



ORDINARY MEETING NO. 6/25 MONDAY, 30 JUNE 2025

OPEN AGENDA

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

Councillors are advised that an **ORDINARY MEETING** will be held in the Fraser Coast Regional Council Chambers, Hervey Bay Council Chambers, 77 Tavistock Street, Hervey Bay on **MONDAY, 30 JUNE 2025** at **10:00 AM**.

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

KEN DIEHM
CHIEF EXECUTIVE OFFICER

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

BUSINESS

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	In accordance with the provisions of the Local Government Act 2009, Councillors are required to declare a "Prescribed Conflict of Interest" or "Declarable Conflict of Interest" that may exist on any item on the agenda of the Council or Committee Meeting.	

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**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25**

MONDAY, 30 JUNE 2025

MAYORAL MINUTE

1. MOTION

That Council list the external conservation and restoration of the Maryborough Baby Clinic in the mid-year budget review to improve the visual aesthetics of the building, until such time as the Council commits to its full restoration.

2. ATTACHMENTS

Nil

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25**

MONDAY, 30 JUNE 2025

MAYORAL MINUTE

1. MOTION

That Council suspend the animal inspection program to allow further consultation with Councillors.

2. ATTACHMENTS

Nil

ITEM NO: ORD 5.1

**MINUTES OF THE ORDINARY MEETING NO. 5/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, KENT STREET, MARYBOROUGH
ON WEDNESDAY, 28 MAY 2025 COMMENCING AT 10:00AM**

PRESENT:

Mayor 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

STAFF IN ATTENDANCE:

Chief Executive Officer, Mr Ken Diehm
(Acting) Director Strategy, Community & Development, Mrs Justine Cooper
(Acting) Director Organisational Services, Mr Gerard Carlyon
Director Infrastructure Services, Mr Davendra Naidu
Director Water & Waste Services, Mr Mark Vanner
Meeting Secretary, Ms Chloe Hansen
Meeting Secretary, Mrs Bianca Wilson

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**

The Council noted the apology of Councillor Zane O'Keefe.

ORD 3 DISCLOSURE OF INTERESTS

1. Councillor Sara Faraj informed the meeting of a declarable conflict of interest in relation to item ORD 16.1.2 – Tender Award - CTIS004-24/25 - Pialba Beachfront Tourist Caravan Park Redevelopment.
 - a. The nature of Councillor Faraj's interest is that her fiancé (Ben Souvlis) owns a private caravan park in Hervey Bay.
 - b. Councillor Faraj advised that she will be dealing with the conflict of interest by leaving the meeting while the matter is discussed and voted on.
2. Councillor Denis Chapman informed the meeting of a declarable conflict of interest in relation to item ORD 15.3 – Land Acquisition - Chapel Road Nikenbah
 - a. The nature of Councillor Chapman's interest is that he personally knows multiple land owners in the Nikenbah area, including along Chapel Road, however does not do business with them.
 - b. Councillor Chapman advised that he wished for the remaining non-conflicted Councillors to decide if and how he can participate in any decision-making about the matter.

RESOLUTION (George Seymour/Daniel Sanderson)

1. Councillor Denis Chapman is able to participate in the discussion and vote on the matter including all subsequent discussions and decisions about the matter.
2. The reasons Councillor Denis Chapman is able to participate in the discussion and vote on the matter are as follows:
 - a. Councillor Denis Chapman has informed the meeting of a declarable conflict of interest in the matter in accordance with section 150EQ of the *Local Government Act 2009* (Qld) (**LGA**);
 - b. Councillors present and able to vote on this matter accept the following:
 - i. the facts as outlined in the disclosure and representations made by Councillor Denis Chapman;
 - ii. the declarable conflict of interest for Councillor Denis Chapman in the matter is not considered to be significant enough to require Councillor Denis Chapman to leave the meeting; and
 - iii. that it is appropriate for Councillor Denis Chapman to remain in the meeting and participate in the decision.

Carried Unanimously

Councillor Denis Chapman was not entitled to vote on the above matter.

3. Mayor George Seymour informed the meeting of a declarable conflict of interest in relation to item ORD 11.4.3 - Master Plan for Old Maryborough Administration Centre and Baby Clinic - Landscaping Concepts.

- a. The nature of Mayor Seymour's interest is that he is a patron of "Mary Inc." which is being mentioned in a proposed alternate motion for the item.
- b. Mayor Seymour advised that he will be dealing with the conflict of interest by leaving the meeting while the matter is discussed and voted on.

ORD 4 MAYORAL MINUTES

Nil

ORD 5 CONFIRMATION OF MINUTES OF MEETINGS

ORD 5.1 Ordinary Meeting No. 4/25 – 23 April 2025

RESOLUTION (Michelle Byrne/Paul Truscott)

That the minutes of the Ordinary Meeting No. 4/25 held on 23 April, 2025 be confirmed.

Carried Unanimously

ORD 5.2 Special Meeting No. 1/25 - 16 April 2025

RESOLUTION (Lachlan Cosgrove/Sara Faraj)

That the minutes of the Special Meeting No. 1/25 held on 16 April, 2025 be confirmed.

Carried Unanimously

ORD 6 OUTSTANDING ACTIONS

ORD 6.1 Open Resolutions Register - May 2025

RESOLUTION (Phil Truscott/Michelle Govers)

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

Carried Unanimously

ORD 7 ADDRESSES/PRESENTATIONS

ORD 7.1 Community Presentations

Graham Wode

Graham Wode spoke in relation to a range of flood camera issues and on the Brisbane City Council review report on the response to tropical cyclone Alfred.

Leonard Camm

Leonard Camm spoke on safety concerns in relation to hooning and dangerous driving behaviour in Russell St and requested the installation of traffic management devices.

RESOLUTION (Michelle Govers/John Weiland)

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

Carried Unanimously

ORD 8 DEPUTATIONS

Nil

ORD 9 PETITIONS

ORD 9.1 Receipt of Petitions

Nil

ORD 10 COMMITTEES' REPORTS

ORD 10.1 Water and Waste Services Advisory Committee Meeting Minutes - Meeting held on 17 April 2025

RESOLUTION (Michelle Byrne/Sara Faraj)

That Council receive and note the Minutes of the Water and Waste Services Advisory Committee Meeting held on 17 April 2025 as detailed in Attachment 1.

Carried Unanimously

ORD 10.2 Informal Meetings - Record of Matters Discussed

RESOLUTION (Michelle Govers/Sara Faraj)

That Council receive and note the record of matters discussed of Council Informal Meetings held between 1 April 2025 to 30 April 2025 as detailed in the attachments.

Carried Unanimously

ORD 10.3 Fraser Coast Events Advisory Committee Meeting Minutes - 26 September 2024

RESOLUTION (Lachlan Cosgrove/Paul Truscott)

That Council receive and note the Minutes of the Fraser Coast Events Advisory Committee held on 26 September, 2024 as detailed in attachment 1.

Carried Unanimously

ORD 10.4 Fraser Coast Events Advisory Committee Minutes - 6 February 2025

RESOLUTION (Lachlan Cosgrove/John Weiland)

That Council receive and note the Minutes of the Fraser Coast Events Advisory Committee held on 6 February, 2025 as detailed in attachment 1.

Carried Unanimously

ORD 10.5 Minutes of the Arts, Culture and Heritage Committee - 24 February 2025

RESOLUTION (Sara Faraj/Michelle Govers)

That Council receive and note the Minutes of the Arts, Culture and Heritage Advisory Committee held on 24 February 2025 as detailed in attachment 1.

Carried Unanimously

ORD 11 OFFICERS' REPORTS

ORD 11.1.1 Councillor Leave of Absence - Councillor Zane O'Keefe

RESOLUTION (Phil Truscott/Michelle Govers)

That Council:

1. Approve and note a Leave of Absence for Councillor Zane O'Keefe for the 26 to 29 May 2025.
2. Note that Councillor Zane O'Keefe will not be in attendance at the 28 May 2025 Council Ordinary Meeting.

Carried Unanimously

ORD 11.1.2 Councillor Meeting Attendance for June 2025

RESOLUTION (Denis Chapman/Sara Faraj)

That Council:

1. Approve the following meetings for the period 1 June 2025 to 30 June 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:
- 2.

Date of Meeting	Time of Meeting	Meeting
2 June 2025	10:00am	Councillor and Executive Briefing
4 June 2025	9:00am	Council Concept Forum

9 June 2025	10:00am	Councillor and Executive Briefing
11 June 2025	12.30pm	Council Concept Forum
16 June 2025	10:00am	Councillor and Executive Briefing
18 June 2025	10:00am	Council Agenda Forum
25 June 2025	9:00am	Community Presentations
30 June 2025	10:00am	Councillor and Executive Briefing

2. Note the requirement to attend the Ordinary Meeting scheduled for 25 June 2025.

Carried (7/3)

FOR: Mayor George Seymour
Councillor Michelle Byrne
Councillor Daniel Sanderson
Councillor Michelle Govers
Councillor John Weiland
Councillor Denis Chapman
Councillor Sara Faraj

AGAINST: Councillor Phil Truscott
Councillor Paul Truscott
Councillor Lachlan Cosgrove

ORD 11.2.1 Amendment to Corporate Plan 2023-2028

RESOLUTION (Sara Faraj/Lachlan Cosgrove)

That Council:

1. Adopts the amended Corporate Plan 2023-2028 as provided in Attachment 1.
2. Notes the inclusion of a Strategic Lens focused on Strategic Growth and Liveability.
3. Delegates authority to the Chief Executive Officer to make minor editorial, grammatical, and formatting changes to the Corporate Plan prior to publication.

Carried Unanimously

ORD 11.3.1 Fraser Coast Local Heritage Register - Proposed Nomination for Entry of Scarness Band Rotunda

RESOLUTION (Sara Faraj/Michelle Govers)

That Council propose to enter the Scarness Band Rotunda, as detailed in the draft place card (Attachment 1), on the Fraser Coast Local Heritage Register pursuant to section 116 of the *Queensland Heritage Act 1992*; and undertake public notification in accordance with section 117 of the *Queensland Heritage Act 1992*.

Carried Unanimously

ORD 11.3.2 Response to Resolution for 'Rescinding of the Conservation Areas Rates Concession Policy'

RESOLUTION (Phil Truscott/Sara Faraj)

That Council note that further investigation into the feasibility and cost of measures 1-7, outlined by Council's Environment and Sustainability Advisory Committee (ESAC), will be considered in the development of a Natural Environment Council Policy and Strategy.

Carried Unanimously

ORD 11.3.3 Regional Arts Development Fund Program 2025/26

RESOLUTION (Sara Faraj/Lachlan Cosgrove)

That Council:

1. Appoint Mr Greig Bolderrow, Mr Roger Jennings, Ms Lee-Ann Handley, Ms Mahney Wearne, Mr Matthew Richers and Ms Susan Rogers as community members of the RADF Advisory Committee effective from 1 July 2025 until 30 June 2027 (Attachment 1).
2. Endorse the 2025/26 RADF Community Funding Program Guidelines (Attachment 2).
3. Endorse the RADF Advisory Committee Terms of Reference (Attachment 3).
4. Delegate authority to the Chief Executive Officer to approve 2025/26 RADF Community Funding Program funds based on the recommendations of the RADF Advisory Committee.

Carried Unanimously

ORD 11.4.1 Formal renaming of Urraween Extension Road as Boundary Road

RESOLUTION (Denis Chapman/Paul Truscott)

That Council, pursuant to the Local Government Act (2009) Chapter 3 Part 3 Division 1 Section 60 Control of roads, approve the formal renaming of Urraween Extension Road as Boundary Road.

Carried Unanimously

ORD 11.4.2 Appointment of Deputy Chairperson of the Local Disaster Management Group

RESOLUTION (George Seymour/Paul Truscott)

That Council:

1. Note the resignation of Councillor Paul Truscott as Deputy Chairperson of the

Local Disaster Management Group.

2. Endorse Councillor Sara Faraj for the position of Deputy Chairperson of the Local Disaster Management Group.
3. In accordance with Section 10(1) of the *Disaster Management Regulations 2014*, appoints Councillor Sara Faraj as Deputy Chairperson of the Local Disaster Management Group.

Carried Unanimously

Mayor George Seymour left the Chamber at 10:21am and was not present during discussion of and voting on the below matter.

Councillor Sara Faraj presided as Chair.

ORD 11.4.3 Master Plan for Old Maryborough Administration Centre and Baby Clinic - Landscaping Concepts

RESOLUTION (Paul Truscott/Michelle Byrne)

That Council:

1. Endorse Concept 1 as the preferred master plan layout for use as a guiding concept for the Old Maryborough Administration Centre and Baby Clinic site.
2. List the Old Maryborough Administration Centre Site Landscaping Works for future budget considerations and funding opportunities.
3. Engage with Mary Inc. and/or other community groups to allow them to present a range of potential community funded art installations and furniture, to be incorporated into the landscape design, for the consideration of Council.

Carried Unanimously

Statement of Reasons for Inconsistency with Officer's Recommendation (*Standing Orders - Section 21.10*)

As required by the Meeting Procedures and Standing Orders for Council Meetings and Standing Committees, the following reasons are recorded to explain the inconsistency between the Officer's recommendation and the decision of Council:

"To allow further community engagement and input into the ultimate delivery of the parkland embellishments, and to potentially reduce costs."

Mayor George Seymour returned to the Chamber at 10:27am and resumed the Chair.

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

ORD 12.1 Request for a report on the effectiveness of Council's Sun Smart Policy

RESOLUTION (George Seymour/Paul Truscott)

That a report be provided on the effectiveness of council's Sun Smart Policy since it was adopted on 22 August 2018 and, where identified, provide options for improvement to better realise the goals of the policy.

Carried Unanimously

ORD 12.2 Request to Change June and October Ordinary Council Meeting Dates

RESOLUTION (Lachlan Cosgrove/Sara Faraj)

That Council:

1. Approve the following amendments to the 2025 Ordinary Meeting Schedule:
 - a. That the date of Ordinary Meeting No. 6/25 be rescheduled to Monday, 30 June 2025, commencing at 10:00am.
 - b. That the date of Ordinary Meeting No. 10/25 be rescheduled to Wednesday, 15 October 2025 commencing at 10:00am.
2. Approve the Council Agenda Forum No.10/25 to be rescheduled to Wednesday 8th October 2025.
3. Advertise the amended schedule in accordance with section 254B of the *Local Government Regulation 2012*.

Carried Unanimously

ORD 12.3 Request for Report on Feasibility of One-Way Street Trial in Adelaide Street, Maryborough

RESOLUTION (Paul Truscott/Daniel Sanderson)

That Council be provided with a report on the feasibility of conducting a one-way street trial in Adelaide Street, Maryborough between Ellena Street and Kent Street, using temporary infrastructure.

Carried Unanimously

ORD 13 QUESTIONS ON NOTICE

ORD 13.1 Response to Question on Notice - Ordinary Meeting No. 03/25 - Local Spend by Directorate

RESOLUTION (George Seymour/Sara Faraj)

That Council note the response to the question on notice from the March 2025 Ordinary meeting.

Carried Unanimously

ORD 14 GENERAL BUSINESS

RESOLUTION (Michelle Byrne/Sara Faraj)

That Council introduce a new item to request a verbal report on the development works behind the residences of Howard Street, Burrum Heads.

Carried Unanimously

ORD 14.1 Request for a Verbal Report on the Development Works behind the residences of Howard Street, Burrum Heads

QUESTION

Councillor Michelle Byrne requested the Acting Director of Strategy, Development and Community to outline the development works behind the residences of Howard Street, Burrum Heads. Specifically, detailing the causes of flooding and any development compliance issues as well as possible engineering solutions which are planned to address the drainage concerns.

RESPONSE

The Acting Director of Strategy, Development and Community Services advised the open drain is too flat, causing water buildup and property encroachment. The developer is responsible for works until 13 August 2025, after which Council will take over, subject to the resolution of current issues.

Water has been redirected to bushland, but further modifications are needed to improve drainage. The contractor is lasering the grass drain to remove high points and improve flow and officers are monitoring progress and providing weekly updates.

RESOLUTION (Michelle Byrne/Paul Truscott)

That Council note the verbal report on the development works behind the residences of Howard Street, Burrum Heads.

Carried Unanimously

RESOLUTION (Paul Truscott/Lachlan Cosgrove)

That Council introduce a new item to request a verbal report on the netball facilities in Cheapside Street and the lease with the Maryborough Netball Association.

Carried Unanimously

ORD 14.2 Request for a Verbal Report on the Netball facilities in Cheapside Street, Maryborough

QUESTION

Councillor Paul Truscott requested the Acting Director of Organisational Services to advise the Council on the current state of the Netball facilities in Cheapside Street Maryborough, the lease with the Maryborough Netball Association and what action the Council is taking to ensure that the site can be used by other community organisations.

RESPONSE

The Acting Director of Organisational Services advised that officers will meet with the Maryborough Netball Association on 4 June 2025 to discuss options for either reactivating or terminating the lease early. At present, the Association is not in breach of the lease, which is valid until 2027.

RESOLUTION (Paul Truscott/Michelle Byrne)

That Council note the verbal report on the current state of the lease with the Maryborough Netball Association and the action Council is taking to ensure the netball facilities in Cheapside Street can be used by other community organisations.

Carried Unanimously

ORD 16 LATE ITEMS

ORD 16.1 Late Open Reports

ORD 16.1.1 Fraser Coast Regional Council 2024-25 Community Grants Round 4 - Panel Recommendations to Council for Funding

RESOLUTION (Phil Truscott/Michelle Govers)

That Council:

1. Accepts the recommendations of the assessors and approves the following list of projects for a total funding amount of \$67,290 from Round 4 of the Community Grants Program of Council's 2024-25 Community Grants Scheme.

Table 1: Community Grants Program Round 4 2024-25

Applicant	Project Title	Grant Funding Recommended
Burrum District Community Men's Shed	Concrete Work Area	\$4,000.00
Football Qld	Team Bench Upgrade	\$6,500.00
Hervey Bay Hockey Association	Complex Mower Tractor	\$6,500.00
Hervey Bay Day for Girls	Read Set Sew Program	\$1,000.00
Hervey Bay Pickleball Club	Standalone Shaded Benches	\$7,200.00
Wide Bay Sexual Assault Service	Trauma Assist Equipment	\$2,000.00
Fraser Coast Men's Shed	Covered Mobility Scooter Parking Area	\$3,000.00

Toogoom & District Community Association	Replacement of Tennis Court Lights & Installation of Additional Field Lights	\$7,000.00
Wide Bay Motor Complex	Facility Improvement and Upkeep	\$2,550.00
Maryborough Clay Target Club Inc	Erect shade Shed and Concrete Slab	\$3,600.00
Fraser Coast Pistol Club	Purchase of Shipping Container	\$5,000.00
Hervey Bay RSL Sub Branch	Replacement of Interpretive Signs at Freedom Park	\$1,300.00
Maryborough & District Hockey Association	Upgrade Maryborough Hockey Indoor Stadium to include Pickleball Courts	\$6,500.00
Hervey Bay Croquet Club	Shelter Repairs	\$3,700.00
Maryborough Gymsports	Twist & Flip, Winter wonderland & Coaching workshop	\$1,240.00
Maryborough Amateur Athletic Club	Permanent Discus Netting	\$5,400.00
Riding for the Disabled Maryborough	Automatic Horse Waterers	\$800.00
TOTAL		\$67,290.00

Carried Unanimously

Councillor Sara Faraj left the Chamber at 10:56am and was not present during discussion of and voting on the below matter.

ORD 16.1.2 Tender Award - CTIS004-24/25 - Pialba Beachfront Tourist Caravan Park Redevelopment

RESOLUTION (Lachlan Cosgrove/Michelle Byrne)

That Council:

1. Accepts the tender submitted by Rejuvenate Group Pty Ltd for the CTIS004 - 24/25 - Pialba Beachfront Tourist Caravan Park Redevelopment project for \$10,551,856.08 ex GST which includes a Provisional Sum of \$464,494.76 and a 1.50% discount for award of the two (2) Separable Portions of \$160,688.16 excluding GST.
2. Authorises the Chief Executive Officer or delegate to negotiate and enter into a contract with Rejuvenate Group Pty Ltd for the tendered works.
3. Delegates authority to the Chief Executive Officer to approve variations to the tendered amount within the total project budget, subject to the variations being aligned with the specification advertised in the tender for the project.

Carried Unanimously

Councillor John Weiland left the Chamber at 10:57am.

Councillor Sara Faraj returned to the Chamber at 10:57am.

Councillor John Weiland returned to the Chamber at 10:58am.

ORD 16.1.3 Organisational Performance Report - April 2025

RESOLUTION (Michelle Byrne/Michelle Govers)

That Council receive and note the Organisational Performance Report for the period ending 30 April 2025 as per Attachment 1.

Carried Unanimously

ORD 15 CONFIDENTIAL

RESOLUTION (George Seymour/Michelle Byrne)

That Council move into Closed Session pursuant to section 254J(3) of the *Local Government Regulation 2012*, for discussion of the following items for the reasons:

1. In accordance with Section 254J(3)(f), it is necessary to close the meeting to discuss ORD 15.1 - Sale of Land for Overdue Rates and Charges as it relates to matters that may directly affect the health and safety of an individual or a group of individuals.
2. In accordance with Section 254J(3)(g), it is necessary to close the meeting to discuss ORD 15.2 - Community Engagement - Future of Cemetery Services as it relates to 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.
3. In accordance with Section 254J(3)(h), it is necessary to close the meeting to discuss ORD 15.3 - Land Acquisition - Chapel Road Nikenbah as it relates to negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.
4. In accordance with Section 254J(3)(g), it is necessary to close the meeting to discuss ORD 15.4 - Exemption under s235 b) Local Government Regulation 2012 for the Provision of RFID Support and Maintenance as it relates to 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.
5. In accordance with Section 254J(3)(g), it is necessary to close the meeting to discuss ORD 16.2.1 - Proposed Opening of Road - Mary to Bay Rail Trail - Colton Mining Lease Diversion as it relates to 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.
6. In accordance with Section 254J(3)(e), it is necessary to close the meeting to discuss ORD 16.2.2 - Request for New Lease - Ageing Dementia and Disability

Connections Inc. as it relates to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

7. In accordance with Section 254J(3)(g), it is necessary to close the meeting to discuss ORD 16.2.3 - Request for New Lease - Brettvale Pty Ltd as it relates to 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.

Carried Unanimously

RESUMPTION OF OPEN MEETING

RESOLUTION (George Seymour/Paul Truscott)

That the meeting resume in open meeting.

Carried Unanimously

ORD 15.1 Sale of Land for Overdue Rates and Charges

RESOLUTION (Michelle Byrne/Paul Truscott)

That Council:

1. Deem that this report and attachments are confidential documents and be treated as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the documents remain confidential unless Council decides otherwise by resolution.
2. Pursuant to section 140(2) of the *Local Government Regulation 2012*, sell the land referred to in the property numbers listed below and described in Schedule 1 attached, for overdue rates and charges; and

Property Number:

242296	104548	220025
108823	221819	220637
124832	243660	
247532	110684	
143260	239908	
221763	118615	
242304	113519	
145250	121952	
118803	105502	
237685	240774	

3. Delegate to the Chief Executive Officer its power to take all further steps under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to effect sale of the land (including, for avoidance of doubt, the power to end sale procedures).
4. Delegate to the Chief Executive Officer its power to discontinue any sale

proceedings commenced pursuant to Chapter 4, Part 12 Division 3 of the *Local Government Regulation 2012* in circumstances where the Chief Executive Officer or the person delegated power to make decisions by the Chief Executive Officer determines on the facts available to them at the time that it would not be in the best interests of Council or would be unfair or unjust to the property owner to proceed with the sale or any auction of the property.

Carried Unanimously

ORD 15.2 Community Engagement - Future of Cemetery Services

RESOLUTION (Michelle Byrne/Lachlan Cosgrove)

That Council:

1. Deem the report/attachments a confidential document and treat it as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remains confidential unless Council decides otherwise by resolution.
2. Endorse the Engagement Plan Summary – Future of Cemetery Services in Attachment 1 to explore the community's desire for a new cemetery in Hervey Bay, or utilisation of other existing cemetery facilities in the region.

Carried Unanimously

ORD 15.3 Land Acquisition - Chapel Road Nikenbah

RESOLUTION (Michelle Byrne/Sara Faraj)

That Council:

1. Deem the report/attachments a confidential document and treat it as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remains confidential unless Council decides otherwise by resolution.
2. Pursuant to the provisions of the Acquisition of Land Act 1967, authorise the Chief Executive Officer to commence negotiations to acquire the land by agreement as listed in Attachment 2, Schedule of Proposed Acquisitions – Chapel Road Nikenbah between Aalborg Road and Main Street.
3. Pursuant to the provisions of the Acquisition of Land Act 1967, and failing acquisition by agreement, serve Notices of Intention to Resume Land for Local Government Road Network purposes on the owners of the land described in the Schedule included in this report titled Land Acquisition – Chapel Road Nikenbah, and any other person/s required by the Act to be served with such Notices.
4. Delegate authority to the Chief Executive Officer, or his representative, to hear any objection from the owners of the land described in the Schedule included in this report titled Land Acquisition – Chapel Road Nikenbah 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 RFID Support and Maintenance

RESOLUTION (Lachlan Cosgrove/Michelle Govers)

That Council:

1. Deem the report/attachment a confidential document and treat it as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remain confidential unless Council decides otherwise by resolution.
2. Resolve to enter into a medium-sized contractual agreement with FE Technologies Pty Ltd without first inviting written quotes or tenders, pursuant to section 235(b) of the *Local Government Regulation 2012* because it would be impractical and disadvantageous for Council to invite quotes or tenders because it would not be commercially viable and to retrain staff.
3. Delegate the Chief Executive Officer the power to negotiate and approve pursuant to section 257 of the *Local Government Act 2009* (Qld), and pursuant to section 262 of the *Local Government Act 2009* (Qld) enter in a contract to extend the RFID Support and Maintenance for the Libraries RFID hardware including existing software subscriptions on behalf of Fraser Coast Regional Council with FE Technologies Pty Ltd for the required software until 30 June 2030.

Carried Unanimously

ORD 16.2 Late Confidential Reports

ORD 16.2.1 Proposed Opening of Road - Mary to Bay Rail Trail - Colton Mining Lease Diversion

RESOLUTION (Lachlan Cosgrove/Daniel Sanderson)

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 Council agrees to:-
 - (a) Opening a portion of Lot 11 MCH809455 and Lot 1 AP6551 as road to facilitate the ongoing development of the Mary to Bay Rail Trail subject to section 24KA of the *Native Title Act (Commonwealth)(1993)*;
 - (b) Undertake all necessary works associated with the road opening, including design, cultural heritage, environmental studies and construction, at New Colton Pty Ltd's cost, including the process required to finalise the section 24KA Native Title Act process;
 - (c) Undertake investigations to confirm the costs associated with
-

undertaking the relevant studies, design and construction works;

- (d) Lead the construction project; and
- (e) Be responsible for the ongoing management of the local government road once opened.
- (f) The above actions only be completed if the State Government confirms it will arrange full funding to cover the entire costs of the required actions.

Carried Unanimously

ORD 16.2.2 Request for New Lease - Ageing Dementia and Disability Connections Inc.

RESOLUTION (Sara Faraj/Lachlan Cosgrove)

That Council:

1. Deem the report/attachment a confidential document and be treated as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remain confidential unless Council decides otherwise by resolution.
2. Pursuant to *Local Government Regulation 2012*, Chapter 6, Sections 236 (1) (b) (ii), (2) and (4), which permits Council to dispose of an interest in land (a valuable non-current asset) to a community organisation without inviting tenders or conducting an auction, Council resolves to dispose of the interest in the land by entering into a Lease for a term of ten (10) years, on terms and conditions satisfactory to Council, with Ageing Dementia and Disability Connections Inc. over part of Lot 505 on SP165301, located at Fairway Drive, Pialba.
3. Delegates authority to the Chief Executive Officer to determine the terms and conditions satisfactory to Council, and otherwise negotiate and execute a lease for a term of ten (10) years with Ageing Dementia and Disability Connections Inc. over part of Lot 505 on SP165301, located at Fairway Drive, Pialba.

Carried Unanimously

ORD 16.2.3 Request for New Lease - Brettvale Pty Ltd

RESOLUTION (Phil Truscott/Michelle Byrne)

That Council:

1. Deem the report/attachment a confidential document and be treated as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remain confidential unless Council decides otherwise by resolution.
2. Pursuant to *Section 236(1)(c)(iii)* and *Section 236(2)* of the *Local Government Regulation 2012*, which permits the disposal of an interest in land (a valuable non-current asset) to an existing lessee without first inviting tenders or conducting an auction for the purpose of renewing the lease, resolves to dispose of the interest in the land by entering into a lease for a term of five (5)

years with one (1) five-year option, over the whole of Lot 1 on RP27217, located at Quarry Road Aldershot.

3. Delegates authority to the Chief Executive Officer to negotiate and execute the lease as outlined above with Brettvale Pty Ltd, over the whole of Lot 1 on RP27217, located at Quarry Road Aldershot.

Carried Unanimously

There being no further business, the Meeting closed at 11:37am.

Confirmed at Ordinary Meeting No. 6/25 of the Fraser Coast Regional Council at Hervey Bay on 30 June 2025.

.....
CHAIRPERSON

UNCONFIRMED

ITEM NO: ORD 5.2



**MINUTES OF THE SPECIAL MEETING NO. 2/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS, 77
TAVISTOCK STREET, HERVEY BAY
ON WEDNESDAY, 11 JUNE 2025 COMMENCING AT 10:00 AM**

PRESENT:

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

STAFF IN ATTENDANCE:

Chief Executive Officer, Mr Ken Diehm
Director Organisational Services, Mr Gerard Carlyon
Director Strategy, Community & Development, Ms Justine Cooper
Director Infrastructure Services, Mr Davendra Naidu
Director Water & Waste Services, Mr Mark Vanner
Meeting Secretary, Ms Chloe Hansen
Meeting Secretary, Ms Bianca Wilson

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.

SPEC 1

APOLOGIES

Nil

SPEC 2 DISCLOSURE OF INTERESTS

Nil

SPEC 3 OFFICERS' REPORTS

SPEC 3.1 Adopted Infrastructure Charges Resolution and Infrastructure Charges Incentives

RESOLUTION (George Seymour/Lachlan Cosgrove)

That Council:

1. Pursuant to Section 113 of the *Planning Act* 2016, Council adopt the *Adopted Infrastructure Charges Resolution* appended as Attachment 2 to commence from 1 September 2025.
2. Review and consider differential infrastructure charging rates across the Fraser Coast following the review and adoption of the Local Government Infrastructure Plan.
3. Review Councils Infrastructure Charges Incentives Policy in alignment with the strategic objectives of the Fraser Coast Council Economic Development Strategy currently under preparation.

Carried Unanimously

SPEC 3.2 Adoption of 2025/26 Operational Plan

RESOLUTION (George Seymour/Denis Chapman)

That Council:

1. Adopts the 2025/26 Operational Plan (**Attachment 1**), including the Annual Performance Plan for Wide Bay Water in accordance with Section 174 of the *Local Government Regulation 2012*.
2. Delegate to the Chief Executive Officer the power to make minor grammatical and formatting changes to the Operational Plan, if required, after its adoption by Council and prior to publishing the document for public access.

Carried Unanimously

SPEC 3.3 Adoption of 2025/26 Budget Policies

RESOLUTION (George Seymour/Sara Faraj)

1. That pursuant to section 191 of the *Local Government Regulation 2012*, Council adopts the Investment Policy as detailed in Attachment 1. DOCS#5207853 - 2025/26 Budget Supporting Policies (pages 2-10 inclusive).
2. That pursuant to section 192 of the *Local Government Regulation 2012*, Council adopts the Debt Policy as detailed in Attachment 1. DOCS#5207853 - 2025/26 Budget Supporting Policies (pages 11-13 inclusive).

3. That pursuant to section 193 of the *Local Government Regulation 2012*, Council adopts the Revenue Policy as detailed in Attachment 1. DOCS#5207853 - 2025/26 Budget Supporting Policies (pages 14-16 inclusive).
4. That pursuant to section 172 of the *Local Government Regulation 2012*, Council adopts the Revenue Statement as detailed in Attachment 1. DOCS#5207853 - 2025/26 Budget Supporting Policies (pages 17-32 inclusive).

Carried Unanimously

SPEC 3.4 Adoption of 2025/26 Fees and Charges

RESOLUTION (George Seymour/Phil Truscott)

1. That pursuant to section 97 of the *Local Government Act 2009* and Section 262 (3)(c) of the *Local Government Act 2009*, Council adopts the Fees and Charges as detailed in Attachment 1. DOCS#5214675 – 2025-26 Schedule of Fees and Charges.pdf.
2. That pursuant to section 97(3) of the *Local Government Act 2009*, Council resolves that wherever a cost-recovery fee is fixed pursuant to section 97(2)(d) or (e) of the *Local Government Act 2009*, as adopted within the Schedule of Fees and Charges (Attachment 1. DOCS#5214675 – 2025-26 Schedule of Fees and Charges.pdf):-
 - a. the fee or charge is payable by the person who makes application to Council for the performance of that function to which the fee or charge relates; and
 - b. payment of the fee needs to occur at the time of lodgement of the application.

Carried Unanimously

SPEC 3.5 Adoption of 2025/26 Budget

RESOLUTION (George Seymour/Sara Faraj)

3.1 DIFFERENTIAL GENERAL RATES

- (a) That pursuant to section 81 of the *Local Government Regulation 2012*, the categories within which rateable land is categorised and the description of those categories is as follows:

RESIDENTIAL

Category: Category 1a – Residential Owner Occupier – Urban

Description: Land used solely for a single residential dwelling or home unit, which is the principal place of residence of the owner/s. The single residential dwelling or home unit may also be used as a home based business or bed and breakfast.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 1b – Residential Owner Occupier – Non-Urban

Description: Land used solely for a single residential dwelling or home unit, which is the principal place of residence of the owner/s. The single residential dwelling or home unit may also be used as a home based business or bed and breakfast.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

Category: Category 2a – Residential Non-Owner Occupier – Urban

Description: Land used solely for a single residential dwelling or home unit, which is not the principal place of residence of the owner/s. The single residential dwelling or home unit may also be used as a home based business or bed and breakfast.

Where more than one property is owned by the same person/s, residing in the Fraser Coast Regional Council boundary, only one (1) property can have the principal place of residence status.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 2b – Residential Non-Owner Occupier – Non-Urban

Description: Land used solely for a single residential dwelling or home unit, which is not the principal place of residence of the owner/s. The single residential dwelling or home unit may also be used as a home-based business or bed and breakfast.

Where more than one property is owned by the same person/s, residing in the Fraser Coast Regional Council boundary, only one (1) property can have the principal place of residence status.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

VACANT LAND

Category: Category 3a – Residential Vacant Land/Other – Urban

Description: Vacant land and other land other than the land as defined in Category 1a to 2b or 3b to 9s.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 3b – Residential Vacant Land/Other – Non-Urban

Description: Vacant land and other land other than the land as defined in Category 1a to 3a or 4a to 9s.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

Category: Category 3c – Limited Development (Constrained Land) Vacant Land - Urban

Description: Vacant Land zoned Limited Development (Constrained Land) in

Council's Planning Scheme 2014. The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 3d – Limited Development (Constrained Land) Vacant Land – Non-Urban

Description: Vacant Land zoned Limited Development (Constrained Land) in Council's Planning Scheme 2014.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

Category: Category 4a – Concessional Subdivided Land – Urban

Description: Vacant land receiving a subdivider discounted valuation for the discounted valuation period, denoted by the Primary Land Use Code 72 as *Subdivided land – (LG rates valuation discount)*.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 4b – Concessional Subdivided Land – Non-Urban

Description: Vacant land receiving a subdivider discounted valuation for the discounted valuation period, denoted by the Primary Land Use Code 72 as *Subdivided land – (LG rates valuation discount)*.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

Category: Category 5a – Commercial Vacant Land – Urban

Description: Vacant land zoned high impact industry, medium impact industry, low impact industry, principal centre, district centre or specialised centre in Council's planning scheme.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 5b – Commercial Vacant Land – Non-Urban

Description: Vacant land zoned high impact industry, medium impact industry, low impact industry, principal centre, district centre or specialised centre in Council's planning scheme.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

COMMERCIAL/INDUSTRIAL

Category: Category 6a – Commercial/Industrial – Urban

Description: Land used for commercial, business, or industrial purposes, Accredited Nursing Care facilities that do not provide independent living as part of the complex, or other similar purposes not included in any other category. The land may also contain a single residential dwelling.

The Land must be within the water area and also be within the State Government

Emergency Management Levy district class A.

Category: Category 6b – Commercial/Industrial – Non-Urban

Description: Land used for commercial, business, or industrial purposes, Accredited Nursing Care facilities that do not provide independent living as part of the complex, or other similar purposes not included in any other category. The land may also contain a single residential dwelling.

The Land must either be outside of the water area or be within the State Government Emergency Management Levy district class E.

Category: Category 6c – Commercial - Large Retail – Urban

Description: Land used as a Large Shopping Centre with a minimum land area of 2.5 hectares with a rateable valuation that is equal to or less than \$20,000,000.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

Category: Category 6d – Commercial - Large Retail – Urban

Description: Land used as a Large Shopping Centre with a minimum land area of 2.5 hectares with a rateable valuation that is greater than \$20,000,000.

The Land must be within the water area and also be within the State Government Emergency Management Levy district class A.

PRIMARY PRODUCTION

Category: Category 7a – Primary Production

Description: Land being used for primary production purposes denoted by primary land use codes 60 to 71 inclusive, 73 to 89 inclusive or 93, excluding land exclusively zoned high impact industry, medium impact industry, low impact industry, principal centre, district centre or specialised centre in Council's planning scheme.

MULTI-RESIDENTIAL – FLATS, RESIDENTIAL RESORTS, OTHER

Category: Category 8a – 2-10 ILUs

Description: Land used for Flats, Residential Resorts, or other similar purposes not included in any other category.

The Land in this category contains 2 to 10 Independent Living Units.

Category: Category 8b – 11-19 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 11 to 19 Independent Living Units.

Category: Category 8c – 20-39 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 20 to 39 Independent Living Units.

Category: Category 8d – 40-59 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 40 to 59 Independent Living Units.

Category: Category 8e– 60-79 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 60 to 79 Independent Living Units.

Category: Category 8f – 80-99 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 80 to 99 Independent Living Units.

Category: Category 8g – 100-119 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 100 to 119 Independent Living Units.

Category: Category 8h – 120-139 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 120 to 139 Independent Living Units.

Category: Category 8i – 140-159 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 140 to 159 Independent Living Units.

Category: Category 8j – 160-179 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 160 to 179 Independent Living Units.

Category: Category 8k – 180-199 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 180 to 199 Independent Living Units.

Category: Category 8l – 200-219 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 200 to 219 Independent Living Units.

Category: Category 8m – 220-239 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 220 to 239 Independent Living Units.

Category: Category 8n – 240-259 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 240 to 259 Independent Living Units.

Category: Category 8o – 260-279 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 260 to 279 Independent Living Units.

Category: Category 8p – 280-299 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 280 to 299 Independent Living Units.

Category: Category 8q – 300-319 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 300 to 319 Independent Living Units.

Category: Category 8r – 320-339 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 320 to 339 Independent Living Units.

Category: Category 8s – 340-359 ILUs

Description: Land used for Flats, Residential Resorts or other similar purposes not included in any other category.

The Land in this category contains 340 to 359 Independent Living Units.

MULTI-RESIDENTIAL – RETIREMENT VILLAGES/RESIDENTIAL PARKS/RESIDENTIAL SERVICES

Category: Category 9a – 2-10 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 2 to 10 Independent Living Units.

Category: Category 9b – 11-19 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential

Services.

The Land in this category contains 11 to 19 Independent Living Units.

Category: Category 9c – 20-39 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 20 to 39 Independent Living Units.

Category: Category 9d – 40-59 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 40 to 59 Independent Living Units.

Category: Category 9e– 60-79 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 60 to 79 Independent Living Units.

Category: Category 9f – 80-99 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 80 to 99 Independent Living Units.

Category: Category 9g – 100-119 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 100 to 119 Independent Living Units.

Category: Category 9h – 120-139 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 120 to 139 Independent Living Units.

Category: Category 9i – 140-159 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 140 to 159 Independent Living Units.

Category: Category 9j – 160-179 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 160 to 179 Independent Living Units.

Category: Category 9k – 180-199 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 180 to 199 Independent Living Units.

Category: Category 9l – 200-219 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 200 to 219 Independent Living Units.

Category: Category 9m – 220-239 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 220 to 239 Independent Living Units.

Category: Category 9n – 240-259 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 240 to 259 Independent Living Units.

Category: Category 9o – 260-279 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 260 to 279 Independent Living Units.

Category: Category 9p – 280-299 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 280 to 299 Independent Living Units.

Category: Category 9q – 300-319 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 300 to 319 Independent Living Units.

Category: Category 9r – 320-339 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 320 to 339 Independent Living Units.

Category: Category 9s – 340-359 ILUs

Description: Land used for Retirement Villages, Residential Parks, or Residential Services.

The Land in this category contains 340 to 359 Independent Living Units.

Carried Unanimously

RESOLUTION (George Seymour/Sara Faraj)

- (b) That Council delegates to the Chief Executive Officer the power, pursuant to sections 81(4) and 81(5) of the *Local Government Regulation 2012*, to identify

the rating category to which each parcel of rateable land belongs.

Carried Unanimously

RESOLUTION (George Seymour/Zane O'Keefe)

- (c) That pursuant to section 94 of the *Local Government Act 2009* and section 80 of the *Local Government Regulation 2012*, the differential general rate to be made and levied for each differential general rate category and, pursuant to section 77 of the *Local Government Regulation 2012*, the minimum general rate to be made and levied for each differential general rate category, is as follows:

Category	Differential category	Differential rate	
No	Description	cents in \$	Minimum
RESIDENTIAL			
1a	Residential Owner Occupier – Urban	0.8658	\$1,410.00
1b	Residential Owner Occupier – Non-Urban	0.8658	\$1,128.00
2a	Residential Non-Owner Occupier – Urban	0.9956	\$1,620.00
2b	Residential Non-Owner Occupier – Non-Urban	0.9956	\$1,296.00
VACANT LAND			
3a	Residential Vacant Land/Other – Urban	0.8658	\$1,410.00
3b	Residential Vacant Land/Other – Non-Urban	0.8658	\$1,128.00
3c	Vacant - Limited Development (Constrained Land) - Urban	0.8658	n.a.
3d	Vacant - Limited Development (Constrained Land) - Non-Urban	0.8658	n.a.
4a	Concessional Subdivided Land – Urban	0.8658	n.a.
4b	Concessional Subdivided Land – Non-Urban	0.8658	n.a.
5a	Commercial Vacant Land - Urban	1.4718	\$1,620.00
5b	Commercial Vacant Land - Non-Urban	1.4718	\$1,296.00
COMMERCIAL/INDUSTRIAL			
6a	Commercial/Industrial – Urban	1.4718	\$1,620.00
6b	Commercial/Industrial – Non-Urban	1.4718	\$1,296.00
6c	Commercial - Large Retail	1.9047	n.a.
6d	Commercial - Large Retail	1.7316	n.a.
PRIMARY PRODUCTION			
7a	Primary Production	0.7359	\$1,128.00
MULTI-RESIDENTIAL – FLATS/RESIDENTIAL RESORTS/OTHER			
8a	2-10 ILUs	1.4718	\$2,115.00
8b	11-19 ILUs	1.4718	\$11,631.00
8c	20-39 ILUs	1.4718	\$21,150.00
8d	40-59 ILUs	1.4718	\$42,300.00
8e	60-79 ILUs	1.4718	\$63,450.00
8f	80-99 ILUs	1.4718	\$84,600.00

8g	100-119 ILUs	1.4718	\$105,750.00
8h	120-139 ILUs	1.4718	\$126,900.00
8i	140-159 ILUs	1.4718	\$148,050.00
8j	160-179 ILUs	1.4718	\$169,200.00
8k	180-199 ILUs	1.4718	\$190,350.00
8l	200-219 ILUs	1.4718	\$211,500.00
8m	220-239 ILUs	1.4718	\$232,650.00
8n	240-259 ILUs	1.4718	\$253,800.00
8o	260-279 ILUs	1.4718	\$274,950.00
8p	280-299 ILUs	1.4718	\$296,100.00
8q	300-319 ILUs	1.4718	\$317,250.00
8r	320-339 ILUs	1.4718	\$338,400.00
8s	340-359 ILUs	1.4718	\$359,550.00
MULTI-RESIDENTIAL – RETIREMENT VILLAGES/RESIDENTIAL PARKS/RESIDENTIAL SERVICES			
9a	2-10 ILUs	1.4718	\$2,115.00
9b	11-19 ILUs	1.4718	\$7,365.00
9c	20-39 ILUs	1.4718	\$13,395.00
9d	40-59 ILUs	1.4718	\$26,790.00
9e	60-79 ILUs	1.4718	\$40,185.00
9f	80-99 ILUs	1.4718	\$53,580.00
9g	100-119 ILUs	1.4718	\$66,975.00
9h	120-139 ILUs	1.4718	\$80,370.00
9i	140-159 ILUs	1.4718	\$93,765.00
9j	160-179 ILUs	1.4718	\$107,160.00
9k	180-199 ILUs	1.4718	\$120,555.00
9l	200-219 ILUs	1.4718	\$133,950.00
9m	220-239 ILUs	1.4718	\$147,345.00
9n	240-259 ILUs	1.4718	\$160,740.00
9o	260-279 ILUs	1.4718	\$174,135.00
9p	280-299 ILUs	1.4718	\$187,530.00
9q	300-319 ILUs	1.4718	\$200,925.00
9r	320-339 ILUs	1.4718	\$214,320.00
9s	340-359 ILUs	1.4718	\$227,715.00

Carried Unanimously

RESOLUTION (George Seymour/Michelle Govers)

- (d) That pursuant to section 116 of the *Local Government Regulation 2012*, the amount of the differential general rate to be levied for the 2025/26 financial year on the categories of land identified below, be limited to an amount no more than an amount equal to the amount of general rate levied on that land

in the previous financial year increased by the percentage identified below.

However, for land to which this limitation applies, this limitation will cease to apply effective from the start of the billing period following;

- a. the transfer of ownership of the land, or
- b. the change to the characteristics of the land which results in a change to the differential general rate category applicable to the land (excluding where the differential general rate category changes from non-owner to owner occupier and the ownership remains unchanged), or
- c. increases resulting from a property inspection or internal audit, or
- d. changes to the configuration of the Land Area resulting in a new registered parcel of land

Category	Differential category	Limitation on increase
No	Description	
RESIDENTIAL		
1a	Residential Owner Occupier – Urban	10.5%
1b	Residential Owner Occupier – Non-Urban	10.5%
2a	Residential Non-Owner Occupier – Urban	10.5%
2b	Residential Non-Owner Occupier – Non-Urban	10.5%
VACANT LAND		
3a	Residential Vacant Land/Other – Urban	20.0%
3b	Residential Vacant Land/Other – Non-Urban	20.0%
3c	Vacant - Limited Development (Constrained Land) - Urban	10.5%
3d	Vacant - Limited Development (Constrained Land) - Non-Urban	10.5%
4a	Concessional Subdivided Land – Urban	20.0%
4b	Concessional Subdivided Land – Non-Urban	20.0%
5a	Commercial Vacant Land - Urban	20.0%
5b	Commercial Vacant Land - Non-Urban	20.0%
COMMERCIAL/INDUSTRIAL		
6a	Commercial/Industrial – Urban	20.0%
6b	Commercial/Industrial – Non-Urban	20.0%
6c	Commercial - Large Retail	20.0%
6d	Commercial - Large Retail	20.0%
PRIMARY PRODUCTION		
7a	Primary Production	20.0%
MULTI-RESIDENTIAL – FLATS/RESIDENTIAL RESORTS/OTHER		
8a	2-10 ILUs	10.5%
8b	11-19 ILUs	10.5%

8c	20-39 ILUs	10.5%
8d	40-59 ILUs	10.5%
8e	60-79 ILUs	10.5%
8f	80-99 ILUs	10.5%
8g	100-119 ILUs	10.5%
8h	120-139 ILUs	10.5%
8i	140-159 ILUs	10.5%
8j	160-179 ILUs	10.5%
8k	180-199 ILUs	10.5%
8l	200-219 ILUs	10.5%
8m	220-239 ILUs	10.5%
8n	240-259 ILUs	10.5%
8o	260-279 ILUs	10.5%
8p	280-299 ILUs	10.5%
8q	300-319 ILUs	10.5%
8r	320-339 ILUs	10.5%
8s	340-359 ILUs	10.5%
MULTI-RESIDENTIAL – RETIREMENT VILLAGES/RESIDENTIAL PARKS/RESIDENTIAL SERVICES		
9a	2-10 ILUs	10.5%
9b	11-19 ILUs	10.5%
9c	20-39 ILUs	10.5%
9d	40-59 ILUs	10.5%
9e	60-79 ILUs	10.5%
9f	80-99 ILUs	10.5%
9g	100-119 ILUs	10.5%
9h	120-139 ILUs	10.5%
9i	140-159 ILUs	10.5%
9j	160-179 ILUs	10.5%
9k	180-199 ILUs	10.5%
9l	200-219 ILUs	10.5%
9m	220-239 ILUs	10.5%
9n	240-259 ILUs	10.5%
9o	260-279 ILUs	10.5%
9p	280-299 ILUs	10.5%
9q	300-319 ILUs	10.5%
9r	320-339 ILUs	10.5%
9s	340-359 ILUs	10.5%

Carried Unanimously

3.2 SEPARATE CHARGES

3.2.1 DISASTER MANAGEMENT AND RESILIENCE LEVY

RESOLUTION (George Seymour/Denis Chapman)

That pursuant to section 94 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, Council make and levy a separate charge (to be known as the “Disaster Management and Resilience Levy”), in the sum of \$45.00 per rateable assessment, to be levied equally on all rateable land in the region, for the purposes of developing and maintaining a capacity for disaster management planning and operations as outlined in Council’s Disaster Management and Resilience Levy Policy.

Carried Unanimously

3.3 UTILITY CHARGES

3.3.1 WASTEWATER CHARGES

RESOLUTION (George Seymour/Michelle Byrne)

That pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy wastewater utility charges, for the supply of wastewater services by the Council, as follows:

Basis of charge

Wastewater charges are determined to recover the cost of Council providing the infrastructure and the cost of operating and maintaining the wastewater system, including a commercial return on Council’s commercial business unit in respect of all land and premises in the Local Government **Wastewater Service Area**.

A wastewater charge will be levied on land, both vacant and occupied, that Council has or is able to provide with wastewater services, whether occupied or not.

Where two or more contiguous lots have a Structure Over Boundary, one access charge will be levied per tenancy.

A charge will be set for each residential dwelling and residential unit (under the *Body Corporate and Community Management Act 1997* (QLD), or another Community Titles Act), that are connected to Council. Where wastewater services are provided to the common property of scheme land within the meaning of the *Body Corporate and Community Management Act 1997* (QLD), and the services are available to the public, the body corporate shall be levied a charge on each service or each lot to be levied by lot entitlement.

Wastewater Charges	
Land Use	
Residential and Vacant land	

Residential/Vacant land (Connected)	\$1,05 2.40	per residence/per lot
Vacant land (Unconnected)	\$1,00 1.40	per lot
Manufactured Home Parks, Retirement Villages, Residential Home Parks	\$979. 80	per residence
Non-Residential/Other (*minimum 1 per lot)		
General Commercial/Industrial	\$1,05 2.40 \$525. 90	per pedestal per urinal (or per 0.6m of each urinal stall)
Marina	\$1,05 2.40 \$525. 90	per pedestal per urinal (or per 0.6m of each urinal stall)
Accredited Nursing Care and Hospitals	\$1,05 2.40 \$525. 90 \$1,05 2.40	per pedestal per urinal (or per 0.6m of each urinal stall) per slop hopper (or equivalent)
Caravan Parks	\$1,05 2.40 \$525. 90 \$841. 50 \$841. 50	per communal pedestal per urinal (or per 0.6m of each urinal stall) per non-communal pedestal per cabin/unit/residence
Motels	\$841. 50	per unit/room
Hotels	\$1,05 2.40 \$525. 90 \$841. 50	per communal pedestal per urinal (or per 0.6m of each urinal stall) per unit/room
Backpacker Accommodation	\$1,05 2.40 \$525. 90	per pedestal per urinal (or per 0.6m of each urinal stall)
Multiple Land Uses		
For land with multiple land uses, the land will be charged for each land use in line with the above charges.		

*For avoidance of doubt, for properties that do not contain a pedestal within the lot boundary, a minimum of 1 pedestal charge per lot will be set. Should the lot be part of a body corporate or community title scheme and pedestals exist on the common property of the scheme land, a minimum pedestal charge of 1 will be set for each lot (excluding common property) within the scheme, and should the total number of pedestals exceed the total number of lots (excluding common property) within the scheme, each lot shall be levied an additional charge in relation to the total number of additional pedestals, to be apportioned and levied in accordance with the lot

entitlement of each lot within the scheme.

For the purposes of charge calculation, all non-residential urinal charges are per wall urinal or per 0.6m of each urinal stall or part thereof.

The following will be exempt from wastewater charges if no connection to Council's wastewater system exists.

- (a) land in the differential general rate Category 7a – Primary production;
- (b) balance areas under stage development until subdivision occurs or the subdivision proposal expires; and
- (c) land in the differential general rate categories 3c and 3d – Vacant Limited Development (Constrained Land).

Wastewater trade waste charges

Wastewater trade waste charges are listed below in accordance with Council's Trade Waste Environmental Management Plan and Technical Specifications.

Wastewater trade waste charges		
Category	Description	Charge
1	Flat fee	\$520.80 per annum
2	Flat fee	\$678.90 per annum
	Volume	\$2.56 per kL
3	Flat fee	\$1,078.50 per annum
	Volume	\$2.56 per kL
	BOD5	\$1.87 per kg
	Suspended solids	\$1.87 per kg
	Chemical Oxygen Demand	\$1.87 per kg
	Total oil & grease	\$1.87 per kg
	Total kjeldahl nitrogen	\$1.87 per kg
	Total Phosphorus	\$1.87 per kg
	Ammonia (as nitrogen)	\$1.87 per kg
Equivalent Arrestor	500-999L pre-treatment device	\$1,636.20 per annum
Charges for non-compliant wastewater trade waste systems	1000 – 1999L pre-treatment device	\$2,760.60 per annum
	2000L pre-treatment device	\$5,144.10 per annum

Carried Unanimously

3.3.2 WATER CHARGES

RESOLUTION (George Seymour/Zane O'Keefe)

That pursuant to section 94 of the *Local Government Act 2009* and sections 99 and 101 of the *Local Government Regulation 2012*, Council make and levy water utility charges, for the supply of water services by the Council, as follows:

Basis of charge

Water charges are determined on a user pays basis to recover the cost of Council providing the infrastructure and the cost of operating and maintaining the water supply system, including a commercial return on Council's investment, in respect of all land and premises in the **Water Service Area** of the Local Government area.

The charges will apply to land within the Water Area in the Local Government area, including but not limited to residential and commercial users, and individual 'lots' and the body corporate within the meaning of the *Body Corporate and Community Management Act 1997*. Water access charges for each separate occupation or tenancy will apply to properties whether occupied or not.

The two part charging structure consists of an annual access charge and a water consumption charge.

- an access charge for all land within the **Water Service Area**; and
- a charge for each kilolitre of water consumed.

An access charge for vacant land is also applied to each separately subdivided parcel of vacant land within the water area which is not currently connected to the reticulated water supply system and where a connection is able to be provided.

Where two or more contiguous lots have a Structure Over Boundary, one access charge will be levied per tenancy.

Large commercial/Industrial

This charge applies to large commercial and industrial developments being large shopping centres, major industry and State Government properties, excluding schools.

A water access charge in this category shall be levied according to the access size of each water supply service generally in proportion to the flow capacity of each water connection. The charge shall consist of whichever is the greater of:

- (i) the sum of the water access charges that apply to each of the individual pipe access size connections to the property; or
- (ii) a water access charge, for each separate occupation, tenancy or commercial activity.

The amount of the water access charge calculated for pipe size shall be that which applies to the actual pipe access size of the water service connection to the property. If the actual pipe access size of the water service connection to the property is not specified in the table of water access charges, the water access charge for the next lowest pipe access size shall apply.

Where the pipe access size or the number of the water service connection/s is/are in excess of the capacity required at a property as a result of changed circumstances or use at that property, the water access charge/s will continue to apply until the pipe access size or the number of the water service connection/s is/are reduced as approved by Council at the property owner's

expense.

Water charges		
Land Use		
Residential and Vacant land		
Residential/Vacant land	\$670.50	per residence/per lot
Manufactured Home Parks, Retirement Villages, Residential Home Parks	\$599.10	per residence
Non-Residential and Other		
General Commercial/Industrial	\$670.50	per tenancy
Large Commercial/Industrial	\$670.50	per 20/25mm
	\$1,719.60	per 32mm
	\$2,685.30	per 40mm
	\$4,196.70	per 50mm
	\$10,744.20	per 80mm
	\$16,788.60	per 100mm
	\$37,775.10	per 150mm
	\$67,149.30	per 200mm
Marina Berths	\$670.50	per 7 berths
Accredited Nursing Care	\$670.50	per 5 beds
Motels	\$670.50	per 5 units/rooms
Caravan Park Cabins	\$670.50	per 5 cabins
Caravan Park Sites	\$670.50	per 5 sites
Hotels	\$670.50	per 5 rooms
Backpacker Accommodation	\$670.50	per 5 beds
Multiple Land Uses		
For land with multiple land uses, the land will be charged for each land use in line with the above charges.		
Water Consumption Charges*		
Billing Period 1 July 2025 to 31 October 2025	\$2.39	per kL
Billing Period 1 November 2025 to 30 June 2026	\$2.61	per kL

*The water consumption charge is applied based on the rate notice billing date, not when the water was consumed.

For the purposes of charge calculation, all non-residential water charges based on the particular number of beds/units/rooms/cabins/sites/berths will be part thereof.

The following will be exempt from water charges if no connection to Council's water supply system exists.

- (a) land in the differential general rate Category 7a – Primary production;
- (b) balance areas under stage development until subdivision occurs or the subdivision proposal expires; and

- (c) land in the differential general rate categories 3c and 3d – Vacant Limited Development (Constrained Land).

Carried Unanimously

3.3.3 WASTE CHARGES

RESOLUTION (George Seymour/Phil Truscott)

That pursuant to section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council make and levy waste charges, for the supply of waste services by Council, as follows:

Basis of charge

Waste charges are levied each financial year for the purpose of defraying the costs of operating, maintaining and managing the collection and disposal of waste in respect of all land and premises in the defined waste collection area.

The costs incurred in the operation and maintenance of all of the waste management functions of Council arising from the provision of waste services will primarily be funded by waste charges. The proceeds from the charges will fund the acquisition, operation and maintenance of Council landfill's and transfer stations, its recycling activities, and waste transportation costs.

Council will levy a waste charge on each property. Where there are one or more structures on land capable of separate occupation, a charge will be made for each tenancy.

Waste services not provided by Council are not included in the calculations for the charges to be applied.

In respect to land within the defined waste collection area, one or more of the following charges will apply:

- Standard waste service charge
- Additional waste service charge
- Combined waste service charge
- Individual waste service charge
- Commercial waste service charge

Waste charges

- a) A **Standard Waste Service Charge** per residential unit or a **Combined Waste Service Charge** (whichever is the greater) will apply to all rateable properties within the general rate category groups of Residential, Primary Production, and Multi-Residential – Flats/Residential Resorts/Other that are able to be provided with an equivalent number of waste services. If the removal of a waste service is requested the charge will continue to apply.

Additional Waste Service Charges will apply where additional services are requested.

- b) An **Individual Waste Service Charge** will apply to all rateable properties

within the general rate category groups of Vacant Land (excluding Commercial Vacant Land) and Multi-Residential – Retirement Villages/Residential Parks/Residential Services that are provided with a waste service.

- c) A **Commercial Waste Service Charge** will apply to all rateable properties within the general rate category group Commercial/Industrial, Commercial Vacant Land and all non-rateable commercial properties that are provided with a waste service.

The following commercial properties are excluded from the commercial waste service charge and will be levied an Individual Waste Service Charge:

- Nursing homes and private aged care
 - Boarding houses
 - Purpose Built Student Accommodations - off campus, rooming accommodations
 - Caravan parks
 - A mixed-use flat/apartment e.g. a combination of holiday units for rent, or businesses and residential units
 - And other properties as determined by The Department of Environment and Science
- d) One off service charge - additional charges will be made for any extra waste service provided by Council (refer to the Fees and Charges Schedule).
- e) Where a bin service is provided for part of a financial year, the service charges will be levied on a pro-rata basis.

Waste Charges	
Standard Waste Service Charge	
240 litre waste bin serviced weekly and a 240 litre recycling bin serviced fortnightly	\$499.50 per annum
Additional Waste Service Charge	
Additional waste bins serviced weekly and recycling bins serviced fortnightly	
240 litre waste bin	\$230.40 per annum
1 cubic metre waste bin	\$1,308.00 per annum
1.5 cubic metre waste bin	\$1,992.60 per annum
2 cubic metre waste bin	\$2,681.70 per annum
3 cubic metre waste bin	\$4,056.60 per annum
4.5 cubic metre waste bin	\$6,115.50 per annum

20 cubic metre waste bin	\$64,414.50 per annum
240 litre recycle bin	\$121.50 per annum
1 cubic metre recycle bin	\$675.00 per annum
1.5 cubic metre recycle bin	\$1,024.20 per annum
2 cubic metre recycle bin	\$1,364.40 per annum
3 cubic metre recycle bin	\$2,053.50 per annum
4.5 cubic metre recycle bin	\$3,091.80 per annum
Combined Waste Service Charge	
A combined bulk bin/s serviced weekly and recycling wheelie bins or bulk bin serviced fortnightly	
1 cubic metre waste bin plus a 1 cubic metre recycle bin	\$2,132.40 per annum
1.5 cubic metre waste bin plus a 1.5 cubic metre recycle bin	\$3,165.90 per annum
2 cubic metre waste bin plus a 2 cubic metre recycle bin	\$4,195.80 per annum
3 cubic metre waste bin plus a 3 cubic metre recycle bin	\$6,259.50 per annum
4.5 cubic metre waste bin plus a 4.5 cubic metre recycle bin	\$9,356.70 per annum
Individual Waste Service Charge	
Individual waste bins serviced weekly and recycling bins serviced fortnightly	
240 litre waste bin	\$230.40 per annum
1 cubic metre waste bin	\$1,308.00 per annum
1.5 cubic metre waste bin	\$1,992.60 per annum
2 cubic metre waste bin	\$2,681.70 per annum
3 cubic metre waste bin	\$4,056.60 per annum
4.5 cubic metre waste bin	\$6,115.50 per annum
20 cubic metre waste bin	\$64,414.50 per annum
240 litre recycle bin	\$121.50 per annum
1 cubic metre recycle bin	\$675.00 per annum
1.5 cubic metre recycle bin	\$1,024.20 per annum
2 cubic metre recycle bin	\$1,364.40 per annum

3 cubic metre recycle bin	\$2,053.50 per annum
4.5 cubic metre recycle bin	\$3,091.80 per annum
Commercial Waste Service Charge	
Commercial waste bins serviced weekly and recycling bins serviced fortnightly	
240 litre waste bin	\$311.70 per annum
1 cubic metre waste bin	\$1,732.80 per annum
1.5 cubic metre waste bin	\$2,629.50 per annum
2 cubic metre waste bin	\$3,530.10 per annum
3 cubic metre waste bin	\$5,327.70 per annum
4.5 cubic metre waste bin	\$8,021.10 per annum
20 cubic metre waste bin	\$81,484.50 per annum
240 litre recycle bin	\$121.50 per annum
1 cubic metre recycle bin	\$675.00 per annum
1.5 cubic metre recycle bin	\$1,024.20 per annum
2 cubic metre recycle bin	\$1,364.40 per annum
3 cubic metre recycle bin	\$2,053.50 per annum
4.5 cubic metre recycle bin	\$3,091.80 per annum

Waste Management Utility Charge

The Waste Management Utility Charge for 2025/26 will be \$147.60, and will be used for the purposes of raising revenue for Council to provide waste infrastructure across the region to facilitate waste operations in an environmentally acceptable manner whilst being economically responsible, to be levied as follows:

- (a) the Waste Management Utility Charge is included within the standard waste service charge and combined waste service charge for all properties within the general rate category groups of Residential, Primary Production, and Multi-Residential – Flats/Residential Resorts/Other which are within the defined waste collection area, unless the property is deemed to be unserviceable;
- (b) the Waste Management Utility Charge will be levied per residential unit for all properties within the general rate category group of Multi-Residential – Retirement Villages/Residential Parks/Residential Services, whether or not provided with a waste service (excluding land which is levied the K'gari Garbage Charge);

- (c) the Waste Management Utility Charge will be levied for all properties within the general rate category group of Commercial/Industrial, whether or not provided with a waste service, excluding land which is levied the K'gari Garbage Charge, in accordance with the below table;

Type
<u>Commercial properties</u> – a charge for each separate occupation, tenancy or commercial activity
<u>Marina berths</u> – a charge for every 7 or part thereof marina berths
<u>Accredited nursing care</u> – a charge for every 5 or part thereof beds in an accredited nursing care facility
<u>Caravan park sites / cabins</u> – a charge for every 5 or part thereof caravan park sites/cabins
<u>Motels</u> – a charge for every 5 or part thereof motel units
<u>Hotel rooms</u> – a charge for every 5 or part thereof Hotel accommodation rooms (hotel rooms not self-contained and may only contain a vanity basin)
<u>Backpacker accommodation</u> – a charge for every 5 or part thereof beds in backpackers accommodation

- (d) the Waste Management Utility Charge will be levied per assessment for all properties within the general rate category group of Vacant Land, whether or not provided with a waste service; except balance areas under stage development until subdivision occurs or the subdivision proposal expires and
- (e) the Waste Management Utility Charge will be levied to all occupied land outside the defined waste collection area per residential/commercial unit/tenancy, excluding land which is levied the K'gari Garbage Charge.

K'gari Garbage Charge

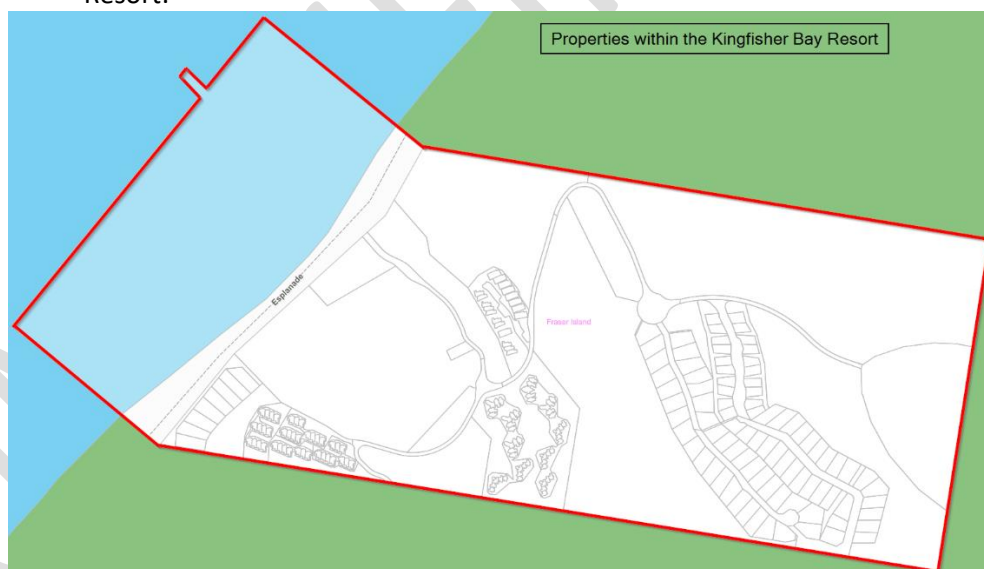
A K'gari Garbage Charge for 2025/26 of \$499.50, will be levied to residential properties for each residential unit and will be used to provide waste services on K'gari and mainland landfill sites for disposal of waste.

A Commercial K'gari Garbage Charge for 2025/26 of \$580.80, will apply to all rateable properties within the general rate category group Commercial/Industrial and all non-rateable commercial properties in accordance with the *Waste Reduction and Recycling Act 2011*.

The Commercial K'gari Garbage Charge will be levied in accordance with the below table.

Type
<u>Commercial properties</u> – a charge for each separate occupation, tenancy or commercial activity
<u>Marina berths</u> – a charge for every 7 or part thereof marina berths
<u>Caravan park sites / cabins</u> – a charge for every 5 or part thereof caravan park sites/cabins
<u>Motels</u> – a charge for every 5 or part thereof motel units
<u>Hotel rooms</u> – a charge for every 5 or part thereof Hotel accommodation rooms (hotel rooms not self-contained and may only contain a vanity basin)
<u>Backpacker accommodation</u> – a charge for every 5 or part thereof beds in backpackers accommodation

The rateable land to which the charge applies is all rateable land on K'gari, excluding rateable land which forms part of the Kingfisher Bay Resort complex. For clarity, the following map defines the properties within the Kingfisher Bay Resort:



Carried Unanimously

3.4 CONCESSIONS ON RATES AND CHARGES

3.4.1 CONCESSIONS FOR PENSIONERS

RESOLUTION (Zane O'Keefe/Sara Faraj)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a rebate of the differential general rate of up to \$200.00 per annum be granted to all ratepayers who are pensioners and who are eligible for the State Government

pensioner rates subsidy.

The concession for pensioners will be granted in accordance with Council's Pensioner Concession Policy.

Carried Unanimously

3.4.2 CONCESSIONS FOR RELIGIOUS ENTITIES, COMMUNITY & WELFARE, CARE FACILITIES FOR AGED PERSONS AND PERSONS WITH DISABILITIES AND EMERGENCY SERVICES

RESOLUTION (Michelle Byrne/Phil Truscott)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a rebate of rates and charges will be granted to eligible ratepayers in accordance with Council's Community Groups Concession Policy.

Carried Unanimously

3.4.3 CONSERVATION AREAS CONCESSION

RESOLUTION (Zane O'Keefe/Michelle Byrne)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a rebate of rates and charges will be granted to eligible ratepayers in accordance with Council's Conservation Areas Rates Rebate Policy.

Carried Unanimously

3.4.4 FINANCIAL HARDSHIP

RESOLUTION (Daniel Sanderson/Michelle Byrne)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a concession for rates and charges will be granted to eligible ratepayers in accordance with Council's Financial Hardship policy.

Carried Unanimously

3.4.5 ECONOMIC DEVELOPMENT

RESOLUTION (Denis Chapman/Sara Faraj)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a concession for rates and charges may be granted to ratepayers on a case-by-case basis as adopted by Council resolution to encourage the economic development of all or part of the local government area.

Carried Unanimously

3.4.6 REFURBISHMENT CONCESSION

RESOLUTION (Daniel Sanderson/Paul Truscott)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012*, a concession for rates and charges may be granted to eligible ratepayers in accordance with Council's Refurbishment Concession Policy.

Carried Unanimously

3.4.7 LIMIT INCREASES IN WATER AND WASTEWATER CHARGES

RESOLUTION (Michelle Byrne/Zane O'Keefe)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012* a concession will be granted to all ratepayers whose combined water and wastewater utility charges, excluding water consumption and trade waste charges, levied by Council for the 2025/26 financial year are more than 20% higher than the equivalent charges levied during the 2024/25 financial year. A rebate will be granted to limit increases in the combined water and wastewater utility charges, excluding water consumption and trade waste charges, levied on those ratepayers in the previous financial year to a maximum of 20%. Council grants this concession on the basis that requiring ratepayers to pay an increase in the combined water and wastewater charges, excluding water consumption and trade waste charges, of more than 20% will cause hardship.

For land to which this limitation applies, this limitation will cease to apply effective from the start of the billing period following;

- (a) the transfer of ownership of the land, or
- (b) the change to the characteristics of the land which results in a change to the water or wastewater category or services applicable to the land, or
- (c) increases resulting from a property inspection or internal audit.

Carried Unanimously

3.4.8 WATER CHARGE RELIEF

RESOLUTION (Michelle Byrne/Zane O'Keefe)

That pursuant to sections 120, 121 and 122 of the *Local Government Regulation 2012* a concession will be granted to eligible ratepayers for water consumption charges under Council's Water Charge Relief Policy.

Carried Unanimously

3.5 INTEREST ON OVERDUE RATES AND CHARGES

RESOLUTION (George Seymour/Michelle Govers)

That pursuant to section 133 of the *Local Government Regulation 2012*, compound interest on daily rests at the rate of eight percent (8%) per annum is to be charged on all overdue rates or charges from the day the rates or charges become overdue.

Carried Unanimously

3.6 LEVY AND PAYMENT OF RATES AND CHARGES

RESOLUTION (George Seymour/Sara Faraj)

- (a) That pursuant to section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire Services Act 1990*, Council's rates and charges and the State Government's Emergency Management Levy are to be levied as follows:
 - for the period 1 July 2025 to 31 October 2025 - in July 2025;
 - for the period 1 November 2025 to 28 February 2026 - in November 2025;

and

- for the period 1 March 2026 to 30 June 2026 - in March 2026.
- (b) That pursuant to section 118 of the Local Government Regulation 2012, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be paid on the date that is:
- 30 clear days after the date of the issue of the July 2025, November 2025 and March 2026 rate notices.

Carried Unanimously

3.7 PRESCRIBED BUSINESS ACTIVITIES AND CODE OF COMPETITIVE CONDUCT

RESOLUTION (George Seymour/Denis Chapman)

- (a) That pursuant to section 39 of the Local Government Regulation 2012, the following are prescribed business activities which are to be conducted by Council for the 2025/26 financial year:
- Wide Bay Water;
 - Fraser Coast Waste;
 - Fraser Coast Caravan Parks;
 - Hervey Bay Airport;
 - Brolga Theatre;
 - Fraser Coast Sports and Recreation Precinct; and
 - Fraser Coast Aquatic Centres.
- (b) That pursuant to section 43 of the Local Government Act 2009, the identified significant business activities of Council which are subject to the National Competition Policy (NCP) for the 2025/26 financial year are:
- Wide Bay Water; and
 - Fraser Coast Waste.
- (c) That pursuant to section 47(7) of the Local Government Act 2009, that the following prescribed business activities apply the code of competitive conduct for the 2025/26 financial year:
- Wide Bay Water - commercialisation; and
 - Fraser Coast Waste – full cost pricing.
- (d) That pursuant to section 47(7) of the Local Government Act 2009, that the following prescribed business activities do not apply the code of competitive conduct for the 2025/26 financial year:
- Fraser Coast Caravan Parks;
 - Hervey Bay Airport;
 - Brolga Theatre;
 - Fraser Coast Sports and Recreation Precinct; and
 - Fraser Coast Aquatic Centres.

The code will not be applied because their purpose includes increasing community access to services and social benefits and the activities have significant non-commercial objectives. In addition, applying the code would result in unnecessary administration costs which would outweigh any benefit gained from applying the code.

Carried Unanimously

3.8 STATEMENT OF ESTIMATED FINANCIAL POSITION

RESOLUTION (George Seymour/Sara Faraj)

That pursuant to section 205 of the *Local Government Regulation 2012*, the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position"), as presented by the Chief Executive Officer and as detailed in:

Attachment 1. DOCS#5218680 – 2025-26 Budget Adoption Attachments (pages 36-38 inclusive), be received and its contents noted as presented.

Carried Unanimously

3.9 ADOPTION OF BUDGET

RESOLUTION (George Seymour/Sara Faraj)

That pursuant to sections 169 and 170 of the *Local Government Regulation 2012*, Council's Budget for the 2025/26 financial year, incorporating:

- i. The statements of financial position;
- ii. The statements of cash flow;
- iii. The statements of income and expenditure;
- iv. The statements of changes in equity;
- v. The long-term financial forecast;
- vi. The revenue statement;
- vii. The revenue policy (adopted by Council resolution on 11th June 2025);
- viii. The relevant measures of financial sustainability; and
- ix. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget,

as detailed in Attachment 1. DOCS#5218680 – 2025-26 Budget Adoption Attachments be adopted (pages 2-38 inclusive).

Carried Unanimously

There being no further business, the Meeting closed at 10:37am.

Confirmed at Ordinary Meeting No. 6/25 of the Fraser Coast Regional Council at Hervey Bay on 30 June 2025.

.....
CHAIRPERSON

UNCONFIRMED

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	OPEN RESOLUTIONS REGISTER - JUNE 2025
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	CORPORATE GOVERNANCE OFFICER
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 – June 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 - June (EDocs 3752248) [↓](#)



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
Ordinary Meeting No.12/22 –15 December 2022 (Docs#4703549)				
SC&D	ActID7055	ORD 11.3.2 – Wetside Water Park Oceanview Boardwalk RESOLUTION (David Lee/Jade Wellings) 1. That Council approve the removal of the Oceanfront Boardwalk at Wetside as detailed in the report. 2. That a report be provided to Council on options to make the beach and the coffee shop/cafe more accessible from WetSide. 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. Carried Unanimously	Revised Aug 2025 Revised May 2025 Revised Apr 2025 Revised Mar 2025 Revised Jan 2025 Revised Dec 2024 Revised Oct 2024 Revised Aug 2024 Initial Jun 2024	(Apr 25 – Jun 25) Impacts from recent weather events (including TC Alfred) are under investigation and will potentially delay tabling Council report until August Ordinary Council Meeting. (Feb 25 – Mar 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. (Dec 24 – Jan 25) Councillor briefing was held on 18 November 2024. Additional information is being collated for Council's further consideration. (Nov 24) A Councillor briefing on conceptual design is proposed for November, in advance of reports in relation to Items 2 and 3. (Oct 24) Concept plan received and under review. (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. (Aug 24) Survey data is under review as part of the investigating feasibility of potential coastal protection works and improved accessibility.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(July 24) Survey has been recently undertaken, which will help to inform the investigation work already underway.</p> <p>(June 24) Demolition of the Boardwalk has been completed as planned and consultants have been engaged to investigate options and a feasibility assessment for potential coastal protection works.</p> <p>(May 24) Demolition of the Boardwalk will commence in May 2024. Demolition and removal will only occur for the pylons located below the observable Highest Astronomical Tide (HAT), as well as the substructure and decking installed to pylons above the HAT. The pylons located above the HAT will remain. Removal of the substructure and decking will be performed whilst working from the beach.</p> <p>(Apr 24) Item 1 completed by IS. Relevant officers from across the organisation have met to plan a course of action to progress design of foreshore protection works subject to the 2024/25 budget deliberations.</p> <p>(Mar 24) No change to current status.</p> <p>(Feb 24) No change to current status.</p> <p>(Jan 24) No change to current status.</p> <p>(Dec 23) No change to current status.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Nov 23) Preliminary works associated with the relocation of services commenced on 6 August 2023 and are planned for completion by the end of February 2024. The removal of the superstructure and pier foundations will commence early March and be completed by 30 May 2024 with the final landscaping and reinstatement works completed by the end of June 2024.</p> <p>(Sep 23 – Oct 23) Item 2 has been programmed with new stairs planned to be installed adjacent the café. Items 1 and 3 will be considered in future years when funding is allocated to progress the project.</p> <p>(Jan 23 – Aug 23) Prior to developing a report to Council, it is proposed to list this matter for discussion at a future briefing session.</p>
Ordinary Meeting No.2/25 – 26 February 2025 (eDocs# 5169215)				
OS	ActID 8066	<p>ORD 11.2.5 – Redevelopment Of Pialba and Torquay Caravan Parks</p> <p>RESOLUTION (Lachlan Cosgrove/Zane O'Keefe) That Council:</p> <ol style="list-style-type: none"> Resume the redevelopment of the Pialba Caravan Park utilising the current park design. 	Initial Aug 2025	<p>(Jun 25) <u>Item 1:</u> Pialba Tender awarded at Ord 05/25 Meeting. <u>Items 2-5:</u> Public Consultation planning in progress with internal departments.</p> <p>(May 25) <u>Item 1:</u> Pialba Tender closed and under Panel Assessment. <u>Items 2-5:</u> No change.</p> <p>(Apr 25)</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>2. Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendments to the Proposal;</p> <ul style="list-style-type: none"> change the words “Key elements for layout plan development” to “options for consideration”. change Option A to “Open Space” and, delete the word “natural” from Option A goal. change the words “design scope to only encompass the current Torquay Caravan Park land Boundary” to “design scope to focus on current Torquay Caravan Park land, and also consider connectivity to the Sea Scouts Hall and Sailing Club on either side of the land”, in both Option A & B. <p>3. Authorise the Chief Executive Officer to further engage with Councillors to develop a community consultation</p>		<p><u>Item 1:</u> Construction Tender for Pialba advertised and closes 17/4/2025.</p> <p><u>Items 2-5:</u> Consultant engagement is being finalised for alternate uses for Torquay, concept plans and public consultation will follow.</p> <p>(Mar 25) Request for Quotation to develop concept plans has been drafted and appointment of consultant expected in late March 25. The tender for redevelopment of Pialba Caravan Park will be advertised in March 2025.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>program at the Consult level as per the IAP2 public participation Spectrum.</p> <ol style="list-style-type: none"> Undertake community consultation to seek community feedback on the identified options for the Torquay Caravan Park. Be provided with a further report with the outcomes of the community consultation. <p>Carried (7/3)</p>		
IS	ActID 8079	<p>ORD 12.1 – Request for Report Regarding Community Garden Site on Endeavour Way, Eli Waters</p> <p>RESOLUTION (Lachlan Cosgrove/Daniel Sanderson) That Council be provided with a report that:</p> <ol style="list-style-type: none"> Details the history, management & status of the community garden site on Endeavour Way, Eli Waters, and Provides options, including cost estimates, to decommission the site to provide improved community use and enjoyment. <p>Carried Unanimously</p>	Initial Aug 2025	<p>(Jun 25) Report to be prepared and submitted to the August 2025 Ordinary Council Meeting.</p> <p>(Mar 25 – May 25) Report to be prepared and submitted to the August 2025 Ordinary Council Meeting.</p>
Ordinary Meeting No.3/25 – 26 March 2025 (eDocs#5183361)				



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
S,C&D	ActID 8161	<p>ORD 14.1 – Request for Report that Considers Increasing all Infrastructure Charges to the Maximum Allowed State Government Caps</p> <p>RESOLUTION (Lachlan Cosgrove/John Weiland)</p> <p>That Council be provided with a report that considers increasing all infrastructure charges to the maximum allowed State Government caps. The report should include detail of the increasing costs of providing trunk infrastructure, growth levels and the potential revenue which could be achieved by moving from the current discounted rates to the full State capped charges.</p> <p style="text-align: right;">Carried Unanimously</p>	Initial Jun 2025	<p>(Jun 25) COMPLETED – Resolved at Special Meeting No 2/2025 on 11 June 2025.</p> <p>SPEC 3.1 Adopted Infrastructure Charges Resolution and Infrastructure Charges Incentives</p> <p>RESOLUTION (George Seymour/Lachlan Cosgrove) That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 113 of the <i>Planning Act</i> 2016, Council adopt the <i>Adopted Infrastructure Charges Resolution</i> appended as Attachment 2 to commence from 1 September 2025. 2. Review and consider differential infrastructure charging rates across the Fraser Coast following the review and adoption of the Local Government Infrastructure Plan. 3. Review Councils Infrastructure Charges Incentives Policy in alignment with the strategic objectives of the Fraser Coast Council Economic Development Strategy currently under preparation. <p style="text-align: right;">Carried Unanimously</p> <p>(May 25) Discussion on the opportunities and impacts of increasing Infrastructure Charges was discussed with the Housing Diversity Working Group on 30 April. A briefing will be prepared to present at a Councillor and Executive briefing.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				(Apr 25) Assigned to officers to commence investigations and prepare Council workshop to align with Housing Working Group incentives and charges report request.
Ordinary Meeting No.4/25 – 28 April 2025 (eDocs#5205157)				
IS	ActID 8185	ORD 9.1.1 – Request for Effective Drainage of Hyne, Queen and Warry Streets RESOLUTION (Daniel Sanderson/Phil Truscott) That the petition be received and referred to the Chief Executive Officer for consideration and a report to Council. Carried Unanimously	Initial Sep 2025	(Jun 25) Report to be prepared and submitted to the September 2025 Ordinary Council Meeting. (May 25) Report to be prepared and submitted to the September 2025 Ordinary Council Meeting.
Ordinary Meeting No.5/25 – 28 May 2025 (eDocs#521796)				
S, C & D	ActID 8209	ORD 12.1 - Request for a report on the effectiveness of Council's Sun Smart Policy RESOLUTION (George Seymour/Paul Truscott) That a report be provided on the effectiveness of council's Sun Smart Policy since it was adopted on 22 August 2018 and, where identified, provide options for improvement to better realise the goals of the policy. Carried Unanimously	Initial Aug 2025	(Jun 25) Allocated to relevant officer to commence review of the policy.
IS	ActID 8211	ORD 12.3 - Request for Report on Feasibility of One-Way Street Trial in Adelaide Street, Maryborough	Initial Dec 2025	(Jun 25) Report to be prepared and submitted to the December 2025 Ordinary Council Meeting.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		RESOLUTION (Paul Truscott/Daniel Sanderson) That Council be provided with a report on the feasibility of conducting a one-way street trial in Adelaide Street, Maryborough between Ellena Street and Kent Street, using temporary infrastructure. Carried Unanimously		

QUESTIONS ON NOTICE				
Directorate	Reference	Question Details	Target Date	Status

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT: ENVIRONMENT & SUSTAINABILITY ADVISORY
COMMITTEE MEETING MINUTES - 7 APRIL 2025

DIRECTORATE: STRATEGY, COMMUNITY & DEVELOPMENT

RESPONSIBLE OFFICER: DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

AUTHOR: EXECUTIVE MANAGER STRATEGY & SUSTAINABILITY

1. PURPOSE

The purpose of this report is to present to Council the Minutes of the Environment & Sustainability Advisory Committee meeting held on 7 April, 2025.

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 7 April, 2025 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 7 April, 2025.

4. ATTACHMENTS

1. Environmental & Sustainability Advisory Committee Meeting - 7 April 2025 [📎](#)

Minutes of Meeting – 7 April 2025

3:00 pm, USC Executive Suite Boardroom

Attendees:	Councillor Zane O’Keefe – Fraser Coast Regional Council ((FCRC) Chairperson) Jennifer Waithman – Wide Bay Burnett Environmental Council Inc. John Williams – Mary River Catchment Coordinating Committee Shelley Baldwin – Community Representative Susan Bissett – Community Representative Shane Lukanovic – Butchulla Native Title Aboriginal Corporation Amber Kelly – Natural Environment Manager – FCRC Bianca Sands – Parents for Climate Fraser Coast Rosalyn Acworth – Executive Manager Strategy & Sustainability – FCRC Peter Duck – Wildlife Preservation Society of Queensland – Fraser Coast Tania Heath – Business Support Officer – FCRC Steven Gatt – Executive Manager Regulatory Services – FCRC (Guest Speaker) Scott Scruton – Planning & Environmental Services Manager – FCRC (Guest Speaker) Ashleigh McMillan – Senior Strategic Planner – FCRC (Guest Speaker) Karen Barlow – Community Ranger – FCRC (Guest Speaker) Paul Rice – Open Space Planner - FCRC (via ZOOM) Edward Brown – Senior Sustainability Officer – FCRC (via ZOOM)
Apologies:	Andrew Treloar – Burnett Regional Mary Group (BMRG) Veronica Bird – Butchulla Native Title Aboriginal Corporation Davendra Naidu – Director Infrastructure Services – FCRC Gerard Carlyon – Director of Community, Strategy and Development – FCRC Jim Leach – Natural Environment Supervisor - FCRC Beth Elleson – Senior Natural Environment Officer – FCRC Samanatha Smith – Manager Sustainability - 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. Introduction of New Members

The new community representatives, Shelley and Susan, introduced themselves to the group and provided an overview of their career, expertise and values.

4. Conflicts of Interest

No conflicts of interest were declared.

5. Confirmation of the previous minutes

ESAC members acknowledged that at its Ordinary Meeting on 26 February 2025, Council resolved to receive and note the minutes of the Environment and Sustainability Advisory Committee held on 10 December 2024.

6. Matters Arising from Minutes

Nil.

7. Review actions from last meeting

Action items from the previous meeting held 10 December 2024 were reviewed and updates provided. Item status and outcomes are listed in the Summary of Actions table at the end of these minutes.

8. Agenda Items

8.1 Proposed Changes to Dog Off-Leash Areas On The Beach – Environmental Impacts Of The Proposed Changes

The Executive Manager Regulatory Services provided the committee with an overview of the key changes to the dog off-leash areas on the beach and clarified that the next stage will involve forming a working group with the Community Rangers to review each of the submissions received during the consultation period before an officer's report with recommendations is prepared for Council's consideration at a forthcoming Council meeting

The following key changes were highlighted:

- Scarness Pier to the Life Saving Club is currently prohibited and is proposed to be on leash only.
- Off leash area hours are proposed to be extended.
- Length and timing between Tooan Tooan Creek and Scarness Pier are proposed to be extended.
- No change to current off leash area in Urangan.
- Potential 24 hour off leash area between the Urangan Pier and fishery.
- No new off leash areas, only amending times of current areas.
- Length of dog prohibited area proposed to be reduced.

Discussion:

The following feedback and suggestions were raised:

- Concerns for birds and turtles in the Urangan / Maaroom Beach area.
- Suggestion to make the Urangan Marina Beach prohibited.
- Suggestion to consider seasonal regulations for the off-leash area at Urangan Marina Beach to be prohibited from October to end of March due to the migratory shore birds. These birds are an endangered species.
- State guidelines suggest 300m buffer between dogs and migratory shore birds.
- Suggestion to consider the review of other areas like Point Vernon & Dundowran.

8.2 Fraser Coast Water Supply Security Strategy

The Planning and Environment Services Manager provided the committee with an overview of the Fraser Coast Water Supply Security Strategy. The presentation included information relating to:

- Where we currently source our water;
- Why we need this Strategy;
- How we measure our water security;
- What the strategy considered;
- What the Strategy Recommended; and
- Next Steps.

Discussion:

The Butchulla Native Title Aboriginal Corporation (BNTAC) representative identified that consultation with the BNTAC Board should be considered in relation to rights over water and if the Water Grid runs through exclusive native title lots.

8.3 Sustainability Team Update

Council officers will provide an update on the following matters at the next meeting:

- Climate Resilience Alliance; and
- Reef Guardian Membership.

8.4 Planning Scheme Update

The Senior Strategic Planner provided the committee with an update on the Planning Scheme. The presentation included information relating to:

- Building Better Neighbourhoods Roadmap;
- Amendment Package 1;
- Core Themes;
- Key Changes;
- Proposed Future Amendment Packages 2 & 3; and
- Bunya Creek Corridor Master Plan.

Discussion:

The Butchulla Native Title Aboriginal Corporation (BNTAC) representative provided the following feedback:

- Cultural Heritage Act needs to be incorporated into the Planning Scheme.
- Developers need to approach BNTAC for new developments, not just Council.
- Planning Scheme Update and Water Supply Security Strategy should be presented to BNTAC board in May.

Council officers clarified that consultation regarding the Planning Scheme had occurred and that further feedback to the draft report received to date from BNTAC, would be welcomed.

9. General Business**9.1 Herbicide Sprayed**

Wide Bay Burnett Environmental Council raised a report they received of Council employees spraying herbicide near waterways in Dundowran. Concerns were raised for the wildlife and if herbicide was in the water.

Group members raised other reports they received of Council employees spraying along the edge of the beach, around bollards and on native vegetation. Another location of these incidents occurring was Point Vernon.

Action: *Wide Bay Burnett Environmental Council to send Amber report with direct location for Amber to follow up.*

9.2 Stewart Island – Rubbish Stockpiling

A representative of Butchulla Native Title Aboriginal Corporation raised concerns of residents on Stewart Island stockpiling rubbish, especially batteries, causing inability to burn.

Action: Amber to follow up who is responsible of Compliance on Stewart Island.

9 Next Meeting

9.1 – Call for Agenda Items

- Update on Climate Resilience Alliance
- Update on Reef Guardian Membership

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

Meeting closed (inc. Zoom link) at 4:40pm

Environment & Sustainability Advisory Committee

SUMMARY OF ACTIONS

DESCRIPTION	ACTION OFFICER	MEETING DATE	DUE DATE	STATUS AND COMMENTS
Wide Bay Burnett Environmental Council to send Amber report with direct location of herbicide spraying for Amber to follow up.	Amber	7 April 2025	N/A	
Amber to follow up who is responsible of Compliance on Stewart Island.	Amber	7 April 2025	N/A	

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

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT: TRAFFIC ADVISORY COMMITTEE MINUTES - 6 MAY 2025
DIRECTORATE: INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: DIRECTOR INFRASTRUCTURE SERVICES
AUTHOR: PRINCIPAL ENGINEER ROADS

1. PURPOSE

To present Council with the Minutes of the Traffic Advisory Committee Meeting held on 6 May 2025.

2. EXECUTIVE SUMMARY

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

The Minutes of the Advisory Committee meeting held on 6 May 2025 are presented to Council in accordance with the Committee's Terms of Reference.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Minutes of the Traffic Advisory Committee meeting held on 6 May 2025.

4. ATTACHMENTS

1. Minutes - Traffic Advisory Committee Meeting - 6 May 2025 (DOCS#5201728) [↓](#)



Traffic Advisory Committee Meeting#2 2025

Minutes of Meeting held on Tuesday 6 May 2025 at 10.30pm – Ellengowan Street Depot, Hervey Bay

MEMBERS IN ATTENDANCE: Cr Denis Chapman (FCRC) (Chair)
 Davendra Naidu, Director Infrastructure Services (FCRC)
 Damion Beety, Principal Engineer Roads (FCRC)
 Andrew Kelly, Roads Engineer (FCRC)
 Toni Souvlis, Coordinator Programming and Communication (FCRC)
 Sgt/OIC Joshua Churchward, Maryborough Road Policing Unit, (QPS)
 Craig Whittaker, Senior Advisor Road Safety (Southern) (DTMR)
 Nina Kenning, (DTMR)
 Sharee Cruickshank, (Translink)
 Andrew Goatham, Principal Engineer - Traffic (DTMR) (via Teams)
 Christopher Downey, Senior Engineer – Southern Queensland Region (DTMR) (via Teams)
 Matthew Thompson (Qld Rail) (via Teams)
 Jacob Town (Work Experience Officer studying for a Civil Engineer's degree)

APOLOGY:

BUSINESS

1. Welcome & Apologies

Cr Denis Chapman welcomed all to the meeting.

Damion noted that Jacob Town was attending the meeting today. He was with Council for a period of 4 weeks to gain work experience as part of his studies to become a Civil Engineer.

2. Minutes of Previous Minutes

Moved Joshua Churchward, Seconded Damion Beety

That the minutes of the meeting held on 4 February 2025 be confirmed and accepted.

CARRIED

2.1 Matters arising out of previous minutes

A request for a copy of the Translink draft Public Transport Service Plan (PTSP) 2025 for the Fraser Coast be provided following the Translink network review carried out last year.

Action:

That a copy of the Draft Fraser Coast PTSP 2025 to be circulated.

Docs#5201728

BUSINESS

3. Review of Actions List**3.1 Parking complaints – Urangan High School Bus Zone (Action 24)**

It was noted that as this matter was now sitting with the school relating to the construction of an off-street carparking facility, that this matter could be noted as completed.

3.2 Area Speed Signage – Tinana Greens (Action 27)

A plan for the installation of area speed signage in Tinana Greens had been completed, but is still to be implemented.

3.4 Request for Speed Signs around Burrum Heads (Action 32)

This items was discussed and a sketch plan would be prepared relating to signage requirements for this action by the end of that week.

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

A sign layout plan was sent through to DTMR relating to this matter. A works order has been raised by DTMR.

Action:

A works order has been issued by DTMR to upgrade signage.

3.6 Speeding Concerns - Boundary Road Extension (Action 35)

QPS has undertaken some speed camera activity on the Boundary Road extension, with good compliance to the posted speed limit. It was noted that since opening the traffic has increased by 25% to nearly 9,000 veh/day.

3.7 Update – Fraser Coast Integrated Transport Strategy (Action 36)

The community consultation process for the Fraser Coast Integrated Transport Strategy had now closed with just on 600 on-line forms, 540 Facebook comments and 100 paper copies of the surveys completed which is considered a good response.

From the interactive map, there was considerable interest in Public Transport; free or 50c bus services, the reintroduction of rail between Maryborough and Hervey Bay. There was some interest in an alternative route to Hervey Bay.

The next stage would be some targeted workshops following which a network analysis would be completed with some options developed for the Strategy.

3.8 Signage – Taxi Ranks – Hervey Bay (Action 37)

A sketch plan has been issued to Council's Operational Area for the installation of required signage changes for the taxi ranks at Hervey Bay.

3.9 Complaint – Boat Harbour Drive and Queens Road (Action 38)

QPS had no objections to the proposals for the upgrade of the intersection of Boat Harbour Drive and Queens Road presented by DTMR.

Docs#5201728

BUSINESS

DTMR indicated that they were still reviewing solutions for this intersection.

3.10 Request for Relocation of No Through Sign – Cnr Munro Way and Rossington Drive (Action 39)

It was noted that this item could be noted as completed. It was noted that there was vegetation blocking existing signage. To assist with visibility, the signage was moved across the road.

3.11 Request for Additional 50km/hr speed sign – end of Bryant Street, Maryborough (REQ2024-009299) (Action 40)

Development is to commence shortly in this area and that the matter of additional speed signs would be reviewed as part of that process.

It was noted this matter could be noted as closed.

3.12 Request for Pedestrian Crossing – Emerald Park Way – Urangan State High School – Representations from Ms T Morgan after son was hit by a car (Action 41)

It is understood that correspondence had been sent relating to this matter, this matter could be noted as completed.

3.13 Traffic Management – Australian Scout Jamboree – 5-16 January 2025 (Action 42)

This action was noted as completed.

3.14 Petition – Request for Zebra Crossing at Maryborough Special School – Woodstock Street (Action 43)

This matter was sent to a recent Council meeting with a resolution that there would be no further action taken associated with a request for a zebra crossing at the Maryborough Special School. It should be noted that the school was planning on building an internal facility which would address the parents' concerns.

It was noted this matter could be noted as closed.

3.15 Susan River Bus Stop – Representations from Wide Bay Transit – Request for Bus Stop on both sides of Highway to assist with Safety Issues – Ideal Time whilst works are occurring (Action 44)

A number of requests to Wide Bay Transit for patronage numbers have been issued, but none had been provided for this location. There are no proposals to make any changes in this location and accordingly, it was noted that this matter could now be closed.

3.16 Concerns Hooning in Queen Street, Maryborough (Action 46)

It was noted there was still a 60km/hr zone in Queen Street between Ferry Street and Cheapside Street and this matter was referred to the Speed Management Committee meeting relating to a change to 50km/hr for this zone.

It was noted this matter could be noted as closed.

Docs#5201728

BUSINESS

3.17 Request for Reduction in Speed Limit – Chapel Road (Action 47)

Council had received further representations from the resident relating to this matter indicating that with the roadworks in place the speed limit of 60km/hr provided an improved outcome for residents in this area.

It was noted that this section of Chapel Road did not meet the criteria for a permanent reduction of the speed limit from 80 km/hr to 60 km/hr.

Action:

The constituent be advised that the Committee confirms its previous position relating to this matter i.e. that there are no plans to change the speed limit on Chapel Road at this point in time as Chapel Road does not meet the criteria for a reduced speed limit from 80km/hr to 60km/hr.

4. Agenda Items

4.1 Request for Improvements – Intersection of Hibiscus Street and Prince Street, Hervey Bay (REQ2025-000752)

The Committee discussed the peculiarities of this intersection.

Action:

That a Give Way sign be installed on Prince Street to assist with providing a clearer indication relating to priority for users of the Hibiscus Street and Prince Street intersection.

4.2 Request for consideration of reduction in speed limit – Chapel Road – (REQ2024-020884)

This matter was discussed earlier in the meeting.

Action:

That no changes be undertaken relating to the speed limit of Chapel Road as Chapel Road does not meet the criteria for a reduced speed limit from 80km/hr to 60km/hr.

4.3 Concerns – Speeding Vehicles on Sempfs Road (REQ2025-010263), (REQ2025-012511) and (REQ2025-012112)

The speed limit on Sempfs Road is currently 60km/hr with no changes in this location that would warrant a change at this point in time. QPS regularly patrolled this area.

Action:

That no changes be undertaken relating to the current speed limit of 60km/hr for Sempfs Road.

4.4 Request for Replacement of Crimestoppers Sign – Walker Street (State Controlled Route). DTMR initial advice that no support for sign (REQ2025-015714)

It was noted that DTMR had indicated that they did not support the installation of a Crimestoppers sign in Walker Street due to the size of the sign.

The preference is for the installation of crimestoppers signage on school fences as a more appropriate location for this type of signage.

Docs#5201728

BUSINESS

Action:

That the contact for the local Crimestoppers be advised that the Committee does not support the installation of a Crimestoppers sign in Walker Street with school fencing being considered the more appropriate location for this type of signage.

4.5 Speeding on Murphy Street – (REQ2025-018217)

Council was proposing to redo the safety bars.

QPS has existing camera sites on Murphy Street with this area being regularly patrolled.

Action:

That the constituent be advised that the matter of speeding on Murphy Street was discussed with the Queensland Police Service and this area will continue to be monitored.

4.6 Request for turning lanes off Maryborough Biggenden Road at Boundary Road**Action:**

As this matter related to a DTMR controlled route, this request be referred to DTMR for consideration and response.

4.7 Review of intersection - Mary St and Tiger St Maryborough – (REQ2025-015695)

A request had been received for the installation of a Stop Sign at this intersection. They were considering a target board on the existing Give Way sign and the possibility of bringing out the give way area a little.

Action:

That a sketch plan be prepared of proposals for this intersection for consideration at the next meeting of the Committee.

4.8 Hooning on the Esplanade – (REQ2025-008140 & 008515)

Members discussed some issues along the Esplanade with QPS indicating that the Police are always on the Esplanade.

Action:

That the constituents be advised that the matter of hooning has been discussed with the Queensland Police Service and they will continue to monitor the Hervey Bay Esplanade for any hooning incidents and will also work with Council in utilising CCTV camera footage in this area to assist with the apprehension of any offenders.

4.9 Request to ban right turn out of Fraser Shores onto Nissen Street

Discussion suggested that should the limiting of a right turn out of Fraser Shores onto Nissen Street be considered for implementation, that thought be given to a timed arrangement such that a right turn would be permitted later in the evening when traffic in this area was reduced.

The Committee discussed development proposed in the area and also whether businesses should be consulted prior to a decision being made relating to this matter.

Docs#5201728

BUSINESS
<p>Action: That a report be presented to Council relating to any proposal for the limiting of a right turn out of Fraser Shores onto Nissen Street for a Council decision relating to this matter.</p>
<p>5. Outcomes from Fatal and Serious Injury Accidents</p> <p>It was noted that since the last meeting, one fatality had been recorded in Tinana South.</p>
<p>6. Safety Programs</p> <p>6.1 Black Spot</p> <p>Council Officers are currently reviewing locations. As there are currently few intersections that meet crash numbers, they were utilising mapping relating to crash types and location over an area.</p> <p>Council upgraded the Exeter Street and Tavistock Street intersection under Blackspot 4 years ago. However, since the upgrade works there had been four (4) crashes at this intersection and minor changes are being considered to address this ongoing crash history.</p> <p>Preliminary work could include the installation of duplicate signs and a larger holding line.</p> <p>It was suggested that some traffic counts be completed at this intersection and then they could review this matter further.</p> <p>Action: That traffic counts be completed at the intersection of Exeter Street and Tavistock Street so that an improved treatment for this intersection can be considered.</p> <p>6.2 School Transport Infrastructure Program – STIPS</p> <p>DTMR Road Safety indicated that the School Transport Infrastructure Program may not continue.</p> <p>Three projects were submitted for consideration for the Fraser Coast area;</p> <ol style="list-style-type: none"> 1. Albert State School footpath project approved for funding. 2. Tinana State School footpath proposal was declined due to lack of funding 3. Fraser Coast Anglican College (FCAC) proposal for school crossing was declined for funding as the proposal lodged was not supported. <p>DTMR Road Safety indicated that they were interested in placing a FCAC school crossing supervisor in place and they were also looking at St James.</p> <p>To assist with the St James proposal, DTMR is requesting Council to construct the supporting infrastructure for a crossing in Pantlins Lane. This is currently listed in the 10 Year Capital Works program.</p> <p>Recent pedestrian crossing data for St James indicated that in the</p> <ul style="list-style-type: none"> • morning (7.50am to 8.50 am) 24 school children crossed • afternoon (2.45 pm to 3.25 pm) 51 school children crossed. <p>Action:</p>

Docs#5201728

BUSINESS

That Council give consideration to the request from DTMR for infrastructure upgrades in Pantlins Lane including new footpath and kerb and channel construction works to facilitate the lodgement of a funding application for a school crossing supervisor for St James School.

DTMR – Road Safety had received a request from the St Helens School for a crossing on Ariadne Street. DTMR have undertaken corridor planning for this area with signals at Pallas Street and a new road from Ariadne Street to Saltwater Creek Road. This project was only at the business case stage and could be 3-5 years away. DTMR Road Safety advised that they would complete an afternoon count of the crossing to determine if there was a warrant for a crossing on Ariadne Street.

6.3 Safer Roads Sooner (TMR Program)

Andrew Goatham indicated that they had not identified any new projects and the list discussed previously were still the projects they were proposing for the Safer Roads Sooner Funding Program.

7. Speeding Complaints – Traffic Advisory Committee

Nil complaints were discussed as all issues had been discussed earlier in the meeting.

8. General Business

8.1 Query relating to Future Plans – Footpath – Madsen Road to the Sports Precinct

Query on plans for a footpath to the Sports Precinct along Madsen Road from Christensen Street. Noted that pedestrians, cyclists and e-scooters have no way to get to the Sports Precinct. Footpaths design is well advanced, however construction relies on land acquisitions.

8.2 Report on Outcomes of Conduct of May in the Bay Event

QPS had a large police presence in Hervey Bay for the May in the Bay Event. This acted as a strong deterrent for anti-social behaviour, they only had to address a few minor issues.

It was noted that the event was great as it brought people into the region. It was a great event that assisted the businesses in the area.

8.3 Advocacy Document – E-Scooters

Council Officers have prepared a draft advocacy document relating to private e-scooters. A recent report indicated that there had been 30 fatalities within Australia since 2020 from e-scooters with 15 of those in Queensland.

A report will be prepared for Council for endorsement of the Advocacy Document prior to wider circulation.

Next Meeting: 5 August 2025, 10.30 a.m.

Action Items List: Refer eDocs#4940369

Docs#5201728

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25**

MONDAY, 30 JUNE 2025

SUBJECT: INFORMAL MEETINGS - RECORD OF MATTERS DISCUSSED
DIRECTORATE: OFFICE OF THE CEO
RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER
AUTHOR: EXECUTIVE ASSISTANT - COUNCILLORS

1. PURPOSE

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

2. EXECUTIVE SUMMARY

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

1. Council Concept Forum held on 7 May 2025 – (Docs#5201899)
2. Councillor and Executive Briefing held on 12 May 2025 (Docs#5204454)
3. Council Concept Forum held on 14 May 2025 – (Docs#5206516)
4. Councillor and Executive Briefing held on 19 May 2025 (Docs#5208728)
5. Council Agenda Forum held on 21 May 2025 – (Docs#5215798)
6. Councillor and Executive Briefing held on 26 May 2025 (Docs#5212416)

3. RECOMMENDATION

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

4. ATTACHMENTS

1. Record of Matters Discussed - Council Concept Forum held on 7 May 2025 (Docs#5201899) [↓](#)
2. Record of Matters Discussed - Councillor and Executive Briefing held on 12 May 2025 (Docs#5204454) [↓](#)
3. Record of Matters Discussed - Council Concept Forum held on 14 May 2025 (Docs#5206516) [↓](#)
4. Record of Matters Discussed - Councillor and Executive Briefing held on 19 May 2025 (Docs#5208728) [↓](#)

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5. Record of Matters Discussed - Council Agenda Forum held on 21 May 2025 (eDocs #5215798) [↓](#)
 6. Record of Matters Discussed - Councillor and Executive Briefing held on 26 May 2025 (Docs#5212416) [↓](#)



**COUNCIL CONCEPT FORUM
RECORD OF MATTERS DISCUSSED**

Wednesday 7 May 2025

9am

Docs#5201899

Councillors	Mayor Seymour Deputy Mayor Faraj Cr Byrne Cr Paul Truscott Cr Sanderson Cr Govers – Via Teams Cr Cosgrove Cr Weiland Cr Chapman
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services Gerard Carlyon – Director Strategy, Community and Development
Apologies	Cr Phil Truscott - Leave Cr O’Keefe - Absent
Attendance:	Audit and Risk Committee Members Carly Heaslip – Internal Auditor Leah McCormack – Manager Governance Sam Smith – Manager Sustainability Donna Wilson - Corporate Operations Coordinator

BUSINESS ITEMS

1. Conflicts of Interest

Nil

2. List of Topics Discussed

Risk Appetite Statement Workshop

Cr Chapman left the meeting at 10.25am

Cr Paul Truscott retired from the meeting at 10.38am

Cr Govers retired from the meeting at 10.38am

Cr Chapman returned to the meeting at 11am

3. Further Information Sought or Provided

MEETING CLOSED 12.37pm



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

Monday 12 May 2025

10am

Docs#5204454

Councillors	Mayor Seymour Deputy Mayor Cr Faraj Cr Byrne Cr Phil Truscott Cr Paul Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Gerard Carlyon, Director Strategy, Community and Development
Attendance	Michael Campbell – Lucid Consultants Justine Cooper – Executive Manager Economic Development & Tourism Debra Howe, Contractor Economic Development & Tourism Jarrod Delahunty - Manager Economic Development Jamie-Lee Habeler - Principal Economic Development Officer Amber Kelly – Manager Natural Environment Johnny Green – Bushfire Risk Mitigation Officer Max Corte – Executive Manager Open Space & Environment Marion Millard – Executive Manager Financial Services Tyson Deller – Manager Budgeting & Strategic Accounting

BUSINESS ITEMS

1. Conflicts of Interest

The Director Water and Waste Services declared a Conflict of Interest for General Business Item 1 - Tavistock St Lease – Football Qld, due to being the Chair of Football Queensland Wide Bay Advisory Committee and left the room whilst the matter was discussed.

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 28 April 2025
- **Item 2** – Outstanding Action List
- **Item 3** – Economic Development Strategy – Stakeholder Engagement

- Cr Paul Truscott left the meeting at 10.37am
- Cr Paul Truscott returned to the meeting at 10.44am
- Mayor Seymour left the meeting at 11.22am
- Mayor Seyour returned to the meeting at 11.40am
- **Item 4 – Bushfire Management**
- Cr Paul Truscott retired from the meeting at 11.45am
- Cr Govers retired from the meeting at 11.45am
- Mayor Seyour left the meeting at 11.45am
- Meeting adjourned for lunch Break at 11.45am
- Meeting resumed at 12.30pm.
- **Item 5 - General Business – Tavistock St Lease – Football Qld**
- **Item 6 – Budget 2025/26**
- Mayor Seymour returned to the meeting at 1.05pm
- Cr Phil Truscott retired from the meeting at 1.50pm
- **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

Item 5 - General Business – Tavistock St Lease – Football Qld – The Director Organisational Services to provide an update on the Lease Renewal for Football Qld at Tavistock St fields.

MEETING CLOSED 2.40pm



**COUNCIL CONCEPT FORUM
RECORD OF MATTERS DISCUSSED**

Wednesday 14 May 2025

10am

Docs#5206516

Councillors	Cr Byrne Cr Phil Truscott Cr Paul Truscott Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr O'Keefe
CEO and Directors	Keith Parsons, Director Organisational Services Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services Justine Cooper, Acting Director Strategy, Community and Development
Apologies	Mayor Seymour – Leave Deputy Mayor Faraj – Leave Cr Sanderson – Leave Ken Diehm, Chief Executive Officer Gerard Carlyon, Director Strategy, Community and Development
Attendance:	Marion Millard, Executive Manager Financial Services Tyson Deller, Manager Budgeting & Strategic Accounting

BUSINESS ITEMS

1. Conflicts of Interest

Nil

2. List of Topics Discussed

25/26 Budget

Cr Phil Truscott left the meeting at 10.55am

Cr Phil Truscott returned to the meeting at 11.30am

3. Further Information Sought or Provided

MEETING CLOSED 12.50pm



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

Monday 19 May 2025

10am

Docs#5208728

Councillors	Mayor Seymour Deputy Mayor Cr Faraj Cr Byrne Cr Phil Truscott Cr Paul Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	
Attendance	John McLennan – Executive Manager Infrastructure Engineering Jamie Cockburn – Executive Manager Development Jeff Brannan - Manager Development Assessment Justine Cooper – Executive Manager Economic Development & Tourism Marion Millard – Executive Manager Financial Services Tyson Deller – Manager Budgeting & Strategic Accounting

BUSINESS ITEMS

1. Conflicts of Interest

NIL

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 12 May 2025
- **Item 2** – Outstanding Action List
- **Item 3** – Toogoom Seawall
- **Item 4** – Entertainment & Hospitality Council policy
- **Item 5** - Non-Current Assets Council Policy
- **Item 6** - Sale of Land for Overdue Rates

- **Item 7** - Material Change of Use – Multiple Dwelling – 238-272 Maryborough Hervey Bay Road Nikenbah
- Meeting adjourned for lunch at 11.20am
- Meeting resumed at 12.15pm.
- **Item 8 - General Business**
- **Item 9** – Budget 2025/26
- **Item 10** – Distributed Briefing Notes
- **Item 11**– Media Update
- **Item 12** – Concept Forum topics and Projects of Interest
- **Item 13** - Meeting Review

3. Further Information Sought or Provided

MEETING CLOSED 2.40pm



**RECORD OF MATTERS DISCUSSED OF THE COUNCIL AGENDA FORUM MEETING NO. 5/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS,
TAVISTOCK STREET, HERVEY BAY
ON WEDNESDAY, 21 MAY 2025 COMMENCING AT 10:00 AM**

PRESENT:

Mayor George Seymour
Councillor Michelle Byrne
Councillor Paul Truscott
Councillor Daniel Sanderson
Councillor Michelle Govers
Councillor Lachlan Cosgrove
Councillor John Weiland
Councillor Denis Chapman
Councillor Sara Faraj (Chairperson)

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
(Acting) Director Water & Waste Services, Mr Cameron Ansell
Meeting Secretary, Ms Chloe Hansen
Meeting Secretary, Mrs Bianca Wilson

CAF 1

APOLOGIES

The Council noted the apology of Councillors Zane O'Keefe and Phil Truscott.

CAF 2

DISCLOSURE OF INTERESTS

1. Councillor Daniel Sanderson informed the meeting of a declarable conflict of interest in relation to item ORD 11.4.3 – Master Plan for Old Maryborough Administration Centre and Baby Clinic - Landscaping Concepts.
 - a. The nature of Councillor Sanderson's interest is that he is the treasurer of a church which owns "Parkside café" in the Maryborough CBD Area.

- b. Councillor Sanderson advised that he is not a director and did not consider it to be a conflict of interest, and therefore remained in the chamber during discussion on the matter.

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. 4/25 – 23 April 2025

Councillors received and considered the Minutes of the Ordinary Council meeting No.4/25 held 23 April 2025.

ORD 5.2 Special Meeting No. 1/25 – 16 April 2025

Councillors received and considered the Minutes of the Ordinary Council meeting No.1/25 held 16 April 2025

ORD 6 OUTSTANDING ACTIONS

ORD 6.1 Open Resolutions Register - May 2025

Councillors received and considered the report titled Open Resolutions Register - May 2025 dated 28 May 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 Water and Waste Services Advisory Committee Meeting Minutes - Meeting held on 17 April 2025

Councillors received and considered the report titled Water and Waste Services Advisory Committee Meeting Minutes - Meeting held on 17 April 2025 dated 28 May 2025.

ORD 10.2 Informal Meetings - Record of Matters Discussed

Councillors received and considered the report titled Informal Meetings - Record of Matters Discussed dated 28 May 2025.

ORD 10.3 Fraser Coast Events Advisory Committee Meeting Minutes - 26 September 2024

Councillors received and considered the report titled Fraser Coast Events Advisory Committee Meeting Minutes - 26 September 2024 dated 28 May 2025.

ORD 10.4 Fraser Coast Events Advisory Committee Minutes - 6 February 2025

Councillors received and considered the report titled Fraser Coast Events Advisory Committee Minutes - 6 February 2025 dated 28 May 2025.

ORD 10.5 Minutes of the Arts, Culture and Heritage Committee - 24 February 2025

Councillors received and considered the report titled Minutes of the Arts, Culture and Heritage Committee - 24 February 2025 dated 28 May 2025.

ORD 11 OFFICERS' REPORTS

ORD 11.1.1 Councillor Leave of Absence - Councillor Zane O'Keefe

Councillors received and considered the report titled Councillor Leave of Absence - Councillor Zane O'Keefe dated 28 May 2025.

ORD 11.1.2 Councillor Meeting Attendance for June 2025

Councillors received and considered the report titled Councillor Meeting Attendance for June 2025 dated 28 May 2025.

ORD 11.2.1 Amendment to Corporate Plan 2023-2028

Councillors received and considered the report titled Amendment to Corporate Plan 2023-2028 dated 28 May 2025.

ORD 11.3.1 Fraser Coast Local Heritage Register - Proposed Nomination for Entry of Scarness Band Rotunda

Councillors received and considered the report titled Fraser Coast Local Heritage Register - Proposed Nomination for Entry of Scarness Band Rotunda dated 28 May 2025.

ORD 11.3.2 Response to Resolution for 'Rescinding of the Conservation Areas Rates Concession Policy'

Councillors received and considered the report titled Response to Resolution for 'Rescinding of the Conservation Areas Rates Concession Policy' dated 28 May 2025 and noted the following request for further information:

1. Councillor Michelle Byrne requested further information in relation to being provided the locations of the properties that had received the concession, as well as the three eligible properties.

ORD 11.3.3 Regional Arts Development Fund Program 2025/26

Councillors received and considered the report titled Regional Arts Development Fund Program 2025/26 dated 28 May 2025.

ORD 11.4.1 Formal renaming of Urraween Extension Road as Boundary Road

Councillors received and considered the report titled Formal renaming of Urraween Extension Road as Boundary Road dated 28 May 2025.

ORD 11.4.2 Appointment of Deputy Chairperson of the Local Disaster Management Group

Councillors received and considered the report titled Appointment of Deputy Chairperson of the Local Disaster Management Group dated 28 May 2025.

ORD 11.4.3 Master Plan for Old Maryborough Administration Centre and Baby Clinic - Landscaping Concepts

Councillors received and considered the report titled Master Plan for Old Maryborough Administration Centre and Baby Clinic - Landscaping Concepts dated 28 May 2025.

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

ORD 12.1 Request for a report on the effectiveness of Council's Sun Smart Policy

Councillors received and considered the report titled Request for a report on the effectiveness of Council's Sun Smart Policy dated 28 May 2025.

ORD 12.2 Request to Change June and October Ordinary Council Meeting Dates

Councillors received and considered the report titled Request to Change June and October Ordinary Council Meeting Dates dated 28 May 2025.

Councillor Paul Truscott informed the Council of his intention to submit a motion in the Supplementary Agenda relating to a request for a report on the feasibility of one-way street trial in Adelaide Street, Maryborough.

ORD 13 QUESTIONS ON NOTICE

ORD 13.1 Response to Question on Notice - Ordinary Meeting No. 03/25 - Local Spend by Directorate

Councillors received and considered the report titled Response to Question on Notice - Ordinary Meeting No. 03/25 - Local Spend by Directorate dated 28 May 2025.

ORD 14 GENERAL BUSINESS

The Chief Executive Officer advised the Council of a late report for consideration in relation to the Proposed Opening of Road – Mary to Bay Rail Trail – Colton Mining Lease Diversion which had been distributed to Councillors earlier that morning and would be included in the Supplementary Agenda.

10:42am – Mayor George Seymour joined the meeting.

RESOLUTION (Sara Faraj/George Seymour)

That the meeting move into closed session for discussion of the following items:

- Late Report – Proposed Opening of Road – Mary to Bay Rail Trail – Colton Mining Lease Diversion
- ORD 15.1 - Sale of Land for Overdue Rates and Charges
- ORD 15.2 - Community Engagement - Future of Cemetery Services
- ORD 15.3 - Land Acquisition - Chapel Road Nikenbah
- ORD 15.4 - Exemption under s235 b) Local Government Regulation 2012 for the Provision of RFID Support and Maintenance

Carried Unanimously

Councillor John Weiland left the Chamber at 10:57am.

RESUMPTION OF OPEN MEETING

RESOLUTION (Sara Faraj/Michelle Byrne)

That the meeting resume in open meeting.

Carried Unanimously

Councillor John Weiland returned to the Chamber at 11:00am.

ORD 15 CONFIDENTIAL

ORD 15.1 Sale of Land for Overdue Rates and Charges

Councillors received and considered the report titled Sale of Land for Overdue Rates and Charges dated 28 May 2025.

ORD 15.2 Community Engagement - Future of Cemetery Services

Councillors received and considered the report titled Community Engagement - Future of Cemetery Services dated 28 May 2025.

ORD 15.3 Land Acquisition - Chapel Road Nikenbah

Councillors received and considered the report titled Land Acquisition - Chapel Road Nikenbah dated 28 May 2025.

ORD 15.4 Exemption under s235 b) Local Government Regulation 2012 for the Provision of RFID Support and Maintenance

Councillors received and considered the report titled Exemption under s235 b) Local Government Regulation 2012 for the Provision of RFID Support and Maintenance dated 28 May 2025.

There being no further business, the Meeting closed at 11:02am.

Confirmed at Ordinary Meeting No. 6/25 of the Fraser Coast Regional Council at Hervey Bay on 25 June 2025.



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

Monday 26 May 2025

9.30am

Docs#5212416

Councillors	Deputy Mayor Cr Faraj Cr Byrne Cr Phil Truscott Cr Paul Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman
CEO and Directors	Ken Diehm, Chief Executive Officer Gerard Carlyon, Acting Director Organisational Services Justine Cooper, Acting Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Mayor Seymour – Leave Cr O’Keefe - Leave
Attendance	Leah McCormack – Manager Governance Sydney Shang – Executive Manager Corporate Services Marion Millard – Executive Manager Financial Services Urbis Consulting – Sophie Litherland Urbis Consulting – Paul Riga Rosalyn Acworth – Executive Manager Strategy & Sustainability Lauren Payler - Manager Strategic Land Use Planning Sam Smith – Manager Sustainability Jamie Cockburn – Executive Manager Development

BUSINESS ITEMS

1. Conflicts of Interest

NIL

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 19 May 2025
- **Item 2** – Outstanding Action List
- **Item 3** – Draft Operational Plan
- **Item 4** – All Financial Council Policies (for Budget Adoption)
- **Item 5** - Waste Management Fee Concession Council Policy Changes

- **Item 6** - Category A Projects
- **Item 7** - Amended Vehicle Crossover (Driveway) Policy
- **Item 8** - Impact Assessable DA – MCU23/0100/RAL23/0087
- **Item 9** - General Business
- **General Business 1** - Mowing Schedules on Website
- **General Business 2** - Council Direct Debits
- **General Business 3** - Council name record database
- **General Business 4** - MCU Submissions
- **General Business 5** - Boundary Road Moving Schedule
- Cr Paul Truscott retired from the meeting at 10.15am
- Meeting adjourned at 10.15am
- Meeting resumed at 12.55pm.
- **Item 10** – Fraser Coast Demographic Trends and Housing Supply Review 2025
- Meeting adjourned at 1.52pm
- Cr Sanderson retired from the meeting at 1.52pm.
- Meeting resumed at 2.00pm
- **Item 11** – Distributed Briefing Notes
- **Item 12**– Media Update
- **Item 13** – Concept Forum topics and Projects of Interest
- **Item 14** - Meeting Review

3. Further Information Sought or Provided

- **General Business 1** - Mowing Schedules on Website – The Director Infrastructure Services to provide Councillors with an update on the mowing schedules being accessible on Council website.
- **General Business 4** - MCU Submissions – The Director Strategy, Community and Development to provide Councillors information on the process for advising submitters of incomplete submissions and any relevant timelines for re-lodging a completed submission.

- **General Business 5** - Boundary Road Moving Schedule – The Director Infrastructure Services to provide Councillors with the frequency and any intervention levels for the mowing of Boundary Road reserves.

MEETING CLOSED 2.30pm

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT: WATER AND WASTE SERVICES ADVISORY COMMITTEE
MEETING MINUTES - 22 MAY 2025

DIRECTORATE: WATER & WASTE SERVICES

RESPONSIBLE OFFICER: DIRECTOR WATER & WASTE SERVICES

AUTHOR: EXECUTIVE ASSISTANT

1. PURPOSE

The purpose of this report is to present Council with the Minutes of the Water and Waste Services Advisory Committee meeting held on 22 May 2025.

2. EXECUTIVE SUMMARY

The Water and Waste Services Advisory Committee is a Local Government Committee appointed under s264 of the *Local Government Regulation 2012* to provide governance oversight and performance monitoring of the Water and Waste Directorate.

The Minutes of the Advisory Committee meeting held on 22 May 2025 are presented to Council in accordance with the Committees Charter.

3. RECOMMENDATION

That Council receive and note the Minutes of the Water and Waste Services Advisory Committee Meeting held on 22 May 2025 as detailed in Attachment 1.

4. ATTACHMENTS

1. Minutes of Water and Waste Services Advisory Committee Meeting – 22 May 2025 (eDOCS #5213982) [↓](#)



MINUTES OF THE WATER AND WASTE ADVISORY COMMITTEE MEETING NO. 4/25

held in the Microsoft Teams
on Thursday, 22 May 2025 commencing at 1:00 PM.

PRESENT:

Chairperson Peter Borrows
Member Janice Wilson
Member Paul Heaton
Member Michelle Byrne

STAFF IN ATTENDANCE:

Director Water & Waste Services, Mr Mark Vanner
Chief Executive Officer, Mr Ken Diehm
Acting Director Organisational Services, Mr Gerard Carlyon
Executive Manager Process Operations, Mr Cameron Ansell
Executive Manager Engineering & Technical Services, Mr Trevor Dean
Acting Executive Manager Network Operations and Maintenance, Mr Matthew Cook
Acting Executive Manager Resource Recovery Services & Business Services Manager, Mrs Megan Gibbs
Regional Resource Recovery Coordinator, Ms Kate Pfrunder
Technical Officer, Ms Smriti Pandey
Meeting Secretary, Mrs Nic Puli

WWS 1

APOLOGIES

Member Zane O'Keefe
Director Organisational Services, Mr Keith Parsons
Executive Manager Network Operations and Maintenance, Mr Darren Smith
Executive Manager Resource Recovery Services, Mr Umur Natus-Yildiz

**Minutes of the FCRC Water and Waste Advisory Committee Meeting No. 4/25
held on Thursday 22 May, 2025**

Page 2

The Chair welcomed newly appointed Committee member Mr Paul Heaton who provided an overview of his career, expertise and values.

WWS 2 DISCLOSURE OF INTERESTS
Nil

SAFETY & VALUES MOMENT

Committee Member Wilson provided a high-level overview of the findings from a recent Drinking Water Quality Management Plan audit which was recently undertaken at a local council.

The Business Services Manager commended the TRAITS demonstrated by the Metering and Billing team following their recent visit to the Mackay Regional Council where the teams shared their experience with the Taggle system. The trip was collaborative and resulted in the team developing a list of improvements they wish to explore.

Following flooding in the Burrum River, the Laboratory team were conducting sampling and observed that a large tree had fallen over the river causing access issues. The Executive Manager Process Operations commended the initiative and teamwork undertaken by the sampling team, who following their observations, reviewed the risks and managed the risks by accessing the site in a safer manner.

The Director Water and Waste Services commending the Teamwork demonstrated by the Marketing and Communications and Resource Recovery Services teams in preparation for the launch of the Better Bin Program, a state funded initiative under the Let's Get it Sorted program to improve recycling across the State. Following some negative feedback of the program from other local government areas, and feedback from the Council, the Teams worked together to make those changes and get the program underway.

WWS 3 CONFIRMATION OF MINUTES OF MEETINGS

WWS 3.1 Water and Waste Advisory Committee Meeting No. 3/25 – 17 April 2025

RESOLUTION (Janice Wilson/Peter Borrows)

That the minutes of the Water and Waste Advisory Committee Meeting No. 3/25 held on 17 April, 2025 be confirmed.

WWS 4 OUTSTANDING ACTIONS

Outstanding action updates were taken as read. Action number two (2) was agreed to be closed.

WWS 5 OFFICERS' REPORTS

WWS 5.1 Fraser Coast Waste Strategy 2019-2029 - Comprehensive Review Report

RESOLUTION (Michelle Byrne/Janice Wilson)

That the Water and Waste Advisory Committee:

1. Receive and endorse the Fraser Coast Waste Strategy 2019-2029 interim review report to be presented to Council at its Ordinary Meeting on 25 June 2025.

WWS 5.2 Directorate Performance Report - April 2025

RESOLUTION (Janice Wilson/Michelle Byrne)

That the Water and Waste Services Advisory Committee receive and note the Directorate Performance Report for the month of April 2025.

WWS 6 GENERAL BUSINESS

The Director Water and Waste Services advised the Committee that due to reporting timeframes, several out-of-session reports will be circulated to the Committee in early June seeking their urgent endorsement.

The Director provided the committee with an overview of the lifting of the liner of Cell 9A and the emergency rectification works needed. The Executive Leadership Team approved to enter into a contractual arrangement with a contractor, pursuant to section 235(c) of the *Local Government Regulation 2012*, because it is satisfied that there is a genuine emergency to undertake rectification works of the flood damaged Maryborough landfill Cell 9A liner to ensure the cell is certified to the required environmental standards and available for landfill operations, subject to there being no conflict of interest and previous experience to undertake the works.

The Director advised the Committee of a confidential emerging matter that has come to light regarding the management of refrangible dams. More information will be provided when more information is available.

WWS 7 CONFIDENTIAL REPORTS

Nil

WWS 8 LATE ITEMS

WWS 8.1 Late Open Reports

Nil

WWS 8.2 Late Confidential Reports

There being no further business, the Meeting closed at 2:28PM.

Confirmed that the next Water and Waste Services Advisory Committee Meeting will be held on 20 June 2025.

.....
Chairperson

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT: FRASER COAST REGIONAL COUNCIL AUDIT AND RISK
COMMITTEE MEETING MINUTES - 27 MAY 2025

DIRECTORATE: ORGANISATIONAL SERVICES

RESPONSIBLE OFFICER: DIRECTOR ORGANISATIONAL SERVICES

AUTHOR: INTERNAL AUDITOR

1. PURPOSE

The purpose of this report is to present Council with the Minutes of the Audit and Risk Committee Meeting held on 27 May 2025.

2. EXECUTIVE SUMMARY

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

The Audit and Risk Committee meeting was held on 27 May 2025. The Minutes of the meeting have been reviewed by the Committee Chairperson.

3. RECOMMENDATION

That Council receive and note the Minutes of the Audit and Risk Committee held on 27 May 2025 as detailed in Attachment 1.

4. ATTACHMENTS

1. Minutes - Audit and Risk Committee meeting 2-25 - 27 May 2025 [↓](#)



**MINUTES OF THE AUDIT AND RISK COMMITTEE NO. 2/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS,
TAVISTOCK STREET, HERVEY BAY
ON TUESDAY, 27 MAY 2025 COMMENCING AT 9:00 AM**

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

STAFF IN ATTENDANCE: Chief Executive Officer, Mr Ken Diehm
(Acting) Director Organisational Services, Mr Gerard Carlyon
Executive Manager Financial Services, Ms Marion Millard
Manager Financial Compliance and Reporting, Mr Peter Dart
Executive Manager Corporate Services, Mr Sydney Shang
Internal Auditor, Ms Carly Heaslip
Executive Manager Transformation, Assets & Information, Mr Paul Fendley
Manager Architecture & Governance, Mr Deon Viljoen
Minute Secretary, Ms Chaye Selby
Minute Secretary, Ms Bianca Wilson

EXTERNAL PARTIES IN ATTENDANCE: William Cunningham, Queensland Audit Office
Rachel Stevens, Queensland Audit Office

The Chair opened the meeting and 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.

AUD 1 APOLOGIES
Nil

AUD 2 DISCLOSURE OF INTERESTS
The Chair, Jake Matuzic noted a conflict regarding AUD 6.2 Position of Chairperson, and advised that he would leave the meeting for consideration of the item.

AUD 3 CONFIRMATION OF MINUTES OF MEETINGS

AUD 3.1 Audit and Risk Committee No. 1/25 – 25 February 2025

RESOLUTION (Mel Jacobs/Stephen Coates)

That the minutes of the Audit and Risk Committee No. 1/25 held on 25 February, 2025 be confirmed.

Carried Unanimously

AUD 4 OUTSTANDING ACTIONS

AUD 4.1 Committee Action Register - May 2025

RESOLUTION (Michelle Byrne/Stephen Coates)

That the Audit and Risk Committee receive and note the Open Committee Action Register – May 2025.

Carried Unanimously

AUD 5 OFFICERS' REPORTS

AUD 5.1 Overview of Financial Services

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee note the verbal update providing an overview of Council's Financial Services function as presented by the Executive Manager Financial Services.

The Audit and Risk Committee recognised the high quality information presented to the meeting and congratulated Executive Manager Financial Services and the financial services team.

Carried Unanimously

AUD 5.2 Queensland Audit Office Interim Management Report

RESOLUTION (Mel Jacobs/John Weiland)

That the Audit and Risk Committee receive and note the Queensland Audit Office Interim Management Report, dated 22 May 2025.

Carried Unanimously

AUD 5.3 Queensland Audit Office Briefing Paper

RESOLUTION (Stephen Coates/Michelle Byrne)

That the Audit and Risk Committee receive and note the Queensland Audit Office briefing paper dated, 14 May 2025.

Carried Unanimously

AUD 5.4 2024/25 Proforma Financial Statements

RESOLUTION (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee endorse the proforma financial statements as per Attachment 1.

Carried Unanimously

AUD 5.5 Accounting Position Paper - Landfill Restoration Provision

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee receive and note the accounting position paper – landfill restoration provision as per Attachment 1.

Carried Unanimously

AUD 5.6 Fraser Coast Tourism & Events Ltd 2024 Final Management Report

RESOLUTION (Mel Jacobs/John Weiland)

That the Audit and Risk Committee:

1. Receive and note the 2024 final management report for Fraser Coast Tourism & Events Ltd, dated 20 February 2025.
2. Request that management of Fraser Coast Tourism & Events Ltd attend a future Audit and Risk Committee meeting, and then annually, to provide the committee:
 - a. the planned approach to address the significant deficiencies raised in the final management report; and
 - b. the overarching governance structures and risk management for the entity.

Carried Unanimously

The Chairperson amended the order of business to consider items:

AUD 5.13 Emerging risks & issues

AUD 6.1 Committee Response - Financial Sustainability

AUD 7.1.1 Internal Audit Report - Trunk Infrastructure (delivery and offsets)

AUD 5.13 Emerging risks & issues

RESOLUTION (Stephen Coates/Mel Jacobs)

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

Carried Unanimously

AUD 6.1 Committee Response - Financial Sustainability

RESOLUTION (Michelle Byrne/Mel Jacobs)

That the Audit and Risk Committee endorse the response to the committee action register question raised as detailed in Attachment 1.

Carried Unanimously

AUD 7.1.1 Internal Audit Report - Trunk Infrastructure (delivery and offsets)

RESOLUTION (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee;

1. Receive and note the report; and
2. Request that the audit recommendations are included in the register for ongoing monitoring by the Internal Auditor.

Carried Unanimously

Ken Diehm retired from the meeting at 10:47am.

Gerard Carlyon retired from the meeting at 10:47am.

Councillor John Weiland left the meeting at 10:48am.

Paul Fendley joined the meeting at 10:49am.

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

AUD 5.7 Long Term Financial Plan 2025/26

RESOLUTION (Michelle Byrne/Stephen Coates)

That the Audit and Risk Committee;

1. Receive and note the report; and
2. Note that the proposed Long Term Financial Plan will not be circulated to the committee members for their oversight, prior to adoption; and
3. Request that in future years the proposed Long Term Financial Plan be circulated to the committee members for their oversight, prior to adoption.

Carried Unanimously

Councillor Michelle Byrne left the Meeting at 10:54am.

Deon Viljoen joined the meeting at 10:55am.

Councillor Michelle Byrne returned to the Meeting at 10:57am.

AUD 5.8 Information Technology - Cyber Security Update

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

AUD 5.9 Cyber Security Uplift Program Update

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee Receive and note the Cyber Security Uplift Program update report.

Carried Unanimously

Paul Fendley retired from the meeting at 11.02am.

Deon Viljoen retired from the meeting at 11.02am.

AUD 5.10 Procurement Framework Update

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

AUD 5.11 QAO Report: Local government 2024

RESOLUTION (Stephen Coates/Michelle Byrne)

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

Carried Unanimously

AUD 5.12 QAO Report: Insights on audit committees in local government

RESOLUTION (Mel Jacobs/Michelle Byrne)

That the Audit and Risk Committee;

1. Receive and note the report; and
2. Request that the Internal Auditor monitors the implementation of the actions as per attachment 1.

Carried Unanimously

AUD 5.14 Internal Audit Performance Report

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee;

1. Receive and note the internal audit performance report; and
2. Endorse the request for extensions to completion dates of audit recommendations in accordance with Attachment 2.

Carried Unanimously

AUD 6 GENERAL BUSINESS

Chairperson Jake Matuzic left the meeting at 11:23am and was not present during discussion of and voting on the below matter.

Stephen Coates presided as Chairperson for AUD 6.2.

AUD 6.2 Position of Chairperson

RESOLUTION (Michelle Byrne/Mel Jacobs)

That the Audit and Risk Committee:

1. Consider the attached expression of interest regarding the position of Chairperson of the Audit and Risk Committee; and
2. Make a recommendation to Council to appoint Jake Matuzic as chairperson.

Carried Unanimously

Chairperson Jake Matuzic returned to the meeting at 11:26am and presided as Chairperson.

AUD 7 LATE ITEMS

AUD 7.1 Late Open Reports

AUD 7.1.2 Internal Audit Plan 2025/26

RESOLUTION (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee approve the 2025/26 internal audit plan as per attachment 1.

Carried Unanimously

There being no further business, the Meeting closed at 11.32am.

Confirmed that the next Audit and Risk Committee Meeting will be held on 19 August 2025.



.....
Chairperson

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT: MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE
MEETING MINUTES - 8 MAY 2025

DIRECTORATE: STRATEGY, COMMUNITY & DEVELOPMENT

RESPONSIBLE OFFICER: DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

AUTHOR: MANAGER COMMUNITY DEVELOPMENT & ENGAGEMENT

1. PURPOSE

To present Council with the Minutes of the Mary to Bay Rail Trail Advisory Committee Meeting held on 8 May 2025.

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 8 May 2025 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 8 May 2025.

4. ATTACHMENTS

1. Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 8 May 2025 [↓](#)



MINUTES

FRASER COAST MARY TO BAY RAIL TRAIL ADVISORY COMMITTEE

COUNCIL ADMINISTRATION CENTRE, 77 TAVISTOCK STREET
8 MAY, 2025 COMMENCING AT 1.00PM

PRESENT:

- Tracey Genrich, Manager Community Development & Engagement FCRC (Acting Chair)
- Cr Paul Truscott, FCRC
- Davendra Naidu – Director Infrastructure Services FCRC
- Max Voigt – Fraser Coast Bugs Representative
- John Williams – Fraser Coast Wildlife Preservation Society Representative
- Martin Simons – General Manager FCTE (attended via TEAMS)
- Andy Riley
- Craig England – Manager (Rail Corridor Management) Department of Transport & Main Roads
- Nancy Bates – Mary Inc (proxy on behalf of Harry Usher)

APOLOGIES

- Cr Zane O’Keefe, FCRC
- Rob McLaren
- Harry Usher (Mary Inc)
- Ken Diehm – Chief Executive Officer FCRC (Guest apology)
- Keith Parsons – Director Organisational Services FCRC (Guest apology)
- Gerard Carlyon – Director Strategy Community & Development (Guest apology)

GUESTS IN ATTENDANCE

- Cristiano Castro – Acting FCRC Sport & Recreation Coordinator
- David Gleadow – Senior Advisor – Rail Corridor Management – Department of Transport & Main Roads

AGENDA ITEMS

1. Welcome and Acknowledgement to Country

Tracey Genrich welcomed all attendees and delivered an Acknowledgement to Country on behalf of the Advisory Committee.

2. Apologies

A full list of apologies is listed above.

3. Previous Minutes (27 February, 2025)

The Advisory Committee provided no feedback on the minutes of the previous meeting.

4. Agenda Items

a) Draft Strategy Document

The Committee worked through the draft Strategy Document and recommended the following amendments:-

Piggford Lane Section

- Add Heading – Maryborough/Hervey Bay Road to Piggford Lane;
- Add reference to proposed carparking on the southern side of Piggford Lane on the aerial map;
- Update wording relating to the Maryborough/Hervey Bay Road crossing to reflect update from the Department of Transport and Main Roads in relation to 6 months horizon for design and cost estimates;
- Include explanation and information in this section details on the Nikenbah to Piggford Lane missing link.

Quarry Road to North of Aldershot (To connect to Colton Coal Mine Rail Spur Location)

No suggested updates proposed by the Advisory Committee.

Nancy Bates of Mary Inc. proposed the following motion for consideration of the Advisory Committee:-

Moved Nancy Bates, Seconded Max Voigt

That in relation to the north of Aldershot to Quarry Road Strategic priority detailed in the Strategy Document it is requested that the Advisory Committee recommend to Council to establish a Working Group to develop:-

1. An option analysis including a preferred route option (either interim or long term option);
2. Cost effective and fit for purpose delivery strategy including use of volunteers coordinated by Mary Inc;
3. Draft project plan including projected timeframes;
4. Preliminary cost estimates including funding strategy;

5. Ongoing maintenance responsibilities including estimated cost and funding;
6. Membership of the Working Group to include Council, Department of Transport & Main Roads, Mary Inc and other interested Advisory Committee representatives;
7. Working Group to be Chaired by council representative with regular reporting to Advisory Committee meetings on progress.

Following discussion by the Advisory Committee the above motion was supported for recommendation to Council.

Recommendation:-

That, in relation to the north of Aldershot to Quarry Road Strategic priority detailed in the Strategy Document it is recommended that Council establish a Working Group to develop:-

1. An option analysis including a preferred route option (either interim or long term option);
2. Cost effective and fit for purpose delivery strategy including use of volunteers coordinated by Mary Inc;
3. Draft project plan including projected timeframes;
4. Preliminary cost estimates including funding strategy;
5. Ongoing maintenance responsibilities including estimated cost and funding;
6. Membership of the Working Group to include Council, Department of Transport & Main Roads, Mary Inc and other interested Advisory Committee representatives;
7. Working Group to be Chaired by council representative with regular reporting to Advisory Committee meetings on progress

Colton Coal Mine – Alternative Route

At the meeting Craig England and David Gleadow of DTMR confirmed that following further discussions with Queensland Rail and New Colton Pty Ltd, that a southern alignment is now the most feasible option for diversion around the mining lease, in line with drawings previously tabled at Advisory Committee meetings.

Tracey Genrich confirmed with the Advisory Committee that correspondence had been received from DTMR and it was expected that Council would consider a report on diversion of the mining lease at its May Ordinary Meeting.

Following the above updates from DTMR and Council the Committee recommended the following amendments to this section of the Strategy Document:-

- Update the Strategy Document to include the southern diversion option;
- Note the southern diversion option as the preferred option of the Committee.

Walker Street to Maryborough CBD

- Remove the “Short Term Solution” text from the section heading as the heading includes both short and long term priorities.

Permanent Crossing Solutions – Stockyard Creek & Black Swamp Creek

No suggested updates proposed by the Advisory Committee.

As part of the discussion on this section of the trail Max Voigt advised that whilst Black Swamp Creek had held up relatively well after the recent wet weather event, however, Stockyard Creek crossing

has become almost unrideable and needs to be repaired. Max suggested either rock fill or potentially concrete.

Tracey advised that discussions had been held with Council's Infrastructure Services about both of these areas with a view to utilising any unexpended funds from the DTMR \$100,000 grant for these crossings.

Tracey confirmed that she will provide an update to the Advisory Committee on this matter at a future meeting.

5. General Business

5.1 Max Voigt – Request Update on Proposed Rail Trail Budget Items 2025/2026 Council Budgets

Max requested an update on proposed rail trail budget items to be included in Council's 2025/2026 budget.

Cr Paul Truscott advised the Committee that Councillors were currently in the process of budget deliberations and the Rail Trail would be considered as part of those deliberations.

Tracey Genrich advised that as part of her Community Development & Engagement operational budget, a number of items had been put forward for consideration of Council, however, until Council brings down its budget in mid June, confirmation of what items would be approved is not able to be provided.

5.2 John Williams – Request Update on Stencilling (signage)

John Williams commented that he had noted that some of the stencilling of the M2BRT footpath signage had been undertaken.

Tracey advised that Council's linemarking team had been coordinating with the Sport & Recreation Coordinator with a view to having all the stencilling complete as soon as practical.

5.3 Andy Riley – Request Update on Ergon Pole Signage progress

Andy Riley requested an update on whether any progress had been made in relation to rail trail signage on Ergon Power poles.

Tracey advised that she would need to come back to the Committee in relation to this matter.

5.4 Tracey Genrich – Safety & Security Working Group Next Meeting

Tracey advised that she would provide an update on future meetings of the Safety & Security Working Group to the Advisory Committee at a future meeting.

5.5 Tracey Genrich – Request to Amend Advisory Committee Meeting Times

Tracey advised that Rob McLaren had requested the Committee's consideration of a change of meeting times so that he can fulfil family obligations.

The Committee discussed and agreed that the meeting times be brought forward to earlier in the day.

Accordingly, amended meeting invitations will be forwarded to each member.

6. Next Meeting

#5209711

26 June, 2025 – 11am

The meeting closed at 2.55pm.

#5209711

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT: ARTS CULTURE AND HERITAGE ADVISORY COMMITTEE
MINUTES - 20 MAY 2025

DIRECTORATE: STRATEGY, COMMUNITY & DEVELOPMENT

RESPONSIBLE OFFICER: DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

AUTHOR: EXECUTIVE MANAGER - COMMUNITY & CULTURE

1. PURPOSE

To present the minutes of the Arts, Culture and Heritage Advisory Committee held on 20 May 2025.

2. EXECUTIVE SUMMARY

The Arts, Culture and Heritage Advisory Committee meets quarterly and provides advice or recommendations to Council on art, cultural and heritage matters.

3. OFFICER'S RECOMMENDATION

That Council receive and note the Minutes of the Arts, Culture and Heritage Advisory Committee held on 20 May 2025.

4. ATTACHMENTS

1. Draft Minutes - Arts, Culture and Heritage Advisory Committee Meeting - 20 May 2025 [↓](#)



ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE
4-6 PM, Tuesday 20th of May 2025 HERVEY BAY REGIONAL GALLERY

Minutes

ATTENDEES: Committee Members:

Cr Sara Faraj – Councillor (SF)
 Cr Michelle Govers – Councillor (MG)
 Mrs Nora Hanasy – community member (NH)
 Mr Robert Mackay – community member (RM)
 Mr Shawn Wondunna-Foley – community member (SWF)
 Mr John Andersen – community member (JA)

Invited Guests:

Lisa Stephenson – FCRC Manager Cultural Services (LS)
 Tara Webb – FCRC Regional Librarian (TW)
 Sarah Thomson – FCRC Hervey Bay Regional Gallery Director (ST)
 Leah McCormack – FCRC Manager Governance (LM)
 Jodie Clough – FCRC Business Support (Minutes)

APOLOGIES: Joyce Chorny – FCRC Executive Manager Community & Culture
 Amanda Kratzmann – FCRC Regional Arts Development Coordinator
 Tracey Genrich – FCRC Manager Community Development & Engagement
 Mrs Tegan Symes – community member
 Ms Jill Byrnes – community member

ITEM	Business	
1	Welcome & Apologies Welcome and apologies provided.	SF
2	Arts & Heritage Collection Update (action item from last meeting). Presentation of Collections Dashboard Report detailing the scope of each of Council's collections. Discussion: <ul style="list-style-type: none"> The committee discussed lack of previous policy, trained staff resources and suitable storage as challenges contributing to the high percentage of items in poor condition and low significance within the Heritage Collection. Limited collections management capability and suitable collections storage are shared challenges for all of the region's museum/heritage collections community. Summary of HBRG and nationally significant items within the collection and methods such as donation and National Art Prize for gradual acquisition and growth. 	LS and ST

DOCS# 5217783

	<ul style="list-style-type: none"> The composition of the items in the FCRC Civic Collection, noting they primarily consist of paintings by local artists. 	
3	<p>Sharing our Stories</p> <p>Presentation 'Preserving Our Past' discussing why Council is involved in community storytelling and social history, collection methods, project outcomes and collaboration opportunities.</p> <p>Discussion:</p> <ul style="list-style-type: none"> Storytelling builds community connection highlighting the need for inclusive, respectful storytelling. Committee supports continuation of partnerships and collaborations with Council to engage the community through storytelling, e.g. HBRG exhibitions. <i>Moments in Time</i> as a youth education tool and <i>Cane and Forest to Fibre</i> as examples of platforming diverse voices and perspectives. Storytelling's community impact. Overview of the role of local government given. Flood Podcast discussed as case study. Committee supported as contemporary solution. YouTube suggested as another method of publication. Both seen as valuable for engagement and education – noted both are used by Council. CommuniTea Set project discussed as a tool for post-disaster connection; noted emotional impact and community value. <p>Committee discussed Next Steps and Success Measures and agreed that community engagement is key, with community participation and response rates as a success indicator as well as qualitative measures such as strengthened community identity, pride and cohesion, amplifying underrepresented voices, increased awareness and understanding. Emphasis placed on involving younger demographics, and multiple voices/layers to ensure a rich and inclusive story.</p>	LS and TW
4	<p>Flavours presentation</p> <p>Presentation of 'Thinking Big – A Mini Strategy Session', showcasing strategic lens tool that helps to elevate both Council and Advisory Committees into a strategic space. Advisory Committee's role is to shape the Why and the How.</p>	LM
5	<p>Hervey Bay Regional Gallery initiatives</p> <p>Presentation of HBRG Update.</p> <ul style="list-style-type: none"> Girra: Fraser Coast National Art Prize update- Entries now closed shortlisted from 250 entries. Exhibition on display at HBRG 23 Aug to 16 Nov 2025. Butchulla vinyl artworks designed to enhance HBRG and Brolga as places of creativity, storytelling and community connection. 	ST
6	<p>Next meeting and Close – closed 5:50pm</p> <p>Next meeting July 22.</p> <p><i>To be tabled for next meeting July 22- Art Trail (as suggested by Nora Hanasy).</i></p>	SF

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25****MONDAY, 30 JUNE 2025**

SUBJECT:	COUNCILLOR MEETING ATTENDANCE FOR JULY 2025
DIRECTORATE:	OFFICE OF THE CEO
RESPONSIBLE OFFICER:	CHIEF EXECUTIVE OFFICER
AUTHOR:	EXECUTIVE ASSISTANT - COUNCILLORS
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 July 2025 to 31 June 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
2 July 2025	9.00am	Council Concept Forum
7 July 2025	10.00am	Councillor and Executive Briefing
9 July 2025	9.00am	Council Concept Forum
14 July 2025	10.00am	Councillor and Executive Briefing
16 July 2025	9.00am	Council Agenda Forum
21 July 2025	10.00am	Councillor and Executive Briefing
23 July 2025	9.00am	Community Presentations
28 July 2025	10.00am	Councillor and Executive Briefing

2. Note the requirement to attend the Ordinary Meeting scheduled for 23 July 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
2 July 2025	9.00am	Council Concept Forum
7 July 2025	10.00am	Councillor and Executive Briefing
9 July 2025	9.00am	Council Concept Forum
14 July 2025	10.00am	Councillor and Executive Briefing
16 July 2025	9.00am	Council Agenda Forum
21 July 2025	10.00am	Councillor and Executive Briefing
23 July 2025	9.00am	Community Presentations
28 July 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. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AUDIT AND RISK COMMITTEE MEMBERSHIP
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	INTERNAL AUDITOR
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 recommend the re-appointment of existing external member and to appoint a chairperson to the Fraser Coast Regional Council Audit and Risk Committee.

2. EXECUTIVE SUMMARY

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

The committee composition includes two Councillor representatives and three external members, with one of the external members to be appointed as Chairperson.

The term of appointment for external member, Jake Matuzic, expires in June 2025 and appointment for a second term as an external member of the Audit and Risk Committee is recommended.

Further, external member, Jake Matuzic provided an expression of interest in being reappointed to the role of the committee chairperson.

The recommendations for appointment in this report align with the *Audit and Risk Committee Charter* set by Council.

3. OFFICER'S RECOMMENDATION

That Council:

1. Receive and note the report; and
2. Appoint Mr Jake Matuzic for a second term as external member for term of four years to June 2029; and
3. Appoint Mr Jake Matuzic as Chairperson of the Audit and Risk Committee for a term of two years effective from the date of this resolution.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Reappointment of external member

It is recommended that Jake Matuzic be reappointed for a second term as a member of the Audit and Risk Committee.

Jake has completed one term of four years. The Audit and Risk Committee Charter allows two terms of appointment (to a maximum of five years per term).

Jake is an RPEQ (Registered Professional Engineer Queensland) engineer with asset management, project and capital delivery experience in local government and brings relevant and dynamic skills and experience to the committee. Jake's skills mix complements the skills of other external members.

Existing terms of appointments of external members of the Audit and Risk Committee have been staggered to allow for continuity, and is as follows:

	Jake Matuzic	Mel Jacobs	Steve Coates
Term	4 years	4 years	4 years
Expiry of term	June 2025	September 2026	July 2027

Skills matrix for existing Audit and Risk Committee members:

Audit and Risk Committee Skills Matrix			
Skills/knowledge	Jake Matuzic	Mel Jacobs	Steve Coates
Corporate Strategy	Very Good	Excellent	Very Good
Legal & Regulatory	Very Good	Very Good	Very Good
Corporate Governance, Risk Management & Internal Controls	Very Good	Excellent	Excellent
Local Government sector	Excellent	Excellent	Excellent
Audit, Accounting & Financial Reporting	Good	Good	Excellent
Asset & Project Management	Excellent	Good	Good
Information Technology & Cyber Security	Good	Very Good	Excellent
Personal attributes	Excellent	Excellent	Excellent

Role of Chairperson

Jake Matuzic provided an expression of interest in renewing his tenure in the role of chairperson of the Audit and Risk Committee at the committee meeting held on 27 May 2025.

The Audit and Risk Committee recommends to Council his appointment as Chairperson for a second term of two years.

Jake Matuzic has been an external member of the Audit and Risk Committee since April 2020 and his appointment as chairperson provides continuity and succession for the committee.

5. PROPOSAL

That Council re-appointment Jake Matuzic as an external member of the Audit and Risk Committee and appoint Jake Matuzic as external chairperson of the Fraser Coast Regional Council Audit and Risk Committee for a term of two years.

6. FINANCIAL & RESOURCE IMPLICATIONS

The Chairperson is remunerated \$2,500 per meeting for up to five meetings per year, as resolved by Council at its meeting held on 20 November 2024.

7. POLICY & LEGAL IMPLICATIONS

The Audit and Risk Committee is an advisory committee of Council established in accordance with section 105 (2) of the *Local Government Act 2009*.

The recommended appointments align with the adopted *Audit and Risk Committee Charter* (#3071357), as follows:

- external members may be appointed for two terms;
- each term may be a maximum of five years;
- Council will appoint one of the external members as Chairperson; and
- The same person may hold the position of Chair for up to four years.

8. RISK IMPLICATIONS

If the recommendation is not supported a recruitment process will be required to seek an external member and a chair needs to be appointed. There is a risk of interruption to continuity.

The reappointment of Jake Matuzic is an opportunity for continuity and to continue to leverage the expertise and knowledge developed over his previous term of appointment.

9. CRITICAL DATES & IMPLEMENTATION

The appointments will be effective from the date of the resolution by Council.

10. CONSULTATION

The Audit and Risk Committee recommended the reappointment of Jake Matuzic as Chairperson at their meeting held 27 May 2025.

11. CONCLUSION

Re-appointment Jake Matuzic as an external member and as chairperson of the Audit and Risk Committee provides continuity and succession for the committee.

12. ATTACHMENTS

1. Expression of Interest - Jake Matuzic - REDACTED [↓](#)

Jake Matuzic

Mobile Phone:

Email:

28 March 2025

EOI – Fraser Coast Regional Council Audit and Risk Committee

I am writing to formally express my interest in renewing my appointment as an independent member of the Fraser Coast Regional Council Audit and Risk Committee and continuing in the role of Chairperson. Over the course of my tenure, I have been committed to supporting the Council in addressing its key challenges, managing its risks, and strengthening its governance framework. I am eager to build upon the progress we have made in fulfilling the committee's charter and enhancing Council's audit and risk management capabilities.

My experience as an independent member and Chairperson has provided me with a deep understanding of Fraser Coast Regional Council's audit, risk management, and compliance frameworks. In this role, I have led the committee in delivering independent oversight of governance, internal controls, financial reporting, and legislative compliance. I have also fostered a constructive and collaborative working relationship with Council members and the executive team, ensuring that our committee provides meaningful contributions to decision-making processes.

A key priority for Fraser Coast Regional Council is improving asset management, particularly given its responsibility for over \$3 billion in infrastructure assets. I remain committed to supporting the Council in enhancing its asset management maturity by ensuring that asset condition and valuation data are accurately captured to inform maintenance and renewal programs. My experience in asset management strategy development, combined with financial oversight expertise, aligns with the Council's long-term financial planning objectives. This alignment is critical to securing the region's financial sustainability and ensuring the continued delivery of essential community services.

Beyond asset management, I bring experience in strengthening internal control frameworks, conducting risk assessments, and contributing to business continuity planning. I have actively supported the development of a risk-based Internal Audit Plan, ensuring that audit activities align with Council's key operational and financial risks.

I am passionate about upholding good governance, transparency, and accountability in local government. My expertise in financial oversight, risk management, procurement, and infrastructure governance uniquely positions me to continue contributing meaningfully to the Audit and Risk Committee's work. I welcome the opportunity to further support Fraser Coast Regional Council in achieving its strategic objectives and ensuring robust financial and risk management practices.

Thank you for your consideration. I look forward to the opportunity to continue serving in this role.

Jake Matuzic

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	REQUEST FOR COMMUNITY LEASES - MARYBOROUGH SHOWGROUNDS
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	COMMERCIAL PROPERTY & LAND ADVISOR
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 seek Council's approval to enter into lease agreements with ten community groups currently occupying facilities on Trust Land, located at the Maryborough Showgrounds (the 'Land').

2. EXECUTIVE SUMMARY

The ten community groups currently occupying facilities on the Land have requested tenure over their respective areas. These groups previously held Trustee Permits to Occupy, however, due to the exclusive nature of their use, Trustee Leases are considered more appropriate.

Consultation has been undertaken with each of the community groups and relevant internal Council officers. No objections have been raised in relation to establishing leases with any of the groups. The implications to the community groups are financial in nature and the community groups have been made aware of those implications.

3. OFFICER'S RECOMMENDATION

That Council:

1. Pursuant to *Local Government Regulation 2012*, Section 236 (1) (b) (ii), Council resolves to dispose of the interest in the Land by entering into a Trustee Lease for a term of 10 years each with the following community groups:
 - a. Maryborough and Districts Radio Rallycross Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - b. Maryborough Kennel Club Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - c. Maryborough Woodturners and Woodcraftsmen Guild Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - d. Fraser Coast Agriculture Show Society Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;

- e. Maryborough Active Riders Club Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - f. Maryborough Pony Club Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - g. Fraser Coast Horse Trials Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - h. Maryborough & District Western Performance Club Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West;
 - i. Southern Cross Xtreme Cowboy Racing Club Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West; and
 - j. Fraser Coast Western Dressage Association Inc over part of Lot 298 CP895405, located at Showgrounds Road, Maryborough West.
2. Delegate authority to the Chief Executive Officer to negotiate, finalise, and execute all ten (10) Trustee Leases with the above-listed community groups.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council provides tenure to eligible community groups through its community leasing framework to enable the delivery of social, recreational, cultural and environmental outcomes. These agreements allow organisations to invest in their operations while contributing to local wellbeing and community activation.

The community groups listed in this report have occupied their respective sites for extended periods, consistently delivering services and programs that benefit the local community. Each group has formally requested tenure over the facility they currently occupy. Previously, these organisations held Trustee Permits to Occupy, however, due to their ongoing exclusive use of the Land and facilities, it is considered more appropriate to establish Trustee Leases. This form of tenure provides greater security and better reflects the long-term nature of their occupation.

The proposed use for each of the community groups are consistent with the purpose of the Land "Showground and Recreation".

Community group name	Occupied site since:	Lease purpose	Facilities used
Maryborough and Districts Radio Rallycross Inc	Records available from 2015	Monthly club meetings	Radio Car Track and Building
Maryborough Kennel Club Inc	Records available from 2017	Club meetings and events	Shed and Grassed area
Maryborough Woodturners and Woodcraftsmen Guild Inc	Records available from 2015	Twice weekly club meetings and operations	Shed x 3
Fraser Coast Agriculture Show Society Inc	Records available from 2015	Storage Only	2 x pavilions 1 x storage shed 1 x new Shed (Not built)

Community group name	Occupied site since:	Lease purpose	Facilities used
Maryborough Active Riders Club Inc	Records available from 2010	Storage only	Shed
Maryborough Pony Club Inc	Records available from 2017	Storage only	Shed
Fraser Coast Horse Trials Inc	Records available from 2017	Storage only	Grassed area & intentions to build shed
The Maryborough and District Western Performance Club Incorporated	Records available from 2015	Storage only	Shed
Southern Cross Xtreme Cowboy Racing Club Inc	Records available from 2023	Storage only	Grassed area & intentions to build shed
Fraser Coast Western Dressage Association Inc	Records available from 2023	Storage only	Grassed area & intentions to build shed

The location of each community group is shown *Refer Attachment 1*.

5. PROPOSAL

That Council enters into a Trustee Lease for a period of ten years for each of the ten community groups respectively listed in the recommendation of this report. All community groups are located at Showgrounds Road, Maryborough West as shown in the maps *Refer Attachment 1*.

6. FINANCIAL & RESOURCE IMPLICATIONS

Costs associated with the preparation and finalisation of each lease agreement are the responsibility of the respective Lessees. These costs may include, but are not limited to, legal fees, surveying costs, rates and title registration fees. All community groups are aware of these implications.

As the proposed leases relate to portions of a larger Land parcel, a Survey Plan will be required to define each leased area. To minimise costs, officers recommend that a single consolidated Survey Plan be prepared, with the total cost apportioned equally among the ten community groups.

The lease rental for community organisations is set at \$1.00 per annum.

7. POLICY & LEGAL IMPLICATIONS

The standard lease term for a community lease of this nature is ten (10) years, in accordance with Council's Land/Lease Assistance for Not for Profit Incorporated Community Groups (the 'Policy') adopted on 20 January 2016.

Pursuant to the *Local Government Regulation 2012*, Chapter 6, Section 236(1)(b)(ii), (2) and (4), Council may dispose of an interest in Land (being a valuable non-current asset) to a community organisation without inviting tenders or conducting an auction, provided such disposal is approved by a Council resolution.

8. RISK IMPLICATIONS

If a Trustee Lease is not offered to Fraser Coast Agriculture Show Society Inc, they will be unable to utilise a grant they have already received for the construction of a shed on-site. The shed has already been purchased, and they are awaiting tenure to proceed with its construction.

There is a risk if the trustee leases are not approved, as the community groups are currently occupying the site under incorrect tenure arrangements.

Without formal lease agreements community groups lack security, there may be uncertainty regarding responsibilities and maintenance, loss of funding opportunities and deterioration of facilities.

9. CRITICAL DATES & IMPLEMENTATION

If approved by Council, ten new Trustee Leases will be prepared in accordance with the Policy.

10. CONSULTATION

Consultation has occurred with the community groups and Council Officers. No objections to a new Trustee Lease with any of the ten community groups have been raised.

As the proposed leases exceed five years, a land valuation and General Rate Charges may apply. Eligible applicants may access the Community Group Rates Concession.

11. CONCLUSION

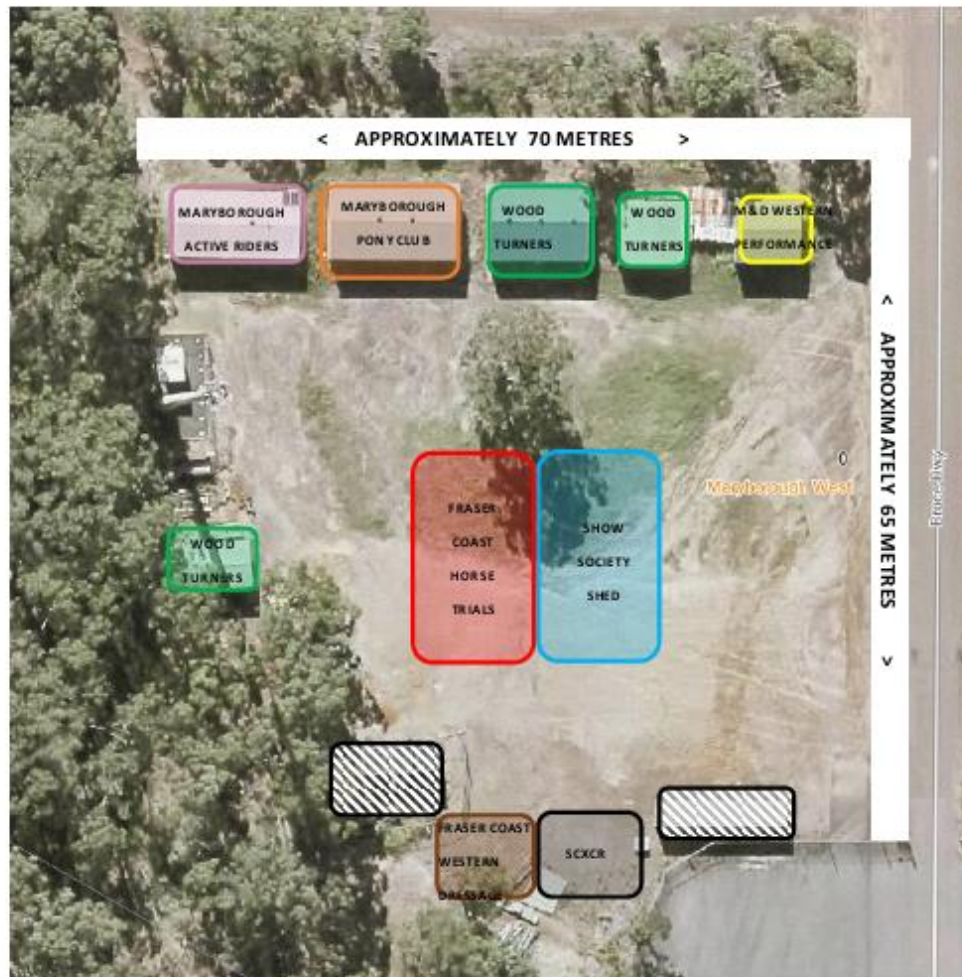
The leasing of Council managed Land to community organisations facilitates valuable social and recreational outcomes. Approval of the proposed leases will provide each of the ten community groups with security of tenure to ensure appropriate management of the Land.

12. ATTACHMENTS

1. Aerial maps Community Group locations [↓](#)



- | | |
|--|---|
|  SHOW SOCIETY SHED (propose, once completed will relinquish rights to Show Pavilion Horticulture and Cookery) |  MARYBOROUGH PONY CLUB |
|  WOODTURNERS (proposed to move into current Show Society Storage Shed—relinquish rights to Show Pavilion B) |  M & D WESTERN PERFORMANCE |
|  MARYBOROUGH ACTIVE RIDERS |  FRASER COAST HORSE TRIALS (proposed) |
|  SHIPPING CONTAINER AND TEMPORARY FENCE PANELS TO BE MOVED |  FRASER COAST WESTERN DRESSAGE (proposed) |
| |  SOUTHERN CROSS XTREME COWBOY RACING CLUB (proposed) |



FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	NEW POLICY - BUSINESS CONTINUITY COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	INTERNAL AUDITOR
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

To table the new Business Continuity Council Policy for approval by Council.

2. EXECUTIVE SUMMARY

Fraser Coast Regional Council has developed a new Business Continuity Council Policy to formalise its commitment to planning and preparing for organisational resilience during significant business interruption events.

The policy establishes a framework for ensuring that Council is able to continue to deliver its key services to the community at all times.

3. OFFICER'S RECOMMENDATION

That Council adopt the new Business Continuity Council Policy (#5164680) as detailed in attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's commitment to business continuity has been reflected in various operational procedures over time. There is not currently an adopted Council Policy outlining overarching principles and objectives for managing organisation-wide business continuity. This new policy addresses that gap.

5. PROPOSAL

That Council adopt the new policy to provide strategic direction and a governance framework for business continuity management across the organisation.

6. FINANCIAL & RESOURCE IMPLICATIONS

NA

7. POLICY & LEGAL IMPLICATIONS

This report proposes adoption of a new Council Policy. The policy will be supported by the development of a business impact assessment and operational plans.

8. RISK IMPLICATIONS

NA

9. CRITICAL DATES & IMPLEMENTATION

Following approval the policy will be reviewed on a three-year cycle.

10. CONSULTATION


The proposed policy was considered and supported by Executive Leadership Team on 27 March 2025 and was also tabled to the Councillor Briefing held on 14 April 2025.

11. CONCLUSION

This document forms an essential element of Council's business continuity framework and will be reviewed on a three-year cycle.

12. ATTACHMENTS

1. NEW Business Continuity Council Policy (#5164680) [↓](#)

	COUNCIL POLICY	
	Business Continuity Council Policy	
	Policy Number	
	Directorate	Organisational Services
	Owner	Director Organisational Services
	Last Approved	New policy
	Review Due	+3 years

1. PURPOSE

This policy outlines Council's commitment to planning and preparing for organisational resilience during significant business interruption events, and at all times ensuring the safety and wellbeing of its workers, the community and the environment.

2. SCOPE

The scope of this policy applies to all employees of Council.

3. HEAD OF POWER

Local Government Act 2009
Local Government Regulation 2012

4. DEFINITIONS

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

"Business continuity" means the uninterrupted availability of all key resources supporting essential business functions.

"Business continuity management" (BCM) means the development, implementation and maintenance of policies, strategies and programs to assist Council to manage a Disruption event, as well as building entity resilience.

"Business continuity plan" (BCP) is an output of BCM and is a collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.

"Business impact assessment" (BIA) means a management level analysis which identifies the impacts of function loss on the organisation. The BIA provides management with data upon which to base risk mitigation and continuity planning decisions.

“Business interruption event” (BIE) means an event that by its duration exceeds the Maximum Acceptable Outage and / or has an adverse impact on business objectives and requires the implementation of the BCP or sub plans.

“Disruption” means an event that results in an interruption to business activities.

“Maximum Acceptable Outage” means the maximum period of time that Council can tolerate the loss of capability of a critical business function, process, asset or IT application.

5. POLICY STATEMENT

Council recognises that business continuity management is a core component of good governance and is an integral part of the Council’s Enterprise Risk Management Framework.

Council’s business continuity objective is to:

- Safeguard the uninterrupted availability of essential resources so that Council can continue to perform critical business functions and services
- Ensure that Council can appropriately deal with business interruption events
- Ensure the accurate and timely provision of information to Councillors, staff and the community and other relevant levels of Government during a business interruption event.

In ensuring that Council is able to continue to deliver its key services to the community following a significant business interruption event, it will undertake the following:

5.1. Maintain a Business Continuity Management Framework

Council’s business continuity management framework includes:

1. **Business Continuity Council Policy:** outlining Council's commitment to its objectives and responsibilities
2. **Council-wide Business Continuity Statement:** a high-level council-wide plan addressing critical services and functions, key risks and priorities
3. **Business Impact Assessment:** evaluation of the potential impact of disruptions on key services, functions, systems and/or stakeholders

5.2. Risk management processes

Council’s adopted Enterprise Risk Management Framework will be utilised to inform likely disruption scenarios.

5.3. Business Impact Assessments

Council will develop a business impact assessment to prioritise its critical business functions and services.

5.4. Testing and Reporting

Testing of Council’s business continuity capability will be undertaken periodically, and may include desktop reviews, scenario-based exercises or post-event reviews.

Results of capability testing shall be reported to the Executive Leadership Team.

5.5. Roles and responsibilities

The Chief Executive Officer is responsible for ensuring that the organisation is prepared for and is resilient during significant interruption events.

6. ASSOCIATED DOCUMENTS

Risk Management Council Policy

7. REVIEW

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

Version Control

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

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - ENTERTAINMENT AND HOSPITALITY COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	EXECUTIVE MANAGER FINANCIAL SERVICES
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 seek endorsement of the Entertainment and Hospitality Policy.

2. EXECUTIVE SUMMARY

The Entertainment and Hospitality Policy has undergone a scheduled yearly review. This report is put forward to seek Council's endorsement of any changes proposed during the review process and to reconfirm Council's ongoing commitment to the policy.

The review proposes minor changes to the policy. It was identified that the policy did not clearly articulate if the amounts used in the policy are inclusive or exclusive of GST. A sentence has now been added in the policy to address this. To remove conflict with another policy the reference to employees in the section for attending a seminar, training course, workshop or another forum has now been removed.

3. OFFICER'S RECOMMENDATION

That Council adopt the amended Entertainment and Hospitality Policy as detailed in Attachment 1 (#5186732) with a review date set for 12 months.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Entertainment and Hospitality Policy defines the types of entertainment and hospitality expenditure and expenditure limits that Council considers is an appropriate use of its funds. It also outlines internal procedures for approving such expenditure.

The Entertainment and Hospitality policy is routinely reviewed as part of the budget process each financial year. The last amendment to this policy was approved in January 2024.

5. PROPOSAL

The current policy review included updating the policy to clarify that the amounts used in the policy are exclusive of GST and remove the reference to employees in the section regarding attendance at a seminar, training course, workshop or another forum, which has now been removed as this is addressed in another policy.

It is proposed Council adopt the amended Entertainment and Hospitality Policy.

6. FINANCIAL & RESOURCE IMPLICATIONS

The costs associated with the spending on entertainment and hospitality are included in the current budget and ten year plan. Departments are responsible for budgeting at Cost Centre level.

7. POLICY & LEGAL IMPLICATIONS

Under section 196 of the *Local Government Regulation 2012* (QLD), a local government must prepare and adopt a policy about its spending on entertainment or hospitality. A local government may spend money on entertainment and hospitality only in a way that is consistent with its policy.

8. RISK IMPLICATIONS

There is no change to the current risks associated with the policy.

9. CRITICAL DATES & IMPLEMENTATION

Policy to be reviewed in conjunction with annual budget. Implementation will occur once the policy is approved.

10. CONSULTATION


Review and consultation has occurred with Councillors and Council's Financial Services team, Governance team and the People, Safety and Wellbeing team.

11. CONCLUSION

The adoption of the Entertainment and Hospitality Council Policy meets the requirements of the Local Government Regulation and will ensure continuation of an appropriate framework regarding Council spending on entertainment and hospitality.

12. ATTACHMENTS

1. Draft Entertainment and Hospitality Council Policy Docs #5186732 - Clean Copy [↓](#)
2. Draft Entertainment and Hospitality Council Policy Docs \$5186732 - Marked Up [↓](#)

	COUNCIL POLICY	
	Entertainment and Hospitality Council Policy	
	Policy Number	CP025
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	23/04/2025
	Review Due	23/04/2026

1. PURPOSE

The purpose of this policy is to define the types of entertainment or hospitality expenditure and expenditure limits that Council considers is an appropriate use of its funds and to outline the procedures for approving such expenditure.

2. SCOPE

This Policy applies to all Council employees.

3. HEAD OF POWER

Local Government Regulation 2012

4. POLICY STATEMENT

Local Government Regulation 2012 (QLD) s 196 stipulates the local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an entertainment and hospitality policy).

Examples of entertainment or hospitality:

- a) entertaining members of the public in order to promote a local government project;
- b) providing food or beverages to a person who is visiting the local government in an official capacity;
- c) providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, local government employees or other persons;
- d) paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a Councillor or local government employee

A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

The above examples are not meant to be exclusive therefore for the purposes of this policy any expenditure on entertainment or hospitality which is wholly or partially funded by Council should be considered.

Chapter 8, Division 2 of the *Local Government Regulation 2012* addresses the requirements of an expense reimbursement policy that covers the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors.

This policy recognises there may be some cross-over between this policy and the “Expenses Reimbursement and Provision of Facilities for Mayor and Councillors” policy of Council as it is recognised that Councillors may have occasion to incur official hospitality expenses. Where appropriate, a consistent approach will be applied between this policy and the Expenses Reimbursement and Provision of Facilities Policy.

All expenditure limits as listed in this policy exclude GST.

TYPES OF ENTERTAINMENT OR HOSPITALITY COUNCIL CONSIDERS APPROPRIATE

- (1) A service or function provided by the local government for entertaining invited members of the public for promoting an initiative or project of the local government.**

Expenditure on meals and beverages must be reasonable and commensurate with the significance of the event (refer reasonable expenditure guidance).

Attendance/Protocols

As approved by Council or authority delegated to the Chief Executive Officer or relevant Director, or within the approved annual budget.

- (2) The provision of food or beverages to government officials, dignitaries or elected politicians from any levels of government visiting the local authority in an official capacity.**

Expenditure Limits

Lunch - up to \$100 per person attending

Dinner - up to \$150 per person attending

Attendance/Protocols

As approved by Council or authority delegated to the Chief Executive Officer or relevant Director.

- (3) A meeting held by the local government for Councillors, employees or other persons.**

Expenditure on meals and beverages must be reasonable and commensurate with the significance of the event (refer reasonable expenditure guidance). Alcoholic beverages are not an allowable expense under this category.

Attendance/Protocols

As approved by the Chief Executive Officer or relevant Director or within the approved annual budget.

Hospitality expenditure of this nature should not be seen as a substitute for general business meetings and wherever possible, Councillors and staff should hold meetings within Council places of work and provide sufficient time to allow staff to take lunch breaks at their own expense.

Expenditure of this nature would normally be incurred only when there is a need to continue working through lunch breaks (or shortened breaks) due to project deadlines and/or restricted availability of attendees.

(4) A seminar, training course, workshop or another forum for its Councillors, or other persons.

Expenditure should be provided for in the adopted budget.

Expenditure Limits

Breakfast - up to \$40 per person attending

Lunch - up to \$50 per person attending

Dinner - up to \$75 per person attending

Alcoholic beverages are not an allowable expense under this category.

Attendance/Protocols

As approved by the Chief Executive Officer or relevant Director or within overall annual discretionary limits set by this policy.

(5) Individual entertainment & hospitality allowances available to designated staff & elected members for discretionary business entertainment use.

Expenditure on meals & beverages must be reasonable and commensurate with the significance of the event (refer reasonable expenditure guidance). Alcoholic beverages are not an allowable expense under this category.

This category is used for other situations not covered for in sections 1 to 4 above. Expenditure incurred under this category must be business related or serve some public interest.

Expenditure incurred under this category by the Mayor and Councillors must be in accordance with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

Attendance/Protocols

Mayor & Councillors' expenditure approved by the Chief Executive Officer.

Chief Executive Officer expenditure approved by Mayor.

Directors' expenditure approved by the Chief Executive Officer.

Executive Managers' expenditure approved by their Director.

Non-work related expenditure or expenditure in relation to partners, spouses or family members is not permitted.

It would be acceptable for elected members or officers within this category to extend hospitality to visiting officials, work colleagues or counterparts when discussing business matters.

(6) Sanctioned social functions hosted by Council for its Councillors or employees.

Expenditure Limits

Up to \$65 per person attending or as approved in the annual budget

Attendees may be required to contribute towards the cost of holding the function.

Attendance/Protocols

As approved by Council and allowed for in the adopted budget.

Examples for this category would be Employee Awards functions and functions in honour of a long standing employee or elected member.

EXPENDITURE LIMIT VARIATIONS

The expenditure limits may be varied on individual cases by the CEO when circumstances deem them to be reasonable.

REASONABLE EXPENDITURE GUIDANCE

The below amounts are a guide to what is considered reasonable expenditure. The type of entertainment or event will influence what is deemed reasonable.

Breakfast - up to \$40 per person attending

Lunch - up to \$50 per person attending

Dinner - up to \$75 per person attending

RECORD KEEPING

A tax invoice must be obtained for all expenditure. Where a tax invoice has not been provided, the council officer incurring the expenditure must provide a detailed list of items together with a statutory declaration certifying that the expenditure was incurred for official purposes. A Fringe Benefits Tax Expense form (Docs #2338039) must be completed in accordance with the Fringe Benefits Tax Guidelines for expenditure under sections 4 and 5.

In addition to the standard record keeping requirements of Council, elected members incurring entertainment & hospitality expenses will be required to maintain documentary evidence of all such expenditure which will be provided to the Chief Executive Officer on a monthly basis.

USE OF CREDIT CARDS

Employees may use Council issued purchasing cards for entertainment or hospitality expenditure provided all other policy guidelines (including Purchasing Card Guidelines) are adhered to.

WHAT THE POLICY DOES NOT APPLY TO

This policy does not apply to:

- (1) Subsistence expenditure such as meals and non-alcoholic drinks for staff attending to business while away from the normal place of work.

For example the following situations would not be treated as entertainment expenditure:

- (a) If an employee is working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available (also subject to reimbursement limits set by HR policies or enterprise bargaining agreements.);
 - (b) If an employee is required to attend a meeting or other function attended by non-employees and food and drink is provided for all attendees under this policy;
 - (c) The provision of minor food and beverages such as tea, coffee, sugar and milk in a work located staff/luncheon room.
- (2) Any expenditure that is fully reimbursed by a Councillor or employee. The general principle is that private expenditure should be paid for privately. There may be times however where work related expenditure is combined with private expenditure (such as mini-bar expenses incurred at approved work accommodation) and the beneficiary would be expected to reimburse the private component.

TYPES OF EXPENDITURE CONSIDERED INAPPROPRIATE

- (1) Tips or gratuities – tipping is not customary in Australia, however when travelling overseas and tipping is the custom, these will be considered official expenditure.
- (2) Dinners or functions at a private residence of a Councillor or Council Officer, unless approved by the Chief Executive Officer or Mayor.
- (3) Stocking of bar fridges.
- (4) Mini bar expenses incurred for alcohol while staying at accommodation provided on work related travel (unless reimbursed as private expenditure).
- (5) The provision or receipt of hospitality or entertainment that would raise ethical or impartiality issues covered under Council's adopted Code of Conduct.

5. ASSOCIATED DOCUMENTS

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors – DOCS #858978
 Fraser Coast Regional Council Certified Agreement 2021 – DOCS #4529789
 Fringe Benefits Tax Declaration Form – DOCS #2338039


6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	16/04/2008	837208
2	Amendment – <i>Local Government Act 2010</i>		30/06/2013	837208

3	Amendment – Local Government Act 2012		03/02/2015	837208
4	Amendment – Administrative Changes		06/02/2015	837208
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12	Amendment – Expenditure limits updated – Adopted at Ordinary Meeting May 2025	Council	28/05/2025	837208

	COUNCIL POLICY	
	Entertainment and Hospitality Council Policy	
	Policy Number	CP025
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	234/041/20254
	Review Due	234/041/20265

1. PURPOSE

The purpose of this policy is to define the types of entertainment or hospitality expenditure and expenditure limits that Council considers is an appropriate use of its funds and to outline the procedures for approving such expenditure.

2. SCOPE

This Policy applies to all Council employees.

3. HEAD OF POWER

Local Government Regulation 2012

4. POLICY STATEMENT

Local Government Regulation 2012 (QLD) s 196 stipulates the local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an entertainment and hospitality policy).

Examples of entertainment or hospitality:

- (a) entertaining members of the public in order to promote a local government project;
- (b) providing food or beverages to a person who is visiting the local government in an official capacity;
- (c) providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, local government employees or other persons;
- (d) paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a Councillor or local government employee; and

A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

The above examples are not meant to be exclusive therefore for the purposes of this policy any expenditure on entertainment or hospitality which is wholly or partially funded by Council should be considered.

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Chapter 8, Division 2 of the *Local Government Regulation 2012* addresses the requirements of an expense reimbursement policy that covers the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors.

This policy recognises there may be some cross-over between this policy and the “Expenses Reimbursement and Provision of Facilities for Mayor and Councillors” policy of Council as it is recognised that Councillors may have occasion to incur official hospitality expenses. Where appropriate, a consistent approach will be applied between this policy and the Expenses Reimbursement and Provision of Facilities Policy.

[All expenditure limits as listed in this policy exclude GST.](#)

TYPES OF ENTERTAINMENT OR HOSPITALITY COUNCIL CONSIDERS APPROPRIATE

- (1) A service or function provided by the local government for entertaining invited members of the public for promoting an initiative or project of the local government.**

[Expenditure on meals and beverages must be reasonable and commensurate with the significance of the event \(refer reasonable expenditure guidance\).](#)

Expenditure Limits

~~As approved by Council or allowed for in the budget adopted for the current financial year.~~

Attendance/Protocols

As approved by Council or authority delegated to the Chief Executive Officer or relevant Director, ~~or within the approved annual budget.~~

- (2) The provision of food or beverages to government officials, dignitaries or elected politicians from any levels of government visiting the local authority in an official capacity.**

Expenditure Limits

Lunch - up to \$100 per person attending

Dinner - up to \$150 per person attending

Attendance/Protocols

As approved by Council or authority delegated to the Chief Executive Officer or relevant Director.

~~Reasonable alcoholic beverages may be consumed during this type of function but should be associated with and included in the dollar (\$) limit set for meals.~~

- (3) A meeting held by the local government for Councillors, employees or other persons.**

Expenditure on meals and beverages must be reasonable and commensurate with the significance of the event ([refer reasonable expenditure guidance](#)). [Alcoholic beverages are not an allowable expense under this category.](#)

Attendance/Protocols

As approved by the Chief Executive Officer or relevant Director or within the approved annual budget.

Hospitality expenditure of this nature should not be seen as a substitute for general business meetings and wherever possible, Councillors and staff should hold meetings

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within Council places of work and provide sufficient time to allow staff to take lunch breaks at their own expense.

Expenditure of this nature would normally be incurred only when there is a need to continue working through lunch breaks (or shortened breaks) due to project deadlines and/or restricted availability of attendees.

~~Alcoholic beverages would not normally be provided during daytime meetings. Reasonable alcoholic beverages may be consumed during a dinner at this type of function but should be associated with and included in the dollar amount for meals.~~

- (4) A seminar, training course, workshop or another forum for its Councillors, **employees** or other persons.

~~Expenditure on meals and beverages must be reasonable and commensurate with the significance of the event.~~

Expenditure should be provided for in the adopted budget.

Expenditure Limits

Breakfast - up to \$40 per person attending

Lunch - up to \$50 per person attending

Dinner - up to \$75 per person attending

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Alcoholic beverages are not an allowable expense under this category.

Attendance/Protocols

As approved by the Chief Executive Officer or relevant Director or within overall annual discretionary limits set by this policy.

~~Alcoholic beverages would not normally be provided during daytime meetings. Reasonable alcoholic beverages may be consumed during a dinner at this type of function but should be associated with and included in the dollar (\$) limit set for meals.~~

- (5) Individual entertainment & hospitality allowances available to designated staff & elected members for discretionary business entertainment use.

Expenditure on meals & ~~alcoholic~~ beverages must be reasonable and commensurate with the significance of the event (refer reasonable expenditure guidance). ~~Alcoholic beverages are not an allowable expense under this category.~~

This category is used for other situations not covered for in sections 1 to 4 above. Expenditure incurred under this category must be business related or serve some public interest.

Expenditure incurred under this category by the Mayor and Councillors must be in accordance with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

Attendance/Protocols

Mayor & Councillors' expenditure approved by the Chief Executive Officer.

Chief Executive Officer expenditure approved by Mayor.

Directors' expenditure approved by the Chief Executive Officer.
Executive Managers' expenditure approved by their Director.

~~Expenditure incurred under this category must be business related or serve some public interest.~~

Non-work related expenditure or expenditure in relation to partners, spouses or family members is not permitted.

It would be acceptable for elected members or officers within this category to extend hospitality to visiting officials, work colleagues or counterparts when discussing business matters.

(6) Sanctioned social functions hosted by Council for its Councillors or employees.

Expenditure Limits

Up to \$65 per person attending or as approved in the annual budget
Attendees may be required to contribute towards the cost of holding the function.

Attendance/Protocols

As approved by Council and allowed for in the adopted budget.

Examples ~~include:~~ for this category would be
Employee ~~A~~wards ~~f~~unctions ~~s~~ and
~~f~~unctions in honour of a long standing employee or elected member.

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EXPENDITURE LIMIT VARIATIONS

The expenditure limits may be varied on individual cases by the CEO when circumstances deem them to be reasonable.

REASONABLE EXPENDITURE GUIDANCE

The below amounts are a guide to what is considered reasonable expenditure. The type of entertainment or event will influence what is deemed reasonable.

Breakfast - up to ~~\$33~~40 per person attending
Lunch - up to ~~\$40~~50 per person attending
Dinner - up to ~~\$76~~65 per person attending

RECORD KEEPING

A tax invoice must be obtained for all expenditure. Where a tax invoice has not been provided, the council officer incurring the expenditure must provide a detailed list of items together with a statutory declaration certifying that the expenditure was incurred for official purposes. A Fringe Benefits Tax Expense form (Docs #2338039) must be completed in accordance with the Fringe Benefits Tax Guidelines for expenditure under sections 4 and 5.

In addition to the standard record keeping requirements of Council, elected members incurring entertainment & hospitality expenses will be required to maintain documentary evidence of all such expenditure which will be provided to the Chief Executive Officer on a monthly basis.

USE OF CREDIT CARDS

Employees may use Council issued purchasing cards for entertainment or hospitality expenditure provided all other policy guidelines (including Purchasing Card Guidelines) are adhered to.

WHAT THE POLICY DOES NOT APPLY TO

This policy does not apply to:

- (1) Subsistence expenditure such as meals and non-alcoholic drinks for staff attending to business while away from the normal place of work.

For example the following situations would not be treated as entertainment expenditure:

- (a) If an employee is working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available (also subject to reimbursement limits set by HR policies or enterprise bargaining agreements.);
 - (b) If an employee is required to attend a meeting or other function attended by non-employees and food and drink is provided for all attendees under this policy;
 - (c) The provision of minor food and beverages such as tea, coffee, sugar and milk in a work located staff/luncheon room.
- (2) Any expenditure that is fully reimbursed by a Councillor or employee. The general principle is that private expenditure should be paid for privately. There may be times however where work related expenditure is combined with private expenditure (such as mini-bar expenses incurred at approved work accommodation) and the beneficiary would be expected to reimburse the private component.

TYPES OF EXPENDITURE CONSIDERED INAPPROPRIATE

- (1) Tips or gratuities – tipping is not customary in Australia, however when travelling overseas and tipping is the custom, these will be considered official expenditure.
- (2) Dinners or functions at a private residence of a Councillor or Council Officer, unless approved by the Chief Executive Officer or Mayor.
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- (5) The provision or receipt of hospitality or entertainment that would raise ethical or impartiality issues covered under Council's adopted Code of Conduct.

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 Fraser Coast Regional Council Certified Agreement 2021 – DOCS #4529789
 Fringe Benefits Tax Declaration Form – DOCS #2338039

6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - COMPETITIVE NEUTRALITY COMPLAINTS COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER FINANCIAL COMPLIANCE & REPORTING
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 seek endorsement of the Competitive Neutrality Complaints Policy.

2. EXECUTIVE SUMMARY

The Competitive Neutrality Complaints Policy has undergone its scheduled annual review. This report seeks Council's endorsement of changes proposed during the review process and Council's ongoing commitment to the policy.

The Competitive Neutrality Complaints Policy has been reviewed with minor administrative changes.

3. OFFICER'S RECOMMENDATION

That Council approves the Competitive Neutrality Complaints Policy as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Competitive Neutrality Complaints Policy in June 2011. The policy provides guidance as to how competitive neutrality complaints are to be handled by Council.

5. PROPOSAL

That the Competitive Neutrality Complaints Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

N/A

7. POLICY & LEGAL IMPLICATIONS

The Competitive Neutrality Complaints Policy is governed by *Section 48* of the *Local Government Act 2009*.

8. RISK IMPLICATIONS

There are no changes to risks associated with this policy.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice to review the attached policy annually.

10. CONSULTATION


Consultation has occurred with Council's Executive Leadership Team and with Councillors through a briefing session.

11. CONCLUSION

The adoption of the Competitive Neutrality Complaints Policy will provide guidance to Council for handling competitive neutrality complaints.

12. ATTACHMENTS

1. Competitive Neutrality Complaints Policy - Clean Copy [↓](#)
2. Competitive Neutrality Complaints Policy - Marked Up Version [↓](#)

	COUNCIL POLICY	
	Competitive Neutrality Complaints Council Policy	
	Policy Number	CP022
	Directorate	Organisational Services
	Owner	Executive Manager Financial Services
	Last Approved	
	Review Due	25/06/2026

1. PURPOSE

The purpose of this Competitive Neutrality Complaints Policy is to provide guidance as to how competitive neutrality complaints will be handled by Council.

2. SCOPE

This policy applies to all Councillors and employees.

3. HEAD OF POWER

Local Government Act 2009 (QLD), Section 48

Local Government Regulation 2012, Chapter 3, Part 2, Division 7

4. POLICY STATEMENT

The following sets out Council's Policy on competitive neutrality complaints as required by *Section 48* of the *Local Government Act 2009 (QLD)*.

1. Council aims to establish an appropriate complaint process for dealing with complaints about the carrying on of activities by commercialised business units and those which the code of competitive conduct applies in a way that does not comply with the competitive neutrality principles applying to those activities.
2. Competitive neutrality principles encompass the application of full cost pricing, the requirements for treatment of Community Service Obligations (CSOs) and the requirements for removal or taking account of, advantages and disadvantages accruing to a commercialised business unit or activities to which the code of competitive conduct applies because it is a part of a local government.
3. Competitive advantage means an advantage that, solely because of local government ownership is a financial advantage, a regulatory advantage, procedural advantage or another advantage.
4. A financial advantage occurs because such activities are exempt from a local government charge applying to a person making a complaint or is charged a different local government charge from the charge applying to a person making a complaint.
5. A regulatory advantage occurs because such activities are completely or partly exempt from an approval procedure applying to a person making a complaint.

6. A procedural advantage occurs because such activities do not have to supply the same level of information under local government approval procedures as a person making a complaint or such activities are given or have access to, more information under local government approval procedures than a person making a complaint.

Competitive Neutrality Complaints Procedure

1. BACKGROUND

Council has elected to apply the Code of Competitive Conduct (the “Code”) to certain business activities it undertakes. Chapter 3, *Part 2, Division 7* of the *Local Government Regulation 2012* (QLD) (the “Regulation”) requires Council to establish a complaint process to receive and manage complaints about competitive neutrality in respect of these business activities.

The objective of this procedure is to detail how Council will handle such complaints in a manner that complies with the Regulation. This procedure must therefore be read in conjunction with the requirements of Chapter 3, *Part 2, Division 7* of the Regulation. Should the complaints procedure fail to include or conflict in any manner with the requirements of Chapter 3, *Part 2, Division 7* of the *Local Government Regulation 2012* (QLD), the requirements of the Regulation shall prevail.

For a complaint to be investigated under this procedure, it must be made by a person or business that is competing with, or seeking to compete with, one of Council’s business activities. Furthermore, the grounds for the complaint must be the failure of Council to carry out an activity to which the Code applies in a manner that complies with the competitive neutrality principles outlined in the Code. This means that a complaint may be made only if:

- a) the complainant (person or business) competes or seeks to compete with a business activity of Council to which Council has resolved to apply the Code of Competitive Conduct; and
- b) the complainant is hindered from effectively competing with the business activity because the business activity enjoys certain competitive advantages by virtue of it being owned and/or operated by Council.

Competitive advantages enjoyed by Council’s business activities include:

- exemption from certain taxes and charges;
- no requirement to pay dividends to Council’s owners/ratepayers;
- access to cheaper sources of loan funds; and
- exemption from compliance with some business regulations.

However, Council also faces certain competitive disadvantages. These include:

- local government employment terms and conditions;
- the costs of greater accountability imposed by reporting and regulatory arrangements;
- the cost of community service obligations;
- costs of compliance with freedom of information requests and judicial reviews;
- difficulty in obtaining the benefits of taxation relief such as investment allowances and deductions; and
- remoteness, continuity of staff, resource scarcity, declining real resources and the demands imposed on Council by an ageing population.

For the business activities to which Council has resolved to apply the Code of Competitive Conduct, competitive neutrality essentially means removing from the conduct of the business activities any financial advantages and disadvantages attributable to that business activity being operated by local government.

The complaints procedure is a two stage process. The first stage – the preliminary procedure – aims to clarify and if possible resolve any competitive neutrality complaint in an informal manner. If the complaint is not resolved in this manner, the complainant may lodge a formal complaint.

2. PRELIMINARY PROCEDURE

- 2.1 The Chief Executive Officer shall provide information to applicants on how to make a complaint about competitive neutrality of any business activity to which Council has resolved to apply the Code. Such information will include details of the Council resolution adopting the complaint process; a copy of the complaint procedure and advice as to who can complain; what grounds can be relied upon by the complainant and an explanation of what constitutes competitive advantage.
- 2.2 Before making a formal complaint concerning Council's alleged breach of the principles of competitive neutrality, the complainant shall follow the preliminary procedure outlined below:
 - a) the complainant shall lodge a request for a preliminary review in writing addressed to the Chief Executive Officer or the competition authority. The request shall outline in brief terms:
 - i. the Council business activity to which the complaint relates;
 - ii. how the complainant is adversely affected by the Council business activity (the complainant's concerns);
 - iii. the principles of the competitive neutrality allegedly compromised by the business activity; and
 - iv. the impact to the complainant of the alleged breach.
 - b) the Chief Executive Officer may refer the matter to a review officer of his/her choice or elect to personally undertake the function of the review officer;
 - c) the review officer shall acknowledge receipt of the complaint in writing to the complainant within seven (7) working days of receipt by the review officer of the complaint;
 - d) the review officer shall investigate the request for a preliminary review, seeking to establish the facts relating to the concerns expressed by the complainant. Such investigation may involve meetings with the complainant and collecting data;
 - e) the review officer shall prepare a proposed response to the concerns, and within a reasonable period of time obtain the complainant's views on the proposed response;
 - f) the review officer shall submit a written report to the Chief Executive Officer on the concerns, together with a proposed response and the views of the complainant on the proposed response; and
 - g) the Chief Executive Officer shall make a response to the complainant in writing, or direct the review officer to make a response in writing.

3. FORMAL COMPLAINTS

3.1 A formal complaint must:

- a) be made in writing addressed to the Chief Executive Officer;
- b) contain the name, address and telephone number of the complainant;
- c) contain details of the alleged failure of any business activity established by Council or any other business activity to which Council has resolved to apply the Code to comply with the relevant competitive neutrality principles;
- d) show how the complainant is, or could be, in competition with any business activity to which Council has resolved to apply the Code;
- e) show how the complainant was adversely affected by the alleged non-compliance; and
- f) contain a statement that the applicant has made a genuine attempt to resolve their concerns with any business activity to which Council has resolved to apply the Code using the preliminary procedure above.

3.2 A formal complaint shall be processed as follows:

- a) on receipt of a formal complaint, the Chief Executive Officer shall acknowledge receipt thereof in writing within seven (7) working days, and must give the complaint to the competition authority as soon as is practicable;
- b) in conducting and investigating the complaint, the competition authority shall have regard to the provisions of *Subdivision 2, Division 7, Part 2 of Chapter 3 of the Local Government Regulation 2012 (QLD)* and the following matters:
 - i. the competition authority may make a written request of the complainant seeking further information about the complaint so that the competition authority can determine whether or not to investigate the complaint. Such further information shall be provided within a reasonable time;
 - ii. the competition authority may obtain additional information from other sources operating within the same industry as the Council business activity against which the complaint is made, or by inviting public input;
- c) upon receipt of the competition authority's report Council shall:
 - i. ensure a copy of the report is open to inspection as soon as practicable following receipt;
 - ii. decide by resolution within one (1) month or at the first Council meeting after that month, whichever comes first, whether to implement the recommendations of the report, and within seven (7) days of the date of that decision give written notice to the complainant;
 - iii. the resolution must include the reasons for the decision;
- d) A complainant may provide any additional information to the competition authority.

4. HANDLING OF DOCUMENTS

4.1 If a document is produced to the competition authority for an investigation, the competition authority may:

- a) inspect the document; and
- b) make copies of the document if it is relevant to the investigation.

The QPC may take possession of the document, and keep it while it is necessary for the investigation.

While keeping a document, the competition authority must allow a person otherwise entitled to possession of it to inspect or copy the document at a reasonable time and place the competition authority decides.

5. CONFIDENTIAL INFORMATION

5.1 This section applies if a person believes:

- a) stated information made available, or to be made available, in an investigation is confidential; and
- b) the disclosure of the information is likely to damage the person's commercial activities.

The person may:

- a) inform the competition authority of the person's belief; and
- b) ask the competition authority not to disclose the information to another person.

The competition authority must take all reasonable steps to ensure the information is not, without the person's consent, disclosed to another person other than a person assisting the competition authority in carrying out the competition authority's duties who receives the information in the course of carrying out the duties.

As soon as practicable after giving a report on the investigation, the competition authority must return any document containing confidential information to the person who produced it to the competition authority.

In this section – "**commercial activities**" means activities conducted on a commercial basis.

6. CONTENTS OF REPORT

6.1 The competition authority must, in a report:

- a) state whether the competition authority considers the complaint has been substantiated; and
- b) if the competition authority considers the complaint has been substantiated:

- (i) for all complaints – include recommendations on how the local government business entity’s failure to carry on an activity in a way that complies with the competitive neutrality principles applying to the activity could be overcome; and
- (ii) for a complaint about a building certification business activity, include:
 - comments on how the carrying out of statutory building functions has resulted in a competitive advantage to the local government business entity; and
 - recommendations on how the advantage provided to the entity could be overcome; and
- c) if the competition authority considers the local government business entity suffers a competitive disadvantage because of the local government ownership of the entity:
 - (i) include comments about the competitive disadvantage (including comments about the effect of the disadvantage on the local government business entity); and
 - (ii) include recommendations on how the disadvantage suffered by the local government business entity could be overcome; and
- d) state the reasons for its recommendations.

7. REPORTS OPEN TO INSPECTION

As soon as practicable after the local government receives the report, the local government must ensure a copy of it is open to inspection.


The report is a document of the local government.

8. LOCAL GOVERNMENT RESPONSE TO THE REPORT

- 8.1 Council must decide by resolution whether to implement the recommendations in the competition authority’s report, and must state the reasons for the decision.
- 8.2 Council must make the resolution within one (1) month after it receives the report from the competition authority.
- 8.3 Within seven (7) days after making the resolution, Council must give notice of the resolution to the complainant, the QPC and if a corporatised business entity is conducting the business activity – the corporatised business entity.
- 8.4 If a corporatised business entity is conducting the business activity, it must implement the recommendations as soon as practicable.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
13	Policy amended & transferred to new Council Policy Template.	Council	26/06/24	#1940214-v13

	COUNCIL POLICY	
	Competitive Neutrality Complaints Council Policy	
	Policy Number	CP022
	Directorate	Organisational Services
	Owner	Executive Manager Financial Services
	Last Approved	26/06/2024
	Review Due	2625/06/20252026

1. PURPOSE

The purpose of this Competitive Neutrality Complaints Policy is to provide guidance as to how competitive neutrality complaints will be handled by Council.

2. SCOPE

This policy applies to all Councillors and employees.

3. HEAD OF POWER

Local Government Act 2009 (QLD), Section 48

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4. POLICY STATEMENT

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The objective of this procedure is to detail how Council will handle such complaints in a manner that complies with the Regulation. This procedure must therefore be read in conjunction with the requirements of Chapter 3, *Part 2, Division 7* of the Regulation. Should the complaints procedure fail to include or conflict in any manner with the requirements of Chapter 3, *Part 2, Division 7* of the *Local Government Regulation 2012* (QLD), the requirements of the Regulation shall prevail.

For a complaint to be investigated under this procedure, it must be made by a person or business that is competing with, or seeking to compete with, one of Council’s business activities. Furthermore, the grounds for the complaint must be the failure of Council to carry out an activity to which the Code applies in a manner that complies with the competitive neutrality principles outlined in the Code. This means that a complaint may be made only if:

- a) the complainant (person or business) competes or seeks to compete with a business activity of Council to which Council has resolved to apply the Code of Competitive Conduct; and
- b) the complainant is hindered from effectively competing with the business activity because the business activity enjoys certain competitive advantages by virtue of it being owned and/or operated by Council.

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However, Council also faces certain competitive disadvantages. These include:

- local government employment terms and conditions;
- the costs of greater accountability imposed by reporting and regulatory arrangements;
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- costs of compliance with freedom of information requests and judicial reviews;
- difficulty in obtaining the benefits of taxation relief such as investment allowances and deductions; and
- remoteness, continuity of staff, resource scarcity, declining real resources and the demands imposed on Council by an ageing population.

For the business activities to which Council has resolved to apply the Code of Competitive Conduct, competitive neutrality essentially means removing from the conduct of the business activities any financial advantages and disadvantages attributable to that business activity being operated by local government.

The complaints procedure is a two stage process. The first stage – the preliminary procedure – aims to clarify and if possible resolve any competitive neutrality complaint in an informal manner. If the complaint is not resolved in this manner, the complainant may lodge a formal complaint.

2. PRELIMINARY PROCEDURE

- 2.1 The Chief Executive Officer shall provide information to applicants on how to make a complaint about competitive neutrality of any business activity to which Council has resolved to apply the Code. Such information will include details of the Council resolution adopting the complaint process; a copy of the complaint procedure and advice as to who can complain; what grounds can be relied upon by the complainant and an explanation of what constitutes competitive advantage.
- 2.2 Before making a formal complaint concerning Council's alleged breach of the principles of competitive neutrality, the complainant shall follow the preliminary procedure outlined below:
 - a) the complainant shall lodge a request for a preliminary review in writing addressed to the Chief Executive Officer or the competition authority. The request shall outline in brief terms:
 - i. the Council business activity to which the complaint relates;
 - ii. how the complainant is adversely affected by the Council business activity (the complainant's concerns);
 - iii. the principles of the competitive neutrality allegedly compromised by the business activity; and
 - iv. the impact to the complainant of the alleged breach.
 - b) the Chief Executive Officer may refer the matter to a review officer of his/her choice or elect to personally undertake the function of the review officer;
 - c) the review officer shall acknowledge receipt of the complaint in writing to the complainant within seven (7) working days of receipt by the review officer of the complaint;
 - d) the review officer shall investigate the request for a preliminary review, seeking to establish the facts relating to the concerns expressed by the complainant. Such investigation may involve meetings with the complainant and collecting data;
 - e) the review officer shall prepare a proposed response to the concerns, and within a reasonable period of time obtain the complainant's views on the proposed response;
 - f) the review officer shall submit a written report to the Chief Executive Officer on the concerns, together with a proposed response and the views of the complainant on the proposed response; and
 - g) the Chief Executive Officer shall make a response to the complainant in writing, or direct the review officer to make a response in writing.

3. FORMAL COMPLAINTS

3.1 A formal complaint must:

- a) be made in writing addressed to the Chief Executive Officer;
- b) contain the name, address and telephone number of the complainant;
- c) contain details of the alleged failure of any business activity established by Council or any other business activity to which Council has resolved to apply the Code to comply with the relevant competitive neutrality principles;
- d) show how the complainant is, or could be, in competition with any business activity to which Council has resolved to apply the Code;
- e) show how the complainant was adversely affected by the alleged non-compliance; and
- f) contain a statement that the applicant has made a genuine attempt to resolve their concerns with any business activity to which Council has resolved to apply the Code using the preliminary procedure above.

3.2 A formal complaint shall be processed as follows:

- a) on receipt of a formal complaint, the Chief Executive Officer shall acknowledge receipt thereof in writing within seven (7) working days, and must give the complaint to the competition authority as soon as is practicable;
- b) in conducting and investigating the complaint, the competition authority shall have regard to the provisions of *Subdivision 2, Division 7, Part 2 of Chapter 3 of the Local Government Regulation 2012 (QLD)* and the following matters:
 - i. the competition authority may make a written request of the complainant seeking further information about the complaint so that the competition authority can determine whether or not to investigate the complaint. Such further information shall be provided within a reasonable time;
 - ii. the competition authority may obtain additional information from other sources operating within the same industry as the Council business activity against which the complaint is made, or by inviting public input;
- c) upon receipt of the competition authority's report Council shall:
 - i. ensure a copy of the report is open to inspection as soon as practicable following receipt;
 - ii. decide by resolution within one (1) month or at the first Council meeting after that month, whichever comes first, whether to implement the recommendations of the report, and within seven (7) days of the date of that decision give written notice to the complainant;
 - iii. the resolution must include the reasons for the decision;
- d) A complainant may provide any additional information to the competition authority.

4. HANDLING OF DOCUMENTS

4.1 If a document is produced to the competition authority for an investigation, the competition authority may:

- a) inspect the document; and
- b) make copies of the document if it is relevant to the investigation.

The QPC may take possession of the document, and keep it while it is necessary for the investigation.

While keeping a document, the competition authority must allow a person otherwise entitled to possession of it to inspect or copy the document at a reasonable time and place the competition authority decides.

5. CONFIDENTIAL INFORMATION

5.1 This section applies if a person believes:

- a) stated information made available, or to be made available, in an investigation is confidential; and
- b) the disclosure of the information is likely to damage the person's commercial activities.

The person may:

- a) inform the competition authority of the person's belief; and
- b) ask the competition authority not to disclose the information to another person.

The competition authority must take all reasonable steps to ensure the information is not, without the person's consent, disclosed to another person other than a person assisting the competition authority in carrying out the competition authority's duties who receives the information in the course of carrying out the duties.

As soon as practicable after giving a report on the investigation, the competition authority must return any document containing confidential information to the person who produced it to the competition authority.

In this section – "**commercial activities**" means activities conducted on a commercial basis.

6. CONTENTS OF REPORT

6.1 The competition authority must, in a report:

- a) state whether the competition authority considers the complaint has been substantiated; and
- b) if the competition authority considers the complaint has been substantiated:

(i) for all complaints – include recommendations on how the local government business entity's failure to carry on an activity in a way that complies with the competitive neutrality principles applying to the activity could be overcome; and

(ii) for a complaint about a building certification business activity, include:

- comments on how the carrying out of statutory building functions has resulted in a competitive advantage to the local government business entity; and

- recommendations on how the advantage provided to the entity could be overcome; and

c) if the competition authority considers the local government business entity suffers a competitive disadvantage because of the local government ownership of the entity:

(i) include comments about the competitive disadvantage (including comments about the effect of the disadvantage on the local government business entity); and

(ii) include recommendations on how the disadvantage suffered by the local government business entity could be overcome; and

d) state the reasons for its recommendations.

7. REPORTS OPEN TO INSPECTION

As soon as practicable after the local government receives the report, the local government must ensure a copy of it is open to inspection.

The report is a document of the local government.

8. LOCAL GOVERNMENT RESPONSE TO THE REPORT

8.1 Council must decide by resolution whether to implement the recommendations in the competition authority's report, and must state the reasons for the decision.

8.2 Council must make the resolution within one (1) month after it receives the report from the competition authority.

8.3 Within seven (7) days after making the resolution, Council must give notice of the resolution to the complainant, the QPC and if a corporatised business entity is conducting the business activity – the corporatised business entity.

8.4 If a corporatised business entity is conducting the business activity, it must implement the recommendations as soon as practicable.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
13	Policy amended & transferred to new Council Policy Template.	Council	26/06/24	#1940214-v13

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - NON-CURRENT ASSETS COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER FINANCIAL COMPLIANCE & REPORTING
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 seek endorsement of the amended Non-Current Assets Policy for Fraser Coast Regional Council to ensure consistent and compliant management of Council's non-current assets in accordance with legislative requirements and Australian Accounting Standards.

2. EXECUTIVE SUMMARY

The Non-Current Assets Policy has undergone a recent review. There have been some minor updates and additions to the policy in terms of definitions, with a focus on re-wording and restructuring of the document aimed at improving its clarity and readability rather than substantive content changes. This report seeks Council's endorsement of changes proposed and Council's ongoing commitment to the policy.

3. OFFICER'S RECOMMENDATION

That Council approves the amended Non-Current Assets Policy as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The existing Non-Current Assets Policy provides the foundation for Council's asset accounting and reporting. Whilst there has been changes to some accounting standards and Council practices, the policy has only required re-wording and restructuring to improve readability.

5. PROPOSAL

That the Non-Current Assets Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

N/A

7. POLICY & LEGAL IMPLICATIONS

This policy complies with:

- Local Government Act 2009
- Local Government Regulation 2012
- Australian Accounting Standards:
 - AASB 116 – Property, Plant and Equipment
 - AASB 136 – Impairment of Assets
 - AASB 138 – Intangible Assets
- The policy aligns with relevant legal, regulatory, and accounting frameworks for the recognition, depreciation, revaluation, and derecognition of assets.

8. RISK IMPLICATIONS

There are no changes to risks associated with this policy.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice to review the attached policy every three years.

10. CONSULTATION


Consultation has occurred with Council's Executive Leadership Team and with Councillors through a briefing session.

11. CONCLUSION

The amended Non-Current Assets Policy ensures consistent application of asset recognition and valuation principles across Council, aligned with statutory and accounting requirements.

12. ATTACHMENTS

1. Draft Non-Current Assets Policy - Clean [↓](#)
2. Draft Non-Current Assets Policy - Marked Up [↓](#)

	COUNCIL POLICY	
	Non-Current Assets Policy	
	Policy Number	CP028
	Directorate	Organisational Services
	Owner	Executive Manager Financial Services
	Last Approved	
	Review Due	

1. PURPOSE

This policy establishes the framework for the recognition, measurement, capitalisation, and management of non-current assets within Fraser Coast Regional Council in accordance with the *Local Government Act 2009*, *Local Government Regulation 2012*, and applicable Australian Accounting Standards.

2. SCOPE

This policy applies to all non-current assets controlled by Fraser Coast Regional Council, including but not limited to land, buildings, infrastructure, plant and equipment, and intangible assets. It applies to all Council employees and officers involved in asset management and financial reporting.

3. HEAD OF POWER

- Local Government Act 2009
- Local Government Regulation 2012
- Australian Accounting Standards – AASB 116, AASB 136 and AASB 138.

4. DEFINITIONS

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

- **AASB** – A standard of the Australian Accounting Standards Board
- **Amortisation** – the systematic allocation of the cost of an intangible asset (less any residual value) over its useful life to reflect patterns of periodic consumption of the asset.
- **Asset Class** – a grouping of non-current assets used for disclosure purposes in the Financial Statements.
- **Biological** – a living animal or plant. Council categorises biological assets by commercial or non-commercial plantations.
- **Capitalisation Threshold** – The minimum cost at which an asset is recognised as a non-current asset.

- **Depreciation:** The systematic allocation of an asset's cost over its useful life. A decrease in the value of an asset due to wear and tear, physical degradation, obsolescence, or any other cause, which reduces its useful economic life.
- **Fair Value:** The price that would be received to sell an asset in an orderly transaction between market participants.
- **Impairment:** A reduction in the recoverable amount of an asset below its carrying amount.
- **Non-Current Asset:** An asset with a useful life extending beyond 12 months that is not intended for sale in the normal course of operations.
- **Revaluation:** The process of updating non-current assets to ensure their carrying value reflects their fair value at a particular date.

5. POLICY STATEMENT

5.1 Asset Recognition & Capitalisation

An asset will be recognised as a non-current asset when:

- It is probable that future economic benefits will flow to the Council.
- Council controls the asset.
- The asset must last longer than one (1) year.
- The cost of the asset can be reliably measured and must be greater than the materiality threshold amount applicable to individually identified assets. Network assets are not subject to this materiality threshold.
- Where applicable Council will recognise, record and value non-current assets held for sale in accordance with AASB 5.

5.2 Capitalisation Thresholds

Assets must meet the following thresholds for capitalisation:

Asset Class	Recognition Threshold
Land Held for Resale	\$1 (All Land)
Land	\$1 (All Land)
Biological	\$1
Buildings and Other Structures	\$5,000
Coastal Infrastructure	\$1
Road & Bridge Network Infrastructure	\$1
Stormwater Drainage	\$1
Water Infrastructure	\$1
Sewer Infrastructure	\$1
Furniture and Office Equipment	\$5,000
Intangibles	\$5,000
Plant and Equipment	\$5,000
Sub Asset Class (Furniture and Office Equip)	Recognition Threshold
Information Technology Network	\$500

Taxation (WBW Only)

Asset Class	Recognition Threshold
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WBW Tax Only Non-Infrastructure Assets	\$1,000 - \$4,999
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5.3 Asset Measurement:

- Initial Measurement: Assets will be recorded at cost, including purchase price and attributable costs and costs necessary to bring the asset into working condition.
- Non-current assets which are purchased or constructed through the normal course of the business are to be recognised at their cost of acquisition.
- Non-current assets which are contributed (donated) to Council, such as transport infrastructure, stormwater, water and sewerage infrastructure, are to be valued at their estimated cost of construction utilising appropriate valuation unit rates.
- Subsequent Measurement: Assets will be measured using either the cost model or revaluation model in accordance with AASB 116.

5.4 Depreciation & Amortisation

- All depreciable assets, except for land, artwork, biological assets and certain identified earthworks, will be depreciated over their useful life using the straight-line method.
- Each component of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item and has a useful life different to the total asset shall be depreciated separately.
- Intangible assets will be amortised over their useful life in accordance with AASB 138.

5.5 Asset Revaluation

- Each class of asset will have a basis of measurement, Cost or Fair Value. Asset Classes categorised as Fair Value will be revalued depending on the frequency and materiality of changes in fair value on an annual basis. Indexation may be applied to revalued assets in the intervening years where a revaluation does not occur. Assets categorised as Cost will not be revalued, but will be measured at cost less any applicable depreciation/amortisation expense.
- Infrastructure, land, and buildings must undergo revaluation every 3-5 years by a qualified valuer.
- Revaluation increments and decrements will be accounted for in accordance with AASB 116.

5.6 Impairment of Assets

- Assets will be reviewed annually for impairment indicators.
- If an asset's carrying amount exceeds its recoverable amount, and impairment loss will be recognised.

5.7 Asset Disposal

- Assets no longer providing economic benefit will be disposed per the Council's Asset Disposal Policy and *Local Government Regulation 2012*.

5.8 Responsibilities

- **Council:** Strategic oversight and policy approval.
- **CEO:** Ensures policy implementation and compliance.
- **Finance Team:** Maintains asset registers, ensures accurate financial reporting, and oversees revaluations.

- **Asset Managers/Custodians:** Monitor asset condition, performance, and ensure lifecycle management.

6. ASSOCIATED DOCUMENTS


- Local Government Act 2009
- Local Government Regulation 2012
- Australian Accounting Standards (AASB 116, AASB 136, AASB 138)
- Asset Disposal Policy

7. REVIEW

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

Version Control

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

	COUNCIL POLICY	
	Non-Current Assets Policy	
	Policy Number	CP028
	Directorate	Organisational Services
	Owner	Executive Manager Financial Services
	Last Approved	
	Review Due	

1. PURPOSE

~~The objective of this policy is to provide framework for the Council's financial management of non-current assets. This policy establishes the framework for the recognition, measurement, capitalisation, and management of non-current assets within Fraser Coast Regional Council in accordance with the Local Government Act 2009, Local Government Regulation 2012, and applicable Australian Accounting Standards.~~

2. SCOPE

~~This policy applies to all the Council's non-current assets as provided for in the Local Government Regulation 2012, section 206, which states:~~

- ~~1. The value of a local government's non-current physical assets must be worked out using the prescribed accounting standards.~~
 - ~~2. The local government must, by resolution, set an amount for each different type of non-current physical assets below which the value of the same type must be treated as an expense.~~
 - ~~3. The amount must be included in a note in the local government's general purpose financial statement.~~
 - ~~4. For subsection (2), the following assets that are controlled by the local government do not have a value for a local government's general purpose financial statement-~~
 - ~~a. Land that is a reserve under the Land Act;~~
 - ~~b. A road that is not owned by the local government.~~
- non-current assets controlled by Fraser Coast Regional Council, including but not limited to land, buildings, infrastructure, plant and equipment, and intangible assets. It applies to all Council employees and officers involved in asset management and financial reporting.

3. HEAD OF POWER

- Local Government Act 2009
- Local Government Regulation 2012
- Australian Accounting Standards – AASB 116, AASB 136 and AASB 138.

4. DEFINITIONS

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

- **AASB** – A standard of the Australian Accounting Standards Board
- **Amortisation** – the systematic allocation of the cost of an intangible asset (less any residual value) over its useful life to reflect patterns of periodic consumption of the asset.
- **Asset** – a resource controlled by Council as a result of past transactions or other past events from which future economic benefits are expected to flow to Council. In the context of this policy, assets are typically physical (tangible) in nature and refers to infrastructure, property, plant and equipment, intangible assets and capital works in progress.
- **Asset Class** – a grouping of non-current assets used for disclosure purposes in the Financial Statements.
- **Biological** – a living animal or plant. Council categorises biological assets by commercial or non-commercial plantations.
- **Capitalisation Threshold** – The minimum cost at which an asset is recognised as a non-current asset.
- **Depreciation**: In an economic sense, the rate of consumption of assets. In a practical sense, it is a decrease in the value of an asset due to wear and tear, physical degradation, obsolescence, or any other cause, which reduces its useful economic life. In an accounting sense it is a mechanism for systematically distributing the net cost or other value of assets over their useful lives. The systematic allocation of an asset's cost over its useful life. A decrease in the value of an asset due to wear and tear, physical degradation, obsolescence, or any other cause, which reduces its useful economic life.
- **Fair Value**: The price that would be received to sell an asset in an orderly transaction between market participants.
- **Impairment**: the decline in the future economic benefits or service potential of an asset, over and above the use reflected through depreciation. A reduction in the recoverable amount of an asset below its carrying amount.
- **Non-Current Asset**: An asset which is expected to be consumed over more than one financial year, with a useful life extending beyond 12 months that is not intended for sale in the normal course of operations.
- **Non-current Asset Held for Resale**: an asset where its carrying amount will be recovered principally through a sale transaction rather than through continuing use. The asset must be available for immediate sale in its present condition subject only to terms that are usual and customary for sales of such assets and its sale must be highly probable.
- **Revaluation**: The process of updating non-current assets to ensure their carrying value reflects their fair value at a particular date.

5. POLICY STATEMENT

5.1 Asset Recognition & Capitalisation

Pursuant to AASB, the following criteria must be satisfied before a non-current asset will be recognised. An asset will be recognised as a non-current asset when:

- The asset must possess it is probable that future economic benefits that will flow to the Council.
- Council must controls the asset.
- ~~A past transaction or event must have occurred.~~
- ~~The asset must be capable of reliable measurement.~~
- The asset must last longer than one (1) year.
- ~~Expenditure on the asset~~ The cost of the asset can be reliably measured and must be greater than the materiality threshold amount applicable to individually identified assets. Network assets ~~will are~~ not be subject to this materiality threshold.
- Where applicable Council will recognise, record and value non-current assets held for sale in accordance with AASB 5.

5.2 Capitalisation Thresholds

Only Expenditure that meets the criteria defined in the policy directive and is greater than the following defined materiality threshold will be recorded for a non-current asset. Assets must meet the following thresholds for capitalisation:

Asset Class	Recognition Threshold
Land Held for Resale	\$1 (All Land)
Land	\$1 (All Land)
Biological	\$1
Buildings and Other Structures	\$5,000
Coastal Infrastructure	\$1
Road & Bridge Network Infrastructure	\$1
Stormwater Drainage	\$1
Water Infrastructure	\$1
Sewer Infrastructure	\$1
Furniture and Office Equipment	\$5,000
Intangibles	\$5,000
Plant and Equipment	\$5,000
Sub Asset Class (Furniture and Office Equip)	Recognition Threshold
Information Technology Network	\$500

Taxation (WBW Only)

Asset Class	Recognition Threshold
WBW Tax Only Non-Infrastructure Assets	\$1,000 - \$4,999

5.3 Asset ~~s may be acquired by~~ Measurement:

- ~~Purchase/s made from external suppliers.~~
- ~~Construction (either using Council's workforce or by external contractors).~~
- ~~Compulsory or agreed acquisition~~
- ~~Contributions, donations, gifts or other transfers to Council.~~ Initial Measurement: Assets will be recorded at cost, including purchase price and attributable costs and costs necessary to bring the asset into working condition.
- Non-current assets which are purchased or constructed through the normal course of the business are to be recognised at their cost of acquisition.
- Non-current assets which are contributed (donated) to Council, such as transport infrastructure, ~~or~~ stormwater, water and sewerage infrastructure, are to be valued at their estimated cost of construction utilising appropriate valuation unit rates.

- Subsequent Measurement: Assets will be measured using either the cost model or revaluation model in accordance with AASB 116.

5.4 Depreciation & Amortisation

- With the exception of All depreciable assets, except for land, artwork, biological assets and certain identified earthworks, all non-current assets controlled by Council will be subject to depreciation or amortisation in accordance with policy directives. Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item and has a useful life different to the total asset shall be depreciated separately will be depreciated over their useful life using the straight-line method.
- Each component of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item and has a useful life different to the total asset shall be depreciated separately.
- Intangible assets will be amortised over their useful life in accordance with AASB 138.

5.5 Asset Revaluation

- Each class of asset will have a basis of measurement, Cost or Fair Value. Asset Classes categorised as Fair Value will be revalued depending on the frequency and materiality of changes in fair value on an annual basis. Indexation may be applied to revalued assets in the intervening years where a revaluation does not occur. Assets categorised as Cost will not be revalued, but will be measured at cost less any applicable depreciation/amortisation expense.
- Assessments of whether a revaluation is required are to be undertaken each financial year. Infrastructure, land, and buildings must undergo revaluation every 3-5 years by a qualified valuer.
- Revaluation increments and decrements will be accounted for in accordance with AASB 116.

5.6 Impairment of Assets

- Non-current assets controlled by Council are to undergo impairment testing on an annual basis. Assets will be reviewed annually for impairment indicators.
- If an asset's carrying amount exceeds its recoverable amount, and impairment loss will be recognised.

5.7 Asset Disposal

- In accordance with AASB 116 property, plant and equipment is to be derecognised when the asset is disposed of or when no future economic benefits are expected from its use or disposal. Assets no longer providing economic benefit will be disposed per the Council's Asset Disposal Policy and Local Government Regulation 2012.

5.8 Responsibilities

This policy is to be:

- Implemented by the Executive Manager—Financial Services Council: Strategic oversight and policy approval.
- Reviewed and amended in accordance with the "Review Triggers" by the Executive Manager Financial Services. CEO: Ensures policy implementation and compliance.
- Finance Team: Maintains asset registers, ensures accurate financial reporting, and oversees revaluations.

- Asset Managers/Custodians: Monitor asset condition, performance, and ensure lifecycle management.

6. ASSOCIATED DOCUMENTS

- Local Government Act 2009
- Local Government Regulation 2012
- Australian Accounting Standards (AASB 116, AASB 136, AASB 138)
- Asset Disposal Policy

6.7. REVIEW TRIGGERS

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

1. The related documents are amended.
2. The related documents are replaced by new documents.
3. Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
4. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, the Policy is to be reviewed at least once every year for relevance and to ensure its effectiveness is maintained. will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

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

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - REFURBISHMENT CONCESSION COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek Council's endorsement of the Refurbishment Concession Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone the scheduled yearly review. This report is put forward to seek Council's endorsement of any changes proposed during the review and to reconfirm Council's ongoing commitment to this policy.

The Refurbishment Concession Policy has been reviewed and assessed as remaining relevant to members of the community.

3. OFFICER'S RECOMMENDATION

That Council approve the Refurbishment Concession Policy (Docs#5191259) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Refurbishment Concession Policy was first adopted by Council in June 2022 after it was identified that there was a need to provide a concession to property owners who undergo extensive building refurbishments which require the business to close. Financial relief may be granted to cover the wastewater and water access charges for the period of the business closure whilst the services are not in use. Commercial businesses are not eligible to apply for Council's Financial Hardship Policy and encouragement should be provided to businesses wishing to improve significant buildings in key areas in the Local Government Area.

Council resolved to develop an integrated policy that addresses incentives and rates concessions for properties under development or refurbishment that are consistent with Council's economic and development objectives.

5. PROPOSAL

It is proposed that the Refurbishment Concession Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The cost of concessions for Refurbishment has not been specifically allocated in the 2025/2026 budget due to the unknown nature and no concession having previously been granted.

7. POLICY & LEGAL IMPLICATIONS

The proposed Refurbishment Concession Policy has been developed consistent with the *Local Government Regulation 2012* sections 119 to 121.

8. RISK IMPLICATIONS

There is no change to the current risks associated with this policy.

There is a risk of excluding worthwhile projects by limiting the eligibility criteria.

There is a financial risk for providing a concession to eligible projects which do not get completed in accordance with the approved application.

9. CRITICAL DATES & IMPLEMENTATION

It is proposed the Refurbishment Concession Policy will be adopted for the 2025/2026 financial year.

10. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team and Councillors at the briefing on 26 May 2025.

11. CONCLUSION

The Refurbishment Concession Policy has been developed to provide financial relief to commercial property owners who experience closure due to building refurbishment and provide a framework to manage the application process, qualification and administration of the concession.

12. ATTACHMENTS

1. Draft - Refurbishment Concession Policy - Clean [📄](#)
2. Draft - Refurbishment Concession Policy - Marked Up [📄](#)

	COUNCIL POLICY	
	Refurbishment Concession Council Policy	
	Policy Number	CP083 _ DRAFT DOCS 5191259
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

The purpose of this Policy is to provide a framework for the approval of a rate and/or charge concession for heritage buildings, character buildings and other significant buildings of interest to encourage major refurbishment and occupancy of the building.

2. SCOPE

This Policy applies to Councils general rates and charges for a defined property as set out below.

3. HEAD OF POWER

Local Government Regulation 2012 (QLD) Part 10 sets out the requirements for Council to grant rate concessions.

This Policy is written specifically for section 120;

(c) the payment of the rates or charges will cause hardship to the land owner

(d) the concession will encourage the economic development of all or part of the local government area

(e) the concession will encourage land that is of cultural, environmental, historic, heritage or scientific significance to the local government area to be preserved, restored or maintained

4. DEFINITIONS

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

“heritage buildings” means buildings that are listed on state or local heritage registers.

“character buildings” means buildings that have a significant architectural value, as determined by Council.

“significant buildings” means buildings that have the opportunity to provide significant social or economic benefit to the region, as determined by Council. In determining if a building is significant, consideration will be given to aspects such as, the physical size, unique characteristics, and the impact/benefit on community convenience and facilities.

5. POLICY STATEMENT

5.1. Statement

Council is committed to provide appropriate rate and charges relief to support the refurbishment of heritage buildings, character buildings and other significant buildings, so that they can provide improved outcomes through activation.

5.2. Funding

Council will determine the provision of concessions based upon the merits of each application. The type and amount of concessions approved by Council will depend on the nature of the refurbishment and the priorities of Council.

Funding will be prioritised for, but not limited to, land within the following specific locations:

- a. Maryborough properties that are in the Principal Centre Zone, as identified in Fraser Coast Planning Scheme mapping. or
- b. Howard properties that are in the District Centre Zone, as identified in Fraser Coast Planning Scheme mapping, or
- c. Hervey Bay properties that are in the Pialba City Centre, as identified in the Hervey Bay City Centre masterplan.

5.3. Eligibility

The concession is only available to owners of commercial properties where:

1. The decision to provide a concession is consistent with s120 (c), (d) and/or (e) of the *Local Government Regulations 2012* (QLD); and
2. The refurbishment project is significant enough to make the premise unable to operate and generate an income during construction or development; and
3. The buildings are determined to meet the definitions of Heritage, Character or Significant Buildings; and
4. The refurbishment will provide improved social, economic, cultural, heritage, historic and/or architectural outcomes for all or part of the local government area; and
5. The refurbishment is actively occurring or about to commence.

5.4. Application

Applications must be received in writing on the approved application form.

Applications can be received at any time.

Applications will be assessed by the Refurbishment Concession Assessment Panel with consideration to:

- Whether, in the opinion of Council, the building meets the definition of a heritage, character or significant building.
- The extent and significance of the works
- The difficulty in sourcing suitable material to keep in character to the original building
- The economic benefits that the refurbishment will achieve
- How sympathetic the works are to the original character of the building
- Previous granting of concessions for rates and charges
- The timeliness of the proposed refurbishment milestones supplied

The application must include evidence sufficient enough to evaluate the above criteria and identify key milestones. This may include items like building plans, engineering plans, building contracts, timelines and milestones. Council may request additional information during the assessment of the application.

5.5. Assessment

Council appoints the Refurbishment Concession Assessment Panel to assess formal applications against this policy and make a recommendation to Council on the application. The Refurbishment Concession Assessment Panel will consist of the Executive Manager Financial Services and 3 Council officer representatives. One officer from three of the following areas - Planning and Growth, Economic Development, Community and Culture and Financial Services.

The assessment panel can recommend application of none, some, or all, up to a maximum of 100% each for:

- wastewater charge
- water charge
- waste management utility charge
- general rates

All decisions relating to concessions under this policy are only to be made by a Council resolution.

The approval or declining of an application under this policy does not affect the eligibility for other concessions offered by Council.

5.6. Limitations

It is the intention of this policy for concessions to apply for a maximum 12-month period, and can be applied retrospectively, from when the premise is unable to operate and generate an income due to the refurbishments, for up to a maximum of 3 months.

Extensions to the provision of concessions may be considered but must be approved by Council.

Approved concessions can be unapproved at any time by the CEO if submitted milestones have not been completed without a valid reason. Unless determined otherwise by the CEO, this decision will take effect from the next rate notice, unless applied retrospectively by Council.

Concessions cannot be granted to any levy applied by the Council or State, or any other amount not included in the assessment section above.

Council may request to conduct on-site inspections during the refurbishment period to ensure compliance with this policy and the approval conditions.

6. ASSOCIATED DOCUMENTS


Refurbishment Concession Application Form – DOCS# 4725971

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
8	New Policy	Council	15/06/2022	4508251
9	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	4508251
10	Amendment – Ordinary Meeting No. 6/24	Council	26/06/2024	4508251
11	Amendment – Ordinary Meeting No. TBC	Council	26/06/2025	4508251

	COUNCIL POLICY	
	Refurbishment Concession Council Policy	
	Policy Number	CP083 - <u>DRAFT DOCS 5191259</u>
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/202 <u>5</u> 4
	Review Due	26/06/202 <u>5</u> 4

1. PURPOSE

The purpose of this Policy is to provide a framework for the approval of a rate and/or charge concession for heritage buildings, character buildings and other significant buildings of interest to encourage major refurbishment and occupancy of the building.

2. SCOPE

This Policy applies to Councils general rates and charges for a defined property as set out below.

3. HEAD OF POWER

Local Government Regulations 2012 (QLD) Part 10 sets out the requirements for Council to grant rate concessions.

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This Policy is written specifically for section 120;

(c) the payment of the rates or charges will cause hardship to the land owner

(d) the concession will encourage the economic development of all or part of the local government area

(e) the concession will encourage land that is of cultural, environmental, historic, heritage or scientific significance to the local government area to be preserved, restored or maintained

4. DEFINITIONS

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

"heritage buildings" means buildings that are listed on state or local heritage registers.

"character buildings" means buildings that have a significant architectural value, as determined by Council.

"significant buildings" means buildings that have the opportunity to provide significant social or economic benefit to the region, as determined by Council. In determining if a building is significant, consideration will be given to aspects such as, the physical size, unique characteristics, and the impact/benefit on community convenience and facilities.

5. POLICY STATEMENT

5.1. Statement

Council is committed to provide appropriate rate and charges relief to support the refurbishment of heritage buildings, character buildings and other significant buildings, so that they can provide improved outcomes through activation.

5.2. Funding

Council will determine the provision of concessions based upon the merits of each application. The type and amount of concessions approved by Council will depend on the nature of the refurbishment and the priorities of Council.

Funding will be prioritised for, but not limited to, land within the following specific locations:

- a. Maryborough properties that are in the Principal Centre Zone, as identified in Fraser Coast Planning Scheme mapping. or
- b. Howard properties that are in the District Centre Zone, as identified in Fraser Coast Planning Scheme mapping, or-
- c. Hervey Bay properties that are in the Pialba City Centre, as identified in the Hervey Bay City Centre masterplan.

5.3. Eligibility

The concession is only available to owners of commercial properties where:

1. The decision to provide a concession is consistent with s120 (c), (d) and/or (e) of the *Local Government Regulations 2012* **(QLD)**; and
2. The refurbishment project is significant enough to make the premise unable to operate and generate an income during construction or development; and
3. The buildings are determined to meet the definitions of Heritage, Character or Significant Buildings; and
4. The refurbishment will provide improved social, economic, cultural, heritage, historic and/or architectural outcomes for all or part of the local government area; and
5. The refurbishment is actively occurring or about to commence.

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5.4. Application

Applications must be received in writing on the approved application form.

Applications can be received at any time.

Applications will be assessed by the Refurbishment Concession Assessment Panel with consideration to:

- Whether, in the opinion of Council, the building meets the definition of a heritage, character or significant building.
- The extent and significance of the works
- The difficulty in sourcing suitable material to keep in character to the original building
- The economic benefits that the refurbishment will achieve
- How sympathetic the works are to the original character of the building
- Previous granting of concessions for rates and charges
- The timeliness of the proposed refurbishment milestones supplied

The application must include evidence sufficient enough to evaluate the above criteria and identify key milestones. This may include items like building plans, engineering plans, building contracts, timelines and milestones. Council may request additional information during the assessment of the application.

5.5. Assessment

Council appoints the Refurbishment Concession Assessment Panel to assess formal applications against this policy and make a recommendation to Council on the application. The Refurbishment Concession Assessment Panel will consist of the Executive Manager Financial Services and 3 Council officer representatives. One officer from three of the following areas - Planning and Growth, Economic Development, Community and Culture and Financial Services.

The assessment panel can recommend application of none, some, or all, up to a maximum of 100% each for:

- wastewater charge
- water charge
- waste management utility charge
- general rates

All decisions relating to concessions under this policy are only to be made by a Council resolution.

The approval or declining of an application under this policy does not affect the eligibility for other concessions offered by Council.

5.6. Limitations

It is the intention of this policy for concessions to apply for a maximum 12-month period, and can be applied retrospectively, from when the premise is unable to operate and generate an income due to the refurbishments, for up to a maximum of 3 months.

Extensions to the provision of concessions may be considered but must be approved by Council.

Approved concessions can be unapproved at any time by the CEO if submitted milestones have not been completed without a valid reason. Unless determined otherwise by the CEO, this decision will take effect from the next rate notice, unless applied retrospectively by Council.

Concessions cannot be granted to any levy applied by the Council or State, or any other amount not included in the assessment section above.

Council may request to conduct on-site inspections during the refurbishment period to ensure compliance with this policy and the approval conditions.

6. ASSOCIATED DOCUMENTS

Refurbishment Concession Application Form – [DOCS# 4725971](#)

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
8	New Policy	Council	15/06/2022	4508251
9	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	4508251
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11	Amendment – Ordinary Meeting No. TBC	Council	26/06/2025	4508251

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - DEBT RECOVERY COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek the endorsement of the Debt Recovery Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone the scheduled yearly review. This report is being put forward to seek Council's endorsement of any changes proposed during the review process and to reconfirm Council's ongoing commitment to this policy.

The Debt Recovery Policy has been reviewed and assessed as remaining relevant to members of the community and accordingly, the policy remains unchanged with the exception of minor formatting changes, a change to secondary recovery steps for overdue Sundry Debts and the inclusion of delegated authority to the Coordinator Rates Collection & Policy to streamline administration processes.

3. OFFICER'S RECOMMENDATION

That Council approve the Debt Recovery Policy (DOCS# 5190966) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Debt Recovery Policy was first adopted by Council in May 2014. The policy provides a framework for debt recovery under the provisions of the *Local Government Act 2009* and the *Local Government Regulation 2012* and sets the parameters for the management of overdue rates and charges and the use of court proceedings to recover overdue amounts.

5. PROPOSAL

It is proposed that the Debt Recovery Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The costs associated with debt recovery are included in the current budget and ten-year plan.

7. POLICY & LEGAL IMPLICATIONS

Sections 132-135 of the *Local Government Regulation 2012* set the parameters for the management of overdue rates and charges and the use of court proceedings to recover overdue amounts. Section 140 deals with the notice of sale process whereby we can commence proceedings to sell the property subject to the virtue of its powers under the *Local Government Act 2009* and regulations.

8. RISK IMPLICATIONS

There is no change to the current risks associated with this policy.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for the Council to adopt the attached policy prior to the issue of the first rates notice of the 2025/26 year.

10. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team Councillors at the briefing on 26 May 2025.

11. CONCLUSION

The Debt Recovery Policy has been developed to provide a framework for debt recovery to manage the processes and minimise outstanding and overdue rates, charges, and other debtors.

12. ATTACHMENTS

1. Draft Debt Recovery Policy - Clean Copy [↓](#)
2. Draft Debt Recovery Policy - Marked Up Copy [↓](#)

	COUNCIL POLICY	
	DEBT RECOVERY COUNCIL POLICY	
	Policy Number	CP024 – DRAFT DOCS 5190966
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

Council relies on rates and charges to fund its services and facilities for our community, it has a responsibility to recover monies owing in a timely and efficient manner to finance operations and ensure effective cash management. This policy aims to provide a framework for debt recovery under the provisions of the *Local Government Act 2009* (QLD) and the *Local Government Regulation 2012* (QLD). Sections 132-135 of the *Local Government Regulation 2012* (QLD) specifies when rates and charges become overdue, when interest is payable on overdue rates and charges, and allows the use of court proceedings to recover overdue amounts.

2. SCOPE

The scope of this policy covers how to deal with overdue rates and charges, financial hardship including sale of land.

3. HEAD OF POWER

Local Government Act 2009 (QLD)

Local Government Regulation 2012 (QLD)

4. POLICY STATEMENT

4.1. Overdue rates and charges

Council has at its disposal a number of options to recover overdue rates and charges. Council does not enter into formal payment arrangements; however Council will accept any payment that is presented.

Council encourages those ratepayers who are behind in paying their rates or charges to make every effort to maintain regular payments in order to reduce the overdue amount and reduce the cost of interest that is being charged.

Debtors are expected to take responsibility for their debt obligations to Council and to organise their affairs in such a way as to be able to discharge these obligations when required.

If a debtor cannot meet their obligations on the due dates, it is in their interest that they contact Council at the earliest opportunity to make appropriate arrangements to address the overdue debt.

Where rates or charges are overdue beyond an acceptable level, these debts may be referred to Council's external recovery agency. Once rates and charges have been overdue for three years, or in certain circumstances specified in subsection 140(1)(c)(ii) of the *Local Government Regulation 2012* (QLD) for one year, Council may commence proceedings to sell the land at a public auction.

When rates and charges become overdue, the recovery process that Council may use includes;

- issuing reminder letters;
- referral to external recovery agency;
- commencement of legal action, including judgement and enforcement options; and
- sale of land.

Variations to this process can occur in Council's discretion based on individual ratepayer circumstances.

4.2. Financial Hardship

Council's Financial Hardship Policy establishes a framework whereby eligible ratepayers who are experiencing financial hardship and as a result are unable to pay their rates and charges, are able to apply for some form of relief.

Refer to Council's Financial Hardship Policy for further information.

4.3. Sale of Land

Council may commence proceedings to sell the property in accordance with subsection 140(1)(c)(i) of the *Local Government Regulation 2012* (QLD) if:

- rates and charges remain unpaid for at least three years; and
- the liability to pay the overdue rates or charges is not the subject of court proceedings.

4.4. Sale of Land - Vacant Residential and Commercial Property with Judgment Obtained

Council may commence proceedings to sell the property in accordance with subsection 140(1)(c)(ii) of the *Local Government Regulation 2012* (QLD) if:

- rates and charges remain unpaid on vacant land or land used solely for commercial purpose for one year or more and Council has obtained judgment for the overdue rates or charges; and
- the liability to pay the overdue rates or charges is not the subject of court proceedings.

4.5. Overdue Sundry Debts

Sundry debtor statements are issued monthly with a first reminder for those invoices that are overdue. The notice is a reminder to pay and encourages contact with Council if they are experiencing difficulties in paying the account.

Further Reminder and Demand Notices may be issued in conjunction with follow-up phone calls from the Revenue Officer. If the debt remains unpaid, further action may be undertaken which includes:

- Putting the account on hold with future dealings on a cash basis only
- Ceasing the supply of goods
- Ceasing the supply of services
- Invoking breach clauses within contracts and leases
- Prohibiting the use of Council assets.

If the debt remains overdue, it may be referred to Council's external debt recovery agency for recovery action.

Once a debt has been referred to Council's external debt recovery agency, should further invoices issued to the same debtor become overdue, these invoices may be referred to the external agency and will be subject to recovery action along with any existing debt.

4.6. Legal Costs

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt where permitted by law, i.e. debt recovery costs will be added to the debt.

4.7. Infringements

Council has a recovery process in place for overdue infringement debts. The process consists of a combination of follow up letters, and lodgment with SPER for collection.

4.8. Animal Renewals

Animal registration renewals are issued once a year. Unpaid animal registrations have a recovery process and consists of a combination of reminders, Approved Inspection Programs and Penalty Infringement Notices.

4.9. Unrecoverable Debts

After exercising all steps set down in this policy it may be considered impractical to pursue a debt any further. If a debt other than overdue rates or charges is considered unrecoverable it is necessary to obtain approval to have the debt written off. The following officers are delegated authority to write off unrecoverable debts:

Officer	Delegated Authority
Coordinator Rates Collection & Policy	Up to and including \$20
Manager Financial Operations Manager Revenue and Property Rating Manager Community Rangers and Animal Facilities	Up to and including \$500
Executive Manager Financial Services	Up to and including \$2,000
Director Organisational Services	Up to and including \$5,000
Chief Executive Officer	Up to and including \$10,000

All debts in excess of \$10,000 will be referred to Council for approval to write off.

For the write off of unrecoverable overdue rates and charges, Council delegates the Chief Executive Officer its power to write off unrecoverable overdue rates and charges in the amount up to and including \$10,000 under section 9(1) of the *Local Government Act 2009*.

To grant an ex gratia write off of unrecoverable overdue rates and charges, the Chief Executive Officer must be able to demonstrate that they have taken reasonable steps to satisfy themselves that the overdue rates and charges are irrecoverable or the prospects of successful recovery do not justify the expenditure.

All unrecoverable overdue rates and charges in excess of \$10,000 will be referred to Council for approval to write off.

All unrecoverable debts written off will be recorded in the Unrecoverable Debts Register that is to be regularly reviewed and updated by the Senior Management Accountant.

4.10. Rates Interest Write Off

Council delegates the Chief Executive Officer its power to write off rates interest in the amount up to and including \$2,500 under section 9(1) of the *Local Government Act 2009* (QLD).

To grant an ex gratia write off of rates interest, the Chief Executive Officer must be able to demonstrate that the ex gratia write off is likely to generate proportionate benefits to its local government area.

All amounts in excess of \$2,500 will be referred to Council for approval to write off.

4.11. Credit Balance Refunds

Balances which are in credit will be refunded by Council upon request via cheque or EFT. The request for rates refund form can be found on Council's website.

4.12. Contact Details

Debtors have a responsibility to ensure that any change in contact details are provided to Council without delay. Failure to provide such advice may result in collection action being undertaken and additional costs being incurred by the debtor. To update your service address for rate notices, animal registrations and all other correspondence issued by Council, please complete and return the Change of Service Address form which can be found on Council's website.

4.13. Payment Options

Payment options available include: BPAY, Australia Post, Council website, credit card, over the phone, direct debit and in person at Council customer service centres. Over the counter payment methods are available for all payments, include: EFTPOS, cash, cheque, and money orders.

4.14. Category Objection Notices

If you do not agree with the rating category shown, you must give Council written notice of your objection within 30 days of the issue of the rates notice nominating the rating category the land should have been included in. The only ground for objection is that your land should have been included in another rating category at the date of issue of the rate notice. Giving notice of objection will not, in the meantime, affect the levy, the recovery of rates and the payment of rates by the due date. If the land is classified into another category the rates will be adjusted and if paid a refund will be made if appropriate.

5. ASSOCIATED DOCUMENTS

Debt Recovery Management Policy – DOCS #4069059

Financial Hardship Council Policy – DOCS #3574233


Animals – Registration Renewal Procedures in Property and Rating – DOCS #2512563

6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	28/05/2014	2843028
2	Amendment – Special Meeting 17 June 2015	Council	17/06/2015	2843028
3	Amendment – Special Meeting 19 July 2016	Council	19/07/2016	2843028
4	Amendment – Special Meeting 19 July 2017	Council	19/07/2017	2843028
5	Amendment – Special Meeting 27 June 2018	Council	27/06/2018	2843028
6	Amendment - Risk Assessment added		18/07/2018	2843028
7	Amendment - Administrative		21/12/2018	2843028
8	Amendment – Ordinary Meeting No 10/20	Council	28/10/2020	2843028
9	Amendment – Ordinary Meeting No 06/21	Council	23/06/2021	2843028
10	Administration Error – Remove Read Only		26/10/2021	2843028
11	Amendment – Ordinary Meeting No 6/22	Council	15/06/2022	2843028
12	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	2843208
13	Amendment – Ordinary Meeting No 6/24	Council	26/06/2024	2843208
14	Amendment – Ordinary Meeting No – TBC	Council	26/06/2025	2843208

	COUNCIL POLICY	
	DEBT RECOVERY COUNCIL POLICY	
	Policy Number	CP024 – DRAFT DOCS 5190966
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

Council relies on rates and charges to fund its services and facilities for our community, it has a responsibility to recover monies owing in a timely and efficient manner to finance operations and ensure effective cash management. This policy aims to provide a framework for debt recovery under the provisions of the *Local Government Act 2009* (QLD) and the *Local Government Regulation 2012* (QLD). Sections 132-135 of the *Local Government Regulation 2012* (QLD) specifies when rates and charges become overdue, when interest is payable on overdue rates and charges, and allows the use of court proceedings to recover overdue amounts.

2. SCOPE

The scope of this policy covers how to deal with overdue rates and charges, financial hardship including sale of land.

3. HEAD OF POWER

Local Government Act 2009 (QLD)
Local Government Regulation 2012 (QLD)

4. POLICY STATEMENT

4.1. Overdue rates and charges

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Council encourages those ratepayers who are behind in paying their rates or charges to make every effort to maintain regular payments in order to reduce the overdue amount and reduce the cost of interest that is being charged.

Debtors are expected to take responsibility for their debt obligations to Council and to organise their affairs in such a way as to be able to discharge these obligations when required.

If a debtor cannot meet their obligations on the due dates, it is in their interest that they contact Council at the earliest opportunity to make appropriate arrangements to address the overdue debt.

Where rates or charges are overdue beyond an acceptable level, these debts may be referred to Council's external recovery agency. Once rates and charges have been overdue for three years, or in certain circumstances specified in subsection 140(1)(c)(ii) of the *Local Government Regulation 2012* [\(QLD\)](#) for one year, Council may commence proceedings to sell the land at a public auction.

When rates and charges become overdue, the recovery process that Council may use includes;

- issuing reminder letters;
- referral to external recovery agency;
- commencement of legal action, including judgement and enforcement options; and
- sale of land.

Variations to this process can occur in Council's discretion based on individual ratepayer circumstances.

4.2. Financial Hardship

Council's Financial Hardship Policy establishes a framework whereby eligible ratepayers who are experiencing financial hardship and as a result are unable to pay their rates and charges, are able to apply for some form of relief.

Refer to Council's Financial Hardship Policy for further information.

4.3. Sale of Land

Council may commence proceedings to sell the property in accordance with subsection 140(1)(c)(i) of the *Local Government Regulation 2012* [\(QLD\)](#) if:

- rates and charges remain unpaid for at least three years; and
- the liability to pay the overdue rates or charges is not the subject of court proceedings.

4.4. Sale of Land - Vacant Residential and Commercial Property with Judgment Obtained

Council may commence proceedings to sell the property in accordance with subsection 140(1)(c)(ii) of the *Local Government Regulation 2012* [\(QLD\)](#) if:

- rates and charges remain unpaid on vacant land or land used solely for commercial purpose for one year or more and Council has obtained judgment for the overdue rates or charges; and
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4.5. Overdue Sundry Debts

Sundry debtor statements are issued monthly with a first reminder for those invoices that are overdue. -The notice is a ~~polite~~ reminder to pay and encourages contact with Council if they are experiencing difficulties in paying the account.

~~Further Reminder and Demand Notices may be issued in conjunction with follow-up phone calls from the Revenue Officer. If the debt remains unpaid, A Final Demand Notice is issued 15 days later giving the debtor 7 days in which to complete payment or make appropriate arrangements, followed by a phone call from the Revenue Officer. If no response is received from the debtor to remedy the outstanding amount further action may be undertaken which includes:~~

- Putting the account on hold with future dealings on a cash basis only
- Ceasing the supply of goods

- Ceasing the supply of services
- Invoking breach clauses within contracts and leases
- Prohibiting the use of Council assets.

If the debt remains overdue ~~after 90 days~~, it may be ~~transferred~~ referred to Council's external debt recovery agency for recovery action.

Once a debt has been ~~transferred~~ referred to Council's external debt recovery agency, should further invoices issued to the same debtor become ~~more than 14 days~~ overdue, these invoices may be ~~transferred~~ referred to the external agency and will be subject to recovery action along with any existing debt.

4.6. Legal Costs

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt where permitted by law, i.e. debt recovery costs will be added to the debt.

4.7. Infringements

Council has a recovery process in place for overdue infringement debts. -The process consists of a combination of follow up letters, and lodgment with SPER for collection.

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Animal registration renewals are issued once a year. -Unpaid animal registrations have a recovery process and consists of a combination of reminders, Approved Inspection Programs and Penalty Infringement Notices.

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Chief Executive Officer	Up to and including \$10,000

All debts in excess of \$10,000 will be referred to Council for approval to write off.

For the write off of unrecoverable overdue rates and charges, Council delegates the Chief Executive Officer its power to write off unrecoverable overdue rates and charges in the amount up to and including \$10,000 under section 9(1) of the *Local Government Act 2009*.

To grant an ex gratia write off of unrecoverable overdue rates and charges, the Chief Executive Officer must be able to demonstrate that they have taken reasonable steps to satisfy themselves that the overdue rates and charges are irrecoverable or the prospects of successful recovery do not justify the expenditure.

All unrecoverable overdue rates and charges in excess of \$10,000 will be referred to Council for approval to write off.

All unrecoverable debts written off will be recorded in the Unrecoverable Debts Register that is to be regularly reviewed and updated by the Senior Management Accountant.

4.10. Rates Interest Write Off

Council delegates the Chief Executive Officer its power to write off rates interest in the amount up to and including \$2,500 under section 9(1) of the *Local Government Act 2009* [\(QLD\)](#).

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To grant an ex gratia write off of rates interest, the Chief Executive Officer must be able to demonstrate that the ex gratia write off is likely to generate proportionate benefits to its local government area.

All amounts in excess of \$2,500 will be referred to Council for approval to write off.

4.11. Credit Balance Refunds

Balances which are in credit will be refunded by Council upon request via cheque or EFT. The request for rates refund form can be found on Council's website.

4.12. Contact Details

Debtors have a responsibility to ensure that any change in contact details are provided to Council without delay. Failure to provide such advice may result in collection action being undertaken and additional costs being incurred by the debtor. To update your service address for rate notices, animal registrations and all other correspondence issued by Council, please complete and return the Change of Service Address form which can be found on Council's website.

4.13. Payment Options

Payment options available include: BPAY, Australia Post, Council website, credit card, over the phone, direct debit and in person at Council customer service centres. Over the counter payment methods are available for all payments, include: EFTPOS, cash, cheque, and money orders.

4.14. Category Objection Notices

If you do not agree with the rating category shown, you must give Council written notice of your objection within 30 days of the issue of the rates notice nominating the rating category the land should have been included in. The only ground for objection is that your land should have been included in another rating category at the date of issue of the rate notice. Giving notice of objection will not, in the meantime, affect the levy, the recovery of rates and the payment of rates by the

due date. If the land is classified into another category the rates will be adjusted and if paid a refund will be made if appropriate.

5. ASSOCIATED DOCUMENTS

Debt Recovery Management Policy – DOCS #4069059

[Financial Hardship Council Policy – DOCS #3574233](#)

Animals – Registration Renewal Procedures in Property and Rating – DOCS #2512563

6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	28/05/2014	2843028
2	Amendment – Special Meeting 17 June 2015	Council	17/06/2015	2843028
3	Amendment – Special Meeting 19 July 2016	Council	19/07/2016	2843028
4	Amendment – Special Meeting 19 July 2017	Council	19/07/2017	2843028
5	Amendment – Special Meeting 27 June 2018	Council	27/06/2018	2843028
6	Amendment - Risk Assessment added		18/07/2018	2843028
7	Amendment - Administrative		21/12/2018	2843028
8	Amendment – Ordinary Meeting No 10/20	Council	28/10/2020	2843028
9	Amendment – Ordinary Meeting No 06/21	Council	23/06/2021	2843028
10	Administration Error – Remove Read Only		26/10/2021	2843028
11	Amendment – Ordinary Meeting No 6/22	Council	15/06/2022	2843028
12	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	2843208
13	Amendment – Ordinary Meeting No 6/24	Council	26/06/2024	2843208
14	Amendment – Ordinary Meeting No – TBC	Council	26/06/2025	2843208

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - FINANCIAL HARDSHIP COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek endorsement of the Financial Hardship Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone the scheduled yearly review. This report is put forward to seek Council's endorsement of any changes proposed during the review process and to reconfirm Council's ongoing commitment to this policy.

The Financial Hardship Policy has been reviewed and remains unchanged with the exception of a few minor formatting updates.

3. OFFICER'S RECOMMENDATION

That Council approves the Financial Hardship Policy (DOCS# 5191159) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Financial Hardship Policy for the first time in June 2018. The policy provides the most appropriate assistance to ratepayers who are experiencing financial hardship and as a result are unable to pay their rates and charges.

5. PROPOSAL

It is proposed that the Financial Hardship Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The Financial Hardship relief is included in the current budget and ten-year plan.

7. POLICY & LEGAL IMPLICATIONS

The Financial Hardship Policy is an existing Council Policy and is governed by the *Local Government Regulation 2012* part 10 concessions.

8. RISK IMPLICATIONS

There is no change to the current risks associated with this policy.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for Council to adopt the attached policy each financial year.

10. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team Councillors at the briefing on 26 May 2025.

11. CONCLUSION

The adoption of the Financial Hardship Policy will provide a framework regarding the most appropriate assistance to be offered to ratepayers who are experiencing financial hardship.

12. ATTACHMENTS

1. Draft - Financial Hardship Council Policy - Clean [↓](#)
2. Draft - Financial Hardship Council Policy - Marked Up [↓](#)

	COUNCIL POLICY	
	FINANCIAL HARDSHIP POLICY	
	Policy Number	CP0026 – DRAFT DOCS 5191159
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

The purpose of this policy is to establish a decision-making framework regarding the most appropriate assistance to be offered to ratepayers who are experiencing financial hardship.

This policy will also establish guidelines to support owners of drought declared primary production properties.

2. SCOPE

This policy applies to those ratepayers who are experiencing financial hardship and as a result are unable to pay their rates and charges.

This policy also applies to primary production properties that are drought declared.

Council will place a hold on any debt recovery action on receipt of an application.

Properties where legal action has commenced or where a Notice of Intention to Sell has been issued will not be eligible to apply for assistance under this policy.

3. HEAD OF POWER

Local Government Regulation 2012 (QLD) part 10 Concessions.

4. DEFINITIONS

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

Application Form means *Council's Financial Hardship Application Form for the purpose of applying for assistance under this policy.*

Council means *Fraser Coast Regional Council.*

Drought declared area means *the areas within Council boundaries that are drought declared following the recommendation of the Local Drought Committee to the relevant State Minister and as mapped on www.longpaddock.qld.gov.au.*

Financial Hardship means *where the payment of the rates and charges would leave the ratepayer unable to meet reasonable needs for food, clothing, medicine, accommodation, education for children and other basic requirements.*

Individually droughted property means a property that has obtained an individually droughted property (IDP) declaration from the Department of Agriculture, Fisheries and Forestry.

Principal Place of Residence refers to the definition in the Council Principal Place of Residence Council Policy

“word” means text

5. POLICY STATEMENT

5.1 Financial Hardship

Council will grant assistance to properties which meet the following conditions;

- a) one of the following;
 - i. the property is currently being granted a concession under Council's Community Groups Concession policy, or
 - ii. residential properties where the property is the ratepayer's principal place of residence, and the property is owned only by natural person/s, and
- b) no commercial benefit is derived from the property, and
- c) a completed application form is submitted, and
- d) all owners of the property are to be party to the application, and
- e) the owner is deemed to be experiencing financial hardship.

Under exceptional circumstances, if the completion of an application by all owners of the property may cause harm or distress to a ratepayer, Council will consider personal circumstances and relative ownership share of the property and may accept an application from part owners of the property.

If approved, assistance will be provided in the form of one or more of the following;

- debt recovery action to remain on hold for a minimum of 6 months from the date of approval, up to a maximum of 24 months
- no interest to be incurred for a minimum of 6 months from the date of approval, up to a maximum of 24 months
- reversal of interest charges which have already been charged
- a repayment plan that is outside of the current Debt Recovery Policy
- reversal of court costs or other legal expenses which have already been charged
- extended payment terms for rates and charges

Additional assistance may be recommended for applicants who are also eligible for concession under Council's Pensioner Concession Policy and who have a terminal illness or who are in extreme financial hardship. This assistance may include the deferral of payment of the rates and charges for the lifetime of the applicant under section 125 of *Local Government Regulation 2012* (QLD) with the rates and charges to remain a charge on the land.

5.2 Assessment

A Panel will assess applications made under this policy and recommend to the Director Organisational Services the most appropriate form of assistance that Council should provide to ratepayers who make an application and whom are considered to be experiencing financial hardship.

Upon expiry of the initial interest relief period the application will be reviewed and a decision made as to whether a further interest relief period will be granted.

5.3 Composition of the Panel

The panel for each assessment will consist of the Executive Manager Financial Services and three Council officer representatives, one officer from three of the four of the following areas:-

- Customer Service
- Revenue and Property Rating
- Community and Culture
- Tourism, Economic Development and Partnerships

5.4 Funding of Recommended Decisions

Council shall make a specific budget allocation annually from which the relief or other assistance recommended, and subsequently resolved by Council, will be funded.

5.5 Monitoring and data collection

Council will monitor assistance under this policy by including:

- register of application,
- reasons for applications,
- duration of assistance provided to individuals, and
- report on shortfall in income as a result of assistance provided.

5.6 Process for an application

The process for application to Council will remain simple and as accessible as possible in recognition that at the very least, the ratepayers are experiencing financial difficulties. All applications are assessed confidentially and on merit.

5.7 Requests for review

If you do not agree with the decision made by Council, you can request for a review within 30 days of the decision. The Director of Organisation Services will review the decision and report to you with the outcome. As part of this review you may be asked to provide further information relating to your application. If you remain unhappy with the decision, you can raise an administrative action complaint by writing to the Chief Executive Officer.

5.8 Communication of Policy

To maintain a high level of publicity of the policy and to ensure ratepayers in need are aware of the policy, Council will adequately communicate this policy, application form and associated material on the website.

5.9 Confidentiality and Privacy

This policy and in particular the monitoring and data collection process, will ensure the privacy and confidentiality laws are adhered to. Data collected through the hardship assistance process will be dealt with in accordance with Council's Code of Conduct.

5.10 Limitation of assistance

The duration of assistance will be for a minimum of 6 months from the date of approval, up to a maximum of 24 months.

Following approval of a financial hardship application ratepayers cannot reapply for hardship for 3 years after the expiry of their previous application.

6 DROUGHT DECLARED PRIMARY PRODUCTION PROPERTIES

Council will grant assistance to properties levied the differential general rate Category 7a – Primary Production, which meet the following conditions:

- a) the property is in a drought declared area or has a current Individually Droughted Property declaration; and
- b) an owner of the property submits a completed application form.

If approved, assistance will be as follows:

- debt recovery action will remain on hold for the period of drought declaration and for a further 6 months after the end of the current financial year in which the drought declaration is lifted or the Individually Droughted Property has expired, and
- no interest will be incurred for the period of drought declaration and for a further 6 months after the end of the current financial year in which the drought declaration is lifted or the Individually Droughted Property has expired.

7 ASSOCIATED DOCUMENTS


- Revenue Statement
- Principal Place of Residence Policy - DOCS 4551738

8 REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	Amended Policy item 5.1 and general administrative changes	Council	27/07/2022	3574233
2	Amended Policy Ordinary Meeting No. 6/23	Council	28/06/2023	3574233
3	Amended Policy Ordinary Meeting No. 6/24	Council	26/06/2024	3574233
4	Amended Policy Ordinary Meeting No TBC	Council	26/06/2025	3574233

	COUNCIL POLICY	
	FINANCIAL HARDSHIP POLICY	
	Policy Number	CP0026 – <u>DRAFT DOCS 5191159</u>
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025 ⁴
	Review Due	26/06/2026 ⁵

1. PURPOSE

The purpose of this policy is to establish a decision-making framework regarding the most appropriate assistance to be offered to ratepayers who are experiencing financial hardship.

This policy will also establish guidelines to support owners of drought declared primary production properties.

2. SCOPE

This policy applies to those ratepayers who are experiencing financial hardship and as a result are unable to pay their rates and charges.

This policy also applies to primary production properties that are drought declared.

Council will place a hold on any debt recovery action on receipt of an application.

Properties where legal action has commenced or where a Notice of Intention to Sell has been issued will not be eligible to apply for assistance under this policy.

3. HEAD OF POWER

Local Government Regulation 2012 (QLD) part 10 Concessions.

4. DEFINITIONS

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

Application Form means Council's Financial Hardship Application Form for the purpose of applying for assistance under this policy.

Council means Fraser Coast Regional Council.

Drought declared area means the areas within Council boundaries that are drought declared following the recommendation of the Local Drought Committee to the relevant State Minister and as mapped on www.longpaddock.qld.gov.au.

Financial Hardship means where the payment of the rates and charges would leave the ratepayer unable to meet reasonable needs for food, clothing, medicine, accommodation, education for children and other basic requirements.

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5. POLICY STATEMENT

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Council will grant assistance to properties which meet the following conditions;

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- b) no commercial benefit is derived from the property, and
- c) a completed application form is submitted, and
- d) all owners of the property are to be party to the application, and
- e) the owner is deemed to be experiencing financial hardship.

Under exceptional circumstances, if the completion of an application by all owners of the property may cause harm or distress to a ratepayer, Council will consider personal circumstances and relative ownership share of the property and may accept an application from part owners of the property.

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5.2 Assessment

A Panel will assess applications made under this policy and recommend to the Director Organisational Services the most appropriate form of assistance that Council should provide to ratepayers who make an application and whom are considered to be experiencing financial hardship.

Upon expiry of the initial interest relief period the application will be reviewed and a decision made as to whether a further interest relief period will be granted.

5.3 Composition of the Panel

The panel for each assessment will consist of the Executive Manager Financial Services and three Council officer representatives, one officer from three of the four of the following areas:-

- Customer Service
- Revenue and Property Rating
- Community and Culture
- Tourism, Economic Development and Partnerships

5.4 Funding of Recommended Decisions

Council shall make a specific budget allocation annually from which the relief or other assistance recommended, and subsequently resolved by Council, will be funded.

5.5 Monitoring and data collection

Council will monitor assistance under this policy by including:

- register of application,
- reasons for applications,
- duration of assistance provided to individuals, and
- report on shortfall in income as a result of assistance provided.

5.6 Process for an application

The process for application to Council will remain simple and as accessible as possible in recognition that at the very least, the ratepayers are experiencing financial difficulties. All applications are assessed confidentially and on merit.

5.7 Requests for review

If you do not agree with the decision made by Council, you can request for a review within 30 days of the decision. The Director of Organisation Services will review the decision and report to you with the outcome. As part of this review you may be asked to provide further information relating to your application. If you remain unhappy with the decision, you can raise an administrative action complaint by writing to the Chief Executive Officer.

5.8 Communication of Policy

To maintain a high level of publicity of the policy and to ensure ratepayers in need are aware of the policy, Council will adequately communicate this policy, application form and associated material on the website.

5.9 Confidentiality and Privacy

This policy and in particular the monitoring and data collection process, will ensure the privacy and confidentiality laws are adhered to. Data collected through the hardship assistance process will be dealt with in accordance with Council's Code of Conduct.

5.10 Limitation of assistance

The duration of assistance will be for a minimum of 6 months from the date of approval, up to a maximum of 24 months.

Following approval of a financial hardship application ratepayers cannot reapply for hardship for 3 years after the expiry of their previous application.

6 DROUGHT DECLARED PRIMARY PRODUCTION PROPERTIES

Council will grant assistance to properties levied the differential general rate Category 7a – Primary Production, which meet the following conditions:

- a) the property is in a drought declared area or has a current Individually Droughted Property declaration; and
- b) an owner of the property submits a completed application form.

If approved, assistance will be as follows:

- debt recovery action will remain on hold for the period of drought declaration and for a further 6 months after the end of the current financial year in which the drought declaration is lifted or the Individually Droughted Property has expired, and
- no interest will be incurred for the period of drought declaration and for a further 6 months after the end of the current financial year in which the drought declaration is lifted or the Individually Droughted Property has expired.

7 ASSOCIATED DOCUMENTS

- Revenue Statement
- Principal Place of Residence Policy - [DOCS 4551738](#)

8 REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	Amended Policy item 5.1 and general administrative changes	Council	27/07/2022	3574233
2	Amended Policy Ordinary Meeting No. 6/23	Council	28/06/2023	3574233
3	Amended Policy Ordinary Meeting No. 6/24	Council	26/06/2024	3574233
4	Amended Policy Ordinary Meeting No TBC	Council	26/06/2025	3574233

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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - WATER CHARGE RELIEF COUNCIL POLICY
DIRECTORATE:	WATER & WASTE SERVICES
RESPONSIBLE OFFICER:	DIRECTOR WATER & WASTE SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek endorsement of the revised Water Charge Relief Policy.

2. EXECUTIVE SUMMARY

The Water Charge Relief Policy is a policy that provides concessions from certain water consumptions charges.

The policy has undergone its scheduled yearly review in consultation of Wide Bay Water to ensure it remains up to date and relevant. The review has identified minor administrative amendments along with the inclusion of qualifying conditions for water rebates should a leak occur because of Council conducted works.

The report seeks Council's endorsement of the changes proposed during the review process and to reconfirm Council's ongoing commitment to this policy.

3. OFFICER'S RECOMMENDATION

That Council adopt the updated Water Charge Relief Policy (Draft - eDOCS #5191233) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Water Charge Relief Policy provides support for residents who experience high water usage due to reliance on a mechanical device to treat a medical condition or an undetected/concealed leak within their property. The attached policy provides detailed criteria to enable the correct application of the concession.

There have been no substantive changes to this policy, only administrative updates to align with budget adoption and the inclusion of conditions relating to charges caused by Council conducted works.

5. PROPOSAL

It is proposed that the Water Charge Relief Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The policy provides relief to rates and charges which are reflected in the budget and long term financial plan.

7. POLICY & LEGAL IMPLICATIONS

The proposed policy has been developed consistent with the *Local Government Regulation 2012* sections 120, 121 and 122.

8. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for Council to adopt the attached policy prior to the issue of the first rate notice of the 2025/2026 year.

9. CONSULTATION


Consultation has taken place with Council's Financial Services department, Wide Bay Water, and the Executive Leadership Team Councillors at the briefing on 26 May 2025.

10. CONCLUSION

Council's Water Charge Relief Policy provide relief to the community and have been developed to provide a framework to manage the application of water relief concession on charges.

11. ATTACHMENTS

1. Draft - Water Charge Relief Council Policy - Clean Copy (eDOCS #5191233) [↓](#)
2. Draft - Water Charge Relief Council Policy - Marked Up [↓](#)

	COUNCIL POLICY	
	WATER CHARGE RELIEF COUNCIL POLICY	
	Policy Number	CP032 – DRAFT DOCS 5191233
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

The objective of this policy is to establish guidelines for the provision of relief from certain water consumption charges.

2. SCOPE

The policy applies to:

- residents who require mechanical devices for long term medical conditions (e.g. haemodialysis patients),
- properties with a concealed water leak,
- properties that have been affected by flooding where large volumes of metered potable water is used at the recovery stage,
- properties with a failed or stopped meter,
- leak that occurred that resulted from Council-conducted works.

3. HEAD OF POWER

Local Government Regulation 2012

Local Government Act 2009

4. POLICY STATEMENT

4.1. Principles

Council's aim in establishing this policy is to support customers by providing a water charge relief framework consistent with the following principles:

- equity - ensuring the fair and consistent application of lawful granting of relief, without bias, taking account of all relevant considerations;
- transparency - openness in the processes involved;
- simplicity – making processes which are simple and cost effective to administer;
- consistency - by treating ratepayers with similar circumstances in the same manner;
- fiscal responsibility – ensuring Council meets its budgetary responsibilities;
- clarity - by providing meaningful information to enable ratepayers to clearly understand their responsibilities;
- flexibility - responding where possible to unforeseen changes in the local economy and providing a wide range of payment options;

- sustainability - revenue decisions support the financial strategies for the delivery of infrastructure and services identified in Council's long term plan and corporate plan; and
- compassion - having regard to individual's circumstances, particularly if experiencing hardship.

4.2. Policy

The policy applies to:

- residents who require medical mechanical devices for long term medical conditions (e.g. haemodialysis patients),
- properties with a concealed water leak
- properties that have been affected by flooding where large volumes of metered potable water is used at the recovery stage.
- properties with a failed or stopped meter.

4.3. Medical Mechanical Device

This section applies to residents of the Fraser Coast local government area that experience a long term medical condition requiring treatment using a home based mechanical device that consumes water (e.g. haemodialysis).

Water charge relief will only be available to freehold land owned and occupied by the resident who meets the eligibility criteria in this policy or where there is evidence that a tenant meets the eligibility criteria of this policy, or for properties identified in Council's Community Groups Concession Policy that are eligible for a fifty percent or greater concession on water access charges. Council acknowledges that excess water charges due to being required to use a home based mechanical device may cause hardship and, in accordance with the *Local Government Regulation 2012* section 120 (1) (c), property owners in that circumstance may be granted a concession.

A part rebate of water consumption will be applied subject to the following criteria:

- 1) The person requiring the medical mechanical device resides permanently at an address within the Fraser Coast water service area.
- 2) The person requiring the mechanical device receives their regular medical treatment on the device at home, and not through a hospital or other haemodialysis centre.
- 3) The person requiring the medical mechanical device, the date the mechanical device commenced use at the property, the date of completion and the permanent address of the person is listed on the report provided by Queensland Health.
- 4) That the water is used by the mechanical device.

A resident who meets the criteria above will be granted a rebate of water consumption charges for water consumed up to 201kL per annum applied equally across billing periods during the financial year (67kL per rates notice) from the date that the application is approved until the mechanical device ceases to be used at the property.

If total water consumption is below 67kL in any rating period, the applied rebate will be half of the actual water consumption.

Supporting Information

Customers who cease to use a home medical mechanical device/haemodialysis must notify Council as soon as practicable to ensure the rebate is removed from the property. Council will contact the Renal Unit annually to confirm it has up to date haemodialysis property details.

Haemodialysis patients need to ensure that they have been suitably trained by their dialysis care providers on how to manage interruptions to their water supply.

4.4. Concealed Water Leak

Council acknowledges that excess water charges due to an undetected and concealed leak may cause hardship and, in accordance with the *Local Government Regulation 2012* section 120 (1) (c), property owners that experience an undetected and concealed water leak may be granted a concession.

Council supports customers in managing their water consumption through the implementation of a proactive program of education and by contacting customers, where possible, to notify them of significant increases in consumption that may be a result of a leak. Property owners are responsible for all consumption on their property and should therefore not rely solely on Council to advise them of increase in consumption through the meter.

Only 1 claim per property under this policy in a 3 year period.

For the purpose of this policy, a concealed leak is defined as water escaping on the customer's side of the meter, which is hidden from view, be it underground or within concrete, underneath a building or within the walls of a building and where an owner or occupant could not reasonably be expected to know of its existence, as determined by Council.

Above ground water leaks are visible to the property owner and not considered concealed or undetectable so are not included in the scope of this concession.

The concession does not apply to water lost from:

- Leaking taps, toilet cisterns, hot water systems or other water appliances
- Faulty plumbing or human error resulting in the filling or overflow of a rainwater tank or other vessel.
- Swimming pools, spas, ponds and other outdoor features, or their related fittings.
- Property sprinklers or irrigation systems
- Leaks caused through the negligence of the property owner
- The normal operation of the plumbing i.e., water lost from taps, hoses, or any fixture connected to the plumbing whether such operation is accidental, inadvertent or malicious.

Ratepayers that meet the qualifying conditions may be eligible to have a concession in the form of a rebate applied to the water consumption charge amount of the water lost as calculated in accordance with this policy.

Qualifying Conditions

To be granted a concession under this policy the water leak must have been repaired and the following conditions met:

- The ratepayer must make a written application to Council.
- Council is satisfied that the consumer could not reasonably have been aware of the water leak.
- The leak must be repaired within 30 Days of identification or notification of a suspected leak (whichever is sooner), or as otherwise approved on a case by case basis, by Council's Billing and Metering Coordinator.
- The requested documentation is submitted to Council prior to the due date of the Rate Notice in which the water consumption charges for the applicable concession/relief is to be applied.
- Proof of the repair in the form of an account or report from a licensed plumber is provided to Council.
- The Ratepayer applying for the concession must be responsible for the payment of the water consumption charges.
- Where a tenant is responsible for paying the water use charge, the ratepayer for the property must make the application on behalf of the tenant.

Concession calculation

The amount of the concession will be calculated on the volume of water lost using one of two methods below:

1. Where hourly water consumption data is available, Council will estimate the water lost and the concession will be 50% of the value of water lost from the date of the meter reading from the previous reading cycle until the date of repair.

2. If no hourly water consumption data is available, the concession will be determined by calculating 50% of the difference between the usual average water consumption for the property, and the water consumption during the period from the meter reading date of the previous reading cycle up until the date of repair. The average water consumption is calculated from:

- the average water consumption after the leak is repaired; or
- the previous one (1) year's meter readings prorated.

4.5. Properties Impacted by Flooding

Council recognises that recovery from a flood event can cause hardship and in accordance with the *Local Government Regulation 2012* section 120 (1) (c) the following concession contributes towards Councils broader natural disaster support program.

Qualifying Conditions

To be granted a concession under this policy the following conditions must be met:

- The Ratepayer must make a written application to Council, specifying the dates of increased usage due to the flood event
- Council is satisfied, through the provision of photos and other evidence to support an application, that the consumer's property was impacted by the flood event and the concessional support would assist them to recover from the event.
- The requested documentation is submitted to Council prior to the due date of the rate notice in which the water consumption charges for the applicable concession/relief is to be applied.
- The Ratepayer applying for the concession must be responsible for the payment of the water consumption charges.
- Where a tenant is responsible for paying the water use charge, the ratepayer for the property must make the application on behalf of the tenant.
- The concession is only applicable for flood events caused by an overflow of water generated from a severe weather condition.

Concession calculation

- The rebate will be applied, where hourly water consumption data is available to properties with Automatic Read Meters, by calculating the difference between the average pre-flood usage and the increased usage during the recovery period. For properties without Automatic Read Metering technology an offset of up to 20KL will apply.

4.6. Faulty or Stopped Meters

When a water meter or any associated totaling devices i.e., an external display ceases to register water consumption, the deemed water usage for the periods from the commencement of the water billing period to the date on which the water meter was replaced, shall be calculated using previous average consumption for the property.

A check meter may be installed or used to test the accuracy of an installed water meter.

4.7. A leak that occurred as a result of Council-conducted works.Qualifying Conditions

- The issue was caused by Council or Council approved contractors
- The issue was rectified by Council or Council approved contractors
- Council have been notified in a timely manner as soon as the leak is identified.

Rebate Conditions

- The rebate may cover up to 100% of excess usage charges attributed to the leak if qualifying conditions are met.
- Other leaks on the property will not be eligible for this rebate
- The rebate will be applied to the next bill issued

Rebate Calculations

The amount of excess water used will be calculated by using Taggle(AMR) data or an estimate will be used to calculate the rebate amount.

4.8. Financial Hardship

If a ratepayer is experiencing financial hardship and does not qualify for relief under this policy they may be eligible to apply for assistance under Council's Financial Hardship policies

5. ASSOCIATED DOCUMENTS

Revenue Policy– DOCS #876741


Financial Hardship Policy – DOCS# 3574233

6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	25/07/2018	3584934
1A	Amendment – WBW&W inclusion		13/07/2018	3584934
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9	Amendment – Ordinary Meeting No. 6/24	Council	26/06/2024	3584934
10	Amendment – Ordinary Meeting No. – TBC	Council	26/06/2025	3584934

	COUNCIL POLICY	
	WATER CHARGE RELIEF COUNCIL POLICY	
	Policy Number	CP032 – <u>DRAFT DOCS 5191233</u>
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025 ⁴
	Review Due	26/06/2026 ⁵

1. PURPOSE

The objective of this policy is to establish guidelines for the provision of relief from certain water consumption charges.

2. SCOPE

The policy applies to:

- residents who require mechanical devices for long term medical conditions (e.g. haemodialysis patients),
- properties with a concealed water leak,
- properties that have been affected by flooding where large volumes of metered potable water is used at the recovery stage,
- properties with a failed or stopped meter,–
- leak that occurred that resulted from Council-conducted works,
- leak that occurred on the customer owned section of the service line, resulting from Council-conducted works

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3. HEAD OF POWER

Local Government Regulation 2012
Local Government Act 2009

4. POLICY STATEMENT

4.1. Principles

Council's aim in establishing this policy is to support customers by providing a water charge relief framework consistent with the following principles:

- equity - ensuring the fair and consistent application of lawful granting of relief, without bias, taking account of all relevant considerations;
- transparency - openness in the processes involved;
- simplicity – making processes which are simple and cost effective to administer;
- consistency - by treating ratepayers with similar circumstances in the same manner;
- fiscal responsibility – ensuring Council meets its budgetary responsibilities;
- clarity - by providing meaningful information to enable ratepayers to clearly understand their responsibilities;

- flexibility - responding where possible to unforeseen changes in the local economy and providing a wide range of payment options;
- sustainability - revenue decisions support the financial strategies for the delivery of infrastructure and services identified in Council's long term plan and corporate plan; and
- compassion - having regard to individual's circumstances, particularly if experiencing hardship.

4.2. Policy

The policy applies to:

- residents who require medical mechanical devices for long term medical conditions (e.g. haemodialysis patients),
- properties with a concealed water leak
- properties that have been affected by flooding where large volumes of metered potable water is used at the recovery stage.
- properties with a failed or stopped meter.

4.3. Medical Mechanical Device

This section applies to residents of the Fraser Coast local government area that experience a long term medical condition requiring treatment using a home based mechanical device that consumes water (e.g. haemodialysis).

Water charge relief will only be available to freehold land owned and occupied by the resident who meets the eligibility criteria in this policy or where there is evidence that a tenant meets the eligibility criteria of this policy, or for properties identified in Council's Community Groups Concession Policy that are eligible for a fifty percent or greater concession on water access charges. Council acknowledges that excess water charges due to being required to use a home based mechanical device may cause hardship and, in accordance with the *Local Government Regulation 2012* section 120 (1) (c), property owners in that circumstance may be granted a concession.

A part rebate of water consumption will be applied subject to the following criteria:

- 1) The person requiring the medical mechanical device resides permanently at an address within the Fraser Coast water service area.
- 2) The person requiring the mechanical device receives their regular medical treatment on the device at home, and not through a hospital or other haemodialysis centre.
- 3) The person requiring the medical mechanical device, the date the mechanical device commenced use at the property, the date of completion and the permanent address of the person is listed on the report provided by Queensland Health.
- 4) That the water is used by the mechanical device.

A resident who meets the criteria above will be granted a rebate of water consumption charges for water consumed up to 201kL per annum applied equally across billing periods during the financial year (67kL per rates notice) from the date that the application is approved until the mechanical device ceases to be used at the property.

If total water consumption is below 67kL in any rating period, the applied rebate will be half of the actual water consumption.

Supporting Information

Customers who cease to use a home medical mechanical device/haemodialysis must notify Council as soon as practicable to ensure the rebate is removed from the property. Council will contact the Renal Unit annually to confirm it has up to date haemodialysis property details.

Haemodialysis patients need to ensure that they have been suitably trained by their dialysis care providers on how to manage interruptions to their water supply.

4.4. Concealed Water Leak

Council acknowledges that excess water charges due to an undetected and concealed leak may cause hardship and, in accordance with the *Local Government Regulation 2012* section 120 (1) (c), property owners that experience an undetected and concealed water leak may be granted a concession.

Council supports customers in managing their water consumption through the implementation of a proactive program of education and by contacting customers, where possible, to notify them of significant increases in consumption that may be a result of a leak. Property owners are responsible for all consumption on their property and should therefore not rely solely on Council to advise them of increase in consumption through the meter.

Only 1 claim per property under this policy in a 3 year period.

For the purpose of this policy, a concealed leak is defined as water escaping on the customer's side of the meter, which is hidden from view, be it underground or within concrete, underneath a building or within the walls of a building and where an owner or occupant could not reasonably be expected to know of its existence, as determined by Council.

Above ground water leaks are visible to the property owner and not considered concealed or undetectable so are not included in the scope of this concession.

The concession does not apply to water lost from:

- Leaking taps, toilet cisterns, hot water systems or other water appliances
- Faulty plumbing or human error resulting in the filling or overflow of a rainwater tank or other vessel.
- Swimming pools, spas, ponds and other outdoor ~~feature~~features, or their related fittings.
- Property sprinklers or irrigation systems
- Leaks caused through the negligence of the property owner
- The normal operation of the plumbing ~~leak~~, water lost from taps, hoses, or any fixture connected to the plumbing whether such operation is accidental, inadvertent or malicious.

Ratepayers that meet the qualifying conditions may be eligible to have a concession in the form of a rebate applied to the water consumption charge amount of the water lost as calculated in accordance with this policy.

Qualifying Conditions

To be granted a concession under this policy the water leak must have been repaired and the following conditions met:

- The ratepayer must make a written application to Council.
- Council is satisfied that the consumer could not reasonably have been aware of the water leak.
- The leak must be repaired within 30 Days of identification or notification of a suspected leak (whichever is sooner), or as otherwise approved on a case by case basis, by Council's Billing and Metering Coordinator.
- The requested documentation is submitted to Council prior to the due date of the Rate Notice in which the water consumption charges for the applicable concession/relief is to be applied.
- Proof of the repair in the form of an account or report from a licensed plumber is provided to Council.
- The Ratepayer applying for the concession must be responsible for the payment of the water consumption charges.
- Where a tenant is responsible for paying the water use charge, the ratepayer for the property must make the application on behalf of the tenant.

Concession calculation

The amount of the concession will be calculated on the volume of water lost using one of two methods below:

1. Where hourly water consumption data is available, Council will estimate the water lost and the concession will be 50% of the value of water lost from the date of the meter reading from the previous reading cycle until the date of repair.

2. If no hourly water consumption data is available, the concession will be determined by calculating 50% of the difference between the usual average water consumption for the property, and the water consumption during the period from the meter reading date of the previous reading cycle up until the date of repair. The average water consumption is calculated from:

- the average water consumption after the leak is repaired; or
- the previous one (1) year's meter readings prorated.

4.5. Properties Impacted by Flooding

Council recognises that recovery from a flood event can cause hardship and in accordance with the *Local Government Regulation 2012* section 120 (1) (c) the following concession contributes towards Councils broader natural disaster support program.

Qualifying Conditions

To be granted a concession under this policy the following conditions must be met:

- The Ratepayer must make a written application to Council, specifying the dates of increased usage due to the flood event
- Council is satisfied, through the provision of photos and other evidence to support an application, that the consumer's property was impacted by the flood event and the concessional support would assist them to recover from the event.
- The requested documentation is submitted to Council prior to the due date of the rate notice in which the water consumption charges for the applicable concession/relief is to be applied.
- The Ratepayer applying for the concession must be responsible for the payment of the water consumption charges.
- Where a tenant is responsible for paying the water use charge, the ratepayer for the property must make the application on behalf of the tenant.
- The concession is only applicable for flood events caused by an overflow of water generated from a severe weather condition.

Concession calculation

- The rebate will be applied, where hourly water consumption data is available to properties with Automatic Read Meters, by calculating the difference between the average pre-flood usage and the increased usage during the recovery period. For properties without Automatic Read Metering technology an offset of up to 20KL will apply.

4.6. Faulty or Stopped Meters

When a water meter or any associated totaling devices i.e., an external display ceases to register water consumption, the deemed water usage for the periods from the commencement of the water billing period to the date on which the water meter was replaced, shall be calculated using previous average consumption for the property.

A check meter may be installed or used to test the accuracy of an installed water meter.

4.7. ~~4.7-A~~ A leak that occurred on the customer-owned section of the service line, resulting as a result of from Council-conducted works.

Qualifying Conditions

- The issue was caused by Council or Council approved contractors
- The issue was rectified by Council or Council approved contractors
- Council have been notified in a timely manner as soon as the leak is identified.

Rebate Conditions

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- The rebate may cover up to 100% of excess usage charges attributed to the leak if qualifying conditions are met.
- Other leaks on the property will not be eligible for this rebate
- The rebate will be applied to the next bill issued

Rebate Calculations

The amount of excess water used will be calculated by using Taggle(AMR) data or an estimate will be used to calculate the rebate amount.

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4.7.4.8. 4.8 Financial Hardship

If a ratepayer is experiencing financial hardship and does not qualify for relief under this policy they may be eligible to apply for assistance under Council's Financial Hardship policies

5. ASSOCIATED DOCUMENTS

Revenue Policy– DOCS #876741

Financial Hardship Policy – DOCS# 3574233

6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	25/07/2018	3584934
1A	Amendment – WBW&W inclusion		13/07/2018	3584934
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10	Amendment – Ordinary Meeting No. – TBC	Council	26/06/2025	3584934

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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - PENSIONER CONCESSION COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek endorsement of the Pensioner Concession Council Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone the scheduled yearly review. This report is being put forward to seek Council's endorsement of any changes proposed during the review process and to reconfirm Council's ongoing commitment to this policy.

The Pensioner Concession Policy has been reviewed and assessed as remaining relevant to the eligible members of the community and accordingly, the policy remains unchanged, except for minor administrative updates and minor changes to the card types required.

3. OFFICER'S RECOMMENDATION

That Council adopt the updated Pensioner Concession Council Policy (Draft - DOCS #5191169) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Pensioner Concession Policy grants a concession on the differential general rate to all ratepayers who are pensioners and who are eligible for the State Government pensioner remission. The attached policy provides detailed criteria to enable the correct application of this concession.

There have been no substantive changes to this policy.

5. PROPOSAL

It is proposed that the Pensioner Concession Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

This policy allows reductions to rates and charges which are reflected in the budget and long term financial plan.

7. POLICY & LEGAL IMPLICATIONS

The proposed policy has been developed consistent with the *Local Government Regulation 2012* sections 120, 121 and 122.

8. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for Council to adopt the attached policy prior to the issue of the first rate notice of the 2025/2026 year.

9. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team Councillors at the briefing on 26 May 2025.

10. CONCLUSION

Council's Pensioner Concession Policy provides relief to the community and has been developed to provide a framework to manage the application of pensioner concessions on rates and charges.

11. ATTACHMENTS

1. Draft - Pension Concession Policy - Clean Copy [↓](#)
2. Draft Pension Concession Policy - Marked Up [↓](#)

	COUNCIL POLICY	
	PENSIONER CONCESSION COUNCIL POLICY	
	Policy Number	CP029 – DRAFT DOCS 5191169
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

The objective of this policy is to establish guidelines for the granting of concessions to pensioners, in accordance with the *Local Government Regulation 2012* (QLD) section 120 (1) (a).

2. SCOPE

This policy applies to those ratepayers who are pensioners and who are eligible for the State Government pensioner concession. The concession will apply to pensioners who are in receipt of a pension from the Commonwealth Government, and who comply with the guidelines established by the Queensland Department of Communities, Child Safety and Disability Services for the State Government Rate Subsidy Scheme.

3. HEAD OF POWER

Local Government Act 2009 (QLD)
Local Government Regulation 2012 (QLD)

4. POLICY STATEMENT

4.1. Principles

Council intends to apply the following principles to the granting of concessions for rates and charges:

- equity - ensuring the fair and consistent application of lawful granting of concessions, without bias, taking account of all relevant considerations;
- transparency - openness in the processes involved;
- simplicity – making processes which are simple and cost effective to administer;
- consistency - by treating ratepayers with similar circumstances in the same manner;
- fiscal responsibility – ensuring Council meets its budgetary responsibilities;
- clarity - by providing meaningful information to enable ratepayers to clearly understand their responsibilities;
- flexibility - responding where possible to unforeseen changes in the local economy and providing a wide range of payment options;
- sustainability - revenue decisions support the financial strategies for the delivery of infrastructure and services identified in Council's long-term plan and corporate plan; and

- compassion - having regard to individual's circumstances, particularly if experiencing hardship.

The pensioner concession will only apply to freehold land owned and occupied by the pensioner or freehold land occupied by the pensioner under a life tenancy.

Concessions will be granted in accordance with the following table:

Pension Rate	Single pensioner	Married or De Facto pensioner
Maximum level of concession per property	\$200 per annum	\$200 per annum

The maximum level of concession will apply only if all owners of the property are eligible to receive concession in accordance with this policy.

If all owners of the property are not eligible to receive concession in accordance with this policy then the amount of concession that will apply will be a percentage of the maximum concession that is equal to the percentage of eligible owners.

4.2. Philosophy

Council recognises that certain classes of pensioners are restricted by a fixed income and should be afforded a concession in respect of rates and charges. The purpose of the concession is to support pensioners' ability to reside in the Fraser Coast and provide some cost of living relief.

4.3. Conditions of Pension Concession on Rates

1. An application must be made to Council in writing on the Fraser Coast Regional Council's "Application for Pensioner Concession on Rates" Form together with sufficient evidence to Council's satisfaction to prove conditions 2 to 8 below.
2. The applicant must be in receipt of a pension from the Commonwealth Government.
3. The applicant must be the holder of a current:
 - Queensland Pensioner Concession Card (issued by [Centrelink](#) or [Department of Veterans' Affairs](#))
 - Department of Veterans' Affairs Health Card for all conditions ([Gold Card](#))
4. The applicant must be the owner/s, either solely or jointly, of the property for which they are applying for a concession or have a life tenancy in relation to the property. For life tenancy, applicants are required to provide to Council a copy of a valid Will as evidence.
5. The applicant must comply with the guidelines established by the Queensland Department of Communities, Child Safety and Disability Services for the State Government Rate Subsidy Scheme.
6. Property owned jointly, excluding married and de facto couples, will be subject to a pro-rata calculation of the concession based on the ratio of eligible pension concession owners to ineligible owners.
7. The property must be the applicant's principal place of residence.

8. The address recorded with Centrelink **must be the same** as the address for which pension concession are being claimed.

Upon Council receiving a complying application with proof of eligibility as required by this policy, the entitlement to the concession will commence from either:

- the card start date shown on the applicant's Pensioner Concession Card;
- the date the property becomes the applicant's principal place of residence; or
- the start of the current rating period;

whichever is the later.

Council will verify pensioner eligibility with Centrelink / Department of Veterans Affairs annually.

Pensioners who receive a concession under this policy are required to advise Council if any of the below circumstances change:

1. are no longer eligible for the pension with Centrelink or Department of Veterans Affairs;
2. their pension number changes; or
3. the property is no longer their principal place of residence

Upon Council receiving advice that the ratepayer is no longer eligible to receive the concession, the concession will be removed from the start of the next rating period.

5. ASSOCIATED DOCUMENTS


Application for Pensioner Concession on Rates – DOCS #3589028

6. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1-3	Draft Policy and reviews			3584752
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	COUNCIL POLICY	
	PENSIONER CONCESSION COUNCIL POLICY	
	Policy Number	CP029 – DRAFT DOCS 5191169
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025 ⁴
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1. PURPOSE

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2. SCOPE

This policy applies to those ratepayers who are pensioners and who are eligible for the State Government pensioner concession. The concession will apply to pensioners who are in receipt of a pension from the Commonwealth Government, and who comply with the guidelines established by the Queensland Department of Communities, Child Safety and Disability Services for the State Government Rate Subsidy Scheme.

3. HEAD OF POWER

Local Government Act 2009 (QLD)

Local Government Regulation 2012 (QLD)

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4. POLICY STATEMENT

4.1. Principles

Council intends to apply the following principles to the granting of concessions for rates and charges:

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- flexibility - responding where possible to unforeseen changes in the local economy and providing a wide range of payment options;
- sustainability - revenue decisions support the financial strategies for the delivery of infrastructure and services identified in Council's ~~long-term~~ long-term plan and corporate plan; and

- compassion - having regard to individual's circumstances, particularly if experiencing hardship.

The pensioner concession will only apply to freehold land owned and occupied by the pensioner or freehold land occupied by the pensioner under a life tenancy.

Concessions will be granted in accordance with the following table:

Pension Rate	Single pensioner	Married or De Facto pensioner
Maximum level of concession per property	\$200 per annum	\$200 per annum

The maximum level of concession will apply only if all owners of the property are eligible to receive concession in accordance with this policy.

If all owners of the property are not eligible to receive concession in accordance with this policy then the amount of concession that will apply will be a percentage of the maximum concession that is equal to the percentage of eligible owners.

4.2. Philosophy

Council recognises that certain classes of pensioners are restricted by a fixed income and should be afforded a concession in respect of rates and charges. The purpose of the concession is to support pensioners' ability to reside in the Fraser Coast and provide some cost of living relief.

4.3. Conditions of Pension Concession on Rates

1. An application must be made to Council in writing on the Fraser Coast Regional Council's "Application for Pensioner Concession on Rates" Form together with sufficient evidence to Council's satisfaction to prove conditions 2 to 8 below.
2. The applicant must be in receipt of a pension from the Commonwealth Government.
3. The applicant must be the holder of a current:
 - Queensland Pensioner Concession Card (issued by [Centrelink](#) or [Department of Veterans' Affairs](#))
 - Department of Veterans' Affairs Health Card for all conditions ([Gold Card](#))
4. The applicant must be the owner/s, either solely or jointly, of the property for which they are applying for a concession or have a life tenancy in relation to the property. For life tenancy, applicants are required to provide to Council a copy of a valid Will as evidence.
5. The applicant must comply with the guidelines established by the Queensland Department of Communities, Child Safety and Disability Services for the State Government Rate Subsidy Scheme.
6. Property owned jointly, excluding married and de facto couples, will be subject to a pro-rata calculation of the concession based on the ratio of eligible pension concession owners to ineligible owners.
7. The property must be the applicant's principal place of residence.

8. The address recorded with Centrelink **must be the same** as the address for which pension concession are being claimed.

Upon Council receiving a complying application with proof of eligibility as required by this policy, the entitlement to the concession will commence from either:

- the card start date shown on the applicant's Pensioner Concession Card;
- the date the property becomes the applicant's principal place of residence; or
- the start of the current rating period;

whichever is the later.

Council will verify pensioner eligibility with Centrelink / Department of Veterans Affairs annually.

Pensioners who receive a concession under this policy are required to advise Council if any of the below circumstances change:

1. are no longer eligible for the pension with Centrelink or Department of Veterans Affairs;
2. their pension number changes; or
3. the property is no longer their principal place of residence

Upon Council receiving advice that the ratepayer is no longer eligible to receive the concession, the concession will be removed from the start of the next rating period.

5. ASSOCIATED DOCUMENTS

Application for Pensioner Concession on Rates – DOCS #3589028

6. REVIEW

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

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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - COMMUNITY GROUPS CONCESSION COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek endorsement of the Community Groups Concession Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone the scheduled yearly review. This report is being put forward to seek Council's endorsement of any changes proposed during the review process and to reconfirm Council's ongoing commitment to this policy.

The Community Groups Concession Policy has been reviewed and assessed as remaining relevant to the eligible members of the community. The policy remains largely unchanged, except for minor administrative updates to provide applicants steps to review outcome decisions regarding the concession and discretion to Manager Revenue and Property Rating to determine an appropriate date to apply concession in extenuating circumstances.

3. OFFICER'S RECOMMENDATION

That Council adopt the updated Community Groups Concession Policy Draft - DOCS # 5191150) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council's Community Groups Concession Policy provides concessions on rates and charges. This policy recognises that certain organisations operate for the general benefit of the community, rely mainly on volunteer labour, often with limited financial resources and should be afforded a concession in respect of rates and charges. It is expected that by allowing a concession for these groups, more financial resources will be available to assist members of the community.

There have been no substantive changes to this policy, only administrative updates to align with budget adoption.

5. PROPOSAL

It is proposed that the Community Groups Concession Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The policy allow reductions to rates and charges which are reflected in the budget and long term financial plan.

7. POLICY & LEGAL IMPLICATIONS

The proposed policy has been developed consistent with the *Local Government Regulation 2012* sections 120, 121 and 122.

8. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for Council to adopt the attached policy prior to the issue of the first rate notice of the 2025/2026 year.

9. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team Councillors at the briefing on 26 May 2025.

10. CONCLUSION

Council's Community Groups Concession Policy provides relief to the community and has been developed to provide a framework to manage the application of concessions on rates and charges.

11. ATTACHMENTS

1. Draft - Community Groups Concession Policy - Clean [↓](#)
2. Draft - Community Groups Concession Policy - Marked Up [↓](#)

	COUNCIL POLICY	
	Community Groups Concession Council Policy	
	Policy Number	CP021 – DRAFT DOCS 5191150
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

In accordance with the *Local Government Regulation 2012* (QLD) section 120(1)(b), this policy aims to establish guidelines for the granting of concession for land owned by entities whose purpose does not include making a profit or entities that provide assistance or encouragement for arts or cultural development on an equitable basis. This includes land owned by religious entities, community & welfare organisations, care facilities for aged persons and persons with disabilities, emergency services, and sporting & recreation organisations.

A concession will only apply to freehold land owned or land leased from government by the applicant organisation. The land must be occupied by the applicant organisation or evidence of intention to occupy by the applicant organisation for concession to apply for a period specified in this policy. Occupation and usage of the land must be for the stated purposes and categories defined in this policy.

2. SCOPE

In recognition of the contribution their activities make to the community, Council will allow a concession on rates and charges for land owned by:

1. not-for-profit entities; or
2. entities that provide assistance or encouragement for arts or cultural development, and meet the criteria specified in this policy.

3. HEAD OF POWER

Local Government Act 2009 (QLD)

Local Government Regulation 2012 (QLD)

4. POLICY STATEMENT

4.1. Principles

The principles that will apply for Community Group Concessions are:

- communication – making clear the obligations of ratepayers and debtors, and the processes used by Council in assisting them to meet their financial obligations
- equity – treating all ratepayers in similar circumstances in the same manner
- flexibility – responding where necessary to changes in the local economy
- transparency - openness in the processes involved

- simplicity – making processes which are simple and cost effective to administer
- clarity - by providing meaningful information to enable ratepayers to clearly understand their responsibilities

4.2. Concession

Rates and charges are defined by section 92(1) of the *Local Government Act 2009* (QLD) as General Rates; Special Rates and Charges; Utility Charges; and Separate Rates and Charges.

The concession granted will be a rebate of rates and charges by the percentages stated for each category of ratepayer in the below table.

Category of ratepayer	General Rate	Water Access Charges (excludes consumption charges)	Water Consumption Charges	Wastewater Charges	Waste Charges	Disaster Management Levy
Religious entities (excluding Care Facilities for aged persons and persons with disabilities)	100%*	50%	Nil	50%	Nil	Nil*
Community Gardens	100%	100%	100%	100%	Nil	Nil
Community & Welfare	100%	50%	50%**	50%	Nil	Nil
Care Facilities for aged persons and persons with disabilities	100%	Nil	Nil	Nil	Nil	Nil
Emergency Services	100%	100%	Nil	100%	100%	100%

* This concession is separate to the statutory rating exemption under the *Local Government Regulation 2012* (QLD) section 73 for particular land owned by religious entities.

** Organisations granted concessions on water consumption charges are required to comply with any water restrictions that are in force in order to remain eligible for grant of the concession. If Council determines that this condition is not being complied with, Council may remove the concession from the next rate notice.

Applicants approved under this policy will be granted concession from the date Council receives an application in compliance with this policy. In extenuating circumstances, discretion is given to the Manager Revenue and Property Rating to grant concession effective from another date other than receipt of application.

Once approved, Council has an ongoing eligibility program that is conducted every 2 years which will require recipients of a concession to submit a written application with all relevant supporting documentation as required by this policy. Council will notify organisations when this is being undertaken and failure to meet the requirements of the policy will result in the removal of the concession from the next rate notice.

Organisations are not automatically provided with concession, and if they believe they meet the relevant criteria they may apply to Council at any time.

4.3. Conditions of Concession

1. An application must be made to Council in writing together with sufficient evidence to Council's satisfaction to prove condition 2 below.
2. The applicant must meet the criteria for one of the following categories as defined in this policy:
 - a. Religious entities;
 - b. Community Gardens;
 - c. Community & welfare organisation;
 - d. Care facilities for aged persons and persons with disabilities;
 - e. Emergency services.

Ratepayers who receive a concession under this policy are required to advise Council if they no longer meet the conditions of this concession.

4.4. Conditions for Intention to Occupy

1. To meet the criteria for Intention to Occupy land and be eligible for the concession evidence that shows what the land will be used for and steps that will be undertaken to occupy needs to be included with the Application for Concession application.
2. Approval for up to 3 years from concession application to occupy the land for the applicable concessions will be granted as part of the application process.
3. Approval for a further concession of 1 year to occupy the land is delegated to the Chief Executive Officer. For clarity the maximum period for granting of the applicable Community Group Concession is 4 years to occupy the land from the original concession application date.

4.5. Not-for-profit

A not-for-profit organisation whose objectives do not include the making of profit and who provide services to their membership and the community. It does not operate for a profit or gain of its individual members, whether these gains would have been direct or indirect. Council will accept an organisation as not-for-profit where its constitution or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. Whilst a surplus of revenue can be made, all profits must be used to carry out the purpose and functions of the organisation.

Upon Council receiving advice that the ratepayer is no longer eligible to receive the concession, the concession will be removed from the start of the next rating period.

4.6. Supporting Documents

The required documentation to be submitted with the application for are as follows:

1. Certificate of Incorporation (if applicable);
2. Organisation Constitution or rules; and
3. The last audited Financial Statement.

4.7. Review of Concession Approval Date or Eligibility

An applicant may request a review of the approved concession date or application decision no later than 30 days after the date of decision has been provided by Council. As part of this review the applicant may be asked to provide further information relating to their application and reasoning behind the request for review. An applicant dissatisfied with a review decision may raise an administrative action complaint (*Local Government Act 2009* (QLD) section 268) which will be actioned in accordance with Council's Complaints Management Policy.

DEFINITIONS:

(a) Religious entities

Religious entities are organisations that have a primary purpose to provide facilities for public worship and are defined as a registered religious institution by the Australian Taxation Office. These entities also provide community and youth activities, education services and health services.

Land that is used for public worship, education services, community and youth activities will be eligible for the concessions as per the table in this policy.

(b) Community Gardens

Not-for-profit organisations that exist solely to undertake community garden activities.

Land that is used solely for the above purpose will be eligible for the concessions as per the table in this policy. Land that is mixed use will not be eligible for concessions under this category.

(c) Community & welfare organisations

Not-for-profit organisations that exist primarily to undertake community service and welfare activities, which includes:-

- community engagement and wellbeing activities;
- arts and cultural development;
- provision of facilities for sporting and recreational activities
- Not-for-profit organisations that undertake sporting or recreational activities for the benefit of members and rely on membership fees, community fundraising and volunteer labour. These organisations may hold a community other or community club liquor licence and may hold a gaming licence.

Land that is used for the above purposes will be eligible for the concessions as per the table in this policy.

(d) Care facilities for aged persons and persons with disabilities

Not-for-profit organisations and religious entities that provide care facilities for aged persons and persons with disabilities. Care facilities are as follows:-

- Respite centres – day respite and overnight respite
- Short-term emergency accommodation
- Accredited aged care facilities,

Land that is used for the above purposes will be eligible for the concessions as per the table in this policy, excluding land that contains independent living units. Independent living units shall have the meaning as defined in Council's Revenue Policy and Statement.

(e) **Emergency services**

Not-for-profit organisations that provide facilities for emergency service activities. This includes organisations such as SES, Rural Fire Brigades, Air Sea Rescue, Surf Life Saving Clubs and the like that rely on community fundraising and volunteer labour.


Land that is used for the above purposes will be eligible for the concessions as per the table in this policy.

5. POLICY REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	16/07/2008	926846
2	Amendment – 2009/10 Budget	Council	26/06/2009	926846
3	Amendment – 2010/11 Budget	Council	21/06/2010	926846
4	Amendment – 2011/12 Budget	Council	01/06/2011	926846
5	Amendment – 2012/13 Budget	Council	12/07/2012	926846
6	Amendment – 2013/14 Budget	Council	03/07/2013	926846
7	Amendment – 2014/15 Budget	Council	11/06/2014	926846
8	Amendment – 2015/16 Budget	Council	17/06/2015	926846
9	Amendment – 2016/17 Budget	Council	19/07/2016	926846
10	Amendment – 2017/18 Budget	Council	19/07/2018	926846
11	Amendment – 2018/19 Budget	Council	27/06/2018	926846
12	Amendment – Risk Assessment Added	Council	18/07/2018	926846
13	Amendments – Ordinary Meeting No 5/19	Council	22/05/2019	926846
14	Amendment – 2020/21 Budget	Council	24/06/2020	926846
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19	Amendment – Ordinary Meeting No.6/24	Council	26/06/2024	926846
20	Amendment – Ordinary Meeting No TBC	Council	26/06/2025	926846

	COUNCIL POLICY	
	Community Groups Concession Council Policy	
	Policy Number	CP021 – DRAFT DOCS 5191150
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025 ⁴
	Review Due	26/06/2026 ⁵

1. PURPOSE

In accordance with the *Local Government Regulation 2012* (QLD) [section 120\(1\)\(b\)](#), this policy aims to establish guidelines for the granting of concession for land owned by entities whose purpose does not include making a profit or entities that provide assistance or encouragement for arts or cultural development on an equitable basis. This includes land owned by religious entities, community & welfare organisations, care facilities for aged persons and persons with disabilities, emergency services, and sporting & recreation organisations.

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In recognition of the contribution their activities make to the community, Council will allow a concession on rates and charges for land owned by:

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** Organisations granted concessions on water consumption charges are required to comply with any water restrictions that are in force in order to remain eligible for grant of the concession. If Council determines that this condition is not being complied with, Council may remove the concession from the next rate notice.

Applicants approved under this policy will be granted concession from the date Council receives an application in compliance with this policy. [In extenuating circumstances, discretion is given to the Manager Revenue and Property Rating to grant concession effective from another date other than receipt of application.](#)

Once approved, Council has an ongoing eligibility program that is conducted every 2 years which will require recipients of a concession to submit a written application with all relevant supporting documentation as required by this policy. Council will notify organisations when this is being undertaken and failure to meet the requirements of the policy will result in the removal of the concession from the next rate notice.

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Land that is used for the above purposes will be eligible for the concessions as per the table in this policy.

5. **POLICY REVIEW**

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
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20	Amendment – Ordinary Meeting No TBC	Council	26/06/2025	926846

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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - PRINCIPAL PLACE OF RESIDENCE COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	MANAGER REVENUE AND PROPERTY RATING
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 seek Council's endorsement of the Principal Place of Residence Council Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has been reviewed as per the review cycle requirement. This report is seeking Council's endorsement of any changes proposed during the review process and to confirm Council's ongoing commitment to this policy.

The Principal Place of Residence Policy has been reviewed and assessed as remaining relevant to members of the community and accordingly, the policy remains unchanged with the exception of administration/date changes.

3. OFFICER'S RECOMMENDATION

That Council endorses the Principal Place of Residence Council Policy (Draft - DOCS#5191139) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

A reduced general rating category for owner-occupiers was introduced in 2012. The Principal Place of Residence Policy was first adopted in June 2022, after a review of the administration processes undertaken by other Councils. This policy and related declaration form allows for a robust process to ensure the accuracy of rating categorisation.

5. PROPOSAL

It is proposed that the Principal Place of Residence Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The financial implications of the Principal Place of Residence categorisation are included in the current budget and ten-year plan.

7. POLICY & LEGAL IMPLICATIONS

Sections 88 to 93 of the *Local Government Regulation 2012* details requirements relating to the categorisation of a rating category.

8. RISK IMPLICATIONS

There is no change to the current risks associated with this policy.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for Council to adopt the attached policy prior to the issue of the first rates notice of the 2025/26 year.

10. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team Councillors at the briefing on 26 May 2025.

11. CONCLUSION

The Principal Place of Residence Council Policy has been developed to provide a framework for determining a property's eligibility to the reduced general rating category for owner-occupier.

12. ATTACHMENTS

1. DRAFT - Principal Place of Residence Policy - Clean [↓](#)
2. DRAFT - Principal Place of Residence Policy - Marked Up [↓](#)

	COUNCIL POLICY	
	Principal Place of Residence Council Policy	
	Policy Number	CP084 – DRAFT DOCS 5191139
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025
	Review Due	26/06/2026

1. PURPOSE

Council relies on rates and charges to fund its services and facilities for our community. This policy is to establish guidelines for deciding the Residential Owner Occupier General Rate for residential properties in accordance with *Local Government Regulation 2012* (QLD) section 81 (5).

2. SCOPE

This policy applies to each ratepayer who is an owner occupier, i.e. who resides in the property they own.

3. HEAD OF POWER

Local Government Act 2009 (QLD)

Local Government Regulation 2012 (QLD)

4. DEFINITIONS

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

“Principal place of residence”: means:

- (a) a Single Residential Dwelling or Home Unit where:
 - (i) at least one natural person who owns the dwelling or home unit who resides and intends to reside there for at least 245 days per year; or
 - (ii) at least one natural person who is a life tenant of the dwelling or home unit who resides and intends to reside there for at least 245 days per year; or
- (b) a Single Residential Dwelling or Home Unit:
 - (i) in which the natural person owner or a life tenant predominantly lived immediately before being admitted to a nursing or convalescence institution; and
 - (ii) at which the natural person owner or the life tenant will resume living upon being discharged from the nursing or convalescence institution; and
 - (iii) that remains unoccupied throughout the period of the natural person owner’s or the life tenant’s residence at the nursing or convalescent institution.

Principal place of residence does not include a single residential dwelling or home unit that is wholly:

- (a) owned by an entity other than a natural person (e.g. a company or an incorporated association); or
- (b) owned by a person as trustee of a trust.

Note: In establishing Principal Place of Residence, Council may consider any relevant material including nominated address according to the electoral roll, or whether services such as telephone and electricity are connected to the property in the owner's name.

5. POLICY STATEMENT

5.1. Principles

The principles that will apply in the management of recording principal place of residence are as follows:

- transparency - openness in the processes involved;
- simplicity – making processes which are simple and cost effective to administer;
- consistency - by treating ratepayers with similar circumstances in the same manner;
- fiscal responsibility – ensuring Council meets its budgetary responsibilities;
- clarity - by providing meaningful information to enable ratepayers to clearly understand their responsibilities;

5.2. Philosophy

Council recognises the difficulty in determining who lives in which properties and is committed to applying the Residential Owner Occupier General Rate in line with the principles. For the Residential Owner Occupier General Rate to be applied, a completed Principal Place of Residence Declaration Form must be submitted to Council for consideration.

5.3. Evidence

The evidence Council uses to determine categorisation as an owner occupier may include (without limitation):-

- Mailing address
- Evidence of life tenancy (where applicable)
- Driver's licence
- Nominated address for electoral roll
- Centrelink
- Taxation
- Animal registration
- Information available to the public
- Water usage

5.4. Qualification

The property may not qualify:

- a. When evidence is found to indicate they are not living at the property
- b. Once a property postal address has been changed
- c. When a change of ownership occurs
- d. When more than one property is being claimed as owner-occupied
- e. When a change occurs at a property and it can be described in a non-residential general rate category

Council will accept two (2) of the following documents in verification of use as a Principal Place of Residence:

- A telephone or electricity account in the name of the owner/s or life tenant/s name addressed to the property
- Confirmation of electoral enrolment with a current date of lodgement
- Centrelink

- Current Drivers Licence showing dwelling or unit address
- Other legal documentation confirming current residency of the owner/s or life tenant/s at the dwelling or unit

5.5. Adjustment

In accordance with *Local Government Regulation 2012* (QLD) section 82 (3)(c), if the Residential Owner Occupier General Rate categorisation is granted, an adjustment will be made from the date the categorisation is applied.

5.6. Requests for Review

A ratepayer dissatisfied with the decision made by Council, they may request a review not later than 30 days after the date of the decision. As part of this review the ratepayer may be asked to provide further information relating to their application. A ratepayer dissatisfied with a review decision may lodge a category objection. A ratepayer dissatisfied with the decision upon a category objection, may raise an administrative action complaint (*Local Government Act 2009* (QLD) section 268) which will be actioned in accordance with Council's Complaints Management Policy.

5.7. Routine Audits

Reviews will be undertaken throughout the financial year to ensure correct alignment of properties with rating categories. The property owner will be notified of any category corrections between owner-occupier and non-owner occupier and will be given time to provide evidence before any adjustments are made.

5.8. Confidentiality and Privacy

This policy, in particular the monitoring and data collection process, will ensure adherence to the privacy and confidentiality laws. Data collected through the review process will be dealt with in accordance with Council's Code of Conduct.

6. ASSOCIATED DOCUMENTS


Principal Place of Residence Declaration Form – DOCS# 4582889

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	15/06/2022	4551738
2	Amendment – Ordinary Meeting No. 6/23	Council	28/06/2023	4551738
3	Amendment – Ordinary Meeting No. 6/24	Council	26/06/2024	4551738
4	Amendment – Ordinary Meeting No. TBC	Council	26/06/2025	4551738

	COUNCIL POLICY	
	Principal Place of Residence Council Policy	
	Policy Number	CP084 – DRAFT DOCS 5191139
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2025 ⁴
	Review Due	26/06/2026 ⁶

1. PURPOSE

Council relies on rates and charges to fund its services and facilities for our community. This policy is to establish guidelines for deciding the Residential Owner Occupier General Rate for residential properties in accordance with *Local Government Regulation 2012* ([QLD](#)) section 81 (5).

2. SCOPE

This policy applies to each ratepayer who is an owner occupier, i.e. who resides in the property they own.

3. HEAD OF POWER

Local Government Act 2009 ([QLD](#))

Local Government Regulation 2012 ([QLD](#))

4. DEFINITIONS

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

“Principal place of residence”: means:

(a) a Single Residential Dwelling or Home Unit where:

- (i) at least one natural person who owns the dwelling or home unit who resides and intends to reside there for at least 245 days per year; or
- (ii) at least one natural person who is a life tenant of the dwelling or home unit who resides and intends to reside there for at least 245 days per year; or

(b) a Single Residential Dwelling or Home Unit:

- (i) in which the natural person owner or a life tenant predominantly lived immediately before being admitted to a nursing or convalescence institution; and
- (ii) at which the natural person owner or the life tenant will resume living upon being discharged from the nursing or convalescence institution; and
- (iii) that remains unoccupied throughout the period of the natural person owner's or the life tenant's residence at the nursing or convalescent institution.

Principal place of residence does not include a single residential dwelling or home unit that is wholly:

- (a) owned by an entity other than a natural person (e.g. a company or an incorporated association); or
- (b) owned by a person as trustee of a trust.

Note: In establishing Principal Place of Residence, Council may consider any relevant material including nominated address according to the electoral roll, or whether services such as telephone and electricity are connected to the property in the owner's name.

5. POLICY STATEMENT

5.1. Principles

The principles that will apply in the management of recording principal place of residence are as follows:

- transparency - openness in the processes involved;
- simplicity – making processes which are simple and cost effective to administer;
- consistency - by treating ratepayers with similar circumstances in the same manner;
- fiscal responsibility – ensuring Council meets its budgetary responsibilities;
- clarity - by providing meaningful information to enable ratepayers to clearly understand their responsibilities;

5.2. Philosophy

Council recognises the difficulty in determining who lives in which properties and is committed to applying the Residential Owner Occupier General Rate in line with the principles. For the Residential Owner Occupier General Rate to be applied, a completed Principal Place of Residence Declaration Form must be submitted to Council for consideration.

5.3. Evidence

The evidence Council uses to determine categorisation as an owner occupier may include (without limitation):-

- Mailing address
- Evidence of life tenancy (where applicable)
- Driver's licence
- Nominated address for electoral roll
- Centrelink
- Taxation
- Animal registration
- Information available to the public
- Water usage

5.4. Qualification

The property may not qualify:

- a. When evidence is found to indicate they are not living at the property
- b. Once a property postal address has been changed
- c. When a change of ownership occurs
- d. When more than one property is being claimed as owner-occupied
- e. When a change occurs at a property and it can be described in a non-residential general rate category

Council will accept two (2) of the following documents in verification of use as a Principal Place of Residence:

- A telephone or electricity account in the name of the owner/s or life tenant/s name addressed to the property
- Confirmation of electoral enrolment with a current date of lodgement
- Centrelink

- Current Drivers Licence showing dwelling or unit address
- Other legal documentation confirming current residency of the owner/s or life tenant/s at the dwelling or unit

5.5. Adjustment

In accordance with *Local Government Regulation 2012* (QLD) section 82 (3)(c), if the Residential Owner Occupier General Rate categorisation is granted, an adjustment will be made from the date the categorisation is applied.

5.6. Requests for Review

A ratepayer dissatisfied with the decision made by Council, they may request a review not later than 30 days after the date of the decision. As part of this review the ratepayer may be asked to provide further information relating to their application. A ratepayer dissatisfied with a review decision may lodge a category objection. A ratepayer dissatisfied with the decision upon a category objection, may raise an administrative action complaint (*Local Government Act 2009* (QLD) section 268) which will be actioned in accordance with Council's Complaints Management Policy.

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5.7. Routine Audits

Reviews will be undertaken throughout the financial year to ensure correct alignment of properties with rating categories. The property owner will be notified of any category corrections between owner-occupier and non-owner occupier and will be given time to provide evidence before any adjustments are made.

5.8. Confidentiality and Privacy

This policy, in particular the monitoring and data collection process, will ensure adherence to the privacy and confidentiality laws. Data collected through the review process will be dealt with in accordance with Council's Code of Conduct.

6. ASSOCIATED DOCUMENTS

Principal Place of Residence Declaration Form – [DOCS# 4582889](#)

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	15/06/2022	4551738
2	Amendment – Ordinary Meeting No. 6/23	Council	28/06/2023	4551738
3	Amendment – Ordinary Meeting No. 6/24TBC	Council	26/06/2024	4551738
4	Amendment – Ordinary Meeting No. TBC	Council	26/06/2025	4551738

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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	COUNCILLOR DISCRETIONARY FUNDS COUNCIL POLICY & EXPENSES REIMBURSEMENT & PROVISION OF FACILITIES FOR MAYORS & COUNCILLORS COUNCIL POLICY
DIRECTORATE:	ORGANISATIONAL SERVICES
RESPONSIBLE OFFICER:	DIRECTOR ORGANISATIONAL SERVICES
AUTHOR:	LEGAL LIAISON AND INTEGRITY ADVISOR
LINK TO CORPORATE PLAN:	Focused Organisation and Leadership. Ensure sound financial management to maintain our long-term financial sustainability.

1. PURPOSE

To review the following two policies as part of the annual budget cycle:

- (a) Councillor Discretionary Funds Council Policy – CP010
- (b) Reimbursement of Expenses & Provision of Facilities for Mayor and Councillors Council Policy – CP012

2. EXECUTIVE SUMMARY

The Councillor Discretionary Funds Council Policy (**Attachment 1**) was approved by Council on 26 June 2024. It is proposed that no changes be made to this policy.

The Expenses Reimbursement & Provision of Facilities for Mayor and Councillors Council Policy was approved by Council on 24 April 2024. It is proposed that minor changes be made to the policy to clarify the interrelationship between this policy and the Entertainment and Hospitality Council Policy.

3. OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the Councillor Discretionary Funds Council Policy – CP010 as detailed in Attachment 1.
- 2. Amend the Reimbursement of Expenses & Provision of Facilities for Mayor and Councillors Council Policy – CP012 as detailed in Attachment 3.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Councillor Discretionary Funds Council Policy and the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Council Policy are routinely reviewed each budget period.

The Councillor Discretionary Funds Policy was approved by Council on 26 June 2024 whereas the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Council Policy was approved by Council on 24 April 2024.

5. PROPOSAL

It is proposed that no changes be made to the Councillor Discretionary Funds Council Policy.

It is proposed that minor changes be applied to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Council Policy (**Attachment 2**), to clarify the interrelationship of this policy with the Entertainment and Hospitality Council Policy.

Specifically, the following amendments are proposed:

Out of Pocket Expenses	<p>Councillors are entitled to reimbursement of reasonable out of pocket expenses incurred in the conduct of official council business. The maximum amount of out of pocket expenses that may be claimed is:</p> <ul style="list-style-type: none"> • Mayor: \$2,000 (excluding GST) per annum. • Councillors: \$750 (excluding GST) per annum. <p>Out of pocket expenses may include entertainment and hospitality expenses. Refer the Entertainment and Hospitality Council Policy for <u>limits and guidance</u>. however where any conflict exists between this policy and the Entertainment and Hospitality Council Policy, this policy will take precedence.</p>
Meals	<p>Council will reimburse reasonable costs of meals and refreshments for a councillor when:</p> <ul style="list-style-type: none"> • the councillor incurs the cost personally; and • the meal was not provided: <ul style="list-style-type: none"> ○ within the registration costs of the approved activity/event; ○ during an approved flight. <p>Refer the Entertainment and Hospitality Council Policy for <u>the expenditure limits and guidance</u>. however where any conflict exists between this policy and the Entertainment and Hospitality Council Policy, this policy will take precedence.</p>

6. FINANCIAL & RESOURCE IMPLICATIONS

No financial or resource implications are identified.

7. POLICY & LEGAL IMPLICATIONS

Sections 109-110 of the *Local Government Act 2009* and sections 201A to 202A of the *Local Government Regulation 2012* are the relevant sections relating to Councillor Discretionary Funds

Sections 249-252 *Local Government Regulation 2012* are the relevant sections relating to the reimbursement of expenses and provision of facilities for councillors.

8. RISK IMPLICATIONS

No risk implications identified.

9. CRITICAL DATES & IMPLEMENTATION

No critical dates identified.

10. CONSULTATION


Consultation has occurred with the Executive Manager, Financial Services and Councillors at the Councillor Briefing on 26 May 2025.

11. CONCLUSION

It is recommended that no changes be made to the Councillor Discretionary Funds Council Policy and that minor changes be made to the Reimbursement of Expenses & Provision of Facilities for Mayor and Councillors Council Policy to clarify the interrelationship between this policy and the Entertainment and Hospitality Council Policy.

12. ATTACHMENTS

1. Councillor Discretionary Funds Council Policy - CP010 [↓](#)
2. Draft - Reimbursement of Expenses & Provision of Facilities for Mayor and Councillors Council Policy - CP012 (with tracked changes) [↓](#)
3. Draft - Reimbursement of Expenses & Provision of Facilities for Mayor and Councillors Council Policy - CP012 [↓](#)

	COUNCIL POLICY	
	Councillor Discretionary Funds Council Policy	
	Policy Number	CP010
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/06/2024
	Review Due	26/06/2027

1. PURPOSE

The purpose of this policy is to:

- Enable Council's operational budget to provide for councillor discretionary funds
- Achieve the objectives of Council's corporate plan, operational plan and annual budget
- Outline the approval process for the allocation of discretionary funds
- Ensure that the discretionary funds are allocated in an equitable, transparent and sustainable manner
- Build community capacity, encourage participation, partnership, collaboration and active citizenship and work in harmony with Council's strategic direction.

2. SCOPE

This Policy applies to all Fraser Coast Regional Council Councillors, employees and members of the public.

3. HEAD OF POWER

Local Government Act 2009 section 109

Local Government Regulation 2012 sections 201A – 202A

4. DEFINITIONS

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

"Community Organisation" as defined in Schedule 8 *Local Government Regulations 2012*, means:

- An entity that carries on activities for a public purpose; or
- Another entity whose primary object is not directed at making a profit.

"Community Purpose" means any activity that:

- encourages physical or intellectual activity through participation in sporting, recreational, cultural, and social pursuits
- fosters an understanding and appreciation of the region's heritage and cultural diversity
- promotes and encourages environmental protection and sustainability
- supports and builds relationships with disadvantaged or vulnerable groups in our community
- provides economic benefits to the region including promoting employment opportunities
- encourages and promotes educational opportunities and initiatives and contributes to community wellbeing.

“Council” means the Fraser Coast Regional Council.

“Discretionary Funds” as defined in s109 *Local Government Regulations 2012* are funds in Council’s operating fund that are:

- budgeted for community purposes; and
- allocated by a councillor at the councillor’s discretion.

“Not-for-profit Community Organisation” is defined by the Australian Charities and Not-for-profits Commission to mean a community organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).

“Prescribed Amount” is defined in s201B(5) *Local Government Regulations 2012* to mean 0.1% of council’s revenue from general rates for the previous financial year.

5. POLICY STATEMENT

5.1. Budget Allocation

Each financial year Council may determine a budget allocation for discretionary funds, not exceeding the prescribed amount, for use by the Mayor and councillors for the purpose of allocation for community purposes for the benefit Fraser Coast Regional residents.

5.2. Requests for Allocation

- All requests for allocation of discretionary funds must be made on the Councillor Discretionary Fund Application form.
- Applications can be made at any time during the financial year.

5.3. Allocation Criteria

The following criteria will apply to all requests by the Mayor and councillors for allocation of discretionary funds:

- The discretionary funds must be allocated in accordance with the:
 - *Local Government Act 2009 (Qld)*;
 - *Local Government Regulation 2012 (Qld)*; and
 - Council’s Community Grants Scheme Policy.
- The proposed recipient of the allocated discretionary funds must be a not for profit community organisation who can demonstrate that the funds will be used for a community purpose.
- The discretionary funds cannot be used to pay for recurrent costs of the not for profit community organisation.
- The discretionary funds cannot be used for a purpose that commits Council to operational expenditure or an expectation of future replacement.
- The purpose of the allocation must be in the public interest.

- Political parties, businesses and individuals are ineligible for funding.
- Funding for schools or school affiliated clubs or associations (eg. P&C) is acceptable where it provides a public benefit.
- Where funding is for an event run by an external agency, the event should incorporate best practice principles for inclusiveness and accessibility.
- The purpose for the allocation must be consistent with the corporate plan, operational plan, council policies, strategies and resolutions of Council.
- The allocation of discretionary funds can be in addition to other Fraser Coast Regional Council grants provided to the same recipient and/or for the same purpose within the same financial year provided the details are disclosed on the application form.

5.4. Conflict of Interest Provisions

Councillors must declare any actual, perceived, potential or no conflicts of interest on the Councillor Discretionary Fund Application Form.

5.5. Approval Process

The allocation of discretionary funds to a community organisation for a community purpose, must be approved as follows:

- Completed Councillor Discretionary Fund Application forms are to be reviewed and recommended by the Mayor or relevant divisional Councillor; and
- Approved by the Chief Executive Officer

In deciding whether to approve an allocation, the Chief Executive Officer must have regard to the local government's 5-year corporate plan, long-term asset management plan and annual budget.

If the allocation of discretionary funds is for the purpose of improvements to Council owned infrastructure then, before the allocation is made, it must be approved as follows:

- If the councillor is the Mayor – the Deputy Mayor and the Chief Executive Officer; or
- Otherwise – the Mayor and the Chief Executive Officer.

5.6. Conditions of Funding

- Allocations for \$5,000 or more will require the Councillor Discretionary Funds Acquittal form to be submitted at the completion of the project/activity.
- Recipients of allocations of less than \$5,000 may be asked to provide confirmation of expenditure at the completion of the project/activity depending on the subject of the request.
- Recipients of allocations must acknowledge the divisional councillor's contribution to the project/activity in a public manner. The acknowledgement is to be proportional to the value of the contribution.

- Council will not be responsible for funding any recurrent operating costs associated with projects or activities funded by councillor discretionary funds.
- Councillors may contribute jointly to requests provided the request is approved by all councillors and made on a single Councillor Discretionary Fund Application Form.
- Discretionary funds can only be allocated in the financial year for which the funds are budgeted.
- Funding cannot be allocated during the period starting on 1 January in the year a quadrennial election is to be held and ending at the conclusion of the election.
- Financial quotes must be received prior to the disbursement of funds.
- Bank details must be included on the Councillor Discretionary Fund Application form.
- Funds must be paid into the account as detailed in the Application form.
- A financial check of the community organisation may need to be conducted.
- Funds are to be paid by electronic funds transfer.

5.7. Funds to Be Carried in An Election Year

Any remaining unallocated discretionary funding available immediately prior to the caretaker period in an election year are to be carried for use by the newly elected Mayor or councillor of the relevant division provided the expenditure criteria outlined in this Policy is met.

5.8. Reporting

In accordance with section 202A(2) *Local Government Regulation 2012*, Council will maintain a record of all grants approved under the Councillor Discretionary Funds and will publish on Council's website and display on Councils' public noticeboard, the name of each community organisation receiving funding and the amount and purpose of that funding within seven (7) days of the allocation.

Allocations will also be reported in Council's annual report in accordance with section 189 *Local Government Regulation 2012*.

6. ASSOCIATED DOCUMENTS


Discretionary Funding Assessment Criteria (eDOCS #3865897)
 Councillor Discretionary Funds Application Form and Guidelines (eDOCS #3155416)
 Councillor Discretionary Funds Acquittal Form (eDOCS #4550705)
 Community Grants Policy (eDOCS #3150084)

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
9	Amended	Council	24/06/2020	2377464
10	Amended	Council	15/06/2022	2377464
11	Reviewed as part of the Pre-Election process (No Changes made)	Council	28/06/2023	2377464
12	Endorsed at Ordinary Meeting No.6/24 – 26 June 2024. Reviewed as part of the budget process, no changes were made.	Council	26/06/2024	2377464

	COUNCIL POLICY	
	Reimbursement of Expenses and Provision of Facilities for Councillors Policy	
	Policy Number	CP012
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	24/04/2024
	Review Due	24/04/2025

1. PURPOSE

The purpose of this policy is to provide for the –

- payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors; and
- provision of facilities to councillors for that purpose

2. SCOPE

This policy applies to all Fraser Coast Regional Council councillors.

This policy does not provide for salaries or other forms of councillor remuneration which is determined by the Local Government Remuneration Commission.

3. HEAD OF POWER

Local Government Act 2009

Local Government Regulation 2012 – sections 229 – 252

4. DEFINITIONS

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

“CEO” means the Chief Executive Officer of the Fraser Coast Regional Council.

“Councillors” means the mayor and councillors of Fraser Coast Regional Council, within the meaning of the *Local Government Act 2009* unless specifically identified.

“Excess” when referring to insurance coverage means the deductible as prescribed by the Insurer.

“Expenses” means costs reasonably incurred, or to be incurred, by a councillor whilst fulfilling their obligations under the *Local Government Act 2009*. Expenses are not included as remuneration.

“Council Facilities” means facilities deemed necessary to assist councillors in their role.

“Official Council Business” means official business conducted by a councillor on behalf of Council that:

- (a) should result in a benefit being achieved for the local government and/or local government area; or
- (b) is required to satisfy legislative requirements or achieve business objectives for the Council.

Examples of official council business include:

- attendance at council and committee meetings
- attendance at prescribed local government training/workshops and conferences
- attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duty
- attendance at public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a councillor
- attendance at meetings of community groups where invited to speak about council programs or initiatives
- attendance at private meetings with constituents about council strategies, programs or initiatives
- attendance at civic reception functions as mayor or at the request of the mayor
- attendance organised meetings, inspections and community consultations pertaining to council responsibilities.

Participating in a community group event or being a representative on a board not associated with Council is not official council business.

“Private Use of Council Vehicle” means the use of a council vehicle for other than official council business. For the purposes of this policy, private use does **not** include:

- travel between a councillor’s home and the official council business
- any incidental deviations from the direct travel route where the distance travelled is not material

Example - a Councillor who is attending official council business could stop enroute at the corner store, provided that the Councillor does not make a significant deviation from the most direct route).

The home garaging of the council vehicle is permitted.

“Professional Development” includes study opportunities, attendance at industry workshops, courses, seminars and conferences that improves councillors’ skills and knowledge and relevant to their responsibilities as councillor.

“Reasonable” means that Council must make sound judgments and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

5. POLICY STATEMENT

Councillors are entitled to be reimbursed for expenses incurred, or to be incurred in undertaking official council business and to be provided with facilities to assist them in undertaking their duties and responsibilities as councillors.

In the preparation of this policy Council has considered what is fair and reasonable, given the size and complexities of councillors' responsibilities. The payment and/or reimbursement of expenses and the provision of facilities for councillors must only be for the actual cost of legitimate business use and be:

- in accordance with local government principles and financial sustainability criteria as defined by the *Local Government Act 2009*
- open and transparent
- prudent, responsible and acceptable to the community
- based on ensuring economy and efficiency
- subject to an allocated and approved budget

5.1. Expense Categories

Official Council Business Expense	
Regional Facilities	<ul style="list-style-type: none"> • Councillors are entitled to reimbursement of an amount of \$800 (excluding GST) per annum to assist with hire of facilities required to make themselves available and easily accessible to the public. • This may include occasional office space or community venue hire.
Out of Pocket Expenses	<p>Councillors are entitled to reimbursement of reasonable out of pocket expenses incurred in the conduct of official council business. The maximum amount of out of pocket expenses that may be claimed is:</p> <ul style="list-style-type: none"> • Mayor: \$2,000 (excluding GST) per annum. • Councillors: \$750 (excluding GST) per annum. <p>Out of pocket expenses may include entertainment and hospitality expenses. Refer the Entertainment and Hospitality Council Policy for <u>limits and guidance</u>. however where any conflict exists between this policy and the Entertainment and Hospitality Council Policy, this policy will take precedence.</p>
Fuel Costs	Fuel for council owned vehicles used for official council business will be provided or paid for by Council.
Insurance Cover	<p>Council will indemnify or insure councillors in the event of injury sustained while undertaking official council business.</p> <p>Council will pay the excess for any injury claims made by a councillor resulting from undertaking official council business</p>
Professional Development Expenses	
Budget	A budget of \$6,000 (excluding GST) will be available to each councillor each financial year to cover a councillor's professional development expenses.

	<p>Professional development expenses incurred, or to be incurred will be paid for, or reimbursed from the councillor's budget for the financial year.</p> <p>This budget allowance is inclusive of registration fees, travel, meals, accommodation and other out of pocket expenses associated with the professional development activity (refer to the relevant conditions regarding travel, meals, accommodation and out of pocket expenses detailed in this policy).</p> <p>A councillor who has expended their professional development budget must apply to the CEO to attend any additional professional development activities.</p>
Approval	Personal professional development must be endorsed by the mayor and/or the CEO.
Attendance as Council Representative	Expenses related to a councillor attending a seminar or conference activity as a nominated council representative will not reduce the professional development budget available for the councillor.
Travel Expenses	
Approval	<p>All travel for official council business or professional development must be approved by the CEO prior to any expenses being incurred.</p> <p>Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.</p>
Bookings	All councillor travel, approved by Council, will be booked and paid for by Council.
Flights	<p>Economy class is to be used where possible although the CEO and/or mayor may approve business class if the circumstances warrant it.</p> <p>Airline tickets are not transferable and can only be procured for the councillor's travel on official council business. They cannot be used to offset other unapproved expenses (for example, the cost of partner or spouse accompanying the councillor).</p> <p>Frequent Flyer points or other loyalty program benefits accrued on council business must not be used for personal travel and, where possible, should be utilised to offset future council travel expenses.</p>
Accommodation	<p>Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.</p> <p>All councillor accommodation for official council business will be booked and paid for by Council. Council will pay for the most economical deal best suited to the needs of council business. Where possible, the maximum standards for councillors' accommodation should be 4 star rating.</p> <p>Where accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.</p>

Meals	<p>Council will reimburse reasonable costs of meals and refreshments for a councillor when:</p> <ul style="list-style-type: none"> • the councillor incurs the cost personally; and • the meal was not provided: <ul style="list-style-type: none"> ○ within the registration costs of the approved activity/event; ○ during an approved flight. <p>Refer the Entertainment and Hospitality Council Policy for <u>the expenditure limits and</u> guidance. however where any conflict exists between this policy and the Entertainment and Hospitality Council Policy, this policy will take precedence.</p>
Transfer Costs	<p>Any travel transfer expenses associated with councillors travelling for official council business or professional development will be reimbursed for example, trains, taxis, buses and ferry fares.</p> <p>Cab Charge vouchers may also be used where Councillors are required to undertake duties relating to the business of Council.</p>
Private Vehicle Usage	<p>Councillors' private vehicle usage for travel for official council business or professional development may be reimbursed by Council if:</p> <ul style="list-style-type: none"> • the travel has been endorsed by Council resolution; • the claim for mileage is substantiated with log book details; and • the total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.
Overseas Travel	Overseas travel can only be approved by a Council resolution.
Incidental Costs	Council will reimburse any reasonable incidental costs incurred by councillors required to travel, and who are away from home overnight, for official Council business or professional development upon provision of receipts.
Travel Insurance	<p>Councillors are insured for travel outside of a 50km radius of their place of work, when undertaking travelling for official council business.</p> <p>Travel insurance for any additional or extended excursions undertaken beyond the official council business remains the responsibility of the Councillor.</p> <p><i>Example - during an official council business travels interstate or internationally a Councillor decides to extend their stay with the intention of having a holiday excursion. The Councillor would be required to take personal travel insurance for the period in which the holiday excursion occurs</i></p>

5.2. Council Facilities

General Matters	
Ownership	All facilities provided to councillors remain the property of Council. All equipment must be returned to Council when a councillor's term expires unless they have been re-elected.
Private Use	Based on the principle that <i>no private benefit is to be gained</i> , the facilities provided to councillors by Council are to be used only for official council business unless prior approval has been granted by resolution of Council

	except for minor or incidental use, or as otherwise permitted by this or another policy.
Maintenance	Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of council-owned equipment that is supplied to councillors for official business use.
Administrative Tools	
Administrative Tools	<p>Councillors are entitled to use council facilities as required to assist in discharging their duties and responsibilities including:</p> <ul style="list-style-type: none"> • shared office space and meeting rooms • computers • stationery • shared access to photocopiers • printers • publications • use of Council landline telephones and internet access in Council offices • secretarial support
Information Technology (IT) Facilities	
Provision of IT Equipment	<p>Councillors are provided with the following IT equipment to assist in discharging their duties and responsibilities:</p> <ul style="list-style-type: none"> • tablet and/or laptop • smartphone • printer • any other IT equipment as deemed appropriate by the CEO for the Councillor to efficiently discharge their duties and responsibilities.
IT Equipment: Private Use	Councillors are authorised for reasonable private use of council owned telecommunication devices.
Vehicles and Parking	
Vehicle Allocation	<p>Selection of vehicle and conditions of use are as per the Commuter and Private Use of Vehicles Management Policy and Fleet Management Policy.</p> <p>As per these policies the mayor is entitled to select a Level 1 specific passenger, SUV or light commercial (4WD) vehicle and a councillor is entitled to select a level 3 specific passenger, SUV or light commercial (4WD) vehicle.</p>
Council Vehicles – Private Use	<p>Councillors and their authorised drivers as defined in the Commuter and Private Use of Vehicles Management Policy are authorised for unrestricted private use of Council-owned motor vehicles using one of the following methods:</p> <p>Log Book Method</p> <p>Councillors are to reimburse Council for the private use of Council owned vehicles based on an annual log book assessment over a period of 12 weeks. Reimbursement to be based on the relevant Australian Tax Office published rate for the vehicle type.</p> <p>Annual Cost Method</p> <p>Councillors may purchase the rights to private use of Council vehicles by paying an amount equal to 10% of the total annualised average cost of the vehicles - as of 1 July 2023 the cost will be \$872.40pa for passenger vehicles</p>

	and \$1,334.40pa for light commercial, including 4x4, all paid fortnightly. This cost will be reviewed annually to take effect in July each year in line with the Commuter and Private Use of Vehicles Policy.
Council Vehicles – Official Business Use	Councillors may have access to a council vehicle for official council business.
Private Vehicles – Official Business Use	Councillors will be reimbursed for private vehicle usage on official council business on the following terms and conditions: <ul style="list-style-type: none"> • based on a claim for mileage substantiated by log book; • reimbursement calculations based on the relevant Australian Tax Office published rate for the vehicle type; • provision of Councillor Reimbursement Claim form to the CEO on a monthly basis; and • Claims for business use of private vehicles will be limited to a maximum of 20,000 km per annum.
Car Parking Amenities	Council will provide councillors with: <ul style="list-style-type: none"> • car parking at the local government office premises; and/or • reimbursement of parking costs paid by Councillors while attending to official council business.
Airport Parking	A Hervey Bay Airport Parking Card will be provided to councillors for parking within the regulated parking area at the Hervey Bay Airport for official council business only.
Fines	Any fines incurred while travelling in council-owned vehicles or privately-owned vehicles when attending to official council business, will be the responsibility of the councillor incurring the fine.
Other Facilities	
Corporate Credit Card	The mayor may be provided with a corporate credit card for business expenses in accordance with this policy.
Identity/Access and Name Badge	Councillors will be entitled to receive: <ul style="list-style-type: none"> ▪ an identity/access card ▪ a name badge
Safety Equipment	Council will provide all the necessary safety equipment for use on official Council business eg safety helmet/boots.

5.3. Limitations to Expenses and Facilities

- 5.3.1. Councillors claiming reimbursement of expenses or utilising council facilities, or administrative services must not gain a private benefit.
- 5.3.2. Facilities and resources provided to councillors by Council are for the sole use of councillors in undertaking their duties and must be used responsibly and appropriately.
- 5.3.3. Spouses, partners and family members of councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

- 5.3.4. Subsections 5.3.1 to 5.3.3 do not apply to the private use of vehicles allocated to Councillors in accordance with the Commuter and Private Use of Vehicles Management Policy and Fleet Management Policy.

5.4. Claims for Reimbursement and/or Payment

- 5.4.1. Expenses will be paid to councillors through administrative processes approved by the CEO subject to:
- the limits outlined in this policy; and
 - relevant approval processes eg Council resolution, mayor or CEO approval.
- 5.4.2. Expenses may be either reimbursed to councillors or paid direct by Council.
- 5.4.3. Councillors incurring hospitality and entertainment expenses are required to maintain documentary evidence of all such expenditure which will be recorded in a register maintained by the CEO on a monthly basis.
- 5.4.4. All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Office of the CEO.
- 5.4.5. Claims certified by a Councillor as complying with this policy will be authorised for payment by the CEO within 3 months of incurring the expense and claims will be paid on a monthly basis.

5.5. Councillors accept full responsibility for the accuracy of each claim

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Corruption Commission and/or the Queensland Police Service.

5.6. Reporting

A report summarising all expenditure in relation to this policy will be included in the Council's Annual Report.

6. ASSOCIATED DOCUMENTS

Entertainment and Hospitality Council Policy (eDOCs #837208)
 Commuter and Private Use of Vehicles Management Policy (eDOCs #1101685)
 Fleet Management Policy (eDOCs #3116623)
 Options for Private Use of Council Vehicles (eDOCs #871699)
 Councillor Private Use of Council Vehicle Declaration (eDOCs #2313463)
 Councillor Reimbursement Claim for Private Vehicle Use (eDOCs #846833)
 Councillor Vehicle Log Sheet (eDOCs #2197919)
 Direct Payment Request for Councillor Expenses Claim (eDOCs #1874609)

7. REVIEW


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

Version Control

CP012 - Reimbursement of Expenses and Provision of Facilities for Councillors Policy
 eDOCs #858978

Current at time of printing only
 Page 8 of 9

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
22	Amended Policy Adopted	Council	26/10/2022	858978
23	Amendment – Ordinary Meeting No 6/23	Council	28/06/2023	858978
24	Minor amendments - Ordinary Meeting 4/24	Council	24/04/2024	858978

	COUNCIL POLICY	
	Reimbursement of Expenses and Provision of Facilities for Councillors Policy	
	Policy Number	CP012
	Directorate	Organisational Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	24/04/2024
	Review Due	24/04/2025

1. PURPOSE

The purpose of this policy is to provide for the –

- payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors; and
- provision of facilities to councillors for that purpose

2. SCOPE

This policy applies to all Fraser Coast Regional Council councillors.

This policy does not provide for salaries or other forms of councillor remuneration which is determined by the Local Government Remuneration Commission.

3. HEAD OF POWER

Local Government Act 2009

Local Government Regulation 2012 – sections 229 – 252

4. DEFINITIONS

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

“CEO” means the Chief Executive Officer of the Fraser Coast Regional Council.

“Councillors” means the mayor and councillors of Fraser Coast Regional Council, within the meaning of the *Local Government Act 2009* unless specifically identified.

“Excess” when referring to insurance coverage means the deductible as prescribed by the Insurer.

“Expenses” means costs reasonably incurred, or to be incurred, by a councillor whilst fulfilling their obligations under the *Local Government Act 2009*. Expenses are not included as remuneration.

“Council Facilities” means facilities deemed necessary to assist councillors in their role.

“Official Council Business” means official business conducted by a councillor on behalf of Council that:

- (a) should result in a benefit being achieved for the local government and/or local government area; or
- (b) is required to satisfy legislative requirements or achieve business objectives for the Council.

Examples of official council business include:

- attendance at council and committee meetings
- attendance at prescribed local government training/workshops and conferences
- attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duty
- attendance at public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a councillor
- attendance at meetings of community groups where invited to speak about council programs or initiatives
- attendance at private meetings with constituents about council strategies, programs or initiatives
- attendance at civic reception functions as mayor or at the request of the mayor
- attendance organised meetings, inspections and community consultations pertaining to council responsibilities.

Participating in a community group event or being a representative on a board not associated with Council is not official council business.

“Private Use of Council Vehicle” means the use of a council vehicle for other than official council business. For the purposes of this policy, private use does **not** include:

- travel between a councillor’s home and the official council business
- any incidental deviations from the direct travel route where the distance travelled is not material

Example - a Councillor who is attending official council business could stop enroute at the corner store, provided that the Councillor does not make a significant deviation from the most direct route).

The home garaging of the council vehicle is permitted.

“Professional Development” includes study opportunities, attendance at industry workshops, courses, seminars and conferences that improves councillors’ skills and knowledge and relevant to their responsibilities as councillor.

“Reasonable” means that Council must make sound judgments and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

5. POLICY STATEMENT

Councillors are entitled to be reimbursed for expenses incurred, or to be incurred in undertaking official council business and to be provided with facilities to assist them in undertaking their duties and responsibilities as councillors.

In the preparation of this policy Council has considered what is fair and reasonable, given the size and complexities of councillors' responsibilities. The payment and/or reimbursement of expenses and the provision of facilities for councillors must only be for the actual cost of legitimate business use and be:

- in accordance with local government principles and financial sustainability criteria as defined by the *Local Government Act 2009*
- open and transparent
- prudent, responsible and acceptable to the community
- based on ensuring economy and efficiency
- subject to an allocated and approved budget

5.1. Expense Categories

Official Council Business Expense	
Regional Facilities	<ul style="list-style-type: none"> • Councillors are entitled to reimbursement of an amount of \$800 (excluding GST) per annum to assist with hire of facilities required to make themselves available and easily accessible to the public. • This may include occasional office space or community venue hire.
Out of Pocket Expenses	<p>Councillors are entitled to reimbursement of reasonable out of pocket expenses incurred in the conduct of official council business. The maximum amount of out of pocket expenses that may be claimed is:</p> <ul style="list-style-type: none"> • Mayor: \$2,000 (excluding GST) per annum. • Councillors: \$750 (excluding GST) per annum. <p>Out of pocket expenses may include entertainment and hospitality expenses. Refer the Entertainment and Hospitality Council Policy for limits and guidance.</p>
Fuel Costs	Fuel for council owned vehicles used for official council business will be provided or paid for by Council.
Insurance Cover	<p>Council will indemnify or insure councillors in the event of injury sustained while undertaking official council business.</p> <p>Council will pay the excess for any injury claims made by a councillor resulting from undertaking official council business</p>
Professional Development Expenses	
Budget	A budget of \$6,000 (excluding GST) will be available to each councillor each financial year to cover a councillor's professional development expenses.

	<p>Professional development expenses incurred, or to be incurred will be paid for, or reimbursed from the councillor's budget for the financial year.</p> <p>This budget allowance is inclusive of registration fees, travel, meals, accommodation and other out of pocket expenses associated with the professional development activity (refer to the relevant conditions regarding travel, meals, accommodation and out of pocket expenses detailed in this policy).</p> <p>A councillor who has expended their professional development budget must apply to the CEO to attend any additional professional development activities.</p>
Approval	Personal professional development must be endorsed by the mayor and/or the CEO.
Attendance as Council Representative	Expenses related to a councillor attending a seminar or conference activity as a nominated council representative will not reduce the professional development budget available for the councillor.
Travel Expenses	
Approval	<p>All travel for official council business or professional development must be approved by the CEO prior to any expenses being incurred.</p> <p>Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.</p>
Bookings	All councillor travel, approved by Council, will be booked and paid for by Council.
Flights	<p>Economy class is to be used where possible although the CEO and/or mayor may approve business class if the circumstances warrant it.</p> <p>Airline tickets are not transferable and can only be procured for the councillor's travel on official council business. They cannot be used to offset other unapproved expenses (for example, the cost of partner or spouse accompanying the councillor).</p> <p>Frequent Flyer points or other loyalty program benefits accrued on council business must not be used for personal travel and, where possible, should be utilised to offset future council travel expenses.</p>
Accommodation	<p>Council will pay for reasonable expenses incurred for overnight accommodation when a councillor is required to stay outside the local government's region.</p> <p>All councillor accommodation for official council business will be booked and paid for by Council. Council will pay for the most economical deal best suited to the needs of council business. Where possible, the maximum standards for councillors' accommodation should be 4 star rating.</p> <p>Where accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.</p>

Meals	<p>Council will reimburse reasonable costs of meals and refreshments for a councillor when:</p> <ul style="list-style-type: none"> • the councillor incurs the cost personally; and • the meal was not provided: <ul style="list-style-type: none"> ○ within the registration costs of the approved activity/event; ○ during an approved flight. <p>Refer the Entertainment and Hospitality Council Policy for the expenditure limits and guidance.</p>
Transfer Costs	<p>Any travel transfer expenses associated with councillors travelling for official council business or professional development will be reimbursed for example, trains, taxis, buses and ferry fares.</p> <p>Cab Charge vouchers may also be used where Councillors are required to undertake duties relating to the business of Council.</p>
Private Vehicle Usage	<p>Councillors' private vehicle usage for travel for official council business or professional development may be reimbursed by Council if:</p> <ul style="list-style-type: none"> • the travel has been endorsed by Council resolution; • the claim for mileage is substantiated with log book details; and • the total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.
Overseas Travel	Overseas travel can only be approved by a Council resolution.
Incidental Costs	Council will reimburse any reasonable incidental costs incurred by councillors required to travel, and who are away from home overnight, for official Council business or professional development upon provision of receipts.
Travel Insurance	<p>Councillors are insured for travel outside of a 50km radius of their place of work, when undertaking travelling for official council business.</p> <p>Travel insurance for any additional or extended excursions undertaken beyond the official council business remains the responsibility of the Councillor.</p> <p><i>Example - during an official council business travels interstate or internationally a Councillor decides to extend their stay with the intention of having a holiday excursion. The Councillor would be required to take personal travel insurance for the period in which the holiday excursion occurs</i></p>

5.2. Council Facilities

General Matters	
Ownership	All facilities provided to councillors remain the property of Council. All equipment must be returned to Council when a councillor's term expires unless they have been re-elected.
Private Use	Based on the principle that <i>no private benefit is to be gained</i> , the facilities provided to councillors by Council are to be used only for official council business unless prior approval has been granted by resolution of Council except for minor or incidental use, or as otherwise permitted by this or another policy.

Maintenance	Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of council-owned equipment that is supplied to councillors for official business use.
Administrative Tools	
Administrative Tools	<p>Councillors are entitled to use council facilities as required to assist in discharging their duties and responsibilities including:</p> <ul style="list-style-type: none"> • shared office space and meeting rooms • computers • stationery • shared access to photocopiers • printers • publications • use of Council landline telephones and internet access in Council offices • secretarial support
Information Technology (IT) Facilities	
Provision of IT Equipment	<p>Councillors are provided with the following IT equipment to assist in discharging their duties and responsibilities:</p> <ul style="list-style-type: none"> • tablet and/or laptop • smartphone • printer • any other IT equipment as deemed appropriate by the CEO for the Councillor to efficiently discharge their duties and responsibilities.
IT Equipment: Private Use	Councillors are authorised for reasonable private use of council owned telecommunication devices.
Vehicles and Parking	
Vehicle Allocation	<p>Selection of vehicle and conditions of use are as per the Commuter and Private Use of Vehicles Management Policy and Fleet Management Policy.</p> <p>As per these policies the mayor is entitled to select a Level 1 specific passenger, SUV or light commercial (4WD) vehicle and a councillor is entitled to select a level 3 specific passenger, SUV or light commercial (4WD) vehicle.</p>
Council Vehicles – Private Use	<p>Councillors and their authorised drivers as defined in the Commuter and Private Use of Vehicles Management Policy are authorised for unrestricted private use of Council-owned motor vehicles using one of the following methods:</p> <p>Log Book Method</p> <p>Councillors are to reimburse Council for the private use of Council owned vehicles based on an annual log book assessment over a period of 12 weeks. Reimbursement to be based on the relevant Australian Tax Office published rate for the vehicle type.</p> <p>Annual Cost Method</p> <p>Councillors may purchase the rights to private use of Council vehicles by paying an amount equal to 10% of the total annualised average cost of the vehicles - as of 1 July 2023 the cost will be \$872.40pa for passenger vehicles and \$1,334.40pa for light commercial, including 4x4, all paid fortnightly. This</p>

	cost will be reviewed annually to take effect in July each year in line with the Commuter and Private Use of Vehicles Policy.
Council Vehicles – Official Business Use	Councillors may have access to a council vehicle for official council business.
Private Vehicles – Official Business Use	Councillors will be reimbursed for private vehicle usage on official council business on the following terms and conditions: <ul style="list-style-type: none"> • based on a claim for mileage substantiated by log book; • reimbursement calculations based on the relevant Australian Tax Office published rate for the vehicle type; • provision of Councillor Reimbursement Claim form to the CEO on a monthly basis; and • Claims for business use of private vehicles will be limited to a maximum of 20,000 km per annum.
Car Parking Amenities	Council will provide councillors with: <ul style="list-style-type: none"> • car parking at the local government office premises; and/or • reimbursement of parking costs paid by Councillors while attending to official council business.
Airport Parking	A Hervey Bay Airport Parking Card will be provided to councillors for parking within the regulated parking area at the Hervey Bay Airport for official council business only.
Fines	Any fines incurred while travelling in council-owned vehicles or privately-owned vehicles when attending to official council business, will be the responsibility of the councillor incurring the fine.
Other Facilities	
Corporate Credit Card	The mayor may be provided with a corporate credit card for business expenses in accordance with this policy.
Identity/Access and Name Badge	Councillors will be entitled to receive: <ul style="list-style-type: none"> ▪ an identity/access card ▪ a name badge
Safety Equipment	Council will provide all the necessary safety equipment for use on official Council business eg safety helmet/boots.

5.3. Limitations to Expenses and Facilities

- 5.3.1. Councillors claiming reimbursement of expenses or utilising council facilities, or administrative services must not gain a private benefit.
- 5.3.2. Facilities and resources provided to councillors by Council are for the sole use of councillors in undertaking their duties and must be used responsibly and appropriately.
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- 5.3.4. Subsections 5.3.1 to 5.3.3 do not apply to the private use of vehicles allocated to Councillors in accordance with the Commuter and Private Use of Vehicles Management Policy and Fleet Management Policy.

5.4. Claims for Reimbursement and/or Payment

- 5.4.1. Expenses will be paid to councillors through administrative processes approved by the CEO subject to:
- the limits outlined in this policy; and
 - relevant approval processes eg Council resolution, mayor or CEO approval.
- 5.4.2. Expenses may be either reimbursed to councillors or paid direct by Council.
- 5.4.3. Councillors incurring hospitality and entertainment expenses are required to maintain documentary evidence of all such expenditure which will be recorded in a register maintained by the CEO on a monthly basis.
- 5.4.4. All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Office of the CEO.
- 5.4.5. Claims certified by a Councillor as complying with this policy will be authorised for payment by the CEO within 3 months of incurring the expense and claims will be paid on a monthly basis.

5.5. Councillors accept full responsibility for the accuracy of each claim

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Councillors' Code of Conduct and/or represent an offence under the Criminal Code and may be referred to the Crime and Corruption Commission and/or the Queensland Police Service.

5.6. Reporting

A report summarising all expenditure in relation to this policy will be included in the Council's Annual Report.

6. ASSOCIATED DOCUMENTS

Entertainment and Hospitality Council Policy (eDOCs #837208)
 Commuter and Private Use of Vehicles Management Policy (eDOCs #1101685)
 Fleet Management Policy (eDOCs #3116623)
 Options for Private Use of Council Vehicles (eDOCs #871699)
 Councillor Private Use of Council Vehicle Declaration (eDOCs #2313463)
 Councillor Reimbursement Claim for Private Vehicle Use (eDOCs #846833)
 Councillor Vehicle Log Sheet (eDOCs #2197919)
 Direct Payment Request for Councillor Expenses Claim (eDOCs #1874609)

7. REVIEW

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

Version Control

CP012 - Reimbursement of Expenses and Provision of Facilities for Councillors Policy
 eDOCs #858978

Current at time of printing only
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Version Number	Key Changes	Approval Authority	Approval Date	Document Number
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24	Minor amendments - Ordinary Meeting 4/24	Council	24/04/2024	858978

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	NEW POLICY - ART AND HERITAGE COLLECTIONS COUNCIL POLICY
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT
AUTHOR:	MANAGER CULTURAL SERVICES
LINK TO CORPORATE PLAN:	Focused Service Delivery Effectively manage and maintain our assets to reduce asset failure.

1. PURPOSE

To seek endorsement of a new draft Art and Heritage Collections Policy for Fraser Coast Regional Council, which provides a framework and principles for the management of Council's art and heritage collections.

2. EXECUTIVE SUMMARY

The Art and Heritage Collections Policy is a new policy that establishes a structured framework for the management of Council's art and heritage collections, ensuring its collections are valued, conserved and preserved as an asset; actively shared and promoted; and managed in a manner that conforms to related Council policy and strategic direction, as well as reflecting national standards for Australian museums and galleries.

3. OFFICER'S RECOMMENDATION

That Council approve the Art and Heritage Collections Policy as per attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has no current over-arching policy to guide the management of its art and heritage collections. This Policy builds upon existing operational procedures within the Galleries and Museums teams and consolidates them into a comprehensive framework that aligns with national standards and related Council policies.

The establishment of this Policy aligns with the following Council endorsed strategic objectives:

- **Hervey Bay Regional Gallery Strategic Plan 2022-2026** : *We will build, maintain and share a Fine Art Collection of State significance - Manage and maintain the Fine Art Collection to best practice standards.*

- **Fraser Coast Arts and Culture Strategy 2022-2026:**

2.2.1 Support cultural heritage and collection management - Review collections approach and policy for heritage collections in partnership with other heritage organisations in the region; and 2.2.2 Refine heritage collections focus and management.

5. PROPOSAL

The Art and Heritage Collections Policy provides a framework and principles to guide the management of Council's art and heritage collections including categorisation, acquisition, care and documentation, exhibition and display, and deaccessioning.

Through this policy, Council is committed to ensuring that its art and heritage collections:

- are reviewed, documented and developed to represent the diversity, creativity and culture of the Fraser Coast community;
- are valued, conserved and preserved as an asset;
- are actively shared and promoted; and
- are managed in a manner that conforms to Council's vision, policies and strategies and reflects the National Standards for Australian Museums and Galleries including acquisition, commissioning, de-accessioning and lending.

This policy refers to the following three categories which make up the Council's Art and Heritage Collections: *Hervey Bay Regional Gallery Collection; Fraser Coast Regional Council Civic Collection; Fraser Coast Regional Council Heritage Collection.*

6. FINANCIAL & RESOURCE IMPLICATIONS

This policy ensures that Council's art and heritage collections are managed within sustainable resourcing and budget parameters.

7. POLICY & LEGAL IMPLICATIONS

This policy complies with Council's *Procurement Policy* and *Asset Disposal Policy*. It refers to the *Aboriginal Cultural Heritage Act 2003*, the *Underwater Cultural Heritage Act 2018*, the *Weapons Act 1990*, and the *Firearms Regulations 2016*.

It also aligns with the *National Standards for Australian Museums and Galleries* and the *International Council of Museums (ICOM) Code of Ethics*.

8. RISK IMPLICATIONS

This Policy aims to mitigate risks related to inconsistent or non-compliant acceptance, storage, use and disposal of collection assets.

9. CRITICAL DATES & IMPLEMENTATION

This Policy will take effect upon endorsement by Council.

10. CONSULTATION

Consultation has occurred with Executive Manager Community and Culture, Hervey Bay Regional Gallery Director, Exhibitions and Collections Coordinator, Senior Museums Coordinator and Council's Finance Team.

External consultation has occurred with Council's Arts, Culture and Heritage Committee.


Consultation with Councillors occurred at a Councillor & Executive briefing held on 2 June 2025.

11. CONCLUSION

The Arts and Heritage Collections Policy provides a framework and principles for managing Council's art and heritage collections. The Policy aligns with legislative requirements and best practices, offering clarity of purpose and related procedures while ensuring sustainable service delivery and community value.

12. ATTACHMENTS

1. Draft Art and Heritage Collections Policy eDocs #4605525 [↓](#)

	COUNCIL POLICY	
	Art and Heritage Collections Policy	
	Policy Number	NEW
	Directorate	Development and Community
	Owner	Executive Manager Community and Culture
	Last Approved	
	Review Due	

1. PURPOSE

This policy provides a framework and principles to guide the management of Council's art and heritage collections.

Through this policy, Council is committed to ensuring that its art and heritage collections:

- are reviewed, documented and developed to represent the diversity, creativity and culture of the Fraser Coast community;
- are valued, conserved and preserved as an asset;
- are actively shared and promoted; and
- are managed in a manner that conforms to Council's vision, policies and strategies and reflects the National Standards for Australian Museums and Galleries including acquisition, commissioning, de-accessioning and lending.

2. SCOPE

This policy refers to the following three categories which make up the Council's Art and Heritage Collections: *Hervey Bay Regional Gallery Collection; Fraser Coast Regional Council Civic Collection; Fraser Coast Regional Council Heritage Collection.*

This policy does not include the History Collection maintained by Fraser Coast Regional Libraries or other private collections owned by tenants leasing property from Council.

This policy applies to all staff who have a role in the use and management of Council's Art and Heritage collections. The following positions within Cultural Services are the key staff responsible for management of each collection:

a) Hervey Bay Regional Gallery Collection

Hervey Bay Regional Gallery Director

Hervey Bay Regional Gallery Exhibitions & Collections Coordinator

b) Fraser Coast Regional Council Civic Collection

Hervey Bay Regional Gallery Director

Hervey Bay Regional Gallery Exhibitions & Collection Coordinator

c) Fraser Coast Regional Council Heritage Collection

Senior Museums Coordinator

3. HEAD OF POWER

Local Government Act 2009 (QLD)

4. RELATED LEGISLATION

Aboriginal Cultural Heritage Act 2003
Firearms Regulations 2016
Weapons Act 1990
Work Health and Safety Act, 2011 (QLD)

5. DEFINITIONS

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

“accession” means the process of formally transferring title or ownership of an object or item from the providing source to Fraser Coast Regional Council.

“acquisition” means taking legal possession and ownership of an object or item through purchase, bequest, gift or donation.

“artwork” means any original creative work including but not limited to drawing, painting, sculpture, photograph, installation, digital media or design item.

“bequest” means a donation bestowed by will of privately owned artworks or cultural items to Fraser Coast Regional Council.

“collection” means an identifiable selection of objects having some significant commonality. This would be by donor, artist, subject matter, or theme.

“Collections Committee” means an internal committee, maintained by Council, whose purpose is to review objects for accession and deaccession and address collections related matters.

“Council” means the Mayor, Councillors, and staff of Fraser Coast Regional Council

“Cultural Gifts Program” means the Australian Federal Government’s program of tax incentives for culturally significant gifts to Australia’s public collections. Donors are eligible for tax incentives under the program.

“deaccession” means the process of permanently removing and deregistering an object or item from Fraser Coast Regional Council Collections following all legal and procedural requirements and the recording of the disposal/removal when it is sold, donated, destroyed, or lost.

“donation” means the process of giving an item/s to the Fraser Coast Regional Council without encumbrance. Donations are to be appropriately documented.

“Interpretive Centres” means one of the two Heritage Collection venues owned and operated by Fraser Coast Regional Council including The Story Bank and The Bond Store.

“loan” means the act of borrowing an artwork or museum object for temporary display with the understanding that the artwork will be returned to the original owner.

“national significance” means prior acknowledgement of significance by a collecting institution or equivalent and/or excellence in concept, research, skill or innovation.

“Significance 2.0” means the industry guide to assessing the significance of collections as published by the peak federal body Collections Council of Australia.

6. POLICY STATEMENT

6.1. Categorising the Collections

The Fraser Coast Art and Heritage Collections Management Policy seeks to review, assess and consolidate the valuable cultural objects owned by Council to effectively manage these items as a Council asset.

To manage the scope of the existing collection and future acquisitions, each item owned by Council under the Fraser Coast Art and Heritage Collections Management Policy must meet the requirements of one of the following collections categories:

a) *Hervey Bay Regional Gallery Collection*

The Hervey Bay Regional Gallery Collection is for artworks of national significance.

Artworks with poor significance as defined by the industry standard Significance 2.0 will not be accepted into this collection.

Hervey Bay Regional Gallery Strategic Plan 2022-2026 outlines Council's intention to "build, maintain and share a fine art collection of state significance" through strategic acquisitions. The Gallery actively acquires works through purchase, commission and donation, including through the acquisitive biennial art prize, *Girra: Fraser Coast National Art Prize*.

b) *Fraser Coast Regional Council Civic Collection*

The Fraser Coast Regional Council Civic Collection is for objects or artworks with significance to the Fraser Coast community, that reflect relationships of/with the Fraser Coast Regional Council and/or that pertain to the history and culture of the region.

The Fraser Coast Regional Council Civic Collection is predominantly a furnishings collection for public or corporate display across Council venues. To enter this collection, objects and artworks must be suitable for public or corporate display.

Council does not maintain a dedicated storage facility for objects and artworks in this collection. As such, the scale of this collection cannot exceed the capacity for public or corporate display across Council venues.

c) *Fraser Coast Regional Council Heritage Collection*

The Fraser Coast Heritage Collection is for objects that pertain to the social and cultural history of the region.

To enter the Heritage Collection, objects must be provenanced to the Fraser Coast region and must represent a specific social and/or cultural environment, activity or event related to the Fraser Coast municipality and Council's Interpretive Centres. Objects with poor significance or insufficient information relating to their provenance as defined by the industry standard Significance 2.0 will not be accepted into the collection.

The Fraser Coast Heritage Collection is predominantly for interpretive and educational purposes at Council's Interpretive Centres. Council does not maintain a dedicated storage facility for objects in this collection. As such, Council does not actively acquire objects and the scale of this collection cannot exceed the capacity for public programming and safe and permanent display.

6.2. Acquisition

The objective of the Fraser Coast Regional Council Procurement Policy will govern all Art and Heritage Collection acquisitions. In the case of any acquisition, Council's hierarchical focus is firstly with *Value for Money*, followed by *Local Benefit*.

Acquisitions to art and heritage collections may take place by way of purchase, commission, donation or bequest. Council will not accept loans to art and heritage collections. All acquisitions regardless of method must follow the Acquisition and Deaccessioning Internal Procedure relevant to their destination collection category and must be approved at a scheduled quarterly meeting of the Collections Committee.

6.3. Care and documentation of Collections

All objects and artworks owned by Council under the Fraser Coast Art and Heritage Collections must be managed with care in line with Council's vision, policies and strategies.

Council acknowledges the importance of accurate documentation and record-keeping practices in managing the value of Council assets.

6.3.1 Standard of Care

Each category of the Fraser Coast Art and Heritage Collection requires the following standard of care:

a) *The Hervey Bay Regional Gallery Collection*

The Hervey Bay Regional Gallery Collection is managed in line with museum conservation practices outlined in the National Standards for Australian Museums and Galleries. As long as objects and artworks in the Hervey Bay Regional Gallery Art Collection continue to meet their collection criteria, these objects and artworks are intended to be conserved for perpetuity. Objects and artworks in the Hervey Bay Regional Gallery Art Collection are managed as an appreciating asset.

b) *Fraser Coast Regional Council Civic Collection*

The Fraser Coast Regional Council Civic Collection is managed to ensure its suitability for public or corporate display across Council venues. Objects and artworks in this collection are considered to have a limited useful life as furnishings and are managed as depreciating assets.

c) *Fraser Coast Regional Council Heritage Collection*

The Heritage Collection is managed in line with museum conservation practices outlined in the National Standards for Australian Museums and Galleries and in accordance with the International Council of Museums (ICOM) Code of Ethics.

6.4. Exhibition and Display

The Fraser Coast Art and Heritage Collection is intended to be accessible to the community and to enhance awareness, understanding and appreciation of culture and history through exhibition and display, including throughout appropriate Council venues.

The suitability of artworks or objects for exhibition and display in Council venues will be determined by the key staff responsible for management of each collection (as outlined in section 2) in consultation with the venue at which the artwork or object is to be displayed.

6.5. Legal and Ethical Obligations

6.5.1 Acquisitions

Council will manage acquisitions in accordance with State and Federal law and all relevant international agreements between Australia and other countries. Council will only acquire collections having a legal and ethical provenance.

6.5.2 Indigenous Australian Artefacts

Council acknowledges that it has a mandatory obligation under the *Aboriginal Cultural Heritage Act 2003* that Queensland Aboriginal Cultural Heritage collection items in its possession must meet the Act's requirements under Part 2: Ownership, custodianship and possession of Aboriginal cultural heritage.

In instances where the provenance of certain Aboriginal artefacts is unknown, advice will be sought from the Department of Aboriginal and Torres Strait Islander Partnerships.

Council acknowledges that it is illegal to buy, sell or harm Aboriginal objects without a cultural heritage permit.

Council acknowledges that it is illegal to remove Aboriginal objects from Queensland without a cultural heritage permit, excluding loans between interstate museums or galleries.

Council acknowledges that while in most cases Aboriginal artefacts will remain the property of the Council, under the *Aboriginal Cultural Heritage Act 2003* human remains, and secret and sacred material legally belong to the traditional owners and should be repatriated.

In accordance with the *National Standards for Australian Museums and Galleries*, requests from Aboriginal and Torres Strait Islander Communities for the return of cultural items held by Council will be given serious consideration.

6.5.3 Prohibited Weapons and Firearms

Prohibited weapons fall under the *Weapons Act 1990* and include a broad range of objects including historical swords, blunt ceremonial swords, bayonets, batons, and concealed weapons. Firearms, including longarms, pistols, handguns and cannons fall under the *Firearms Regulations 2016*.

6.5.4 Shipwreck Material

In Queensland shipwrecks fall under the *Underwater Cultural Heritage Act 2018*. Artefacts recovered prior to the introduction of laws prohibiting their removal are allowed to remain in the custody of the finder / collecting organisation. Regardless of when they were collected, all artefacts must be registered through the online Australasian Underwater Cultural Heritage Database. Council has an obligation to follow this Act, including notifying change of custodianship of shipwreck artefacts by submitting a Notification of Possession form when acquiring items. If Council wishes to transfer ownership of a shipwreck item a permit must be obtained and submitted using the Permit for Transfer of Possession form.

6.6 Deaccessioning

Council recognises that the deaccession and disposal of objects and artworks from the Fraser Coast Art and Heritage Collections are an essential part of responsible collections management. Council acknowledges that the Fraser Coast Art and Heritage Collections are not defined as a static entity but one that is subject to a process of review and evolution.

Deaccessioning must follow the Internal Procedure relevant to the collection of the item in question and must be approved at a scheduled quarterly meeting of the Collections Committee. In accordance with the requirements of the Commonwealth Cultural Gifts Program, items gifted under the Commonwealth Cultural Gifts Program will not be returned to their donor as a part of a deaccessioning process.

7 ASSOCIATED DOCUMENTS

This Policy complements, and is to be implemented in conjunction with, other Council policies, directives and relevant documents published by other agencies including, but not limited to:

- [Fraser Coast Regional Council Corporate Plan 2023-2028](#)
- [Procurement Policy eDocs#837195](#)
- [Fraser Coast Arts and Culture Strategy 2022-2026](#)
- [Hervey Bay Regional Gallery Strategic Plan 2022-2026](#)
- [National Standards for Museums and Galleries 2.0](#)
- [Significance 2.0: a guide to assessing the significance of collections](#)
- [ICOM Code of Ethics for Museums](#)

8 REVIEW

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

Version Control

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

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - COMMUNITY GRANTS POLICY
DIRECTORATE:	STRATEGY, COMMUNITY & DEVELOPMENT
RESPONSIBLE OFFICER:	DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT
AUTHOR:	MANAGER COMMUNITY DEVELOPMENT & ENGAGEMENT
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 seek endorsement for the amended Community Grants Policy. This policy aims to provide a framework ensuring the Community Grants Program, Councillor Discretionary Funds and the Mayor's Donations and Sponsorship Fund are distributed in a fair and equitable manner, aligned with Council's corporate strategic priorities while ensuring compliance with the relevant legislative requirements.

2. EXECUTIVE SUMMARY

The Community Grants Policy has been reviewed and amended to meet legislative requirements. This will ensure that the Community Grants Program, Councillor Discretionary Funds and the Mayor's Donations and Sponsorship Funds are distributed to the community in a fair and equitable manner.

The amended policy includes updated references to legislation, terminology, grants criteria and reporting requirements.

3. OFFICER'S RECOMMENDATION

That Council approve the amended Community Grants Policy as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Community Grants Policy is required to be reviewed to ensure that it reflects the current needs of Council and to ensure it complies with legislative requirements.

5. PROPOSAL

The Community Grants Policy has been reviewed and updated to include amendments to the Councillor Discretionary Fund and the Mayor's Donations and Sponsorship Fund programs and to update references to legislation, terminology, grants criteria and reporting requirements.

6. FINANCIAL & RESOURCE IMPLICATIONS

Not applicable.

7. POLICY & LEGAL IMPLICATIONS

- *Local Government Act 2009*;
- *Local Government Regulation 2012* sections 194 & 195

8. RISK IMPLICATIONS

There are no changes to risks associated with this policy.

9. CRITICAL DATES & IMPLEMENTATION

The Community Grants Policy will be in effect from 1 July 2025.

10. CONSULTATION


Consultation has occurred with Council's Executive Leadership Team and with Councillors at a briefing session.

11. CONCLUSION

The amended Community Grants Policy ensures that the Community Grants Program, Councillor Discretionary Funds and the Mayor's Donations and Sponsorship Fund are provided in a fair and equitable manner and meets legislative requirements.

12. ATTACHMENTS

1. Community Grants Policy (#5119803) - Tracked Change Version [↓](#)
2. Community Grants Policy (#5119803) - Clean Copy [↓](#)

	Council POLICY	
	Community Grants Council Policy	
	Policy Number	#3150084v6 #5119803
	Directorate	Strategy, Community & Development
	Owner	Community Development and Engagement
	Last Approved	16/12/2020
	Review Due	12/2024

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1. PURPOSE

The purpose of this Policy is to provide Council with a framework to ensure that ~~CommunityCommunity~~ —Grants Program, ~~Councillor Discretionary Funds and the Mayor's Donations and Sponsorship Fund and other grant related funds~~ are provided in a fair and equitable manner that is aligned with Council's corporate strategic priorities while ensuring compliance with the relevant legislative requirements.

The following principles underpin Council's approach to the administration of community funding and support ~~these are our current ones — possibility to change them~~

- Provide eligible community organisations with support to meet identified community needs
- Build community skills, capacity and resilience
- Develop and maintain community infrastructure
- Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives

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2. SCOPE

This Policy applies to ~~the Council's Community Grants Program, The Mayor's Donations and Sponsorship Fund and Councillor Discretionary Funds.~~

~~— all funding and support programs administers by Fraser Coast Regional Council to community organisations.~~

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This Policy and applies to Councillors, employees and members of the public.

3. HEAD OF POWER ~~check~~

Local Government Act 2009
Local Government Regulation 2012 sections [14 & 195](#)

4. DEFINITIONS

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

<policy-number#5119803> <policy-nameCommunity Grants Council Policy>
eDOCS #< document-number#5119803>

Current at time of printing only
Page 1 of 7

“Acquittal” means an accurate reporting on the funded activities, projects or events in accordance in the program guidelines

“Applicant” means the entity or individual making application to Council for sponsorship

“Assessment Criteria” means the applicable selection criteria developed to guide and assess applications to Council’s Community Grants Program

“Auspice” means an organisation that takes legal and financial responsibility for ensuring the funds are used as specified in the sponsorship application for a non-incorporated community group. The auspicing organisation is responsible for the administration and acquittal of all sponsorship support (financial and in-kind) provided.

“Business” means any activity or enterprise conducted for the purpose of making a profit

“Chief Executive Officer” means the person appointed as the Chief Executive Officer of Council under the Local Government Act 2009.

“Community benefit” means the demonstrated positive impact and/or outcome for the community resulting from funding received under the grant program

“Community Grants program” means grant programs offered by Council to support projects, activities and events across the Fraser Coast Region. The Community Grants Program includes, but is not limited to, the following grants:-

- Community Grants Program;
- Small Township Festive Decorations;
- Festive Fraser Coast Events; and
- Australia Day;

“Community Organisation” as defined in Schedule 8 Local Government Regulations 2012, means:

- An entity that carries on activities for a public purpose; or
- Another entity whose primary object is not directed at making a profit.

“Community Purpose” means any activity that:

- encourages physical or intellectual activity through participation in sporting, recreational, cultural, and social pursuits
- fosters an understanding and appreciation of the region’s heritage and cultural diversity
- promotes and encourages environmental protection and sustainability
- supports and builds relationships with disadvantaged or vulnerable groups in our community
- provides economic benefits to the region including promoting employment opportunities
- encourages and promotes educational opportunities and initiatives and contributes to community wellbeing.

“Council” means the Fraser Coast Regional Council.

~~**“Discretionary Funds”** as defined in s109 Local Government Regulations 2012 are funds in Council’s operating fund that are:~~

- ~~• budgeted for community purposes; and~~
- ~~• allocated by a councillor at the councillor’s discretion.~~

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"Discretionary Funds" as defined in s109 Local Government Act 2009 are funds in Council's operating budget that are:

- budgeted for community purposes; and
- allocated by a Councillor at the Councillor's discretion.

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"Economic Benefit" means the quantifiable outcome such as revenue generation or jobs created

"Executive Leadership Team" means the formal meeting of senior management team including Chief Executive Officer and Directors.

"Grant" mean an arrangement for the provision of financial and/or in-kind assistance by Council to a recipient for a specific purpose to meet set objectives and outcomes in accordance with specific terms and conditions

"Individual" means a singular entity, as distinguished from a group, who carries on activities for a community purpose and benefit. The individual cannot apply the funds to make a profit.

"In-Kind" means the provision of Council's services, equipment, plant or facilities at no charge to assist with an activity, project or event.

"Mayor's Donations and Sponsorship Fund" are funds allocated in Council's operating budget that are:-

- budgeted for community purposes; and
- allocated by a panel comprised of the Mayor, Deputy Mayor and Chief Executive Officer.

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"Not-for-profit Community Organisation" is defined by the Australian Charities and Not-for-profits Commission to mean a community organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).

"Prescribed Amount" is defined in s201B(5) Local Government Regulations 2012 to mean 0.1% of council's revenue from general rates for the previous financial year.

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5. POLICY STATEMENT

Council is committed to supporting community initiatives that align with the Community Purpose definition in this Policy encourage <participation in community life, celebrate culture, encourage physical activity and inclusiveness CHANGE THESE TO YOUR OBJECTIVES>.

This policy confirms Council's commitment to providing funding opportunities to support community organisations and ensures an equitable, open, transparent and accountable decision-making process.

Council's Community Grants Management Framework includes:

- Community Grants Council Policy
- Community Grants Management Policy
- Grant Program guidelines

5.1. Roles and responsibilities

Councillors

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eDOCS #< document-number#5119803>

Current at time of printing only
Page 3 of 7

Councillors are responsible for making decisions about the allocation of funds to the community grants program through Council's annual budget process.

Councillors set the principles of the grant funding program through approval of this policy.

Councillors are also responsible for approving discretionary funds expenditure, in accordance with the related policy.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving the allocation of grant funding to community groups.

Community Development & Engagement - Grants Team

The ~~Community~~ Grants team, within the Community Development & Engagement Team, is the primary administrator of Council's community grant funding program, working in collaboration with various Council groups to develop, promote, manage and regularly review the program/s. The ~~Community~~ Grants team plays a lead role in provision of support and advice to potential funding applicants.

5.2. Criteria

Community organisations may be eligible to apply through Council's grant funding programs in order to provide community benefit to the Fraser Coast community.

Relevant guidelines will be established and published on Council's website for each grant funding program which further defines the eligibility and assessment criteria under which Council's funding and support will be provided.

The following general eligibility criteria will apply to all applicants for the allocation of Community Grants:

- a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for round
- apply for a maximum of two applications per annum
- based within the Fraser Coast LGA or is fully delivering a project within
- complies with all ~~identified relevant~~ insurances
- The applicant addresses the selection criteria set out for the specified grant
- Does not have any overdue debts with Council and have satisfactorily acquitted previous Council grant funding.

General exclusion and ineligibility include:

- requests that are considered by council to be the funding responsibility of other levels of government
- Schools are not eligible entities under this fund, however P&C organisations are eligible to apply;
- requests that are related to repairs or maintenance to buildings or assets that form part of an Organisation's responsibilities in a lease agreement with Council
- projects or activities run by or involved with political groups seeking to promote their core beliefs
- projects or activities that have already started or have been completed prior to grant approval
- applications received outside of the application timeframes.

Specific details of exclusions and ineligibility will be outlined in the Grants Program guidelines.

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5.3 Mayor's Donations and Sponsorship Fund

5.3.1 Eligible Applicants for the Mayor's Donations and Sponsorship Fund

Community organisations can apply for a grant from the Mayor's Donations and Sponsorship Fund provided they meet the following criteria:

- (a) Are a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth;
- (b) Schools are not eligible entities under this fund, however P&C organisations are eligible to apply;
- (c) The grant is for a purpose that is in the public interest;
- (c) the community organisation is financially viable;
- (d) the application is complete and supporting documentation provided.

5.3.2 Conditions of Funding

For the purposes of the Mayor's Donations and Sponsorship Fund the Council nominates the Mayor, Deputy Mayor and Chief Executive Officer ("Panel Members") to assess the applications for funding. The Chief Executive Officer must determine the allocation having regard to the view of all the panel members.

Panel members must determine and declare any actual, perceived or potential conflict of interest when considering an allocation of funds. If a conflict of interest is identified, the panel member must remove themselves from the assessment of the application. If this occurs, another Councillor and/or Director may be nominated by that panel member. In the circumstances where the Chief Executive Officer identifies a conflict of interest, the Chief Executive Officer may delegate another officer to determine the allocation.

The Panel Members must be satisfied that the applicant and application meet the eligibility criteria.

The Council may require the community organisation to complete an outcome report and/or financial acquittal for grants over \$500.

5.4 Councillor Discretionary Funds

5.4.1 Local Government Regulations 2012

Section 202(1) of the Local Government Regulations 2012 provides that:

A councillor may allocate the councillor's discretionary funds under this section in any of the following ways to maximise community benefit:

- for capital works of the local government that are for a community purpose
- to a community organisation for a community purpose
- for another community purpose

The mayor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by deputy mayor and the chief executive officer.

A councillor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by the mayor and the chief executive officer

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A councillor or mayor may make an allocation under subsection (1)(b) only if:

- the amount stated in the availability notice under section 201B(4)(d)(i) is not exceeded if the allocation is made
- the funds are allocated to a community organisation that has applied for the funds in the way stated in the availability notice under section 201B(4)
- in a way that is consistent with the local government's community grants policy

5.4.2 General Eligibility Provisions Councillor Discretionary Funds

- Requests must be for non-profit community based organisations or groups who can demonstrate the funds will be utilised for a community purpose
- Requests must demonstrate a purpose that is in the public interest
- Political parties, businesses (activity or enterprise conducted for the purpose of making a profit) and individuals are ineligible for funding
- Funding for schools or school affiliated clubs is acceptable provided the request supports a community benefit
- Funds cannot be used for any purpose contrary to Council's Corporate Plan, Operational Plan, adopted Council policy, strategy or resolution of Council
- Supplementary (top-up) funding for applicants that have applied for, or have already received, funding for the same project stage or segment via any other Fraser Coast Regional Council grant programme is acceptable.

5.4.3 Selection Criteria Councillor Discretionary Funds

Applicants to the Councillor Discretionary Fund will need to demonstrate:

- The community benefit from the planned activity or project
- Expected outcomes of the planned activity or project
- Willingness to work co-operatively with other organisations where possible within the confines of the project/event
- A significant input to the project by the applicant (in either funds or in-kind contribution)

5.4.5.5 Conflict of Interest

All Fraser Coast Regional Council Councillors and employees must declare any actual, perceived, potential or no conflicts of interest.

5.4.5.6 Reporting

In accordance with section 202A(2) Local Government Regulation 2012, Council will maintain a record of all grants approved under the Councillor Discretionary Funds and will publish on Council's website and display on Council's public noticeboard, the name of each community organisation receiving funding and the amount and purpose of that funding within seven (7) days of the allocation.

In accordance with section 202A(2) Local Government Regulation 2012, Council will maintain a record of all grants approved under the Councillor Discretionary Funds and will publish on

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Council’s website and display on Council’s public noticeboard, the name of each community organization receiving funding and the amount and purpose of that funding within seven (7) days of the allocation.

Allocations of grants to community organisations will also be reported in Council’s annual report in accordance with section 189 Local Government Regulation 2012.

6. ASSOCIATED DOCUMENTS


- Councillor Discretionary Fund Policy (eDocs#2377464)
- Sponsorship Policy including Fee Waiver and In-Kind Support
- Programme Information including guidelines and application forms
- Event Management Kit
- Events Strategy
- Local Laws
- Planning, Development and Building Regulations
- Council’s Corporate Plan 2018 – 2023 – 2028

7. REVIEW

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

Version Control

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

	Council POLICY	
	Community Grants Council Policy	
	Policy Number	#5119803
	Directorate	Strategy, Community & Development
	Owner	Community Development and Engagement
	Last Approved	16/12/2020
	Review Due	12/2024

1. PURPOSE

The purpose of this Policy is to provide Council with a framework to ensure that Community Grants Program, Councillor Discretionary Funds and the Mayor's Donations and Sponsorship Fund are provided in a fair and equitable manner that is aligned with Council's corporate strategic priorities while ensuring compliance with the relevant legislative requirements.

The following principles underpin Council's approach to the administration of community funding and support Provide eligible community organisations with support to meet identified community needs

- Build community skills, capacity and resilience
- Develop and maintain community infrastructure
- Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives

2. SCOPE

This Policy applies to the Council's Community Grants Program, The Mayor's Donations and Sponsorship Fund and Councillor Discretionary Funds.

This Policy and applies to Councillors, employees and members of the public.

3. HEAD OF POWER

Local Government Act 2009

Local Government Regulation 2012 sections 194 & 195

4. DEFINITIONS

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

"Acquittal" means an accurate reporting on the funded activities, projects or events in accordance in the program guidelines

“Applicant” means the entity or individual making application to Council for sponsorship

“Assessment Criteria” means the applicable selection criteria developed to guide and assess applications to Council’s Community Grants Program

“Auspice” means an organisation that takes legal and financial responsibility for ensuring the funds are used as specified in the sponsorship application for a non-incorporated community group. The auspicing organisation is responsible for the administration and acquittal of all sponsorship support (financial and in-kind) provided.

“Business” means any activity or enterprise conducted for the purpose of making a profit

“Chief Executive Officer” means the person appointed as the Chief Executive Officer of Council under the Local Government Act 2009.

“Community benefit” means the demonstrated positive impact and/or outcome for the community resulting from funding received under the grant program

“Community Grants program” means grant programs offered by Council to support projects, activities and events across the Fraser Coast Region. The Community Grants Program includes, but is not limited to, the following grants:-

- Community Grants Program;
- Small Township Festive Decorations;
- Festive Fraser Coast Events; and
- Australia Day;

“Community Organisation” as defined in Schedule 8 Local Government Regulations 2012, means:

- An entity that carries on activities for a public purpose; or
- Another entity whose primary object is not directed at making a profit.

“Community Purpose” means any activity that:

- encourages physical or intellectual activity through participation in sporting, recreational, cultural, and social pursuits
- fosters an understanding and appreciation of the region’s heritage and cultural diversity
- promotes and encourages environmental protection and sustainability
- supports and builds relationships with disadvantaged or vulnerable groups in our community
- provides economic benefits to the region including promoting employment opportunities
- encourages and promotes educational opportunities and initiatives and contributes to community wellbeing.

“Council” means the Fraser Coast Regional Council.

“Discretionary Funds” as defined in s109 *Local Government Act 2009* are funds in Council’s operating budget that are:

- budgeted for community purposes; and
- allocated by a Councillor at the Councillor’s discretion.

“Economic Benefit” means the quantifiable outcome such as revenue generation or jobs created

“Executive Leadership Team” means the formal meeting of senior management team including Chief Executive Officer and Directors.

“Grant” mean an arrangement for the provision of financial and/or in-kind assistance by Council to a recipient for a specific purpose to meet set objectives and outcomes in accordance with specific terms and conditions

“Individual” means a singular entity, as distinguished from a group, who carries on activities for a community purpose and benefit. The individual cannot apply the funds to make a profit.

“In-Kind” means the provision of Council’s services, equipment, plant or facilities at no charge to assist with an activity, project or event.

“Mayor’s Donations and Sponsorship Fund” are funds allocated in Council’s operating budget that are:-

- budgeted for community purposes; and
- allocated by a panel comprised of the Mayor, Deputy Mayor and Chief Executive Officer.

“Not-for-profit Community Organisation” is defined by the Australian Charities and Not-for-profits Commission to mean a community organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).

“Prescribed Amount” is defined in s201B(5) Local Government Regulations 2012 to mean 0.1% of council’s revenue from general rates for the previous financial year.

5. POLICY STATEMENT

Council is committed to supporting community initiatives that align with the Community Purpose definition in this Policy.

This policy confirms Council’s commitment to providing funding opportunities to support community organisations and ensures an equitable, open, transparent and accountable decision-making process.

Council’s Community Grants Management Framework includes:

- Community Grants Council Policy
- Community Grants Management Policy
- Grant Program guidelines

5.1. Roles and responsibilities

Councillors

Councillors are responsible for making decisions about the allocation of funds to the community grants program through Council’s annual budget process.

Councillors set the principles of the grant funding program through approval of this policy.

Councillors are also responsible for approving discretionary funds expenditure, in accordance with the related policy.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving the allocation of grant funding to community groups.

Community Development & Engagement - Grants Team

The Grants team, within the Community Development & Engagement Team, is the primary administrator of Council's community grant funding program, working in collaboration with various Council groups to develop, promote, manage and regularly review the program/s. The Grants team plays a lead role in provision of support and advice to potential funding applicants.

5.2. Criteria

Community organisations may be eligible to apply through Council's grant funding programs in order to provide community benefit to the Fraser Coast community.

Relevant guidelines will be established and published on Council's website for each grant funding program which further defines the eligibility and assessment criteria under which Council's funding and support will be provided.

The following general eligibility criteria will apply to all applicants for the allocation of Community Grants:

- a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for round
- apply for a maximum of two applications per annum
- based within the Fraser Coast LGA or is fully delivering a project within
- complies with all relevant insurances
- The applicant addresses the selection criteria set out for the specified grant
- Does not have any overdue debts with Council and have satisfactorily acquitted previous Council grant funding.

General exclusion and ineligibility include:

- requests that are considered by council to be the funding responsibility of other levels of government
- Schools are not eligible entities under this fund, however P&C organisations are eligible to apply;
- requests that are related to repairs or maintenance to buildings or assets that form part of an Organisation's responsibilities in a lease agreement with Council
- projects or activities run by or involved with political groups seeking to promote their core beliefs
- projects or activities that have already started or have been completed prior to grant approval
- applications received outside of the application timeframes.

Specific details of exclusions and ineligibility will be outlined in the Grants Program guidelines.

5.3 Mayor's Donations and Sponsorship Fund**5.3.1 Eligible Applicants for the Mayor's Donations and Sponsorship Fund**

Community organisations can apply for a grant from the Mayor's Donations and Sponsorship Fund provided they meet the following criteria:

- (a) Are a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth;

- (b) Schools are not eligible entities under this fund, however P&C organisations are eligible to apply;
- (c) The grant is for a purpose that is in the public interest;
- (c) the community organisation is financially viable;
- (d) the application is complete and supporting documentation provided.

5.3.2 Conditions of Funding

For the purposes of the Mayor's Donations and Sponsorship Fund the Council nominates the Mayor, Deputy Mayor and Chief Executive Officer ("Panel Members") to assess the applications for funding. The Chief Executive Officer must determine the allocation having regard to the view of all the panel members.

Panel members must determine and declare any actual, perceived or potential conflict of interest when considering an allocation of funds. If a conflict of interest is identified, the panel member must remove themselves from the assessment of the application. If this occurs, another Councillor and/or Director may be nominated by that panel member. In the circumstances where the Chief Executive Officer identifies a conflict of interest, the Chief Executive Officer may delegate another officer to determine the allocation.

The Panel Members must be satisfied that the applicant and application meet the eligibility criteria.

The Council may require the community organisation to complete an outcome report and/or financial acquittal for grants over \$500.

5.4 Councillor Discretionary Funds

5.4.1 Local Government Regulations 2012

Section 202(1) of the *Local Government Regulations 2012* provides that:

A councillor may allocate the councillor's discretionary funds under this section in any of the following ways to maximise community benefit:

- for capital works of the local government that are for a community purpose
- to a community organisation for a community purpose
- for another community purpose

The mayor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by deputy mayor and the chief executive officer.

A councillor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by the mayor and the chief executive officer

A councillor or mayor may make an allocation under subsection (1)(b) only if:

- the amount stated in the availability notice under section 201B(4)(d)(i) is not exceeded if the allocation is made
- the funds are allocated to a community organisation that has applied for the funds in the way stated in the availability notice under section 201B(4)
- in a way that is consistent with the local government's community grants policy

5.4.2 General Eligibility Provisions Councillor Discretionary Funds

- Requests must be for non-profit community based organisations or groups who can demonstrate the funds will be utilised for a community purpose
- Requests must demonstrate a purpose that is in the public interest
- Political parties, businesses (activity or enterprise conducted for the purpose of making a profit) and individuals are ineligible for funding
- Funding for schools or school affiliated clubs is acceptable provided the request supports a community benefit
- Funds cannot be used for any purpose contrary to Council's Corporate Plan, Operational Plan, adopted Council policy, strategy or resolution of Council
- Supplementary (top-up) funding for applicants that have applied for, or have already received, funding for the same project stage or segment via any other Fraser Coast Regional Council grant programme is acceptable.

5.4.3 Selection Criteria Councillor Discretionary Funds

Applicants to the Councillor Discretionary Fund will need to demonstrate:

- The community benefit from the planned activity or project
- Expected outcomes of the planned activity or project
- Willingness to work co-operatively with other organisations where possible within the confines of the project/event
- A significant input to the project by the applicant (in either funds or in-kind contribution)

5.5 Conflict of Interest

All Fraser Coast Regional Council Councillors and employees must declare any actual, perceived, potential or no conflicts of interest.

5.6 Reporting

In accordance with section 202A(2) Local Government Regulation 2012, Council will maintain a record of all grants approved under the Councillor Discretionary Funds and will publish on Council's website and display on Council's public noticeboard, the name of each community organization receiving funding and the amount and purpose of that funding within seven (7) days of the allocation.

Allocations of grants to community organisations will be reported in Council's annual report in accordance with section 189 Local Government Regulation 2012.

6. ASSOCIATED DOCUMENTS

Councillor Discretionary Fund Policy (eDocs#2377464)

Sponsorship Policy including Fee Waiver and In-Kind Support
Programme Information including guidelines and application forms
Event Management Kit
Events Strategy
Local Laws
Planning, Development and Building Regulations
Council’s Corporate Plan 2023 – 2028

7. REVIEW

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

Version Control

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

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - VEHICLE CROSSOVER (DRIVEWAY) COUNCIL POLICY
DIRECTORATE:	INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	DIRECTOR INFRASTRUCTURE SERVICES
AUTHOR:	PRINCIPAL ENGINEER ROADS
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's endorsement for the amended Vehicle Crossover (Driveway) Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone a scheduled review. This report is put forward to seek Council's endorsement of changes proposed during the review and to reconfirm Council's ongoing commitment to this policy.

The current policy has been modified to remove requirements that place an unnecessary burden on Council resources and are considered outside the scope and intent of the policy.

3. OFFICER'S RECOMMENDATION

That Council adopt the amended Vehicle Crossover (Driveway) Policy (DOCS#5062749) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The current Vehicle Crossover (Driveway) Policy was adopted by Council in July 2019.

Vehicle crossovers or driveways are located within Council's Road Reserve but solely benefit the property owner. Construction and ongoing maintenance continue to be the responsibility of the property owner, except where indicated otherwise in the policy. Construction and maintenance must comply with Council requirements to ensure minimum safety and infrastructure standards are met.

Changes proposed to the current policy include:

- Re-formatting of the policy to Council's latest formatting standards.

- Removal of requirement by Council staff to undertake audits as this is captured in the approval conditions and non-compliance section of the policy.
- Removal of the reference to variances and exclusions to the policy only being approved by the Chief Executive Officer.
- Removal of definitions not assisting clarity in understanding the policy.
- Revising the definition of a vehicle crossover or driveway.
- Removal of works/activities which require approval by other Council mechanisms as this is captured in the application criteria.

5. PROPOSAL

It is proposed that the amended Vehicle Crossover (Driveway) Policy attached to this report be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

Council's current Fees and Charges Schedule include fees for an application for a vehicle crossover and an inspection per visit where required. The current fees and charges for the 24/25 financial year are noted below. These fees may change annually with the fees and charges review.

Road Opening (Permit)	Unit	Year 24/25 Fee
Application fee for minor construction in the road reserve	Ea	\$ 461.00
Inspection Fee	Per Visit	\$ 311.00

7. POLICY & LEGAL IMPLICATIONS

The current and proposed Vehicle Crossover (Driveway) Policy has been developed consistent with the *Local Government Act 2009*, and Council's Local Law 1 (Administrative) and Local Law 4 (Local Government Controlled Areas, Facilities, and Roads).

8. RISK IMPLICATIONS

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

9. CRITICAL DATES & IMPLEMENTATION

The current policy is in operation and will continue until superseded by this amended policy.

10. CONSULTATION

Consultation has occurred within Infrastructure Services, particularly with staff involved in day-to-day activities associated with assessing and approving vehicle crossovers or driveways.

A review of similar policies and processes undertaken by other Road Authorities was included in the review of this policy.


The draft Policy was presented to the Councillor briefing session on 26 May 2025 for review and comment.

11. CONCLUSION

The Vehicle Crossover (Driveway) Policy has been developed to provide a consistent approach in the assessment and approval of crossovers, and to inform property owners of their responsibilities for the construction and maintenance of their vehicle crossovers.

12. ATTACHMENTS

1. Vehicle Crossover (Driveway) Policy Draft New Format EDOCS#5062749 [↓](#)
2. Vehicle Crossover (Driveway) Policy Markup Changes - EDOCS#5062820 [↓](#)
3. Vehicle Crossover (Driveway) Policy Current - EDOCS#3857102 [↓](#)

	COUNCIL POLICY	
	Vehicle Crossover (Driveway) Policy	
	Policy Number	CP074
	Directorate	Infrastructure Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	24/07/2019
	Review Due	24/07/2021

1. PURPOSE

This policy details Council's authority, position and management of vehicle crossovers or driveways (crossovers), and property or allotment owners' responsibility to construct and maintain crossovers to Council's standards.

2. SCOPE

This policy applies to all permanent or temporary crossovers including, residential, commercial, industrial, and rural, on the Council controlled local road network within the Fraser Coast Regional Council (FCRC) boundary. Vehicle crossovers on the State controlled road network fall under the jurisdiction of the Queensland Department of Transport and Main Roads (TMR). Refer to TMR for crossover applications on the State Network.

3. HEAD OF POWER

Local Government Act 2009

4. DEFINITIONS

To assist in the interpretation of this Policy, the following definition(s) apply:

"Vehicle Crossovers or Driveways" are used for vehicular access to a property or properties and are defined as:

- a) For sealed roads with kerb
 - Access from the edge of seal to the property boundary including kerb and channel (layback).
- b) For sealed roads without kerb
 - Access from the edge of seal to the property boundary including any drainage structures such as table drains, pipes or culverts.
- c) For unsealed roads
 - Access from the edge of the trafficked pavement to the property boundary including any drainage structures such as table drains, pipes or culverts.

5. POLICY STATEMENT

To ensure crossovers are managed to provide consistency across Council's Road Network, it is necessary to define criteria for the assessment and approval of crossovers including location; number allowed per property; standards for construction and maintenance; responsibility for the construction and ongoing maintenance of crossovers, and how Council deals with unapproved and/or non-compliant crossovers.

Vehicle crossovers are located within Council's Road reserve but exist solely for the benefit of the property or allotment owner, therefore construction and maintenance are the responsibility of the property or allotment owner except as noted in 5.4.2 and 5.4.3 below.

5.1 Location Criteria:

- 5.1.1 The location of crossovers is generally in accordance with Australian New Zealand Standard 2890.1 Section 3 (AS/NZS 2890.1). There are some locations where crossovers will not normally be permitted which include but not limited to:
- On the radius of an intersection and 6m beyond the tangent point
 - Opposite a T intersection
 - Where sight distance is restricted, and
 - On major roads where traffic turning right into the crossover will restrict through traffic movement.

5.2 Number Allowed per Property:

- 5.2.1 Council generally approves only one crossover per allotment or property, however if the combined width of both driveways is not greater than 30% of the total frontage, approval may be given for a second crossover subject to a separate technical assessment.

5.3 Standards for Construction & Ongoing Maintenance

- 5.3.1 All new crossovers, or substantial alterations to existing crossovers, must comply with the relevant Standard Drawing as detailed below in **Table 1**.
- 5.3.2 Non-standard crossovers – in cases where Council's standard crossover drawings and specifications are not achievable due to existing site constraints, the owner will be required to submit a specific design for the crossover certified by a Registered Professional Engineer of Queensland (RPEQ). Council accepts no responsibility for the suitability or otherwise of a non-standard crossover.

Table 1 Vehicle Crossover and Associated Standard Drawing

Type of Roadside Environment	Applicable Standard Drawing
Urban residential streets with kerb and channel (single detached dwelling and/or dual occupancy i.e. up to 2 dwelling units/houses)	FC-230-01 (plan 1 of 2) Vehicle crossings – residential driveway - requirements
	FC-230-01 (plan 2 of 2) Vehicle crossings – residential driveway – construction details
Multi-residential (>2 Dwelling Units), small scale commercial and industrial vehicle	FC-230-02 Commercial and industrial vehicle crossovers – heavy duty standard

crossovers not in accordance with a Material Change of Use in urban streets	
Rural/Rural residential streets or roads and urban roads without kerb and channel	FC-230-03 Rural vehicle crossover – pipe or box culvert (see note below), and invert crossovers
Rural/Rural residential streets or roads with kerb and channel	FC-230-04 Residential vehicle crossover – swale profile
Note: Calculations for the sizing of pipe or box culverts shall be carried out by an RPEQ at the applicant's expense and shall be submitted with the application for consideration by Council. Minimum acceptable pipe/culvert size to meet Q2, and overall design to allow for Q100 overland flow.	

5.4 Responsibility for Construction & Ongoing Maintenance

5.4.1 The owner of a property or allotment is responsible for the following regarding new or existing crossovers:

- Mandatory submission of an application to Council for a new crossover or significant alterations of an existing crossover including payment of any fees or charges.
- Where approved, arranging and paying for the construction of a new crossover or significant alterations of an existing crossover, including relocation or protection of any existing public utility or Council infrastructure that may be affected by the works.
- Maintaining crossovers in a condition that minimises the risk of damage to vehicles and infrastructure and minimises the risk of injury to pedestrians and other road users. If the maintenance works are going to interfere with the operation of the roadway or footpath, an application to Council to Conduct Works in Council's Road Reserve may be required.
- Maintenance of rural crossovers where pipes or culverts are installed ensuring pipes or culverts are periodically cleaned to enable design flow to remain within the drainage structures (table drain).

5.4.2 Where Council undertakes works requiring the removal or alteration of an existing crossover:

- That complies with Council standards, Council will reinstate the crossover at Council's expense to comply with minimum standards (e.g. plain natural broom finish). The property or allotment owner shall be responsible for costs associated with reinstatement to a higher standard (i.e. stencilled or coloured concrete).
- That does not comply with Council standards, Council is under no obligation to reinstate the crossover.

5.4.3 Where Council has reinstated a crossover at its expenses, Council will be responsible for maintenance of the crossover for a period of three months. Subsequent ongoing maintenance shall be the responsibility of the property or allotment owner.

5.5 Unapproved and/or Non-Compliant Crossovers

5.5.1 Council has authority to require removal or modification or remove/modify any crossover that is not constructed or maintained in accordance with

Council's standard drawings and specifications, or a Council accepted RPEQ certified crossover.

- 5.5.2 Council has the discretion to remove or modify any vehicle crossovers if they are not constructed or maintained to Council's satisfaction, or if a reasonable objection is raised by a public utility provider or others. In this instance, Council will provide due notice to those responsible for the non-compliant vehicle crossover to be removed or modified to Council's satisfaction. Should no action be taken within twenty-eight (28) days, Council will have no alternative than to issue a compliance notice. Should there be further non-compliance; a penalty infringement notice can be issued.

6. ASSOCIATED DOCUMENTS

Fact Sheet Vehicle Crossovers

Land Act 1994

FCRC – Local Law 1 - Administration, and Local Law 4 - Local Government Controlled Areas, Facilities and Roads

Application for Approval to Construct Vehicle Crossover (Driveway)

FCRC Standard Drawings for Vehicle Crossovers

FCRC – Schedule of Fees and Charges

AS/NZS 2890.1 Parking Facilities – Off-street Car Parking – Section 3

Application for Approval to Conduct Works in Council Road Reserve

7. REVIEW

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

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	24/07/2019	3857102v1
2	Transition to Council template, and update to all sections	Council	00/00/2024	TBA



COUNCIL POLICY

Policy Title:	VEHICLE CROSSOVER (DRIVEWAY) POLICY
Policy Subject:	Roads
Policy No:	3857102v1 – CP074
Directorate:	Infrastructure Services
Department:	Engineering Services
Section:	Roads
Responsible Officer:	Principal Engineer Roads
Authorised by:	Director Infrastructure Services
Adopted Date:	24/07/2019
Review Date:	24/07/2021
Amended Date:	
Risk Assessment	Medium

OBJECTIVES:

1. PURPOSE

This policy details Council's authority, position and management of vehicle crossovers or driveways (crossovers), and property or allotment owners' responsibility to construct and maintain crossovers to Council's standards.

~~The objectives of this policy are to provide a framework for the management of vehicle crossovers (including temporary crossovers for short term access) that ensures all vehicle crossovers are suitable for their intended use and safe for all road users, whilst minimising impacts on utility infrastructure, street furniture and other assets and to outline the responsibilities for construction, maintenance and upgrades to vehicle crossovers.~~

2. SCOPE

This policy applies to all permanent or temporary crossovers including, residential, commercial, industrial, and rural, on the Council controlled road network within Fraser Coast Regional Council (FCRC) boundary. Vehicle crossovers on the State controlled road network fall under the jurisdiction of the Queensland Department of Transport and Main Roads (TMR). Refer to TMR for crossover applications on the State Network.

3. HEAD OF POWER

Local Government Act 2009

4. DEFINITIONS

To assist in the interpretation of this Policy, the following definition(s) apply:

"Vehicle Crossovers or Driveways" are used for vehicular access to a property or properties and are defined as:

- a) For sealed roads with kerb
 - Access from the edge of seal to the property boundary including kerb and channel (layback).

- b) For sealed roads without kerb
 - Access from the edge of seal to the property boundary including any drainage structures such as table drains, pipes or culverts.
- c) For unsealed roads
 - Access from the edge of the trafficked pavement to the property boundary including any drainage structures such as table drains, pipes or culverts.

5. POLICY STATEMENT

To ensure crossovers are managed to provide consistency across Council's Road Network, it is necessary to define criteria for the assessment and approval of crossovers including location; number allowed per property; standards for construction and maintenance; responsibility for the construction and ongoing maintenance of crossovers, and how Council deals with unapproved and/or non-compliant crossovers.

Authorities & Responsibilities

Council's Responsibilities

Council is responsible for assessing applications for any works conducted within a Local Government controlled road reserve.

Council does not construct vehicle crossovers for an allotment, nor does Council carry out maintenance, or repairs, to an existing vehicle crossover.

Council Road Works

Where Council road works require removal or alteration of an existing vehicle crossover that has been constructed to the relevant standards, or in accordance with a design approved by Council permit, Council will replace or reinstate a vehicle crossover to a compliant standard upon completion of the works. Council's obligations are limited to reinstatement to the minimum standard as outlined on the relevant standard drawing at the time of the works (e.g. plain natural broom finish concrete, etc.). The property owner shall be responsible for any additional costs to reinstate the driveway to a higher standard (e.g. stencilled or coloured concrete, etc.).

The responsibility for maintenance of the reinstated vehicle crossover remains with the property owner following a three (3) month maintenance period from date of construction by Council.

Where a vehicle crossover has not been constructed, or is not constructed to Council Standards, Council is under no obligation to construct or replace the existing vehicle crossover.

Property Owner Responsibilities

The owner of a property associated with a vehicle crossover is responsible for:

- Applying for a permit to construct a new vehicle crossover or substantially alter an existing crossover to Council's relevant Standard Drawings and paying the applicable application fee as detailed in Council's Schedule of Fees and Charges (adopted from time to time).
- Ensuring that any vehicle crossover works are completed in accordance with all conditions of the Vehicle Crossover Permit, relevant Local Laws, and all other relevant legislative requirements, such as Work Health and Safety.

- Ensuring that the completed vehicle crossover works are compliant with the relevant Council Standard Drawing applicable to the type of vehicle crossover, as per Local Law 4 Section 11 Compliance notice for vehicle crossovers and stormwater drainage.
- All costs associated with the design and construction of a new vehicle crossover or alterations to an existing vehicle crossover, including, but not limited to, supply of all materials and labour, traffic management, cutting and removal of existing kerb and channel (where required), alteration, relocation or protection of any existing public utility or Council infrastructure that may be affected by the works.
- Reporting any damage that occurs to Council.
- Any damage that they incur to ensure that the vehicle crossover is maintained to the satisfaction of Council to ensure the vehicle crossover does not present a hazard or nuisance to road users (including pedestrians) or neighbouring properties.
- Removal of the vehicle crossover and reinstatement of the road verge (including kerb and channel where applicable) to a condition of approval equal to that before construction of the vehicle crossover commenced should the crossover become redundant due to internal changes to the property layout.

Scope

Ownership

Despite being located within the Council controlled road reserve, Council recognises that a vehicle crossover exists for the sole benefit of the property owner and is an asset aligned with the property. Accordingly, general long term use that results in damage and long term failure is the responsibility of the property owner. The property owner of the allotment serviced by a vehicle crossover is considered by Council to be the asset owner for all components of a vehicle crossover from the edge of the constructed road pavement to the property boundary. Assets may include pavement, sealing, culverts, pipes, headwalls and all other necessary components to provide safe vehicle access from the road to the property and to accommodate roadside drainage as required, all of which are considered to form part of the vehicle crossover.

Construction standards

All new vehicle crossovers, or substantial alterations to existing crossovers, must be compliant with the relevant Standard Drawing as detailed in the table below. The standard drawings outline all requirements for the construction of a vehicle crossover, including material requirements, prohibited locations, permitted grades and levels, treatment of existing infrastructure/utilities, dimensions and number of crossovers permitted per allotment type, and other related standards. This policy and the *Application for Approval to Construct a Vehicle Crossover (driveway)* must be read in conjunction with the relevant standard drawing.

5.1 Location Criteria:

— The location of crossovers is generally in accordance with Australian New Zealand Standard 2890.1 Section 3 (AS/NZS 2890.1).

5.1.1 There are some locations where crossovers will not normally be permitted which includes but not limited to such as:

- On the radius of an intersection and 6m beyond the tangent point
- Opposite a T intersection
- Where sight distance is restricted, and
- On major roads where traffic turning right into the crossover will restrict through traffic movement.

5.2 Number Allowed per Property:

5.2.1 Council generally approves only one crossover per allotment or property, however if the combine width of both driveways is not greater than 30% of the total frontage, approval may be given for a second crossover.

5.3 Standards for Construction & Ongoing Maintenance

5.3.1 All new crossovers, or substantial alterations to existing crossovers, must comply with the relevant Standard Drawing as detailed below in table 1.

5.3.2 Non-standard crossovers – in cases where Council’s standard crossover drawings and specifications are not achievable due to existing site constraints, the owner will be required to submit a specific design for the crossover certified by a Registered Professional Engineer of Queensland (RPEQ). Council accepts no responsibility for the suitability or otherwise of a non-standard crossover.

Type of Road Side Environment	Applicable Standard Drawing
Urban residential streets with kerb and channel (single detached dwelling and/or dual occupancy i.e; up to 2 dwelling units-houses)	FC-230-01 (plan 1 of 2) – Vehicle Crossings - Residential Driveway – Requirements
	FC-230-01 (plan 2 of 2) - Vehicle Crossings - Residential Driveway – Construction Details
Multi-residential (>2 Dwelling Units), small scale commercial and industrial vehicle crossovers not in accordance with a Material Change of Use in urban streets	FC-230-02 – Commercial and Industrial Vehicle Crossovers – Heavy Duty standard
Rural/Rural residential streets or roads and urban roads without kerb and channel <small><u>see note below</u></small>	FC-230-03 – Rural Vehicle Crossover – Pipe or Box Culvert <u>(see note below)</u> , and Invert Crossovers
<u>Rural/Rural residential streets or roads with kerb and channel</u>	<u>FC-230-04 Residential vehicle crossover – swale profile</u>
<u>Note: Calculations for the sizing of pipe or box culverts shall be carried out by an RPEQ at the applicant’s expense and shall be submitted with the application for consideration by Council. Minimum acceptable pipe/culvert size to meet Q2, and overall design to allow for Q100 overland flow.</u>	

~~**Note 1:** Calculations for the sizing of pipe or box culverts shall be carried out by a Registered Professional Engineer at the applicant’s expense, and shall be submitted with the application for approval by Council.~~

Table 1 – Table of standard drawings and their application(s).

5.4 Responsibility for Construction & Ongoing Maintenance

5.4.1 The owner of a property or allotment is responsible for the following regarding new or existing crossovers:

- Submission of an application to Council for a new crossover or significant alterations of an existing crossover including payment of any fees or charges.
- Where approved, arranging and paying for the construction of a new crossover or significant alterations of an existing crossover, including

COUNCIL POLICY

relocation or protection of any existing public utility or Council infrastructure that may be affected by the works.

- Maintaining crossovers in a condition that minimises the risk of damage to vehicles and infrastructure and minimises the risk of injury to pedestrians and other road users. If the maintenance works are going to interfere with the operation of the roadway or footpath, an application to Council to Conduct Works in Council's Road Reserve may be required.
- Maintenance of rural crossovers where pipes or culverts are installed ensuring pipes or culverts are periodically cleaned to enable design flow to remain within the drainage structures (table drain).

5.4.2 Where Council undertakes works requiring the removal or alteration of an existing crossover:

- That complies with Council standards, Council will reinstate the crossover at Council's expense to comply with minimum standards. The property or allotment owner shall be responsible for costs associated with reinstatement to a higher standard (i.e. stencilled or coloured concrete).
- That does not comply with Council standards, Council is under no obligation to reinstate the crossover.

5.4.3 Where Council has reinstated a crossover at its expenses, Council will be responsible for maintenance of the crossover for a period of three months. Subsequent ongoing maintenance shall be the responsibility of the property or allotment owner.

5.5 Unapproved and/or Non-Compliant Crossovers

5.5.1 Council has authority to require removal or modification or remove/modify any crossover that is not constructed or maintained in accordance with Council's standard drawings and specifications, or a Council accepted RPEQ certified crossover.

5.5.2 Council has the discretion to remove or modify any vehicle crossovers if they are not constructed or maintained to Council's satisfaction, or if a reasonable objection is raised by a public utility provider or others. In this instance, Council will provide due notice to those responsible for the non-compliant vehicle crossover to be removed or modified to Council's satisfaction. Should no action be taken within twenty-eight (28) days, Council will have no alternative than to issue a compliance notice. Should there be further non-compliance; a penalty infringement notice can be issued.

6. ASSOCIATED DOCUMENTS

Fact Sheet Vehicle Crossovers

Land Act 1994

FCRC – Local Law 1 - Administration, and Local Law 4 - Local Government Controlled Areas, Facilities and Roads

Application for Approval to Construct Vehicle Crossover (Driveway)

FCRC Standard Drawings for Vehicle Crossovers

FCRC – Schedule of Fees and Charges

AS/NZS 2890.1 Parking Facilities – Off-street Car Parking – Section 3

Application for Approval to Conduct Works in Council Road Reserve

7. REVIEW

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

<u>Version Number</u>	<u>Key Changes</u>	<u>Approval Authority</u>	<u>Approval Date</u>	<u>Document Number</u>
<u>1</u>	<u>New Policy</u>	<u>Council</u>	<u>24/07/2019</u>	<u>3857102v1</u>
<u>2</u>	<u>Transition to Council template, and update to all sections</u>	<u>Council</u>	<u>00/00/2024</u>	<u>TBA</u>

Non-Standard Vehicle Crossovers

In cases where Council's standard vehicle crossover specifications are not achievable due to existing site constraints, the applicant will be required to submit a specific design for the crossover certified by a registered professional engineer of Queensland (RPEQ), e.g. vehicle crossovers over watercourses or large drains, steep gradients or cross falls.

Council will not assume any responsibility for approval of a standard or non-standard vehicle crossover which proves unsatisfactory, and the applicant accepts full responsibility for determining if the standard crossovers are suitable in the particular circumstances of the proposed vehicle crossover.

Council Discretion

Council has the discretion to remove or modify any vehicle crossovers if they are not constructed or maintained to Council's satisfaction, or if a reasonable objection is raised by a public utility provider or others. In this instance, Council will provide due notice to those responsible for the non-compliant vehicle crossover to be removed or modified to Council's satisfaction. Should no action be taken within twenty-eight (28) days, Council will have no alternative than to issue a compliance notice. Should there be further non-compliance, a penalty infringement notice can be issued.

To ensure compliance with this policy and other relevant conditions, Council will conduct an audit process to assess a proportion of all vehicle crossover applications that are received. Where the audit identifies constructed driveways that do not comply with all relevant conditions or standards, Council will provide due notice to those responsible for the non-compliant crossover as outlined above. The compliance notice may be issued under Section 11 Compliance notice for vehicle crossovers and stormwater drainage of Local Law 4.

Variances and Exclusions

Any variance from this policy may only be approved by the Chief Executive Officer or a nominated delegate. The Chief Executive Officer or nominated delegate when considering a variance of this policy will assess the following:

- The nature of and reason for the variance.

COUNCIL POLICY

- That there are such circumstances or conditions that the strict application of the provisions of this policy would clearly be impracticable or unreasonable.
- That the granting of the specified variance will not be detrimental to the public welfare or injurious to other property in the area.
- That such variance will not violate other Council policies or legislative requirements.

A permit or application under this policy cannot authorise work that is;

- An alteration or improvement to a road which is a development condition of a permit issued under the Planning Act 2016.
- The removal of vegetation from a road for which a tree clearing permit under the Land Act 1994 is required.
- Construction of a vehicle crossover on a state controlled road (contact Department of Transport and Main Roads for advice in this instance).

HEAD OF POWER:

Local Government Act 2009

RELATED LEGISLATION:

Land Act 1994

RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

– Local Law 1 – Administration
– Local Law 4 – Local Government Controlled Areas, Facilities and Roads
– Fact Sheet Vehicle Crossovers

ATTACHMENTS TO POLICY:

– Form – Application for Approval to Construct Vehicle Crossover (driveway)
– FCRC Standard Drawings for Vehicle Crossovers

DEFINITIONS

Vehicle Crossover – for the purposed of this policy means the area between the edge of the road pavement (or seal) and the property boundary that is used for vehicular access from the roadway into the property, crossing the area known as the nature strip or verge and all related assets, including, but not limited to, culverts, headwalls, delineation and pavement. A vehicle crossover may also be referred to as a crossover, crossing, driveway, and property access or property entrance. *Note the Fraser Coast Regional Council planning scheme also provides definition for access under Schedule 1.4 – Administration terms and definitions.*

Nature strip – as defined in the Transport Operations (Road Use Management – Road Rules) Regulation 1999) – means an area between a road (except a road-related area) and adjacent land, but does not include a bicycle path, footpath or shared path.

Road related area – as defined in the Transport Operations (Road Use Management – Road Rules) Regulation 1999) – is any of the following, an area that divides a road, a footpath or nature strip adjacent to a road, an area that is not a road and that is open to the public and designated for use by cyclists or animals, an area that is not a road and that is open to, or used by, the public for parking vehicles.



COUNCIL POLICY

State Controlled road — means a road under the management authority of the State of Queensland — as per the Transport Infrastructure Act 1994.

Damage — what constitutes damage inappropriate use, and or continuous long term wear and tear.

HISTORY:

Amended: — N/A



COUNCIL POLICY

Policy Title:	VEHICLE CROSSOVER (DRIVEWAY) POLICY
Policy Subject:	Roads
Policy No:	3857102v1 – CP074
Directorate:	Infrastructure Services
Department:	Engineering Services
Section:	Roads
Responsible Officer:	Principal Engineer Roads
Authorised by:	Director Infrastructure Services
Adopted Date:	24/07/2019
Review Date:	24/07/2021
Amended Date:	
Risk Assessment	Medium

OBJECTIVES:

The objectives of this policy are to provide a framework for the management of vehicle crossovers (including temporary crossovers for short term access) that ensures all vehicle crossovers are suitable for their intended use and safe for all road users, whilst minimising impacts on utility infrastructure, street furniture and other assets and to outline the responsibilities for construction, maintenance and upgrades to vehicle crossovers.

Authorities & Responsibilities

Council's Responsibilities

Council is responsible for assessing applications for any works conducted within a Local Government controlled road reserve.

Council does not construct vehicle crossovers for an allotment, nor does Council carry out maintenance, or repairs, to an existing vehicle crossover.

Council Road Works

Where Council road works require removal or alteration of an existing vehicle crossover that has been constructed to the relevant standards, or in accordance with a design approved by Council permit, Council will replace or reinstate a vehicle crossover to a compliant standard upon completion of the works. Council's obligations are limited to reinstatement to the minimum standard as outlined on the relevant standard drawing at the time of the works (e.g. plain natural broom finish concrete, etc.). The property owner shall be responsible for any additional costs to reinstate the driveway to a higher standard (e.g. stencilled or coloured concrete, etc.).

The responsibility for maintenance of the reinstated vehicle crossover remains with the property owner following a three (3) month maintenance period from date of construction by Council.

Where a vehicle crossover has not been constructed, or is not constructed to Council Standards, Council is under no obligation to construct or replace the existing vehicle crossover.



COUNCIL POLICY

Property Owner Responsibilities

The owner of a property associated with a vehicle crossover is responsible for:

- Applying for a permit to construct a new vehicle crossover or substantially alter an existing crossover to Council's relevant Standard Drawings and paying the applicable application fee as detailed in Council's Schedule of Fees and Charges (adopted from time to time).
- Ensuring that any vehicle crossover works are completed in accordance with all conditions of the Vehicle Crossover Permit, relevant Local Laws, and all other relevant legislative requirements, such as Work Health and Safety.
- Ensuring that the completed vehicle crossover works are compliant with the relevant Council Standard Drawing applicable to the type of vehicle crossover, as per Local Law 4 Section 11 Compliance notice for vehicle crossovers and stormwater drainage.
- All costs associated with the design and construction of a new vehicle crossover or alterations to an existing vehicle crossover, including, but not limited to, supply of all materials and labour, traffic management, cutting and removal of existing kerb and channel (where required), alteration, relocation or protection of any existing public utility or Council infrastructure that may be affected by the works.
- Reporting any damage that occurs to Council.
- Any damage that they incur to ensure that the vehicle crossover is maintained to the satisfaction of Council to ensure the vehicle crossover does not present a hazard or nuisance to road users (including pedestrians) or neighbouring properties.
- Removal of the vehicle crossover and reinstatement of the road verge (including kerb and channel where applicable) to a condition of approval equal to that before construction of the vehicle crossover commenced should the crossover become redundant due to internal changes to the property layout.

Scope

Ownership

Despite being located within the Council controlled road reserve, Council recognises that a vehicle crossover exists for the sole benefit of the property owner and is an asset aligned with the property. Accordingly, general long term use that results in damage and long term failure is the responsibility of the property owner. The property owner of the allotment serviced by a vehicle crossover is considered by Council to be the asset owner for all components of a vehicle crossover from the edge of the constructed road pavement to the property boundary. Assets may include pavement, sealing, culverts, pipes, headwalls and all other necessary components to provide safe vehicle access from the road to the property and to accommodate roadside drainage as required, all of which are considered to form part of the vehicle crossover.

Construction standards

All new vehicle crossovers, or substantial alterations to existing crossovers, must be compliant with the relevant Standard Drawing as detailed in the table below. The standard drawings outline all requirements for the construction of a vehicle crossover, including material requirements, prohibited locations, permitted grades and levels, treatment of existing infrastructure/utilities, dimensions and number of crossovers permitted per allotment type, and other related standards. This policy and the *Application for Approval to Construct a Vehicle Crossover (driveway)* must be read in conjunction with the relevant standard drawing.

Type of Road Side Environment	Applicable Standard Drawing
Urban residential streets with kerb and channel (single detached dwelling and/or dual occupancy i.e; up to 2 dwelling units-houses)	FC-230-01 (plan 1 of 2) – Vehicle Crossings - Residential Driveway – Requirements FC-230-01 (plan 2 of 2) - Vehicle Crossings - Residential Driveway – Construction Details
Multi-residential (>2DU), small scale commercial and industrial vehicle crossovers not in accordance with a Material Change of Use in urban streets	FC-230-02 – Commercial and Industrial Vehicle Crossovers – Heavy Duty standard
Rural/Rural residential streets or roads and urban roads without kerb and channel <i>See note 1 below</i>	FC-230-03 – Rural Vehicle Crossover – Pipe or Box Culvert and Invert Crossovers

Note 1: Calculations for the sizing of pipe or box culverts shall be carried out by a Registered Professional Engineer at the applicant's expense, and shall be submitted with the application for approval by Council.

Non-Standard Vehicle Crossovers

In cases where Council's standard vehicle crossover specifications are not achievable due to existing site constraints, the applicant will be required to submit a specific design for the crossover certified by a registered professional engineer of Queensland (RPEQ), e.g. vehicle crossovers -over watercourses or large drains, steep gradients or cross falls.

Council will not assume any responsibility for approval of a standard or non-standard vehicle crossover which proves unsatisfactory, and the applicant accepts full responsibility for determining if the standard crossovers are suitable in the particular circumstances of the proposed vehicle crossover.

Council Discretion

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Any variance from this policy may only be approved by the Chief Executive Officer or a nominated delegate. The Chief Executive Officer or nominated delegate when considering a variance of this policy will assess the following;

- The nature of and reason for the variance.
- That there are such circumstances or conditions that the strict application of the provisions of this policy would clearly be impracticable or unreasonable.



COUNCIL POLICY

- That the granting of the specified variance will not be detrimental to the public welfare or injurious to other property in the area.
- That such variance will not violate other Council policies or legislative requirements.

A permit or application under this policy cannot authorise work that is;

- An alteration or improvement to a road which is a development condition of a permit issued under the Planning Act 2016.
- The removal of vegetation from a road for which a tree clearing permit under the Land Act 1994 is required.
- Construction of a vehicle crossover on a state controlled road (contact Department of Transport and Main Roads for advice in this instance).

HEAD OF POWER:

Local Government Act 2009

RELATED LEGISLATION:

Land Act 1994

RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

- *Local Law 1 – Administration*
- *Local Law 4 – Local Government Controlled Areas, Facilities and Roads*
- Fact Sheet Vehicle Crossovers

ATTACHMENTS TO POLICY:

- Form – Application for Approval to Construct Vehicle Crossover (driveway)
- FCRC Standard Drawings for Vehicle Crossovers

DEFINITIONS

Vehicle Crossover – for the purposes of this policy means the area between the edge of the road pavement (or seal) and the property boundary that is used for vehicular access from the roadway into the property, crossing the area known as the nature strip or verge and all related assets, including, but not limited to, culverts, headwalls, delineation and pavement. A vehicle crossover may also be referred to as a crossover, crossing, driveway, and property access or property entrance. *Note the Fraser Coast Regional Council planning scheme also provides definition for access under Schedule 1.4 – Administration terms and definitions.*

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Road-related area – as defined in the Transport Operations (Road Use Management—Road Rules) Regulation 1999 – is any of the following, an area that divides a road, a footpath or nature strip adjacent to a road, an area that is not a road and that is open to the public and designated for use by cyclists or animals, an area that is not a road and that is open to, or used by, the public for parking vehicles.



COUNCIL POLICY

State Controlled road – means a road under the management authority of the State of Queensland – as per the Transport Infrastructure Act 1994.

Damage – what constitutes damage inappropriate use, and or continuous long term wear and tear.

HISTORY:

Amended: N/A

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - CONSERVATION AREA RATES CONCESSION COUNCIL POLICY
DIRECTORATE:	INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	DIRECTOR INFRASTRUCTURE SERVICES
AUTHOR:	EXECUTIVE MANAGER OPEN SPACE & ENVIRONMENT
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 seek endorsement of the Conservation Area Rates Concession Policy.

2. EXECUTIVE SUMMARY

As part of Council's annual budget process and scheduled policy reviews, the Conservation Area Rates Concession Policy has been reviewed. No changes to the policy content are proposed. The policy has been transferred into Council's current template to maintain consistency across all corporate policies.

This report seeks Council's endorsement of the reformatted policy.

3. OFFICER'S RECOMMENDATION

That Council adopt the updated Conservation Areas Rates Concession Policy - (DOCS #2022189 v 11) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council undertakes an annual review of key corporate policies to ensure they remain current and aligned with legislative requirements, organisational practices, and strategic intent. As part of the 2025–2026 annual budget process, the Conservation Area Rates Concession Policy has been reviewed.

The Fraser Coast Regional Council adopted the Conservation Areas Rates Concession Policy in June 2011 to "provide a concession to responsible landowners who were responding to the growing impacts of climate change by preserving, restoring and protecting the natural environment".

At its Ordinary Meeting No. 8/22 held on 24 August 2022, Council considered a report that recommended the Conservation Areas Rates Concession Policy be rescinded owing to it being inefficient or feasible for Council to continue to administer. Council resolved to maintain the policy in its current form – below is an extract of the resolution from the meeting minutes.

RESOLUTION (George Seymour/Zane O'Keefe)

That Council:

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.

Carried Unanimously

This report has been drafted in response to Item 1 of the above resolution with a separate report to be taken to Council to address Item 4 of the resolution.

5. PROPOSAL

The content of the policy remains valid and no operational or legislative updates are required at this time. The only amendment made is the transfer of the policy into Council's current policy template to ensure consistency of format and presentation across all corporate policies.

It is proposed that the Conservation Area Rates Concession Policy attached to this report be endorsed by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

The policy allow reductions to rates and charges which are reflected in the budget and long term financial plan.

Council will forgo between 10% to 25% of the general rateable revenue on eligible properties that make successful application of the Conservation Area Rates Concession Policy.

7. POLICY & LEGAL IMPLICATIONS

The proposed policy has been developed consistent with the *Local Government Act 2009* and *Local Government Regulation 2012*.

8. RISK IMPLICATIONS

No risks have been identified that sit outside of Council's existing risk appetite.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for Council to adopt the attached policy prior to the issue of the first rate notice of the 2025/2026 year.

10. CONSULTATION


Consultation has taken place with Council's Financial Services department and the Executive Leadership Team. Councillors have also been briefed on this policy.

11. CONCLUSION

The Conservation Areas Rates Concession Policy provides rates concessions to eligible properties who manage a portion or the whole of their land in a manner that preserves, restores, or protects the natural environment.

12. ATTACHMENTS

1. Amended Policy - Conservation Area Rates Concession Policy - #2022189v11 [↓](#)

	COUNCIL POLICY	
	Conservation Areas Rates Concession Policy	
	Policy Number	#2022189 v11 – CP055
	Directorate	Infrastructure Services
	Owner	Executive Manager Open Space and Environment
	Last Approved	28 June 2025
	Review Due	June 2026

1. PURPOSE

In accordance with the *Local Government Regulation 2012* (QLD) s.120(1)(e) this policy aims to provide assistance to responsible landowners who manage a portion or the whole of their land in a manner that preserves, restores, or protects the natural environment through the entering into of a formal conservation agreement.

2. SCOPE

2.1 Eligibility

Requirements for eligibility for the concession include:

- The subject site meets the definition of Protected Area in the *Nature Conservation Act 1992* (QLD) s.14;
- A Voluntary Conservation Agreement or Nature Refuge Agreement has been entered into, or applied for over the property or that part of the property subject to the concession application, between the owner and the Queensland State Government Agency (Department of Natural Resources, Mines, and Energy (DNRME) or other Authority);
- Concession will commence from the beginning of the financial year during which the Queensland State Government Agency has advised Council that following an initial inspection they have determined that it is appropriate to enter into a Voluntary Conservation Agreement or Nature Refuge Agreement for the subject land and that the procedure to enter into such an agreement has commenced, or an agreement has been finalised;
- Rates concession will apply as follows:

Less than 10% of the landholder's assessment area	10% of general rate
10% to less than 20% of the landholder's assessment area	15% of general rate
20% to less than 40% of the landholder's assessment area	20% of general rate
40% or greater of the landholder's assessment area	25% of general rate
- Concession will continue until the provisions of the Voluntary Conservation Agreement or Nature Refuge Agreement are extinguished, breached or expired;
- Should a Voluntary Conservation Agreement or Nature Refuge Agreement not be finalised within 18 months of advice from the Queensland State Government Agency that procedures to enter into an agreement has commenced, the full amount of any concession granted will be recoverable from the owner of the land by Council.

2.2 Application Process

Application for concession must be lodged on the Conservation Area Concession Policy Application Form together with either a Voluntary Conservation Agreement or Nature Refuge Agreement.

The Natural Areas or Land for Wildlife Officers will assess the application against the eligibility criteria, review the Voluntary Conservation Agreement or Nature Refuge Agreement and inspect the property to determine eligibility.

The outcome will be reported to Council to grant or refuse the concession, and the applicant/s advised of the outcome.

Financial Services will be advised of approved applications to apply the relevant concession rate for the current financial year.

2.3 Renewal Process

The annual review will be conducted in May of approved applications by Natural Areas or Land for Wildlife Officers to determine whether the property is still eligible for the concession rate.

All applicant/s will be advised of the review in writing and Financial Services advised to update the systems accordingly

2.4 Authorities and Responsibilities

Council's Natural Areas or Land for Wildlife Officers will be responsible for assessing applications made for concession under this scheme.

Council Revenue Services Officers will be responsible for applying concession for approved applications.

3. HEAD OF POWER

Local Government Act 2009 (QLD)

Local Government Regulation 2012 (QLD)

Nature Conservation Act 1992

4. DEFINITIONS

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

Environmentally significant land is land that has, or has the capacity to have, one or more of the following values:

- significant remnant rainforest or ecotone buffer forest;
- high ecological, biodiversity, conservation values;
- endangered, vulnerable and/or rare species;
- significant local, regional or state ecosystems, corridors and ecological communities (e.g. wetlands);
- provides ecosystem services such as maintenance of water and air quality and the avoidance or amelioration of land degradation; or
- natural amenity.

Voluntary Conservation Agreement is a legal agreement in accordance with Section 45 or Section 48 of the *Nature Conservation Act 1992 (QLD)* between the Queensland State Government and a landowner outlining a proposal to protect an area of land, the intended management of the area

and the terms of the proposed conservation of the area. The agreement may contain terms that are binding on the State and the landholder and the owners' successors in title.

Protected Area under the *Nature Conservation Act 1992* (QLD) means –

- a) a nature refuge; or
- b) a coordinated conservation area.

Nature Refuge is an area of land voluntarily protected for conservation, while allowing compatible and sustainable land uses to continue.

Voluntary Nature Refuge Agreement is a legally binding contract negotiated between the Queensland State Government and the landholder outlining those activities that can occur on the nature refuge. It must contain conditions designed to ensure that the values contained within the nature refuge are managed appropriately today and into the future. A Voluntary Nature Refuge Agreement is perpetual on freehold land, attached to the land title and binds successive owners of the land. Voluntary Nature Refuge Agreements over leasehold lands are for the duration of the lease and bind successive leaseholders.

Owners who have voluntarily entered into such an arrangement are eligible. Owners who have been required to enter into conservation covenants or the like to offset the impacts of a development (e.g. under a planning permit) are not eligible for the concession.

5. POLICY STATEMENT

5.1. Policy

Council has committed to providing assistance for the conservation of environmentally significant land in private landholdings including:

- conservation of remnant rainforest and ecotone buffer forest;
- conservation of riparian ecosystems including melaleuca wetlands;
- conservation of ecological corridors and wildlife habitats; and
- preservation of natural scenery within the Local Government Area through forestry and conservation

The amount of concession available is reviewed annually as part of Council's budget process and the amount for the current financial year will be detailed in the Schedule of Rates and Charges.

5.2. Role

To support these actions, Council has introduced a concession aiming to encourage both the conservation of high value vegetation and wildlife habitat on private land. The concession acknowledges the broader community benefits associated with natural area conservation including:-

- improvements to overall catchment health;
- enhanced landscape qualities;
- the provision of ecosystem services
- retention of critical habitats for flora and fauna;
- improved psychological health of residents Fraser Coast Regional Council
- reduced erosion; and
- improved water quality

The amount of the concession will be proportional to the area of land covered by specific conservation or nature refuge agreement.

6. ASSOCIATED DOCUMENTS

6.1 Corporate Plan 2018-2023

The Policy supports Council's Corporate Plan 2018-2023 objectives:

Natural Environment

Key Elements

- Protect Natural Areas
- Preserve Environment

Theme Statement

Minimise our environmental impact by preserving the unique natural environment the Fraser Coast has to offer.

Outcome

4. Protection and enhancement of our natural environment assets

6.2 Application Form

Conservation Area Concession Policy - #2022353

6.3 Attachment to Policy

Application for Conservation Area Concession DOCS #2022353

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	01/06/2011	#2022189v1
2		Council		#2022189v2
3		Council		#2022189v3
4		Council		#2022189v4
5		Council		#2022189v5
6		Council		#2022189v6
7		Council		#2022189v7
8		Council		#2022189v8
9	<ul style="list-style-type: none"> • renaming to "Conservation Area Concession Policy" • transferring of responsibility for implementation and assessment from Financial Services to Open Space & Environment • removal of a maximum concession amount • inclusion of the application process. 	Council	24/04/2019	#2022189v9
9	Transfer to current Council Policy template	Council		#2022189v11

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FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - DISASTER MANAGEMENT AND RESILIENCE LEVY
DIRECTORATE:	INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	DIRECTOR INFRASTRUCTURE SERVICES
AUTHOR:	MANAGER DISASTER PLANNING
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's endorsement of the Disaster Management and Resilience Levy Policy.

2. EXECUTIVE SUMMARY

The policy attached to this report has undergone the scheduled yearly review. This report is put forward to seek Council's endorsement of changes proposed during the review and to reconfirm Council's ongoing commitment to this policy.

The Disaster Management and Resilience Levy Policy has been updated to broaden the potential application of funds raised by the Disaster Management and Resilience Levy.

3. OFFICER'S RECOMMENDATION

That Council adopt the amended Disaster Management and Resilience Levy Policy as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted the Disaster Management Levy for the first time in July 2013. The policy provides for a separate charge against all ratable assessments to ensure that Council is able to fund initiatives that assist the prevention, preparedness, response and recovery (PPRR) from natural disasters.

The Policy sets out the objectives of the levy, including how levy funds will be utilised.

Following a review of the Disaster Management Levy Policy, the following changes are being proposed:

- Rename the Policy to the Disaster Management and Resilience Levy Policy to better reflect its broader use within Council;
- Consideration of one-off Contributions towards the costs of “Not for Profit” Disaster and Emergency Services and support organisations that have a demonstrated response capability through a sponsorship arrangement reviewed annually;
- Consideration of one-off Contributions towards the running costs utilised by Rural Fire Service (RFS) Brigades and Groups within the Fraser Coast Local Government Area through a sponsorship arrangement reviewed annually;
- Contribution to other groups that could form part of a combined disaster response capability across the prevention, preparedness, response and recovery phases of an event on a need’s basis;
- Contribution to enhance infrastructure resilience projects in the built environment;
- Upgrades to facilities, infrastructure and assets utilised during times of Disaster; this may include items required to run a local disaster coordination center, maintenance of Council’s fire trails or strengthening infrastructure resilience in the built environment;
- Activities that are undertaken for an all-hazards approach in the prevention, preparedness, response and recovery requirements for the region;
- Underutilised funds being placed in a holding fund to be quarantined for future disaster or emergency related activities.

5. PROPOSAL

It is proposed that the Disaster Management and Resilience Levy Policy attached to this report (Attachment 1) be adopted by Council.

6. FINANCIAL & RESOURCE IMPLICATIONS

Council’s 2025/26 Approved Operational Budget includes Revenue of \$2,513,870 as a result of the Disaster Management Levy.

7. POLICY & LEGAL IMPLICATIONS

The Disaster Management and Resilience Levy Policy is an existing Council Policy.

The Local Government Act 2009 (QLD) section 94, Power to levy rates and charges, enables Council to set separate rates and charges. The Local Government Regulation 2012 (QLD) section 103, Levying separate rates or charges includes provisions for Council to levy separate rates or charges for services, facilities and activities that are not supplied by the Council.

8. RISK IMPLICATIONS

The proposed policy changes broaden the potential application of funds collected from the Disaster Management and Resilience Levy which will result in improved outcomes from the funds collected.

Widening the potential application of funds collected from the Disaster Management and Resilience Levy provides increased opportunity to utilise funds for initiatives that assist the prevention, preparedness, response and recovery from natural disasters with an all hazards approach.

The Disaster Management and Resilience Levy Policy defines the services, facilities and activities that may be provided as a result of the Disaster Management Levy which is required to continue to collect the levy. Failure to collect the levy would compromise the ability of Council to fund its Disaster Management Obligations under the Disaster Management Act 2003.

9. CRITICAL DATES & IMPLEMENTATION

It is considered best practice for the Council to adopt the attached policy prior to the issue of the first rates notice of the 2025/26 year.

10. CONSULTATION


Consultation has taken place with staff within Council's Infrastructure Services Department and Financial Services Department and was also discussed at a recent Councillor Executive Briefing.

11. CONCLUSION

The Disaster Management and Resilience Levy Policy has been developed to define the objectives of the Disaster Management and Resilience Levy, including how levy funds will be utilised.

12. ATTACHMENTS

1. Draft Disaster Management And Resilience Policy- Amended Copy [↓](#)
2. Draft Disaster Management and Resilience Policy- Tracked Changes [↓](#)

	COUNCIL POLICY	
	DISASTER MANAGEMENT AND RESILIENCE LEVY COUNCIL POLICY	
	Policy Number	CP048
	Directorate	Infrastructure Services
	Owner	Ken Diehm
	Last Approved	24/07/2024
	Review Due	24/07/2025

1. PURPOSE

This policy sets out the objectives and implementation of the levy collected from rateable properties for the purpose of disaster and emergency management activities.

2. SCOPE

The scope of this policy is applied to Council's general rate and charges for rateable properties as set below.

3. HEAD OF POWER

Local Government Act 2009.

Local Government Regulation 2012. (QLD) Part 8 Chapter 4, Council levies a separate charge against all ratable assessment to ensure that Council has the capability to meet its obligations in times of Disaster.

Disaster Management Act 2003 sets out the responsibilities of local governments during disasters.

4. DEFINITIONS

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

Disaster means a serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by State and other entities to help the community recover from the disruption.

Serious Disruption means:

- 1) Loss of human life, or illness or injury to humans; or
- 2) Widespread or severe property loss or damage; or
- 3) Widespread or severe damage to the environment.

Event means:

- 1) An "event" means any of the following:
 - a) a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;
 - b) an explosion or fire, a chemical, fuel or oil spill, or a gas leak;
 - c) an infestation, plague, or epidemic;
 - d) a failure of, or disruption to, an essential service or infrastructure;

- e) an attack against the State;
 - f) another event similar to an event mentioned in paragraphs (a) to (e).
- 2) An “event” may be natural or caused by human act/s or omission/s.

5. POLICY STATEMENT

5.1. Statement

Council proactively plans to implement initiatives that informs the community of the impacts associated from disaster events such as cyclones, storm surges, floods, bushfires, tsunamis, earthquakes, etc.

The ability of Council to develop and maintain a robust disaster and emergency response capability for planning and operations, is a key factor in helping to ensure the safety and well-being of our local residents. In addition, the levy also assists in building resilience and sustainability of our communities. As such, Council has committed to providing funds for, but not limited to, the provision of:

- Establishing and maintaining a Disaster response capability;
- Activities that are undertaken for an all-hazards approach in the prevention, preparedness, response and recovery requirements (PPRR) for the region;
- Upgrades to facilities, infrastructure and assets utilised during times of Disaster; this may include items required to run a local disaster coordination center, maintenance of council’s fire trails or strengthening infrastructure resilience in the built environment.
- Co -Contribution towards the running costs of local State Emergency Service Groups (SES) on a needs basis;
- Contribution towards the running costs of Council’s emergency response operations teams;
- Purchasing equipment to improve Council’s PPRR activities;
- Contribution to the establishment and maintenance of the Total Flood Warning Network (TFWN);
- Contribution towards ongoing support to Council’s isolated communities’ program on a needs basis;
- Consideration of one off Contributions towards the running costs utilised by Rural Fire Service (RFS) Brigades and Groups within the Fraser Coast Local Government Area through a sponsorship arrangement reviewed annually .
- Consideration of one off Contributions towards the costs of “Not for Profit” Disaster and Emergency Services and support organisations that have a demonstrated response capability through a sponsorship arrangement reviewed annually
- Contribution to other groups that could form part of a combined disaster response capability across the PPRR phases of an event on a need’s basis.
- Contribution to enhance infrastructure resilience projects in the built environment.
- Co contribution to education and resilience building programs

The Disaster Management Levy is in addition to any state and national disaster and emergency management funding or grants funding received annually.

5.2. Utilisation of Levy Funds

The levy will provide funds for the following activities but not limited to the:

- operation of Council’s disaster management activities and operating costs of the SES, and other Groups as determined by Council;

- assist “Not for Profit” Emergency Services or support Organisations as determined by Council;
- implementation of communication tools and systems including the Disaster Dashboard and an Incident Management System;
- ensuring of the continued compliance with current disaster management legislation;
- upgrading of facilities and equipment identified as part of the PPRR requirements, including community consultation as identified and prioritised by the LDMG and Council to address mitigation and resilience strategies; matching available grants with a preference for developing partnerships; and
- resources allocated for negotiating with recipients of any funding allocation to provide a cost benefit to the community in terms of services provided.

5.3. Unutilised Funds

From time to time there may be an unused portion of the funds depending on the operational environment in any given financial year. The unutilised component will be placed in a holding fund that is quarantined for future Disaster/Emergency related activities.

To ensure that the levy revenue and expenditure remains accountable and transparent, Council will produce an annual report through the budget process outlining how levy funds were spent, including but not limited to:

- activity achievements;
- implementation of initiatives;
- program successes;
- performance measured against levy objectives; and
- identification of areas for improvement.

6. ASSOCIATED DOCUMENTS


Local Disaster Management Plan – DOCS #4870145.

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	03/07/2013	2376577
9	Amendment - Ordinary Meeting No 2/20	Council	19/02/2020	2376577
10	Amendment – Ordinary Meeting No. 6/23	Council	28/06/2023	2376577
11	Amendment – Ordinary Meeting No. 7/24	Council	24/07/2024	2376577

	COUNCIL POLICY	
	DISASTER MANAGEMENT <u>AND RESILIENCE</u> LEVY COUNCIL POLICY	
	Policy Number	CP048
	Directorate	Infrastructure Services
	Owner	Ken Diehm
	Last Approved	24/07/2024
	Review Due	24/07/2025

1. PURPOSE

This policy sets out the objectives and implementation of the levy collected from rateable properties for the purpose of disaster and emergency management activities.

2. SCOPE

The scope of this policy is applied to Council's general rate and charges for rateable properties as set below.

3. HEAD OF POWER

Local Government Act 2009.

Local Government Regulation 2012. (QLD) Part 8 Chapter 4, Council levies a separate charge against all rateable assessment to ensure that Council has the capability to meet its obligations in times of Disaster.

Disaster Management Act 2003 sets out the responsibilities of local governments during disasters.

4. DEFINITIONS

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

"Word" means

Disaster means a serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by State and other entities to help the community recover from the disruption.

Serious Disruption means:

- a) ~~1~~ Loss of human life, or illness or injury to humans; or
- b) ~~2~~ Widespread or severe property loss or damage; or
- c) ~~3~~ Widespread or severe damage to the environment.

Event means:

- a) ~~1~~ An "event" means any of the following:
 - a) a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;
 - b) an explosion or fire, a chemical, fuel or oil spill, or a gas leak;
 - c) an infestation, plague, or epidemic;

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- d) a failure of, or disruption to, an essential service or infrastructure;
 - e) an attack against the State;
 - f) another event similar to an event mentioned in paragraphs (a) to (e).
- 2) ~~(2)~~ An "event" may be natural or caused by human act/s or omission/s.

5. POLICY STATEMENT

5.1. Statement

Council proactively plans to implement initiatives that informs the community of the impacts associated from disaster events such as cyclones, storm surges, floods, bushfires, tsunamis, earthquakes, etc.

The ability of Council to develop and maintain a robust disaster and emergency response capability for planning and operations, is a key factor in helping to ensure the safety and well-being of our local residents. In addition, the levy also assists in building resilience and sustainability of our communities. As such, Council has committed to providing funds for but not limited to, the provision of:

- Establishing and maintaining a Disaster response capability;
- Activities that are undertaken for an all-hazards approach in the prevention, preparedness, response and recovery requirements (PPRR) for the region;
- Upgrades to facilities, infrastructure and assets utilised during times of Disaster; this may include items required to run a local disaster coordination center, maintenance of council's fire trails or strengthening infrastructure resilience in the built environment.
- Co-Contribution towards the running costs of local State Emergency Service Groups (SES) on a needs basis;
- Contribution towards the running costs of Council's emergency response operations teams;
- Purchasing equipment to improve Council's PPRR activities;
- Contribution to the establishment and maintenance of the Total Flood Warning Network (TFWN);
- Contribution towards ongoing support to Council's isolated communities' program on a needs basis;
- Consideration of one off Contributions towards the running costs of facilities and equipment utilised by the Fraser Coast Rural Fire Service (RFS) Brigades and Groups within the Fraser Coast Local Government Area through a sponsorship arrangement reviewed annually.
- Consideration of one off Contributions towards the costs of "Not for Profit" Disaster and Emergency Services and support to Organisations that have a demonstrated response capability (example Marine Rescue, Life Flight) through a sponsorship arrangement reviewed annually.
- Contribution to other groups that could form part of a combined disaster response capability across the PPRR phases of an event on a need's basis.
- Contribution to enhance infrastructure resilience projects in the built environment.
- Co contribution to education and resilience building programs

The Disaster Management Levy is in addition to any state and national disaster and emergency management funding or grants funding received annually.

5.2. Utilisation of Levy Funds

The levy will provide funds for the following activities but not limited to the:

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- operation of Council's disaster management activities and operating costs of the SES, ~~Fraser Coast Rural Fire Brigades~~ and other Groups as determined by Council;
- ~~purchase of equipment, maintenance of buildings and other operational requirements as agreed annually through the finance committee budget review process for the Fraser Coast Rural Fire Brigades and other emergency services organisations;~~
- assist "Not for Profit" Emergency Services [or support](#) Organisations as determined by Council;
- implementation of communication tools and systems including the Disaster Dashboard and an Incident Management System;
- ensuring of the continued compliance with current disaster management legislation;
- upgrading of facilities and equipment identified as part of the PPRR requirements, including community consultation as identified and prioritised by the LDMG and Council to address mitigation and resilience strategies; matching available grants with a preference for developing partnerships; and
- resources allocated for negotiating with recipients of any funding allocation to provide a cost benefit to the community in terms of services provided.

5.3. Unutilised Funds

From time to time there may be an unused portion of the funds depending on the operational environment in any given financial year. The unutilised component will be placed in a holding fund that is quarantined for future Disaster/Emergency related activities.

To ensure that the levy revenue and expenditure remains accountable and transparent, Council will produce an annual report through the budget process outlining how levy funds were spent, including but not limited to:

- activity achievements;
- implementation of initiatives;
- program successes;
- performance measured against levy objectives; and
- identification of areas for improvement.

6. ASSOCIATED DOCUMENTS

Local Disaster Management Plan – DOCS #4870145.

7. REVIEW

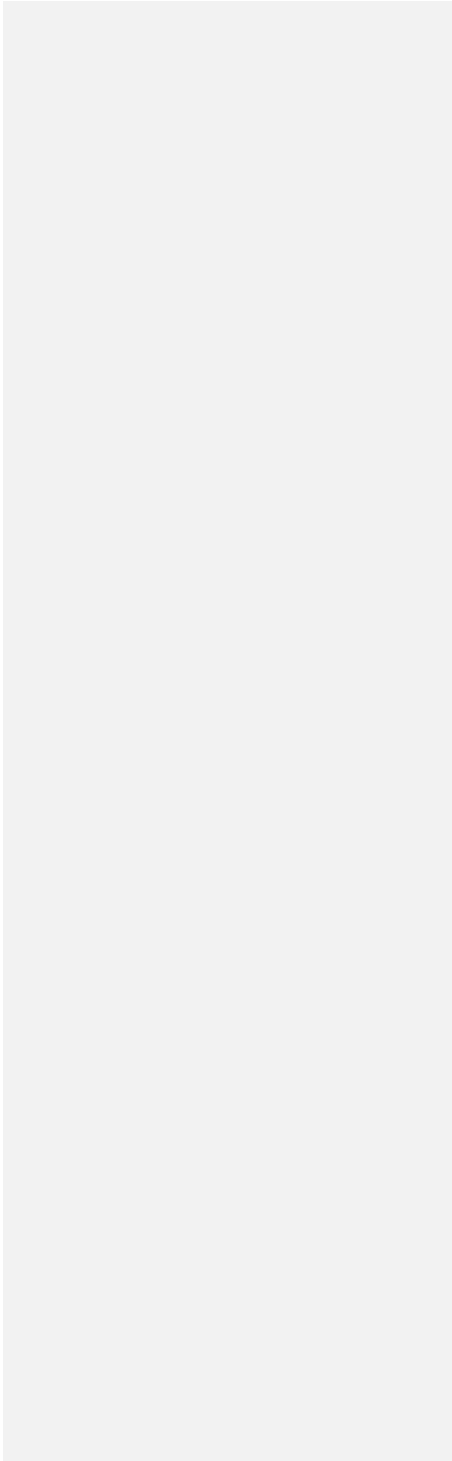
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CP048 -Disaster Management Levy Council Policy
eDOCS #2376577

Current at time of printing only
Page 3 of 4



FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25

MONDAY, 30 JUNE 2025

SUBJECT:	FRASER COAST WASTE STRATEGY 2019-2029 INTERIM REVIEW
DIRECTORATE:	WATER & WASTE SERVICES
RESPONSIBLE OFFICER:	DIRECTOR WATER & WASTE SERVICES
AUTHOR:	TECHNICAL OFFICER - WASTE SERVICES
LINK TO CORPORATE PLAN:	Resilient and Environmentally Responsible Region. Manage our activities in a way that reduces our environmental footprint.

1. PURPOSE

The purpose of this report is to present the findings and recommendations from the interim review of the Fraser Coast Waste Strategy 2019-2029 (the Strategy)

2. EXECUTIVE SUMMARY

The Strategy was adopted in July 2019 as a practical roadmap to reduce waste going to landfill and transition to a more circular economy by recovering and recycling more.

As per Theme 4 Operational Efficiency, Action 4.4 of the Strategy, an interim review was conducted to ensure the Targets, Objectives and Actions of the Strategy remain in alignment with Council's strategic priorities, State and National legislation and targets, recently adopted regional resource recovery plans, and the community's needs and expectations.

This report presents for adoption the outcomes and recommendations of the review reflected in the Fraser Coast Waste Strategy 2019-2029 Comprehensive Review Report (*Attachment 1*).

3. OFFICER'S RECOMMENDATION

That Council endorse the proposed amendments to the Fraser Coast Waste Strategy 2019-2029 as detailed in the Comprehensive Review Report (*Attachment 1*).

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The Strategy was developed in 2019 through collaboration between Council's in-house expertise, consultants and through extensive community consultation to manage waste sustainably, divert waste from landfill, maximise resource recovery and promote recycling.

To action the objectives of the Strategy, six strategic themes were developed with 30 Action items.

- Theme 1: Planning Future Waste Infrastructure.
- Theme 2: Maximising Resource Recovery from Kerbside Bins.
- Theme 3: Improve Waste Diversion from landfill.
- Theme 4: Operational Efficiency.
- Theme 5: K'gari (Fraser Island) Waste Management.
- Theme 6: Waste Education.

At the time of the review more than half of the 30 Actions listed in the Strategy had been achieved. Theme 4 included an action to undertake an interim review to ensure the actions and initiatives remained relevant to State and National legislation and targets, and Councils strategic focus.

5. PROPOSAL

This report presents the findings and outcomes of the interim review and seeks Council endorsement of the recommended amendments to the Strategy, as detailed in the Comprehensive Review Report (*Attachment 1*). Major findings and recommendations from the review included:

- A recommendation to refresh the Strategy vision to reflect Council's commitment to innovation, sustainability, and a circular economy.
- Revision/removal of multiple sub actions based on feasibility, regulatory changes, or alignment with broader Council initiatives some of which include advocacy for State Government support and investigation into AI technologies for kerbside waste analysis.
- Adding an additional action to acknowledge conflicts (Action 3.8) between state diversion targets and current legislative constraints.
- Adding timelines to the Strategy with regards to the development of the next strategy.
- Consideration to be given around the cost-benefit of a project to ensure viability of the project with the cost-of-living pressure on Council and the community.

6. FINANCIAL & RESOURCE IMPLICATIONS

The Strategy review identified the need to ensure consideration is given to the cost benefit of waste reduction projects proposed in future, so not to financially impact the community or Council, through the development of business cases as highlighted in page 12 of Attachment 1.

7. POLICY & LEGAL IMPLICATIONS

The Strategy continues to align with all of Council's overarching objectives reflected in the Corporate Plan 2023-2028, which includes providing focussed service delivery, effectively managing our assets, maintaining financial stability and planning for the future.

8. RISK IMPLICATIONS

A risk assessment has been conducted and the below risks have been identified

Risk Category	Risk Description	Mitigation Action
Environmental	PFAS regulation and processing requirements of organic waste could mean delay in the roll out of the organics bin.	New action has been recommended to mitigate this risk – <i>“Advocate for Queensland State Government support to achieve set resource recovery targets”</i>
Financial	A number of remaining actions within the Strategy may require investment from Council, with the project details yet to be determined. For example, the new sub action developed from the Strategy review <i>“Investigate the use of AI to analyse household waste from kerbside bins with the potential for weight-based charges”</i> may incur additional contactor costs and may fall under future “special project budget” that has not yet been considered in the budget.	The Strategy review identified that Council needs to ensure consideration is given to the cost benefit of waste reduction projects proposed in future, so not to financially impact the community or Council. This will be done through the development of individual business cases.
Infrastructure and Assets	The limited lifespan of the Maryborough landfill will require planning for future residual waste management needs.	References to landfill life and planning timelines have been included as a part of the review process to ensure adequate planning is undertaken.
Reputation	Community’s resistance to cost increases around the organics collection.	<i>Council will continue to maintain transparency with the public through Community Consultation and Engagement for each specific project as it is delivered.</i>

9. CRITICAL DATES & IMPLEMENTATION

The interim review has been undertaken in 24/25 in accordance with the timeframes reflected in section 4.4 of the Strategy.

10. CONSULTATION

The Strategy review was conducted through an extensive consultation process including:

- Internal revision and mark-up within the Resource Recovery Services Team.
- Collation of National, State and Local Strategy documents for review.
- Consultation with Council’s other internal departments.
- Public consultation through Council’s Engagement Hub.

- Workshops with the Water and Waste Services Advisory Committee.
- Workshops with Councillors through Council concept forum.

11. CONCLUSION

The Fraser Coast Waste Strategy sets a vision and roadmap to improve resource recovery and recycling, and reduce waste to landfill, to deliver positive environmental and public health outcomes.

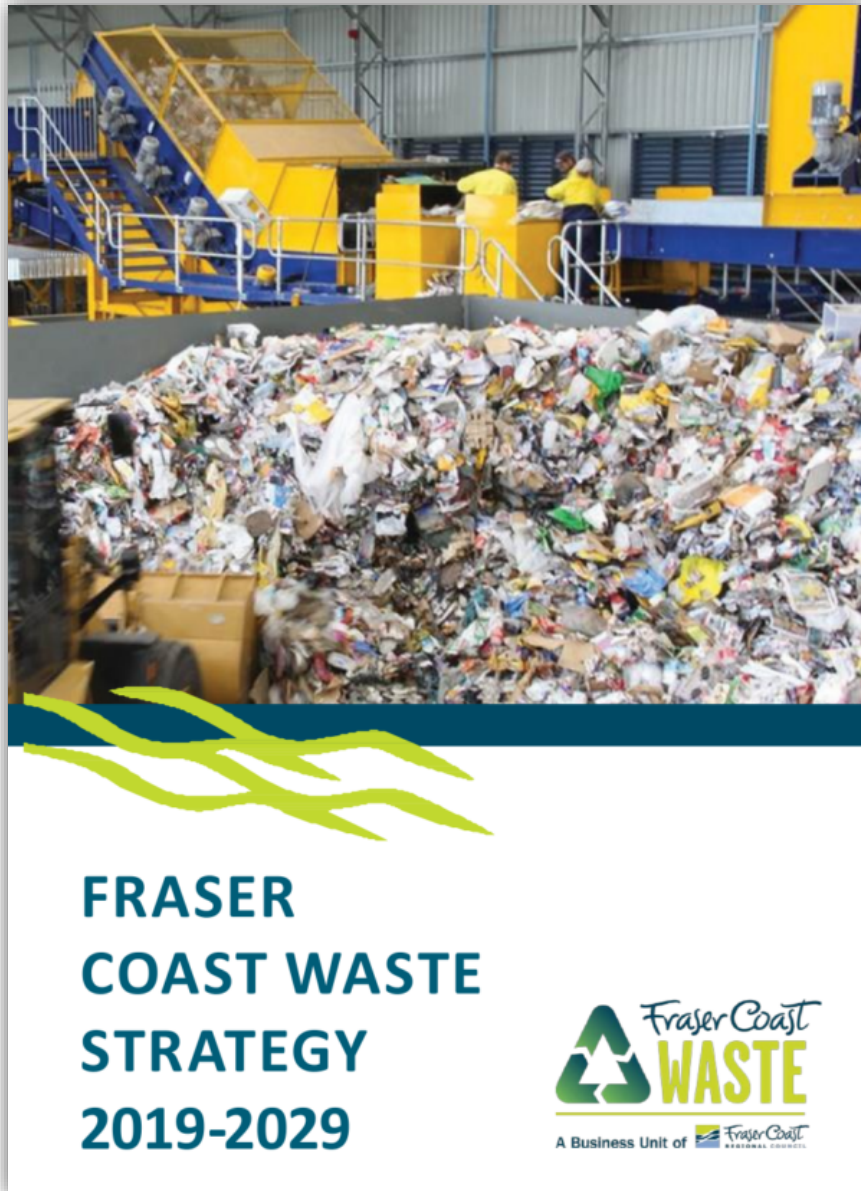
The interim review has highlighted the progress made so far towards implementing the Strategy, the challenges faced, and the opportunities to undertake minor amendment to ensure the Strategy continued to align with Councils strategic priorities, and State and National waste management objectives and targets.

This report presents the outcome of the interim review and amended actions to ensure the strategy continues to deliver its intended vision, objectives, and targets.

12. ATTACHMENTS

1. Fraser Coast Waste Strategy 2019 - 2029 - Comprehensive Review Report - eDOCS #5202987 [↓](#)

Fraser Coast Waste Strategy (2019-2029) Comprehensive Review Report



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8. APPENDICES..... 17

PROJECT NAME:	Fraser Coast Waste Strategy 2019 – 2029 – Comprehensive review
PROJECT MANAGER:	Smriti Pandey
ACTIVITY MANAGER:	Umur Natus-Yildiz
DOCUMENT PREPARED:	06 December 2024
VERSION	Version 1 – 06 January 2025 – eDOCS# 5133002

1. EXECUTIVE SUMMARY

The Fraser Coast Waste Strategy 2019-2029 (the Strategy) was adopted in July 2019 as a practical roadmap to reduce waste going to landfill and transition to a more circular economy by recovering and recycling more.

As per Theme 4 Operational Efficiency, Action 4.4 of the Strategy, an interim review has been conducted to ensure the Targets, Objectives and Actions of the Strategy remain in alignment with State and National legislation and targets. The review has also assessed strategic alignment with internal Council strategic objectives and priorities, regional resource recovery plans and the broader community's needs and expectations:

- | | |
|---|---|
| <p>4.4 Review the <i>Fraser Coast Waste Strategy 2019-2029</i></p> | <ul style="list-style-type: none"> • Annual review of strategy actions and integration into yearly service delivery plans. • Comprehensive review of the strategy in 2024 to ensure ongoing alignment with National and State Waste Strategy. |
|---|---|

The review found that more than half of the Strategy's 30 Action Items have been achieved, with significant milestones such as the commissioning of a new Materials Recovery Facility (MRF) and the design and construction of new waste education room. The review also identified a few challenges including certain barriers to meeting State waste diversion targets due to legislative constraints.

Community and stakeholder consultation played a critical role in the review process, involving public consultation, internal Council departments, advisory committee and elected Councillors. Feedback reinforced strong public support for expanded recycling services and the introduction of organics collection.

The review also confirmed that the Strategy aligns with the State and National targets and regional plans. However, gaps were identified in compliance references and landfill future planning.

The review process recommended a few changes that includes amendment to inaccurate or outdated information, updated timelines, inclusion of new action/ sub actions and revised vision statement.

2. BACKGROUND

The Strategy was developed through collaboration between Council's in-house expertise, consultants and extensive community consultation to manage waste sustainably, divert waste from landfill, maximise resource recovery and promote recycling. The Strategy can be found on Council's website:

<https://www.frasercoast.qld.gov.au/downloads/file/1435/fraser-coast-waste-strategy-2019-2029>

To action the objectives of the Strategy, six strategic themes were developed with 30 Action items.

- Theme 1- Planning Future Waste Infrastructure
- Theme 2- Maximising Resource Recovery from Kerbside Bins
- Theme 3- Improve Waste Diversion from landfill
- Theme 4- Operational Efficiency
- Theme 5- K'gari (Fraser Island) Waste Management
- Theme 6- Waste Education

The Corporate Plan 2023-2028 is the overarching Council strategy and has 5 Key Themes

- Focus Area 1 Connected, Inclusive Communities and Spaces
- Focus Area 2 Resilient and Environmentally Responsible Region
- Focus Area 3 Focused Service Delivery
- Focus Area 4 Focused Organisation and Leadership
- Focus Area 5 Engaged and Agile Workforce

The Strategy continues to align with all of Council's overarching objectives which includes providing focussed service delivery, effectively managing our assets, maintaining financial stability and planning for future

Below Key deliverables of the Corporate Plan 2023-2028 under *Focus Area 2 - Resilient and Environmentally Responsible Region* have been delivered

- By 2025, Council has commissioned a new Material Recovery Facility to reduce waste to landfill.
- By 2025, Council has undertaken a major review of the Fraser Coast Waste and Resource Recovery Strategy

3. INTRODUCTION

As per Theme 4 Operational Efficiency, Action 4.4 of the Strategy, an interim review of the Strategy has been conducted to track progress, gather feedback and make amendments/improvements to ensure that the Targets, Objectives and Actions of the Strategy remain in alignment with State and National legislation and targets.

As at December 2024, Council's Resource Recovery Services (RRS) Team have achieved more than half of the 30 Actions listed in the Strategy. The remaining actions have gone through an extensive review process along with a holistic review of the Strategy which includes -

- Internal revision and mark-up within RRS
- Consultation with Council's other Internal Departments
- Public consultation through Council's Engagement Hub
- Workshops with the Water and Waste Services Advisory Committee
- Workshops with Councillors through Council Concept Forum

4. KEY FINDINGS

Progress of Action Items:

More than half of the 30 Action items in the Strategy have been achieved, including these major milestones:

- Maryborough landfill optimisation study which demonstrates that no new landfill is required in the short or medium term.
- Design and construction of Cell 9A
- Community consultation and Business Case developed for the introduction of Kerbside Organic Collection Service including regional opportunities being explored.
- Award of the new Waste Collection Contracts including green waste processing.

- Construction of the Materials Recovery Facility (MRF) scheduled to be commissioned in April 2025.
- Design and construction of the new and improved Waste Education Room.
- Development of the K'gari Waste Strategy.
- Award of the new K'gari waste collection contract.
- Site upgrade of the Eurong Waste Facility.
- Introduction of recycling on K'gari commencing July 2025

Please refer to Appendix A: Table of actions - Waste strategy (work in progress) for more details on the status of Actions.

Challenges:

The Strategy listed the below measurable targets by 2025 which includes waste diversion from landfill and increased recycling rates. These targets align with the current QLD Government's Waste diversion and recycling targets for 2025, 2030, 2040 and 2050.

RECYCLING RATE (AS A PERCENTAGE OF TOTAL WASTE GENERATED)				
STREAM	2025	2030	2040	2050
MSW	50%	60%	65%	70%
C&I	55%	60%	65%	65%
C&D	75%	80%	85%	85%
Overall	60%	65%	70%	75%

AMOUNT OF WASTE DISPOSED OF TO LANDFILL (AS A PERCENTAGE OF TOTAL WASTE GENERATED) 2030				
STREAM	2025	2030	2040	2050
Municipal Solid Waste	45%	30%	10%	5%
Commercial and Industrial	30%	20%	10%	5%
Construction and Demolition	25%	15%	15%	15%
Overall	35%	20%	15%	10%

As a percentage of total waste generated, recycling rate for Fraser Coast Regional Council (FCRC) currently sits at 59% against the State's target of 60% by 2025 and waste disposed to landfill for FCRC currently sits at 41% against the State's target of 35% by 2025.

Difficulties in data recording of Commercial and Industrial waste could be a contributing factor in not meeting the State's target of 35% considering not all commercial and Industrial waste comes into the Maryborough landfill, with a number of private waste and recycling service providers in the region.

Some of the challenges include:

- Changes in the legislative framework and cost escalations hampering roll out of the organics collection services.
- Insufficient economies of scale to implement further recycling schemes
- Tight commodities markets for some recyclables

- Slower than anticipated progress for some product stewardship schemes such as mattresses.
- Lack of awareness about specialised recycling schemes.
- Financial challenges impacting the community's ability to pay including the cost of living pressures associated with inflation and the reduction of the State's annual levy payment to 70% from 2025/2026.
- Lack of funding from the State to support the construction of the Material Recovery Facility which impacts Council's ability to fund other initiatives within the Strategy.

Please refer to Appendix B: Waste comparison Graph

Opportunities:

To achieve some of the action items listed on the Strategy, the following opportunities have been utilised:

- Secured funding from the State Government to implement a community-wide education and behaviour change intervention program-the Let's Get It Sorted (LGIS) Program.
- Secured funding from the Federal Government through the Australian Heritage grants program for the development of the K'gari Waste Management and Resource Recovery Strategy
- Collaborated with private companies to promote waste and recycling messages through targeted programs such as the Waste to Art Competition, Love Food Hate Waste and the Garage Sale Trail program.
- Invested into new technologies to improve efficiency. For example, optical sorters at the new MRF, and Polystyrene melting.
- Worked with the Wide Bay Burnett Resource Recovery Steering group for regional collaboration opportunities.

5. CONSULTATION OUTCOMES

The interim review process involved identifying and consulting with various stakeholders to ensure the Strategy objectives, targets and actions still align with the current operations, State and National industry framework, environmental compliance, community expectations and timelines.

Government and Regulatory Bodies:

To ensure the Targets, Objectives and Actions of the Strategy remain in alignment with State and National legislation and targets, the below National, State and Local Strategy documents were collated and reviewed -

- 2024 National Waste Policy and Action Plan
- Qld Waste Management and Resource Recovery Strategy
- Wide Bay Burnett Regional Waste and Resource Recovery Plan
- FCRC Corporate Plan 2023-2028

The review against these policy documents found that Council's Waste Strategy still aligns with all of the above strategies/policies. Noting that Wide Bay Burnett Regional Waste and Resource Recovery Plan was not in existence when Council's Waste Strategy was drafted, the Strategy has been reviewed to ensure that regional opportunities are incorporated.

The review process also noted that Queensland Government has proposed an updated Waste Strategy that focusses on preserving the environment and boosting recycling rates. This review process is currently being undertaken by the State and has not been included in the alignment review of this Strategy.

Resource Recovery Services Team:

An internal review was done to assess the delivery status of the existing targets against proposed timeframes and set achievable actions to ensure project delivery. This included revision of the 30 Actions within the 6 Strategic Themes of the Strategy for completion/progress and relevance.

The internal review and feedback process identified 3 Actions that were not relevant in the current context and 6 actions that required a revised timeline as per the below *table 1.1*

Other Internal Council Departments:

Internal Council departments including the Environmental Services Team and the Sustainability Team were consulted to holistically review the Strategy for gaps relating to environmental compliance and sustainability including the review of the Strategic Vision and the remaining actions within the 6 Strategic Themes of the Strategy.

The Strategy and Sustainability Team provided some feedback on two of the sub -actions within Action Item 3.5 - *Council to lead by example and promote waste reduction and diversion in the way it conducts its activities*. Feedback from the Strategy and Sustainability Team can be found in *Table 1* of this Report.

Public Consultation:

Community engagement was conducted simultaneously with the internal review process. A quick poll and a survey were done with the broader community via Council's Engagement Hub platform throughout January and February 2025. Information stalls were also set up at the Maryborough markets and Urangan markets during the consultation period to gather community feedback on the current strategy and to assess whether it still aligns with the current community expectations.

There was a total of 1017 responses to the feedback mechanisms provided for the engagement. 574 responses to the online "quick poll" and 443 responses to the survey.

The community consultation responses suggested that most people supported an increase in recycling services with majority of them supporting expanding the material type accepted in the kerbside recycling bin. The responses also indicated that whilst the majority of people supported the introduction of an organic waste collection service, 57% of respondents did not support paying additional rates of \$100 per year for organics collection, however, may be open to a lower cost solution.

In general, the community responses aligned with the vision and objectives of the current Strategy which focusses on reducing waste going into landfill and recycling.

Please refer to Appendix C: Public Consultation Report for a summary of the consultation process.

Water and Waste Services Advisory Committee:

As a part of the stakeholder consultation process, the Water and Waste Advisory Committee roundtable was held on 21st February. A draft report was sent through to the committee for pre reading.

During the 1.5 hour session, the committee was presented with the technical review process, the findings from the review, community consultation results and the recommended changes to the existing Action Items on the strategy. The committee was given an opportunity to vote “agree” or “disagree” to the recommended changes and were asked to provide their thoughts around any new action items that could have been missed in the Strategy when it was originally drafted in 2019.

The advisory committee identified some gaps in the holistic review of the Strategy and advised that consideration should be given to the addition of the below key points in the Strategy:

- Include reference to landfill life versus time required to establish a new site in a general sense to communicate the future planning and considerations that go beyond the timeframe of this Strategy (2029).
- Include references to the timelines required to develop a new Strategy post 2029.
- Highlight the conflict between State policy and State diversion targets.
- Ensure consideration is given to the cost benefit of waste reduction projects proposed, so not to financially impact the community or Council through the development of business cases.

The Committee was supportive of the recommendation to remove three of the outstanding action items and the justification around “revised timelines” for six of the outstanding action items as per *Table 1*.

The Committee also recommended considering adding a new Action Item or a Strategic theme around advocacy which includes a local environmental network group in advocating to the State. For example – The already existing “Sustainable School’s Network”

Regional Resource Recovery Coordinator for Wide Bay Burnett

In 2023, the Wide Bay Burnett Regional Waste and Resource Recovery Plan was adopted by the six Councils of the region to improve waste and resource recovery outcomes, identifying long-term coordinated actions to support planning and investment in both infrastructure and non-infrastructure projects. Priority projects identified for consideration include investigations into:

- Organics diversion through home composting, community composting and kerbside collection services
- Long-term solution for residual waste utilising existing capacity in landfills within the region

- Education and Behaviour Change programs
- Regional recyclables processing utilising existing MRF capacity in the region
- Glass processing infrastructure

The review found that the Strategy aligns with the objectives and actions of the Regional Plan.

Full details of the plan and elements that directly relate to the Fraser Coast Regional Council can be found in the Plan frasercoast.qld.gov.au/downloads/file/5085/regional-waste-and-resource-recovery-plan

Councillor Concept Forum

As a part of the stakeholder consultation process, a Councillor Concept Forum was held on 2 April 2025 to provide Councillors with an opportunity to provide feedback on the review process. A draft report was sent through to the Councillors for pre reading noting that the Resource Recovery Team were looking to get some advice/feedback on the review process and proposed amendments.

During the 2.5-hour session, Councillors were presented with the review process, the findings from the review, community consultation results and the recommended changes to the existing Action Items on the Strategy. Councillors were given an opportunity to vote “agree” or “disagree” to the recommended changes and were asked to provide their thoughts around any new action items that could have been missed in the Strategy when it was originally drafted in 2019.

Councillors identified some actions/sub actions for consideration. Below are the recommended actions/sub actions that was agreed upon for consideration by the Executive Leadership Team during that session:

- Investigate future infrastructure requirements including waste transport impacts
- Lobby State Government for support and collaboration in managing waste on K’gari including revised charging structure utilising the existing bookings and permit systems.
- Investigate the use of AI to analyse household waste from kerbside bins with the potential for weight based charges.

Councillors were also supportive the recommendation to remove three of the outstanding Action Items and the justification around “revised timelines” for six of the outstanding action items as per *Table 1*.

6. RECOMMENDATIONS

Holistic Review

Holistic review of the Waste Strategy identified the following recommended amendments (in red)-

1. Under the heading “Strategic Vision”- “Objectives” (Page 15 of appendix D of the Strategy)
 - *Waste facilities and activities are operated in a manner that minimises the impact on **environmental nuisances and health**, human health and maintains a high level of public amenity.*
2. Under Topic “Waste Issues for the Fraser Coast Region”- subtopic “Compliance” (Page 14 of appendix D of the Strategy)
 - *Council operates all landfills, resource recovery facilities and composting operations in accordance with environmental and development approvals and **aims to minimise the risk of environmental nuisance.***
 - Remove the below sentence as Council has received a penalty infringement notice for a licence exceedances in the past.
 - *Council managed these operations without any penalties for environmental harm for the period September 2010 – March 2019 and needs to continue to comply with State and National legislation to maintain our license to operate.*
3. Include reference to landfill life versus time required to establish a new site.

This item is proposed to be included as an amendment to the *Actions For Delivery* section under *Theme 1- Planning Future Waste Infrastructure*, as below:

ACTIONS FOR DELIVERY

Council is the main owner and operator of landfill and resource recovery infrastructure across the region and will play a lead role in the development of infrastructure that is suited to recycle, recover and dispose of solid waste generated across the region. Maryborough Landfill is forecast to reach closure capacity after 2030. The development of a new landfill site can take over 10 years and Council needs to identify a suitable site to meet the region's future disposal needs.

Replace highlighted text in yellow above with the below:

With the current forecast models, an extreme scenario with high population growth rates and no implementation of an organics collection service until 2027, it is anticipated that the current landfill site will reach full capacity in 2050. Given that the development of a new landfill site can take over 10 years, investigations and identifying a new site for disposal of waste beyond 2050 will be an action item for inclusion in the next Fraser Coast Waste Strategy.

4. Include timelines to develop a new Strategy.

This item is proposed as an addition to the list of targets by 2029 under *Theme 1- Planning Future Waste Infrastructure, Targets of the Strategy*.

Proposed wording:

By 2029, we will have:

- *Investigated and identified a suitable contractor to draft the Resource Recovery Strategy 2030-2040(timelines subject to change).*

5. Highlight the conflict between State policy and ability to achieve State diversion targets.

This item is proposed to be inserted as addition text in the final Review Report as an Appendix to the Strategy.

Proposed wording:

The review of the Strategy identified challenges in achieving the State's diversion targets, specifically the conflict between the set targets and legislative framework inhibiting the introduction of diversion projects. The changes in legal framework associated with organics diversion reducing processing capacity for the introduction of kerbside organics collection services.

6. Ensure consideration is given to the cost benefit of waste reduction projects proposed, so not to financially impact the community or Council through the development of business cases.

The below sentence to be added under Topic "Waste Issues for the Fraser Coast Region" subtopic "Increasing Costs"(page 14)

- *Council to consider the cost-benefit of a project prior to proceeding with any project to ensure viability and affordability of the project with consideration to the rising inflation and the cost-of-living pressure on both Council and the community.*

Updated Actions

Table 1 recommends changes that specifically relate to Sub Actions from the Strategy.

Table 1 Recommendations on the Actions Items

Action	Sub Action	Recommended Action	Justification
1.5 Develop Final capping and closure construction program for all “non-active landfills	<i>Collaboration with universities and learning institutions to monitor post- closure landfill performance.</i>	Remove sub action from the action list Revise <i>Action 1.5</i> to “Retain all licensed but inactive landfills as emergency landfills given the strategic value they provide the community in the event of a disaster or until a higher-level land use is resolved”	Not required from a compliance perspective. RRS Team to take up opportunities to work with universities if opportunities arise in future subject to staff resources available at the time.
2.1 Introduce a kerbside organic collection service	<i>Introduce a kerbside green waste or green waste/food waste collection service from 2021/22.</i>	Revise the timeline to 2026-2028	Investigations still being done and regional opportunities are being explored. Delay also caused by regulations around PFAS and affordability issues with Food Organics and Green Organics (FOGO) needing to be in a closed vessel
3.1 Increase commercial waste resource recovery	<i>Investigate opportunity for organic food waste collection system and trial with selected businesses prior to 2021.</i>	Revised timeline to 2026-2028	Investigations still being done and regional opportunities are being explored for organics collection. Delay also caused by regulations around PFAS and affordability issues with FOGO needing to be in a closed vessel

Action	Sub Action	Recommended Action	Justification
3.3 Increase construction waste resource recovery services at waste transfer facilities	<i>Develop “clean fill” management strategy to maximise effective use of clean fill delivered to Maryborough Landfill.</i>	Revised timeline to 2026-2028	Not required from a compliance perspective. Does not need to be done urgently.
3.5 Council to lead by example and promote waste reduction and diversion in the way it conducts its activities	<i>Implement the “Eco-Biz” program at Wide Bay Water and Waste Services Directorate prior to wider implementation across Council offices.</i>	Remove	Not a core action for the Resource Recovery Team since Ecobiz covers waste, water, energy and biodiversity. Sustainability Team have considered a revised version of this action in the broader Council Strategy- “Implement “Eco-Biz” program across Council offices through a phased-out approach”.
3.5 Council to lead by example and promote waste reduction and diversion in the way it conducts its activities	<i>Undertake operational waste audits of key Council waste generators (i.e. infrastructure services, parks and gardens) and establish department specific waste diversion programs.</i>	Remove	This action aligns with the Ecobiz program and therefore could be listed in the broader Council Strategy as a part of the Eco biz program. “Implement “Eco-Biz” program across Council offices through a phased-out approach”.
3.5 Council to lead by example and promote waste reduction and diversion in the way it conducts its activities	<i>Establish policy to encourage Council to utilise recovered resources (mulch product, recycled aggregate, glass fines) to support end-use markets.</i>	Revised timeline to 2026- 2029 Revise the sub action to – <i>Council to Investigate opportunities to utilise recovered resources</i>	Procurement Policy development timelines may not align with the timelines of the Strategy. Do not necessarily need a Policy to implement this action. This could also be a part of the broader Council strategy
3.5 Council to lead by example and promote waste reduction and diversion in the way it conducts its activities	<i>Sustainable purchasing policy development to encourage full “life-cycle” assessment of products purchased by Council.</i>	Revised timeline to 2025- 2028 Revise the sub action to – <i>Council to Investigate opportunities to encourage full “life-cycle”</i>	Procurement Policy development timelines may not align with the timelines of the Strategy. Do not necessarily need a Policy to implement this action.

Action	Sub Action	Recommended Action	Justification
		<i>assessment of products when making a purchase</i>	This could also be a part of the broader Council strategy
4.3 Implement best practice data collection and management systems across kerbside collection and waste facilities	<i>Install an additional weighbridge at Nikenbah Resource Recovery Centre to enable weigh-in/weigh-out.</i>	Revised timeline to 2030-2033	To be actioned under the Nikenbah upgrade masterplan scheduled between 2030-2033- market exercise revealed too high prices at the time therefore the revised timeframe. To be included in the Waste Strategy-2030-2040

New Actions

Based on feedback from all stakeholders, one new Action has been developed (Action 3.8) with relating sub-actions, along with a new sub-action under the existing Action 4.3.

Table 2: New Recommended Action/Sub Actions

Action	Sub Action	Delivery Timeframe
NEW ACTION 3.8 – Advocate for Queensland State Government support to achieve set resource recovery targets	NEW SUB ACTIONS Develop new or engage with an existing local environmental network group aimed at advocating to the State on matters relating to waste management and resource recovery. Lobby the State Government to address challenges of resource recovery and cost recovery associated with managing waste generated on K’gari.	2025-2029
EXISTING ACTION 4.3 Implement best practice data collection and management systems across kerbside collection and waste facilities.	NEW SUB ACTION Investigate the use of AI to analyse household waste from kerbside bins with the potential for weight-based charges.	2027-2029

Update to the Vision Statement

Comprehensive review of the Strategy included review of the vision statement. All internal stakeholders were given an opportunity to provide feedback on the vision statement. Below is the revised vision statement based on the feedback received.

- Current Vision Statement – *“Our vision is to focus on resource recovery in a sustainable way, with consideration to the environment, cost and community”.*
- Revised Vision Statement – *Our vision is to consider waste as a resource by providing sustainable, innovative, and evolving resource recovery services to the Fraser Coast community, through effective education, efficient processes, in a transition to a circular economy together.*

7.CONCLUSION

The comprehensive review of the Strategy process has highlighted the progress made so far towards implementing the Strategy, the challenges faced, the opportunities that were undertaken and areas for improvement.

The review process also helped identify Council’s alignment with the State and National objectives and targets, alignment with community expectations and regulatory bodies.

The holistic review of the Strategy identified general gaps under compliance and planning future waste infrastructure, outdated information that needed removing and missing timelines for future planning. It also identified the conflict between the State's diversion targets and their policies.

One new Action arose from the review process (Action 3.8) with relating sub-actions, along with a new sub-action under the existing Action 4.3.

Adopting the recommended changes from the review process will contribute to better recycling, better resource recovery, more diversion from landfill and a circular economy.

8. APPENDICES

APPENDIX A - Table of Actions

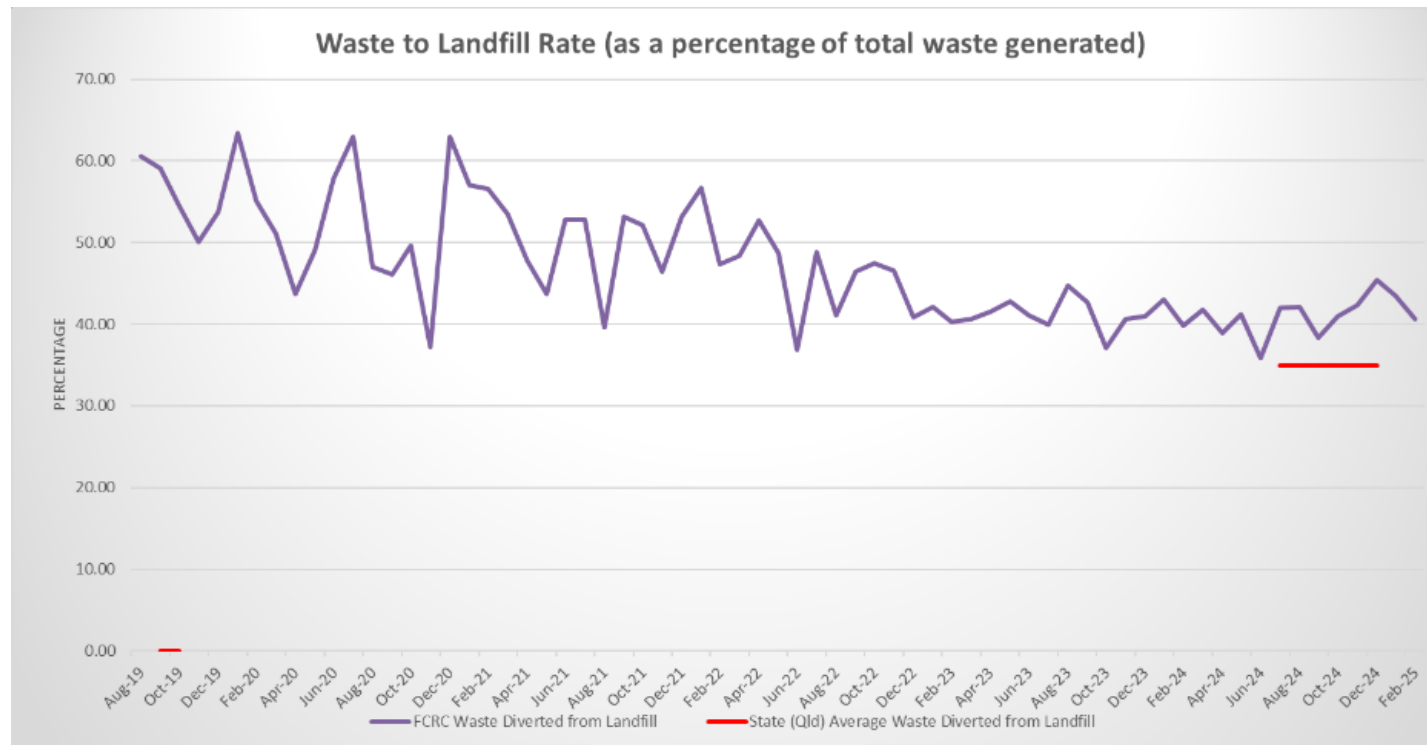
Fraser Coast Waste Strategy 2019-2029				
Action	Delivery Timeframe	Status	Estimated Cost	Comments
1.1 Develop waste facilities that meet future community demands	2019/2020			
• Assess the suitability of Nikenbah Resource Recovery Centre to accommodate future population growth and meet resource recovery needs.		Done - Master plan for Nikenbah developed by ATC and endorsed as guiding docs at Council meeting on 28 November 23.		
• Develop masterplan for the Nikenbah Resource Recovery Centre site or construct a Resource Recovery Centre to service Hervey Bay Region.		Done - Master plan for Nikenbah developed by ATC and endorsed as guiding docs at Council meeting on 28 November 23.		
• Determine the best value for money solution to providing a new Resource Recovery Centre to service Hervey Bay Region.		New resource recovery centre not required		
• Develop a masterplan for the Maryborough Resource Recovery Centre.		Done - Site Development Plan for Maryborough developed by ATC and endorsed as guiding docs at Council meeting on 28 November 23.		
• Ongoing construction of landfills cells at Maryborough Landfill to meet community demand.		Done - Cell 9 design complete with construction underway to be completed by December 2024. HES Basin design awarded with roads to be constructed 24/25 fy at MB landfill.		
• Maximise the use of existing regional landfills in the region to their final design profile.		optimisation study regional landfill space - not required		
1.2 Secure landfill capacity beyond the end of life of the Maryborough landfill	2021-2028			
• Identify a site for future landfilling beyond the life of Maryborough Landfill and gain approvals or commercial agreement for disposal.		Done - Optimisation Study- landfill life extended to approx. 2050 based on current population growth and waste disposed of to landfill		
1.3 Equitable service delivery across the region - 19/20	2019/2020			
• Closure of the Burrum Heads Transfer Station.		Burrum heads and yengarie transfer stations closed		
• Drive-time analysis of waste facilities (excluding Burrum Heads) to inform decisions on any changes to the waste facility network.		level of service review conducted -Burrum heads, Granville, Tinana and Yengarie closed on the 26th of June 2023		
• Community consultation on service standards for waste collection, resource recovery and opening hours at waste transfer facilities.		Community consultation has been included in the waste strategy review		
1.4 Increase resource recovery at waste facilities	2019-2028			
• Collaborate with contractors and undertake cost benefit analysis to identify opportunities for improved resource recovery.		Ongoing - provision built into new contracts.		
• Implement a consistent resource recovery approach across major and minor transfer stations.				
1.5 Develop final capping and closure construction program for all "non-active" landfills	2019-2028			
• Identify post-closure land use for each closed landfill.				
• Develop a 10-year final capping and rehabilitation construction program and integrate into the capital delivery program to achieve final capping of all landfills by 2029 (with exception of Maryborough Landfill).		Draft design done. Costing has been put into the rehab model.		review wording for all non active landfill-remove timeline
• Collaboration with universities and learning institutions to monitor post- closure landfill performance.		remove from the list		Not required from a compliance perspective. R&S Team also do not have the staff resources do be able to collaborate with universities.
1.6 Investigate regional collaboration opportunities for landfill and alternative waste treatment	2019-2022			
• Collaboration with WBBROC members to assess suitability and financial viability of a regional landfill located either within or outside the Fraser Coast Region.		Ongoing-Update WBBROC to wide bay burnet resource recovery steering Group-Regional Waste and Resource Recovery Plan finalised and regional coordinator position filled		
• Collaboration with industry, local and state government for the development of Alternative Waste Treatment facilities, subject to the outcome of Action 2.5.		Ongoing - this is being done at a Regional Level, waste to energy feasibility assessment was done in 2020. Currently not viable		
2.1 Introduce a kerbside organic collection service	2019-2022			
• Undertake waste audit of kerbside waste bin to understand waste composition and potential for recovery of the organic/green waste stream from kerbside waste bins.		Done- Waste Characterisation Assessment complete. Community consultation and Business Case developed. Regional opportunities being explored		
• Undertake feasibility assessment to compare introduction of a kerbside green waste or kerbside green/food waste collection service across the region.		In progress- Business case yet to be finalised	\$ 150,000	
• Trial a food waste/green waste collection service at selected localities across the region.		Trial no longer recommended as Bundaberg and other Councils shared their trial results		
• Community consultation to assess community perception/desire for green waste/organics collection service.		Community consultation carried out - Council desire for further community consultation to occur prior to implementation		
• Subject to outcome of above, introduce a kerbside green waste or green waste/food waste collection service from 2021/22.		Revised timeline		Investigations still being done and regional opportunities are being explored - Delay also caused by regulations around PFAS and affordability issues with FOGO needing to be in a closed vessel
2.2 Improve recovery of kerbside recyclables at the Materials Recovery Facility (MRF)	2021-2022			
• Complete feasibility assessment for Council to build and operate a Materials Recovery Centre compared to outsourcing as part of the waste collection contract.		Done -Completed prior to tender process and incorporated into new contract.		
• Invest in repurposing or upgrading a Materials Recovery Centre from 2021/22 to improve recovery of recyclables.		Done - Regional MRF construction underway - will commission in Feb 2025		
• Investigate technology suitable for treatment of glass/glass fines to deliver localised re-use solution for glass.		Glass processing facility feasibility assessment done and is being considered at a regional level		
• Investigate expansion of the types of materials permitted in the kerbside recycling bin and if viable design Materials Recovery Centre to suit.		Ongoing		As opportunity arises could investigate into programs like curby in future
2.3 Encourage kerbside recovery	2021-2022			
• Introduce 360L recycling bins and pricing to encourage uptake.		Possible introduction in alignment with and organics collection service. Being investigated from a regional level		Bin fleet and investigations.
• Review different bin sizing and pricing to encourage uptake (i.e. 140L waste/240L recycle).		Bin size and price assessment completed by PaC.	\$ 150,000	
2.4 Public place bin recycling	2019-2028			
• Ongoing assessment of areas suited to public place recycling bin placement.		Ongoing		More work needs to be done in consultation with Parks
• Install recycling bins and enclosures in high use public locations (taking on board feedback from community consultation and Council's Park's and Waste Team).			\$ 50,000	
2.5 Feasibility of alternative waste treatment	2019-2021			
• Assess feasibility of Alternative Waste Treatment technology that may be suited for the Fraser Coast context. This could include anaerobic digester, composter suited for food organics or mechanical sorting facility. Waste to energy for domestic waste is unlikely to be suited to the region due to cost.		Ongoing - this is being done at a Regional Level, waste to energy feasibility assessment was done in 2020. Currently not viable	\$ 50,000	Consultant for feasibility assessment.
3.1 Increase commercial waste resource recovery	2020-2028			
• Develop information package to be provided to commercial businesses using Council kerbside collection service.		Ongoing		Further work needs to be done

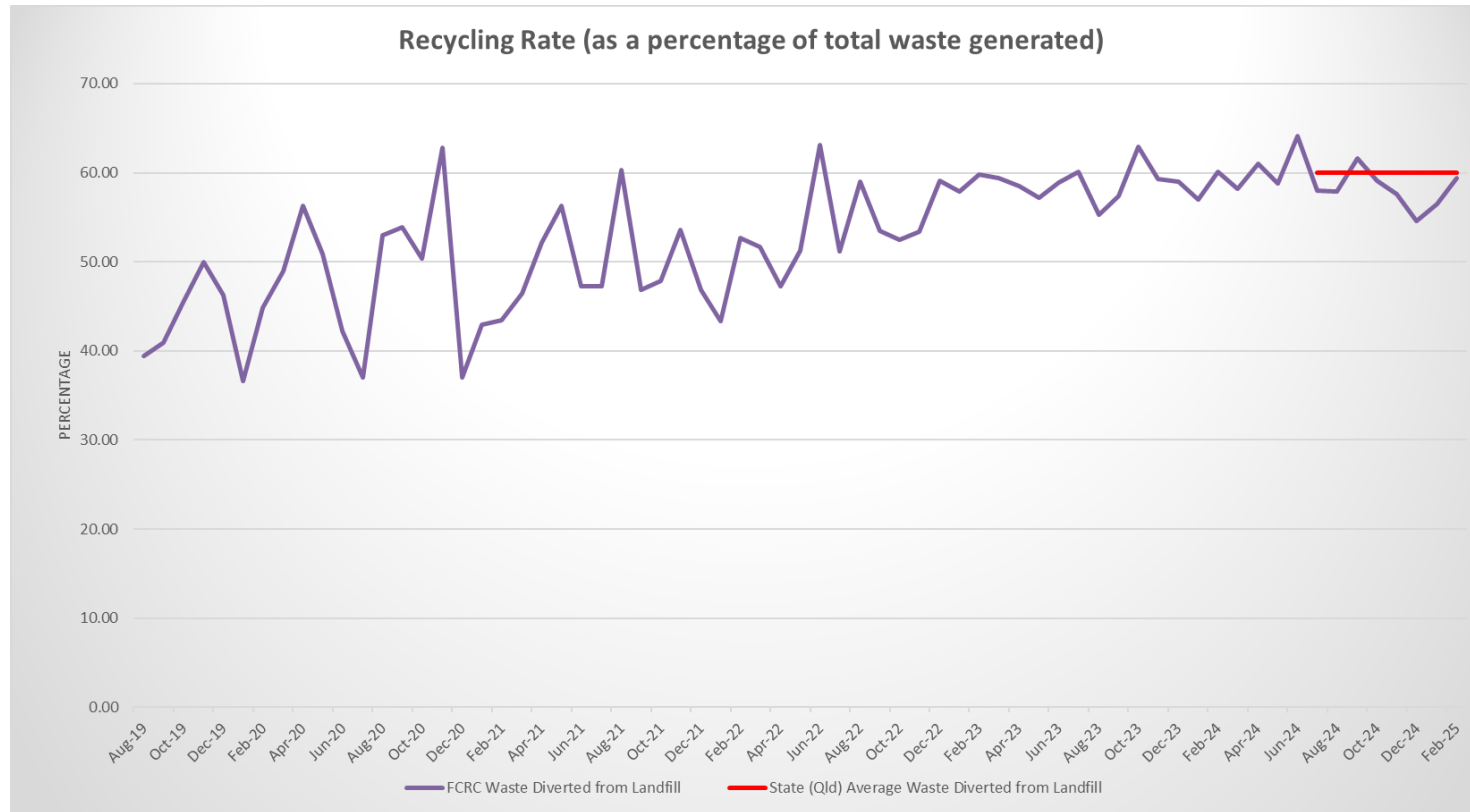
<ul style="list-style-type: none"> Investigate opportunity for organic food waste collection system and trial with selected businesses prior to 2021. 		Revised timeline		Investigations still being done and regional opportunities are being explored. Delay also caused by regulations around PFAS and affordability issues with FOGO needing to be in a closed vessel
<ul style="list-style-type: none"> Identify key commercial waste generators within the region and promote implementation of the "Eco-Biz" program 		Ongoing	\$ 20,000	
<ul style="list-style-type: none"> Communicate the success of businesses that make measurable improvements in waste management. 		ongoing		
3.2 Increase resource recovery services at waste transfer facilities	2019-2022			
<ul style="list-style-type: none"> Implement mattress processing at Nickenbah and/or Maryborough. 		Done		
<ul style="list-style-type: none"> Develop better waste segregation systems at waste transfer facilities that were identified through the Fraser Coast Waste strategy consultation, which may include: 		Done		
<ul style="list-style-type: none"> Paint and other hazardous waste streams. 		Done		
<ul style="list-style-type: none"> Plasterboard. 		Done		
<ul style="list-style-type: none"> Soft plastics, textiles and polystyrene. 		Done		
<ul style="list-style-type: none"> Partnerships with community groups to use recovered goods and provide infrastructure at either Nickenbah or Maryborough (i.e. Men's Shed, art workshops, etc.). 		Ongoing	\$ 80,000	
3.3 Increase construction waste resource recovery services at waste transfer facilities	2019-2022			
<ul style="list-style-type: none"> Develop "clean fill" management strategy to maximise effective use of clean fill delivered to Maryborough Landfill. 		Revised timeline		Not required from a compliance perspective. Does not need to be done urgently.
<ul style="list-style-type: none"> Implement builders waste transfer pad at Nickenbah and Maryborough and actively sort to recover resources. 		Done		
<ul style="list-style-type: none"> Investigate timber re-use/shredding of recovered timber. 		Done		
3.4 Establish gate fee pricing and incentives that encourages resource recovery	2019-2028			
<ul style="list-style-type: none"> Review gate fee pricing and set pricing to encourage resource recovery and waste segregation 		Ongoing		
<ul style="list-style-type: none"> Develop competitions, promotions and other incentives that encourage residents, schools and business community to implement waste minimisation and recovery practices. 		Ongoing	\$ 10,000	
3.5 Council to lead by example and promote waste reduction and diversion in the way it conducts its activities	2019-2025	could this be driven by sustainability reps from each Council building?		
<ul style="list-style-type: none"> Implement the "Eco-Biz" program at Wide Bay Water and Waste Services Directorate prior to wider implementation across Council offices. 		Remove		Not a core action for the Resource Recovery Team since Ecobiz covers waste, water, energy and biodiversity. Sustainability Team have considered a revised version of this action in the broader Council Strategy - "Implement "Eco-Biz" program across Council offices through a phased-out approach".
<ul style="list-style-type: none"> Apply gate fee pricing to all Council departments and provide regular reporting of performance 		Done		
<ul style="list-style-type: none"> Undertake operational waste audits of key Council waste generators (i.e. infrastructure services, parks and gardens) and establish department specific waste diversion programs. 		Remove		This action aligns with the Ecobiz program and therefore could be listed in the broader Council Strategy as a part of the Eco biz program. "Implement "Eco-Biz" program across Council offices through a phased-out approach".
<ul style="list-style-type: none"> Staff awareness training to promote waste diversion and resource recovery 		Ongoing		
<ul style="list-style-type: none"> Establish policy to encourage Council to utilise recovered resources (mulch product, recycled aggregate, glass fines) to support end-use markets. 		Revised timeline to 2026- 2029, Revise the sub action to – Council to Investigate opportunities to utilise recovered resources		Procurement Policy development timelines may not align with the timelines of waste strategy. The policy could also be part of the broader Council strategy.
<ul style="list-style-type: none"> Sustainable purchasing policy development to encourage full "life-cycle" assessment of products purchased by Council. 		Revised timeline to 2026- 2029, Revise the sub action to – Council to Investigate opportunities to encourage full "life-cycle" assessment of products when making a purchase	\$ 30,000	Procurement Policy development timelines may not align with the timelines of waste strategy. The policy could also be part of the broader Council strategy.
3.6 Kerbside hard waste collection and "free tipping" weekends.	2019-2022			
<ul style="list-style-type: none"> Review cost/benefit of a "scheduled" kerbside hard waste collection service. 		Done		
<ul style="list-style-type: none"> Review cost/benefit of the annual "free tipping" weekends. 				
3.7 Support the development of markets (local and regional) for end-use of recovered products	2019-2022			
<ul style="list-style-type: none"> Council "internal" departments to utilise recovered resources for Council projects (mulch, recycled aggregate, clean fill, glass fines) 		Done		
<ul style="list-style-type: none"> Identify local end-use markets for glass fines and if viable, invest in infrastructure to support local re use of glass fines (by 2022). 		Being Investigated at a regional Level		
<ul style="list-style-type: none"> Collaborate with existing contractors and local industry to identify viable markets for potential recovered products and support market development through leadership and investment (i.e. food organics, plasterboard, mattresses, textiles, timber, pallets). 		Ongoing		
4.1 Implement best practice landfill management	2019-2028			
<ul style="list-style-type: none"> Improve the compaction ratio achieved at Maryborough Landfill and undertake quarterly survey to monitor performance. 		Ongoing		Unsure of what is involved in this - I'll have a chat with Glenn to estimate cost.
<ul style="list-style-type: none"> Staff training on compaction management and equipment use. 		Ongoing		
<ul style="list-style-type: none"> Improve leachate collection and treatment at Maryborough Landfill. 		Site development Plan identifies leachate storage tanks to replace existing pond. Trade waste agreement accepts leachate to sewage treatment plant		
<ul style="list-style-type: none"> Install leachate collection system at Granville Landfill. 		Complete		Some alleviating works were done and no leachate issues have arisen since.
4.2 Connectivity of Council waste facilities	2021-2022			
<ul style="list-style-type: none"> Establish information technology (IT) connectivity at all Council waste facilities. 		Ongoing		
4.3 Implement best practice data collection and management systems across kerbside collection and waste facilities	2019-2022			
<ul style="list-style-type: none"> Install an additional weighbridge at Maryborough Landfill to enable weigh-in/weigh-out. 		Currently under construction	\$ 800,000	
<ul style="list-style-type: none"> Install an additional weighbridge at Nickenbah Resource Recovery Centre to enable weigh-in/weigh-out. 		Revised timeline	\$ 800,000	To be actioned under the Nickenbah upgrade masterplan scheduled between 2030-2033- market exercise revealed too high prices at the time therefore the revised timeframe. To be included in the Waste Strategy 2030-2040
<ul style="list-style-type: none"> Investigate hardware/software such as number plate recognition/ weighbridge software to improve transaction management and data analysis. 		Ongoing		

<ul style="list-style-type: none"> • Prior to 2021, define Council information/data and performance outcomes required for the kerbside collection and specify IT/data requirements. • Establish key performance indicators for Fraser Coast Waste and develop electronic "dashboard" that can be used to measure and communicate with staff, Council and the community. • Improve IT resource allocation to Fraser Coast Waste. • Review weigh-based charging technology, particularly for commercial waste collection. 		<ul style="list-style-type: none"> Done - addressed in new contract Ongoing Ongoing Done 	7	
4.4 Review of Fraser Coast Waste Strategy 2019-2029	2024			
<ul style="list-style-type: none"> • Annual review of strategy actions and integration into yearly service delivery plans • Comprehensive review of the strategy in 2024 to ensure ongoing alignment with National and State Waste Strategy. 		<ul style="list-style-type: none"> Ongoing In Progress 		
5.1 Fraser Island Vision	2019-2028			
<ul style="list-style-type: none"> • Develop a vision statement for waste management on Fraser Island guided by Butchella First Lore, "What is good for the land must come first." 		Strategy developed - Implementation phase		
5.2 Waste transfer station upgrades				
<ul style="list-style-type: none"> • Eurong transfer station to be used as "trial site" for 12-months to improve infrastructure, restrict access and increase staffing levels to improve resource recovery and recycling. • Council, Queensland National Parks and other stakeholders to review trial outcomes and adopt outcomes to Orchid Beach and Happy Valley. • Consider manning Orchid Beach and Happy Valley during "peak periods." 		Strategy developed - Implementation phase		
5.3 Improved recycling service				
<ul style="list-style-type: none"> • Introduce recycling service for residents and commercial business that enable recyclables and organics to be stored and/or processed at Council Waste Facilities. • Consultation with Queensland Parks and Wildlife Services to investigate recycling approach for campers. • Consultation with Queensland Parks and Wildlife Services for "eco-accreditation" funds to be paid to or used by Council for waste management purposes. 				
5.4 Waste Education				
<ul style="list-style-type: none"> • Invest in improved signage and education material to support resource recovery and recycling on Fraser Island, particularly targeting international and domestic campers. 		Ongoing		
5.5 Waste Collection and contract renewal				
<ul style="list-style-type: none"> • Issue the Fraser Island Waste Contract tender to market for waste collection and other resource recovery initiatives by 2024. 		Done		
6.1 Develop and implement a waste education plan that aligns with the waste strategy and engages the community, schools and business in waste avoidance, reuse and recovery	2019-2028			
<ul style="list-style-type: none"> • Develop an annual waste education plan that aligns with Fraser Coast waste strategy and operational priorities and targets the following segments: 		Done		
<ul style="list-style-type: none"> • School programs. 		Done		
<ul style="list-style-type: none"> • Commercial businesses (Eco-Biz) program. 		Done		
<ul style="list-style-type: none"> • Council staff and departments (Infrastructure services, Wide Bay Water, Parks and Gardens, etc.). 		Done		
<ul style="list-style-type: none"> • Fraser Island residents and users (in conjunction with National Parks and Wildlife Service). 		To be actioned under the K'gari waste strategy		
6.2 Investment in "waste education" infrastructure	2021			
<ul style="list-style-type: none"> • Investigate investment in "waste education" infrastructure (mobile or fixed) that can enhance the delivery of the waste education message and provide a space for school/business/community groups to attend for waste education messaging. 		New MRF education room design and construct - Complete		
<ul style="list-style-type: none"> • Examples include education building at MRF, Nikenbah green waste process, Maryborough Landfill. 		Done		
<ul style="list-style-type: none"> • Review electronic programs/apps available to support waste education delivery. 		Done - recycle mate app		
6.3 Reduce littering and illegal dumping through education and awareness	2020-2028			
<ul style="list-style-type: none"> • Develop a coordinated communication plan targeting illegal dumping and littering. • Participate in national approaches to litter management. • Incentivise the introduction of the Container Refund Scheme at sporting clubs and community groups. • Targeted surveillance and enforcement at identified illegal dumping hotspots. 		Ongoing - Communication Plan complete.		

APPENDIX B - Waste Comparison Graphs

Waste Comparison Graphs (Aug 2019-Feb 2025)







Fraser Coast Regional Council

FRASER COAST WASTE STRATEGY 2019-2025 REVIEW**STAKEHOLDER & COMMUNITY ENGAGEMENT CONSULTATION EVALUATION****Engagement period: 13 January 2025 to 17 February 2025**

The Fraser Coast Waste Strategy 2019-2029 was adopted by Council in July 2019 as a practical roadmap to reduce waste going to landfill and transition to a more circular economy by recovering and recycling more.

It is now due for its first comprehensive review, and Council invited our community to have a say on the current strategy to help us assess whether the 10-year plan remains aligned with Council priorities, community needs, and the latest state and national waste strategies.

Our community engagement ran from mid-January to mid-February 2025.

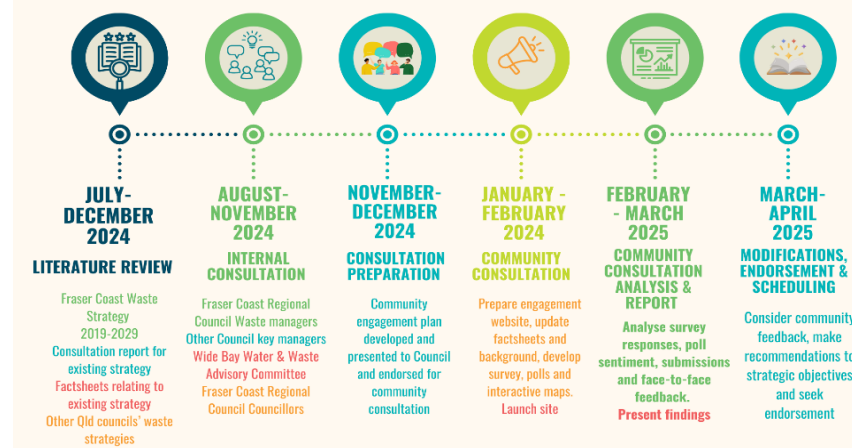
**1. EXECUTIVE SUMMARY****1.1 OVERVIEW – ENGAGEMENT**

Internal stakeholder engagement was undertaken from October to December 24, and then with the Fraser Coast community from mid-January to mid-February 25.

Discussions and feedback that occurred during the internal consultation were incorporated into the design of the community engagement process.

The community engagement occurred primarily online using an online survey, a poll, an interactive map of Fraser Coast waste facilities, and provision of background information on the project webpage. There was also an invitation to contact the engagement team and/or submit a formal response, as well as face-to-face intervention at the markets.

There was a total of 433 responses to the detailed survey, providing a high level of confidence (95% confidence level) that a representative sample of the Fraser Coast was obtained, with a low margin of error (4.7%).¹


PROJECT TIMELINE: COMMUNITY ENGAGEMENT
 Fraser Coast Waste Strategy 2019-2029 Review
**Key messages:**

1. The Fraser Coast Waste Strategy 2019 – 2029 guides how we manage waste to support our growing community, protect the environment and create economic opportunities.
2. Council is reviewing the strategy at its halfway point to ensure it continues to meet local needs and aligns with state and national priorities.
3. Have your say on waste management on the Fraser Coast. Your feedback will help refine the strategy and deliver a cleaner, greener future for our community.

Have your say.
FRASER COAST
WASTE STRATEGY
 REVIEW



4. Visit our Engagement Hub website

<https://frasercoast.engagementhub.com.au/fcrc-waste-strategy-review>
 to learn more and complete the quick online survey before 16 February.

2. ENGAGEMENT KEY FINDINGS SUMMARY

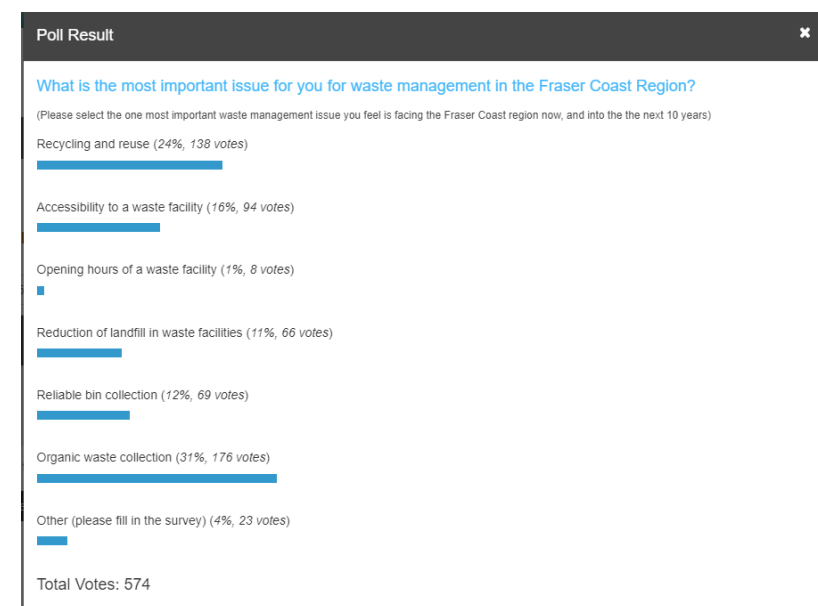
There was a total of 1017 responses to the feedback mechanisms provided for the engagement. This included three written submissions, 574 responses to the online “quick poll”, 433 responses to the survey, and seven comments on the interactive map.

2.1 SUBMISSIONS

Council received three submissions from the community during the formal consultation period. These were written submissions, either via email/Contact Form or as correspondence through the customer service centre. The focus of these submissions was generally to advocate for more comprehensive waste services.

2.2 POLL

There were 574 responses to the poll. The most popular “most important” issue was “organic waste” (31%), followed by “recycling and reuse” (24%). This reflected the survey results which indicated that there was strong support for an organics waste service (79%), and demand for more recycling services (52%).



2.3 SURVEY FINDINGS

There were 433 responses to the survey, which had 22 questions, seven of which were demographic-type questions. This provided a high confidence level that the sample was representative of the Fraser Coast population.

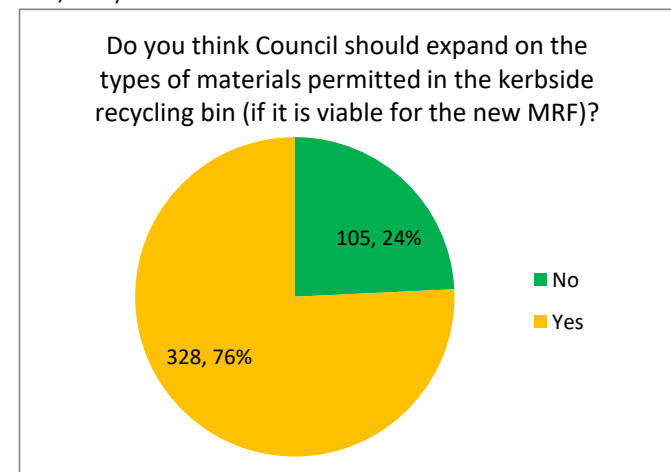
What should Council's vision for waste services focus on?

This question was a multi-choice of up to five options from a total of 11, plus the ability to write a comment. The most common choice was, "more recycling services" (n=227, 52%). "Sustainable solutions" (n=181, 42%), "continuous improvement" (n=177, 41%) and "education & behaviour change" (n=172, 40%) all tied for second most common choice.

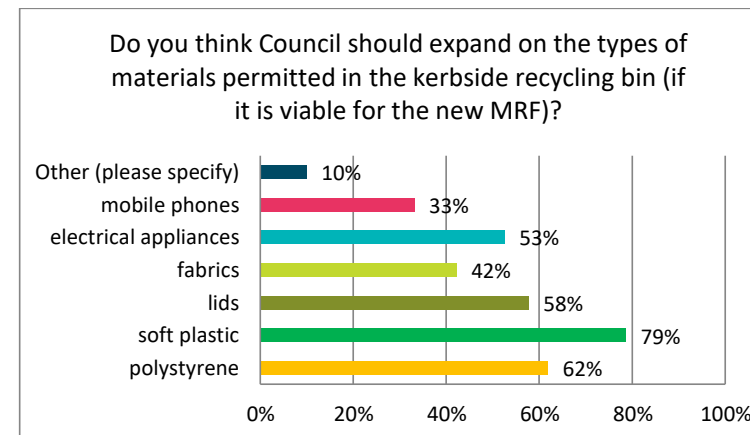


Should Council expand its recycling service, and if so, how?

This question required a yes/no response. If people chose yes, a sub-question was offered, asking for what type of additional recycling they would like to see, and provision for further suggestions. Most people responded "yes" (n=328, 76%)

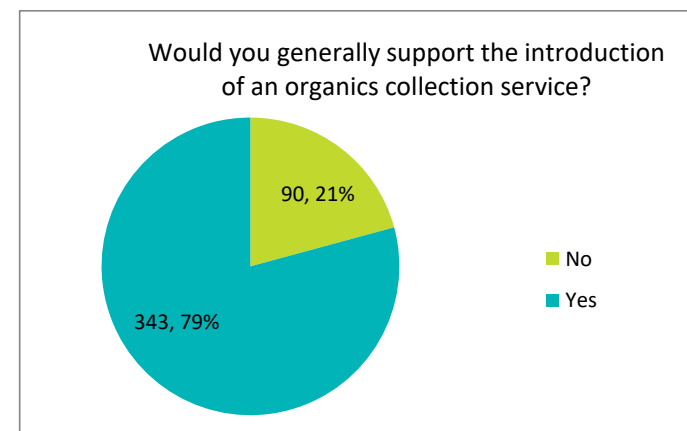


The most common choice was for soft plastic (n=244, 79%), followed by polystyrene (n=192, 62%) and then lids (n= 163, 58%).

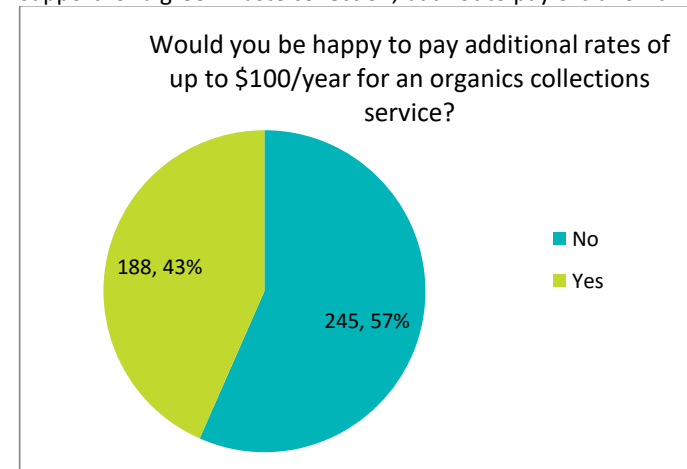


General support for an organics waste service, and whether the community would support increased rates to deliver it

This question required a yes/no response. If someone responded 'no' a further question was offered asking, "why?". For a breakdown of these responses, see full survey report.



Following this, respondents were asked if they would be happy to pay an extra \$100/annum in their rates for a green waste collection service, and if not, why not and how much would they be willing to pay. There is general support for a green waste collection, but not to pay extra for it.

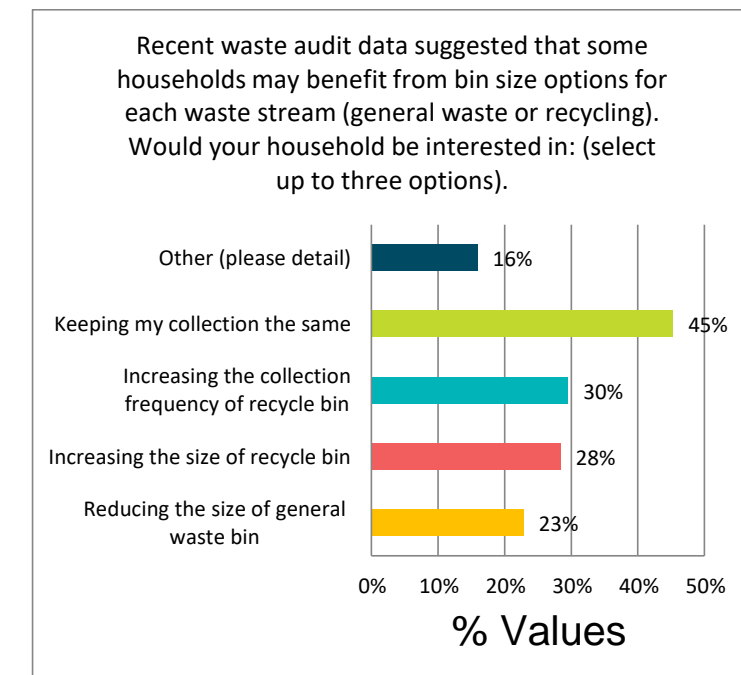


The most common responses were:

- rates are already high enough
- Council can recover costs by charging for mulch
- respondents already compost or mulch their own food and green waste
- if they have to pay for organic waste collection, up to \$50 extra/per annum might be acceptable.

Change in frequency of bin collection

This question offered multiple options, with up to three selections. The most popular was "keeping my collection the same" (n=196, 45%), followed by "increased collection frequency of the recycle bin" (n=128, 30%) and "increasing the size of recycle bin" (n=123, 28%).



Who responded

Council received 433 survey submissions.

Location of waste facility:

The majority of respondents use the Nikenbah waste transfer station (n=221, 54%), followed by Maryborough (n=127, 31%). The majority of the Fraser Coast population (total est = 118,000) live in Hervey Bay (63,580, 54%), followed by Maryborough (28,532, 24%), so Maryborough may be over-represented in the responses.

Gender:

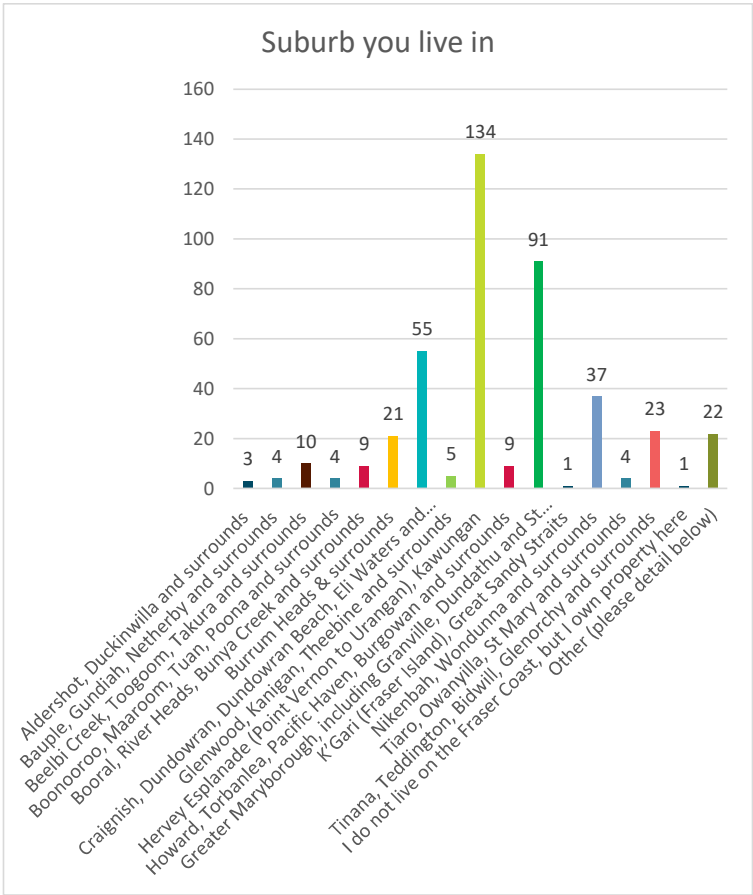
More females (n=249, 57%) than males (n=167, 39%) responded to the survey. The 2021 Census indicates a resident population of 51.1% female and 48.9% male.

Identity

- Of the respondents, 6% identify Australian Aboriginal or Torres Strait Islander, compared to the 2021 Census of 5.1%.
- People experiencing disability or caring for a disabled person numbered 10%, compared to the 2021 Census of 10.8%.

Suburb lived in

Again, the largest portion of survey respondents live in Hervey Bay (Esplanade suburbs n=134 + Craignish etc n=55 and Nikenbah etc n=37, total = 226, 52%), followed by Greater Maryborough (n=91, Tinana etc n=23, total = 114, 26%). This closely represents the population location within Fraser Coast.



• **Age group**
The largest age group represented in the survey respondents was those aged 56-70 years (n=191, 44%), followed by 41-55 years (n=95, 22%). Other age groups were:

Age groups:	ABS (2021Census)	Survey responses
0-14	15.1%	0
15-25	9.3%	4% (16)
26-40	13.6%	16.8% (68)
41-55	16.7%	22% (95)
56-70	24.4%	44% (191)
71-85	18.4%	13% (55)
86+	2.9%	1, 0%

If you combine the 15-25 and 26-40 age groups to obtain the 15-40 year old sample size, it is quite representative (n=84, 20.8%) of the Census results (22.9%). The 41-85 age group (79%) is over-represented compared to the Census (59.5%), while under 15s and over 86 are not represented.

- **Type of waste customer who responded**
 - The majority of respondents live with a partner or one other person (n=220-, 51%), followed by a family unit – at least one adult with one child (n=138, 32%). A significant portion live on their own (44, 10%).
 - Most respondents live in a standalone house (n=362, 84%)
 - The largest portion of respondents was evenly split between property sizes of 400sqm or less (n=158, 36%) and 401-800 sqm (n=160, 37%).

2.4 INTERACTIVE MAP OF WASTE FACILITES

There were six requests to publish comments on the interactive PDF/map of the Fraser Cost Facilities. All six were moderated to publish in full, with one receiving a response from the engagement team.

Date	Comment	Response
20 Jan 25	I feel the Hervey Bay facility is very user friendly. It has great opening hours and days, the staff are helpful and friendly. Being able to dump green waste for free is a great way to ensure people keep their yards free from debris and helps beautify the city. I have a dual axle trailer so slightly bigger than a box trailer. I have been told if I take this trailer to the Maryborough Waste Facility with green waste it will be weight and I will have to pay. If my trailer was smaller it wouldn't be an issue.	Council does not charge on trailer size. As long as your green waste is no more than 4 meter cube or 1 Tonne, there is no charge. If it is more than that amount, can check the Council's website for the fees here: https://www.frasercoast.qld.gov.au/waste-facilities-page/waste-facilities-operating-hours-fees-charges/1
	Very accessible facility for us in Hervey Bay. Great recycling shop too. Friendly staff.	
27 Feb 2025	I have found the Maryborough facility very good for my needs. Although I don't have a large tipper truck, my small ute does have a tipping body, which can be accommodated at this site. This is important as one ages, getting some rubbish of the back is troublesome. So thanks for having an area for such a ute. The Council personnel who operate the weight bridge are always very friendly. I was sorry that the Tinana tip closed, but not such a big deal now.	
14 March 2025	Location is difficult to access due to traffic congestion I cannot honestly believe that it is more efficient to cart green waste in large trucks to Childers (?) to be mulched than for Council to have its own machine and mulch at Nikenbah as they used to do. We bring our mulch in and it is taken elsewhere to be mulched (and/or sold - would that be to a private enterprise?). Let us see the costings.	

Fraser Coast Waste Strategy Review

Title : Location of Fraser Coast Waste Facilities

We are interested to hear ways you feel we could make our waste facilities more user friendly, efficient and environmentally friendly. Comment on this map with feedback or suggestions. Comments are moderated and repetitive or abusive comments will not be published. Please note: To ensure waste services are provided more equitably and effectively across the region, Council has ensured that 97 per cent of residents in Fraser Coast are within a 20-minute drive and 99 per cent within a 30-minute drive of a waste facility.

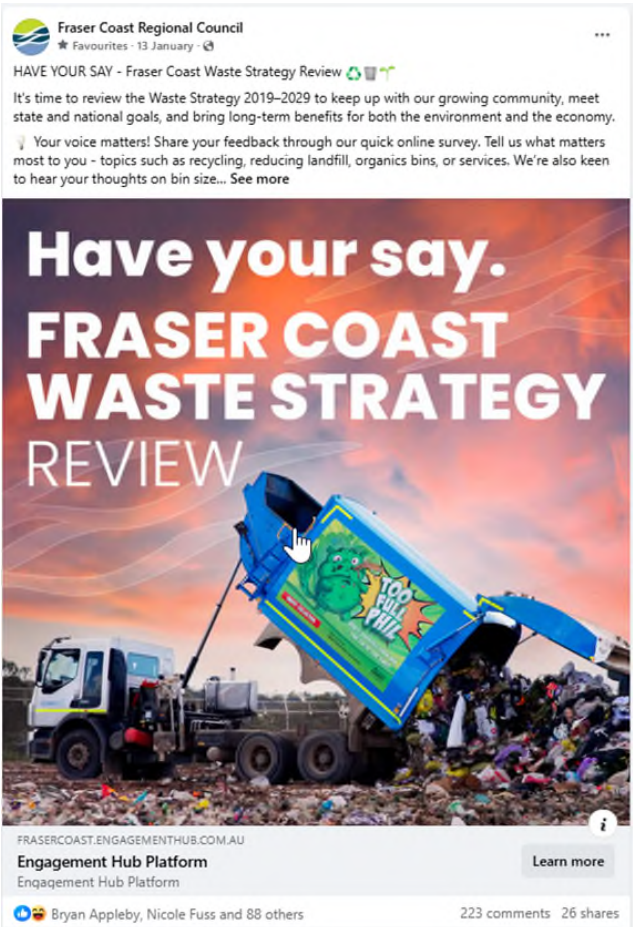
Please click anywhere on image OR drag the icon on image to Add / Tag your comments.

Full Screen View

2.5 SOCIAL MEDIA

Council shared the survey link to the Engagement Hub project page on its main Facebook page four times, and on its other social media accounts such as Instagram. The comments report generated from the Facebook post has not been included in this report for privacy reasons.

There were three posts to Fraser Coast Regional Council’s Facebook page encouraging people to fill in the survey.



Approx. 35,000 people were reached across all posts, and 468 people “engaged” with the Facebook posts, meaning they reacted, commented or shared the post. There were 285 comments, 32 shares and 1,367 people clicked on the link to the Engagement Hub.

Comments to the Facebook page were polarised, with a significant number of requests for the re-opening of regional transfer facilities which had been closed, and requests for organics collections.

“Please do not make green bins compulsory”
“A kerbside recycling season clean up opportunity”
“Reduce our rates. Introduce green waste bin”
“I believe textile recycling is a very important issue in all of Australia.”
“Need an e-waste and battery drop off facility”

3. NEXT STEPS

The detailed community engagement consultation report will assist Council in the review of the 2019-2029 Fraser Coast Waste Strategy and identifying additional or revised objectives.

¹ Confidence level indicates the level of confidence or certainty that the data collected for this project is representative of the entire population. Most researchers strive for a 95% confidence level, meaning that there is a 95% certainty that the results reflect the opinions of the entire population. The margin of error is a statistic expressing the amount of random sampling error in the results of a survey. The lower the margin of error, the more confidence one should have that a poll result would reflect the result of a survey of the entire population.

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25**

MONDAY, 30 JUNE 2025

SUBJECT:	AMENDED POLICY - WASTE MANAGEMENT FEE CONCESSION COUNCIL POLICY
DIRECTORATE:	WATER & WASTE SERVICES
RESPONSIBLE OFFICER:	DIRECTOR WATER & WASTE SERVICES
AUTHOR:	ILLEGAL DUMPING COORDINATOR
LINK TO CORPORATE PLAN:	Resilient and Environmentally Responsible Region. Manage our activities in a way that reduces our environmental footprint.

1. PURPOSE

The purpose of this report is to seek Council's endorsement of the revised Waste Management Fee Concession Council Policy.

2. EXECUTIVE SUMMARY

Councils Waste Management Fee Concession Council Policy (the policy) is reviewed each year as part of the budget development. The policy provides a framework for the administration of waste disposal and mulch concessions, and the provision of concessions that encourage sustainable waste management practices.

Amendments to the policy propose to introduce a waiver of waste disposal fees and charges to individuals and/or community groups who wish to conduct an organised litter collection from council owned public spaces and dispose of at the Nikenbah Waste Transfer Station or the Maryborough Landfill. The review also resulted in some minor administrative changes to formatting.

3. OFFICER'S RECOMMENDATION

That Council adopt the Waste Management Fee Concession Council Policy (eDOCS #5177063) as detailed in Attachment 1.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The purpose of Council's Waste Management Fee Concession Council Policy is to provide a consistent and transparent framework for the administration of waste disposal and mulch concessions at Council waste and recycling facilities, as well as encourage sustainable waste

management practices to align with Council's Waste Management and Resource Recovery Strategies.

Council often receives requests from members of the public wanting to dispose of waste collected as litter from Council public spaces and in doing so request that the waste disposal fees be waived. The amendments proposed provide a framework for that concession.

5. PROPOSAL

This report proposes that Council adopt the revised Waste Management Fee Concession Council Policy that has been reviewed as part of the annual budget.

6. FINANCIAL & RESOURCE IMPLICATIONS

Given the infrequency of requests, the litter collection is not anticipated to have a material financial or resource impact that cannot be managed with normal operations. Fee concessions will be managed through the Fraser Coast waste community service obligations/concessions record (edocs #2368524).

7. Policy & legal implications

The Council policy remains consistent with the requirements of the notable Head of Power documents including:

Local Government Act 2009

Waste Reduction and Recycle Act 2011

Environment Protection Act 1994

8. RISK IMPLICATIONS

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

9. CRITICAL DATES & IMPLEMENTATION

Following endorsement of the Policy and the policy changes, implementation will take effect immediately.

10. CONSULTATION

Consultation has been conducted with the Council's Corporate Operations Coordinator and Legal Liaison and Integrity Advisor concerning insurance and legal matters related to litter collection. No issues were identified during this consultation.

Consultation was undertaken with the Executive Manager Resource Recovery Services and the Director Water and Waste Services regarding financial and policy implications.

The amended policy was presented to Councillors at the Councillor and Executive Briefing on Monday 26 May 2025, where no changes were requested.


11. CONCLUSION

Councils waste management and resource recovery council policies provide guidance on the safe and efficient management of waste on the Fraser Coast and associated concessions.

The Waste Management Fee Concession Policy has been reviewed, and amended as detailed in this report and is provided for Councils adoption.

12. ATTACHMENTS

1. Waste Management Fee Concession Council Policy - clean copy - (eDOCS# 5177063) [↓](#)
2. Waste Management Fee Concession Council Policy - with tracked changes (eDOCS# 5177063) [↓](#)

	COUNCIL POLICY	
	Waste Management Fee Concession Council Policy	
	Policy Number	CP076
	Directorate	Water & Waste Services
	Owner	Waste Services
	Last Approved	29/01/2025
	Review Due	29/01/2027

1. PURPOSE

The purpose of this policy is to:

1. Provide a consistent and transparent framework for the administration of waste disposal and mulch concessions at Fraser Coast Regional Council (Council) waste and recycling facilities and;
2. Encourage sustainable waste management practices, consistent with the resource recovery objectives defined in Council's Waste Management and Resource Recovery Strategy, in preference to disposal of waste to landfill.

2. SCOPE

This policy applies to:

- Persons and not-for-profit organisations disposing of waste at a Council waste and recycling facility.
- Persons and not-for-profit organisations requesting a concession on Council mulch.
- Council employees and contractors operating Council's waste and recycling facilities.

3. HEAD OF POWER

Local Government Act 2009

Waste Reduction and Recycling Act 2011

Environmental Protection Act 1994

4. DEFINITIONS

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

"Charity bin waste" means items disposed of at a charity bin by members of the public which are not usable by the charitable organisation for resale because of the item's condition, nature, or appearance. It does not include waste generated through its domestic or commercial operations.

"Charitable organisation" means a not-for-profit organisation that:

- is registered as a charity under the Collections Act 1996; and
- has deductible gift recipient status under Australian law, and
- operates a recycling and re-use program, such as a charity bin service within the Fraser Coast Regional Council region.

“Chief Executive Officer” means the Chief Executive Officer of Fraser Coast Regional Council.

“Commercial activities” means activities related to conducting a business or fulfilling body corporate functions where services are provided for fee or reward including but not limited to the following examples:

- a) manufacturing and industrial processes;
- a) mining;
- b) wholesale or retail trading;
- c) sorting, resource recovery, reprocessing and recycling operations;
- d) activities carried out at a domestic premises under a commercial arrangement;
- e) accommodation services;
- f) hospitality services, including catering;
- g) primary industries, including agricultural, forestry and fishing;
- h) veterinary science;
- i) health services, including operating a nursing home;
- j) construction, demolition, renovation and excavation.

“Commercial arrangement” means any arrangement where a person has been paid, by fee or reward, to undertake a job that includes the production, transport and disposal of waste to a Council waste and recycling facility.

“Commercial vehicle” means any vehicle utilised for undertaking commercial activities.

“Council” means Fraser Coast Regional Council (FCRC).

“Domestic waste” means waste that is generated as a result of the ordinary day-to-day use of a domestic premises and is transported from the premises by, or on behalf of, the person who generated the waste. For the purpose of this policy domestic waste is not waste from domestic premises either produced or transported under a commercial arrangement.

“Employees” means all full time, part-time, casual or fixed term employees of FCRC including any contractor, consultant or volunteer engaged or undertaking works on behalf of FCRC.

“FCW” means Fraser Coast Waste

“General clean-up waste” for the purpose of this policy, general clean up waste applies only to Fee Concessions for Not-For-Profit Organisations. Means items of waste accumulated as part of a clean-up of a premise and, for the avoidance of doubt, excludes:

- a) waste generated as a result of any commercial activities;
- a) putrescible (decaying) matter;
- b) liquids and hazardous waste;
- c) regulated waste;
- d) construction and demolition waste; and
- e) tyres.

“Litter” means waste material that is less than 200 litres in volume.

“Non-commercial vehicles” means passenger vehicles/cars, station sedans and vans, utilities or attached trailers not utilised for undertaking commercial activities, or other vehicles at the discretion of the site operator.

“Not-for-profit organisation” means an entity not operating for the profit or gain of its individual members and for the purposes of this policy includes:

- a) charitable organisations or charities registered under the Collections Act 1966;

- b) religious organisations;
- c) schools; or
- d) community organisations, e.g. sporting clubs, environmental group or community health service group.

“Resident” means an individual that resides, or owns a domestic premise in, the Fraser Coast Regional Council local government area.

“Satisfactory evidence” means information that provides confirmation, to the satisfaction of the investigating Council officer or Site Operator, that the disposer is a resident and is disposing of domestic waste from a Fraser Coast property. Satisfactory evidence may include, but is not limited to, a combination of items listed:

- a) Photo identification card matching the disposer, with a Fraser Coast address, e.g. Queensland driver licence;
- b) Current rates notice with matching name and Fraser Coast address;
- c) Current rent receipt with matching name and Fraser Coast address;
- d) Utility bill with matching name and Fraser Coast address; or
- e) Car registration notice with matching name and Fraser Coast address;

“Site Operator” means the person responsible for the day-to-day operation of a Council waste and recycling facility.

“Voucher” means a redeemable transaction type which is worth a certain monetary value and may be spent only for specific reasons or on specific goods.

5. POLICY STATEMENT

Council’s Waste Service unit, Fraser Coast Waste (FCW), is a full cost pricing business unit of the Fraser Coast Regional Council that provides waste management and resource recovery services.

As defined in the objective of this policy, Council is committed to ensuring that FCW apply a fair and transparent framework for the provision of waste fee concessions to the Fraser Coast community in a manner that:

- Encourages sustainable waste management practices, consistent with the resource recovery objectives defined in Council’s Waste Strategy, in preference to disposal of waste to landfill.
- Is consistent with the provisions of the *Environmental Protection Act 1994* and *Waste Reduction and Recycling Act 2011*.

The eligibility criteria and procedures for the application of the waste fee concessions are defined in the attachments to this policy.

5.1. FEE CONCESSION FOR NOT-FOR-PROFIT ORGANISATIONS

Not-for-profit organisation waste disposal fee concession

Not-for-profit organisations and their members dedicate their time and effort to serve the Fraser Coast Community. To help promote the achievement of Council’s strategic objective of fostering community spirit and belonging through the support of a diverse range of experiences that promote community inclusiveness, participation and enjoyment, Council provide not-for-profit organisations with access to waste disposal concessions consistent with this policy.

Concessions are available to not-for-profit or charitable organisations for general clean up waste, illegally dumped or unusable items disposed of in charity bins, or the disposal of dead animals by local wildlife care organisations.

Subject to the following conditions Council will issue a waste disposal concession voucher, to be redeemed at an eligible waste and recycling facility:

1. The applicant has applied to Council in writing (email accepted) and with the required supporting information including:
 - a) Name of the applicant
 - b) Organisation details
 - c) Organisation contact
 - d) Location of materials / service required
 - e) Purpose of the request
 - f) Quantity requested
 - g) Copy of State Government levy exemption confirmation (if applicable)
2. The waste has originated from premises within the Fraser Coast region;
3. Waste is sorted prior to arrival so that recyclable materials are separated to enable resource recovery. Charges may apply, at the discretion of the site operator, if waste is not sorted;
4. Upon arrival, waste must be assessed at the front end resource recovery point prior to disposal;
5. Vouchers may only be used at Maryborough landfill and Nikenbah transfer station (exemption on application).

Vouchers will be a maximum of 1 tonne each and will be issued to an agreed amount, based on the size of the organisation and previous requests of that or another organisation of a similar nature. Eligible organisations will be offered up to an initial 26 waste disposal vouchers each year, plus an additional 26 vouchers on application and supporting information demonstrating resource recovery strategies being implemented by the not-for-profit organisation to reduce the need for concession vouchers. Records of each application will be recorded on a central FCW concessions database.

Vouchers will expire on the 30th of June each year and will not accrue from year to year. All vouchers must be presented at the gate house of a Council waste or recycling facility for redemption. Vouchers are non-transferrable.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

5.2. FEE CONCESSION FOR MULCH PRODUCTS

Council accepts green waste disposal at a number of its landfills and transfer stations. There is no fee for the disposal of domestic green waste (certain limits and exclusions apply). Once received Council process the waste to mulch, thereby diverting green waste from landfill and promoting reuse and recycling.

The provision of mulch products to a not-for-profit organisation aligns with the key themes within Council's Corporate Plan, namely enhancing our natural environment, promoting environmental sustainability and, supporting our community. Mulch concessions also help to promote both green waste recycling and the quality of Council's mulch product.

Not-for-profit organisation mulch fee concession

A mulch concession may be provided to a not-for-profit organisation subject to the following conditions:

1. The applicant has applied to Council in writing and with the required supporting information including:
 - a. Name of the applicant
 - b. Organisation details
 - c. Organisation contact
 - d. Purpose of the request
 - e. Quantity requested
2. Mulch is available for pick up from Maryborough Landfill and Nikenbah only;
3. Limited to a maximum quantity of 40 cubic metres per financial year;
4. Must be loaded by Council / Council representative during normal work hours; and
5. Delivery, and payment of delivery charges, is the responsibility of the applicant.

5.3. FEE CONCESSION FOR DOMESTIC WASTE DISPOSAL**Domestic waste disposal fee concession**

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic waste disposal concessions may apply subject to the following conditions:

1. A Compliance Notice under Local Law No. 3 has been issued; and
2. The applicant has applied to Council in writing and with the required supporting information including:
 - a. Name of the applicant
 - b. Address details
 - c. Contact details
 - d. Purpose of the request
 - e. Quantity requested
 - f. Evidence of a Compliance Notice being issued under Local Law No. 3;
 - g. Letter of recommendation from Council's Compliance department; and
 - h. The waste is domestic waste from a property within the Fraser Coast Regional Council area.

Some waste types, including certain regulated waste or waste required to be disposed direct to landfill, are subject to advertised disposal charges (e.g. asbestos, tyres, refrigerators and air-conditioners not certified as free of refrigerant gas).

Concessions may also apply for domestic waste disposal during Council's Get Ready Storm Clean-up event.

Outside of the Waste Defined Collection Area Vouchers

Residents at properties outside of the Waste Defined Collection Area (or within the defined collection area but unable to be serviced due to accessibility issues) are eligible to apply for up to 24 waste disposal vouchers per financial year, subject to the following:

- Each voucher allows for free disposal of domestic waste up to 240L (equivalent of one standard wheelie bin). Disposal of waste over this amount will incur cost as per Council's Fees and Charges;
- Vouchers must be physically relinquished to the gatehouse operator upon entry to the waste facility in order to be redeemed;
- The property must have an approved habitable structure and be occupied to be eligible for the vouchers; and
- Vouchers expire each financial year.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

- Supporting information demonstrating resource recovery strategies being implement by the resident to reduce the need for additional vouchers may be required.

Disaster Waste Concession

Refer to Fees and Charges Waiver or Reduction Council Policy

5.4. FEE CONCESSION FOR IN-HOME SERVICES

Domestic In-Home Services fee concession

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic In-Home Services are assessed on a case by case basis by Council's contractor to determine a resident's eligibility for the fee concessions. Residents that are assessed to be medically (confirmation from a medical practitioner) or have a physical impairment that prevents them from placing their bins out for servicing, may be eligible for the fee concession subject to the following conditions;

1. That Council's contractor completes a risk assessment at the property and deems it safe to carry out an In-Home Service (copy of Risk Assessment sent to Council);
2. The resident and contractor agree on a suitable collection point;
3. The resident indemnifies the Contractor against claims that may arise from the provision of the In-Home Collection Service;
4. The In-Home Service is completed on the normal day of service for the property; and
5. Contractor shall determine the collection point within the premises of the property ensuring all WHS issues are recognised and addressed.
6. The resident will notify Council if their circumstances change and that they no longer require these services.

5.5 FEE CONCESSIONS FOR LITTER COLLECTION

Concessions are available to individuals and/or community groups who wish to collect litter from council owned public spaces and dispose of at a designated waste facility.

In applying for concessions to waste fees and charges for the disposal of litter, applicants are asked to complete the *Litter Collection (<200 litres)* application form (Doc# 5005413).

6. ASSOCIATED DOCUMENTS

FCRC resolved Fees and Charges Schedule (as amended from time to time)

Fraser Coast Waste Strategy 2019-2029 (#3779322)

Waste Management Policy (#845419)

Event sponsorship (#2521450)

Community Events / Function Bin Request Form (#1078351, #2228199)


Fraser Coast Waste Community Service Obligations/Concessions record (#2368524)

7. REVIEW

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

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1		Council		#3435808
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3	Risk Assessment Added	Council	18/07/2018	#3435808
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6	Amended Policy – Range and Level of Service Review – Updated Template	Council	13/12/2023	#3435808
7	Amended Policy	Council	29/01/2025	#3435808
8	Amended Policy – Fee Concession for Litter Collection	Council		#3435808

	COUNCIL POLICY	
	Waste Management Fee Concession Council Policy	
	Policy Number	CP076
	Directorate	Water & Waste Services
	Owner	Waste Services
	Last Approved	29/01/2025
	Review Due	29/01/2027

1. PURPOSE

The purpose of this policy is to:

1. Provide a consistent and transparent framework for the administration of waste disposal and mulch concessions at Fraser Coast Regional Council (Council) waste and recycling facilities and;
2. Encourage sustainable waste management practices, consistent with the resource recovery objectives defined in Council's Waste Management and Resource Recovery Strategy, in preference to disposal of waste to landfill.

2. SCOPE

This policy applies to:

- Persons and not-for-profit organisations disposing of waste at a Council waste and recycling facility.
- Persons and not-for-profit organisations requesting a concession on Council mulch.
- Council employees and contractors operating Council's waste and recycling facilities.

3. HEAD OF POWER

Local Government Act 2009
Waste Reduction and Recycling Act 2011
Environmental Protection Act 1994

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4. DEFINITIONS

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

"Charity bin waste" means items disposed of at a charity bin by members of the public which are not usable by the charitable organisation for resale because of the item's condition, nature, or appearance. It does not include waste generated through its domestic or commercial operations.

"Charitable organisation" means a not-for-profit organisation that:

- is registered as a charity under the Collections Act 1996; and
- has deductible gift recipient status under Australian law, and

- operates a recycling and re-use program, such as a charity bin service within the Fraser Coast Regional Council region.

“Chief Executive Officer” means the Chief Executive Officer of Fraser Coast Regional Council.

“Commercial activities” means activities related to conducting a business or fulfilling body corporate functions where services are provided for fee or reward including but not limited to the following examples:

- manufacturing and industrial processes;
- mining;
- wholesale or retail trading;
- sorting, resource recovery, reprocessing and recycling operations;
- activities carried out at a domestic premises under a commercial arrangement;
- accommodation services;
- hospitality services, including catering;
- primary industries, including agricultural, forestry and fishing;
- veterinary science;
- health services, including operating a nursing home;
- construction, demolition, renovation and excavation.

“Commercial arrangement” means any arrangement where a person has been paid, by fee or reward, to undertake a job that includes the production, transport and disposal of waste to a Council waste and recycling facility.

“Commercial vehicle” means any vehicle utilised for undertaking commercial activities.

“Council” means Fraser Coast Regional Council (FCRC).

“Domestic waste” means waste that is generated as a result of the ordinary day-to-day use of a domestic premises and is transported from the premises by, or on behalf of, the person who generated the waste. For the purpose of this policy domestic waste is not waste from domestic premises either produced or transported under a commercial arrangement.

“Employees” means all full time, part-time, casual or fixed term employees of FCRC including any contractor, consultant or volunteer engaged or undertaking works on behalf of FCRC.

“FCW” means Fraser Coast Waste

“General clean-up waste” for the purpose of this policy, general clean up waste applies only to Fee Concessions ~~For~~ Not-For-Profit Organisations. Means items of waste accumulated as part of a clean-up of a premise and, for the avoidance of doubt, excludes:

- waste generated as a result of any commercial activities;
- putrescible (decaying) matter;
- liquids and hazardous waste;
- regulated waste;
- construction and demolition waste; and
- tyres.

“Litter” means waste material that is less than 200 litres in volume.

“Non-commercial vehicles” means passenger vehicles/cars, station sedans and vans, utilities or attached trailers not utilised for undertaking commercial activities, or other vehicles at the discretion of the site operator.

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“Not-for-profit organisation” means an entity not operating for the profit or gain of its individual members and for the purposes of this policy includes:

- a) charitable organisations or charities registered under the Collections Act 1966;
- b) religious organisations;
- c) schools; or
- d) community organisations, e.g. sporting clubs, environmental group or community health service group.

“Resident” means an individual that resides, or owns a domestic premise in, the Fraser Coast Regional Council local government area.

“Satisfactory evidence” means information that provides confirmation, to the satisfaction of the investigating Council officer or Site Operator, that the disposer is a resident and is disposing of domestic waste from a Fraser Coast property. Satisfactory evidence may include, but is not limited to, a combination of items listed:

- a) Photo identification card matching the disposer, with a Fraser Coast address, e.g. Queensland driver licence;
- b) Current rates notice with matching name and Fraser Coast address;
- c) Current rent receipt with matching name and Fraser Coast address;
- d) Utility bill with matching name and Fraser Coast address; or
- e) Car registration notice with matching name and Fraser Coast address;

“Site Operator” means the person responsible for the day-to-day operation of a Council waste and recycling facility.

“Voucher” means a redeemable transaction type which is worth a certain monetary value and may be spent only for specific reasons or on specific goods.

5. POLICY STATEMENT

Council’s Waste Service unit, Fraser Coast Waste (FCW), is a full cost pricing business unit of the Fraser Coast Regional Council that provides waste management and resource recovery services.

As defined in the objective of this policy, Council is committed to ensuring that FCW apply a fair and transparent framework for the provision of waste fee concessions to the Fraser Coast community in a manner that:

- Encourages sustainable waste management practices, consistent with the resource recovery objectives defined in Council’s Waste Strategy, in preference to disposal of waste to landfill.
- Is consistent with the provisions of the *Environmental Protection Act 1994* and *Waste Reduction and Recycling Act 2011*.

The eligibility criteria and procedures for the application of the waste fee concessions are defined in the attachments to this policy.

5.1. FEE CONCESSION FOR NOT-FOR-PROFIT ORGANISATIONS

Not-for-profit organisation waste disposal fee concession

Not-for-profit organisations and their members dedicate their time and effort to serve the Fraser Coast Community. To help promote the achievement of Council’s strategic objective of fostering community spirit and belonging through the support of a diverse range of experiences that

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promote community inclusiveness, participation and enjoyment, Council provide not-for-profit organisations with access to waste disposal concessions consistent with this policy.

Concessions are available to not-for-profit or charitable organisations for general clean up waste, illegally dumped or unusable items disposed of in charity bins, or the disposal of dead animals by local wildlife care organisations.

Subject to the following conditions Council will issue a waste disposal concession voucher, to be redeemed at an eligible waste and recycling facility:

1. The applicant has applied to Council in writing (email accepted) and with the required supporting information including:
 - a) Name of the applicant
 - b) Organisation details
 - c) Organisation contact
 - d) Location of materials / service required
 - e) Purpose of the request
 - f) Quantity requested
 - g) Copy of State Government levy exemption confirmation (if applicable)
2. The waste has originated from premises within the Fraser Coast region;
3. Waste is sorted prior to arrival so that recyclable materials are separated to enable resource recovery. Charges may apply, at the discretion of the site operator, if waste is not sorted;
4. Upon arrival, waste must be assessed at the front end resource recovery point prior to disposal;
5. Vouchers may only be used at Maryborough landfill and Nikenbah transfer station (exemption on application).

Vouchers will be a maximum of 1 tonne each and will be issued to an agreed amount, based on the size of the organisation and previous requests of that or another organisation of a similar nature. Eligible organisations will be offered up to an initial 26 waste disposal vouchers each year, plus an additional 26 vouchers on application and supporting information demonstrating resource recovery strategies being implemented by the not-for-profit organisation to reduce the need for concession vouchers. Records of each application will be recorded on a central FCW concessions database.

Vouchers will expire on the 30th of June each year and will not accrue from year to year. All vouchers must be presented at the gate house of a Council waste or recycling facility for redemption. Vouchers are non-transferrable.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

5.2. FEE CONCESSION FOR MULCH PRODUCTS

Council accepts green waste disposal at a number of its landfills and transfer stations. There is no fee for the disposal of domestic green waste (certain limits and exclusions apply). Once received Council process the waste to mulch, thereby diverting green waste from landfill and promoting reuse and recycling.

The provision of mulch products to a not-for-profit organisation aligns with the key themes within Council's Corporate Plan, namely enhancing our natural environment, promoting environmental

sustainability and, supporting our community. Mulch concessions also help to promote both green waste recycling and the quality of Council's mulch product.

Not-for-profit organisation mulch fee concession

A mulch concession may be provided to a not-for-profit organisation subject to the following conditions:

1. The applicant has applied to Council in writing and with the required supporting information including:
 - a. Name of the applicant
 - b. Organisation details
 - c. Organisation contact
 - d. Purpose of the request
 - e. Quantity requested
2. Mulch is available for pick up from Maryborough Landfill and Nikenbah only;
3. Limited to a maximum quantity of 40 cubic metres per financial year;
4. Must be loaded by Council / Council representative during normal work hours; and
5. Delivery, and payment of delivery charges, is the responsibility of the applicant.

5.3. FEE CONCESSION FOR DOMESTIC WASTE DISPOSAL

Domestic waste disposal fee concession

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic waste disposal concessions may apply subject to the following conditions:

1. A Compliance Notice under Local Law No. 3 has been issued; and
2. The applicant has applied to Council in writing and with the required supporting information including:
 - a. Name of the applicant
 - b. Address details
 - c. Contact details
 - d. Purpose of the request
 - e. Quantity requested
 - f. Evidence of a Compliance Notice being issued under Local Law No. 3;
 - g. Letter of recommendation from Council's Compliance department; and
 - h. The waste is domestic waste from a property within the Fraser Coast Regional Council area.

Some waste types, including certain regulated waste or waste required to be disposed direct to landfill, are subject to advertised disposal charges (e.g. asbestos, tyres, refrigerators and air-conditioners not certified as free of refrigerant gas).

Concessions may also apply for domestic waste disposal during Council's Get Ready Storm Clean-up event.

Outside of the Waste Defined Collection Area Vouchers

Residents at properties outside of the Waste Defined Collection Area (or within the defined collection area but unable to be serviced due to accessibility issues) are eligible to apply for up to 24 waste disposal vouchers per financial year, subject to the following:

- Each voucher allows for free disposal of domestic waste up to 240L (equivalent of one standard wheelie bin). Disposal of waste over this amount will incur cost as per Council's Fees and Charges;
- Vouchers must be physically relinquished to the gatehouse operator upon entry to the waste facility in order to be redeemed;
- The property must have an approved habitable structure and be occupied to be eligible for the vouchers; and
- Vouchers expire each financial year.

Requests for additional vouchers, or other requests not covered above which meet the general intent of the policy, are to be referred to the Executive Manager Resource Recovery Services, for consideration.

- Supporting information demonstrating resource recovery strategies being implemented by the resident to reduce the need for additional vouchers may be required.

Disaster Waste Concession

Refer to Fees and Charges Waiver or Reduction Council Policy

5.4. FEE CONCESSION FOR IN-HOME SERVICES

Domestic In-Home Services fee concession

Council's Waste Strategy aims to minimise waste to landfill, maximise the potential of waste as a resource, and explore innovative solutions for waste management, resource recovery and recycling.

Domestic In-Home Services are assessed on a case by case basis by Council's contractor to determine a resident's eligibility for the fee concessions. Residents that are assessed to be medically (confirmation from a medical practitioner) or have a physical impairment that prevents them from placing their bins out for servicing, may be eligible for the fee concession subject to the following conditions;

1. That Council's contractor completes a risk assessment at the property and deems it safe to carry out an In-Home Service (copy of Risk Assessment sent to Council);
2. The resident and contractor agree on a suitable collection point;
3. The resident indemnifies the Contractor against claims that may arise from the provision of the In-Home Collection Service;
4. The In-Home Service is completed on the normal day of service for the property; and
5. Contractor shall determine the collection point within the premises of the property ensuring all WHS issues are recognised and addressed.

6. The resident will notify Council if their circumstances change and that they no longer require these services.

5.5 FEE CONCESSIONS FOR LITTER COLLECTION

Concessions are available to individuals and/or community groups who wish to collect litter from council owned public spaces and dispose of at a designated waste facility.

In applying for concessions to waste fees and charges for the disposal of litter, applicants are asked to complete the *Litter Collection (<200 litres)* application form (Doc# 5005413).

6. ASSOCIATED DOCUMENTS

FCRC resolved Fees and Charges Schedule (as amended from time to time)

Fraser Coast Waste Strategy 2019-2029 (#3779322)

Waste Management Policy (#845419)

Event sponsorship (#2521450)

Community Events / Function Bin Request Form (#1078351, #2228199)

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**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 6/25**

MONDAY, 30 JUNE 2025

MOTION OF WHICH DUE NOTICE HAS BEEN GIVEN

SUBJECT: MOIRA HANSEN OAM - MEDAL OF THE ORDER OF AUSTRALIA

Mayor George Seymour has given notice of the following motion:

MOTION

That the Fraser Coast Regional Council congratulates Moira Hansen OAM on receiving a Medal of the Order of Australia for services to community music in this month's King's Birthday Honours List.

REASON

In the recent King's Birthday Honours List, Mrs Moira Hansen was awarded the medal of the order of Australia for services to community music.