



ORDINARY MEETING NO. 2/25 WEDNESDAY, 26 FEBRUARY 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, Kent Street, Maryborough on **WEDNESDAY, 26 FEBRUARY 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.

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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.	
ORD 4	MAYORAL MINUTES	

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	Nil	
ORD 14	GENERAL BUSINESS	
ORD 15	CONFIDENTIAL	
	Council resolves that under the Local Government Regulation 2012 the Meeting be closed to the public.	
ORD 15.1	Procurement Exception - Brolga Theatre Seat Replacement Section 254J(3) (c) – <i>the local government's budget; and</i> Section 254J(3) (g) – <i>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</i>	-
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. 1/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS, 77
TAVISTOCK STREET, HERVEY BAY
ON WEDNESDAY, 29 JANUARY 2025 COMMENCING AT 10:00AM**

PRESENT:

Councillor George Seymour (Chairperson)
Councillor Michelle Byrne
Councillor Phil Truscott
Councillor Paul Truscott
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

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

Nil

ORD 3 DISCLOSURE OF INTERESTS

1. Councillor Daniel Sanderson informed the meeting of a Declarable Conflict of Interest in relation to item ORD 11.5.2- Amended Policy – Waste Management Fee Concession Council Policy.
 - a. The nature of Councillor Daniel Sanderson's conflict is that he is treasurer of Reach Church Fraser Coast who could benefit from the concessions of this policy.
 - b. Councillor Daniel Sanderson advised the Council that he would leave the meeting during discussion and voting on the matter.

ORD 4 MAYORAL MINUTES

Nil

ORD 5 CONFIRMATION OF MINUTES OF MEETINGS

ORD 5.1 Ordinary Meeting No. 12/24 – 11 December 2024

RESOLUTION (Michelle Byrne/Sara Faraj)

That the minutes of the Ordinary Meeting No. 12/24 held on 11 December, 2024 be confirmed.

Carried Unanimously

ORD 6 OUTSTANDING ACTIONS

ORD 6.1 Open Resolutions Register - January 2025

RESOLUTION (Michelle Govers/Paul Truscott)

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

Carried Unanimously

ORD 7 ADDRESSES/PRESENTATIONS

ORD 7.1 Community Presentations

Ms Michelle Kerr

Michelle Kerr, representing the Tinnanbar Community Association, spoke on access and safety issues associated with Tinnanbar Road and requested the sealing of approximately 3.7km of Tinnanbar Road as a matter of priority.

Mr John Bennet

John Bennet raised noise concerns associated with a small number of older light aircraft operating from the Hervey Bay Airport and requested Council to take action to reduce the noise nuisance.

RESOLUTION (Lachlan Cosgrove/Paul Truscott)

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

Carried Unanimously

ORD 8 DEPUTATIONS

Nil

ORD 9 PETITIONS

ORD 9.1 Receipt of Petitions

ORD 9.1.1 Request for Council to Complete the Final Stages of Tinnanbar Road

Councillor Daniel Sanderson tabled a petition from chief petitioner, Michelle Kerr containing 439 signatures requesting Council to complete the final stages of Tinnanbar Road.

RESOLUTION (Daniel Sanderson/Sara Faraj)

That the petition be received and referred to the Chief Executive Officer for consideration and a report to Council.

Carried Unanimously

ORD 10 COMMITTEES' REPORTS

ORD 10.1 Informal Meetings - Record of Matters Discussed

RESOLUTION (Phil Truscott/John Weiland)

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.

Carried Unanimously

ORD 10.2 Fraser Coast Regional Council Audit and Risk Committee Meeting Minutes - 26 November 2024

RESOLUTION (Michelle Byrne/John Weiland)

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

Carried Unanimously

ORD 10.3 Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 31 October, 2024

RESOLUTION (Lachlan Cosgrove/Paul Truscott)

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

Carried Unanimously

ORD 10.4 Mary to Bay Rail Trail Advisory Committee - Special Meeting - 2 December, 2024

RESOLUTION (Lachlan Cosgrove/Paul Truscott)

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

Carried Unanimously

ORD 10.5 Traffic Advisory Committee Minutes - 5 November 2024

RESOLUTION (Denis Chapman/Zane O'Keefe)

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

Carried Unanimously

Mayor George Seymour retired from the meeting at 10:08am.

Deputy Mayor Paul Truscott presided as Chair.

ORD 11 OFFICERS' REPORTS

ORD 11.2.1 2024/25 Operational Plan Progress Report - October to December 2024

RESOLUTION (Phil Truscott/John Weiland)

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

Carried Unanimously

ORD 11.2.2 Councillor Meeting Attendance for February 2025

RESOLUTION (Denis Chapman/Sara Faraj)

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:

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

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

Carried (9/1)

FOR: Councillor Michelle Byrne
Councillor Paul Truscott
Councillor Daniel Sanderson
Councillor Michelle Govers
Councillor Lachlan Cosgrove
Councillor John Weiland
Councillor Denis Chapman

Councillor Sara Faraj
Councillor Zane O'Keefe

AGAINST: Councillor Phil Truscott

ORD 11.3.1 Amended Policy - Amenity and Aesthetics Considerations for the Relocation of Dwellings Policy

RESOLUTION (Phil Truscott/Michelle Byrne)

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

Carried Unanimously

ORD 11.3.2 Recommendation - Funding Potential Opportunity Further Development - Mary to Bay Rail Trail

RESOLUTION (Lachlan Cosgrove/Paul Truscott)

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.

Carried Unanimously

ORD 11.3.3 Request to Fill Councillor Vacancy - Mary to Bay Rail Trail Advisory Committee

RESOLUTION (Lachlan Cosgrove/Sara Faraj)

That Council:

1. Amend the terms of reference of the Mary to Bay Rail Trail Advisory Committee to change the words "Three (3) Councillors appointed by Council (one is Chairperson)" to "A minimum of Two (2) Councillors appointed by Council".
2. Accept the Resignations of Mayor George Seymour and Councillor Lachlan Cosgrove from the Mary to Bay Rail Trail Advisory Committee.
3. Amend the terms of reference to add "The Chairperson will be a

Councillor or member of Council Staff".

4. Appoint Councillor Zane O'Keefe to the Mary to Bay Rail Trail Advisory Committee, as Chairperson.

Carried Unanimously

ORD 11.4.1 Proposal to permanently close Unnamed 673 Road

RESOLUTION (Phil Truscott/Denis Chapman)

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.

Carried Unanimously

ORD 11.5.1 Amended Policy - Waste Management Council Policy

RESOLUTION (Zane O'Keefe/Sara Faraj)

That Council approve the Waste Management Council Policy (eDOCS #845419) included as Attachment 1.

Carried Unanimously

Councillor Daniel Sanderson left the meeting at 10:21am and was not present during discussion of and voting on the below matter.

ORD 11.5.2 Amended Policy - Waste Management Fee Concession Council Policy

RESOLUTION (Sara Faraj/Zane O'Keefe)

That Council approve the Waste Management Council Policy (eDOCS #3435808) included as Attachment 1.

Carried Unanimously

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

ORD 13 QUESTIONS ON NOTICE
Nil

Councillor Daniel Sanderson returned to the meeting at 10:24am.

ORD 14 GENERAL BUSINESS
Nil

ORD 16 LATE ITEMS

ORD 16.1 Late Open Reports

ORD 16.1.1 Organisational Performance Report - December 2024

RESOLUTION (Michelle Byrne/Michelle Govers)

That Council receive and note the Organisational Performance Report for the period ending 31 December 2024 as per Attachment 1.

Carried Unanimously

ORD 16.1.2 Bauple Storm Damage - Recovery Assistance

RESOLUTION (Phil Truscott/Lachlan Cosgrove)

That Council receive and note the Director Infrastructure Services report in relation to waste recovery assistance provided to impacted residents of Bauple.

Carried Unanimously

ORD 15 CONFIDENTIAL

ORD 15.1 Land Acquisition - Walker Street (Yaralla Street to Pallas Street) - Road Reconstruction

RESOLUTION (Paul Truscott/Lachlan Cosgrove)

1. 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. That pursuant to the provisions of the Acquisition of Land Act 1967, the Chief
-

Executive Officer be authorised to commence negotiations to acquire the land listed in the Schedule of Proposed Resumptions detailed in Attachment 2 by agreement.

3. That pursuant to the provisions of the Acquisition of Land Act 1967, and failing acquisition by agreement, Notices of Intention to Resume land for Local Government Road Network purposes be served on the owner of the land described in the Schedule included in this report titled Land Acquisition – Walker Street (Yaralla Street to Pallas Street) - Road Reconstruction and any other person/s required by the Act to be served with such Notices
4. That the Chief Executive Officer, or his representative, be delegated the authority to hear any objections from the owner of the land described in the Schedule included in this report titled Land Acquisition – Walker Street (Yaralla Street to Pallas Street) - Road Reconstruction to the resumption of land for Local Government Road Network purposes on a date and time to be arranged.

Carried Unanimously

ORD 15.2 Land Acquisition - Pallas Street (Woodstock Street to Saltwater Creek Road) - Footpath

RESOLUTION (Lachlan Cosgrove/Zane O'Keefe)

1. 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. That pursuant to the provisions of the Acquisition of Land Act 1967, the Chief Executive Officer be authorised to commence negotiations to acquire the land listed in the Schedule of Proposed Resumptions detailed in Attachment 2 by agreement.
3. That pursuant to the provisions of the Acquisition of Land Act 1967, and failing acquisition by agreement, Notices of Intention to Resume land for Local Government Road Network purposes be served on the owner of the land described in the Schedule included in this report titled Land Acquisition – Pallas Street (Woodstock Street to Saltwater Creek Road) - Footpath and any other person/s required by the Act to be served with such Notices
4. That the Chief Executive Officer, or his representative, be delegated the authority to hear any objections from the owner of the land described in the Schedule included in this report titled Land Acquisition – Pallas Street (Woodstock Street to Saltwater Creek Road) - Footpath to the resumption of land for Local Government Road Network purposes on a date and time to be arranged.

Carried Unanimously

ORD 15.3 Land Acquisition - Ariadne Street (Churchill Street to Victory Street) - Footpath

RESOLUTION (Daniel Sanderson/Michelle Govers)

1. 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. That pursuant to the provisions of the Acquisition of Land Act 1967, the Chief Executive Officer be authorised to commence negotiations to acquire the land listed in the Schedule of Proposed Resumptions detailed in Attachment 2 by agreement.
3. That pursuant to the provisions of the Acquisition of Land Act 1967, and failing acquisition by agreement, Notices of Intention to Resume land for Local Government Road Network purposes be served on the owner of the land described in the Schedule included in this report titled Land Acquisition – Ariadne Street (Churchill Street to Victory Street) - Footpath and any other person/s required by the Act to be served with such Notices
4. That the Chief Executive Officer, or his representative, be delegated the authority to hear any objections from the owner of the land described in the Schedule included in this report titled Land Acquisition – Ariadne Street (Churchill Street to Victory Street) - Footpath to the resumption of land for Local Government Road Network purposes on a date and time to be arranged.

Carried Unanimously

ORD 15.4 Exemption under s235 b) Local Government Regulation 2012 for the provision of Meter Reading Software

RESOLUTION (Lachlan Cosgrove/Sara Faraj)

That Council:

1. 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. Resolve to enter into a large-sized contractual agreement with ITOOnline Group Pty Ltd without first inviting written quotes or tenders, pursuant to section 235(b) of the *Local Government Regulation 2012* because of the specialised or confidential nature of the services that are sought, it would be impractical and disadvantageous for Council to invite quotes or tenders until Taggle's proprietary 'Aqualus Water' supersedes the ITOOnline solution.

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) and enter in a contract to extend the existing software subscription on behalf of Fraser Coast Regional Council with ITOOnline Group Pty Ltd for the required software until 1 March 2026.

Carried Unanimously

ORD 16.2 Late Confidential Reports

ORD 16.2.1 Exemption under S235 b) Local Government Regulation 2012 for the Provision of Knowledge Management Software

RESOLUTION (Michelle Byrne/Lachlan Cosgrove)

That Council:

1. Deem the report/attachment as a confidential document and that it 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 Livepro Australia Pty Limited 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 because of the specialised nature of the services provided.
3. Pursuant to section 257 of the *Local Government Act 2009* (Qld), delegates to the Chief Executive Officer the power to negotiate, approve and pursuant to section 262 of the *Local Government Act 2009* (Qld) and enter in a contract to extend the existing software subscription on behalf of Fraser Coast Regional Council with Livepro Australia Pty Limited for the required software until 31 January 2026.

Carried Unanimously

There being no further business, the Meeting closed at 10:29am.

Confirmed at Ordinary Meeting No. 2/25 of the Fraser Coast Regional Council at Maryborough on 26 February 2025.

.....
CHAIRPERSON

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

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

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 – February 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 - February 2025 (eDocs#3752248) [↓](#)



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
Ordinary Meeting No.8/22 – 24 August 2022 (eDocs#4629281)				
SC&D	ActID 6774	<p>ORD 11.3.1 – Rescinding of the Conservation Areas Rates Concession Policy</p> <p>RESOLUTION (George Seymour/Zane O'Keefe) That Council:</p> <ol style="list-style-type: none"> 1. Maintain the Conservation Areas Rates Concession Policy; 2. Commends private landholders who actively seek to improve land for wildlife habitat and natural conservation; 3. Confirm its commitment to protecting and conserving wildlife habitat and natural areas; and 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. <p style="text-align: right;">Carried Unanimously</p>	<p>Revised Jun 2025</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>(Feb 25) – Council report proposed to be tabled at the June Ordinary Council Meeting, following appointment of Manager Sustainability in March and finalisation of Planning Scheme Package 1 amendments that includes outcomes from technical studies.</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>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<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> <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>
Ordinary Meeting No.9/22 – 28 September 2022 (eDocs#4655790)				
IS	ActID 6871	<p>ORD 11.3.2 – Commemorative Plaques and Memorials Policy</p> <p>RESOLUTION (George Seymour/Paul Truscott) That Council:</p> <ol style="list-style-type: none"> Notes the existing policy, and proposed amended policy, is inconsistent with existing practice and community expectations; 	<p>Revised Feb 2025</p> <p>Revised Nov 2024</p> <p>Revised Oct 2024</p>	<p>(Feb 25) COMPLETED – Refer to report titled “Amended Commemorative Plaques and Tribute Trees Policy” listed on the February Ordinary Agenda.</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</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>2. Continues with existing practice, that being, allowing memorials that are not linked with community groups;</p> <p>3. Confirms that community groups are very important within the community, but 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;">Carried (9/1)</p>	<p>Revised Sep 2024</p> <p>Revised Aug 2024</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>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. 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>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<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> <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>
Ordinary Meeting No.12/22 –15 December 2022 (Docs#4703549)				
SC&D	ActID7055	<p>ORD 11.3.2 – Wetside Water Park Oceanview Boardwalk</p> <p>RESOLUTION (David Lee/Jade Wellings)</p> <p>1. That Council approve the removal of the Oceanfront Boardwalk at Wetside as detailed in the report.</p>	<p>Revised May 2025</p> <p>Revised Apr 2025</p> <p>Revised Mar 2025</p>	<p>(Feb 25) - The availability of suitable materials for coastal protection works are being assessed as part of the feasibility assessment for coastal protection works to protect the Wetside Water Park. Council report proposed to be tabled at the May Ordinary Council Meeting.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>2. That a report be provided to Council on options to make the beach and the coffee shop/cafe more accessible from WetSide.</p> <p>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.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>Revised Jan 2025</p> <p>Revised Dec 2024</p> <p>Revised Oct 2024</p> <p>Revised Aug 2024</p> <p>Initial Jun 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> <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>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<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> <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>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<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>
Ordinary Meeting No.12/23 – 13 December 2023 (eDocs#4922949)				
S,C&D	ActID 7631	<p>ORD 12.1 - Request for a Report on Compliance on Development Conditions by Developers</p> <p>RESOLUTION (Denis Chapman/Daniel Sanderson)</p> <p>That Council be provided with a report which:</p> <ol style="list-style-type: none"> 1. Identifies the type and number of non – compliances with development conditions by developers in the past two years, including in relation to dust suppression. 2. Details the actions taken by the Council in relation to non-compliance with development conditions. 3. Outlines how Council can ensure greater compliance with development conditions by developers. 	<p>Revised Feb 2025</p> <p>Revised Jan 2025</p> <p>Revised Dec 2024</p> <p>Initial June 2024</p>	<p>(Feb 25) – COMPLETED - Report titled 'Response to Resolution for a 'Request for a Report on Compliance Conditions by Developers' listed on the agenda for the February Ordinary Meeting.</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 cannot be redirected without compromising other high priority work.</p>



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Directorate	Reference	Resolution Details	Target Date	Status
		Carried Unanimously		
Ordinary Meeting No.1/24 – 24 January 2024 (eDocs#4939696)				
SC&D	ActID 7688	<p>ORD 11.3.2 – Mary to Bay Rail Trail - Colton Coal Mine - Proposed Alternative Route</p> <p>RESOLUTION (David Lewis/Paul Truscott) That Council:</p> <ol style="list-style-type: none"> Note the possible Churchill Mines Road/Peridge Road proposed alternative Mary to Bay Rail Trail route as detailed in the attachments. 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 Road/Peridge Road alternative route for Mary to Bay Rail Trail, with a report to be tabled at a future Council meeting. <p>Carried Unanimously</p>	<p>Revised Jun 2025</p> <p>Revised Apr 2025</p> <p>Revised Feb 2025</p> <p>Initial Dec 2024</p>	<p>(Jan 25 – Feb 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> <p>(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.</p> <p>(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.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				(Feb 24) Assigned to officers to commence investigations.
SC&D	ActID 7697	<p>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</p> <p>RESOLUTION (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.</p> <p style="text-align: right;">Carried Unanimously</p>	<p>Revised Apr 2025</p> <p>Revised Feb 2025</p> <p>Revised Dec 2024</p> <p>Revised Sept 2024</p> <p>Revised July 2024</p> <p>Initial March 2024</p>	<p>(Jan 25 – Feb 25) Council report proposed to be tabled at the April Ordinary Council Meeting.</p> <p>(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.</p> <p>(Aug 24 – Oct 24) Recruitment still occurring, although funding application to prepare Council's Community Facilities Strategy is being lodged in August 2024.</p> <p>(June – July 24) Not yet commenced, response deferred until recruitment is completed for the new Sustainability roles. An 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.</p> <p>(Apr – May 24) Not yet commenced, response deferred until recruitment is completed for the new Sustainability roles.</p> <p>(Mar 24) Assigned to officers to plan and progress.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				(Feb 24) Not yet commenced
Ordinary Meeting No.5/24 – 22 May 2024 (eDocs#5005607)				
SC&D	ActID 7812	<p>ORD 12.2 - Request for a Report that Considers the Establishment of a Community Safety Advisory Committee</p> <p>RESOLUTION (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"> • Crime & Crime prevention (including policing, youth engagement, CCTV strategy, urban design, community education & engagement, etc) • Hooning (including traffic calming and preventing vandalism of public parklands, reducing disturbance to residents, deterrence measures) • Homelessness (pursuing opportunities for low-cost housing opportunities, obtaining 	<p>Revised Mar 2025</p> <p>Revised Dec 2024</p> <p>Revised Aug 2024</p> <p>Initial July 2024</p>	<p>(Feb 25) Councillor Concept Forum held on 5 February 2025. A report will be prepared to present at the March Ordinary Meeting.</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
		appropriate land, mental health services, state housing dept, etc) Carried (9/2)		
Ordinary Meeting No.6/24 – 26 June 2024 (eDocs#5026997)				
IS	ActID 7839	ORD 11.3.1 - Maryborough Old Admin Site Masterplan - Community Engagement Report RESOLUTION (Daniel Sanderson/Phil Truscott) That Council: 1. Note the outcomes of the community engagement evaluation report. 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. Carried Unanimously	Revised Jun 2025 Revised Feb 2025 Revised Jan 2025 Initial Nov 2024	(Feb 25) Community Engagement completed. Council Briefing held on 25 November 2025 and the matter will be further discussed in conjunction with the Maryborough Admin Centre proposal. (Jan 25) Report to be prepared and submitted to the February Ordinary Meeting (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. (Nov 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024. (Oct 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024. (Sept 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024. (Aug 24) This item will be presented to a future Councillor Briefing or Concept Forum.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				(July 24) Report to be prepared and submitted to the November Ordinary Council Meeting.
Ordinary Meeting No.8/24 – 28 August 2024 (eDocs#5065930)				
IS	ActID 7920	ORD 9.1.1 – Request for Zebra Crossing at Maryborough Special School RESOLUTION (Paul Truscott/Daniel Sanderson) That the petition be received and referred to the Chief Executive Officer for consideration and report to Council Carried Unanimously	Revised Mar 2025 Initial Jan 2025	(Feb 25) Report to be prepared and submitted to the March 2025 Ordinary Meeting (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	ORD 11.2.3 - CTDC021 - 23/24 - Sale of 7-19 Hillyard Street Pialba RESOLUTION (Lachlan Cosgrove/John Weiland)	Revised May 2025 Revised Feb 2025	(Feb 25) Finalising Agreement to Grant Development Lease (ADL) and Assignment. Infrastructure agreement and incentives are in development.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>That Council:</p> <ol style="list-style-type: none"> 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. 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"> • The development contributes to achieving the vision of the Hervey Bay City Centre Master Plan; • The development will be assessed under Council's 	<p>Revised Jan 2025</p> <p>Initial Oct 2024</p>	<p>(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.</p> <p>(Dec 24) Review of Development Lease and associated amendments to company structures is continuing. Detailed 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"> • An implementation plan will be developed to manage the project milestones including key performance conditions. • 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.



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Directorate	Reference	Resolution Details	Target Date	Status
		<p>standard development approval processes;</p> <ul style="list-style-type: none"> • The contract will include performance conditions; • The ownership of the land will be retained by council until agreed milestones are met; and • The development will be completed in a reasonable timeframe. <p>3. Notify the unsuccessful tenderers.</p> <p>Carried (9/1)</p>		
IS	ActID 7913	<p>ORD 12.1 - Request for a report that considers reducing the speed limit along the Hervey Bay Esplanade</p> <p>RESOLUTION (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>Carried (9/1)</p>	Initial Feb 2025	<p>(Feb 25) COMPLETED - Refer to report titled "Request for a Report that considers reducing the speed limit along the Esplanade" listed on February Ordinary Meeting Agenda.</p> <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>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				(Sept 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.
Ordinary Meeting No.9/24 – 25 September 2024 (eDocs#5081050)				
IS	ActID 7944	<p>ORD 12.2 – Request for a report that considers ways to reduce constriction/congestion of the roadway on Endeavour Way, Eli Waters</p> <p>RESOLUTION (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"> a) Extending of yellow line (no parking) on the “S” bend on Endeavour Way (or further as appropriate) 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, 	<p>Revised Mar 2025</p> <p>Initial Feb 2025</p>	<p>(Feb 25) Report to be prepared and submitted to the March 2025 Ordinary Council Meeting.</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>



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Directorate	Reference	Resolution Details	Target Date	Status
		<p>Wongala Way, Golden Grove Ct, Yongala Ave, and Protector Way.</p> <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 & 3pm on school days), the primary focus should be on reducing all-day parking activities on Endeavour Way.</p> <p>Carried Unanimously</p>		



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Directorate	Reference	Resolution Details	Target Date	Status
Ordinary Meeting No.1/25 – 29 January 2025 (eDocs# 5145663)				
IS	ActID 8052	<p>ORD 9.1.1 - Request for Council to Complete the Final Stages of Tinnanbar Road</p> <p>RESOLUTION (Daniel Sanderson/Sara Faraj) That the petition be received and referred to the Chief Executive Officer for consideration and a report to Council.</p> <p style="text-align: right;">Carried Unanimously</p>	Initial Apr 2025	(Feb 25) Report to be prepared and submitted to the April 2025 Ordinary Council Meeting.

QUESTIONS ON NOTICE				
Directorate	Reference	Resolution Details	Target Date	Status

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25**

WEDNESDAY, 26 FEBRUARY 2025

**SUBJECT: ENVIRONMENT & SUSTAINABILITY ADVISORY
COMMITTEE MEETING MINUTES - 10 DECEMBER 2024**

DIRECTORATE: STRATEGY, COMMUNITY & DEVELOPMENT

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

AUTHOR: BUSINESS SUPPORT OFFICER, Tania Heath

1. PURPOSE

The purpose of this report is to present to Council the Minutes of the Environment & Sustainability Advisory Committee meeting held on 10 December 2024.

2. EXECUTIVE SUMMARY

The Environment & Sustainability Advisory Committee is a voluntary advisory committee whose members are drawn from a diverse cross-section of the Fraser Coast community. The purpose of the Advisory Committee is to discuss and provide advice or recommendations on environmentally relevant matters within the Fraser Coast.

The Minutes of the Committee meeting held on 10 December 2024 are presented to Council in accordance with the Environment & Sustainability Advisory Committee's Terms of Reference.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Minutes of the Environment & Sustainability Advisory Committee held on 10 December 2024.

4. ATTACHMENTS

1. Environment & Sustainability Advisory Committee Meeting Minutes [↗](#)

DRAFT Minutes of Meeting – 10 December 2024
1:00 pm, USC Executive Suite Boardroom

Attendees:	Councillor Zane O’Keefe – Fraser Coast Regional Council ((FCRC) Chairperson) Mayor Seymour – Fraser Coast Regional Council Jennifer Waithman – Wide Bay Burnett Environmental Council Inc. Amber Kelly – Natural Environment Manager – FCRC Bianca Sands – Parents for Climate Fraser Coast Gerard Carlyon – Director of Community, Strategy and Development – FCRC Roselyn Acworth – Executive Manager Strategy & Sustainability – FCRC Andrew Treloar – Burnett Regional Mary Group (BMRG) Jim Leach – Natural Environment Supervisor - FCRC Beth Elleson – Senior Natural Environment Officer - FCRC Peter Duck – Wildlife Preservation Society of Queensland – Fraser Coast Tania Heath – Business Support Officer – FCRC Angela Bell – Turtles in Trouble Rescue Inc (Guest) Rebecca Allen – Reef Guardian Council (via TEAMS) (Guest) Rhianna Rickard – Reef Guardian Council (via TEAMS) (Guest)
Apologies:	Paul Rice – Open Space Planner - FCRC Davendra Naidu – Director Infrastructure Services – FCRC Edward Brown – Senior Sustainability Officer – FCRC
Agenda:	eDocs: #4766894

1. Acknowledgement of Country

The Chair acknowledged the Traditional Owners of the land on which the Committee met.

2. Welcome and apologies

The Chair welcomed members and guests to the meeting of the Environment & Sustainability Advisory Committee (ESAC) and noted apologies.

3. Conflicts of Interest

No conflicts of interest were declared.

4. Confirmation of the previous minutes

EASC members acknowledged that at its Ordinary Meeting on 20 November 2024, Council resolved to receive and note the minutes of the Environment and Sustainability Advisory Committee held on 3 September 2024.

5. Matters Arising from Minutes

5.1 Expressions of Interest for Community Members

Expressions of Interest for Community Members were advertised on Council’s website on Thursday, 21 November 2024 and will close on Friday, 13 December 2024. Link to the expressions of interest was circulated to the group.

6. Review actions from last meeting

Action items from the previous meeting held 3 September 2024 were reviewed and updates provided. Item status and outcomes are listed in the Summary of Actions table at the end of these minutes.

7. Agenda Items

7.1 Turtle in Trouble Presentation

The Turtles in Trouble Rescue representative delivered her presentation (Attachment 1) and invited Committee members to contact her if they have any questions or need other information. The informative presentation included information relating to:

- The establishment of the incorporation;
- Past achievements;
- Current project;
- Common issues faced across the Fraser Coast;
- Data Collection; and Facial Profiling.

7.2 Reef Guardian Council Presentation

The Reef Guardian Council's representatives delivered their presentation (Attachment 2) and invited Committee members to contact them if they have any questions or need other information. The informative presentation included information relating to:

- Vision, purpose and role;
- Managing threats to the reef;
- Council's role within the partnership; and
- Benefits of being part of the Reef Guardian Council program.

7.3 Service for Injured and Displaced Animals

Council's Manager Natural Environment was approached by wildlife organisations in regard to a rise in injured animals and raised an idea with the group to discuss if Council can get a van like Turtles in Trouble to assist injured/displaced animals.

The group generally supported the idea and provided a range of feedback which will be considered by Council officers.

7.4 Illegal Vegetation Damage Policy

Council's Manager Natural Environment delivered her presentation (Attachment 3) and invited Committee members to contact her if they have any questions or need other information.

New policy has been endorsed and is on Council's website.

7.5 Options for the acquisition of land or other assets from sale proceeds of land at Royle Street Maryborough - request for feedback & comments

No additional ideas were suggested, further to those made by the former Environmental Advisory Group at meeting held on 12 December 2023, which included:

- Develop land along Eli Creek Road (Point Vernon/Eli Waters) into a Parkland with walking trails, etc.;
- Acquire and conserve riparian land along the Mary River;
- Design and develop a migratory shorebird interpretation hub;
- Develop Pioneer Park/Police Conservation Reserve linkages;
- Purchase of land to cultivate a Kauri forest; this vegetation used to be prevalent on the Mary River flats at Maryborough; and/or
- Develop the shed at Takura Reserve into the environmental education hub that was designed but never went ahead due to the inability of Council to secure a contractor to complete the works.

7.6 Potential measures to assist private landholders to conserve natural areas, town planning amendments that would improve habitat conservation and policy measures to improve Council's care of publicly owned land - request for feedback & comments

Some background information was provided regarding previous report to Council that the 50% rate discount incentive for property owners to conserve land was not particularly effective because of the limited number of applicable properties. Council staff therefore requested feedback from the committee members on what other incentive ideas would get private landholders to protect their land, so that these could inform a future Council report.

The group provided the following feedback:

- Bring back Land for Wildlife, which ceased when the levy ran out and there was no appetite to continue it at that time. It was a great event that brought landowners together to network. It would be beneficial if funding could be received for an officer to help landowners understand what they have and how to look after it.
- There were mixed comments surrounding the effectiveness of covenants, which can be good but over time they are not monitored and forgotten; nor are they required to be transferred on change in title. It was suggested that covenants were more effective if there were fences to designate the extent of covenant area.
- There was general agreement that education is key.

7.7 Planning Scheme Update

Council's Executive Manager Strategy & Sustainability advised that the first package of amendments are proposed to be tabled for Council's consideration at the March 2025 Ordinary Council meeting and will provide the Committee a more holistic overview next year, including proposed future program of works.

8. General Business

8.1 Refresh of Signage for Lowland Lakes Post Pepper Tree Removal

Signs have been created and printed and will be installed as soon as possible.

8.2 Flying Fox Concerns

Wide Bay Burnett Environmental Council raised a situation that occurred with a particular tree species that was recently planted by Council that may be a preferred food source for flying foxes, which may increase the risk of death due to proximity to power lines.

Council's Manager Natural Environment responded that the situation had already been addressed.

8.3 Point Vernon Foreshore Restoration Group

Cr O'Keefe raised that there were a number of concerned residents in Point Vernon that want to create a foreshore restoration group. After discussion, it was agreed that residents should not be undertaking weed control on their own.

9 Next Meeting

9.1 – Call for Agenda Items

- Planning Scheme Update

Any additional agenda item requests should be forwarded with a brief description of the item and its potential uses/implications to strategysustainability@frasercoast.qld.gov.au for consideration.

9.2 – Confirmation of upcoming meeting dates:

- 1.00pm – 3.00pm – Tuesday 11 March 2025
- 1.00pm – 3.00pm – Tuesday 3 June 2025
- 1.00pm – 3.00pm – Tuesday 9 September 2025
- 1.00pm – 3.00pm – Tuesday 2 December 2025

Meeting closed (inc. Teams link) at 3:17pm

Attachments

Attachment 1: Turtles in Trouble Presentation

Attachment 2: Reef Guardian Council Presentation

Attachment 3: Illegal Vegetation Damage Policy Presentation

Environment & Sustainability Advisory Committee

SUMMARY OF ACTIONS

DESCRIPTION	ACTION OFFICER	MEETING DATE	ITEM #	DUE DATE	STATUS AND COMMENTS
Investigate which Council platform can raise awareness for ESAC.	Amber	3 September 2024	1	10 December 2024	Information page has been created on Councils website: Environment and Sustainability Advisory Committee – Fraser Coast Regional Council
Circulate the draft Illegal Vegetation Damage Policy with ESAC, then present at the next meeting in December following Council endorsement.	Amber	3 September 2024	2	10 December 2024	Draft policy was circulated to members on the 13/09/24 and presentation given on 10 Dec 2024. Complete.
Parents for Climate Change to be added as a core member of the ESAC.	Tania	3 September 2024	3	10 December 2024	Parents for Climate Change added as a core member in the TOR and membership list.
Circulate the ToR for review.	Rosalyn	3 September 2024	4	01 October 2024	Endorsed TOR was circulated to members on the 28/11/24
Update Council website to include the management of foxes.	Amber	3 September 2024	5	10 December 2024	Complete
Draft a Council briefing asking Council to endorse the FCRC to become a reef guardian member.	Rosalyn	3 September 2024	6	01 November 2024	Scheduled for inclusion on council's ordinary meeting in January 2025, subsequent to councillor briefing from the reef guardian council in December 2024.
Rosalyn Acworth to send placeholder and check whether the USC Board Room is available to conduct the next one, or possibly two, meetings in Hervey Bay.	Rosalyn	3 September 2024	7	01 November 2024	Not Actioned
Rosalyn Acworth to extend invitations to the following additional Council staff: Gerard Carlyon (Director Strategy, Community & Development), Jim Leach (Natural Environment Supervisor) and Manager Sustainability (once filled).	Rosalyn	18 June 2024	8	3 September 2024	Complete
Meeting minutes to include outcomes of discussion for reference.	Amber	18 June 2024	9	When minutes circulated	Complete
Rosalyn Acworth to share organisational structure of relevant teams with committee	Rosalyn	18 June 2024	10	When minutes circulated	Complete

eDocs: #5021190

5

DESCRIPTION	ACTION OFFICER	MEETING DATE	ITEM #	DUE DATE	STATUS AND COMMENTS
members, following confirmation with Human Resources Department.					
Rosalyn Acworth to include separate report to Council about specific actions, following further consultation with the Environment & Sustainability Advisory Committee members. Final Draft Terms of Reference to be reviewed at next meeting.	Rosalyn	18 June 2024	11	3 September 2024	Revised TOR was endorsed at Council meeting held on 20/11/24.
If permitted by LGAQ, Rosalyn Acworth to share extract of the LGAQ PowerPoint Presentation on the Reef Council's Resue Plan Review with committee members.	Rosalyn	18 June 2024	12	When minutes circulated	Complete
Rosalyn Acworth to send placeholder and check whether the USC Board Room is available to conduct the next meeting in Hervey Bay.	Rosalyn	18 June 2024	13	3 September 2024	Complete
Possible Future Agenda Items: - Parents for Climate Fraser Coast to present on what they do and what they are about. - Each group to present on what they do and what they are about. - Revised Terms of Reference - Planning Scheme Review – Matters of Local Environmental Significance (MLES) Update - Draft Flying Fox Management Policy Update - Climate Change Overview	Rosalyn	18 June 2024	14	N/A	Complete Following items will be raised on 3 September 2024 meeting: - Parents for Climate Fraser Coast to present on what they do and what they are about. - Revised Terms of Reference - Planning Scheme Review – Matters of Local Environmental Significance (MLES) Update - Climate Change Overview Following items still to be discussed: - Each group to present on what they do and what they are about. - Draft Flying Fox Management Policy Update
Invite following guest speakers:	Tania	18 June 2024	15	N/A	Complete – Invitations all sent.

DESCRIPTION	ACTION OFFICER	MEETING DATE	ITEM #	DUE DATE	STATUS AND COMMENTS
- If possible, a State Government representative from Marine Park Rescue or Biosphere to conduct a presentation. -Kathy Townsend from Turtles in Trouble to conduct a presentation.					No contact for Marine Park Rescue. Email sent to Biosphere & Turtles in Trouble.
Research and collate policy and program information from other Councils. Circulate to provide ideas to the group regarding what other actions could be taken to deter unauthorised vegetation damage. Circulate draft with group members. Discuss at next meeting as Item.	Amber	27 February 2024	16	10 December 2024	Originally raised at January meeting. September meeting updated this to include action to circulate draft amongst ESAC before Council endorsement, then bringing it back to ESAC after endorsement for discussion.
Include cover letter or report to Executive Leadership Team concurrently when presenting minutes of EAG to Council, where there are recommendations requiring feedback included.	Amber	12 December 2023	17	As required	Ongoing
Include standing item to declare any member conflicts of interest at start of each meeting.	Amber	12 December 2023	18	Next ESAC meeting	Added to agenda – ongoing.
Chase up status of actions identified at last meeting and provide an update to ESAC, via email	Amber	12 September 2023	19	30 September 2023	Complete but reoccurring each time invitations sent out. Additional information circulated, via email, to attendees.
Ensure presentation of Final ESAC meeting minutes to Council at next Ordinary Meeting	Amber	12 September 2023	20	Council Ordinary Meeting Oct 2023	Complete. Minutes of September 2023 meeting were presented at Council's October 2023 Ordinary Meeting.
Investigate the potential for increased propagation of locally indigenous species within the community nursery, with a view to sell to the public.	Amber/Jennifer	12 September 2023	21	30 September 2023	On hold. This is an item to be looked at further down the track as Council needs to increase its internal stock turnover first.

DESCRIPTION	ACTION OFFICER	MEETING DATE	ITEM #	DUE DATE	STATUS AND COMMENTS
Include information regarding Environmental Advisory Group on Council website to raise its profile. Investigate if the current level of awareness is sufficient with Council.	Amber	12 September 2023	22	After website training complete	On hold. Not efficient to include this information while website structure is being reviewed. Working with FCRC Marketing and Communications on this.
Put recommendations from Item 8.1 – Flying-fox management – to Council for decision at next Ordinary Meeting	Amber	12 September 2023	23	25 October 2023	As the Policy was not put to Council in correct format, this will occur at future meeting – likely January 2024.

**COMPLETED ITEMS MUST BE RETAINED IN THIS TABLE AS A RECORD, FOR A PERIOD OF SIX MONTHS FOLLOWING COMPLETION AND MAY THEN BE REMOVED.*



TURTLES IN TROUBLE RESCUE INC.

(originally named Turtles In Trouble Fraser Coast)

- Formed December 2021
- Originally 13 founding members
- Non-profit status March 2022
- Deductible Gift Recipient (DGR) endorsement August 2024
- Currently 90+ volunteers & growing

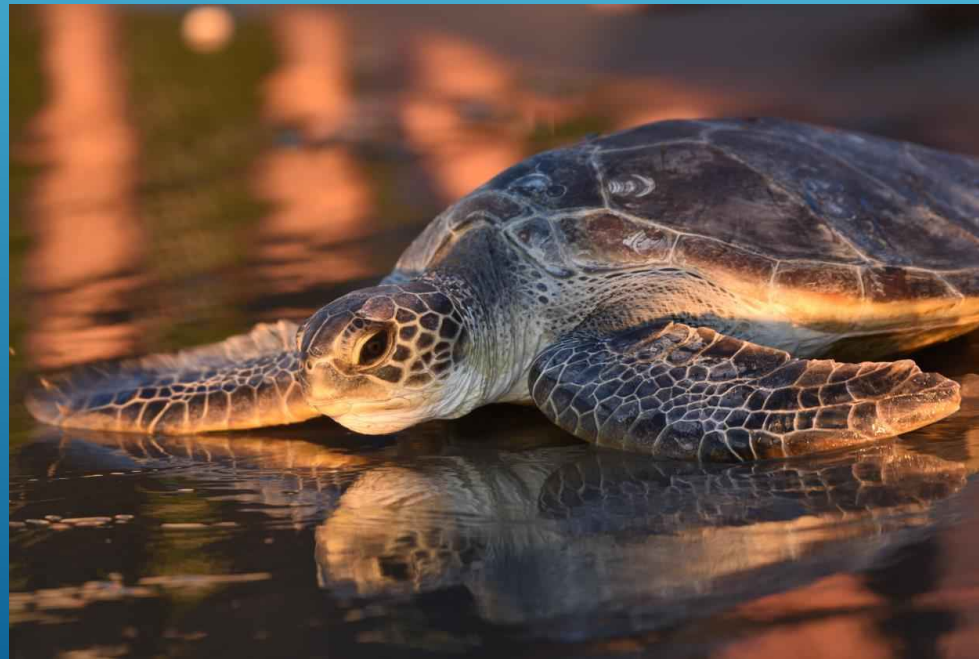


Australian Government
Australian Taxation Office



MISSION STATEMENT

~ To promote the conservation of marine wildlife and the environment with a focus on marine turtle rescues and assisting with rehabilitation and research.



MANAGEMENT COMMITTEE

Ali



Holly



Angela



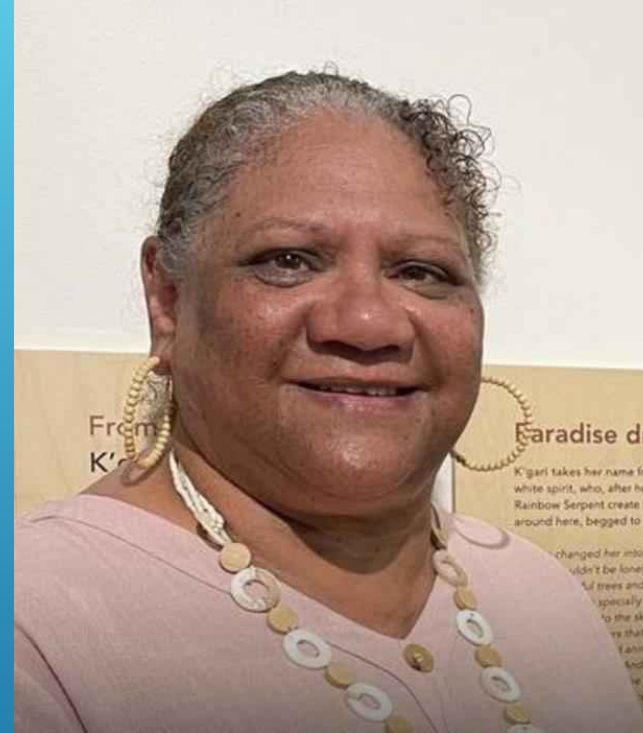
Brad



HONORARY COMMITTEE MEMBERS



Dr Kathy Townsend
Associate Professor
University of the Sunshine Coast
(USC)



Aunty Veronica Bird
General Manager
Butchulla Native Title Aboriginal
Corporation (BNTAC)

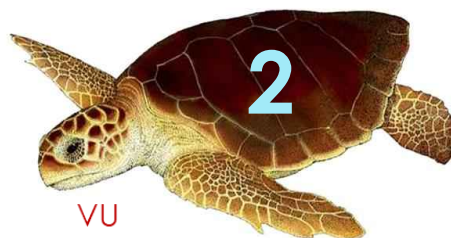


SEA TURTLES OF THE WORLD



**OLIVE RIDLEY
SEA TURTLE**
Lepidochelys olivacea

VU

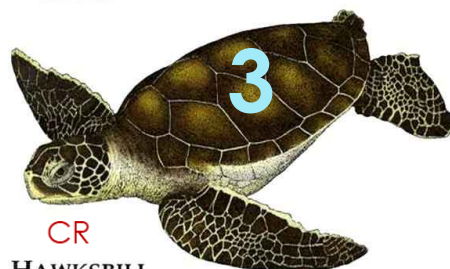
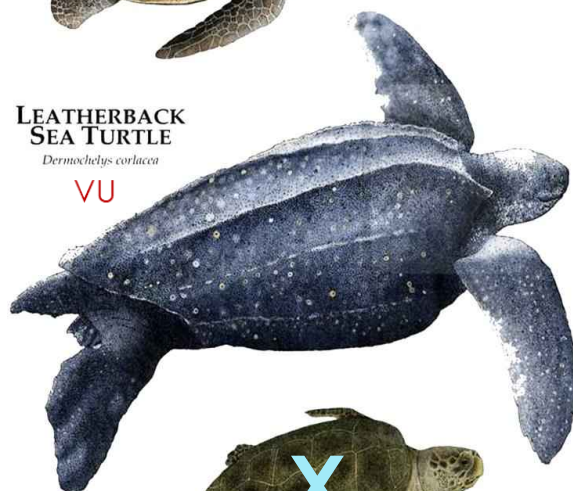


**LOGGERHEAD
SEA TURTLE**
Caretta caretta

VU

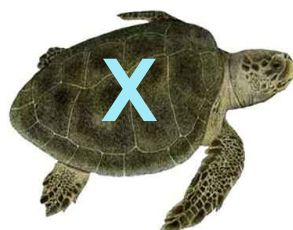
**LEATHERBACK
SEA TURTLE**
Dermochelys coriacea

VU



**HAWKSBILL
SEA TURTLE**
Eretmochelys imbricata

CR

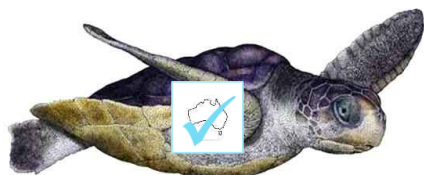


**KEMP'S
RIDLEY
SEA TURTLE**
Lepidochelys kempi

CR

**FLATBACK
SEA TURTLE**
Natator depressus

DD



**GREEN
SEA TURTLE**
Chelonia mydas

EN

*IUCN Red List

7 WORLDWIDE

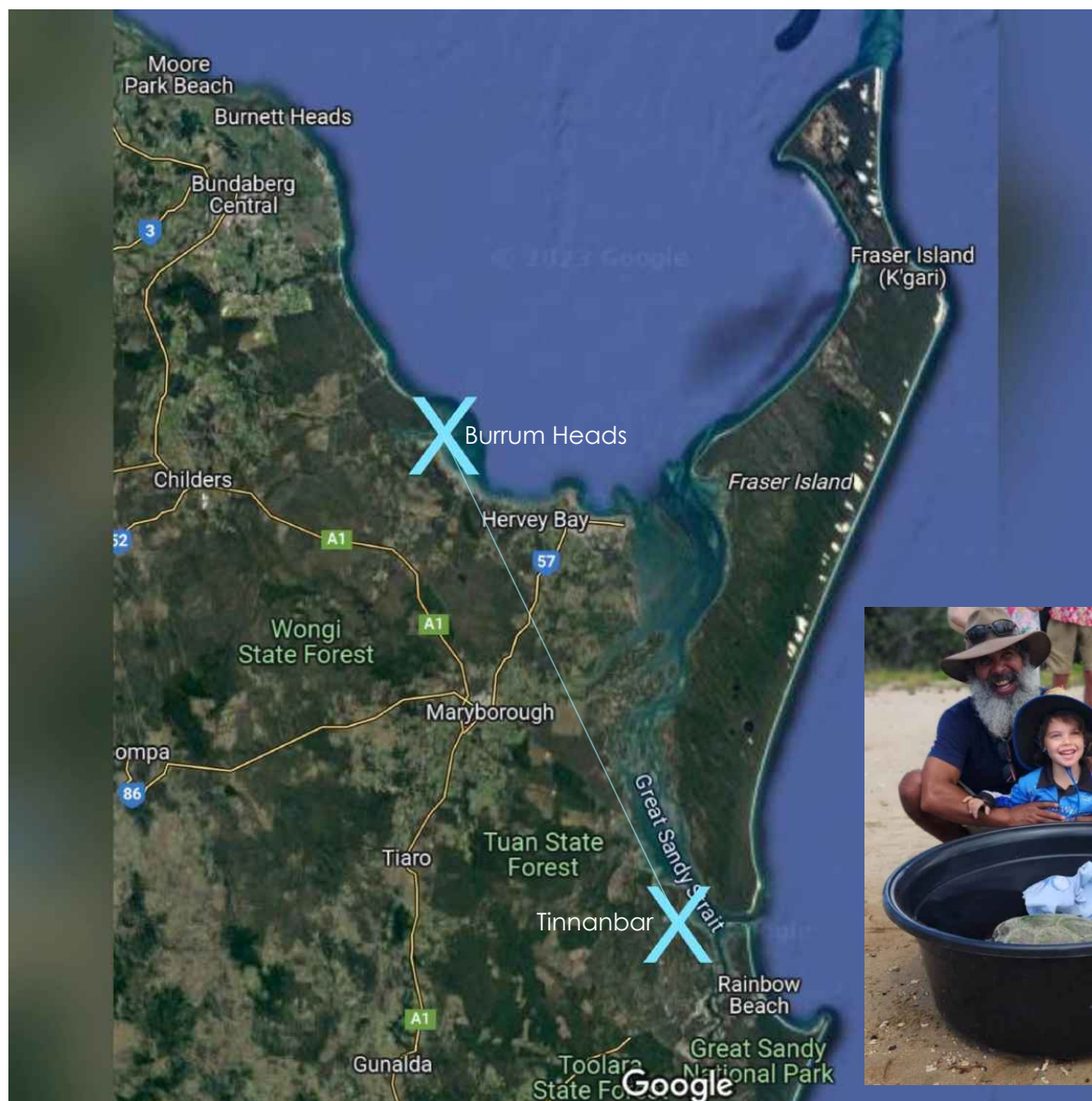


6 AUSTRALIA



3 FRASER COAST

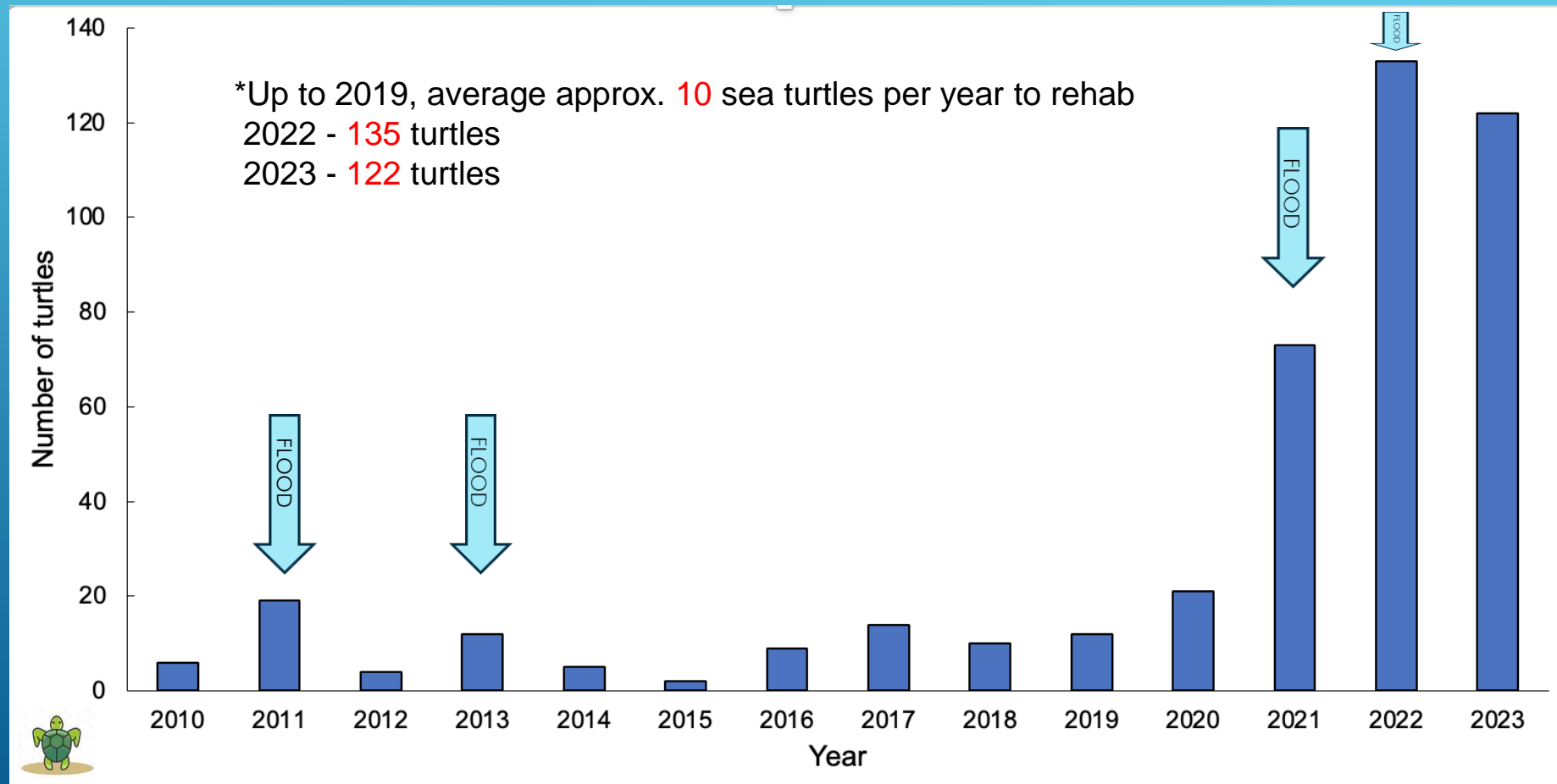




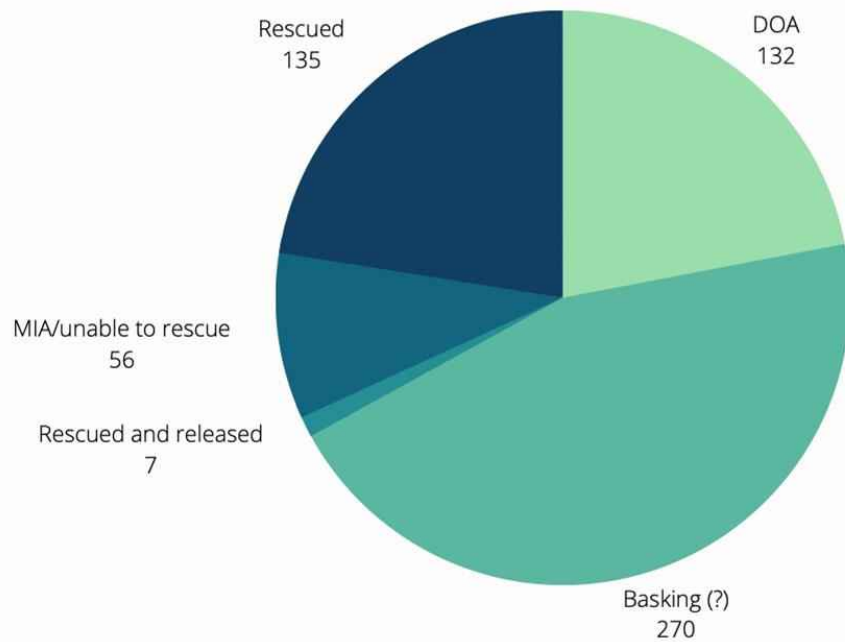
Butchulla and "Milbi"



SEA TURTLES ADMITTED TO AUSTRALIA ZOO WILDLIFE HOSPITAL FROM FRASER COAST



600 callouts in 2022



DOA (132)

A large increase in the number of deceased turtles compared to previous years



Basking (270)

Some of the basking turtles are seen frequently, allowing us to track their movements and health over time.



Rescued (135)

Large increase in the number of animals transported to rehabilitation facilities, stretching resources to the limits



FLOATERS & MALNUTRITION



- Causes – spirorchiid flukes, debris ingestion, vessel strikes, lack of natural diet (seagrass/coral reefs)







COMPLIANCE ISSUES

- unauthorised hunting
- Non-compliant / unchecked crab pots



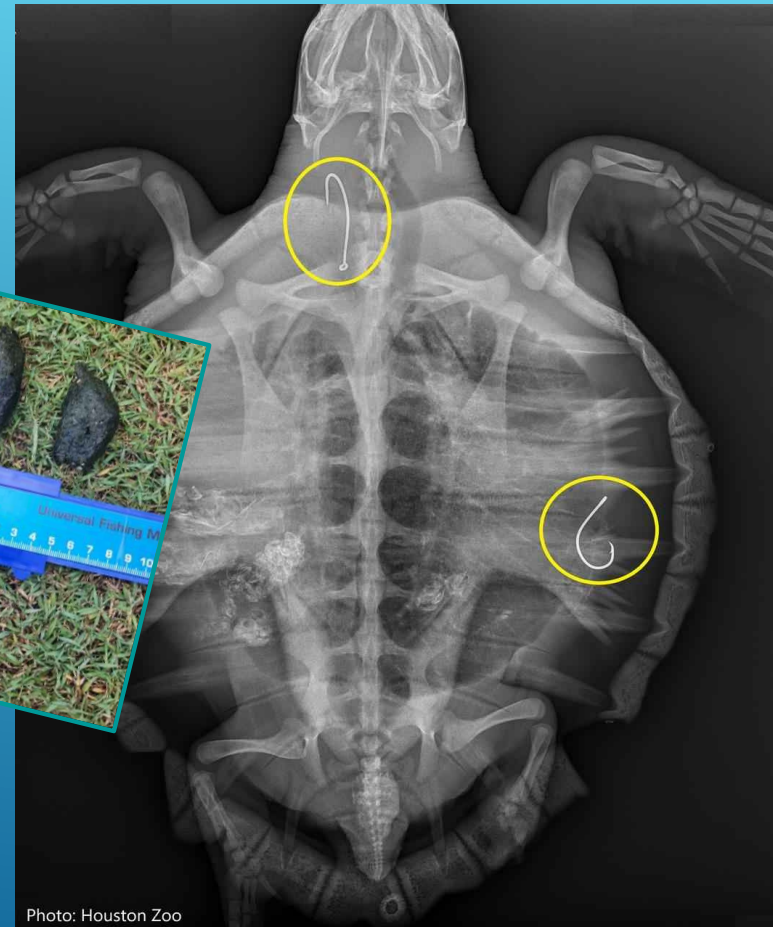
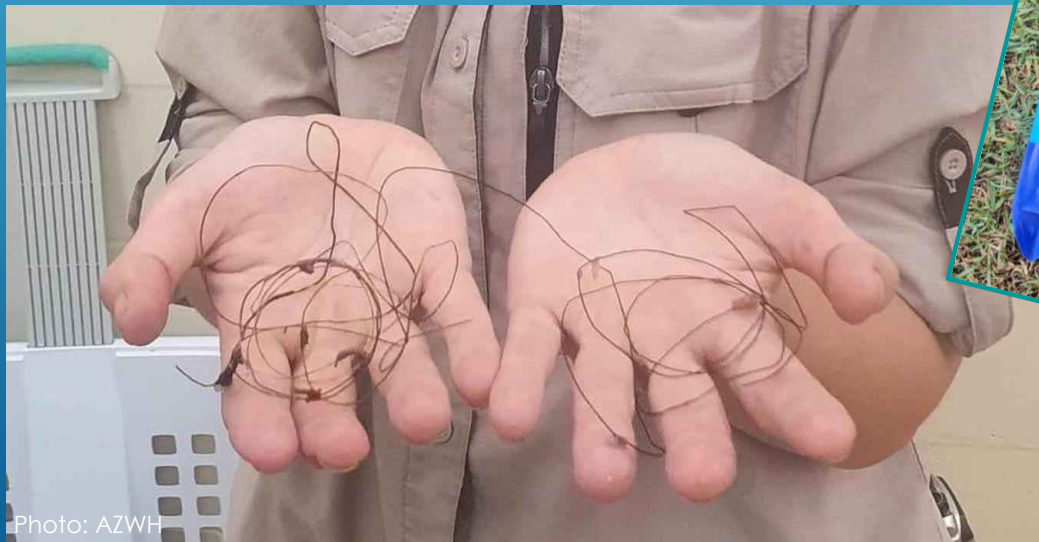
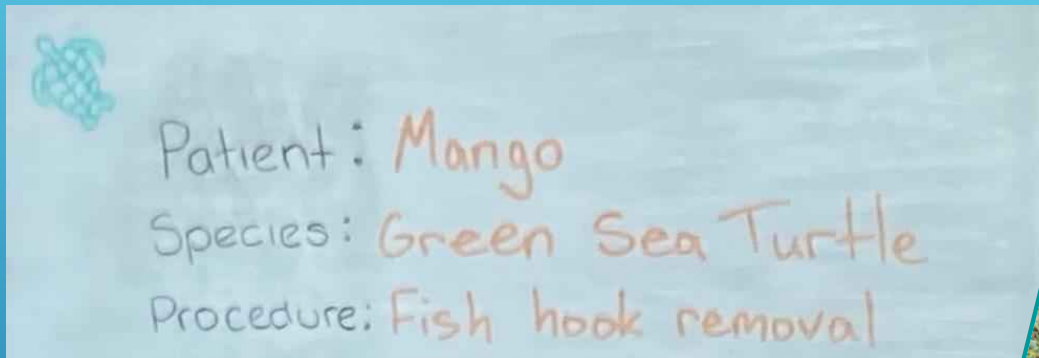


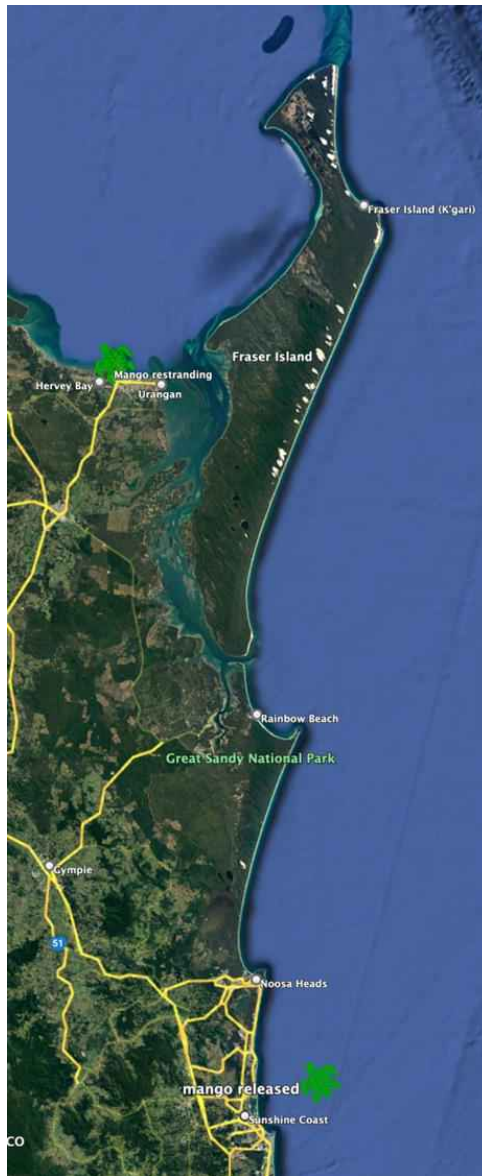
FISHING EQUIPMENT

- Fishing line/tackle (ingestion & entanglements)
- Crab pots (entanglements & entrapments)
- Netting



- FISHING HOOK & LINE INGESTION





first stranding



second stranding



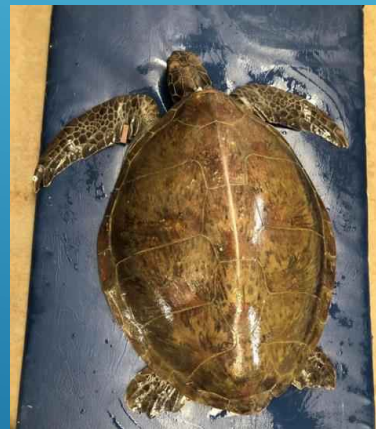
first stranding



second stranding



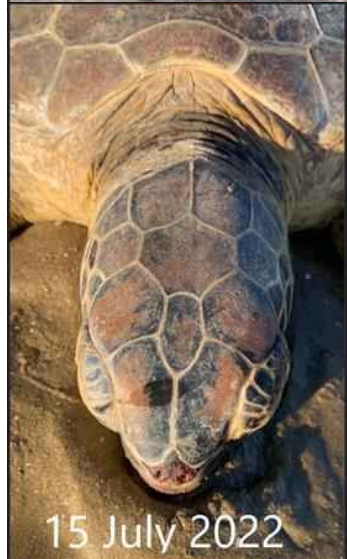
“MANGO”



~ Released 21 March 2022 @ Sunshine Coast after one month in care

~ Re-stranded 10 May 2022 approx. 180 km away back at original location Gatakers Bay





DISEASES

- Soft Shell Syndrome (SSS)
- Fungal (Voldemort/nostril & flipper lesions)
- Fibropapillomatosis (Pap)



HATCHLINGS



Flatback
K'Gari



Loggerheads
Point Vernon



SAND, SEA, MUD & MANGROVES





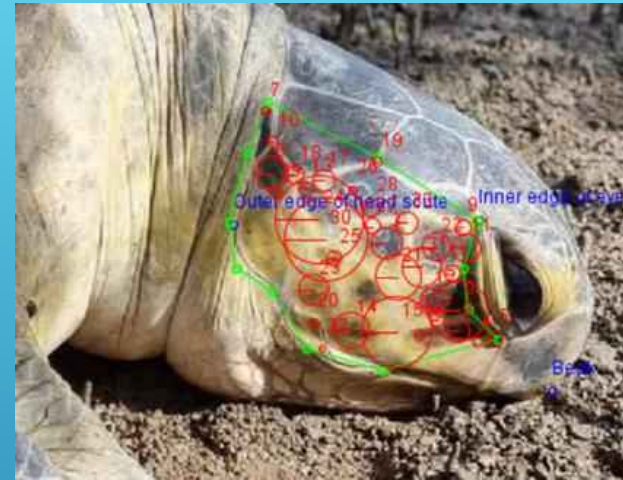


TRAINED FIRST RESPONDERS
~ ASSESSMENTS & DATA COLLECTION ~





PHOTOS ~ FACIAL PROFILING



- pivotal role documenting & tracking health and movement of individual turtles over time
- proven invaluable in investigations into Soft Shell Syndrome and nose necrosis

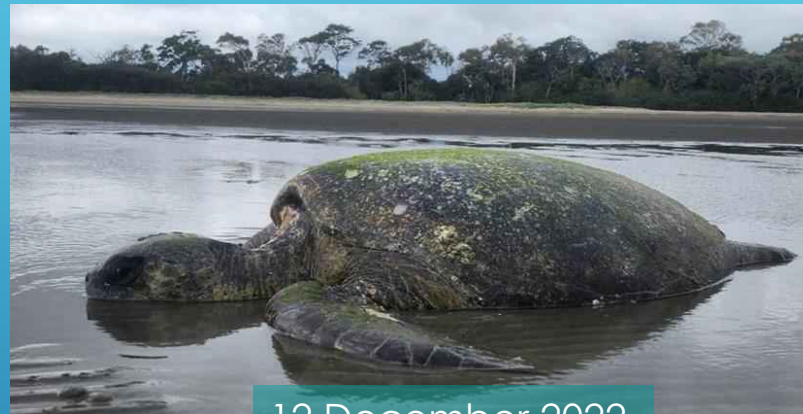


Stranded twice – passed health assessment. Third stranding rescued and transported to AZWH, passed away en route

“TONY”



30 October 2022



12 December 2022



“Tony” – alive & rescued

Preliminary necropsy results:

- Lumpy masses in liver & kidney
- Scutes sloughed off and layer beneath dead
- Soft tissue extremities covered in lesions
- Consistent with Soft Shell Syndrome
- Gut full of mangrove leaves







December 2021

February 2022

Rescued March 2022

Rehab December 2022

“Skye”

- one of first cases identified
- Released with Sat Tag – 2+ years in rehab

SSS





TRANSPORT

~ TITR Volunteers travelled approx.
60,000 klms to and from AZWH, Sea
World & Sea Life in 2022



File #	NAME	ARRIVAL DATE	LOCATION	DIAGNOSIS	CURRENT MEDS	STATUS	REMARKS
100 # 1	Armed	08/13	Florida coast	153kg	142kg	142kg	Why Am I here?
100 # 2	Rock	08/13	Florida coast	153kg	142kg	142kg	Top shell - 100% covered in vegetation
100 # 3	Elon	08/13	Florida coast	153kg	142kg	142kg	142kg
100 # 4	Shayne	08/13	Florida coast	153kg	142kg	142kg	Shel Disease
100 # 5	Marge	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 6	Glenn	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 7	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 8	Wifred	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 9	Highball	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 10	Green	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 11	Longhead	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 12	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 13	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 14	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 15	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 16	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 17	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 18	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 19	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered
100 # 20	Blackhawk	08/13	Florida coast	153kg	142kg	142kg	Shel Disease - 100% covered



AUSTRALIA ZOO WILDLIFE HOSPITAL





SEAWORLD & SEA LIFE



Turtle Information Sheet

As part of a health surveillance program conducted in Southern parts of Queensland (Gladstone to NSW border) by the Sea World Foundation, Queensland Department of Environment and Science and Turtles in Trouble Rescue Inc, members of the public are encouraged to report any freshly deceased marine turtles, dugongs, or dolphins.

D1 - Freshly Deceased



A turtle that appears almost indistinguishable from a sleeping animal. The carcass is intact and does not smell rotten. There is no sloughing of skin or shell observed. The animal is not bloated.

Please report this to the below numbers.

D2 - Moderately Decomposed



Carcass where there is mild to moderate bloating. There may be mild skin sloughing noted and there is a mild smell of decomposition that may be noted. The carcass is still intact and skin does not come away when moved.

Please report this to the below numbers.

D3 - Advanced Decomposition



The carcass is very distended with gas. Tissue is sloughing away from the face and flippers. The body is soft. The smell of decomposition is strongest at this time.

This animal is too damaged for disease screening. Please report findings to the below number.

D4 - Mummified



Limbs or organs are missing or unrecognisable. At a distance the smell of decomposition may be mild for the mummified carcass as the process of decomposition is nearly complete. The bones and hide remain.

This animal is too damaged for disease screening. Please report findings to the below numbers.

Department of Environment
and Science Hotline
1300 130 372

Sea World Foundation
07 5588 2222 (9am - 5pm)
07 5588 2177 (after hours)

Turtles in Trouble Rescue Inc. hotline
0493 242 903 (Fraser Coast region)



Jointly funded by the Commonwealth and Queensland Government under the Disaster Recovery Funding Arrangements (DRFA)

DECEASED TURTLES

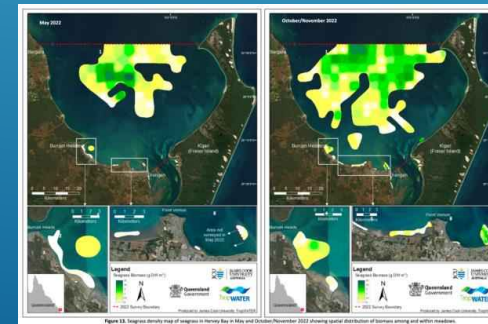
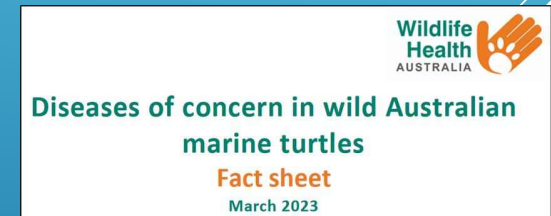
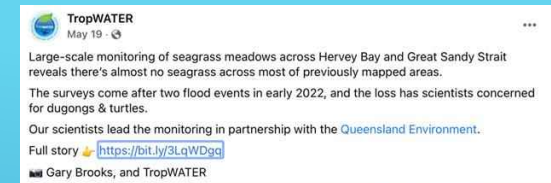


- Sea World awarded contract to perform 150 necropsies for freshly deceased turtles.
- Carcasses needed to be fresh and stored chilled – not frozen (freezing damages cells needed for pathology).
- TITR purchased a refrigerated trailer with grant monies.
- TITR played an integral role in investigations through data collection and transporting of live and deceased turtles to AZWH and Sea World.



ACHIEVEMENTS

- Wildlife Health Australia Marine Turtle Fact Sheet (SSS)
- Joint State and Federal funding for flood recovery projects;
- Seagrass surveys;
- Water quality testing in the Great Sandy Straits;
- Monitoring of flood impacts on coral species of Hervey Bay;
- Marine strandings and turtle health investigation;
- Short-term fuel rebates for turtle transport;
- Marine Park zoning changes;
- Satellite tracking post release monitoring;
- Collaboration with UniSC (data sharing for future research projects);
- UniSC Turtle Rehab & Research centre in Hervey Bay 2025;
- Qwildlife update.



TURTLE REHAB & RESEARCH CENTRE

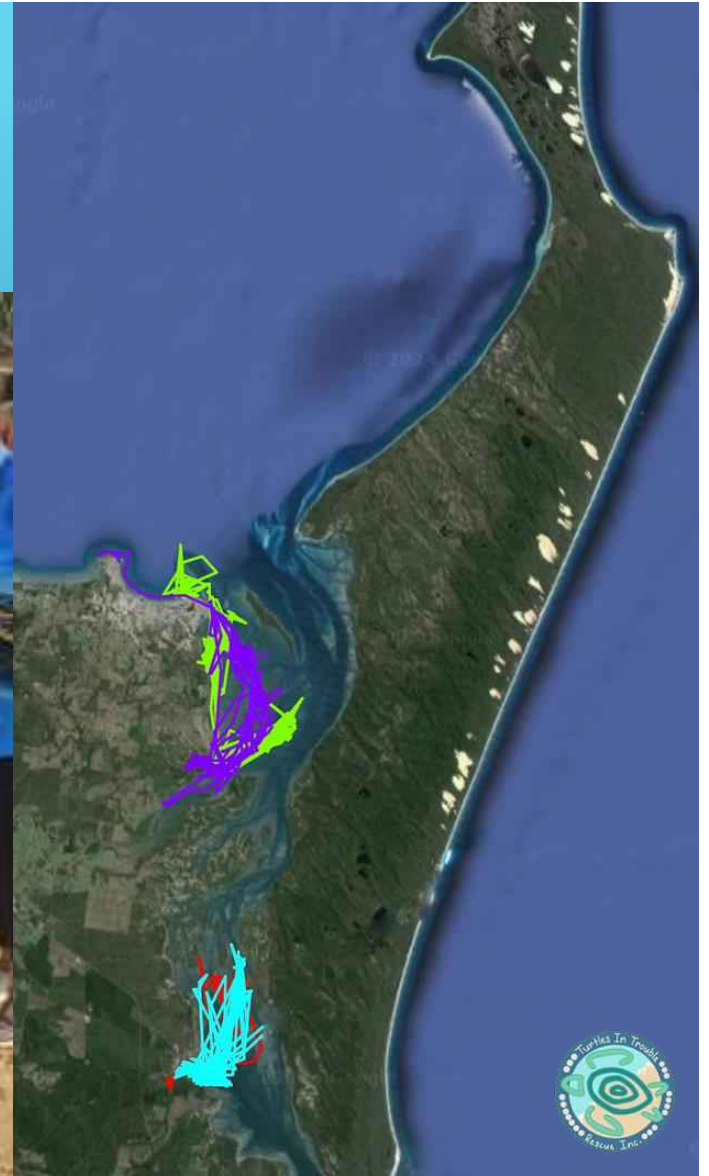


University of the
Sunshine Coast
Australia



SATELLITE TAGGING

- Post release monitoring



RELEASE DAYS



"Slippers"



"Houdini"



0493 242 903

@turtlesintroublefc

www.turtlesintroublerescue.org.au



**Turtles In Trouble
Rescue Inc.**

FRASER COAST & SANDY STRAITS




PayPal Donation



HOTLINE



QWildlife

Report sick, injured or dead dugongs,
dolphins, whales and marine turtles.

1300 130 372

TOLL FREE - 24 HOURS



**GO SLOW FOR
THOSE BELOW!**

Australian Government
Great Barrier Reef
Marine Park Authority

Queensland
Government

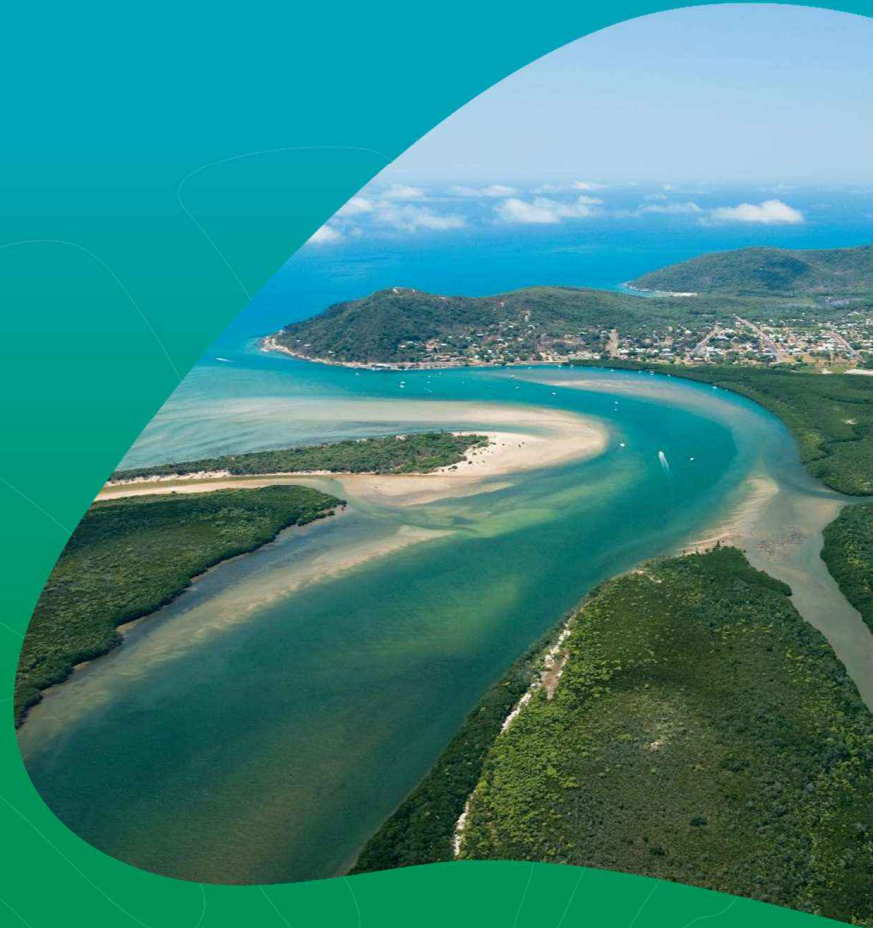
THANK YOU



Attachment #2



The Reef Guardian Council program



The Reef Authority acknowledges the expertise, wisdom, and enduring connections that have informed the guardianship of the Reef for millennia. We pay our respects to the Traditional Owners as the first managers of this Land and Sea Country, and value their traditional knowledge which continues to inform the current management and stewardship of the Reef for future generations.



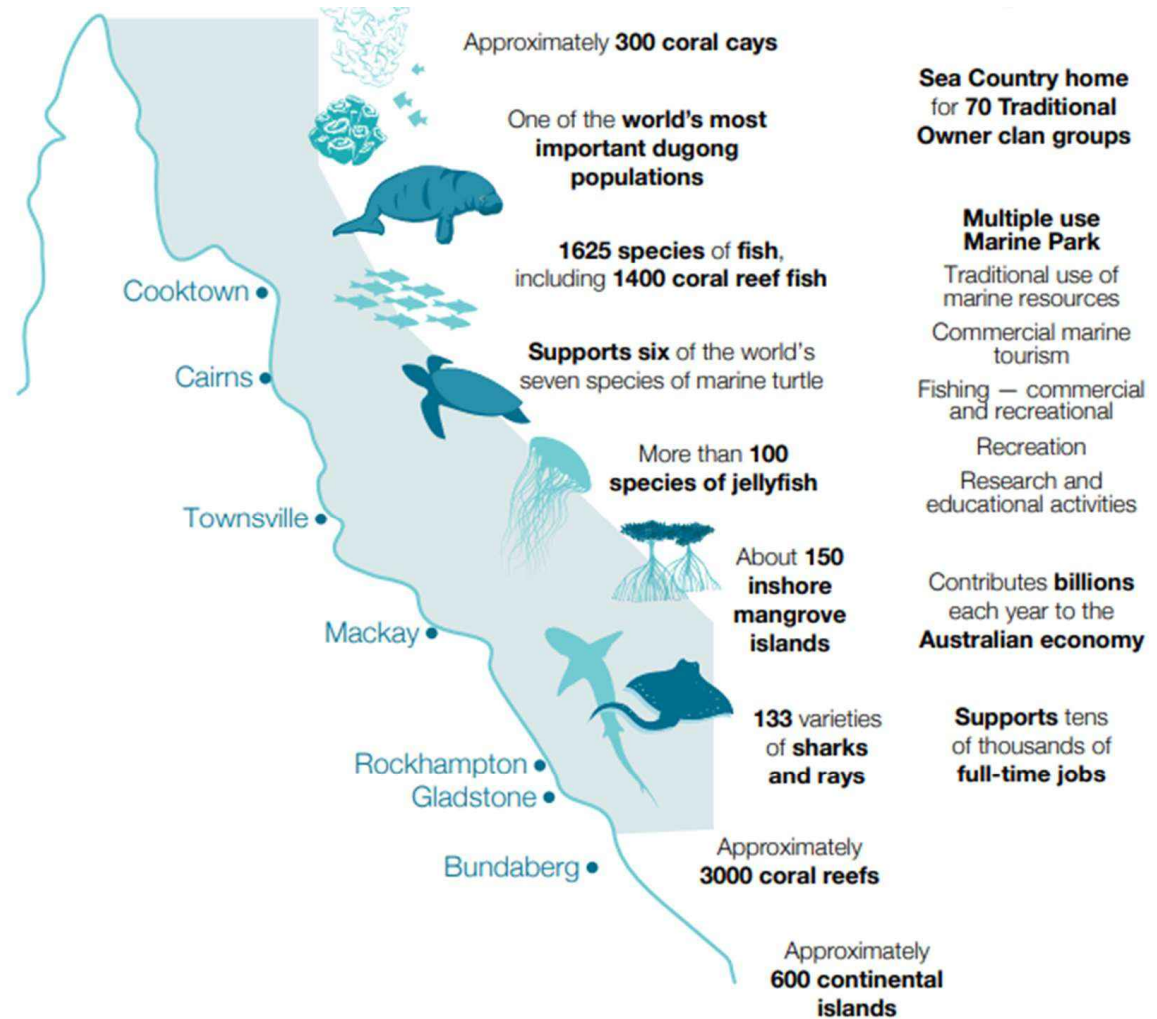
Nautilus Shell Artwork © 2023 by Laurence Gibson, Yalanji Arts, Mossman Gorge

Great Barrier Reef



Big. Beautiful. Diverse.

The world's largest coral reef ecosystem, about 10% of the world's coral reef ecosystems



WHO WE ARE

The Great Barrier Reef Marine Park Authority is the Australian Government's lead management agency working to protect the Reef for future generations.

Our vision

A healthy Great Barrier Reef for future generations

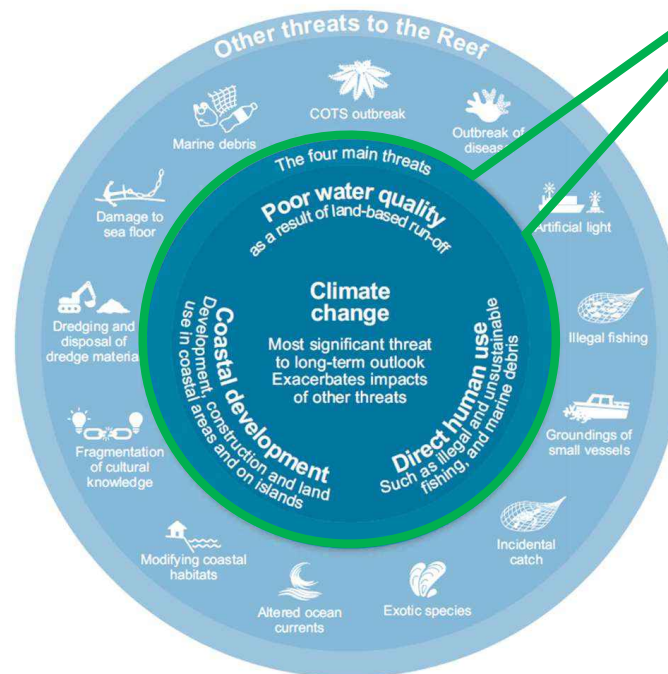
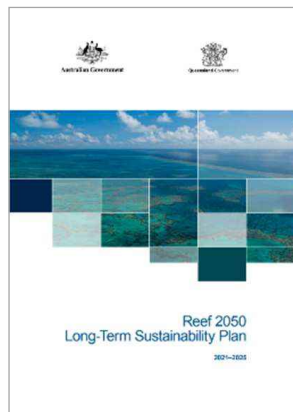
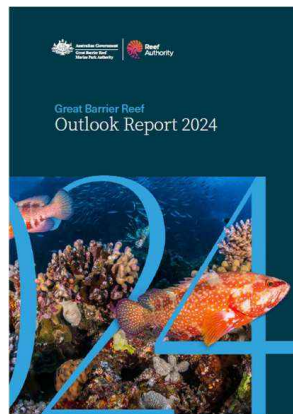
Our purpose

Provide for the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef
For all Australians and the international community through the care and development of the Marine Park



Australian Government

Managing threats to the Reef



Reef Guardian Council
An initiative of the Reef Authority

The Great Barrier Reef Marine Park Act 1975

objective to: encourage engagement in the protection and management of the Great Barrier Reef Region by interested persons and groups, ***including local governments, communities, and Indigenous persons.***



What is the Reef Guardian Council program

- Voluntary partnership
- Launched in 2007
- 19 local governments
- Over 300 000 square kilometers (60%) of the Reef catchment
- Population of more than one million people

REEF GUARDIAN COUNCIL VISION

A local government alliance to address the key threats to the Great Barrier Reef through collaboration, education and targeted action.



Council's role

Examples of actions to address the key threats to the Reef:

Water management - urban stormwater treatment, wastewater management, waterways rehabilitation, fish passages

Waste management - landfill management, recycling and circular economy, FOGO, source reduction, waste avoidance

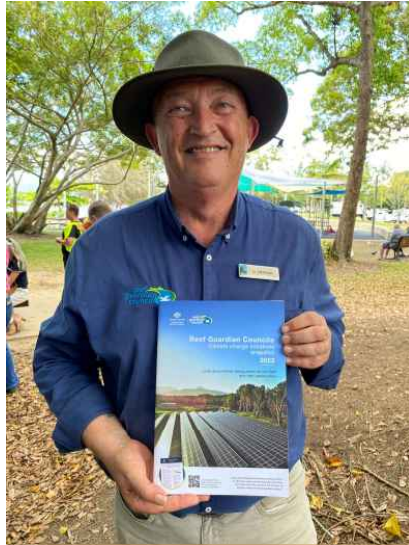
Land management - vegetation and pest management, habitat restoration, erosion control, and land planning, development assessment and management

Climate change - planning and policy, emissions reductions, and community education

Conserve historic and cultural heritage - protecting and conserving sites with historic and/or cultural heritage values, raising awareness of historic and/or cultural heritage values.

Community - sustainability education, capacity building and developing partnerships





Reef Authority role

Provide enablers:

- Networking and sharing of best practice
- Lunchtime learning sessions
- Workplace immersions (shadowing)
- Forums and conferences
- Thematic reporting and promotion
- Advocacy
- Sharing sustainability and Reef messaging



What are the benefits of being part of the Reef Guardian Council program?

- Access to a network of like-minded councils, and key partners
- Capacity building opportunities
- Promotion of council's environmental initiatives
- Advocacy for further action through the Reef Guardian Council platform
- Support to engage with the catchment community
- [Video link](#)



Reef Guardian
Council

Reef.councils@gbrmpa.gov.au

Attachment #3



Illegal Vegetation Damage Policy September 2024



Background

ORD 12.4 – **Report in relation to Illegal Vegetation Damage**
RESOLUTION (Jade Wellings/David Lee)

That Council:

1. Amending section 2.3.3 of the Unauthorised Vegetation Damage on Council Land Policy to remove the words 'and or / shade cloth screens'
2. How we can improve our investigatory and prosecutorial powers about illegal vegetation damage,
3. Other options and initiatives council could take to prevent future occurrences of illegal vegetation damage,
4. Any resources needed for the above.



Strategies & Initiatives

1. Appropriate signage suite targeted at vegetation vandalism type e.g. coastal, habitat trees etc.
2. Social media campaign to educate and advise the public when and where an event has occurred.
3. Increased surveillance such as CCTV for known vandalism sites being rehabilitated and new, high visibility sites.
4. Drone mapping and baseline vegetation survey along high-risk locations such as coastal foreshores and significant trees.
5. Clearly defined severity ratings for vegetation vandalism and the relevant financial penalties informed by the level of damage.
6. Environmental Ranger – compliance officer tasked with the investigation, monitoring and compliance of vegetation vandalism.



Revised Policy Objectives

Using strategies and initiatives from the previous slide, to:

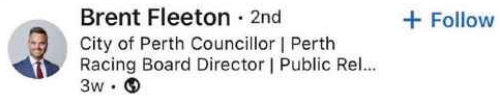
1. Educate residents of the illegal nature of damaging trees on Council-owned or managed land.
2. Broaden the activities used to deter illegal vegetation damage.
3. Ensure a standard methodology is applied to the assessment of illegal vegetation damage incidents, to determine appropriate response.
4. Rehabilitate damaged areas so that offenders are not advantaged by illegal vegetation damage, in any way. For example, leaving dead or damaged trees in place (where safe to do so) and replanting at higher densities with species akin to those damaged.
5. Work on Council enforcement of penalties.





Fencing with interpretive mesh installed along Mant Street in response to 2020 poisoning event. Provides for awareness and public safety.





Brent Fleeton · 2nd

+ Follow

City of Perth Councillor | Perth
Racing Board Director | Public Rel...
3w · 🌐

Terrace Road is a premier CBD residential street of which the [City of Perth](#) is extremely proud of. We spend millions every year on landscaping, street cleaning and events.

Our jacarandas are public assets loved by 99% of locals.

To the moron(s) who poisoned it, here are the facts.





Building better communities together.

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE - MEETING MINUTES - 19 DECEMBER 2024
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon
AUTHOR:	MANAGER COMMUNITY DEVELOPMENT & ENGAGEMENT, Tracey Genrich

1. PURPOSE

To present Council with the Minutes of the Mary to Bay Rail Trail Advisory Committee Meeting held on 19 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 meeting held on 19 December, 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 19 December, 2024.

4. ATTACHMENTS

1. Minutes - Mary to Bay Rail Trail Advisory Committee Meeting - 19 December 2024 [↓](#)



MINUTES

FRASER COAST MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE COUNCIL CHAMBERS, TAVISTOCK STREET 19 DECEMBER 2024 COMMENCING AT 1.00PM

PRESENT:

- Cr George Seymour (Mayor) - Chair
- Tracey Genrich, Manager Community Development & Engagement FCRC
- Mike Allsop – Fraser Coast Bicycle User Group Representative (Proxy)
- 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
- Harry Usher – Mary Inc

APOLOGIES

- Cr Lachlan Cosgrove
- Cr Paul Truscott
- Davendra Naidu – Director Infrastructure Services FCRC
- Rob McLaren - community representative
- Martin Simons – General Manager Fraser Coast Tourism & Events
- Max Voigt – Fraser Coast Bicycle User Group Representative (Mike Allsop in attendance as Proxy)
- Andy Riley – community representative
- Desley O’Grady – Rail Trails Australia
- Gerard Carlyon – Director Strategy, Community & Development FCRC (Guest Apology)
- Keith Parsons – Director Organisational Services FCRC (Guest apology)
- Kieren Stoneley – FCRC Sport & Recreation Coordinator

GUESTS IN ATTENDANCE

- Ken Diehm – Chief Executive Officer FCRC (part meeting only)
- David Gleadow – Senior Advisory – Rail Corridor Management – Department of Transport & Main Roads
- Michael Gray – New Colton Pty Ltd (part meeting only)
- Wayne Watson – New Colton Pty Ltd (part meeting only)

#5133446

1. Welcome (Chair)

Cr George Seymour welcomed all attendees and provided an Acknowledgement to Country.

2. Apologies

The Advisory Committee noted the list of apologies as outlined above.

3. Previous Minutes & Action List – 31 October, 2024

The Advisory Committee noted and agreed that the Minutes of 31 October, 2024, as attached to these Minutes are an accurate record of the meeting.

4. Previous Minutes – Special Meeting – 2 December, 2024

The Advisory Committee noted and agreed that the Minutes of the Special Meeting 2 December, 2024, as attached to these Minutes are an accurate record of the meeting.

5. Agenda Items**(a) Upcoming Works (Takura Location) – Qld Parks & Wildlife Service**

This item held over to a future meeting as no Qld Parks & Wildlife Service Officer attended.

(b) Progress Update – Colton Mine

Michael Gray provided an update to the Advisory Committee generally as follows:-

- Drilling of coal samples will begin as soon as the land dries out enough to have machinery onsite; March, 2025 is the expected timeframe for rigs onsite. Existing/old tracks will be utilised to access the area and to avoid any sensitive areas.
- These samples will be utilised to optimise the plant design and for discussions with customers;
- To secure the site going forward, a gate will be erected near Churchill Mine Roads within the boundary of the company's approved lease area. It is expected that the gate will be installed in late January, 2025.
- New Colton is in the process of updating its vegetation mapping both on the site and adjacent to the site.
- New Colton is currently in consultation with Queensland Rail in relation to the design of the rail spur which will connect the mine to the North Coast rail line.
- Life of the mine is approximately 12 years.

There were a number of questions from advisory committee members who had not been present during previous updates by New Colton Pty Ltd in relation to the coal mine and accordingly the following information was again provided at the meeting for the information of members:-

- New Colton Pty Ltd has a lease for a period of 20 years;

- New Colton has a compensation agreement in place for contribution to the provision of an alternative route for the Mary to Bay Rail Trail. Noting that the detailed information about the compensation agreement are commercial in confidence and subject to continued negotiations between DTMR, Council and New Colton Pty Ltd.
- DTMR, Council and New Colton are currently in discussions and negotiations about what New Colton's contribution to the alternative route will include. As part of the discussion Michael Gray commented that part of New Colton's contribution could be earthworks, as inkind, for the alternative route.
- DTMR have been in contact with the Butchulla Native Title Aboriginal Corporation, including a site walk of a potential alternative route, and are currently seeking a response from them.

It was agreed at the meeting that negotiations in relation to the Colton Coal mine and proposed alternative route is a matter for Council, DTMR and New Colton Pty Ltd to progress and identify funding opportunities.

(c) Maryborough/Hervey Bay Road Design Progress – Craig England, DTMR

Craig England of Department of Transport and Main Roads provided the following information to the members of the Committee:-

- Consultants have provided their report on the assessment of crossing solutions for the Maryborough/Hervey Bay Road crossing and have confirmed that this crossing can be an "at grade" crossing.
- It is expected that the concept design for the crossing will be provided to DTMR in January/February.
- Craig also confirmed that, at this point in time, he does not have an update on where the \$9m returned funding from the Bundaberg Rail Trail project.

Further updates on this item will be provided by DTMR at future meetings.

(d) Proposed 2025 Meeting Schedule – Tracey Genrich, FCRC

Tracey Genrich provided the following list of meeting dates, for 2025, to be considered by the Advisory Committee:-

- 27 February, 2025;
- 17 April, 2025;
- 26 June, 2025;
- 28 August, 2025;
- 30 October, 2025; and
- 18 December, 2025.

The above meeting dates align with the Advisory Committee's current 2 monthly schedule with April and December being adjusted to accommodate Easter and Christmas.

The Advisory Committee agreed to the above meeting schedule.

Action:- Meeting invitations to be circulated to all advisory committee members.

(e) Rail Trail Signage Subgroup Notes – Mike Allsop, FCBGs

As a member of the Mary to Bay Rail Trail Advisory Committee's Signage subgroup, Mike Allsop, gave an update on the recent meeting to Advisory Committee.

Mike advised that the subgroup had discussed signage for all trailheads, warning signs, directional signs and potential stencilling for urban footpath sections.

Tracey Genrich advised that Kieren Stoneley, Council's Sport & Recreation Coordinator, had obtained 2 samples of the M2BRT stencils and presented the samples at the meeting.

The Advisory Committee agreed that the version of the stencil without the outer boarder was supported. Mike Allsop recommended that the colour of the stencils should be blue if possible.

In response to a query from Mike Allsop about specific local signage providers, Tracey confirmed that Council Officers are required to comply with the Council's Procurement Policy when purchasing goods or services and that Council Officers will now proceed with the implementation of the signage, within the budget allocation of \$20,000, and provide further updates back to the Advisory Committee.

Recommendation:-

That Council Officers proceed with the implementation of the Mary to Bay Rail Trail signage, within the budget allocation of \$20,000, and provide further updates back to the Advisory Committee at future meetings.

(f) Strategy Document – Progress Update – Tracey Genrich, FCRC

Tracey Genrich advised that the Strategy document was currently in progress and would be circulated to the Advisory Committee members for comment as soon as practical.

(g) FCBUGs Recommendation – Expenditure of Remaining \$100,000 State Government Funding – Mike Allsop, FCBUGs

Mike Allsop spoke to a Briefing Note prepared by Fraser Coast Bicycle User Group (FCBUG) relating to the unspent portion of the \$100,000 grant provided from the Department of Transport & Main Roads for the Stockyard Creek and Black Swamp Creek works. A copy of the Briefing Note is attached to these Minutes.

The FCBUG proposal recommends the priority for any unspent funds to be allocated as follows:-

- Establishment of Piggford Lane Trail head – estimated cost provided by FCBUG \$22,000;
- Stockyard Creek and Black Swamp Creek remedial work after wet season (if required) – estimated cost provided by FCBUG \$10,000; and
- Trail Improvements between Takura Trail Head to Bridge 6 - \$19,000 allocation to be added to existing 24/25 trail improvement funds provided by Council.

Craig England confirmed that as at the 1 July, 2025, the Department will have additional funds for rail trails and asked for the priority of the Advisory Group.

After discussion the Advisory Group agreed that Piggford Lane should be the priority given the previous meetings and workshops relating to the prioritisation of undeveloped sections of the rail trail which will inform the Strategy Document. Tracey Genrich reconfirmed that any negotiations for this section required with private property owners is the responsibility of Council.

Harry Usher again raised the priority of the Maryborough urban section of the trail, between Walker Street and the Maryborough CBD (Downer Lane).

The Committee discussed the section of the trail and also the previous advice received from Queensland Rail in relation to the list of items that would be required to be addressed for further

consideration of the rail trail being located within the rail corridor for this section. It was agreed that a suitably qualified engineering consultant to work with DTMR and Council to investigate and identify engineering solutions.

It was also agreed that funding would need to be secured for the contracting of a suitable engineering consultant for this purpose.

Harry Usher asked who would be responsible for negotiations with Queensland Rail in relation to this matter and it was confirmed at the meeting that Craig England's team (DTMR) would be the appropriate agency to continue the negotiations in the future with updates to be provided to the Advisory Committee.

The Mayor suggested that Council could consider the provision of funds within its 25/26 budget process to fund the commissioning of a suitably qualified engineering consultant.

Recommendation:-

1. That the Mary to Bay Rail Trail Advisory Committee recommends to Council and DTMR that the priority for expenditure of any unspent funds from the \$100,000 Stockyard Creek & Black Swamp Creek be in accordance with the proposal submitted by FCBUGs and as attached to these Minutes.
2. That the Mary to Bay Rail Trail Advisory Committee recommends that Council consideration the allocation of funding within its 25/26 budget process for the employment of an appropriately qualified engineering consultant to work with DTMR and Council to investigate and provide responses to address Queensland Rail's list of requirements for further consideration of the rail corridor from Walker Street to the Maryborough CBD as part of the Mary to Bay Rail Trail project.

(h) Mary Inc - Maryborough CBD Trailhead Proposal – Harry Usher, Mary Inc

Harry Usher put forward a suggestion from Mary Inc that the Maryborough CBD Trail head for the rail trail project be located within the Master Planned area for the Old Maryborough Admin Site green space.

George Seymour commented that the Master Plan endorsed by Council for the Old Maryborough Admin Site was a guiding document and could potentially accommodate the siting of the Trail head which also adjoins the public carpark area.

Recommendation:-

That the Mary to Bay Rail Trail Advisory Committee recommends to Council that the Maryborough CBD Trail Head be located within the Old Maryborough Administration Centre green space.

6. General Business

Mike Allsop commented at the meeting that FCBUGs were disappointed that the Advisory Committee and Council had not agreed with their group's recommendation to submit an application to the Australian Government's recent Active Transport funding program round for the rail trail project at the Special Meeting on 2 December, 2024.

The Advisory Committee had a discussion in relation to FCBUGs interpretation of the program's guidelines and information provided by Council Officers at the meeting about the requirements of the program, including but not necessarily limited to, budget and eligibility etc.

It was also confirmed at the meeting that during the Special Meeting, Council's Chief Executive Officer had advised the Advisory Committee on a number of occasions that regardless of the advice given at the special meeting the Advisory Committee were within their rights to make any recommendation to Council that it believed appropriate and that Council could then consider and respond to that recommendation.

Tracey Genrich asked the Advisory Committee if they wished to revisit their decision from the Special Meeting held on 2 December, 2024. The members present confirmed that they did not.

Following a comment by Mike Allsop in relation to Council also not including the Rail Trail in the last Works for Queensland (W4Q) funding program project list, the Mayor responded that Council has provided a significant amount of funds towards the Rail Trail project over many years including its own budget allocations and also previous W4Q rounds etc.

Tracey Genrich also reconfirmed with the Advisory Committee that the none of the remaining undeveloped sections of the Rail Trail were eligible for inclusion in the last round of W4Q funding as the Department now requires evidence of the resolution of any tenure issues and therefore Council could not provide this evidence as part of the funding documentation requirements.

Tracey Genrich advised the Advisory Committee that Trevor Dean from WBW would be attending the February meeting of the Advisory Committee to discuss the Fraser Coast Water Grid project that had previously been discussed with the Advisory Committee and that at that meeting discussions could be held in relation to the proposed route from Quarry Road and Aldershot, including the crossing solution for Saltwater Creek.

The current leasing arrangement for the Council owned land running parallel to the old rail corridor was discussed and it was noted that the current lease between Council and the Lessee was due for renewal in April, 2025. Following discussion relating to the lease the Mayor suggested that the Advisory Committee recommend to Council that the lease not be renewed unless there was a provision included relating to access for the Rail Trail. The Advisory Committee members agreed with this recommendation.

Recommendation:-

That the Mary to Bay Rail Trail Advisory Committee recommends to Council that the lease over land, north of Quarry Road, not be renewed for agricultural purposes without a provision included relating to access for the Rail Trail project.

7. Next Meeting & Meeting Close

Next Meeting to be held 27 February, 2025. Meeting closed at 2.55pm.

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25**

WEDNESDAY, 26 FEBRUARY 2025

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

1. PURPOSE

The purpose of this report is to present Council with the record of matters discussed for Council Informal Meetings held 1 January 2025 to 31 January 2025.

2. EXECUTIVE SUMMARY

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

1. Councillor and Executive Briefing held on 13 January 2025 – (Docs#5135155)
2. Councillor and Executive Briefing held on 20 January 2025 – (Docs#5139624)
3. Council Agenda Forum held on 22 January 2025 – (Docs#5142730)

3. RECOMMENDATION

That Council receive and note the record of matters discussed of Council Informal Meetings held between 1 January 2025 to 31 January 2025 as detailed in the attachments.

4. ATTACHMENTS

1. Record of Matters Discussed - Councillor and Executive Briefing Meeting held on 13 January 2025 (Docs#5135155) [↓](#)
2. Record of Matters Discussed - Councillor and Executive Briefing Meeting held on 20 January 2025 (Docs#5139624) [↓](#)
3. Record of Matters Discussed - Council Agenda Forum held on 22 January 2025 – (Docs#5142730) [↓](#)



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

Monday 13 January 2025

10am

Docs#5135155

Councillors	Cr Byrne 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 Robert Hazzard, Acting Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Mayor Seymour – Leave Deputy Mayor Paul Truscott – Leave Cr Phil Truscott Leave Cr Sanderson – Leave Davendra Naidu - Director Infrastructure Services
Attendance	Chloe Hansen – Corporate Operations Officer Leah McCormack – Manager Governance Justine Cooper – Executive Manager Economic Development & Tourism Steve Gatt – Executive Manager Regulatory Services Megan Sargeant – Senior Investigator Andrew Long - Community Ranger & Education Coordinator Tyson Deller – Manager Budgeting & Strategic Accounting Peter Dart - Manager Financial Compliance & Reporting Jordi Scope – Management Accountant Julian Cayabyab - Accounting Support - Capital & Budgeting

BUSINESS ITEMS

1. Conflicts of Interest

NIL

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 16 December 2024
- **Item 2** – Outstanding Action List
- **Item 3** – Meeting Procedures & Standing Orders
- **Item 4** – Priority Advocacy Stakeholder Engagement

- **Item 5** – Regulatory Services – Infringement Technology
- Meeting adjourned for lunch break at 11.35am and resumed at 12.15pm.
- **Item 6** – 25/26 Budget
- Cr Faraj left the meeting at 12.32pm and returned at 12.40pm during discussions relating to fees and charges for Council Tourist Parks.
- **Item 7 – General Business**
- **Item 9** – Distributed Briefing Notes
- **Item 10** – Media Update
- **Item 11** – Concept Forum topics and Projects of Interest
- **Item 12** - Meeting Review

3. Further Information Sought or Provided

Item 5 – Regulatory Services – Infringement Technology – The Director Strategy, Community and Development to provide Councillors with a schedule of Parking Infringement penalty amount.

Item 6 – 25/26 Budget – The Director Organisational Services to provide Councillors with benchmarking data on comparable rates for beachfront caravan park sites.

MEETING CLOSED 1.05pm



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

Monday 20 January 2025

10am

Docs#5139624

Councillors	Mayor Seymour Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott 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 Justine Cooper, Acting Director Strategy, Community and Development John McLennan, Acting Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Cr Sanderson – Leave Davendra Naidu - Director Infrastructure Services Gerard Carlyon - Director Strategy, Community and Development
Attendance	Justine Cooper – Executive Manager Economic Development & Tourism Jordan Morris - Manager Economic Development Jarrod Delahunty - Principal Economic Development Officer Leah McCormack – Manager Governance Sydney Shang – Executive Manager Corporate Services Donna Wilson - Corporate Operations Coordinator Matthew Kraft - Project Manager - Beachfront Tourist Parks

BUSINESS ITEMS

1. Conflicts of Interest

Cr Faraj advised of a Conflict of Interest in relation to Item 5 – Tourist Park Options, due to her fiancé owning a caravan park and advised she would not participate in the discussion on this matter.

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 13 January 2024
- **Item 2** – Outstanding Action List
- **Item 3** – Hillyard Street Developer Presentation
- **Item 4** – National General Assembly – Call for Motions

- Cr Faraj retired from the meeting at 11.30am.
- Meeting adjourned for lunch break from 11.30am to 12.15pm.
- **Item 5** – Tourist Park Options
- Mayor Seymour joined the meeting at 12.15pm.
- Deputy Mayor Truscott retired from the meeting at 2pm.
- **Item 6 – General Business**
- **Item 7** – Distributed Briefing Notes
- **Item 8** – Media Update
- **Item 9** – Concept Forum topics and Projects of Interest
- **Item 10** - Meeting Review

3. Further Information Sought or Provided

MEETING CLOSED 2.15pm



**MINUTES OF THE COUNCIL AGENDA FORUM MEETING NO. 1/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS,
TAVISTOCK STREET, HERVEY BAY
ON WEDNESDAY, 22 JANUARY 2025 COMMENCING AT 10:00 AM**

PRESENT: Councillor George Seymour
Councillor Michelle Byrne
Councillor Phil Truscott
Councillor Paul Truscott (Chairperson)
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
Meeting Secretary, Mrs Chaye Selby

CAF 1 APOLOGIES
Council noted the apology of Councillor Daniel Sanderson.

CAF 2 DISCLOSURE OF INTERESTS
Nil

CAF 3 ORDINARY MEETING AGENDA
The following discussion and questions occurred:

ORD 4 MAYORAL MINUTES

Nil

ORD 5 CONFIRMATION OF MINUTES OF MEETINGS

ORD 5.1 Ordinary Meeting No.12/24 – 11 December 2024

Councillors received and considered the Minutes of the Ordinary Council Meeting No.12/24 – 11 December 2024.

ORD 6 OUTSTANDING ACTIONS

ORD 6.1 Open Resolutions Register - January 2025

Councillors received and considered the report titled Open Resolutions Register - January 2025 dated 29 January 2025.

ORD 7 ADDRESSES/PRESENTATIONS

ORD 7.1 Community Presentations

Nil

ORD 8 DEPUTATIONS

Nil

ORD 9 PETITIONS

ORD 9.1 Receipt of Petitions

Nil

ORD 10 COMMITTEES' REPORTS

ORD 10.1 Informal Meetings - Record of Matters Discussed

Councillors received and considered the report titled Informal Meetings - Record of Matters Discussed dated 29 January 2025.

ORD 10.2 Fraser Coast Regional Council Audit and Risk Committee Meeting Minutes - 26 November 2024

Councillors received and considered the report titled Fraser Coast Regional Council Audit and Risk Committee Meeting Minutes - 26 November 2024 dated 29 January 2025.

ORD 10.3 Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 31 October, 2024

Councillors received and considered the report titled Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 31 October, 2024 dated 29 January 2025.

ORD 10.4 Mary to Bay Rail Trail Advisory Committee - Special Meeting - 2 December, 2024

Councillors received and considered the report titled Mary to Bay Rail Trail Advisory Committee - Special Meeting - 2 December, 2024 dated 29 January 2025.

ORD 10.5 Traffic Advisory Committee Minutes - 5 November 2024

Councillors received and considered the report titled Traffic Advisory Committee Minutes - 5 November 2024 dated 29 January 2025.

Councillor Denis Chapman joined the meeting at 10:02am.

ORD 11 OFFICERS' REPORTS

ORD 11.2.1 2024/25 Operational Plan Progress Report - October to December 2024

Councillors received and considered the report titled 2024/25 Operational Plan Progress Report - October to December 2024 dated 29 January 2025.

ORD 11.2.2 Councillor Meeting Attendance for February 2025

Councillors received and considered the report titled Councillor Meeting Attendance for February 2025 dated 29 January 2025.

Councillor Zane O'Keefe left the meeting at 10:11am.

Councillor Zane O'Keefe returned to the meeting at 10:12am.

ORD 11.3.1 Amended Policy - Amenity and Aesthetics Considerations for the Relocation of Dwellings Policy

Councillors received and considered the report titled Amended Policy - Amenity and Aesthetics Considerations for the Relocation of Dwellings Policy dated 29 January 2025.

ORD 11.3.2 Recommendation - Funding Potential Opportunity Further Development - Mary to Bay Rail Trail

Councillors received and considered the report titled Recommendation - Funding Potential Opportunity Further Development - Mary to Bay Rail Trail dated 29 January 2025 and noted the following request for further information:

1. 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.

ORD 11.3.3 Request to Fill Councillor Vacancy - Mary to Bay Rail Trail Advisory Committee

Councillors received and considered the report titled Request to Fill Councillor Vacancy - Mary to Bay Rail Trail Advisory Committee dated 29 January 2025 and noted the following request for further information:

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

Councillor Lachlan Cosgrove left the meeting at 10:22am.

ORD 11.4.1 Proposal to permanently close Unnamed 673 Road

Councillors received and considered the report titled Proposal to permanently close Unnamed 673 Road dated 29 January 2025.

ORD 11.5.1 Amended Policy - Waste Management Council Policy

Councillors received and considered the report titled Amended Policy - Waste Management Council Policy dated 29 January 2025.

ORD 11.5.2 Amended Policy - Waste Management Fee Concession Council Policy

Councillors received and considered the report titled Amended Policy - Waste Management Fee Concession Council Policy dated 29 January 2025.

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

Nil

ORD 13 QUESTIONS ON NOTICE

Nil

ORD 14 GENERAL BUSINESS

Nil

Councillor Lachlan Cosgrove returned to the meeting at 10:24am.

ORD 15 CONFIDENTIAL

ORD 15.1 Land Acquisition - Walker Street (Yaralla Street to Pallas Street) - Road Reconstruction

Councillors received and considered the report titled Land Acquisition - Walker Street (Yaralla Street To Pallas Street) - Road Reconstruction dated 29 January 2025.

ORD 15.2 Land Acquisition - Pallas Street (Woodstock Street to Saltwater Creek Road) - Footpath

Councillors received and considered the report titled Land Acquisition - Pallas Street (Woodstock Street To Saltwater Creek Road) - Footpath dated 29 January 2025 and noted the following request for further information:

1. 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.

ORD 15.3 Land Acquisition - Ariadne Street (Churchill Street to Victory Street) - Footpath

Councillors received and considered the report titled Land Acquisition - Ariadne Street (Churchill Street To Victory Street) - Footpath dated 29 January 2025.

ORD 15.4 Exemption under s235 b) Local Government Regulation 2012 for the provision of Meter Reading Software

Councillors received and considered the report titled Exemption Under S235 B) Local Government Regulation 2012 For The Provision Of Meter Reading Software dated 29 January 2025.

ORD 16 LATE ITEMS

ORD 16.1 Late Open Reports

Nil

ORD 16.2 Late Confidential Reports

Nil

There being no further business, the Meeting closed at 10:28am.

Confirmed at Ordinary Meeting No. 2/25 of the Fraser Coast Regional Council at Maryborough on 26 February 2025.

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25****WEDNESDAY, 26 FEBRUARY 2025**

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

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 March 2025 to 31 March 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
3 March 2025	10.00am	Councillor and Executive Briefing
5 March 2025	9.00am	Council Concept Forum
10 March 2025	10.00am	Councillor and Executive Briefing
12 March 2025	9.00am	Council Concept Forum
17 March 2025	10.00am	Councillor and Executive Briefing
19 March 2025	10.00am	Council Agenda Forum
24 March 2025	10.00am	Councillor and Executive Briefing
26 March 2025	9.00am	Community Presentations
31 March 2025	10.00am	Councillor and Executive Briefing

2. Note the requirement to attend the Ordinary Meeting scheduled for 26 March 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 March 2025	10.00am	Councillor and Executive Briefing
5 March 2025	9.00am	Council Concept Forum
10 March 2025	10.00am	Councillor and Executive Briefing
12 March 2025	9.00am	Council Concept Forum
17 March 2025	10.00am	Councillor and Executive Briefing
19 March 2025	10.00am	Council Agenda Forum
24 March 2025	10.00am	Councillor and Executive Briefing
26 March 2025	9.00am	Community Presentations
31 March 2025	10.00am	Councillor and Executive Briefing

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. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	SUBMISSION OF MOTIONS FOR THE NATIONAL GENERAL ASSEMBLY 2025
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons
AUTHOR:	LEGAL LIAISON AND INTEGRITY ADVISOR, Debbie Vagias
LINK TO CORPORATE PLAN:	Focused Organisation and Leadership. Grow the region through partnerships, advocacy and changemaking for the community.

1. PURPOSE

To present motions for consideration at the 2025 National General Assembly being held in Canberra from 24 to 27 June 2025.

2. EXECUTIVE SUMMARY

This proposal seeks approval from Council to submit five motions for consideration at the Australian Local Government Association's National General Assembly.

3. OFFICER'S RECOMMENDATION

That Council:

- a. Approves the submission of the following motions for consideration at the 2025 National General Assembly to be held in Canberra from 24 to 27 June 2025:
 - a. Motion 1 – that the Australian government work with state, territory and local governments to ensure that social and community housing maintains at least its current proportion of the total housing stock, with new social and community homes being built at the same proportional rate as the broader housing stock, as per **Attachment 1**.
 - b. Motion 2 – that the Australian government increase untied funding for local government to at least 1% of Commonwealth taxation revenue and indexed annually, as per **Attachment 2**.
 - c. Motion 3 – that the Australian government increase funding to local governments for coastal protection and climate resilience in alignment with national climate adaptations strategies and emission reduction targets, as per **Attachment 3**.
 - d. Motion 4 – that the Australian government reinstate the 80/20 federal funding model for road infrastructure projects, as per **Attachment 4**.

-
- e. Motion 5 – that the Australian government ban the importation and use of products containing PFAS-group chemicals by the end of 2026, as per **Attachment 5**.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Australian Local Government Association (“ALGA”) convenes an annual National General Assembly (“NGA”). Councils are able to submit motions for debate at the NGA which enables national collaboration of local governments to address issues and share ideas. Outcomes of debate on motions (“NGA resolutions”) inform ALGA’s policies, priorities and strategies to advance local governments within the national agenda. All motions require a council resolution prior to being submitted.

The NGA have advised that motions for this year should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that would help the local government sector to deliver place-based solutions to national priorities.
- Must address at least of the following issues:
 - Intergovernmental relations
 - Financial sustainability
 - Roads and infrastructure
 - Emergency management
 - Housing and homelessness
 - Jobs and skills
 - Community services
 - Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation
 - Data, digital technology and cyber security
 - Climate change and renewable energy
 - Environment
 - Circular economy

5. PROPOSAL

The following motions have been proposed for Council’s consideration:

- a. **Motion 1 – Social Housing** - that the Australian government work with state, territory and local governments to ensure that social and community housing maintains at least its current proportion of the total housing stock, with new social and community homes being built at the same proportional rate as the broader housing stock, as per **Attachment 1**.
- b. **Motion 2 – Financial Assistance Grants** - that the Australian government increase untied funding for local government to at least 1% of Commonwealth taxation revenue and indexed annually, as per **Attachment 2**.

- c. **Motion 3 – Coastal Protection and Climate Resilience Funding** - that the Australian government increase funding to local governments for coastal protection and climate resilience in alignment with national climate adaptations strategies and emission reduction targets, as per **Attachment 3**.
- d. **Motion 4 – Funding for Road Infrastructure** - that the Australian government reinstate the 80/20 federal funding model for road infrastructure projects, as per **Attachment 4**.
- e. **Motion 5 – Ban of PFAS Chemicals** - that the Australian government ban the importation and use of products containing PFAS-group chemicals by the end of 2026, as per **Attachment 5**.

6. FINANCIAL & RESOURCE IMPLICATIONS

There are no direct financial and resource implications for the submission of the proposed motions.

7. POLICY & LEGAL IMPLICATIONS

A resolution of Council is required prior to submission of the motions.

8. RISK IMPLICATIONS

There are no identified risk implications.

9. CRITICAL DATES & IMPLEMENTATION

Motions must be lodged by 11.59pm AEST Monday 31 March 2025.

10. CONSULTATION

Consultation has occurred with Councillors.

11. CONCLUSION

Council has an opportunity to influence ALGA's policies and advocacy by submitting the proposed motions for debate at the 2025 NGA.

12. ATTACHMENTS

- 1. Motion 1 - Social Housing [↓](#)
- 2. Motion 2 - Financial Assistance Grants [↓](#)
- 3. Motion 3 - Coastal Protection and Climate Resilience Funding [↓](#)
- 4. Motion 4 - Funding for Road Infrastructure [↓](#)
- 5. Motion 5 - Ban of PFAS Chemicals [↓](#)

Attachment 1

Council Name	Fraser Coast Regional Council
Council Contact Person	Ken Diehm, Chief Executive Officer
Category	Housing and homelessness
Motion Subject <i>Short summary of the specific topic or issue</i>	Maintaining the proportion of social and community housing within the housing market.
Motion	This National General Assembly calls on the Australian Government to work with state, territory, and local governments to ensure that social and community housing maintains at least its current proportion of the total housing stock, with new social and community homes being built at the same proportional rate as the broader housing stock.
National Objective <i>Why is this a national issue and why should this be debated at the NGA? (Maximum 200 words)</i>	Housing shortages and inequality are being experienced nationwide, with social and community housing failing to keep pace with demand. The decreasing availability of social and community housing exacerbates housing stress, deepens inequality and contributes to rising homelessness. This in turn, increases reliance on government support systems and places additional pressures on public services. By prioritising social and community housing at a national level, social, economic and environmental outcomes can be improved.
Summary of Key Arguments <i>Background information and supporting arguments (Maximum 500 words)</i>	<p>The Australian Housing and Urban Research Institute (AHURI) notes that Australia's social housing has decreased in the past forty years and in 2021 comprised only 3.8% of the total housing stock, a figure lower than both the expressed demand and the combined existing potential demand (being 6.1% in 2021). This percentage is also low compared to countries with similar GDP per capita rankings.</p> <p>Research conducted by AHURI has demonstrated that secure, affordable, and appropriate housing provides substantial economic, social and environmental benefits as outlined below:</p>

Attachment 1

	<p>1. Economic benefits:</p> <ul style="list-style-type: none"> • Reduces government spending on health, justice, and welfare services. • Enhances productivity by improving access to jobs, increasing earning potential, and reducing commuting time. • Increases household disposable income and financial stability. • Supports employment by reducing job loss risks, absenteeism, and improving job-seeking opportunities. <p>2. Social benefits:</p> <ul style="list-style-type: none"> • Improves overall health and mental wellbeing, leading to lower healthcare costs • Enhances safety by reducing domestic violence, homelessness, and criminal activity. • Supports better educational outcomes by improving attendance, engagement and performance. • Strengthens family stability, social participation and community engagement. <p>3. Environmental benefits:</p> <ul style="list-style-type: none"> • Reduces energy consumption and costs, leading to lower carbon emissions and better indoor living conditions • Promotes sustainable urban development by reducing reliance on private transport and conserving natural resources • Minimises waste and enhances air and water quality. <p>Ensuring proportional growth of social and community housing within the broader housing market is crucial to achieving these economic, social and environmental benefits.</p>
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Attachment 2

Council Name	Fraser Coast Regional Council
Council Contact Person	Ken Diehm, Chief Executive Officer
Category	Financial sustainability
Motion Subject <i>Short summary of the specific topic or issue</i>	Reinstating the 1% funding commitment
Motion	This National General Assembly calls on the Australian Government to increase untied funding for local government to at least 1% of Commonwealth taxation revenue and indexed annually.
National Objective <i>Why is this a national issue and why should this be debated at the NGA? (Maximum 200 words)</i>	The financial stability of local governments across Australian states and territories is crucial to achieving state and national priorities through effective service delivery. Without sustainable and equitable funding, local governments across Australia will continue to face deteriorating operating positions, forcing them to prioritise basic services and infrastructure over essential investments that improve community liveability and long-term sustainability.
Summary of Key Arguments <i>Background information and supporting arguments (Maximum 500 words)</i>	<p>Historically, local governments have received just 1% of federal tax revenue through financial assistance grants (FA Grants), which provide critical funding to support essential services and infrastructure. However, FA Grant funding has now dropped to just 0.51%. Despite this reduction, the cost shifting to local governments (in Queensland) has increased by 378% between 2002 and January 2024.</p> <p>In addition, operating costs for councils grew by 29% between 2012-13 and 2021-22, while the grants supporting local governments only increased by 16% during the same period. As a result, councils (in Queensland) were forced to raise rate revenue by 46% to bridge the growing financial gap. This substantial rate increase directly affects housing affordability and the cost of living, placing additional financial strain on households and potentially worsening inequalities within communities.</p>

Attachment 2

	<p>Local governments are the lowest funded level of government, earning around 3 cents in every dollar of taxation revenue – compared to 80 cents for the Federal Government and almost 17 cents for the state governments). Despite this, local governments play a critical role in achieving national priorities such as boosting productivity, improving community wellbeing, reducing inequality, protecting the environment, supporting the circular economy, cutting emissions, managing emergencies, increasing secure, well-paid jobs, and building a skilled workforce.</p> <p>To achieve these state and national priorities, local governments must be adequately resourced. Without sustainable funding, councils will continue to face deteriorating financial positions, impacting their ability to maintain essential services and infrastructure, and ultimately reducing the liveability of communities. A more equitable and sustainable funding model is crucial to support local governments in fulfilling these responsibilities effectively.</p>
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Attachment 3

Council Name	Fraser Coast Regional Council
Council Contact Person	Ken Diehm, Chief Executive Officer
Category	Climate change and renewable energy
Motion Subject <i>Short summary of the specific topic or issue</i>	Increase Funding for Coastal Protection and Climate Resilience
Motion	This National General Assembly calls on the Australian Government to increase funding to local governments for coastal protection and climate resilience in alignment with national climate adaptation strategies and emission reduction targets.
National Objective <i>Why is this a national issue and why should this be debated at the NGA? (Maximum 200 words)</i>	<p>The Australian Government's National Climate Resilience and Adaptation Strategy 2021-2025 emphasises the need for coordinated national efforts to assess climate impacts, evaluate adaptation progress, and continuously improve resilience strategies.</p> <p>Local governments play a critical frontline role in managing the impacts of climate change, including rising sea levels, coastal erosion, and extreme weather events. However, current federal funding under existing programs such as the Disaster Ready Fund are insufficient to meet the growing demands of coastal communities.</p> <p>Increased and sustainable federal investment is essential to support local governments in implementing proactive climate adaptation measures, protecting critical infrastructure, and ensuring the long-term sustainability and liveability of coastal regions. This funding will enable councils to develop and implement comprehensive coastal management plans, enhance disaster preparedness, and safeguard natural and built environments against future climate risks.</p>
Summary of Key Arguments <i>Background information and supporting arguments (Maximum 500 words)</i>	Increased federal funding for coastal protection and climate resilience is crucial to addressing the significant economic, environmental and social challenges posed by climate change across Australia. Rising sea levels, coastal erosion, and extreme weather events threaten critical infrastructure, industries and communities making proactive action essential.

Attachment 3

	<p>Investing in coastal resilience will directly support the goals of the Australian Government's National Climate Resilience and Adaptation Strategy 2021–2025 which calls for a coordinated and proactive approach to managing climate risks. The strategy emphasises the importance of collaboration across all levels of government to strengthen climate resilience and ensure long-term sustainability.</p> <p>The strategy highlights key priorities such as:</p> <ul style="list-style-type: none"> • Understanding and Assessing Climate Risks: Additional funding is needed to help local governments conduct risk assessments and implement data-driven strategies to address rising sea levels, coastal erosion, and extreme weather impacts. • Integrated Adaptation Action: Sustained investment will empower councils to implement proactive coastal management measures that align with national goals, reducing the economic burden of reactive disaster recovery and ensuring long-term sustainability. • Improved Climate Resilience: Enhanced federal support will help protect critical infrastructure, maintain biodiversity, and ensure the economic viability of coastal industries, consistent with the strategy's focus on strengthening resilience in priority areas. • Collaboration and Partnerships: Adequate funding will foster stronger partnerships between federal, state, and local governments, ensuring a unified approach to climate adaptation and aligning with international commitments such as the Paris Agreement. <p>Without increased and sustained funding, local governments may struggle to meet the strategy's objectives, leading to greater financial strain, increased vulnerability of coastal communities, and missed opportunities to build climate resilience and protect Australia's coastal assets. Investing in coastal resilience measures aligns with national priorities, enhances disaster preparedness, and supports the long-term wellbeing of communities across the country.</p> <p>We urge the Australian Government to work collaboratively with state, territory, and local governments to expand funding opportunities and develop targeted support mechanisms that empower local communities to build climate resilience and protect Australia's coastal assets.</p>
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Attachment 4

Council Name	Fraser Coast Regional Council
Council Contact Person	Ken Diehm, Chief Executive Officer
Category	Roads and infrastructure
Motion Subject <i>Short summary of the specific topic or issue</i>	Reinstate the 80/20 Federal Funding Model for road infrastructure projects
Motion	This National General Assembly calls on the Australian Government to reinstate the 80/20 Federal Funding Model for road infrastructure projects
National Objective <i>Why is this a national issue and why should this be debated at the NGA? (Maximum 200 words)</i>	<p>Local governments play a vital role in Australia's road network, managing 77% of the national road network (by length) and represent approximately 38% of total local government infrastructure assets. These roads are vital for ensuring Australians have access to essential services and the facilitation of the movement of goods and services.</p> <p>A reduction in federal funding to local governments will lead to decreased financial capacity to construct and maintain local roads. This is likely to impact national connectivity and result in local road construction and maintenance being reduced. Poor roads compromise access to goods and services, create bottlenecks for freight and increase risk to road safety generally.</p>
Summary of Key Arguments <i>Background information and supporting arguments (Maximum 500 words)</i>	<p>Previously, the Australian Government funded regional road infrastructure projects with an 80/20 funding model, where the Commonwealth covered 80% of the costs of eligible road infrastructure and local governments contributed the remaining 20%. This model supported the development and maintenance of critical road networks, especially in regional and remote areas. For example, the Roads of Strategic Importance initiative (ROSI) which operated under this funding arrangement, ensuring key freight routes and community connections were adequately supported.</p> <p>Recent changes have seen the federal funding contribution reduce to 50%, requiring local governments to increase its contribution to 50% of the project costs.</p> <p>The change in funding will significantly increase the financial burden on local governments which are already under financial pressure due to their limited revenue raising</p>

Attachment 4

	<p>capacity and additional funding reductions such as the decrease in the financial assistance grant.</p> <p>It is therefore difficult for many councils to meet the funding requirements for large-scale infrastructure projects.</p> <p>The ALGA National State of the Assets Report (July 2024) identifies that sealed and unsealed roads in local government controlled areas have a replacement cost of \$250bn and that despite ongoing investment from councils, \$23.1bn are in poor condition, \$18.7bn have poor function and \$17.0bn have poor capacity.</p> <p>Additional challenges faced by local governments in relation to road infrastructure includes:</p> <ul style="list-style-type: none"> • many rural roads were built decades ago and are not designed to handle modern traffic loads and require significant upgrades; • rapid population growth, particularly in peri-urban and regional areas places additional pressure on existing road networks and requires new infrastructure investments; • roads are becoming increasingly vulnerable to climate-related events such as flooding and heatwaves, necessitating more resilient infrastructure solutions. <p>Local road condition, function and capacity will further deteriorate without sufficient federal funding which will have significant impacts at both a local and national level including:</p> <ul style="list-style-type: none"> • compromised access to goods and services • increased road safety risks • negative impact on productivity <p>Given the critical nature of road networks, it is essential that local governments receive adequate funding from the Australian government including a return to the 80/20 funding contribution.</p>
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Attachment 5

Council Name	Fraser Coast Regional Council
Council Contact Person	Ken Diehm, Chief Executive Officer
Category	<ul style="list-style-type: none"> Financial sustainability Environment Circular economy
Motion Subject <i>Short summary of the specific topic or issue</i>	Ban the importation and use of products containing PFAS-group chemicals.
Motion	This National General Assembly calls on the Australian Government to ban the importation and use of products containing PFAS-group chemicals by the end of 2026, including products not covered by the Industrial Chemicals Environmental Management Standard (cosmetics, personal care products, food packaging, clothing) rather than requiring local government and water service providers to upgrade treatment technology to protect community health and the environment from these chemicals.
National Objective <i>Why is this a national issue and why should this be debated at the NGA? (Maximum 200 words)</i>	PFAS chemicals are linked to serious health risks and cause environmental harm. Banning the importation and use of these chemicals will address the cause of PFAS contamination instead of trying to mitigate the risks and undertaking costly and complex water treatment processes. A national ban led by the Australian government would provide clear regulatory direction, ensuring consistency across states and territories and preventing a fragmented approach to PFAS management.
Summary of Key Arguments <i>Background information and supporting arguments (Maximum 500 words)</i>	<p>PFAS (per- and polyfluoroalkyl substances) are known as ‘forever’ chemicals’ because they persist in the environment and accumulate in the human body over time. PFAS chemicals can be found in a myriad of products including personal care products, food packaging and clothing. These everyday consumer items contribute significantly to PFAS pollution, as they eventually enter water systems through washing, disposal and degradation.</p> <p>PFAS chemicals have been detected in Australian water supplies and local government and water service providers are responsible for monitoring and managing PFAS levels. Upgrading water treatment facilities to remove PFAS is financially burdensome.</p>

Attachment 5

	<p>If the importation and use of PFAS are allowed to continue, these harmful chemicals will continue to be released into the community and the environment. Given that PFAS chemicals do not break down naturally, the contamination will only worsen over time, posing increasing risks to public health and the environment.</p> <p>A comprehensive national ban is the only option to prevent further contamination and harm. A national ban led by the Australian government would provide clear regulatory direction. Additionally, the federal government has the capacity to regulate imports and set national standards, which local governments alone cannot achieve. Such a ban would also align Australia with many other countries and regions which are moving toward phasing out PFAS in consumer products.</p>
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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	AMENDED MEETING PROCEDURES AND STANDING ORDERS FOR COUNCIL MEETINGS AND STANDING COMMITTEES
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons
AUTHOR:	CORPORATE OPERATIONS OFFICER, Chloe Hansen
LINK TO CORPORATE PLAN:	Focused Organisation and Leadership. Demonstrate good leadership, and effective and ethical decision-making to foster confidence within our community.

1. PURPOSE

The purpose of this report is to adopt the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees (Standing Orders).

2. EXECUTIVE SUMMARY

The Council's Meeting Procedures and Standing Orders for Council Meetings and Standing Committees ("Standing Orders") have been reviewed in response to the updated Model Meeting Procedures issued by the Department of Housing, Local Government, Planning, and Public Works ("the Department") in July 2024.

Details of these amendments have been set out in the marked-up Standing Orders in Attachment 2.

3. OFFICER'S RECOMMENDATION

That Council:

1. Approves the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees as per **Attachment 1** (eDOCS #873307); and,
2. Commences the application of the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees, as per Resolution 1, at the 26 March 2025 Ordinary Meeting.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Standing Orders were last amended at the Ordinary Council Meeting No.12/23 on 13 December 2023.

In July 2024 the Department issued revised Model Meeting Procedures, which prompted a review of Council's Standing Orders to consider identified challenges that have impacted on procedural practices for Ordinary Council Meetings.

It is a requirement that Council adopt these practices as a minimum standard for a local government. The updated practices have been incorporated into the Standing Orders and items specific to this Council have remained.

5. PROPOSAL

A review of the Standing Orders has been undertaken recently, with marked up changes identified in attachment 2 and a summary of the proposed changes outlined below:

Relevant Standing Orders Section	Change Proposed
N/A	<ul style="list-style-type: none"> Item numbering corrected. Grammatical and formatting changes to enhance readability of the Standing Orders. Change from "Inappropriate Conduct" to "Conduct Breach" as per Change in Legislation.
2 – Procedure for the Chairperson	<ul style="list-style-type: none"> Change to Procedures for the Chairperson to align with Model Meeting Procedures
5 – Minutes	<ul style="list-style-type: none"> Addition of section for Minutes
7 – Petitions	<ul style="list-style-type: none"> Addition of clause 7.3 to clarify petitions relating to Development Applications
14– Matters/ Motions with Due Notice	<ul style="list-style-type: none"> Amendment to the timeframes in which Councillors can give notice of motions. 48 hours replaced with 10 business days. Additional clause to require motions to specify the desired outcome and relevant background information for motions.
21 – Speaking to Motions and Amendments	<ul style="list-style-type: none"> Addition of clause 21.10 to clarify if a decision is made that is inconsistent with a recommendation, a statement of reasons for the inconsistency must be included in the minutes
22 – Method of Taking Vote	<ul style="list-style-type: none"> Addition of clause 22.4 to advise if the votes are equal the person presiding has the casting vote
29 – Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting	<ul style="list-style-type: none"> Addition of entire section to comply with Model Meeting Procedures
30 – Dealing with a Suspected Conduct Breach including that which has been referred to Council	<ul style="list-style-type: none"> Addition of clause 30.4 and 30.5 to comply with the Model Meeting Procedures
33 – Attendance of the Public and Media at Informal Meetings	<ul style="list-style-type: none"> Addition of Section 23.4, 23.6, 23.7 & 23.8

Relevant Standing Orders Section	Change Proposed
35 – Teleconferencing of Meetings	<ul style="list-style-type: none"> Addition of sections 26.1.3 and 26.2.3

Following the Councillor Briefing, minor administrative changes were made to the document including:

Relevant Standing Orders Section	Change Proposed
29 – Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting	<ul style="list-style-type: none"> Spelling & Grammar Corrected Inclusion of the words “that the Chairperson has engaged in unsuitable meeting conduct” within section 29.4 to clarify the motion Addition of the words “by virtue of section 29.12” within section 29.13
33 – Attendance of Public and the Media At Meetings	<ul style="list-style-type: none"> Change of the words “Mayor and Council” to “Chairperson” within section 33.6

6. FINANCIAL & RESOURCE IMPLICATIONS

N/A

7. POLICY & LEGAL IMPLICATIONS

150G Adopting meeting procedures

(1) A local government must either—

- a) adopt the model procedures; or
- b) prepare and adopt other procedures for the conduct of its meetings and meetings of its committees.

(2) if the local government prepares and adopts procedures under subsection (1)(b)—

- a) the procedures must not be inconsistent with the model procedures; and
- b) if there is an inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

8. RISK IMPLICATIONS

N/A

9. CRITICAL DATES & IMPLEMENTATION

The Standing Orders will be implemented following the endorsement of Council.

10. CONSULTATION

Consultation has occurred with Councillors and the Executive Leadership Team.

11. CONCLUSION

It is required that Council review its existing Standing Orders to ensure that the minimum standards set by the Department are being met by the Council.

12. ATTACHMENTS

1. Clean Copy - Amended Meeting Procedures and Standing Orders for the conduct of Council Meetings & Standing Committees (eDocs#873307) [↓](#)
2. Track Changes - Amended Meeting Procedures and Standing Orders for the conduct of Council Meetings & Standing Committees (eDocs#873307) [↓](#)

Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

Fraser Coast Regional Council

Adopted <DATE>



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DICTIONARY

Attendee means:

- (a) The Chief Executive Officer; or
- (b) An officer nominated by the Chief Executive Officer; or
- (c) An officer invited to a council or committee meeting by the Chairperson of that meeting; or
- (d) In the case of a Council meeting or a committee meeting, a person admitted to the meeting by the respective council or committee.

Audio Link means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

Audio Visual Link means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places

Chairperson means:

- (a) The Mayor in the case of a Council meeting; or
- (b) The person appointed by the Council pursuant to Section 267 (chairperson of committee) of the *Local Government Regulation 2012* as chairperson of the Standing committee; or
- (c) A person acting in the position of chairperson pursuant to these Standing Orders; or
- (d) The person who controls the order of the meeting.

Chief Executive Officer means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 (Appointing a Chief Executive Officer) of the *Local Government Act 2009*.

Councillor refers to an individual duly elected as a Councillor or Mayor to the Fraser Coast Regional Council in accordance with the relevant legislation.

Council Meeting means the Ordinary or Special Meeting of the full Council.

Declarable Conflict of Interest refer Local Government Act 2009, Chapter 5B, Part 3.

Conduct Breach refer Local Government Act 2009, section 150K.

LGA means Local Government Act 2009

LGR means Local Government Regulation 2012

Mayor means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

Member means in the case of a Council or Standing committee meeting, a Councillor of the Fraser Coast Regional Council.

Motion of Dissent means a motion set out in these Standing Orders, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

Ordinary Business means matters such as:

- The Councillors interest is no greater than a significant proportion of other community members (e.g. all people in a suburb, all people in a small town, all business owners, all dog owners)
- Councillor remuneration, expenses, superannuation or insurance
- Adoption of budget, rates and charges and cost-recovery fees
- Planning scheme or amendments for the whole council area

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CP018 - Meeting Procedures and Standing Orders for Council Meetings and Standing Committees DOCS#873307

- Appointment of mayor, deputy mayor, councillor, committee member, or council representative of board or association

Ordinary Meeting of the Council means –

- (a) A post-election meeting of the Council which is required to be held under Section 175 (Post-election meetings) of the *Local Government Act 2009*; or
- (b) A periodic meeting of the Council which is required to be held under Chapter 8, Part 2, Division 1 (Requirements for meetings of a local government) of the *Local Government Regulations 2012*.

Petition means a formal written or electronic document signed by a minimum of 10 people that requests Council's action in a particular matter.

Point of Order means an objection to an action.

Prescribed Conflict of Interest refer Local Government Act 2009, Chapter 5B, Part 2.

Procedural Motion means a motion set out in these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective transaction of business.

Standing Committee of Council, means a committee established under Section 264 of the *Local Government Regulation 2012* of Councillors that meets to discuss the topic decided by Council when establishing the committee

Statutory Notice of meeting means a notice of meeting to be given under the *Local Government Regulation 2012*.

Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

PURPOSE

The purpose of the Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Council meetings and standing committee meetings.

It is not intended that the Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Council to chair meetings and deal with the conduct of Councillors, conflict of interest of Councillors, loss of quorum and closed meetings.

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:-

- The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- The process for how the Councillors of a Local Government meeting may deal with the Chairperson's unsuitable meeting conduct.
- The process for how suspected conduct breach of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

STANDING ORDERS

1. INTRODUCTION

- 1.1. These Standing Orders apply to all meetings of Council and any Standing Committees.
- 1.2. These Standing Orders do not apply to Audit and Risk Committee meetings.
- 1.3. Any provision, except where mandatory under the model meeting procedures, of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.4. Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT

2. PROCEDURE FOR THE CHAIRPERSON

- 2.1. The Mayor will be the chairperson at a meeting of Council at which the Mayor is present..
- 2.2. If the Mayor is absent or unavailable to chair a meeting of Council, the meeting will be chaired by the Councillor to whom the Mayor has delegated their responsibility to chair the meeting.
- 2.3. If the Mayor is absent or unavailable to chair the meeting, and has not delegated another Councillor to do so, , the Deputy Mayor will be the chairperson.
- 2.4. If the office of Mayor becomes vacant, the Deputy Mayor acts as Mayor and Chairperson of the Local Government meetings.
- 2.5. If both the Mayor and the Deputy Mayor are prevented from chairing the meeting because of absence or temporary incapacitation, and no other Councillor has been delegated the responsibility or appointed to act as chairperson, the Council may, by resolution, appoint one of the Councillors present at the meeting to act as chairperson for the duration of the meeting.
- 2.6. Council may appoint the Chairperson for a Standing committee meeting. This Chairperson will preside over meetings of the committee.
- 2.7. If the Chairperson of a Standing committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the committee meeting.

3. ORDER OF BUSINESS

- 3.1. Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 3.2. The order of business will be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3. Unless otherwise altered, the order of business will be as follows:
 1. Opening Prayer
 2. Apologies and Leave of Absence
 3. Disclosure of Interests
 4. Mayoral Minute
 5. Confirmation of Minutes of Meetings
 6. Outstanding Actions
 7. Addresses/Presentations
 8. Deputations
 9. Petitions
 10. Committees' Reports
 11. Officers' Reports
 12. Matters/Motions of which due notice has been given
 13. Response to Questions on Notice
 14. General Business
 15. Confidential
 16. Late items

4. AGENDAS

- 4.1. The Chief Executive Officer determines the business paper content for any meeting; including late items and items declared as confidential.
- 4.2. Business not on the Agenda or not fairly arising from the Agenda will not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each committee.
- 4.3. A matter considered under sub-clause 4.2 above will be considered during that part of the meeting set aside for general business.
- 4.4. The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time.

- 4.5. The Agenda for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the Council meeting must also be included and available to the public excluding confidential reports.
- 4.6. If the related report is made available to Councillors or Committee Members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors or Committee Members unless the related report contains information confidential to the Council in accordance with Section 254D(3) of the LGR.
- 4.7. Matters on the Agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J of the LGR, will be clearly identified including the reasons why the session will be closed.

5. MINUTES

- 5.1. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion will be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 5.2. Amendments to the minutes may be made prior to confirming the minutes. This may be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed, the minutes can be amended.
- 5.3. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.
- 5.4. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the Council needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.

6. QUORUM AND LAPSE OF A QUORUM

- 6.1. A quorum at a Council Meeting is a majority of its Councillors.
- 6.2. However, if the number of Councillors is an even number, one-half of the number is a quorum.
- 6.3. A quorum of a standing committee is the number –
 - 6.3.1. Fixed by the Council; or
 - 6.3.2. If a number is not fixed by the Council – fixed by the standing committee.
- 6.4. If a quorum is not present within 15 minutes after the time set for the meeting to begin, the meeting may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.
- 6.5. In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:
 - 6.5.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the Local Government Act 2009;
 - 6.5.2. Defer the matter to a later meeting; or
 - 6.5.3. Not decide the matter and take no further action in relation to the matter.
- 6.6. All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 6.7. The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a conflict of interest in the matter.
- 6.8. If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the conflicted Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.
- 6.9. If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present, the meeting will be adjourned for 30 minutes. If after 30 minutes a quorum is still not present, the meeting will be

adjourned to a date and time to be determined by the Chairperson but no later than 14 days from the date of the adjournment.

- 6.10. However, the meeting may be adjourned to a later time on the same day.
- 6.11. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

7. PETITIONS

- 7.1. A Councillor may present a paper petition or electronic petition where the petition meets the relevant Council petition requirements provided for in section 6.2.
 - 7.1.1. Any petition presented to a meeting of Council must:
 - 7.1.2. Be in legible writing
 - 7.1.3. contain a minimum of ten signatures,
 - 7.1.4. Include the name and contact details for the Principal Petitioner (i.e., one person who is the organizer and who will act as the key contact for the issue),
 - 7.1.5. Include the postcode of all petitioners,
 - 7.1.6. Have the details of the specific request/matter appearing on each page of the petition;
 - 7.1.7. Be respectful and not contain any offensive language or content,
- 7.2. Notwithstanding section 7.2.4 and 7.2.5 above, an electronic petition may be received by the Council.
- 7.3. Petitions related to active development applications will be referred to the Chief Executive Officer and managed as per operational procedures.
- 7.4. Complaints against an individual/s is not considered a petition. Where a petition is received and the details of the request/matter is against an individual/s, it will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 7.5. Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that:
 - 7.5.1. the petition be received; or
 - 7.5.2. the petition be received and referred to a committee or Chief Executive Officer for consideration and a report to Council; or
 - 7.5.3. the petition not be received because it is deemed invalid.
- 7.6. Only the name of the chief petitioner, the petitioner's request and the number of signatories will be recorded in the minutes.
- 7.7. The Chief Executive Officer will arrange a written response to the Principal Petitioner in relation to all petitions. Petitions deemed invalid will be provided with the reason/s why the petition was deemed invalid.

8. DEPUTATIONS

- 8.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the Chief Executive Officer not less than twelve (12) business days before the meeting.
- 8.2. An application for a deputation must include:
 - 8.2.1. The presentation description of the deputation
 - 8.2.2. The names of all parties presenting the deputation
 - 8.2.3. If any supportive methods (e.g props, PowerPoint presentations, video) will be utilised. Supportive methods are subject to approval by the Chairperson.
- 8.3. The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform the deputation of the

determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

- 8.4. For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 8.5. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
- 8.6. The Chairperson may terminate an address by a person in a deputation at any time where:
 - 8.6.1. The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting,
 - 8.6.2. The time period allowed for a deputation has expired, or
 - 8.6.3. The person uses insulting or offensive language or is derogatory towards Councillors or staff members
- 8.7. The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8.8. A Deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

9. PUBLIC PARTICIPATION AT MEETINGS

- 9.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 9.2. In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to Council. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 9.3. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 9.4. For any matter arising from such an address, Council may take the following actions:
 - 9.4.1. Refer the matter to a committee.
 - 9.4.2. Deal with the matter immediately.
 - 9.4.3. Place the matter on notice for discussion at a future meeting.
 - 9.4.4. Note the matter and take no further action.
- 9.5. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks using respectful and courteous language.
- 9.6. Any person who is considered by the Council or the Chair to be unsuitably dressed may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

10. PRESCRIBED CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a Council or Standing committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 10.1. A Councillor who has notified the Chief Executive Officer in writing of a prescribed conflict of interest in a matter to be discussed in a Meeting must also give notice during the Meeting.
- 10.2. A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Meeting must immediately inform the Meeting of the conflict of interest.
- 10.3. When notifying the Meeting of a prescribed conflict of interest, the following details must be provided:

- 10.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
- 10.3.2. If it arises because of an application for which a submission has been made, the matters, the subject of the application and submission;
- 10.3.3. The name of any entity other than the Councillor that has an interest in the matter;
- 10.3.4. The nature of the Councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter;
- 10.3.5. Details of the Councillor's and any other entity's interest in the matter.
- 10.4. The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on unless the subject Councillor has written notice of approval from the Minister to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 10.5. Once the Councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

11. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Standing committee meetings (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the *Local Government Act 2009*.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 11.1. A Councillor who has notified the Chief Executive Officer in writing of a declarable conflict of interest in a matter to be discussed at a Meeting must also give notice during the Meeting.
- 11.2. A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Meeting must inform the meeting of the conflict of interest.
- 11.3. When notifying the Meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - 11.3.1. The nature of the declarable conflict of interest.
 - 11.3.2. If it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interests in the matter.
 - 11.3.3. If it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.

- 11.4. After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 11.5. If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA.
- 11.6. The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the Meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the Meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 11.7. In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not also have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a quorum for the meeting consistent with section 150ET of the Local Government Act 2009.
- 11.8. The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 11.9. The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the Meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the Meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 11.10. When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the particular circumstances of the matter including, but not limited to:
 - 11.10.1. how does the inclusion of the Councillor in the deliberation affect the public trust;
 - 11.10.2. how close or remote is the Councillor's relationship to the related party;
 - 11.10.3. if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - 11.10.4. will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
 - 11.10.5. how does the benefit or detriment the subject Councillor stands to receive compare to others in the community;
 - 11.10.6. how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting;
 - 11.10.7. whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 11.11. If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the Meeting while the eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 11.12. A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter, as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Meeting about the same matter.
- 11.13. In making the decision under 4.6 and 4.10, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 11.14. A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

12. REPORTING A SUSPECTED CONFLICT OF INTEREST

- 12.1. If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 12.2. The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.
- 12.3. If the Councillor believes they do not have a conflict of interest, they must inform the Meeting of that belief and their reasons for that belief.
- 12.4. The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the Meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.
- 12.5. If the Councillors cannot reach a decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

13. SPECIAL MEETING

- 13.1. The Chief Executive Officer must call a special meeting of the Council if –
 - 13.1.1. The special meeting is required by a resolution of the Council; or
 - 13.1.2. A written request for the special meeting is lodged with the Chief Executive Officer.
- 13.2. A written request for a special meeting of Council must –
 - 13.2.1. Be signed by the Mayor or three or more Councillors; and
 - 13.2.2. Specify the object of the special meeting; and
 - 13.2.3. Propose a day and time for the holding of the special meeting.
- 13.3. The Chief Executive Officer calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.
- 13.4. The notice must be given, at least two days before the day of the meeting, unless it is impracticable to give the notice before that time (Section 254C of the *Local Government Regulation* 2012). The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

14. MOTIONS MATTERS/MOTIONS WITH DUE NOTICE

- 14.1. Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the Chief Executive Officer at least 10 business days before the meeting at which the business is to be discussed.
- 14.2. Matters or motions must include details about the desired outcome and relevant background information. Motions submitted without this information will not be accepted.
- 14.3. Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, operational plan activities, capital work priorities, and policy decisions will be subject to a Council report prior to any Council resolution.
- 14.4. If the Council determines the matter/motion is an operational issue, refer to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 14.5. Matters/motions that will revisit an existing Council decision are not permitted in this section within a period of 3 months of that decision. The avenue for these motions is either through a Mayoral Minute or in general business as per section 4.2 and 4.3.

15. BUSINESS ARISING INCLUDING GENERAL BUSINESS

- 15.1. Items considered under General Business will include matters of a genuinely urgent or emergency nature that are not a change to Council policy and cannot be delayed until the next scheduled meeting.
- 15.2. Any item raised under General Business will require a resolution of the Council to permit discussion, except in cases of bereavement, where condolence motions may be moved without the need for Council permission.
- 15.3. Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise a motion in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.
- 15.4. Matters which would normally be subject of a Council report shall not be included in General Business.
- 15.5. If the matter is an operational issue, this will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.

16. MAYORAL MINUTE

- 16.1. The Mayor may, by a signed minute, introduce a matter for consideration at a meeting. The matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded.

Note: A Mayoral minute upon being moved is dealt with in the same manner as any other motion.

17. MOTION TO BE MOVED

- 17.1. A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 17.2. When a motion has been moved and seconded, it will become subject to the control of Council and cannot be withdrawn without the consent of the Council.
- 17.3. An amendment can be made with consent of the mover and seconder of the original motion.
- 17.4. Where the consent to an amendment of a motion is not provided by the mover and seconder of the original motion, the proposed amendment to the motion must be moved, seconded and determined by Council.
- 17.5. Where consent to an amendment of a motion is not provided by the mover and seconder of the original motion and is successful, the mover of the amendment is taken to have moved the motion and can speak to the motion and have the right of reply.
- 17.6. Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 17.7. A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 17.8. The Chairperson may refuse to accept a motion if it is not within the Meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 17.9. The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion and the motion is then seconded, the Chairperson may put the motion to the vote without discussion.
- 17.10. Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

18. ABSENCE OF MOVER OF MOTION

- 18.1. Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
- 18.1.1. Moved by another Councillor at the meeting with written consent from the Councillor who gave notice of the motion, or
 - 18.1.2. Deferred to the next meeting.

19. MOTION TO BE SECONDED

- 19.1. A motion or an amendment to a motion will not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

20. AMENDMENT OF MOTION

- 20.1. An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 20.2. Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 20.3. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on, however before the debate is conducted a Councillor may foreshadow another amendment should the motion be lost.
- 20.4. A Councillor may foreshadow an amendment to a motion should the motion be lost. The foreshadowed amendment does not require a seconder.
- 20.5. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

21. SPEAKING TO MOTIONS AND AMENDMENTS

- 21.1. The mover of a motion or amendment will read it but will not speak to it until it is seconded.
- 21.2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 21.3. Councillors must first state whether they are speaking in favour or against the motion before speaking.
- 21.4. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded this includes asking a question for reply by a Councillor or an officer of Council, but only regarding the matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.
- 21.5. A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which will be signified without debate, and a Councillor will not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 21.6. The mover of a motion or amendment has the right to reply if another Councillor has spoken against the motion. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 21.7. Each speaker shall be restricted to not more than three minutes unless the Chairperson rules otherwise.
- 21.8. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.

21.9. In accordance with Section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of the Council the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice. Section 254H applies to either or both of the following decisions:

- a) The decision is about entering into a contract the total value of which is more than the greater of the following:
 - i. \$200,000 exclusive of GST;
 - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;
- b) The decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.

21.10. Where the Council makes a decision about any matter at a Council meeting that is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of Council, the Chief Executive Officer must record a statement of the reasons for the inconsistency in the minutes of the meeting.

22. METHOD OF TAKING VOTE

- 22.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. Councillor names in favour and against the motion will be recorded in the minutes unless carried unanimously.
- 22.2. A Councillor must advise the Chairperson if they intend to abstain from the vote and the reason for abstaining.
- 22.3. If a Councillor does not vote for or against a motion, they will be taken to have abstained from voting and their vote will be recorded in the negative i.e. against the motion.
- 22.4. Subject to chapter 5B of the LGA, each Councillor present has a vote on each motion to be decided and, if the votes are equal, the person presiding at the meeting has a casting vote.
- 22.5. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. The Chairperson shall declare the result of a vote or a division as soon as it has been determined. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. A division requires the Councillors to vote by standing.
- 22.6. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 22.7. Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 22.8. If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

23. WITHDRAWING A MOTION

- 23.1. A motion or amendment may be withdrawn by the mover with the consent of the Council, by resolution, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Meeting for its withdrawal.

24. REPEALING OR AMENDING RESOLUTIONS

- 24.1. A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.

- 24.2. Motions to repeal or amend a previous resolution can be made:
- 24.2.1. By a notice of intention to repeal or amend delivered to the Chief Executive Officer;
 - 24.2.2. By recommendation contained in a report by an Officer and included in the agenda.
- 24.3. A Councillor may propose a notice of motion to repeal or amend a previous resolution provided that:
- 24.3.1. The resolution proposed to be repealed or amended has not been acted on.
 - 24.3.2. The effect of repealing or amending the resolution will not place the Council at significant legal, financial or other risk, including non-compliance with statutory obligations.
 - 24.3.3. The notice of repeal or amendment sets out:
 - a) The resolution to be repealed or amended; and
 - b) The meeting and date at which the resolution was made.
- 24.4. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three months.

25. PROCEDURAL MOTIONS

- 25.1. A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- 25.1.1. that the question/motion be now put
 - 25.1.2. that the motion or amendment now before the meeting be adjourned
 - 25.1.3. that the meeting proceeds to the next item of business
 - 25.1.4. that the matter lie on the table
 - 25.1.5. that the matter be taken from the table
 - 25.1.6. a motion of dissent against the Chairpersons decision
 - 25.1.7. that this report/document be tabled
 - 25.1.8. that standing orders be suspended
 - 25.1.9. that standing orders be resumed
 - 25.1.10. that the meeting be adjourned
 - 25.1.11. that the meeting be reconvened
 - 25.1.12. that the speaker no longer be heard
 - 25.1.13. a point of order.
- 25.2. A procedural motion, **that the question/motion be put**, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will resume.
- The Chairperson has the discretion as to whether to accept the motion to ensure that the matter has been reasonably debated. It may not be moved or seconded by a person who has already moved, seconded or spoken about the main motion or any amendment.
- 25.3. A procedural motion, **that the motion or amendment now before the meeting be adjourned**, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
- 25.3.1. A further motion may be moved to specify such a time or date, or
 - 25.3.2. The matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

- 25.4. Where a procedural motion, ***that the meeting proceeds to the next item*** is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 25.5. A procedural motion, ***that the matter lie on the table***, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting. A motion to lie a matter on the table must specify the additional information required on the matter. Where such a procedural motion is passed, the Council will proceed with the next matter on the business paper. If a motion to take the matter from the table is not moved before the end of the meeting, the matter will lapse and will have to be brought forward as a new matter at a future meeting at the discretion of the Chief Executive Officer.
- 25.6. A procedural motion, ***that the matter be taken from the table***, may be moved at the meeting at which the procedural motion was carried.
- 25.7. A procedural motion, ***a motion of dissent against the Chairpersons decision***, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 25.8. A procedural motion, ***that this report/document be tabled***, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 25.9. A procedural motion, ***that standing orders be suspended***, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 25.10. A procedural motion, ***that standing orders be resumed***, will be made to resume the standing orders.
- 25.11. A procedural motion, ***that the meeting be adjourned***, may be made by any Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council will continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 25.12. A procedural motion, ***that the meeting be reconvened***, will be made after an adjournment to identify the recommencement of the meeting.
- 25.13. A procedural motion, ***that the speaker no longer be heard***, may be moved by a Councillor while another Councillor is speaking if the mover of the motion determines that the speaker is being repetitive. Where the Chairperson allows the procedural motion to be put, it will be voted on without debate. If the motion is carried the speaker will resume their seat and not speak to the motion again.

26. POINT OF ORDER

- 26.1. Any Councillor may ask the Chairperson to decide on a ***point of order*** where it is believed that another Councillor:
- 26.1.1. Has failed to comply with meeting procedures and standing orders;
 - 26.1.2. Is in contravention of the Local Government Act/Regulations; or
 - 26.1.3. Is beyond the jurisdiction power of Council.
- 26.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended pursuant to clause 20.2. The Chairperson will determine whether the point of order is upheld.
- 26.3. Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

27. QUESTIONS

- 27.1. A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any item contained in the agenda. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice has the right to take the question on notice for the next meeting via a written response.
- 27.2. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 27.3. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson will allow such question.
- 27.4. Any requests that the response be in the form of a Council Standard report, must be dealt with in accordance with Motions of which due notice has been given.

MEETING CONDUCT

28. DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 28.1. The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 28.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, subclause 28.7 applies.
- 28.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 28.3.1. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct.
 - 28.3.2. Apologising for their conduct.
 - 28.3.3. Withdrawing their conduct.
- 28.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 28.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 28.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 28.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decides that a warning is not appropriate under 28.3, the Chairperson may make one or more of the orders below:
 - 28.7.1. An order reprimanding the Councillor for the conduct.
 - 28.7.2. An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting. (section 150I(2)(b) of the LGA)
- 28.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer (section 150I(2)(c) of the LGA). The meeting must be adjourned whilst the Councillor is being removed.

- 28.9. Following the completion of the meeting, the Chairperson must ensure:
- 28.9.1. Details of any order issued is recorded in the minutes of the meeting. (section 150I(3) of the LGA)
 - 28.9.2. If it is the third or more order within a 12-month period made against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council as a suspected conduct breach pursuant to section 150J of the LGA.
 - 28.9.3. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register (section 150DX of the LGA)
- 28.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 27.3, 28.4, 28.7 and 28.8 above.

29. DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN A MEETING

- 29.1. If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.
- 29.2. The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct. The Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 29.3. The Chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 29.4. For the debate and vote on the motion that the Chairperson has engaged in unsuitable meeting conduct, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 29.5. If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting Chairperson from the eligible Councillors.
- 29.6. The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the acting Chairperson will have a casting vote on the resolution if required).
- 29.7. If it is decided that the Chairperson has engaged in unsuitable meeting conduct, the Councillors can decide to make an order reprimanding the Chairperson for the conduct.
- 29.8. Once the councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting Chairperson.
- 29.9. The Chairperson then resumes the role of chairperson, and the meeting continues.
- 29.10. Details of any reprimand order issued must be recorded in the minutes of the meeting. (section 150I(3) of the LGA)
- 29.11. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register (section 150DX of the LGA).
- 29.12. If it is the third or more order within a 12-month period made against the Chairperson, the conduct that led to the orders being made, taken together, becomes a conduct breach.
- 29.13. If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach by virtue of section 29.12, the Council is not required to notify the Independent Assessor about the conduct, and may deal with the conduct at the next meeting of Council.

30. DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN REFERRED TO COUNCIL

- 30.1. Pursuant to Chapter 5A, Division 5 of the LGA, a referral from the Independent Assessor of a conduct breach or an instance of a suspected conduct breach may arise from circumstances under paragraph 28.9.2 of this document.

In either case, Council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the Independent Assessor; and
 - Consistent with the Council's investigation policy; or
 - In another way decided by resolution of the Council.
- 30.2. After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in a conduct breach, unless it has delegated responsibility for this decision to the Mayor under section 257(2)(a) of the LGA.
- 30.3. When dealing with an instance of a suspected conduct breach which has been referred to Council by the Independent Assessor, the Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected conduct breach in an open meeting of Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(3)(f) of the Local Government Regulation 2012 (LGR) to discuss the allegation.
- 30.4. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- 30.5. Where the Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting in accordance with section 254H(2) of the LGR.
- 30.6. The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the Meeting during a debate about whether the Councillor engaged in a conduct breach and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the Meeting for the debate is on the condition that the subject Councillor must leave the place where the Meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the Councillor is found to have engaged in a conduct breach.
- 30.7. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in this document. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the Meeting during the debate and vote on the matter the other Councillors must decide how to deal with the conflict of interest under section 10 of this document. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 30.8. The Council must debate the issue and decide whether the accused Councillor engaged in a conduct breach. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 30.9. If a decision is reached that the accused Councillor has engaged in a conduct breach, the Councillors must decide what penalty or penalties from the orders detailed in 30.10, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous conduct breach of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 30.10. The Council may order that no action be taken against the Councillor or make one or more of the following:
- 30.10.1. An order that the Councillor make a public admission that the Councillor has engaged in a conduct breach;
 - 30.10.2. An order reprimanding the Councillor for the conduct breach;
 - 30.10.3. An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - 30.10.4. An order that the Councillor be excluded from a stated Council Meeting;

- 30.10.5. An order that the Councillor is removed, or must resign, from a position representing Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or committee;
- 30.10.6. An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; or
- 30.10.7. An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's conduct breach .
- 30.11. A Council may not make an order, in relation to a person who is no longer a Councillor.
- 30.12. The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision made by Council and if relevant any orders they have made.
- 30.13. The Council must ensure the meeting minutes reflect the resolution made.

31. GENERAL CONDUCT DURING MEETINGS

- 31.1. Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 31.2. After a meeting of Council has been formally constituted and the business commenced, a Councillor will not enter or leave from such meeting without first notifying the Chairperson.
- 31.3. Councillors will speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers will designate them by their respective official or departmental title and will confine their remarks to the matter then under consideration.
- 31.4. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 31.5. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present will preserve strict silence so that the Chairperson may be heard without interruption.

32. DISORDER

- 32.1. The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

33. ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS

- 33.1. A designated area will be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 33.2. Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.
- 33.3. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.

- 33.4. All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.
- 33.5. Audio and/or video recording of a Council meeting is not permitted unless approved by the Chairperson.
- 33.6. Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.
- 33.7. When the Council is sitting in Closed Session, the public and representatives of the media will be excluded.
- 33.8. The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 254J of the Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

34. CLOSED MEETINGS

- 34.1. Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:
 - 34.1.1. Appointment, dismissal or discipline of the CEO
 - 34.1.2. Industrial matters affecting employees
 - 34.1.3. Council's budget, which does not include the monthly financial statements
 - 34.1.4. Rating concessions
 - 34.1.5. Legal advice obtained by the Council involving the Council, including for example, legal proceedings that may be taken by or against Council
 - 34.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
 - 34.1.7. Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
 - 34.1.8. Negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967
 - 34.1.9. A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 34.2. A Council or standing committee cannot resolve that a Meeting be closed where the Meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the Meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.
- 34.3. Further, the Meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;
 - a. Delegate the matter unless the matter cannot be delegated,
 - b. Decide by resolution to defer to a later meeting,
 - c. Decide by resolution to take no further action on the matter.

Note: *None of the above will be considered, discussed, voted on or made during a closed session as per Section 34.5 below.*

- 34.4. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 34.5. To take a matter into a closed session, the Council must abide by the following process:
 - a. Pass a resolution to close the meeting.
 - b. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.

- c. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and a brief explanation of why it is deemed necessary to take the issue into closed session.
- d. Not make a resolution while in a closed meeting (other than a procedural motion)

35. TELECONFERENCING OF MEETINGS

- 35.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council meeting or Standing committee meeting by teleconference.
- 35.2. Permission for a Councillor to participate via teleconference must not be unreasonably withheld.
- 35.3. A Councillor taking part by teleconference is taken to be present at the Meeting if the Councillor was simultaneously in audio contact with each other person at the Meeting (section 254K(3) of Local Government Regulation 2012). The attendance of the Councillor must be recorded in the minutes as present at the Meeting via audio link or audio-visual link.
- 35.4. Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

36. 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

This policy is to remain in force until otherwise determined by Council.

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
14	07/09/2016	Adopted by Council	
15	27/03/2019	Addition of model meeting procedure and revised standing orders best practice guidelines	Executive Manager Governance and Customer Service
16	27/05/2020	Insert 16.3, 16.4 and 16.5 to clarify the process to amend a motion.	Executive Manager Governance and Customer Service
17	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
18	25/08/2021	Changes to clarify Order of Business and approval of late items	Executive Manager Governance and Customer Service

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19	13/12/2023	<ol style="list-style-type: none"> 1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments. 2. Insert 9.5 and 9.6 to clarify the process for amendments to minutes. 3. Insert 10.4, 10.5, 10.6 and 10.7 to clarify agenda distribution. 4. Insert 15.1, 15.2.6, 15.3, 15.4, 15.5 and 15.7 to clarify petition management. 5. Insert 16.2 to clarify the process for deputation applications. 6. Insert 31.4 to clarify the process for adjournment of a meeting if a quorum is not present within 15 minutes. 	Executive Manager Governance and Customer Service
20	<DATE>	<ol style="list-style-type: none"> 1. Alignment with the Departments revised Queensland Model Meeting Procedures and Best Practice Standing Orders. 2. Insert section 5 - Minutes 3. Insert 7.3 to clarify the process for petitions relating to Development Application 4. Amendment to timeframes in which Councillors can give notice of motion and requiring motions to specify the desired outcome 5. Insert 21.10 to clarify if a decision is made that is inconsistent with an officer's recommendation a statement of reasons for the inconsistency must be included in the minutes. 6. Insert 22.4 to clarify the casting vote if votes are equal. 7. Insert 23.4,23.6,23.7 &23.8 to clarify attendance of the public at Council meetings. 8. Insert 26.1.3 & 26.2.3 to clarify Councillor attendance via teleconference. 	Executive Manager Corporate Services

Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

Fraser Coast Regional Council

Adopted <DATE>



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DICTIONARY

Attendee means:

- (a) The Chief Executive Officer; or
- (b) An officer nominated by the Chief Executive Officer; or
- (c) An officer invited to a council or committee meeting by the Chairperson of that meeting; or
- (d) In the case of a Council meeting or a committee meeting, a person admitted to the meeting by the respective council or committee.

Audio Link means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

Audio Visual Link means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places

Chairperson means:

- (a) The Mayor in the case of a Council meeting; or
- (b) The person appointed by the Council pursuant to Section 267 (chairperson of committee) of the *Local Government Regulation 2012* as chairperson of the Standing committee; or
- (c) A person acting in the position of chairperson pursuant to these Standing Orders; or
- (d) The person who controls the order of the meeting.

Chief Executive Officer means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 (Appointing a Chief Executive Officer) of the *Local Government Act 2009*.

Councillor refers to an individual duly elected as a Councillor or Mayor to the Fraser Coast Regional Council in accordance with the relevant legislation.

Council Meeting means the Ordinary or Special Meeting of the full Council.

Declarable Conflict of Interest refer Local Government Act 2009, Chapter 5B, Part 3.

~~Inappropriate~~ **Conduct Breach** refer Local Government Act 2009, section 150K.

LGA means Local Government Act 2009

LGR means Local Government Regulation 2012

Mayor means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

Member means in the case of a Council or Standing committee meeting, a Councillor of the Fraser Coast Regional Council.

Motion of Dissent means a motion set out in these Standing Orders, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

Ordinary Business means matters such as:

- The Councillors interest is no greater than a significant proportion of other community members (e.g. all people in a suburb, all people in a small town, all business owners, all dog owners)
- Councillor remuneration, expenses, superannuation or insurance
- Adoption of budget, rates and charges and cost-recovery fees
- Planning scheme or amendments for the whole council area

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- Appointment of mayor, deputy mayor, councillor, committee member, or council representative of board or association

Ordinary Meeting of the Council means –

- (a) A post-election meeting of the Council which is required to be held under Section 175 (Post-election meetings) of the *Local Government Act 2009*; or
- (b) A periodic meeting of the Council which is required to be held under Chapter 8, Part 2, Division 1 (Requirements for meetings of a local government) of the *Local Government Regulations 2012*.

Petition means a formal written or electronic document signed by a minimum of 10 people that requests Council's action in a particular matter.

Point of Order means an objection to an action.

Prescribed Conflict of Interest refer Local Government Act 2009, Chapter 5B, Part 2.

Procedural Motion means a motion set out in these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective transaction of business.

Standing Committee of Council, means a committee established under Section 264 of the *Local Government Regulation 2012* of Councillors that meets to discuss the topic decided by Council when establishing the committee

Statutory Notice of meeting means a notice of meeting to be given under the *Local Government Regulation 2012*.

Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

PART A – MEETING PROCEDURES

PURPOSE

The purpose of the Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Council meetings and standing committee meetings.

It is not intended that the Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Council to [chair meetings and](#) deal with the conduct of Councillors, [conflict of interest of Councillors, loss of quorum and closed meetings](#). ~~in meetings.~~

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:-

- [The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.](#)
- [The process for how the Councillors of a Local Government meeting may deal with the Chairperson's unsuitable meeting conduct.](#)
- The process for how suspected [conduct breach](#) ~~inappropriate conduct~~ of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

STANDING ORDERS

1. INTRODUCTION

- 1.1. These Standing Orders apply to all meetings of Council and any Standing Committees.
- 1.2. These Standing Orders do not apply to Audit and Risk Committee meetings.
- 1.3. Any provision, except where mandatory under the model meeting procedures, of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.4. Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT PROCESSES

2. PROCEDURE FOR THE CHAIRPERSON

- 2.1. The Mayor will [be the chairperson at a meeting of Council at which the Mayor is present](#). ~~preside at a meeting of Council.~~
- 2.2. [If the Mayor is absent or unavailable to chair a meeting of Council, the meeting will be chaired by the Councillor to whom the Mayor has delegated their responsibility to chair the meeting.](#)
- 2.3. If the Mayor is absent or unavailable to [chair the meeting, and has not delegated another Councillor to do so](#), ~~preside~~, the Deputy Mayor will ~~be the chairperson~~ ~~preside~~.
- 2.4. [If the office of Mayor becomes vacant, the Deputy Mayor acts as Mayor and Chairperson of the Local Government meetings.](#)
- 2.5. If both the Mayor and the Deputy Mayor [are prevented from chairing the meeting because of absence or temporary incapacitation, and no other Councillor has been delegated the responsibility or appointed to act as chairperson, the Council may, by resolution, appoint one of the Councillors present at the meeting to act as chairperson for the duration of the meeting, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside meeting.](#)

- 2.6. Council ~~may appoint will choose~~ the Chairperson for a Standing committee meeting. This Chairperson will ~~normally~~ preside over meetings of the committee.
- 2.7. If the Chairperson of a Standing committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the committee meeting.

3. ORDER OF BUSINESS

- 3.1. Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 3.2. The order of business will be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3. Unless otherwise altered, the order of business will be as follows:
 1. Opening Prayer
 2. Apologies and Leave of Absence
 3. Disclosure of Interests
 4. Mayoral Minute
 5. Confirmation of Minutes of Meetings
 6. Outstanding Actions
 7. Addresses/Presentations
 8. Deputations
 9. Petitions
 10. Committees' Reports
 11. Officers' Reports
 12. Matters/Motions of which due notice has been given
 13. Response to Questions on Notice
 14. General Business
 15. Confidential
 16. Late items

4. AGENDAS

- 4.1. The Chief Executive Officer determines the business paper content for any meeting; including late items and items declared as confidential.
- 4.2. Business not on the Agenda or not fairly arising from the Agenda will not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each committee.
- 4.3. A matter considered under sub-clause ~~104~~ 2 above will be considered during that part of the meeting set aside for general business.

- 4.4. The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time.
- 4.5. The Agenda for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the Council meeting must also be included and available to the public excluding confidential reports.
- 4.6. If the related report is made available to Councillors or Committee Members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors or Committee Members unless the related report contains information confidential to the Council in accordance with Section 254D(3) of the LGR.
- 4.7. Matters on the Agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J of the LGR, will be clearly identified including the reasons why the session will be closed.

5. MINUTES

- 5.1. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion will be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.
- 5.2. Amendments to the minutes may be made prior to confirming the minutes. This may be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed, the minutes can be amended.
- 5.3. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.
- 5.4. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the Council needs to make a correction to the confirmed minutes, that can be done by passing a new motion that states what the correction is, but the original minutes remain as they are recorded.

6. **QUORUM AND LAPSE OF A QUORUM**

- 6.1. A quorum ~~of a~~ at a Council Meeting is a majority of its Councillors.
- 6.2. However, if the number of Councillors is an even number, one-half of the number is a quorum.
- 6.3. A quorum of a standing committee is the number –
 - 6.3.1. Fixed by the Council; or
 - 6.3.2. If a number is not fixed by the Council – fixed by the standing committee.
- 6.4. If a quorum is not present within 15 minutes after the time set for the meeting to begin, the meeting may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.
- 6.5. In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:
 - 6.5.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the Local Government Act 2009;
 - 6.5.2. Defer the matter to a later meeting; or
 - 6.5.3. Not decide the matter and take no further action in relation to the matter.
- 6.6. All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 6.7. The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a conflict of interest in the matter.
- 6.8. If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the conflicted Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

- 6.9. If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present, the meeting will be adjourned for 30 minutes. If after 30 minutes a quorum is still not present, the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than 14 days from the date of the adjournment.
- 6.10. However, the meeting may be adjourned to a later time on the same day.
- 6.11. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

7. PETITIONS

- 7.1. A Councillor may present a paper petition or electronic petition where the petition meets the relevant Council petition requirements provided for in section [456.2](#).
 - 7.1.1. Any petition presented to a meeting of Council must:
 - 7.1.2. Be in legible writing
 - 7.1.3. contain a minimum of ten signatures,
 - 7.1.4. Include the name and contact details for the Principal Petitioner (i.e., one person who is the organizer and who will act as the key contact for the issue),
 - 7.1.5. Include the postcode of all petitioners,
 - 7.1.6. Have the details of the specific request/matter appearing on each page of the petition;
 - 7.1.7. Be respectful and not contain any offensive language or content,
- 7.2. Notwithstanding section [457.2.4](#) and [457.2.5](#) above, an electronic petition may be received by the Council.
- 7.3. [Petitions related to active development applications will be referred to the Chief Executive Officer and managed as per operational procedures.](#)
- 7.4. Complaints against an individual/s is not considered a petition. Where a petition is received and the details of the request/matter is against an individual/s, it will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 7.5. Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that:
 - 7.5.1. the petition be received; or
 - 7.5.2. the petition be received and referred to a committee or Chief Executive Officer for consideration and a report to Council; or
 - 7.5.3. the petition not be received because it is deemed invalid.
- 7.6. Only the name of the chief petitioner, the petitioner's request and the number of signatories will be recorded in the minutes.
- 7.7. The Chief Executive Officer will arrange a written response to the Principal Petitioner in relation to all petitions. Petitions deemed invalid will be provided with the reason/s why the petition was deemed invalid.

8. DEPUTATIONS

- 8.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the Chief Executive Officer not less than twelve (12) business days before the meeting.
- 8.2. An application for a deputation must include:
 - 8.2.1. The presentation description of the deputation
 - 8.2.2. The names of all parties presenting the deputation
 - 8.2.3. If any supportive methods (e.g props, PowerPoint presentations, video) will be utilised. Supportive methods are subject to approval by the Chairperson.

- 8.3. The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 8.4. For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 8.5. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
- 8.6. The Chairperson may terminate an address by a person in a deputation at any time where:
 - 8.6.1. The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting,
 - 8.6.2. The time period allowed for a deputation has expired, or
 - 8.6.3. The person uses insulting or offensive language or is derogatory towards Councillors or staff members
- 8.7. The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 8.8. A Deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

9. PUBLIC PARTICIPATION AT MEETINGS

- 9.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 9.2. In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to Council. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 9.3. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 9.4. For any matter arising from such an address, Council may take the following actions:
 - 9.4.1. Refer the matter to a committee.
 - 9.4.2. Deal with the matter immediately.
 - 9.4.3. Place the matter on notice for discussion at a future meeting.
 - 9.4.4. Note the matter and take no further action.
- 9.5. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks using respectful and courteous language.
- 9.6. Any person who is considered by the Council or the Chair to be unsuitably dressed may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

10. PRESCRIBED CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of a prescribed conflict of interest on matters to be discussed at a Council or Standing committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 10.1. A Councillor who has notified the Chief Executive Officer in writing of a prescribed conflict of interest in a matter to be discussed in a Meeting must also give notice during the Meeting.
- 10.2. A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Meeting must immediately inform the Meeting of the conflict of interest.

- 10.3. When notifying the Meeting of a prescribed conflict of interest, the following details must be provided:
- 10.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - 10.3.2. If it arises because of an application for which a submission has been made, the matters, the subject of the application and submission;
 - 10.3.3. The name of any entity other than the Councillor that has an interest in the matter;
 - 10.3.4. The nature of the Councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter;
 - 10.3.5. Details of the Councillor's and any other entity's interest in the matter.
- 10.4. The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on unless the subject Councillor has written notice of approval from the Minister to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 10.5. Once the Councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

11. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or Standing committee meetings (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the *Local Government Act 2009*.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 11.1. A Councillor who has notified the Chief Executive Officer in writing of a declarable conflict of interest in a matter to be discussed at a Meeting must also give notice during the Meeting.
- 11.2. A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Meeting must inform the meeting of the conflict of interest.
- 11.3. When notifying the Meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - 11.3.1. The nature of the declarable conflict of interest.
 - 11.3.2. If it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interests in the matter.
 - 11.3.3. If it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.

- 11.4. After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 11.5. If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA.
- 11.6. The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the Meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the Meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 11.7. In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not also have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a quorum for the meeting consistent with section 150ET of the Local Government Act 2009.
- 11.8. The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 11.9. The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the Meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the Meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 11.10. When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible Councillors should consider the particular circumstances of the matter including, but not limited to:
 - 11.10.1. how does the inclusion of the Councillor in the deliberation affect the public trust;
 - 11.10.2. how close or remote is the Councillor's relationship to the related party;
 - 11.10.3. if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - 11.10.4. will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
 - 11.10.5. how does the benefit or detriment the subject Councillor stands to receive compare to others in the community;
 - 11.10.6. how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting;
 - 11.10.7. whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 11.11. If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the Meeting while the eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 11.12. A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter, as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Meeting about the same matter.
- 11.13. In making the decision under 4.6 and 4.10, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 11.14. A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

12. REPORTING A SUSPECTED CONFLICT OF INTEREST

- 12.1. If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 12.2. The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.
- 12.3. If the Councillor believes they do not have a conflict of interest, they must inform the Meeting of that belief and their reasons for that belief.
- 12.4. The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the Meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillor's participation.
- 12.5. If the Councillors cannot reach a decision about the conflict of interest, or the subject Councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the Councillor must leave and stay away from the place where the meeting is being held while the eligible Councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

13. SPECIAL MEETING

- 13.1. The Chief Executive Officer must call a special meeting of the Council if –
 - 13.1.1. The special meeting is required by a resolution of the Council; or
 - 13.1.2. A written request for the special meeting is lodged with the Chief Executive Officer.
- 13.2. A written request for a special meeting of Council must –
 - 13.2.1. Be signed by the Mayor or three or more Councillors; and
 - 13.2.2. Specify the object of the special meeting; and
 - 13.2.3. Propose a day and time for the holding of the special meeting.
- 13.3. The Chief Executive Officer calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.
- 13.4. The notice must be given, at least two days before the day of the meeting, unless it is impracticable to give the notice before that time (Section 254C of the *Local Government Regulation 2012*). The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

PART B – STANDING ORDERS

MOTIONS PROCEDURES FOR MEETINGS OF COUNCIL

14. MATTERS/MOTIONS WITH DUE NOTICE

- 14.1. Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the Chief Executive Officer at least 10 business days ~~48 hours~~ before the meeting at which the business is to be discussed.
- 14.2. Matters or motions must include details about the desired outcome and relevant background information. Motions submitted without this information will not be accepted.

- 14.3. Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, operational plan activities, capital work priorities, and policy decisions will be subject to a Council report prior to any Council resolution.
- 14.4. If the Council determines the matter/motion is an operational issue, refer to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.
- 14.5. Matters/motions that will revisit an existing Council decision are not permitted in this section within a period of 3 months of that decision. The avenue for these motions is either through a Mayoral Minute or in general business as per section ~~104~~.2 and ~~104~~.3.

15. BUSINESS ARISING INCLUDING GENERAL BUSINESS

- 15.1. ~~Without limiting 10.2 and 10.3, matters~~ Items considered under General Business will include matters of a genuinely urgent or emergency nature that are not a change to Council policy and cannot be delayed until the next scheduled meeting.
- 15.2. Any item raised under General Business will require a resolution of the Council to permit discussion, except in cases of bereavement, where condolence motions may be moved without the need for Council permission.
- 15.3. Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise ~~a motion~~ these in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.
- 15.4. Matters which would normally be subject of a Council report shall not be included in General Business.
- 15.5. If the matter is an operational issue, this will be referred to the Chief Executive Officer to be dealt with in accordance with Council protocol and process.

16. MAYORAL MINUTE

- 16.1. The Mayor may, by a signed minute, introduce a matter for consideration at a meeting. The matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded.

Note: A Mayoral minute upon being moved is dealt with in the same manner as any other motion.

17. MOTION TO BE MOVED

- 17.1. A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 17.2. When a motion has been moved and seconded, it will become subject to the control of Council and cannot be withdrawn without the consent of the Council.
- 17.3. An amendment can be made with consent of the mover and seconder of the original motion.
- 17.4. Where the consent to an amendment of a motion is not provided by the mover and seconder of the original motion, the proposed amendment to the motion must be moved, seconded and determined by Council.
- 17.5. Where consent to an amendment of a motion is not provided by the mover and seconder of the original motion and is successful, the mover of the amendment is taken to have moved the motion and can speak to the motion and have the right of reply.
- 17.6. Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 17.7. A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

- 17.8. The Chairperson may refuse to accept a motion if it is not within the Meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 17.9. The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion and the motion is then seconded, the Chairperson may put the motion to the vote without discussion.
- 17.10. Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

18. ABSENCE OF MOVER OF MOTION

- 18.1. Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
 - 18.1.1. Moved by another Councillor at the meeting with written consent from the Councillor who gave notice of the motion, or
 - 18.1.2. Deferred to the next meeting.

19. MOTION TO BE SECONDED

- 19.1. A motion or an amendment to a motion ~~shall~~ will not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

20. AMENDMENT OF MOTION

- 20.1. An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 20.2. Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 20.3. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on, however before the debate is conducted a Councillor may foreshadow another amendment should the motion be lost.
- 20.4. A Councillor may foreshadow an amendment to a motion should the motion be lost. The foreshadowed amendment does not require a seconder.
- 20.5. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

21. SPEAKING TO MOTIONS AND AMENDMENTS

- 21.1. The mover of a motion or amendment will read it but will not speak to it until it is seconded.
- 21.2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 21.3. Councillors must first state whether they are speaking in favour or against the motion before speaking.
- 21.4. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded this includes asking a question for reply by a Councillor or an officer of Council, but only

regarding the matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.

- 21.5. A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which will be signified without debate, and a Councillor will not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 21.6. The mover of a motion or amendment has the right to reply if another Councillor has spoken against the motion. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 21.7. Each speaker shall be restricted to not more than three minutes unless the Chairperson rules otherwise.
- 21.8. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.
- 21.9. In accordance with Section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of the Council the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice. Section 254H applies to either or both of the following decisions:
 - a) The decision is about entering into a contract the total value of which is more than the greater of the following:
 - i. \$200,000 exclusive of GST;
 - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;
 - b) The decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.

21.10. [Where the Council makes a decision about any matter at a Council meeting that is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of Council, the Chief Executive Officer must record a statement of the reasons for the inconsistency in the minutes of the meeting.](#)

22. METHOD OF TAKING VOTE

- 22.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. Councillor names in favour and against the motion will be recorded in the minutes unless carried unanimously.
- 22.2. A Councillor must advise the Chairperson if they intend to abstain from the vote and the reason for abstaining.
- 22.3. If a Councillor does not vote for or against a motion, they will be taken to have abstained from voting and their vote will be recorded in the negative i.e. against the motion.
- 22.4. [Subject to chapter 5B of the LGA, each Councillor present has a vote on each motion to be decided and, if the votes are equal, the person presiding at the meeting has a casting vote.](#)
- 22.5. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. The Chairperson shall declare the result of a vote or a division as soon as it has been determined. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. A division requires the Councillors to vote by standing.
- 22.6. Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 22.7. Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 22.8. If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

23. WITHDRAWING A MOTION

- 23.1. A motion or amendment may be withdrawn by the mover with the consent of the Council, by resolution, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Meeting for its withdrawal.

24. REPEALING OR AMENDING RESOLUTIONS

- 24.1. A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.
- 24.2. Motions to repeal or amend a previous resolution can be made:
- 24.2.1. By a notice of intention to repeal or amend delivered to the Chief Executive Officer;
 - 24.2.2. By recommendation contained in a report by an Officer and included in the agenda.
- 24.3. A Councillor may propose a notice of motion to repeal or amend a previous resolution provided that:
- 24.3.1. The resolution proposed to be repealed or amended has not been acted on.
 - 24.3.2. The effect of repealing or amending the resolution will not place the Council at significant legal, financial or other risk, including non-compliance with statutory obligations.
 - 24.3.3. The notice of repeal or amendment sets out:
 - a) The resolution to be repealed or amended; and
 - b) The meeting and date at which the resolution was made.
- 24.4. Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three months.

25. PROCEDURAL MOTIONS

- 25.1. A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- 25.1.1. that the question/motion be now put
 - 25.1.2. that the motion or amendment now before the meeting be adjourned
 - 25.1.3. that the meeting proceeds to the next item of business
 - 25.1.4. that the matter lie on the table
 - 25.1.5. that the matter be taken from the table
 - 25.1.6. a motion of dissent against the Chairpersons decision
 - 25.1.7. that this report/document be tabled
 - 25.1.8. that standing orders be suspended
 - 25.1.9. that standing orders be resumed
 - 25.1.10. that the meeting be adjourned
 - 25.1.11. that the meeting be reconvened
 - 25.1.12. that the speaker no longer be heard
 - 25.1.13. a point of order.
- 25.2. A procedural motion, ***that the question/motion be put***, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under

consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will resume.

The Chairperson has the discretion as to whether to accept the motion to ensure that the matter has been reasonably debated. It may not be moved or seconded by a person who has already moved, seconded or spoken about the main motion or any amendment.

- 25.3. A procedural motion, ***that the motion or amendment now before the meeting be adjourned***, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
 - 25.3.1. A further motion may be moved to specify such a time or date, or
 - 25.3.2. The matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 25.4. Where a procedural motion, ***that the meeting proceeds to the next item*** is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 25.5. A procedural motion, ***that the matter lie on the table***, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting. A motion to lie a matter on the table must specify the additional information required on the matter. Where such a procedural motion is passed, the Council will proceed with the next matter on the business paper. If a motion to take the matter from the table is not moved before the end of the meeting, the matter will lapse and will have to be brought forward as a new matter at a future meeting at the discretion of the Chief Executive Officer.
- 25.6. A procedural motion, ***that the matter be taken from the table***, may be moved at the meeting at which the procedural motion was carried.
- 25.7. A procedural motion, ***a motion of dissent against the Chairpersons decision***, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 25.8. A procedural motion, ***that this report/document be tabled***, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 25.9. A procedural motion, ***that standing orders be suspended***, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 25.10. A procedural motion, ***that standing orders be resumed***, will be made to resume the standing orders.
- 25.11. A procedural motion, ***that the meeting be adjourned***, may be made by any Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council will continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 25.12. A procedural motion, ***that the meeting be reconvened***, will be made after an adjournment to identify the recommencement of the meeting.
- 25.13. A procedural motion, ***that the speaker no longer be heard***, may be moved by a Councillor while another Councillor is speaking if the mover of the motion determines that the speaker is being repetitive. Where the Chairperson allows the procedural motion to be put, it will be voted on without debate. If the motion is carried the speaker will resume their seat and not speak to the motion again.

26. POINT OF ORDER

- 26.1. Any Councillor may ask the Chairperson to decide on a ***point of order*** where it is believed that another Councillor:

- 26.1.1. Has failed to comply with meeting procedures and standing orders;
- 26.1.2. Is in contravention of the Local Government Act/Regulations; or
- 26.1.3. Is beyond the jurisdiction power of Council.
- 26.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended pursuant to clause 20.2. The Chairperson will determine whether the point of order is upheld.
- 26.3. Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

27. QUESTIONS

- 27.1. A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any item contained in the agenda. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice has the right to take the question on notice for the next meeting via a written response.
- 27.2. A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 27.3. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson will allow such question.
- 27.4. Any requests that the response be in the form of a Council Standard report, must be dealt with in accordance with Motions of which due notice has been given.

MEETING CONDUCT

28. DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 28.1. The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 28.2. If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, subclause 428.7 applies.
- 28.3. If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 28.3.1. Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct.
 - 28.3.2. Apologising for their conduct.
 - 28.3.3. Withdrawing their conduct.
- 28.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

- 28.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 28.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 28.7. If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decides that a warning is not appropriate under [428.3](#), the Chairperson may make one or more of the orders below:
- 28.7.1. An order reprimanding the Councillor for the conduct.
 - 28.7.2. An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting. (section 150I(2)(b) of the LGA)
- 28.8. If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer (section 150I(2)(c) of the LGA). The meeting must be adjourned whilst the Councillor is being removed.
- 28.9. Following the completion of the meeting, the Chairperson must ensure:
- 28.9.1. Details of any order issued is recorded in the minutes of the meeting. (section 150I(3) of the LGA)
 - 28.9.2. If it is the third or more order within a 12-month period made against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council ~~and treated as a suspected inappropriate conduct breach~~ pursuant to section 150J of the LGA.
 - 28.9.3. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register (section 150DX of the LGA)
- 28.10. Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts [427.3](#), [28.44](#), [428.7](#) and [428.8](#) above.

~~28.11. The Chairperson of a meeting is carrying out a statutory responsibility under the LGA to manage and lead the Meeting. As such, where the Chairperson behaves inappropriately in the Meeting this involves a serious breach of trust placed in them as the Chairperson of the Meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the Meeting.~~

29. DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN A MEETING

- [29.1. If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.](#)
- [29.2. The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct. The Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.](#)
- [29.3. The Chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.](#)
- [29.4. For the debate and vote on the motion that the Chairperson has engaged in unsuitable meeting conduct, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.](#)
- [29.5. If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting Chairperson from the eligible Councillors.](#)
- [29.6. The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct \(the acting Chairperson will have a casting vote on the resolution if required\).](#)

- [29.7. If it is decided that the Chairperson has engaged in unsuitable meeting conduct, the Councillors can decide to make an order reprimanding the Chairperson for the conduct.](#)
- [29.8. Once the councillors make a decision, the Chairperson returns to the meeting \(unless they have been permitted to remain in the meeting\) and is informed of the decision by the acting Chairperson.](#)
- [29.9. The Chairperson then resumes the role of chairperson, and the meeting continues.](#)
- [29.10. Details of any reprimand order issued must be recorded in the minutes of the meeting. \(section 150I\(3\) of the LGA\)](#)
- [29.11. The Council's Chief Executive Officer is advised to ensure details of any order made is updated in the Council's Councillor Conduct Register \(section 150DX of the LGA\).](#)
- [29.12. If it is the third or more order within a 12-month period made against the Chairperson, the conduct that led to the orders being made, taken together, becomes a conduct breach.](#)
- [29.13. If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach by virtue of section 29.12, the Council is not required to notify the Independent Assessor about the conduct, and may deal with the conduct at the next meeting of Council.](#)

30. DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN INAPPROPRIATE CONDUCT REFERRED TO COUNCIL

- 30.1. Pursuant to Chapter 5A, Division 5 of the LGA, a referral from the Independent Assessor of [a conduct breach inappropriate conduct](#) or an instance of [a suspected inappropriate conduct conduct breach](#) may arise from circumstances under paragraph [428.9.2](#) of this document.

In either case, Council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the Independent Assessor; and
- Consistent with the Council's investigation policy; or
- In another way decided by resolution of the Council.

- 30.2. After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in [a conduct breach inappropriate conduct](#), unless it has delegated responsibility for this decision to the Mayor under section 257(2)(a) of the LGA.
- 30.3. When dealing with an instance of [a suspected conduct breach inappropriate conduct](#) which has been referred to Council by the Independent Assessor, the Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected [conduct breach inappropriate conduct](#) in an open meeting of Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(3)(f) of the Local Government Regulation 2012 (LGR) to discuss the allegation.
- 30.4. [No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.](#)
- 30.5. [Where the Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting in accordance with section 254H\(2\) of the LGR.](#)
- 30.6. The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the Meeting during a debate about whether the Councillor engaged in [the a conduct breach inappropriate conduct](#) and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the Meeting for the debate is on the condition that the subject Councillor must leave the place where the Meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in [a conduct breach inappropriate conduct](#) and what, if any, penalty to impose if the Councillor is found to have engaged in [a conduct breach inappropriate conduct](#).
- 30.7. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in this document. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the Meeting during the debate and vote on the matter the other Councillors must decide how to deal with the conflict of interest under section [104](#) of

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this document. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

- 30.8. The Council must debate the issue and decide whether the accused Councillor engaged in [a conduct breach](#)~~inappropriate conduct~~. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 30.9. If a decision is reached that the accused Councillor has engaged in [a conduct breach](#)~~inappropriate conduct~~, the Councillors must decide what penalty or penalties from the orders detailed in [30.10.2-8](#), if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous ~~inappropriate conduct~~ [conduct breach](#) of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that [the Council](#) is reasonably satisfied is true.
- 30.10. The Council may order that no action be taken against the Councillor or make one or more of the following:
 - 30.10.1. An order that the Councillor make a public admission that the Councillor has engaged in ~~inappropriate conduct~~ [a conduct breach](#);
 - 30.10.2. An order reprimanding the Councillor for the conduct [breach](#);
 - 30.10.3. An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - 30.10.4. An order that the Councillor be excluded from a stated [Council](#) Meeting;
 - 30.10.5. An order that the Councillor is removed, or must resign, from a position representing Council, other than the office of Councillor, for example that the Councillor is orders to resign from an appointment representing the Council on a State board or committee;
 - 30.10.6. [An](#) order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; or
 - 30.10.7. An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's ~~conduct breach~~ ~~inappropriate conduct~~.
- 30.11. A Council may not make an order ~~that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future~~, in relation to a person who is no longer a Councillor.
- 30.12. The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision made by Council and if relevant any orders they have made.
- 30.13. The Council must ensure the meeting minutes reflect the resolution made.

31. [GENERAL](#) CONDUCT DURING MEETINGS

- 31.1. Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 31.2. After a meeting of Council has been formally constituted and the business commenced, a Councillor will not enter or leave from such meeting without first notifying the Chairperson.
- 31.3. Councillors will speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers will designate them by their respective official or departmental title and will confine their remarks to the matter then under consideration.
- 31.4. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 31.5. When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present will preserve strict silence so that the Chairperson may be heard without interruption.

32. DISORDER

- 32.1. The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

33. ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS

- 33.1. A designated area will be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 33.2. Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.
- 33.3. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.
- 33.4. All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.
- 33.5. Audio and/or video recording of a Council meeting is not permitted unless approved by the Chairperson.
- 33.6. Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.
- 33.7. When the Council is sitting in Closed Session, the public and representatives of the media will be excluded.
- 33.8. The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 254J of the Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

34. CLOSED MEETINGS

- 34.1. Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:
- 34.1.1. Appointment, dismissal or discipline of the CEO
 - 34.1.2. Industrial matters affecting employees
 - 34.1.3. Council's budget, which does not include the monthly financial statements
 - 34.1.4. Rating concessions
 - 34.1.5. Legal advice obtained by the Council involving the Council, including for example, legal proceedings that may be taken by or against Council
 - 34.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
 - 34.1.7. Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
 - 34.1.8. Negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967

- 34.1.9. A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 34.2. A Council or standing committee cannot resolve that a Meeting be closed where the Meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the Meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.
- 34.3. Further, the Meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;
- Delegate the matter unless the matter cannot be delegated,
 - Decide by resolution to defer to a later meeting,
 - Decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session as per Section [634.5](#) below.

- 34.4. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 34.5. To take a matter into a closed session, the Council must abide by the following process:
- Pass a resolution to close the meeting.
 - The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
 - If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and a brief explanation of why it is deemed necessary to take the issue into closed session.
 - Not make a resolution while in a closed meeting (other than a procedural motion)

35. TELECONFERENCING OF MEETINGS

- 35.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council meeting or Standing committee meeting by teleconference.
- 35.2. [Permission for a Councillor to participate via teleconference must not be unreasonably withheld.](#)
- 35.3. A Councillor taking part by teleconference is taken to be present at the Meeting if the Councillor was simultaneously in audio contact with each other person at the Meeting (section 254K(3) of Local Government Regulation 2012). The attendance of the Councillor must be recorded in the minutes as present at the Meeting via audio link or audio-visual link.
- 35.4. Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

36. 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

This policy is to remain in force until otherwise determined by Council.

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
14	07/09/2016	Adopted by Council	
15	27/03/2019	Addition of model meeting procedure and revised standing orders best practice guidelines	Executive Manager Governance and Customer Service
16	27/05/2020	Insert 16.3, 16.4 and 16.5 to clarify the process to amend a motion.	Executive Manager Governance and Customer Service
17	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
18	25/08/2021	Changes to clarify Order of Business and approval of late items	Executive Manager Governance and Customer Service
19	13/12/2023	<ol style="list-style-type: none"> 1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments. 2. Insert 9.5 and 9.6 to clarify the process for amendments to minutes. 3. Insert 10.4, 10.5, 10.6 and 10.7 to clarify agenda distribution. 4. Insert 15.1, 15.2.6, 15.3, 15.4, 15.5 and 15.7 to clarify petition management. 5. Insert 16.2 to clarify the process for deputation applications. 6. Insert 31.4 to clarify the process for adjournment of a meeting if a quorum is not present within 15 minutes. 	Executive Manager Governance and Customer Service
20	<DATE>	<ol style="list-style-type: none"> 1. Alignment with the Departments revised Queensland Model Meeting Procedures and Best Practice Standing Orders. 2. Insert section 5 - Minutes 3. Insert 7.3 to clarify the process for petitions relating to Development Application 4. Amendment to timeframes in which Councillors can give notice of motion and requiring motions to specify the desired outcome 5. Insert 21.10 to clarify if a decision is made that is inconsistent with an officer's recommendation a statement of reasons for the inconsistency must be included in the minutes. 6. Insert 22.4 to clarify the casting vote if votes are equal. 	Executive Manager Corporate Services

		<ol style="list-style-type: none">7. Insert 23.4,23.6,23.7 &23.8 to clarify attendance of the public at Council meetings.8. Insert 26.1.3 & 26.2.3 to clarify Councillor attendance via teleconference.	
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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	AMENDED MEETING PROCEDURES AND STANDING ORDERS FOR INFORMAL MEETINGS
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons
AUTHOR:	CORPORATE OPERATIONS OFFICER, Chloe Hansen
LINK TO CORPORATE PLAN:	Focused Organisation and Leadership. Demonstrate good leadership, and effective and ethical decision-making to foster confidence within our community.

1. PURPOSE

The purpose of this report is to adopt the amended Meeting Procedures and Standing Orders for Informal Meetings (Standing Orders).

2. EXECUTIVE SUMMARY

The Council's Meeting Procedures and Standing Orders for Informal Meetings ("Standing Orders") have been reviewed in response to the updated Model Meeting Procedures issued by the Department of Housing, Local Government, Planning, and Public Works ("the Department") in July 2024.

Details of these amendments have been set out in the marked-up Standing Orders in Attachment 2.

3. OFFICER'S RECOMMENDATION

That Council approves the amended Meeting Procedures and Standing Orders for Informal Meetings as per **Attachment 1** (eDOCS #4038122).

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Informal Meeting Standing Orders were last amended at the Ordinary Council Meeting No.12/23 on 13 December 2023.

In July 2024 the Department issued revised Model Meeting Procedures which prompted a review of the Meeting Procedures and Standing Orders for Informal Meetings.

The updated practices have been incorporated into the Standing Orders and items specific to this Council have remained.

5. PROPOSAL

A review of the Standing Orders has been undertaken recently, with marked up changes identified in attachment 2 and a summary of the proposed changes outlined below:

Relevant Standing Orders Section	Change Requested
N/A	<ul style="list-style-type: none"> Grammatical and formatting changes to improve organisation of matters Update to structure of document to mirror departments Model Meeting Procedures.
Dictionary	<ul style="list-style-type: none"> Councillor Briefing Session name changed to "Councillor and Executive Briefing Session"
3 – Order of Business	<ul style="list-style-type: none"> Removal of 3.3 which allows record of matters to taken into consideration and discussed.
4 – Informal Meeting Schedule	<ul style="list-style-type: none"> Change to remove the specific meeting times from the document and only specify the days in which the meetings occur Addition of clause 4.2 to advise the schedule (with times) will be set at the preceding month's Council Meeting
5 – Informal Meeting Agendas	<ul style="list-style-type: none"> Addition of the words "unless impracticable to do so" to clauses 5.4.1 (I) and 5.4.2 (I)
8 – Process for Dealing with Unsuitable Meeting Conduct by a Chairperson	<ul style="list-style-type: none"> Addition of entire section to comply with Model Meeting Procedures
13 – Business Arising Including General Business	<ul style="list-style-type: none"> Removal of clause to allow matters to arise in General business from the Record of Matters Discussed. Addition of clause to state General business may only be considered at Briefing Sessions
15 – Motion to be Moved	<ul style="list-style-type: none"> Removal of section 15.1.2 & section 15.1.7
23 – Attendance of the Public and Media at Informal Meetings	<ul style="list-style-type: none"> Addition of Section 23.4, 23.6, 23.7 & 23.8
26 – Teleconferencing of Meetings	<ul style="list-style-type: none"> Addition of sections 26.1.3 and 26.2.3

Following the Councillor Briefing, minor administrative changes were made to the document including:

Relevant Standing Orders Section	Change Proposed
8 – Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting	<ul style="list-style-type: none"> Spelling & Grammar Corrected Inclusion of the words "that the Chairperson has engaged in unsuitable meeting conduct" within section 29.4 to clarify the motion Addition of clause 8.7

Relevant Standing Orders Section	Change Proposed
23 – Attendance of Public and the Media At Meetings	<ul style="list-style-type: none"> Change of the words “Mayor and Council” to “Chairperson” within section 23.8

6. FINANCIAL & RESOURCE IMPLICATIONS

N/A

7. POLICY & LEGAL IMPLICATIONS

150G Adopting meeting procedures

(1) A local government must either—

- a) adopt the model procedures; or
- b) prepare and adopt other procedures for the conduct of its meetings and meetings of its committees.

(2) if the local government prepares and adopts procedures under subsection (1)(b)—

- a) the procedures must not be inconsistent with the model procedures; and
- b) if there is an inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

8. RISK IMPLICATIONS

N/A

9. CRITICAL DATES & IMPLEMENTATION

The Standing Orders will be implemented following the endorsement of Council.

10. CONSULTATION

Consultation has occurred with Councillors and the Executive Leadership Team.

11. CONCLUSION

It is required that Council review its existing Standing Orders to ensure that the minimum standards set by the Department are being met by the Council.

12. ATTACHMENTS

- Clean Copy - Amended Meeting Procedures and Standing Orders for Informal Meetings (eDocs#4038122) [↓](#)
- Track Changes - Amended Meeting Procedures and Standing Orders for Informal Meetings (eDocs#4038122) [↓](#)

Meeting Procedures and Standing Orders for Informal Meetings

Fraser Coast Regional Council

Adopted <DATE>



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DICTIONARY

Audio Link means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

Audio Visual Link means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places

Chairperson means:

- (a) A person presiding or acting in the position of chairperson pursuant to these Standing Orders; or
- (b) The person who controls the order of the meeting.

Chief Executive Officer means the person appointed and employed by the Council as its Chief Executive Officer pursuant to section 194 (Appointing a Chief Executive Officer) of the *Local Government Act 2009*.

Concept Forum means an Informal Meeting to consider and discuss strategic and policy matters.

Councillor refers to an individual duly elected as a Councillor or Mayor to the Fraser Coast Regional Council in accordance with the relevant legislation.

Councillor and Executive Briefing Session means an Informal Meeting to provide Councillors with information in relation to the achievement, delivery, or other matters impacting (or likely to impact) the strategic, policy, capital or operational performance of Council.

Councillor Workshop means an Informal Meeting of Councillors to consider matters of strategy or policy including, but not limited to, Budgets, Corporate and Operational Plans.

Council Agenda Forum means an Informal Meeting of Councillors to provide information to Councillors about the Agenda of an Ordinary Council Meeting.

Council Meeting means the Ordinary or Special Meeting of the full Council.

Declarable Conflict of Interest refer *Local Government Act 2009*, Chapter 5B, Part 3.

Conduct Breach refer *Local Government Act 2009*, section 150K.

Informal Meeting means a Council Agenda Forum, Concept Forum, Councillor Workshop or Councillor and Executive Briefing Session which has been resolved by the Council or through agreement between the Mayor and CEO. For clarity, an Informal Meeting does not include an ordinary meeting or a special meeting of Council, or a meeting of a standing committee, special committee or advisory committee of Council.

LGA means *Local Government Act 2009*

LGR means *Local Government Regulation 2012*

Mayor means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

Ordinary business means matters such as:

- The Councillors interest is no greater than a significant proportion of other community members (e.g. all people in a suburb, all people in a small town, all business owners, all dog owners)

- Councillor remuneration, expenses, superannuation or insurance
- Adoption of budget, rates and charges and cost-recovery fees
- Planning scheme or amendments for the whole council area
- Appointment of mayor, deputy mayor, councillor, committee member, or council representative of board or association

Point of Order means an objection to an action.

Prescribed Conflict of Interest refer *Local Government Act 2009*, Chapter 5B, Part 2.

Procedural Motion means a motion set out in section 18 of these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective conduct of the meeting.

Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

PURPOSE

The purpose of the Meeting Procedures is to set out certain procedures to ensure the Local Government Principles are reflected in the conduct of Informal Meetings of Councillors including Council Agenda Forums, Concept Forums, Councillor and Executive Briefing Sessions and Councillor Workshops.

These Meeting Procedures only apply to Informal Meetings of Councillors and do not apply to Council meetings or meetings of a standing committee, special committee or advisory committee of Council.

STANDING ORDERS – INFORMAL MEETINGS

1. INTRODUCTION

- 1.1. These Standing Orders apply to all Informal Meetings of Councillors including Council Agenda Forums, Concept Forums, Councillor Workshops and Councillor and Executive Briefing Sessions.
- 1.2. These Standing Orders only apply to Informal Meetings of Councillors and do not apply to Council meetings or meetings of a standing committee, special committee or advisory committee of Council.
- 1.3. Any provision of these Standing Orders may be suspended by resolution of an Informal Meeting. However, sections 15, 21.1 and 21.2 of these Standing Orders must not be suspended by resolution of an Informal Meeting.
- 1.4. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

PROCEDURES FOR INFORMAL MEETINGS OF COUNCIL

2. PRESIDING OFFICER

- 2.1. The Mayor will preside at Informal Meetings of Council.
- 2.2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside at the meeting. If neither is present the meeting must choose a councillor to preside.
- 2.3. The Mayor may, at his absolute discretion, delegate to the Deputy Mayor the authority to preside at the meeting.

3. ORDER OF BUSINESS

- 3.1. Before proceeding with the business of the meeting, the presiding officer at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the Chairperson.
- 3.2. The order of business will be determined by the Chairperson. A motion to alter the order of business may be moved without notice.

4. INFORMAL MEETING SCHEDULE

- 4.1. Subject to any resolution of Council, Informal Meetings will occur as follows:
 - 4.1.1. Council Agenda Forums - the third Wednesday of each month, or as determined by agreement between the Mayor and Chief Executive Officer (with Councillors being given at least five business days' notice of the meeting).
 - 4.1.2. Concept Forums –the first and second available Wednesday of each month, or as determined by agreement between the Mayor and Chief Executive Officer (with Councillors being given at least five business days' notice of the meeting).
 - 4.1.3. Councillor Workshops – As determined by agreement between the Mayor and Chief Executive Officer, or by resolution of Council, with Councillors being given at least five business days' notice of the meeting.

- 4.1.4. Councillor and Executive Briefing Sessions –each Monday or as determined by agreement between the Mayor and Chief Executive Officer (with Councillors being given at least three business days’ notice of the meeting).
- 4.2. The schedule for Informal Meetings will be set at the preceding month's Council meeting and included in Councillor Meeting Attendance report.

5. INFORMAL MEETING AGENDAS

- 5.1. The Chief Executive Officer determines the business paper content for any Informal Meeting, including items declared as confidential.
- 5.2. Matters not on the Agenda, or not fairly arising from the Agenda, shall not be considered at a Council Agenda Forum or Concept Forum or Councillor Workshop.
- 5.3. The Chief Executive Officer must prepare, or have prepared, an Agenda for each Informal Meeting.
- 5.4. Agendas for Informal Meetings are to be dealt with as follows:
 - 5.4.1. Council Agenda Forums:
 - I. Agendas and the reports associated with the agenda are to be made available to each Councillor at least three business days before the scheduled meeting unless impracticable to do so.
 - II. The agenda is to be made available to the public on the Council’s website by 5pm on the business day after it is given to the Councillors.
 - 5.4.2. Concept Forums, Councillor Workshops and Councillor and Executive Briefing Sessions:
 - I. Agendas are to be made available to each Councillor at least three business days before the scheduled meeting unless impracticable to do so.
 - II. A list of agenda topics are to be made available to the public on the Council’s website by 5pm on the business day after it is given to the Councillors.

6. RECORD OF MATTERS DISCUSSED AT INFORMAL MEETINGS

- 6.1. Records of matters discussed at Informal Meetings must be made available to the public on the Council’s website within five business days of the meeting and listed on the next practicable agenda of the Ordinary Meeting of Council for endorsement

7. DEALING WITH UNSUITABLE CONDUCT BY A COUNCILLOR IN AN INFORMAL MEETING

When dealing with an instance of unsuitable conduct by a Councillor in an Informal Meeting, the following procedures must be followed:-

- 7.1. The Chairperson must reasonably believe that unsuitable conduct has been displayed by a Councillor at a meeting.
- 7.2. If the Chairperson decides the unsuitable conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, subclause 4.7 applies.
- 7.3. If the Chairperson decides unsuitable conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 7.3.1. Ceasing the unsuitable conduct and refraining from exhibiting the conduct.
 - 7.3.2. Apologising for their conduct.

- 7.3.3. Withdrawing their comments.
- 7.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 7.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 7.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 7.7. If the Councillor fails to comply with the Chairperson's request for remedial actions, the Chairperson may take the following actions:
 - 7.7.1. Lodge a complaint with the Office of the Independent Assessor for a conduct breach.
 - 7.7.2. Request the Councillor to leave the place of the meeting and stay away from the place for the duration of the meeting.
 - 7.7.3. Adjourn or close the meeting.

8. PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN AN INFORMAL MEETING

- 8.1. If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.
- 8.2. The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct. The Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 8.3. The Chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 8.4. For the debate and vote on the motion that the Chairperson has engaged in unsuitable meeting conduct, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 8.5. If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting Chairperson from the eligible Councillors.
- 8.6. The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the acting Chairperson will have a casting vote on the resolution if required).
- 8.7. If it is decided that the Chairperson has engaged in unsuitable meeting conduct, the Councillors may take the following actions:
 - 8.7.1. Lodge a complaint with the Office of the Independent Assessor for a conduct breach.
 - 8.7.2. Request the Chairperson to leave the place of the meeting and stay away from the place for the duration of the meeting.
 - 8.7.3. Adjourn or close the meeting.

- 8.8. Once the councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting Chairperson.
- 8.9. The Chairperson then resumes the role of chairperson, and the meeting continues.

9. PRESCRIBED CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at an Informal Meeting. When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 9.1. A Councillor with a prescribed conflict of interest must inform the meeting (including an Informal Meeting) of their prescribed conflict of interest and set out the nature of the interest, including:
 - 9.1.1. if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - 9.1.2. if it arises because of an application or submission, the subject of the application or submission;
 - 9.1.3. the name of any entity other than the Councillor that has an interest in the matter;
 - 9.1.4. the nature of the Councillor's relationship with the entity that has an interest in the matter;
 - 9.1.5. details of the Councillor's and any other entity's interest in the matter.
- 9.2. The Councillor must then leave the place of the meeting and stay away while the matter is being discussed, unless the subject Councillor has written notice of approval from the Minister to participate in the matter.
- 9.3. A Councillor who has a prescribed conflict of interest in a matter, other than an ordinary business matter, must not influence, or attempt to influence, another Councillor to vote on the matter in a particular way at a meeting of the Council or any of its committees.
- 9.4. A Councillor who has a prescribed conflict of interest in a matter, other than an ordinary business matter, must not influence, or attempt to influence, a local government employee or a contractor of the local government who is authorised to decide or otherwise deal with the matter to do so in a particular way.
- 9.5. Once the Councillor has left the area where the meeting is being conducted, the Informal Meeting can continue discussing the matter at hand.
- 9.6. If a Councillor at an Informal Meeting reasonably believes, or reasonably suspects that another Councillor has a conflict of interest relating to a matter that may be a prescribed conflict of interest, and that Councillor is participating in a decision to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 9.7. The Chairperson then should ask the relevant Councillor with the suspected conflict of interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor accepts that a prescribed conflict of interest exists the Councillor must follow the above procedures from section 5.1. If the Councillor does not accept that a prescribed conflict of interest exists then the Councillor must inform the meeting of that belief and their reasons for that belief. This must then be recorded in the records of matters discussed for the meeting.
- 9.8. Where a Councillor informs an Informal Meeting of a prescribed conflict of interest in a matter, the Chairperson must ensure that the records of matters discussed for the meeting include:
 - 9.8.1. The name of the Councillor who has a prescribed conflict of interest in the matter;
 - 9.8.2. The prescribed conflict of interest, including the particulars mentioned by the Councillor regarding the interest;
- 9.9. Councillors are, at all times, required to comply with section 150EZ of the *Local Government Act 2009*.

10. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Informal Meetings (other than ordinary business matters). When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 10.1. A Councillor who becomes aware that they have a declarable conflict of interest, must stop participating in the decision on the matter and must not further discuss the matter with any other person who might be participating in the decision making process. Those other persons will include not only other councillors, but also the CEO and any other Council officer who is involved in providing information to a Council meeting, to allow the Council to make a decision on the matter.
- 10.2. A Councillor with a declarable conflict of interest must inform the meeting (including an Informal Meeting) of their declarable conflict of interest and set out the nature of the interest, including:
 - 10.2.1. The nature of the declarable conflict of interest.
 - 10.2.2. If it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interest/s in the matter.
 - If it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made
- 10.3. A Councillor who has a declarable conflict of interest in a matter, other than an ordinary business matter, should consider leaving the place of the Informal Meeting and stay away from the place while the matter is discussed. A Councillor may request the Council do not discuss the item at the Informal Meeting until the declarable conflict of interest has been determined at the Ordinary Council Meeting by moving a procedural motion "that the meeting proceed to the next item of business".
- 10.4. If a Councillor at an Informal Meeting reasonably believes, or reasonably suspects that another Councillor has a conflict of interest relating to a matter that may be a declarable conflict of interest, and that Councillor has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 10.5. The Chairperson then should ask the relevant Councillor with the suspected conflict of interest whether they have any declarable conflict of interest in the matter. If the Councillor accepts that a declarable conflict of interest exists the Councillor must follow the above procedures from section 6.1 above. If the Councillor does not accept that a declarable conflict of interest exists then the Councillor must inform the meeting of that belief and their reasons for that belief. This must then be recorded in the records of matters discussed for the Informal Meeting.
- 10.6. Where a Councillor informs an Informal Meeting of a conflict of interest in a matter, the Chairperson must ensure the records of matters discussed include:
 - 10.6.1. The name of the Councillor who has declared the conflict of interest.
 - 10.6.2. The nature of the interest, as described by the Councillor.
 - 10.6.3. Whether the Councillor participated in the Informal Meeting.
- 10.7. A Councillor who has a conflict of interest in a matter, other than an ordinary business matter, must not influence, or attempt to influence, another Councillor to vote on the matter in a particular way at a meeting of the Council or any of its committees.

- 10.8. A Councillor who has a conflict of interest, in a matter, other than an ordinary business matter, must not influence, or attempt to influence, a local government employee or a contractor of the local government who is authorised to decide or otherwise deal with the matter to do so in a particular way.
- 10.9. Councillors are, at all times, required to comply with section 150EZ of the *Local Government Act 2009*.

11. CLOSED INFORMAL MEETINGS

- 11.1. Councillor Concept forums, Councillor Workshops, and Councillor and Executive Briefing Sessions are closed meetings, unless otherwise resolved by Council.
- 11.2. A Council Agenda Forum meeting may resolve that the meeting be closed to the public if its Councillors consider it necessary.
- 11.3. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 11.4. To take an issue into a closed session, the Meeting must first pass a resolution to do so.
- 11.5. In the interest of accountability and transparency, the Meeting must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.
- 11.6. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 11.7. The record of matters discussed at a Council Agenda Forum Meeting must detail the matter discussed and reasoning for discussing the matter in closed session.

12. MATTERS WITH DUE NOTICE

- 12.1. A Councillor is not permitted to give notice of any matters to be considered at a Council Agenda Forum.
- 12.2. Any Councillor wishing to give notice of any matter to be listed on the agenda for an Informal Meeting, other than a Council Agenda Forum, should give written notice to the Chief Executive Officer at least five business days before the commencement of the meeting.

13. BUSINESS ARISING INCLUDING GENERAL BUSINESS

- 13.1. General business may only be considered at a Councillor and Executive Briefing Session and shall not be introduced in any other Informal Meetings.

14. DEPUTATIONS

- 14.1. A deputation wishing to attend and address an Informal Meeting of Council shall apply in writing to the Chief Executive Officer before the meeting.
- 14.1.1. An application for a deputation must include:
- i. The presentation description of the deputation
 - ii. The names of all parties presenting the deputation
 - iii. If any supportive methods (e.g. props, PowerPoint presentations, video) will be utilised. Supportive methods are subject to approval by the Chairperson.

- 14.2. The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 14.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the Informal Meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 14.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Informal Meeting, the Chairperson may finalise the deputation.
- 14.5. The Chairperson may terminate an address by a person in a deputation at any time where:
 - 14.5.1. The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - 14.5.2. The time period allowed for a deputation has expired; or
 - 14.5.3. The person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 14.6. The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 14.7. A deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

MOTIONS

15. MOTION TO BE MOVED

- 15.1. A Councillor at an Informal Meeting may, without the need for a seconder, move 1 or more of the following motions at an Informal Meeting:
 - 15.1.1. Procedural Motions as provided for in these Standing Orders.
 - 15.1.2.
 - 15.1.3. To alter the order of business.
 - 15.1.4. Allowing more than three people to participate in a deputation as per section 14.3 of these Standing Orders.
 - 15.1.5. To determine if the meeting proceeds after disorder as per section 22.1 of these Standing Orders.
 - 15.1.6. To enter into closed session as per section 11 of these Standing Orders.
- 15.2. A Councillor at an Informal Meeting may only move 1 or more of the motions provided for in any of sections 15.1, 18.1 and 22.1.
- 15.3. A Councillor at an Informal Meeting must not move a motion contrary to section 15.2.
- 15.4. A motion brought before an Informal Meeting of Council in accordance with these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require that a motion be stated in full or be in writing before permitting it to be received.

16. METHOD OF TAKING VOTE

- 16.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 16.2. A Councillor must advise the Chairperson if they intend to abstain from the vote and the reason for abstaining.

- 16.3. If a Councillor does not vote for or against a motion, they will be taken to have abstained from voting and their vote will be recorded in the negative, i.e. against the motion.
- 16.4. A resolution shall not be discussed after the vote has been declared.
- 16.5. The Chairperson for an Informal Meeting may direct that, after a vote has been declared, the vote is recorded in the record of matters discussed at the Informal Meeting.

17. REPEALING OR AMENDING RESOLUTIONS

- 17.1. A resolution of an Informal Meeting may not be amended or repealed.

18. PROCEDURAL MOTIONS

- 18.1. A Councillor at an Informal Meeting may, during the discussion of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - 18.1.1. that the question/motion be now put
 - 18.1.2. that the meeting proceed to the next item of business
 - 18.1.3. a motion of dissent against the Chairpersons decision
 - 18.1.4. that Standing Orders be suspended
 - 18.1.5. that Standing Orders be resumed
 - 18.1.6. that the meeting be adjourned
 - 18.1.7. that the meeting be reconvened
 - 18.1.8. that the speaker no longer be heard
 - 18.1.9. a point of order
- 18.2. A procedural motion, **that the question/motion be put**, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, discussion on the motion or amendment to that motion will continue.
- 18.3. The Chairperson has the discretion as to whether to accept the motion to ensure that the matter has been reasonably discussed.
- 18.4. Where a procedural motion, that the meeting proceed to the next item is carried, discussion on the matter that is the subject of the motion will cease and may be considered again by the Informal Meeting on the giving of notice in accordance with the Standing Orders.
- 18.5. A procedural motion, **a motion of dissent against the Chairperson decision**, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 18.6. A procedural motion, **that standing orders be suspended**, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension. However, sections 15, 21.1 and 21.2 of these Standing Orders must not be suspended by a resolution of an Informal Meeting.
- 18.7. A procedural motion, that standing orders be resumed, will be made to resume the use of the Standing Orders.
- 18.8. A procedural motion, that the meeting be adjourned, may be made by any Councillor at the conclusion of discussion on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the

matter, and shall be put without discussion. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

- 18.9. A procedural motion, that the meeting be reconvened, will be made after an adjournment to identify the recommencement of the meeting.
- 18.10. A procedural motion, that the speaker no longer be heard, may be moved by a Councillor while another Councillor is speaking if the mover of the motion determines that the speaker is being repetitive. Where the Chairperson allows the procedural motion to be put, it will be voted on without discussion. If the motion is carried the speaker will resume their seat and not speak to the motion again.

19. POINT OF ORDER

- 19.1. Any Councillor may ask the Chairperson to decide on a **point of order** where it is believed that, at an Informal Meeting, another Councillor:
 - 19.1.1. Has failed to comply with the meeting procedures in Part A or the Standing Orders in Part B,
 - 19.1.2. Is in contravention of the Local Government Act/Regulations, or
 - 19.1.3. Is beyond the jurisdiction of Council.
- 19.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended and the Chairperson will determine whether the point of order is upheld.
- 19.3. Upon the question of order suddenly arising during the process of a discussion, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these Standing Orders to the contrary, all questions or points of order at any time arising will, until decided by the Chairperson, suspend the consideration of every other matter to be discussed at an Informal Meeting.

20. CONDUCT DURING MEETINGS

- 20.1. Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable conduct.
- 20.2. After an Informal Meeting has started and the business commenced, a Councillor will not enter or leave the meeting without first notifying the Chairperson.
- 20.3. Councillors and Council officers will speak to and of each other during an Informal Meeting by their respective titles or by using their given or surname, and in speaking of or to each other shall confine their remarks to the matter then under consideration.
- 20.4. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 20.5. When the Chairperson speaks during the process of a discussion, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

21. COMMENTS AND QUESTIONS ON AGENDA ITEMS

- 21.1. Concept Forums, Workshops and Briefing Sessions:
 - 21.1.1. Each Councillor may ask questions and seek clarification on every agenda matter at an Informal Meeting.

- 21.1.2. A Councillor at an Informal Meeting must not:-
- Seek to reach a decision or agreement for a decision on a matter before it; or
 - Otherwise discharge Council's deliberative and decision making functions, which must be undertaken at an ordinary meeting of Council or a meeting of a committee of Council.
- 21.1.3. A Councillor may ask a question for reply by a Councillor or an officer of Council, if that question relates to a matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.
- 21.1.4. A Council Officer of whom a question is asked, without notice, has the right to take that question as a request for further information and will provide a response to the question prior to the next Informal Meeting.
- 21.1.5. A Councillor, may speak to matters under consideration at an Informal Meeting, but must comply with section 21.2 of these Standing Orders.
- 21.1.6. A Council officer of whom a question is asked, without notice, has the right to take that the question be taken on notice for the next meeting or responded to as a Councillor request under the acceptable requests guidelines of Council.
- 21.1.7. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order.

21.2. Council Agenda Forums

- 21.2.1. Each Councillor may ask questions and seek clarification on every agenda matter at a Council Agenda Forum.
- 21.2.2. A Councillor at a Council Agenda Forum must not:-
- Debate or discuss the merits of any agenda item;
 - Seek to reach a decision or agreement for a decision on a matter before it; or
 - Otherwise discharge Council's deliberative and decision-making functions, which must be undertaken at an Ordinary Meeting of Council or a meeting of a Committee of Council.
- 21.2.3. A Councillor may ask a question for a reply by a Councillor or an officer of Council, if that question relates to a matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.
- 21.2.4. A Council Officer of whom a question is asked, without notice, has the right to take that question as a request for further information and will provide a response to the question prior to the Ordinary Council Meeting.
- 21.2.5. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order.

MAINTENANCE OF GOOD ORDER

22. DISORDER

- 22.1. The Chairperson may adjourn an Informal Meeting, where disorder arises at the meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion, which will be put without discussion, to determine whether the meeting will proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

23. ATTENDANCE OF PUBLIC AND THE MEDIA AT INFORMAL MEETINGS

- 23.1. Members of the public and media may attend Council Agenda Forums.

- 23.2. Members of the public and media may attend all or part of a Concept Forum, Councillor Workshop, or Councillor and Executive Briefing session by agreement between the Mayor and Chief Executive Officer, or by resolution of Council.
- 23.3. A designated area shall be made available at the place where any Council Agenda Forum is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 23.4. Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.
- 23.5. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.
- 23.6. All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.
- 23.7. Audio and/or video recording of an Informal Meeting is not permitted unless approved by the Chairperson.
- 23.8. Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.
- 23.9. When the Informal Meeting is sitting in closed session, the public and representatives of the media shall be excluded.

24. QUORUM AND LAPSE OF A QUORUM

- 24.1. A quorum of an Informal Meeting is the majority of Councillors, excluding those Councillors who have been granted a leave of absence by Council.
- 24.2. If during the conduct of an Informal Meeting, the Chairperson becomes aware that a quorum is no longer present, the Chairperson may (but is not obliged to) adjourn the meeting to a date and time to be determined by the Chairperson.
- 24.3. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

25. PUBLIC PARTICIPATION AT MEETINGS

- 25.1. A member of the public may observe the proceedings of a Council Agenda Forum and speak to the meeting only when invited to do so by the Chairperson.
- 25.2. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 25.3. Any person addressing the Council Agenda Forum will stand, act and speak with decorum and frame any remarks using respectful and courteous language.
- 25.4. Any person who is considered by the Chairperson to be unsuitably dressed may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

26. TELECONFERENCING OF MEETINGS

- 26.1. Concept Forums, Workshops and Briefing Sessions:

- 26.1.1. If a Councillor is unable to attend a Concept Forum, Workshop or Briefing Session in person, and a teleconference option has not been made available, the Councillor must apply to the Mayor and Chief Executive Officer to participate by teleconference as soon as practicable once the Councillor becomes aware of their intended absence. The Mayor and Chief Executive Officer may allow a Councillor to participate in a meeting by teleconference.
- 26.1.2. A Councillor that participates at an Informal Meeting via teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. (section 254K(3) of Local Government Regulation 2012) The attendance of the Councillor must be recorded in the minutes as present at the meeting via audio link or audio visual link.
- 26.1.3. Permission for a Councillor to participate via teleconference must not be unreasonably withheld.
- 26.2. Council Agenda Forums:
- 26.2.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a meeting by teleconference.
- 26.2.2. A Councillor that participates at an Informal Meeting via teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. (section 254K(3) of Local Government Regulation 2012) The attendance of the Councillor must be recorded in the minutes as present at the meeting via audio link or audio visual link.
- 26.2.3. Permission for a Councillor to participate via teleconference must not be unreasonably withheld.

27. REVIEW

- 27.1. 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

This policy is to remain in force until otherwise determined by Council.

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
01	27/05/2020	Adopted by Council	CEO
02	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
03	13/12/2023	1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments. 2. Insert 14.1.1 to clarify the process for deputation applications.	Executive Manager Governance and Customer Service

		3. Section 21 amended to clearly outline the requirements for Concept Forums, Workshops and Briefing Sessions are separate to Council Agenda Forums.	
04	<DATE>	Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments.	Executive Manager Corporate Services

Meeting Procedures and Standing Orders for Informal Meetings

Fraser Coast Regional Council

Adopted <DATE>



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DICTIONARY

Audio Link means facilities, including telephone, that enable reasonably contemporaneous and continuous audio communication between persons at different places.

Audio Visual Link means facilities, including closed-circuit television, that enable reasonably contemporaneous and continuous audio and visual communication between persons at different places

Chairperson means:

- (a) A person presiding or acting in the position of chairperson pursuant to these Standing Orders; or
- (b) The person who controls the order of the meeting.

Chief Executive Officer means the person appointed and employed by the Council as its Chief Executive Officer pursuant to section 194 (Appointing a Chief Executive Officer) of the *Local Government Act 2009*.

Concept Forum means an Informal Meeting to consider and discuss strategic and policy matters.

Councillor refers to an individual duly elected as a Councillor or Mayor to the Fraser Coast Regional Council in accordance with the relevant legislation.

~~Councillor Briefing~~ **Councillor and Executive Briefing Session** means an Informal Meeting to provide Councillors with information in relation to the achievement, delivery, or other matters impacting (or likely to impact) the strategic, policy, capital or operational performance of Council.

Councillor Workshop means an Informal Meeting of Councillors to consider matters of strategy or policy including, but not limited to, Budgets, Corporate and Operational Plans.

Council Agenda Forum means an Informal Meeting of Councillors to provide information to Councillors about the Agenda of an Ordinary Council Meeting.

Council Meeting means the Ordinary or Special Meeting of the full Council.

Declarable Conflict of Interest refer *Local Government Act 2009*, Chapter 5B, Part 3.

~~Inappropriate Conduct~~ **Breach** refer *Local Government Act 2009*, section 150K.

Informal Meeting means a Council Agenda Forum, Concept Forum, Councillor Workshop or ~~Councillor Briefing~~ **Councillor and Executive Briefing Session** which has been resolved by the Council or through agreement between the Mayor and CEO. For clarity, an Informal Meeting does not include an ordinary meeting or a special meeting of Council, or a meeting of a standing committee, special committee or advisory committee of Council.

LGA means *Local Government Act 2009*

LGR means *Local Government Regulation 2012*

Mayor means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

Ordinary business means matters such as:

- The Councillors interest is no greater than a significant proportion of other community members (e.g. all people in a suburb, all people in a small town, all business owners, all dog owners)

- Councillor remuneration, expenses, superannuation or insurance
- Adoption of budget, rates and charges and cost-recovery fees
- Planning scheme or amendments for the whole council area
- Appointment of mayor, deputy mayor, councillor, committee member, or council representative of board or association

Point of Order means an objection to an action.

Prescribed Conflict of Interest refer *Local Government Act 2009*, Chapter 5B, Part 2.

Procedural Motion means a motion set out in section 18 of these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective conduct of the meeting.

Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

PART A — MEETING PROCEDURES — INFORMAL MEETINGS**PURPOSE**

The purpose of the Meeting Procedures is to set out certain procedures to ensure the Local Government Principles are reflected in the conduct of Informal Meetings of Councillors including Council Agenda Forums, Concept Forums, [Councillor Briefing-Councillor and Executive Briefing](#) Sessions and Councillor Workshops.

These Meeting Procedures only apply to Informal Meetings of Councillors and do not apply to Council meetings or meetings of a standing committee, special committee or advisory committee of Council.

PROCESSES**PART B — STANDING ORDERS – INFORMAL MEETINGS****1. INTRODUCTION**

- 1.1. These Standing Orders apply to all Informal Meetings of Councillors including Council Agenda Forums, Concept Forums, Councillor Workshops and [Councillor Briefing-Councillor and Executive Briefing](#) Sessions.
- 1.2. These Standing Orders only apply to Informal Meetings of Councillors and do not apply to Council meetings or meetings of a standing committee, special committee or advisory committee of Council.
- 1.3. Any provision of these Standing Orders may be suspended by resolution of an Informal Meeting. However, sections 15, 21.1 and 21.2 of these Standing Orders must not be suspended by resolution of an Informal Meeting.
- 1.4. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

PROCEDURES FOR INFORMAL MEETINGS OF COUNCIL**2. PRESIDING OFFICER**

- 2.1. The Mayor will preside at Informal Meetings of Council.
- 2.2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside at the meeting. If neither is present the meeting must choose a councillor to preside.
- 2.3. The Mayor may, at his absolute discretion, delegate to the Deputy Mayor the authority to preside at the meeting.

3. ORDER OF BUSINESS

- 3.1. Before proceeding with the business of the meeting, the presiding officer at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the Chairperson.
- 3.2. The order of business will be determined by the Chairperson. A motion to alter the order of business may be moved without notice.
- 3.3. ~~The record of matters discussed at a preceding Informal Meeting will be taken into consideration in order that such records may be confirmed and no discussion will be permitted with respect to such records except with respect to their accuracy as a record of the matters discussed.~~

4. INFORMAL MEETING [SCHEDULETIMES](#)

- 4.1. Subject to any resolution of Council, ~~meeting times for~~ Informal Meetings ~~will occur are~~ as follows:
 - 4.1.1. Council Agenda Forums - ~~10.00am on~~ the third Wednesday of each month, or as determined by agreement between the Mayor and Chief Executive Officer (with Councillors being given at least five business days' notice of the meeting).

- 4.1.2. Concept Forums – ~~10.00am on~~ the first and second [available](#) Wednesday of each month, or as determined by agreement between the Mayor and Chief Executive Officer (with Councillors being given at least five business days' notice of the meeting).
- 4.1.3. Councillor Workshops – As determined by agreement between the Mayor and Chief Executive Officer, or by resolution of Council, with Councillors being given at least five business days' notice of the meeting.
- 4.1.4. ~~Councillor Briefing~~ [Councillor and Executive Briefing](#) Sessions – ~~10.00am~~ each Monday or as determined by agreement between the Mayor and Chief Executive Officer (with Councillors being given at least three business days' notice of the meeting).
- 4.2. [The schedule for Informal Meetings will be set at the preceding month's Council meeting and included in Councillor Meeting Attendance report.](#)

5. INFORMAL MEETING AGENDAS

- 5.1. The Chief Executive Officer determines the business paper content for any Informal Meeting, including items declared as confidential.
- 5.2. Matters not on the Agenda, or not fairly arising from the Agenda, shall not be considered at a Council Agenda Forum or Concept Forum or Councillor Workshop.
- 5.3. The Chief Executive Officer must prepare, or have prepared, an Agenda for each Informal Meeting.
- 5.4. Agendas for Informal Meetings are to be dealt with as follows:
 - 5.4.1. Council Agenda Forums:
 - I. Agendas and the reports associated with the agenda are to be made available to each Councillor at least three business days before the scheduled meeting [unless impracticable to do so.](#)
 - II. The agenda is to be made available to the public on the Council's website by 5pm on the business day after it is given to the Councillors.
 - 5.4.2. Concept Forums, Councillor Workshops and ~~Councillor Briefing~~ [Councillor and Executive Briefing Sessions:](#)
 - I. Agendas are to be made available to each Councillor at least three business days before the scheduled meeting [unless impracticable to do so.](#)
 - II. A list of agenda topics are to be made available to the public on the Council's website by 5pm on the business day after it is given to the Councillors.

6. RECORD OF MATTERS DISCUSSED AT INFORMAL MEETINGS

- 6.1. Records of matters discussed at Informal Meetings must be made available to the public on the Council's website within five business days of the meeting and listed on the next practicable agenda of the Ordinary Meeting of Council [for endorsement](#).

7. DEALING WITH UNSUITABLE CONDUCT BY A COUNCILLOR IN AN INFORMAL MEETING

When dealing with an instance of unsuitable conduct by a Councillor in an Informal Meeting, the following procedures must be followed:-

- 7.1. The Chairperson must reasonably believe that unsuitable conduct has been displayed by a Councillor at a meeting.

- 7.2. If the Chairperson decides the unsuitable conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, subclause 4.7 applies.
- 7.3. If the Chairperson decides unsuitable conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 7.3.1. Ceasing the unsuitable conduct and refraining from exhibiting the conduct.
 - 7.3.2. Apologising for their conduct.
 - 7.3.3. Withdrawing their comments.
- 7.4. If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 7.5. If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 7.6. If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 7.7. If the Councillor fails to comply with the Chairperson's request for remedial actions, the Chairperson may take the following actions:
 - 7.7.1. Lodge a complaint with the Office of the Independent Assessor for ~~inappropriate a~~ conduct ~~breach~~.
 - 7.7.2. Request the Councillor to leave the place of the meeting and stay away from the place for the duration of the meeting.
 - 7.7.3. Adjourn or close the meeting.

8. PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN AN INFORMAL MEETING

- 8.1. If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor may raise the matter in the meeting by point of order.
- 8.2. The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct. The Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 8.3. The Chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 8.4. For the debate and vote on the motion that the Chairperson has engaged in unsuitable meeting conduct, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.
- 8.5. If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the acting Chairperson from the eligible Councillors.
- 8.6. The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the acting Chairperson will have a casting vote on the resolution if required).

8.7. If it is decided that the Chairperson has engaged in unsuitable meeting conduct, the Councillors may take the following actions:

8.7.1. Lodge a complaint with the Office of the Independent Assessor for a conduct breach.

8.7.2. Request the Chairperson to leave the place of the meeting and stay away from the place for the duration of the meeting.

8.7.3. Adjourn or close the meeting.

8.8. Once the councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting Chairperson.

8.9. The Chairperson then resumes the role of chairperson, and the meeting continues.

9. PRESCRIBED CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at an Informal Meeting. When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 9.1. A Councillor with a prescribed conflict of interest must inform the meeting (including an Informal Meeting) of their prescribed conflict of interest and set out the nature of the interest, including:
 - 9.1.1. if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - 9.1.2. if it arises because of an application or submission, the subject of the application or submission;
 - 9.1.3. the name of any entity other than the Councillor that has an interest in the matter;
 - 9.1.4. the nature of the Councillor's relationship with the entity that has an interest in the matter;
 - 9.1.5. details of the Councillor's and any other entity's interest in the matter.
- 9.2. The Councillor must then leave the place of the meeting and stay away while the matter is being discussed, unless the subject Councillor has written notice of approval from the Minister to participate in the matter.
- 9.3. A Councillor who has a prescribed conflict of interest in a matter, other than an ordinary business matter, must not influence, or attempt to influence, another Councillor to vote on the matter in a particular way at a meeting of the Council or any of its committees.
- 9.4. A Councillor who has a prescribed conflict of interest in a matter, other than an ordinary business matter, must not influence, or attempt to influence, a local government employee or a contractor of the local government who is authorised to decide or otherwise deal with the matter to do so in a particular way.
- 9.5. Once the Councillor has left the area where the meeting is being conducted, the Informal Meeting can continue discussing the matter at hand.
- 9.6. If a Councillor at an Informal Meeting reasonably believes, or reasonably suspects that another Councillor has a conflict of interest relating to a matter that may be a prescribed conflict of interest, and that Councillor is participating in a decision to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 9.7. The Chairperson then should ask the relevant Councillor with the suspected conflict of interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor accepts that a prescribed conflict of interest exists the Councillor must follow the above procedures from section 5.1. If the Councillor does not accept that a prescribed conflict of interest exists then the Councillor must inform the meeting of that belief and their reasons for that belief. This must then be recorded in the records of matters discussed for the meeting.
- 9.8. Where a Councillor informs an Informal Meeting of a prescribed conflict of interest in a matter, the Chairperson must ensure that the records of matters discussed for the meeting include:

- 9.8.1. The name of the Councillor who has a prescribed conflict of interest in the matter;
- 9.8.2. The prescribed conflict of interest, including the particulars mentioned by the Councillor regarding the interest;
- 9.9. Councillors are, at all times, required to comply with section 150EZ of the *Local Government Act 2009*.

10. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Informal Meetings (other than ordinary business matters). When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 10.1. A Councillor who becomes aware that they have a declarable conflict of interest, must stop participating in the decision on the matter and must not further discuss the matter with any other person who might be participating in the decision making process. Those other persons will include not only other councillors, but also the CEO and any other Council officer who is involved in providing information to a Council meeting, to allow the Council to make a decision on the matter.
- 10.2. A Councillor with a declarable conflict of interest must inform the meeting (including an Informal Meeting) of their declarable conflict of interest and set out the nature of the interest, including:
 - 10.2.1. The nature of the declarable conflict of interest.
 - 10.2.2. If it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interest/s in the matter.

If it arises because of a gift or loan from another person to the Councillor or a related party:

 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made
- 10.3. A Councillor who has a declarable conflict of interest in a matter, other than an ordinary business matter, should consider leaving the place of the Informal Meeting and stay away from the place while the matter is discussed. A Councillor may request the Council do not discuss the item at the Informal Meeting until the declarable conflict of interest has been determined at the Ordinary Council Meeting by moving a procedural motion "that the meeting proceed to the next item of business".
- 10.4. If a Councillor at an Informal Meeting reasonably believes, or reasonably suspects that another Councillor has a conflict of interest relating to a matter that may be a declarable conflict of interest, and that Councillor has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 10.5. The Chairperson then should ask the relevant Councillor with the suspected conflict of interest whether they have any declarable conflict of interest in the matter. If the Councillor accepts that a declarable conflict of interest exists the Councillor must follow the above procedures from section 6.1 above. If the Councillor does not accept that a declarable conflict of interest exists then the Councillor must inform the meeting of that belief and their reasons for that belief. This must then be recorded in the records of matters discussed for the Informal Meeting.

- 10.6. Where a Councillor informs an Informal Meeting of a conflict of interest in a matter, the Chairperson must ensure the records of matters discussed include:
- 10.6.1. The name of the Councillor who has declared the conflict of interest.
 - 10.6.2. The nature of the interest, as described by the Councillor.
 - 10.6.3. Whether the Councillor participated in the Informal Meeting.
- 10.7. A Councillor who has a conflict of interest in a matter, other than an ordinary business matter, must not influence, or attempt to influence, another Councillor to vote on the matter in a particular way at a meeting of the Council or any of its committees.
- 10.8. A Councillor who has a conflict of interest, in a matter, other than an ordinary business matter, must not influence, or attempt to influence, a local government employee or a contractor of the local government who is authorised to decide or otherwise deal with the matter to do so in a particular way.
- 10.9. Councillors are, at all times, required to comply with section 150EZ of the *Local Government Act 2009*.

11. CLOSED INFORMAL MEETINGS

- 11.1. Councillor Concept forums, Councillor Workshops, and ~~Councillor Briefing~~ Councillor and Executive Briefing Sessions are closed meetings, unless otherwise resolved by Council.
- 11.2. A Council Agenda Forum meeting may resolve that the meeting be closed to the public if its Councillors consider it necessary.
- 11.3. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 11.4. To take an issue into a closed session, the Meeting must first pass a resolution to do so.
- 11.5. In the interest of accountability and transparency, the Meeting must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.
- 11.6. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 11.7. The record of matters discussed at a Council Agenda Forum Meeting must detail the matter discussed and reasoning for discussing the matter in closed session.

12. MATTERS WITH DUE NOTICE

- 12.1. A Councillor is not permitted to give notice of any matters to be considered at a Council Agenda Forum.
- 12.2. Any Councillor wishing to give notice of any matter to be listed on the agenda for an Informal Meeting, other than a Council Agenda Forum, should give written notice to the Chief Executive Officer at least five business days before the commencement of the meeting.

13. BUSINESS ARISING INCLUDING GENERAL BUSINESS

- ~~13.1. A matter arising from the records of matters discussed at a previous meeting may be discussed at an Informal Meeting.~~
- 13.1. General business may only be considered at a Councillor and Executive Briefing Session and shall not be introduced in any other Informal Meetings.

14. DEPUTATIONS

- 14.1. A deputation wishing to attend and address an Informal Meeting of Council shall apply in writing to the Chief Executive Officer before the meeting.
- 14.1.1. An application for a deputation must include:
- i. The presentation description of the deputation
 - ii. The names of all parties presenting the deputation
 - iii. If any supportive methods (e.g. props, PowerPoint presentations, video) will be utilised.
Supportive methods are subject to approval by the Chairperson.
- 14.2. The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The Chief Executive Officer shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.
- 14.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the Informal Meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 14.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Informal Meeting, the Chairperson may finalise the deputation.
- 14.5. The Chairperson may terminate an address by a person in a deputation at any time where:
- 14.5.1. The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - 14.5.2. The time period allowed for a deputation has expired; or
 - 14.5.3. The person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 14.6. The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.
- 14.7. A deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

MOTIONS

15. MOTION TO BE MOVED

- 15.1. A Councillor at an Informal Meeting may, without the need for a seconder, move 1 or more of the following motions at an Informal Meeting:
- 15.1.1. Procedural Motions as provided for in these Standing Orders.
 - 15.1.2. ~~Confirmation of the record of matters discussed at a previous meeting.~~
 - 15.1.3. To alter the order of business.
 - 15.1.4. Allowing more than three people to participate in a deputation as per section 14.3 of these Standing Orders.
 - 15.1.5. To determine if the meeting proceeds after disorder as per section 22.1 of these Standing Orders.
 - 15.1.6. To enter into closed session as per section [11.7](#) of these Standing Orders.
 - 15.1.7. ~~That a matter not listed on the agenda be considered as part of general business in accordance with section 11 of these Standing Orders.~~

- 15.2. A Councillor at an Informal Meeting may only move 1 or more of the motions provided for in any of sections 15.1, 18.1 and 22.1.
- 15.3. A Councillor at an Informal Meeting must not move a motion contrary to section 15.2.
- 15.4. A motion brought before an Informal Meeting of Council in accordance with these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require that a motion be stated in full or be in writing before permitting it to be received.

16. METHOD OF TAKING VOTE

- 16.1. The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 16.2. A Councillor must advise the Chairperson if they intend to abstain from the vote and the reason for abstaining.
- 16.3. If a Councillor does not vote for or against a motion, they will be taken to have abstained from voting and their vote will be recorded in the negative, i.e. against the motion.
- 16.4. A resolution shall not be discussed after the vote has been declared.
- 16.5. The Chairperson for an Informal Meeting may direct that, after a vote has been declared, the vote is recorded in the record of matters discussed at the Informal Meeting.

17. REPEALING OR AMENDING RESOLUTIONS

- 17.1. A resolution of an Informal Meeting may not be amended or repealed.

18. PROCEDURAL MOTIONS

- 18.1. A Councillor at an Informal Meeting may, during the discussion of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - 18.1.1. that the question/motion be now put
 - 18.1.2. that the meeting proceed to the next item of business
 - 18.1.3. a motion of dissent against the Chairpersons decision
 - 18.1.4. that Standing Orders be suspended
 - 18.1.5. that Standing Orders be resumed
 - 18.1.6. that the meeting be adjourned
 - 18.1.7. that the meeting be reconvened
 - 18.1.8. that the speaker no longer be heard
 - 18.1.9. a point of order
- 18.2. A procedural motion, **that the question/motion be put**, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, discussion on the motion or amendment to that motion will continue.
- 18.3. The Chairperson has the discretion as to whether to accept the motion to ensure that the matter has been reasonably discussed.

- 18.4. Where a procedural motion, that the meeting proceed to the next item is carried, discussion on the matter that is the subject of the motion will cease and may be considered again by the Informal Meeting on the giving of notice in accordance with the Standing Orders.
- 18.5. A procedural motion, ***a motion of dissent against the Chairperson decision***, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 18.6. A procedural motion, ***that standing orders be suspended***, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension. However, sections 15, 21.1 and 21.2 of these Standing Orders must not be suspended by a resolution of an Informal Meeting.
- 18.7. A procedural motion, that standing orders be resumed, will be made to resume the use of the Standing Orders.
- 18.8. A procedural motion, that the meeting be adjourned, may be made by any Councillor at the conclusion of discussion on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without discussion. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.
- 18.9. A procedural motion, that the meeting be reconvened, will be made after an adjournment to identify the recommencement of the meeting.
- 18.10. A procedural motion, that the speaker no longer be heard, may be moved by a Councillor while another Councillor is speaking if the mover of the motion determines that the speaker is being repetitive. Where the Chairperson allows the procedural motion to be put, it will be voted on without discussion. If the motion is carried the speaker will resume their seat and not speak to the motion again.

19. POINT OF ORDER

- 19.1. Any Councillor may ask the Chairperson to decide on a ***point of order*** where it is believed that, at an Informal Meeting, another Councillor:
- 19.1.1. Has failed to comply with the meeting procedures in Part A or the Standing Orders in Part B,
 - 19.1.2. Is in contravention of the Local Government Act/Regulations, or
 - 19.1.3. Is beyond the jurisdiction of Council.
- 19.2. Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended and the Chairperson will determine whether the point of order is upheld.
- 19.3. Upon the question of order suddenly arising during the process of a discussion, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these Standing Orders to the contrary, all questions or points of order at any time arising will, until decided by the Chairperson, suspend the consideration of every other matter to be discussed at an Informal Meeting.

20. CONDUCT DURING MEETINGS

- 20.1. Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable conduct.
- 20.2. After an Informal Meeting has started and the business commenced, a Councillor will not enter or leave the meeting without first notifying the Chairperson.
- 20.3. Councillors and Council officers will speak to and of each other during an Informal Meeting by their respective titles or by using their given or surname, and in speaking of or to each other shall confine their remarks to the matter then under consideration.
- 20.4. No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 20.5. When the Chairperson speaks during the process of a discussion, the Councillor then speaking or offering to speak will immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

21. COMMENTS AND QUESTIONS ON AGENDA ITEMS

21.1. Concept Forums, Workshops and Briefing Sessions:

- 21.1.1. Each Councillor may ask questions and seek clarification on every agenda matter at an Informal Meeting.
- 21.1.2. A Councillor at an Informal Meeting must not:-
 - a. Seek to reach a decision or agreement for a decision on a matter before it; or
 - b. Otherwise discharge Council's deliberative and decision making functions, which must be undertaken at an ordinary meeting of Council or a meeting of a committee of Council.
- 21.1.3. A Councillor may ask a question for reply by a Councillor or an officer of Council, if that question relates to a matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.
- 21.1.4. A Council Officer of whom a question is asked, without notice, has the right to take that question as a request for further information and will provide a response to the question prior to the next Informal Meeting.
- 21.1.5. A Councillor, may speak to matters under consideration at an Informal Meeting, but must comply with section 21.2 of these Standing Orders.
- 21.1.6. A Council officer of whom a question is asked, without notice, has the right to take that the question be taken on notice for the next meeting or responded to as a Councillor request under the acceptable requests guidelines of Council.
- 21.1.7. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order.

21.2. Council Agenda Forums

- 21.2.1. Each Councillor may ask questions and seek clarification on every agenda matter at a Council Agenda Forum.
- 21.2.2. A Councillor at a Council Agenda Forum must not:-
 - a. Debate or discuss the merits of any agenda item;
 - b. Seek to reach a decision or agreement for a decision on a matter before it; or
 - c. Otherwise discharge Council's deliberative and decision-making functions, which must be undertaken at an Ordinary Meeting of Council or a meeting of a Committee of Council.

- 21.2.3. A Councillor may ask a question for a reply by a Councillor or an officer of Council, if that question relates to a matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.
- 21.2.4. A Council Officer of whom a question is asked, without notice, has the right to take that question as a request for further information and will provide a response to the question prior to the Ordinary Council Meeting.
- 21.2.5. The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order.

MAINTENANCE OF GOOD ORDER

22. DISORDER

- 22.1. The Chairperson may adjourn an Informal Meeting, where disorder arises at the meeting other than by a Councillor. On resumption of the meeting, the Chairperson will move a motion, which will be put without discussion, to determine whether the meeting will proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

23. ATTENDANCE OF PUBLIC AND THE MEDIA AT INFORMAL MEETINGS

- 23.1. Members of the public and media may attend Council Agenda Forums.
- 23.2. Members of the public and media may attend all or part of a Concept Forum, Councillor Workshop, or [Councillor Briefing/Councillor and Executive Briefing](#) session by agreement between the Mayor and Chief Executive Officer, or by resolution of Council.
- 23.3. A [designated](#) area shall be made available at the place where any Council Agenda Forum is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 23.4. [Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.](#)
- 23.5. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.
- 23.6. [All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.](#)
- 23.7. [Audio and/or video recording of an Informal Meeting is not permitted unless approved by the Chairperson.](#)
- 23.8. [Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.](#)
- 23.9. When the Informal Meeting is sitting in closed session, the public and representatives of the media shall be excluded.

24. QUORUM AND LAPSE OF A QUORUM

- 24.1. A quorum of an Informal Meeting is the majority of Councillors, excluding those Councillors who have been granted a leave of absence by Council.
- 24.2. If during the conduct of an Informal Meeting, the Chairperson becomes aware that a quorum is no longer present, the Chairperson may (but is not obliged to) adjourn the meeting to a date and time to be determined by the Chairperson.

- 24.3. When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

25. PUBLIC PARTICIPATION AT MEETINGS

- 25.1. A member of the public may observe the proceedings of a Council Agenda Forum and speak to the meeting only when invited to do so by the Chairperson.
- 25.2. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 25.3. Any person addressing the Council Agenda Forum will stand, act and speak with decorum and frame any remarks using respectful and courteous language.
- 25.4. Any person who is considered by the Chairperson to be unsuitably dressed may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

26. TELECONFERENCING OF MEETINGS

26.1. Concept Forums, Workshops and Briefing Sessions:

- 26.1.1. If a Councillor is unable to attend a Concept Forum, Workshop or Briefing Session in person, and a teleconference option has not been made available, the Councillor must apply to the Mayor and Chief Executive Officer to participate by teleconference as soon as practicable once the Councillor becomes aware of their intended absence. The Mayor and Chief Executive Officer may allow a Councillor to participate in a meeting by teleconference.
- 26.1.2. A Councillor that participates at an Informal Meeting via teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. (section 254K(3) of Local Government Regulation 2012) The attendance of the Councillor must be recorded in the minutes as present at the meeting via audio link or audio visual link.

- 26.1.3. [Permission for a Councillor to participate via teleconference must not be unreasonably withheld.](#)

26.2. Council Agenda Forums:

- 26.2.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a meeting by teleconference.
- 26.2.2. A Councillor that participates at an Informal Meeting via teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. (section 254K(3) of Local Government Regulation 2012) The attendance of the Councillor must be recorded in the minutes as present at the meeting via audio link or audio visual link.

- 26.2.3. [Permission for a Councillor to participate via teleconference must not be unreasonably withheld.](#)

27. REVIEW

- 27.1. 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

This policy is to remain in force until otherwise determined by Council.

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
01	27/05/2020	Adopted by Council	CEO
02	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
03	13/12/2023	<ol style="list-style-type: none"> 1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments. 2. Insert 14.1.1 to clarify the process for deputation applications. 3. Section 21 amended to clearly outline the requirements for Concept Forums, Workshops and Briefing Sessions are separate to Council Agenda Forums. 	Executive Manager Governance and Customer Service
04	<DATE>	Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments.	Executive Manager Corporate Services

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	REDEVELOPMENT OF PIALBA AND TORQUAY CARAVAN PARKS
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons
AUTHOR:	EXECUTIVE MANAGER CORPORATE SERVICES, Sydney Shang
LINK TO CORPORATE PLAN:	Focused Service Delivery Effectively manage and maintain our assets to reduce asset failure.

1. PURPOSE

To confirm the next steps for the redevelopment of the Torquay and Pialba Caravan Parks, following Councillor engagement on both the proposed alternative use options for Torquay and lower-cost redevelopment options for Pialba.

2. EXECUTIVE SUMMARY

The redevelopment of Council's four caravan parks has been an ongoing initiative to improve infrastructure, optimise space and enhance guest experience. In October 2024, Council resolved to temporarily suspend work on the redevelopment of the Pialba and Torquay Caravan Parks and undertake further engagement with Councillors to explore alternative options. Based on this engagement:

Torquay Caravan Park: Engagement with Councillors has identified two potential alternative uses - Natural open space with limited built form or a premium playground and recreational hub. To further assess these options, this report recommends a consultant be engaged to prepare layout plans to inform future decision-making and community consultation.

Pialba Caravan Park: Councillors have reviewed alternate solutions and lower costs options with very few options identified to decrease costs without lowering the guest experience. This report recommends the redevelopment resume utilising the current park design.

3. OFFICER'S RECOMMENDATION

That Council:

1. Resume the redevelopment of the Pialba Caravan Park utilising the current park design.
2. Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report.

3. Authorise the Chief Executive Officer to further engage with Councillors to develop a community consultation program at the Consult level as per the IAP2 public participation Spectrum.
4. Undertake community consultation to seek community feedback on the identified options for the Torquay Caravan Park.
5. Be provided with a further report with the outcomes of the community consultation.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

(a) Current Resolution

At the Ordinary Meeting No. 10/24 held on Wednesday, 16 October 2024, Council resolved to:

ORD 12.3 Request to temporarily suspend any further work on the redevelopment of Pialba and Torquay Caravan Parks

RESOLUTION (Zane O’Keefe/Lachlan Cosgrove)

That Council:

1. *Temporarily suspend any further work on the redevelopment of Pialba and Torquay Caravan Parks.*
2. *Refer the proposed redevelopment of the Torquay Caravan Park to the Chief Executive Officer, to undertake further engagement with Councillors to develop alternate use options for public consultation.*
3. *Refer the proposed redevelopment of the Pialba Caravan Park to the Chief Executive Officer, to undertake further engagement with Councillors to identify alternative lower cost redevelopment options, for the consideration of Council.*

Carried Unanimously

(b) Previous Council Consideration

At the Ordinary Meeting No. 9/24 held on Wednesday, 25 September 2024, Council was presented with a report with the purpose:

To respond to a council resolution requesting a report that provides:

- (a) Future operating and capital costs, and revenues, for the refurbishment and operation of the Pialba and Torquay caravan parks.
- (b) Details of the options, and the processes required, to provide alternative uses for the land upon which the Pialba and Torquay caravan parks are situated.

(c) Status of Redevelopment Projects

Council has embarked on the redevelopment of the four Council owned caravan parks with completion of stage 1 and 2 of Scarness, completion of stage 1 of Burrum Heads and commence of Stage 2 Burrum Heads about to begin. This has been a long project which has been affected by the significant cost increases within the construction industry and the associated lack of resources.

The current status is the Pialba Caravan Park technical design is finalised ready for issuing as a construction tender and the operation of the existing park is being hampered by electrical and plumbing failures.

5. PROPOSAL

5.1 Torquay Caravan Park – Alternate Uses

Based on recent engagement with Councillors, two alternative options for the Torquay Caravan Park have been identified:

- Option A - Natural Open Space
- Option B - Premium Playground and Recreational Hub

To further assess these options, this report proposes a consultant be engaged to prepare concept plans to inform future decision-making and community consultation.

The goal for each option and key design elements to inform the development of layout plans is presented below.

Option A - Natural Open Space

Goal: To provide a natural, accessible recreation area for people of all abilities and families to gather, relax, socialise and enjoy what nature has to offer in a park located at the beach.

Key elements for Layout Plan Development:

- Basic playground facilities.
- Open space facilities such as shelters, seats, drinking fountains and interconnected pathways but no provision for BBQ's or dedicated public art.
- An enhanced esplanade path to cater for pedestrians and cyclists.
- Retention of the mature trees on the site.
- An all-abilities access to the beach including shower and foot wash facilities.
- No provision for additional toilet and convenience facilities
- Consideration for parking, without impacting the availability of park and open space.
- Design scope to only encompass the current Torquay Caravan Park land boundary.

Option B - Premium Playground and Recreational Hub

Goal: To provide premium leisure and park facilities within a natural beach environment, to encourage an active area to play, socialise and engage nature based/eco-tourism related activities.

Key elements for Layout Plan Development:

- Premium playground that caters for all ages and abilities.
- Open space facilities such as shelters, seats, drinking fountains and interconnected pathways but no provision for BBQ's or dedicated public art.
- An enhanced esplanade path to cater for pedestrians and cyclists.
- Retention of the mature trees on the site if practicable.
- An all-abilities access to the beach including shower and foot wash facilities.

- Ramp access to the beach to cater for small craft and trolleys.
- Construction of toilet and convenience facilities to cater for the intended uses.
- Community building space for water sports clubs and eco/nature based tourism related activities.
- Consideration for parking without impacting the availability of park and open space.
- Design scope to only encompass the current Torquay Caravan Park land boundary.

It is proposed that the following steps be undertaken:

1. Engage a consultant:

To develop layout plans, artistic sketches and cost breakdowns for the two alternative options suitable for community consultation. Costs to engage a consultant to prepare the plans are expected to be in the range of \$25, 000 to \$50, 000.

2. Undertake community consultation

To present three options for consideration:

- Option A – Natural Open Space
- Option B – Premium Playground and Recreational Hub
- Option C - Redevelopment of Torquay Caravan Park.

The proposed level of engagement is 'Consult', as defined by the IAP2 Spectrum of Public Participation. At this level, the goal is to gather feedback from the community on the proposed options and ensure their input is considered in the decision-making process. This level is considered appropriate because Council is seeking informed community feedback on specific options.

The Chief Executive Officer will undertake further consultation with Councillors to develop a Community Engagement Plan for the conduct of the community consultation about the options for the development of the Torquay Caravan Park site.

5.2 Pialba Caravan Park – Lower-Cost Redevelopment Options

Councillors have participated in several activities to understand the planned redevelopment and to explore alternate options. These activities have included several workshops and an on-site visit to the caravan park.

These workshops have explored:

- The current layout of the park consisting of caravan accommodation across the whole of the land.
- What the current industry considers as a premium caravan park that consists of addition accommodation styles such as:
 - Beach House
 - Villas
 - Studio apartments

- Family and Couple Glamping
- What could be removed from the current design of the Pialba Caravan Park to lower costs such as:
 - Removal of the Recreation Room
 - Removal of the site concrete pad
 - Construct gravel internal roads rather than bitumen and concrete.
- Discussion on the possibility to reduce the overall footprint of the Pialba Caravan Park as a cost saving measure.
- The financial forecast for the redeveloped park.

During the workshops several key insights were identified, including:

- The Pialba Caravan Park is a key accommodation location for tourist and a regular income for Council.
- The Pialba Caravan Park is an asset at end of life with reactive maintenance occurring on a regular basis and a decision needs to be made on the future of the redevelopment.
- Any change to the current design of the Pialba Caravan Park will require additional costs for the redesign, additional costs to maintain the current facility and further period for alternate designs to be worked on.
- Whilst the upgraded park will be new, the current design does not incorporate any premium facilities and has been designed with minimum budget in mind.
- The suggestions to lower the costs would not provide any significant savings but would detract from the overall appeal of the park to guest and increase the long-term maintenance.

The report recommends that the Pialba Caravan Park redevelopment resume utilising the current park design.

6. FINANCIAL & RESOURCE IMPLICATIONS

The redevelopment of the Pialba and Torquay Caravan Park have overall cost estimated 14 million dollars and 8 million dollars respectively. This expense has already been included and funded in the 10-year financial forecast.

7. POLICY & LEGAL IMPLICATIONS

N/A

8. RISK IMPLICATIONS

There are several risks associated with the suspension of works on the redevelopment of the Pialba Caravan Park including:

Risk	Description
Reputation	The Pialba Caravan Park as an asset is currently at end-of-life with electrical and water problems occurring on a regular basis. These outages and the potential for major guest disruption may affect the

Risk	Description
	reputation of the caravan park and Council as the owner.
Finance	The redevelopment of the Pialba Caravan Park is a major investment by Council with the estimated cost at \$14 million dollars. With the cost-of-living crisis and the housing shortage, a 10% increase in construction cost would result in a \$1.4 million addition to the overall budget.
Finance	Each reactive maintenance event at the Pialba Caravan Park requires the engage of a qualified tradesman and a reduction in the overall profits of the caravan park.
Legal	The occurrence of infrastructure outages and guest disruption may result in claims from guests for inconvenience or injury.

Torquay Caravan Park is nearing end of life with the infrastructure in better condition than that of Pialba. There is not the expedience to have a final decision made on the redevelopment.

9. CRITICAL DATES & IMPLEMENTATION

It is critical that the future of the Pialba Caravan Park be established so that work can commence on the next steps and that the risk implications are kept to a minimum.

10. CONSULTATION

Extensive consultation has occurred with Councillors.

11. CONCLUSION

The Pialba and Torquay Caravan Parks has been established in Hervey Bay for a long time and the confirmation of an approved direction will provide recurrent and future guests, surrounding businesses, community and Council staff the ability to plan, whatever the outcome.

12. ATTACHMENTS

Nil

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	2024 AUDITED FINANCIAL STATEMENTS - FRASER COAST TOURISM & EVENTS
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons
AUTHOR:	MANAGER FINANCIAL COMPLIANCE & REPORTING, Peter Dart
LINK TO CORPORATE PLAN:	Focused Organisation and Leadership. Ensure sound financial management to maintain our long-term financial sustainability.

1. PURPOSE

The purpose of this report is to present the 2023/24 audited financial statements of Council's controlled entity, Fraser Coast Tourism & Events.

2. EXECUTIVE SUMMARY

Pursuant to section 213B of the *Local Government Regulation 2012*, local governments must obtain a copy of audited financial statements of a controlled entity of that local government and present them to the next ordinary meeting of the local government.

3. OFFICER'S RECOMMENDATION

That Council receive and note the 2023/2024 audited financial statements of Council's controlled entity, Fraser Coast Tourism & Events.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The independent auditor's report for the Council controlled entity of Fraser Coast Tourism & Events was signed by the Queensland Audit Office on 12th December 2024. Under the *Local Government Regulation 2012*, a copy of the audited financial statements of a controlled entity of a local government must be presented to an Ordinary meeting of the local government.

5. PROPOSAL

It is proposed that Council receives and notes the 2023/2024 audited financial statements of its controlled entity, Fraser Coast Tourism & Events.

6. FINANCIAL & RESOURCE IMPLICATIONS

Council has a funding agreement in place with its controlled entity Fraser Coast Tourism & Events for the period 1 July 2022 to 30 June 2025 which was endorsed at its ordinary meeting held 28 September 2022.

7. POLICY & LEGAL IMPLICATIONS

Under section 213B of the *Local Government Regulation 2012*, the mayor must present a copy of the audited financial statements of an entity controlled by Council.

8. RISK IMPLICATIONS

Nil.

9. CRITICAL DATES & IMPLEMENTATION

Section 213B of the *Local Government Regulation 2012* states that the Mayor of a local government must present a copy of the audited financial statements of controlled entities at the next Ordinary Meeting of the local government. Further, the local government must ensure that, within 14 days after the copy of the audited financial statements is presented at the meeting, the copy is, or a link to the copy is, published on the local government's website.

10. CONSULTATION

N/A

11. CONCLUSION

Fraser Coast Tourism & Events have provided a copy of their 2023/2024 audited financial statements. Under the *Local Government Regulation 2012*, a copy of the statements must be presented to an Ordinary Meeting of the Local Government.

12. ATTACHMENTS

1. FCTE 2023/24 Audited Financial Statements [↓](#)

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Financial Statements

For the Year Ended 30 June 2024

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

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For the Year Ended 30 June 2024

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Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Directors' Report**30 June 2024**

The directors present their report on Fraser Coast Tourism & Events Ltd for the financial year ended 30 June 2024. In accordance with the Corporations Act 2001, the directors report as follows:

1. General information**Information on directors**

The names of each person who has been a director during the year and to the date of this report are:

Fiona Gaye Guilmartin

Position: Director/Chair

Appointed Director: 1 August 2019

Appointed Chair: 27 November 2023

Glen Allan Miller

Position: Director

Appointed Director: 1 August 2019

David John Hay

Position: Director

Appointed Director: 9 December 2021

Wai Ng

Position: Director

Appointed Director: 9 December 2021

Rebecca May Richardson

Position: Director

Appointed Director: 17 April 2023

Peter Philip Gash

Position: Director

Appointed Director: 17 April 2023

Lachlan James Cosgrove

Position: Director

Appointed Director: 17 June 2024

Greig Kingsley Bolderrow

Position: Chair

Appointed Director: 25 November 2014

Appointed Chair: 30 June 2016 to 27 November 2023

Ceased Director/Chair: 27 November 2023

George Nathan Seymour

Position: Director

Appointed Director: 18 February 2022

Ceased Director: 24 April 2024

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Directors' Report**30 June 2024****1. General information (cont'd)****Information on directors (cont'd)**

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Principal activities

The principal activity of Fraser Coast Tourism & Events Ltd during the financial year was regional event and tourism marketing and development.

No significant changes in the nature of the Company's activity occurred during the financial year.

Members' guarantee

Fraser Coast Tourism & Events Ltd is a company limited by guarantee. In the event of, and for the purpose of winding up of the company, the amount capable of being called up from each member and any person or association who ceased to be a member in the year prior to the winding up, is limited to \$ 2 subject to the provisions of the company's constitution.

At 30 June 2024 the collective liability of members was \$ NIL (2023: \$ NIL).

2. Operating results and review of operations for the year**Operating results**

The loss of the Company amounted to \$ (214,899) (2023: \$ (173,612)).

3. Other items**Significant changes in state of affairs**

There have been no significant changes in the state of affairs of the Company during the year.

Events after the reporting date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Company, the results of those operations or the state of affairs of the Company in future financial years.

Future developments and results

Likely developments in the operations of the Company and the expected results of those operations in future financial years have not been included in this report.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Directors' Report
30 June 2024

3. Other items (cont'd)

Environmental issues

The Company's operations are not regulated by any significant environmental regulations under a law of the Commonwealth or of a state or territory of Australia.

Company secretary

Martin Simons has been the company secretary since February 2017.

Meetings of directors

During the financial year, 6 meetings of directors (including committees of directors) were held. Attendances by each director during the year were as follows:

	Directors' Meetings	
	Number eligible to attend	Number attended
Greig Kingsley Bolderrow	2	2
Fiona Gaye Guilmartin	6	6
Glen Allan Miller	6	6
David John Hay	6	5
Wai Ng	6	6
George Nathan Seymour	5	3
Lachlan James Cosgrove	1	1
Rebecca May Richardson	6	6
Peter Philip Gash	6	4

Indemnification and insurance of officers and auditors

The Company is included under Fraser Coast Regional Council premiums to insure each of the directors against liabilities for costs and expenses incurred by them in defending any legal proceeding arising out of their conduct while acting in the capacity of Director of the Company, other than conduct involving a wilful breach of duty in relation to the Company.

No indemnities have been given or insurance premiums paid during or since the end of the financial year for any person who is or has been an auditor of Fraser Coast Tourism & Events Ltd.

The directors have not included details of the nature of the liabilities covered or the amount of the premium paid in respect of the directors' and officers' liability and legal expenses insurance contracts as such disclosure is prohibited under the terms of the contract.

Proceedings on behalf of company

No person has applied to the Court under Section 237 of the *Corporations Act 2001* for leave to bring proceedings on behalf of the Company or to intervene in any proceedings to which the Company is a party for the purpose of taking responsibility on behalf of the Company for all or part of those proceedings.

Fraser Coast Tourism & Events Ltd

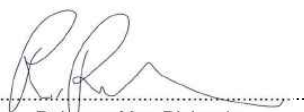
ACN: 162 595 959

Directors' Report**30 June 2024****Auditor's independence declaration**

The lead auditor's independence declaration in accordance with section 307C of the *Corporations Act 2001*, for the year ended 30 June 2024 has been received and can be found on page 5 of the financial report.

Signed in accordance with a resolution of the Board of Directors pursuant to section 298(2) of the *Corporations Act 2001*:

Director: 
Fiona Gaye Guilmartin

Director: 
Rebecca May Richardson

Dated this 11th day of December 2024

AUDITOR'S INDEPENDENCE DECLARATION

To the Directors of Fraser Coast Tourism & Events Ltd

This auditor's independence declaration has been provided pursuant to s.307C of the *Corporations Act 2001*.

Independence declaration

As lead auditor for the audit of Fraser Coast Tourism & Events Ltd for the financial year ended 30 June 2024, I declare that, to the best of my knowledge and belief, there have been:

- (a) no contraventions of the auditor independence requirements of the *Corporations Act 2001* in relation to the audit
- (b) no contraventions of any applicable code of professional conduct in relation to the audit.



11 December 2024

William Cunningham
as delegate of the Auditor-General of Queensland

Queensland Audit Office
Brisbane

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

**Statement of Profit or Loss and Other Comprehensive Income
For the Year Ended 30 June 2024**

		2024	Restated 2023
	Note	\$	\$
Revenue and other income	5	3,235,665	3,060,047
Interest Income	5	17,699	14,079
Corporate Service Costs		(342,495)	(293,246)
Tourism Service Costs		(438,684)	(398,335)
Tourism Development Costs		(528,369)	(493,902)
Tourism Marketing Costs		(1,045,824)	(1,057,776)
Event Costs		(1,009,238)	(917,182)
External Projects		(103,653)	(87,297)
(Loss) / Surplus for the year attributable to members	6	(214,899)	(173,612)
Other comprehensive income, net of income tax			
Other comprehensive income		-	-
Total comprehensive (loss) / income for the year attributable to members		(214,899)	(173,612)

The accompanying notes form part of these financial statements.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Statement of Financial Position**As At 30 June 2024**

	Note	2024 \$	Restated 2023 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	7	1,024,307	1,302,139
Trade and other receivables	8	55,609	152,781
Inventories	9	16,494	13,468
Other assets		24,511	34,123
TOTAL CURRENT ASSETS		1,120,921	1,502,511
NON-CURRENT ASSETS			
Property, plant and equipment	10	53,078	68,329
TOTAL NON-CURRENT ASSETS		53,078	68,329
TOTAL ASSETS		1,173,999	1,570,840
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	11	221,764	210,612
Employee benefits	13	204,897	151,473
Contract liabilities	12	596,104	835,266
TOTAL CURRENT LIABILITIES		1,022,765	1,197,351
NON-CURRENT LIABILITIES			
Employee benefits	13	17,506	24,862
TOTAL NON-CURRENT LIABILITIES		17,506	24,862
TOTAL LIABILITIES		1,040,271	1,222,213
NET ASSETS		133,728	348,627
EQUITY			
Retained earnings		133,728	348,627
TOTAL EQUITY		133,728	348,627

The accompanying notes form part of these financial statements.

7

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

**Statement of Changes in Equity
For the Year Ended 30 June 2024****2024**

	Retained Surplus	Total
	\$	\$
Balance at 1 July 2023	348,627	348,627
Loss attributable to members	<u>(214,899)</u>	<u>(214,899)</u>
Balance at 30 June 2024	<u>133,728</u>	<u>133,728</u>

2023

	Retained Surplus	Total
	\$	\$
Balance at 1 July 2022	522,239	522,239
Loss attributable to members	<u>(173,612)</u>	<u>(173,612)</u>
Balance at 30 June 2023	<u>348,627</u>	<u>348,627</u>

The accompanying notes form part of these financial statements.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

**Statement of Cash Flows
For the Year Ended 30 June 2024**

	2024	2023
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from grantors & customers	3,431,401	3,516,013
Payments to suppliers & employees	(3,715,344)	(3,885,786)
Interest received	17,699	14,079
Net cash (used in) / provided by operating activities	16 (266,244)	(355,694)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Payment for plant & equipment	(11,588)	(45,545)
Net cash used in investing activities	(11,588)	(45,545)
Net decrease in cash and cash equivalents held	(277,832)	(401,239)
Cash and cash equivalents at beginning of year	1,302,139	1,703,378
Cash and cash equivalents at end of financial year	7 1,024,307	1,302,139

The accompanying notes form part of these financial statements.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Notes to the Financial Statements For the Year Ended 30 June 2024

The financial report covers Fraser Coast Tourism & Events Ltd as an individual entity. Fraser Coast Tourism & Events Ltd is a not-for-profit Company limited by guarantee, incorporated and domiciled in Australia. Fraser Coast Tourism & Events Ltd is a controlled entity of the Fraser Coast Regional Council ("FCRC").

The functional and presentation currency of Fraser Coast Tourism & Events Ltd is Australian dollars.

The financial report was authorised for issue by the Directors on 11th December 2024.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

These general purpose financial statements have been prepared in accordance with the Australian Accounting Standards - Simplified Disclosures issued by the Australian Accounting Standards Board ('AASB') and the *Corporations Act 2001*.

The financial statements have been prepared on an accruals basis and are based on historical costs as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for goods and services.

2 Retrospective Restatement

During the 2024 year it was identified that certain revenue and expenditure transactions recorded in 2023 had been brought to account in the incorrect period. The net effect of these transactions was that there was no change in the underlying net assets and net loss of the Company, just correction to the individual revenue and expenditure lines. Accordingly the 2023 year has been restated to correct this.

The aggregate effect of the restatement on the annual financial statements for the year ended 30 June 2023 is as follows:

	Previously stated \$	30 June 2023 Adjustments \$	Restated \$
Statement of Profit or Loss and Other Comprehensive Income			
Total Revenue			
Revenue - government and partner funding	818,734	(61,772)	756,962
Revenue - FCRC funding	1,717,729	(23,738)	1,693,991
Total Expenses			
Promotion and advertising expenses	854,851	(52,365)	802,486
Industry and product development expense	379,542	(33,145)	346,397
Statement of Financial Position			
Sundry payables and accrued expenses	144,212	(85,510)	58,702
Contract liability - grants	589,425	85,510	674,935

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

**Notes to the Financial Statements
For the Year Ended 30 June 2024****3 Summary of Significant Accounting Policies****(a). Income Tax**

No provision for income tax has been raised as the Company is exempt from income tax under Div 50 of the *Income Tax Assessment Act 1997*.

(b). Leases

The Company has elected to use the exemption to lease accounting under AASB 16 Leases for short-term leases and leases of low value assets. The lease expense relating to these leases are recognised in the statement of profit or loss on a straight line basis.

(c). Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Company and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

All revenue is stated net of the amount of goods and services tax (GST).

Revenue from contracts with customers

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Company expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Company have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

**Notes to the Financial Statements
For the Year Ended 30 June 2024****3 Summary of Significant Accounting Policies (cont'd)****(c). Revenue and other income (cont'd)****Grant revenue**

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied.

The performance obligations are varied based on the agreement. Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Interest income

Interest is recognised using the effective interest method.

Commission revenue

Revenue is recognised based on the amount of commission received and does not include the gross inflows of amounts collected on behalf of the principal and which do not result in increases in equity for the entity.

Other income

Other income is recognised on an accruals basis when the Company is entitled to it.

(d). Goods and services tax (GST)

Revenue, expenses and assets (other than receivables) are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(e). Inventories

Inventories are measured at the lower of cost and net realisable value. Cost of inventory is determined using the first-in-first-out basis and is net of any rebates and discounts received. Net realisable value is estimated using the most reliable evidence available at the reporting date and inventory is written down through an obsolescence provision if necessary.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

Notes to the Financial Statements
For the Year Ended 30 June 2024

3 Summary of Significant Accounting Policies (cont'd)

(f). Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Where the cost model is used, the asset is carried at its cost less any accumulated depreciation and any impairment losses. Costs include purchase price, other directly attributable costs and the initial estimate of the costs of dismantling and restoring the asset, where applicable.

Plant and equipment

Plant and equipment are measured using the cost model.

Depreciation

Property, plant and equipment is depreciated on a straight-line basis over the assets useful life to the Company, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Plant and Equipment	20% to 40%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(g). Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(h). Employee benefits

Provision is made for the Company's liability for employee benefits including annual leave and long service leave arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

Employee benefits including long service leave expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Changes in the measurement of the liability are recognised in profit or loss.

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****3 Summary of Significant Accounting Policies (cont'd)****(i). Financial instruments**

Financial instruments are recognised initially using trade date accounting, i.e. on the date that the Company becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, the Company classifies its financial assets into the following categories, those measured at:

- amortised cost
- fair value through profit or loss (FVTPL)

Financial assets are not reclassified subsequent to their initial recognition unless the Company changes its business model for managing financial assets.

Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows; and
- the contractual terms give rise on specified dates to cash flows are solely payments of principal and interest on the principal amount outstanding.

The Company's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the statement of financial position. Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income and impairment are recognised in profit or loss. Gain or loss on derecognition is recognised in profit or loss.

Impairment of financial assets

Impairment of financial assets is recognised on an expected credit loss (ECL) basis for the following assets:

- financial assets measured at amortised cost

When determining whether the credit risk of a financial asset has increased significantly since initial recognition and when estimating ECL, the Company considers reasonable and supportable information that is relevant and available without undue cost or effort. Credit losses are measured as the present value of the difference

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****3 Summary of Significant Accounting Policies (cont'd)****(i). Financial instruments (cont'd)****Financial assets (cont'd)**

between the cash flows due to the Company in accordance with the contract and the cash flows expected to be received. This is applied using a probability weighted approach.

Financial liabilities

The Company measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of the Company comprise of trade payables.

(j). Impairment of non-financial assets

At the end of each reporting period the Company determines whether there is an evidence of an impairment indicator for non-financial assets.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

(k). New Accounting Standards and Interpretations

The Company has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

4 Critical Accounting Estimates and Judgments

The directors make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - impairment of property, plant and equipment

The Company assesses impairment at the end of each reporting period by evaluating conditions specific to the Company that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

**Notes to the Financial Statements
For the Year Ended 30 June 2024****4 Critical Accounting Estimates and Judgments (cont'd)****Key estimates - grant funding**

The Company receives funding under various grants for undertaking of events. Where the funding is received, or expenditure is incurred, in a period different to that in which the event is held, the Company assesses which assets or liabilities need to be recognised at year end in relation to each specific grant for prepaid expenditure or unearned income.

Key estimates - provisions

As described in the accounting policies, provisions are measured at management's best estimate of the expenditure required to settle the obligation at the end of the reporting period. These estimates are made taking into account a range of possible outcomes and will vary as further information is obtained.

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****5 Revenue and Other Income**

	2024	Restated 2023
	\$	\$
Revenue		
- commissions	81,165	99,575
- sales income	271,352	281,820
- other income	409,080	227,699
- government and partner funding	878,429	756,962
- FCRC funding	1,595,639	1,693,991
	3,235,665	3,060,047
Finance income		
Interest income		
- other interest received	17,699	14,079
Total revenue and other income	3,253,364	3,074,126
External revenue by timing of revenue		
Goods and services transferred at a point in time	761,597	609,094
Goods and services transferred over time	2,474,068	2,450,953
Total	3,235,665	3,060,047

6 Result for the Year

The result for the year was derived after charging the following items:

	2024	Restated 2023
	\$	\$
Depreciation expenses	26,839	34,529
Superannuation expense	137,244	113,285
Employee expenses	1,318,987	1,131,495
Rental expense - short term storage hire	18,922	18,229
Promotion and advertising expenses	715,373	802,486
Industry and product development expenses	396,427	346,397
Event delivery expenses	386,030	328,048
Cost of goods sold	117,421	128,858
Overhead expenses	222,666	216,168
Operating expenses	128,354	128,243
Total	3,468,263	3,247,738

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****7 Cash and Cash Equivalents**

	2024	2023
	\$	\$
Cash on hand	1,660	2,800
Cash at bank	806,428	1,090,348
Short-term deposits	216,219	208,991
	<u>1,024,307</u>	<u>1,302,139</u>

8 Trade and Other Receivables

	2024	2023
	\$	\$
CURRENT		
Trade receivables	55,609	152,781
Total current trade and other receivables	<u>55,609</u>	<u>152,781</u>

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances. The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

9 Inventories

	2024	2023
	\$	\$
CURRENT		
At cost:		
Merchandise at cost	16,494	13,468
	<u>16,494</u>	<u>13,468</u>

Write downs of inventories to net realisable value during the year were \$ NIL (2023: \$ NIL).

10 Property, plant and equipment

	2024	2023
	\$	\$
PLANT AND EQUIPMENT		
Plant and equipment		
At cost	368,250	356,662
Accumulated depreciation	(315,172)	(288,333)
Total property, plant and equipment	<u>53,078</u>	<u>68,329</u>

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****10 Property, plant and equipment (cont'd)****(a). Movements in carrying amounts of property, plant and equipment**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Plant and Equipment \$
Year ended 30 June 2024	
Balance at the beginning of year	68,329
Additions	11,588
Depreciation expense	<u>(26,839)</u>
Balance at the end of the year	<u>53,078</u>

	Plant and Equipment \$
Year ended 30 June 2023	
Balance at the beginning of year	57,313
Additions	45,545
Depreciation expense	<u>(34,529)</u>
Balance at the end of the year	<u>68,329</u>

11 Trade and Other Payables

	2024 \$	Restated 2023 \$
Current		
Trade payables	126,073	151,910
Sundry payables and accrued expenses	<u>95,691</u>	<u>58,702</u>
	<u>221,764</u>	<u>210,612</u>

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****12 Other Financial Liabilities**

	2024	Restated 2023
	\$	\$
CURRENT		
Deferred income	122,442	160,331
Contract liability - grants	473,662	674,935
Total	596,104	835,266

13 Employee Benefits

	2024	2023
	\$	\$
CURRENT		
Long service leave	58,618	31,563
Annual leave	146,279	119,910
	204,897	151,473
	2024	2023
	\$	\$
NON CURRENT		
Long service leave	17,506	24,862
	17,506	24,862

14 Auditors' Remuneration

	2024	2023
	\$	\$
Remuneration of the auditor, the Queensland Audit Office, for:		
- auditing or reviewing the financial statements	23,500	22,700

15 Contingencies and Commitments

In the opinion of the Directors, the Company did not have any contingencies or commitments at 30 June 2024 (30 June 2023: None).

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****16 Cash Flow Information****Reconciliation of result for the year to cashflows from operating activities**

Reconciliation of net income to net cash provided by operating activities:

	2024	2023
	\$	\$
(Loss) / profit for the year	(214,899)	(173,612)
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit:		
- depreciation	26,839	34,529
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	97,171	(88,642)
- (increase)/decrease in prepayments	9,613	(21,993)
- (increase)/decrease in inventories	(3,026)	(2,508)
- increase/(decrease) in income in advance	(239,162)	144,324
- increase/(decrease) in trade and other payables	11,152	(256,154)
- increase/(decrease) in provisions	46,068	8,362
Net cash outflow from operating activities	(266,244)	(355,694)

17 Economic Dependence

As is typical for this type of entity, Fraser Coast Tourism & Events Ltd is economically dependent upon the ongoing funding support from both the Fraser Coast Regional Council and the Queensland Government. Should either entity decide to withdraw or materially alter their future funding support, this may result in the Company having to restructure its operations and may create a level of uncertainty as to the Company's ability to continue as a going concern in its present format. Currently, Fraser Coast Tourism & Events Ltd has funding support from the Fraser Coast Regional Council in place until 30 June 2025.

Notwithstanding the above, as at 30 June 2024, the Company had cash reserves of \$1,024,307 (2023: \$1,302,139), net current assets of \$98,155 (2023: \$305,160) and generated a deficit of \$214,899 (2023: Deficit \$173,612) from operating activities during the year ended that date. The accounts have been prepared on a going concern basis as in the view of the directors, the entity will have sufficient funds to meet obligations as they fall due for a period exceeding 12 months from the date of this report.

The deficit of \$214,899 in the 2024 financial year was achieved in accordance with the Company's strategy as a not-for-profit organisation to utilise surplus resources accumulated over time.

The receipt of \$505,000 Federal Government COVID support funding in the 2020 and 2021 years was vital in allowing the organisation to continue operations through the pandemic shutdowns and to combat the slow return of international visitors. The retained surplus derived from the receipt of this funding in those years has been partly expended in the 2024 year. With the tourism economy returning to a new normal, the organisation implemented a strategy in the current year to use a portion of these accumulated resources to support the second year of the major Marine Mecca marketing campaign to attract visitation and compete with other destinations as the tourism economy recovered. These funds were used to match State grant funding available, doubling the project budget.

Fraser Coast Tourism & Events Ltd

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**Notes to the Financial Statements
For the Year Ended 30 June 2024****18 Key Management Personnel Disclosures**

The remuneration paid to key management personnel of Fraser Coast Tourism & Events Ltd during the year is as follows:

	2024	2023
	\$	\$
Short-term employee benefits	208,912	221,039
Long-term benefits	14,123	2,670
Post-employment benefits	20,805	18,245
	<u>243,840</u>	<u>241,954</u>

Key Personnel

Key personnel of the Company comprise:

Directors

Greig Bolderrow	George Seymour
Fiona Guilmartin	Rebecca Richardson
Glen Miller	Peter Gash
David Hay	Lachlan Cosgrove
Wai Ng	

Management

Martin Simons

19 Events Occurring After the Reporting Date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Company, the results of those operations, or the state of affairs of the Company in future financial years.

Fraser Coast Tourism & Events Ltd

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Notes to the Financial Statements**For the Year Ended 30 June 2024****20 Related Party Transactions**

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

The following transactions occurred with related parties:

				Balance outstanding			
	Purchases	Sales	Other	Owed to the company	Owed by the company	Provision for bad debts	Bad debts expenses
	\$	\$	\$	\$	\$	\$	\$
Fraser Coast Regional Council							
Funding	-	-	1,660,461	-	-	-	-
Sponsorship and other income	-	49,058	-	11,557	-	-	-
Rental outgoings	44,931	-	-	-	6,240	-	-
Motor vehicle expenses	18,264	-	-	-	-	-	-
KMP related parties							
Partnership fees	-	10,091	-	-	-	-	-
Commission earned	-	39,593	-	-	-	-	-
Sponsorship and support	-	41,826	-	-	-	-	-
Services	7,591	-	-	-	9,020	-	-

21 Statutory Information

The registered office and principal place of business of the company is:

Fraser Coast Tourism & Events Ltd
 Hervey Bay Visitor Information Centre
 227 Maryborough Hervey Bay Road
 HERVEY BAY QLD 4655

Fraser Coast Tourism & Events Ltd

ACN: 162 595 959

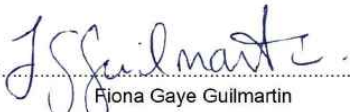
Directors' Declaration


The directors have determined that the Company is not a reporting entity and that this general purpose financial report should be prepared in accordance with the accounting policies described in Note 3 to the financial statements.

The directors of the Company declare that:

1. The financial statements and notes, as set out on pages 6 to 23, are in accordance with the *Corporations Act 2001* and:
 - (a) comply with Australian Accounting Standards as stated in Note 1; and
 - (b) give a true and fair view of the Company's financial position as at 30 June 2024 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 3 to the financial statements.
2. In the directors' opinion, there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors pursuant to section 292(5) of the *Corporations Act 2001*.

Director 
Fiona Gaye Guilmartin

Director 
Rebecca May Richardson

Dated this 11th day of December 2024

INDEPENDENT AUDITOR'S REPORT

To the Members of Fraser Coast Tourism & Events Ltd.

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of Fraser Coast Tourism & Events Ltd.

The financial report comprises the statement of financial position as at 30 June 2024, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the directors' declaration.

In my opinion, the financial report:

- a) gives a true and fair view of the company's financial position as at 30 June 2024, and its financial performance for the year then ended; and
- b) complies with Australian Accounting Standards – Simplified Disclosures and the Corporations Regulation 2001.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the company in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I am also independent of the company in accordance with the auditor independence requirements of the *Corporations Act 2001*, and confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the company, would be in the same terms if given to the directors as at the time of this auditor's report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial accountability responsibilities. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other information

Those charged with governance are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2024, but does not include the financial report and our auditor's report thereon.



The other information comprises the information contained in the director's report (but does not include the financial report and our auditor's report thereon), which we obtained prior to the date of this auditor's report, and the Annual report, which is expected to be made available to us after that date.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the Directors for the financial report

The company's directors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Corporations Act 2001*, the Corporations Regulations 2001 and Australian Accounting Standards – Simplified Disclosures, and for such internal control as the company's directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The company's directors are also responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of my auditor's report.

William Cunningham
as delegate of the Auditor-General

12 December 2024

Queensland Audit Office
Brisbane

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	PROPOSED TEMPORARY LOCAL PLANNING INSTRUMENT - FLOOD HAZARD AREA
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon
AUTHOR:	MANAGER STRATEGIC LAND USE PLANNING, Lauren Payler
LINK TO CORPORATE PLAN:	Connected, Inclusive Communities and Spaces. Shape the region's natural and built environment to enhance the liveability of our communities and regional lifestyle.

1. PURPOSE

The purpose of this report is to seek Council resolution to adopt the Temporary Local Planning Instrument 01/24 – Flood Hazard Area (TLPI) and to adopt the flood study data outputs from six (6) new flood studies for both planning and building purposes.

2. EXECUTIVE SUMMARY

Six new flood studies have been completed for the following catchments:

- Bunya Creek
- Eli Creek
- Tooan Tooan and Lowlands Lagoon
- Tinnanbar
- Poona
- Maaroom and Boonooroo

Details on the flood study area, technical parameters and outputs of the studies are available in the attached flood study reports. These studies have been undertaken in accordance with the national standards and industry best practice for flood risk assessment and catchment modelling.

Council must follow statutory processes to enable use of the data for building and development assessment purposes. Council is required to adopt a Flood Hazard Area and flood study data outputs for the purpose of:

1. identifying Flood Hazard Areas in the *Fraser Coast Planning Scheme 2014* to trigger assessment under the *Planning Act 2016*;
2. setting minimum habitable floor levels and building requirements for development under the *Building Regulation 2021*; and

3. providing information on flood characteristics including flood level, flood depth, flood velocity and flood hazard area extent to the public through the property specific flood certificates.

Each requires a different Council resolution as each follows a different statutory process.

At Council's Ordinary Meeting (No. 7/24) held on 24 July 2024, Council resolved to commence the process for adoption of the revised Flood Hazard Area through a Temporary Local Planning Instrument (TLPI). The draft TLPI was submitted to the State Minister and approval to proceed with adoption was received on 20 December 2024. Council is now required to resolve to adopt the TLPI to give it statutory effect.

3. OFFICER'S RECOMMENDATION

That Council:

1. Adopt the Temporary Local Planning Instrument 01/24- Flood Hazard Area (Attachment 1), in accordance with section 23 (1) of the *Planning Act 2016*, with a commencement date of 7 March 2025;
2. Endorse the publication of public notices for the adopted Temporary Local Planning Instrument 01/24 – Flood Hazard Area in accordance with the requirements of the *Planning Act 2016* and *Minister's Guidelines and Rules*;
3. Provide the Minister for State Development, Infrastructure and Planning with a copy of the public notice and a certified copy of the Temporary Local Planning Instrument 01/24- Flood Hazard Area in accordance with the *Planning Act 2016* and *Minister's Guidelines and Rules*;
4. Adopt new studies and the data outputs from the flood studies listed in Table 1 for the purpose of providing information on flood characteristics including flood level, flood depth, flood velocity and flood hazard area extent;

Table 1 – Adopted flood studies

AREA/WATERCOURSE	FLOOD STUDY NAME	CONSULTANCY	YEAR	DOCUMENT REFERENCE
Maaroom and Boonooroo	Maaroom and Boonooroo Catchment Flood Study	Synergy Solutions	2023	Attachment 7 - #4802699
Poona	Poona Catchment Flood Study	Synergy Solutions	2023	Attachment 6 - #4802683
Tinnanbar	Tinnanbar Catchment Flood Study	Synergy Solutions	2023	Attachment 5 - #4802681
Bunya Creek	Bunya Creek Flood Study	Synergy Solutions	2022	Attachment 2 - #4698282
Eli Creek	Eli Creek Flood Study	Synergy Solutions	2023	Attachment 3 - #4806514
Tooan Tooan Creek and Lowland Lagoon	Tooan Tooan Creek and Lowland Lagoon Flood Study Update	Water Technology	2023	Attachment 4 - #4841575

5. Note that flood studies listed in Table 2 will be replaced by adopted flood studies listed in Table 1;

Table 2 – Superseded flood studies

AREA/WATERCOURSE	FLOOD STUDY NAME	CONSULTANCY	YEAR	DOC REFERENCE
Bunya Creek	HBCC Flood Risk Reduction Study - Bunya Creek	JWP	2006	#734967
Bunya Creek	Bunya Creek Flood Mapping and Stormwater Management Study - System 3 + 4	EnGenY	2012	#2497847
Eli Creek	Eli Creek Catchment Analysis - Flood Risk Final Report	Cardno	2018	#3681994
Toosan Toosan Creek and Lowland Lagoons	Toosan Toosan Creek Catchment Analysis (including Lowland Lagoons) - Flood Risk Final Report	Advisian	2018	#3682001

6. Designate, under Section 8 of the *Building Regulation 2021*, part of the Fraser Coast Regional Council Local Government Area as a Flood Hazard Area as identified in the Flood hazard area overlay maps contained in the Temporary Local Planning Instrument 01/24-Flood Hazard Area (Attachment 1);
7. Declare, under Section 8 of the *Building Regulation 2021*, that the flood study data outputs from the flood studies listed in Table 3 informs the Defined Flood Level, where available;
8. Declare, under Section 8 of the *Building Regulation 2021*, that the flood study data outputs from the flood studies listed in Table 3 informs the maximum flow velocity of water, where available;
9. Declare, under Section 8 of the *Building Regulation 2021*, that the flood study data outputs from the flood studies listed in Table 3 informs inactive flow or backwater areas, where available;

Table 3 – Register under Section 8 of the *Building Regulation 2021* -Designation of areas liable to flooding

AREA/WATERCOURSE	FLOOD STUDY NAME	CONSULTANCY	YEAR	DOC REFERENCE
Maaroom and Boonooroo	Maaroom and Boonooroo Catchment Flood Study	Synergy Solutions	2023	#4802699
Poona	Poona Catchment Flood Study	Synergy Solutions	2023	#4802683
Tinnanbar	Tinnanbar Catchment Flood Study	Synergy Solutions	2023	#4802681
Bunya Creek	Bunya Creek Flood Study	Synergy Solutions	2022	#4698282

Eli Creek	Eli Creek Flood Study	Synergy Solutions	2023	#4806514
Toosan Toosan Creek and Lowland Lagoon	Toosan Toosan Creek and Lowland Lagoon Flood Study Update	Water Technology	2023	#4841575
Aldershot	Aldershot Flood Study Revision 1 - Local and Regional Extents	Worley Parsons	2009	#1933376
Burrum, Cherwell, Isis, Gregory Rivers	Burrum, Cherwell, Isis, Gregory Rivers Flood Study Final Report	GHD	2015	#3051475
Glenwood	Glenwood Catchment Analysis - Flood Risk Final Report	Cardno	2018	#3681997
Beelbi Creek	HBCC Flood Risk Reduction Study - Beelbi Creek	Worley Parsons	2008	#915734
Moolyyir Creek	HBCC Flood Risk Reduction Study - Moolyyir Creek	Worley Parsons	2008	#915739
O'Reagans Creek	HBCC Flood Risk Reduction Study - O'Regans Creek	Worley Parsons	2008	#915733
Pialba Point Vernon Coastal Strip	HBCC Flood Risk Reduction Study - Pialba Point Vernon Coastal Strip	Worley Parsons	2008	#915748
Sawmill Road	HBCC Flood Risk Reduction Study - Sawmill Road	Worley Parsons	2008	#915736
Urangan	Urangan Drainage Study - Ultimate Development Scenario	Cardno MBK	2003	#657641
Howard	Howard Flood Study	GHD	2016	#3184789
Mary River	Mary River Flood Study - Final Report	GHD	2011	#2142644
Pulgul Creek	Pulgul Creek Catchment Analysis - Flood Risk Final Report	Cardno	2018	#3681998

10. Note that resolutions 6-9 (above) take effect on 27 February 2025 and replaces the resolution relating to Section 8 of the *Building Regulation 2021* (formally Section 13 of the *Building (Transitional) Regulation 2014*) made by Council at its Ordinary Meeting on 27 March 2019.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has embarked on an ongoing programme of works to mature its approach to flood risk management. This programme is informed by the *Queensland Flood Risk Management*

Framework which sets the direction for flood risk management statewide, outlines roles and responsibilities, and guides and supports decision making by councils.

Key elements of Council's flood risk framework improvement journey include:

- improving the detail and accuracy of flood risk information, based on latest data and science;
- ensuring consistent technical methodologies across all studies;
- setting a forward program of implementation based on risk-based prioritisation;
- making outputs useable for multiple end user needs;
- harnessing existing policy direction to drive funding and support;
- driving flood risk management integration across Council functions;
- supporting increased community awareness; and
- supporting optimisation of disaster management operations.

There are currently 16 adopted flood studies across the Fraser Coast Region. They vary significantly with:

- different ages – 2003 to 2018;
- different methodologies – dedicated rainfall-runoff hydrologic model or direct rainfall hydraulic model;
- different inputs – Digital terrain model contours v's LiDAR derived ground point information;
- different scales – single creeks to whole catchments;
- different formats – paper maps to digital models; and
- different outputs – a single event (i.e. "1 in 100" probability) to multiple events and flood behaviour outputs.

As technology improves, so do flood studies. They become faster to develop, more accurate, more detailed and more informative. The timeframe to formally incorporate the outputs into a council's planning scheme can result in a significant delay, which has led to the recommendation to adopt a TLPI to release the information as soon as possible.

Previous Council Resolution

At the Ordinary Meeting (No. 7/24) held on 24 July 2024, Council unanimously carried the below resolution to make a TLPI for Flood Hazard (ORD 11.3.6):

1. *Proposes to make the Temporary Local Planning Instrument 01/24 - Flood Hazard Area (Attachment 1), in accordance with section 23 (1) of the Planning Act 2016; and*
2. *Seeks approval from the Minister for Housing, Local Government and Planning to make the proposed Temporary Local Planning Instrument 01/24 - Flood Hazard Area (Attachment 1) in accordance with Chapter 3, Part 2, section 8.1 of the Ministers Guidelines and Rules; and*
3. *Endorses the interim inclusion, for information purposes only, of the Flood Hazard Area identified in the proposed Temporary Local Planning Instrument 01/24 - Flood Hazard Area (Attachment 1) and flood depth*

information from the Defined Flood Level Source Data in Table 1, on Council's public mapping system, pending the Council decision to adopt the instrument in accordance with Section 9 of the Ministers Guidelines and Rules; and

4. Endorses the interim use of the Defined Flood Level Source Data in Table 1, to provide, for information purposes only, flood level, flood depth, flood velocity and flood hazard extent information in property specific flood search requests and development enquiries made to Council, pending the Council decision to designate these matters in accordance with Section 8 of the Building Regulation 2021; and
5. Endorses the use of the Defined Flood Level Source Data in Table 1 by the Local Disaster Management Group, for disaster management planning purposes.

Table 1 – Defined Flood Level Source Data

FLOOD STUDY NAME	AUTHOR / YEAR	DOC REFERENCE
<i>Bunya Creek Flood Study</i>	<i>Synergy Solutions December 2022</i>	<i>#4698282</i>
<i>Eli Creek Flood Study</i>	<i>Synergy Solutions June 2023</i>	<i>#4806514</i>
<i>Tooan Tooan and Lowland Lagoon Flood Model Update</i>	<i>Water Technology August 2023</i>	<i>#4841575</i>
<i>Tinnanbar Catchment Flood Study</i>	<i>Synergy Solutions January 2023</i>	<i>#4802699</i>
<i>Poona Catchment Flood Study</i>	<i>Synergy Solutions May 2023</i>	<i>#4802683</i>
<i>Maaroom and Boonooroo Catchment Flood Study</i>	<i>Synergy Solutions May 2023</i>	<i>#4802681</i>

5. PROPOSAL

TLPI 01/24 – Flood Hazard Area will temporarily replace the current planning scheme Flood Hazard Area overlay mapping. The new Flood Hazard Area overlay mapping will integrate the new and updated Flood Hazard Area generated as part of the completed flood studies. In locations not subject to the new flood studies, the current adopted Flood Hazard Area will still apply.

Recommendation 4 relates to the adoption of the six (6) new flood studies and data outputs. Recommendation 5 seeks to repeal four (4) currently adopted flood studies which are being replaced with three (3) new studies in the Bunya Creek, Eli Creek and Tooan Tooan Creek and Lowland Lagoon catchments. This will allow data on the flood characteristics (E.g. Defined Flood Level, flood velocity) to be considered when assessing development and provided when Council issues property flood certificates.

Recommendations 6-10 relate to designations and declarations required by Council under Section 8 of the *Building Regulation 2021* -Designation of areas liable to flooding.

The TLPI affects the operation of the planning scheme by replacing the Flood Hazard Overlay Map OM-008.1 and OM-008.2 with maps OM-008.1- TLPI 01/24 and OM-008.2 – TLPI 01/24 contained in Schedule 1 of the TLPI.

The TLPI will remain effective for a period of two (2) years, allowing Council the time to complete the full scope of works required to formally amend the planning scheme. Given the complexity and resource intensiveness of the amendment process for formally adopting amendments to the planning scheme, the making of a TLPI is a common and resource sustainable way for councils to deliver flood mapping updates.

Works will also be required over the longer term to determine the implications of the new modelling on land use policy, mitigation measures like drainage infrastructure, and disaster management arrangements. Figure 1 below, summarises the steps necessary to fully implement the outputs of the flood studies in accordance with the Queensland planning framework.

The recommendations of this report seek to adopt the TLPI which forms part of 'Flood Study Endorsement', as illustrated in Figure 1.

The 'Risk Analysis & Response' and 'Planning Scheme amendment' steps will form part of a substantial, future programme of works.

The 'Risk Analysis & Response' has already commenced for some of the study areas; however, more studies are required to cover the entirety of the local government area.

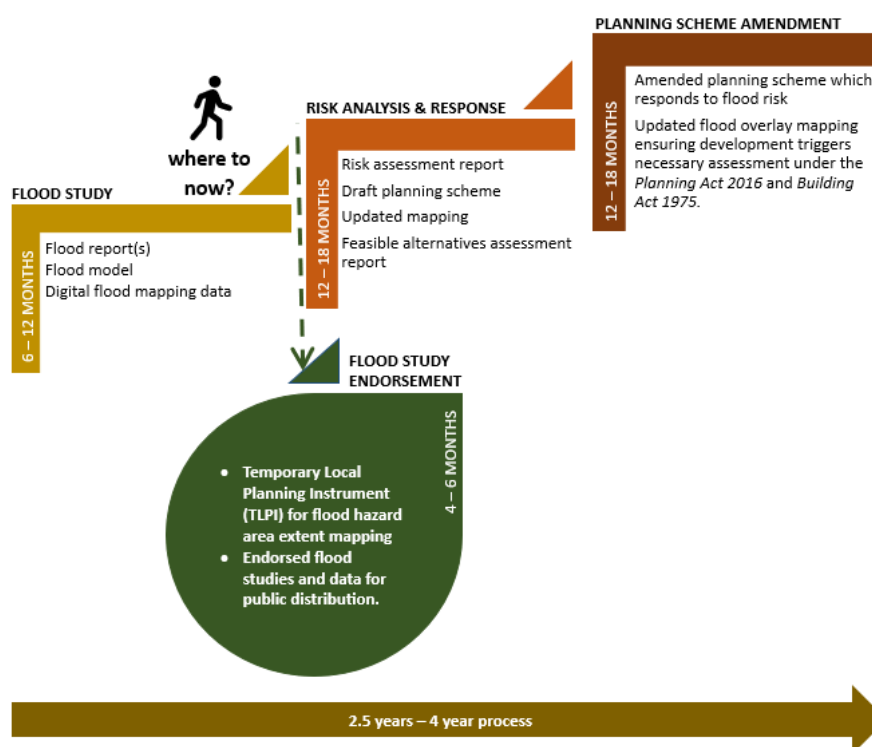


Figure 1 – Flood policy transformation pathway

6. FINANCIAL & RESOURCE IMPLICATIONS

This work has been funded within the current budget for the Infrastructure Engineering, Strategy and Sustainability and the Geographical Information System (GIS) teams.

No additional budget is sought to adopt the TLPI or the flood studies.

Implications for property owners

Where amendments to the flood hazard area are proposed, it will have one of the following effects on properties:

- a) Being removed from the Flood Hazard Area when previously included;
- b) Being included in the Flood Hazard Area when previously excluded;
- c) Remaining in the Flood Hazard Area but the mapped extent changes (increased/decreased/ moved) and/or there are changes to the flood characteristics such as depth or velocity; or
- d) No change.

The following table summarises the effect on lots in each flood study area. These estimates are generated through a GIS query and do not consider extent of change nor include all lots in multiple dwelling style developments.

	Estimated lots remaining in the Flood Hazard Area when previously included.	Estimated lots included in the Flood Hazard Area when previously not included.	Estimated lots removed from the Flood Hazard Area when previously included.
Bunya Creek Flood Study Area	363	164	181
Eli Creek Flood Study Area	1221	75	4108
Toosan Toosan and Lowland Lagoon Flood Model Update Study Area	3879	916	592
Tinnanbar Catchment Flood Study Area	No previous study	9	No previous study
Poona Catchment Flood Study Area	No previous study	6	No previous study
Maaroom and Boonooroo Catchment Flood Study Area	No previous study	27	No previous study

These changes may have financial implications (positive and negative) on property values and insurance premiums. However, the flood study does not create the risk of flood, it documents potential risk and provides the information required to avoid and/or mitigate it. The risk that a property may flood already existed before it was documented in a flood study.

Compensation

For the proposed changes, Section 23 (7) of the *Planning Act 2016* specifically excludes a TLPI from being an “adverse planning change” and compensation under the rules of the Act do not apply.

If not for the TLPI exclusion, compensation may be sought where a planning amendment is considered to be an “adverse planning change” under the *Planning Act 2016*. Risk associated with potential compensation can be managed through the development assessment process (specifically related to requests to be considered under the superseded planning scheme) or through following an alternative statutory process specifically for amendments which reduce the risk from natural hazards. Council will have the opportunity to decide on the approach for managing potential compensation when it considers the broader and more comprehensive

planning scheme amendment package for flood and coastal inundation risk, indicatively scheduled for delivery in the 2025/26 financial year.

There are no compensation opportunities associated with Council making resolutions under the *Building Regulation 2021* (recommendations 6-10).

7. POLICY & LEGAL IMPLICATIONS

Flood Hazard Area resolutions are regulated under the *Building Regulation 2021*. The proposed resolutions 7 will set Defined Flood Levels to determine minimum habitable floor levels for building applications in areas identified in the Flood Hazard Area.

A TLPI is a statutory instrument created under the provisions of the *Planning Act 2016*. It may suspend or otherwise affect the operation of another planning instrument (e.g. *Fraser Coast Planning Scheme 2014*) for a period of up to two years from its effective date. A TLPI:

- Does not amend or repeal the planning instrument;
- Does not create a superseded planning scheme; and
- Is not an adverse planning change under the *Planning Act 2016*.

Section 23(1) of the *Planning Act 2016* provides that a local government can make a TLPI if the local government and Minister decide:

- There is significant risk of serious adverse cultural, economic, environmental, or social conditions happening in the local government area.
- The delays involved in using the process in sections 18 to 22 to make or amend another local planning instrument would increase the risk.
- The making of the TLPI would not adversely affect State interests.

TLPI 01/24 – Flood Hazard Area has been approved by the Minister who deemed that each of these requirements have been satisfied.

8. RISK IMPLICATIONS

The requirement for councils to actively prepare and update flood studies, and to make flood mapping readily available to the public, grew from the recommendations of the Queensland Floods Commission of Inquiry final report from 2012. The State Planning Policy (SPP) gives statutory direction to those recommendations and requires that councils include the best fit for purpose flood study mapping in its planning scheme.

Land use planning is a key policy lever for influencing the level of future natural disaster risk. Understanding exposure to flood risk through publicly available mapping can reduce impacts on the community from future flood events.

A risk assessment has been conducted and several risks have been identified.

Risk Category	Potential risks identified
Legal	Council has a duty of care to properly consider the impacts of flooding in making a development decision. If Council has information from a flood study and fails to properly address the implications of that study at the

	<p>development application stage, it may be found liable for damage caused by that failure. Therefore, the adoption of the TLPI is pertinent to ensuring that applications can be assessed on the best available information and reduce the risk to life from flood hazards in those identified areas.</p> <p>The TLPI is a temporary planning instrument to allow Council to meet their obligations and provides the time necessary to incorporate the new flood hazard information as part of a planning scheme amendment.</p>
Reputation	<p>While there is no specific legislative obligation for Council to proactively disclose emerging or new flood hazard/ risk information to the public, outside the context of amending a planning scheme, it is prudent for Council to adopt the TLPI to avoid any potential liability in negligence or reputational risk arising from Council's failure to take reasonable steps of disclosure.</p>
Disaster Management	<p>The TLPI is only applicable to the 'Flood hazard area' overlay mapping only. This layer represents 1 percent Annual Exceedance Probability (including climate change factors for all six new flood studies) flood event (often referred to as a "1 in 100 flood"). The 'Flood Hazard Area' is used in planning and building to determine minimum floor and ground levels for new development.</p> <p>Disaster management activities utilise a broad range of mapping resources during an event including historic event flood levels, more and less regular AEP events (E.g. "1 in 20 year flood" or "1 in 500 year flood") and data relating to depth, velocity and time and duration of inundation. The more flood scenarios and parameters available, the better informed the response to an event can be.</p>

9. CRITICAL DATES & IMPLEMENTATION

Making a TLPI involves three stages:



In line with the above process, following Council's resolution supporting the proposed TLPI, Council prepared and submitted the TLPI 01/24 – Flood Hazard Area to the Minister for consideration and endorsement on 6 August 2024. On 20 December 2024, Council received Ministerial approval. It is now proposed that Council adopts the TLPI and take the remaining actions required for commencement in accordance with the Minister's Guidelines and Rules.

The target dates for the adoption of the TLPI are summarised below. These dates are indicative only and are subject to various factors.

Milestone	Date/s
-----------	--------

Council decides by resolution to “adopt” TLPI 01/24 – Flood Hazard Area.	26 February 2025
Flood data information from newly adopted flood studies will be included in property flood certificates.	27 February 2025
Council places notice in the Government Gazette notifying that the TLPI 01/24 – Flood Hazard Area has been adopted.	7 March 2025
TLPI 01/24 – Flood Hazard Area commences	7 March 2025

10. CONSULTATION

Internal consultation

Internal consultation occurred between key areas of Council responsible as part of the for preparation and implementation of the TLPI and adoption of the flood studies. An internal communication strategy was prepared to ensure internal officers have the information required to efficiently respond to any enquiries received as a result of the TLPI.

All internal stakeholders have been updated on the status of the TLPI and will be notified once adopted by Council.

External consultation

Communication materials and an interactive mapping module was developed to support the draft TLPI release. This information was made available via Council’s engagement hub providing information on the flood studies completed, the draft TLPI, next steps and general information about flood hazard areas. No feedback was received.

Unlike some other planning scheme amendment processes, making a TLPI does not require any mandatory public consultation. The fundamental purpose of a TLPI is to enable local governments to avoid delay in enacting changes to the planning scheme which would otherwise result in risk to people, property or the environment.

In accordance with the Minister’s Guidelines and Rules, as part of the adoption process Council is required to publish a notice in the Queensland Government Gazette and on Council’s website, which will advise the community that Council is formally adopting the TLPI.

11. CONCLUSION

The proposed TLPI will temporarily replace the current planning scheme Flood Hazard Area overlay mapping to implement the new and updated Flood Hazard Area generated as part of six recent flood studies. The TLPI will remain valid for a period of two (2) years), giving Council time to complete the full scope of works required to formally amend the planning scheme.

It is prudent for Council to release information from the new flood studies to avoid any potential liability in negligence or reputational risk. Public release of flood risk information, based on the latest data and supports increased community awareness and resilience.

12. ATTACHMENTS

1. TLPI 01/24 - Flood Hazard Area #5090876 [🔗](#)
2. Bunya Creek Flood Study Report #4698282 - *Under separate cover*

-
3. Eli Creek Flood Study report #4806514 - *Under separate cover*
 4. Tooan Tooan and Lowland Lagoon Flood Model Update Report #4841575 - *Under separate cover*
 5. Tinnanbar Catchment Flood Study Report #4802699 - *Under separate cover*
 6. Poona Catchment Flood Study Report #4802683 - *Under separate cover*
 7. Maaroom and Boonooroo Catchment Study Report #4802681 - *Under separate cover*



Temporary Local Planning Instrument 01/24 – Flood Hazard Area

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Proposed TLPI

Part 1 Preliminary

1.1 Short Title

This Temporary Local Planning Instrument (TLPI) may be cited as *Temporary Local Planning Instrument 01/24 – Flood Hazard Area*.

1.2 Purpose

The purpose of this TLPI is to enhance the community's resilience to flood hazard by:-

- (a) Updating the Flood Hazard Overlay maps (OM-008.1 and OM-008.2).

1.3 Commencement and duration of this TLPI

This TLPI commences on 7 March 2025.

This TLPI has effect for a period of 2 years from the date of commencement, unless repealed by Council resolution in accordance with section 24 of the *Planning Act 2016*.

1.4 Application

This TLPI applies to the Fraser Coast Region Local Government Area.

This TLPI affects the operation of the Flood Hazard Overlay maps (OM-008.1 and OM-008.2) contained in the *Fraser Coast Planning Scheme 2014*.

1.5 Relationship with the *Fraser Coast Planning Scheme 2014*.

If the *Fraser Coast Planning Scheme 2014*, to which this TLPI applies, is inconsistent with this TLPI, the TLPI prevails to the extent of any inconsistency.

1.6 Relationship with the *Building Regulation 2021*

The flood hazard area shown on the Flood Hazard Overlay Maps (OM-008.1 - TLPI 01/24 and OM-008.2 – TLPI 01/24) is the designated flood hazard area under Part 3, Section 8, Items 1(a) and 1(b) of the *Building Regulation 2021*;

1.7 Implementation and effect

This TLPI affects the operation of the *Fraser Coast Planning 2014* by replacing the Flood Hazard Overlay Map OM-008.1 and OM-008.2 with maps OM-008.1 - TLPI 01/24 and OM-008.2 – TLPI 01/24 contained in Schedule 1.

Schedule 1 – Mapping





Fraser Coast Planning Scheme 2014 (Version 11)
TLPI 01/24 – Flood Hazard Area

END OF TEMPORARY LOCAL PLANNING INSTRUMENT

Proposed TLPI

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	RESPONSE TO RESOLUTION FOR A 'REQUEST FOR A REPORT ON COMPLIANCE CONDITIONS BY DEVELOPERS'
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon
AUTHOR:	EXECUTIVE MANAGER DEVELOPMENT, James Cockburn
LINK TO CORPORATE PLAN:	Resilient and Environmentally Responsible Region. Plan for and provide community infrastructure to support growth, connectivity and livability.

1. PURPOSE

To provide a response to the Open Resolution for the 'Request for a Report on Compliance on Development Conditions by Developers'.

2. EXECUTIVE SUMMARY

Whilst onus of compliance with conditions of a development approval rests solely with the applicant, Council is utilising the tools and resources available to identify, review and action non-compliance.

3. OFFICER'S RECOMMENDATION

Note the report for the 'Request for a Report on Compliance on Development Conditions by Developers'.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

At the Ordinary Meeting No. 12/23 held on 13 December 2023, Council resolved as follows:

RESOLUTION (Denis Chapman/Daniel Sanderson)

That Council be provided with a report which:

1. Identifies the type and number of non – compliances with development conditions by developers in the past two years, including in relation to dust suppression.
2. Details the actions taken by the Council in relation to non-compliance with development conditions.
3. Outlines how Council can ensure greater compliance with development conditions by developers.

Carried Unanimously

5. PROPOSAL

A report with statistics for the last two (2) years cannot be generated due to new systems being implemented. However, a report has been generated for the last six (6) months. During that time, 263 customer requests were received relating to community concern, or complaint associated with either a development or a developer and their actions.

5.1 Types of development compliance matters and the key areas of concern;

a. **Sediment including dust, silt and mud**

Development generally includes the carrying out of bulk earthworks that depending on the scale of the project, geology and topography, can be highly susceptible to adverse weather events including dust and or runoff.

b. **Flooding and drainage**

Changed topographical conditions during construction can impact on adjoining properties and roads.

c. **Noise**

Noise including hours of operations of plant and machinery.

d. **Traffic**

The increase of heavy traffic in an area, designated haul routes, road closures and changed traffic outcomes.

e. **Environmental concerns**

Concerns with vegetation clearing, weed management and fauna.

f. **Works required not completed**

e.g. footpaths or street trees.

5.2 Actions taken on complaints

For current operational works applications (i.e. estates under construction), the primary officer assigned to review the matter is the assessing officer who is tasked with establishing the fact and cause. Site inspections are carried out including on site discussions with the onsite principal contractor

Based on investigations, Council will issue instructions that could include the cessation of construction activities, remediation works including cleaning up roads or drains, preparation of support documents or, the complaint may be unsubstantiated. Depending on the type of complaint and the extent, actions will vary.

For non-operational works application - general development sites, the matter is referred to Councils Development Technical Officer to investigate and review. Action taken will be determined by scale and severity of the matter.

5.3 Council officers continue to work with contractors and developers to ensure that works being carried out are conducted in an appropriate manner and that appropriate mitigation and site

controls are in place. In this regard, officers will contact contractors in the lead up to predicted weather events.

With the recruitment of the Development Technical officer within the engineering team, Council has increased passive surveillance of major development sites and now has the capacity to be proactive at high-risk locations and during high-risk times. The proactive approach has also resulted in stronger relationships with the contractors and those controlling the site works.

6. FINANCIAL & RESOURCE IMPLICATIONS

Current resources within the Development department are primarily allocated to development assessment, works supervision and statutory document preparation and enquiry. Whilst every effort is applied to compliance, actions and inspections are prioritised based on risk. The recent appointment of the Development Technical officer has improved compliance capacity within Development Assessment and results are improving.

7. POLICY & LEGAL IMPLICATIONS

Council exercises its rights and obligations under the *Planning Act 2016* and other related legislation and relevant applicable industry adopted standards. Whilst authority to control and regulate activities is provided, it must be applied in a reasonable and relevant manner. In this regard, it must be recognised that development is a disruptive activity during construction and that the result of development occurring will change the locale and environment.

Through the application of conditions and standards as well as follow up compliance, officers work with the developer and community to achieve the best practical outcome given the circumstances at the time. If necessary, that will include formal compliance action.

8. RISK IMPLICATIONS

The development assessment and regulation process have at its foundations risk assessment. Council manages and prioritised actions based on risk, including third party risks.

9. CRITICAL DATES & IMPLEMENTATION

This is an ongoing operational matter.

10. CONSULTATION

Internal consultation with the Development department.

11. CONCLUSION

Council is actively pursuing compliance with development approvals and conditions via the tools and resources available. The current workload is a limiting factor and prioritisation of tasks is necessary. The nature of the business and activities associated with development are disruptive and can be extensive and of a large scale and despite the best management intentions, weather can have a big impact. Council officers continue to inspect and put in place directions regarding development compliance and will continue to monitor problem areas and activities as seasons change.

12. ATTACHMENTS

Nil

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25**

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	NOMINATIONS RECEIVED - ENVIRONMENT & SUSTAINABILITY ADVISORY COMMITTEE
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon
AUTHOR:	EXECUTIVE MANAGER STRATEGY & SUSTAINABILITY, Rosalyn Acworth
LINK TO CORPORATE PLAN:	Resilient and Environmentally Responsible Region. Partner with community and industry to protect and enhance our natural environment for future generations to enjoy.

1. PURPOSE

To provide Councillors with the outcomes of the calling of Expressions of Interest (EOIs) received from members of the public to participate as a Community Representative on the Environment & Sustainability Advisory Committee.

2. EXECUTIVE SUMMARY

Following Council's resolution in November 2024, EOIs were sought from members of the public to fill the two (2) Community Representative positions on the Environment & Sustainability Advisory Committee.

Eight (8) nominations were received for consideration as part of the assessment process. The Assessment Panel consisting of Mayor George Seymour, Councillor Zane O'Keefe, and Executive Manager Strategy & Sustainability met on 14 January 2025 to assess nominations and prepare a shortlist of recommended Community Representatives for Council's consideration.

As part of the assessment process, the Assessment Panel agreed that it would be beneficial for the community representatives to bring to the committee a range of experience, knowledge and understanding of environmental and sustainability issues.

The outcome of the assessment process is the recommendation to appoint the following applicants as community representatives of the Environment & Sustainability Advisory Committee:-

- Ms Susan Bissett; and
- Dr Shelley Baldwin.

3. OFFICER'S RECOMMENDATION

That Council endorse the following persons as Community Representatives of the Environment & Sustainability Advisory Committee:-

- Ms Susan Bissett; and
- Dr Shelley Baldwin.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council at its Meeting held on 20 November 2024, endorsed the calling for EOIs for two (2) community representatives for the Environment & Sustainability Advisory Committee.

ORD 11.3.1 Amendment to Environment & Sustainability Advisory Committee Terms of Reference & Call for Nominations for Community Members

RESOLUTION (Zane O'Keefe/Denis Chapman)

That Council:

1. Endorses the revised Environment & Sustainability Advisory Committee Terms of Reference (Attachment 1), with the following amendment to section 1a:
 - a. Remove the words "or cultural"
2. Call for nominations from individual community members interested in appointment as Community Representatives in accordance with the Environment & Sustainability Advisory Committee's Terms of Reference.

Carried Unanimously

5. PROPOSAL

It is proposed that Ms Susan Bissett and Dr Shelly Baldwin be endorsed by Council as Community Representatives for the Environment and Sustainability Advisory Committee for a term of two (2) years, pursuant to the Terms of Reference. The applicants' confidential expressions of interest (refer Attachment 1), demonstrate extensive experience, knowledge and understanding of environmental and sustainability issues that will be of great value to the Committee.

6. FINANCIAL & RESOURCE IMPLICATIONS

The day-to-day management of the Environment & Sustainability Advisory Committee will be managed through the Strategy & Sustainability operational budget. Administrative support to the Committee will also be provided by the Strategy & Sustainability Team. Any projects or initiatives stemming from the Committee's work will be considered as part of normal Council budgeting.

7. POLICY & LEGAL IMPLICATIONS

The Environment & Sustainability Advisory Committee has been formed according to Council policy and procedures and in accordance with the Local Government Act.

8. RISK IMPLICATIONS

Nil identified.

9. CRITICAL DATES & IMPLEMENTATION

After Council's endorsement, the Community Representatives will be invited to the next Environment and Sustainability Advisory Committee meeting, scheduled to be held on 11 March 2025.

10. CONSULTATION

Assessment of the Expressions of Interest received were undertaken by an Assessment Panel comprised of Mayor George Seymour, Councillor Zane O'Keefe and Executive Manager Strategy & Sustainability.

11. CONCLUSION

An assessment has now been finalised of Expressions of Interest for the two (2) Community Representatives of the Environment and Sustainability Advisory Committee and this report presents the recommended nominees to Council for endorsement.

12. ATTACHMENTS

1. Shortlisted Nominations Received - *Confidential*

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 2/25

WEDNESDAY, 26 FEBRUARY 2025

SUBJECT:	RESOLUTION TO COMMENCE PUBLIC CONSULTATION FOR PROPOSED LOCAL GOVERNMENT INFRASTRUCTURE PLAN
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT, Gerard Carlyon
AUTHOR:	MANAGER STRATEGIC INFRASTRUCTURE PLANNING, Hannes Bezuidenhout
LINK TO CORPORATE PLAN:	Resilient and Environmentally Responsible Region. Plan for and provide community infrastructure to support growth, connectivity and livability.

1. PURPOSE

The purpose of this report is to seek Council resolution to commence the public consultation for the proposed Local Government Infrastructure Plan (LGIP) to amend the Fraser Coast Planning Scheme 2014v11.

2. EXECUTIVE SUMMARY

A local government that wishes to levy infrastructure charges, or impose conditions about trunk infrastructure, can only do so if their Planning Scheme includes a Local Government Infrastructure Plan (LGIP), pursuant to the *Planning Act 2016*.

Council currently levies infrastructure charges pursuant to its 2014 LGIP, which forms part of the 2014 Fraser Coast Planning Scheme (Part 4 & Schedule 3), however councils are also required to undertake a five-year statutory review.

At the Ordinary Meeting on 28 April 2021, Council resolved to make amendments to the LGIP and commence preparing the amendments, subject to budget considerations.

After extensive internal and external consultation to prepare the LGIP amendments, Council also engaged a consultant, as appointed reviewer pursuant to statutory requirements, to review the proposed LGIP amendments and ensure alignment with Council's Long-Term Financial Forecast and Long-Term Asset Management Plan.

On 19 January 2025, Council received Ministerial approval that it could proceed with public consultation, which is the next step, pending Council resolution.

3. OFFICER'S RECOMMENDATION

That Council commences the public notification for the draft Local Government Infrastructure Plan, comprising of the following amendments to the planning scheme – *Draft LGIP Part 4, Draft Schedule 3 and Draft LGIP Plans for Trunk Infrastructure* (Attachments 2, 3 & 4), in accordance with the Draft Community and Stakeholder Engagement Plan - Local Government Infrastructure Plan (Attachment 5).

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Under the Planning Act 2016 provisions, a local government that wishes to levy infrastructure charges, or impose conditions about trunk infrastructure, can only do so if their Planning Scheme includes a Local Government Infrastructure Plan (LGIP). Council currently levies infrastructure charges pursuant to its 2014 LGIP, which forms part of the 2014 Fraser Coast Planning Scheme (Part 4 & Schedule 3).

During the Ordinary Meeting held on 28 April 2021 Council resolved to undertake works to commence amendments to the Fraser Coast Planning Scheme and Local Government Infrastructure Plan that addressed both a ten-year statutory review of the 2014 Planning Scheme and a five-year statutory review of the 2014 LGIP. This review was undertaken pursuant to the *Planning Act 2016* and in accordance with the Minister's Guidelines and Rules, which involved extensive consultation with internal and external parties. Some of the key consultation milestones were:

- Council/ELT briefings - June 2022, September 2023
- ELT briefings and workshops – January 2023, February 2023
- Department of Transport and Main Roads briefing – October 2023
- Development industry briefing – June 2022
- Asset owner briefings, workshops and meetings – bi-monthly, Council, ELT and Development Industry briefings

The LGIP review include amendments to the current 2014 Planning Scheme (V11) Part 4 – Local Government Infrastructure Plan and Schedule 3 – Local Government Infrastructure Plan Mapping and Tables, based on the planning assumptions as detailed in Attachment 6 – Planning assumptions report. The LGIP amendment include:

- Revised growth assumptions based on the current Queensland Statisticians Office (QSO) growth projections
- Land-use zonings as per the current 2014 Planning Scheme
- Amendments to the Priority Infrastructure Area (PIA)
- Revised Schedule of Works (SOW) based on identified trunk infrastructure works necessary to support development growth over the LGIP 15Y planning horizon
- Revised Plans for Trunk Infrastructure (PFTI's), which reflects the revised SOW

The Minister's Guidelines and Rules, required Council to engage a pre-approved LGIP reviewer, Strategic AM, to assist with the review, provide technical guidance, and carry out the statutory review of the LGIP. A key element of the statutory review is the alignment of the LGIP (growth strategy) with Council's Long-Term Financial Forecast (LTFF, finance strategy) and Long-Term Asset Management Plan (LTAMP, service strategy), as depicted in Diagram 1 below.



Diagram 1 – Strategic alignment

After the appointed reviewer (Strategic AM) successfully completed their review of the revised LGIP Schedule of Works (SOW), to ensure alignment with the LTFF and LTAMP had been achieved, at its meeting on 16 May 2024, the Executive Leadership Team approved submission of the draft LGIP amendment to the Department of Housing, Local Government, Planning and Public Works for the State Review, which occurred soon after. Following lengthy discussions between State and Council officers, amendments were made to the draft LGIP amendments in response to the State’s advice and on 5 November 2024, a second letter was sent to the Minister requesting a review of the revised proposed amendments to the draft LGIP. In a letter dated 19 January 2025 (**Attachment 1**), the Minister (Deputy Premier Jarrod Bleijie), advised that Council is approved to commence the public notification of the proposed Local Government Infrastructure Plan.

Subject to Council’s resolution to proceed with public consultation, the current status of the review process is illustrated in Diagram 2 below:



Diagram 2 – LGIP Review Status

5. Proposal

It is proposed to commence formal public notification for the draft LGIP, comprising of the following amendments to the planning scheme – *Draft LGIP Part 4, Draft Schedule 3 and Draft LGIP Plans for Trunk Infrastructure* (refer Attachments 2, 3 & 4 respectively).

In accordance with the Minister’s Guidelines and Rules’, it is proposed to undertake public notification and invite community feedback for a period of 30 business days. Additional details, such as notifications and access to available information, are provided within section 10. *Consultation*, of this report.

6. FINANCIAL & RESOURCE IMPLICATIONS

The amendment and implementation of the Local Government Infrastructure Plan is to be completed by Council staff, with assistance from external consultants as required, and funded through the Strategy and Sustainability Department’s Operational Budget. The current 10Y

financial plan includes current LGIP provisions, which would be updated to align with the amended Local Government Infrastructure Plan schedule of works once adopted. It should be noted that with the review of the Local Government Infrastructure Plan the impact on the 10Y Capital budget was assessed as part of the strategic alignment check. The Strategic Alignment Discussion Paper (#4991097) was previously workshopped with the Executive Leadership Team and other key stakeholders.

With current rates of growth, it is going to remain a challenge for Council to afford required Trunk infrastructure unless significant State or Federal funding is allocated to assist with trunk infrastructure requirements.

7. POLICY & LEGAL IMPLICATIONS

The Local Government Infrastructure Plan does not impact on other Council policy positions.

8. RISK IMPLICATIONS

The risk associated with not progressing these amendments to the existing Planning Scheme v11 and waiting until the Package 1 planning scheme amendment package is that the latter may take a further 12-18 months to take effect, and this timeframe is largely influenced by the State interest check timeframes.

9. CRITICAL DATES & IMPLEMENTATION

The key milestones and indicative timeframes for the review and amendment of the Local Government Infrastructure Plan are summarised in **Table 1** below.

TABLE 1 – LOCAL GOVERNMENT INFRASTRUCTURE PLAN MILESTONES

MILESTONE	DATE/S
<i>Council resolved to amend the Local Government Infrastructure Plan.</i>	28/04/2021
<i>Local Government infrastructure Plan review.</i>	May 2021 – April 2024
<i>Appointed reviewer 1st compliance check</i>	April 2024
<i>Submission of draft Local Government Infrastructure Plan (amendment) for State review.</i>	31 May 2024
<i>State review comments and amendments to draft Local Government Infrastructure Plan.</i>	September/October 2024
<i>Resubmission of Local Government Infrastructure Plan (new) for State review.</i>	5 November 2024
<i>Minister's approval to proceed with public consultation.</i>	19 January 2025
Council resolves to commence public notification.	26 February 2025
Council commences public notification (min. 30 business days).	*March - April 2025
Council review submissions received from the public consultation and amend the Local Government Infrastructure Plan as necessary. NOTE: Should the Local Government Infrastructure plan change significantly, the public consultation must be repeated.	*April - May 2025
Appointed reviewer 2 nd compliance check	*May 2025
Council resolves to endorse the Local Government Infrastructure Plan, including any changes recommended from the submission review.	*May 2025
Council advises State Government that the Local Government	* June 2025

Infrastructure Plan has been endorsed and therefore would like to proceed with adopting the new Local Government Infrastructure Plan.	
State Government reviews final version of the Local Government Infrastructure Plan and advises if Council can formally adopt the Local Government Infrastructure Plan.	* June/July 2025
Seek Council resolution to formally adopt the Local Government Infrastructure Plan.	* August 2025
Council places notice in the Government Gazette notifying that the Local Government Infrastructure Plan has been adopted.	* August 2025
Amended version of the Local Government Infrastructure Plan commences	* September 2025

**Indicates that these dates are indicative*

10. CONSULTATION

Extensive internal and external (development industry) consultation has been undertaken during the review and preparation of the proposed amendment of the Local Government Infrastructure Plan.

A draft Community and Stakeholder Engagement Plan (refer Attachment 5) has been prepared outlining the various steps Council will take to consult the community and key stakeholders including:

- a) Public notice on Council's website and Community Engagement Hub;
- b) Public notice in the Fraser Coast Chronicle;
- c) Notices displayed at Council's public services desks;
- d) Copies of the LGIP, including the Schedule of Works model, extrinsic material referenced in the Local Government Infrastructure Plan and Review Checklist made available for inspection or purchase at Council's public services desks; and
- e) Notices to the local development industry groups, including the Urban Development Institute Australia (Hervey Bay branch), Fraser Coast Property Industry Association and local planning and engineering consultants.

11. CONCLUSION

The public notification stage of the Local Government Infrastructure Plan is a mandatory step in formalising the Local Government Infrastructure Plan, which needs to be carried out in accordance with the requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules.

12. ATTACHMENTS

1. Letter from Minister for State Development, Infrastructure and Planning dated 19 January 2025 (#5151684) [↓](#)
2. Draft LGIP Part 4 (#4977428) [↓](#)
3. Draft Schedule 3 (#4977424) [↓](#)
4. Draft LGIP Plans for Trunk Infrastructure (#4993328) [↓](#)

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5. Draft Community and Stakeholder Engagement Plan - Local Government Infrastructure Plan (#5150895) [↓](#)
 6. Draft Planning Assumptions Report (#4975698) [↓](#)



Honourable Jarrod Bleijie MP, Deputy Premier
Minister for State Development, Infrastructure and Planning
Minister for Industrial Relations

Our ref: MC24/3974

19 JAN 2025

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Dear Mayor

Thank you for the letter of 5 November 2024 from the Council requesting a State interest review of the proposed Fraser Coast Regional Council 2024 Local Government Infrastructure Plan (the proposed LGIP). I am writing to notify you of the outcome of the State interest review.

The proposed LGIP has been assessed against the requirements of the *Planning Act 2016* and for compliance with the Minister's Guidelines and Rules. I am pleased to advise that the Council may now proceed to public consultation on the version of the proposed LGIP received by the Department of State Development, Infrastructure and Planning (the Department) on 5 November 2024.

I understand you are currently preparing a package of work to amend the *Fraser Coast Regional Planning Scheme 2014* (the Planning Scheme) or make a new planning scheme. The Department looks forward to continuing to work with the Council on the package of work to amend the planning scheme. The Department also welcomes the opportunity to work with the Council on any new LGIP.

I have asked for Mr Luke Lankowski, Manager – Wide Bay Burnett, Planning Services, in the department to assist you with any further queries. You may wish to contact Mr Lankowski on (07) 4331 5602 or by email at luke.lankowski@dsdilgp.qld.gov.au.

Yours sincerely


JARROD BLEIJIE MP
DEPUTY PREMIER
Minister for State Development, Infrastructure and Planning
Minister for Industrial Relations

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1.1 Preliminary

- (1) This local government infrastructure plan has been prepared in accordance with the requirements of the *Planning Act 2016*
- (2) The purpose of the local government infrastructure plan is to:
 - integrate infrastructure planning with the land use planning identified in the planning scheme
 - provide transparency regarding a local government's intentions for the provision of trunk infrastructure
 - enable a local government to estimate the cost of infrastructure provision to assist its long-term financial planning
 - ensure that trunk infrastructure is planned and provided in an efficient and orderly manner.
 - provide a basis for the imposition of conditions about infrastructure on development approvals.
- (3) The local government infrastructure plan:
 - (a) states in **Section 4.2 (planning assumptions)** the assumptions about future growth and urban development including the assumptions of demand for each trunk infrastructure network
 - (b) identifies in **Section 4.3 (priority infrastructure area)** the prioritised area to accommodate urban growth up to 2036
 - (c) states in **Section 4.4 (desired standards of service)** for each trunk infrastructure network the desired standard of performance
 - (d) identifies in **Section 4.5 (plans for trunk infrastructure)** the existing and future trunk infrastructure for the following networks:
 - (i) water supply
 - (ii) sewerage
 - (iii) stormwater
 - (iv) transport
 - (v) parks and land for community facilities
 - (e) provides a list of supporting documents that assist in the interpretation of the local government infrastructure plan in the Editor's note – Extrinsic material at the end of Section 4

1.1 Planning assumptions

- (1) The planning assumptions state the assumptions about:
 - (a) population and employment growth
 - (b) the type, scale, location and timing of development including the demand for each trunk infrastructure network
- (2) The planning assumptions together with the desired standards of service form the basis for the planning of the trunk infrastructure networks and the determination of the priority infrastructure area.
- (3) The planning assumptions have been prepared for:
 - (a) the base date is 2021 and the following projection years are to accord with future Australian Bureau of Statistics census years through to 2041:
 - (i) mid 2021;
 - (ii) mid 2026;
 - (iii) mid 2031;
 - (iv) mid 2036; and
 - (v) mid-2041.
 - (b) the LGIP development types in column 2 that include the uses in column 3 of **Table 4.1**.

- (c) the projection areas identified on Local Government Infrastructure Plan Map LGIP- Map SC 3.3.1 in Schedule 3—Local government infrastructure plan mapping and tables.

Table 4.1 -Relationship between LGIP development categories, LGIP development types and uses

Column 1 - LGIP development category	Column 2 - LGIP development type	Column 3 - Uses
Residential development	Attached dwelling	Dual occupancy Dwelling unit Multiple dwelling Non-resident workforce accommodation Short-term accommodation Residential care facility Resort complex Retirement facility Rooming accommodation Rural workers accommodation
	Detached dwelling	Dwelling house Caretaker's accommodation
Non-residential development	Retail	Adult store Agricultural supplies store Car wash Food and drink outlet Garden centre Hardware and trade supplies Market Nightclub entertainment facility Outdoor sales Service station Shop Shopping centre Showroom
	Commercial	Bar Brothel Club Function facility Hotel Office Sales Office Theatre Tourist attraction Veterinary services
	Community purpose	Cemetery Child care centre Community care centre Community use Crematorium Detention facility Educational establishment Emergency services Funeral parlour Health care service

Column 1 - LGIP development category	Column 2 - LGIP development type	Column 3 - Uses
		Hospital Outstation Place of worship
	Industry	Bulk landscape supplies Extractive industry High impact industry Low impact industry Marine industry Medium impact industry Research and technology industry Service industry Special industry Transport depot Warehouse
	Other	Air services Animal husbandry Animal keeping Aquaculture Cropping Indoor sport and recreation Intensive animal industry Intensive horticulture Landing Major electricity infrastructure Major sport, recreation and entertainment facility Motor sport facility Park Parking station Permanent plantation Port services Renewable energy facility Roadside stall Rural industry Substation Telecommunications facility Utility installation Wholesale nursery Winery

- (4) Details of the methodology used to prepare the planning assumptions are stated in the extrinsic material.

1.1.1 Population and employment growth

- (1) A summary of the assumptions about population and employment growth for the planning scheme area is stated in
- (2) **Table 4.2—Population and employment assumptions** summary.

Table 4.2—Population and employment assumptions summary

Column 1 - Description	Column 2 Assumptions					
		Base date 2021	2026	2031	2036	Ultimate 2041
Population	No	112,074	119,533	125,393	130,261	134,012
	% Change		6.7%	4.9%	3.9%	2.9%
Employment	No	37,513	40,010	41,971	43,600	44,856
	% Change		6.7%	4.9%	3.9%	2.9%

- (3) Detailed assumptions about growth for each projection area and LGIP development type category are identified in the following tables in Schedule 3 Local government infrastructure plan mapping and tables:
- (a) for population, **Table SC 3.1.1 – Existing and projected population;**
- (b) for employment, **Table SC 3.1.2 – Existing and projected employees**

1.1.2 Development

- (1) The **developable area** is identified on Local Government Infrastructure Plan Map contained in Schedule 3—Local government infrastructure plan mapping and tables. The developable area is defined under the Planning Scheme as land which is currently available for urban development and not subject to development constraint arising from:
 - i. Biodiversity areas;
 - ii. Bushfire hazard;
 - iii. Extractive resources;
 - iv. Flood hazard;
 - v. Industrial land and buffers; and
 - vi. Land use.
- (2) The **planned density for future development** is stated in Table SC 3.1.3 – Planned density and demand generation rate for a trunk infrastructure network in Schedule 3—Local government infrastructure plan mapping and tables.
- (3) A summary of the assumptions about future residential and non-residential development for the planning scheme area is stated in **Table 4.3—Residential dwellings and non-residential floor space assumptions summary**.

Table 4.3—Residential dwellings and non-residential floor space assumptions summary

Column 1 - Description		Column 2 - Assumptions				
		Base date 2021	2026	2031	2036	Ultimate 2041
Dwellings	No	52,451	55,942	58,687	60,952	62,698
	% change		6.7%	4.9%	3.9%	2.9%
Non-Res floor space (m2 GFA)	No	1,813,010	1,933,666	2,024,664	2,102,187	2,161,941
	% Change		6.7%	4.7%	3.8%	2.8%

- (4) Detailed assumptions about future development for each projection area and LGIP development type are identified in the following tables in Schedule 3 Local government infrastructure plan mapping and tables:
 - (a) for residential development **Table SC 3.1.4- Existing and projected residential dwellings;**
 - (b) for non-residential development, **Table SC 3.1.5 – Existing and projected non-residential floor space**

1.1.3 Infrastructure demand

- (1) The demand generation rate for each trunk infrastructure network is stated in Column 4 of **Table SC 3.1.3 – Planned density and demand generation rate for a trunk infrastructure network**, in Schedule 3 Local government infrastructure plan mapping and tables.
- (2) A summary of the projected infrastructure demand for each service catchment is stated in:
 - (a) for the water supply network, **Table 3.1.6 – Existing and projected demand for water supply network**
 - (b) for the sewerage network, **Table 3.1.7 - Existing and projected demand for the sewerage network**
 - (c) for the transport network, **Table 3.1.8 - Existing and projected demand for the transport network**
 - (d) for the stormwater network, **Table 3.1.9 - Existing and projected demand for the stormwater network**
 - (e) for the parks and land for community facilities network, **Table 3.1.10 - Existing and projected demand for the parks and land for community facilities network**

1.2 Priority infrastructure area

- (1) The priority infrastructure area identifies the area prioritised for the provision of trunk infrastructure to service the existing and assumed future urban development up to **2041**.

- (2) The **priority infrastructure area** is identified on Local Government Infrastructure Plan Map **LGIP SC 3.3 – Priority Infrastructure Area and projection areas maps**.

1.3 Desired standards of service

- (1) This section states the key standards of performance for a trunk infrastructure network.
- (2) Details of the standard of service for trunk infrastructure networks are identified in the extrinsic material.

1.3.1 Water supply network

- (1) The Planning criteria (Qualitative outcomes) and design criteria (Quantitative standards) for the Water Supply Network are summarised in **Table 4.4.1**.

Table 4.4.1 Water Supply Network Desired Standards of Service (DSS)

Measure	Planning criteria	Design criteria
Water Quality and Public Health	Provide water in accordance with recognized quality standards that safeguard community health.	<ul style="list-style-type: none"> Australian Drinking Water Guidelines – National Health and Medical Research Council (ADWQG¹)
Reliability, continuity and adequacy of supply	Provide customers with a reliable supply of potable water with minimal interruptions to their service.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Water Supply Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply²
Economic Efficiency	Provide infrastructure which: - (a) minimises whole of life cycle costs. (b) minimises non-revenue water (physical losses such as system leakage and apparent losses such as meter inaccuracies); (c) minimises power usage; and (d) minimises the extent of infrastructure assets to deliver the service.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Water Supply Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply
Environmental impacts	Provide infrastructure which: - (a) minimises energy usage; (b) minimises greenhouse gas emissions; (c) complies with Environmental Management Strategies and Plans; and (a) provides for system operation and monitoring in accordance with recognized standards.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Water Supply Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply
Infrastructure design/planning standards	Design of the water supply network will comply with established codes and standards.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Water Supply Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply

* The Planning scheme policy for development works provides local standards for development and takes precedence over the other guidelines and standards listed.

¹ Australian Drinking Water Quality Guidelines (ADWQG) 2011 Version 3.8, updated Sept 2022

² DEWS, Planning Guidelines for Water Supply and Sewerage April 2010 amended March 2014

1.3.2 Wastewater

(I) The Planning criteria (Qualitative outcomes) and design criteria (Quantitative standards) for the Wastewater Network are summarised in Table 4.4.2.

Table 4.4.2 Wastewater Supply Network DSS

Measure	Planning criteria	Design criteria
Wastewater Quality and Public Health	Provide a wastewater network that maintains and improves public health.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards
Reliability and adequacy of service	Development has access to a reliable wastewater collection, conveyance, treatment, re-use and disposal system.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Sewerage Code of Australia - Water Services Association of Australia Sewerage Pumping Station Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply
Economic Efficiency	Provide infrastructure which: - (a) minimises whole of life cycle costs; (b) minimises power usage; and (a) minimises the extent of infrastructure assets required to deliver the service.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Sewerage Code of Australia - Water Services Association of Australia Sewerage Pumping Station Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply
Environmental Impacts	Provide infrastructure which: - (a) minimises energy usage; (b) minimises greenhouse gas emissions; (c) complies with Environmental Management Strategies and Plans; (d) provides for system operation and monitoring in accordance with recognized standards; and (a) enables opportunities for beneficial re-use of treated effluent.	<ul style="list-style-type: none"> Planning scheme policy for development works* (including the WBBROC Code) Customer Service Standards Sewerage Code of Australia - Water Services Association of Australia Sewerage Pumping Station Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply
Infrastructure design/planning standards	Design of the Wastewater network that complies with established codes and standards.	<ul style="list-style-type: none"> Planning scheme policy for development works* Customer Service Standards Sewerage Code of Australia – Water Services Association of Australia Sewerage Pumping Station Code of Australia – Water Services Association of Australia Planning Guidelines of Water Supply and Sewerage – Department of Energy and Water Supply

* The Planning scheme policy for development works provides local standards for development and takes precedence over the other guidelines and standards listed.

1.3.3 Stormwater network

(I) The Planning criteria (Qualitative outcomes) and design criteria (Quantitative standards) for the Wastewater Network are summarised in Table 4.4.3.

Table 4.4.3 Stormwater Supply Network DSS

Measure	Planning criteria	Design criteria
Quantity	Provide natural waterways and engineered “natural” channels	<ul style="list-style-type: none"> Planning scheme policy for

Measure	Planning criteria	Design criteria
	<p>wherever possible to preserve and enhance natural drainage lines and to minimise construction and long-term maintenance costs.</p> <p>Provide a drainage system that minimises the risk to property and life from flooding and reduces the average annual damage cost to the community.</p> <p>Provide a continuous drainage system that provides a legal and functional point of discharge to all urban land owners and provides certainty about the future control and ownership of the drainage systems.</p> <p>Provide regional detention systems that maintains the required hydrological regime where: -</p> <ul style="list-style-type: none"> (a) downstream flow capacity is not available; (b) downstream mitigation works are not feasible or are unsustainable in the long term; (c) flow control is required to minimise scouring and erosion; (d) environmental flows need to be maintained to support aquatic and riparian ecosystems; (e) property damage and risk to life need to be minimised; (f) minimise the average annual damage cost to the community; (g) the accumulative impacts of development need to be managed; and (h) active or passive recreation opportunities need to be maintained or improved. <p>Provide drainage structures that do not cause or increase flooding of properties and maintains the function and safety of roads and other services.</p> <p>Acquire land or easements for the purpose of stormwater conveyance to provide certainty over discharge and maintenance rights.</p> <p>Provide a sufficient level of flood immunity for existing and future development.</p>	<p>development works*</p> <ul style="list-style-type: none"> • Queensland Urban Drainage Manual (QUDM) • Road Drainage Manual - Department of Transport and Main Roads
Quality	<p>Provide stormwater quality improvement facilities that: -</p> <ul style="list-style-type: none"> (a) maintain the amenity and use of receiving waterways; (b) protect and enhance the environment in the long term; (c) maintain and improve water quality for recreational uses; and (d) provide safe contact for residents. (e) Maintain construction practices that minimises scouring and sedimentation. <p>Incorporate water sensitive urban design principles into new development to maximise the quality of stormwater leaving the site, to maximise reuse opportunities and to minimise any negative impacts on downstream waterways</p>	<ul style="list-style-type: none"> • Planning scheme policy for development works* • Queensland Water Quality Guidelines 2009 – DERM • Urban Stormwater Quality Planning Guidelines 2010 – DERM • Best Practice Erosion and Sediment Control – ICEA

Measure	Planning criteria	Design criteria
Environmental impacts	<p>Maintain or improve the local ecosystems and prevent adverse impacts on fauna and aquatic wildlife.</p> <p>Rehabilitate waterway areas, riparian zones and associated vegetation corridors where possible to: -</p> <ul style="list-style-type: none"> (a) restore area of scour and sedimentation; (b) improve aesthetic value to the community; (c) improve aquatic and riparian ecosystem structure and function; (d) improve species richness and biodiversity; and (e) maintain and enhance species movement and migration. <p>Provide catchment attenuation measures that maintains the required hydrological regime where: -</p> <ul style="list-style-type: none"> (a) flow velocity and quantity control are required to minimise scouring and erosion; (b) environmental flows need to be maintained to support aquatic and riparian ecosystems; and (c) the values of downstream waterway corridors will be adversely affected by increased flows or velocities. <p>Provide drainage structures that do not restrict the movement of the fauna along waterways and vegetation corridors.</p> <p>Provides where possible for additional uses where possible such as water supply harvesting, recreational activities or educational activities.</p>	<ul style="list-style-type: none"> • Planning scheme policy for development works* • Queensland Water Quality Guidelines 2009 – DERM • Urban Stormwater Quality Planning Guidelines 2010 – DERM • Best Practice Erosion and Sediment Control - ICEA

* The Planning scheme policy for development works provides local standards for development and takes precedence over the other guidelines and standards listed

1.3.4 Transport network

The desired standard of service for the transport network includes the following:

- (l) Roads
 - (a) Provide a functional urban hierarchy that supports settlement patterns, commercial and economic activities, and freight movement.
 - (b) Design the road network to comply with the following:
 - (i) Council's adopted standards;
 - (ii) AUSTROADS Guide to Road design set (Dec 2009)
 - (iii) the Department of Transport and Main Roads' Planning and Design Manual and Interim Guide to Road Planning and Design Practice (May 2010); and
 - (iv) design the transport network to comply with the FNQROC Development Manual and referenced standards, as amended
 - (v) Designs are to deliver the following outcomes:
 - a. Volume/Capacity ration of less than 0.90
 - b. Maximum Degree of Saturation as per Table 4.4. 4

Table 4.4.4 Transport Network DSS

Measure	Planning criteria	Design criteria
Road network design/ planning standards	<ul style="list-style-type: none"> Define the road network as a functional road hierarchy of State Controlled Roads, Arterial Roads, Sub-arterial Roads, Major Collector Streets, Minor Collector Streets and Access Streets which support the urban and rural settlement patterns and commercial and economic activities. Protects the amenity of residential communities by removing non-local traffic. Improves local safety by removing "through" traffic. Reduces fuel consumption and emission levels by sustaining efficient operating speeds. Maintains travel speeds in off-peak periods. Reduces vehicle operating costs. Supports economic growth by developing efficient and integrated transport networks. Minimizes through traffic and heavy vehicles in residential areas. Limits community severance. Reduce delays during peak periods. Improve safety by reducing vehicle speed differentials. Supports efficient and integrated freight movement network. 	<ul style="list-style-type: none"> Planning scheme policy for development works* Interim Guide to Road Planning and Design – Department of Transport and Main Roads Road Drainage Manual - Department of Transport and Main Roads Australian Standards AUSTROADS guides
Public Transport design/planning standards	<ul style="list-style-type: none"> New urban development is designed to achieve safe and convenient walking distances to bus stops. Ensure development includes provision for public transport infrastructure. Improve public transport operation by improving travel speeds. Improve access to public transport. Improve transport opportunities for non-car owners and non-licensed people. Improve efficiency of public transport. Reduces fuel consumption and emission levels through the use of efficient transport modes. Reduces trip times. Provided where required, suitable bus infrastructure including shelters, seats, lighting and information. 	<ul style="list-style-type: none"> Planning scheme policy for development works* Interim Guide to Road Planning and Design – Department of Transport and Main Roads Australian Standards AUSTROADS Guides
Cycleway and pathway design/planning standards	<ul style="list-style-type: none"> Provide a safe and convenient walk/cycle path network in accordance with the local government's Plans for Trunk Infrastructure – Pedestrian Path and Cycleway Network. Reduces fuel consumption and emission levels through the use of efficient transport modes. Encourage cycling and walking as a means promote positive health outcomes. Improve transport opportunities for local trips. Ensures an acceptable level of amenity for users. Encourage cycling and walking as acceptable alternatives to private vehicle use. Infrastructure provided meets recognized standards. 	<ul style="list-style-type: none"> Planning scheme policy for development works* Interim Guide to Road Planning and Design – Department of Transport and Main Roads Australian Standards AUSTROADS Guides to Road Design – Part 6A: Pedestrian and Cycle Paths.

* The Planning scheme policy for development works provides local standards for development and takes precedence over the other guidelines and standards listed.

1.3.5 Public parks and land for community facilities network

- (1) The Desired Standard of Services for Public Parks and land for community facilities are to be in accordance with **Tables 4.4.5.1 to 7 inclusive**

Table 4.4.5.1 – Parks and Land for Community Facilities Desired Standard of Service

Measure	Planning criteria	Design criteria
Functional network	<ul style="list-style-type: none"> • A network of parks and land for community facilities is established to provide for the full range of recreational and sporting activities and provide for development of community facilities. • Provides a connected and accessible network of parks, open space, and community facilities that meet the needs of the local government's residents and visitors. • Provides opportunities for access and increased usage of open space, recreational and community facilities. • Provides for an appropriate balance of land uses and ensures high levels of amenity in the urban form. • Provides a basis for healthy and active community. • Ensures strong linkages and, where possible, co- location of existing and future parks, open space and community facilities in accordance with the local government's Recreation and Open Space strategy. • Ensures utilisation of existing and future assets while maintaining maximum access. • Recreational and sporting parks promote the health and wellbeing of the Local government's residents. • Protection of the natural landscape ensures maintenance of quality of air, water and land resources reducing negative impacts requiring amelioration. • Provides a basis for tourism opportunities. • Ensures that existing and future parks, open space and community facilities with significant environmental, waterway or cultural heritage are managed appropriately. • Protects and enhances items of cultural interest in the Local government for the benefit of current and future communities in the Local government. • Provides recreation and sporting parks with a diverse range of activity opportunities and landscape settings to encourage healthy lifestyles and maximise opportunities for activity. • Recreation and open space facilities are managed in the most efficient and cost-effective way. 	<ul style="list-style-type: none"> • Parks and land for community facilities is provided at a local, district and LGA-wide level • Parks and land for community facilities addresses the needs of both recreation and provides for development of community facilities. • Planning scheme policy for development works* • Australian Standards
Accessibility	<ul style="list-style-type: none"> • Public parks and land for community facilities will be located to ensure adequate pedestrian, cycle and vehicle access. • Recreation and open space facilities can be safely and conveniently accessed by all existing and potential users. • Provides community access to a range of park, open space and community facilities. 	<ul style="list-style-type: none"> • Accessibility standards are identified in Table 4.4.5.3 • Planning scheme policy for development works* • Australian Standards
Land requirements, quality and suitability	<ul style="list-style-type: none"> • Public parks and land for community facilities will be provided to a standard that supports a diverse range of recreational, sporting, health and services-promoting activities to meet community expectations. This includes ensuring land is of an appropriate size, configuration and slope, and has an acceptable level of flood immunity. • Flood and storm surge immunity for parks and community facilities are achieved in accordance with the Planning scheme policy for development works. • Areas of public open space are provided, exclusive of any land affected by unacceptable hazards such as contaminated land under the Contaminated Land Act 1991 or land subject to geotechnical hazard. • Ensures adequate provision of safe, accessible useable facilities. • Land will provide for multiple facilities and uses where possible. 	<ul style="list-style-type: none"> • The rate of public park and land for community facilities is identified in Table 4.4.5.2 • The size of public park and land for community facilities is identified in Table 4.4.5.4 • The maximum gradient for public park and land for community facilities is identified in Table 4.4.5.5 • The minimum flood immunity for public park and land for community facilities is identified in Table 4.4.5.6. • Planning scheme policy for

Measure	Planning criteria	Design criteria
		development works* • Australian Standards
Facilities/embellishment	<ul style="list-style-type: none"> Public parks contain a range of embellishments to compliment the type and purpose of the park. Provide embellishments to public parks, commensurate with the range of activities envisaged. Provides open space embellishments that meet the needs of the community by providing a range of facilities for social activities and/or fitness/recreational pursuits. Ensures activities are met and contained within designated areas – reducing potential off-site impacts to other more sensitive areas in the Local Government. Provides a range of park types that are suitably embellished to meet their purpose within the park hierarchy. 	<ul style="list-style-type: none"> Standard embellishments for each type of park are identified in Table 4.4.5.7 Planning scheme policy for development works* Australian Standards
Infrastructure design/performance standards	<ul style="list-style-type: none"> Maximise opportunities to co-locate recreational parks and community facilities in proximity to other community infrastructure, transport hubs and valued environmental and cultural assets. Provides a standard of service reflecting the communities' needs as identified by the local government's adopted strategies. 	<ul style="list-style-type: none"> Planning scheme policy for development works* Australian Standards

Table 4.4.5.2 Rate of land provision

Infrastructure Type	Rate of provision (Ha/1000 people)		
	Local	District	Regional
Recreation Park	n/a	0.60	0.25
Sport Park	n/a	1.13	0.37
Land for community facilities	n/a	n/a	0.20

Table 4.4.5.3 Accessibility standard

Infrastructure Type	Accessibility standard (km)		
	Local	District	Regional
Recreation Park	90% of population within 0.5 – 1.0km	90% of population within 5km	90% of population within 15km – 50km
Sport Park	n/a	n/a	n/a
Land for community facilities	n/a	n/a	n/a

Table 4.4.5.4 Size of parks and land for community facilities

Infrastructure Type	Minimum size (Ha)		
	Local	District	Regional
Recreation Park	1.0	3.0	6.0
Sport Park	n/a	6.0	10.0
Land for community facilities	n/a	n/a	Minimum size dependent on use

Table 4.4.5.5 Maximum desired grade

Infrastructure Type	Minimum gradient		
	Local	District	Regional
Recreation Park	1 in 6	1 in 6	1 in 6
Sport Park	n/a	Playing Surfaces in accordance with relevant specifications up to a maximum of 1 in 100	Playing Surfaces in accordance with relevant specifications up to a maximum of 1 in 100
Land for community facilities	n/a	n/a	1 in 30

Table 4.4.5.6 Minimum desired flood immunity for parks

Infrastructure Type	Land required above flood level (%)					
	Local		District		Regional	
	>1 in 5-yr ARI	>1 in 100 yr ARI	>1 in 5-yr ARI	>1 in 100 yr ARI	>1 in 5-yr ARI	>1 in 100 yr ARI
Recreation Park	100	10	100	10	100	10
Sport Park	100	10	100	10	100	10
Land for community facilities	100	100	100	100	100	100

Table 4.4.5.7 Standard facilities/embellishment for parks

Infrastructure Type	Recreation parks			Sport parks	
	Local	District	Regional	District	Regional
Internal Roads				•	•

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Infrastructure Type	Recreation parks			Sport parks	
	Local	District	Regional	District	Regional
Off-street Parking		•	•	•	•
Fencing/bollards	•	•	•	•	•
Lighting		•	•	•	•
Toilet		•	•	•	•
Pathways (Access to facilities)		•	•	•	•
Seating	•	•	•	•	•
Shade structures		•	•	•	•
Covered seating and table		•	•	•	•
Tap/bubbler	•	•	•	•	•
BBQ		•	•	•	•
Bins		•	•	•	•
Landscaping (Including earthworks, and vegetation)	•	•	•	•	•
Turfing	•	•	•	•	•
Irrigation System		•	•	•	•
Signage	•	•	•	•	•
Activity areas	•	•	•	•	•
Shade Trees	•	•	•	•	•
Playground		•	•	•	•
Shower				•	•
Path/park Lighting		•	•	•	•
Bicycle parking		•	•	•	•
Bus parking			•	•	•
Services (water, electricity, sewer, stormwater)	•	•	•	•	•

Note— '•' means normally provided

1.4 Plans for trunk infrastructure

- (1) The plans for trunk infrastructure identify the trunk infrastructure networks intended to service the existing and assumed future urban development at the desired standard of service up to 2031

1.4.1 Plans for trunk infrastructure

- (1) The existing and future trunk infrastructure networks are shown on the following maps in Schedule 3—Local government infrastructure plan mapping and tables:
- (a) for the water supply network, **Maps WS-001 to WS-007**
 - (b) for the sewer network, **Maps W-001 to W-006**
 - (c) for the transport network, **Maps TRP-003, TRP-006 and TP-001, TP-003, TP-005, TP-006**
 - (d) for the stormwater network, **Maps S-003 and S-006**
 - (e) for the parks and land for community facilities network, **Maps P-003**
- (2) The State infrastructure forming part of transport trunk infrastructure network has been identified using information provided by the relevant State infrastructure supplier.

1.4.2 Schedules of works

- (1) Details of the existing and future trunk infrastructure networks are identified in the electronic Excel schedule of works model which can be viewed on Council's website.
- (2) The future trunk infrastructure is identified in the following tables in Schedule 3—Local government infrastructure plan mapping and tables:
- (a) for the water supply network, **Table 3.2.1**
 - (b) for the sewerage network, **Table 3.2.2**
 - (c) for the transport network, **Table 3.2.3**
 - (d) for the stormwater network, **Table 3.2.4**
 - (e) for the parks and land for community facilities network, **Table 3.2.5**

1.4.3 Extrinsic material

The below table identifies the documents that assist in the interpretation of the local government infrastructure plan and are extrinsic material under the *Statutory Instruments Act 1992*.

List of extrinsic material

Column 1 Title of document	Column 2 Date	Column 3 Author
Local Government Infrastructure Plan (LGIP) Planning Assumptions Report – provides a summary of the rationale underpinning the development of the LGIP	2023	Strategic AM and Urban Ethos
Wide Bay Burnett Regional Plan 2022 (DRAFT) provides the blueprint for managing growth and guiding development across the Wide Bay/Burnett region and yr. takes precedence over all local government planning provisions.	2022	Queensland Department of Infrastructure and Planning
Urbis, Housing and Land Audit Analysis provides a comprehensive assessment on land availability across the region which has informed the development of the LGIP	26/05/2022	Urbis
Ministers Guidelines and Rules under the Planning Act 2016 (V 1.1) prescribes key elements of the LGIP document, inputs and processes	Sept 2020	Queensland Treasury
Fraser Coast Water Supply Strategy (2015) outlines the Councils strategy for ensuring sustainable water supply to the region	2015	Wide Bay Water Corp
Fraser Coast Sewerage Strategy (2015) outlines the Councils strategy for ensuring wastewater services across the region	2015	Wide Bay Water Corp
Fraser Coast Regional Council, Sustainable Growth Strategy 2031, Integrated Transport Study	April 2011	GHD
Fraser Coast Regional Council, Maryborough and Hervey Bay Parking Strategy, 2019-2038, Stage 3 report	Aug 2019	BITZIOS consulting
Fraser Coast Active Travel Strategy 2020	June 2020	Fraser Coast Regional Council
Fraser Coast Regional Council, Open Space Strategy	2021	Ross Planning
Council's 10-year capital investment program	2023	Fraser Coast Regional Council

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**Schedule 3 – Local Government infrastructure plan
and mapping and tables**

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SC3.1 Planning assumption tables

Table SC 3.1.1—Existing and projected population

	Area	Dwelling Type	Population				
			2021	2026	2031	2036	Ultimate (2041)
Northern	Booral - River Heads - Inside PIA	Detached Dwelling	2,018	2,152	2,153	2,398	2,562
		Attached Dwelling	52	56	56	62	66
		Other	0	0	0	0	0
		Total	2,070	2,208	2,209	2,460	2,628
	Burrum - Fraser - Inside PIA	Detached Dwelling	5,605	5,977	6,360	6,623	6,821
		Attached Dwelling	360	384	409	425	438
		Other	0	0	0	0	0
		Total	5,965	6,361	6,769	7,048	7,259
	Point Vernon - Inside PIA	Detached Dwelling	5,522	5,889	5,989	6,023	6,044
		Attached Dwelling	266	283	288	290	291
		Other	0	0	0	0	0
		Total	5,788	6,173	6,278	6,313	6,335
	Torquay - Scarness - Kawungan - Inside PIA	Detached Dwelling	11,571	12,341	12,975	13,411	13,770
		Attached Dwelling	4,368	4,659	4,898	5,063	5,198
		Other	0	0	0	0	0
		Total	15,939	17,000	17,873	18,474	18,968
	Craignish Dundowran Beach - Inside PIA	Detached Dwelling	314	335	380	413	437
		Attached Dwelling	5	5	6	6	7
		Other	0	0	0	0	0
		Total	319	340	386	419	443
	Pialba - Eli Waters - Inside PIA	Detached Dwelling	13,697	14,608	15,430	15,888	16,241
		Attached Dwelling	2,341	2,497	2,637	2,716	2,776
		Other	0	0	0	0	0
		Total	16,038	17,105	18,067	18,603	19,016
	Urangan - Wondunna - Inside PIA	Detached Dwelling	11,406	12,165	13,479	14,411	15,129
		Attached Dwelling	3,324	3,546	3,929	4,200	4,410
		Other	0	0	0	0	0
		Total	14,730	15,711	17,408	18,611	19,539
Southern	Maryborough (QLD) - Inside PIA	Detached Dwelling	14,189	15,133	15,134	15,565	15,894
		Attached Dwelling	2,126	2,268	2,268	2,332	2,382
		Other	0	0	0	0	0
		Total	16,315	17,401	17,402	17,897	18,276
	Granville - Inside PIA	Detached Dwelling	2,242	2,391	2,456	2,494	2,530
		Attached Dwelling	208	222	228	232	235
		Other	0	0	0	0	0
		Total	2,450	2,613	2,685	2,726	2,766
	Tinana - Inside PIA	Detached Dwelling	3,877	4,135	4,336	4,504	4,637
		Attached Dwelling	76	81	85	89	91
		Other	0	0	0	0	0
		Total	3,953	4,216	4,422	4,593	4,728

Area	Dwelling Type	Population				
		2021	2026	2031	2036	Ultimate (2041)
Maryborough Region - South - Inside PIA	Detached Dwelling	1,719	1,834	1,922	1,979	2,020
	Attached Dwelling	10	11	11	12	12
	Other	0	0	0	0	0
	Total	1,729	1,844	1,933	1,991	2,032
Total INSIDE PIA	Detached Dwelling	72,158	76,960	80,616	83,709	86,085
	Attached Dwelling	13,137	14,012	14,815	15,427	15,906
	Other	0	0	0	0	0
	Total	85,295	90,972	95,431	99,136	101,991
Outside PIA	Detached Dwelling	24,265	25,880	27,149	28,203	29,015
	Attached Dwelling	2,514	2,681	2,813	2,922	3,006
	Other	0	0	0	0	0
	Total	26,779	28,561	29,961	31,125	32,021
Local Government Area	Detached Dwelling	96,423	102,840	107,764	111,912	115,100
	Attached Dwelling	15,651	16,693	17,628	18,349	18,912
	Other	0	0	0	0	0
	Total	112,074	119,533	125,393	130,261	134,012

Table SC 3.1.2—Existing and projected employees

			Existing and Projected Employment (Employees)				
	Area	Non-Residential Land use	2021	2026	2031	2036	2041
Northern	Booral - River Heads - Inside PIA	Retail	174	186	186	207	221
		Commercial	78	83	83	92	99
		Industrial	173	184	184	205	219
		Community purposes	224	239	239	266	284
		Other	44	47	47	53	56
		Total	693	739	739	824	880
	Burrum - Fraser - Inside PIA	Retail	502	535	569	593	610
		Commercial	224	239	254	265	273
		Industrial	498	531	565	588	606
		Community purposes	645	688	732	762	785
		Other	128	136	145	151	155
		Total	1,996	2,129	2,266	2,359	2,430
	Point Vernon - Inside PIA	Retail	487	519	528	531	533
		Commercial	217	232	236	237	238
		Industrial	483	515	524	527	529
		Community purposes	626	668	679	683	685
		Other	124	132	134	135	136
		Total	1,937	2,066	2,101	2,113	2,121
	Torquay - Scarness - Kawungan - Inside PIA	Retail	1,340	1,429	1,503	1,553	1,595
		Commercial	599	639	671	694	713
		Industrial	1,330	1,419	1,492	1,542	1,583
		Community purposes	1,724	1,839	1,934	1,999	2,052
		Other	341	364	383	395	406
		Total	5,335	5,690	5,982	6,184	6,349
	Craignish - Dundowran Beach - Inside PIA	Retail	27	29	32	35	37
		Commercial	12	13	14	16	17
		Industrial	27	28	32	35	37
		Community purposes	34	37	42	45	48
		Other	7	7	8	9	9
		Total	107	114	129	140	148
	Pialba - Eli Waters - Inside PIA	Retail	1,349	1,438	1,519	1,564	1,599
		Commercial	602	643	679	699	714
		Industrial	1,339	1,428	1,508	1,553	1,587
		Community purposes	1,735	1,851	1,955	2,013	2,057
		Other	343	366	387	398	407
		Total	5,368	5,725	6,047	6,227	6,365
	Urangan - Wondunna - Inside PIA	Retail	1,239	1,321	1,464	1,565	1,643
		Commercial	553	590	654	699	734

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		Existing and Projected Employment (Employees)					
Southern		Industrial	1,230	1,311	1,453	1,553	1,631
		Community purposes	1,594	1,700	1,883	2,013	2,114
		Other	315	336	373	398	418
		Total	4,930	5,259	5,827	6,229	6,540
	Maryborough (QLD) - Inside PIA	Retail	1,027	1,095	1,095	1,127	1,151
		Commercial	448	478	478	491	502
		Industrial	1,726	1,841	1,841	1,893	1,933
		Community purposes	1,844	1,966	1,966	2,022	2,065
		Other	416	444	444	457	466
		Total	5,461	5,824	5,825	5,991	6,117
	Granville - Inside PIA	Retail	154	165	169	172	174
		Commercial	67	72	74	75	76
		Industrial	259	276	284	288	293
		Community purposes	277	295	303	308	313
		Other	63	67	69	70	71
		Total	820	875	899	913	926
	Tinana - Inside PIA	Retail	249	265	278	289	298
		Commercial	109	116	121	126	130
		Industrial	418	446	468	486	500
		Community purposes	447	476	500	519	534
		Other	101	108	113	117	121
		Total	1,323	1,411	1,480	1,537	1,583
	Maryborough Region - South - Inside PIA	Retail	109	116	122	125	128
		Commercial	47	51	53	55	56
		Industrial	183	195	204	211	215
		Community purposes	195	208	218	225	230
		Other	44	47	49	51	52
		Total	579	617	647	666	680
	Total INSIDE PIA	Retail	6,656	7,099	7,466	7,761	7,989
		Commercial	2,957	3,154	3,318	3,449	3,550
		Industrial	7,665	8,175	8,555	8,882	9,133
		Community purposes	9,346	9,968	10,452	10,856	11,168
		Other	1,926	2,055	2,152	2,234	2,298
		Total	28,550	30,450	31,942	33,182	34,138
	Outside PIA	Retail	1,732	1,848	1,938	2,013	2,071
		Commercial	745	794	833	865	890
		Industrial	1,805	1,925	2,019	2,098	2,158
		Community purposes	3,901	4,161	4,365	4,534	4,665
		Other	781	833	874	908	934
		Total	8,963	9,560	10,029	10,418	10,718

		Existing and Projected Employment (Employees)				
Local Government Area	Retail	8,388	8,946	9,404	9,775	10,060
	Commercial	3,702	3,948	4,151	4,314	4,441
	Industrial	9,470	10,100	10,575	10,979	11,291
	Community purposes	13,247	14,128	14,816	15,390	15,833
	Other	2,707	2,887	3,025	3,142	3,231
	Total	37,513	40,010	41,971	43,600	44,856

Population and dwelling projections

Table SC 3.1.3—Planned density and demand generation rate for a trunk infrastructure network

Development Type	Area Classification (Zone)	Development Area (ha) ¹	LGIP development type	Planned Density		Demand generation rate for a trunk infrastructure network				
				Non-residential plot ratio	Residential density (dwellings/dev ha)	Water supply network (EP/dev ha)	Sewerage network (EP/dev ha)	Transport supply network (vpd/dev ha)	Parks and land for community facilities network (ha/1000 persons)	Stormwater network (imp ha/dev ha)
Detached Dwellings	Low density residential zone	2,857	Detached Dwelling	-	12	30	30	108	2.55	0.65
		2,396	Detached dwelling (Lots => 2,000m ²)	-	4.5	11	11	40.5	2.55	0.30
	Rural residential zone	1,209	Detached Dwelling (4,000 m ²)	-	2	5	n/a	18	2.55	0.2
		2,418	Detached Dwelling (1ha)	-	1	n/a	n/a	9	2.55	0.15
		6,287	Detached Dwelling (2ha)	-	0.5	n/a	n/a	4.5	2.55	0.1
	Emerging community zone	2,365	Refer to the applicable local plan			For demand generation rates use the best fit development type and densities used elsewhere in this table.				
Attached Dwellings	Medium density residential zone	500	Attached dwelling	-	50	78	78	288	2.55	0.75
	High density residential zone	122	Attached dwelling	-	100	156	156	720	2.55	0.9
Commercial & Retail	Principal centre zone	112	Attached Dwelling	-	20	30	30	140	2.55	1.0
			Retail/Commercial Community	1.0	-	144	144	540	2.55	1.0
	District centre zone	33	Attached Dwelling	-	20	30	30	140	2.55	1.0
			Retail/Commercial Community	1.0	-	144	144	540	2.55	1.0
	Local centre zone	20	Retail/Commercial Community	0.5	-	96	96	360	2.55	1.0
Community	Neighbourhood centre zone	13	Retail/Commercial Community	0.5	-	96	96	360	2.55	1.0
	Community facilities zone	8,862	Industry Community Other	Density dependent on use		Demand generation rates dependent on use				
	Sport and recreation zone	1,032	Community/Other	n/a	-	3.6	3.6	270	2.55	0.5
	Open space zone	2,414	Community	n/a	-	3.6	3.6	13.5	2.55	0.1

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Development Type	Area Classification (Zone)	Development Area (ha) ¹	LGIP development type	Planned Density		Demand generation rate for a trunk infrastructure network				
				Non-residential plot ratio	Residential density (dwellings/dev ha)	Water supply network (EP/dev ha)	Sewerage network (EP/dev ha)	Transport supply network (vpd/dev ha)	Parks and land for community facilities network (ha/1000 persons)	Stormwater network (imp ha/dev ha)
Industry	Low impact industry zone	78	Industry	0.4	-	36	36	135	2.55	1.0
	Medium impact industry zone	559	Industry	0.4	-	36	36	135	2.55	1.0
	High impact industry zone	141	Industry	0.4	-	36	36	135	2.55	1.0
	Waterfront and marine industry zone	67	Industry	0.4	-	36	36	135	2.55	1.0
	Mixed use zone	88	Attached Dwelling	-	20	30	30	140	2.55	1.0
			Retail/Commercial Industry/Community Other	0.5	-	96	96	360	2.55	1.0
Other	Limited development (constrained land zone)	10,053	Refer to limited development (constrained land) zone code	Density dependent on use		Demand generation rates dependent on use				
	Rural zone	427,712	Other	-	-	n/a	n/a	2.7	2.55	0.02
Environmental Management	Environmental management and conservation zone	146,907	n/a	n/a						

Table SC 3.1.4—Existing and projected residential dwellings

	Area	Dwelling Type	Dwellings				
			2021	2026	2031	2036	Ultimate (2041)
Northern	Booral - River Heads - Inside PIA	Detached Dwelling	870	927	928	1,033	1,104
		Attached Dwelling	22	24	24	27	28
		Other	0	0	0	0	0
		Total	892	951	952	1,060	1,132
	Burrum - Fraser - Inside PIA	Detached Dwelling	3,038	3,240	3,447	3,590	3,697
		Attached Dwelling	195	208	221	231	238
		Other	0	0	0	0	0
		Total	3,233	3,448	3,669	3,820	3,935
	Point Vernon - Inside PIA	Detached Dwelling	2,512	2,679	2,725	2,740	2,750
		Attached Dwelling	121	129	131	132	132
		Other	0	0	0	0	0
		Total	2,633	2,808	2,856	2,872	2,882
	Torquay - Scarness - Kawungan - Inside PIA	Detached Dwelling	5,977	6,374	6,702	6,927	7,113
		Attached Dwelling	2,256	2,406	2,530	2,615	2,685
		Other	0	0	0	0	0
		Total	8,233	8,781	9,232	9,543	9,798
	Craignish - Dundowran Beach - Inside PIA	Detached Dwelling	112	120	136	148	156
		Attached Dwelling	2	2	2	2	2
		Other	0	0	0	0	0
		Total	114	122	138	150	159
	Pialba - Eli Waters - Inside PIA	Detached Dwelling	6,371	6,795	7,177	7,390	7,554
		Attached Dwelling	1,089	1,161	1,227	1,263	1,291
		Other	0	0	0	0	0
		Total	7,460	7,956	8,404	8,653	8,845
	Urangan - Wondunna - Inside PIA	Detached Dwelling	5,326	5,680	6,294	6,729	7,064
		Attached Dwelling	1,552	1,656	1,834	1,961	2,059
		Other	0	0	0	0	0
		Total	6,878	7,336	8,128	8,690	9,123
Southern	Maryborough (QLD) - Inside PIA	Detached Dwelling	6,781	7,232	7,233	7,439	7,596
		Attached Dwelling	1,016	1,084	1,084	1,115	1,138
		Other	0	0	0	0	0
		Total	7,797	8,316	8,316	8,553	8,734
	Granville - Inside PIA	Detached Dwelling	1,009	1,076	1,106	1,123	1,139
		Attached Dwelling	94	100	103	104	106
		Other	0	0	0	0	0
		Total	1,103	1,176	1,209	1,227	1,245
	Tinana - Inside PIA	Detached Dwelling	1,651	1,761	1,847	1,919	1,975
		Attached Dwelling	33	35	36	38	39
		Other	0	0	0	0	0
		Total	1,684	1,796	1,884	1,957	2,014
	Maryborough Region - South - Inside PIA	Detached Dwelling	1,246	1,329	1,393	1,434	1,463
		Attached Dwelling	7	8	8	8	9
		Other	0	0	0	0	0
		Total	1,253	1,336	1,401	1,443	1,472

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Area	Dwelling Type	Dwellings				
			2026	2031	2036	Ultimate (2041)
		2021				
Total INSIDE PIA	Detached Dwelling	34,892	37,214	38,987	40,472	41,612
	Attached Dwelling	6,388	6,813	7,201	7,496	7,728
	Other	0	0	0	0	0
	Total	41,280	44,027	46,189	47,968	49,340
Outside PIA	Detached Dwelling	10,122	10,796	11,325	11,765	12,104
	Attached Dwelling	1,049	1,118	1,173	1,219	1,254
	Other	0	0	0	0	0
	Total	11,171	11,914	12,499	12,984	13,358
Local Government Area	Detached Dwelling	45,015	48,011	50,313	52,237	53,716
	Attached Dwelling	7,436	7,931	8,374	8,715	8,982
	Other	0	0	0	0	0
	Total	52,451	55,942	58,687	60,952	62,698

Table SC 3.1.5—Existing and projected non-residential floor space

	Area	Non-Residential Land use	Existing and Projected Non-Residential Floor Space (m2 GFA)				
			2021	2026	2031	2036	Ultimate (2041)
Northern	Booral - River Heads - Inside PIA	Retail	4,874	5,198	5,201	5,793	6,188
		Commercial	1,555	1,659	1,660	1,849	1,975
		Industrial	21,771	23,220	23,232	25,875	27,640
		Community purposes	4,255	4,538	4,541	5,057	5,402
		Other					
		Total	32,455	34,615	34,634	38,574	41,205
	Burrum - Fraser - Inside PIA	Retail	14,043	14,978	15,937	16,594	17,092
		Commercial	4,481	4,779	5,085	5,295	5,454
		Industrial	62,728	66,903	71,185	74,123	76,347
		Community purposes	12,260	13,076	13,913	14,487	14,922
		Other					
		Total	93,514	99,737	106,121	110,500	113,816
	Point Vernon - Inside PIA	Retail	13,627	14,534	14,781	14,864	14,917
		Commercial	4,348	4,638	4,717	4,743	4,760
		Industrial	60,867	64,918	66,023	66,392	66,629
		Community purposes	11,897	12,688	12,904	12,977	13,023
		Other					
		Total	90,739	96,778	98,425	98,975	99,328
	Torquay - Scarness - Kawungan - Inside PIA	Retail	37,528	40,025	42,082	43,497	44,661
		Commercial	11,975	12,772	13,428	13,880	14,251
		Industrial	167,627	178,782	187,969	194,290	199,488
		Community purposes	32,763	34,944	36,739	37,975	38,991
		Other					
		Total	249,893	266,523	280,219	289,641	297,391
	Craignish - Dundowran Beach - Inside PIA	Retail	750	800	908	986	1,043
		Commercial	239	255	290	315	333
		Industrial	3,350	3,573	4,057	4,406	4,661
		Community purposes	655	698	793	861	911
		Other					
		Total	4,994	5,327	6,049	6,568	6,948
	Pialba - Eli Waters - Inside PIA	Retail	37,761	40,274	42,540	43,801	44,774
		Commercial	12,050	12,851	13,574	13,977	14,287
		Industrial	168,669	179,894	190,013	195,647	199,994
		Community purposes	32,967	35,161	37,139	38,240	39,089
		Other					
		Total	251,447	268,180	283,266	291,664	298,145
	Urangan - Wondunna - Inside PIA	Retail	34,682	36,991	40,987	43,819	46,003
		Commercial	11,067	11,804	13,079	13,983	14,680
		Industrial	154,917	165,227	183,079	195,730	205,485
		Community purposes	30,279	32,294	35,783	38,256	40,163
		Other					
		Total	230,946	246,315	272,928	291,788	306,331
Southern		Retail	22,596	24,099	24,101	24,787	25,312
		Commercial	11,199	11,944	11,944	12,285	12,545

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	Area	Non-Residential Land use	Existing and Projected Non-Residential Floor Space (m2 GFA)					
			2021	2026	2031	2036	Ultimate (2041)	
	Maryborough (QLD) - Inside PIA	Industrial	264,055	281,628	281,645	289,667	295,797	
		Community purposes	25,811	27,528	27,530	28,314	28,913	
		Other						
		Total	323,660	345,199	345,220	355,053	362,567	
	Granville - Inside PIA	Retail	3,394	3,619	3,718	3,776	3,830	
		Commercial	1,682	1,794	1,843	1,871	1,898	
		Industrial	39,658	42,297	43,452	44,128	44,761	
		Community purposes	3,876	4,134	4,247	4,313	4,375	
		Other						
		Total	48,610	51,845	53,261	54,088	54,865	
	Tinana - Inside PIA	Retail	5,475	5,839	6,124	6,361	6,549	
		Commercial	2,713	2,894	3,035	3,153	3,246	
		Industrial	63,980	68,238	71,565	74,337	76,528	
		Community purposes	6,254	6,670	6,995	7,266	7,480	
		Other						
		Total	78,422	83,641	87,720	91,117	93,803	
	Maryborough Region - South - Inside PIA	Retail	2,395	2,554	2,677	2,758	2,814	
		Commercial	1,187	1,266	1,327	1,367	1,395	
		Industrial	27,988	29,851	31,288	32,226	32,883	
		Community purposes	2,736	2,918	3,058	3,150	3,214	
		Other						
		Total	34,306	36,589	38,351	39,501	40,306	
	Total	Total INSIDE PIA	Retail	177,125	188,913	199,057	207,037	213,184
			Commercial	62,497	66,656	69,983	72,716	74,823
			Industrial	1,035,612	1,104,531	1,153,509	1,196,819	1,230,214
			Community purposes	163,753	174,651	183,644	190,896	196,484
			Other					
			Total	1,438,987	1,534,750	1,606,192	1,667,469	1,714,705
		Outside PIA	Retail	46,101	49,169	51,580	53,582	55,125
			Commercial	15,736	16,783	17,606	18,289	18,816
Industrial			243,834	260,062	272,811	283,403	291,563	
Community purposes			68,352	72,901	76,475	79,444	81,731	
Other								
Total			374,023	398,916	418,472	434,718	447,236	
Local Government Area		Retail	223,226	238,082	250,637	260,619	268,309	
		Commercial	78,233	83,439	87,588	91,006	93,639	
		Industrial	1,279,446	1,364,593	1,426,321	1,480,222	1,521,777	
		Community purposes	232,105	247,552	260,118	270,340	278,216	
		Other						
		Total	1,813,010	1,933,666	2,024,664	2,102,187	2,161,941	

Table SC 3.1.6—Existing and projected demand for the water supply network

Column 1 - Service catchment	Column 2 - Existing and projected demand (EP)				
	2021	2026	2031	2036	2041
Northern Water Service Area	97,920	109,008	123,336	128,589	132,632
Maryborough Water Service Area	33,571	34,834	36,142	37,189	38,001
Tiaro Service Area	907	989	1,068	1,109	1,141
Total	132,398	144,830	160,546	166,888	171,774

Table SC 3.1.7—Existing and projected demand for the sewerage network

Column 1 - Service catchment	Column 2 - Existing and projected demand (EP)				
	2021	2026	2031	2036	2041
Burrum Heads	2,886	3,216	3,659	3,815	3,977
Hervey Bay	68,421	76,169	86,180	89,851	93,678
Howard	100	100	100	104	109
Maryborough	28,920	30,008	31,134	32,037	32,966
Torbanlea	336	336	336	350	365
Toogoom	1,816	2,024	2,303	2,401	2,503
Total	102,478	111,852	123,712	128,558	133,598

Table SC 3.1.8—Existing and projected demand for the transport network

Column 1 - Service catchment	Column 2 - Existing and projected demand (vpd)				
	2021	2026	2031	2036	2041
Northern Region	249,496	266,100	282,757	294,664	303,837
Southern Region	103,132	111,883	117,374	121,903	125,396
Outside PIA	100,539	107,230	112,487	116,854	120,219
Total	453,167	485,214	512,618	533,422	549,452

Table SC 3.1.9—Existing and projected demand for the stormwater network

Column 1 - Service catchment	Column 2 - Existing and projected demand (impha)				
	2021	2026	2031	2036	2041
Northern Region	2,484	2,765	3,129	3,262	3,364
Southern Region	1,143	1,186	1,231	1,267	1,294
Total	3,627	3,951	4,359	4,528	4,659

Table SC 3.1.10—Existing and projected demand for the parks and land for community facilities network

Column 1 - Service catchment	Column 2 - Existing and projected demand (Population)				
	2021	2026	2031	2036	2041
Northern Region	60,848	64,897	68,990	71,928	74,189
Southern Region	24,448	26,075	26,441	27,208	27,802
Outside PIA	26,779	28,561	29,961	31,125	32,021
Total	112,074	119,533	125,393	130,261	134,012

SC3.2 Schedules of works

Table 3.2.1—Water network schedule of works

Plan Ref	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
WS-003	W009	New Water Main	Hornes Rd, Takura - Torbanlea - Pialba Rd to Road 587	\$1,940,000	30/31 - 32/33
WS-003	W010	New water main	Pursers Rd, Dundowran - Dundowran Booster PS	\$160,000	33/34 - 35/36
WS-003	W017	New Watermain	Pulgul St, Urangan - Edward St to Moolyyir St	\$400,000	30/31 - 32/33
WS-002	W042	New Water Main	Castles Rd, Craignish - Glenco Dr to just before Craigslee Ct	\$200,000	27/28 - 29/30
WS-003	W071	New Water Main	Bideford St, Torquay - Boundary Rd to Vicki Pde	\$110,000	24/25 - 26/27
WS-003	W077	New water main	Margaret Street, Urangan - Cypress St & Dayman St	\$235,000	24/25 - 26/27
WS-003	W091	New water main	Sempfs Rd, Dundowran - Ansons Rd to Sawmill Rd	\$815,000	27/28 - 29/30
WS-003	W100	Upgrade Pump Station	Dundowran (Purser Rd) pumpstation	\$675,000	24/25 - 26/27
WS-006	W132	New Water Main	Bruce Highway, Tinana - Central Rd & Lindah Rd	\$460,000	30/31 - 32/33
WS-006	W162	New Water Main	Ariadne St - Booker St West	\$350,000	33/34 - 35/36
WS-006	W169	New Water Main	Aberdeen Av, MBD West - Neptune St to Reservoir	\$235,000	30/31 - 32/33
WS-006	W174	New Water Main	Range St, Granville - Cardigan St to Kinghorn Rd.	\$150,000	30/31 - 32/33
WS-006	W179	New Water Main	Burgowan - Boys Ave	\$45,000,000	24/25 - 26/27
WS-006	W181	New Water Main	Walkers pt Rd, Granville. - Banana St to Range St.	\$675,000	30/31 - 32/33
WS-006	W185	New Water Main	Kent St, MBD CBD - Tiger St to Ajax St.	\$460,000	30/31 - 32/33
WS-006	W186	New Water Main	Ajax St, Granville - Bridge river crossing	\$1,800,000	30/31 - 32/33
WS-006	W193	New Water Main	Saltwater Creek Rd, St Helens - Fazio St & Janet Rd	\$700,000	2036+
WS-006	W194	New Water Main	Neptune St, St Helens - follows onto Lawson Rd	\$2,800,000	2036+
WS-003	W201	New Watermain	Queens Rd / Freshwater St - Esplanade to Gossner	\$1,125,000	33/34 - 35/36
WS-003	W210	New Water Main	Main Street, Nikenbah Structure Plan	\$630,000	24/25 - 26/27
WS-003	W212	New Water Main	Main Street, Nikenbah Structure Plan	\$700,000	24/25 - 26/27
WS-003	W213	New Water Main	Main Street, Nikenbah Structure Plan	\$70,000	24/25 - 26/27
WS-003	W218	New Water Main	Nikenbah Structure Plan	\$350,000	30/31 - 32/33
WS-003	W223	New Water Main	Chapel Rd, Nikenbah Structure Plan	\$765,000	24/25 - 26/27
WS-003	W224	New Water Main	Nikenbah Structure Plan	\$280,000	24/25 - 26/27
WS-003	W226	New Water Main	Nikenbah Structure Plan	\$150,000	24/25 - 26/27
WS-003	W229	New Water Main	Nikenbah Structure Plan	\$270,000	30/31 - 32/33

Plan Ref	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
WS-003	W231	New Water Main	Nikenbah Structure Plan	\$820,000	30/31 - 32/33
WS-003	W233	New Water Main	Nikenbah Structure Plan	\$90,000	30/31 - 32/33
WS-003	W238	New Water Main	Nikenbah Structure Plan	\$900,000	30/31 - 32/33
WS-003	W247	New Water Main	Nikenbah Structure Plan	\$800,000	24/25 - 26/27
WS-003	W248	New Water Main	Nikenbah Structure Plan	\$330,000	30/31 - 32/33
WS-003	W250	New Water Main	Nikenbah Structure Plan	\$85,000	30/31 - 32/33
WS-003	W253	New Water Main	Nikenbah Structure Plan	\$130,000	30/31 - 32/33
WS-005	W282	New Reservoir (land acquisition)	70 Rokeby Dr, Booral.	\$1,500,000	24/25 - 26/27
WS-006	W310	New Water Main	Puller St, Granville - Hoffman to Cardigan St	\$250,000	33/34 - 35/36
WS-003	W495	New Watermain	Esplanade, Urangan - Boundary Rd & Esplanade	\$740,000	27/28 - 29/30
WS-004	W513	New Water Main	James St, MBH - Agnes St to Annie St	\$60,000	27/28 - 29/30
WS-003	W516	New Water Main	Esplanade, Urangan - Moolyir St to Edwin St	\$450,000	30/31 - 32/33
WS-003	W517	New Water Main	Edwin St, Urangan - Pulgul St to Esplanade, connection into Crescent St	\$180,000	30/31 - 32/33
WS-003	W524	New water main	Eli Waters Structure Plan - Grinsteeds Rd to Greensill Rd	\$3,600,000	2036+
WS-003	W530	New Water Main	Boundary Rd, Wondunna - Denman's Camp Rd to Elizabeth St	\$3,600,000	30/31 - 32/33
WS-003	W532(a)	New Water Main	Kawungan Distributor Dr - Doolong Rd to Samarai Dr	\$820,000	24/25 - 26/27
WS-003	W532(b)	New Water Main	Kawungan Distributor Dr - Doolong Rd to Samarai Dr	\$820,000	30/31 - 32/33
WS-003	W533	New Water Main	Rasmussen Rd, Kawungan - Samarai Dr to Doolong South Rd	\$320,000	30/31 - 32/33
WS-003	W535	New Water Main	Samuari Drv to Sandy View Drv, Kawungan	\$260,000	30/31 - 32/33
WS-003	W536	New Water Main	Bayridge to Parklands - Sandy View Dr to Doolong Sth Rd	\$1,000,000	24/25 - 26/27
WS-003	W538	New Water Main	Doolong South Rd to River Heads Rd, Booral	\$4,400,000	30/31 - 32/33
WS-006	W548	New Water Main	Central Rd. Tinana - Bruce Hwy to Tulip Dr	\$180,000	30/31 - 32/33
WS-006	W553	New Water Main	Eatonvale Rd, Tinana - O'Connell Rd to Gympie Rd	\$350,000	27/28 - 29/30
WS-006	W556	New Water Main	St Helens DN250 Water Main Saltwater Creek Rd between Pallas St and Island Plantation Rd	\$480,000	27/28 - 29/30
WS-006	W559	New Water Main	Eatonvale Rd, Tinana - O'Conner Rd and Rosehill Rd	\$380,000	27/28 - 29/30
WS-006	W565	New Water Main	Dundas - Odessa to Cambridge	\$350,000	30/31 - 32/33
WS-003	W571	Reservoir Upgrade + pump station	Ghost Hill 1 Reservoir	\$5,400,000	30/31 - 32/33
WS-006	W575	Treatment Plant and Pump Station Upgrades	Burgowan WTP	\$63,000,000	27/28 - 29/30

Plan Ref	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
WS-006	W584	Upgrade 2 Mile reservoir	2 Mile Reservoir, Teddington	\$1,650,000	30/31 - 32/33
WS-002	W587	New Reservoir	Toogoom RES upgrade 1.5ML	\$1,200,000	24/25 - 26/27
WS-005	W701	New Water Main	River Heads Rd Reservoir to Rd 549	\$850,000	24/25 - 26/27
WS-003	W912	New Water Main	Christensen St, Urraween - Hanover Dr to Jacobsen Outlook	\$1,050,000	24/25 - 26/27
WS-003	W950	Inlet	Desalination Inlet Main	\$15,000,000	33/34 - 35/36
WS-003	W951	Outlet	Desalination Outlet Main	\$15,000,000	33/34 - 35/36
WS-003	W952	Distribution main	Desalination connection main	\$2,000,000	33/34 - 35/36
WS-003	W953	Desalination Treatment Plant	Desalination Plant	\$45,000,000	33/34 - 35/36

Table 3.2.2—Sewerage network schedule of works

Plan Ref	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
W-001	ESB01	New Irrigated Plantation	Tree Plantation	\$191,197	2036+
W-005	ESHB01	Distribution Main	Effluent Main	\$810,000	24/25 - 26/27
W-005	ESHB02	Distribution Main	Effluent Main	\$4,000,000	33/34 - 35/36
W-005	ESHB03	Lad & Storage Dam	Effluent Re-use Storage Lagoon	\$6,814,662	33/34 - 35/36
W-005	ESHB05	Effluent Reuse Dam	Effluent Dam	\$5,683,196	30/31 - 32/33
W-005	ESHB06	Irrigation Pump Station	Irrigation Pump Station	\$1,000,000	24/25 - 26/27
W-005	ESHB07	Irrigation Pump Station	Irrigation Pump Station	\$1,000,000	2036+
W-006	ESM01	New Effluent Reuse Main	Effluent Main	\$400,000	33/34 - 35/36
W-006	ESM02	Centre Pivot	Centre Pivot	\$588,672	33/34 - 35/36
W-006	ESM03	Effluent Reuse Dam	Effluent Dam	\$2,525,865	33/34 - 35/36
W-003	S009	Upgrade Gravity Sewer Main	Pulgul Creek Gravity Sewer Main	\$900,000	30/31 - 32/33
W-003	S011	Augmentation Sewer Rising Main	PS83 Sewer Rising Main	\$11,000,000	33/34 - 35/36
W-003	S014	Upgrade Sewer Pump station	PS30 North Street Sewer Pump Station	\$190,000	24/25 - 26/27
W-003	S015	Upgrade Sewage Pump Station	PS73 Mariners Cove Pump Station	\$70,000	24/25 - 26/27
W-006	S019	Upgrade Sewer Gravity Main	Odessa Street Sewer Gravity Main	\$250,000	33/34 - 35/36
W-006	S021	Upgrade Sewer Pump Station	PS12 Banana Street	\$300,000	33/34 - 35/36
W-006	S056	New Sewer Rising Main	St Helens Sewer Rising Main	\$2,300,000	2036+
W-006	S057	New Sewer Gravity Main	Lawson Street Sewer Gravity Main	\$3,000,000	2036+
W-006	S062	New Sewer Pump Station	Neptune Street (St Helens) Sewer	\$2,000,000	2036+
W-006	S063	New Gravity Main	Central Road Sewer Gravity Main	\$350,000	30/31 - 32/33
W-003	S069	New Sewer Main	Nikenbah Gravity Sewer Main	\$3,800,000	33/34 - 35/36
W-003	S070	New Gravity Sewer Main	Nikenbah Gravity Sewer Main	\$200,000	24/25 - 26/27
W-003	S071	New Gravity Sewer Main	Nikenbah Gravity Sewer Main	\$750,000	24/25 - 26/27
W-003	S073	New Gravity Sewer Main	Chapel Road Gravity Sewer Main	\$480,000	24/25 - 26/27
W-003	S074	New Gravity Sewer Main	Chapel Road Gravity Sewer Main	\$50,000	24/25 - 26/27
W-003	S085	New Sewer Pump Station	Nikenbah West Sewer Pump Station	\$240,000	24/25 - 26/27
W-003	S102	Upgrade Gravity Sewer Main	Doolong Road Gravity Sewer Main	\$450,000	27/28 - 29/30
W-003	S112	Upgrade Gravity Sewer Main	Truro Street Gravity Sewer Main	\$100,000	30/31 - 32/33
W-003	S113	Upgrade Gravity Sewer DN450	Doolong Flats Sewer	\$310,000	2036+

Plan Ref	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
W-003	S114	New Sewer Main DN225	Doolong Flats Gravity Sewer St	\$1,300,000	24/25 - 26/27
W-003	S126	New Gravity Sewer Main	Nikenbah Gravity Sewer	\$700,000	24/25 - 26/27
W-003	S127	New Gravity Sewer Main	Chapel Road Gravity Sewer Main	\$500,000	24/25 - 26/27
W-003	S128	Upgrade Gravity Sewer Main	Pulgul Creek Gravity Sewer	\$500,000	33/34 - 35/36
W-006	S132	Sewer Rising Main Upgrade	Lamington Bridge Rising Main	\$900,000	30/31 - 32/33
W-003	S133	New Sewer Pump Station	Nikenbah East Sewer Pump Station	\$210,000	30/31 - 32/33
W-003	S151	New Gravity Sewer Main	Cooks Road Gravity Sewer Main	\$150,000	24/25 - 26/27
W-001	S158	Upgrade Sewage rising Main	Bushnell Road Sewage Rising Main	\$1,500,000	24/25 - 26/27
W-001	S159	New Sewer Gravity Main	Dolphin Waters Sewer Gravity	\$1,200,000	24/25 - 26/27
W-003	S161	New Sewer Gravity Main	Grinsteeds Road Sewer Gravity	\$2,500,000	2036+
W-001	S168	New Sewage Pump Station	New Sewerage Pump Station	\$3,000,000	24/25 - 26/27
W-003	S173	Upgrade Sewage Pump Station	EPS46 Endeavour Way Sewage Pump Station	\$50,000	24/25 - 26/27
W-003	S174	Upgrade Sewage Pump Station	EPS66 Pialba Downs Drive Sewage Pump Station	\$70,000	24/25 - 26/27
W-001	S175	New Sewage Pump Station	New Sewerage Pump Station	\$1,500,000	24/25 - 26/27
W-001	S176	New Sewer Gravity Main	On The Beach Sewer Gravity	\$1,300,000	24/25 - 26/27
W-006	S180	New Sewer Rising Main	Central Road Sewer Pump Station	\$260,000	30/31 - 32/33
W-006	S181	New Sewer Rising Main	Mary River Heights Sewer Rising Main	\$170,000	30/31 - 32/33
W-006	S182	New Sewer Rising Main	Eatonvale Road Sewer Rising Main	\$400,000	30/31 - 32/33
W-006	S183	New Sewer Rising Main	Maryborough West Sewer Rising Main	\$600,000	30/31 - 32/33
W-006	S184	New Sewer Rising Main	Bryant Street Sewer Rising Mai	\$120,000	30/31 - 32/33
W-006	S185	Sewer Upgrade	Sprake Drive Sewer	\$200,000	30/31 - 32/33
W-006	S186	New Sewer Rising Main	Burns Street Sewer Rising Main	\$300,000	30/31 - 32/33
W-006	S187	Upgrade Sewer Pump Station	PS10 Banana Street	\$120,000	33/34 - 35/36
W-002	S190	Upgrade Sewer Pump Station	TGMPS4400 O'Regan Creek Road Station	\$70,000	30/31 - 32/33
W-006	S191	Upgrade Sewer Pump Station	SPS09 Queen Street Sewer Pumpstation	\$1,500,000	24/25 - 26/27
W-003	S195	Extend Pulgul Outfall	Urangan Ocean Outfall	\$20,000,000	27/28 - 29/30
W-003	S196	New Effluent Outfall Pump Stat	Pulgul Effluent Outfall Pump Station	\$700,000	27/28 - 29/30
W-003	S202	Upgrade Sewer Pump Station	PPS2300 Main Street Sewer Pumpstation	\$400,000	30/31 - 32/33
W-003	S203	New Sewage Pump Station	Nissen Street Sewage Pump Station	\$270,000	30/31 - 32/33
W-003	S204	New Sewer Rising Main	Stirling Drive Sewer Rising Main	\$500,000	30/31 - 32/33

Plan Ref	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
W-003	S210	Upgrade Sewer Pump Station	PPS0600 Truru Street Pump Station	\$220,000	33/34 - 35/36
W-006	S260	Sewage Pump Station Upgrade	Tinana Pump Station 13	\$180,000	30/31 - 32/33
W-006	S261	New Sewer Pump Station and Gravity Main	Central Road Sewer Pump Station and Gravity Main	\$210,000	30/31 - 32/33
W-006	S262	New Sewer Pump Station	Mary River Heights Sewer Pump	\$190,000	30/31 - 32/33
W-006	S263	New Sewer Pump Station	Eatonvale Road Sewer Pump Station	\$240,000	30/31 - 32/33
W-006	S264	New Sewage Pump Station	Bryant Street Sewage Pump Station	\$210,000	27/28 - 29/30
W-006	S265	New Sewer Pump Station	Maryborough West Sewer Pump Station	\$225,000	30/31 - 32/33
W-006	S266	New Sewage Pump Station	Burns Street Sewage Pump Station	\$190,000	30/31 - 32/33
W-004	S350	New WWTP	Howard Sewerage Treatment Plant	\$3,500,000	24/25 - 26/27
W-004	S354	New Effluent Rising Main	Howard Effluent Reuse Rising Main	\$2,600,000	24/25 - 26/27
W-003	S430	Upgrade Sewer Rising Main DN30	Doolong Flats Sewer Rising Main	\$1,500,000	33/34 - 35/36
W-003	S433	Upgrade Sewer Pump Station	PS83 Sewer Pump Station	\$400,000	24/25 - 26/27
W-003	S434	Upgrade Sewer Pump Station	PPS7900 Booral Rd Sewer Pump Station	\$260,000	33/34 - 35/36
W-001	S440	Treatment Plant Upgrade	Burrum Heads WWTP	\$150,000	27/28 - 29/30
W-003	S447	New Effluent Pumps, storage and treatment	Nikenbah Effluent Storage and Treatment Plant	\$37,000,000	27/28 - 29/30
W-003	S450	Upgrade WWTP	Pulgul WWTP	\$63,000,000	27/28 - 29/30
W-002	S458	Treatment Plant Upgrade and Re	Toogoom WWTP	\$2,700,000	30/31 - 32/33
W-001	ESB01	New Irrigated Plantation	Tree Plantation	\$191,197	2036+

Table 3.2.3 Transport network schedule of works¹

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
Roads					
TRP-003	RC016	Woods Rd, Nikenbah - Chapel Rd to Booral Rd	Land acquisition and upgrade road to Minor Collector - Rural standard	\$3,800,000	27/28 - 29/30
TRP-003	RC020	Main Street, Kawungan - 130m south Urraween Rd to Stirling Dr	Upgrade of road to 4 lanes	\$5,115,000	27/28 - 29/30
TRP-003	RC021	Main Street, Nikenbah - Samaria Dr to Chapel	Land acquisition and upgrade of rural road to Controlled Distributer - Urban	\$15,500,000	2036+
TRP-003	RC029a	Hunter Street, Pialba - Old Maryborough Rd to BHD	Road reconstruction to complete partial construction during drainage upgrade urban	\$1,490,000	27/28 - 29/30
TRP-003	RC029b	Hunter Street, Pialba - Torquay to Old Maryborough Rd	Pavement replacement following drainage upgrade urban	\$1,500,000	27/28 - 29/30
TRP-003	RC038a	Old Maryborough Road, Pialba - Tooth St to Nissen	Upgrade of existing road to controlled distributor urban	\$1,540,000	30/31 - 32/33
TRP-003	RC038b	Old Maryborough Road, Pialba - Nissen St to Beach	Upgrade of existing road to controlled distributor urban	\$1,320,000	30/31 - 32/33
TRP-003	RC038c	Old Maryborough Road, Pialba - Beach Rd to Charles	Upgrade of existing road to controlled distributor urban	\$1,490,000	30/31 - 32/33
TRP-003	RC039b	Torquay Road, Pialba - Main St to Hunter St	Upgrade of existing road to controlled distributor urban	\$1,450,000	33/34 - 35/36
TRP-003	RC039c	Torquay Road, Pialba - Hunter St to Taylor St	Upgrade of existing road to controlled distributor urban	\$1,100,000	27/28 - 29/30
TRP-003	RC039e	Torquay Road, Scarness - Stephenson St to Queens Rd	Upgrade of existing road to controlled distributor urban	\$2,481,000	27/28 - 29/30
TRP-003	RC042b	Boat Harbour Drive, Urangan - Hansen St to Pulgul St	Upgrade of existing road to controlled distributor urban	\$1,550,000	33/34 - 35/36
TRP-003	RC042c	Boat Harbour Drive, Urangan - Pulgul St to Esplanade	Upgrade of existing road to controlled distributor urban	\$900,000	27/28 - 29/30
TRP-003	RC043	Main Street, Pialba - Old Maryborough Rd to Torquay	Upgrade of existing road to controlled distributor urban	\$2,750,000	30/31 - 32/33
TRP-003	RC045c	Doolong South Road, Wondunna - Maggs Hill Rd to Rasmussen Rd	Land acquisitions and upgrade of rural road to controlled distributor urban	\$2,850,000	33/34 - 35/36
TRP-003	RC045d	Doolong South Road, Wondunna - Est Parklands to Small St	Land acquisition and upgrade of rural road to controlled distributor urban	\$1,670,000	33/34 - 35/36
TRP-003	RC046b	McLiver Street, Scarness - Davis St to Oleander Av	Pavement strengthening/ replacement	\$1,790,000	30/31 - 32/33
TRP-003	RC047b	Taylor Street, Pialba - (Torquay Road to Andrew Road	Pavement strengthening/ replacement	\$610,000	30/31 - 32/33
TRP-003	RC047c	Taylor Street, Pialba - (Andrew St to BHD	Pavement strengthening/ replacement	\$1,210,000	30/31 - 32/33
TRP-006	RC061a	Walker Street, Maryborough - Bruce Hwy to Croydon St	Upgrade of existing road to controlled distributor urban	\$4,620,000	30/31 - 32/33
TRP-006	RC061b	Walker Street, Maryborough - Yaralla St to Cheapside St	Upgrade of existing road to controlled distributor urban	\$2,090,000	24/25 - 26/27
TRP-006	RC061c	Walker Street, Maryborough - Cheapside St to Pallas St	Upgrade of existing road to controlled distributor urban	\$1,430,000	27/28 - 29/30
TRP-006	RC062a	Ann Street, Maryborough - Bazaar St to Fort St	Upgrade of existing road to controlled distributor urban	\$1,300,000	33/34 - 35/36
TRP-006	RC062b	Ann Street, Maryborough - Bazaar St to March St	Upgrade of existing road to controlled distributor urban	\$1,400,000	2036+

¹ Source: DOCSHBCC-4917962-v1-2024LGIP_Draft_Schedule_of_Works_Future_Trunk_Combined. Xls, sheet "Draft 2024 SOW"

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
TRP-006	RC062c	Ann Street, Maryborough - March St to Guava St	Upgrade of existing road to controlled distributor urban	\$1,700,000	33/34 - 35/36
TRP-006	RC065a	Lennox Street, Maryborough - Churchill St to Woodstock St	Upgrade of existing road to controlled distributor urban	\$2,600,000	24/25 - 26/27
TRP-006	RC066	Woodstock Street, Maryborough - Lennox St to Saltwater Creek Rd	Upgrade of existing road to controlled distributor urban	\$990,000	24/25 - 26/27
TRP-006	RC067b	Pallas Street, Maryborough - Alice St to Albert	Upgrade of existing road to controlled distributor urban	\$530,000	33/34 - 35/36
TRP-003	RC075	Esplanade, Pialba - Main St to 300m Esp.	Upgrade of existing road to controlled distributor urban	\$2,200,000	24/25 - 26/27
TRP-003	RC077	Maggs Hill Rd, Nikenbah - Main St to Doolong Sth Rd	Land acquisition (Future Controlled Distributor - Urban)	\$750,000	27/28 - 29/30
-	RCTIP	Road strategic infrastructure planning	Development of road infrastructure strategy	\$250,000	24/25 - 26/27
Combined (Roads, Pathways, Stormwater)					
TRP-003	RC004b	Urraween Road, Urraween - Pantlins Ln to Madsen Rd	Upgrade of rural road to Controlled Distributer urban	\$5,500,000	27/28 - 29/30
S-003	CUL07	Urraween Road, Urraween east Cooks Rd	Upgrade of culvert to suit new road widths		
TRP-003	BS21	Urraween Road, Urraween - east/west Cooks Rd	New bus stop as part of road upgrade		
TRP-003	RC017a	Urraween Distributor - (Nissen St to Beach Rd ext)	New road construction to Controlled Distributer	\$17,500,000	27/28 - 29/30
TP-003	PW45a	Urraween Distributor - (Nissen St to Beach Rd ext)	New District Pathway as part of road construction		
S-003	CUL08	Urraween Distributor, Urraween - Nissen St to Beach Rd ext	New Culvert		
TRP-003	RC005	Scrub Hill Road, Urraween - Empire Ct to Augustus	Upgrade of rural road to Controlled Distributer urban	\$6,600,000	27/28 - 29/30
TRP-003	BS16	Scrub Hill Road, Yarrilee - nth Augustus Blvd	New bus stop as part of road upgrade		
TP-003	PW32a	Scrub Hill Road, Urraween - Augustus Blvd to Empire Cct	New District Pathway as part of road upgrade		
TRP-003	RC006	Scrub Hill Road, Urraween - Augustus Blvd to Urraween	Upgrade of rural road to Controlled Distributer urban	\$6,600,000	30/31 - 32/33
S-003	CUL06	Scrub Hill Road, Urraween - Augustus Blvd to Urraween	New bus stop as part of road upgrade		
TRP-003	IRF66	Scrub Hill Road, Urraween - Augustus Blvd intersection	Construction of roundabout		
TP-003	PW31	Scrub Hill Road, Urraween - Urraween Rd to Augustus Blvd	New District Pathway as part of road upgrade		
TRP-003	RC045a	Doolong South Road, Wondunna - Samaria Dr to Rasmussen Rd western side	Upgrade of existing rural road to Controlled Distributer urban	\$1,800,000	24/25 - 26/27
TRP-003	BS36	Doolong South Road, Wondunna - Nth/Sth Shearwater St	New bus stop		
TRP-003	RC051	Doolong South Road, Wondunna - Doolong Rd to Ch700m Sth	Land acquisitions and upgrade of existing rural road to urban road	\$6,600,000	30/31 - 32/33
S-003	SW33	Doolong South Road, Wondunna - Doolong Rd to Ch700m Sth	New open channel and easement for road upgrade		
TRP-003	BS34	Doolong South Road, Wondunna - Sth Doolong Rd	New bus stop		
TP-003	PW60	Doolong South Road, Kawungan - Doolong Rd to Samaria Dr	New District Pathway		

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
TRP-003	RC076	Esplanade, Pialba - Ch300m Est Main St to Taylor	Upgrade of existing road to Urban Sub-Arterial	\$2,200,000	27/28 - 29/30
TRP-003	IWF19	Esplanade, Pialba - Taylor St intersection	Upgrade of existing intersection		
TRP-003	IWF06a	Urraween Road, Urraween - Scrub Hill Rd intersection	Upgrade of existing intersection	\$2,000,000	27/28 - 29/30
TP-003	PW35	Urraween Road, Urraween - Scrub Hill Rd to Blaxland Rd	New Special Pathway		
TRP-003	IRF36	Doolong South Road, Kawungan - Rasmussen Rd intersection	Land acquisition and upgrade of existing intersection, new roundabout	\$1,370,000	27/28 - 29/30
S003	CUL21	Doolong South Road, Wondunna - Rasmussen Rd intersection	Upgrade culverts		
TRP-003	IRF42	Madsen Road, Nikenbah - Chapel Rd intersection	Upgrade of existing intersection (roundabout)	\$9,900,000	30/31 - 32/33
TRP-003	RC015c	Madsen Road, Nikenbah - Ch160m Sth Windsor Wy to Chapel	Land acquisition and upgrade from rural road to 2 lane Controlled Distributer - Urban		
TP-003	PW44b	Madsen Road, Nikenbah - Morgan Cct to 160m sth Windsor	New District Pathway as part of 2 lane construction		
TP-003	PW44c	Madsen Road, Urraween - Chapel Rd to Morgan Cct	New District Pathway as part of 2 lane construction		
TRP-003	RC030	Esplanade, Urangan - Miller St to Boat Harbour	Upgrade of existing urban road to 2 lane Controlled Distributer - Urban	\$4,120,000	30/31 - 32/33
S-003	SW34	Esplanade, Urangan - Jetty St to Boat Harbour Dr	New drainage system to accommodate future development		
TRP-003	IWF33	Esplanade, Urangan - Boat Harbour Drive intersection	Upgrade of existing intersection		
TP-003	PW09b	Esplanade, Urangan - (Miller St to Boat Harbour	New Special Pathway as part of 2 lane construction		
TRP-003	RC036a	Chapel Road, Nikenbah - Maryborough Hervey Bay Rd to Madsen Rd	Land acquisition (future Controlled Distributor - Urban) and interim upgrade of existing rural road to Major Collector - Rural standard	\$8,000,000	27/28 - 29/30
S-003	CUL31	Chapel Road, Nikenbah - Cross drainage culvert	Upgrade of culvert to suit new road widths on controlled release to downstream catchment		
TP-003	PW105b	Chapel Road, Nikenbah - Maryborough Hervey Bay Rd to Madsen Rd	New District Pathway		
TRP-003	RC036b	Chapel Road, Nikenbah - Madsen Rd to Main St	Land acquisition (future Controlled Distributor - Urban) and interim upgrade of existing rural road to Major Collector - Rural standard	\$8,000,000	27/28 - 29/30
TP-003	PW102	Chapel Road, Nikenbah - Madsen Rd to Main St	New District Pathway		
S-003	CUL33	Chapel Road, Nikenbah - Madsen Rd to Main St	Upgrade of culvert to suit new road widths on controlled release to downstream catchment		
TRP-003	RC038d	Old Maryborough Road, Pialba - Beach Rd to Charles	Upgrade of existing road to Controlled Distributer urban including new lighting	\$1,350,000	30/31 - 32/33
TRP-003	ISF15	Old Maryborough Road, Pialba - Charles St intersection	Upgrade of existing intersection to signals as part of road upgrade		

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
TRP-003	RC009b	Boundary Road, Torquay - (Maree St to Bideford	Construction of 2 new lanes to 4 lane Controlled Distributer urban	\$15,000,000	33/34 - 35/36
TRP-003	ISF25	Boundary Road - Bideford St/Raward Rd intersection	Upgrade of intersection to 4 lane		
TRP-003	IWF43	Boundary Road, Torquay - Tavistock St intersection	Upgrade of intersection to 4 lane		
TP-003	PW79a	Boundary Road, Torquay - Denmans Camp Rd to Bideford St	New Special Pathway as part of 2 lane road construction		
TRP-003	RC009c	Boundary Road, Torquay - Bideford St to Robert	Construction of 2 new lanes to 4 lane Controlled Distributer urban	\$16,500,000	33/34 - 35/36
TP-003	PW79b	Boundary Road, Torquay - Bideford St to Robert	New Special Pathway as part of 2 lane road construction		
TRP-003	RC009d	Boundary Road, Urangan - Stringybark to Robert	New 2 lane road on northern alignment	\$12,276,000	27/28 - 29/30
S-003	SW35	Boundary Road, Urangan - Robert St to Stringybark Dr	Upgrade of existing open channel to piped drainage system		
TRP-003	BS29	Boundary Road, Urangan - est/wst Bradman Wy	New bus stop		
TRP-003	ISF45	Boundary Road, Torquay - Senorita Pde intersection	Upgrade of existing intersection to 4 lanes		
TP-003	PW78d	Boundary Road, Urangan - Stringybark to Robert	New District Pathway on northern alignment as part of new 2 lane road on northern alignment		
TP-003	PW79c	Boundary Road, Urangan - Stringybark to Robert	New District Pathway on northern alignment as part of new 2 lane road on northern alignment	\$16,500,000	27/28 - 29/30
TRP-003	RC009e	Boundary Road, Urangan - Booral Rd to Stringybark	New 2 lane road on northern alignment		
S-003	SW36	Boundary Road, Urangan - Stringybark Dr to Pulgul Creek	Upgrade of existing open channel to pipes underground system with new outlet		
TRP-003	BS30	Boundary Road, Urangan - est/wst Stringybark Dr	New bus stop as part of 4 lane road construction		
TRP-003	IWF44	Boundary Road, Torquay - Stringybark Dr intersection	Upgrade of existing intersection to 4 lanes		
TP-003	PW78f	Boundary Road, Urangan - Booral to Stringybark	New District Pathway on northern alignment as part of new 2 lane road on northern alignment		
TP-003	PW79d	Boundary Road, Urangan - Booral to Stringybark	New District Pathway on northern alignment as part of new 2 lane road on northern alignment	\$6,700,000	33/34 - 35/36
TRP-003	RC019b	Doolong Road, Wondunna - Kawungan Wy to Squire	Upgrade from rural road to 2 lane Controlled Distributer urban		
TP-003	PW57a	Doolong Road, Kawungan - Baycrest RSL Care to Squire	New District Pathway as part of 4 lane road construction	\$2,900,000	33/34 - 35/36
TRP-003	RC019c	Doolong Road, Wondunna - Squire St to Denmans Camp	Upgrade from rural road to 2 lane Controlled Distributer urban		
TP-003	PW57b	Doolong Road, Kawungan - Squire St to Doolong Sth	New District Pathway as part of 2 lane construction	\$27,000,000	33/34 - 35/36
TRP-003	RC031a	Beach Road ext, Pialba - Bay Dr to Urraween Distributer	New road construction to Controlled Distributer		
TRP-003	ISF39	Beach Road, Pialba - Bay Dr intersection	Upgrade of existing intersection		

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
TP-003	PW19a	Beach Road ext, Pialba - Bay Dr to Urraween Distributor	New District Pathway as part of road construction		
TRP-003	RC040a	Denmans Camp Road, Wondunna - BHD to Torquay	Upgrade of existing road to Controlled Distributer urban including new lighting	\$1,600,000	24/25 - 26/27
TP-003	PW50c	Denmans Camp Road, Torquay - Boat Harbour Dr to Totness St	New District Pathway		
Pathways					
TP-001	PW01	Esplanade, Burrum Heads - Burrum St to Rd 784	New Special Pathway	\$770,000	27/28 - 29/30
TP-003	PW02a	Corser Street, Point Vernon - Murphy St to Katandra	New District Pathway	\$680,000	33/34 - 35/36
TP-003	PW03a	Esplanade, Point Vernon - Spence St to Corser St	New Special Pathway	\$410,000	27/28 - 29/30
TP-003	PW03b	Esplanade, Point Vernon - Boat Ramp to Spence St	New Special Pathway	\$920,000	33/34 - 35/36
TP-003	PW09a	Esplanade, Urangan - Buccaneer Dr to Jetty	New Special Pathway	\$490,000	27/28 - 29/30
TP-003	PW09c	Esplanade, Urangan - (Boat Harbour Dr to Moolyir	New Special Pathway to be delivered with non-trunk road construction	\$600,000	30/31 - 32/33
TP-003	PW100	Unnamed 912 Road, Nikenbah - Madsen Rd to Rail Trail	New District Pathway	\$306,000	30/31 - 32/33
TP-003	PW101	Future Path 1, Nikenbah - Main St to Samaria	New District Pathway	\$400,000	30/31 - 32/33
TP-003	PW103	Grinsteads Road, Dundowran Beach - Pialba Burrum Heads Road to Sempfs Rd	New District Pathway	\$610,000	30/31 - 32/33
TP-003	PW105a	Chapel Road, Nikenbah - Rail Trail to Madsen Rd	New Special Pathway	\$790,000	27/28 - 29/30
TP-003	PW107	Main St, Nikenbah - Chapel Rd to new estate entrance	New District Pathway	\$135,000	24/25 - 26/27
TP-003	PW10a	Esplanade ext., Urangan - Moolyir St to Pulgul St	New Special Pathway	\$650,000	30/31 - 32/33
TP-003	PW10b	Esplanade ext., Urangan - Pulgul St to Booral Rd	New Special Pathway	\$1,000,000	33/34 - 35/36
TP-003	PW113	Rail Trail, Hervey Bay - Elizabeth St intersection	Upgrade of existing intersection to signalised mid-block crossing	\$350,000	24/25 - 26/27
TP-003	PW21	Dougan Street, Pt Vernon – Corser St to Martin	New District Pathway	\$890,000	33/34 - 35/36
TP-003	PW24	Banksia Street, Pt Vernon – North St to Dougan	New District Pathway	\$237,500	33/34 - 35/36
TP-003	PW26	Ibis Boulevard ext., Eli Waters - End to Martin St	New District Pathway	\$365,000	33/34 - 35/36
TP-003	PW28	Martin Street, Point Vernon - Tooth St intersection	Upgrade of existing roundabout to include pedestrian facilities	\$270,000	27/28 - 29/30
TP-003	PW32b	Scrub Hill Road, Yarrilee - Yarrilee Cct intersection	Upgrade of existing intersection to raised priority crossing	\$303,000	27/28 - 29/30
TP-003	PW37a	Maryborough Hervey Bay Road - Urraween Rd to Wentworth Av	New District Pathway	\$530,000	33/34 - 35/36
TP-003	PW37b	Maryborough Hervey Bay Road, Urraween - Urraween Rd to Pialba Burrum Heads Rd	New District Pathway	\$710,000	2036+
TP-003	PW42a	Boat Harbour Drive, Urraween - Old Maryborough Rd to Picnic	New District Pathway	\$270,000	33/34 - 35/36

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
TP-003	PW42b	Boat Harbour Drive, Pialba - Picnic St to Nissen	New District Pathway	\$240,000	33/34 - 35/36
TP-003	PW42c	Boat Harbour Drive, Pialba - Nissen St to Beach	New District Pathway	\$270,000	33/34 - 35/36
TP-003	PW44a	Madsen Road, Urraween - Maike Dr to Urraween	New District Pathway	\$430,000	2036+
TP-003	PW49a	Boat Harbour Drive, Torquay - Denmans Camp Rd to Barry St	New District Pathway	\$210,000	33/34 - 35/36
TP-003	PW49b	Boat Harbour Drive, Torquay - Tavistock St to Bideford	New District Pathway	\$470,000	33/34 - 35/36
TP-003	PW49c	Boat Harbour Drive, Torquay - Honiton St to Robert	New District Pathway	\$140,000	33/34 - 35/36
TP-003	PW50a	Denmans Camp Road, Kawungan - Boundary Rd to Doolong Rd	New District Pathway	\$900,000	27/28 - 29/30
TP-003	PW51	Oleander Avenue, Scarness - Grevillea St to Baird Dr	New District Pathway	\$620,000	27/28 - 29/30
TP-003	PW53	Urraween Road, Urraween - Main St to Richard Charles Dr	New District Pathway	\$100,000	2036+
TP-003	PW59	Rasmussen Road, Kawungan - Anode to Doolong Sth Rd	New District Pathway	\$307,500	30/31 - 32/33
TP-003	PW63a	Doolong Road, Wondunna - Denmans Camp Rd to Carrick	New District Pathway	\$212,000	27/28 - 29/30
TP-003	PW63b	Doolong Road, Wondunna - Carrick Wy to Raward Rd	New District Pathway	\$318,000	27/28 - 29/30
TP-003	PW66	Robert Street, Urangan - Exeter St to Boat Harbour	Upgrade of existing asphalt path to District Pathway to be delivered with non-trunk road reconstruction	\$240,000	27/28 - 29/30
TP-003	PW73	Elizabeth Street, Urangan - Garden Dr to Emerald Park Wy	New District Pathway	\$40,000	33/34 - 35/36
TP-006	PW85	Edward Street, Maryborough - Edward St supervised crossing to Jupiter	New District Pathway	\$70,000	30/31 - 32/33
TP-006	PW86	Walker Street, Maryborough - Russell St to St Clair	Pedestrian Facility - Intersection upgrades	\$220,000	27/28 - 29/30
TP-006	PW86a	Jupiter St, Maryborough - Walker St to Boys	New District Pathway	\$710,000	33/34 - 35/36
TP-006	PW87a	Walker Street, Maryborough - Russell St to Jupiter St	New District Pathway	\$140,000	24/25 - 26/27
TP-006	PW87b	Walker Street, Maryborough - Russell St to Croydon	New District Pathway	\$340,000	33/34 - 35/36
TP-006	PW87c	Walker Street, Maryborough - Croydon St to Slaughterhouse	New District Pathway	\$420,000	33/34 - 35/36
TP-006	PW88b	Victory Street, Maryborough - Ariadne St to Neptune	New District Pathway	\$780,000	33/34 - 35/36
TP-006	PW88c	Neptune Street, Maryborough - Woodstock St to Victory	New District Pathway	\$1,000,000	2036+
TP-006	PW96a	Ann Street, Maryborough - (Ferry St to Fort	New District Pathway	\$440,000	33/34 - 35/36
TP-006	PW96b	Ann Street, Maryborough - (Fort St to John	New District Pathway	\$440,000	33/34 - 35/36
TP-006	PW96c	Ann Street, Maryborough - (John St to Lennox	New District Pathway	\$440,000	33/34 - 35/36
TP-006	PW96d	Ann Street, Maryborough - Lennox St to Bazaar	New District Pathway	\$620,000	33/34 - 35/36
N/A	PW96e	Ann Street, Maryborough - Bazaar St to Richmond Ln	New District Pathway	\$440,000	33/34 - 35/36
TP-006	PW96f	Ann Street, Maryborough - Richmond Ln to Richmond St	New District Pathway	\$440,000	33/34 - 35/36

Plan Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
TP-006	PW96g	Ann Street, Maryborough - March St to Richmond Ln	New District Pathway	\$440,000	33/34 - 35/36
TP-006	PW96h	March Street, Maryborough - Albert St to Ann	New District Pathway	\$220,000	30/31 - 32/33
TP-006	PW97	Ann Street, Maryborough - Ferry St to Cheapside	New District Pathway	\$2,090,000	33/34 - 35/36
TP-006	PW98a	Banana Street, Granville - Gick St to Perry	New District Pathway	\$255,000	30/31 - 32/33
TP-006	PW98b	Banana Street, Granville - Holme St to End	New District Pathway	\$180,000	30/31 - 32/33
TP-006	PW98c	Banana Street, Granville - Perry St to Holme St	New District Pathway	\$330,000	33/34 - 35/36
TP-006	PW99	Cambridge Street, Granville - Blackbourne St to Hoffman St	New District Pathway	\$600,000	33/34 - 35/36
-	PWITP	Active travel trunk infrastructure plan	Active Travel Strategy planning	\$50,000	24/25 - 26/27

Table 3.2.4 Stormwater network schedule of works

Map Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
S-003	CUL30	Ibis Boulevard ext, Eli Waters - End to Martin St	New culvert	\$262,500	30/31 - 32/33
S-003	CUL34	Charles Street, Pialba - Old Maryborough Rd to Torquay	Upgrade of existing cross drainage culvert	\$250,000	27/28 - 29/30
S-003	CUL35	Hunter Street, Pialba - Torquay Rd to Old Maryborough Rd	Upgrade of existing cross drainage culvert	\$1,100,000	27/28 - 29/30
S-003	CUL36	North Street, Point Vernon	Upgrade of existing cross drainage culvert for upgrade of existing rural road to urban standard	\$170,000	27/28 - 29/30
S-003	CUL37	Moolyir Street, Urangan - Pulgul St to Espl	Upgrade of existing cross drainage pipe/floodway	\$800,000	30/31 - 32/33
S-006	CUL38	Donnelly Road, Tinana	Donnelly Rd, Tinana - Culvert Upgrade	\$262,500	30/31 - 32/33
S-003	CUL39	Robert Street, Urangan - Urangan St to Emerald	Upgrade of existing cross drainage culvert	\$830,000	24/25 - 26/27
S-003	CUL40	Elizabeth Street, Urangan - Garden Dr to Emerald	Upgrade of existing cross drainage culvert	\$1,000,000	33/34 - 35/36
S-003	CUL41	Elizabeth Street, Urangan	Nth Rail Trail - Culvert - Upgrade/Duplication	\$413,621	30/31 - 32/33
S-003	SW01	Beach Road, Pialba - Old Maryborough Rd intersection	Upgrade of existing piped drainage system with new outlet	\$330,000	27/28 - 29/30
S-003	SW04	Urraween Road, Urraween - Urraween Rd to Nissen St	Land Easement TAFE site	\$35,000	27/28 - 29/30
S-003	SW05	Main Street, Pialba - Main St to Stirling Dr	Drainage easement	\$17,000	33/34 - 35/36
S-003	SW07	Hythe Street, Pialba	Tooth St to Hythe St - Open Channel	\$385,000	33/34 - 35/36
S-003	SW08	Hythe Street, Pialba	Downstream easement	\$65,000	2036+
S-003	SW10	Drury Lane, Dundowran - (Drainage - Eli Creek catchment)	Upgrade of existing open channel	\$550,000	33/34 - 35/36
S-003	SW11	Beach Road ext, Pialba - Detention Basin	New detention basin immediately upstream of Beach Rd ext	\$1,820,000	30/31 - 32/33
S-003	SW14	Doolong Road, Kawungan - RSL to Doolong Sth	Upgrade of existing open channel to rock lined/gabion rock or concrete lined	\$1,200,000	33/34 - 35/36
S-003	SW16	King Street, Urangan - Drainage upgrade	Upgrade of existing piped drainage	\$400,000	2036+
S-003	SW17	Elizabeth Street, Urangan - Miller St to Esplanade	Upgrade of existing piped drainage new outlet	\$3,100,000	30/31 - 32/33
S-003	SW18	Macks Road, Torquay - Esplanade to Truro Outlet	Upgrade of existing piped drainage	\$1,982,500	33/34 - 35/36
S-003	SW19	Robert Street, Torquay - Esplanade to Truro outlet	Upgrade of existing piped drainage	\$1,782,000	33/34 - 35/36
S-003	SW20	Ann Street, Torquay - (Drainage upgrade)	New piped drainage and new outlet	\$3,410,000	33/34 - 35/36
S-003	SW21	Margaret Street, Urangan - Truro St to Outlet	Upgrade of existing piped drainage and outlet (Groyne)	\$7,810,000	27/28 - 29/30
S-003	SW22	Churchill Street, Urangan - Shell St to Outlet	Upgrade of existing piped drainage and outlet (Groyne)	\$4,535,000	33/34 - 35/36
S-003	SW24	Winchelsea Street, Pialba	Upgrade of existing piped drainage	\$500,000	30/31 - 32/33
S-003	SW26	Newhaven Street, Pialba	Upgrade of existing piped drainage	\$900,000	27/28 - 29/30

Map Ref.	LGIP_ID	Asset Name	Description	Estimated Cost (\$)	Year
S-006	SW27	Albert Street, Maryborough	Albert St, Maryborough - Upgrade/Duplication	\$577,500	33/34 - 35/36
S-006	SW28	Richmond Street, Maryborough - (Ellena St to Alice	Upgrade of existing piped drainage	\$2,700,000	33/34 - 35/36
S-006	SW29	McDowell Carpark, Maryborough	Upgrade of existing piped drainage	\$1,500,000	30/31 - 32/33
S-006	SW30	North Street, Maryborough - Tooley St to outlet	Upgrade of existing piped drainage	\$3,963,500	33/34 - 35/36
S-003	SW31	Boat Harbour Drive, Urangan - Esplanade to Outlet	Upgrade of existing piped drainage	\$4,873,000	33/34 - 35/36
S-003	SW32	Jetty Street, Urangan - Esplanade to Marina	Upgrade of existing piped drainage	\$5,565,500	24/25 - 26/27
-	SWTIP	Stormwater strategic infrastructure planning	Stormwater Infrastructure Strategy development	\$200,000	24/25 - 26/27
-	WQTIP	Water quality strategic infrastructure planning	Stormwater Quality Infrastructure Strategy development	\$100,000	24/25 - 26/27

Table 3.2.5 - Parks and Land for Community Facilities network schedule of works

	LGIP ID	Asset Name	Locality	Estimated Cost (\$)	Year
P-003	CL01	Maggs Hill Cemetery - Land acquisition	Nikenbah	\$232,720	27/28 - 29/30
P-003	PL01a	Dundowran District Recreation Park - Land acquisition	Craignish	\$64,036	27/28 - 29/30
P-003	PL01b	Dundowran District Recreation Park - Infrastructure and embellishment	Craignish	\$4,784,837	30/31 - 32/33
P-003	PL02	Rasmussen Road District Recreation Park	Wondunna	\$257,692	2036+
P-003	PL03a	Kawungan Way District Recreation Park - Land acquisition	Kawungan	\$1,900,000	24/25 - 26/27
P-003	PL03b	Kawungan Way District Recreation Park - Infrastructure and embellishment	Kawungan	\$4,784,837	27/28 - 29/30
P-003	PL04a	Spring Way District Recreation Park - Land acquisition	Nikenbah	\$241,304	30/31 - 32/33
P-003	PL04b	Spring Way District Recreation Park - Infrastructure and embellishment	Nikenbah	\$4,784,837	2036+
P-003	PL05	Fraser Coast Regional Sport and Recreation Precinct	Nikenbah	\$18,950,000	30/31 - 32/33
-	CITIP	Community infrastructure strategy	-	\$100,000	24/25 - 26/27

SC3.3 Priority infrastructure area service catchment maps

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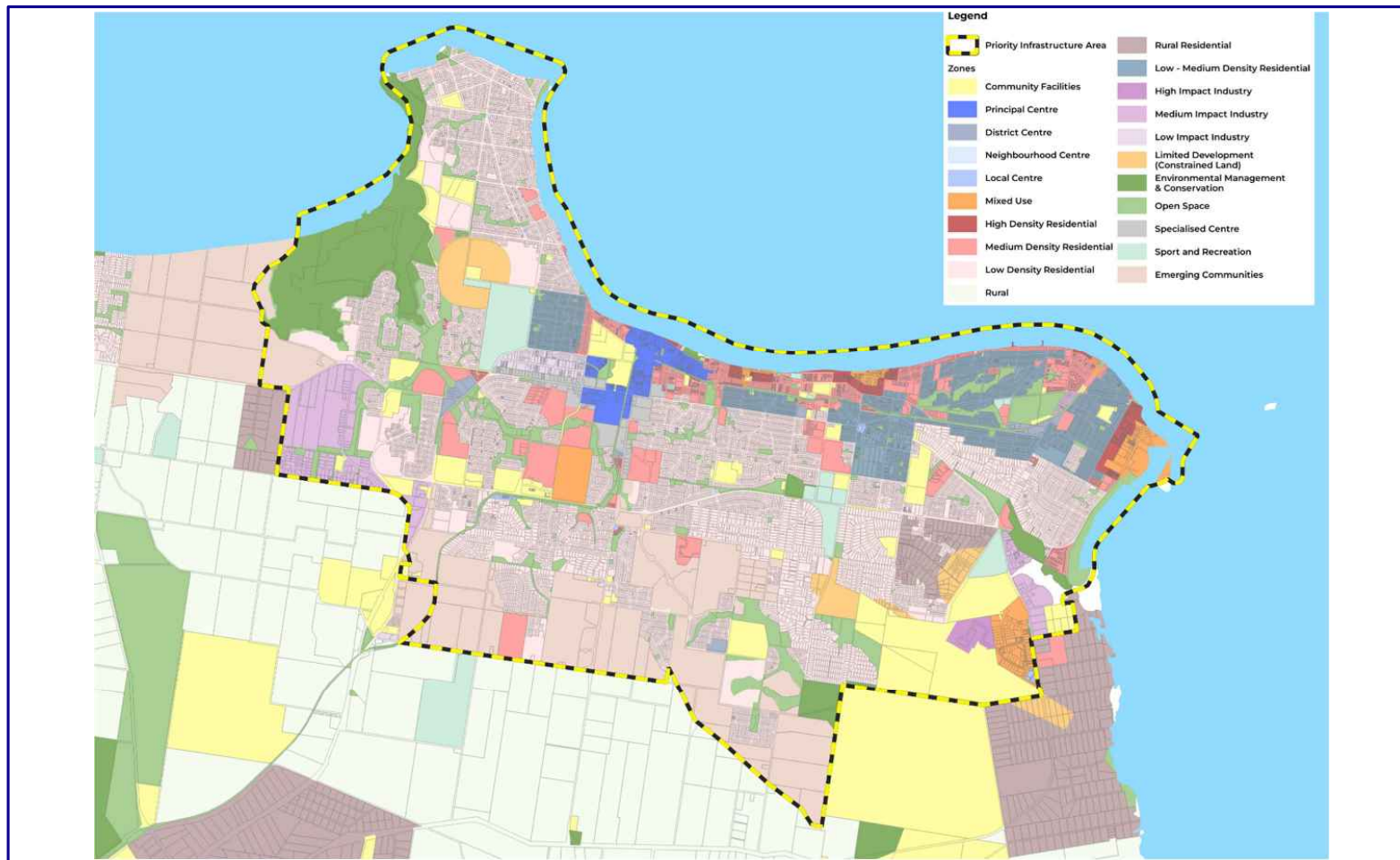


Figure 1 Priority Infrastructure Area – PIA 01 Hervey Bay

Source: Fraser Coast Regional Council

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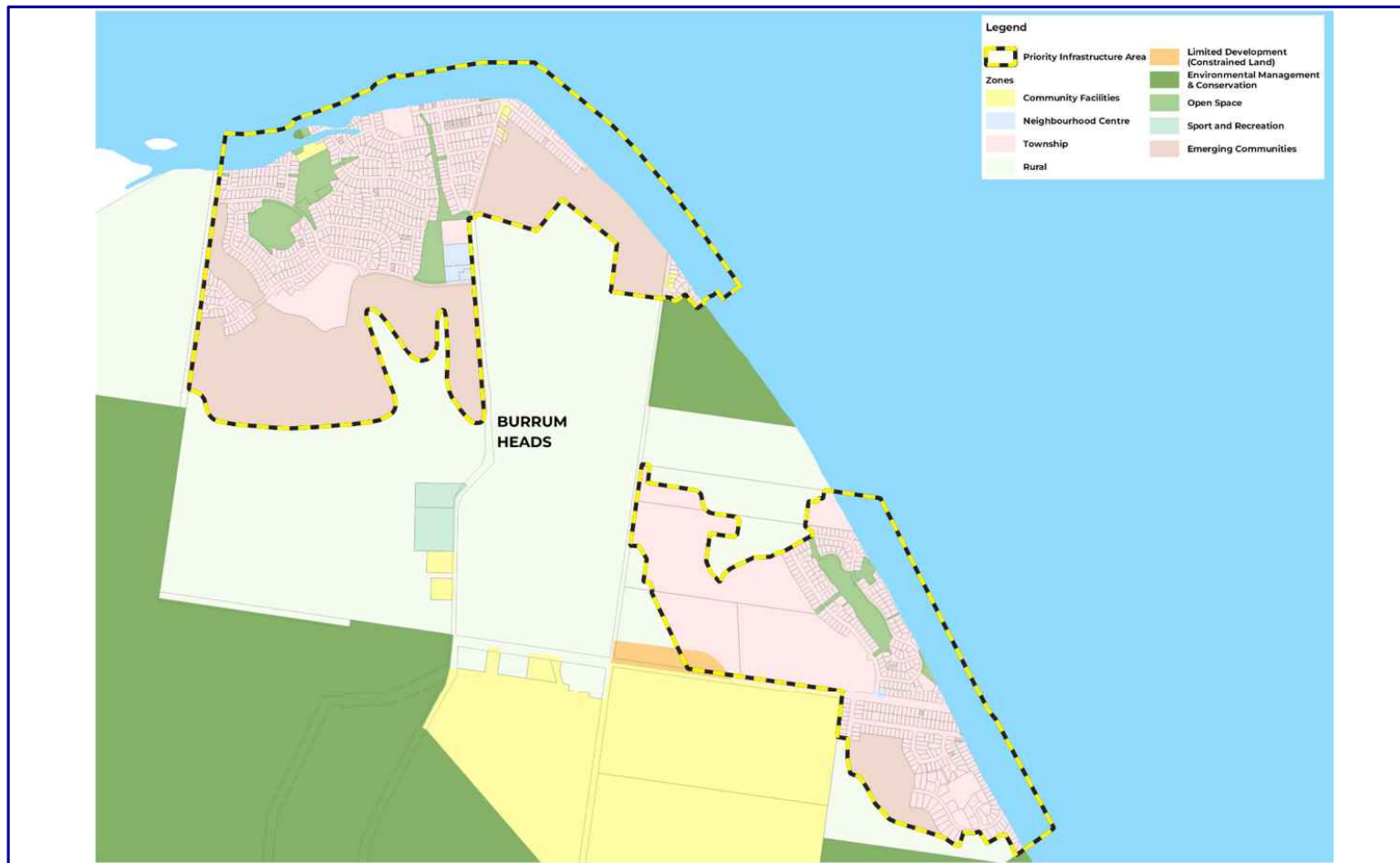


Figure 2 Priority Infrastructure Area – PIA 02 Burrum Heads

Source: Fraser Coast Regional Council

7 February 2025 | FCRC LGIP | 7220335 | 32

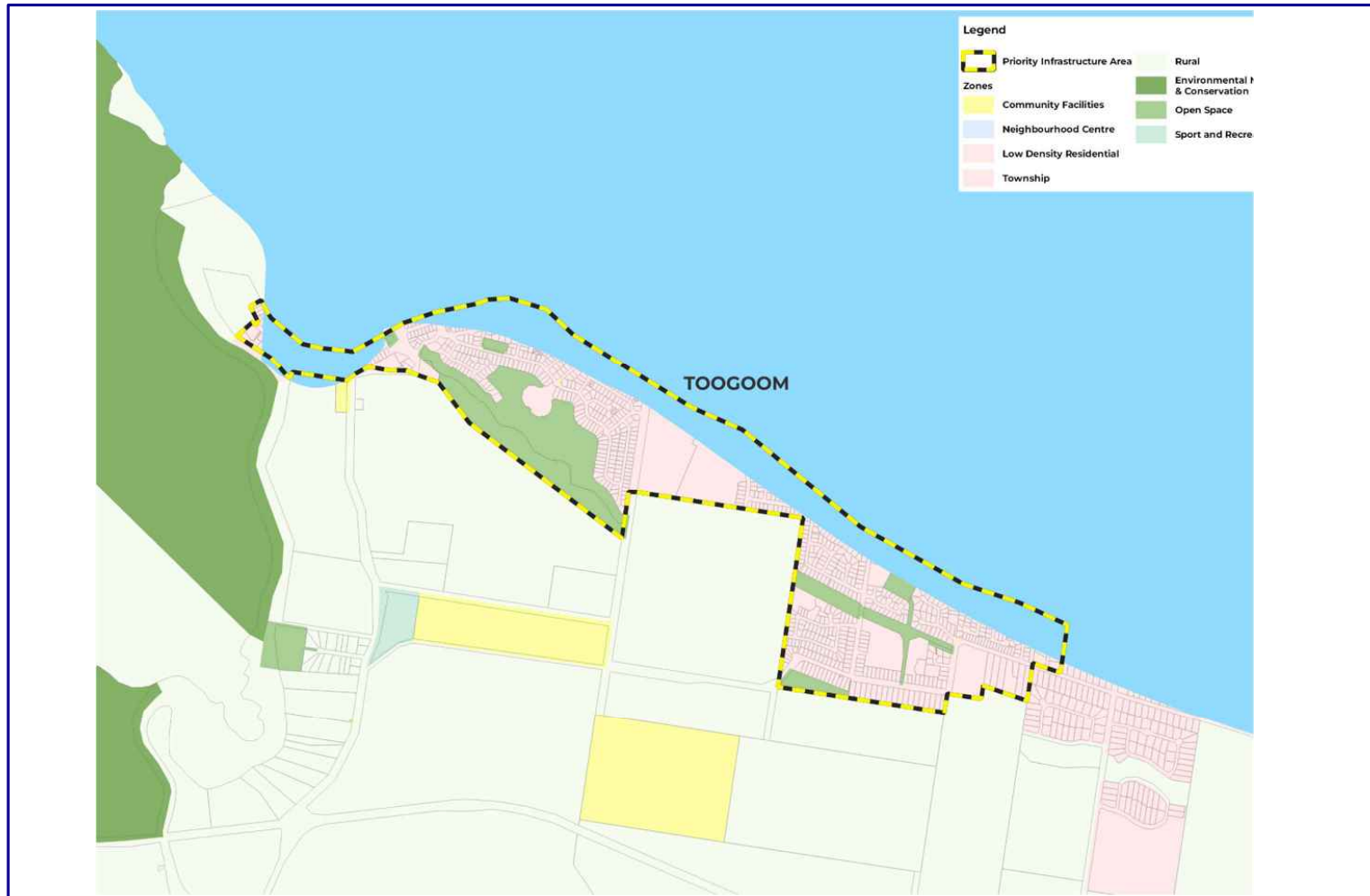


Figure 3 Priority Infrastructure Area – PIA 03 Toogoom

Source: Fraser Coast Regional Council]

7 February 2025 | FCRC LGIP | 7220335 | 33

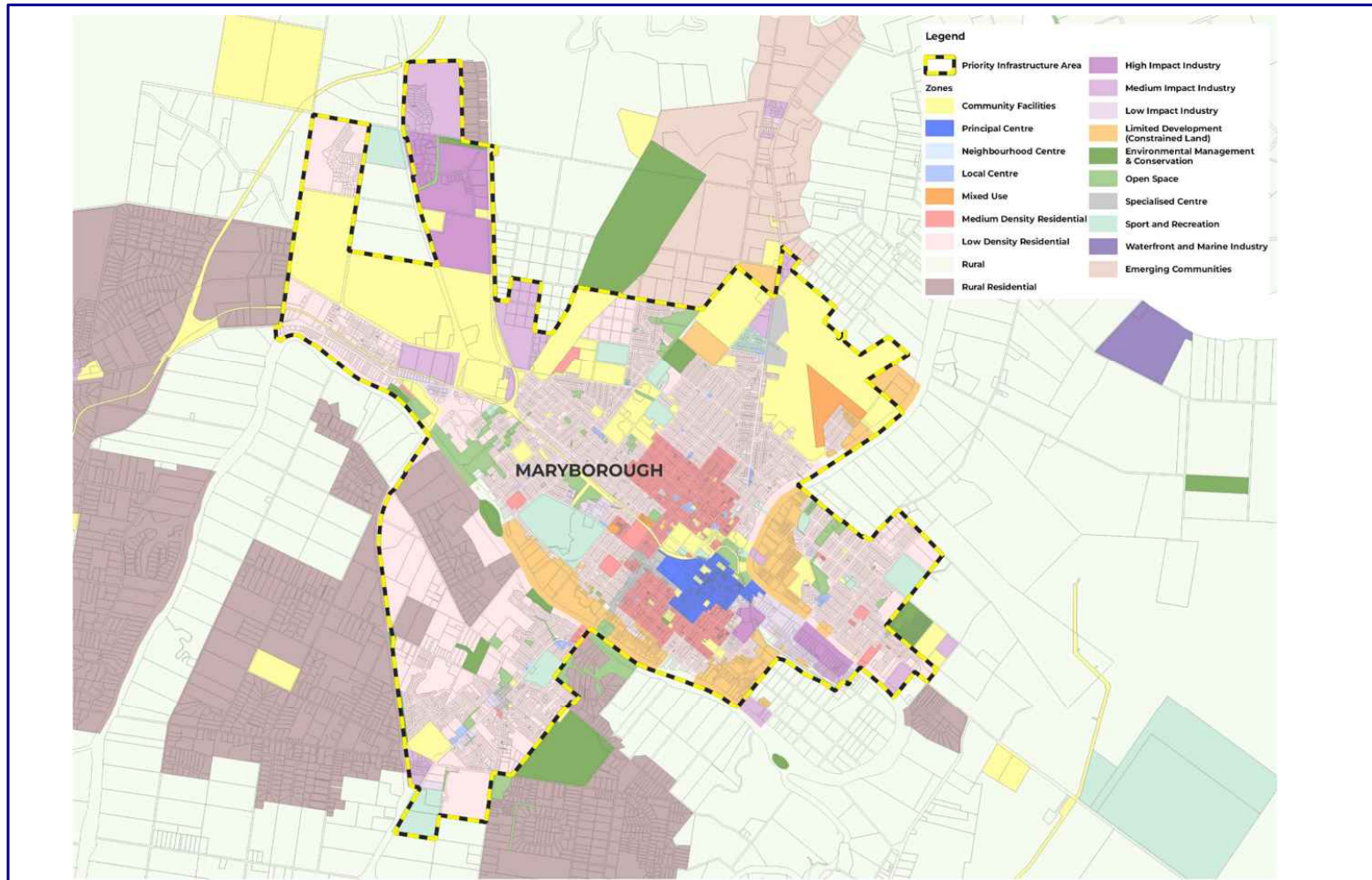


Figure 4 Priority Infrastructure Area – PIA 004 - Maryborough

Source: Fraser Coast Regional Council

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