



**ORDINARY MEETING NO. 3/25
WEDNESDAY, 26 MARCH 2025**

OPEN AGENDA

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

Councillors are advised that an **ORDINARY MEETING** will be held in the Fraser Coast Regional Council Chambers, Hervey Bay Council Chambers, 77 Tavistock Street, Hervey Bay on **WEDNESDAY, 26 MARCH 2025 at 10:00AM.**

A handwritten signature in black ink, appearing to read "Ken Diehm", is positioned above the name and title.

**KEN DIEHM
CHIEF EXECUTIVE OFFICER**

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

BUSINESS

ITEM NO. PAGE NO.

ORD 1 OPENING PRAYER

ORD 2 APOLOGIES AND LEAVE OF ABSENCE

ORD 3 DISCLOSURE OF INTERESTS

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

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	Nil	
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	Nil	
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	Nil	
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ORD 15	CONFIDENTIAL	
	Council resolves that under the Local Government Regulation 2012 the Meeting be closed to the public.	
ORD 15.1	Exemption under S235(b) Local Government Regulation 2012 for the provision of body-worn cameras and licensing	-
	<i>Section 254J(3) (g) – negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government</i>	
ORD 15.2	Drainage easement acquisition- Julie Anne Street Dog Off-Leash Area	-
	<i>Section 254J(3) (h) – negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967</i>	
ORD 15.3	Exemption Under S235(B) Local Government Regulation for the Provision of Booking Management Software, Brolga Theatre	-

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

ORD 15.4 Maryborough Walk of Achievers - Recommendation for 2025 Investiture -

Section 254J(3) (f) – matters that may directly affect the health and safety of an individual or a group of individuals

ORD 15.5 Disposal of Moonaboola Industrial Estate Stage 1 - Revised Strategy -

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

ORD 16 LATE ITEMS

ORD 16.1 Late Open Reports

ORD 16.2 Late Confidential Reports



ITEM NO: ORD 5.1



**MINUTES OF THE ORDINARY MEETING NO. 2/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, KENT STREET, MARYBOROUGH
ON WEDNESDAY, 26 FEBRUARY 2025 COMMENCING AT 10:00AM**

PRESENT:

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

STAFF IN ATTENDANCE:

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

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

ORD 1 OPENING PRAYER

George Seymour

Mayor – Fraser Coast Regional Council

ORD 2 APOLOGIES

Nil

ORD 3 DISCLOSURE OF INTERESTS

1. Councillor Sara Faraj informed the meeting of a declarable conflict of interest in relation to ORD 11.2.5 - Redevelopment of Pialba and Torquay Caravan Parks
 - a. The nature of Councillor Sara Faraj's conflict of interest is that her fiancé, Ben Souvlis, owns a private caravan park in the Fraser Coast.
 - b. Councillor Faraj advised that she would deal with the conflict by leaving the room during discussion on the matter.

ORD 4 MAYORAL MINUTES

Nil

ORD 5 CONFIRMATION OF MINUTES OF MEETINGS

ORD 5.1 Ordinary Meeting No. 1/25 – 29 January 2025

RESOLUTION (Paul Truscott/Michelle Byrne)

That the minutes of the Ordinary Meeting No. 1/25 held on 29 January, 2025 be confirmed.

Carried Unanimously

ORD 6 OUTSTANDING ACTIONS

ORD 6.1 Open Resolutions Register - February 2025

RESOLUTION (Sara Faraj/Lachlan Cosgrove)

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

Carried Unanimously

ORD 7 ADDRESSES/PRESENTATIONS

ORD 7.1 Community Presentations

Bill Falknau

Bill Falknau raised his objection and concern in relation to development application MCU24/0085 Telecommunication facility proposed for 119 Elizabeth Street, Urangan.

Ryan Strawbridge

Ryan Strawbridge raised his objection and concern in relation to development

application MCU24/0085 Telecommunication facility proposed for 119 Elizabeth Street, Urangan.

Gregory-John Ryan

Gregory-John Ryan raised his objection to development application MCU24/0085 Telecommunication facility proposed for 119 Elizabeth Street, Urangan and his understanding of the lawful use of the term Mr.

Grant Cameron

Grant Cameron raised his concern in relation to By Law 1 schedule 5, item 8 & 9 which prevents beach volleyball and kite flying and requested that it be changed to allow these activities to occur.

RESOLUTION (Paul Truscott/Michelle Govers)

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

ORD 9.1.1 Request for Council to install a streetlight in Panorama Drive, Maryborough

Councillor Paul Truscott tabled a petition from chief petitioner, Geraldine Malone containing 10 signatures requesting for Council to install a streetlight in Panorama Drive, Maryborough.

RESOLUTION (Paul Truscott/Daniel Sanderson)

That the petition be received.

Carried Unanimously

PROCEDURAL MOTION (George Seymour)

That the meeting be adjourned for 5 minutes due to technical difficulties with the livestream.

Carried Unanimously

PROCEDURAL MOTION (George Seymour)

That the meeting be reconvened.

Carried Unanimously

ORD 9.1.2 Request for Council to stop the closure & redevelopment of the Torquay & Pialba Caravan Parks.

Councillor Denis Chapman tabled a petition from chief petitioner, Helen Glazier containing 85 signatures requesting Council to stop the closure & redevelopment of the Torquay & Pialba Caravan Parks.

RESOLUTION (Denis Chapman/Paul Truscott)

That the petition be received.

Carried Unanimously

ORD 10 COMMITTEES' REPORTS

ORD 10.1 Environment & Sustainability Advisory Committee Meeting Minutes - 10 December 2024

RESOLUTION (Zane O'Keefe/John Weiland)

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

Carried Unanimously

ORD 10.2 Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 19 December 2024

RESOLUTION (Phil Truscott/Daniel Sanderson)

That Council receive and note the Minutes of the Fraser Coast Mary to Bay Rail Trail Advisory Committee held on 19 December, 2024.

Carried Unanimously

ORD 10.3 Informal Meetings - Record of Matters Discussed

RESOLUTION (Denis Chapman/Michelle Govers)

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

Carried Unanimously

ORD 11 OFFICERS' REPORTS

ORD 11.2.1 Councillor Meeting Attendance for March 2025

RESOLUTION (Daniel Sanderson/Michelle Govers)

That Council:

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

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

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

Carried (10/1)

FOR: Councillor 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
Councillor Zane O'Keefe

AGAINST: Councillor Phil Truscott

ORD 11.2.2 Submission of Motions for the National General Assembly 2025

RESOLUTION (John Weiland/Denis Chapman)

That Council:

1. Approves the submission of the following motions for consideration at the 2025 National General Assembly to be held in Canberra from 24 to 27 June 2025:
 - a. Motion 1 – that the Australian government work with state, territory and
-

local governments to ensure that social and community housing maintains at least its current proportion of the total housing stock, with new social and community homes being built at the same proportional rate as the broader housing stock, as per **Attachment 1**.

- b. Motion 2 – that the Australian government increase untied funding for local government to at least 1% of Commonwealth taxation revenue and indexed annually, as per **Attachment 2**.
- c. Motion 3 – that the Australian government increase funding to local governments for coastal protection and climate resilience in alignment with national climate adaptations strategies and emission reduction targets, as per **Attachment 3**.
- d. Motion 4 – that the Australian government reinstate the 80/20 federal funding model for road infrastructure projects, as per **Attachment 4**.
- e. Motion 5 – that the Australian government ban the importation and use of products containing PFAS-group chemicals by the end of 2026, as per **Attachment 5**.

Carried Unanimously

ORD 11.2.3 Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

PROCEDURAL MOTION (Paul Truscott)

That Council table the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees.

Carried Unanimously

MOTION (Paul Truscott/Daniel Sanderson)

That Council:

1. Approves the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees as tabled subject to the following changes:
 - a. Amending section 14.1 from "10 business days" to "3 business days".
2. Commences the application of the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees, at the next meeting of Council.

Lost (5/6)

FOR: Councillor George Seymour
Councillor Phil Truscott
Councillor Paul Truscott
Councillor Daniel Sanderson
Councillor Denis Chapman

AGAINST: Councillor Michelle Byrne
Councillor Michelle Govers

Councillor Lachlan Cosgrove
Councillor John Weiland
Councillor Sara Faraj
Councillor Zane O'Keefe

FORESHADOWED MOTION (Lachlan Cosgrove)

That Council:

1. Approves the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees as tabled subject to the following changes:
 - a. Amending section 14.1 from "10 business days" to "8 business days".
2. Commences the application of the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees, as per Resolution 1, at the 26 March 2025 Ordinary Meeting.

The foreshadowed motion became the motion and was put.

RESOLUTION (Lachlan Cosgrove/John Weiland)

That Council:

1. Approves the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees as tabled subject to the following changes:
 - a. Amending section 14.1 from "10 business days" to "8 business days".
2. Commences the application of the amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees, as per Resolution 1, at the 26 March 2025 Ordinary Meeting.

Carried (6/5)

FOR: Councillor Michelle Byrne
Councillor Michelle Govers
Councillor Lachlan Cosgrove
Councillor John Weiland
Councillor Sara Faraj
Councillor Zane O'Keefe

AGAINST: Councillor George Seymour
Councillor Phil Truscott
Councillor Paul Truscott
Councillor Daniel Sanderson
Councillor Denis Chapman

Attachments

- 1 Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

ORD 11.2.4 Amended Meeting Procedures and Standing Orders for Informal Meetings

RESOLUTION (Phil Truscott/Michelle Byrne)

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

Carried Unanimously

Councillor Sara Faraj left the meeting at 10:38am and was not present during discussion of and voting on item ORD 11.2.5.

POINT OF ORDER (Paul Truscott)

To raise a point of order in relation to Councillor Zane O'Keefe personally addressing the mover of the motion instead of speaking to the matter in general.

The point of order was upheld by the Chair.

Councillor Michelle Byrne left the meeting at 11:32am.

Councillor Michelle Byrne returned to the meeting at 11:34am.

Councillor Michelle Govers left the meeting at 11:34am.

Councillor Michelle Govers returned to the meeting at 11:35am.

POINT OF ORDER (Zane O'Keefe)

To raise a point of order in relation to Councillor Denis Chapman using a prop during the meeting.

The point of order was upheld by the Chair.

Councillor John Weiland left the meeting at 12:03pm.

Councillor John Weiland returned to the meeting at 12:04pm.

ORD 11.2.5 Redevelopment of Pialba and Torquay Caravan Parks

MOTION (Paul Truscott/Denis Chapman)

That Council:

1. Continue with the redevelopment of the Pialba Caravan Park, utilising the current park design.
2. Continue with the redevelopment of the Torquay Caravan Park, utilising the current park design.
3. Consider the provision of additional public open space, community group space, and parkland as part of the review of the Esplanade Master Plan.

Lost (4/6)

FOR: Councillor Phil Truscott

Councillor Paul Truscott
Councillor Daniel Sanderson
Councillor Denis Chapman

AGAINST: Councillor George Seymour
Councillor Michelle Byrne
Councillor Michelle Govers
Councillor Lachlan Cosgrove
Councillor John Weiland
Councillor Zane O'Keefe

FORESHADOWED MOTION (Lachlan Cosgrove)

That Council:

1. Resume the redevelopment of the Pialba Caravan Park utilising the current park design.
2. Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendments to the Proposal;
 - 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.
3. Authorise the Chief Executive Officer to further engage with Councillors to develop a community consultation program at the Consult level as per the IAP2 public participation Spectrum.
4. Undertake community consultation to seek community feedback on the identified options for the Torquay Caravan Park.
5. Be provided with a further report with the outcomes of the community consultation.

The foreshadowed motion became the motion and was put.

PROCEDURAL MOTION (Paul Truscott)

That the meeting be adjourned for 30 minutes to reconvene at 12:50pm.

Carried Unanimously

PROCEDURAL MOTION (Paul Truscott)

That the meeting be reconvened.

Carried Unanimously

RESOLUTION (Lachlan Cosgrove/Zane O'Keefe)

That Council:

1. Resume the redevelopment of the Pialba Caravan Park utilising the current park design.
2. Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendments to the Proposal;
 - 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.
3. Authorise the Chief Executive Officer to further engage with Councillors to develop a community consultation program at the Consult level as per the IAP2 public participation Spectrum.
4. Undertake community consultation to seek community feedback on the identified options for the Torquay Caravan Park.
5. Be provided with a further report with the outcomes of the community consultation.

Carried (7/3)

FOR: Councillor George Seymour
Councillor Michelle Byrne
Councillor Michelle Govers
Councillor Lachlan Cosgrove
Councillor John Weiland
Councillor Denis Chapman
Councillor Zane O'Keefe

AGAINST: Councillor Phil Truscott
Councillor Paul Truscott
Councillor Daniel Sanderson

Councillor Sara Faraj returned to the meeting at 1:01pm.

ORD 11.2.6 2024 Audited Financial Statements - Fraser Coast Tourism & Events

RESOLUTION (Lachlan Cosgrove/Sara Faraj)

That Council receive and note the 2023/2024 audited financial statements of Council's

controlled entity, Fraser Coast Tourism & Events.

Carried Unanimously

ORD 11.3.1 Proposed Temporary Local Planning Instrument - Flood Hazard Area

RESOLUTION (Michelle Byrne/Michelle Govers)

That Council:

1. Adopt the Temporary Local Planning Instrument 01/24- Flood Hazard Area (Attachment 1), in accordance with section 23 (1) of the *Planning Act 2016*, with a commencement date of 7 March 2025;
2. Endorse the publication of public notices for the adopted Temporary Local Planning Instrument 01/24 – Flood Hazard Area in accordance with the requirements of the Planning Act 2016 and Minister’s Guidelines and Rules;
3. Provide the Minister for State Development, Infrastructure and Planning with a copy of the public notice and a certified copy of the Temporary Local Planning Instrument 01/24- Flood Hazard Area in accordance with the Planning Act 2016 and Minister’s Guidelines and Rules;
4. Adopt new studies and the data outputs from the flood studies listed in Table 1 for the purpose of providing information on flood characteristics including flood level, flood depth, flood velocity and flood hazard area extent;

Table 1 – Adopted flood studies

AREA/WATER COURSE	FLOOD STUDY NAME	CONSULTANCY	YEAR	DOCUMENT REFERENCE
Maaroom and Boonooroo	Maaroom and Boonooroo Catchment Flood Study	Synergy Solutions	2023	Attachment 7 - #4802699
Poona	Poona Catchment Flood Study	Synergy Solutions	2023	Attachment 6 - #4802683
Tinnanbar	Tinnanbar Catchment Flood Study	Synergy Solutions	2023	Attachment 5 - #4802681
Bunya Creek	Bunya Creek Flood Study	Synergy Solutions	2022	Attachment 2 - #4698282
Eli Creek	Eli Creek Flood Study	Synergy Solutions	2023	Attachment 3 - #4806514
Tooan Toon Creek and Lowland Lagoon	Tooan Toon Creek and Lowland Lagoon Flood Study Update	Water Technology	2023	Attachment 4 - #4841575

5. Note that flood studies listed in Table 2 will be replaced by adopted flood studies listed in Table 1;

Table 2 – Superseded flood studies

AREA/WATERCOURSE	FLOOD STUDY NAME	CONSULTANCY	YEAR	DOC REFERENCE
Bunya Creek	HBCC Flood Risk Reduction Study - Bunya Creek	JWP	2006	#734967
Bunya Creek	Bunya Creek Flood Mapping and Stormwater Management Study - System 3 + 4	EnGenY	2012	#2497847
Eli Creek	Eli Creek Catchment Analysis - Flood Risk Final Report	Cardno	2018	#3681994
Toosan Toosan Creek and Lowland Lagoons	Toosan Toosan Creek Catchment Analysis (including Lowland Lagoons) - Flood Risk Final Report	Advisian	2018	#3682001

6. Designate, under Section 8 of the *Building Regulation 2021*, part of the Fraser Coast Regional Council Local Government Area as a Flood Hazard Area as identified in the Flood hazard area overlay maps contained in the Temporary Local Planning Instrument 01/24- Flood Hazard Area (Attachment 1);
7. Declare, under Section 8 of the Building Regulation 2021, that the flood study data outputs from the flood studies listed in Table 3 informs the Defined Flood Level, where available;
8. Declare, under Section 8 of the Building Regulation 2021, that the flood study data outputs from the flood studies listed in Table 3 informs the maximum flow velocity of water, where available;
9. Declare, under Section 8 of the Building Regulation 2021, that the flood study data outputs from the flood studies listed in Table 3 informs inactive flow or backwater areas, where available;

Table 3 – Register under Section 8 of the *Building Regulation 2021* - Designation of areas liable to flooding

AREA/WATERCOURSE	FLOOD STUDY NAME	CONSULTANCY	YEAR	DOC REFERENCE
Maaroom and Boonooroo	Maaroom and Boonooroo Catchment Flood Study	Synergy Solutions	2023	#4802699
Poona	Poona Catchment Flood Study	Synergy Solutions	2023	#4802683
Tinnanbar	Tinnanbar Catchment Flood Study	Synergy Solutions	2023	#4802681
Bunya Creek	Bunya Creek Flood Study	Synergy Solutions	2022	#4698282
Eli Creek	Eli Creek Flood Study	Synergy Solutions	2023	#4806514
Tooan Tooan Creek and Lowland Lagoon	Tooan Tooan Creek and Lowland Lagoon Flood Study Update	Water Technology	2023	#4841575
Aldershot	Aldershot Flood Study Revision 1 - Local and Regional Extents	Worley Parsons	2009	#1933376
Burrum, Cherwell, Isis, Gregory Rivers	Burrum, Cherwell, Isis, Gregory Rivers Flood Study Final Report	GHD	2015	#3051475
Glenwood	Glenwood Catchment Analysis - Flood Risk Final Report	Cardno	2018	#3681997
Beelbi Creek	HBCC Flood Risk Reduction Study - Beelbi Creek	Worley Parsons	2008	#915734
Moolyyir Creek	HBCC Flood Risk Reduction Study -	Worley Parsons	2008	#915739

	Moolyyir Creek			
O'Reagans Creek	HBCC Flood Risk Reduction Study - O'Regans Creek	Worley Parsons	2008	#915733
Pialba Point Vernon Coastal Strip	HBCC Flood Risk Reduction Study - Pialba Point Vernon Coastal Strip	Worley Parsons	2008	#915748
Sawmill Road	HBCC Flood Risk Reduction Study - Sawmill Road	Worley Parsons	2008	#915736
Urangan	Urangan Drainage Study - Ultimate Development Scenario	Cardno MBK	2003	#657641
Howard	Howard Flood Study	GHD	2016	#3184789
Mary River	Mary River Flood Study - Final Report	GHD	2011	#2142644
Pulgul Creek	Pulgul Creek Catchment Analysis - Flood Risk Final Report	Cardno	2018	#3681998

10. Note that resolutions 6-9 (above) take effect on 27 February 2025 and replaces the resolution relating to Section 8 of the *Building Regulation 2021* (formally Section 13 of the *Building (Transitional) Regulation 2014*) made by Council at its Ordinary Meeting on 27 March 2019.

Carried Unanimously

RESOLUTION (George Seymour/Paul Truscott)

That Council delegate authority to the Chief Executive Officer to amend the Flood Hazard Area as identified on the Flood Hazard overlay maps to be consistent with the flood studies adopted by Council, prior to commencement of the Temporary Local Planning Instrument 01/24- Flood Hazard Area.

Carried Unanimously

ORD 11.3.2 Response to Resolution for a 'Request for a Report on Compliance Conditions by Developers'

RESOLUTION (Phil Truscott/Denis Chapman)

Note the report for the 'Request for a Report on Compliance on Development Conditions by Developers'.

Carried Unanimously

ORD 11.3.3 Nominations Received - Environment & Sustainability Advisory Committee

RESOLUTION (Zane O'Keefe/Lachlan Cosgrove)

That Council endorse the following persons as Community Representatives of the Environment & Sustainability Advisory Committee:-

- Ms Susan Bissett; and
- Dr Shelley Baldwin.

Carried Unanimously

ORD 11.3.4 Resolution To Commence Public Consultation For Proposed Local Government Infrastructure Plan

RESOLUTION (Sara Faraj/Lachlan Cosgrove)

That Council commences the public notification for the draft Local Government Infrastructure Plan, comprising of the following amendments to the planning scheme – *Draft LGIP Part 4, Draft Schedule 3 and Draft LGIP Plans for Trunk Infrastructure* (Attachments 2, 3 & 4), in accordance with the Draft Community and Stakeholder Engagement Plan - Local Government Infrastructure Plan (Attachment 5).

Carried Unanimously

ORD 11.3.5 Development application MCU24/0085 - Material change of use - Telecommunications facility - 119 Elizabeth Street, Urangan

RESOLUTION (Zane O'Keefe/Paul Truscott)

That the application by Waveconn Operations Pty Ltd for a development permit for a material change of use for a telecommunications facility on land described as Lot 1 on RP898435 situated at 119 Elizabeth Street, Urangan, be approved generally as detailed in the submitted application material, subject to development conditions.

DETAILS OF THE APPROVAL

Type of Decision: Approved in full with conditions
Type of Approval: Development Permit – Material change of use –

Telecommunications Facility

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

The following approvals are given:

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

APPROVED PLANS AND DOCUMENTS

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

Plan/Document No.	Rev.	Plan Name	Date
AQ4655-006-P1	C-1	<i>Site Plan</i> , prepared by Waveconn	2 December 2024
AQ4655-006-P1-2	C-1	<i>Site Location</i> , prepared by Waveconn	2 December 2024
AQ4655-006-P2	C-1	<i>Draft Site Layout</i> , prepared by Waveconn	2 December 2024
AQ4655-006-P3	C-1	<i>Draft Site Elevation</i> , prepared by Waveconn	2 December 2024

CONDITIONS OF APPROVAL

CONDITIONS OF APPROVAL	Condition Timing
Administrative	
1. Carry out the development in accordance with the Planning Scheme, Planning Scheme Policies and Local Laws.	At all times
2. Carry out the development in accordance with the approved plans unless otherwise approved in writing by the Assessment Manager.	At all times
3. Meet the costs of all works associated with this Telecommunication Facility including any necessary alteration or relocation of services, provision of upgrading of roadworks to accommodate all vehicular access works together with all public utility mains and/or installations.	Prior to the commencement of use

4.	Unless otherwise stated in a particular condition, all conditions must be completed prior to the commissioning of the facility, unless otherwise agreed to in writing by the Assessment Manager.	Prior to the commencement of use
Health and Safety		
5.	Warning information signs must be provided on the site to prevent unauthorised entry.	Prior to the commencement of use and maintained at all times.
Cessation of Use		
6.	The telecommunications facility must be removed from the site upon cessation of the use.	Upon completion of approved use.
Lighting		
7.	No lights are permitted to be attached to the telecommunications facility, except where required for aircraft hazard lighting purposes or similar.	Prior to the commencement of use and maintained at all times.
Landscaping		
8.	Submit a landscaping plan to the Assessment Manager for approval that identifies landscaping to be incorporated around the monopole and cabinets. Species are to be native species local to the Fraser Coast selected from SC6.3 planning scheme policy for development works Once endorsed, this will form part of the approved plans of development.	Prior to the commencement of the use
9.	Undertake landscaping works in accordance with the endorsed plan within 20 business days of completing construction of the Telecommunications facility and maintain in perpetuity to the satisfaction of Council.	Within 20 business days of the completion of construction and maintained at all times
Visual Amenity		
10.	Prior to the commencement of the use, the monopole, associated headframe unit and attached equipment (e.g. antennas) must be of a non-reflective, painted finish colour which is visually equivalent to 'Blue Grey' and 'Pale Eucalypt', or an alternative colour to Council's satisfaction, to reduce its visual recognition in the landscape.	Prior to the commencement of use and maintained at all times
Stormwater		
11.	Any stormwater works associated with the development must not cause: (i) adverse effects external to the subject site	Prior to the commencement of use and maintained

	<p>arising from any increase in velocity, volume and/or redirection of flow; or</p> <p>(ii) an increase in the duration of inundation outside the site where such increased inundation could cause loss or damage.</p>	at all times.
12.	Any alterations to existing surface levels on the site shall be undertaken in such a manner as to ensure that no additional surface water is drained onto or impounded on adjoining properties.	At all times.
Infrastructure and Services		
13.	All damage to council infrastructure (including pavement damage) as a result of the development works is to be rectified to the satisfaction of Council prior to the issuing of the certificate of practical completion or approval of the plan of survey.	
14.	Ensure that all utility services are not contained within any other allotment unless protected by appropriate easements.	
Construction Management & Traffic Impact		
15.	All earthworks are to be constructed in accordance with <i>Australian Standard 3798-2007, Guidelines on Earthworks for Commercial and Residential Developments</i>	At all times
16.	Limit site access/egress for construction vehicles to one point to reduce impacts on adjoining residents, shopping customers and pedestrians.	
17.	Do not undertake any works: - a. on a Sunday or public holiday, at any time; or b. on a Saturday, or business day, before 7:00am or after 6:00pm.	
18.	A Construction Traffic Impact Assessment and Construction Management Plan prepared by the installer/contractor are to be submitted to Council for approval. These reports are to overview: a. Potential impacts during the installation process; b. Construction estimated programme; c. Number and size of construction vehicles expected to be required during the installation and maintenance works; d. The required Traffic Guidance Scheme (TGS) to control any impact on Elizabeth Street, internal shopping customer vehicles and pedestrians; and e. Mitigation measures to minimise the potential impacts that arise from the installation and maintenance of this proposal.	Prior to the installation of the telecommunications tower.
19.	The placing of installation materials or the carrying out of building operations (inclusive of waste	During the construction phase

	management) on the Road Reserve (inclusive of Council's footpaths and natural drains) and the mobility corridor is prohibited unless approval is obtained from Council.	and maintenance periods.
20.	Ensure maintenance vehicles used in association with the Telecommunication Facility are parked within the site.	At all times.
Dust Control		
21.	The tower installation is to minimise the release dust and/or particulate matter beyond the boundary of the tower installation approval site as per the requirements of the Environmental Protection Act 1994.	At all times
22.	Dust deposition should not exceed 120 milligrams per square metre per day.	At all times
Site Safety		
23.	All works must be suitably fenced off and protected during the construction of the works to avoid the general public to be affected or injured as a result of the civil works. The maintenance, safety and security of the site is to remain the responsibility of the applicant and appointed representatives and contractors until such time the road reserve or access point and internal work-area are reinstated to their original state and the site work is finished, or to a condition identified on this approval. At the end of the work, all the building waste material is to be properly removed from site.	At all times
Erosion and Sediment Control		
24.	Carry out the tower installation with suitable erosion and sediment control measures to ensure all reasonable and practicable actions are taken to prevent environmental harm, as per Fraser Coast Regional Council Planning Scheme (Schedule 6.3) and IECA - Best Practice Erosion and Sediment Control (BPESC) (Current Edition).	At all time
25.	During construction At all times, undertake regular inspections on site to ensure that adequate erosion control measures are in place and in good condition both during and after construction. Additional inspections are also required after each storm event to assess the adequacy of the erosion control measures, rectify any erosion control devices that have been damaged and clean up any sediment that has left the site or is in the roadway. This inspection program is to be maintained until the site is fully rehabilitated.	
Environmental Health		
26.	Confine on site all dust and other emissions, such as	Prior to the

	ash, fumes, light, odour or smoke from the building site and take all reasonable steps to prevent a release to neighbouring properties.	commencement of use and maintained at all times
27.	Take all reasonable and practical measures to prevent pollutants from cutting, cleaning activities and waste concrete from entering waterways.	Prior to the commencement of use and maintained at all times
Property Damage & Council Infrastructure		
28.	Any existing Council infrastructure (including but not limited to, Services, kerb, concrete structures, pits, channels, pavement, footpath, RCP, RCBC, etc.) damaged due to the proposed works is to be rectified or replaced at the applicant's expense prior to 'Practical Completion' acceptance. The applicant must notify the Council of the affected infrastructure immediately. If damage occurs and is not replaced by the client/contractor, Council has the right to undertake the works and charge the landowner accordingly.	Prior to the commencement of use and maintained at all times.
29.	Ensure that all utility services are not contained within any other allotment unless protected by appropriate easements.	Prior to the commencement of use and maintained at all times.

Advice Notes

1. *Council accepts no responsibility for the accuracy of the survey information, the design or any information or detail contained in the approved drawings and specifications. The approval is issued with reliance upon the Engineer's certification and that any aspect of the design not specified by Council policy has been undertaken with due professional diligence to accepted industry standards.*
2. *Council's approval of the design does not grant approval to enter private property or private easements to undertake works.*

Carried (6/5)

FOR: Councillor George Seymour
Councillor Michelle Byrne
Councillor Paul Truscott
Councillor Daniel Sanderson
Councillor Denis Chapman
Councillor Zane O'Keefe

AGAINST: Councillor Phil Truscott
Councillor Lachlan Cosgrove
Councillor Michelle Govers
Councillor John Weiland
Councillor Sara Faraj

ORD 11.4.1 Request for a Report that considers reducing the speed limit along the Esplanade

RESOLUTION (Zane O'Keefe/Paul Truscott)

That Council

1. Endorse the following reductions of speed limits on the Esplanade, for the consideration and determination of the Speed Management Committee:
 - Hervey Street to Robert Street - reduction from 50km/hr to 40km/hr
 - Elizabeth Street to Pier Street and Pier Street from the Esplanade to King Street from 50km/hr to 40km/hr
2. Consider further speed limit reductions on the Esplanade in the future in conjunction with the installation of traffic management works associated with the Esplanade Master Plan

Carried Unanimously

ORD 11.4.2 Amend Policy - Tourist and Community Facility (Fingerboard) Sign Policy

RESOLUTION (Phil Truscott/Daniel Sanderson)

That Council adopt the Tourist and Community Facility (Fingerboard) Sign Policy. (Docs#5049157) included as **Attachment 1**.

Carried Unanimously

ORD 11.4.3 Amended Commemorative Plaques and Tribute Trees Policy

RESOLUTION (Sara Faraj/Michelle Byrne)

That Council approve the amended Commemorative Plaques and Tribute Trees Policy (**Attachment 1**).

Carried Unanimously

ORD 11.5.1 Proposed Changes to Waste Fees and Charges 2024/25

RESOLUTION (Zane O'Keefe/Michelle Byrne)

That Council:

1. Adopt the revised Waste Fees and Charges detailed in this report and incorporate them into the 2024/25 fees and charges
2. Apply the revised charges from Monday 3 March 2025.

Carried Unanimously

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

ORD 12.1 Request for Report Regarding Community Garden Site on Endeavour Way, Eli Waters

RESOLUTION (Lachlan Cosgrove/Daniel Sanderson)

That Council be provided with a report that:

1. Details the history, management & status of the community garden site on Endeavour Way, Eli Waters, and
2. Provides options, including cost estimates, to decommission the site to provide improved community use and enjoyment.

Carried Unanimously

ORD 13 QUESTIONS ON NOTICE

Nil

ORD 14 GENERAL BUSINESS

Nil

ORD 16 LATE ITEMS

ORD 16.1 Late Open Reports

ORD 16.1.1 Organisational Performance Report - January 2025

RESOLUTION (George Seymour/Michelle Byrne)

That Council receive and note the Organisational Performance Report for the period ending 31 January 2025 as per Attachment 1.

Carried Unanimously

ORD 16.1.2 2025 Federal Election Advocacy Projects

RESOLUTION (Sara Faraj/Michelle Byrne)

That Council:

1. Resolve to adopt the following projects and issues for advocacy with political parties and candidates participating in the 2025 federal election.

Whole of Region

- Increased Federal Funding to local governments, in accordance with the LGAQ policy position
 - Construction of the Fraser Coast Water Grid
 - Upgrading the existing trail and facilities on the Mary to Bay Rail Trail
-

Wide Bay Electorate

- Design and construction of a new Maryborough Library and customer service centre
- Design and construction of Glenwood Community Centre
- Construction of Slaughterhouse Rd to open up the Moonaboola industrial precinct
- Upgrades to the Maryborough Equestrian Centre

Hinkler Electorate

- Upgrade of the Hervey Bay Airport Terminal
- Design and construction of a multi-purpose indoor sports facility at the Fraser Coast Sports and Recreation Precinct
- Footpath widening on the Hervey Bay Esplanade
- Reconstruction of the River Heads Barge Boat Ramp

2. Delegate authority to the Chief Executive Officer to prepare advocacy briefing papers and other relevant materials to assist in the advocacy process.

Carried Unanimously

ORD 15 CONFIDENTIAL

ORD 15.1 Procurement Exception - Brolga Theatre Seat Replacement

RESOLUTION (Paul Truscott/Sara Faraj)

That Council

1. Deem the report and attachments confidential documents treat them as such in accordance with sections 171 and 200 of the *Local Government Act 2009* and that the document remain confidential unless Council decides otherwise by resolution.
2. Resolve to enter into a large-sized contractual agreement with Hadley's Australia 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 as it's not commercially viable.
3. Pursuant to section 257 of the *Local Government Act 2009* (Qld), Council delegates to the Chief Executive Officer the power to negotiate, approve and pursuant to section 262 of the *Local Government Act 2009* (Qld) and enter into a contract with Hadley's Australia to provide chair back, seats and arms for the Brolga Theatre refurbishment.

Carried Unanimously

ORD 16.2 Late Confidential Reports

There being no further business, the Meeting closed at 1:24pm.

Confirmed at Ordinary Meeting No. 3/25 of the Fraser Coast Regional Council at Hervey Bay on 26 March 2025

.....
CHAIRPERSON

UNCONFIRMED



**ORDINARY MEETING NO. 2/25
WEDNESDAY, 26 FEBRUARY 2025**

BUSINESS

ITEM NO.		PAGE NO.
ORD 11.2.3	Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees	
Attachment 1	Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees	30



Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

Fraser Coast Regional Council

Adopted <DATE>



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DICTIONARY

Attendee means:

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

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

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

Chairperson means:

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

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

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

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

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

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

LGA means Local Government Act 2009

LGR means Local Government Regulation 2012

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

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

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

Ordinary Business means matters such as:

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

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

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

Ordinary Meeting of the Council means –

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

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

Point of Order means an objection to an action.

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

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

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

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

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

PURPOSE

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

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

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

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

STANDING ORDERS

1. INTRODUCTION

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

PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT

2. PROCEDURE FOR THE CHAIRPERSON

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

3. ORDER OF BUSINESS

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

4. AGENDAS

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

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

5. MINUTES

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

6. QUORUM AND LAPSE OF A QUORUM

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

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

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

7. PETITIONS

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

8. DEPUTATIONS

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

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

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

9. PUBLIC PARTICIPATION AT MEETINGS

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

10. PRESCRIBED CONFLICT OF INTEREST

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

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

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

11. DECLARABLE CONFLICT OF INTEREST

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

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

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

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

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

12. REPORTING A SUSPECTED CONFLICT OF INTEREST

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

13. SPECIAL MEETING

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

14. MOTIONS MATTERS/MOTIONS WITH DUE NOTICE

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

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15. BUSINESS ARISING INCLUDING GENERAL BUSINESS

- 15.1. Matters raised under General Business will require a resolution of the Council to permit discussion, except in cases of bereavement, where condolence motions may be moved without the need for Council permission.
- 15.2. Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise a motion in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.
- 15.3. Matters raised during General Business are subject to sections 14.3 and 14.4.

16. MAYORAL MINUTE

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

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

17. MOTION TO BE MOVED

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

18. ABSENCE OF MOVER OF MOTION

18.1. Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:

18.1.1. Moved by another Councillor at the meeting with written consent from the Councillor who gave notice of the motion, or

18.1.2. Deferred to the next meeting.

19. MOTION TO BE SECONDED

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

20. AMENDMENT OF MOTION

20.1. An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

20.2. Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

20.3. Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on, however before the debate is conducted a Councillor may foreshadow another amendment should the motion be lost.

20.4. A Councillor may foreshadow an amendment to a motion should the motion be lost. The foreshadowed amendment does not require a seconder.

20.5. Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

21. SPEAKING TO MOTIONS AND AMENDMENTS

21.1. The mover of a motion or amendment will read it but will not speak to it until it is seconded.

21.2. The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.

21.3. Councillors must first state whether they are speaking in favour or against the motion before speaking.

21.4. A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded this includes asking a question for reply by a Councillor or an officer of Council, but only regarding the matter under consideration at the Meeting. The Council officer can be assisted by an external party if deemed necessary to provide clarification to Councillors.

21.5. A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which will be signified without debate, and a Councillor will not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.

21.6. The mover of a motion or amendment has the right to reply if another Councillor has spoken against the motion. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

21.7. Each speaker shall be restricted to not more than three minutes unless the Chairperson rules otherwise.

21.8. Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.

21.9. In accordance with Section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of

the Council the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice. Section 254H applies to either or both of the following decisions:

- a) The decision is about entering into a contract the total value of which is more than the greater of the following:
 - i. \$200,000 exclusive of GST;
 - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report;
 - b) The decision is inconsistent with a policy of the local government, or the approach ordinarily followed by the local government for the type of decision.
- 21.10. Where the Council makes a decision about any matter at a Council meeting that is inconsistent with a recommendation or advice given to Council by an employee engaged to provide services of Council, the Chief Executive Officer must record a statement of the reasons for the inconsistency in the minutes of the meeting.

22. METHOD OF TAKING VOTE

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

23. WITHDRAWING A MOTION

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

24. REPEALING OR AMENDING RESOLUTIONS

- 24.1. A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012.
- 24.2. Motions to repeal or amend a previous resolution can be made:
 - 24.2.1. By a notice of intention to repeal or amend delivered to the Chief Executive Officer;

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

25. PROCEDURAL MOTIONS

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

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

26. POINT OF ORDER

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

27. QUESTIONS

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

MEETING CONDUCT

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

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

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

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

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

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

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

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

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

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

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

31. GENERAL CONDUCT DURING MEETINGS

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

32. DISORDER

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

ATTENDANCE AND NON-ATTENDANCE

33. ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS

- 33.1. A designated area will be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 33.2. Any individual who declines to remain in the designated public area during the meeting shall be instructed to relocate to the appropriate section or vacate the public gallery.
- 33.3. No conversation/ comments among audience members should take place during the meeting. Should conversation/ comments occur which disrupts the meeting, the Chairperson may request the person/s to cease making the submission or comment. The Chair may adjourn the meeting where disorder arises until order has been restored.
- 33.4. All individuals without a Council-issued identification, are to sign the Visitor Register prior to entering the public gallery.
- 33.5. Audio and/or video recording of a Council meeting is not permitted unless approved by the Chairperson.

- 33.6. Any individual who is considered by the Chairperson to be conducting themselves in an unsuitable manner, may be requested to cease the behaviour. Failure to comply with such a request may be considered an act of disorder.
- 33.7. When the Council is sitting in Closed Session, the public and representatives of the media will be excluded.
- 33.8. The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 254J of the Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

34. CLOSED MEETINGS

- 34.1. Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:
- 34.1.1. Appointment, dismissal or discipline of the CEO
 - 34.1.2. Industrial matters affecting employees
 - 34.1.3. Council's budget, which does not include the monthly financial statements
 - 34.1.4. Rating concessions
 - 34.1.5. Legal advice obtained by the Council involving the Council, including for example, legal proceedings that may be taken by or against Council
 - 34.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
 - 34.1.7. Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
 - 34.1.8. Negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967
 - 34.1.9. A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 34.2. A Council or standing committee cannot resolve that a Meeting be closed where the Meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the Meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.
- 34.3. Further, the Meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;
- a. Delegate the matter unless the matter cannot be delegated,
 - b. Decide by resolution to defer to a later meeting,
 - c. Decide by resolution to take no further action on the matter.
- Note:** *None of the above will be considered, discussed, voted on or made during a closed session as per Section 34.5 below.*
- 34.4. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).
- 34.5. To take a matter into a closed session, the Council must abide by the following process:
- a. Pass a resolution to close the meeting.
 - b. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
 - c. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and a brief explanation of why it is deemed necessary to take the issue into closed session.
 - d. Not make a resolution while in a closed meeting (other than a procedural motion)

35. TELECONFERENCING OF MEETINGS

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

36. REVIEW

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

VERSION CONTROL

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

Release Notice			
Version Number	Date of issue	Amendment details	Responsible officer
14	07/09/2016	Adopted by Council	
15	27/03/2019	Addition of model meeting procedure and revised standing orders best practice guidelines	Executive Manager Governance and Customer Service
16	27/05/2020	Insert 16.3, 16.4 and 16.5 to clarify the process to amend a motion.	Executive Manager Governance and Customer Service
17	28/10/2020	Changes due to legislative reform commencing 12 October 2020	Executive Manager Governance and Customer Service
18	25/08/2021	Changes to clarify Order of Business and approval of late items	Executive Manager Governance and Customer Service
19	13/12/2023	<ol style="list-style-type: none"> 1. Alignment with the Departments revised Queensland Model Meeting Procedures and minor administrative amendments. 2. Insert 9.5 and 9.6 to clarify the process for amendments 	Executive Manager Governance and Customer Service

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

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 3/25

WEDNESDAY, 26 MARCH 2025

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

1. PURPOSE

The purpose of this report is to 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 – March 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 - March 2025 (eDocs#3752248) [↓](#)



OPEN RESOLUTIONS REGISTER

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



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Feb 24) No change to current status.</p> <p>(Jan 24) Report to be prepared and submitted to the May Ordinary Meeting to allow Councillors to be briefed on the proposed policy.</p> <p>(Jun 23 – Dec 23) Detailed review on further measures to assist landholders will be programmed late in the financial year. Progression of this report has been impacted by multiple staff vacancies and delayed recruitment in the responsible area.</p> <p>(May 23) Detailed review on further measures to assist landholders will be programmed later in the financial year. Progression of this report has been impacted by multiple staff vacancies and delayed recruitment in the responsible area.</p> <p>(Sep 22 – Apr 23) Detailed review on further measures to assist private landholders will be programmed later in the financial year.</p>
Ordinary Meeting No.12/22 –15 December 2022 (Docs#4703549)				
SC&D	ActID7055	<p>ORD 11.3.2 – Wetside Water Park Oceanview Boardwalk</p> <p>RESOLUTION (David Lee/Jade Wellings)</p> <p>1. That Council approve the removal of the Oceanfront Boardwalk at Wetside as detailed in the report.</p>	<p>Revised May 2025</p> <p>Revised Apr 2025</p> <p>Revised Mar 2025</p>	<p>(Feb 25 – 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.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		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. <p style="text-align: center;">Carried Unanimously</p>	Revised Jan 2025 Revised Dec 2024 Revised Oct 2024 Revised Aug 2024 Initial Jun 2024	(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. (July 24) Survey has been recently undertaken, which will help to inform the investigation work already underway. (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.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(May 24) Demolition of the Boardwalk will commence in May 2024. Demolition and removal will only occur for the pylons located below the observable Highest Astronomical Tide (HAT), as well as the substructure and decking installed to pylons above the HAT. The pylons located above the HAT will remain. Removal of the substructure and decking will be performed whilst working from the beach.</p> <p>(Apr 24) Item 1 completed by IS. Relevant officers from across the organisation have met to plan a course of action to progress design of foreshore protection works subject to the 2024/25 budget deliberations.</p> <p>(Mar 24) No change to current status.</p> <p>(Feb 24) No change to current status.</p> <p>(Jan 24) No change to current status.</p> <p>(Dec 23) No change to current status.</p> <p>(Nov 23) Preliminary works associated with the relocation of services commenced on 6 August 2023 and are planned for completion by the end of February 2024. The removal of the superstructure and pier foundations will commence early March and be completed by 30 May 2024 with the final landscaping and reinstatement works completed by the end of June 2024.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Sep 23 – Oct 23) Item 2 has been programmed with new stairs planned to be installed adjacent the café. Items 1 and 3 will be considered in future years when funding is allocated to progress the project.</p> <p>(Jan 23 – Aug 23) Prior to developing a report to Council, it is proposed to list this matter for discussion at a future briefing session.</p>
Ordinary Meeting No.1/24 – 24 January 2024 (eDocs#4939696)				
SC&D	ActID 7688	<p>ORD 11.3.2 – Mary to Bay Rail Trail - Colton Coal Mine - Proposed Alternative Route</p> <p>RESOLUTION (David Lewis/Paul Truscott) That Council:</p> <ol style="list-style-type: none"> Note the possible Churchill Mines Road/Peridge Road proposed alternative Mary to Bay Rail Trail route as detailed in the attachments. Authorise the Chief Executive Officer, or his delegate, to carry out the further investigations referred to in this report, and negotiate further with New Colton Pty Ltd in relation to agreement and progress of the Churchill Mines Road/Peridge Road alternative route for Mary to Bay Rail Trail, with a report to be tabled at a future Council meeting. 	<p>Revised Jun 2025</p> <p>Revised Apr 2025</p> <p>Revised Feb 2025</p> <p>Initial Dec 2024</p>	<p>(Mar 25) Negotiations with New Colton Coal Pty Ltd and Butchulla Native Title Aboriginal Corporation ongoing.</p> <p>(Jan 25 – Feb 25) DTMR currently awaiting response from Butchulla Native Title contact. Discussions with New Colton Coal Pty Ltd ongoing.</p> <p>(Dec 24) Negotiations are ongoing with DTMR leading the communication efforts with Butchulla Native Title Corporation to enable the preferred outcome for the alternative route.</p> <p>(Aug 24 - Nov 24) Alternative route still under investigation with attention turned more to a north/west route around the rail trail. Negotiations currently occurring with New Colton Pty Ltd, Council and DTMR.</p> <p>(May - July 24) Alternative route under investigation.</p>



OPEN RESOLUTIONS REGISTER

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



OPEN RESOLUTIONS REGISTER

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



OPEN RESOLUTIONS REGISTER

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



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Nov 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024.</p> <p>(Oct 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024.</p> <p>(Sept 24) This item will be presented to the Councillor Executive Briefing scheduled for Monday 25 November 2024.</p> <p>(Aug 24) This item will be presented to a future Councillor Briefing or Concept Forum.</p> <p>(July 24) Report to be prepared and submitted to the November Ordinary Council Meeting.</p>
Ordinary Meeting No.8/24 – 28 August 2024 (eDocs#5065930)				
IS	ActID 7920	<p>ORD 9.1.1 – Request for Zebra Crossing at Maryborough Special School</p> <p>RESOLUTION (Paul Truscott/Daniel Sanderson) That the petition be received and referred to the Chief Executive Officer for consideration and report to Council</p> <p style="text-align: right;">Carried Unanimously</p>	<p>Revised Mar 2025</p> <p>Initial Jan 2025</p>	<p>(Mar 25) COMPLETED - Refer to report titled “Request for a Zebra Crossing for Maryborough Special School” listed on agenda.</p> <p>(Feb 25) Report to be prepared and submitted to the March 2025 Ordinary Meeting</p> <p>(Jan 25) Report to be prepared and submitted to the March 2025 Ordinary Meeting</p> <p>(Dec 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
				<p>(Nov 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.</p> <p>(Oct 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.</p> <p>(Sept 24) Report to be prepared and submitted to the January 2025 Ordinary Council Meeting.</p>
SC&D	ActID 7906	<p>ORD 11.2.3 - CTDC021 - 23/24 - Sale of 7-19 Hillyard Street Pialba</p> <p>RESOLUTION (Lachlan Cosgrove/John Weiland) That Council:</p> <ol style="list-style-type: none"> 1. Accepts the tender submitted by HBC Build Australia Pty Ltd for the CTDC021-23/24-Sale of 7-19 Hillyard Street Pialba for \$5,000,000.00 including GST. 2. Pursuant to sections 257 and 262 of the Local Government Act 2009 (Qld), delegates to the Chief Executive Officer the power to negotiate, approve and enter a contract or contracts, on behalf of Fraser Coast Regional Council, with HBC Build Australia Pty Ltd for the sale of 7-19 	<p>Revised May 2025</p> <p>Revised Feb 2025</p> <p>Revised Jan 2025</p> <p>Initial Oct 2024</p>	<p>(Mar 25) Council report proposed to be tabled at the April Ordinary Council Meeting.</p> <p>(Feb 25) Finalising Agreement to Grant Development Lease (ADL) and Assignment. Infrastructure agreement and incentives are in development.</p> <p>(Jan 25) Councillor briefing scheduled for 20 January 2025 for the developer presentation. A report is to be prepared and submitted to the February Council Meeting.</p> <p>(Dec 24) Review of Development Lease and associated amendments to company structures is continuing. Detailed timeline on contracts, design and construction has been provided by the Developer.</p> <p>(Nov 24) Development Lease and associated documentation has been issued to HBC Build Australia for review and execution. Amendments to company structure is being advised by HBC.</p>



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<p>Hillyard Street, subject to Council being provided with a report confirming the details of the final proposed scope of the development before a contract is signed and that negotiations will have regard to the following principles:</p> <ul style="list-style-type: none"> The development contributes to achieving the vision of the Hervey Bay City Centre Master Plan; The development will be assessed under Council's standard development approval processes; The contract will include performance conditions; The ownership of the land will be retained by council until agreed milestones are met; and The development will be completed in a reasonable timeframe. <p>3. Notify the unsuccessful tenderers.</p> <p style="text-align: right;">Carried (9/1)</p>		<p>(Oct 24) Meeting held with Council Lawyers on 26 September 2024 to discuss draft documents. A report will be provided to Council in January 2025.</p> <p>(Sept 24) Process to undertake the formal sale of the land has commenced and McCulloughs have been appointed to manage the legal requirements of this transaction on behalf of Fraser Coast Regional Council.</p> <ul style="list-style-type: none"> An implementation plan will be developed to manage the project milestones including key performance conditions. Meetings with the preferred proponent HBC Build Australia Pty Ltd – will be undertaken late September to outline the timelines, performance conditions and commence the legal requirements of the transaction.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
Ordinary Meeting No.9/24 – 25 September 2024 (eDocs#5081050)				
IS	ActID 7944	<p>ORD 12.2 – Request for a report that considers ways to reduce constriction/congestion of the roadway on Endeavour Way, Eli Waters</p> <p>RESOLUTION (Lachlan Cosgrove/John Weiland That Council be provided with a report that considers ways to reduce constriction/congestion of the roadway on Endeavour Way, Eli Waters, primarily caused by legal all day parking activities related to Xavier Catholic College. The report should consider the below options:</p> <p>a) Extending of yellow line (no parking) on the “S” bend on Endeavour Way (or further as appropriate)</p> <p>b) Creating a regulated parking zone (for example 1P, 2P, 3P etc) that includes all streets from Endeavour Way back to (but not including) Lady Penrhyn Drive. This option would include the following streets: Endeavour Way, Lady Nelson Drive, Sirius Court, Grantala Court, Wongala Way, Golden Grove Ct, Yongala Ave, and Protector Way.</p>	<p>Revised Apr 2025</p> <p>Revised Mar 2025</p> <p>Initial Feb 2025</p>	<p>(Mar 25) Report to be prepared and submitted to the April 2025 Ordinary Council Meeting</p> <p>(Feb 25) Report to be prepared and submitted to the March 2025 Ordinary Council Meeting.</p> <p>(Jan 25) Report to be prepared and submitted to the March 2025 Ordinary Council Meeting.</p> <p>(Dec 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Nov 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p> <p>(Oct 24) Report to be prepared and submitted to the February 2025 Ordinary Council Meeting.</p>



OPEN RESOLUTIONS REGISTER

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



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
Ordinary Meeting No.1/25 – 29 January 2025 (eDocs# 5145663)				
IS	ActID 8052	<p>ORD 9.1.1 - Request for Council to Complete the Final Stages of Tinnanbar Road</p> <p>RESOLUTION (Daniel Sanderson/Sara Faraj) That the petition be received and referred to the Chief Executive Officer for consideration and a report to Council.</p> <p style="text-align: right;">Carried Unanimously</p>	Initial Apr 2025	<p>(Mar 25) COMPLETE – Refer to report titled “Response to Petition - Completion of Tinnanbar Road Upgrades” listed on agenda.</p> <p>(Feb 25) Report to be prepared and submitted to the April 2025 Ordinary Council Meeting.</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"> 1. Resume the redevelopment of the Pialba Caravan Park utilising the current park design. 2. Endorse the development of concept layout plans for the Torquay Caravan Park, based on the two options outlined in this report with the following amendments to the Proposal; <ul style="list-style-type: none"> • change the words “Key elements for layout plan development” to “options for consideration”. 	Initial Aug 2025	(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.



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
		<ul style="list-style-type: none"> • 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. <ol style="list-style-type: none"> 3. Authorise the Chief Executive Officer to further engage with Councillors to develop a community consultation program at the Consult level as per the IAP2 public participation Spectrum. 4. Undertake community consultation to seek community feedback on the identified options for the Torquay Caravan Park. 5. Be provided with a further report with the outcomes of the community consultation. <p style="text-align: right;">Carried (7/3)</p>		



OPEN RESOLUTIONS REGISTER

Directorate	Reference	Resolution Details	Target Date	Status
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"> 1. Details the history, management & status of the community garden site on Endeavour Way, Eli Waters, and 2. Provides options, including cost estimates, to decommission the site to provide improved community use and enjoyment. <p style="text-align: right;">Carried Unanimously</p>	Initial Aug 2025	(Mar 25) Report to be prepared and submitted to the August 2025 Ordinary Council Meeting.

QUESTIONS ON NOTICE				
Directorate	Reference	Resolution Details	Target Date	Status

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 3/25**

WEDNESDAY, 26 MARCH 2025

PETITION RESPONSE REPORT

SUBJECT: REQUEST FOR A ZEBRA CROSSING FOR MARYBOROUGH SPECIAL SCHOOL

DIRECTORATE: INFRASTRUCTURE SERVICES

RESPONSIBLE OFFICER: DIRECTOR INFRASTRUCTURE SERVICES, Davendra Naidu

AUTHOR: PRINCIPAL ENGINEER ROADS, Damion Beety

1. BACKGROUND

At Council's Ordinary Meeting on Wednesday, 28 August 2024, Councillor Paul Truscott tabled a petition on behalf of chief petitioner, Kaydee Selby-Brown regarding a request for a zebra crossing at the Maryborough Special School.

2. OFFICER'S RECOMMENDATION

That Council:

1. Advise the chief petitioner that the request for a zebra crossing at Maryborough Special School has been investigated and it was identified that it does not meet the criteria to install a zebra crossing facility.
2. Note that the existing pedestrian refuge at this location is considered adequate at this stage and that the Queensland Department of Education are currently investigating options to provide a new drop-off facility for the Maryborough Special School.

3. RESPONSE

At Council's Ordinary Meeting No. 8 held 28 August 2024, Councillor Paul Truscott tabled a petition from chief petitioner Kaydee Selby-Brown requesting a zebra crossing at the Maryborough Special School.

Discussions with the Principal of the Maryborough Special School, determined that they were not aware of the petition request. She advised that currently the school caters for approximately 80 students with between 45 and 55 utilising school bus services. Some parents use the disabled parks that have been installed at the end of Frank Street at the rear of the school. The balance (approximately 20-30 students) utilise the on-street parking in Woodstock Street. There are 11 marked bays on the school side of the road and over 30 marked bays on the northern side of Woodstock St. An assessment was undertaken using the Australasian Pedestrian Crossing Facility Selection Tool, which is an approved process by Austroads Standards. The tool has indicated that it is not appropriate to install a zebra crossing on a

60km/hr road and a refuge crossing arrangement returns a high safety rating and is suitable for this location.

The school is currently working with Queensland Education on proposed upgrade works which will include a new drop off zone that will cater for up to 10 vehicles at a time. While the timeframe has not been confirmed it is anticipated that this will be delivered within the next 12-18 months.

There is a 40km/hr school speed zone for the school frontage on Woodstock Street with flashing 'wig wag' signs. A review of the crash history has determined that there have been no pedestrian related incidents near this school in the last 5-year period. Council installed the pedestrian refuge in September 2018 to assist with student safety when crossing Woodstock Street. Refer to **Figure 1** for the location plan for the Maryborough Special School, the location of the refuge, bus zone and Frank Street Parking.

Figure 1. Location Plan for the Maryborough Special School (refuge crossing inset)



A pedestrian crossing count was undertaken by the Department of Transport and Main Roads (DTMR) – Road Safety Branch in February 2025 and this confirmed that there are currently insufficient numbers to warrant the installation of a children's crossing or a zebra crossing at this location.

Summary

A review of the crossing has determined that with recent low patronage, the existing pedestrian refuge is fit for purpose and there is no warrant to upgrade this facility to a zebra crossing.

Further the school has indicated that they will be providing a new student drop-off facility within the school grounds that should accommodate current student needs.

4. ATTACHMENTS

Nil

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 3/25

WEDNESDAY, 26 MARCH 2025

SUBJECT: WATER AND WASTE SERVICES ADVISORY COMMITTEE
MEETING MINUTES - MEETING HELD ON 21 FEBRUARY
2025

DIRECTORATE: WATER & WASTE SERVICES

RESPONSIBLE OFFICER: DIRECTOR WATER & WASTE SERVICES, Mark Vanner

AUTHOR: EXECUTIVE ASSISTANT, Nic Puli

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 21 February 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 21 February 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 21 February 2025 as detailed in Attachment 1.

4. ATTACHMENTS

1. Minutes of Water and Waste Services Advisory Committee Meeting – 21 February 2025 (eDOCS #5162728) [↓](#)



MINUTES OF THE WATER AND WASTE ADVISORY COMMITTEE MEETING NO. 1/25
held in the Fraser Coast Regional Council Chambers, Tavistock Street, Hervey Bay
on Friday, 21 February 2025 commencing at 8:00 AM.

PRESENT: Chairperson Peter Borrows (Chairman)
Member Janice Wilson
Member Michelle Byrne

STAFF IN ATTENDANCE: Director Water & Waste Services, Mr Mark Vanner
Director Organisational Services, Mr Keith Parsons
Executive Manager Process Operations, Mr Cameron Ansell
Executive Manager Engineering & Technical Services, Mr Trevor Dean
Executive Manager Network Operations and Maintenance, Mr Darren Smith
Executive Manager Resource Recovery Services, Mr Umur Natus-Yildiz
Business Services Manager, Mrs Megan Gibbs
Meeting Secretary, Mrs Nicole Puli
Technical Source Control Officer, Mr David Young

WWS 1 APOLOGIES
Member Zane O'Keefe
Chief Executive Officer, Mr Ken Diehm

WWS 2 DISCLOSURE OF INTERESTS
Nil

SAFETY & VALUES MOMENT

The Project Managers from the Transformation, Assets & Information team have been pivotal in the integrating in to behavioural safety audits into the new safety management system, Beakon. The Executive Manager Network Operations and Maintenance recognised their initiative and noted that this integration will not only allow for the audits to be completed electronically, it will assist in mapping safety trends which will help council better address safety issues.

Following an exceedance that the Maryborough Landfill, the Executive Manager Resource Recovery Services acknowledged and commended the Planning and Environment, Safety and Wellbeing and Resource Recovery teams for their collaboration over the January period to analyse and remediate the situation.

The Executive Manager Engineering and Technical Services praised the collaboration between the Resource Recovery Services, Network Operations and Infrastructure Services teams who worked together to devise a solution to managing the water inflow at the new Cell 9A to minimise contamination.

The Water and Waste Services Director recognised the Principal Development Engineer, Manager Development Compliance & Plumbing Services, and the Wastewater Network Coordinator for the respect demonstrated when engaging with a customer to resolve a conflict when a customer built a large shed over a sewerage main.

The Director Water and Waste Services recognised the Sewerage Network team for their service to resolve a sewerage blockage last night.

The recent Queensland Audit Office report on Managing Queensland's regional water quality spoke favorably of Fraser Coast Regional Council. The Executive Manager Process Operations acknowledged the collective efforts of the Water Treatment Operators, administrative staff and the Business Services Team.

WWS 3 CONFIRMATION OF MINUTES OF MEETINGS

WWS 3.1 Water and Waste Advisory Committee Meeting No. 9/24 – 22 November 2024

RESOLUTION (Janice Wilson/Peter Borrows)

That the minutes of the Water and Waste Advisory Committee Meeting No. 9/24 held on 22 November, 2024 be confirmed.

WWS 4 OUTSTANDING ACTIONS

The outstanding actions were discussed and a verbal updated provided on Action 1.

WWS 5 OFFICERS' REPORTS

WWS 5.1 QAO Performance Audit: Managing Queensland's regional water quality

RESOLUTION (Janice Wilson/Michelle Byrne)

That the Water and Waste Services Advisory Committee receive and note the Queensland Audit Office (QAO) report on *Managing Queensland's regional water quality* together with Council's formal response to the report.

WWS 5.2 Trade Waste Policy and Trade Waste Management Manual

RESOLUTION (Peter Borrows/Janice Wilson)

That the Water and Waste Services Advisory Committee:

1. Endorse the draft Trade Waste Council Policy (eDOCS #5148088), including the administrative amendments discussed by the Advisory Committee, to be presented to Council for endorsement at a future Council meeting.
2. Review and note the Trade Waste Management Manual (eDOCS #5036974).

WWS 5.3 Queensland's Urban Potable Water and Sewerage Benchmarking 2023/24 Annual Report

RESOLUTION (Michelle Byrne/Janice Wilson)

That the Water and Waste Services Advisory Committee:

1. Receive the Annual Urban Potable Water and Sewerage Benchmarking Reports 2023/24, noting the performance information contained within the report and feedback on capital trend and approach to water security for feedback to the author.
2. Request the report be presented to Council as a briefing note.

WWS 5.4 Water and Waste Services Advisory Committee Meeting Performance Survey - Results November 2024

RESOLUTION (Michelle Byrne/Janice Wilson)

That the Water and Waste Advisory Committee receive the results of the November 2024 Water and Waste Services Advisory Committee meeting performance survey.

WWS 5.5 Water and Waste Services Risk Register Review

RESOLUTION (Michelle Byrne/Janice Wilson)

That the Water and Waste Services Advisory Committee receive and note the Water and Waste Services Risk Update.

WWS 5.6 Directorate Performance Report - January 2025

RESOLUTION (Michelle Byrne/Janice Wilson)

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

WWS 6 GENERAL BUSINESS

The Director thanked the Chair for assisting with the organisation of the Landers Shute Water Treatment Plant tour. Both the Executive team and Operational Supervisors found the tour very informative and a great opportunity to liaise with other water services providers on various topics and issues.

The Director advised that the recruitment process for the new committee member is being finalised and interviews will be held following next month's meeting. The aim is to have a new member appointed at the April Ordinary Council meeting.

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 09:19 AM.

Confirmed that the next Water and Waste Services Advisory Committee Meeting will be held on 21
March 2025.

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Chairperson

FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 3/25

WEDNESDAY, 26 MARCH 2025

SUBJECT: FRASER COAST REGIONAL COUNCIL AUDIT AND RISK
COMMITTEE MEETING MINUTES - 25 FEBRUARY 2025

DIRECTORATE: ORGANISATIONAL SERVICES

RESPONSIBLE OFFICER: DIRECTOR ORGANISATIONAL SERVICES, Keith Parsons

AUTHOR: INTERNAL AUDITOR, Carly Heaslip

1. PURPOSE

The purpose of this report is to present Council with the Minutes of the Audit and Risk Committee Meeting held on 25 February 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 25 February 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 25 February 2025 as detailed in Attachment 1.

4. ATTACHMENTS

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



**MINUTES OF THE AUDIT AND RISK COMMITTEE NO. 1/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS,
TAVISTOCK STREET, HERVEY BAY
ON TUESDAY, 25 FEBRUARY 2025 COMMENCING AT 10:00 AM**

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

STAFF IN ATTENDANCE: Chief Executive Officer, Mr Ken Diehm
Director Organisational Services, Mr Keith Parsons
Executive Manager Financial Services, Ms Marion Millard
Manager Financial Compliance and Reporting, Mr Peter Dart
Executive Manager Governance and Customer Service, Mr Sydney Shang
Internal Auditor, Ms Carly Heaslip
Executive Manager Infrastructure Operations, Mr Craig Hutton
Executive Manager Process Operations, Mr Cameron Ansell
Executive Manager Transformation, Assets & Information, Mr Paul Fendley
Manager Architecture & Governance, Mr Deon Viljoen
Manager Strategic Frameworks, Mr Hanno Van Der Merwe
Meeting Secretary, Ms Donna Wilson

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

The Chair 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

The Chair noted an apology from Councillor John Weiland.

AUD 2 DISCLOSURE OF INTERESTS
Nil

AUD 3 CONFIRMATION OF MINUTES OF MEETINGS

AUD 3.1 Audit and Risk Committee No. 5/24 – 26 November 2024

RESOLUTION (Mel Jacobs/Stephen Coates)

That the minutes of the Audit and Risk Committee No. 5/24 held on 26 November 2024 be confirmed.

Carried Unanimously

AUD 4 OUTSTANDING ACTIONS

AUD 4.1 Committee Action Register Responses

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

AUD 4.2 Committee Action Register - February 2025

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

Councillor Michelle Byrne joined the meeting at 10:21am.

AUD 5 OFFICERS' REPORTS

AUD 5.1 Overview of Infrastructure Operations

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

Craig Hutton left the meeting – 10:50am.

AUD 5.2 2025 External Audit Plan & QAO Briefing

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee:

1. Receive and note the 2025 External Audit Plan and Briefing Paper from the Queensland Audit Office; and
2. Request that the 2023/24 external audit management letter for Fraser Coast Tourism & Events Ltd is tabled to the next meeting of the committee.

Carried Unanimously

AUD 5.3 QAO Audit Recommendations - Procurement

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee;

1. Acknowledge and note the identified procurement risks, the QAO audit recommendations, and the associated implications, noting the current actions Council has undertaken and that further development of the Tech1 Supply Chain Management functionality will be explored as resources permit.

Carried Unanimously

Cameron Ansell joined the meeting at 11:00am.

AUD 5.4 QAO Performance Audit: Managing Queensland's regional water quality

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

AUD 5.5 Advice of Regulatory Audit of Council Owned Dams

RESOLUTION (Mel Jacobs/Stephen Coates)

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

Carried Unanimously

Paul Fendley, Deon Viljoen and Hanno Van Der Merwe joined the meeting at 11:14am.

AUD 5.6 Operational Technology Strategy

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee receive and note the Operational Technology Strategy.

Carried Unanimously

Cameron Ansell left the meeting at 11:28am.

AUD 5.7 Cyber Security Update

RESOLUTION (Stephen Coates/Mel Jacobs)

That the Audit and Risk Committee:

1. Receive and note the report; and
2. Provide clarification about the “at risk” user on page 152 of the report.

Carried Unanimously

AUD 5.8 Asset Management Improvement Update

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee:

1. Receive and note the report; and
2. Receive and note the attached Asset Management Plans (AMP) register in response to Committee Action Register item 101; and
3. Request that a copy of the Asset Management Plan for Dams & Weirs is provided with the next scheduled asset management update to the committee.

Carried Unanimously

Paul Fendley, Deon Viljoen and Hanno Van Der Merwe left the meeting – 11:41am.

AUD 5.9 Emerging risks & issues

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee:

1. Receive and note the report and participate in discussion regarding emerging risks for Council; and
2. Consider the Audit and Risk Committee's role in oversight of financial sustainability in a meeting to be held out of session and provide feedback to management and Elected Members.

Carried Unanimously

AUD 5.10 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 and request for closure in accordance with Attachment 2.

Carried Unanimously

AUD 5.11 Management Responses to Internal Audit Report - Infrastructure Charges

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee;

1. Receive and note the report; and
2. Request that the Internal Auditor monitors the audit recommendations for completion.

Carried Unanimously

AUD 5.12 Internal Audit Report - Public Tree Management

RESOLUTION (Mel Jacobs/Stephen Coates)

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

AUD 5.13 Internal Audit Report - Animal Management

RESOLUTION (Mel Jacobs/Stephen Coates)

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

AUD 5.14 Amended Internal Audit Plan 2024/25

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee receive and note the amended internal audit plan 2024/25 as circulated and approved by flying minute on 12 December 2024.

Carried Unanimously

AUD 5.15 QAO Internal Controls Self-Assessment

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee receive and note the internal controls self-assessment as detailed in attachment 1.

Carried Unanimously

AUD 5.16 Internal Audit Plan 2025/26

The Audit and Risk Committee provided feedback in relation to the proposed 2025/26 internal audit plan as per attachment 1 and requested that the internal audit plan be amended and tabled for consideration at the next meeting of the committee.

AUD 5.17 Internal Audit Quality Analysis Self-Assessment and GIAS Gap Analysis

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee;

1. Receive and note the Internal Audit Quality Analysis Self-Assessment; and
2. Receive and note the Gap Analysis in respect of the Global Internal Audit Standards and request that the internal auditor consider options for addressing the requirement for an external quality review.

Carried Unanimously

AUD 5.18 Committee Self-Assessment Survey Results 2024

RESOLUTION (Mel Jacobs/Stephen Coates)

That the Audit and Risk Committee:

1. Receive and note the report; and
2. Request that the Internal Auditor adds the improvement opportunity matters to the Committee Action Register for follow up.

Carried Unanimously

AUD 6 GENERAL BUSINESS

Director Organisational Services noted that the schedule of committee meeting dates for the remainder of 2025 may require review, particularly when scheduled on days consecutive to Council meetings.

AUD 7 LATE ITEMS

AUD 7.1 Late Reports

Nil

Confirmed that the next Audit and Risk Committee Meeting will be held on 27 May 2025.

There being no further business the Meeting closed at 12.54pm.



.....
Chairperson

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 3/25**

WEDNESDAY, 26 MARCH 2025

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

1. PURPOSE

The purpose of this report is to present Council with the record of matters discussed for Council Informal Meetings held 1 February 2025 to 28 February 2025.

2. EXECUTIVE SUMMARY

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

1. Councillor and Executive Briefing held on 3 February 2025 – (Docs#5147830)
2. Council Concept Forum held on 5 February 2025 (Docs#5149983)
3. Councillor and Executive Briefing held on 10 February 2025 – (Docs#5152430)
4. Council Concept Forum held on 12 February 2025 (Docs#5155914)
5. Councillor and Executive Briefing held on 17 February 2025 (Docs#5156901)
6. Council Agenda Forum held on 19 February 2025 – (Docs#5166910)
7. Councillor and Executive Briefing held on 24 February 2025 (Docs#5161214)

3. RECOMMENDATION

That Council receive and note the record of matters discussed of Council Informal Meetings held between 1 February 2025 to 28 February 2025 as detailed in the attachments.

4. ATTACHMENTS

1. Record of Matters Discussed - Councillor and Executive Briefing held on 3 February 2025 (Docs#5147830) [↓](#)
2. Record of Matters Discussed - Council Concept Forum held on 5 February 2025 (Docs#5149983) [↓](#)
3. Record of Matters Discussed - Councillor and Executive Briefing held on 10 February 2025 (Docs#5152430) [↓](#)

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4. Record of Matters Discussed - Council Concept Forum held on 12 February 2025 (Docs#5155914) [↓](#)
 5. Record of Matters Discussed - Councillor and Executive Briefing held on 17 February 2025 (Docs#5156901) [↓](#)
 6. Record of Matters Discussed - Council Agenda Forum held on 19 February 2025 (eDocs#5166910) [↓](#)
 7. Record of Matters Discussed - Councillor and Executive Briefing held on 24 February 2025 (Docs#5161214) [↓](#)



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

Monday 3 February 2025

10am

Docs#5147830

Councillors	Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Govers Cr Weiland Cr Chapman Cr Faraj Cr O'Keefe Cr Sanderson
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Davendra Naidu - Director Infrastructure Services Gerard Carlyon - Director Strategy, Community and Development Mark Vanner - Director Water and Waste Services
Apologies	Mayor Seymour - Leave Cr Cosgrove - Leave
Attendance	Damion Beety – Principal Engineer Roads Translink – Andre Holt – Manager Service Planning DTMR Translink – Liam Scanlan Anita Goldspink – TMR Communications Officer Tim Wedmaier – Jacobs Consulting Project Manager Rosalyn Acworth – Executive Manager Strategy & Sustainability

BUSINESS ITEMS

1. Conflicts of Interest

NIL

The CEO advised that the afternoon session will be postponed - **Item 7** Presentation, Planning Scheme – Package 1 Amendment - Industry Feedback.

2. Record of Matters Discussed - 20 January 2024

3. Outstanding Action List

List of Topics Discussed

- **Item 4** – Translink Public Transport Presentation
- CEO retired from the meeting at 11.00pm.
- **Item 5** – Fraser Coast Integrated Transport Strategy

- Cr Sanderson joined the meeting at 11.20am
- Cr Faraj retired from the meeting at 11.45pm.
- **Item 6** – CAT A Projects
- **Item 8 – General Business**

Mark Vanner, Director Water and Waste Services provided details of a confidential briefing note to be distributed to Councillors regarding the Nikenbah Transfer Station.

Cr Zane O’Keefe posed questions regarding Community Consultation Commencement and Councillor involvement relevant to Item 5 of the agenda.

Keith Parsons, Director Organisational Services provided an update on the emerging matters at the Pialba Beachfront Tourist Park.

- **Item 7** - Presentation, Planning Scheme – Package 1 Amendment - Industry Feedback – postponed to later date
- **Item 9** - Distributed Briefing Notes – not discussed
- **Item 10** – Media Update – not discussed
- **Item 11** – Concept Forum topics and Projects of Interest – not discussed
- **Item 12** - Meeting Review – not discussed

4. Further Information Sought or Provided

The Director Infrastructure Services to provide a briefing note to Councillors regarding the Survey Questions noted in Item 5 of the agenda.

MEETING CLOSED 12.10pm



**COUNCIL CONCEPT FORUM
RECORD OF MATTERS DISCUSSED**

Wednesday 5 February 2025

9.00am

Docs#5149983

Councillors	Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland – Via Teams Cr Chapman Cr Faraj Cr O’Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Mayor Seymour
Attendance:	Joyce Chorny – Executive Manager – Community & Culture Tracey Genrich – Manager Community Development & Engagement John McLennan – Executive Manager Infrastructure Engineering Geoff Harris – Senior Engineer Drainage Marion Millard – Executive Manager Financial Services Tyson Deller – Manager Budgeting & Strategic Accounting Jess Morgan - Manager Revenue and Property Rating

BUSINESS ITEMS

1. Conflicts of Interest

Nil

2. List of Topics Discussed

- **Item 1** – Community Safety Advisory Committee
- **Item 2** – Beach Access
- **Item 3** – Budget 2025/26 – Rates Modelling/Water & Waste Services draft capital budget

3. Further Information Sought or Provided

A site inspection is to be arranged for Councillors and Executive to inspect the beach access areas before a report is completed to a council meeting.

MEETING CLOSED 1.30pm



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

Monday 10 February 2025

10am

Docs#5152430

Councillors	Mayor Seymour Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr Faraj Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	
Attendance	Rally for a Cause Representatives Jarrod Delahunty - Principal Economic Development Officer Tourism Opportunity Representative Leah McCormack – Manager Governance Sydney Shang – Executive Manager Corporate Services Fraser Coast Property Industry Association representative UDIA Qld representative Rosalyn Acworth, Executive Manager Strategy & Sustainability Lauren Payler, Manager Strategic Land Use Planning Hannes Bezuidenhout, Manager Strategic Infrastructure Planning

BUSINESS ITEMS

1. Conflicts of Interest

Nil

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 3 February 2025
- **Item 2** – Outstanding Action List
- **Item 3** – Presentation – Rally for a Cause Proposal
- **Item 4** – Tourism Offering Opportunity

- **Item 5** - Maryborough Airport Land Updates
- **Item 6** – Granville ‘the Hut’ Lease
- Deputy Mayor Truscott retired from the meeting at 11.45am.
- **Item 7** – Planning Scheme – Package 1 Amendment – Industry Feedback
- **Item 8 – General Business**
 - o Item 1 – Traffic modelling – Eli Waters
 - o Item 2 – Maryborough Netball lease
 - o Item 3 – Hervey Bay Sailing Club
- Cr Sanderson retired from the meeting at 2.25pm
- **Item 9** – Distributed Briefing Notes
- **Item 10** – Media Update
- **Item 11** – Concept Forum topics and Projects of Interest
- **Item 12** - Meeting Review

3. Further Information Sought or Provided

Item 5 - Maryborough Airport Land Updates – The Executive Manager Corporate Services to provide Councillors with a summary of the Maryborough Airport Land Updates for discussion with relevant Community Groups.

MEETING CLOSED 2.34pm



**COUNCIL CONCEPT FORUM
RECORD OF MATTERS DISCUSSED**

Wednesday 12 February 2025

10am

Docs#5155914

Councillors	Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr Faraj Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Mayor Seymour – Leave
Attendance:	Marion Millard – Executive Manager Financial Services Tyson Deller – Manager Budgeting & Strategic Accounting Jordi Scope - Management Accountant John McLennan – Executive Manager Infrastructure Engineering Max Corte – Executive Manager Open Space & Environment Robert Hazzard – Executive Manager Capital Delivery Craig Hutton - Executive Manager Infrastructure Operations

BUSINESS ITEMS

1. Conflicts of Interest

Nil

2. List of Topics Discussed

- **Item 1** – Budget 2025/26 – Capital Budget

3. Further Information Sought or Provided

MEETING CLOSED 12.30pm



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

Monday 17 February 2025

9.40am

Docs#5156901

Councillors	Mayor Seymour Deputy Mayor Paul Truscott – Via Teams Cr Byrne Cr Phil Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland – Via Teams Cr Chapman Cr Faraj Cr O’Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Umur Natus-Yildiz, Acting Director Water and Waste Services
Apologies	Mark Vanner, Director Water and Waste Services
Attendance	Tara Webb – Regional Librarian Joyce Chorny – Executive Manager – Community & Culture Garry Perfect – Manager – Property Works & Services Sydney Shang – Executive Manager Corporate Services Marion Millard – Executive Manager Financial Services Tyson Deller – Manager Budgeting & Strategic Accounting Jordi Scope - Management Accountant Paul Fendley - Executive Manager Transformation, Assets & Information Dallas Campbell - Manager Information Technology Justine Cooper – Executive Manager Economic Development & Tourism Garry Perfect - Manager - Property Works & Services

BUSINESS ITEMS

1. Conflicts of Interest

Cr Sanderson raised a declarable conflict of interest in relation to Item 4 – Maryborough Administration Building due to being the treasurer of his church that owns a café in Maryborough CBD and remained in the meeting. He advised that he did not believe that it would impact his impartiality and would stay in the room and participate in discussion.

2. List of Topics Discussed

- **Item 1** – Record of Matters Discussed 10 February 2025
- **Item 2** – Outstanding Action List

- **Item 3** – Fraser Coast Library Review
- Cr Paul Truscott left the meeting at 10.15am
- **Item 4** – Maryborough Administration Building
- **Item 5** – General Business
 - o Item 1 – Material Recovery Facility
 - o Item 2 – Sister City Relationship
 - o Item 3 – Maryborough Walk of Achievers

Meeting adjourned for lunch Break commenced at 12noon

Mayor Seymour retired from the meeting at 12noon.
Cr Paul Truscott joined the meeting at 12.45pm
Meeting recommenced at 12.45pm

- **Item 6** - Budget 2025/26
- Cr Sanderson retired from the meeting at 2.20pm
- **Item 7** – Distributed Briefing Notes
- **Item 8** – Media Update
- **Item 9** – Concept Forum topics and Projects of Interest
- **Item 10** - Meeting Review

3. Further Information Sought or Provided

MEETING CLOSED 2.55pm



**RECORD OF MATTERS DISCUSSED OF THE COUNCIL AGENDA FORUM MEETING NO. 2/25
HELD IN THE FRASER COAST REGIONAL COUNCIL CHAMBERS, HERVEY BAY COUNCIL CHAMBERS,
TAVISTOCK STREET, HERVEY BAY
ON WEDNESDAY, 19 FEBRUARY 2025 COMMENCING AT 10:00 AM**

PRESENT:

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

STAFF IN ATTENDANCE:

- Chief Executive Officer, Mr Ken Diehm
- Director Strategy, Community & Development, Mr Gerard Carlyon
- Director Organisational Services, Mr Keith Parsons
- Director Infrastructure Services, Mr Davendra Naidu
- Director Water & Waste Services, Mr Mark Vanner
- Executive Manager Strategy & Sustainability, Ms Rosalyn Ackworth
- Executive Manager Open Space & Environment, Mr Max Corte
- Executive Manager Development, Mr James Cockburn
- Manager, Strategic Infrastructure Planning, Mr Hannes Bezuidenhout
- Meeting Secretary, Mrs Chaye Selby

CAF 1 APOLOGIES

Nil

CAF 2 DISCLOSURE OF INTERESTS

1. Councillor Sara Faraj informed the meeting of a declarable conflict of interest in relation to ORD 11.2.5 - Redevelopment of Pialba and Torquay Caravan Parks
 - a. The nature of Councillor Sara Faraj's conflict of interest is that her fiancé, Ben Souvlis, owns a private caravan park in the Fraser Coast.

- b. Councillor Faraj advised that she would deal with the conflict by leaving the room 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.1/25 – 29 January 2025

Councillors received and considered the Minutes of the Ordinary Council meeting No.1/25 held 29 January 2025

ORD 6 OUTSTANDING ACTIONS

ORD 6.1 Open Resolutions Register - February 2025

Councillors received and considered the report titled Open Resolutions Register - February 2025 dated 26 February 2025 and noted the following requests for further information:

1. Councillor Daniel Sanderson requested further information in relation to the Council's Request to consider including a Footpath Study in the 2025/26 Budget and why it is not included on the register.
2. Councillor Daniel Sanderson requested further information in relation to the street art resolution made by Council and why it is not included on the register.
3. Councillor George Seymour requested further information relating to why the resolution relating to the Maryborough Administration & Library Building Options is not included on the register.

Councillor Denis Chapman left the meeting at 10:20am.

Councillor Denis Chapman returned to the meeting at 10:21am.

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 Environment & Sustainability Advisory Committee Meeting Minutes - 10 December 2024

Councillors received and considered the report titled Environment & Sustainability Advisory Committee Meeting Minutes - 10 December 2024 dated 26 February 2025.

ORD 10.2 Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 19 December 2024

Councillors received and considered the report titled Mary to Bay Rail Trail Advisory Committee - Meeting Minutes - 19 December 2024 dated 26 February 2025.

ORD 10.3 Informal Meetings - Record of Matters Discussed

Councillors received and considered the report titled Informal Meetings - Record of Matters Discussed dated 26 February 2025.

ORD 11 OFFICERS' REPORTS

ORD 11.2.1 Councillor Meeting Attendance for March 2025

Councillors received and considered the report titled Councillor Meeting Attendance for March 2025 dated 26 February 2025.

ORD 11.2.2 Submission of Motions for the National General Assembly 2025

Councillors received and considered the report titled Submission of Motions for the National General Assembly 2025 dated 26 February 2025.

ORD 11.2.3 Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees

Councillors received and considered the report titled Amended Meeting Procedures and Standing Orders for Council Meetings and Standing Committees dated 26 February 2025 and noted the following requests for further information:

1. Mayor George Seymour requested further information in relation to the timeframe for Councillors to submit a notice of motion under the model meeting procedures or best practice standing orders.
2. Councillors requested further information in relation to section 14.2 of the Standing Orders being amended to change the words "Background information" to "Reasoning"
3. Councillors requested further information in relation to section 15 of the Standing Orders being amended to allow any items of general business to be raised with the consent of Council.

ORD 11.2.4 Amended Meeting Procedures and Standing Orders for Informal Meetings

Councillors received and considered the report titled Amended Meeting Procedures and Standing Orders for Informal Meetings dated 26 February 2025.

Councillor Sara Faraj left the meeting at 10:43am and was not present during discussion of the below matter.

Councillor Paul Truscott left the meeting at 10:44am.

Councillor Paul Truscott returned to the meeting at 10:46am.

ORD 11.2.5 Redevelopment of Pialba and Torquay Caravan Parks

Councillors received and considered the report titled Redevelopment of Pialba and Torquay Caravan Parks dated 26 February 2025 and noted the following requests for further information:

1. Councillor Michelle Byrne requested further information in relation to amending the recommendation to change the words "Key elements for layout plan development" to "options for consideration".
2. Councillor Lachlan Cosgrove requested further information in relation reviewing the wording for the goal and titles of options A and B in the proposal of the report.

Councillor Sara Faraj returned to the meeting at 11:00am.

ORD 11.2.6 2024 Audited Financial Statements - Fraser Coast Tourism & Events

Councillors received and considered the report titled 2024 Audited Financial Statements - Fraser Coast Tourism & Events dated 26 February 2025.

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

Councillor Zane O’Keefe returned to the meeting at 11:03am.

Councillor John Weiland left the meeting at 11:10am.

Councillor John Weiland returned to the meeting at 11:12am.

Mayor George Seymour left the meeting at 11:18am.

Councillor Lachlan Cosgrove left the meeting at 11:18am.

Councillor Lachlan Cosgrove returned to the meeting at 11:19am.

Councillor Lachlan Cosgrove left the meeting at 11:19am.

Mayor George Seymour returned to the meeting at 11:21am.

Councillor Lachlan Cosgrove returned to the meeting at 11:21am.

Councillor Michelle Byrne left the meeting at 11:22am.

ORD 11.3.1 Proposed Temporary Local Planning Instrument - Flood Hazard Area

Councillors received and considered the report titled Proposed Temporary Local Planning Instrument - Flood Hazard Area dated 26 February 2025.

Councillor Michelle Byrne returned to the meeting at 11:24am.

Councillor Michelle Govers left the meeting at 11:27am.

Councillor Michelle Govers returned to the meeting at 11:30am.

ORD 11.3.2 Response to Resolution for a 'Request for a Report on Compliance Conditions by Developers'

Councillors received and considered the report titled Response to Resolution for a 'Request for a Report on Compliance Conditions by Developers' dated 26 February 2025.

ORD 11.3.3 Nominations Received - Environment & Sustainability Advisory Committee

Councillors received and considered the report titled Nominations Received - Environment & Sustainability Advisory Committee dated 26 February 2025 and noted the following request for further information:

1. Councillor Lachlan Cosgrove requested further information in relation to Councillors being provided with the applications of all nominees.

ORD 11.3.4 Resolution To Commence Public Consultation For Proposed Local Government Infrastructure Plan

Councillors received and considered the report titled Resolution To Commence Public Consultation For Proposed Local Government Infrastructure Plan dated 26 February 2025.

Councillor John Weiland left the meeting at 11:50am.

Councillor John Weiland returned to the meeting at 11:51am.

ORD 11.3.5 Development application MCU24/0085 - Material change of use - Telecommunications facility - 119 Elizabeth Street, Urangan

Councillors received and considered the report titled Development application MCU24/0085 - Material change of use - Telecommunications facility - 119 Elizabeth Street, Urangan dated 26 February 2025.

Councillor Michelle Govers left the meeting at 12:01pm.

Councillor Michelle Govers returned to the meeting at 12:02pm.

ORD 11.4.1 Request for a Report that considers reducing the speed limit along the Esplanade

Councillors received and considered the report titled Request for a Report that considers reducing the speed limit along the Esplanade dated 26 February 2025 and noted the following request for further information:

1. Mayor George Seymour requested further information in relation to any documentation or material that was used for the assessment of the Beach Road to Corfield Street (Point Vernon) area.
-

ORD 11.4.2 Amend Policy - Tourist and Community Facility (Fingerboard) Sign Policy

Councillors received and considered the report titled Amend Policy - Tourist and Community Facility (Fingerboard) Sign Policy dated 26 February 2025 and noted the following request for further information:

1. Councillors requested further information in relation to being provided with a copy of the track changes version of the policy.
-

Councillor Sara Faraj left the meeting at 12:34pm.

Councillor Sara Faraj returned to the meeting at 12:36pm.

ORD 11.4.3 Amended Commemorative Plaques and Tribute Trees Policy

Councillors received and considered the report titled Amended Commemorative Plaques and Tribute Trees Policy dated 26 February 2025.

ORD 11.5.1 Proposed Changes to Waste Fees and Charges 2024/25

Councillors received and considered the report titled Proposed Changes to Waste Fees and Charges 2024/25 dated 26 February 2025.

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

ORD 12.1 Request for Report Regarding Community Garden Site on Endeavour Way, Eli Waters

Councillors received and considered the report titled Request for Report Regarding Community Garden Site on Endeavour Way, Eli Waters dated 26 February 2025.

ORD 13 QUESTIONS ON NOTICE

Nil

ORD 14 GENERAL BUSINESS

Nil

ORD 15 CONFIDENTIAL

ORD 15.1 Procurement Exception - Brolga Theatre Seat Replacement

Councillors received and considered the report titled Procurement Exception - Brolga Theatre Seat Replacement dated 26 February 2025.

ORD 16 LATE ITEMS

ORD 16.1 Late Open Reports

Nil

ORD 16.2 Late Confidential Reports

Nil

There being no further business, the Meeting closed at 12:41pm.

Confirmed at Ordinary Meeting No. 3/25 of the Fraser Coast Regional Council at Hervey Bay on 26 March 2025.



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

Monday 24 February 2025

10am

Docs#5161214

Councillors	Deputy Mayor Paul Truscott Cr Byrne Cr Phil Truscott Cr Sanderson Cr Govers Cr Cosgrove Cr Weiland Cr Chapman Cr Faraj Cr O'Keefe
CEO and Directors	Ken Diehm, Chief Executive Officer Keith Parsons, Director Organisational Services Gerard Carlyon, Director Strategy, Community and Development Davendra Naidu, Director Infrastructure Services Mark Vanner, Director Water and Waste Services
Apologies	Mayor Seymour Cr Chapman – 10 – 11.45am
Attendance	Paul Fendley – Executive Manager Transformation Assets & Information Sydney Shang – Executive Manager Corporate Services Leah McCormack – Manager Governance Christina Schutt – Leasing & Land Specialist Trina Hughes – Land Dealing Officer Marion Millard – Executive Manager Financial Services Tyson Deller – Manager Budgeting & Strategic Accounting Jessica Morgan – Manager Revenue and Property Rating Tim Kitzelman – Senior Planner Justine Cooper – Executive Manager Economic Development & Tourism John O'Neale – Consultant Komosion Sue Johnson – Consultant Komosion

BUSINESS ITEMS

1. Conflicts of Interest
Nil

2. List of Topics Discussed

- **Item 2** – Record of Matters Discussed 10 February 2025
- **Item 3** – Outstanding Action List
- **Item 4** – Category A Projects

- **Item 5 – Confidential** Red Dragon Boat Options to Progress

Cr Sara Faraj declared a conflict of interest and left the room 10.38am and returned at 10.42am

- **Item 6 -** Request for Lease land – Howard RSL
- **Item 7 –** Budget 2025/26 – Rates Methodology

Meeting adjourned for lunch Break commenced at 11.50am

Meeting recommenced at 12.30pm

- **Item 8 - Confidential** Development Items
- **Item 9 – Confidential** FCTE Review

Cr Paul Truscott retired from the meeting at 1.13pm

Cr Sanderson retired from the meeting at 2.15pm

- **Item 10 –** General Business/Late Items
- **Item 11 –** Distributed Briefing Notes
- **Item 12 –** Media Update
- **Item 13 –** Concept Forum topics and Projects of Interest
- **Item 14 -** Meeting Review

1. Further Information Sought or Provided

Item 7- Budget 2025/26 – Rates Methodology

Cr Paul Truscott requested further information in relation to media undertaken upon the adoption of the 2024/25 budget, specifically in relation to the ongoing application of rates capping.

MEETING CLOSED 2.30pm

**FRASER COAST REGIONAL COUNCIL
ORDINARY MEETING NO. 3/25**

WEDNESDAY, 26 MARCH 2025

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

1. PURPOSE

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

2. EXECUTIVE SUMMARY

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

3. OFFICER'S RECOMMENDATION

That Council:

1. Approve the following meetings for the period 1 April 2025 to 30 April 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 April 2025	9.00am	Council Concept Forum
7 April 2025	10.00am	Councillor and Executive Briefing
9 April 2025	9.00am	Council Concept Forum
14 April 2025	10.00am	Councillor and Executive Briefing
16 April 2025	9.00am	Council Agenda Forum
23 April 2025	9.00am	Community Presentations
28 April 2025	10.00am	Councillor and Executive Briefing

2. Note the requirement to attend the Ordinary Meeting scheduled for 23 April 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 April 2025	9.00am	Council Concept Forum
7 April 2025	10.00am	Councillor and Executive Briefing
9 April 2025	9.00am	Council Concept Forum
14 April 2025	10.00am	Councillor and Executive Briefing
16 April 2025	9.00am	Council Agenda Forum
23 April 2025	9.00am	Community Presentations
28 April 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. 3/25

WEDNESDAY, 26 MARCH 2025

SUBJECT: ATTENDANCE AT THE 2025 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

DIRECTORATE: OFFICE OF THE CEO

RESPONSIBLE OFFICER: CHIEF EXECUTIVE OFFICER, Ken Diehm

AUTHOR: EXECUTIVE ASSISTANT - COUNCILLORS, Amanda Hall

LINK TO CORPORATE PLAN: Focused Organisation and Leadership.
Grow the region through partnerships, advocacy and changemaking for the community.

1. PURPOSE

The purpose of this report is to obtain Council's approval on delegates to attend the Australian Local Government Association 2025 National General Assembly of Local Government to be held on 24 – 27 June 2025 at the National Convention Centre, Canberra.

2. EXECUTIVE SUMMARY

The Council nominate and approve two (2) Councillors to attend the 2025 National General Assembly. The theme for 2025 is 'National Priorities Need Local Solutions'.

3. OFFICER'S RECOMMENDATION

1. That Council approve attendance at the 2025 National General Assembly of Local Government to be held on 24 – 27 June 2025 in Canberra for <Councillor name> and <Councillor name> to be delegates.
2. Note that Councillors that are not delegates may attend, using their Professional Development Funds.

4. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

The National General Assembly of Local Government is an event that has been important in driving the local government agenda at the national level, bringing together in excess of 700 local government Mayors, Councillors and Chief Executive Officers from across Australia.

The 2025 National General Assembly of Local Government will focus on the theme 'National Priorities Need Local Solutions.'

5. PROPOSAL

That Council nominate and approve two (2) Councillor/s to attend the 2025 National General Assembly.

Fraser Coast Regional Council will receive one (1) vote at the conference regardless of the number of delegates that attend.

6. FINANCIAL & RESOURCE IMPLICATIONS

Early Bird Registration of \$979 is until 23 May 2025 and late Registration is \$1,099 plus travel and accommodation expenses associated with attendance at the conference will be incurred for each Councillor attending.

7. POLICY & LEGAL IMPLICATIONS

As per the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy, expenses related to a Councillor attending a seminar or conference activity as a nominated Council delegate will not reduce the professional development budget available for the Councillor.

8. CRITICAL DATES & IMPLEMENTATION

Early Bird Registration is available until Friday 23 May 2025.

9. CONSULTATION

Consultation has occurred with Councillors.

10. CONCLUSION

As a key event for local government on a national scale, attendance at the 2025 National General Assembly of Local Government would be advantageous for elected members.

11. ATTACHMENTS

Nil