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

**REQUESTS FOR FURTHER INFORMATION**

**BUSINESS**

<b>Item</b>	<b>Request for Further Information</b>	<b>Responsible Directorate</b>	<b>Page Number</b>
ORD 11.3.2	Councillor Denis Chapman requested further information in relation to the history of funding allocated to the Mary to Bay Rail Trail since the start of the project.	Strategy, Community & Development	2
ORD 11.3.3	Councillors requested further information in relation to whether Council is required to appoint the membership of the group.	Strategy, Community & Development	5
ORD 15.2	Councillor Denis Chapman requested further information in relation to the design of the pedestrian access in resumption one and whether it is the safest option.	Infrastructure Services	<i>Confidential</i>



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

**REQUESTS FOR FURTHER INFORMATION**

**SUBJECT: ORD 11.3.2 - RECOMMENDATION - FUNDING POTENTIAL OPPORTUNITY FURTHER DEVELOPMENT - MARY TO BAY RAIL TRAIL**

**DIRECTORATE: STRATEGY, COMMUNITY & DEVELOPMENT**

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

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

**CONFIDENTIAL: No**

**1. QUESTION**

Councillor Denis Chapman requested further information in relation to the history of funding allocated to the Mary to Bay Rail Trail since the start of the project.

**2. RESPONSE**

In response to the Councillor's request a search of Council's financial system has been undertaken as far back as practical to identify funding provided to the Mary to Bay Rail Trail project.

The table below includes the results of that search:-

<b>Capital Budget Projects</b>				
<b>Project No</b>	<b>Description</b>	<b>Total Budget Allocation (since 2019)</b>	<b>External Funding Program (if applicable)</b>	<b>% external funding (if applicable)</b>
226496	Black Swamp Creek & Stockyard Creek Rail Trail Crossings	\$100,000	Dept Transport & Main Roads Rail Trail Corridor Funding	100%
226123	CNLGG Elizabeth St, Urangan (Rail Trail Crossing)	\$750,000	23/24 Cycle Network Local Government Grants Program	50%
226219	Rail Trail Lighting, Urraween (Stirling Dr to Urraween)	\$100,000	24/27 Works for Qld – Round 5	100%

127628	Rail Trail Lighting, Pialba (Old Mbro Road to Boat Harbour Dr)	\$50,000	24/27 Works for Qld – Round 5	100%
179072	CNLGG – Ann St, Torquay (Boat Harbour Dr to Torquay)	\$900,000	21/22 Cycle Network Local Government Grants Scheme	50%
119310	FWD Design – Rail Trail Crossings Analysis, Hervey Bay – CNLGG	\$150,000	22/23 Cycle Network Local Government Grants Scheme	50%
100501	Rail Trail Resurfacing	\$1,350,000	20/21 COVID Works for Queensland	100%
2098.41	Park Structure & Facilities: Rail Trail Signage Review	\$7,000	-	-
2098.26	Drinking Fountain w/dog bowl on Mobility corridor, Urangan	\$6,000	-	-
<b>Total:</b>		<b>\$3,413,000</b>		

The above information on Capital Budget allocations since 2019 have been provided by Council's Financial Services Team.

<b>Council Grants Given to Community Groups</b>				
<b>Council Community Grants</b>	<b>Funding Applicant</b>	<b>Project Description</b>	<b>Application Amount</b>	<b>Approved Amount</b>
20-21 Rapid Response Grant	Fraser Coast Bicycle User Group	Mtce Stockyard Creek to Churchill Mines Road	\$20,000	\$20,000
20-21 Rapid Response Grant	Fraser Coast Bicycle User Group	FC Cycling Information Brochure	\$1,275	\$1,000
21-22 Rapid Response Grant	Fraser Coast Bicycle User Group	Website upgrade	\$2,662	\$2,662
22-23 Community Grants Ground 3	Fraser Coast Bicycle User Group	Surface Improvements Rail Trail	\$15,000	\$9,840
<b>Total:</b>			<b>\$38,937</b>	<b>\$33,502</b>

The information above has been extracted from SmartyGrants which is the program utilised by Council to manage grants to community groups etc.

<b>Council Operational Budget Allocations</b>		
<b>Project Description</b>	<b>Financial Year</b>	<b>Total Budget</b>
Works within 11klm section – Takura to west of Churchill Mines Road	23/24	\$20,000
FCBUGs – Works Mary to Bay Rail Trail Access Licence Area	24/25	\$25,000
Mary to Bay Rail Trail – Cost Benefit Analysis	24/25	\$20,000
Churchill Mines Road Trailhead – shelter, landscaping, carparking & improvement of entry and exit ramps to 6 bridge bypass ramps	24/25	\$30,000
<b>Total:</b>		<b>\$95,000</b>

The above information has been extracted from Council's Community Development and Engagement operational budget and identified operational funds allocated to the Rail Trail project since the inception of the Mary to Bay Rail Trail Advisory Committee.

### 3. ATTACHMENTS

Nil

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

**REQUESTS FOR FURTHER INFORMATION**

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<b>SUBJECT:</b>	<b>ORD 11.3.3 - 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>CONFIDENTIAL:</b>	<b>No</b>

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**1. QUESTION**

Councillors requested further information in relation to whether Council is required to appoint the membership of the group.

**2. RESPONSE**

The Terms of Reference for the Mary to Bay Rail Trail Advisory Committee states as follows:-

“Membership of the Advisory Committee shall comprise of:-

- Three (3) Councillors appointed by Council (one is Chairperson);
- One (1) representative of the Department of Transport and Main Roads;
- One (1) representative of Fraser Coast Tourism & Events; and
- Six (6) community members or members of representative key user groups.”

Accordingly, Council is required to appoint members to the Advisory Committee and a Councillor is required to be appointed Chairperson unless council determines to amend the terms of reference of the committee. A copy of the Terms of Reference document is attached to this Report for the information of Council.

In Queensland, the appointment of a chairperson for an official advisory committee established by a council is determined by the council's discretion. According to the "Model Meeting Procedures" provided by the Department of State Development, Infrastructure, Local Government and Planning, "The local government may appoint the chairperson for a committee. This chairperson will preside over meetings of the committee." This indicates that while a councillor can be appointed as the chairperson, it is not a mandatory requirement. The council has the flexibility to appoint a chairperson from within or outside its elected members, depending on its policies and the specific purpose of the advisory committee.

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**3. ATTACHMENTS**

1. Terms of Reference - Mary to Bay Rail Trail Advisory Committee - #4525766 [↓](#)

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## MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE

### TERMS OF REFERENCE (2024)

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#### 1. NAME

Mary to Bay Rail Trail Advisory Committee (M2BRTAC)

#### 2. PURPOSE

The purpose of the Mary to Bay Rail Trail Advisory Committee (M2BRTAC) is 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.

#### 3. OBJECTIVES

The objectives of the M2BRTAC is to share ideas, provide recommendations to Council and to identify opportunities relating to the development and management of the Mary to Bay Rail Trail. This includes, but is not necessarily limited to, the following areas:-

- a. Future development/construction works;
- b. Operations and maintenance;
- c. Marketing, communication and promotion;
- d. Identification of opportunities for recognition of history and heritage;
- e. Identification of funding and grant opportunities; and
- f. Identification of opportunities for events.

#### 4. SCOPE

As an Advisory Committee it is not intended that the Committee deal directly with operational issues. The Advisory Committee will provide advice to Council to be considered as part of Council decision making processes. In this regard the Chairperson will provide the conduit the Council.

#### 5. MEMBERSHIP

Membership of the Advisory Committee shall comprise of:-

- Three (3) Councillors appointed by Council (one is Chairperson);
- One (1) representative of the Department of Transport and Main Roads;
- One (1) representative of Fraser Coast Tourism & Events; and
- Six (6) community members or members of representative key user groups.

And three (3) positions without voting rights:-

- Manager Community Development & Engagement, or their delegated representative;
- Director Infrastructure Services, or their delegated representative;

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- Program Manager Corporate Projects, or their delegated representative.

The M2BRTAC may seek expert advice from other sources and may invite other members of the community, representatives of other stakeholder groups, and Council staff to attend one or more meetings to discuss specific issues but these people will not have voting rights.

The Chair will be one of the Councillors as nominated by Council by resolution.

The spokespersons for the MTBRTAC will be the Chair.

#### **Duration of the Appointment**

Membership shall be for a period of 2 years with the member being eligible for re-selection.

The M2BRTAC will make a recommendation to Council for replacement of members who resign from the Committee prior to the end of their term.

#### **Meeting Fees**

Appointments are voluntary roles and are not paid meeting fees.

#### **Appointment Process**

Council may seek expressions of interest for nominations for community memberships, or invite suitably qualified persons and/or groups to apply. Regard will be given in the selection process:-

- Understanding of the principles/practices of rail trails;
- Knowledge and understanding of the local issues that are relevant to the management and operation of the M2BRTAC;
- Understanding of the wider social and economic implications of the development of the Mary to Bay Rail Trail;
- Interest and involvement in any locally based sporting, advocacy, landcare, heritage or volunteer organisations;
- Commitment to work in a positive relationship with Council;
- Ability to represent and work with others in the community; and
- Ability to represent a broad range of views that reflect the diversity of the community and potential user groups of the Mary to Bay Rail Trail.

## **6. ROLES AND RESPONSIBILITIES OF MEMBERS**

Key user group, departmental and other agency representatives will be responsible for:-

- Ensuring that they are aware of and accurately represent their respective stakeholder group, department or agency views;
- Ensure that the outcomes of the M2BRTAC are conveyed accurately to their respective stakeholder group, department or agency;
- Ensuring that they do not participate in or try to influence discussion and recommendations on issues where they may have a material or personal interest; and
- Providing timely advice to Council when sought at scheduled meetings and special meetings.

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Council representatives will be responsible for:-

- Ensuring appropriate liaison with the various departments and other committees of Council;
- Ensuring an appropriate level of involvement of relevant professional/technical staff at appropriate times and meetings;
- Ensuring appropriate levels of administrative support;
- Ensuring recommendations from the M2BRTAC are reported to Council in an appropriate and timely manner; and
- Providing background information available through Council that is reasonably considered necessary to assist members to reach appropriate recommendations.

## **7. ATTENDANCE**

Members will attend, or nominate a delegate to attend all ordinary meetings of the M2BRTAC for which reasonable notice has been given. The nominated delegate requires the permission of the Chair to attend. The Chair may deem a member to have vacated his or her appointment if the member is absent from two consecutive meetings without leave.

## **8. QUORUM**

The quorum for the Committee is half (rounded down if required) plus one. At least one appointed Councillor representative must be present to Chair the meeting.

Where there is no quorum, the members present can hold an informal meeting to discuss matters. However, any recommendations made by the Committee are not recognized until a meeting, where a quorum is present, has considered and ratified them.

## **9. REPORTING**

The minutes, including any recommendations of the M2BRTAC will be reported directly to the Council Ordinary meeting as soon as is practical after each meeting of the M2BRTAC.

## **10. REVIEW**

The M2BRTAC and Council will review the operational protocols, performance, outcomes and possible improvements of the M2BRTAC every 2 years.

## **11. CONDUCT OF MEETINGS**

The M2BRTAC will meet as a minimum 6 times per year.

Special meetings and workshops may be convened by the Chair as necessary to address particular issues.

Workshop Groups may be formed to undertake specific tasks or projects as required.

Agenda Papers will be circulated to members not less than 7 days before each meeting.

Committee members may submit items to the Chair for consideration by the Committee as long as those items are in keeping with the Objectives and Scope of the Committee. This must be done at least 14 days prior to the meeting to allow inclusion on the Agenda.

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Meetings will be conducted using recognized meeting procedures and all members will be expected to conduct themselves in a respectful, courteous and professional manner and show due regard to other members values and opinions.

## **12. GOVERNANCE**

### **Media Comment and Confidentiality**

Members of the M2BRTAC are to acknowledge that some information may have a confidential status and consideration of confidentiality will be respected.

Comments to the media on behalf of the Advisory Committee shall only be made by the Chairperson, or by another member of the Advisory Committee with the approval of the Chairperson.

The Advisory Committee does not have the power to speak on behalf of the Fraser Coast Regional Council.

### **Conflict of Interest**

Members of the Advisory Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest, immediately advise the Chairperson and, if appropriate, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue.

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