



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 17 DECEMBER 2019, COMMENCING AT 10.00 AM**

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Item

17 December 2019

Item Number:	File Number:	Part:
C1	.	Councillors

Portfolio:

Councillors

Notice of Motion:

Cr Greg Barnes - Money's Creek Upper Lagoon

Background:

For two decades I have been proposing a solution to the siltation problem affecting the Money's Creek Upper Lagoon. During that time successive terms of Council have been reluctant to provide or seek funding to remedy the situation or to provide a leadership role in seeking a solution.

Problem

Each year the amount of silt that enters the lagoon creates a decrease in the depth of water and the amount of dissolved oxygen within the catchment. During our warmer months the limited amount of oxygen stresses and often kills significant numbers of native fish creating an environmental nightmare which is completely avoidable.

Historically, Council has installed gates to retain water in the upper lagoon to prevent the impact of sand flies and midges on local residents. These gates are manually opened when ocean tides exceed 2.7 metres which is a height requirement to allow fresh seawater to enter the lagoon and provide limited refreshment of the catchment.

To avoid entrapped water from entering the popular swimming area of the lower lagoon during popular times such as weekends and school holidays, this practice can only take place on weekdays when the suitable height limit is reached.

This entire process is both expensive and ineffectual.

Solution

Qualified hydraulic engineers have provided a range of possible solutions and whilst it is not the purpose of this motion to debate which is likely to be the most environmentally effective and cost efficient, it is obvious that any solution will require the urgent dredging of portions of the upper lagoon.

Funding recently granted to the Burnett Mary Regional Group (BMRG) for a number of regional projects will be totally ineffectual in resolving the issue.

In-depth (non-professional) knowledge of the issue has been acquired by several local residents including those associated with the Bargara Golf Club.

Summary

Despite the lagoon being owned by the Golf Club, it is without doubt regarded as a de-facto community asset. It is also apparent that any solution will be beyond the means of the club and its members.

On 3 December 2020, following a lengthy period of drought, numerous fingerlings and small fish perished and it is feared that without significant rainfall and as we enter warmer weather, we will experience far more critical fatalities.

A number of committees have previously been formed to investigate this issue however they appear to have failed for various reasons. I submit that as a local government authority, Council is best placed to provide a more tangible leadership and collaborative role utilising limited professional resources to lobby State & Federal Governments for sufficient and meaningful funding. The implementation of a mitigation strategy will see our environmental and community aspirations reflected in this valuable water course and catchment.

Although I have raised this issue many times over this term of Council and others before it, I urge Councillors to take a leadership role by supporting this motion. As new Councillors will join the ranks in 2020, I submit that it is imperative to lay the foundations for a successful outcome on this issue including the ongoing benefit for our community.

Attachments:

Nil

Motion:

That:

1.
 - a. **Council create a Money's Creek Advisory Committee to investigate and make recommendations regarding environmental and community concerns affecting the upper lagoon catchment;**
 - b. **the Division 5 Councillor be assigned to the Advisory Committee as the Chairperson;**
 - c. **Council allocate qualified staff as deemed appropriate to the Advisory Committee;**
 - d. **Council invite membership from the Burnett Mary Regional Group;**
 - e. **Council invite membership from the Bargara Golf Club;**
 - f. **invite membership from community members with the ability to provide historical or otherwise meaningful input.**
2. **the Advisory Committee be tasked as a matter of urgency with reviewing all existing environmental and engineering reports thus far obtained and determine whether there is sufficient information available to proceed with its investigation without further advice;**
3. **in the event that it is determined that sufficient information is not available to it, the Advisory Committee request Council to consider the allocation of funds for further reports.**

**Item****17 December 2019****Item Number:**

D1

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Sister Cities Delegation 2019

Report Author:

Michael Gorey, Executive Officer Communications

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.1 Economic growth and prosperity - 1.1.4 Promote our region as a preferred investment destination nationally and internationally.

Background:

A Bundaberg Regional Council delegation visited Nanning (19-23 September 2019) and Settsu (23-26 September 2019). A report on the visit is attached for Council to consider.

Associated Person/Organization:

N/A

Consultation:

Sister Cities Advisory Committee – 19 November 2019

Chief Legal Officer's Comments:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓](#)1 2019 Sister City Delegation Trip Report

Recommendation:

That the report of the Sister Cities Delegation 2019 be adopted and published on Council's website.

SISTER CITIES DELEGATION 2019

- Cr Bill Trevor (Deputy Mayor)
- Cr Helen Blackburn
- Cr Scott Rowleson
- Cr Steve Cooper
- Mr Wayne Heidrich (Senior Adviser)

NANNING (Thursday, 19 September to Monday, 23 September 2019)

The delegation was hosted by the Nanning Municipal People's Government to a series of meetings and visits to promote cultural and economic interaction.

Visits included:

- A high-tech precinct in the Xixiangtang district of Nanning;
- The Royal Group dairy farm;
- Ning's Fresh Market, where Bundaberg produce is sold;
- Li-Ning Sports Park;
- Nanning College for Vocational Technology;
- Qinzhou Free Trade Port Area. Products from Bundaberg have been entering China through the international container terminal.

Meetings included:

- Deputy Mayor Mr Liu Weimin. Mr Liu and government representatives were delighted to be informed that Bundaberg had recently won two Sister City Awards;
- Ms Lin Huichao, Deputy Director of Nanning Administration of Culture, Broadcast and Tourism. The meeting included a group of travel company representatives;
- Nanning Foreign Affairs Office.

The following initiatives were identified by the delegation for further development/ investigation:

- TAFE/vocational opportunities following a visit to the Nanning College for Vocational Technology. Nanning officials are keen to explore Bundaberg hospitality courses;
- More accessible scholarship framework as detailed by Deputy Mayor Liu with three to six months fully paid support for students;
- Port-side opportunities from a Chinese presence: Indication from Deputy Mayor Liu that there is interest in exploring a facility for imports/exports;
- Technology company JJR proposed an interest in farm/agricultural monitoring in the Bundaberg Region and perhaps establishing an office locally;
- Chinese performers for future Chinese New Year events;
- Tourism opportunities including a request to invite Chinese tour operators to Bundaberg;
- Royal Group interest in sourcing powdered milk product.

These initiatives will be progressed through discussions with CQUniversity and other education establishments as well as sporting clubs, Bundaberg Tourism and Council's Economic Development team.

SETTSU (Monday, 23 September to Thursday, 26 September 2019)

The delegation visited the ERCM Services waste disposal facility in Nagoya to learn ideas for possible implementation in the Bundaberg Region. The inspection featured a food waste disposal facility where waste is exposed to treatment at low pressure and high temperature.

The treatment process is similar for a range of other products with the technology ensuring that during the combustion process any harmful gases released in the process are treated multiple times to negate any toxicity.

The result is that around five per cent of the original material processed finds its way to landfill. Shortage of land and the high costs of landfill disposal means Japan is developing this cutting-edge technology to minimise landfill disposal.

The disposal system is capable of ramping up the amounts handled on an hourly basis according to demand.

Other meetings and visits included:

- The delegation attended at Settsu City Hall to meet Mayor Moriyama and Councillors;
- Daikin Technology and Innovation Centre, where there's a focus on employing people with disabilities;
- Settsu High School;
- Settsu Fire Department to discuss emergency management arrangements.

The following initiatives were identified by the delegation for further development/ investigation:

- Keen interest in increased educational exchange opportunities;
- Potential exchange visits with sporting groups;
- Emergency services personnel and knowledge exchange;
- Government to Government dialogue to increase the strength of the Settsu/ Bundaberg relationship;
- Daikin Industries' possible scope for local parts factory presence.

These initiatives will be progressed through discussions with CQUniversity and other education establishments as well as sporting clubs, Bundaberg Tourism and Council's Economic Development team.

**Item****17 December 2019****Item Number:**

D2

File Number:

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Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Economic Contribution of the Sugarcane Industry to Queensland and its regional communities

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.1 Economic growth and prosperity - 1.1.3 Proactively advocate, attract and support economic development related opportunities across the region, specifically targeting priority industries.

Background:Queensland Economic Advocacy Solutions have prepared the attached report entitled '*The economic contribution of the Sugarcane Industry to Queensland and its regional communities*' for CANEGROWERS.**Associated Person/Organization:**

CANEGROWERS

Consultation:

N/A

Chief Legal Officer's Comments:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓1](#) The economic contribution of the Sugarcane Industry to Queensland and its regional communities

Recommendation:

That the report be received and noted.



The economic contribution of the
Sugarcane Industry to Queensland
and its regional communities

*A report analysing the economic importance of the sugarcane value chain
to communities across Queensland*

prepared for:



CANEGROWERS

July 2019

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REPORT PREPARATION

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Executive Summary

QEAS has been engaged by CANEGROWERS to analyse the economic contribution of the Sugarcane Industry to Queensland and its regional economies. The key finding of this report is that one dollar in economic activity in cane growing supports an additional \$6.40 elsewhere in the Queensland economy.

A vibrant and competitive sugarcane industry is crucial to the prosperity and growth of Queensland and many of her communities – it generates wealth, drives economic growth and in turn supports jobs, wages and the livelihood of thousands of Queenslanders.

This report does more than just reflect the headline statistics, it tells the whole supply chain story for each community. QEAS through this report, provides a real world understanding of the importance of the sector that underpins communities including Far North Queensland; Ingham, Burdekin and Ayr; Mackay; Bundaberg and broader Wide Bay Burnett.

Sugarcane farming has a significant value-chain both upstream and downstream including sugar mills, transport operators; ports; planting and harvesting contractors; fuel distributors; fertiliser and chemical retailers; farm machinery retailers; irrigation equipment suppliers; and accountants and insurance brokers.

It is the aggregation of all of these individual businesses in the value chain that collectively leads cane growing to be an essential primary industry in Queensland supporting approximately \$4 billion in economic activity, over 22,000 jobs and over 10,000 businesses.

However their contribution is not only the economic importance of cane growing but how it acts as a foundation for prosperity across the townships up and down Queensland's coastline. QEAS in this report has also captured quotes from across the supply chain articulating what cane growing means to not only their business but their community as well.

Cane growing represents a critical element or the viability for many regional communities. For many communities there would be a significant negative impact if cane growing were removed - there would be massive knock on effects for their employees and in turn where their employees spend their wages.

For example in some regions, particularly the Ingham, Burdekin and Ayr region, the sugar industry value chain supports nearly one-in-every-three jobs. It is not only critical to supply chain businesses but critical to surrounding communities. Quite simply the fortunes of cane growing and their regional hubs are forever intertwined.

Finally, the Industry has a substantive social license contributing approximately \$1.1 billion in taxation revenue to federal, state, and local governments that is in turn used to fund frontline services benefiting Queenslanders across the State.

Key statistics include:

- 366,470 hectares of sugarcane harvested valued at in excess of \$1.2 billion;
- 30.5 million tonnes sugarcane crushed;
- 4.5 million tonnes of raw sugar produced;
- 4,305 growers;
- 21 mills operating in Queensland;
- Cane farming supports nearly \$1.1 billion in economic activity and over 9,800 jobs providing \$379 million in wages and livelihood to Queenslanders;
- The total sugar supply value chain supports approximately \$4 billion in economic activity and over 23,650 jobs providing \$1.36 billion in livelihood and wages;
- The total sugar supply value chain supports over 10,000 businesses;
- For every Queenslander, the sugar value chain contributes around \$450 in direct economic activity and \$800 if flow-on, multiplier effects are considered;
- One dollar of economic activity in canegrowing brings forth an additional \$6.40 in economic activity elsewhere in the Queensland economy;
- One in every one hundred jobs in Queensland can be traced to and is courtesy of cane growing;
- In some regions, particularly the Ingham, Burdekin and Ayr region, the sugar industry value chain supports nearly one-in-every-three jobs; and
- The industry contributes around \$1.1 billion in taxation revenue to federal, state, and local governments.

Contribution to Queensland GSP of sugarcane growing and manufacturing, 2017-18

	<i>Sugarcane growing \$M</i>	<i>Whole sugar value chain \$M</i>	<i>Sugarcane growing % of GSP</i>	<i>Whole sugar value chain % of GSP</i>
Total Sales	1,204.7	3196.8	0.35%	0.92%
<i>Value added</i>				
Direct	544.4	2,243.6	0.16%	0.64%
Indirect–supply chain	317.6	1,174.6	0.09%	0.34%
Indirect–consumption induced	249.5	631.3	0.07%	0.18%
Indirect–total	567.1	1,805.9	0.16%	0.52%
Total value added	1,111.5	4,049.5	0.32%	1.16%

Source: QEAS, 2019

Contribution to Queensland employment of sugarcane growing and manufacturing, 2017-18

	<i>Sugarcane growing FTEs</i>	<i>Whole sugar value chain FTEs</i>	<i>Sugarcane growing % of total FTEs</i>	<i>Whole sugar value chain % of total FTEs</i>
Direct	4,554	9,145	0.22%	0.44%
Indirect–supply chain	3,154	8,174	0.15%	0.39%
Indirect–consumption induced	2,126	5,337	0.10%	0.26%
Indirect–total	5,280	13,511	0.25%	0.65%
Total	9,834	22,657	0.47%	1.09%

Source: QEAS, 2019

Contribution to wages and salaries of sugarcane growing and manufacturing, 2017-18

	<i>Sugarcane growing \$ millions</i>	<i>Whole sugar value chain \$ millions</i>	<i>Sugarcane growing \$ millions</i>	<i>Whole sugar value chain \$ millions</i>
Direct	175.6	352.7	0.11%	0.22%
Indirect–supply chain	121.6	632.4	0.07%	0.39%
Indirect–consumption induced	82.0	375.5	0.05%	0.23%
Indirect–total	203.6	1,007.9	0.12%	0.62%
Total	379.3	1,360.6	0.23%	0.83%

Source: QEAS, 2019

Queensland sugar's contribution to Commonwealth and state taxes and local government rates, 2017-18

<i>Level of government</i>	<i>Sugarcane growing \$M</i>	<i>Whole sugar value chain \$M</i>
Commonwealth	226.0	823.5
State	42.2	153.7
Local	103.7	103.7*
Total	371.9	1,080.9

Source: QEAS, 2019

1. Overview of the Sugarcane Industry

Queensland's sugar industry stretches along a coastal strip from Mossman in north Queensland to Beenleigh, south of Brisbane. Around 30 million tonnes of sugar cane is crushed annually producing 4.5 million tonnes of raw sugar (enough to fill more than 850 Olympic swimming pools) from 366,470 hectares of sugarcane (see figures 2, 3 and 4). Queensland produces 95 percent of all Australian raw sugar.

Sugarcane growing makes a sizeable contribution to the Queensland economy, including via upstream industries supplying goods and services to canegrowers, on over 4,300 cane farms across the state, and via downstream industries that transport, process and market the sugar that is produced.

There are five primary cane growing regions in Queensland: Far North Queensland; Ingham, Burdekin and Ayr; Mackay; Bundaberg and broader Wide Bay Burnett; and SEQ that provide to 21 sugar mills across Queensland. Processed products including 'raw' sugar are exported via seven ports: Brisbane, Bundaberg, Cairns, Mackay, Mourilyan, Lucinda, and Townsville.

Figure 1. Canegrowing across Queensland



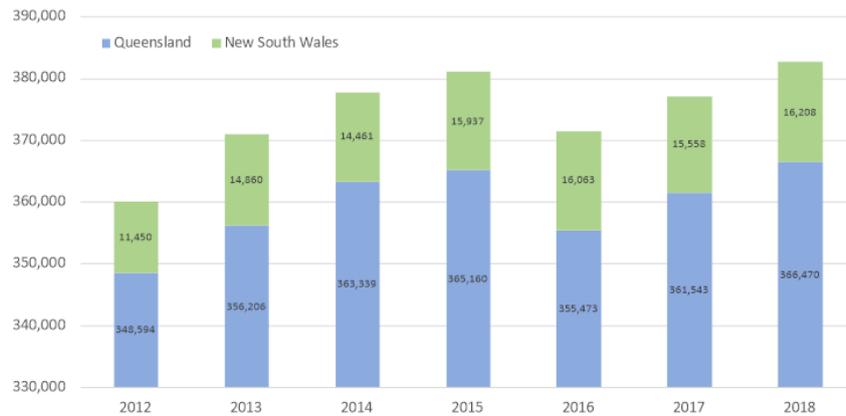
Table 1 Summary Statistics – Queensland

	2012	2013	2014	2015	2016	2017	2018
Hectares Harvested	348,594	356,206	363,339	365,160	355,473	361,543	366,470
Cane Crushed (000's tonnes)	29,086	29,219	30,816	32,655	34,410	31,472	30,489
Sugar Produced (000's tonnes)	4,135	4,206	4,369	4,634	4,515	4,254	4,479
Mills	21	21	21	21	21	21	21
Growers	4,400	4,300	4,200	4,490	4,600	4,100	4,305

Source: The Australian Sugar Year Book recorded historic data

Cane farming businesses range in size from 40 to 250 hectares (ha) with the vast majority of them being family-owned. An average sized 110 ha property harvests approximately 94 ha of sugarcane each year.

Figure 2. Sugarcane Area Harvested (hectares)



Source: The Australian Sugar Year Book recorded historic data

Figure 3. Sugarcane Crushed (tonnes)



Source: The Australian Sugar Year Book recorded historic data

Figure 4. Sugar Produced (tonnes IPS)



Source: The Australian Sugar Year Book recorded historic data

2. Understanding the Sugar Industry value chain

A key conclusion from this report is that sugarcane growing underpins considerable associated economic activity – for every one dollar of economic activity in canegrowing brings forth an additional \$6.40 in economic activity elsewhere in the economy.

How this activity occurs can be understood by providing an overview of how the sugar supply chain works. Sugarcane farming has a significant value-chain both upstream and downstream including sugar mills, transport operators; ports; planting and harvesting contractors; fuel distributors; fertiliser and chemical retailers; farm machinery retailers; irrigation equipment suppliers; and accountants and insurance etc. All of these businesses to differing extents depend upon canegrowing for sales that in turn supports employment and wages or livelihood to their workers.

Table 2 Examples of businesses benefited by stage of the value chain

Value chain	Examples of how this benefits local non-cane growing businesses
1. Planting	
<p>Sugarcane is grown by replanting part of a mature cane stalk. Sugar cane is grown from setts or cuttings which are planted by special machines. These machines cut the mature sugar cane stalks into lengths of about 40 centimetres, drop them into furrows, add fertiliser and cover them with soil. Many canegrower businesses provide contracted planting services to other canefarmers with specialised equipment.</p>	<p>Northern AgriServices Pty Ltd Number of employees: 2 Is an agri-business providing mainly Fertiliser and chemical for local sugar industry and has been in operation for 35 years. <i>"The local cane industry has been the backbone of this business since day one. We would definitely not have prospered as we have over the last 30yrs without it. Also the community has benefited from the Sugar industry - employment from Sugar Mill - plus the flow on effect from other business connected - Fuel, Machinery, Harvesting, Trucks the list goes on."</i></p> <p>Landmark Number of employees: 2 Operating in Tully for 20 years providing sales and service of Fertiliser, Chemical, Real Estate, Insurance, as well as Technical Support. <i>"Cane growing is a major part of our entire business. Without this industry our business would not be viable, or at best a smaller business within the area."</i></p>
2. Growing	
<p>To grow successfully, sugarcane needs strong sunlight; fertile soil; and lots of water (at least 1.5 metres of rain each year or access to irrigation) and fertilisers and some chemicals for weed and pest and control. In warm and sunny Queensland, it takes nine to 16 months to grow a cane crop. Typically, a cropping cycle comprises one plant crop and 3 to 4 ratoon (regrowth) crops. When ripe, the cane is usually about 2 to 4 metres tall. In Queensland more than 366,000 hectares of land is devoted to cane farming. Most farms range in size from 20 to 70 hectares. Each of the 4,305 cane businesses have a considerable supply chain for their operations that is discussed in more detail in section xx.</p>	<p>Chesterfield Number of employees: 18 Chesterfield Australia is a 100% Australian owned family business providing agricultural equipment. It turns 56 this year and is one of Australia's largest John Deere dealers. <i>"Cane growers are significant to Chesterfield Australia's business and offer diversity to its business. Cane growers provide significant investment and employment for their local community."</i></p> <p>Southcoast Fertilisers Number of employees: 2 Family owned business, been operating for approximately 55 -60 years providing farm supplies, fertilizer, Ag-chems also providing transport, Sugar Cane bales, Sugar Mill items (rollers etc.). <i>"Our business wouldn't continue if there was no Sugar Cane, so very important."</i></p>

3. Harvesting

Heavy-duty machines called cane harvesters cut the cane stalks off the plant at its base. As they move down each row, the cane is collected and cut into shorter 30 cm length pieces known as 'billets'. A second machine called a cane haul out drives alongside the harvester to collect the billets. The Queensland sugarcane harvest generally begins in May and ends by mid-December. Queensland's sugar cane is harvested by self-propelled harvesting machines. Some growers contract machine owners to harvest their crop, while others own their machines or share ownership with other growers. After harvesting, the stubble left behind grows new shoots, producing a "ratoon" crop. Two or three ratoon crops can be grown before the land is rested (or planted with an alternative crop such as legumes), ploughed and replanted for the cycle to start again.

Gary Stockham Harvesting Company Pty Ltd

Number of employees: 18

Gary Stockham Harvesting Company together with GK and MR Stockham is a family owned business operating for over 40 years and cut in excess of 250,000 tonnes of sugar cane per year. They also have provided the district with contract planting for over 30 years currently using a double row billet planter. Contract land preparation including discing, hoeing, ripping, bed-forming is completed for the majority of the farmers who they plant for.

"Canegrowing to us is our everything. Our livelihood. We are fourth generation farmers; this is our way of life. We know no different. Without Canegrowing, we don't know what we'd be doing. We provide the employment for not only our family but on average another 15 other employees each harvest season. We keep the community alive and running by buying locally for everything including machinery and parts for maintenance. We give the opportunity for young people to come and work on the land including our next generation family members. Without Canegrowers small towns and rural districts would not be thriving and would therefore be non-existent."

Josh Kieth Canefarmer

Number of employees: 80

Family owned sugarcane farming family - 3rd generation farming sugarcane since the 40's. Provides contract harvesting, spraying, fertilising and planting. Also buys green trash left over from the harvest providing more income for the farmer and supplies and spreads compost and other mineral inputs.

"Cane growing is at the heart of our business. The sugarcane must be grown and so that we can sell sugarcane mulch."

4. Getting cane to the mill

To minimise sugarcane deterioration and juice evaporation, sugarcane must be transported to a sugar mill within 16 hours of being harvested. Once full, the cane haul out then drives across the paddock to the road, where it unloads its contents either into a semi truck (for road transport) or mill bins at local sidings on the nearest railway track (for train transport). The sugarcane industry maintains a network of nearly 4000 km of narrow-gauge rail lines to get cane from the paddock to the mill quickly and cost effectively. The cane is then taken to a tramway siding or road haulage delivery point for transport to the mill.

De Gunst Transport

Number of employees: 60 full time , 190 in the crushing season

It is a family owned business established 30 years ago established to carry Sugar cane, Sugar, Bagasse, Filterpress, Distribute Fertilizer, Coal for boilers, Molasses.

"Sugarcane has been a large part of our lives and a major contributor to our city and economy. It provides a lot of employment."

Maryborough Cane Hauliers

Number of employees: 12

Operating for 25 years and carts sugar cane from farms to mill

"Without cane growers we would not have business. Cane growing is are very important to the area."

5. Milling

Queensland's 21 sugar mills are in close proximity to the farms which supply them with cane. The mills operate during the harvesting and crushing season which extends from June to December. Raw sugar produced by these mills is stored at bulk sugar terminals before being sold to Australian and overseas refineries. The exception is the new Tableland mill whose syrup is transported to the company's coastal mills, Babinda, Mourilyan and South Johnstone, where raw sugar is then made. The mills crush an average of 10,000 tonnes of sugarcane per day and employ an average of 150 people each during the season. Together, millers, growers and harvesters determine harvesting and transportation schedules that ensure that the cane is crushed as soon after harvesting as possible.

6. Refining

Most 'raw' sugar requires further processing at refineries in order to meet food manufacturers and consumer's needs. The main products from Australia's refineries are white crystal sugars, brown sugars, liquid sugar, golden syrup and treacle.

7. Bulk Storage and Export

Approximately 80% of Australia's sugar production is exported overseas as 'raw' sugar. Australia is the world's second largest exporter of 'raw' sugar after Brazil. In Australia, all 'raw' sugar has been handled in bulk since 1964. 'Raw' sugar is stored in bulk sugar terminals before it is sent to refineries in Australia or overseas. Large containers of bulk sugar are transported from the mills to the terminals by road and rail. On arrival, the sugar is carried by conveyor into storage sheds. When ready for collection, conveyers quickly move the sugar onto ships. Queensland's bulk sugar terminals can store more than 2 million tonnes of raw sugar, allowing year-round deliveries to refineries in Australia and overseas. Queensland bulk sugar terminals are located at Cairns, Mourilyan, Lucinda, Townsville, Mackay, Bundaberg and Brisbane. 96% of Australia's export sales are to Asian customers, the largest of which have been South Korea, Japan and Indonesia over the past year.

Source: QEAS, 2019

Bundaberg Sugar

Number of employees: 460 in slack and 600 in crush
Bundaberg Sugar is a grower, miller, refiner, and marketer of sugar and related products in Australia. The company is one of Australia's largest cane growers and owns and operates sugar mills in Queensland. The company's activities span the full sugar processing cycle including cane growing, milling, refining, packaging and distributing sugar products to retail, industrial and export customers. Bundaberg Sugar's operations include the Millaquin and Bingera sugar mills, the Bundaberg Refinery and packaging plant, Bundaberg Walkers Engineering and Bundaberg Molasses.

"Bundaberg Sugar continues to expand and strengthen its core sugar operations. Its growth strategies have included increasing the capacity of Bundaberg Refinery and the construction and operation of state-of-the-art sugar milling equipment."

Port of Bundaberg

Number of employees: 18 FTE

Port of Bundaberg is a trade facilitator for the cane growing industry, providing access to international and domestic markets for bulk sugar and molasses.

The Port also works closely with Sugar Terminals Ltd (STL) which is 50% owned by the cane growing industry to optimise the use of port infrastructure to facilitate non-sugar trades through the Port of Bundaberg. STL owns the main wharf at the Port of Bundaberg and consequently has a significant role in the facilitation of trade for non-sugar products at the Port of Bundaberg. The key services provided by the Port are the management of the shipping channel and berths and the co-ordinated development of port land and adjacent water leases to facilitate trade for the Wide Bay Burnett region and greater Queensland. Other companies provide tug and lines running services, terminal facility management, dredging services, and maintenance of navigational aids and wharf infrastructure at the Port of Bundaberg, all of which help facilitate sugar exports.

In 2017-18 the port exported 317,310 tpa of raw sugar representing 56.09% of total throughput and another 25,071 tpa of molasses representing 4.43% of total throughput.

"The trade in sugar and molasses is important to the Port of Bundaberg and is expected to continue to be an important part of the future trade of the port."

3. Understanding the Cane farmer supply chain

The value chain for the industry is different to the supply chain of the canefarmer. The value chain is essentially the 'paddock to plate' both upstream and downstream. The supply chain for the cane farmer is solely upstream. QEAS has reviewed the inputs of a sugar cane farmer and how the related expenditure can support regional economies. This is essentially a sub-set of the sugar industry value chain discussed in section 2.

ABARES (2015) presents estimates of the financial performance of Queensland sugarcane farm businesses based on surveys of farms from the canegrowing regions. A typical cane farm involves several hundred thousands of dollars of expenditure, much of it supporting local harvesters, contractors and suppliers (see Table 3). These figures should be treated as indicative only as the exact composition of expenditure will depend on the extent to which the farm undertakes irrigated farming and contracts out operations such as harvesting. The estimates are based on averages from ABARES survey data across a wide range of Queensland cane farms, which will differ according to the extent they use irrigation. Accordingly electricity and water represent a considerably higher proportion of expenses for irrigated cane farms such as those in Bundaberg.

Fertiliser, chemicals such as herbicide and insecticide, and fuel are significant input costs and are typically purchased from local suppliers which earn a margin on the products. For instance, QEAS consultations with local suppliers indicate that for herbicide, 80% of the purchase price (excl. GST) is a result of the cost of the product, while 20% is due to transport and retail margins. Margins on top of the cost of imported products in the region are reflected in Input-Output (IO) tables detailing the structure of regional economies. Such tables were used by Lawrence Consulting (2019) and a QEAS regional IO model was used to inform estimates presented in this study.

Table 3. Average cash outlays of cane farms as a % of total costs, data updated to 2019 prices*

	FNQ	Herbert	Burdekin	Mackay	Bundaberg	Queensland	
	%	%	%	%	%	%	\$
Contracts paid for harvesting, planting, spraying	22%	24%	17%	11%	14%	17%	\$ 70,201
Fertiliser	22%	24%	15%	20%	14%	19%	\$ 77,314
Fuel	10%	9%	8%	12%	12%	10%	\$ 42,368
Repairs and maintenance	10%	10%	12%	13%	16%	12%	\$ 50,409
Crop chemicals	6%	2%	5%	4%	5%	5%	\$ 18,865
Wages for hired labour	7%	5%	8%	7%	9%	7%	\$ 27,988
Administration	2%	5%	2%	3%	4%	3%	\$ 11,906
Water	2%	0%	6%	2%	6%	3%	\$ 12,525
Rates	4%	6%	4%	3%	2%	4%	\$ 16,391
Handling and marketing	4%	7%	6%	6%	4%	5%	\$ 21,803
Electricity	2%	1%	7%	3%	8%	4%	\$ 15,927
Interest	6%	5%	8%	14%	3%	9%	\$ 34,946
Land rent	2%	2%	2%	2%	5%	2%	\$ 9,587
	100%	100%	100%	100%	100%	100%	\$ 410,230

Source: QEAS based on ABARES (2015).

*Updated using ABS Producer Price Index data (cat. no. 6427.0) and QCA determinations of regional electricity prices since 2013-14, assuming cane farms are on Tariff 62-transitional. .

Case Study: Lowes Petroleum
Number of employees: 8

Has been in operation for 40 years providing wholesale fuel, lubricants, a retail fuel site of our own, equipment solutions, maintenance and commissioning/decommissioning work for all aspects of fuel systems, services and products.

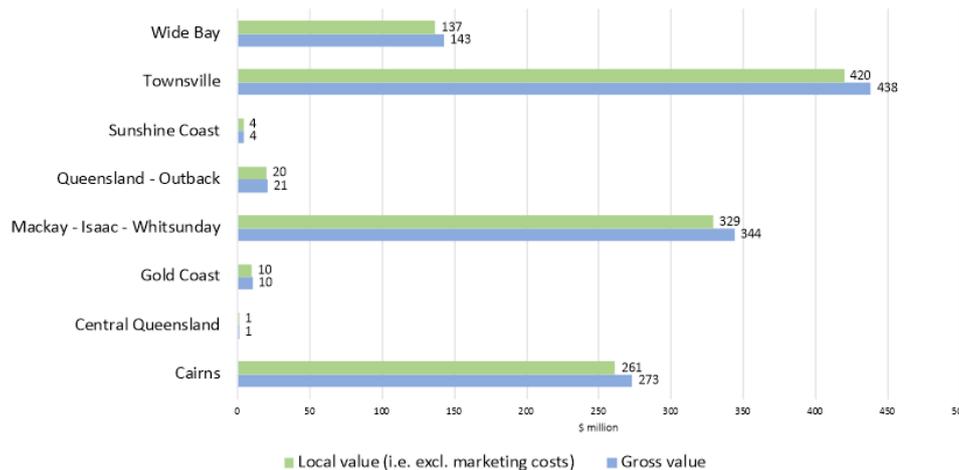
"Sugar is the backbone of our operation in the Burdekin. This includes growers, harvesters, employees in the region and in a minor way the mills. Without the sugar industry our operation would downsize significantly to the point of being non-existent locally with services provided ex Townsville. This is not the preferred model and would have a significant impact on the local Burdekin communities."

4. State-wide economic impacts of the sugarcane industry

4.1 Agricultural production and Gross State Product

The state sugar crop when it leaves the farm gate was valued at around \$1.2 billion in 2017-18, according to ABS estimates. The bulk of the sugarcane crop is grown in North and Far North Queensland (NQ and FNQ), although the Wide Bay-Burnett makes a substantial contribution (Figure 5). The Townsville ABS Statistical Area Level 4 (SA4) region produces the largest amount of sugarcane, as it includes the highly productive Burdekin and Ingham regions. The Mackay-Isaac-Whitsunday region includes substantial sugarcane farming around Mackay and Pioneer River, and the Cairns SA4 encompasses the Atherton Tableland and sugarcane regions around Innisfail on the Cassowary Coast.

Figure 5. Gross value of agricultural production by Queensland ABS SA4 region (\$ millions)



Source: ABS, cat. no. 7503.0.

Additional value is added to the sugarcane when it travels to regional mills for crushing, juice extraction, and refining. Also, some value is added from cane juice being used to produce ethanol, the molasses being used to produce rum, and the bagasse (the pulpy residue after the cane juice is extracted) being used for energy co-generation. As noted above, Lawrence Consulting (2019) has estimated the total economic contribution to Queensland of the whole sugar industry value chain, directly and indirectly, from growing to manufacturing, at \$4.0 billion, which is 1.2% of GSP. The Lawrence Consulting (2019) report provides a considerable amount of data relating to canegrowing, including data sourced from mills of payments to growers, but does not split out the economic contributions of canegrowing and sugar manufacturing at mills and refineries.¹

QEAS has estimated the contribution of the sugar cane industry to GSP using a range of sources (Page 23), including IBISWorld estimates and Lawrence Consulting's (2019) study for the Australian Sugar Milling Council (ASMC). Where estimates are directly available from Lawrence Consulting, they have been used for consistency and additional as its methodology is considered sound and the underlying data sourced from sugar mills are superior to what are publicly available. Table 4 reports two types of indirect impacts.

- First, there is the supply chain impact, the indirect stimulus to economic activity that occurs as the sugarcane industry purchases supplies and services from within Queensland.

¹ The Lawrence Consulting data set was based on survey responses from mills and while it covers the vast bulk of the data set there are some omissions. Lawrence Consulting (2019, p. 3) notes: "the data provided was specific to raw sugar manufacturing and limited white sugar manufacturing, including cogeneration activities. It did not include complementary ethanol production in Sarina or white sugar manufacturing in Bundaberg. The economic contribution to these regions would be higher if these activities were added."

- Second, there is the consumption induced impact, the further indirect stimulus that occurs as incomes earned both in the industry itself and in supplying industries are spent on additional goods and services originating in the state.

These indirect impacts can provide just as much economic contribution as direct impacts, and can be critically important in local communities which are dependent on one major employing industry, as discussed below.

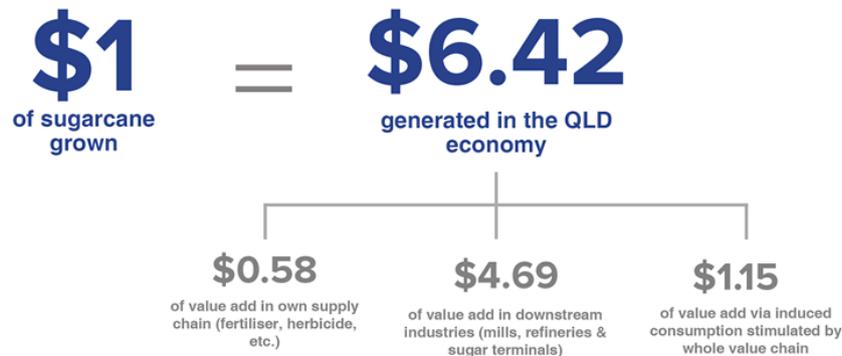
Table 4. Contribution to Queensland GSP of sugarcane growing and manufacturing, 2017-18

	<i>Sugarcane growing \$M</i>	<i>Whole sugar value chain \$M</i>	<i>Sugarcane growing % of GSP</i>	<i>Whole sugar value chain % of GSP</i>
Sales	1,204.7	3196.8	0.35%	0.92%
<i>Value added</i>				
Direct	544.4	2,243.6	0.16%	0.64%
Indirect—supply chain	317.6	1,174.6	0.09%	0.34%
Indirect—consumption induced	249.5	631.3	0.07%	0.18%
Indirect—total	567.1	1,805.9	0.16%	0.52%
Total value added	1,111.5	4,049.5	0.32%	1.16%

Source: QEAS estimates based on IBISWorld estimates, Lawrence Consulting (2019), Queensland Office of the Government Statistician (2002), and ABARES (2015).

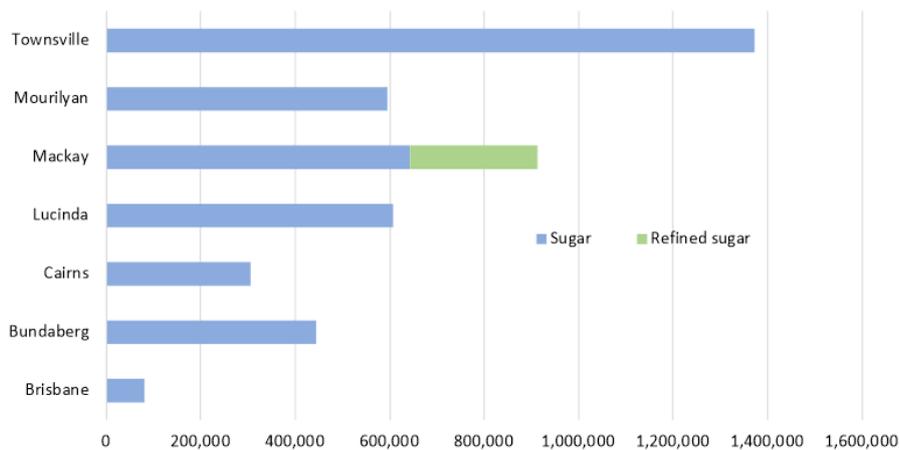
As is to be expected with a primary industry, a large part of the value added is associated with downstream processing. That said, canegrowing itself contributes in the order of one-half billion dollars of value added (i.e. the earnings of canegrowers and workers) directly to the Queensland economy and indirectly its total economic contribution is around \$1.1 billion. Considering that sugarcane growing is the primary industry that underpins all the associated economic activity it can legitimately be claimed that one dollar of economic activity in canegrowing brings forth an additional \$6.40 in economic activity elsewhere in the economy (Figure 6)

Figure 6. Breakdown of full economic contribution from \$1 sugarcane growing value added



Source: QEAS estimates based on Lawrence Consulting (2019) and other sources.

The large additional economic contribution of sugarcane growing is via its backward linkages to its own suppliers (e.g. of fertiliser, herbicide, etc.) and its forward linkages to mills, refineries and the sugar terminals which export the sugar. Indeed, the vast majority of sugar produced in Queensland is exported, some 4.32 million tonnes, mostly of unrefined sugar, as is a large amount, nearly 659,000 tonnes in 2016-17, of the molasses by-product (Figure 7).

Figure 7. Sugar exports from Queensland ports, 2016-17 (export tonnes)


Source: Department of Transport and Main Roads, 2018, Trade Statistics for Queensland Ports data.

Case Study: Ports North

Number of employees: 69

Ports North is a Government Owned Corporation responsible for developing and managing seaports in Far North Queensland including Cairns and Mourilyan.

"Canegrowing is a critical export industry for the Far North Queensland region and a major contributor to the economy as a whole."

4.2 Jobs and wages

Canegrowing and downstream processing support over 9,100 Queensland jobs directly and nearly 22,700 jobs in total, taking into account indirect impacts. Using Lawrence Consulting's estimates as a starting point, QEAS has separately identified the indirect impacts to employment and wages arising from cane growing alone. Impacts on full-time equivalent (FTE) employment are provided in Table 5. Via its indirect impacts, sugarcane growing on its own supports nearly 10,000 Queensland jobs in total, and together with upstream transport, marketing, and processing, it supports nearly 23,000 jobs or 1% of all Queensland jobs. That is one in every one hundred jobs in Queensland can be traced and is courtesy of cane growing.

Table 5. Contribution to Queensland employment of sugarcane growing and manufacturing, 2017-18

	Sugarcane growing FTEs	Whole sugar value chain FTEs	Sugarcane growing % of total FTEs	Whole sugar value chain % of total FTEs
Direct	4,554	9,145	0.22%	0.44%
Indirect—supply chain	3,154	8,174	0.15%	0.39%
Indirect—consumption induced	2,126	5,337	0.10%	0.26%
Indirect—total	5,280	13,511	0.25%	0.65%
Total	9,834	22,657	0.47%	1.09%

Source: QEAS estimates based on IBISWorld estimates, Lawrence Consulting (2019), Queensland Office of the Government Statistician (2002), and ABARES (2015).

Contributions in terms of total wages are presented in Table 6. Overall, nearly \$1.4 billion of wages and salaries of Queensland employees are supported by the whole sugar industry value chain, and nearly \$380 million just by canegrowing alone.

Table 6. Contribution to wages and salaries of sugarcane growing and manufacturing, 2017-18

	<i>Sugarcane growing \$ millions</i>	<i>Whole sugar value chain \$ millions</i>	<i>Sugarcane growing \$ millions</i>	<i>Whole sugar value chain \$ millions</i>
Direct	175.6	352.7	0.11%	0.22%
Indirect—supply chain	121.6	632.4	0.07%	0.39%
Indirect—consumption induced	82.0	375.5	0.05%	0.23%
Indirect—total	203.6	1,007.9	0.12%	0.62%
Total	379.3	1,360.6	0.23%	0.83%

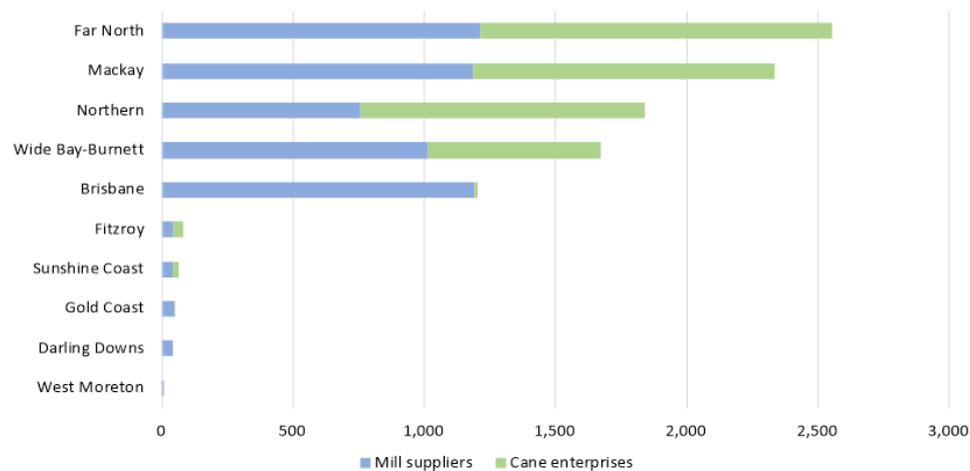
Source: QEAS estimates based on IBISWorld estimates, Lawrence Consulting (2019), Queensland Office of the Government Statistician (2002), and ABARES (2015).

Based on consultation with over 40 supply chain businesses and farmers, cane farming businesses ranged in employment size from single farmers who outsourced planting and harvesting through to those employing up to 80 Queenslanders. Supplying businesses to canegrowers included fertiliser and chemical supply businesses employing between 2 and 14 persons, harvesting and planting businesses employing 4 and 7 persons, farming equipment businesses employing between 6 and 20 persons, transport businesses employing between 12 and 60 persons, ports employing between 69 and 753 persons and sugar mills employing between 210 and 286 persons.

Wages ranged from single operators and family owned businesses who were paid out of profits through to sugar mills who employed hundreds of Queenslanders paying in excess of \$2.9 million in wages. The average salary paid across the whole sugar value chain was \$60,052.

4.3 Businesses supported

At least 10,000 businesses across Queensland depend directly or indirectly on the sugarcane industry. Lawrence Consulting (2019), based on survey data from mills, reported that in 2017-18 there were 5,551 mill suppliers and 4,305 cane enterprises in Queensland, a total of at least 9,856 businesses dependent on sugar cane growing.

Figure 8. Cane enterprises and mill suppliers in Queensland, 2017-18


Source: Lawrence Consulting, 2019, Table 3, p. 5.

To these figures need to be added the number of businesses supported by cane farms (e.g. fertiliser and herbicide suppliers, local accountants and lawyers, etc.) which are not included in the figures for mill suppliers. No survey data exist which would allow QEAS to quantify this number, but QEAS consultations with growers suggest it would easily amount to several hundred businesses across Queensland, if not 1,000 or more, bringing the total businesses supported by cane growing to over 10,000.

4.4 Commonwealth, state and local government taxes paid

Major sources of taxation revenue from canegrowing and sugar manufacturing include:

- Income and company tax paid to the Commonwealth;
- payroll and land taxes (and rents for pastoral leases) paid to the Queensland Government; and
- rates paid to the local government.

QEAS estimates of the indicative value of these revenues are included in Table 7. Overall, the whole sugar value chain in Queensland, taking into account both direct and indirect contributions, contributes over \$1 billion in revenues to the three levels of government Australia.

Table 7. Queensland sugar's contribution to Commonwealth and state taxes and local government rates, 2017-18

<i>Level of government</i>	<i>Sugarcane growing \$M</i>	<i>Whole sugar value chain \$M</i>
Commonwealth	226.0	823.5
State	42.2	153.7
Local	103.7	103.7*
Total	371.9	1,080.9

Source: QEAS estimates based on Table , Commonwealth and State Budget Papers, ABS National Accounts data, and ABARES (2015).

**QEAS was unable to estimate rates revenue for the whole value chain beyond canegrowing owing to a lack of data.*

Without surveying specific businesses it is impossible to be precise in the revenue estimates in Table 7, given different farms will face different marginal tax rates, land taxes, rents, and rates, particularly as rates can vary substantially across LGAs.

the sector is a substantial contributor of tax and rate revenue to the three tiers of Government enabling the delivery of core and essential frontline services.

5. Regional impacts

5.1 Overview

The sugar cane industry is concentrated in a small number of regional areas that are highly dependent on sugarcane growing and milling—indeed it is overwhelmingly the major industry in towns such as Ingham and Ayr-Home Hill. In this study, QEAS focuses on the economic contribution for selected regional economies, specifically the Statistical Area Level 3 (SA3) regions identified in Table 8.

Table 8. Employed persons in sugar cane growing and manufacturing by selected SA3 regions, full-time equivalent (FTE) estimates, August 2016

SA3 Region	Sugarcane growing, FTEs	Sugarcane manufacturing, FTEs	Total employed, FTEs	Sugar FTEs as % of total
Bundaberg	423	495	918	3.5%
Burnett	41	12	53	0.4%
Cairns-South	126	163	289	0.8%
Charters Towers-Ayr-Ingham	1,275	1,050	2,326	15.9%
Innisfail & Cassowary Coast	515	508	1,023	8.9%
Mackay	973	964	1,938	4.3%
Maryborough	100	92	192	1.7%
Tablelands (East)-Kuranda	62	38	100	0.8%
Townsville	66	181	248	0.3%
Other SA3s	510	422	931	0.1%
Queensland	4,091	3,926	8,017	0.5%

Source: ABS 2016 Census of Population and Housing. N.B. Employed persons in "not defined categories" have been proportionally reallocated to related industries.

The major sugarcane growing regions include the Burdekin and Ingham, which are part of the Charters Towers-Ayr-Ingham SA3, Mackay, and Innisfail and the Cassowary Coast. Not just specific towns, but broader regional economies can be highly dependent on the sugarcane growing. There are also hundreds of workers in sugarcane growing and manufacturing who usually reside in Townsville and Cairns and commute to work.

In the following sub-sections, QEAS considers the economic contributions of sugarcane growing to the four major sugarcane growing and milling regions in Queensland, those in which sugarcane growing and manufacturing directly employ at least 2% of the workforce.

Backbone of Regional Communities

In addition to its contribution to Queensland's economic growth, the sugar industry has been responsible for the development of many of the State's coastal cities. Considerable feedback from businesses across Queensland indicates that not only does canegrowing itself provide a substantial economic contribution; it can underpin the existence of the community itself.

Canegrowing represents critical mass or viability for many regional communities. For many communities there would be significant negative impact if canegrowing were removed. If the sugar industry is hurt there would be massive knock on effects for their employees and the businesses where their employees spend their wages. The fortunes of cane growing and their regional hubs are intertwined.

"Canegrowing is hugely important to the fabric of the area because of the history and tradition. There are considerable family linkages and generational linkages." **Allan Cooper, Vanderfield**

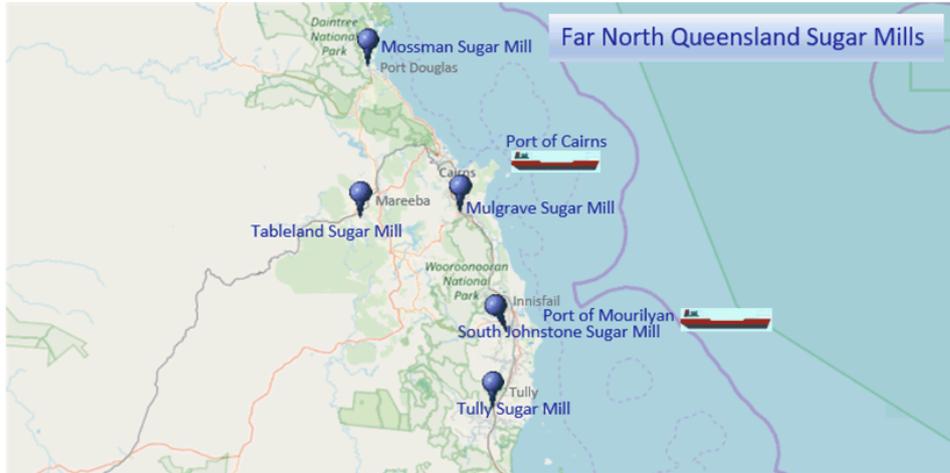
"We know we would not have a viable irrigation scheme if it were not for the canegrowing industry. Canegrowing carries the vast bulk of irrigation and land and supports all of the supply chain and their employees. Water and canegrowing is the thing that brings all of us here together in Bundaberg. The fruit and vegetable industry benefits from the advocacy of canefarmers on issues such as electricity and water pricing."

Geoff Chivers, Chairman – Board of Directors Suncoast Gold

5.2 Far North Queensland

The Innisfail and Cassowary Coast and the broader FNQ region including the Tableland contains five sugar mills, and sugar is exported from Cairns and Mourilyan (Figure 9).

Figure 9. Map of Far North Queensland sugar mills and ports



Source: QEAS, 2019.

The Innisfail and Cassowary Coast region is highly dependent on canegrowing and downstream processing (Table 9). Over \$460 million of regional value added was supported in the region in 2017-18, as were nearly 2,000 jobs or 17% of regional employment.

Table 9. Regional economic impacts, 2017-18, Far North Queensland

	Canegrowing	Whole sugar value chain
Total sales (\$M)	151.7	402.6
GVA-direct (\$M)	68.6	290.3
GVA-indirect (\$M)	41.1	174.2
GVA-total (\$M)	109.7	464.5
FTE-direct	573.5	1,172.6
FTE-indirect	344.1	823.4
FTE-total	917.5	1,996.0
% of local FTEs supported	7.8%	17.1%

Source: QEAS estimates based on Lawrence Consulting (2018) and assumptions regarding regional multipliers based on Queensland Office of the Government Statistician (2004) a QEAS regional IO model for a sugarcane growing region. N.B. Total sales for the whole value chain is estimated based on total revenues associated with the cane grown in the region. Total sales for the Queensland sugar value chain have been estimated using IBISWorld data. Far North Queensland is used to describe the Innisfail and Cassowary Coast SA3 region.

Case Study: Tully Canegrowers Co-op (Tully)
Number of employees: 25

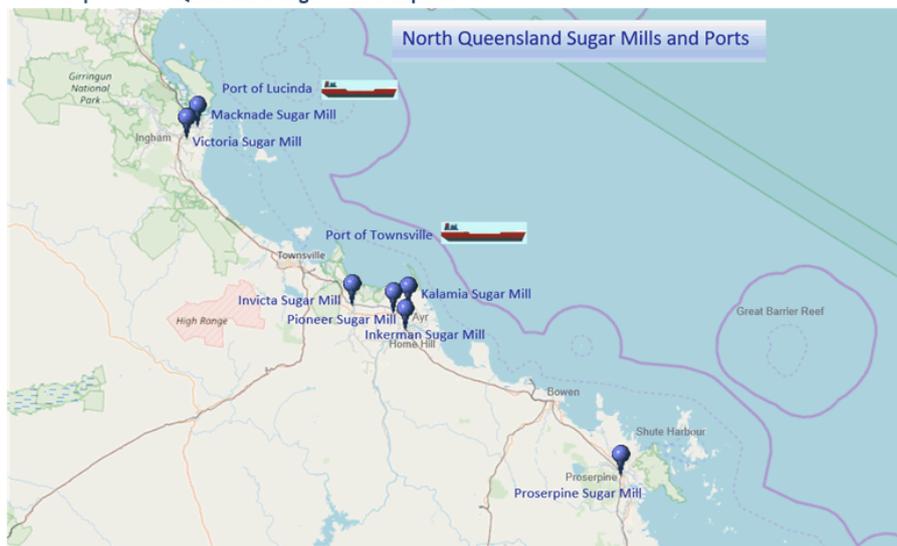
Tully Canegrowers cooperative Ltd have operated for 61 years supplying Hardware, building products, garden and outdoors. We operate 2 sites in Tully and 1 at mission Beach. The business is owned by members of the cooperative, originally mostly canefarmers but now the member base is much more diversified.

“The Tully economy is very much agriculturally based around Cane and Bananas and while tourism is important it tends to be seasonal. The Cane Industry provides a steady stream of income for our business, and maintains a lot of the permanent population.”

5.3 North Queensland

The Charters Towers-Ayr-Ingham SA3 region, in the vicinity of Townsville, encompasses the largest region for growing and milling sugarcane in Queensland. The area from Ingham down to Proserpine contains seven mills and its product is exported out of the ports of Lucinda and Townsville (Figure 10).

Figure 10. Map of North Queensland sugar mills and ports



Source: QEAS, 2019.

Sugarcane is extremely important to this regional economy. It supports around \$1 billion of regional gross value added (GVA) and around 4,500 FTE jobs, 30% of the total in the region (Table 10).

Table 10. Regional economic impacts, 2017-18, North Queensland

	Canegrowing	Whole sugar value chain
Total sales (\$M)	375.5	996.4
GVA-direct (\$M)	169.7	628.0
GVA-indirect (\$M)	101.8	376.8
GVA-total (\$M)	271.5	1,004.9
FTE-direct	1,419.4	2,657.8
FTE-indirect	851.6	1,842.4
FTE-total	2,271.1	4,500.2
% of local FTEs supported	15.2%	30.2%

Source: QEAS estimates based on Lawrence Consulting (2018) and assumptions regarding regional multipliers based on Queensland Office of the Government Statistician (2004) a QEAS regional IO model for a sugarcane growing region. N.B. Total sales for the whole value chain is estimated based on total revenues associated with the cane grown in the region. Total sales for the Queensland sugar value chain have been estimated using IBISWorld data. North Queensland is used to describe the Charters Towers-Ayr-Ingham SA3 region.

Case Study: Agronomy (Ayr)
Number of employees: 14

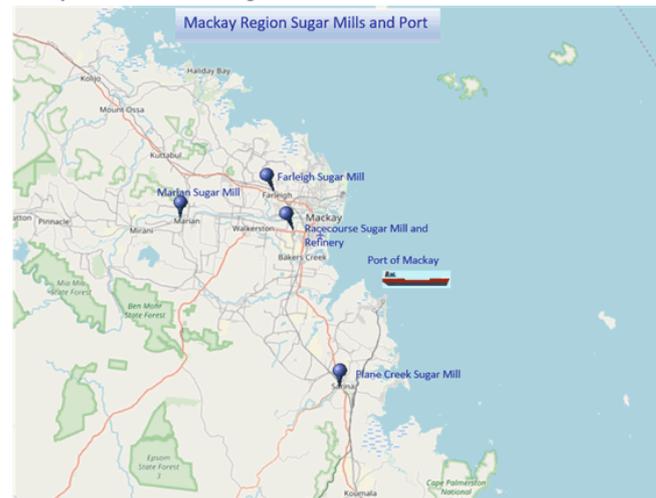
Agronomy provides fertiliser, pesticides & agronomic advice and has been in operation for over 30 years

"The production of sugarcane within the Burdekin region is paramount to the ongoing success of our business - without primary production our business would not exist. This goes for the vast majority of other businesses in town. Even if businesses are not directly involved with the production of sugarcane or servicing sugarcane farmers, they still benefit indirectly. Put simply, "When sugarcane farmers make money, we all make money."

5.4 Mackay

Mackay and the Pioneer River region is another major sugar-producing region in Queensland. There are four sugar mills in the region (Figure 11). The mill in Mackay also comprises a refinery for producing white sugar. Also, there is an ethanol distillery at Sarina which uses molasses, a by-product of sugarcane milling, as a feedstock. Both refined sugar and raw sugar are exported from the port of Mackay.

Figure 11. Map of Mackay and Pioneer River sugar mills



Source: QEAS, 2019.

Sugar makes an important contribution to the local Mackay economy (Table 11). It supports nearly 3,800 FTE jobs, or 8% or around one-in-every-twelve jobs in the region. It contributes nearly \$900 million to the local economy.

Table 11. Regional economic impacts, 2017-18, Mackay

	Canegrowing	Whole sugar value chain
Total sales (\$M)	286.5	760.3
GVA-direct (\$M)	129.5	550.3
GVA-indirect (\$M)	77.7	330.2
GVA-total (\$M)	207.2	880.5
FTE-direct	1,083.1	2,220.2
FTE-indirect	649.9	1,559.6
FTE-total	1,733.0	3,779.8
% of local FTEs supported	3.8%	8.3%

Source: QEAS estimates based on Lawrence Consulting (2018) and assumptions regarding regional multipliers based on Queensland Office of the Government Statistician (2004) a QEAS regional IO model for a sugarcane growing region. N.B. Total sales for the whole value chain is estimated based on total revenues associated with the cane grown in the region. Total sales for the Queensland sugar value chain have been estimated using IBISWorld data. Mackay is used to describe the Mackay SA3 region.

Case study: Hodge Industries (Mackay)

Number of employees: 20

Hodge Industries manufactures sugar cane farming implements and are a fourth generation family owned business that is 105 years old (founded 1914). They have exported since 1974 to almost every sugar cane growing country in the world and are the sole supplier to the sugar farming industry for a whole range of products. They also offer machinery repairs & general engineering services from our factory in Mackay.

"98% of MY sales are to the cane growing industry (70% Australia {50% in Mackay & 20% rest of Australia} & 30% export). Our business has always been totally reliant on the cane growing industry. Our success rises & falls direct as a result of the health of the Australian cane growing industry. We exist for them."

5.5 Bundaberg and Burnett

The state's fourth largest sugarcane growing region is around Bundaberg, with significant activity also occurring in the broader Wide bay Burnett region. There are three sugar mills in the Bundaberg and Burnett region and also one in Maryborough (Figure 12). Sugar is exported via the Port of Bundaberg.

Figure 12. Map of Bundaberg and Burnett sugar mills and port



Source: QEAS, 2019.

The whole sugar value chain supports around 1,800 FTE jobs, or nearly 7% of all jobs in the Bundaberg SA3 region (Table 12). It supports around \$440 million of local economic activity.

Table 12. Regional economic impacts, 2017-18, Bundaberg and Burnett

	Canegrowing	Whole sugar value chain
Total sales (\$M)	124.6	330.8
GVA-direct (\$M)	56.3	272.3
GVA-indirect (\$M)	33.8	163.4
GVA-total (\$M)	90.1	435.7
FTE-direct	471.2	1,054.7
FTE-indirect	282.7	749.5
FTE-total	753.9	1,804.2
% of local FTEs supported	2.8%	6.7%

Source: QEAS estimates based on Lawrence Consulting (2018) and assumptions regarding regional multipliers based on Queensland Office of the Government Statistician (2004) a QEAS regional IO model for a sugarcane growing region. N.B. Total sales for the whole value chain is estimated based on total revenues associated with the cane grown in the region. Total sales for the Queensland sugar value chain have been estimated using IBISWorld data. Bundaberg and Burnett are used to describe the Bundaberg SA3 region.

Case study: E.E. Muir Pty Ltd (Bundaberg)

Number of employees: 9

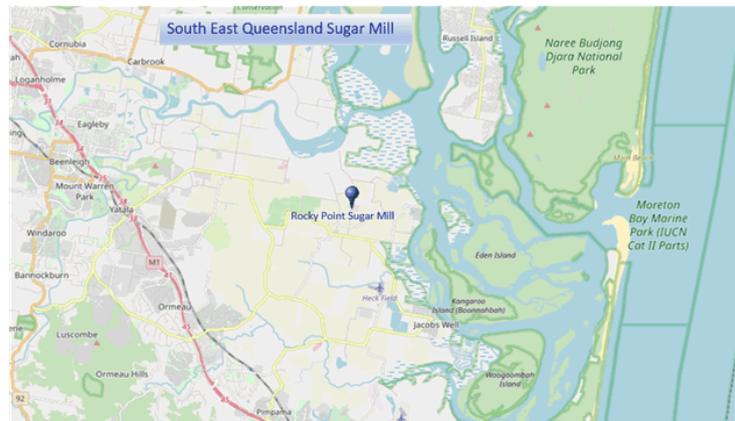
E.E. Muir and Sons is a privately owned family owned business operating since 1927. It provides advisory services and fertiliser, herbicide and insecticide products to a wide range of rural enterprises that concentrate on high value production agriculture including canegrowing.

"For our business canegrowing makes up an essential base and structure as most businesses in Bundaberg have located around cane growing or depend upon canegrowing for critical mass of services."

5.6 South East Queensland

The sugar value chain has a significant presence in Brisbane and the Gold Coast, both directly, via the Rocky Point Sugar Mill on the Gold Coast and via sugar exports from the Port of Brisbane, and indirectly, as substantial volumes of supplies to the industry, including fuel and fertiliser, for example, are purchased from South East Queensland (Figure 13).

Figure 13. Map of Gold Coast sugar mill



Source: QEAS, 2019.

The whole sugar value chain supports around 3,100 FTE jobs, or around 0.2% (1-in-500) of all jobs in the region (Table 13). It supports around \$658 million of local economic activity. Unlike in the regions highly dependent on sugar cane growing discussed above, in Brisbane and Gold Coast, the vast bulk of impacts of sugarcane growing and manufacturing arise via the indirect impacts. There is a substantial leakage of expenditure from regional economies to Brisbane and the Gold Coast as a result of cane farms and sugar mills purchasing supplies originating from SEQ, and also because of goods and services originating from SEQ being purchased by households in the regional economies.

Table 13. Regional economic impacts, 2017-18, South East Queensland

	Canegrowing	Whole sugar value chain
Total sales (\$M)	31.2	82.8
GVA-direct (\$M)	14.1	19.3
GVA-indirect (\$M)	140.6	638.4
GVA-total (\$M)	154.7	657.7
FTE-direct	118	132
FTE-indirect	1,177	2,969
FTE-total	1,295	3,101
% of local FTEs supported	0.1%	0.2%

Source: QEAS estimates based on Lawrence Consulting (2018) and assumptions regarding regional multipliers based on Queensland Office of the Government Statistician (2004) a QEAS regional IO model for a sugarcane growing region. N.B. Total sales for the whole value chain is estimated based on total revenues associated with the cane grown in the region. Total sales for the Queensland sugar value chain have been estimated using IBISWorld data.

Case study: Full Supply Company in Hemmant, (Brisbane)

Number of employees: 18

Family owned provider of refuelling solutions across South East Queensland and Northern NSW, including tank and supply options as well as bulk fuel delivery. The business has been in operation for 5years.

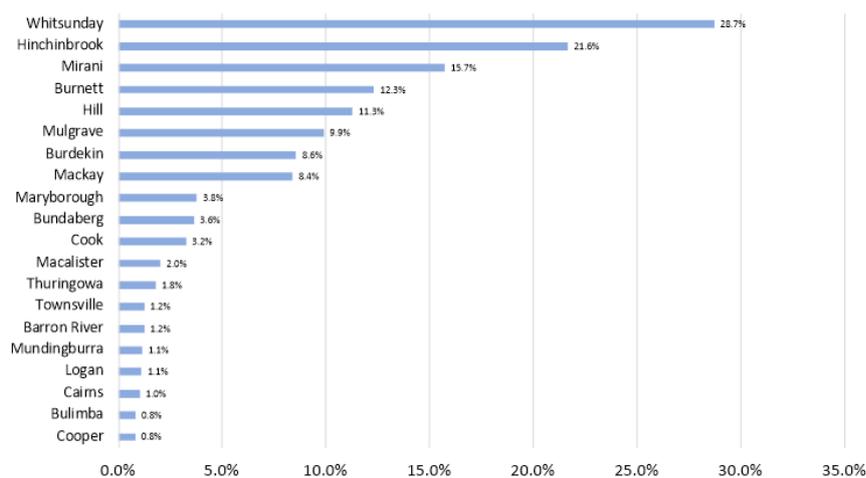
"Canegrowing is a consistent seasonal farming operation which provides regular opportunities for us to fill loads and keep prices low for the rural communities."

6. Economic dependence on sugarcane by state electorate

The large economic dependence of many regions on sugarcane is illustrated by estimates of the contribution to total FTE employment of the whole sugar manufacturing and cane growing supply chain across Queensland state electorates, taking into account both supply chain and induced consumption (from additional household income) multiplier impacts.

The economic dependence is extremely high in the North Queensland electorates of Whitsunday, Hinchinbrook where around one-in-three and one-in-five workers respectively owe their employment directly or indirectly to sugarcane growing and manufacturing. Overall there are 18 state electorates in which sugar is responsible for 1% or more of total employment.

Figure 13. Proportion of FTEs in state electorate depending on sugarcane growing and sugar manufacturing, 2017-18



Source: QEAS estimates based on Lawrence Consulting, 2019, ABS 2016 Census of Population and Housing estimates of employment by state electorate, and ABS Demographic Statistics data to adjust FTE estimates for 2016 to 2017-18 estimates.

Lawrence Consulting (2019, p. 14) also highlights the economic dependence of northern LGAs on sugarcane growing and manufacturing, reporting that nearly 54% of gross regional product (GRP) in Hinchinbrook LGA and 30% of employment are related to the sector. Burdekin LGA has similar levels of economic contributions by the sector.

Methodology

In order to assist in CANEGROWERS advocating effectively on behalf of the sector QEAS was commissioned to analyse the importance of cane growing to the Queensland community

QEAS has calculated using industry and economy wide metrics listed below the following information:

- The contribution that the sugarcane industry and its supply chain makes to the economy;
- The number of direct and indirect jobs created by canegrowing;
- The value of Government taxes contributed by the industry;
- An overview of the sugarcane industry supply chain and how this benefits local communities; and
- Case studies on individual businesses and the outputs, jobs and local spend they provide.

These outputs are calculated for:

- Queensland
- Innisfail and Cassowary Coast (Far North Queensland)
- Ingham, Burdekin and Ayr (North Queensland)
- Mackay
- Bundaberg and broader Wide Bay Burnett
- South East Queensland

Analysis was underpinned by data from the ABS and ABARES, as well as information from IBISWorld and CANEGROWERS. Most importantly the report was underpinned by stakeholder consultations with cane farmers across Queensland on typical expenses by growers such as fertiliser, fuel, electricity, water, etc) with a view to estimating supply chain impacts.

QEAS met with and surveyed parts of the value-chain both upstream and downstream including sugar mills, transport operators; ports; planting and harvesting contractors; fuel distributors; fertiliser and chemical retailers; farm machinery retailers; irrigation equipment suppliers and accountants.

Three key questions were asked of supply chain businesses:

- A brief overview of their business eg years in operation and how many employees;
- The nature of the business's relationship with the canegrowing industry;
- What canegrowing means to their business and region.

This report merges the economic headline statistics with the real life stories of how cane growing benefits businesses and communities across Queensland.

References

Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES) research and data
 ABARES, 2015, *Australian sugarcane farm businesses: Financial performance, 2013-14*
 Australian Bureau of Statistics, Census of Population and Housing 2016
 Australian Bureau of Statistics, National Accounts 5206.0
 Australian Bureau of Statistics Value of Agricultural Commodities Produced 7503.0
 Australian Sugar Milling Council Industry Summary Statistics
 The Australian Sugar Year Book recorded historic data
 Canegrowers Australian Sugarcane from paddock to the plate
 IBISWorld estimates
 Lawrence Consulting, 2019, *Economic Impact of the Queensland Sugar Manufacturing Industry 2017/18*
 Queensland Office of the Government Statistician, 2002, *Queensland Input-Output Tables 1996-97: 35 industries*
 Queensland Office of the Government Statistician, 2004, *Queensland Regional Input-Output Tables 1996-97: 34 industries*



About QEAS

Queensland Economic Advocacy Solutions delivers solutions in economic, political and social advocacy in Queensland for small and medium sized businesses, corporate Queensland, industry associations and the three tiers of government. QEAS provides:

- [Economic Analysis and Market Research](#)
- [Lobbying, Government Relations and Submissions](#)
- [Media Relations](#)
- [Stakeholder Relations](#)

QEAS delivers services nationally to exemplary organisations including Suncorp, Brisbane Airport Corporation, the Property Council of Australia, the Queensland Resources Council, Master Builders Australia, Waste Recycling Industry Queensland, RACQ, VTA, HPC Urban, the Commonwealth and State Governments and many others.

Choose QEAS for our expertise, professionalism and ability to work with our valued clients to achieve outstanding outcomes.

Contact Details:

Nick Behrens
Director
Queensland Economic Advocacy Solutions
PO Box 847, Bulimba QLD 4171
Mobile 0448 034 355
nickbehrens@qeas.com.au
www.qeas.com.au
ABN 57028574915

Report author:

Nick Behrens (Director, Queensland Economic Advocacy Solutions) &
Gene Tunny (Adept Economics)

**Item****17 December 2019****Item Number:**

F1

File Number:

.

Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 2 December 2019

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.1 A sustainable financial position - 3.1.2 Apply responsible fiscal principles for sustainable financial management.

Background:

In accordance with section 204 of the *Local Government Regulation 2012* a financial report must be presented to Council on a monthly basis. The attached financial report contains the financial summary and associated commentary as at 2 December 2019.

Associated Person/Organization:

Nil

Consultation:

Financial Services Team

Chief Legal Officer's Comments:

Pursuant to section 204 of the *Local Government Regulation 2012* the Local Government must prepare and the Chief Executive Officer must present, the financial report. The financial report must state the progress that has been made in relation to the Local Governments budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓1](#) Financial Summary as at 2 December 2019

Recommendation:

That the financial summary as at 2 December 2019 be noted by Council.

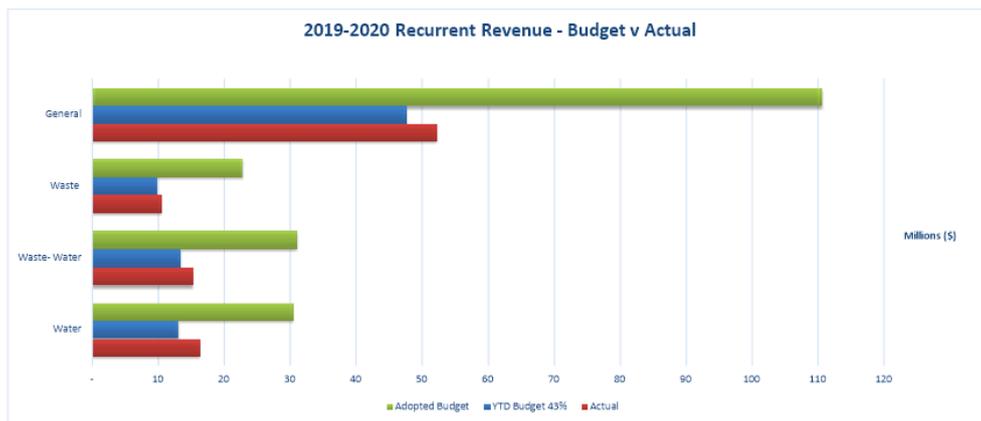
Financial Summary
as at 02 Dec 2019

Progress check - 43%	Council			General			Waste			Wastewater			Water		
	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud	Actual YTD	Adopted Budget	% Act/ Bud
Recurrent Activities															
Revenue															
Rates and Utility Charges	80,538,169	159,069,780	51%	43,185,958	86,552,500	50%	7,850,512	15,243,500	50%	14,889,212	29,709,780	50%	14,832,487	27,584,000	54%
Less: Discounts and Pensioner Remissions	(4,502,912)	(8,708,900)	52%	(4,176,163)	(8,039,800)	52%	(111,467)	(227,600)	49%	(125,275)	(254,600)	49%	(90,007)	(188,900)	48%
	76,035,257	150,360,880	51%	39,009,795	78,512,700	50%	7,539,045	15,015,900	50%	14,743,937	29,455,180	50%	14,742,480	27,377,100	54%
Fees and Charges	11,744,107	28,430,039	41%	7,873,380	18,859,844	42%	2,823,057	6,965,405	38%	292,000	1,027,280	28%	955,670	1,577,510	61%
Interest Revenue	1,484,824	4,001,458	37%	491,243	1,478,500	33%	227,216	484,825	47%	209,992	555,631	38%	558,373	1,482,500	38%
Grants, Subsidies and Donations	4,929,732	12,191,642	40%	4,805,418	11,841,842	41%	78,277	350,000	22%	-	-	-	48,037	-	-
Sale of Developed Land Inventory	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	94,193,920	194,984,017	48%	52,179,836	110,692,686	47%	10,465,595	22,816,130	46%	15,245,929	31,038,091	49%	16,302,560	30,437,110	54%
Expenses															
Employee Costs	30,074,533	74,519,161	40%	23,295,115	58,681,694	40%	2,832,433	5,910,550	45%	2,257,419	5,084,006	44%	1,889,566	4,842,911	39%
Materials and Services	26,263,599	68,108,424	39%	16,039,853	39,340,824	41%	4,598,522	12,078,531	38%	2,558,065	7,774,774	33%	3,127,159	8,974,495	35%
Finance Costs	1,717,687	4,423,000	39%	625,341	1,581,593	40%	362,024	905,479	40%	635,916	1,692,942	38%	94,408	242,986	39%
Depreciation	19,853,448	47,648,274	42%	14,385,687	34,525,849	42%	709,318	1,702,363	42%	2,408,430	5,775,432	42%	2,352,013	5,644,830	42%
Total Recurrent Expenditure	77,939,267	194,758,859	40%	54,345,996	134,129,560	41%	8,272,297	20,596,923	40%	7,857,830	20,327,154	39%	7,463,144	19,705,222	38%
Operating Surplus	16,254,653	225,158		(2,166,160)	(23,436,874)		2,193,298	2,219,207		7,388,099	10,710,937		8,839,416	10,731,888	
Transfers to															
Restricted Capital Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NCP Transfers	(1)	-	-	(6,462,549)	(15,510,118)	-	205,272	492,655	-	2,857,156	6,857,177	-	3,400,120	8,160,286	-
Total Transfers	(1)	-	-	(6,462,549)	(15,510,118)	-	205,272	492,655	-	2,857,156	6,857,177	-	3,400,120	8,160,286	-
Movement in Unallocated Surplus	16,254,654	225,158		4,296,389	(7,926,756)		1,988,026	1,726,552		4,530,943	3,853,760		5,439,296	2,571,602	
Unallocated Surplus/(Deficit) brought forward	34,816,989	34,816,989		(16,837,177)	(16,837,177)		15,495,369	15,495,369		11,242,675	11,242,675		24,916,123	24,916,123	
Unallocated Surplus/(Deficit)	51,071,643	35,042,147		(12,540,788)	(24,763,933)		17,483,395	17,221,921		15,773,618	15,096,435		30,355,419	27,487,725	
Capital Activities															
Council's Capital Expenditure (Excludes Donated Assets)															
Council Expenditure on Non-Current Assets	29,511,183	111,807,842	26%	26,215,650	84,632,384	31%	920,078	5,428,206	17%	820,441	4,716,899	17%	1,555,014	17,030,353	9%
Loan Redemption	3,036,013	7,318,362	41%	1,788,508	4,321,833	41%	274,190	660,049	42%	840,013	2,018,214	42%	132,302	318,286	42%
Total Capital Expenditure	32,546,196	119,126,204	27%	28,004,158	88,954,217	31%	1,194,268	6,088,255	20%	1,660,454	6,735,113	25%	1,687,316	17,348,619	10%
Cash															
Opening balance	147,278,309	147,000,000													
Movement - increase/(decrease)	8,155,979	(43,032,101)													
Closing balance	155,434,288	103,967,899													

Further to the Financial Summary Report as at 2 December 2019, the following key features are highlighted.

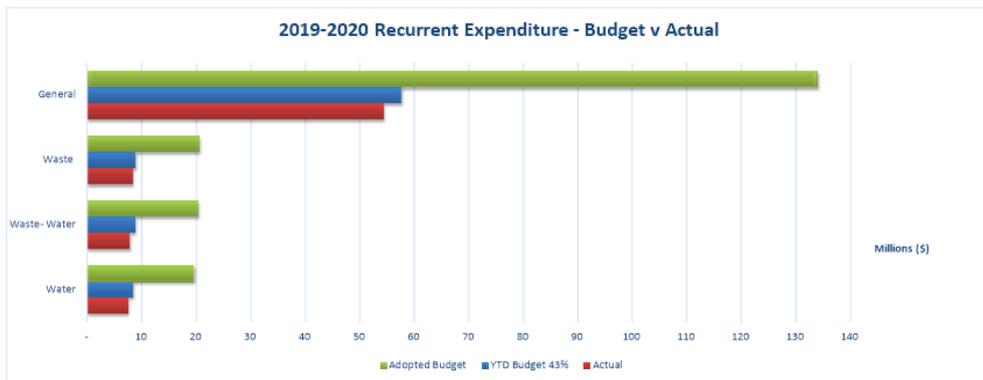
Recurrent Revenue

- Rates and Utility Charges for the first half year have been levied. Water consumption is higher than expected. Discount for prompt payment is higher than budget, which is consistent with the improved rate collection outcomes. These will be addressed in the pending budget review.
- Fees and charges are tracking slightly below budget. Waste and Wastewater fees are trending lower than expected. Water charges are tracking higher than budget, partly due to an increase in bulk water sales with the prolonged dry conditions. The budgets will be adjusted accordingly as part of the pending budget review.
- Interest Revenue is tracking below budget. There will be a reduction in the expected earnings from investments in the pending budget review due to contracting interest. Earnings across funds will vary with seasonal cashflow requirements.
- Grants, Subsidies and Donations are tracking slightly below the year-to-date budget. In the Waste fund, there will be a reduction in the budget of the expected income from recycling operations relating to a downturn in the glass market.



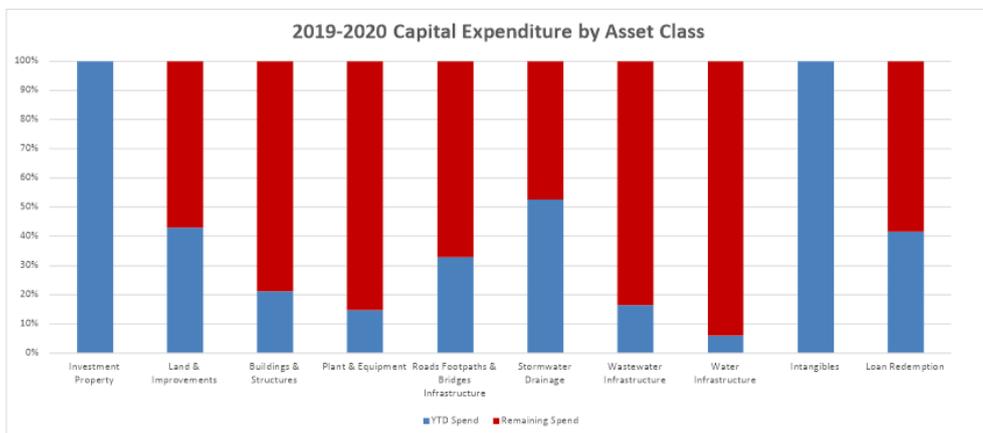
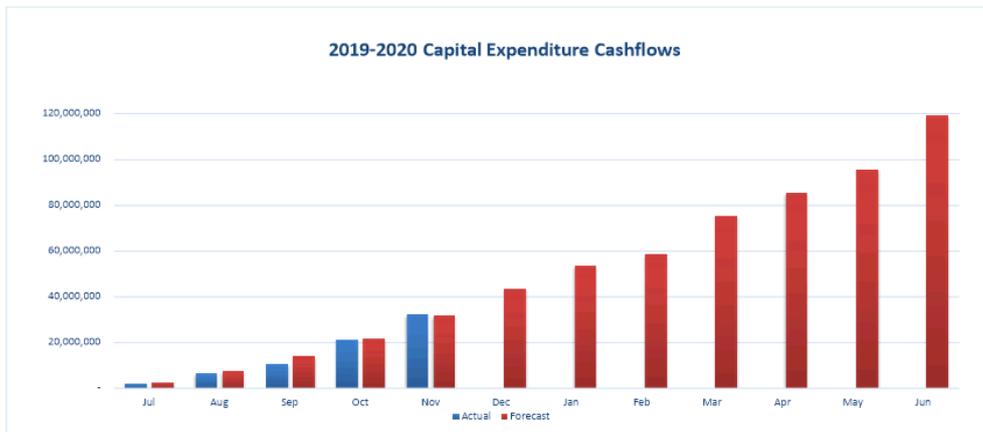
Recurrent Expenditure

- Employee Costs are tracking slightly below budget. This is expected with variations across the funds to be corrected with Christmas leave being taken and minor adjustments with the pending budget review.
- Finance Costs are tracking slightly less than the year-to-date budget. Finance costs include a provision for bad debts which may be realised later in the financial year.



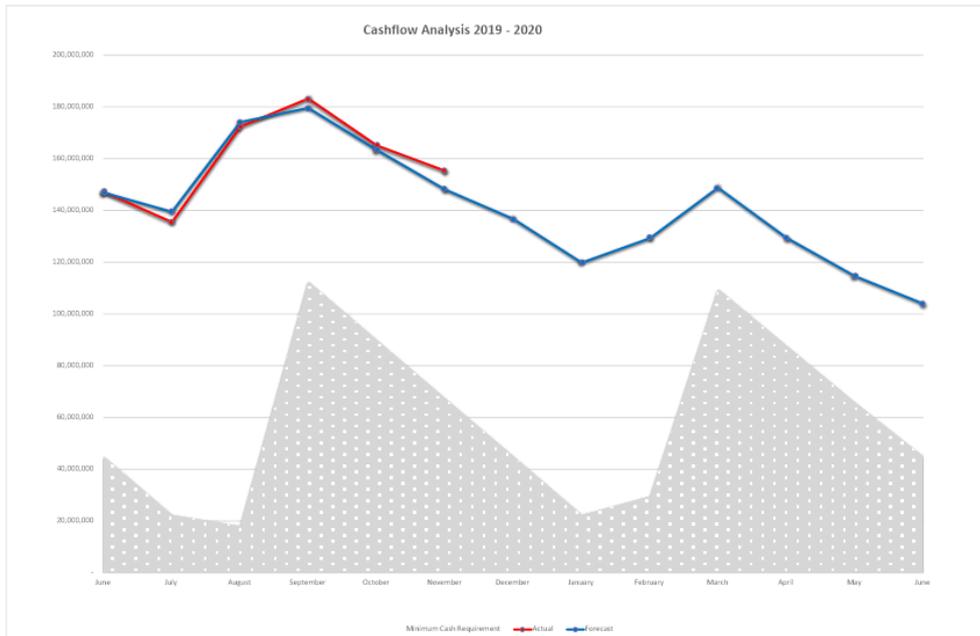
Capital Expenditure and Capital Grants

- Council has delivered 27% of this year's capital program at the reporting date in line with expectations.
- Significant projects currently underway include the Childers Swimming Pool, School Footpath Program, Verge Sealing Program, Bundaberg West Drainage Upgrade, Givelda Evacuation Route and St Agnes Bridge Rehabilitation Project.
- Capital grants are on track with all milestones having been met and any variations to funding agreements approved. Funding claims for Buss Street Upgrade, Givelda Evacuation Route and the Multiplex have been submitted and funding has been paid on the Hughes Road Extension. It's expected Council will receive the final 10% of the Works for Queensland Round 2 funding in the coming months.



Cash

- The cash balance as at 2 December 2019 was \$155.4 million, a decrease of \$9.8 million from the last report at 1 November 2019, reflecting the outlay on operations and capital works during the month.
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is shown below. The variation primarily relates to the timing in receipt of capital grants.



Rates Debtor

- Rates outstanding total \$5.6 million which is consistent with the rate debt outstanding this time last year. Council's debt recovery agent continues to work with property owners where suitable arrangements have not been made with Council.

Other Debtors

- Infringements outstanding total \$0.40 million with the number of infringements increasing slightly to 3,526. Infringements continue to be recovered via SPER.
- Sundry Debtors outstanding for more than 90 days total \$0.15 million across 54 accounts. Where appropriate, legal action has commenced on recovery of these debts.

**Item****17 December 2019****Item Number:**

G1

File Number:

RG-1-001

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Register of Delegations - Council to Chief Executive Officer

Report Author:

Christine Large, Chief Legal Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

Background:

There are many pieces of legislation that Council has an obligation to administer or enforce, either in whole or in part. It is usual practice for Councils to delegate some decisions to the Chief Executive Officer, and Bundaberg Regional Council is no different.

The power to make a decision under legislation may be given to the 'local government' or 'Council' or 'the entity' and it is expected that Council exercises the powers. However, where a power is given in this way, Council can delegate the powers to its Chief Executive Officer, except for powers that require a resolution by Council. The Chief Executive Officer may then further sub-delegate to other positions of Council, with the exception where legislation specifically prohibits this.

The process of Council delegating legislative powers to the Chief Executive Officer, or further sub-delegating to staff, allows staff to administer the legislative responsibilities and make efficient decisions without the need of a formal resolution of the Council. Without these delegations or sub-delegations, the Council would be required to consider many (minor) matters, and unnecessary delays in decision making may result if all decisions need to wait for the next Council meeting to consider, causing inefficiencies and delaying decisions for the community.

Historically, Council has utilised the service provided by the Local Government Association of Queensland (LGAQ), with the assistance of King & Company Solicitors, to develop a register to cover all possible delegations from Council to the Chief Executive Officer, and from Chief Executive Officer to employees or contractors. This is a service provided by the LGAQ to its member Councils across Queensland.

Section 257(5) of the *Local Government Act 2009* (the Act) requires Council to review all delegations to the Chief Executive Officer at least annually. LGAQ advises that their Register is usually updated by King & Company during the two major Queensland Parliamentary recesses (summer and winter) when they can be confident there will be no changes to Acts, thereby allowing a few weeks to work through the changes in the previous 6 months, with exceptions made for key legislation (i.e. *Local Government Act 2009*) when there are major or important amendments.

Governance and Legal 2018 review

In previous years, Council has adopted the delegation updates as they have been provided by LGAQ. In early 2018, Council's Chief Legal Officer identified some inconsistencies with the register provided by LGAQ and commenced a review of the complete delegations register.

As tabled to Council in a report in January 2019, this extensive independent review was undertaken by Council's Governance and Legal Services team to ensure appropriate delegable powers were included in Council's register. This involved reviewing the register provided by LGAQ and comparing it line by line with the Act or Regulation. This process was a thorough review of our delegations and took several months and some 220 combined hours of the Chief Legal Officer and Governance Officer's time, to complete the review.

Since this comprehensive review earlier in the year, the Governance and Legal Services team apply a similar review process each and every time when updates are provided by LGAQ – that is, each power included by LGAQ for delegation to the Chief Executive is checked against the relevant Act or Regulation to ensure it is a relevant and delegable power.

Current review and updates

LGAQ provided a further update to the delegable powers in October 2019 which has been reviewed by Governance and Legal Services, and these changes are presented now for Council's consideration.

In this review, LGAQ proposed a total of 210 new powers to be delegated, and following the officer's review, it is recommended Council delegate only 103 of these new powers to the Chief Executive Officer, which includes:

New registers:

- *Human Rights Act 2019* (this legislation commences 1 January 2020)
- *Rail Safety National Law (Queensland)*
- *Torres Strait Island Cultural Heritage Act 2003*

Repealed and replaced:

- *Environmental Protection (Water) Policy 2009* – this policy was repealed and replaced by the *Environmental Protection (Water and Wetland Biodiversity) Policy 2019*
- *Environmental Protection Regulation 2008* – this Regulation was repealed and replaced by the *Environmental Protection Regulation 2019*.

Deleted register:

- *Sustainable Planning Act 2009* – this Act was previously repealed and replaced by the *Planning Act 2016* however as there were applications still current under the repealed legislation, it remained in the register. These applications have now been finalised and the repealed Act can now be removed.

Changes of substance to existing registers:

- This includes deletion of powers, amendments to wording or new powers added to existing registers.

The proposed inclusions to the existing Register of Delegations are provided in the attached document.

Associated Person/Organization:

LGAQ

Consultation:

General Managers

Councillors

Chief Legal Officer's Comments:

The local government's powers are delegated in accordance with section 257 of the *Local Government Act 2009*.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

There appear to be no financial and resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

↓1 Delegations - Council to Chief Executive Officer

Recommendation:

Pursuant to section 257 of the *Local Government Act 2009*, the “Register of Delegations – Council to the Chief Executive Officer” be varied to reflect the new and changed powers as outlined in the report and the table as appended to the report.

REGISTER OF DELEGATIONS – COUNCIL TO CHIEF EXECUTIVE OFFICER

<i>Environmental Offsets Act 2014</i>					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as an administering agency, to impose an offset condition if the circumstances in sections 14 and 15 apply.	Sections 14 and 15		New
2.	Chief Executive Officer	Power to decide an application to remove duplicate conditions, make other amendments to the authority, and give notice of the decision.	Section 25A		Amended
3.	Chief Executive Officer	Power, as a relevant agency, to enter an environmental offset agreement.	Section 26		New
4.	Chief Executive Officer	Power, as a relevant agency, to enter another environmental offset agreement that varies, or terminates and replaces, an earlier environmental offset agreement.	Section 28		New
5.	Chief Executive Officer	Power, in the circumstance specified in subsection 35(1)(a), to give a compliance notice in relation to the terms of the environmental offset agreement.	Section 35		New
6.	Chief Executive Officer	Power, where Council has given a compliance notice and the person contravenes it by not doing something, to do the thing and recover any reasonable costs or expenses incurred in doing it as a debt.	Section 39		New

<i>Environmental Protection Act 1994</i>					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as a local government mentioned in section 320A(3)(a), to within 20 business days after becoming aware that the activity has been, or is being, carried out on land in its area, give the administering authority written notice.	Section 320DB(1)		Amended
2.	Chief Executive Officer	Power, as a local government mentioned in section 320A(3)(b), to within 24 hours after becoming aware of the event or the change in condition of the land give the administering authority written notice.	Section 320DB(2)		Amended
3.	Chief Executive Officer	Power, where the chief executive has delegated the powers as an administering authority to Council, to exercise those delegated powers.	Section 518(1)(a)(ii)		Amended

<i>Environmental Protection Regulation 2019</i>					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, where Council is a referral agency for a development application for a material change of use for a concurrence ERA to assess the development application against the matters stated in subsection (2)(a) to (c).	Section 21(4)		New
2.	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an environmentally relevant activity, other than a prescribed ERA to do those things required in subsections 35(1)(a) to 35(1)(e).	Section 35(1)		New

Environmental Protection Regulation 2019					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
3.	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to a prescribed ERA to do those things required in subsections 35(3)(a) and 35(3)(b).	Section 35(3)		New
4.	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose conditions about each of the matters listed in subsections 36(1)(a) to 36(1)(m).	Section 36(1)		New
5.	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity, to consider whether to impose monitoring conditions about the release of contaminants from the activity on the receiving environment.	Section 37		New
6.	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste to a wetland for treatment, to refuse to grant the application for a reason listed in subsection 40(2).	Section 40		New
7.	Chief Executive Officer	Power, as an administering authority making an environmental management decision relating to an activity that involves, or may involve, the release of water or waste directly to groundwater, to refuse to grant the application for a reason listed in subsection 40(2).	Section 41		New
8.	Chief Executive Officer	Power to apply to the administering executive for approval of a particular way of giving prescribed information to the administering authority under division 3 and to take all steps necessary to advance the application.	Section 92		New
9.	Chief Executive Officer	Power to apply to the administering executive for a consignment number for a load of trackable waste to be transported into Queensland and to take all steps necessary to advance the application.	Section 93		New
10.	Chief Executive Officer	Power to apply to the administering executive for an exemption for the transportation of trackable waste to which Chapter 5, Part 9 applies and to take all steps necessary to advance the application.	Section 94		New
11.	Chief Executive Officer	Power to give a written notice about the removal of general waste.	Section 105		New
12.	Chief Executive Officer	Power to give a written approval to the owner or occupier of relevant premises for depositing or disposing of general waste and to impose conditions on the approval.	Section 106		New
13.	Chief Executive Officer	Power to require the occupier of relevant premises where there is industrial waste to: (a) supply industrial waste containers; (b) keep the waste containers at a place at the premises that Council requires; and (c) keep each waste container clean and in good repair.	Section 107(1)		New
14.	Chief Executive Officer	Power, where the occupier does not supply the waste containers required under subsection 107(1)(a), to supply industrial waste containers.	Section 107(2)		New
15.	Chief Executive Officer	Power to require occupier of relevant premises where there is industrial waste, to treat the waste to the standard approved by Council for disposal of the waste at a waste facility.	Section 108		New

Environmental Protection Regulation 2019					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
16.	Chief Executive Officer	Power to administer and enforce those provisions of the Act devolved to Council under Chapter 8, Part 1.	Sections 130, 131, 132, 133, 134, 135 and 136		New
17.	Chief Executive Officer	Power, as an administering authority, to recover as a debt an unpaid fee under the Act.	Section 155		New
18.	Chief Executive Officer	Power, as an administering authority, to require by written notice the holder to pay the difference between the annual fee and the reduced annual fee.	Section 173(2)		New
19.	Chief Executive Officer	Power, as an administering authority, to recover as a debt from the holder of an environmental authority an unpaid supplementary annual fee for an amended environmental authority.	Section 174(3)		New
20.	Chief Executive Officer	Power, as an administering authority, to, by written notice, require the holder of an environmental authority for regulated waste transport to pay a supplementary annual fee and if unpaid, to recover the supplementary annual fee as a debt.	Section 175		New

Environmental Protection (Water and Wetland Biodiversity) Policy 2019					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as a recognised entity, in cooperation with the chief executive, to develop and implement a healthy waters management plan.	Section 16(2)		New

Human Rights Act 2019 (This legislation commences from 1 January 2020)					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as a party to a complaint, to seek the consent of the commissioner to be represented by another person.	Section 83(1)		New

Land Act 1994					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as part to a sublease, to give another party to the sublease a dispute notice and ask the responder to give information reasonably required for resolving the dispute.	Section 339F		Amended
2.	Chief Executive Officer	Power, as a party to a sublease who has received a dispute notice, to respond to the dispute notice and ask for further information reasonably required for resolving the dispute.	Section 339G(4)		New
3.	Chief Executive Officer	Power, as a party to a sublease and where the circumstances of section 339H(1) apply, to attempt to resolve the dispute by mediation.	Section 339H(2)		New
4.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to jointly appoint a mediator to mediate the dispute.	Section 339I(1)		New

Land Act 1994					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
5.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339I(2) apply, to request the prescribed dispute resolution entity to appoint a mediator to mediate the dispute.	Section 339I(2)		New
6.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to agree to a time for the mediation.	Section 339J(1)		New
7.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339J(2) apply, to request the prescribed dispute resolution entity to set a time for the mediation of the dispute.	Section 339J(2)		New
8.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute that is the subject of mediation, to participate in the mediation, agree to adjourn the mediation, and agree to a later time for the mediation.	Section 339K		New
9.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to jointly appoint an arbitrator to decide the dispute.	Section 339O(1)		New
10.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the circumstances of section 339O(2) apply, to request the prescribed dispute resolution entity to appoint an arbitrator to decide the dispute.	Section 339O(2)		New
11.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, and where the arbitrator has required, to give an appointed expert access to or copies of any relevant information, documents or other property.	Section 339R(1)(b)		New
12.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute, to request that an appointed expert participate in a hearing.	Section 339R(2)		New
13.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute that has been decided by arbitration, to apply to the Supreme Court to set aside the decision in certain circumstances.	Section 339T		New
14.	Chief Executive Officer	Power, as a party to a sublease and a party to a dispute that is the subject of arbitration, to pay Council's share of the arbitration costs or otherwise agree with the other parties to the dispute how the arbitration costs will be paid.	Section 339U		New
15.	Chief Executive Officer	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZG(1) apply, to give the chief executive written notice of the damage.	Section 431ZG		New
16.	Chief Executive Officer	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZH(1) apply, to enter a remediation agreement with the chief executive.	Section 431ZH(2)		New
17.	Chief Executive Officer	Power, as an interested person and owner of adjacent land, and where the circumstances of section 431ZH(1) apply and a remediation agreement has not been made, to apply to the court to decide what remediation action, if any, will be taken.	Section 431ZH(5)		New

Mineral and Energy Resources (Common Provisions) Act 2014

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as an eligible claimant, to give a conference election notice to the resource authority holder.	Section 83A(2)		New

Mineral and Energy Resources (Common Provisions) Act 2014					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
2.	Chief Executive Officer	Power, as a party to a conference with an authorised officer, to ask the other party for a longer period within which to hold the conference.	Section 83B(4)		New
3.	Chief Executive Officer	Power, as an eligible claimant, to give an ADR election notice.	Section 88(2)		Amended
4.	Chief Executive Officer	Power, upon receipt of an ADR election notice pursuant to section 88(2), to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.	Section 88(5)		New
5.	Chief Executive Officer	Power, as the party giving the ADR election notice and where the other party does not accept the type of ADR or ADR facilitator proposed in the notice, to obtain a decision from the Land Court or a prescribed ADR institute about the matter not accepted.	Section 88(6)		New
6.	Chief Executive Officer	Power, as a party to a dispute where a conduct and compensation agreement has not been entered, to give an arbitration election notice requesting the other party participate in an arbitration to decide the dispute.	Section 91A(2)		New
7.	Chief Executive Officer	Power, as a party given an arbitration election notice, to accept or refuse the request for arbitration.	Section 91A(4)		New
8.	Chief Executive Officer	Power, as a party to an arbitration, to jointly appoint the arbitrator proposed in the arbitration election notice or another arbitrator.	Section 91A(5)		New
9.	Chief Executive Officer	Power, as the party giving an arbitration election notice, to require a prescribed arbitration institute to appoint an arbitrator.	Section 91A(6)		New
10.	Chief Executive Officer	Power, as a party to an arbitration and where the circumstances of section 91E(2) apply, to agree with the other party about the payment of the fees and expenses of the arbitrator.	Section 91E(2)		New
11.	Chief Executive Officer	Power, as a party to an arbitration, to agree with the other party about the payment of each party's costs.	Section 91E(3)		New
12.	Chief Executive Officer	Power to apply to the Land Court for a declaration that all or part of the stated costs are payable under section 91.	Section 96B(1)(a)		New
13.	Chief Executive Officer	Power, as an eligible claimant, to apply to the Land Court for an order requiring payment of negotiation and preparation costs under section 91.	Section 96B(1)(b)		New

Mineral Resources Act 1989					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as an interested party, at any time before compensation is determined by agreement, to apply in writing to the Land Court to have the Land Court determine the amount of compensation.	Section 85(4)		Amended
2.	Chief Executive Officer	Power, as an owner of land the subject of an application to grant, renew or include the surface of restricted in a mining lease, to agree with the applicant for the lease about the amount of compensation to be paid to Council and to sign the agreement.	Sections 279(1)(a) and (3)		Amended
3.	Chief Executive Officer	Power, as a landowner to whom a water monitoring bore is being transferred, to consent to the transfer.	Section 334ZZO		New

Nature Conservation Act 1992					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as a landholder, to enter a conservation agreement with the Minister for a proposed special wildlife reserve.	Section 43B(1)		New
2.	Chief Executive Officer	Power, as a landholder, to agree with the Minister to amend a conservation agreement for a special wildlife reserve.	Section 43E(1)		New
3.	Chief Executive Officer	Power, as a landholder of land in a special wildlife reserve, to consent to the Minister giving a lease, agreement, licence, permit or other authority over or in relation to the land.	Section 43F(1)		New
4.	Chief Executive Officer	Power, as a landholder of land in a special wildlife reserve, to give a lease or sublease over the land, to obtain the consent of the chief executive for that lease or sublease.	Sections 43F(1)(c)		New
5.	Chief Executive Officer	Power, where a special wildlife reserve is declared over freehold land or land in a lease under the <i>Land Act 1994</i> , and Council intends, under the <i>Land Act 1994</i> to surrender all or part of the freehold land or lease, allow the lease to expire at the end of its term or transfer the lease, to obtain the chief executive's written consent.	Section 43L		New
6.	Chief Executive Officer	Power, as a landholder of land in a special wildlife reserve, to prepare an amended management program for the reserve and give it to the chief executive for approval.	Section 120EF(1)		New
7.	Chief Executive Officer	Power, as a landholder of land in a special wildlife reserve, to jointly review the management program for the reserve with the chief executive, and agree to prepare an amended management program under section 120EF or leave the management program unchanged.	Section 120GA		New

Planning and Environment Court Act 2016					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as a party to a P&E Court proceeding, to agree to the ADR registrar or mediator disclosing information acquired as part of the ADR process.	Section 21(2)(a)		Amended

Rail Safety National Law (Queensland)					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF DELEGATION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as a road manager, to enter an interface agreement.	Section 105(2)(a)		New
2.	Chief Executive Officer	Power, as a road manager of a public road, to identify and assess, so far as is reasonably practicable, risks to safety from the existence or use of any rail or road crossing that is part of the road infrastructure because of the circumstances listed in subsection 107(2)(a)(i) and 107(2)(a)(ii).	Section 107(2)(a)		New
3.	Chief Executive Officer	Power, as a road manager of a public road, to determine measures to manage, so far as is reasonably practicable, the risks identified pursuant to section 107(2)(a).	Section 107(2)(b)		New
4.	Chief Executive Officer	Power, as a road manager of a public road, for the purposes of managing risks identified under section 107(2)(a), to seek to enter an interface agreement with the rail infrastructure manager of the rail infrastructure.	Section 107(2)(c)		New

Rail Safety National Law (Queensland)					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF DELEGATION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
5.	Chief Executive Officer	Power, as a road manager of a private road given a written notice under section 108(1)(c)(i), to identify and assess, so far as is reasonably practicable, risks to safety from the existence or use of any rail or road crossing that is part of the road infrastructure of the road because of, or partly because of, railway operations.	Section 108(2)(a)		New
6.	Chief Executive Officer	Power, as a road manager of a private road given a written notice under section 108(1)(c)(i), to determine measures to manage, so far as is reasonably practicable, risks identified pursuant to section 108(2)(a).	Section 108(2)(b)		New
7.	Chief Executive Officer	Power, as a road manager of a private road given a written notice under section 108(1)(c)(i), to enter into an interface agreement with the rail infrastructure manager to manage risks identified pursuant to section 108(2)(a).	Section 108(2)(c)		New
8.	Chief Executive Officer	Power, if an eligible person, to apply for a review of a reviewable decision.	Section 216		New
9.	Chief Executive Officer	Power, if an eligible person, to apply to the Court against: (a) a reviewable decision made by the Regulator; or (b) a decision made, or taken to have been made, by the Regulator under section 216 in respect of a reviewable decision.	Section 217		New

Torres Strait Islander Cultural Heritage Act 2003					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power to object to the Land Court to: (a) the chief executive's recording in the register of the findings of a cultural heritage study; and (b) the chief executive's refusal to record in the register the findings of a cultural heritage study.	Section 76		New

Waste Reduction and Recycling Act 2011					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power to make an exempt waste application to the chief executive.	Section 28		New
2.	Chief Executive Officer	Power to provide further information or documents for an exempt waste application if required by the chief executive.	Section 29		New
3.	Chief Executive Officer	Power to agree with the chief executive about extending the time for providing further information or documents for an exempt waste application.	Section 29(2)		New
4.	Chief Executive Officer	Power, as the holder of an approval of waste as exempt waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.	Section 33		New
5.	Chief Executive Officer	Power, as the holder of an approval of waste as exempt waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.	Section 34(3)(e)		New

Waste Reduction and Recycling Act 2011					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
6.	Chief Executive Officer	Power to agree with the chief executive about extending the time for providing further information or documents for a waste residue discounting application.	Section 45(2)		New
7.	Chief Executive Officer	Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to request an amendment of the approval, and agree with the chief executive to the amendment of the approval.	Section 49		New
8.	Chief Executive Officer	Power, as the holder of an approval of a discounted rate for the waste levy for residue waste, to make submissions in response to a notice from the chief executive about cancelling or amending the approval.	Section 50(3)(e)		New
9.	Chief Executive Officer	Power, as the operator of a waste disposal site, to agree with the chief executive about an alternative way to measure and record the waste.	Section 60(3)		New
10.	Chief Executive Officer	Power, as the operator of a levyable waste disposal site, to apply to the chief executive to enter a waste levy instalment agreement, and enter the agreement.	Section 72C		New
11.	Chief Executive Officer	Power, as the operator of a levyable waste disposal site, to apply to the chief executive for an amendment of a waste levy instalment agreement, and enter the amendment agreement.	Section 72D		New
12.	Chief Executive Officer	Power, as the operator of a levyable waste disposal site, to apply to the chief executive for an extension of time to pay a waste levy amount.	Section 72G		New
13.	Chief Executive Officer	Power, as the operator of a levyable waste disposal site, to apply to the chief executive for an extension of time to submit a waste data return and pay a waste levy amount.	Section 72H		New
14.	Chief Executive Officer	Power, as the operator of a levyable waste disposal site where the chief executive has decided an estimated waste levy amount under section 72J, to adjust the waste levy amount payable if a different amount is decided under a review of the chief executive's decision on the estimated waste levy amount.	Section 72J(3)(c)		New
15.	Chief Executive Officer	Power, as the operator or former operator of a waste disposal site who is eligible for a bad debt credit, to apply to the chief executive for relief.	Section 72L		New
16.	Chief Executive Officer	Power to agree with the chief executive about extending the time for providing the further information or documents.	Section 72M(2)		New
17.	Chief Executive Officer	Power, as the operator of a waste disposal site, to declare an area within the site as a resource recovery area by giving the chief executive notice of a proposed resource recovery area.	Sections 72R and 72S		New
18.	Chief Executive Officer	Power, as the operator of a waste disposal site with a resource recovery area, to amend the declaration as a resource recovery area by giving the chief executive notice of the proposed amendment.	Section 72U		New
19.	Chief Executive Officer	Power, as the operator of a waste disposal site with a resource recovery area, to cancel the declaration as a resource recovery area by giving the chief executive notice of the proposed cancellation.	Section 72V		New

Waste Reduction and Recycling Act 2011					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
20.	Chief Executive Officer	Power, as the operator of a waste disposal site that has declared a resource recovery area and there is a change to the physical barrier or points of access for the resource recovery area that does not change the boundaries of the area, to amend the plan of the waste disposal site, and give the chief executive notice and a copy of the amended plan.	Section 73C(2)		New
21.	Chief Executive Officer	Power, as an operator of a levyable waste disposable site, to apply to the chief executive for an exemption during the transition period from the requirements of section 57.	Section 317(2)		New
22.	Chief Executive Officer	Power, as an operator of a levyable waste disposable site in the waste levy zone, to carry out a volumetric survey, ensure a volumetric survey is carried out, give a copy of the results of the volumetric survey to the chief executive, and keep a copy of the results as required by section 323.	Section 323		New
23.	Chief Executive Officer	Power, as an operator of a small site, to give the chief executive written notice of a proposed alternative methodology for measuring and recording waste at the site and implement that alternative methodology. NOTE: this section only applies until 30 June 2021.	Section 325		New

Water Act 2000					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power, as the holder of a resource operations licence in the circumstances listed in subsection (4), to ask the chief executive to refer the proposed change to the rules to a referral panel.	Section 183(6)		Amended
2.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425, to give the other party and the chief executive a conference election notice.	Section 426(2)(a)		Amended
3.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425, to give the other party an ADR election notice.	Section 426(2)(b)		New
4.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 who is given an ADR election notice, to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.	Section 426(6)		New
5.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 who has given an ADR election notice and where the party given the ADR election notice has not accepted the type of ADR or ADR facilitator under section 426(6), to make another proposal, or obtain a decision from the Land Court or prescribed ADR institute about the matter not accepted, and, for a decision from the Land Court or prescribed ADR institute, give the other party notice of the decision.	Sections 426(7) and 426(8)		New
6.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 and where a conference election notice or an ADR election notice has been given, to ask for and agree to a longer period to apply instead of the usual period	Section 427(3)		Amended
7.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 where a conference election notice or ADR election notice has been given and the dispute has not resolved by the end of the period under section 427(2) or (4), to give an arbitration election notice.	Section 433A(2)		New

Water Act 2000					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
8.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 and where an arbitration election notice has been given, to accept or refuse the request for arbitration.	Section 433A(4)		New
9.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 and where an arbitration election notice has been given, to jointly appoint an arbitrator.	Section 433A(5)		New
10.	Chief Executive Officer	Power, as a party to a dispute referred to in section 425 that is the subject of arbitration, to pay the fees and expenses of the arbitrator as required by section 433E.	Section 433E		New

Water Supply (Safety and Reliability) Act 2008					
NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	ADOPTED BY COUNCIL	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power to give notice of the making or amendment of a declaration under section 161 of the <i>Water Supply (Safety and Reliability) Act 2008</i> , to make the notice available for inspection and purchase, and to give the regulator a copy of the notice.	Section 162		Amended

**Item****17 December 2019****Item Number:**

G2

File Number:

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Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Council Policy Review - Acceptable Requests Guidelines Policy

Report Author:

Christine Large, Chief Legal Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus
 - 3.2.3 Administer statutory compliant governance operations incorporating insurance; risk management; property management and Council policies and procedures.

Background:

Council previously adopted the Acceptable Requests Guideline Policy in April 2019 where minor changes were made to provide clarity when requests for advice or information were made by Councillors to Council staff.

Since this time, further amendments have been made to the *Local Government Act 2009* (Act) including:

- Expanded Councillor rights to access Council information; and
- Changes to Mayoral power to direct the Chief Executive Officer only.

The changes came in force on 18 November 2019 and are now applied to the policy, which requires a resolution by Council, pursuant to section 170A(7) of the Act.

The revised policy has been updated to reflect this change and is provided for Council's approval.

Associated Person/Organization:

Nil

Consultation:

Manager People, Culture & Safety

Bundaberg Regional Council Joint Consultative Committee

Chief Legal Officer's Comments:

The policy is in accordance with legislation and best practice guidelines.

Policy Implications:

The policy will be adopted and further implemented within Council.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓1](#) CP-3-018 Acceptable Requests Guidelines Policy

Recommendation:

That Council:

- 1. Rescind CP-3-018 Acceptable Requests Guidelines Policy, version 3.**
- 2. Adopt CP-3-018 Acceptable Requests Guidelines Policy, version 4.**



Acceptable Requests Guidelines Policy

HEAD OF POWER

- *Local Government Act 2009*, section 170A

INTENT

The purpose of this policy is to provide guidelines for Councillors pursuant to section 170A of the *Local Government Act 2009* (the Act).

SCOPE

This policy applies to all staff and Councillors.

DEFINITIONS

Advice means advice to assist the councillor to carry out his or her responsibilities under the Act.

An example: can you explain this financial statement? What does this strategy achieve?

Customer Request Management (CRM) means Council's electronic database for recording customer requests for service, i.e. requests to repair a road or information about hiring a Council facility.

Information means as defined in section 170A of the Act, the information the local government has access to, relating to the local government. This does not apply to information:

- That is a record of the conduct tribunal; or
- That was a record of a former conduct review body; or
- If disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal; or
- That would be privileged from production in a legal proceeding on the ground of legal professional privilege.

An example: how many trainees does Council employ? When is the project due to commence?

POLICY STATEMENT

- In accordance with section 170A of the Act, a Councillor may ask for advice or information in accordance with this policy. A request is of no effect if the request does not comply with these guidelines.
- A request for advice or information in accordance with this policy does not apply to:
 - The Mayor; or
 - The chairperson or a committee of Council if the request relates to the role of the chairperson¹.

¹ Section 170A((6) of the *Local Government Act 2009*

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Acceptable Requests Guidelines Policy

3. The Mayor may give a direction to the Chief Executive Officer² however must not be inconsistent with a resolution or a document adopted by resolution of Council. No Councillor, including the Mayor, can give a direction to any other employee.
4. The Chief Executive Officer must keep a record and make available to Council each direction given by the Mayor³.
5. Customer requests for service should be directed through Council's CRM system for appropriate recording purposes and to be allocated to the responsible department for investigation and/or action. The department will liaise directly with the customer and provide any feedback if required. This policy does not apply to customer requests for service.
6. All requests must be made in a respectful manner to the relevant person.
7. A Councillor may ask any employee to provide advice to assist the Councillor to carry out his or her responsibilities under the Act⁴.
8. A Councillor may ask the Chief Executive Officer to provide information, that Council has access to, relating to the local government⁵.
9. If the advice or information requested under item (7) or (8) above relates to a document, the Chief Executive Officer must comply with a request:
 - (a) within 10 business days after receiving the request; or
 - (b) if the Chief Executive Officer reasonably believes it is not practicable to comply with the request within 10 business days, i.e. the request may impact adversely on current staff workload – within 20 business days after receiving the request⁶.

If the Chief Executive forms the belief mentioned above in (9)(b), the Chief Executive Officer must give the Councillor notice about the belief and the reasons for the belief within 10 business days after receiving the request⁷.
10. Where appropriate, a response to a Councillor request for information or document should be provided to **all** Councillors. This ensures transparency of information provided to the requesting Councillor, is given to all Councillors.
11. If an employee is contacted by a Councillor requesting advice that is not in accordance with this policy, the employee should advise the Chief Executive Officer as soon as practical providing the nature of the request and any advice given.
12. Unless the information is generally in the public domain, any information or advice a Councillor receives pursuant to this policy is subject to section 171 and 171A of Act, Councillor Code of Conduct Policy and Councillor Use of Confidential Information Policy.

² Section 170(1) of the *Local Government Act 2009*

³ Section 170(4) of the *Local Government Act 2009*

⁴ Section 170A(1) of the *Local Government Act 2009*

⁵ Section 170A(2) of the *Local Government Act 2009*

⁶ Section 170A(9) of the *Local Government Act 2009*

⁷ Section 170A(10) of the *Local Government Act 2009*

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Acceptable Requests Guidelines Policy

13. Councillors must not request information that cannot be lawfully disclosed such as information under the *Crime and Corruption Act 2001* or the *Public Interest Disclosure Act 2010* or information that is subject to legal professional privilege.
14. Breaches of this policy will be addressed in accordance with the Act.
15. For clarity, a request for information which is in the public domain will not be considered a request for information under this policy.

ASSOCIATED DOCUMENTS

- Councillor Code of Conduct Policy
- Councillor Use of Confidential Information Policy
- Employee Code of Conduct Policy

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in legislation or best practice.

POLICY OWNER

The Executive Officer, Communications is the responsible person for this policy.

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Policy No. CP-3-018

Adopted/Effective Date: 17/12/19 Version: 4

Responsible Department: Communications

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**Item****17 December 2019****Item Number:**

G3

File Number:

.

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Council Policy Review - Employee Code of Conduct

Report Author:

Christine Large, Chief Legal Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus
 - 3.2.3 Administer statutory compliant governance operations incorporating insurance;
 risk management; property management and Council policies and procedures.

Background:

This policy is the final to be reviewed from the original suite of policies which commenced in 2018.

During this review, it was considered appropriate to create a separate Employee Code of Conduct Policy, and the Employee Code of Conduct (the Code) would contain the detailed information for employees.

An extensive review to update the information in the Code has occurred and consultation with Council's Joint Consultative Committee (JCC) has been undertaken.

Feedback received from union representatives and staff was considered and included where appropriate.

Whilst formal adoption of the Policy is required, the Code is provided to Council for information and future changes will be approved by Council's Chief Executive Officer, in consultation with the JCC if necessary.

The revised policy has been updated to reflect this change and is provided for Council's approval.

Associated Person/Organization:

Nil.

Consultation:

Manager People, Culture & Safety

Bundaberg Regional Council Joint Consultative Committee

Chief Legal Officer's Comments:

The policy is in accordance with legislation and best practice guidelines.

Policy Implications:

The policy will be adopted and further implemented within Council.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

- ↓1 CP-3-021 Employee Code of Conduct Policy
- ↓2 Employee Code of Conduct

Recommendation:

That Council:

- 1. Rescind GP-3-031 Employee Code of Conduct, version 6.3; and**
- 2. Adopt CP-3-021 Employee Code of Conduct Policy, version 1.**



Employee Code of Conduct Policy

HEAD OF POWER

- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*

INTENT

The purpose of this policy is to provide the basis on which Council's Employee Code of Conduct ("Code") is developed and maintained. This policy provides the Chief Executive Officer with the authority to approve the Code as and when required.

SCOPE

This policy applies to all employees Council. The Code forms part of this policy.

POLICY STATEMENT

1. Council is committed to instilling an organisational culture which aligns with its values and embeds ethical behaviour by all employees at all times. Central to this approach are the local government principles, which are defined within the *Local Government Act 2009*, and the ethics principles contained within the *Public Sector Ethics Act 1994*.

Through Council operating in an open, accountable, ethical and transparent way, public confidence in Council and its employees is built and maintained.

2. **Employee Code of Conduct**

To ensure that all employees are aware of their ethical conduct requirements and standards, and in accordance with Council legislative obligations, Council's Code provides guidance and direction. The Code is not intended to be an exhaustive list of conduct standards, however provides employees with clear expectation on how they should act, how they should resolve ethical dilemmas and provides an indication on what unethical behaviours may look like.

3. **Review of the Code**

Maintaining an up-to-date Code is essential to ensure that ethical conduct expectations of Council employees remains current. Council will undertake regular reviews of the Code, with the Chief Executive Officer approving any updates, and will ensure that all employees are made aware of the updated Code in accordance with this policy.

4. **Awareness and training**

Council will provide all employees with training in relation to the Code and how to apply ethical decision making. This training will occur when new employees start their employment with Council, then at regular intervals through an employee's time with Council and at any time where the Code is updated.

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Policy No. CP-3-021

Adopted/Effective Date: 17/12/19 Version: 1

Responsible Department: Organisational Services

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Employee Code of Conduct Policy

Along with the training, all employees have access to the Code through new employee induction packs and are provided with a hard copy of the Code when they undertake training. An electronic copy of the Code is maintained and is available for all employees to access via Council's intranet. Employees may also request a copy of the Code through either their direct supervisor/manager or through the Human Resources Operations team

ASSOCIATED DOCUMENTS

- Employee Code of Conduct

DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

The Manager People, Safety and Culture is the responsible person for this policy.

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Policy No. CP-3-021

Adopted/Effective Date: 17/12/19 Version: 1

Responsible Department: Organisational Services

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- Building Australia's best regional community



Employee Code of Conduct

1300 883 699

bundaberg.qld.gov.au



Message from the Chief Executive Officer

The Employee Code of Conduct ("Code") sets out the expected standards and behaviours for all employees undertaking work for Council.

The Code sets a high standard for all employees, reflecting our community's expectations on our organisation.

By consistently applying the Code, we enhance public trust and confidence in Council and its employee.

The Code, along with Council's Values, provides guidance to help employees operate in a manner which is open, transparent, accountable and supportive of good decision-making.

A guide to ethical decision making is included in Appendix A to help decision making on situations which are not covered within this Code.

Council's commitment to the Code remains consistent even in times of change.

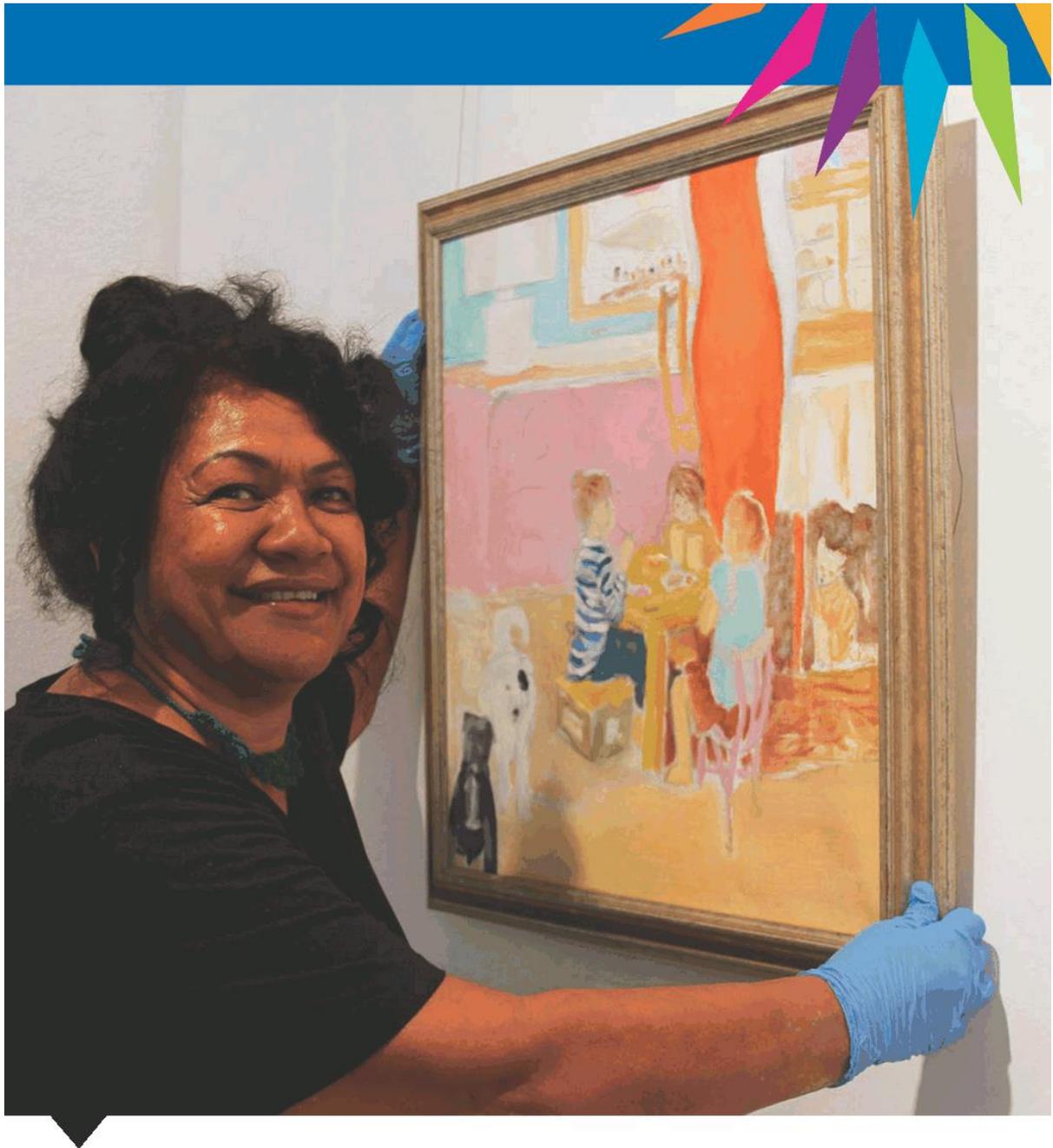
It is our view that employees acting in good faith and in keeping with this Code will produce better outcomes for our community resulting in a Council which the community can be proud of.

Steve Johnston
Chief Executive Officer



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Introduction

Why do we need the code?

1.0 Introduction

Council conducts its business with integrity, honesty and fairness; in a manner which is compliant with all relevant laws, regulations, codes and corporate standards. Everyone working for Council must follow the highest standards of behaviour when dealing with customers and each other.

1.1 Using the code

The Code describes how we will conduct ourselves in delivering services to our community.

A strong ethical culture is led from the front, with our Chief Executive Officer (CEO) and Executive Leadership Team (ELT) setting the standards and leading by example.

To assist understanding of the standards and expected behaviours, examples of unacceptable conduct are provided throughout the Code. These examples are not an exhaustive list and are only intended to provide a guide.



The examples are highlighted by this symbol

1.2 Responsibilities

All employees

Council employees take personal responsibility to uphold the Code and to demonstrate the principles and standards of behaviour contained in it.

Chief Executive Officer and Executive Leadership Team

Council's CEO and ELT accept the responsibility to visibly demonstrate and uphold the principles and values contained in the Code. The CEO and ELT's role is to build and maintain an organisational culture that values high ethical standards, and ensures good decision-making throughout the organisation.

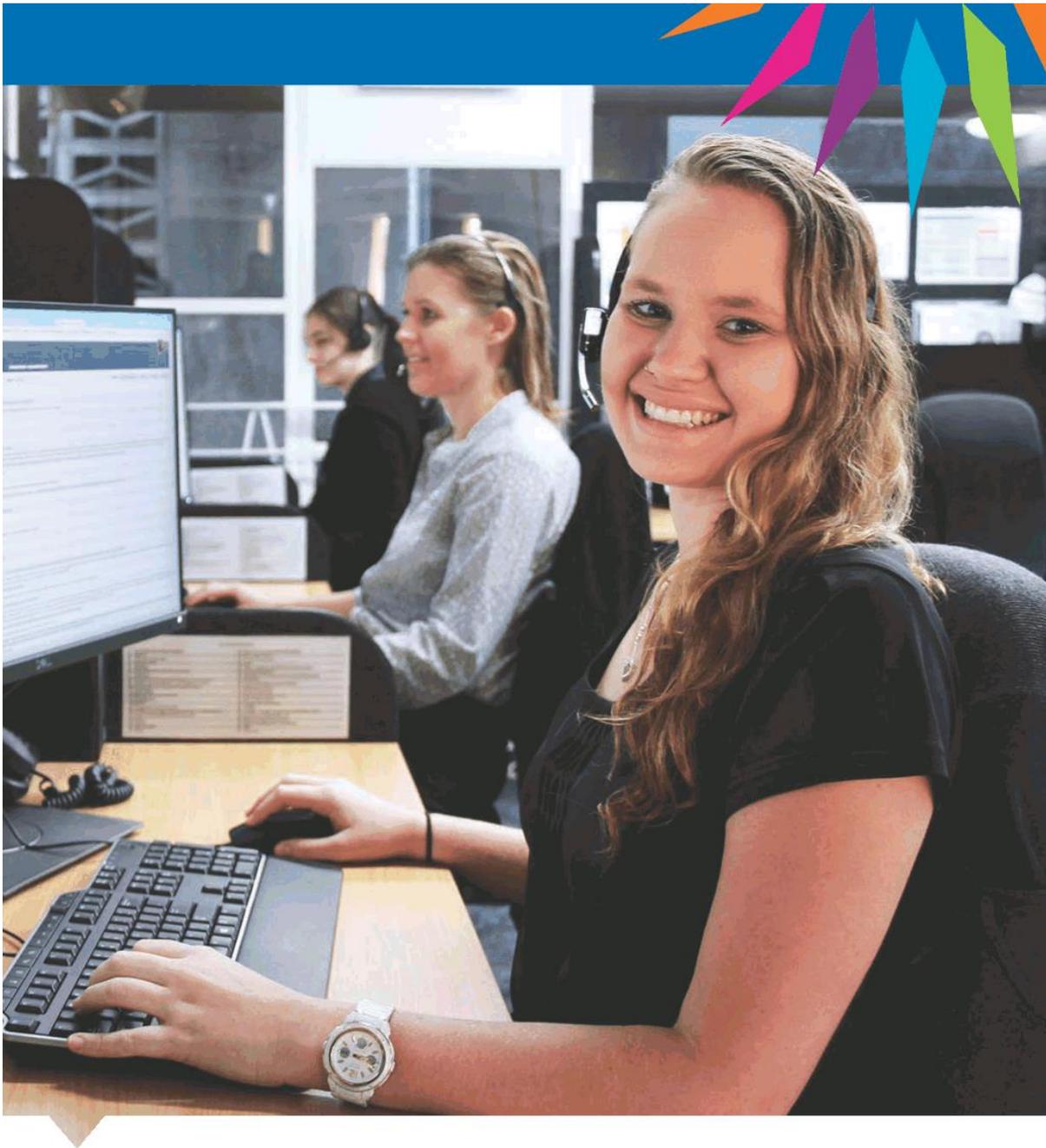
To ensure that a strong ethical culture is built and maintained, Council's CEO and ELT provide access to information and training on the operation of this Code and in good decision-making. This information and training supports the Code to become more meaningful for all employees and embeds the Code into everything we do.

Managers and Supervisors

Managers and Supervisors support the Code through leading by example and addressing behaviours and actions which may not be aligned with it.

Managers and Supervisors have the ability to influence others, by way of their actions, to align their actions with the Code, and ensure there is a high level of understanding of the Code by the employees within their areas of control.

Managers and Supervisors recognise the importance of employee training, in relation to the Code, and as such ensure all employees undergo the relevant training and maintain a current knowledge of the Code.



Principles & Corporate Values

What are our ethics?

2.0 Principles and Corporate Values

The Code contains the ethical principles and Council's Corporate Values which provide clear direction on how all employees within Council undertake their responsibilities to deliver exceptional services to our community.

The ethical principles are provided for within:

a) The Public Sector Ethics Act 1994.

The four (4) principles are:

1. Integrity and impartiality;
2. Promoting the public good;
3. Commitment to the system of government; and
4. Accountability and transparency.

b) The Local Government Act 2009

The local government principles:

1. Transparent and effective processes and decision making in the public interest;
2. Sustainable development and management of assets and infrastructure and delivery of effective services;
3. Democratic representation, social inclusion and meaningful community engagement;
4. Good governance of and by local government; and
5. Ethical and legal behaviour of Councillors and local government employees.

These legislated principles, together with Council's Corporate Values, form the basis of this Code. They apply to all employees and guide our thinking, actions and decision-making.

Our corporate values



Communication and leadership

Inspire and actively support the Council, our colleagues and our community to excel.



Sustainability

Engage with stakeholders in making decisions that will protect and enhance our community's future.



Team work

Connect passion with purpose in working as one team with one vision.



Customer focus

Foster a 'can do' attitude committed to meeting the needs of all customers.



Respect

Act ethically, honestly, respectfully in building complete trust and confidence.



Innovation

Embracing new ideas and new technologies to continually adapt and improve.



Safety and wellbeing

Ensure safety and wellbeing for every one through safe work practices, vigilance and awareness.



Our Corporate Values underpin everything we do, and guide our actions and behaviours at all times. The ethics principles and standards of behaviour can be summarised as per the table below:

Ethics Principles	Integrity and impartiality	Promoting the public good	Commitment to the system of government	Accountability and transparency
	<i>Actions which are honest, fair, respectful and unbiased.</i>	<i>Achieving outcomes that benefit the whole community</i>	<i>Upholding the law and the systems of government</i>	<i>Ethical and clear decision making</i>
Values	 Communication and leadership	 Sustainability	 Teamwork	 Customer focus
	 Respect	 Innovation		 Safety and wellbeing
	Commitment to high ethical standards & honesty	Fair procurement processes	Act within the law	Excellence in customer service
	Respectful behaviour towards others	Respect others intellectual property	Not engage in fraud or corrupt conduct	Apply diligence, care and attention
	Support a non-discriminatory and harassment free workplace	Protect our natural environment	Maintain appropriate relationships with Councillors	Value the recruitment process
	Deal with conflicts of interest proactively	Efficient and effective use of Council assets	Act in accordance with delegations	Accountable for the use of public money
	Good decision-making	Raise concerns and report inappropriate conduct	Maintain privacy and confidentiality	Commitment to the role
	Make appropriate public comments on Council business			Take responsibility for self-development
	Freedom to engage in external activities			Value the safety of self and others
				Not seek personal benefit
				Keep accurate and complete records

Standards of Conduct



Your conduct

How should you act?

8

3.0 Your Conduct

3.1 Integrity and impartiality

In recognition that public office involves public trust, all employees must seek to promote public confidence in the integrity of Council by:

- a. Being committed to the highest ethical standards; and
- b. Accepting and valuing their duty to provide advice which is objective; and independent, apolitical and impartial; and
- c. Showing respect towards all persons, including other employees, clients and the general public; and
- d. Acknowledging the importance of the public interest and undertaking to resolve any conflict of interest issue, real or perceived, in favour of the public interest; and
- e. Being committed to honest, fair and respectful engagement with the community.

3.1.1 Standard of Conduct

a) Commitment to high ethical standards and honesty

As an employee of Council you must ensure that your conduct meets the highest ethical standard at all times. You will do this through:

- (i) Ensuring you remain objective, independent, apolitical and impartial;
- (ii) Ensuring your decision making is ethical;
- (iii) Engaging with all stakeholders in a manner that is consultative, respectful and fair;
- (iv) Meet your obligations to report suspected wrongdoing, including behaviours and actions which are not aligned with this Code; and

(v) Avoiding behaviours which could be perceived as dishonest, including but not limited to:

- a. *Conspiring with others, whether inside or outside the Council to gain a benefit.*
- b. *Misuse or falsification of Council expense, including expenses incurred on corporate purchase card, fuel card or a business account.*
- c. *Unauthorised, concealed or other inappropriate use of Council assets, services or resources.*
- d. *Creation or use of false or misleading documents, timesheets, records, tapes, computer data, electronic mail, voice media or information of any kind.*
- e. *Unauthorised deletion of any Council record and/or document.*
- f. *Intentional violation of Local Laws, internal controls, regulations or procedures, including sabotage.*



Examples of inappropriate conduct

- You have a fuel card for your Council vehicle. In between pays your private vehicle needs petrol. You figure that you can use the fuel card and just repay Council from your next pay.
- While working with a member of the public, you provide them with the wrong advice in an email. You realise your error and try to delete any copies of the email from Council's systems.
- One of your family members need to move house. You use your Council provided work ute to help them move.

b) Respectful behaviour towards others

You must treat others with trust, respect, honesty, fairness, sensitivity and dignity at all times.

This relates to all people who you deal with; from other employees to labour hire staff or consultants, to members of the public, to your manager/supervisor, to Councillors.

If you supervise or manage other employees, you have a special responsibility to model this kind of behaviour and ensure the people who you supervise understand the standard of performance and behaviours expected of them.

You must not behave towards other people in a way that could be perceived as intimidating, bullying or discriminatory.

c) Supporting a non-discriminatory and harassment free workplace

It is expected that you eliminate discrimination and harassment within our workplace through accommodating and respecting different opinions, perspectives and cultures, and proactively speaking up against any behaviours or actions which may be discriminatory and harassing.

Your behaviour and actions must not be intimidating, harassing, or bullying; or be behaviours and actions which could reasonably be perceived to be intimidating, harassing or bullying.

Council has a number of policies and procedures dealing with harassment and bullying which help you to understand and meet your responsibilities in this respect.

**Examples of inappropriate conduct**

- Yelling and/or swearing at a co-worker, manager/supervisor or member of the community.
- Withholding information which is critical to the function of another employee.
- Spreading rumours or innuendos about another employee, either verbally or in writing.
- Being intolerant or dismissive of the views held by others which may be different to your own.

**Examples of inappropriate conduct**

- You repeatedly threaten another employee with physical harm if they don't start doing the work the way you want it to be done.
- You continually make jokes and derogatory comments about another worker.
- You and your workmates continually and intentionally ignore and exclude one of the team.
- You make sexual or suggestive comments, or tell sexual or suggestive jokes in the workplace.



d) Dealing with conflicts of interest proactively

Before making decisions, if you believe you have a conflict of interest, whether real or perceived, that could affect your objectivity then you must inform your supervisor/manager promptly. Until the conflict, real or perceived, is resolved, you must not be part of any decision-making processes related to the matter.

Examples of where a conflict of interest, whether real or perceived, may arise include, but are not limited to:

- (i) A conflict between your official duties and responsibilities in Council and your private interests and activities, e.g. involvement in sporting or community clubs.
- (ii) A conflict from avoiding personal losses as well as gaining potential personal advantage whether financial or otherwise to yourself, relatives and friends, resulting from your official duties and responsibilities in Council.

Council’s policy on conflict of interest will provide further information.



Examples of inappropriate conduct

- In your role within the Rates section of Council you become aware of a property being sold for recovery of non-payment of rates. You contact the owner of the property to make a private offer before the property has been publicly offered for sale.
- Your neighbour is a consultant. You let them know that you are going to market to engage a consultancy in their area of expertise and let them know the tender criteria before the tender is released. You then select your neighbour as the preferred tenderer and engage their services.
- You are participating in a recruitment selection panel for you work area. You see that one of the applicants is your cousin, however you do not advise the recruitment selection panel chairperson or complete a conflict of interest declaration.





e) Good decision-making

You must not improperly influence any person to try to obtain any advantage or favours. All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping and showing how decisions are made.



Examples of inappropriate conduct

- A supervisor in your team is recruiting for a new Administration Officer. Your sister is looking for work so you speak to your supervisor, offering them a couple of days off without loss of pay if they employ her.
- You receive a complaint from a member of the public about one of your workmates. You close out the complaint without making appropriate records about your decision to do so.
- While working at a landfill gate house, your neighbour brings in their waste. You waive the relevant fees for them.



f) Make appropriate public comments on Council business

Council business can be topical, sensitive and at times controversial.

The Mayor, Chief Executive Officer and Executive Officer Communications are authorised to act as spokespeople for Council.

The Chief Executive Officer and Executive Officer Communications may nominate an employee to act as media spokesperson on matters related to their responsibilities and expertise.

Individual employees may express personal views to the media on issues that are unrelated to Council without identifying themselves as a Council employee or Council spokesperson, unless specifically authorised to do so.

In relation to social media, even with strict privacy settings, every social media comment is effectively in the public domain. Any person can make a copy of a post and redistribute it. When posting on your personal social media account you should not publish photographs or information obtained from work without authorisation, and you must uphold Council values and adhere to Council policy and the Employee Code of Conduct.

You must ensure that any information you release or comments you make does not misrepresent facts, does not release any confidential or private information and does not disparage others, including Council.

If you are asked for comment or to provide information on any Council matter by a representative from a media outlet or public relations firm, you must refer the request to Council’s Communications team, without making any comments on the topic of the request.

You should always remember that you may be recognised as a Council employee and as such any comments made by you may be interpreted by the community as being from Council itself. As such, careful consideration must always be given before making any comments even on private social media sites.



Examples of inappropriate conduct

- You make negative comments about Council on Facebook, Instagram or other social media outlet, and in your profile you note that you work for Council.
- Your social media posts are constantly inappropriate, with swearing and aggressive language. Your role within Council requires you to deal with a large number of community members and you are very well known for your work.
- You receive a call from a television station asking for comment about a recently closed tender process for the construction of a new Council building. The tender assessment has not been completed and you don't provide the reporter information about the final result, but you do tell them which company performed the best in the tender process.
- You post a work-related photo without authorisation on Facebook. It's picked up by local news media and becomes a major story.

g) Freedom to engage in external activities

Council supports and is committed to ensuring employees are free to engage in a trade union, party-political, professional, interest group or a charity activity of their choosing. If you choose to participate you must ensure that your participation in such activities does not:

- (i) Cause a Conflict of Interest.
- (ii) Unduly restricts the performance of your duties with Council.
- (iii) Intrude on Council's confidence in you to give objective, independent, apolitical and impartial advice.
- (iv) Involve taking part in political affairs whilst on duty.
- (v) Use Council IT systems including internet, email or workplaces for political messages or circulating defamatory or disparaging remarks against individuals, groups or Council itself.

When engaged in external activities, if there is a possibility that others could think that you are representing Council, you must make it clear that you are not acting for Council in any way.



Examples of inappropriate conduct

- You are a member of a political party, and for the upcoming election you print out "how to vote" cards using Council's printers.
- You are a member of charity that has an upcoming fundraiser in the community and you make phone calls, send emails and print off invitations and marketing posters using Council systems.

3.2 Promoting the public good

In recognition that Councillors deliver programs and services for the benefit of the community, employees must:

- a. Be responsive to both the requirements of government and to the public interest; and
- b. Engage the community in developing and effecting official public sector priorities, policies and decisions; and
- c. Manage public resources effectively, efficiently and economically; and
- d. Achieve excellence in service delivery; and
- e. Achieve enhanced integration of services to better service clients.

3.2.1 Standard of Conduct

a) Fair procurement processes

Council’s contracting activities are regulated by Section 104 of the Local Government Act 2009. Council has procedures and delegations of authority for various stages of procurement

of goods and services. You must comply with the Sound Contracting Principles when seeking suppliers for goods or services.

Refer to procurement policies and procedures for more information.



Examples of inappropriate conduct

- You have a contractor who you always use to get work done. You can rely on them to get the work. They cost a little more but you like the way they work.
- Your neighbour is submitting a tender for work which your work unit controls. They ask for information on what the other tenders pricing may be and what Council is expecting to pay. You don’t provide information on the pricing from other tenders but give an indication on what you think might be a reasonable price for the work.





b) Respect others intellectual property

You must respect the copyrights, trademarks and patents of suppliers and other organisations, which includes that you do not reproducing or quoting suppliers' material without permission to do so. Similarly you must not store or copy audio, video or image files printed media and software on Council assets without an appropriate licence or approval.

Any original work, invention or production you have contributed to whilst undertaking your role within Council remains the property of Council. Similarly, you must not publish or disclose any matters relating to Council's intellectual property without appropriate authority.

c) Protect our natural environment

We all share the responsibility to protect our natural environment, to create healthy surroundings for our community, and to manage the impacts of air, water, land and noise pollution. This includes individual responsibility for our own actions, including but not limited to:

- (i) Taking care in disposing of waste and using and storing chemicals.
- (ii) Reducing energy consumption and waste.
- (iii) Applying high standards of environmental protection across the region.

In performing your duties, you must comply with your general environmental duty and where applicable, your duty to notify of environmental harm.

 **Examples of inappropriate conduct**

- For a presentation, you search the internet for just the right image. You find the image on another organisations website and simply copy and paste the image into your presentation.
- You have a large collection of movies and music which you have downloaded from the internet. In discussions with your work-mates you decide to create a folder on Council's network where you upload movie and music files to for others in your team to access.

 **Examples of inappropriate conduct**

- At your depot you notice that the fuel storage has a leak. To clean up the mess you get the fire hose and hose the area down. The leaked fuel is washed away down the creek at the back of the depot.



d) Efficient and effective use of Council assets

Council holds a significant amount of assets to be used in the delivery of services to the community. Assets includes property, plant, vehicles, equipment, information technology, products and materials.

All Council assets are only to be used to deliver services to the community. If you are in charge of an asset you must ensure that it is taken care of, used appropriately and safely, and stored in a manner which ensures that it is not stolen or lost.

Surplus, obsolete or leftover assets are to be disposed of in accordance with Council policies and procedures. Leftover assets are not to be taken by any employee for personal use on any occasion.

Information technology equipment may only be used for lawful official Council business. You can use Council's information technology for limited private use.

Assets may only be used for official Council business. You can use telephones on a reasonable basis for local calls that you cannot make conveniently outside of working hours.

If the asset which you are in charge of is lost, including stolen, you must report this to your supervisor/manager immediately.

Prior to leaving Council employment, you must return all equipment and work-related documents.

Council assets may have some form of tracking, history/audit logs or camera devices attached to record the assets usage.

This information is primarily used to determine utilisation rates, record relevant data and to assist with protecting employees. However this information may also be used during investigations into an employee's conduct. Council will ensure that employees are notified where tracking, history/audit logs or camera devices are activated on any assets which they utilise in connection with their work.



Examples of inappropriate conduct

- You leave your tools in the back of the Council work ute, which is parked in your driveway overnight. The tools are sitting loosely in the tray, but there is a net over the top of the tray. In the morning you come out to find that your tools have been stolen.
- In your role you are provided with a Council mobile phone. You have had the phone for a while and would like to get a newer version. The phone works fine so you decide to purposely smash the screen so that you can get the newer phone.
- You use Council's power tools from your work truck to do work around your house.
- At the end of a job there is a large amount of left over materials. You help yourself to some of these to use at home.



e) Raise concerns and report inappropriate conduct

Where you are provided with a reasonable direction from your manager/supervisor you are to follow that direction in full, unless you feel that the direction is illegal or may result in you or another person being injured.

In such cases you must:

- (i) Respectfully and constructively speak with your manager/supervisor.
- (ii) If you still have concerns you should follow the dispute resolution process contained within Council’s Certified Agreement or speak with Human Resources.

At all times, you must:

- (i) Accept that Council has the right to determine its policies, practices and priorities.
- (ii) Comply with all reasonable and lawful instructions.
- (iii) Act with honesty and good faith.

Vexatious or frivolous complaints are not constructive and have a detrimental impact on Council’s operations and the workplace. Vexation or frivolous complaints will be handled in accordance with Council’s disciplinary procedures.

All employees have an obligation to report inappropriate conduct. Where you see another employee acting in a manner which is not consistent with this Code you should respectfully discuss the issue with the employee, talking about how the issue could be handled more appropriately. If the issues continue, or are serious, the issues should be raised with your manager.

If you are charged with or are subject to an indictable offence, or conviction, or are subject to a summary conviction, you must immediately report the circumstances to your Supervisor.



Examples of inappropriate conduct

- You have raised a complaint concerning another employees actions on a number of occasions. Council has taken appropriate action by investigating the matter however you are not happy with the outcome. You continue to raise the same issues with your supervisor even though you have been told a number of times that the issue has been resolved. *This type of complaint may be deemed to be frivolous.*
- You overhear a colleague being disrespectful to a member of the public. You don’t want to get involved and just ignore the issue. Your manager asks you if you know anything about the incident and you tell them that you don’t know anything about it.



Employee Code of Conduct



3.3 Commitment to the System of Government

In recognition that Council has a duty to uphold the system of government and the laws of the State, Federal Government, all employees must:

- a. Proactively contribute to upholding the system of government and the laws of the State, the Federal and Council; and
- b. Be committed to carrying out official Council priorities, policies and decisions professionally and impartially.

3.3.1 Standard of Conduct

a) Act within the Law

You are expected to be reasonably aware of and comply with applicable legislation, awards, certified agreements, Council policies and local laws relevant to your role within Council.

At times this will be challenging as the outcomes may be unpopular, however all employee must ensure compliance. If you have concerns regarding your ability to comply with any legislation or Council policy, because of the outcomes that will would achieve, you should speak with your manager to discuss the options.



Examples of inappropriate conduct

- You receive a call from a member of the public. You have never spoken to them before so don't really know who you are talking to. The caller asks for private information which Council has within the system. They seem friendly enough so you provide them with the information.
- You clash with one of your work colleagues. Your personalities just don't match. When leaving work you clash with this colleague, with the altercation turning physical.

You push them to the ground and walk away. You know that this could be assault, but in your view they deserved it.

- You are recruiting for a new team member. You have a good candidate pool with a more mature applicant being the most suitable. You think about your team and how you generally have a team of younger employees. There are 2 good candidates, but you decide to employ the youngest candidate based on their age.

b) Not engage in fraud or corrupt conduct

Fraud and corruption poses a significant risk to Council, with potential damage of such actions going well beyond just financial loss to threatening both the integrity of Council and all its employees.

Corruption is conduct that adversely impacts on the Council or the exercise of powers by an officer of such severity that it would be a criminal offence or result in disciplinary action. Corruption can be conduct which is dishonest or biased, involve a breach of trust placed in an officer or a misuse of information. Corruption can also be conduct where an officer (or any person) acts in a way to impair public confidence in the Council.

Under the Crime and Corruption Act 2001, there are two (2) different types of Corrupt Conduct.

"Type A" corrupt conduct is conduct which affects, or could affect, a Council employee's performance of their role in a way which:



- (i) Is not honest or impartial, or
- (ii) Is knowingly or recklessly breaches public trust, or
- (iii) Involves the misuse of Council information or materials.

“Type A” conduct could include fraud and theft, extortion, unauthorised release of information, obtaining or offering a secret commission or nepotism.

“Type B” corrupt conduct involves conduct that impairs, or could impair, public confidence in public administration. This could include:

- (i) Collusive tendering, or
- (ii) Fraud relating to an application for a licence, permit or other authority relating to public health or safety, the environment, or the State’s natural, cultural, mining or energy resources, or
- (iii) Dishonestly obtaining public funds or State assets, or
- (iv) Evading a State tax, levy or duty or fraudulently causing a loss of State revenue, or
- (v) Fraudulently obtaining or retaining employment with Council.

You are not to engage in any conduct which

could be seen as corrupt conduct.

If you become aware of others acting in a way which may be corrupt conduct, you are to report the matter to your manager/supervisor as soon as possible, or advise Council’s Governance and Legal Services team.



Examples of inappropriate conduct

Type A Corrupt Conduct:

- During the recruitment process you ensure the role requirements and the selection criteria suit a good friend of yours even though they are not fully qualified for the work that is required.
- Council makes a confidential decision regarding future zoning changes. You relay this information to a friend who is a local developer.
- You complete a late night call-out. Instead of recording your actual time on your timesheet you record an extra hour of time which you did not work.

Type B Corrupt Conduct:

- During the recruitment process for your role you lie about your qualifications. You are offered and accept the role even though you know that you are not appropriately qualified.





c) Maintain appropriate relationships with Councillors

Councillors and Council employees share a common commitment to serving the community. Central to good government, and the ability to carry out the designated roles of both Councillor and Council employee are positive and productive interactions between the administrative and political arms of Council.

Councillors may ask for advice and information for the purpose of assisting them to carry out their responsibilities. Council's policy is that any request from a Councillor for advice or information should be directed through the relevant Executive Leadership Team member. Should you be asked to provide the advice or information, you have a responsibility to provide relevant information, as requested by a Councillor, and must ensure that it is thorough, responsive, objective, independent, apolitical and impartial; keeping your Executive Leadership Team member informed of the information you provide to a Councillor at all times. Review Council's policy on acceptable Councillor requests for further information.

d) Act in accordance with delegations and signing documents

If you are requested to take an action on behalf of the Chief Executive Officer or Council, prior to exercising any power, you must refer to the Register of Delegations - Chief Executive Officer to Employee or Contractor of Council (RG-1-002) to ensure you have the appropriate delegations assigned to you. If you do not have the appropriate delegation you cannot undertake the activity and must refer the matter to your ELT.

All employees are provided with their delegations through an instrument of appointment. This document defines what powers are delegated to a role. You must ensure that you are aware of your delegations and act within these at all times.

 **Examples of inappropriate conduct**

- A Councillor sees you in the corridor and asks how many dog attack complaints Council received over the last week. You feel uncomfortable about this request but in an effort to be seen as being helpful you provide the information.
- You are not happy with a direction given to you by your supervisor. You speak to one of the Councillors about the matter in an effort to get the direction overturned and to highlight your supervisor's shortcomings.

 **Examples of inappropriate conduct**

- Your neighbour has several dogs that are noisy and often escape their yards coming into your backyard, which poses a threat to your family. Given you work for Council in the office, you go and knock on their door and ask them to show you the dog registration papers for all the dogs at their property.



e) Efficient and effective use of Council assets

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and could be harmful to a person’s interests if released.

When accessing information, you must:

- (i) Only access personal information and records if needed to perform your official duties.
- (ii) Ensure the collection, storage and use of personal information is in accordance with the Privacy Principles in the Information Privacy Act 2009.
- (iii) Not discuss personal, private and/or confidential work matters with others unless it is required for you or the other person to perform official duties.
- (iv) Take responsibility to safeguard confidential files and information, and ensuring information is only used in the manner for which it was collected.

It may be appropriate to share information based on your personal and professional experience. However, you must ensure you don’t breach Council’s privacy obligations including via social media outlets such as Facebook, YouTube etc.

Information may on occasion be sought from Council by an employee or members of the public under the Right to Information Act 2009. If you receive such a request, please refer it to your Supervisor or the Governance and Legal Services team.



Examples of inappropriate conduct

- One of Council’s Local Laws Officers knocks on your door responding to a complaint of your dog barking. You ask the Officer about the identity of the person who made the complaint. They refuse to tell you. The next day at work you access Council’s systems to see who made the complaint and discover it is your neighbour.



Employee Code of Conduct



3.4 Accountability and transparency

In recognition that community trust in Council requires high standards of public administration, employees are to:

- a. Be committed to exercising proper diligence, care and attention; and
- b. Be committed to using Council resources in an effective and accountable way; and
- c. Be committed to managing information as openly as possible; and
- d. Achieve high standards of public administration; and
- e. Innovate and continuously improve the performance of Council; and
- f. Work cooperatively with, and respect the roles of, other public service agencies, public sector entities and public officials.



3.4.1 Standard of Conduct

a) Excellence in customer service

As a Council employee, you are expected to provide excellent customer service at all times including internal staff who are also our customers. All members of the public are to be treated equitably and with honesty, fairness, sensitivity and dignity.

You must make all reasonable efforts to help members of the public lodge a complaint, and treat the complaint seriously and responded to constructive feedback as an opportunity for improvement.



Examples of inappropriate conduct

- As you are working on the curb and channelling on a Council controlled road, a resident comes to you and questions why you are parked in their driveway. You respond that you had nowhere else to park, swearing and waving your arms.
- You receive a call from a member of the public. You have spoken to this person on many occasions as they regularly call to complain about the work which Council undertake. You listen politely, but don't bother to record any of the details and just hang up.



b) Apply diligence, care and attention

At all times you must carry out your duties honestly, responsibly, in a conscientious manner, and to the best of your ability.

This includes:

- (i) Maintaining punctuality and not being absent during work time without reason.
- (ii) Giving priority to official duties over personal activities during work time.
- (iii) Not wasting time chatting about personal matters and interrupting other employees.
- (iv) Helping Council achieve its mission and goals by acting to improve systems and practices.
- (v) Conducting yourself in a way so that others gain confidence and trust in the way Council does business.
- (vi) Not allowing your conduct to distract or prevent others from working.

If you are responsible for supervising others, you must also ensure that:

- (i) You model the values and principles in this Code and ensure employees within your area of responsibility comply.
- (ii) Your work and the work of those you supervise contribute to the achievement of Council goals.
- (iii) You monitor your employees' performance, addressing performance or behavioural issues promptly and provide them with constructive and regular feedback on their performance.
- (iv) The opinions of employees are respected and considered.

(v) Resourcing for a work team is neither excessive nor inadequate for the job.

(vi) Employees who collect, handle or disburse public money are properly supervised.

(vii) Employee work times, overtime, allowances and absences are correctly recorded on timesheets.

If you are training another employee, you must use your best efforts to train the new employee fully in not only the specific tasks of the role, but role model the Council's Values at all times.



Examples of inappropriate conduct

- You are organising a weekend BBQ which some of your workmates are attending. You spend Thursday morning messaging your workmates about the BBQ and what you want them to bring.
- You are the supervisor of a large, diverse group of employees. During toolbox meetings, several employees are usually very vocal with their opinions and usually disagree with your opinion. Given this causes friction amongst the remaining team members, you make every effort to not allow those employees time to talk or share their opinions during those meetings.

c) Value the Recruitment Process

Any person involved in a selection panel for a vacancy within Council has the obligation to ensure that the best person is offered the job. The merit principal, determining who is the most suitable based on a person's abilities, skills, qualifications, knowledge, experience and personal qualities, is central to all recruitment processes.

All recruitment processes must be undertaken in a way which:

- (i) Upholds the merit principal;
- (ii) Free from any direct and/or indirect discrimination; and
- (iii) Follows Council's recruitment and selection policy and procedures



Examples of inappropriate conduct

- You are recruiting for a labourer within your team. You don't have time to go through the large number of applications received for your role. To speed the recruitment process up you select the first three applicants on the list to interview.
- When developing the recruitment advert for a role within your team, you consider who you have in your team currently. You find that your team is mostly made up of young males and to try to encourage applicants who you feel would fit in best with the team, you develop the advert in a way which you know will appeal to a younger male applicants.

d) Accountable for the use of public money

Council generates its revenue from rates, fees and charges, along with grant and funding opportunities provided by State and Federal Governments. All revenue received from Council is public money, therefore you must maintain high standards of accountability if you collect and use this money. You are not to borrow or use Council money for private purposes.

Should you have authority to incur expenses on behalf of Council, via a corporate purchase card, within Council procurement processes or petty cash, you must ensure that all expenditure is incurred for Council purposes only and you must follow relevant processes for the approval of such purchases.

Council maintains a range of policies and procedures around appropriate spending.



Examples of inappropriate conduct

- You go to the local petrol station to fill up your private car with fuel. You forget your personal bank card but have your corporate purchase card with you. You decided you use your corporate purchase card as you will pay the amount back later.
- It is time for a coffee and you find that you have left your wallet/purse at home. You take \$5 from petty cash to get your coffee with the intention of paying it back asap.

e) Commitment to the role

To continue providing outstanding services to our community, all employees must be committed to doing their best in their role at all times. By taking pride in your work, taking the initiative to look for ways to improve and innovate, and maintaining a positive attitude, you will make a valuable contribution to Council and the community.

(i) Employment outside of Council

You need to obtain approval before you perform paid work outside of your role with Council, by advising your supervisor/manager using the Conflicts of Interest form. If you perform paid work outside of Council, you will need to satisfy Council that:

- (a) No conflict of interest exists or develops between your secondary employment and official duties.
- (b) Your secondary employment does not reduce the performance of your duties, including a safety or fatigue management perspective.
- (c) Your secondary employment does not involve the use of Council resources (physical, technological or intellectual).

(ii) Absences from work

Absence without approval and reasonable notification can create concerns for your safety and lead to unproductive time for others. You must promptly notify your manager/supervisor as soon as practicable upon becoming aware that you are going to be absent.



Examples of inappropriate conduct

- Your role is within the Planning department of Council and outside of work hours you provide planning advice to Developers whose applications you assess at work.
- You are provided with a Council vehicle to enable you to undertake your role of IT Officer within Council. Outside of Council work hours you perform private work in IT operations. As part of your service you pick up your client's computers and drop them off. You do this on your way to and from work in the Council vehicle.
- You wake up in the morning not feeling the best. You decide to stay home but you do not ring your supervisor to let them know.
- You come to work feeling ill, but you think that you should be ok. You let your supervisor know that you are not feeling the best but you should be ok for the day. Later in the day you are not feeling any better and decide to go home. You figure that your supervisor should know where you are as you spoke to them at the start of the day.

f) Take responsibility for self-development

You have a responsibility to maintain and improve work performance and that of your team in the delivery of services to the community, and have a continuing responsibility to maintain and enhance your skill and expertise in your area of employment.

Council will assist by providing equitable access to training and development opportunities. This may include accessing study assistance, learning new work duties, participating in project work or undertaking internal or external training.

g) Value the safety of self and others

You must exercise a duty of care to ensure your own, and others around you, safety, health and welfare in the workplace. You must:

- (i) Comply with instructions given for workplace health and safety.
- (ii) Use personal protective equipment where it is provided and use it as instructed.
- (iii) Not to wilfully or recklessly interfere or misuse anything provided for workplace health and safety.
- (iv) Not to wilfully injure yourself or place at risk the safety of any other person.
- (v) Ensure your fitness for duty, and the health and safety of others in the workplace, by not being impaired by alcohol and/or drugs while at work.
- (vi) Only undertake work which you are physically capable of doing.
- (vii) Identify hazards and manage risks to health and safety.
- (viii) Perform all work safely and follow safe work practices.
- (ix) Take corrective action to 'make safe' the workplace and implement improvements.
- (x) Participate in rehabilitation and return to work programs if required.
- (xi) Smoke/vape anywhere within Council's buildings, in Council vehicles, in enclosed spaces or within 5m of any entrance to an enclosed space.

**Examples of inappropriate conduct**

- You are an experienced operator. At the worksite a new piece of equipment turns up for you to operate. The new piece of equipment is a newer version of the one which you operate, having more advanced systems. You figure that with your experience you should be right, jumping on the equipment without completing a risk assessment or induction on the new piece of equipment.
- While unloading the dishwasher in the lunchroom, you spill some water on the ground. You are in a hurry and think that it will dry quickly so you don't clean up the spill.
- Your manager instructs you to wear protective clothing while grinding. It is too hot and you will only be doing the work for a short period of time, so you ignore their instruction.
- The employees within your team highlight a safety concern within your area. You are too busy to worry about this issue which hasn't actually hurt anyone yet, so you do not look into the issue.

h) Not seek personal benefit

The use of a person's position to seek, encourage the offer of, or accept any form of personal benefit or gift in connection with their role may compromise, or be seen to compromise their capacity to perform their duties impartially.

You must not:

- (i) Seek or accept a bribe or other type of incentive payment whether in cash, gift card or provision of any type of asset or service;
- (ii) Use confidential Council information to:
 - (a) Gain improper advantage for you or for any other person or body.
 - (b) Improperly cause harm or detriment to any person, body or Council.
 - (c) Seek or accept (directly or indirectly) from any person or body an immediate or future gift or benefit for themselves or for any other person or body, relating to their duties with Council.

Occasionally you may be offered gifts or benefits from people with whom you do business. The acceptance of gifts or benefits of a nominal value may be permitted in limited circumstances, however as a rule you must not accept any gifts or benefits if there is a possibility that in doing so, you could create a real, potential or perceived Conflict of Interest or be seen to be receiving a bribe.

The test to apply is whether you could be (not whether you are) influenced by your private interests in carrying out your official duties, or whether people are likely to believe that you could be influenced. For example, ask yourself if accepting the gift or benefit could suggest that the giver may or would receive favourable treatment?

You must seek Manager approval to keep gifts or benefits with a nominal value of less than \$150. Approval from the relevant General Manager or CEO is required to keep gifts or benefits with a nominal value of \$150 or greater.

Prizes won through automatic entry by attending a conference, or alike, are to be handled in the same way as a gift or benefit.

Council's policy on gifts and benefits provides further information.

**Examples of inappropriate conduct**

- One of the suppliers of equipment for your area offers you an all-expenses paid fishing trip.
- You become aware that Council intends to approve a major residential development within the area. You approach the owners of surrounding properties to see if any are interested in selling. You quickly purchase a block which you feel would be included in the development.
- Accepting a pen, tie, bottle of wine, coffee or lunch from a supplier and not notifying your manager/supervisor.
- Winning a lucky door prize at a conference and not notifying your manager/supervisor.
- Accepting free or discounted lawn mowing services from the company who you engaged to do work at a Council park.



i) Keep accurate and complete records

Council’s records are its corporate memory and are therefore a critical asset which support ongoing operations and provides evidence of business activities and decision making. All employees have the important responsibility of maintaining full and accurate corporate records. If you create or receive records as part of your work activity you must register these records into Council’s records management system in accordance with Council’s Recordkeeping Policy and associated procedures.

Additionally you must ensure that Council records are not manipulated or changed in any way from their true state.

j) Acknowledge Council’s Use of Technology

Council operates Closed Circuit TV (CCTV) cameras within the central business district and throughout various Council owned buildings and workplaces for various purposes such as safety of employees and visitors, and the security of facilities, goods and equipment.

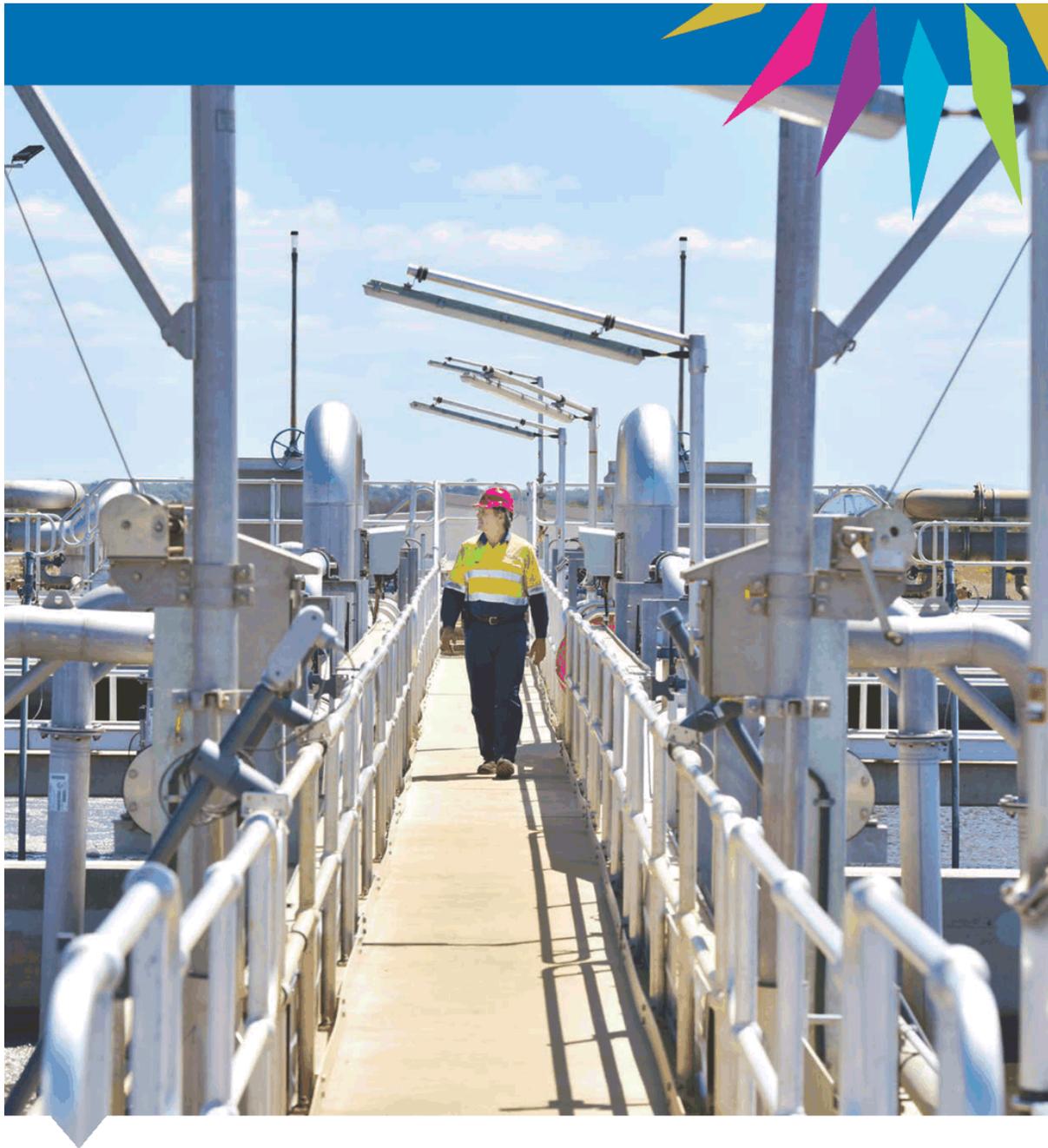
Where cameras have been installed, appropriate signage is in place which provides information on how and why the information is being collected and how it will be used.

Council employees should be aware that footage from CCTV cameras operating at various workplaces may be used for investigations concerning employee conduct.

If Council installs CCTV cameras at any additional locations, affected employees will be notified. If you are unsure whether a camera is installed within your work area, please ask your Supervisor. Concerns in relation to how Council handles this information or its release, should be directed to your Supervisor or Council’s Governance and Legal Services team.

 **Examples of inappropriate conduct**

- You choose to shred Council documents rather than keep them and send them for archiving because it will save you time.
- You have received a number of emails from an external supplier and, due to the volume decide to store them in your outlook account rather than add them to the records management system because it saves you time.



Reporting, breaches of code and associated documents

4.0 Reporting

The aim of this Code, to enhance public trust and confidence in Council and each employee, is dependent upon Council's ability to address behaviours and actions which are not aligned with the Code.

If you have concerns or suspect a breach of the Code by another employee has occurred, you should act on that concern by speaking with your manager/supervisor or Human Resources.

5.0 Breaches of the Code and/or Corporate Values

All employees are expected to maintain their awareness of the ethics principles and standards of behaviour contained within the Code and to conduct themselves in accordance with the Code and the Corporate Values. Any breaches of the Code, or actions and behaviours which are not aligned with the Corporate Values, damage Council's effectiveness, public perception of Council and work relationships.

On a case-by-case basis, any employee behaviours and/or actions which may breach this Code and/or not align with the Corporate Values, will be investigated by Council. Additionally, serious breaches could amount to a criminal offence and may require referral of the matter to the Queensland Police Service and/or the Crime and Corruption Commission. Issues assessed as a public interest disclosure may be reported to the Queensland Ombudsman and, where appropriate, other relevant agencies.

Where a breach is substantiated appropriate disciplinary action, which may include dismissal, will be taken in accordance with Council policy and procedure.

6.0 Associated documents

- Alcohol and Drug Policy
- *Anti-Discrimination Act 1991*
- Conflicts of Interest Policy
- *Copyright Act 1968*
- Council Vehicle Usage Policy
- Councillor Access to Information Policy
- *Crime and Corruption Act 2001*
- Employee Code of Conduct Take 5
- *Environmental Protection Act 1994*
- Equal Employment Opportunity Policy
- Fraud and Corruption Management Policy
- Gifts and Benefits Policy
- *Industrial Relations Act 2016*
- *Information Privacy Act 2009*
- *Integrity Act 2009*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Public Interest Disclosure Act 2010*
- *Public Sector Ethics Act 1994*
- Purchasing Policy - Acquisition of Goods & Services
- Register of Delegations - Chief Executive Officer to Employee or Contractor of Council
- *Right to Information Act 2009*
- Workplace Harassment and Bullying Governance Policy
- *Work Health and Safety Act 2011*



Appendix A – A guide to ethical decision making





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**Item****17 December 2019****Item Number:**

K1

File Number:

A4857615

Part:

PLANNING

Portfolio:

Planning & Development Services

Subject:

Resolution to designate Flood Hazard Areas

Report Author:

Arron Walker, Strategic Planning Engineer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.4 Implement disaster prevention strategies and maximise community preparedness for disaster events.

Background:

Since October 2015, Council has declared flood hazard areas under section 13 of the *Building Regulation 2006*. Declaring flood hazard areas via resolution rather than through a planning scheme overlay allows Council to easily make changes to these flood hazard areas and avoids Council having to undergo a lengthy planning scheme amendment process.

It was anticipated that future changes to the flood hazard areas would be required on a semi-regular basis due to the completion of flood mitigation works, development works, capital works, and flood study/model updates. This report is in response to the following:

- Refinement of the Burnett River 2013 flood extent to better match flood aerial photography,
- Refinement of local flood models, and
- Completion of development works within the flood hazard area.

Burnett River 2013 flood extent changes

The State Government flood extent used to map the flood hazard area for the Burnett River 2013 flood event has some minor inaccuracies when compared to aerial photography taken at the time of the peak of the flood. Council previously gave a direction to change any valid requests and update any inaccuracies found in these data. Since the last flood hazard resolution, the following area has been investigated in response to the property owner's concerns:

- 75 Woods Road, Sharon.

Local flood extent changes

The following areas have been investigated in response to property owners' concerns:

- 30 Bisdee Street, Coral Cove, and
- 1 Outrigger Close, Bargara.

Both locations are within the Coastal Small Streams study area. In the case of 30 Bisdee Street a minor model pixelisation error has been corrected. The second property has benefited from a Council upgrade to the Beach Milieu Drainage System. This upgrade has reduced the flooding at and within the vicinity of the 1 Outrigger Close.

Development works within the flood hazard area

Four developments have resulted in changes to the flood hazard area. These works have included the construction of new roads, drainage infrastructure and/or earthworks resulting in various changes to ground elevations. Flood models received during the development process have been reviewed and provide the basis for the "as constructed" flood hazard area. The developments include:

- (a) Moodies Road, Bargara (Investec Australia Loans Management Pty Ltd) - fill and drainage works associated with development 321.2014.41356.1 and operational works 523.2018.54.1 has changed the localised flood characteristics within the vicinity of the development;
- (b) Linderberg Street, Kalkie (Multilow Pty Ltd) - fill and drainage works associated with development 521.2017.17.1 and operational works 523.2018.36.1 has changed the localised flood characteristics within the vicinity of the development;
- (c) 93 Bargara Road, Bundaberg East (Emtom Pty Ltd) - fill and drainage works associated with development 525.2018.5.1 and operational works 523.2019.99.1 has changed the river and localised flood characteristics within the vicinity of the development; and
- (d) 73 Sienna Boulevard, Ashfield (Belle Eden Estate Pty Ltd) - fill and drainage works associated with development 526.2017.9.1 and operational works 523.2017.31.1 for Stage 2G has changed the localised flood characteristics within the vicinity of the development.

Updated Flood Hazard Area

The proposed changes to the flood hazard area are shown in Attachment 1. Council's 'Hazard Evaluation Report – Flood', which includes mapping of the declared flood hazard areas for the Bundaberg Region, has been amended to incorporate the changes shown at Attachment 1. The Hazard Evaluation Report – Flood (November 2019, Revision 6.0) will be tabled at the meeting and made available on Council's website following its adoption. Council's interactive mapping and Flood Planning Control Property Reports will also be updated accordingly.

Associated Person/Organization:

Department of State Development, Manufacturing, Infrastructure and Planning

Consultation:

Consultation with all developers was undertaken as part of the development process. The owners of 30 Bisdee Street, 1 Outrigger Close and 75 Woods Road requested a review of the flood hazard area and the proposed changes were discussed with them individually.

Chief Legal Officer's Comments:

The flood hazard area resolution will support Council's planning scheme in ensuring development in flood hazard areas is appropriately managed. The *Planning Act 2016* identifies circumstances where a landowner may be entitled to compensation for a reduced value of interest in land arising from a change to Council's Planning Scheme. However, the Planning Act sets out some limitations on compensation where changes respond to risks associated with natural processes such as flooding.

Policy Implications:

The adoption of Flood Hazard Areas under Section 13 of the *Building Regulation 2006* and its reference in the planning scheme to trigger assessment of particular development in flood hazard areas against the Flood Hazard Overlay Code will supersede the current 1/2018 flood hazard area.

Financial and Resource Implications:

Council currently does not charge a fee for any development application required to be submitted for assessment as a result of the flood hazard area.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

↓1 Proposed changes to the Flood Hazard Area

Recommendation:

That effective from 19 December 2019:-

(a) Council declares under section 13 of the *Building Regulation 2006* –

- (i) flood hazard areas for the Bundaberg Region as identified in the Flood Hazard Area Maps contained in the Hazard Evaluation Report – Flood (November 2019, Revision 6.0);**
- (ii) the defined flood level and maximum flow velocity of water (where available) are the flood levels and velocities for the adopted defined flood events derived from the flood modelling for each catchment of the flood hazard area.**

- (b) This resolution replaces flood hazard areas previously declared by Council, including Council's resolution of 11 December 2018 (Ordinary Meeting, Resolution 2270).**

Proposed Change Details:

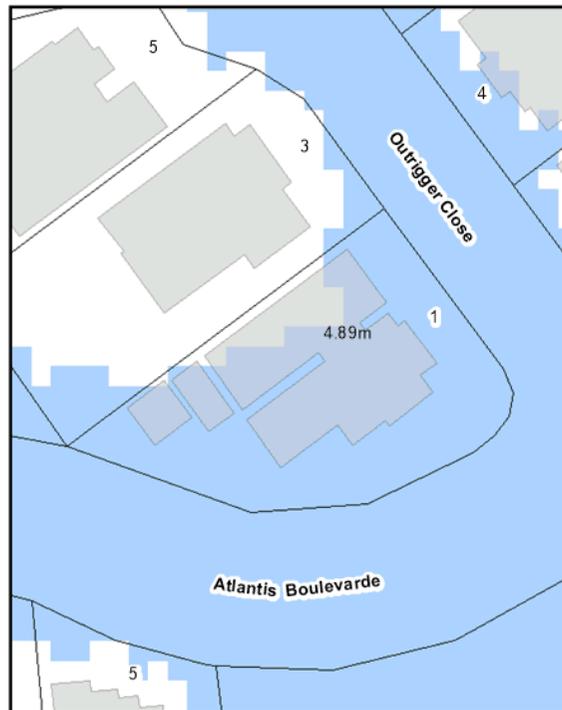
Reason for Change: Council upgrade of Beach Milieu Drainage System

Council Reference: ID09.70 BM

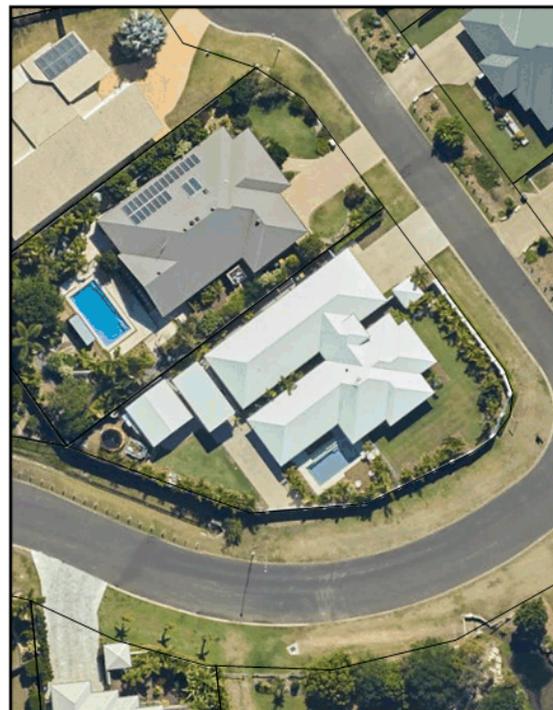
Description:

Remove dwelling house at 1 Outrigger Ct from Flood Hazard Area. Drainage works have changed the localised flood characteristics in the vicinity of this property.

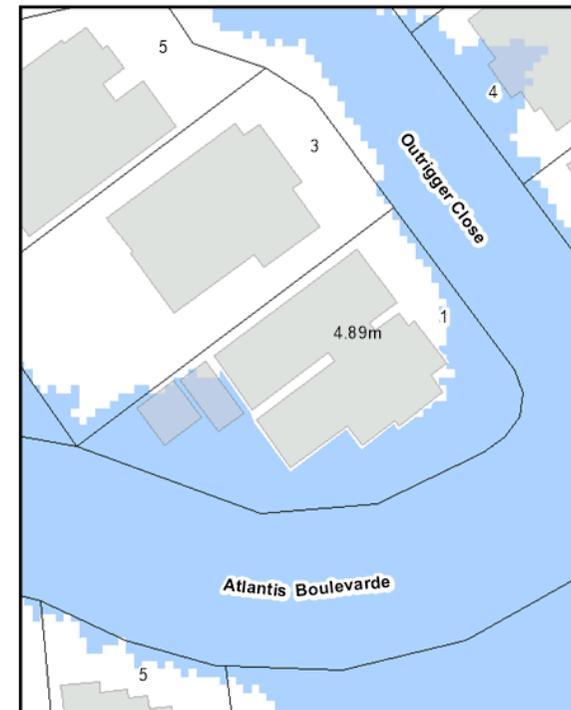
Current Flood Hazard Area



Aerial Photography (2018)

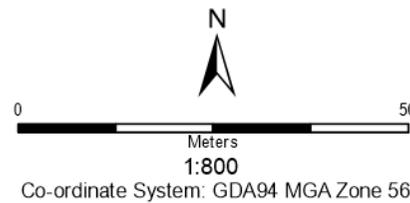


Proposed Flood Hazard Area



Legend

- Contours (0.5m)
- ▤ Operational Works in FHA
- ▨ Flood Mitigation Area
- Building Footprint (Floor Level)
- Flood Hazard Area



Proposed Change Details:

Reason for Change: Ground height is greater than modelled water level

Council Reference: A4675339

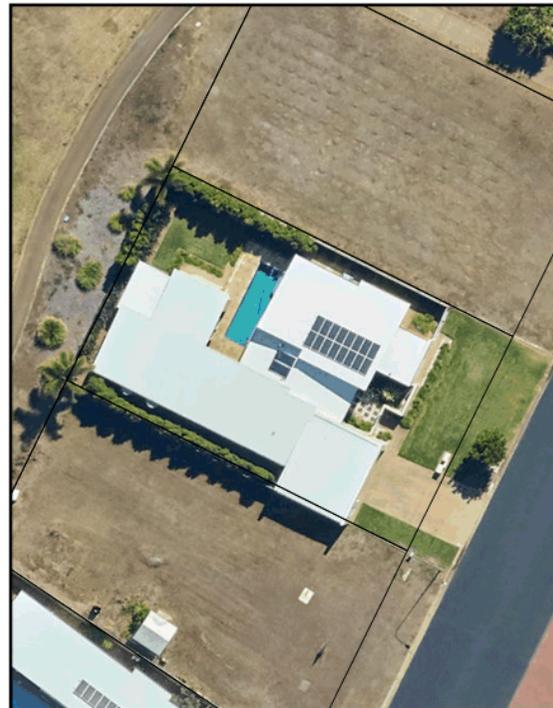
Description:

Remove property at 30 Bisdee Street Coval Cove from the Flood Hazard Area. At the front of the property the ground level is 9.19m AHD which is above the modelled flood water level of 9.03m AHD, therefore, the property should not be in the Flood Hazard Area.

Current Flood Hazard Area



Aerial Photography (2018)

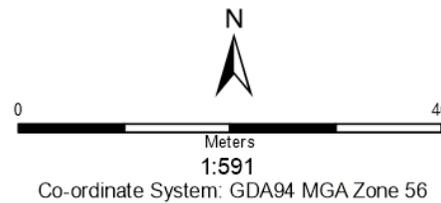


Proposed Flood Hazard Area



Legend

- Contours (0.5m)
- ▤ Operational Works in FHA
- ▨ Flood Mitigation Area
- Building Footprint (Floor Level)
- Flood Hazard Area



Proposed Change Details:

Reason for Change: Operational works has change flooding in the area (Belle Eden Stage 2G)

Council Reference: 523.2017.31.1

Description:

Fill and drainage works associated with 73 Sienna Boulevard, Ashfield (Belle Eden Estate Pty Ltd, development 526.2017.9.1 and operational works 523.2017.31.1) has changed the localised flood characteristics in the vicinity of the development.

Current Flood Hazard Area



Aerial Photography (2018)

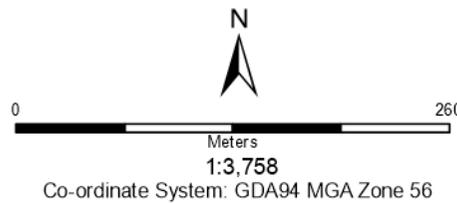


Proposed Flood Hazard Area



Legend

- Contours (0.5m)
- ▤ Operational Works in FHA
- ▨ Flood Mitigation Area
- Building Footprint (Floor Level)
- Flood Hazard Area



Proposed Change Details:

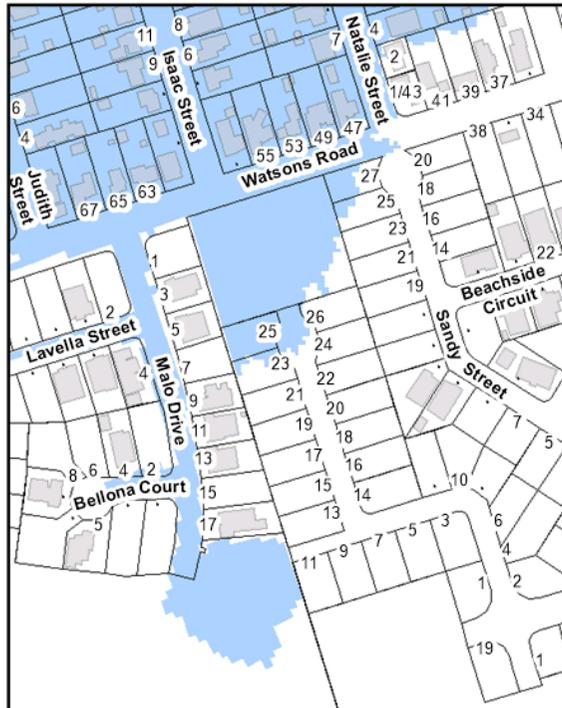
Reason for Change: Operational works has change flooding in the area (Investec Stage 4-6)

Council Reference: 523.2018.54.1

Description:

Fill and drainage works associated with Moodies Road, Bargara (Investec Australia Loans Management Pty Ltd, development 526.2018.57.1 and operational works 523.2018.54.1) has changed the localised flood characteristics in the vicinity of the development.

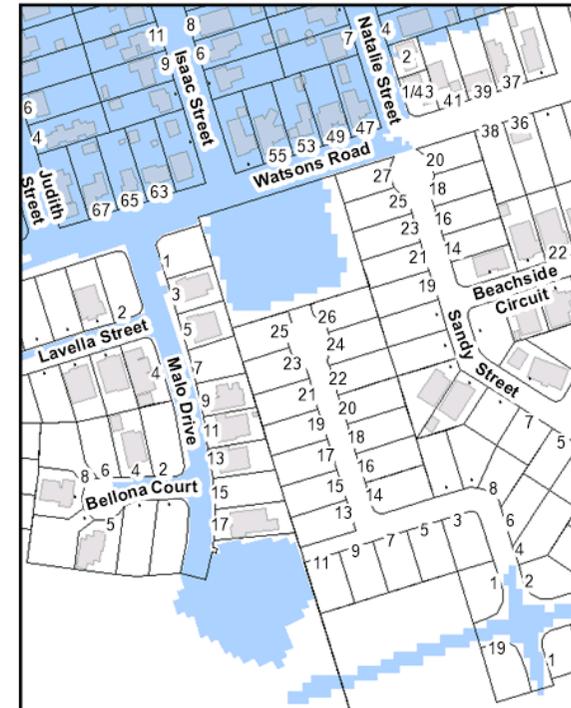
Current Flood Hazard Area



Aerial Photography (2018)

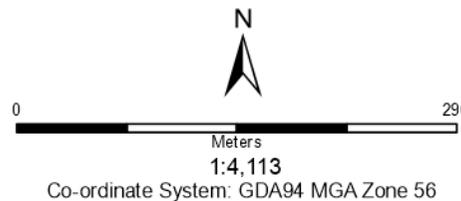


Proposed Flood Hazard Area



Legend

- Contours (0.5m)
- ▤ Operational Works in FHA
- ▨ Flood Mitigation Area
- Building Footprint (Floor Level)
- Flood Hazard Area



Proposed Change Details:

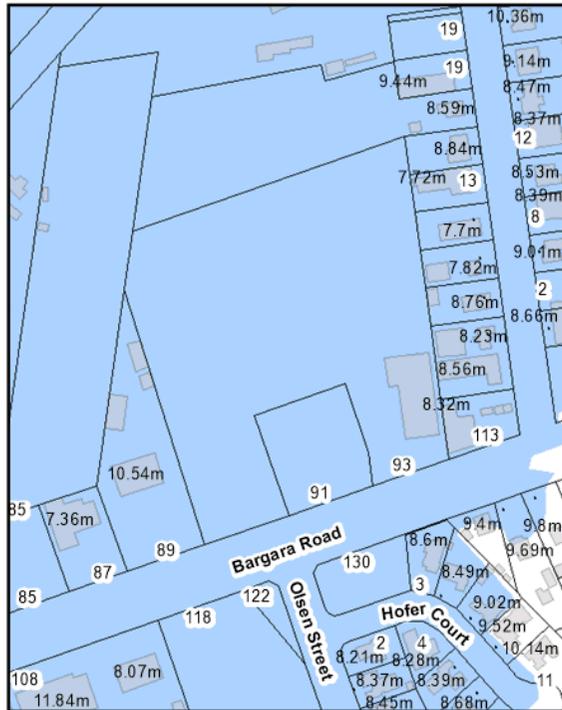
Reason for Change: Operational works has change flooding in the area (New KFC)

Council Reference: 523.2019.99.1

Description:

Fill and drainage works associated with 93 Bargara Road, Bundaberg East (RDF Development Pty Ltd, development 525.2018.5.1 and operational works 523.2019.99.1) has changed the river and localised flood characteristics in the vicinity of the development.

Current Flood Hazard Area



Proposed Change Details:

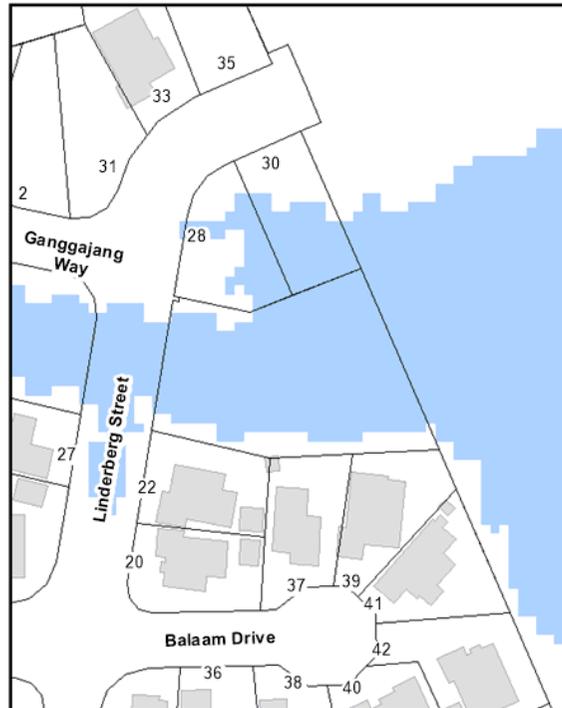
Reason for Change: Operational works has change flooding in the area (Paddington Grove Stage 12)

Council Reference: 523.2018.36.1

Description:

Fill and drainage works associated with Linderberg Street, Kalkie (Multilow Pty Ltd, development 521.2017.17.1 and operational works 523.2018.36.1) has changed the localised flood characteristics in the vicinity of the development.

Current Flood Hazard Area



Aerial Photograpy (2018)

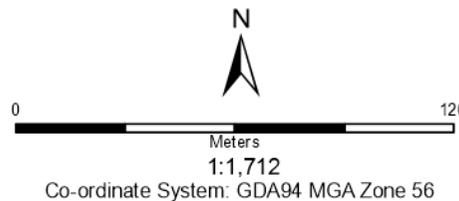


Proposed Flood Hazard Area



Legend

- Contours (0.5m)
- Operational Works in FHA
- Flood Mitigation Area
- Building Footprint (Floor Level)
- Flood Hazard Area



Proposed Change Details:

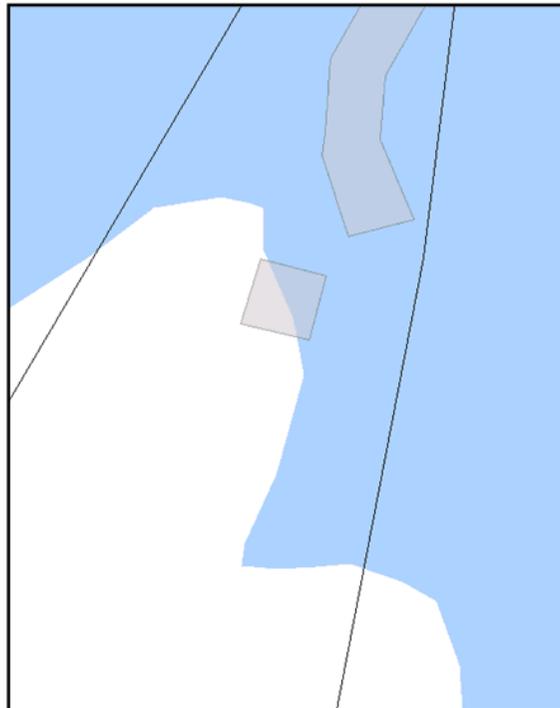
Reason for Change: Flood Hazard Area is different to flood aerial photography

Council Reference: A4876405

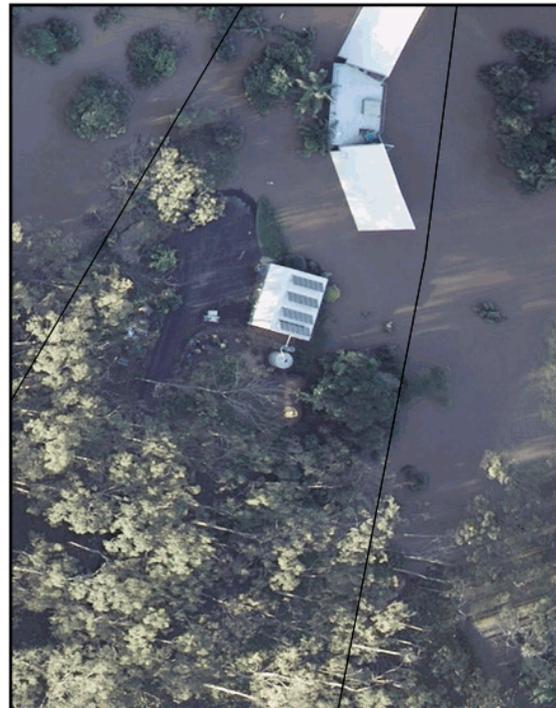
Description:

Remove the shed at 75 Woods Road from the Flood Hazard Area to align with the aerial photography from the 2013 Burnett River flood event.

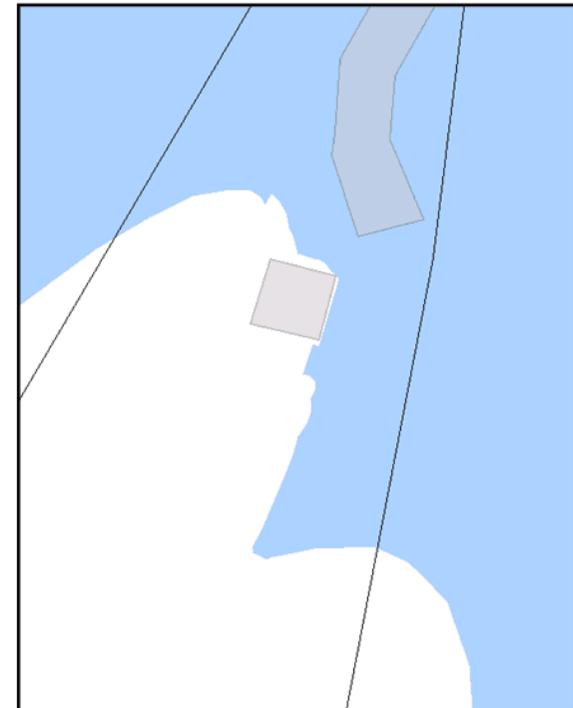
Current Flood Hazard Area



Aerial Photography (2013 Flood)



Proposed Flood Hazard Area



Legend

- Contours (0.5m)
- ▤ Operational Works in FHA
- ▨ Flood Mitigation Area
- Building Footprint (Floor Level)
- Flood Hazard Area

