funding returned due to the cessation of the Bundaberg Rail Trail project be secured for future Rail trail project funding.*
- e) To make a submission to the Queensland State Government for \$250,000 of the returned funding to put towards a \$500,000 project identified as the highest priority in the Rail Trail Strategic Document currently being finalised by the Advisory Committee.*
- f) To prioritise the forward works planning project for design of the interim solution of a bikeway from Walker Street to Maryborough CBD utilising the Kent Street Principal Cycle Network."*

### 6. FINANCIAL & RESOURCE IMPLICATIONS

There are no capital funds for further development of the Mary to Bay Rail Trail project within Council's Capital Budget and therefore the allocation of \$250,000 towards the rail trail would require the reallocation of capital funds.

The Strategic Document currently being prepared indicates that works in the Piggford Lane area would be the highest priority, given the other undeveloped sections are currently constrained with unresolved tenure issues.

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**7. POLICY & LEGAL IMPLICATIONS**

Nil identified.

**8. RISK IMPLICATIONS**

Nil identified.

**9. CRITICAL DATES & IMPLEMENTATION**

Whilst there are no definitive dates attached to this request the State Government's consideration of reallocation of the unspent funds to go back into Rail Trail projects is time sensitive and critical to the future development of the Mary to Bay Rail Trail project.

**10. CONSULTATION**

The Mary to Bay Rail Trail Advisory Committee has discussed this item at its Special Meeting held on 2 December, 2024, and requested Council consideration at its next Ordinary Meeting.

**11. CONCLUSION**

The Mary to Bay Rail Trail is a priority project listed within Council's 2024 Advocacy Document which requires both staff and funding resources to bring online further undeveloped sections of the Trail.

As part of the operations of the Mary to Bay Rail Trail Advisory Committee, potential for funding opportunities is discussed regularly.

**12. ATTACHMENTS**

Nil

FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>REQUEST TO FILL COUNCILLOR VACANCY - MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE</b>
<b>DIRECTORATE:</b>	<b>STRATEGY, COMMUNITY &amp; DEVELOPMENT</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR STRATEGY, COMMUNITY &amp; DEVELOPMENT, Gerard Carlyon</b>
<b>AUTHOR:</b>	<b>MANAGER COMMUNITY DEVELOPMENT &amp; ENGAGEMENT, Tracey Genrich</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Connected, Inclusive Communities and Spaces. Create vibrant community spaces to encourage community activation.</b>

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**1. PURPOSE**

The purpose of this report is to seek Council resolution to fill a Councillor vacancy on the Mary to Bay Rail Trail Advisory Committee (M2BRTAC).

**2. EXECUTIVE SUMMARY**

A vacancy has occurred within the M2BRTAC following the resignation of the Mayor as Chair of the Committee.

The Terms of Reference includes three Councillors representatives that are appointed by Council resolution. Crs Paul Truscott and Lachlan Cosgrove remain members and accordingly one (1) vacancy is now to be filled.

**3. OFFICER'S RECOMMENDATION**

That Council:

1. Appoint <Councillor Name> as a representative to the Mary to Bay Rail Trail Advisory Committee to fill the vacancy created by the Mayor's resignation.
2. Appoint <Councillor Name> to be Chair of the Mary to Bay Rail Trail Advisory Committee.

**4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The M2BRTAC was formed in late 2022 for the purpose of providing a forum for community and user groups to make recommendations to Council on the development and management of the Mary to Bay Rail Trail.

In addition to community and key user group membership, the Advisory Committee includes three (3) Councillor represents that are appointed by Council resolution.

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In April, 2024, Council appointed Cr George Seymour (Chair), Cr Paul Truscott and Cr Lachlan Cosgrove as its representatives to the Advisory Committee.

On the 19 December, 2024, the Mayor confirmed with the Chief Executive Officer, via email, that he was unfortunately unable to continue to participate as a member of the Advisory Committee and that he was therefore tendering his resignation.

## **5. PROPOSAL**

With the resignation of the Mayor, a vacancy now exists for the appointment of one Councillor representative to the Advisory Committee. As the Mayor was also Chair of the Committee, this report also calls for the nomination of one of the three Councillors as Chair for the Committee.

## **6. FINANCIAL & RESOURCE IMPLICATIONS**

The function of the M2BRTAC is managed through Council's Community Development and Engagement Team. Projects and initiatives recommended to Council through the M2BRTAC may be subject to future Council budget deliberations and/or funding through external parties, dependent on the project/initiative.

## **7. POLICY & LEGAL IMPLICATIONS**

The M2BRTAC is a Local Government Committee appointed under s264 of the *Local Government Regulation 2012* formed to make recommendations to Council on the development and management of the Mary to Bay Rail Trail.

## **8. RISK IMPLICATIONS**

Nil identified.

## **9. CRITICAL DATES & IMPLEMENTATION**

The next meeting of the M2BRTAC is scheduled to be held on 27 February, 2025. Therefore, consideration for filling of the vacancy and appointment of Chair prior to that date will ensure the Committee is able to continue without any disruption.

## **10. CONSULTATION**

The members of the M2BRTAC have been advised of the Mayor's resignation and that a report would be tabled at Council's January meeting for filling of the vacancy.

## **11. CONCLUSION**

A vacancy now exists for a Councillor representative on the M2BRTAC. Council appointment of a replacement Councillors aligns with the Terms of Reference for the Advisory Committee.

## **12. ATTACHMENTS**

Nil

FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>PROPOSAL TO PERMANENTLY CLOSE UNNAMED 673 ROAD</b>
<b>DIRECTORATE:</b>	<b>INFRASTRUCTURE SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR INFRASTRUCTURE SERVICES, Davendra Naidu</b>
<b>AUTHOR:</b>	<b>PRINCIPAL ENGINEER ROADS, Damion Beety</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Resilient and Environmentally Responsible Region. Partner with community and industry to protect and enhance our natural environment for future generations to enjoy.</b>

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**1. PURPOSE**

The purpose of this report is to provide detail relating to submissions received following public notification of a proposal to close Unformed Road 673 to vehicular traffic.

**2. EXECUTIVE SUMMARY**

At Council's Ordinary Meeting No. 5 held on 22 May 2024, Council resolved as follows:

*That Council:*

- 1. Proceed with public notification relating to the proposal to permanently close Unnamed Road 673 to vehicular traffic in accordance with Council's Local Law 4 (Local Government Controlled Areas Facilities and Roads) 2011 Section 8, Clause 3 (a) (i) & (iii).*
- 2. Further consider any submissions received following the completion of the public notification.*

Unnamed 673 Rd (560m) is identified as an unformed road under Council's Road Hierarchy. This road is not likely to ever be formed by Council due to steep terrain and natural vegetation constraints.

Following public notification relating to this matter, there are two (2) possible options to resolve this:

- I. Do Nothing – leave the road reserve as is.
- II. Permanently close Unnamed 673 Rd to vehicular traffic in accordance with Council's Local Law 4 (Local Government Controlled Areas Facilities and Roads) 2011 Section 8, Clause 3 (a).

**3. OFFICER'S RECOMMENDATION**

That Council:

1. Not proceed with a proposal to permanently close Unnamed 673 Rd to vehicular traffic in accordance with Council's Local Law 4 (Local Government Controlled Areas Facilities and Roads) 2011 Section 8, Clause 3 (a) (i) & (iii) based on the following:
  - (a) The public submissions received;
  - (b) The considerable challenges posed by the terrain and natural vegetation in the road area make the development of a formed road unlikely;
2. Advise the submitters following publication notification of Council's decision relating to this matter.

#### 4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At Council's Ordinary Meeting No.5 held on 22 May 2024, Council resolved as follows:

*That Council:*

1. *Proceed with public notification relating to the proposal to permanently close Unnamed Road 673 to vehicular traffic in accordance with Council's Local Law 4 (Local Government Controlled Areas Facilities and Roads) 2011 Section 8, Clause 3 (a) (i) & (iii).*
2. *Further consider any submissions received following the completion of the public notification.*

**Figure 1.** below depicts the location of Unnamed 673 Rd

**Figure 1 – Location Map - Unnamed 673 Rd, Tinana**



A review of the State Environmental overlays in proximity to the unformed roads, identifies state significant koala habitat, wildlife habitat (hatched area), essential vegetation habitat



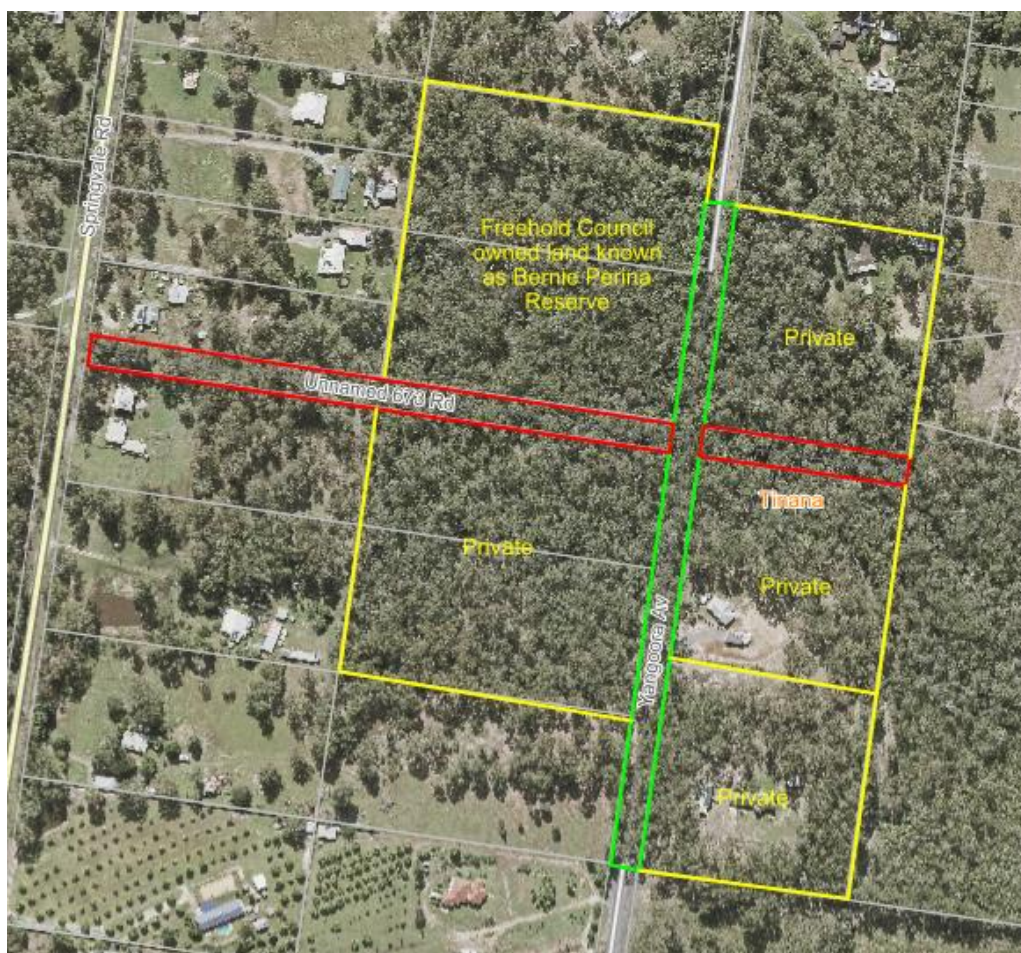
(yellow) and regulated vegetation - Category R (green). The Environmental overlay extents are represented in **Figure 2**. (koala overlay removed for clarity)

**Figure 2 – Environmental Overlays**



As several properties rely on access from the unformed section of Yangoora Road, Council at its Meeting held on 22 May 2024 resolved to retain the unformed section of Yangoora Avenue as a road reserve so that residents can continue to access their lots which is depicted in **Figure 3** but to proceed with public notification relating to a proposal to permanently close Unnamed 673 Rd to vehicular traffic in accordance with Council's Local Law 4 (Local Government Controlled Areas Facilities and Roads) 2011 Section 8, Clause 3 (a) (i) & (iii).

**Figure 3 – Unformed 673 Rd and adjacent properties.**



Public notification relating to the proposal to close Unnamed 673 Rd was undertaken through Council's website and the Maryborough Sun Newspaper. Upon closure of the publication notification period i.e. 22 November 2024, three (3) submissions were received. Two (2) of the submissions received did not support the closure and one submission was in support of the proposal to close the road. All three submitters are property owners in the vicinity of Unnamed 673 Rd. Details relating to the submissions are highlighted below:

**Submitter 1 (road closure not supported)**

- *The closure of Unnamed 673 Rd is not supported as it is felt that the amount of traffic coming out of the proposed new development on Yangoora Ave would need another outlet for the safety of the residents along Yangoora Avenue, Matilda Way and Springvale Road. Thirty-six lots equates to approximately 72 vehicles traversing the existing road which has a right-angle turn.*

**Submitter 2 (road closure not supported)**

- *The closure of Unnamed 673 Rd is not supported and it is considered that this road be considered seriously for inclusion in future works that could alleviate the numerous concerns that I and my neighbourhood have which are listed below:*
  - *I have been discussing with my neighbourhood the greater issues regarding the intended development of an estate on Yangoora Ave and the numerous concerns regarding the substantial increase in traffic along Yangoora, Matilda Way, and Springvale Road. While*

*I believe more homes in a smaller area is a good thing as there will be more opportunities for home buyers, we feel the current sections of road would not be suitable for the 30+ new residents that would utilise this single entrance/exit for travel and for services to reach them.*

- *With the expected work I would assume a significant increase in traffic along the way to these properties from construction and then residential over the long-term. There are noted concern of current blind spots on corners and hills, the condition of the road along the way, and the sections in use by current traffic, children and school buses, pedestrians, horse riders and increased risk to wildlife that inhabit the local area such as wallabies and koalas.*
- *I am more than happy to solicit further feedback from local residents to support the need for consideration in this matter and would like to assist where able to find a solution that would benefit the community and continue to contribute to progress.*

### **Submitter 3 (road closure is supported)**

- *I strongly request that the FCRC continues with their plan to gazette this corridor into a nature reserve.*

*This R673 corridor provides a vital habitat refuge and corridor from Springvale Road to the bushland behind Henderson Park Estate and links up the Bernie Koala Nature Reserve at the bottom end of Yangoora Av (north) with the above mentioned bushland areas.*

*As a local resident whose property adjoins this corridor I can attest to viewing many wildlife species like koalas, goannas, echidnas, wallabies, kangaroos, wild dogs, hares, scrub turkeys, bandicoots, wading birds, perhaps 20-25 different bird species and many other forms of wildlife using this corridor.*

*The R673 corridor also provides valuable water holes for the maintenance of these life forms as well as small fish, tadpoles and a variety of frogs and toad species as well as microscopic life form vital to maintaining a healthy, balanced ecosystem.*

*This corridor serves as a very important water course in times of heavy flooding rains as was experienced in February 2022.*

It should be noted that at this point in time, no development application has been lodged with Council to develop the following parcel of land (**Figure 4**) that is referred to by the two (2) submitters above in relation to traffic access issues.

Should an application be lodged for a rural residential development, consideration of the existing road access to the site will be assessed in accordance with Council's Planning Scheme requirements.



**Figure 4 – Potential future development parcel**

Based on Council's resolution of May 2024, Council has two (2) options available in relation to Unnamed 673 Rd. These include:

- I) Do Nothing – leave the road reserve as is.
- II) Apply Local Law 4 - By Council resolution to close the road.

Details of each option are provided below:

- I) **Do Nothing** – Unformed Road 673 has considerable terrain and natural vegetation constraints. Council has no plans to construct this road.
- II) **Local Laws** – The closure of Unformed Road 673 does not result in any lots being landlocked and all lots have a legal point of access to alternate dedicated roads. Council's *Local Law 4 (Local Government Controlled Areas Facilities and Roads) 2011* provides the process to undertake a road closure.

#### **Section 8 Power of Closure of local government controlled areas**

*(3) the local government may, by resolution, permanently close a local government-controlled area to public access for any of the following reasons:*

*(a) the conservation of the cultural or natural resources of the area*

*(i) protect significant cultural or natural resources, or*

*(ii) enable restoration or rehabilitation of the area, or*

*(iii) to protect a breeding area for native wildlife, or*

*(iv) to manage a significant Aboriginal area in a way that is consistent with Aboriginal tradition.*

The steps to permanently close a road reserve under this option are as follows:

- a) Give public notification of Council's proposal to close the local government-controlled area to public access; and
- b) Provide an opportunity for members of the public to make submissions about the proposal; and
- c) Consider all submissions made by members of the public.

Should the closure be supported, Council must complete the following;

- Place at each public entrance to the area a notice of the closure; and
- If the duration of the closure is permanent include on the notice a statement indicating this.

Council has now attended to (a) and (b) above, with the submissions now lodged relating to public notification to be considered by Council for an outcome relating to this matter.

## **5. PROPOSAL**

Based on the submissions received, the fact that the road is not likely to ever be formed by Council due to steep terrain and natural vegetation constraints and that any development application would need to take into consideration the current environmental attributes of Unnamed 673 Rd, at this point in time, it is not proposed that a permanent closure of Unnamed 673 Rd to vehicular traffic is required.

## **6. FINANCIAL & RESOURCE IMPLICATIONS**

Should a closure be proposed, advertising and signage will need to be placed on the road reserve advising of the closure and may incur minor fees and charges.

## **7. POLICY & LEGAL IMPLICATIONS**

Local Law 4 – (*Local Government Controlled Areas Facilities and Roads*) 2011

## **8. RISK IMPLICATIONS**

There is little risk with the road reserve being retained as unformed. However, not progressing with a permanent closure does allow Council future flexibility relating to decisions with respect to traffic arrangements when any development/s are proposed in the area. As detailed above, any development application would need to take into consideration the environmental attributes relating to Unnamed 673 Rd before any decisions are made relating to future formation of this road.

## **9. CRITICAL DATES & IMPLEMENTATION**

Nil

## **10. CONSULTATION**

Internal consultation has been undertaken with Strategic Planning, Governance, Property and Leasing and Regulatory Services.

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Public notification relating to the proposal was made through Council's website and the Maryborough Sun Newspaper. Three submissions were received following publication notification that closed on 22 November 2024. All submitters who lodged comments are local residents that live in the vicinity of Unnamed 673 Rd.

#### **11. CONCLUSION**

Whilst Council has the authority under Local Law 4 to close a local government-controlled area to protect existing natural resources, Unnamed 673 Rd is currently unformed with steep terrain and natural vegetation constraints which currently limits access to this area. Whilst there are no current plans for Council to construct Unnamed 673 Rd, leaving the road in its current status provides future flexibility relating to decisions with respect to traffic arrangements when any development/s are proposed in the area. As detailed above, any development application would need to take into consideration the environmental attributes relating to Unnamed 673 before changes are made to its existing unformed status.

#### **12. ATTACHMENTS**

Nil

FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>AMENDED POLICY - WASTE MANAGEMENT COUNCIL POLICY</b>
<b>DIRECTORATE:</b>	<b>WATER &amp; WASTE SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR WATER &amp; WASTE SERVICES, Mark Vanner</b>
<b>AUTHOR:</b>	<b>WASTE CONTRACTS &amp; ADMINISTRATION COORDINATOR, Billy Gumburd</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Focused Service Delivery Focus on service delivery to promote a positive customer experience.</b>

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**1. PURPOSE**

The purpose of this report is to seek Council's endorsement of the Waste Management Council Policy (the Policy) following its annual review.

**2. EXECUTIVE SUMMARY**

The Waste Management Council Policy provides guidance on the safe and efficient management of waste and recyclables to support Local Law No. 7.

The policy has been reviewed in accordance with its scheduled review cycle, with minor amendments proposed including to align the review frequency with Councils Policy and Procedure Policy.

**3. OFFICER'S RECOMMENDATION**

That Council approve the Waste Management Council Policy (eDOCS #845419) included as Attachment 1.

**4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The purpose of Council's Waste Management Council Policy is to support Local Law 7 with the safe and efficient management of waste and recyclables in a way that protects public health, safety, and amenity. The policy provides guidance on the requirements for waste and recyclables collections, and the management of waste across the Fraser Coast local government area.

The policy was scheduled for its annual review on 13 December 2024, with the review providing an opportunity to ensure the policy remains relevant and it can be applied consistently and transparently.

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**5. PROPOSAL**

The report proposes that Council adopt minor amendments to the Waste Management Council Policy. Amendments include an extension of the review frequency to every two years, consistent with the Policy and Procedure Council Policy, and to update the link to where information on waste charges can be accessed.

**6. FINANCIAL & RESOURCE IMPLICATIONS**

No financial or resources implications are anticipated with the proposed changes to the policy.

**7. POLICY & LEGAL IMPLICATIONS**

The Council policy remains consistent with the requirements of the notable Head of Power documents including:

*Local Government Regulation 2012*

*Work Health and Safety Regulation 2011*

*Environmental Protection Regulation 2008*

*Waste Reduction and Recycle Act and Regulations 2011*

*Environment Protection and Other Legislation Amendment Bill 2014*

**8. RISK IMPLICATIONS**

No risks have been identified that fall outside the risk appetite statements.

**9. CRITICAL DATES & IMPLEMENTATION**

Following endorsement of the policy, the annual review date will be amended, and the policy changes will take effect Wednesday 29 January 2025.

**10. CONSULTATION**

Consultation has taken place with Council's Resource Recovery team and the Executive Leadership Team.

**11. CONCLUSION**

The Waste Management Council Policy has been amended to ensure the policy remains relevant, is able to be applied consistently and remains transparent.

**12. ATTACHMENTS**

1. Waste Management Council Policy - With tracked changes [↓](#)
2. Waste Management Council Policy - Clean copy (eDOCS #845419) [↓](#)



	COUNCIL POLICY	
	Waste Management Council Policy	
	Policy Number	CP075
	Directorate	Water and Waste Services
	Owner	Waste Services
	Last Approved	13/12/2023
	Review Due	13/12/2024

### 1. PURPOSE

The purpose of this policy is to provide a safe and efficient General Waste and Recyclables Collection Service that does not compromise the aesthetic characteristics of surrounding properties or the health of the residents in the Fraser Coast Regional Council Local Government Area.

### 2. SCOPE

Fraser Coast Regional Council is committed to providing properties within the Defined Collection Areas, and where possible properties outside this area, with a Waste Collection Service that is equitable, fair, cost effective and innovative.

This document sets out objectives and actions to ensure that FCRC's legislative and strategic requirements are maintained, and that Council continues to meet the needs of the community.

The policy is to be used to provide details covering the responsibilities of Council, property owners and residents, and to assist in the assessment of development applications for the determination of conditions on development approvals with regard to storage and collection of Waste.

### 3. HEAD OF POWER

*Local Government Regulation 2012*

*Work Health and Safety Regulation 2011*

*Environmental Protection Regulation 2008*

*Waste Reduction and Recycling Act and Regulations 2011*

*Environment Protection and Other Legislation Amendment Bill 2014*

### 4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**"Bin/s"** means Wheelie Bin/s and/or Bulk Bin/s

**"Bulk Bin"** means a bin with a volume greater than 360L, but no greater than 4500L.

**“Bulk Bin/s Waste Collection Service”** means a combined Bulk Bin/s serviced weekly and 240 litre recycle wheeled bins or Bulk Bins serviced fortnightly E.g.:

- 1 cubic metre General Waste Bin weekly plus a 1 cubic metre recycle bin fortnightly;
- 1.5 cubic metre waste bin weekly plus a 1.5 cubic metre recycle bin fortnightly;
- 2 cubic metre waste bin weekly plus a 2 cubic metre recycling bin fortnightly or a 1 cubic metre recycle bin serviced weekly;
- 3 cubic metre waste bin weekly plus a 3 cubic metre recycling bin fortnightly or a 1.5 cubic metre recycle bin serviced weekly;
- 4.5 cubic metre waste bin weekly a 4.5 cubic metre recycling bin fortnightly or a 2 cubic metre recycle bin serviced weekly.

Recycling Bulk Bins can be substituted for equivalent 240 litre recycle bins serviced fortnightly as a standard combined service.

The number of recycling bins allocated in the Combined Waste Service can be reduced on request without affecting the appropriate charge if approved by Council. In assessing each case, consideration would be given to the type of waste, location and land area.

**“Collection Point”** means the location at which a bin is positioned for servicing, as agreed to by the Contractor, Council and/or the property owner.

**“Collection Vehicle”** - a suitable vehicle or vehicles used by the Contractor to perform the Services.

**“Container”** means a vessel for transporting and temporarily storing waste.

**“Defined Collection Area”** means the area as designated by Council resolution as per Local Law No. 7

**“Dedicated road frontage”** means, as defined in the Road Hierarchy of Council’s Planning Scheme, a length of kerbside or footpath in front of the property alignment where Bins can be presented on the basis that each Bin requires one (1) metre.

**“Equivalent combined waste service”** means by volume, the equivalent number of Standard Waste Services.

**“General Waste”** means waste materials that are not suitable for recycle or reuse.

**“Hazardous substance”** as defined in the *Work Health and Safety Regulation 2011*.

**“On-site collection”** means an internal road system that has been approved by Council for the Collection Vehicle to use to enter the site to service the Bins.

**“Public place bin”** means a Bin provided in a park, street or other public place for the purpose of waste generated in the public place or as otherwise signed.

**“Recyclables”** -means Waste that is deemed suitable for reuse or recycling on economic, social or environmental grounds, or a combination of two (2) or more such grounds by Council.

**“Regulated waste”** as defined in the *Environmental Protection Regulation 2008 and the Waste Reduction and Recycling Act and Regulation 2011*.

**“Standard waste service”** means one (1) waste 240 litre Wheelie Bin serviced weekly and one (1) recycle 240 litre Wheelie Bin serviced fortnightly.

**“Storage area”** means an area designated for storing on-site wheeled or Bulk Bins within the property that has been approved by Council.

**“UNIT - residential/domestic”** means an attached or detached premise, a separate permanent residential occupation or tenancy, occupied residential site or any other type of residential premises on a registered plan.

**“UNIT - commercial/industrial”** means a separate commercial or industrial occupancy and/or tenancy of a commercial or industrial premise, Motel, Caravan Park, backpackers accommodation, multiple accommodation property/resort, occupied commercial/industrial site or any other type of commercial premises on a registered plan.

**“Waste”** means unwanted or unusable materials, substances, items or by-products, from a domestic, commercial or industrial activity collected within the Fraser Coast region.

**“Wheelie Bin”** means a Council issued mobile garbage bin with a maximum volume of 360L.

## 5. POLICY STATEMENT

### 5.1. PLANNING AND DEVELOPMENT

The collection of General Waste and Recyclables should be considered during the planning phase of a development or subdivision. Once the aesthetic and physical limitations of dedicated road footpath collection are exhausted, the development should make allowance for on-site collection. It is the responsibility of the applicant to demonstrate that waste collection issues have been satisfactorily addressed in their submission.

The Waste Collection system should aim to achieve the following outcomes:

- To provide a high-quality Waste Collection Service to the Fraser Coast Regional Council Local Government Area;
- The number of Bins does not compromise the aesthetic characteristics of the streetscape;
- Both the customer and service provider can access the Bin storage area and Collection Point conveniently;
- The location of the Bin storage area does not have an adverse visual impact on surrounding properties;
- The manoeuvring of Collection Vehicles can be undertaken in a safe and efficient manner, without detrimental impacts to any infrastructure;
- The supply and servicing of Bins aligns with the requirements of the current Fraser Coast Regional Council Local Law No. 7 and Waste Collection Contract;
- Noise or odour generated from the Bin storage arrangements does not cause any nuisance;

- No hazardous substance or liquid waste shall be disposed of through the General Waste or Recyclables Collection Service;
- A Waste Collection Service is provided to all properties within the Fraser Coast Regional Council Defined Collection Area unless there is access or other circumstances that restricts the servicing of Bins by a Collection Vehicle as determined by the contractor and assess by Council through a risk assessment.

#### 5.1.1. Access and Manoeuvrability

Access for Collection Vehicles to Bins or compactors should be maintained at all times. The design should comply with all the relevant requirements for transport, access, parking and servicing as set out in the relevant Council Planning Scheme – Parking and Access Code, and Development Manual.

Designs that require Collection Vehicles to reverse more than one (1) truck length should be avoided. Pavement/carriageway trafficked by Collection Vehicles should not be less than 5.5m wide and constructed to a minimum local access (cul-de-sac) standard in accordance with the relevant Council Planning Scheme – Parking and Access Code, and Development Manual.

For on-site collection service, turning and manoeuvring facilities should be provided (e.g. 21.8m turning radius for Collection Vehicles). Turnaround facilities should be provided for no through roads and staged developments. For sites fronting a road defined in the Road Hierarchy of the Fraser Coast Regional Council's Planning Scheme as a minor collector road for an urban area, and a rural arterial road for a rural area, or above, the waste Collection Vehicles should enter and leave site in a forward motion. In areas of the existing Defined Collection Area that don't have established turnaround facilities to support safe servicing of General Waste and Recyclables, Council and its waste collection contractor may conduct an assessment to determine whether a turnaround can be constructed, whether alternative service options are available, or whether certain properties are unserviceable.

No under building servicing is available therefore the onus is on the developer to allow for the Bins to be placed in an open Collection Point where no overhead restrictions apply. The operating clearance height should be adequate for the type of Collection Vehicle used. Operating clearance heights of 6.7m for front load vehicles and 4m for side load vehicles apply. All entry and exit gates should be of a width and design that allows access to Collection Vehicles.

If access to bin requires key/access card, property owner/manager must provide a sufficient number of keys/access cards to ensure collection contractor is able to access the bin.

One (1) and one and a half (1.5) cubic metre Bulk Bins on wheels should be positioned so that collection personnel do not have to move Bins more than 1m.

The maximum gradient of the manual manoeuvring area shall be no more than 1% (1:100), and loading areas (which may extend to the access ramp) should be limited to 5% (1:20).

Two (2) cubic metre or larger Bulk Bins should be positioned so that the front lift Collection Vehicles can drive directly to the Bulk Bin without the need to manoeuvre the Bulk Bin prior to collection. The maximum gradient of the manoeuvring and loading areas (which may extend to the access ramp) should be limited to 2% (1:50). For a gradient above 2% (1:50), the Bulk Bin's wheels should be removed.

In instances where the gradient of the internal access roads are greater than 5% (1:20), a flat area(s) should be provided at the Collection Point/s for Bins or Bulk Bins, as defined above.

Where the development has been approved for an on-site service only, the applicant or owner must indemnify Fraser Coast Regional Council and its Contractors in respect of damage to the pavement, other driving surfaces and adjoining infrastructure.

#### 5.1.2. Storage Areas

Site location of the storage area should comply with all the following requirements:

- The storage area for Bins should be located inside the front property boundary. Ideally any bulk storage area should be located within ten (10) metres of the front boundary.
- The storage area should not adversely impact adjoining properties including noise, odour nuisance or the attraction of vermin.
- If required, the storage area shall be enclosed on at least three (3) sides and be at a height of at least 100mm over the height of the highest Container with a permanent hardstand area for the Containers to sit on.
- There may be more than one storage area located on a site.
- The storage area should be located within 40 metres of each dwelling unit.
- The storage area shall be of sufficient size to allow for Bin(s) to be stored and manoeuvred.
- Council's advice on the number and size of Bins and the number of collections per week is recommended.
- Where Waste chutes are provided on multi storey buildings, two (2) chutes shall be provided. One chute for General Waste and another chute suitably designed for Recyclables.
- Where Waste chutes are provided these should be constructed to let Waste fall into the centre of the Bin and to allow the temporary closure of the chute while Bins are rotated. The chutes shall be constructed to prevent waste catching or accumulating in the chute. The chute construction shall prevent a person from entering the chute.
- Where Waste chutes are provided, they shall deliver Waste to a storage area only. Bins must be manoeuvred to the Collection Point for servicing.
- Environmental best practices may also require the installation of a grease trap connected to the sewer system and the provision of a roof canopy over the designated storage area. No Containers shall be cleaned or washed where waste water will flow into a stormwater drain or off the subject property. A drainage plan shall be submitted where a wash down area is being provided.
- Where the storage areas and Collection Point/s are at different location/s, Bins that require servicing must be manoeuvred to the Collection Points by 6:00am on collection days.
- It is the responsibility of the Bin user to maintain Bins on a regular basis to minimise odour impacts and the attraction of vermin.

#### 5.1.3. Collection Points

Dedicated road frontage and on-site Collection Points.

Typical Collection Points:

- For a (detached or attached) unit or property fronting a dedicated road, this is at the kerbside, in front of the property alignment.
- Where the approved Collection Point is at the kerbside of the internal road, it is preferred that Bins are placed adjacent to each unit.
- Where there are short dead end streets off the main internal road, sufficient level areas should be provided beside the main internal road (near the intersection) for collection of the Bins.
- Bulk Bins are to be located within ten (10) metres of the front boundary if the Collection Vehicle cannot enter the site and have clear entry and egress.

Typically the following developments have dedicated road frontage Collection Points:

- Detached or attached units in an individually titled subdivision.
- Multi-unit sites with up to six (6) units in low or medium density residential areas.

The maximum number of Bins presented for collection on the road frontage of any property is to be limited by the length of dedicated road frontage. It may be necessary to split the number of Bins/days for collection over a number of days should the kerbside Collection Point not accommodate all Bins.

On-site collection is to be provided for the following cases:

- The dedicated road frontage of the property is too narrow to permit kerbside collection of W Bins.
- Multi-unit sites with more than six (6) units.

For Bins with onsite collection, there must be approved designated Collection Points within the internal road reserve. For Bulk Bin(s) on-site collection, the waste Collection Vehicle must be able to safely enter and leave the site to service the Bin(s) at the approved designated Collection Point(s).

The Collection Point for Bulk Bins shall be of sufficient size to allow the Bin(s) to be manoeuvred for servicing with a minimum of 300mm clearance around the Bin.

## 5.2. SERVICING

The occupiers of residential and commercial premises are required to:

- Ensure that all Wheelie Bins are placed on the footpath or Collection prior to 6.00am on the collection day, and not more than 24 hours prior to the collection day (or as otherwise agreed in writing by Council);
- Ensure that all Bins are removed from the footpath or the Collection Point by the end of the day on which the collection was performed, unless the Bin has been scheduled for maintenance, repairs or replacement;
- Ensure that all Bins are kept clean and tidy;

- Report all damaged, stolen, broken, and unserviceable Bins to Council for repair or replacement as determined by Council; and
- Ensure that all Bins are placed in a manner that they can be safely serviced. (i.e. Wheeled Bins facing the right way.)

Servicing of rural properties may be restricted during periods of inclement weather and where road conditions may be too dangerous for Collection Vehicles to access the Collection Point (e.g. Collection Vehicle could become “bogged” after heavy rain or the road sustaining damage).

All new domestic or commercial properties requiring the commencement of a Waste Collection Service are required to complete Councils Application/Cancellation/Modification of waste service Form available on Council’s website.

### 5.3. WASTE SERVICE LEVELS

As a guide, the minimum number and type of services required at a single unit, multiple units or property are subject to the Collection Point requirements and definitions outlined in this policy and the Revenue Statement. Additional services can be requested by the Property Owner, Managing Agent or Body Corporate upon application on the approved Council Form. Additional services can be allocated based on the quantity of waste generated after consultation with the occupier and either the property owner, Managing Agent or Body Corporate by Fraser Coast Waste Services or on written advice to Waste Services from an authorised person under the *Waste Reduction and Recycling Act 2011*.

Council, at its discretion, may determine to reduce the number of waste service Bins by providing additional Waste Collection Services.

#### 5.3.1. Minimum Services

- Single unit (i.e. dwelling or office or shop) - one (1) standard waste service.
- Two (2) accommodation units on a property (i.e. attached or detached duplex home) – minimum of one (1) standard waste service.
- Multiple accommodation units on a property greater than two (2) units – minimum of one (1) standard waste service for each two (2) units or part thereof rounded up to the next highest standard waste service (e.g. 7 units will round up to a minimum service requirement of 4 standard waste services). Alternatively, the standard waste services can be substituted with an equivalent combined waste service (Bulk Bins).
- Caravan parks – minimum of one (1) standard waste service for each two (2) units (cabins, permanent on-site caravans, residence, office, shop etc.) or part thereof rounded up to the next highest standard waste service (e.g. a site containing 6 units and 1 residence will round up to a minimum service requirement of 4 standard waste services). Alternatively, the standard waste services can be substituted with an equivalent combined waste service (Bulk Bins). Servicing of transient caravan park sites must be sufficient to manage waste requirements during peak periods and will be determined by Council on case by case basis.
- Motel units – minimum of one (1) standard waste service for each three (3) units or part thereof rounded up to the next highest standard waste service (e.g. a 7 unit complex will round up to a minimum service requirement of 3 standard waste services). Alternatively,

the standard waste services can be substituted with an equivalent combined waste service (Bulk Bins).

- Backpackers' accommodation – a standard waste service for every seven (7) beds plus a standard waste service for managers' residence/office or food outlet/bar.
- Commercial and industrial units – No minimum service requirements apply to commercial rated properties. Commercial property owners are able to source waste services directly through Council, alternatively are able to engage a private contractor to provide these services.
- Special treatment or disposal methods may need to be identified depending on the nature of the commercial or industrial premises. Where a hazardous substance is to be disposed of, Council approval and fees will be required prior to disposal. Some regulated waste also requires special disposal application and approval by Council's Fraser Coast Waste Services.

#### 5.3.2. Properties Outside the Defined Collection Area

Properties outside the defined collection areas may apply for a waste collection service. Council, in assessing the application, will give consideration to viability of providing the service, access, and safety of movement for the waste Collection Vehicle and other road users. Alternatively, residents can register their interest in a kerbside collection service for consideration during a review of the defined collection area.

#### 5.3.3. Private Roads

In certain circumstances a Waste Collection Service may need to be conducted using access on a private road (e.g. community title subdivisions and property owners with private driveways).

In such circumstances the property owner will be required to provide an indemnity for Council and its Contractor against all claims for loss or damage to the pavement or other driving surface.

#### 5.3.4. Services for Events

The organiser of an event is responsible for supplying additional Bins for General Waste and Recyclables that will be generated at the event. Further information concerning event Bins can be found on Council's website.

#### 5.3.5. Public Place Bins (Street and Parks)

Public place bins are provided for litter generated within the public place. Public place bins are not provided for the purpose of household or commercial waste generated at a property where a waste service is available.

Disposal of domestic household waste or commercial waste in a public place bin may be classified as an offence under the *Waste Reduction and Recycling Act 2011*.

### 5.4. WASTE CHARGES

Waste charges are levied under the *Local Government Regulation 2012* (QLD) s 99 and in accordance with the *Waste Reduction and Recycling Act 2011*. The charges can be identified within the relevant years Rating Category Statement found on Council's website <https://www.frasercoast.qld.gov.au/downloads/file/3972/2022-2023-rating-category-statement>

Community and not-for-profit organisations may be eligible for waste disposal charge and mulch purchase concessions. See the Waste Management Fee Concession Council Policy for details.



## 6. ASSOCIATED DOCUMENTS


Fraser Coast Waste Strategy 2019-2029 (#3779322)  
 Waste Management Fee Concession Council Policy (#3435808)  
 Event sponsorship (#2521450)  
 Community Events / Function Bin Request Form (#1078351, #2228199)

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than ~~one~~ [two](#) years.

### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	Waste Management Policy adopted at Special Meeting (Adoption of 2008/2009 Financial Year Budget)	Council	16/07/2008	#845419
2	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2009/2010 Financial Year Budget)	Council	26/06/2009	#845419
3	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2010/2011 Financial Year Budget)	Council	21/06/2010	#845419
4	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2011/2012 Financial Year Budget)	Council	01/06/2011	#845419
5	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2012/13 Financial Year Budget)	Council	12/07/2012	#845419
6	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2013/14 Financial Year Budget)	Council	03/07/2013	#845419
7	Amended Policy at Special Meeting - Budget	Council	11/06/2014	#845419
8	Adopted at Special (Budget) Meeting	Council	17/06/2015	#845419
9	Amendments made from Resolution of Council Special Meeting	Council	19/07/2016	#845419
10	Reviewed as Part of Budget Process	Council	19/07/2017	#845419
11	Risk Assessment & Review Date Added	Council	18/07/2018	#845419
12	Amended Policy	Council	26/06/2019	#845419
13	Amended Policy – Range and Level of Service Review – Updated Template	Council	13/12/2023	#845419

	COUNCIL POLICY	
	Waste Management Council Policy	
	Policy Number	CP075
	Directorate	Water and Waste Services
	Owner	Waste Services
	Last Approved	13/12/2023
	Review Due	13/12/2024

### 1. PURPOSE

The purpose of this policy is to provide a safe and efficient General Waste and Recyclables Collection Service that does not compromise the aesthetic characteristics of surrounding properties or the health of the residents in the Fraser Coast Regional Council Local Government Area.

### 2. SCOPE

Fraser Coast Regional Council is committed to providing properties within the Defined Collection Areas, and where possible properties outside this area, with a Waste Collection Service that is equitable, fair, cost effective and innovative.

This document sets out objectives and actions to ensure that FCRC's legislative and strategic requirements are maintained, and that Council continues to meet the needs of the community.

The policy is to be used to provide details covering the responsibilities of Council, property owners and residents, and to assist in the assessment of development applications for the determination of conditions on development approvals with regard to storage and collection of Waste.

### 3. HEAD OF POWER

*Local Government Regulation 2012*

*Work Health and Safety Regulation 2011*

*Environmental Protection Regulation 2008*

*Waste Reduction and Recycling Act and Regulations 2011*

*Environment Protection and Other Legislation Amendment Bill 2014*

### 4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**"Bin/s"** means Wheelie Bin/s and/or Bulk Bin/s

**"Bulk Bin"** means a bin with a volume greater than 360L, but no greater than 4500L.

**“Bulk Bin/s Waste Collection Service”** means a combined Bulk Bin/s serviced weekly and 240 litre recycle wheeled bins or Bulk Bins serviced fortnightly E.g.:

- 1 cubic metre General Waste Bin weekly plus a 1 cubic metre recycle bin fortnightly;
- 1.5 cubic metre waste bin weekly plus a 1.5 cubic metre recycle bin fortnightly;
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Recycling Bulk Bins can be substituted for equivalent 240 litre recycle bins serviced fortnightly as a standard combined service.

The number of recycling bins allocated in the Combined Waste Service can be reduced on request without affecting the appropriate charge if approved by Council. In assessing each case, consideration would be given to the type of waste, location and land area.

**“Collection Point”** means the location at which a bin is positioned for servicing, as agreed to by the Contractor, Council and/or the property owner.

**“Collection Vehicle”** - a suitable vehicle or vehicles used by the Contractor to perform the Services.

**“Container”** means a vessel for transporting and temporarily storing waste.

**“Defined Collection Area”** means the area as designated by Council resolution as per Local Law No. 7

**“Dedicated road frontage”** means, as defined in the Road Hierarchy of Council’s Planning Scheme, a length of kerbside or footpath in front of the property alignment where Bins can be presented on the basis that each Bin requires one (1) metre.

**“Equivalent combined waste service”** means by volume, the equivalent number of Standard Waste Services.

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**“Hazardous substance”** as defined in the *Work Health and Safety Regulation 2011*.

**“On-site collection”** means an internal road system that has been approved by Council for the Collection Vehicle to use to enter the site to service the Bins.

**“Public place bin”** means a Bin provided in a park, street or other public place for the purpose of waste generated in the public place or as otherwise signed.

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**“Regulated waste”** as defined in the *Environmental Protection Regulation 2008 and the Waste Reduction and Recycling Act and Regulation 2011*.

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- Both the customer and service provider can access the Bin storage area and Collection Point conveniently;
- The location of the Bin storage area does not have an adverse visual impact on surrounding properties;
- The manoeuvring of Collection Vehicles can be undertaken in a safe and efficient manner, without detrimental impacts to any infrastructure;
- The supply and servicing of Bins aligns with the requirements of the current Fraser Coast Regional Council Local Law No. 7 and Waste Collection Contract;
- Noise or odour generated from the Bin storage arrangements does not cause any nuisance;

- No hazardous substance or liquid waste shall be disposed of through the General Waste or Recyclables Collection Service;
- A Waste Collection Service is provided to all properties within the Fraser Coast Regional Council Defined Collection Area unless there is access or other circumstances that restricts the servicing of Bins by a Collection Vehicle as determined by the contractor and assess by Council through a risk assessment.

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Site location of the storage area should comply with all the following requirements:

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- The storage area should not adversely impact adjoining properties including noise, odour nuisance or the attraction of vermin.
- If required, the storage area shall be enclosed on at least three (3) sides and be at a height of at least 100mm over the height of the highest Container with a permanent hardstand area for the Containers to sit on.
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Dedicated road frontage and on-site Collection Points.

Typical Collection Points:

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- Detached or attached units in an individually titled subdivision.
- Multi-unit sites with up to six (6) units in low or medium density residential areas.

The maximum number of Bins presented for collection on the road frontage of any property is to be limited by the length of dedicated road frontage. It may be necessary to split the number of Bins/days for collection over a number of days should the kerbside Collection Point not accommodate all Bins.

On-site collection is to be provided for the following cases:

- The dedicated road frontage of the property is too narrow to permit kerbside collection of W Bins.
- Multi-unit sites with more than six (6) units.

For Bins with onsite collection, there must be approved designated Collection Points within the internal road reserve. For Bulk Bin(s) on-site collection, the waste Collection Vehicle must be able to safely enter and leave the site to service the Bin(s) at the approved designated Collection Point(s).

The Collection Point for Bulk Bins shall be of sufficient size to allow the Bin(s) to be manoeuvred for servicing with a minimum of 300mm clearance around the Bin.

## 5.2. SERVICING

The occupiers of residential and commercial premises are required to:

- Ensure that all Wheelie Bins are placed on the footpath or Collection prior to 6.00am on the collection day, and not more than 24 hours prior to the collection day (or as otherwise agreed in writing by Council);
- Ensure that all Bins are removed from the footpath or the Collection Point by the end of the day on which the collection was performed, unless the Bin has been scheduled for maintenance, repairs or replacement;
- Ensure that all Bins are kept clean and tidy;

- Report all damaged, stolen, broken, and unserviceable Bins to Council for repair or replacement as determined by Council; and
- Ensure that all Bins are placed in a manner that they can be safely serviced. (i.e. Wheeled Bins facing the right way.)

Servicing of rural properties may be restricted during periods of inclement weather and where road conditions may be too dangerous for Collection Vehicles to access the Collection Point (e.g. Collection Vehicle could become “bogged” after heavy rain or the road sustaining damage).

All new domestic or commercial properties requiring the commencement of a Waste Collection Service are required to complete Councils Application/Cancellation/Modification of waste service Form available on Council’s website.

### 5.3. WASTE SERVICE LEVELS

As a guide, the minimum number and type of services required at a single unit, multiple units or property are subject to the Collection Point requirements and definitions outlined in this policy and the Revenue Statement. Additional services can be requested by the Property Owner, Managing Agent or Body Corporate upon application on the approved Council Form. Additional services can be allocated based on the quantity of waste generated after consultation with the occupier and either the property owner, Managing Agent or Body Corporate by Fraser Coast Waste Services or on written advice to Waste Services from an authorised person under the *Waste Reduction and Recycling Act 2011*.

Council, at its discretion, may determine to reduce the number of waste service Bins by providing additional Waste Collection Services.

#### 5.3.1. Minimum Services

- Single unit (i.e. dwelling or office or shop) - one (1) standard waste service.
- Two (2) accommodation units on a property (i.e. attached or detached duplex home) – minimum of one (1) standard waste service.
- Multiple accommodation units on a property greater than two (2) units – minimum of one (1) standard waste service for each two (2) units or part thereof rounded up to the next highest standard waste service (e.g. 7 units will round up to a minimum service requirement of 4 standard waste services). Alternatively, the standard waste services can be substituted with an equivalent combined waste service (Bulk Bins).
- Caravan parks – minimum of one (1) standard waste service for each two (2) units (cabins, permanent on-site caravans, residence, office, shop etc.) or part thereof rounded up to the next highest standard waste service (e.g. a site containing 6 units and 1 residence will round up to a minimum service requirement of 4 standard waste services). Alternatively, the standard waste services can be substituted with an equivalent combined waste service (Bulk Bins). Servicing of transient caravan park sites must be sufficient to manage waste requirements during peak periods and will be determined by Council on case by case basis.
- Motel units – minimum of one (1) standard waste service for each three (3) units or part thereof rounded up to the next highest standard waste service (e.g. a 7 unit complex will round up to a minimum service requirement of 3 standard waste services). Alternatively,



the standard waste services can be substituted with an equivalent combined waste service (Bulk Bins).

- Backpackers' accommodation – a standard waste service for every seven (7) beds plus a standard waste service for managers' residence/office or food outlet/bar.
- Commercial and industrial units – No minimum service requirements apply to commercial rated properties. Commercial property owners are able to source waste services directly through Council, alternatively are able to engage a private contractor to provide these services.
- Special treatment or disposal methods may need to be identified depending on the nature of the commercial or industrial premises. Where a hazardous substance is to be disposed of, Council approval and fees will be required prior to disposal. Some regulated waste also requires special disposal application and approval by Council's Fraser Coast Waste Services.

#### **5.3.2. Properties Outside the Defined Collection Area**

Properties outside the defined collection areas may apply for a waste collection service. Council, in assessing the application, will give consideration to viability of providing the service, access, and safety of movement for the waste Collection Vehicle and other road users. Alternatively, residents can register their interest in a kerbside collection service for consideration during a review of the defined collection area.

#### **5.3.3. Private Roads**

In certain circumstances a Waste Collection Service may need to be conducted using access on a private road (e.g. community title subdivisions and property owners with private driveways).

In such circumstances the property owner will be required to provide an indemnity for Council and its Contractor against all claims for loss or damage to the pavement or other driving surface.

#### **5.3.4. Services for Events**

The organiser of an event is responsible for supplying additional Bins for General Waste and Recyclables that will be generated at the event. Further information concerning event Bins can be found on Council's website.

#### **5.3.5. Public Place Bins (Street and Parks)**

Public place bins are provided for litter generated within the public place. Public place bins are not provided for the purpose of household or commercial waste generated at a property where a waste service is available.

Disposal of domestic household waste or commercial waste in a public place bin may be classified as an offence under the *Waste Reduction and Recycling Act 2011*.

### **5.4. WASTE CHARGES**

Waste charges are levied under the *Local Government Regulation 2012* (QLD) s 99 and in accordance with the *Waste Reduction and Recycling Act 2011*. The charges can be identified within the relevant years Rating Category Statement found on Council's website <https://www.frasercoast.qld.gov.au>

Community and not-for-profit organisations may be eligible for waste disposal charge and mulch purchase concessions. See the Waste Management Fee Concession Council Policy for details.

## 6. ASSOCIATED DOCUMENTS

Fraser Coast Waste Strategy 2019-2029 (#3779322)  
 Waste Management Fee Concession Council Policy (#3435808)  
 Event sponsorship (#2521450)  
 Community Events / Function Bin Request Form (#1078351, #2228199)

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than two years.

### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	Waste Management Policy adopted at Special Meeting (Adoption of 2008/2009 Financial Year Budget)	Council	16/07/2008	#845419
2	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2009/2010 Financial Year Budget)	Council	26/06/2009	#845419
3	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2010/2011 Financial Year Budget)	Council	21/06/2010	#845419
4	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2011/2012 Financial Year Budget)	Council	01/06/2011	#845419
5	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2012/13 Financial Year Budget)	Council	12/07/2012	#845419
6	Waste Management Policy adopted at FCRC Special Meeting (Adoption of 2013/14 Financial Year Budget)	Council	03/07/2013	#845419
7	Amended Policy at Special Meeting - Budget	Council	11/06/2014	#845419
8	Adopted at Special (Budget) Meeting	Council	17/06/2015	#845419
9	Amendments made from Resolution of Council Special Meeting	Council	19/07/2016	#845419
10	Reviewed as Part of Budget Process	Council	19/07/2017	#845419
11	Risk Assessment & Review Date Added	Council	18/07/2018	#845419
12	Amended Policy	Council	26/06/2019	#845419
13	Amended Policy – Range and Level of Service Review – Updated Template	Council	13/12/2023	#845419

FRASER COAST REGIONAL COUNCIL  
ORDINARY MEETING NO. 1/25

WEDNESDAY, 29 JANUARY 2025

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<b>SUBJECT:</b>	<b>AMENDED POLICY - WASTE MANAGEMENT FEE CONCESSION COUNCIL POLICY</b>
<b>DIRECTORATE:</b>	<b>WATER &amp; WASTE SERVICES</b>
<b>RESPONSIBLE OFFICER:</b>	<b>DIRECTOR WATER &amp; WASTE SERVICES, Mark Vanner</b>
<b>AUTHOR:</b>	<b>WASTE CONTRACTS &amp; ADMINISTRATION COORDINATOR, Billy Gumburd</b>
<b>LINK TO CORPORATE PLAN:</b>	<b>Focused Service Delivery Focus on service delivery to promote a positive customer experience.</b>

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**1. PURPOSE**

The purpose of this report is to seek Council's endorsement of amendments made to the Waste Management Fee Concession Council Policy (the Policy) following its annual review.

**2. EXECUTIVE SUMMARY**

The Waste Management Fee Concession Council Policy provides a framework for the administration of concessions that encourage sustainable waste management practices.

The Policy has been reviewed and updated with several minor administrative changes to clarify aspects of the policy including additional information outlining eligibility criteria and requirements for requests for additional waste disposal vouchers, as well as the extension of the review period from annually to biannually.

**3. OFFICER'S RECOMMENDATION**

That Council approve the Waste Management Council Policy (eDOCS #3435808) included as Attachment 1.

**4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION**

The purpose of Council's Waste Management Fee Concession Council Policy is to provide consistent and transparent framework for the administration of waste disposal and mulch concessions at Council waste and recycling facilities, as well as encourage sustainable waste management practices to align with Council's Waste Management and Resource Recovery Strategies.

The Policy is due for its scheduled review.

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**5. PROPOSAL**

This report proposes that Council adopt the revised Waste Management Fee Concession Council Policy. Attachment 1 provides a track changed summary of the minor amendments proposed to the Policy that aim to clarify application and eligibility criteria, and to revise the review schedule in accordance with Councils Policy and Procedure Policy.

**6. FINANCIAL & RESOURCE IMPLICATIONS**

No financial or resources implications are anticipated with the proposed changes to the policy.

**7. POLICY & LEGAL IMPLICATIONS**

The Council policy remains consistent with the requirements of the notable Head of Power documents including:

*Local Government Act 2009*

*Waste Reduction and Recycle Act 2011*

*Environment Protection Act 1994*

**8. RISK IMPLICATIONS**

No risks have been identified that fall outside the risk appetite statements.

**9. CRITICAL DATES & IMPLEMENTATION**

Following endorsement of the Policy, the annual review date will be amended, and the policy changes will take effect Wednesday 29 January 2025.

**10. CONSULTATION**


Consultation has taken place with Council's Resource Recovery team and at the Councillor and Executive briefing meeting held on 16 December 2024.

**11. CONCLUSION**

The Waste Management Fee Concession Council Policy is a policy that provides concessions to encourage sustainable waste management practices on the Fraser Coast. The policy is due for its scheduled review and minor amendments have been proposed to ensure the policy remains relevant and is able to be applied consistently and transparently.

**12. ATTACHMENTS**

1. Waste Management Fee Concession Council Policy - With tracked changes [↓](#)
2. Waste Management Fee Concession Council Policy - Clean copy - (eDOCS #3435808) [↓](#)

	COUNCIL POLICY	
	Waste Management Fee Concession Council Policy	
	Policy Number	CP076
	Directorate	Water & Waste Services
	Owner	Waste Services
	Last Approved	13/12/2023
	Review Due	13/12/2024

## 1. PURPOSE

The purpose of this policy is to:

1. Provide a consistent and transparent framework for the administration of waste disposal and mulch concessions at Fraser Coast Regional Council (Council) waste and recycling facilities and;
2. Encourage sustainable waste management practices, consistent with the resource recovery objectives defined in Council's Waste Management and Resource Recovery Strategy, in preference to disposal of waste to landfill.

## 2. SCOPE

This policy applies to:

- Persons and not-for-profit organisations disposing of waste at a Council waste and recycling facility.
- Persons and not-for-profit organisations requesting a concession on Council mulch.
- Council employees and contractors operating Council's waste and recycling facilities.

## 3. HEAD OF POWER

*Local Government Act 2009*

*Waste Reduction and Recycling Act 2011*

*Environmental Protection Act 1994*

## 4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**“Charity bin waste”** means items disposed of at a charity bin by members of the public which are not usable by the charitable organisation for resale because of the item's condition, nature, or appearance. It does not include waste generated through its domestic or commercial operations.

**“Charitable organisation”** means a not-for-profit organisation that:

- is registered as a charity under the Collections Act 1996; and

- has deductible gift recipient status under Australian law, and
- operates a recycling and re-use program, such as a charity bin service within the Fraser Coast Regional Council region.

**“Chief Executive Officer”** means the Chief Executive Officer of Fraser Coast Regional Council.

**“Commercial activities”** means activities related to conducting a business or fulfilling body corporate functions where services are provided for fee or reward including but not limited to the following examples:

- a) manufacturing and industrial processes;
- b) mining;
- c) wholesale or retail trading;
- d) sorting, resource recovery, reprocessing and recycling operations;
- e) activities carried out at a domestic premises under a commercial arrangement;
- f) accommodation services;
- g) hospitality services, including catering;
- h) primary industries, including agricultural, forestry and fishing;
- i) veterinary science;
- j) health services, including operating a nursing home;
- k) construction, demolition, renovation and excavation.

**“Commercial arrangement”** means any arrangement where a person has been paid, by fee or reward, to undertake a job that includes the production, transport and disposal of waste to a Council waste and recycling facility.

**“Commercial vehicle”** means any vehicle utilised for undertaking commercial activities.

**“Council”** means Fraser Coast Regional Council (FCRC).

**“Domestic waste”** means waste that is generated as a result of the ordinary day-to-day use of a domestic premises and is transported from the premises by, or on behalf of, the person who generated the waste. For the purpose of this policy domestic waste is not waste from domestic premises either produced or transported under a commercial arrangement.

**“Employees”** means all full time, part-time, casual or fixed term employees of FCRC including any contractor, consultant or volunteer engaged or undertaking works on behalf of FCRC.

**“FCW”** means Fraser Coast Waste

**“General clean-up waste”** for the purpose of this policy, general clean up waste applies only to Fee Concessions For Not-For-Profit Organisations. Means items of waste accumulated as part of a clean-up of a premise and, for the avoidance of doubt, excludes:

- a) waste generated as a result of any commercial activities;
- b) putrescible (decaying) matter;
- c) liquids and hazardous waste;
- d) regulated waste;
- e) construction and demolition waste; and
- f) tyres.

**“Non-commercial vehicles”** means passenger vehicles/cars, station sedans and vans, utilities or attached trailers not utilised for undertaking commercial activities, or other vehicles at the discretion of the site operator.

**“Not-for-profit organisation”** means an entity not operating for the profit or gain of its individual members and for the purposes of this policy includes:

- a) charitable organisations or charities registered under the Collections Act 1966;
- b) religious organisations;
- c) schools; or
- d) community organisations, e.g. sporting clubs, environmental group or community health service group.

**“Resident”** means an individual that resides, or owns a domestic premise in, the Fraser Coast Regional Council local government area.

**“Satisfactory evidence”** means information that provides confirmation, to the satisfaction of the investigating Council officer or Site Operator, that the disposer is a resident and is disposing of domestic waste from a Fraser Coast property. Satisfactory evidence may include, but is not limited to, a combination of items listed:

- a) Photo identification card matching the disposer, with a Fraser Coast address, e.g. Queensland driver licence;
- b) Current rates notice with matching name and Fraser Coast address;
- c) Current rent receipt with matching name and Fraser Coast address;
- d) Utility bill with matching name and Fraser Coast address; or
- e) Car registration notice with matching name and Fraser Coast address;

**“Site Operator”** means the person responsible for the day-to-day operation of a Council waste and recycling facility.

**“Voucher”** means a redeemable transaction type which is worth a certain monetary value and may be spent only for specific reasons or on specific goods.

## 5. POLICY STATEMENT

Council’s Waste Service unit, Fraser Coast Waste (FCW), is a full cost pricing business unit of the Fraser Coast Regional Council that provides waste management and resource recovery services.

As defined in the objective of this policy, Council is committed to ensuring that FCW apply a fair and transparent framework for the provision of waste fee concessions to the Fraser Coast community in a manner that:

- Encourages sustainable waste management practices, consistent with the resource recovery objectives defined in Council’s Waste Strategy, in preference to disposal of waste to landfill.
- Is consistent with the provisions of the *Environmental Protection Act 1994* and *Waste Reduction and Recycling Act 2011*.

The eligibility criteria and procedures for the application of the waste fee concessions are defined in the attachments to this policy.

### 5.1. FEE CONCESSION FOR NOT-FOR-PROFIT ORGANISATIONS

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#### **Not-for-profit organisation waste disposal fee concession**

Not-for-profit organisations and their members dedicate their time and effort to serve the Fraser Coast Community. To help promote the achievement of Council’s strategic objective of fostering community spirit and belonging through the support of a diverse

range of experiences that promote community inclusiveness, participation and enjoyment, Council provide not-for-profit organisations with access to waste disposal concessions consistent with this policy.

Concessions are available to not-for-profit or charitable organisations for general clean up waste, illegally dumped or unusable items disposed of in charity bins, or the disposal of dead animals by local wildlife care organisations.

Subject to the following conditions Council will issue a waste disposal concession voucher, to be redeemed at an eligible waste and recycling facility:

1. The applicant has applied to Council in writing ([email accepted](#)) and with the required supporting information including:
  - a) Name of the applicant
  - b) Organisation details
  - c) Organisation contact
  - d) Location of materials / service required
  - e) Purpose of the request
  - f) Quantity requested
  - g) Copy of State Government levy exemption confirmation (if applicable)
2. The waste has originated from premises within the Fraser Coast region;
3. Waste is sorted prior to arrival so that recyclable materials are separated to enable resource recovery. Charges may apply, at the discretion of the site operator, if waste is not sorted;
4. Upon arrival, waste must be assessed at the front end resource recovery point prior to disposal;
5. Vouchers may only be used at Maryborough landfill and Nikenbah transfer station (exemption on application).

Vouchers will be a maximum of 1 tonne each and will be issued to an agreed amount, based on the size of the organisation and previous requests of that or another organisation of a similar nature. Eligible organisations will be offered [up to](#) an initial 26 waste disposal vouchers each year, plus an additional 26 vouchers on application [and supporting information demonstrating resource recovery strategies being implement by the not-for-profit organisation to reduce the need for concession vouchers.](#)—Records of each application will be recorded on a central FCW concessions database.

Vouchers will expire on the 30<sup>th</sup> of June each year and will not accrue from year to year. All vouchers must be presented at the gate house of a Council waste or recycling facility for redemption. Vouchers are non-transferrable.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

## 5.2. FEE CONCESSION FOR MULCH PRODUCTS



Council accepts green waste disposal at a number of its landfills and transfer stations. There is no fee for the disposal of domestic green waste (certain limits and exclusions apply). Once received Council process the waste to mulch, thereby diverting green waste from landfill and promoting reuse and recycling.

The provision of mulch products to a not-for-profit organisation aligns with the key themes within Council's Corporate Plan, namely enhancing our natural environment, promoting environmental sustainability and, supporting our community. Mulch concessions also help to promote both green waste recycling and the quality of Council's mulch product.

**Not-for-profit organisation mulch fee concession**

A mulch concession may be provided to a not-for-profit organisation subject to the following conditions:

1. The applicant has applied to Council in writing and with the required supporting information including:
  - a. Name of the applicant
  - b. Organisation details
  - c. Organisation contact
  - d. Purpose of the request
  - e. Quantity requested
2. Mulch is available for pick up from Maryborough Landfill and Nikenbah only;
3. Limited to a maximum quantity of 40 cubic metres per financial year;
4. Must be loaded by Council / Council representative during normal work hours; and
5. Delivery, and payment of delivery charges, is the responsibility of the applicant.

### 5.3. FEE CONCESSION FOR DOMESTIC WASTE DISPOSAL

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**Domestic waste disposal fee concession**

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic waste disposal concessions may apply subject to the following conditions:

1. A Compliance Notice under Local Law No. 3 has been issued; and
2. The applicant has applied to Council in writing and with the required supporting information including:
  - a. Name of the applicant
  - b. Address details
  - c. Contact details
  - d. Purpose of the request

- e. Quantity requested
- f. Evidence of a Compliance Notice being issued under Local Law No. 3;
- g. Letter of recommendation from Council's Compliance department; and
- h. The waste is domestic waste from a property within the Fraser Coast Regional Council area.

Some waste types, including certain regulated waste or waste required to be disposed direct to landfill, are subject to advertised disposal charges (e.g. asbestos, tyres, refrigerators and air-conditioners not certified as free of refrigerant gas).

Concessions may also apply for domestic waste disposal during Council's Get Ready Storm Clean-up event.

#### **Outside of the Waste Defined Collection Area Vouchers**

Residents at properties outside of the Waste Defined Collection Area (or within the defined collection area but unable to be serviced due to accessibility issues) are eligible to apply for up to 24 waste disposal vouchers per financial year, subject to the following:

- Each voucher allows for free disposal of domestic waste up to 240L (equivalent of one standard wheelie bin). Disposal of waste over this amount will incur cost as per Council's Fees and Charges;
- Vouchers must be physically relinquished to the gatehouse operator upon entry to the waste facility in order to be redeemed;
- The property must have an approved habitable structure and be occupied to be eligible for the vouchers; and
- [Vouchers expire each financial year.](#)

[Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.](#)

- [Supporting information demonstrating resource recovery strategies being implement by the resident to reduce the need for additional vouchers may be required.](#)

#### **Disaster Waste Concession**

Refer to Fees and Charges Waiver or Reduction Council Policy

#### **5.4. FEE CONCESSION FOR IN-HOME SERVICES**

##### **Domestic In-Home Services fee concession**

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic In-Home Services are assessed on a case by case basis by Council's contractor to determine a resident's eligibility for the fee concessions. Residents that are assessed to be medically (confirmation from a medical practitioner) or have a physical impairment that prevents

them from placing their bins out for servicing, may be eligible for the fee concession subject to the following conditions;

1. That Council's contractor completes a risk assessment at the property and deems it safe to carry out an In-Home Service (copy of Risk Assessment sent to Council);
2. The resident and contractor agree on a suitable collection point;
3. The resident indemnifies the Contractor against claims that may arise from the provision of the In-Home Collection Service;
4. The In-Home Service is completed on the normal day of service for the property; and
5. Contractor shall determine the collection point within the premises of the property ensuring all WHS issues are recognised and addressed.
6. The resident will notify Council if their circumstances change and that they no longer require these services.

## 6. ASSOCIATED DOCUMENTS

FCRC resolved Fees and Charges Schedule (as amended from time to time)

Fraser Coast Waste Strategy 2019-2029 (#3779322)

Waste Management Policy (#845419)

Event sponsorship (#2521450)

Community Events / Function Bin Request Form (#1078351, #2228199)


Fraser Coast Waste Community Service Obligations/Concessions record (#2368524)

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than ~~one~~ two years.

### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1		Council		#3435808
2	Adopted Policy	Council	28/03/2019	#3435808
3	Risk Assessment Added	Council	18/07/2018	#3435808
4	Amended Policy	Council	26/06/2019	#3435808
5	Amended Policy	Council	24/07/2019	#3435808
6	Amended Policy – Range and Level of Service Review – Updated Template	Council	13/12/2023	#3435808

	COUNCIL POLICY	
	Waste Management Fee Concession Council Policy	
	Policy Number	CP076
	Directorate	Water & Waste Services
	Owner	Waste Services
	Last Approved	13/12/2023
	Review Due	13/12/2024

## 1. PURPOSE

The purpose of this policy is to:

1. Provide a consistent and transparent framework for the administration of waste disposal and mulch concessions at Fraser Coast Regional Council (Council) waste and recycling facilities and;
2. Encourage sustainable waste management practices, consistent with the resource recovery objectives defined in Council's Waste Management and Resource Recovery Strategy, in preference to disposal of waste to landfill.

## 2. SCOPE

This policy applies to:

- Persons and not-for-profit organisations disposing of waste at a Council waste and recycling facility.
- Persons and not-for-profit organisations requesting a concession on Council mulch.
- Council employees and contractors operating Council's waste and recycling facilities.

## 3. HEAD OF POWER

*Local Government Act 2009*

*Waste Reduction and Recycling Act 2011*

*Environmental Protection Act 1994*

## 4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**"Charity bin waste"** means items disposed of at a charity bin by members of the public which are not usable by the charitable organisation for resale because of the item's condition, nature, or appearance. It does not include waste generated through its domestic or commercial operations.

**"Charitable organisation"** means a not-for-profit organisation that:

- is registered as a charity under the Collections Act 1996; and

- has deductible gift recipient status under Australian law, and
- operates a recycling and re-use program, such as a charity bin service within the Fraser Coast Regional Council region.

**“Chief Executive Officer”** means the Chief Executive Officer of Fraser Coast Regional Council.

**“Commercial activities”** means activities related to conducting a business or fulfilling body corporate functions where services are provided for fee or reward including but not limited to the following examples:

- a) manufacturing and industrial processes;
- b) mining;
- c) wholesale or retail trading;
- d) sorting, resource recovery, reprocessing and recycling operations;
- e) activities carried out at a domestic premises under a commercial arrangement;
- f) accommodation services;
- g) hospitality services, including catering;
- h) primary industries, including agricultural, forestry and fishing;
- i) veterinary science;
- j) health services, including operating a nursing home;
- k) construction, demolition, renovation and excavation.

**“Commercial arrangement”** means any arrangement where a person has been paid, by fee or reward, to undertake a job that includes the production, transport and disposal of waste to a Council waste and recycling facility.

**“Commercial vehicle”** means any vehicle utilised for undertaking commercial activities.

**“Council”** means Fraser Coast Regional Council (FCRC).

**“Domestic waste”** means waste that is generated as a result of the ordinary day-to-day use of a domestic premises and is transported from the premises by, or on behalf of, the person who generated the waste. For the purpose of this policy domestic waste is not waste from domestic premises either produced or transported under a commercial arrangement.

**“Employees”** means all full time, part-time, casual or fixed term employees of FCRC including any contractor, consultant or volunteer engaged or undertaking works on behalf of FCRC.

**“FCW”** means Fraser Coast Waste

**“General clean-up waste”** for the purpose of this policy, general clean up waste applies only to Fee Concessions For Not-For-Profit Organisations. Means items of waste accumulated as part of a clean-up of a premise and, for the avoidance of doubt, excludes:

- a) waste generated as a result of any commercial activities;
- b) putrescible (decaying) matter;
- c) liquids and hazardous waste;
- d) regulated waste;
- e) construction and demolition waste; and
- f) tyres.

**“Non-commercial vehicles”** means passenger vehicles/cars, station sedans and vans, utilities or attached trailers not utilised for undertaking commercial activities, or other vehicles at the discretion of the site operator.

**“Not-for-profit organisation”** means an entity not operating for the profit or gain of its individual members and for the purposes of this policy includes:

- a) charitable organisations or charities registered under the Collections Act 1966;
- b) religious organisations;
- c) schools; or
- d) community organisations, e.g. sporting clubs, environmental group or community health service group.

**“Resident”** means an individual that resides, or owns a domestic premise in, the Fraser Coast Regional Council local government area.

**“Satisfactory evidence”** means information that provides confirmation, to the satisfaction of the investigating Council officer or Site Operator, that the disposer is a resident and is disposing of domestic waste from a Fraser Coast property. Satisfactory evidence may include, but is not limited to, a combination of items listed:

- a) Photo identification card matching the disposer, with a Fraser Coast address, e.g. Queensland driver licence;
- b) Current rates notice with matching name and Fraser Coast address;
- c) Current rent receipt with matching name and Fraser Coast address;
- d) Utility bill with matching name and Fraser Coast address; or
- e) Car registration notice with matching name and Fraser Coast address;

**“Site Operator”** means the person responsible for the day-to-day operation of a Council waste and recycling facility.

**“Voucher”** means a redeemable transaction type which is worth a certain monetary value and may be spent only for specific reasons or on specific goods.

## 5. POLICY STATEMENT

Council’s Waste Service unit, Fraser Coast Waste (FCW), is a full cost pricing business unit of the Fraser Coast Regional Council that provides waste management and resource recovery services.

As defined in the objective of this policy, Council is committed to ensuring that FCW apply a fair and transparent framework for the provision of waste fee concessions to the Fraser Coast community in a manner that:

- Encourages sustainable waste management practices, consistent with the resource recovery objectives defined in Council’s Waste Strategy, in preference to disposal of waste to landfill.
- Is consistent with the provisions of the *Environmental Protection Act 1994* and *Waste Reduction and Recycling Act 2011*.

The eligibility criteria and procedures for the application of the waste fee concessions are defined in the attachments to this policy.

### 5.1. FEE CONCESSION FOR NOT-FOR-PROFIT ORGANISATIONS

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#### Not-for-profit organisation waste disposal fee concession

Not-for-profit organisations and their members dedicate their time and effort to serve the Fraser Coast Community. To help promote the achievement of Council’s strategic objective of fostering community spirit and belonging through the support of a diverse

range of experiences that promote community inclusiveness, participation and enjoyment, Council provide not-for-profit organisations with access to waste disposal concessions consistent with this policy.

Concessions are available to not-for-profit or charitable organisations for general clean up waste, illegally dumped or unusable items disposed of in charity bins, or the disposal of dead animals by local wildlife care organisations.

Subject to the following conditions Council will issue a waste disposal concession voucher, to be redeemed at an eligible waste and recycling facility:

1. The applicant has applied to Council in writing (email accepted) and with the required supporting information including:
  - a) Name of the applicant
  - b) Organisation details
  - c) Organisation contact
  - d) Location of materials / service required
  - e) Purpose of the request
  - f) Quantity requested
  - g) Copy of State Government levy exemption confirmation (if applicable)
2. The waste has originated from premises within the Fraser Coast region;
3. Waste is sorted prior to arrival so that recyclable materials are separated to enable resource recovery. Charges may apply, at the discretion of the site operator, if waste is not sorted;
4. Upon arrival, waste must be assessed at the front end resource recovery point prior to disposal;
5. Vouchers may only be used at Maryborough landfill and Nikenbah transfer station (exemption on application).

Vouchers will be a maximum of 1 tonne each and will be issued to an agreed amount, based on the size of the organisation and previous requests of that or another organisation of a similar nature. Eligible organisations will be offered up to an initial 26 waste disposal vouchers each year, plus an additional 26 vouchers on application and supporting information demonstrating resource recovery strategies being implement by the not-for-profit organisation to reduce the need for concession vouchers. Records of each application will be recorded on a central FCW concessions database.

Vouchers will expire on the 30<sup>th</sup> of June each year and will not accrue from year to year. All vouchers must be presented at the gate house of a Council waste or recycling facility for redemption. Vouchers are non-transferrable.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

## 5.2. FEE CONCESSION FOR MULCH PRODUCTS

Council accepts green waste disposal at a number of its landfills and transfer stations. There is no fee for the disposal of domestic green waste (certain limits and exclusions apply). Once received Council process the waste to mulch, thereby diverting green waste from landfill and promoting reuse and recycling.

The provision of mulch products to a not-for-profit organisation aligns with the key themes within Council's Corporate Plan, namely enhancing our natural environment, promoting environmental sustainability and, supporting our community. Mulch concessions also help to promote both green waste recycling and the quality of Council's mulch product.

### **Not-for-profit organisation mulch fee concession**

A mulch concession may be provided to a not-for-profit organisation subject to the following conditions:

1. The applicant has applied to Council in writing and with the required supporting information including:
  - a. Name of the applicant
  - b. Organisation details
  - c. Organisation contact
  - d. Purpose of the request
  - e. Quantity requested
2. Mulch is available for pick up from Maryborough Landfill and Nikenbah only;
3. Limited to a maximum quantity of 40 cubic metres per financial year;
4. Must be loaded by Council / Council representative during normal work hours; and
5. Delivery, and payment of delivery charges, is the responsibility of the applicant.

## 5.3. FEE CONCESSION FOR DOMESTIC WASTE DISPOSAL

### **Domestic waste disposal fee concession**

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic waste disposal concessions may apply subject to the following conditions:

1. A Compliance Notice under Local Law No. 3 has been issued; and
2. The applicant has applied to Council in writing and with the required supporting information including:
  - a. Name of the applicant
  - b. Address details



- c. Contact details
- d. Purpose of the request
- e. Quantity requested
- f. Evidence of a Compliance Notice being issued under Local Law No. 3;
- g. Letter of recommendation from Council's Compliance department; and
- h. The waste is domestic waste from a property within the Fraser Coast Regional Council area.

Some waste types, including certain regulated waste or waste required to be disposed direct to landfill, are subject to advertised disposal charges (e.g. asbestos, tyres, refrigerators and air-conditioners not certified as free of refrigerant gas).

Concessions may also apply for domestic waste disposal during Council's Get Ready Storm Clean-up event.

#### **Outside of the Waste Defined Collection Area Vouchers**

Residents at properties outside of the Waste Defined Collection Area (or within the defined collection area but unable to be serviced due to accessibility issues) are eligible to apply for up to 24 waste disposal vouchers per financial year, subject to the following:

- Each voucher allows for free disposal of domestic waste up to 240L (equivalent of one standard wheelie bin). Disposal of waste over this amount will incur cost as per Council's Fees and Charges;
- Vouchers must be physically relinquished to the gatehouse operator upon entry to the waste facility in order to be redeemed;
- The property must have an approved habitable structure and be occupied to be eligible for the vouchers; and
- Vouchers expire each financial year.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

- Supporting information demonstrating resource recovery strategies being implemented by the resident to reduce the need for additional vouchers may be required.

#### **Disaster Waste Concession**

Refer to Fees and Charges Waiver or Reduction Council Policy

### **5.4. FEE CONCESSION FOR IN-HOME SERVICES**

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#### **Domestic In-Home Services fee concession**

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic In-Home Services are assessed on a case by case basis by Council's contractor to determine a resident's eligibility for the fee concessions. Residents that are assessed to be medically (confirmation from a medical practitioner) or have a physical impairment that prevents them from placing their bins out for servicing, may be eligible for the fee concession subject to the following conditions;

1. That Council's contractor completes a risk assessment at the property and deems it safe to carry out an In-Home Service (copy of Risk Assessment sent to Council);
2. The resident and contractor agree on a suitable collection point;
3. The resident indemnifies the Contractor against claims that may arise from the provision of the In-Home Collection Service;
4. The In-Home Service is completed on the normal day of service for the property; and
5. Contractor shall determine the collection point within the premises of the property ensuring all WHS issues are recognised and addressed.
6. The resident will notify Council if their circumstances change and that they no longer require these services.

## 6. ASSOCIATED DOCUMENTS

FCRC resolved Fees and Charges Schedule (as amended from time to time)

Fraser Coast Waste Strategy 2019-2029 (#3779322)

Waste Management Policy (#845419)

Event sponsorship (#2521450)

Community Events / Function Bin Request Form (#1078351, #2228199)

Fraser Coast Waste Community Service Obligations/Concessions record (#2368524)

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than two years.

### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1		Council		#3435808
2	Adopted Policy	Council	28/03/2019	#3435808
3	Risk Assessment Added	Council	18/07/2018	#3435808
4	Amended Policy	Council	26/06/2019	#3435808
5	Amended Policy	Council	24/07/2019	#3435808
6	Amended Policy – Range and Level of Service Review – Updated Template	Council	13/12/2023	#3435808