



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 21 AUGUST 2018, COMMENCING AT 10.00**

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Item

21 August 2018

Item Number:

C1

File Number:

.

Part:

COUNCILLORS

Portfolio:

Councillors

Subject:

Declaration of Conflict/Material Personal Interests

Report Author:

Wendy Saunders, Executive Services Coordinator

Authorised by:

Stephen Johnston, Chief Executive Officer

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:**Declaration of Material Personal Interest on any item of business**

Pursuant to Section 175C of the *Local Government Act 2009*, a Councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

- (a) inform the meeting of the Councillor's material personal interest in the matter; and
- (b) leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.

Declaration of Conflict of Interest on any item of business

Pursuant to Section 175E of the *Local Government Act 2009*, a Councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the Councillor's conflict of interest in the matter. If a Councillor does not voluntarily leave the meeting room after declaring a conflict of interest, the remaining Councillors must decide whether the Councillor has a real or perceived conflict of interest in the matter and if so, whether the Councillor must leave the meeting or can stay and participate.

Pursuant to section 175E of the *Local Government Act 2009* Cr WR Trevor declared a perceived conflict of interest in Item J1 – Amendment to the Bundaberg Regional Planning Scheme – due to being a shareholder of the Isis Central Sugar Mill, who are affected by the changes to the Planning Scheme.

Associated Person/Organization:

Nil

Consultation:

All Councillors

Chief Legal Officer's Comments:

The process is in accordance with the *Local Government Act 2009*.

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:

Nil

Recommendation:

**Item****21 August 2018****Item Number:**

D1

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Councillor Portfolio and Committee Appointment Changes

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our People, Our Business - 3.3 Open communication - 3.3.1 Keep our community and workforce informed and up-to-date in matters of agency and community interest.

Background:

Council at its meeting of 27 March 2018 reviewed the appointment of Councillors to Committees and other bodies. A review of Councillor Portfolios has also been undertaken with Cr Trevor becoming the spokesperson for Roads & Drainage, with Cr Honor as spokesperson for Environmental and Natural Resources.

The change in portfolios sees several amendments to the appointment of Councillors and other bodies.

Following discussions with Council and senior officers, the Business Bundaberg Advisory Committee has been reduced to 2 Councillors, being the Mayor & Deputy Mayor.

Associated Person/Organization:

Nil

Consultation:

All Councillors

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:

Nil

Recommendation:

That Council's representatives to the following Council and Community Organisations be as follows:-

- (1) Fleet Management Advisory Committee - Cr WR Trevor and Cr WA Honor;
- (2) IT Steering Advisory Committee - Cr HL Blackburn and Cr SA Cooper;
- (3) Regional Arts Development Fund Committee - Cr JA Peters;
- (4) Gallery Exhibitions Committee - Cr JA Peters;
- (5) Gallery Acquisitions Committee - Cr JA Peters;
- (6) Bundaberg Landfill Facility Community Consultation Group - Cr WA Honor and Cr SA Rowleson;
- (7) Bundaberg Region Cycling Action Advisory Group - Cr HL Blackburn and Cr JD Learmonth;
- (8) Bundaberg Report Sport & Recreation Advisory Group - Cr HL Blackburn;
- (9) Bundaberg Region Water Safety Advisory Group - Cr HL Blackburn and Cr JD Learmonth;
- (10) Community Conservation Advisory Committee - Cr WA Honor;
- (11) Lake Monduran Advisory Committee - Cr WA Honor;
- (12) Community Grants Panel - Cr HL Blackburn and Cr JA Peters;
- (13) Bundaberg Region Inclusive Communities Advisory Committee - Cr JA Peters;
- (14) Sister Cities Advisory Committee - Cr GR Barnes, Cr CR Sommerfeld, Cr SA Rowleson, Cr HL Blackburn and Cr SA Cooper;
- (15) Wide Bay Burnett Regional Organisation of Councils - Cr JM Dempsey and Cr WR Trevor;
- (16) Wide Bay Burnett Regional Roads and Transport Group - Cr JM Dempsey and Cr WR Trevor;

- (17) Bundaberg Groundwater Area Advisory Committee - Cr JP Bartels and Cr WR Trevor (with Cr JD Learmonth as proxy);
- (18) Traffic Advisory Committee - Cr WR Trevor and Cr JD Learmonth;
- (19) Wide Bay Burnett Regional Planning Advisory Committee - Cr CR Sommerfeld (with Cr HL Blackburn as proxy)
- (20) Wide Bay Burnett Regional Water Supply Strategy Management Committee - Cr JP Bartels and Cr WR Trevor (with Cr WA Honor as proxy)
- (21) Bundaberg Area Committee Crime Stoppers Queensland - Cr SA Rowleson and Cr JA Peters;
- (22) Public Safety Consultative Committee (an Advisory Committee of the Bundaberg Safe Night Out Precinct Inc) - Cr HL Blackburn and Cr JD Learmonth;
- (23) Reef Guardian Council – Cr WA Honor and Cr SA Rowleson;
- (24) UDIA – Cr JL Learmonth, Cr JP Bartels, Cr CR Sommerfeld and Cr SA Cooper;
- (25) UDIA Working Committee – Cr HL Blackburn and CR CR Sommerfeld;
- (26) Local Disaster Management Group – Cr JM Dempsey and Cr GR Barnes;
- (27) Audit and Risk Committee - Cr HL Blackburn and Cr SA Cooper;
- (28) Business Bundaberg Advisory Committee – Cr JM Dempsey and Cr WR Trevor.

**Item****21 August 2018****Item Number:**

D2

File Number:

.

Part:

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Petition - Moore Park Beach Bowls & Sports Club

Report Author:

Wendy Saunders, Executive Services Coordinator

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Environment - 2.3 Sustainable built and natural environment - 2.3.1 Manage, maintain, rehabilitate and protect our natural resources and regional ecosystems.

Background:

A petition has been received from visitors to the Moore Park Beach Caravan Park, bearing 66 signatures and states:-

“We have heard about a restructure of the Moore Park Beach Bowls and Sports Club. As regular visitors to the Moore Park Beach Caravan Park we would like to stress the importance of the Bowls Club to our continued use of the park.

There are a number of long term visitors to the park (2-3 months) who are also bowlers (50+ on average).

If the Bowls Club was to close or be downgraded this large group of bowlers would need to relocate. This would also have an effect on local traders.

Could we urge the Council to give the committee every possible assistance to ensure these community assets are protected.”

Associated Person/Organization:

Ian Farmer – Principal Petitioner

Consultation:

Nil

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:

Nil

Recommendation:

That the Petition be received and noted.

**Item****21 August 2018****Item Number:**

E1

File Number:

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Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 1 August 2018

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 - 3.1.1 Develop and maintain a comprehensive long-term financial plan.

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 1 August 2018.

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 government's 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 1 August 2018

Recommendation:

That the Financial Summary as at 1 August 2018 be noted by Council.

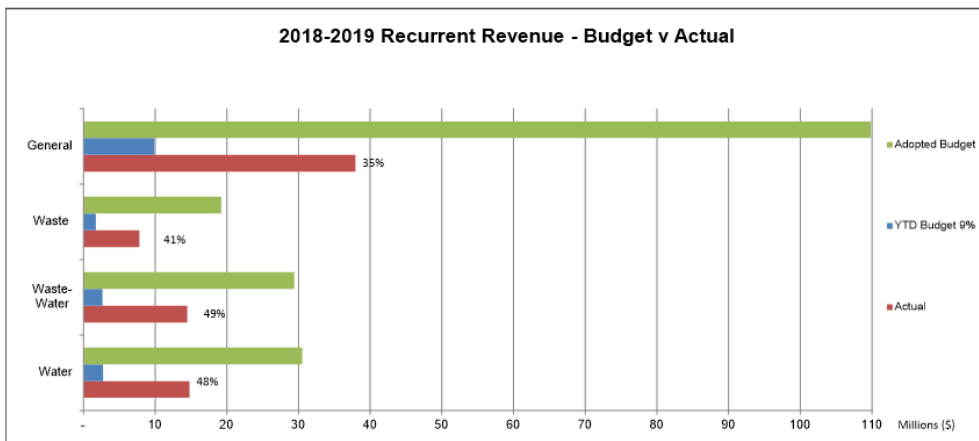
Financial Summary
as at 01 Aug 2018

	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
<i>Progress check - 9%</i>															
Recurrent Activities															
Revenue															
Rates and Utility Charges	72,696,565	158,383,235	46%	36,376,428	85,361,235	43%	7,458,811	14,555,000	51%	14,552,049	28,494,000	51%	14,312,479	27,953,000	51%
Less: Discounts and Pensioner Remissions	(847,738)	(8,478,550)	10%	(577,432)	(7,911,100)	7%	(92,004)	(193,100)	48%	(102,924)	(210,670)	49%	(75,378)	(181,590)	47%
	71,851,827	147,886,685	49%	35,798,994	77,450,135	46%	7,366,807	14,361,810	51%	14,449,125	28,283,330	51%	14,237,101	27,791,410	51%
Fees and Charges	2,180,718	26,179,414	8%	1,412,188	19,083,391	7%	390,497	4,611,023	8%	28,418	980,000	3%	340,615	1,505,000	23%
Interest Revenue	426,125	3,150,448	14%	185,881	1,498,048	12%	37,176	258,000	14%	9,297	165,400	6%	106,771	1,229,000	16%
Grants, Subsidies and Donations	532,144	11,714,207	5%	532,144	11,713,695	5%	-	512	0%	-	-	-	-	-	-
Sale of Developed Land Inventory	-	123,000	0%	-	123,000	0%	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	74,993,814	189,053,754	40%	37,929,207	109,868,269	35%	7,794,280	19,231,345	41%	14,486,840	29,428,730	49%	14,783,487	30,525,410	48%
Expenses															
Employee Costs	4,754,447	71,642,924	7%	3,751,048	59,677,790	6%	386,831	4,370,500	9%	303,815	4,013,946	8%	311,853	3,580,688	9%
Materials and Services	6,263,739	61,987,950	10%	4,914,681	34,214,817	14%	641,116	10,207,434	6%	338,564	8,696,601	4%	369,378	8,869,098	4%
Finance Costs	304,501	4,405,879	7%	64,394	1,414,213	5%	71,166	853,989	8%	153,441	1,841,292	8%	15,500	298,385	5%
Depreciation	3,895,352	48,744,219	8%	2,777,371	33,328,457	8%	119,162	1,426,943	8%	543,216	6,518,589	8%	455,603	5,467,230	8%
Total Recurrent Expenditure	15,218,039	184,780,972	8%	11,508,394	128,635,277	9%	1,218,275	16,861,866	7%	1,339,036	21,070,428	6%	1,152,334	18,213,401	6%
Operating Surplus	59,775,775	4,272,782		26,420,813	(18,767,008)		6,576,005	2,369,479		13,147,804	8,358,302		13,631,153	12,312,009	
Transfers to															
Restricted Capital Cash	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NCP Transfers	-	-	-	-	(12,955,836)	-	-	(1,813,461)	-	6,080,579	-	6,080,579	-	6,688,718	-
Total Transfers	-	-	-	-	(12,955,836)	-	-	(1,813,461)	-	6,080,579	-	6,080,579	-	6,688,718	-
Movement in Unallocated Surplus	59,775,775	4,272,782		26,420,813	(5,811,172)		6,576,005	4,182,940		13,147,804	2,277,723		13,631,153	3,623,291	
Unallocated Surplus (Deficit) brought forward from prior year(s)	28,409,547	28,409,547		(2,092,765)	(2,092,765)		11,656,859	11,656,859		-	-		18,845,453	18,845,453	
Unallocated Surplus (Deficit)	88,185,322	32,682,329		24,328,048	(7,903,937)		18,232,864	15,839,799		13,147,804	2,277,723		32,476,606	22,468,744	
Capital Activities															
<i>Council's Capital Expenditure (Excludes Donated Assets)</i>															
Total Capital Expenditure	2,004,088	90,424,502	2%	1,726,034	63,204,159	3%	37,446	1,470,600	3%	104,551	11,993,284	1%	136,057	13,756,459	1%
Cash															
Opening balance	124,463,769	103,773,659													
Movement - increase/(decrease)	(10,489,956)	(5,851,122)													
Closing balance	113,973,813	97,922,537													

Further to the Financial Summary Report as at 1 August 2018, the following key features are highlighted.

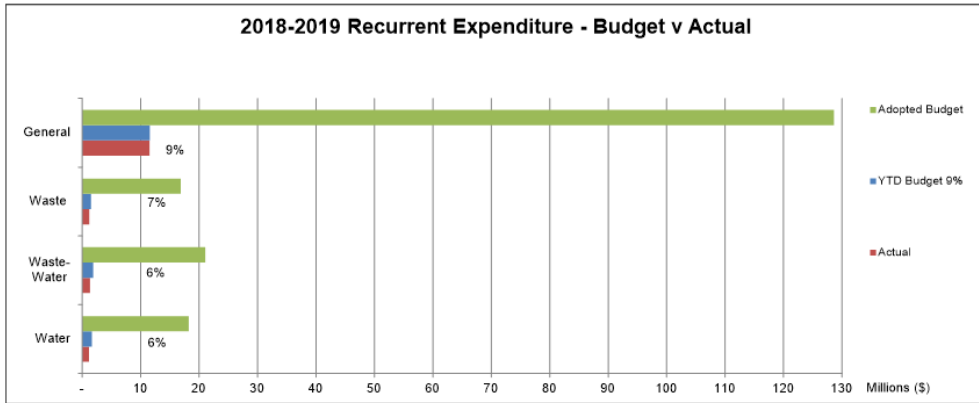
Recurrent Revenue

- Rates and Utility Charges for the first half year have been levied. Year-to-date income for the general fund is slightly lower than 50% of budget. This will increase in the next few months as Council receives payments in advance leading up to the second half year levy. Discount on general rates will increase during August as it's applied when rate accounts are paid in full.
- Fees and Charges are slightly less than the year-to-date budget. This was primarily in the area of Wastewater due to the timing of Trade Waste invoices.
- Interest Revenue is higher than expected at this point of the year. This will be adjusted as part of the first quarter budget review.
- Grants, Subsidies and Donations are less than the year-to-date budget. This is expected to realign with significant grants such as the Financial Assistance Grant being paid in the coming months. Council is currently in discussions with the Queensland Reconstruction Authority on its Emergent Works claim for the October 2017 event. A significant portion of the claim (\$161,000) requires further evidence before our claim of \$352,000 is approved for payment. Council expects a resolution during August.



Recurrent Expenditure

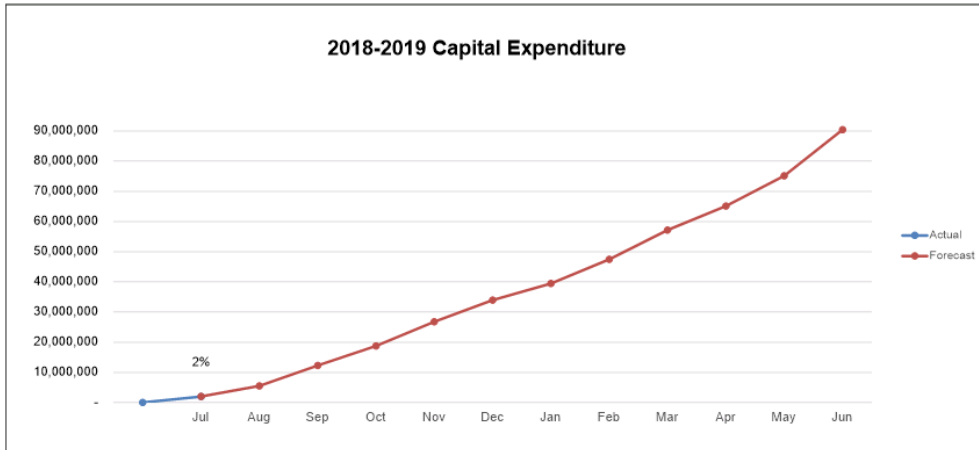
- Employee Costs are slightly less than the year-to-date budget. This is due to the Workers Compensation premium not yet being paid.
- Materials and Services are slightly more than the year-to-date budget. In the General Fund this is due to the payment of several annual Insurance Premiums and Licences.



Capital Expenditure

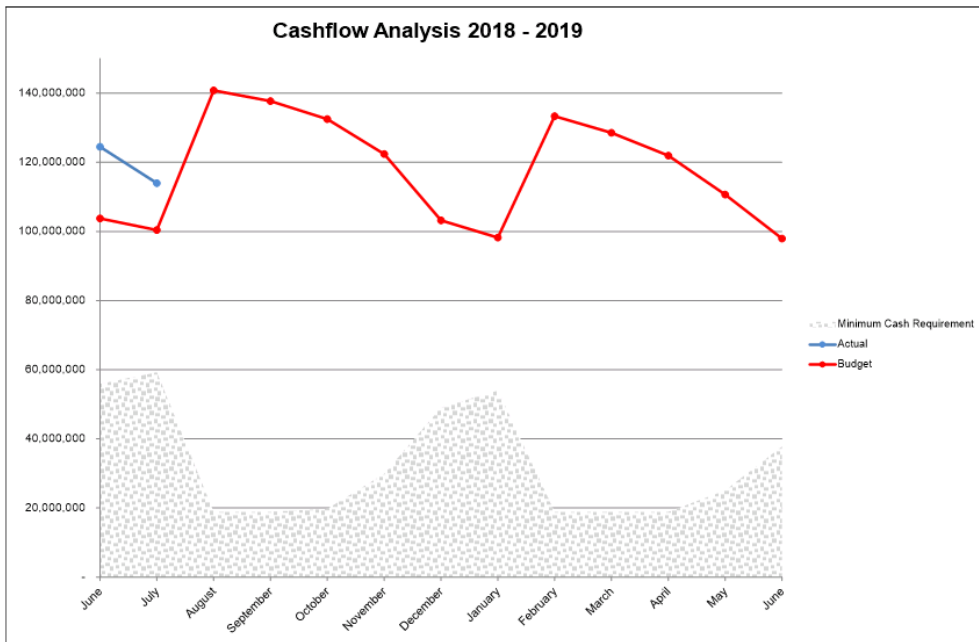
- The majority of Capital Expenditure is a finalisation of 2017/2018 projects which will be re-provisioned as part of the first quarter budget review (estimated \$12 million). Significant programming is being undertaken to schedule major works for 2018/2019.

For more details regarding Capital Expenditure projects please refer to the summary of significant capital projects at the end of this report.



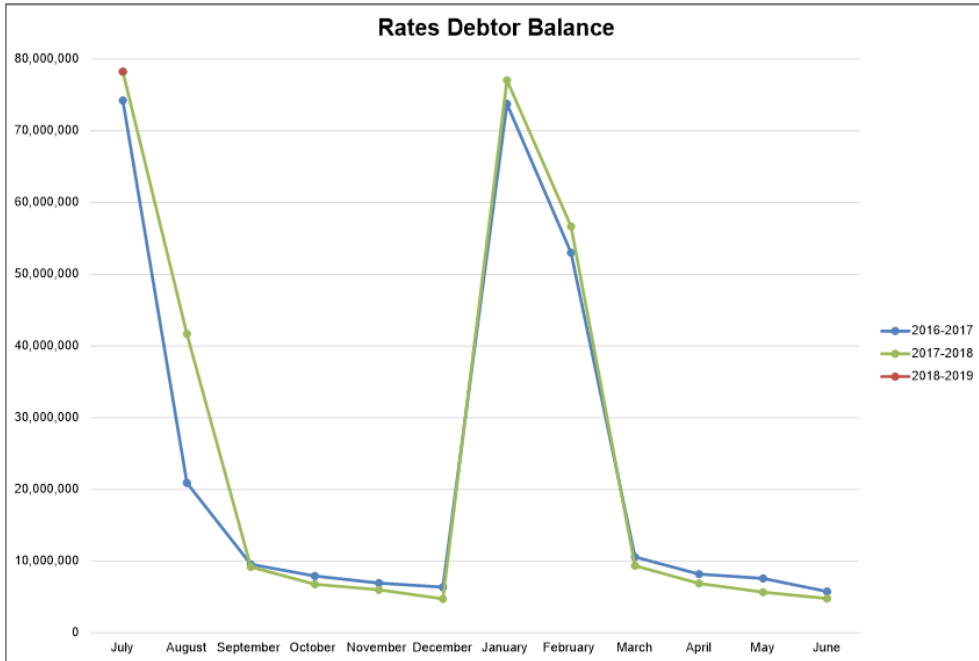
Cash Flow

- The cash balance as at 1 August 2018 was \$114 million, a decrease of \$10.5 million from the last report at 30 June 2018, reflecting the spend on capital and operations during the month of July.
- The opening cash balance was \$20.5 million more than the estimated opening balance at 1 July 2018 due to re-provisioning of capital expenditure and operational savings. This variance will be amended as part of the first quarter budget review.
- No short-term liquidity issues are foreseeable.



Rates Debtor

- Rates outstanding total \$78.3 million. This is equivalent to the rate debt outstanding this time last year. The due date for payment is the 3rd of September.



Significant Projects as at 31 July 2018

Status

Initiative is proceeding to plan with no indication of future impediments

Progress is not as expected but action is being/has been taken and is expected to be on track within the next quarter or financial year

Please note that completed projects may still have outstanding costs

Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
Major Projects													
Multi-Use Sport and Community Centre (Multiplex) Stage 1 Finalisation Costs		80%	Costs associated with the finalisation of Stage 1. Completion expected 2019. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year to finalise the contract.		208,434	111,154	208,434	-	-	-	0%	97,280	97,280
				12,500,000									
Multi-Use Sport and Community Centre (Multiplex) Stage 2		100%	Project Construction is complete and contract is in defects liability period. Work being undertaken to operationalise the facility within the Airports & Tourism Budget.		11,982,727	11,982,727	11,982,727	-	-	-	0%	-	-
Demolition of Skating Rink and Lessee Compensation		100%	Completed under Budget.	250,000	150,485	150,485	150,485	-	-	-	0%	-	-
Internal Roads and Intersections		100%	Costs have been finalised.	3,115,118	3,115,118	3,115,118	3,115,118	-	-	-	0%	-	-
Multi-Use Sport and Community Centre (Multiplex) Stage 1		100%	Costs have been finalised.	9,500,000	15,622,817	15,622,817	15,622,817	-	-	-	0%	-	-
			<i>Cost to Council</i>	25,365,118	31,079,580	30,982,300	31,079,580	-	-	-	0%	97,280	97,280
Bundaberg CBD Revitalisation		15%	Design contract is expected to be finalised December 2018. Project is being developed to a shovel ready status. Concept design and Public Consultation is complete for Tantitha Street.		31,288,941	1,548,744	31,288,941	1,025,000	4,693	26,768	0%	1,025,000	-
				16,000,000									
Bundaberg CBD Streetscape Revitalisation - Non-Capital Costs			Work is ongoing.		255,109	155,109	255,109	100,000	-	13,000	0%	100,000	-
			<i>Cost to Council</i>	16,000,000	31,544,050	1,703,853	31,544,050	1,125,000	4,693	39,768	0%	1,125,000	-
Mount Perry Flood Evacuation Route Upgrade		95%	Land resumptions and easements have now been finalised. Negotiations are in progress with the State Department funding body to access the original agreement conditions for a possible \$650,000 in grant funds. Legal and Professional fees are in progress and will be finalised in 2019. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.		4,863,944	4,841,034	4,863,944	-	-	4,726	0%	22,909	22,909
				8,758,570									
Mount Perry Flood Evacuation Route Upgrade Complementary Works including Retaining Wall, Open Drain, Botanic Gardens Pit and Water Main		100%	Costs have been finalised.		1,273,584	1,273,584	1,273,584	-	-	-	0%	-	-
			<i>Cost to Council</i>	8,758,570	6,137,528	6,114,618	6,137,528	-	-	4,726	0%	22,909	22,909
Burnett Heads CBD Revitalisation		60%	Construction has commenced, delays experienced due to recent weather. Completion expected October 2018. Revised Budget Request to be submitted to reversion the remaining Budget to the 2018/19 Financial Year.	5,359,707	8,324,003	3,573,418	8,324,003	1,000,000	637,567	100,083	64%	4,750,586	3,750,586

Significant Projects as at 31 July 2018

Status

Initiative is proceeding to plan with no indication of future impediments

Progress is not as expected but action is being/has been taken and is expected to be on track within the next quarter or financial year

Please note that completed projects may still have outstanding costs

Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
Elliott Heads Foreshore Masterplan		0%	Detailed design in progress and completion is expected October. Construction is due to commence January 2019.	4,010,361	4,010,361	1,334	4,010,361	4,010,361	-	6,045	0%	4,010,361	-
Gin Gin Streetscape Stage 2		0%	Project due to commence March 2019 Revised Budget Revision to be submitted to reversion remaining 2017/18 Budget to the 2018/19 Financial Year.	3,955,296	3,955,296	-	3,955,296	566,360	-	-	0%	666,360	100,000
Corporate Applications													
Core System Replacement Program		95%	Costs relating to undertaking prefeasibility investigations for the Core System Replacement Program. Revised Budget Request to be submitted to allocate additional funds in the 2018/19 Financial Year.		1,150,909	1,135,356	1,150,909	-	-	15,553	0%	15,553	15,553
Civica Authority Version 7 Upgrade		95%	Project is Practically Complete awaiting financial completion. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year and allocate additional funds.	4,500,000	75,000	45,320	84,240	-	-	38,920	0%	38,920	38,920
Rugged Tablets - Proof of Concept		100%	Costs have been finalised		10,000	10,000	10,000	-	-	-	0%	-	-
Software Programs		100%	Costs have been finalised		22,277	22,277	22,277	-	-	-	0%	-	-
<i>Cost to Council</i>				4,500,000	1,258,186	1,212,953	1,267,426	-	-	54,473	0%	54,473	54,473
Airports and Tourism													
Aviation Precinct - Construction of Stage 3		10%	Detailed design and costing are complete. Contract for construction to go out to tender early 2018/19 Financial Year. Operational works application has been submitted.	1,000,000	334,376	64,091	334,376	-	794	-	0%	271,079	271,079
Aviation Precinct - Construct Taxiway Alpha & Adjacent Aircraft Aprons		10%	Revised Budget Request to be submitted to reversion remaining 2017/18 Budget to 2018/19 Financial Year.	420,000	5,422,599	-	5,422,599	5,098,599	-	-	0%	5,098,599	-
Aviation Precinct - Sewer Pump Stations - Install Sewerage Pump Station at Bundaberg Regional Airport Aviation Precinct		95%	Revised Budget Request to be submitted to reversion remaining 2017/18 Budget to 2018/19 Financial Year.	378,000	423,371	421,781	423,371	-	3,655	-	0%	5,245	5,245
<i>Cost to Council</i>				1,798,000	6,180,346	485,872	6,180,346	5,098,599	4,449	-	0%	5,374,923	276,324
Multiplex - Capital Work required to Operationalise		5%	Project expected to be finalised June 2019. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget from Major Project to the 2018/19 Financial year to Airports & Tourism.	-	73,489	85,566	585,566	-	12,077	91,100	0%	487,923	500,000
Multiplex - Non Capital Work required to Operationalise		5%		-	191,608	196,293	226,293	-	4,684	-	0%	25,316	30,000
<i>Cost to Council</i>				-	265,097	281,859	811,859	-	16,761	91,100	0%	513,239	530,000
Waste Disposal Facilities													

Significant Projects as at 31 July 2018

Status

Initiative is proceeding to plan with no indication of future impediments

Progress is not as expected but action is being/has been taken and is expected to be on track within the next quarter or financial year

Please note that completed projects may still have outstanding costs

Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
Bundaberg Regional Landfill - (Cedars Road) - Cell 3		85%	Sub Cell B has been activated and work is underway. Sub Cells C and D are expected to be activated throughout the 2018/19 Financial Year. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.	4,294,000	3,872,808	3,481,635	3,872,808	-	-	43,260	0%	391,173	391,173
Bundaberg Regional Landfill - Gas System		0%	Project is continual over 9 years.	70,000	630,000	-	630,000	70,000	-	-	0%	-	(70,000)
Qunaba Landfill Phytocapping Stage 1, Southern and Western Batters		5%	Project Manager is developing a Business Case in line with the Project Decision Framework. Project to commence by June 2019 with completion to occur in the 2019/2020 Financial Year. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.	802,500	802,500	277	802,500	-	-	-	0%	802,223	802,223
Strategic Projects Co-Ordination													
Bundaberg Civil and Cultural Precinct		0%	Design Due to commence around December 2018.	50,000,000	50,000,000	-	50,000,000	1,000,000	-	-	0%	1,000,000	-
Roads and Drainage													
Baldwin Swamp Multi Modal Pathways - Que Hee Street to Bundaberg Ring Road		90%	Project has commenced and is being delivered by day labour. Concrete pathway is complete and cosmetic items will be finalised by September 2018. Revised Budget Request to be submitted to reversion remaining 2017/18 Budget to the 2018/2019 Financial Year and allocate additional funds.	1,000,000	1,000,000	824,539	1,089,000	-	26,389	65,365	0%	290,850	290,850
Hughes Road, Bargarra - Extension - Stage 2 - Wearing Road to Watsons Road		20%	Project design is currently 60% complete. Construction will commence in early 2019.		5,489,222	94,232	5,489,222	1,600,000	5,009	58,281	0%	1,600,000	-
Land Purchase for Road Reserve		90%	Resumption agreements have been distributed and the easement documentation is currently being finalised. Revised Budget Request to be submitted to allocate funds in the 2018/19 Financial Year.	6,000,000	748,064	718,064	748,064	-	-	-	0%	30,000	30,000
<i>Cost to Council</i>				6,000,000	6,237,286	812,296	6,237,286	1,600,000	5,009	58,281	0%	1,630,000	30,000
Willis Street, Sharon - Burnett Downs Estate - Upgrade Drainage Work		80%	Construction has commenced and due to be completed August 2018. Revised Budget Request to be submitted to reversion remaining 2017/18 Budget to the 2018/19 Financial Year.	650,000	400,000	303,352	400,000	-	54,835	49,569	0%	151,483	151,483
Thabeban Fitzgerald Streets Roundabout - Works for Queensland Round 2		5%	Design is complete. Early works for the service relocations due to commence mid August. Roundabout works scheduled to commence late September. Project to be complete by late December 2018. Revised Budget Request to be submitted to reversion remaining 2017/18 Budget to 2018/2019 Financial Year.	1,400,000	1,400,000	208,862	1,400,000	1,200,000	13,313	23,508	1%	1,204,451	4,451

Significant Projects as at 31 July 2018

Status

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Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
Johnston Street, Avoca - Upgrade		20%	Project commenced June 2018 and due to be completed October 2018. Revised Budget Request to be submitted to re-provision remaining Budget to the 2018/2019 Financial Year and allocated additional funds.	995,015	510,000	216,446	510,000	210,000	41,353	203,645	20%	334,907	124,907
Twyford Street/Johnston Street Drainage Improvements		2%	Project is currently being designed. Construction to commence in the 2019/20 Financial Year. Revised Budget Revision to be submitted to re-provision remaining 2017/18 Budget to the 2018/19 Financial Year.	2,285,000	1,285,000	473,484	1,285,000	935,000	142,853	116,781	15%	954,368	19,368
<i>Cost to Council</i>				3,280,015	1,795,000	689,930	1,795,000	1,145,000	184,206	320,426	16%	1,289,275	144,275
Thabeban Stormwater Drainage Scheme - Stage 3		5%	Design is progressing on the Ring Road detention basin pump out and the Barolin Street stormwater pipes. Revised Budget Request to be submitted to re-provision remaining Budget to 2018/2019 Financial Year.		6,024,877	777,509	6,024,877	1,000,000	-	186,233	0%	1,247,368	247,368
				1,308,000									
Thabeban Stormwater Drainage Scheme - Stage 2		100%	Costs have been finalised		446,697	446,697	446,697	-	-	-	0%	-	-
Thabeban Stormwater Drainage Scheme - Stage 1B		100%	Costs have been finalised		574,896	574,896	574,896	-	-	-	0%	-	-
<i>Cost to Council</i>				1,308,000	7,046,470	1,799,102	7,046,470	1,000,000	-	186,233	0%	1,247,368	247,368
Bundaberg West Drainage Scheme		2%	Currently being surveyed. Design will commence in August 2018.	4,500,000	1,500,000	-	1,500,000	1,500,000	-	-	0%	1,500,000	-
Walla Street/Boundary Street On-Road Cycle Facilities		0%	Project due to commence January 2019	2,330,000	135,000	-	135,000	135,000	-	-	0%	135,000	-
Smiths Creek Bridge, Bucca - Bridge Replacement		15%	Tender has been awarded and project commenced July 2018. Side track is currently being constructed.	1,635,000	1,654,600	61,337	1,654,600	1,600,000	6,737	222,026	0%	1,600,000	-
Monduran Rd, Monduran - Safety Improvement Project		0%	Project due to commence February 2019	853,000	176,000	-	176,000	176,000	-	-	0%	176,000	-
McCoys Creek Culvert Rehabilitation		0%	Project no longer proceeding. Revised Budget Revision to be submitted to remove Budget from 2018/19 Capital Works Program.	800,000	800,000	-	800,000	800,000	-	-	0%	800,000	-
Oakwood Detention Basin Stage 1		10%	Currently in negotiations with landholders to acquire drainage easements. Project is currently being designed.	750,000	750,000	-	750,000	750,000	-	-	0%	750,000	-
Gahans Rd, Kalkie - Road Upgrade		0%	Project due to commence March 2019	625,000	625,000	-	625,000	625,000	-	-	0%	625,000	-
McCoys Creek, Branyan - Culvert Relining		5%	Project is currently being designed. Contractor has been awarded and works are due to commence mid August 2018. Revised Budget Request to be submitted to re-provision remaining 2017/18 Budget to 2018/19 Financial Year.	550,000	550,000	5,754	550,000	350,000	4,113	-	1%	548,359	198,359
McCarthy Rd, Avenell Heights - Road Widening		10%	Design is complete. Construction due to commence August 2018 and complete by November 2018.	500,000	500,000	2,377	500,000	500,000	277	19,818	0%	500,000	-

Significant Projects as at 31 July 2018

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Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
McCarthy Rd, Avenell Heights - Drainage		10%	Design is complete. Pipes have been ordered. Construction due to commence August 2018 and complete by November 2018.	400,000	407,376	28,041	407,376	380,000	666	94,437	0%	380,000	-
<i>Cost to Council</i>				900,000	907,375	30,419	907,376	880,000	943	114,255	0%	880,000	-
Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 3.7 km and CH 4.9 km		100%	Costs have been finalised. Project completed over Budget.		228,180	228,180	228,180	-	-	-	0%	-	-
Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 4.9 km and CH 7.3 km		95%	Project is practically complete awaiting financial completion. Revised Budget Request to be submitted to reversion remaining 2017/18 Budget to 2018/19 Financial Year.	2,650,000	1,220,000	637,155	1,220,000	-	15,904	818	0%	598,749	598,749
Ten Mile Road, Sharon - Upgrade and Widen Narrow Sealed Sections between CH 7.3 km and CH 10.75 km		100%	Costs have been finalised. Project completed over Budget.		895,721	895,721	895,721	-	-	-	0%	-	-
<i>Cost to Council</i>				2,650,000	2,343,901	1,761,056	2,343,901	-	15,904	818	0%	598,749	598,749
Community Development													
Norville Pool - Bucket Play Area - Works for Queensland Round 2		5%	Project is currently out for Tender and closed 17 July 2018. Project to be completed December 2018. Revised Budget Revision to be submitted to reversion the remaining Budget to the 2018/19 Financial Year and allocate \$449,000 from the W4Q Bundaberg Administration PV install project that has been abandoned.	500,000	1,009,000	28,571	1,009,000	500,000	7,290	-	1%	987,719	487,719
Childers Swimming Pool - Heat Pump Installation		2%	Conceptual designs are complete and quotes have been obtained. Project to commence April 2019.	1,000,000	1,000,000	-	1,000,000	1,000,000	-	-	0%	1,000,000	-
Bundaberg Superpark, Kensington - Additional Carparking		5%	Preliminary design is complete. Construction due to commence early 2019.	568,000	568,150	150	568,150	568,000	-	-	0%	568,000	-
Parks, Sport and Natural Areas													
Natural Themed Playground Botanic Gardens		10%	Contract has been awarded and construction to commence in September 2018. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.	350,000	500,000	1,122	500,000	-	-	500,000	0%	500,000	500,000
Baldwin Environmental Wetlands - Water Quality Improvement - Works for Queensland Round 2		5%	Survey works and detail design has been completed by specialised wetland consultant. Project to be completed in the 2018/19 financial year.	500,000	499,737	39,737	499,737	460,000	-	-	0%	460,000	-
Water and Wastewater													
Fairymead Road SPS Diversion		0%	Design to commence in September. Revised Budget to be submitted to reversion the remaining 2017/18 budget to the 2017/18 Financial Year.	885,000	885,000	9,646	885,000	860,000	-	-	0%	875,354	15,354

Significant Projects as at 31 July 2018

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Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
Sewage Overflow Abatement Program		0%	Project will be undertaken over a 3 year period. Annual work completed will be in line with Budget. Project expected to be completed 30 June 2021.	600,000	200,000	-	200,000	200,000	-	-	0%	200,000	-
Milbank WWTP - Belt Press Replacement		0%	Tender is expected to go out in October. Construction due to commence in 2019.	500,000	500,000	-	500,000	500,000	-	-	0%	500,000	-
Branyan WTP - Clear Water Storage		0%	Design to commence in 2018/19 Financial Year. Construction expected to commence 2019/20.	1,900,000	100,000	-	1,900,000	100,000	-	-	0%	100,000	-
North Bundaberg Water Supply		0%	Modelling in progress. Design to commence once modelling finalised.	940,000	940,000	-	940,000	100,000	-	-	0%	100,000	-
Smart Meter Trial		15%	Invitations for tender closed in May. Evaluations underway and to be completed June. Revised Budget Request to be submitted to reversion Budget from the 2018/19 Financial year to 2019/20.	8,000,000	12,347,429	138,997	12,347,429	1,165,000	6,568	51,904	1%	855,000	(310,000)
Gregory Water Treatment Plant Upgrade		10%	Design is in progress and is expected to be finalised in August. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/2019. Construction is due to commence in the 2019/20 Financial Year.	16,200,000	12,116,943	635,645	12,116,943	-	18,702	311,576	0%	18,702	18,702
Kalkie Water Treatment Plant Quality Upgrade		10%	Design is in progress and is expected to be finalised in August. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/2019 Financial Year.	3,100,000	8,600,000	542,111	8,600,000	8,000,000	14,381	305,638	0%	8,072,270	72,270
Branyan WTP Clear Water Storage - New Roof Structure		100%	Project is complete. Revised Budget Request to be submitted to increase the current year budget in line with actuals.	500,000	449,705	451,200	451,200	-	1,495	-	0%	1,495	1,495
Woodgate Vacuum Sewer Extension		85%	Construction has commenced and is due to be completed in August 2018. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/2019 Financial Year.	1,500,000	2,300,000	2,066,064	2,306,696	-	34,368	110,025	0%	75,000	75,000
Woodgate Vacuum Sewer Extension - Stage 2		0%	Project due to commence in October.	200,000	200,000	-	200,000	200,000	-	-	0%	200,000	-
Childers Wastewater Treatment Plant Upgrade		10%	Design in progress and expected to be completed July. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/2019 Financial Year.	3,200,000	3,800,000	160,872	3,800,000	3,600,000	8,501	274,840	0%	3,647,630	47,630
Gin Gin Wastewater Treatment Plant Upgrade		10%	Design expected to commence 2019 (pending the completion of the design for Childers Wastewater Treatment Plant Upgrade). Revised Budget Request to be submitted to reversion the remaining Budget to the 2018/19 Financial Year.	3,700,000	4,000,000	81,303	4,000,000	200,000	2,899	174,997	1%	221,596	21,596

Significant Projects as at 31 July 2018

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Project Description	Status	% Complete	Monitor (Descriptor)	Life to Date				Financial Year 2019					
				Original Project Estimate (\$)	Adopted Budget (\$)	LTD Actuals (\$)	Est Final Cost (\$)	Adopted 2019 Budget (\$)	FY 2019 YTD Actuals (\$)	Committed (\$)	% Spend	Est Final Cost 2019 (\$)	Budget Variance (\$)
Mon Repos Water		6%	Project has commenced, due for completion December. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/2019 Financial Year. The 2018/19 Budget will also be increased in line with the original project estimate.	670,000	650,000	55,211	670,000	575,000	32,185	74,212	6%	646,974	71,974
Mon Repos Wastewater		6%	Project has commenced, due for completion December. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/2019 Financial Year. The 2018/19 Budget will also be increased in line with the original project estimate.	900,000	900,000	71,391	900,000	825,000	17,460	67,064	2%	846,069	21,069
<i>Cost to Council</i>				1,570,000	1,550,000	126,602	1,570,000	1,400,000	49,645	141,275	4%	1,493,043	93,043
Rubyanna STP - Design and Construction of Plant			Commissioning phase is being finalised. Practical Completion is expected September. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.		49,432,280	46,555,266	49,432,280	-	213,272	1,091	0%	3,090,286	3,090,286
Project Administration and Control (All Stages)		90%	Work is ongoing. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.		939,944	896,650	939,944	-	-	59,913	0%	43,294	43,294
Non Capital Costs for Design and Construction of Rubyanna Plant			Work is ongoing		234,842	234,842	234,842	-	-	-	0%	-	-
Decommissioning of Bundaberg East WWTP		30%	Initial decommissioning works commenced in January 2018. Further activities will be undertaken to decontaminate / make safe East WWTP now that Rubyanna WWTP is online. Project to be completed 2019. Revised Budget Request to be submitted to reversion the remaining 2017/18 Budget to the 2018/19 Financial Year.		500,000	110,199	500,000	300,000	1,271	1,560	0%	391,072	91,072
<i>Cost to Council</i>				92,726,237									
Purchase of Land		100%	Costs have been finalised		2,667,537	2,667,537	2,667,537	-	-	-	0%	-	-
Rubyanna STP Concept Study		100%	Costs have been finalised		53,700	53,700	53,700	-	-	-	0%	-	-
Rubyanna STP - Trunk Pipelines Concept Design and Survey		100%	Costs have been finalised		7,057,331	7,057,331	7,057,331	-	-	-	0%	-	-
Rubyanna WWTP River Outfall		100%	Costs have been finalised		4,495,809	4,495,809	4,495,809	-	-	-	0%	-	-
Rubyanna WWTP Pipelines - Springhill Road to RWWTTP		100%	Costs have been finalised		487,880	487,880	487,880	-	-	-	0%	-	-
Rubyanna WWTP Pipelines - Darnell Street Sewerage Cutting		100%	Costs have been finalised		321,020	321,020	321,020	-	-	-	0%	-	-
<i>Cost to Council</i>				92,726,237	66,190,341	62,880,232	66,190,342	300,000	214,543	62,564	72%	3,524,652	3,224,652

Capital Grants Project Summary - Life to Date as at 31 July 2018

Project Description	Funding Name	Total Approved Funding	LTD Grant Income Actuals	Percentage Received	Total Approved Expenditure	LTD Grant Expenditure Actuals	Percentage Spend	Approved Cost to Council	Current Actual Cost to Council	Funding Completion Date	Comments
Major Projects											
Multi-Use Sports and Community Centre - Stage 2	Building Our Regions	5,000,000	4,100,000	82%	12,260,000	11,969,564	98%	2,260,000	3,369,564	1/02/2019	Extension of time approved by the Department to incorporate additional works. Final Claim to be submitted on completion of the project.
	Community Development Grant	5,000,000	4,500,000	90%							Currently negotiating an extension of time with the Department to incorporate additional works. Final Claim to be submitted on completion of the project.
Burnett Heads CBD Revitalisation	Building Our Regions	3,320,677	1,660,000	50%	6,641,355	3,582,070	54%	415,410	487,349	1/10/2018	Currently negotiating an extension of time with the Department to extend completion date to September 2018.
	Building Better Regions Fund	2,905,268	1,434,721	49%						30/11/2018	Extension of time approved by the Department. Next milestone payment due in August 2018.
Bundaberg Regional Aviation and Aerospace Precinct - Stage 3	Building Our Regions	1,993,975	997,000	50%	5,239,560	64,091	1%	3,245,585	(932,909)	1/03/2019	Milestone 2 is due to be submitted in November 2018. Payment due in December 2018.
Elliott Heads Foreshore Redevelopment	Local Government Grants and Subsidies Program	1,604,144	481,243	30%	4,010,361	1,334	0%	2,406,217	(479,909)	18/10/2018	30% funding received at execution of agreement. The remaining funding is received progressively during construction.
Wastewater											
Rubyanna Sewerage Treatment Plant	Building Our Regions	5,000,000	4,250,000	85%	62,050,000	52,182,566	84%	57,050,000	47,932,566	30/07/2018	Currently negotiating an extension of time with the Department to extend completion date to January 2019 to allow for financial completion. Please note that total approved expenditure refers to the minimum expenditure required by the Grant funding.
Roads and Drainage											
Pathway Que Hee Street to Ring Road	Get Playing Plus	739,900	439,614	59%	1,479,800	833,594	56%	739,900	393,980	30/09/2018	Funding is received progressively each month during construction.
Quay Street East/Scotland Street - Pathway Principal Cycle Network Plan	Cycle Network Local Government Grants Program	151,374	113,531	75%	302,748	273,645	90%	151,374	160,115	30/09/2018	The final 25% will be received at project completion.
Hurst Street, Hunter Street Intersection Upgrade	BLACKSPOT	145,500	72,750	50%	145,500	-	0%	-	(72,750)	30/06/2019	50% funding received at execution of agreement. The final 50% will be claimed when the project is complete.
Tirroan Road Curve Realignment	BLACKSPOT	481,500	240,750	50%	481,500	-	0%	-	(240,750)	30/06/2019	50% funding received at execution of agreement. The final 50% will be claimed when the project is complete.
Ten Mile Road Widening	Roads to Recovery	2,650,000	1,459,981	55%	2,650,000	1,761,056	66%	-	301,075	30/09/2018	Final Milestone payment due in August 2018.
Smith's Creek Bridge Replacement	Bridges Renewal Programme	900,000	360,000	40%	1,800,000	30,668	2%	900,000	(329,332)	1/10/2019	40% funding received at execution of agreement. The final 60% will be claimed when the project is complete.

Capital Grants Project Summary - Life to Date as at 31 July 2018

Project Description	Funding Name	Total Approved Funding	LTD Grant Income Actuals	Percentage Received	Total Approved Expenditure	LTD Grant Expenditure Actuals	Percentage Spend	Approved Cost to Council	Current Actual Cost to Council	Funding Completion Date	Comments
2018-2019 TIDS Allocation	TIDS	1,956,692	363,787	19%	4,967,568	983,293	20%	3,010,876	619,506	30/06/2019	Funding is received progressively each month during construction.
NDRRA - Tropical Cyclone Debbie and Associated Rainfall and Flooding - 28 March - 6 April 2017											
BRC125.17 - St Kilda Road Betterment	Natural Disaster Relief and Recovery Arrangements	41,892	12,568	30%	56,142	-	0%	14,250	(12,568)	30/06/2019	30% Funding received at approval of submission less Council's trigger point contribution. Balance of funding is claimed monthly in arrears.
BRC.126.17 Snake Creek Road Betterment	Natural Disaster Relief and Recovery Arrangements	74,053	22,216	30%	100,155	20,399	20%	26,103	(1,817)	30/06/2019	
BRC.127.17 Bungadoo Road Betterment	Natural Disaster Relief and Recovery Arrangements	153,746	46,124	30%	197,506	109,431	55%	43,760	63,307	30/06/2019	
BRC.133.18 - Duck Creek Road Betterment	Natural Disaster Relief and Recovery Arrangements	31,258	9,377	30%	41,258	2,011	5%	10,000	(7,366)	30/06/2019	
BRC.129.17 - Reconstruction Claim	Natural Disaster Relief and Recovery Arrangements	475,806	142,742	30%	634,408	302,227	48%	158,602	159,485	30/06/2019	
BRC128.17 - Reconstruction Claim	Natural Disaster Relief and Recovery Arrangements	510,761	114,921	23%	510,761	218,328	43%	-	103,407	30/06/2019	
BRC.130.17 - Reconstruction Claim	Natural Disaster Relief and Recovery Arrangements	270,559	81,168	30%	360,745	29,068	8%	90,186	(52,099)	30/06/2019	
NDRRA - Central Coast Queensland Severe Weather 16-19 October 2017											
BRC.135.18 - Reconstruction Claim	Natural Disaster Relief and Recovery Arrangements	797,974	179,544	23%	797,974	354,098	44%	-	174,554	30/06/2019	30% Funding received at approval of submission less Council's trigger point contribution. Balance of funding is claimed monthly in arrears.
BRC.137.18 - Reconstruction Claim	Natural Disaster Relief and Recovery Arrangements	835,250	187,931	23%	835,250	228,406	27%	-	40,475	30/06/2019	
Works for Queensland											
Works for Queensland - Round 2	Works for Queensland	10,073,000	5,036,500	50%	10,573,000	2,154,396	20%	500,000	(2,882,104)	30/06/2019	50% funding received at execution of agreement. A further 40% will be received upon expending the initial allocation. The final 10% will be received on completion of the project.

**Item****21 August 2018****Item Number:**

F1

File Number:

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Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Christmas Closedown 2018

Report Author:

Jon Rutledge, People & Culture Manager

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
 - 3.2.2 Provide friendly and responsive customer service, in keeping with Council values and community expectations.

Background:

In past years, Council has agreed to the closure of Council administration offices, service centres and depots for business days over the Christmas/New Year period.

It is proposed that Council offices will close from Tuesday 25 December 2018 and reopen on Wednesday 2 January 2019. During this period, employees will take the following leave:

- Tuesday 25 December 2018 – Public Holiday
- Wednesday 26 December 2018 – Public Holiday
- Thursday 27 to Monday 31 December 2018 – Employees will be offered the alternative of taking leave, accrued Rostered Days Off (RDO's) or Time Off In Lieu (TOIL) or any combination of these.
- Monday 1 January 2019 – Public Holiday

Council will maintain an employee listing who will attend to critical business during this period.

Associated Person/Organization:

Not applicable.

Consultation:

Executive Leadership Team

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:

Nil

Recommendation:

That:-

- 1. Council's main administration office, service centres, libraries, arts centres and depots (and other administrative and depot areas as applicable) be closed for general business on the three working days over the Christmas/New Year period, namely Thursday 27, Friday 28 and Monday 31 December 2018, with offices and depots reopening on Wednesday 2 January 2019;**
- 2. Staff be offered the alternative of taking the subject three (3) days from Leave, or a combination of Leave and accrued Rostered Days Off;**
- 3. the Chief Executive Officer advertise the closure and telephone numbers of Council officers who will attend to critical business over this period.**

**Item****21 August 2018****Item Number:**

F2

File Number:

.

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Council Policies

Report Author:

Amanda Sapolu, 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:

Earlier this year, Council requested a review of existing council policies by the Governance and Legal Services section which has commenced with the various departments.

As part of this review, a new council policy template has been developed. The new template ensures information considered to be procedural, superfluous or 'how to' has been extracted from Council policies and where necessary, this information will form part of another document (i.e. manual, procedure etc.).

The following new policies are included for adoption:

- Complaints about the Chief Executive Officer Policy; and
- Gifts and Benefits Policy.

The following two existing policies are also included for adoption:

- Administrative Action Complaints Policy Procedure; and
- Public Interest Disclosure Policy and Procedure.

Associated Person/Organization:

Not applicable.

Consultation:

Councillors and Executive Leadership Team

Chief Legal Officer's Comments:

The policies are in accordance with legislation and best practice guidelines from the Queensland Ombudsman.

Policy Implications:

Two new policies and a review of two existing policies (and their associated procedures) 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 Complaints about the Chief Executive Officer Policy
- [↓](#)2 Gifts & Benefits Policy
- [↓](#)3 Administrative Action Complaints Policy
- [↓](#)4 Administrative Action Complaints Procedure
- [↓](#)5 Public Interest Disclosure Policy
- [↓](#)6 Public Interest Disclosure Policy Procedure

Recommendation:

That Council:

- a) **rescind GP-3-109 Administrative Action Complaints Policy and GP-3-022 Public Interest Disclosure Policy; and**
- b) **adopt:**
 - **CP-3-005 Administrative Action Complaints Policy and Procedure;**
 - **CP-3-035 Public Interest Disclosure Policy and Procedure;**
 - **CP-3-045 Gifts and Benefits Policy; and**
 - **CP-3-031 Complaints about the Chief Executive Officer Policy.**



Complaints about the Chief Executive Officer Policy

HEAD OF POWER

- *Crime and Corruption Act, section 48A*

INTENT

The purpose of this policy is to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its Chief Executive Officer as defined in the *Crime and Corruption Act 2001* (CC Act).

SCOPE

This policy applies to all employees and Councillors.

DEFINITIONS

Complaint means information or matter as defined in section 48A (4) of the CC Act

Contact details means a direct telephone number, email address and postal address to enable confidential communications.

Corrupt conduct means corrupt conduct as defined in section 15 of the CC Act.

Corruption means corruption as defined in Schedule 2 (Dictionary) of the CC Act.

Crime and Corruption Commission (CCC) means the Commission continued in existence under the CC Act.

Deal with means deal with in Schedule 2 (Dictionary) of the CC Act.

Nominated person means the Chief Legal Officer.

POLICY STATEMENT

1. This policy is designed to assist Council to promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer for Council is dealt with and promote accountability, integrity and transparency in the way Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

This policy applies if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer of Council.

For the purpose of this policy a complaint includes information or matter.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Policy No. CP-3-031

Adopted/Effective Date: 00/00/00 Version: 1

Responsible Department: Organisational Services

Page 1 of 3



Complaints about the Chief Executive Officer Policy

2. Nominated person

This policy nominates the Chief Legal Officer as the nominated person to notify the CCC of the complaint and to deal with the complaint under the CC Act.

Once Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the Chief Executive Officer is a reference to the nominated person.

3. Complaints about the Chief Executive Officer

If a complaint may involve an allegation of corrupt conduct of the Chief Executive Officer, the complaint may be reported to the nominated person.

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the Chief Executive Officer, they are to:

- (a) notify the CCC of the complaint, and
- (b) deal with the complaint, subject to the CCC's monitoring role, when —
 - directions issued under section 40 apply to the complaint, if any; or
 - pursuant to section 46, the CCC refers the complaint to the nominated person to deal with.

If the Chief Executive Officer reasonably suspects that the complaint may involve corrupt conduct on their part, the Chief Executive Officer must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

If directions issued under section 40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

4. Resourcing the nominated person

4.1 If pursuant to sections 40 or 46, the nominated person has responsibility to deal with the complaint:

- (i) Council will ensure that sufficient resources are available to nominated person to enable them to deal with the complaint appropriately, and
- (ii) The nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State; or

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Policy No. CP-3-031

Adopted/Effective Date: 00/00/00 Version: 1

Responsible Department: Organisational Services

Page 2 of 3



Complaints about the Chief Executive Officer Policy

- the consent of the nominated person responsible for dealing with the complaint.
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act;
 - the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with; and
 - Council's statutory, policy and procedural framework.

4.2 If the nominated person has responsibility to deal with the complaint, they:

- (i) are delegated the same authority, functions and powers as the Chief Executive Officer to direct and control staff of the Council as if the nominated person is the Chief Executive Officer of the Council for the purpose of dealing with the complaint only;
- (ii) are delegated the same authority, functions and powers as the Chief Executive Officer to enter into contracts on behalf of Council for the purpose of dealing with the complaint; and
- (iii) do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the Mayor or the Chief Executive Officer, to the nominated person.

5. Liaising with the CCC

The Chief Executive Officer is to keep the CCC and the nominated person informed of:

- the contact details for the Chief Executive Officer and the nominated person; and
- any proposed changes to this policy.

6. Consultation with the CCC

The Chief Executive Officer will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer.

ASSOCIATED DOCUMENTS

- Corruption in focus – A guide to dealing with corrupt conduct in the Queensland public sector

DOCUMENTS CONTROLS

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

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

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Policy No. CP-3-031

Adopted/Effective Date: 00/00/00 Version: 1

Responsible Department: Organisational Services

Page 3 of 3



Gifts and Benefits Policy

HEAD OF POWER

- *Public Sector Ethics Act 1994*, section 4

INTENT

The purpose of this policy is to outline the ethical considerations and procedures involved in the giving and receiving of gifts and benefits by employees of Council.

SCOPE

This policy applies to all staff of Council. This policy does not derogate from any responsibilities an employee will have under the *Local Government Act 2009* or the *Local Government Regulation 2012*, including a requirement to complete a register of interest.

DEFINITIONS

Cultural significance includes a gift received from significant people or organisations such as a souvenir from a Sister City or international delegation; or a gift received from a distinctive cultural group.

Gifts and benefit includes gifts of goods, services, money or entitlements; supply of goods or services at concessional prices; provisions of meals or entertainment; prizes won at seminars, conferences etc. when the officer is attending in an official capacity; free or reduced price travel and/or accommodation; provision of services (free or reduced cost); any other form of direct or indirect benefit which is not available to the general public; and benefits provided to family members of the officer.

Historical significance includes a gift received that has historical significance such as a historical event, people or persons and or developments from the past.

POLICY STATEMENT

1. Principles

Employees may be offered, in the course of their dealing with external businesses or stakeholders, gifts and benefits as a token of appreciation or gesture of courtesy in the course of their employment.

The majority of these gifts and benefits will be within the scope of acceptable and ethical business practice, however Council needs to ensure that the integrity and responsibilities of the organisation are not compromised because of a real or perceived conflict of interest by the acceptance of gifts and benefits which may be considered inappropriate.

Notwithstanding anything else in this policy, any gifts of cultural or historical significance must remain the property of Council, regardless of their value.

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Policy No. CP-3-045

Adopted/Effective Date: 21/08/18 Version: 1

Responsible Department: Organisational Services

Page 1 of 4



Gifts and Benefits Policy

2. Acceptance of gifts and benefits

2.1 Gifts that should not be received

Employees must not accept a gift or benefit irrespective of its value, if any of the following apply:

- It is considered as a gift of influence – any gift or benefit that is seen, or may be seen, to affect the performance of the recipient's official duties, or otherwise influence, or be seen to influence, the decision-making or behaviour of the recipient;
- The donor, or any reasonable observer, would interpret that the recipient may be under an obligation to the donor as a result of receiving the gift;
- It is not offered openly; or
- It is an offer of money.

2.2 Gifts that can generally be accepted

The following gifts or benefits are considered low risk and can generally be given or received:

- Gifts or benefits of nominal value – unless the cumulative value of such gifts or benefits exceed
- Gifts or benefits in gratitude for specific tasks or performance e.g. a small personal gift to an employee for speaking at an official function;
- Low value corporate gifts made as a marketing/sponsor initiative e.g. mass produced souvenirs at a professional development conference such as pens, hats, token gifts etc.;
- The gift or benefit is included in the ticket price of an event/conference etc.;
- Gifts or benefits received as part of a delegation or on official business of Council e.g. a Council approved conference, forum or delegation.

These types of gifts and benefits do not need to be reported.

2.3 All other gifts and benefits

This policy applies to all other gifts and benefits given or received.

If in doubt, employees may discuss with their relevant supervisor or manager, to obtain appropriate approval prior to a decision about whether to accept a gift or benefit.

If unsure, employees should decline offers of gifts or benefits courteously by explaining that acceptance would be against Council policy.

2.4 Unsolicited Gifts

From time to time employees may be given unsolicited gifts from donors without the opportunity to respectfully decline. If this should occur those gifts and benefits are to be dealt with in accordance with this policy.



Gifts and Benefits Policy

3. Retention of gifts and benefits

Gifts or benefits accepted by an employee remain the property of Council unless the manager, General Manager or Chief Executive Officer determine it is appropriate for the recipient to retain the gift or benefit.

If a gift or benefit is retained by Council, it must be used for public benefit and in an appropriate manner. If Council does not have an appropriate use for the gift or benefit, it may be disposed of in accordance with the Asset Disposal Policy.

4. Giving of corporate gifts and benefits

Any gift or benefit given by employees must be for official purposes and accountable officers must be able to identify the benefit for Council and the public generally.

The practice of giving gifts or benefits should not be common practice. The appropriateness of gift giving must be considered and appropriate approval must be obtained from the employee's supervisor or manager. Where a gift is to be made on behalf of Council, consideration should be given to selecting an appropriate gift.

The giving of gifts or benefits will be at supervisor or manager discretion. Gifts or benefits given, other than the giving of corporate gifts, must be recorded in the Gifts and Benefits Register and a Gifts or Benefits Form completed.

4.1 Corporate Gifts

In certain cases it may be appropriate for employees to provide corporate gifts to individuals or organisations on behalf of Council. Examples include:

- Presentation to sponsors of events;
- Presentation to judges of events or awards acting in an honorary capacity (does not include employees of Council);
- Presentation to foreign dignitaries or as part of a delegation;
- Presentation by eligible employees when travelling overseas on official Council business;
- Accommodation to support visitors or dignitaries.

This policy should be read in conjunction with the Entertainment and Hospitality Expenditure Policy.

The giving of a corporate gift or benefit does not need to be reported.

5. Reporting of gifts and benefits

Unless otherwise excluded, any gift or benefit offered to or received by an employee must be recorded in the Gifts and Benefits Register and a Gifts and Benefits Declaration Form completed, generally within 10 days of offer or receipt.

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Policy No. CP-3-045

Adopted/Effective Date: 21/08/18 Version: 1

Responsible Department: Organisational Services

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Gifts and Benefits Policy

5.1 Employees

Depending on the value of the gift or benefit, approval to retain the gift or benefit may be required by a supervisor, manager, General Manager or Chief Executive Officer. Gifts and benefits having a retail value of less than \$150 require supervisor/manager approval. Gifts or benefits that have a retail value of more than \$150 will require General Manager or Chief Executive Officer approval.

5.2 Registers of Interest

The Chief Executive Officer and senior executive employees have obligations to disclose gifts received exceeding \$500 or all gifts totalling more than \$500 on their Register of Interest in accordance with the *Local Government Regulation 2012*. This must be completed within 10 days of receipt.

5.3 Gifts and Benefits Register

Council's Gifts and Benefits Register will be administered by Governance and Legal Services.

ASSOCIATED DOCUMENTS

- Asset Disposal Policy
- *Crime and Corruption Act 2001*
- Employee Code of Conduct
- Entertainment and Hospitality Policy
- Fraud and Corruption Management Policy
- Gifts and Benefits Decision Making Guide
- Gifts and Benefits Form
- Gifts and Benefits Register
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Public Service Commission Directive 22/09 – Gifts and Benefits
- Register of interests of a chief executive officer, senior contract employee and their related persons – Form 1

DOCUMENTS CONTROLS

Council will review this policy on a biennial basis or in response to changes in law or best practice.

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.



Administrative Action Complaints Policy

HEAD OF POWER

- *Local Government Act 2009*, section 268
- *Local Government Regulation 2012*, section 306

INTENT

The purpose of this policy is to adopt a process for resolving administrative action complaints.

SCOPE

This policy applies to all employees and Councillors.

The policy should be read in conjunction with the Administrative Action Complaints Procedure which explains the administrative arrangements for the processing of complaints.

DEFINITIONS

Administrative action complaint means as defined in section 268 of the *Local Government Act 2009*, a complaint made by an affected person that is about an administrative action of Council including the following, for example:

- i) a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- ii) an act, or a failure to do an act;
- iii) the formulation of a proposal or intentions; and
- iv) the making of a recommendation.

Affected person means a person who is apparently directly affected by an administrative action of Council.

Administrative action means a decision made by Council officers.

An administrative action is **not**:

- a) Request for information;
- b) Request for service;
- c) Suggestions;
- d) Enquiries;
- e) Petitions;
- f) Comments submitted during formal consultation or negotiation processes;
- g) Councillor conduct;
- h) Public Interest Disclosure (refer to the Public Interest Disclosure Policy);
- i) A grievance about a Council employee; and
- j) Complaint from someone who is not an affected person.

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Policy No. CP-3-005

Adopted/Effective Date: 21/08/18 Version: 1

Responsible Department: Organisational Services

Page 1 of 3



Administrative Action Complaints Policy

POLICY STATEMENT

1. Council is committed to dealing with complaints fairly, confidentially, promptly and respectfully.
2. Council has adopted an Administrative Action Complaints Procedure in accordance with section 306 of the *Local Government Regulation 2012* for resolving complaints about administrative actions that:
 - a) covers all administrative action complaints made to Council; and
 - b) requires Council to quickly and efficiently respond to complaints in a fair and objective way; and
 - c) includes the criteria considered when assessing whether to investigate a complaint; and
 - d) requires Council to inform an affected person of Council's decision about the complaint and the reasons for the decision, unless the complaint was made anonymously.
3. Any affected person can make an administrative action complaint.
4. Where there is a need, a complaint can be made by an agent on behalf of an affected person. If a complaint is lodged by a professional advisor e.g. a solicitor or accountant, Council will respond directly to that advisor.

Council will take all reasonable steps to confirm that the person claiming to act on behalf of the complainant has the appropriate authority to do so. Unless the complaint is made anonymously, written authorisation to act as the complainant's agent will be required.

5. Affected persons can make a complaint in a number of ways:
 - In writing and addressed to the Chief Executive Officer;
 - By calling Council's call centre on 1300 883 699;
 - Over the counter at a service centre; or
 - By completing the form, available on Council's website or at a service centre.
6. Complaints may be made anonymously.
7. The Administrative Action Complaints Procedure details how Council will record and report all administrative action complaints. The public may inspect the complaints management process (including the related policies and procedures) at Council's public office and on its website.

ASSOCIATED DOCUMENTS

- Administrative Action Complaints Flowchart
- Administrative Action Complaints Management Procedure

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Policy No. CP-3-005

Adopted/Effective Date: 21/08/18 Version: 1

Responsible Department: Organisational Services

Page 2 of 3



Administrative Action Complaints Policy

DOCUMENT CONTROLS

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

As part of its review, Council will review the complaints management system including the procedure, recording and internal reporting, time taken to resolve complaints, correctness of complaint outcomes, website information and other visibility and staff training and awareness.

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services, is the responsible person for this policy.

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Policy No. CP-3-005

Adopted/Effective Date: 21/08/18 Version: 1

Responsible Department: Organisational Services

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Bundaberg Regional Council
 Organisational Services
 Issue Date:
 Review Date: 07-02-2018

Administrative Action Complaints Procedure

PD-7-350

Rev. 4 (Draft)

1.0 PURPOSE

The purpose of this procedure is to support the Administrative Action Complaints Policy and to achieve compliance with section 268 of the *Local Government Act 2009* and section 306 of the *Local Government Regulation 2012*.

2.0 SCOPE

This procedure applies to administrative action complaints as defined in the policy.

3.0 DEFINITIONS/ABBREVIATIONS

Affected person - administrative action complaint	means a person who is apparently directly affected by an administrative action of Council.
Complaints	Refers to an Administrative Action Complaint
Complaints officer	means a nominated supervisor or manager who will deal with the complaint.
Complainant	The person who makes the complaint.

4.0 RESPONSIBILITY AND/OR AUTHORITIES

4.1 Legislation:

- *Local Government Act 2009* requires Council to adopt a process for resolving administrative action complaints.
- *Local Government Regulation 2012* requires Council to adopt a complaints management process to achieve its responsibilities under the Act.

4.2 Governance and Legal Services:

Responsible for the application of the policy, coordinating the administrative action complaints, reporting to Council and training and development.

5.0 REFERENCES/ASSOCIATED DOCUMENTS

Administrative Action Complaints Policy
 FM-7-631 Administrative Action Complaint Analysis Form
 FM-7-630 Administrative Actions Complaint Form
 DT-7-145 Administrative Action Complaint - Officer's Report
 DT-7-146 Administrative Action Complaints Acknowledgement Letter Template
 FC-7-211 Administrative Action Complaints Flowchart

6.0 DOCUMENT ENQUIRIES

Position Title: Governance Officer

Position Title: Chief Legal Officer

7.0 PROCEDURE

7.1 How to lodge a complaint

Complaints can be made by an affected person in a number of ways:

- In writing, addressed to the Chief Executive Officer - by post or email to ceo@bundaberg.qld.gov.au;
- By calling Council's call centre on 1300 883 699;
- Over the counter at a service centre; or
- By completing the online form.

An affected person may choose to remain anonymous. However it is important to note that unless there are sufficient details included in the complaint, it may be difficult for Council to fully investigate the matter, request further information or provide feedback.

7.1.1

7.2 Receipt of complaint

Governance and Legal Services will administer all administrative action complaints and will provide an acknowledgement to the affected person in writing within five business days of receipt.

7.2.1

7.3 Complaint assessment

Governance and Legal Services will undertake initial assessment to determine if the complaint is about an administrative action.

An administrative action complaint is **not**:

- a) Request for information;
- b) Request for service;
- c) Suggestions;
- d) Enquiries;
- e) Petitions;
- f) Comments submitted during formal consultation or negotiation processes;
- g) Councillor conduct;
- h) Public Interest Disclosure (refer to the Public Interest Disclosure Policy);
- i) A grievance about a Council employee; and
- j) Complaint from someone who is not an affected person.

Council may determine to not investigate an administrative action complaint if it is considered that the complaint is not about an administrative action or the complaint has previously been addressed by Council.

Where Council determines not to investigate a matter, the complainant will be advised within five business days of receipt of the complaint.

7.3.1

7.3.1.1

7.4 Processing timeframes

Dependent upon the nature and complexity of the complaint, the complainant should have a written response, including reasons for the decision within:

- 20 business days for a simple matter; or
- 30 business days for more complex issues.

Where necessary the complainant may be contacted to provide additional information in support of issues raised so that Council is in a position to correctly assess and investigate the matter.

If it is necessary to extend this timeframe, the complainant will be advised before the initial due date.

7.5 Investigation

Once assessed by Governance and Legal Services, the complaint will be referred to a complaints officer within the work area to which the complaint relates. The complaints officer will investigate and complete the Administrative Action Complaints - Officer's Report.

Officers dealing with an administrative action complaint must act in a fair and objective way. Should there be any conflict of interest identified during the course of the investigation, this should be provided to Governance and Legal Services.

The complaints officer will notify the complainant of the outcomes of the investigation and will provide the complainant with an outcome advice.

7.5.1 Considering a remedy for a complaint

When considering a remedy for a particular complaint, the complaints officer should take into account the following:

- what the complainant is seeking;
- what options are available;
- what remedy is offered by relevant legislation;
- whether negotiation or mediation is necessary.

Remedies may include admission of fault; explanation; apology; change of decision; change to Council policies or procedures etc.

In some circumstances, an outcome advice issued to the complainant may support the original decision of the initial officer.

7.6 Confidentiality

Council is committed to treating all complaints with appropriate respect for the confidentiality and privacy of the parties involved.

7.7 Review rights

If the complainant is not satisfied with the outcome of the investigation, an internal or external review of the decision may be undertaken.

7.7.1 Internal Review

An internal review will be undertaken by a Council officer more senior than the complaints officer who undertook the initial investigation.

The complainant can request an interview review within 20 business days of receipt of the outcome advice.

Timeframes for completing an internal review will be the same as processing timeframes referred to in 7.4.

Once assessed, the complainant will receive an outcome advice of the internal review decision.

7.7.2 External Review

If the complainant is not satisfied with the outcome of the investigation or an internal review (if undertaken), they may refer the matter to the Queensland Ombudsman.

Governance and Legal Services will manage any referrals received from the Queensland Ombudsman

7.8 Monitoring, reporting and review

Governance and Legal Services are responsible for providing to the Executive Leadership Team information about administrative action complaints in accordance with legislation.

Reporting will allow Council to identify, analyse and respond to complaint trends and will include:

- summary published in Council's Annual Report;
- identification and analysis of complaint trends;
- recommendations on improvements to Council's policies, procedures, training etc; and
- effectiveness of the policy and process.

7.9 Staff training

Governance and Legal Services will ensure appropriate training and guidance is provided to staff who may undertake an investigation of an administrative action complaint. This may include:

- how to determine an administrative action complaint;
- responsibilities of all Council employees, the complaints officer and Governance and Legal Services;
- outline of policy and procedures;
- tracking and recording complaints; and

- monitoring effectiveness.

8.0 RECORDS

Council must record all administrative action complaints.

A confidential register/database will be maintained by the Governance and Legal Services. Associated records, such as complaint forms and reports will be kept in a secure environment within Council's record keeping system.

The complaints officer undertaking the investigating is to ensure a copy of all documents, files and decisions are provided to Governance and Legal Services.



Public Interest Disclosure Policy

HEAD OF POWER

- *Public Interest Disclosure Act 2010*, sections 28 and 60

INTENT

The purpose of this policy is to facilitate the disclosure, in the public interest, of information about wrongdoing in the public sector in accordance with the *Public Disclosure Act 2010* (PID Act).

SCOPE

This policy applies to all employees, Councillors and members of the public that make a disclosure.

This policy should be read in conjunction with the Public Interest Disclosure Procedure.

DEFINITIONS

Discloser means a person that makes a disclosure in accordance with the PID Act.

Executive Leadership Team means any position directly reporting to the Chief Executive Officer.

PID Coordinator means the Chief Legal Officer.

PID Decision Maker means the Chief Legal Officer.

PID Investigator means an appropriate internal or external investigator depending on the type of disclosure.

PID Support Officer means the manager or supervisor of the public officer making the PID unless that person is otherwise involved in the PID or the investigation of the PID in which case another officer will be allocated.

Public Interest Disclosure (PID) means a disclosure made under the PID Act.

Public officer means an employee of Council.

Reprisal means reprisal as defined under section 40 of the PID Act.

Subject officer means a public officer who makes a PID.

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Policy No. CP-3-035
Adopted/Effective Date: 21/08/18 Version: 1
Responsible Department: Organisational Services

Page 1 of 4



Public Interest Disclosure Policy

POLICY STATEMENT

1. Statement of Organisational Commitment

The Chief Executive Officer and the Executive Leadership Team encourage the reporting of wrongdoing and are committed to maintaining integrity and promoting the public interest through facilitating the effective notification, assessment and management of PIDs in accordance with the PID Act.

2. Roles and Responsibilities

To achieve its obligations under the PID Act, the Chief Executive Officer has nominated to various officers within Council roles and responsibilities for managing PIDs within Council.

3. How PIDs can be made

A PID can be made verbally by calling Council's call centre on 1300 883 699, over the counter at a service centre or in writing addressed to the PID Coordinator by post or email to ceo@bundaberg.qld.gov.au.

4. Commitment to take action

Council will treat all PIDs appropriately, take concerns seriously and ensure the privacy and confidentiality of a discloser is maintained throughout the process.

Council will accept PIDs made anonymously however this will often make the disclosure more difficult to investigate. Council strongly encourages disclosers to identify themselves when making a PID. Strict confidentiality is maintained at all times in relation to the investigation and reporting of PIDs.

Staff are not protected from the consequences of their own wrongdoing by using the PID mechanism.

5. Commitment to act on false or misleading information

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. A person found guilty of providing false or misleading information may be subject to criminal prosecution. A public officer found guilty of providing false or misleading information may be disciplined or dismissed.

6. Commitment to Support

6.1 Discloser support

Council will treat all PIDs appropriately and will take concerns seriously. All PIDs will be managed to ensure privacy and confidentiality throughout the process.

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Policy No. CP-3-035

Adopted/Effective Date: 21/08/18 Version: 1

Responsible Department: Organisational Services

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Public Interest Disclosure Policy

The discloser must maintain confidentiality and integrity of the process by not discussing it with those unconnected with the matter. All correspondence from Council should be regarded as strictly confidential.

The PID Coordinator will provide assistance to allow a discloser to make a PID.

6.2 Subject officer support

Council will assure the subject officer that the PID will be dealt with impartially, fairly and in accordance with the principles of natural justice. Council will ensure confidentiality and the presumption of innocence.

The PID Support Officer will maintain appropriate levels of communication and support through the investigation of the PID. Subject officers will have the opportunity to access Council's Employee Assistance Program for support.

7. Risk of Reprisal and Risk Assessment

As soon as possible after receiving a PID, the PID Coordinator will determine the level of detection and support appropriate for a discloser by conducting a risk assessment of reprisal using the PID Risk Assessment Guide.

Council will ensure protection measures are in place that are proportionate to the risk of reprisal.

8. Training and Communication

Council provides initial training on PIDs as part of its induction process and detailed training is provided by a relevant external agency every two years to appropriate officers.

9. PID Procedure

Detailed information on how to make a PID, how the PID will be investigated and determined can be found in Council's PID Procedure.

ASSOCIATED DOCUMENTS

- Employee Assistance Program
- PID Procedure
- PID Assessment Form
- PID Risk Assessment Guide
- Queensland Ombudsman Public Interest Disclosure Standard

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Public Interest Disclosure Policy

DOCUMENTS CONTROLS

Council will review this policy annually or in response to changes in law or best practice. As part of its review, Council will review the effectiveness of the PID framework and its ability to manage, minimise and eradicate wrongdoing.

POLICY OWNER

The Chief Legal Officer, Governance and Legal Services is the responsible person for this policy.

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Policy No. CP-3-035
Adopted/Effective Date: 21/08/18 Version: 1
Responsible Department: Organisational Services

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Bundaberg Regional Council
 Organisational Services
 Issue Date:
 Review Date:

Public Interest Disclosure Procedure

Rev. 1 (Draft)

1.0 PURPOSE

The purpose of this procedure is to support Council's Public Interest Disclosure (PID) Policy.

As required under the *Public Interest Disclosure Act 2010* (PID Act), the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support.
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with.
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID.
- a framework for PIDs made to Council, consistent with the standard issued by the Queensland Ombudsman, is developed and implemented.
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

By complying with the PID Act, Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing.
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with.
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID.
- ensure protection from reprisal is afforded to persons making PIDs.

2.0 SCOPE

This procedure applies to the making, receiving, investigation, management and determination of PIDs, and covers Council employees, Councillors and members of the public that make a disclosure.

3.0 DEFINITIONS/ABBREVIATIONS

Corrupt Conduct	As defined in the Crime and Corruption Act 2001.
Detriment	means personal injury or prejudice to safety; property damage or loss; intimidation or harassment; adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; financial loss; and damage to reputation, including, for example, personal, professional or business reputation.
Discloser	means a person that makes a disclosure in accordance with the Public Interest Disclosure Act 2010.
Maladministration	means maladministration as defined in the Public Interest Disclosure Act 2010.

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PID	means Public Interest Disclosure
Proper authority	means a person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures.
Public Interest Disclosure Framework	means Public Interest Disclosure Policy, Procedures and any templates and associated documents.
Public officer	means an employee of Council.
Reasonable belief	means a view which is objectively fair or sensible.
Specific	means precise or particular. This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.
Reprisal	means reprisal as defined under section 40 of the Public Interest Disclosure Act 2010
Subject officer	means a public officer who makes a disclosure.
Substantial	means of a significant or considerable degree. It must be more than trivial or minimal and have some weight or importance.

4.0 RESPONSIBILITY AND/OR AUTHORITIES

4.1 The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibilities	Officer
PID Coordinator	<ul style="list-style-type: none"> principal contact for PID issues within Council. document and manage implementation of PID framework. review and update PID procedure annually. maintain and update internal records of PIDs received. report data on PIDs to Queensland Ombudsman. assess PIDs received in a professional and confidential manner. provide acknowledgment of receipt of PID to discloser. undertake risk assessments in consultation with disclosers and other relevant officers. liaise with other agencies about referral of PIDs. allocate Investigator and Support Officer to PID matter. 	Chief Legal Officer

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PID Support Officer	<ul style="list-style-type: none"> provide advice and information to discloser on Council's PID procedure. provide personal support and referral to other sources of advice or support as required. facilitate updates on progress of investigation. proactively contact discloser throughout PID management process until a determination has been made. 	Supervisor/ Manager of the public officer or another officer as allocated by the PID Coordinator.
Investigator	<ul style="list-style-type: none"> conduct investigation of information in PID in accordance with terms of reference. prepare report for delegated decision-maker. 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> review investigation report and determine whether alleged wrongdoing is substantiated. 	An appropriate decision-maker will be appointed for each PID investigated.
Employees	<ul style="list-style-type: none"> report suspected unlawful, corrupt conduct, maladministration, substantial misuse of public resources and those other items mentioned in section 7.3 	All employees and Councillors.
Specialist Unit	<ul style="list-style-type: none"> responsible for issues related to the management of PIDs. 	Governance and Legal Services.

5.0 REFERENCES/ASSOCIATED DOCUMENTS

Not Applicable

6.0 DOCUMENT ENQUIRIES

Position Title: Governance Officer

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Position Title: Chief Legal Officer

7.0 PROCEDURE

7.1 PID Framework

The Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID framework. Council's PID framework encompasses:

- commitment to encouraging the internal reporting of wrongdoing.
- senior management endorsement of the value to Council of PIDs and the proper management of PIDs.
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure.
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed.
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs.
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs.
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls.
- regular review of the PID Procedure and evaluation of the effectiveness of the PID framework.

7.2 Why make a PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council.
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council.
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible.

- protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID.
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing.
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

7.3 What is a PID?

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability.
- substantial and specific danger to the environment.
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct.
- maladministration that adversely affects a person's interests in a substantial and specific way.
- a substantial misuse of public resources.
- a substantial and specific danger to public health or safety.
- substantial and specific danger to the environment.

A discloser can have either a reasonable belief that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach.
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information.
- discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID.
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

7.4 Who can a PID be disclosed to?

A PID must be made to the proper authority to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Chief Legal Officer 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal. • Queensland Ombudsman for disclosures about maladministration. • Queensland Audit Office for disclosures about a substantial misuse of resources. • Department of Child Safety, Youth and Women for disclosures about danger to the health and safety of a child or young person with a disability. • Department of Communities, Disability Services and Seniors for disclosures about danger to the health and safety of a person with a disability. • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability. • Department of Environment and Science disclosures about danger to the environment. • A Member of the Legislative Assembly (MP) for any wrongdoing or danger. • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

A disclosure can also be made to a journalist if the following conditions have been met:

- 1) a valid PID was initially made to a proper authority, and
- 2) the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

7.5 How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to provide:

- contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are
 - any evidence that supports the PID, and where the evidence is located
 - any further information that could help investigate the PID

A PID can be submitted to Council, attention to the PID Coordinator:

- in writing to ceo@bundaberg.qld.gov.au
- over the counter at a service centre
- by post
- verbally by contacting Council's call centre on 1300 883 699.

For public officers, a PID can be made by contacting Council's PID Coordinator or to the Chief Executive Officer.

If you are unsure if your matter is a PID, visit the Queensland Ombudsman website: www.ombudsman.qld.gov.au or call 1800 068 908.

Complaints can be made anonymously however Council would not be able to contact you for additional information or keep the discloser informed about progress in handling the disclosure.

7.6 Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

7.7 Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID Standard and Council's PID Framework.

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID.
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating.
- the likely timeframe involved.
- the name and contact details of the Council support officer they can contact for updates or advice.
- of the discloser's obligations regarding confidentiality.
- the protections the discloser has under the PID Act.
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act.
- how updates regarding intended actions and outcomes will be provided to the discloser.
- contact details for Council's Employee Assistance Program, if applicable.

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

7.7.1 Risk Assessment

Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser suffering detriment, and will include consultation with the discloser.

Consistent with the assessed level of risk, Council will arrange any reasonably necessary support or protection for the discloser.

7.8 Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency.
- the agency has the power to investigate or remedy the matter.

In these cases, the discloser will be advised of the action taken by Council.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the Crime and Corruption Act 2001).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

7.9 Declining to take action on a PID

Under the PID Act, Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process.
- the information disclosed should be dealt with by another process.
- the age of the information makes it impractical to investigate.
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions.
- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written reasons for decision.

7.10 Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice.
- obligation under the PID Act to protect confidential information.
- obligation under the PID Act to protect officers from reprisal.
- interests of subject officers.
- type of disclosure and resources available.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

7.11 Organisational support for disclosers

Disclosers should not suffer any form of detriment as a result of making a PID. In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of disclosers or affected third parties as a matter of priority.
- review its risk assessment and any protective measures needed to mitigate any further risk of reprisal.
- manage any allegation of a reprisal as a PID in its own right.

Details about disclosures, investigations, and related decisions will be kept secure and accessible only to the people involved in the management of the PID. Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers.
- respond to a court order, legal directive or court proceedings.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity. Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

7.12 Rights of subject officers

Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice.
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation.
- providing them with information about their rights and the progress and outcome of any investigation.
- referring them to the Employee Assistance Program for support.

Information and support will be provided to subject officer until the matter is finalised.

7.13 Training strategy

Council's PID framework includes a multi-layered training strategy of:

- Corporate Induction – providing an overview of the PID Act and framework to all new employees.
- Specialist Training – provided by an external agency on a biennial basis to identified officers within Council including Councillors, Executive Leadership Team, Records, Customer Service, Human Resources, Local Laws, Internal Auditor, Governance & Legal.
- General advice and training available through the Governance Portal, administered by the Governance & Legal unit.

7.14 Supporting information

- Queensland Ombudsman Public Interest Disclosure Standard
- Disclosure Fact sheet 1: What is a disclosure

- Disclosure Fact sheet 2: Checklist for making a disclosure
- Disclosure Fact sheet 3: Discloser information and support

8.0 RECORDS

In accordance with its obligations under the PID Act and the *Public Records Act 2002*, Council will ensure that:

- accurate data is collected about the receipt and management of PIDs.
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

**Item****21 August 2018**

Item Number:	File Number:	Part:
J1	Nil	PLANNING

Portfolio:

Planning & Development Services

Subject:

Amendment to the Bundaberg Regional Council Planning Scheme

Report Author:

Evan Fritz, Manager Strategic Planning

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our Environment - 2.1 Infrastructure that meets our current and future needs - 2.1.1 Develop, implement and administer strategies and plans underpinned by the principles of sustainable development.

Background:

A major amendment is proposed to the Bundaberg Regional Council Planning Scheme 2015. This amendment includes a range of changes which seek to –

- strengthen and clarify existing provisions and outcomes sought within planning scheme;
- reflect changes to State interests and recent local area planning;
- address a number of issues identified through Council's development assessment and compliance functions; and
- otherwise improve the operation and efficiency of the planning scheme.

Attachments 1 and 2 include details of the proposed amendments and mapping changes respectively.

Broadly, the nature and details of the proposed amendment include –

- changes to the Dwelling house code, particularly concerning Secondary dwellings;
- changes to incorporate provisions for development footprint plans (building envelopes) to be used as alternative provisions to the Queensland Development Code (QDC);
- clarification of outcomes sought for dual occupancy development, including requirements for fencing, bin storage, density, servicing requirements, and on-site parking and manoeuvring;
- changes to address State interests, improving consistency with the regulated requirements and recognising the Bundaberg State Development Area;

- changes to require code assessment of High impact industry uses in the High impact industry zone, to address potential off-site impacts;
- related changes to make soil conditioning/composting a Special industry (rather than a High impact industry), and making composting (where not putrescible waste) code assessable development within the Rural zone;
- changes to the Kalkie-Ashfield local development area local plan for the northern part of the development area, particularly that area from Sauers Road north to Kirbys Road;
- amendments to incorporate the Burnett Heads Town Centre Local Plan into the planning scheme, generally as per recommendations the local plan (including building height and setback requirements for Burnett Heads town centre and the marina development site);
- changes to incorporate the content of the Planning Scheme Policy for Hughes and Seaview Bargara masterplan area into the Central coastal urban growth area local plan code;
- amendments to various overlays, including removing 66kV electricity lines from mapping and assessment triggers, reflecting new gas pipeline infrastructure to the Port of Bundaberg and proposed cane railway infrastructure from Cordalba to Wallaville (currently addressed through TLPI 1/2017), and revising overlay triggers for cane railway corridors where conflicts have been addressed as part of an earlier subdivision/development approval;
- include 12 additional local heritage places as per recommendations of the Stage 2 report prepared by Converge Heritage and Community;
- zoning and other mapping changes to rectify identified errors, or to more accurately reflect the use of the land – Attachment 2 provides detail of the reasoning for each identified mapping change;
- other changes to improve the function and operation of the planning scheme.

It is noted that this amendment does not include changes to address the Ministerial direction notice dated 19 February 2017 which requires Council to amend its planning scheme to ensure a greater level of protection of loggerhead turtles and the Mon Repos Regional Park from the effects of urban development. These matters are proposed to be addressed through a separate planning scheme amendment. Council is currently awaiting feedback from the Mon Repos Technical Working Group prior to formally commencing this separate amendment process. Advice from the local Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) indicates that the issues relating to sea turtles and the Mon Repos Regional Park will not delay or otherwise impact on the major amendment package currently before Council.

Process for Making a Major Amendment

The *Planning Act 2016* (the Act) and the Minister's Guidelines and Rules (MGR) prescribe the process and requirements for making and amending local planning instruments. While Council may propose a tailored process (pursuant to s 18 of the Act), it is considered preferable in this instance to follow the process prescribed in the MGR (pursuant to s 20 of the Act). This process is largely consistent with that previously set out under the repealed *Sustainable Planning Act 2009*, and is therefore familiar to both Council and the State.

This proposed amendment is a major amendment as it does not otherwise meet the definitions provided in the MGR for an administrative amendment, minor amendment, or qualified state interest amendment.

Pursuant to Chapter 2, Part 4 of the MGR, Council must decide to amend the planning scheme. After preparing the proposed amendment, Council must give a notice to the Minister requesting State interest review and approval to commence public consultation. This notice is to include the following required material –

- (a) decision to amend the planning scheme;
- (b) electronic copy of the proposed amendment (including relevant mapping);
- (c) a statement addressing the state interests in the relevant regional plan and SPP which includes –
 - how the state interests are integrated in the amendment;
 - reasons why any state interests have not been not integrated in the amendment; and
 - any state interests that are not relevant;
- (d) a statement about how the key elements of a planning scheme have been addressed and if the amendment is consistent with the regulated requirements;
- (e) a communications strategy;
- (f) an indicative timeframe for the completion of the amendment process;
- (g) any background studies or reports that informed the preparation of the amendment;
- (h) any natural hazards, risk and resilience evaluation report prepared having regard to the SPP; and
- (i) any other information considered relevant by the local government.

Under the Act and MGR, Council may elect to request an early confirmation of state interests from the Chief Executive. However, this voluntary step is not recommended as the notice and supporting material Council will provide to the Minister and subsequent State interest review, is expected to adequately consider matters of State interest.

The State interest review period is 60 days for a major amendment. Following State interest review and approval from the Planning Minister to publicly consult on the proposed amendment, the Development Group will consult with Council prior to commencing public consultation. Public consultation on the proposed amendment must be undertaken for a minimum of 20 business days. At this stage it is unlikely that Council will have approval to commence and be able complete public notification on the proposed amendments before the end of the year.

Associated Person/Organization:

Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP), and the Minister for State Development, Manufacturing, Infrastructure and Planning (Cameron Dick MP).

Consultation:

Public notification of the proposed major amendment will be undertaken in accordance with requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules (MGR). Community consultation will be supported by a communications strategy.

Chief Legal Officer's Comments:

The *Planning Act 2016* identifies circumstances where a landowner may be entitled to compensation for reduced value of interest in land (arising from a change to the Council's planning scheme). The decision to propose to make an amendment to the planning scheme (being the start of the process) does not in itself give rise to legal implications.

Policy Implications:

The current report proposes an amendment to the Bundaberg Regional Council Planning Scheme 2015 and supporting Planning Scheme Policies.

Financial and Resource Implications:

Council's 2018/19 budget includes appropriate allocation of resources to undertake the proposed planning scheme amendment.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Required
- Not required

Attachments:

- [↓](#) 1 Attachment 1: List of proposed changes
- [↓](#) 2 Attachment 2: List of proposed mapping changes

Recommendation:

That pursuant to the *Planning Act 2016* and the Minister's Guidelines and Rules – Council:-

- (a) decide to make a major amendment to the Bundaberg Regional Council Planning Scheme, and supporting Planning Scheme Policies, to incorporate changes as detailed in the attachments provided; and**
- (b) give the Planning Minister written notice of Council's decision to make a major amendment to the planning scheme and requesting State interest review of the proposed major amendment.**

Attachment 1 List of Proposed Amendments (Major Amendment) to the Bundaberg Regional Council Planning Scheme 2015

Note: Proposed mapping changes are listed at Attachment 2.

Issue in Brief	Relevant Section	Description
Bundaberg State Development Area (SDA)	Part 3 – Strategic Framework	<ul style="list-style-type: none"> Amendments to the Strategic intent (s 3.2) and Strategic outcomes for the Settlement pattern theme (s 3.3.6) and Economic development theme (s 3.4.1 and 3.4.3) to reflect the importance of the Bundaberg SDA and align with the <i>Bundaberg State Development Area Development Scheme 2017</i>. Include additional detail at s 3.3.1(f) (Strategic outcomes - Settlement pattern theme) to minimise conflicting land uses as a result of future development within the Bundaberg State Development Area. Remove references to the Fairymead future urban area (employment) to now reflect its location within the Bundaberg SDA. Include detail that recognises current rural activity and productive agricultural uses, as well as environmental protection values and flood characteristics within this area.
	Part 6 – Zones (and associated changes to Part 5 Tables of assessment)	<ul style="list-style-type: none"> Insert a new zone code for the Special Purpose zone, and associated assessment tables, to support the inclusion of land regulated by the State Development Area Development Scheme in the Special purpose zone.
	Part 7 – Local plan codes	Insert additional overall outcome to ensure development within the Central coastal urban growth area local plan does not prejudice or constrain development of the Bundaberg SDA, Port of Bundaberg and Strategic Port Land.
	Part 9 – Development codes	<ul style="list-style-type: none"> Insert assessment criteria in the Reconfiguring a Lot Code to require lot layout and configuration to – <ul style="list-style-type: none"> be consistent with an approval given by the Coordinator-General or the intent of the SDA Development Scheme; and ensure development maintains the productive use of rural land until required for industry purposes and maintains the productive use of rural land outside the SDA. Amend Table 9.3.4.3.2 (Minimum lot size and dimensions), to include minimum requirements for land in the Special purpose zone.
Amendments to the Dwelling house code (including Secondary dwellings)	Part 5 – Tables of Assessment	<ul style="list-style-type: none"> Amend tables of assessment to trigger concurrence agency assessment for secondary dwellings where non-compliant with the specified assessment benchmarks. This applies to residential zones, being the Low density residential zone, Medium density residential zone, High density residential zone and Rural residential zone. Changes to the Table of Assessment – Overlays (Table 5.9.1) so that Dwelling houses do not inadvertently trigger assessment against overlays now that Dwelling houses are accepted subject to requirements (for secondary dwelling outcomes).

Issue in Brief	Relevant Section	Description
	Part 9 – Development codes	<ul style="list-style-type: none"> Amend the acceptable outcomes (requirements for accepted development) for secondary dwellings in the Dwelling house code to ensure they are designed and used in conjunction with and subordinate to the dwelling house, and that a dwelling house that includes a secondary dwelling is designed to have the appearance of a single dwelling rather than a dual occupancy. Other requirements for accepted development include – <ul style="list-style-type: none"> minimum lot size of 800m² in the Low density residential zone secondary dwelling not to exceed 60m². Include acceptable outcomes regarding servicing requirements for a dwelling house, including a single point of connection to services (where available to the lot), and requirements for water supply and sewerage in unserviced areas.
Dual Occupancy code	Part 9 - Development codes	<p>Minor changes to the Dual occupancy code to clarify outcomes sought for dual occupancy development, including –</p> <ul style="list-style-type: none"> overall density provisions (to support the minimum lot size of 800m² for dual occupancy development in the Low density residential zone); clarification of fencing requirements, and provisions relating to the appearance of dual occupancy development, hatchet shaped lots, alternative setbacks for approved development footprint plans, visual privacy, safety and security, bin storage and vehicle parking and access. include acceptable outcomes regarding servicing requirements, including connection to services (where available to the lot), and requirements for water supply and sewerage in unserviced areas.
Dwelling houses and Dual occupancy provisions for 'approved development footprint plan'	Part 9 – Development codes	<ul style="list-style-type: none"> Changes to the Dwelling house code and Dual occupancy code to allow siting in accordance with an approved development footprint plan (building envelope) – including alternative setbacks and building height provisions to the Queensland Development Code (QDC). This will allow development footprint plans associated with subdivisions to be utilised, also prompting building certifiers to check if a development footprint plan exists on the subject site, and will avoid unnecessary referrals where development is non-compliant with QDC requirements (but is in accordance with an approved development footprint plan). Changes to the Reconfiguring a lot code to include additional provisions for designation of development footprint plans where required to address specific development constraints (e.g. flooding, steep land) or other outcomes (e.g. small lots, reduced setbacks to secondary frontages, etc).
	Schedule 1 - Definitions	Definition for 'Development footprint plan' added to administrative definitions table.
Backpacker accommodation in Medium density residential zone	Part 5 – Tables of Assessment	Amendments to the Table of assessment for the Medium density residential zone (Table 5.4.2) to make Non-resident workforce accommodation and Short term accommodation accepted subject to requirements where providing accommodation for not more than 5 residents in an existing

Issue in Brief	Relevant Section	Description
		dwelling house (i.e. consistent with the current requirements for Rooming accommodation). This recognises that Backpacker accommodation can potentially fall under one of these use terms depending on the nature of the activity (e.g. duration of stay).
Building form and urban design - Principal centre (Bundaberg CBD)	Part 3 – Strategic Framework	Include additional detail for the activity centres network (s 3.4.2) to recognise that population density and building height within the Bundaberg CBD Principal activity centre is generally highest in the core and riverfront precincts, but that building siting and design should seek to retain views to Burnett River and be sympathetic to heritage streetscape character.
	Part 6 – Zone codes	Include additional outcomes in the Principal centre zone code to ensure new development in the Bundaberg CBD respects existing heritage features and character values, and enhances walkability in the CBD by providing a continuation of awnings over the footpath. These additional outcomes support existing outcomes in the Business uses code and the Heritage and neighbourhood character overlay
Building height – Community facilities zone	Part 6 – Zone codes	Include outcomes in the Community facilities zone code to ensure that building height is of a character, scale and intensity consistent with development in the surrounding area. This recognises that building height on Community facilities zoned land will vary depending on its context (e.g. Bundaberg CBD compared to a rural area).
Amendments to reflect Regulated Requirements and State Planning Policy	Various Parts	<ul style="list-style-type: none"> Align with wording and terminology used in the July 2017 version of the State Planning Policy, including replacing references to ‘SPP interactive mapping system (plan making)’ with ‘SPP interactive mapping system’. Amend zone name of the ‘Limited development (constrained land) zone’ to ‘Limited development zone’ in accordance with the regulated requirements.
	Part 6 – Zone codes	<ul style="list-style-type: none"> Amend purpose statements for the zone codes to align with the purpose statements prescribed in the Planning Regulation, except for particular zones, including but not limited to the centre zones, as it is considered necessary and desirable (having regard to local circumstances including the structure of the centres hierarchy and planning scheme generally) to retain local context. Associated amendments to overall outcomes where made necessary through the use of regulated purpose statements.
	Schedule 1 - Definitions	<ul style="list-style-type: none"> Amend use definitions to align with the definitions prescribed in the Planning Regulation. Update administrative definitions to align with the definitions prescribed in the Planning Regulation.
Transport and parking requirements	Part 5 - Tables of assessment	<ul style="list-style-type: none"> Incorporate additional trigger for particular business, industry and community activities that are accepted subject to requirements, to also require compliance with amended AO1.5 of the Transport and parking code. Also incorporate additional trigger for particular industry uses that are accepted subject to requirements, to require compliance with amended AO4.3 of the Transport and parking code.

Issue in Brief	Relevant Section	Description
	Part 6 – Zone codes	Incorporate an additional overall outcome in the Major centre zone code to encourage pedestrian activity and reducing vehicle trips within the centre.
	Part 9 – Development codes	<ul style="list-style-type: none"> • Minor wording changes to AO4.3 in the Industry uses code to clarify the requirement for the layout and design of development to provide the manoeuvring and parking of all vehicles associated with the use to be accommodated onsite, including the loading and unloading of goods. • Rewording of PO1 and supporting AO1.5 and AO1.6 of the Transport and parking code - <ul style="list-style-type: none"> - Amend PO1 to ensure vehicle access, on-site circulation systems and parking and service areas minimise adverse impacts on the transport network. - Amend AO1.5 to require that development provides for manoeuvring and parking of all vehicles associated with the use to be accommodated on the site – this is intended to ensure that vehicle movements inherent in any use (e.g. transport depots) are able to be catered for on-site and is in addition to the minimum on-site parking rates nominated in the code. - Include new AO1.6 for assessable development within a commercial zone to encourage inter-connectivity with the internal vehicle circulation, pedestrian movement, and car parking areas of adjacent development, enabling the sharing of access and merging of customer car parking where appropriate, and to reduce impacts on the external road network.
High impact industry potential impacts and Special Industry, including composting and soil conditioning uses	Part 5 – Tables of assessment	<ul style="list-style-type: none"> • Amend the Table of assessment - High impact industry zone (Table 5.4.10) to increase the level of assessment for High impact industry use from code to impact assessment, given their greater potential for off-site impacts. • Amend the Table of assessment - Rural zone (Table 5.4.17) – to make a Special industry that is composting non-putrescible vegetative waste code assessable in the Rural zone. This seeks to facilitate such uses in a rural zone, rather than within an urban area.
	Schedule 1 - Definitions	Change the industry threshold for 'manufacturing soil conditioners by receiving, blending, storing, processing, drying or composting organic material or organic waste, including animal manures, sewage, septic sludges and domestic waste' from High impact industry to Special industry.
Residential care facilities and Retirement facilities in the Community facilities zone.	Part 5 – Tables of assessment	Amend the Table of assessment - Community facilities zone (Table 5.4.14) to make Residential care facilities and Retirement facilities code assessable within the Community facilities zone. These uses are currently impact assessable, as they are not otherwise specified in the table of assessment. These uses are code assessable in the Low density residential zone. There is sufficient assessment criteria in the zone code and corresponding use codes to avoid such uses being sited in inappropriate areas (e.g. in rural or remote areas).

Issue in Brief	Relevant Section	Description
Renewable energy facilities not triggering assessment against the nuisance code.	Part 5 – Tables of Assessment	Amend Table of assessment - Rural zone (Table 5.4.17) to add requirement for assessment against the Nuisance code for Renewable energy facilities. This is to address the potential for glint and glare impacts of solar panels.
Cane Rail Corridor	Part 5 – Tables of Assessment	Amend the Table of Assessment – Overlays (Table 5.9.1) for the 'Infrastructure overlay – State controlled road, railway or cane rail corridors' to avoid triggering material change of use within a cane railway corridor buffer where noise impacts on the sensitive land use and impacts on the infrastructure corridor have been previously addressed as part of a previous approval, such as a reconfiguring a lot approval.
Heritage and Character areas	Part 5 – Tables of Assessment	<ul style="list-style-type: none"> Amend the Table of assessment – Overlays (Table 5.9.1) for the Heritage and neighbourhood character overlay to trigger code assessment for material change of use and building work on premises adjoining a heritage place, where involving building work that is visible when viewed from the street or adjoining heritage place. This seeks to ensure development adjacent to a heritage place does not adversely affect the heritage place. The table of assessment currently only requires assessment of material change of use that is already assessable development. The Heritage and neighbourhood character overlay code contains suitable assessment benchmarks. Amend the Table of assessment – Overlays (5.9.1) to trigger code assessment for operational work involving placing an advertising device on or adjoining a heritage place. The current table of assessment only requires assessment for advertising devices that are already assessable development. Amend the Table of assessment – Overlays (5.9.1) to avoid triggering assessment of a material change of use involving building work in a neighbourhood character area where the building work is only a change of classification to an existing building.
	Part 8 – Overlays and Part 9 – Development codes	Move performance outcome PO15 and supporting acceptable outcomes for advertising devices from the Heritage and neighbourhood character overlay code to the Advertising devices code so that they apply to development that is accepted subject to requirements.
Infrastructure Overlay – Major electricity infrastructure	Part 5 – Tables of Assessment	Amend the Table of assessment – Overlays (Table 5.9.1) for the 'Infrastructure overlay – electricity substations and major electricity infrastructure' to removal electricity powerlines of 66kV or less from Infrastructure overlay triggers.
Amendments to incorporate recommendations from the Burnett Heads Town Centre Local Plan	Part 6 – Zone codes	Amend the Local centre zone code to incorporate recommendations from the Burnett Heads Town Centre Local Plan into the planning scheme. This includes the addition of alternative building heights, setbacks and urban design outcomes for land included in the Local centre zone.
	Part 7 – Local plan codes	Amend the Central coastal urban growth area local plan code to incorporate recommendations from the Burnett Heads Town Centre Local Plan into the planning scheme. This includes including outcomes for the marina

Issue in Brief	Relevant Section	Description
		development site, including provisions to encourage a well-designed mixed-use development that is integrated into the broader Burnett Heads community. This includes outcomes relating building height, urban design and transport/movement networks.
Kalkie-Ashfield Local Plan	Part 7 – Local plan code	<ul style="list-style-type: none"> • Changes made to the Kalkie-Ashfield local development area local plan code to reflect the expansion of the existing structure plan (Figure 7.2.2) to Kirbys Road, to include the area bound by Sauers Road, Rubyanna Road, McGills Road and Kirbys Road. • Changes to existing content of the local plan code and the addition of new provisions to reflect changes to this structure plan. • Additional requirements to buffering for the protection of land used for agricultural purposes to align with outcomes for the Central coastal urban growth area local plan • Provide detail for the location of gas pipeline infrastructure to the Port of Bundaberg.
Hughes and Seaview Bargara Masterplan area	Part 7 – Local plan codes	Changes to incorporate the Hughes and Seaview masterplan within the Central coastal urban growth area local plan code, moving this local structure plan from where it currently resides within the SC6.6 'Planning scheme policy for the Hughes and Seaview Bargara masterplan area'.
	Schedule 6 – Planning scheme policies	Delete the 'Planning scheme policy for the Hughes and Seaview Bargara masterplan area'. This content is more suitably located within the Central coastal urban growth area local plan code.
Extractive industry sites	Part 5 – Tables of Assessment	Amend Table of Assessment – Overlays (Table 5.9.1) for the 'Extractive resources overlay – if within a transport route separation area' to exclude the southern section of Gooburrum Road as a transport route and separation area given this is not the approved haulage route for extractive industries currently approved in KRA 97 (Tantitha). This section of Gooburrum Road is also constrained by existing rural residential development and the Gooburrum State School.
	Part 7 – Local plan codes	Amend the Central coastal urban growth area local plan code and associated structure plan concept map to identify ex-extractive industry sites as future investigation areas and include provisions to protect these areas from unsuitable land uses and fragmentation, subject to further investigation to determine their suitability for urban development.
Reconfiguring a Lot code	Part 9 – Development codes	<ul style="list-style-type: none"> • Strengthen Performance outcome PO1 to ensure lot layouts and configurations are designed to readily allow for future likely uses to occur on site. • Changes to the Reconfiguring a lot code to include additional provisions for designation of development footprint plans where required to address specific development constraints (e.g. flooding, steep land) or other outcomes (e.g. small lots, reduced setbacks to secondary frontages, etc). • Amendments to incorporate provisions specific to the Special Purpose zone and the Bundaberg State Development Area.

Issue in Brief	Relevant Section	Description
		<ul style="list-style-type: none"> Minor changes to separate buffering requirements for electricity infrastructure from requirements that address other possible land use conflicts, including agricultural buffers for lots adjacent to rural land.
Excavation and Fill material	Part 9 – Development codes	Additional Acceptable outcome (AO11.3) added to the Works, services and infrastructure code to require that filling and excavation material be sourced from and disposed to lawfully approved sites.
Work involving 'incidental stormwater pipe and outlets'	Part 5 - Tables of Assessment	Amend note (9) to the Table of Assessment – Operational work (Table 5.7.1) to clarify that 'incidental stormwater pipe and outlets' includes a drainage easement (where the development has an approved a point of connection).
Local heritage - incorporate additional local heritage places (from the Stage 2 Heritage Study prepared by Converge Heritage + Community)	Schedule 6 – Planning scheme policies	<p>Amend the 'Planning scheme policy for the Heritage and neighbourhood character overlay code' to include the following 12 additional local heritage places and associated place cards:</p> <ul style="list-style-type: none"> Allan Brothers' Slab hut (Kookaburra Park Eco Village, Gin Gin) (Part of 0GTP3530); Baldwin Swamp (off Steindl St, Bundaberg East) (2RP194413 and others); Bundaberg Walkers Foundry (4 Gavin St, Bundaberg North) (104CK1460 and others); Bundaberg Hospital Complex (273 Bourbong St, Bundaberg) (80B158103); CSR Sugar Mill Site (CSR Depot Rd & Old Creek Road, Childers) (2RP52303, 2RP14578 and 3RP52302); Union Bank (former) (Spicy Tonight restaurant, cnr Quay St & Targo St, Bundaberg) (1RP220); Pemberton Sugar Mill Site (1021B Elliott Heads Rd, Innes Park) (12SP228739); Noakes Lookout (off Rankin Road, Childers) (part of 1RP158895); Knockroe Sugar Mill Site (155 Knockroe Rd, North Isis) (3RP803372, part of 1RP803382 and part of 8RP814820); Isis Central Sugar Mill (214 Kevin Livingston Dr, Isis Central) (7SP173087 and others); Gin Gin Homestead (34593 Bruce Hwy, Gin Gin) (1BON1460); Doolbi School Site (Isis Golf Club, 204 Goodwood Rd, Doolbi) (part of 69CK3055).
Electricity supply and Tele-communications	Schedule 6 – Planning scheme policies	<p>Amend the 'Planning scheme policy for development works' to –</p> <ul style="list-style-type: none"> clarify electricity supply requirements for subdivision, particularly rural lots. The amendments confirm that reticulated electricity supply will generally not be required for large rural lots (sustainable for rural production) or lots created from a boundary realignment at the time of subdivision. However, for subdivisions creating new/additional rural lots, and small lots created from a boundary realignment, conditions will require electricity to be provided at the time a dwelling house is built on the lot (which may be reticulated supply or an alternative electricity supply). reflect changes to terminology relevant to telecommunications.

Issue in Brief	Relevant Section	Description
Standard well made application content for impact assessable development	Schedule 6 – Planning scheme policies	Minor changes to the ‘Planning scheme policy for information Council may request, and preparing well made applications and technical reports’ to better align with the Planning Act.
Building Height definition and Building in a Flood Hazard area	Part 8 – Overlay codes	Amend wording of AO3 of the Flood hazard overlay code to clarify maximum height of the building is to be not greater than 9.5m measured from ground level. This remains consistent with the current requirement, but is amended in response to changes made to the definition for building height under the regulated requirements.
	Schedule 1 - Definitions	Definition for ‘Ground level of the building’ added to the administrative definitions given amended definition for Building height under the regulated requirements.
General minor changes to improve function and fix minor errors	Part 5 – Tables of Assessment	<ul style="list-style-type: none"> Amend the Table of assessment for the Rural Zone (Table 5.4.17) to correct the Intensive animal industry trigger to ‘involving the keeping of not more than’, rather than ‘less than’. This aligns with Environmentally Relevant Activity (ERA) triggers. Adding notes to the Table of Assessment - Overlays (Table 5.9.1) to clarify that where an overlay specifies ‘no change’ to the category of development or assessment, in some instances the applicable overlay code does include acceptable outcomes for development that is ‘Accepted subject to requirements’.
	Part 6 Zone codes	Amend wording to AO5 of the Emerging community zone code to clarify the maximum building height is 2 storeys and 8.5m, unless otherwise specified in a local plan code. This avoids potential conflict between the building height provisions in the zone code and a local plan code.
	Schedule 6 – Planning scheme policies	Amend outdated references and terms used in the ‘Planning scheme policy for development works’ including replacing references to the ‘Manager Sustainable Development’ to ‘Council’s senior development engineer’.
	Schedule 1 - Definitions	Change wording in the administrative definition of ‘major road’ to include ‘trunk collector road’ to better align with Council’s existing road hierarchy.
Other general spelling, formatting and grammatical errors	Throughout the planning scheme	Correct identified spelling, formatting and grammatical errors throughout the planning scheme.

Attachment 2 List of Proposed Mapping Amendments (Major Amendment) – Bundaberg Regional Council Planning Scheme 2015

Zoning Changes

Property Description	Current zone	Proposed zone	Reason
4 Mezger Street, Kalkie Lot 32 SP283979	Community facilities (6 – Educational establishment)	Community facilities (6 – educational establishment, 11 – Residential care facility)	Split the annotations to reflect the 2 separate uses that are undertaken on the site.
2 Cummins Street, Bundaberg North Lot 11 SP271539	Industry	Community facilities	Reflects the recent construction of a Council owned flood levee.
160 Hughes Road, Bargara Lot 11 RP7268	Community facilities (14 – utility installation)	Community facilities (4 – Community use)	Typo.
Tantitha Street, Bundaberg Lot 141 AP17910	Principal centre (PCZ3)	Open space	Reflects the existing use and ownership.
7 William Street, Gin Gin Lot 24 G2313	Low density residential	Community facilities (14 – utility installation)	Reflect the existing use (water infrastructure) and ownership.
11 William Street, Gin Gin Lot 10 G23138	Low density residential	Community facilities	Reflect the existing use (telecommunications infrastructure) and ownership.
Causeway Drive, Bargara Part of Lot 211 SP270832 (part south of Causeway Drive)	Medium density residential	Low density residential	Zone the portion located on the southern side of Causeway Drive LDRZ to reflect the surrounding land uses and zones.
69 Norton Road, Moore Park Beach Lot 1 SP291185	Community facilities	Rural	Zoning error.
Greathead Road, Ashfield Lot 152 SP279718	Low density residential	Open space	Reflects the creation of a park and drainage reserve as part of a completed subdivision.
1 Peatey Street, Kepnock Lot 4 RP93423	Open space	Low density residential	Zoning error.
Mt Perry Road, Bundaberg North Lots 7 & 9 SP276332	Low density residential	Community facilities	Land resumed for drainage purposes.
Daveys Drive, Branyan Lot 50 RP861344	Open space	Rural	Reflects the use of the land and ownership.
8 & 10 Walla Street, Wallaville Lot 2 RP157671 & Lot 3 SP227065	Low density residential	Community facilities (3 – Child care centre)	Reflects the use of the land.

Property Description	Current zone	Proposed zone	Reason
33 Quay Street, Bundaberg West Lot 121 CP898251	Community facilities (13 – tourist park)	Open space	The tourist park has been discontinued and is being transitioned to a park.
55 & 59 Alexandra Street and 1 McGills Road, Bundaberg East Lots 7 SP261866, Lot 1 RP179904, Lot 5 RP55730, Lots 1 & 166 CK1271 and part of Lot 8 SP261866 (balance to remain in the Community Facilities zone)	Community facilities (14 – Utility installation)	Industry	Decommissioned wastewater treatment plant. Adjacent land to the south and south-east is included in the Industry zone.
57 Wyllie Street, Thabeban Lot 3 SP278871	Low density residential	Community facilities (7 – Emergency services)	Newly established emergency services facility.
132 Sylvan Drive, Moore Park Beach Lot 1 SP215840	Low density residential	Medium density residential	Reflect surrounding zones.
120 & 122 Sylvan Drive, Moore Park Beach Lots 1 & 2 SP261825	Low density residential	Medium density residential	Reflect surrounding zones.
123 Takalvan Street, Avoca Lot 1 RP175009	Specialised centre	Major centre	Reflects planning approval for a shopping centre.
130A Takalvan Street, Kensington Lot 2 SP134462	Specialised centre	Major centre	Reflects planning approval for a shopping centre.
22 Faircloth Crescent, Kensington Lot 5 SP295317	Specialised centre, part Sport and recreation	Major centre	Reflects zoning changes made to adjacent land.
Block surrounded by Faircloth Crescent & Takalvan Street, Kensington Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 B158135	Specialised centre	Major centre	Reflects zoning changes made to surrounding land.
1 Johanna Boulevard, Kensington Lot 1 RP867438	Specialised centre	Major centre	Reflects existing use for a cinema (Theatre) and zoning changes made to surrounding land
Block surrounded by Sauers Road, McGills Road, Kirbys Road & Rubyanna Road, Kalkie Lot 1 RP76219, Lot 1 RP899236 (part), Lots 4 & 5 RP214660, Lots 20 & 21 SP240500, Lot 3 RP103978, Lot 3	Rural	Emerging communities	Expansion of the city growth area to accommodate development pressure. Land is included in the urban footprint in the Wide Bay Burnett Regional Plan. Inclusion in the Emerging Community

Property Description	Current zone	Proposed zone	Reason
RP76219, Lot 2 SP236003, Lots 8 & 9 RP811774, Lot 1 RP102441, Lot 1 RP76220, Lot 1 RP157609, Lot 1 RP207110, Lots 1 & 2 SP160544, Lots 7 & 8 SP162040, Lot 11 SP172455, Lot 4 RP812667, Lots 1, 2, 3, & 4 SP291162, Lot 10 SP172455, Lots 20 & 22 SP291214, Lots 2 & 3 SP158809, Lot2 19 & 20 SP298194, Lot 21 291213, Lot 1 RP68199			zone reflects the regional plan and avoids potential for development that might otherwise prejudice its future development for urban purposes, especially given the area can be readily serviced by the new Rubyanna wastewater treatment plant.
146 Buss Street and 3, 7, 11, 15-17 & 32 Marina Drive, Burnett Heads Lots 303 & 304 SP272224, Lots 306 & 326 SP297896, Lots 307, 308, 309, 310, 311, 312, 313, 314, 315 & 316 SP276366	Not Zoned	Industry	Removed from Strategic Port Land. Zoning most closely aligns with previous designations (Marine industry and Marine support/commercial) under the Port of Bundaberg Land Use Plan 2009 (and as identified in Table 1.7.1.1 of Council's Planning Scheme).
66 Strathdees Rd, Burnett Heads Lot 4 SP274161	Not Zoned	Special purpose	Removed from Strategic Port Land. Land is included in the Bundaberg State Development Area.
15, 35 & 43 Moffatt St, Rowlands Road, Canefield Dr, Hoffmans Road and 525 Rubyanna Road, Burnett Heads Lots 2, 3 & 7 RP7193, Lot 1 RP7194 (part), Lots 1 & 2 RP7199, Lot 4 RP106800, Lot 19 RP207126, Lot 4 SP201681, Lot 6 SP215893 (part), Lot 20 (part) & 23 SP234427, Lot 268 C37935, Lot 274 CK2906	Rural	Special purpose	Land is included in the Bundaberg State Development Area.
50, 56, 58, 60, 62, 64, 66, 68 & 70 Rowlands Road, Canefield Drive	Rural Residential	Special purpose	Land is included in the Bundaberg State Development Area.

Property Description	Current zone	Proposed zone	Reason
and 9 Creevey Road, Burnett Heads Lots 1 to 12 RP207126			
Lutz St, Burnett Heads CK1098/144	Community facilities	Special purpose	Land is included in the Bundaberg State Development Area.
River Road, Gahans Road, Fairymead Road & Fairymead Access Road, Fairymead and Gooburrum Road, Gooburrum Lot 7 AP14310, Lot 110 C371026, Lots 1 & 2 RP109129, Lot 2 RP110578, Lots 1 & 2 RP141051, Lots 1 & 2 RP161283, Lot 1 RP22179, Lot 2 RP22180, Lot 3 RP224049, Lots 5, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22 & 25 RP41027, Lots 1 & 2 RP83072, Lots 1 & 2 RP90153, Lots 1, 3 & 4 RP90527, Lot 1 RP96028, Lot 2 RP904989 (part), Lot 4 SP203241, Lot 3 SP208283, Lots 5 & 74 SP208293, Lots 10 & 11 SP243433, Lot 2 SP247033, Lot 3 SP251492, Lots 100 & 101 SP271550 and Lot 5 W3755	Rural	Special purpose	Land is included in the Bundaberg State Development Area.
Barubbra Island, Fairymead Lot 10 AP14310, Lot 115 CK2634, Lot 111 CP905338, Lots 1 to 26, 112 & 113 CP905339	Environmental management and conservation	Special purpose	Land is included in the Bundaberg State Development Area.
Bakers Road, South Kolan Lot 84 SP286441	Rural, part Rural Residential	Rural	Include whole of lot in Rural zone - realigns boundary of rural residential zone to align with the approval for Rural Residential subdivision over Lot 83 SP279751 (and the extent of cropping on Lot 84).

Property Description	Current zone	Proposed zone	Reason
Watson Road, Bargara Lot 400 SP298188	Low density residential, part Emerging community	Low density residential zone	Reflects alignment of the Hughes Road extension and approval for residential subdivision.
Watsons Road, Bargara Lot 13 SP243449	Emerging community, part Low density residential	Emerging community, part Low density residential	Amend extent of split zone to reflect alignment of the Hughes Road extension.
21 Doughboy Road, Doughboy Lot 48 SP257668	Rural, part Rural residential	Rural	Reflects extent of rural residential subdivision/ corrects zoning error.
Parklands Dr, Branyan Lot 422 SP261830	Community facilities, part Rural	Community facilities	Reflects the creation of a drainage reserve as part of a completed subdivision.
Kirbys Rd, Rubyanna Lot 20 SP261838	Rural, part Community facilities	Rural	Reflects use of land and reconfiguration of lots associated with the Rubyanna wastewater treatment plant
175 Rubyanna Road, Rubyanna Lot 21 SP261838	Rural, part Community facilities	Rural, part Community facilities (annotation 14)	Amend split zone to correctly show the location and extent of the Rubyanna wastewater treatment plant and access road.
52 Alexandra St, Bundaberg East Lot 22 SP291211 (part)	Not zoned (part)	Industry zone	Whole of lot included in Industry zone following realignment of road reserve (Jealous Road).
Parklands Dr, Branyan Lots 408, 409, 410 & 411 SP158801, Lot 92 RP811336, Lot 412 SP172480, Lot 413 SP182596, Lot 414 SP199553, Lot 415 SP228699, Lot 419 SP243448	Open space	Community facilities	Reflects purpose of reserves and primary use of land for drainage rather than open space.
Potters Road, Bargara Lot 15 SP108431	Community facilities	Community facilities (annotation 7)	Reflects use for emergency services (Bargara SES)
Snake Creek Rd, South Kolan Lot 10 SP215902	Community facilities	Rural	Aligns with tenure, ownership and use and is consistent with adjacent/surrounding zoning.
Rounds Road, Bucca Lot 16 SP259487	Community facilities	Community facilities (annotation 7)	Reflects use for emergency services (Bucca Rural Fire Brigade)

Property Description	Current zone	Proposed zone	Reason
253 Rocky Point Road, Winfield Lot 7 SP199514	Rural	Community facilities (annotation 7)	Reflects use for emergency services (Winfield Rural Fire Brigade)
Park Dr, Moore Park Beach Lot 3 RP847129	Sport and recreation, part Community facilities	Sport and recreation, part Community facilities, part Open space	Zoning reflects use of land and extent of community facilities, sport and recreation facilities and park (open space). The Community Hall in the south-west corner is to be annotation 4 (community use). The balance Community Facilities land should be annotation 4 (community use) and 13 (tourist park).
Park Dr, Moore Park Beach Lot 80 CK3067	Community facilities (annotation 13)	Community facilities (annotation 4 and 13)	Aligns with zoning changes proposed to Lot 3 RP847129
184 Barolin Street, Walkervale Lot 12 SP298214	Community facilities, part Low density residential	Community facilities	Reflects existing development and approved extensions for IWC and lot configuration.
611 Bargara Road, Bargara Lot 2 RP156602	Rural	Community facilities	Reflects existing approval and development for health care services. Aligns with Community facilities zoning on surrounding land and Emerging community zoning on opposite side of Bargara Road.
234 Ashfield Road, Ashfield Lot 8 SP291215	Community facilities (annotations 3 and 6), and 6), part Rural	Community facilities (annotations 3 and 6)	Reflects existing lot configuration and use of land. Annotation 3 (Child care centre) north of College Place and Annotation 6 (Educational establishment) south of College Place.
2, 4, 8 & 10 Victoria St and 12 Tomlinson St Lots 1, 2 & 3 RP67590, Lot 1 RP75829, Lot 5 SP178553, Lot 1 RP24797, Lot 1 RP24798, Lots 8, 9, 11, 13, 14, 15, 16 & 17 RP24799, Lots 2, 3 & 4	Community facilities (annotation 4)	Community facilities (annotation 4 and 14)	Reflects existing use of land as part of the Bundaberg East Council depot, operations centre, workshop and water and sewerage infrastructure.

Property Description	Current zone	Proposed zone	Reason
RP51580, Lot 160 B15886			
12 Tomlinson St, Bundaberg East Lot 25 RP24795	Industry	Community facilities (annotation 4 and 14)	Reflects existing use of land as part of the Bundaberg East Council depot.
128 Walker St, Norville Lot 19 RP45076	Community facilities (annotation 11)	Community facilities	Acknowledges property is not used for a residential care facility. Community facilities still considered to be appropriate zone having regard to the surrounding area.
36 Statesman Dr, South Bingera Lot 53 SP224114	Community facilities	Community facilities (annotation 7)	Reflects use for emergency services (Bingera Weir Rural Fire Brigade)
44 Callaghans Rd, Alloway Lot 260 CK3161	Community facilities	Rural	Reflects ownership and use as a dwelling on a small property within a rural area.
50 Jealous Road, Kalkie Lot 1 RP110073	Community facilities (annotation 4)	Limited development zone (Precinct LDZ1 - Limited residential)	Reflects use for low density residential purposes, but acknowledges most of the property is within a flood hazard area.
Innes Park Road, Innes Park Lot 38 on RP243390	Open space	Community facilities (annotation 14)	Reflects use for water supply infrastructure.
Old Wallaville Road, Wallaville Lot 143 SP278880	Community facilities (annotation 14)	Open space	Reflect use of land (Burnett Street Park and Currajong Creek Crossing Reserve).
Burnett St, Wallaville Lot 136 BON1453	Open space, part not zoned	Open space	Changes to cadastre.
17, 19, 24, & 26 Tranquil Avenue, Branyan Lots 1, 2, 3 & 4 SP289062	Emerging community	Rural residential	Reflects rural residential subdivision approval and development.
Lutz Street, Burnett Heads Lot 1 SP296679	Open space	Community facilities (14 – Utility installation)	Creation of a lot for the Burnett Heads sewerage pump station.
9 Deering Place, Innes Park Lot 62 SP301497	Low density residential, part Emerging community	Low density residential	Recognise lot configuration and remove split zoning.
Deering Place, Innes Park Lot 209 SP301497	Emerging community, part Low density residential	Open space	Land dedicated as open space as part of residential subdivision (Coral Waters Estate).

Property Description	Current zone	Proposed zone	Reason
Deering Place, Innes Park Lot 200 SP195771	Emerging community	Open space	Land dedicated as open space as part of residential subdivision.
4 Aquarius Dr, Bargara Lot 111 SP298177	Low density residential, part Open space	Low density residential	Recognise lot configuration arising from excision of surplus open space for amalgamation with residential lot.
Bruce Highway, Booyal Lot 81 SP280896 and Lot 3 AP19360	Environmental management and conservation, Rural	Environmental management and conservation, Rural	Zoning to reflect realignment of boundaries between Lot 81 (Rural zone) and Lot 3 (Environmental management and conservation). Lot 81 forms part of the proposed Cordalba to Booyal cane railway corridor.
22 Moodies Road, Bargara Lot 201 SP286415	Low density residential	Community facilities (14 – Utility installation)	Reflects the establishment of wastewater infrastructure as part of a subdivision.
Moodies Road, Bargara Lot 200 SP286415	Low density residential	Open space	Reflects the creation of a park and drainage reserve as part of a completed subdivision.
One Mile Crossing Estate, Kalkie Lots 101, & 102 SP279722, Lots 105 & 106 SP265725	Low density residential	Community facilities	Reflects the creation of drainage reserves as part of a completed subdivision.
Ganggajang Way, Kalkie Lots 301, & 302 SP283986	Low density residential	Open space	Reflects the creation of a park and drainage reserve as part of a completed subdivision.
Barolin Esplanade, Coral Cove Lot 531 SP286427	Open space	Community facilities (annotation 14)	Coral cove sewerage pump station.
4 Mezger Street, Kalkie Lot 32 SP283979 St Lukes/ Meilene	Community facilities (annotation 6)	Community facilities (annotations 6 and 11)	Reflects existing use of land. Annotation 6 (Educational establishment) for St Lukes school west of internal road and Annotation 11 (Residential care facility) for Meilene aged care facility east of internal road.
Harbour Esplanade, Burnett Heads Lot 1 SP157913 (part)	Community facilities	Emerging communities	Reflect the Burnett Heads Town Centre Local Plan.

Property Description	Current zone	Proposed zone	Reason
2, 4, 6, & 8 Harbour Esplanade, 1 Somerville Street, Burnett Heads Lot 1 RP113565, Lots 8, 9, 10, & 11 BH2774	Medium density residential	Local centre	Reflect the Burnett Heads Town Centre Local Plan.
Targo Street, Bundaberg Lot 2 SP134444	Community facilities (4 – Community use)	Open space	Reflects the use of the land.
Greathead Road, Kepnock Lot 1 SP302621	Low density residential	Community facilities	Reflects the creation of drainage reserve as part of a subdivision.
245 Avoca Road, Avoca Lot 10 SP178791	Low density residential	Community facilities	Reflects the creation of drainage reserve as part of a completed subdivision.
31, 33, 35, 37, & 39 Narooma Drive, Branyan Lots 1, 2, 3, 4, & 5 SP286406	Rural	Rural residential	Reflects lots created adjacent to existing Rural residential land.
Parklands Estate, Branyan Lots 427, 428, 429 SP305666, Lots 425, 426 SP286379	Rural residential (RRZ1)	Community facilities	Reflects the creation of drainage reserves as part of a completed subdivision.
31 Tanner Street, Bargara Lots 288 & 289 RP7232	Community facilities	Community facilities (7 – Emergency services)	Add annotation to represent the use of the land.
131 Frizzells Road, Woodgate Lot 501 SP293971	Low density residential	Community facilities	Reflects the purpose of the dedication to Council for sewerage pump station and other community facilities.
21 Bauer Street, Bargara Lot 1 SP182613	Community facilities (10 – Place of worship)	Local centre	Reflects the surrounding land uses and is supported by a submission from the land owner.
Parklands Dr, Branyan Lot 420 SP243448	Rural Residential	Community facilities	Reflects the creation of a drainage reserve as part of a completed subdivision.
150 Bargara Road, Bundaberg East Lot 150 SP286407	Low density residential, part Limited development	Low density residential	Limited development zoning reflects access restriction strip over previous Lot 9 RP228994 which has been partly incorporated with Lot 150 and partly absorbed within Hillrose Court.
(Block surrounded by Tantitha Street, Bundaberg Creek,	Principal centre (Precinct PCZ3 – City centre frame)	Principal centre (Precinct PCZ2 – City centre riverfront)	Development outcomes sought for this area is more

Property Description	Current zone	Proposed zone	Reason
<p>Quay Street and Bourbong Street, Bundaberg) 2A, 2, 4A, 4, 6, 10, 12, 14, 16, 18, 20A, 20B Quay Street, 2 & 4 Tantitha Street, 1, 7, 9, 15, 21, 31, 33, 35 & 37 Bourbong Street, 2, 4, 5 & 8 Walla Street and 3, 4, 5 & 6 Toonburra Street, Bundaberg Lots 24, 25, 28, 35, 46, 52, 53 & 54 B1583, Lots 1 & 2 RP104433, Lots 6 & 14 RP189148, Lots 1 & 2 RP215574, Lots 9 & 10 RP219531, Lots 1 & 2 RP274, Lots 2, 3, 4, 5 and 7 RP275, Lot 1 RP276, Lots 1, 2, 3 & 6 RP277, Lot 2 RP278, Lot 2 RP279, Lots 1 & 2 RP45464, Lot 1 RP57612, Lots 1, 2, 3 & 4 RP59595, Lot 3 RP62075, Lots 1 & 2 RP79008, Lot 1 RP94072, Lot 3 SP117729, Lot 1 SP131439, Lot 4 SP147968, Lot 4 SP164524 and Lot 1 SP187605</p>			<p>consistent with Precinct PCZ2 (City centre riverfront), i.e. increased levels of activity and uses that take advantage of the riverfront setting – particularly land along the southern side of Quay Street which overlooks the Riverside Parklands and Burnett River.</p>
Elliott Street, Gin Gin Lot 158 BON990	Rural	Open space	Gin Gin Nature Park.
<p>76, 78, 80, 82, 84, 86, 88, 90, 92, 94 & 96 Princess Street and 2B Eastgate Street, Bundaberg East Lots 1, 2, 3, 4, 5, 6, 7, 8, 9 & 10 RP24785 and Lots 19 & 20 RP845733</p>	Low density residential	Specialised centre	Proposed by owner of 2B Eastgate Street due to exposure to passing traffic and reduced residential amenity.
<p>1 & 3 Rosewood Place, Bundaberg North Part of Lot 6 SP243445 and part of Lot 16 SP212172</p>	Limited development (constrained land), Precinct LDZ1 (Limited residential); part Limited development (constrained land)	Limited development, part Low density residential	Submission from owner of 3 Rosewood Place.
Esplanade, Bargara Lot 27 SP286384	Not zoned	Open space	Reserve for Christsen Park.
<p>Steptoe St & Gerrard St, Bundaberg East Lot 199 SP298205 and Lot 199 SP298204</p>	Industry	Open space	Acquired for new pathway along Bundaberg Creek, Baldwin Swamp.

Property Description	Current zone	Proposed zone	Reason
308 Dalysford Road, Moolboolaman SP286435/5 and 52 H Bust Road, Dalysford SP286435/1371	Unzoned	RRZ3 (4ha minimum lot size area)	Unzoned land that is former road reserve which has been incorporated into lots SP286435/5 and SP286435/1371.
CK3498/237	Community facilities (Annotation 7 – Emergency services)	Open space	Land was a reserve for fire brigade, is now a reserve for park & recreation.
Road Reserves (numerous)	Varies	Not zoned	Numerous amendments to zonings arising from road openings, including corner truncations and new roads created as part of development/ subdivision.
Various	-	-	Numerous amendments to zonings arising from minor shifts in the cadastre. By way of example, changes to the cadastre in the vicinity of the historic subdivision at Helmore Street, Miara.

Overlay and other Mapping Changes

Feature	Description of Change Proposed zone	Reason
Airport & aviation facilities overlay	Amend public safety area for the Bundaberg Airport - create an overlay map just for the public safety area (this is not shown in SPP mapping). The public safety area is 1 km long measured from the line just after the threshold markings or 'piano keys' (striped lines) at each end of the runway.	The public safety areas in Council's interactive mapping are not correct. The public safety areas for the Bundaberg Airport are not mapped in the State's interactive mapping system.
Coastal protection overlay map	Amend mapping to show 'Lots affected by coastal setback line'. This includes lots that have a coastal setback line that transects the properties, and properties that front a section of coastline affected by a coastal setback line (i.e. includes properties in Miller Street that have a coastal setback line to the east of the seaward property boundary.	Clarify intended trigger and operation of overlay.
Extractive resources overlay map	Delete part of transport route separation area for the Tantitha KRA, specifically, the southern section of Gooburrum Road between the cane rail corridor incorporating Lot 2 on RP22197 and Lot 2 on RP22212, and Moore Park Road	Conflicts with existing Rural Residential development and the Gooburrum State School. This section of transport route is

Feature	Description of Change Proposed zone	Reason
		not used by existing extractive industries (which include the use of Fairymead Road). The balance of the SPP transport route remains unchanged, providing for access from the KRA to Moore Park Road from Gooburrum Road via Zahns Road.
Heritage and neighbourhood character overlay maps	Amend local heritage mapping to include 12 additional local heritage places (supports amendments to the Planning scheme policy for the Heritage and neighbourhood character overlay code).	Places are considered to be of local heritage significance and are proposed for inclusion as local heritage places in the planning scheme.
Infrastructure overlay – Gas pipeline	Inclusion of new gas pipeline from Kensington to Burnett Heads (Port of Bundaberg)	Ensure development does not compromise on-going operation of the gas pipeline.
Infrastructure overlay map	Amend gas pipeline alignment as per latest data (specifically change to alignment near Branyan) and change to terminology – retain 'gas pipeline buffer' but change map legend to refer to 'Gas pipeline (centreline of petroleum pipeline licences)'	Reflect latest data and correct terminology.
Infrastructure overlay map	Amend extent of Rubyanna treatment plant to align with Community facilities zoning and amend associated 'buffer' to 400m from the site boundary (excluding the access handle). Also, map this plant as 'Wastewater treatment plant' rather than 'Proposed Rubyanna wastewater treatment plant' designation, which is to be deleted.	Reflects final siting and construction of the Rubyanna wastewater treatment plant and associated 'buffer'.
Infrastructure overlay map	Amend Council's interactive mapping to exclude electricity powerlines 66kV or less.	Although mapped as major electricity infrastructure in the SPP interactive mapping system, electricity powerlines up to and including 66kV are not defined as major electricity infrastructure under the Planning Regulation 2017. Advice from Ergon Energy has confirmed it is not necessary to include these powerlines in overlay mapping or require buffering for development.

Feature	Description of Change Proposed zone	Reason
Infrastructure overlay map	Include proposed Cordalba to Wallaville Cane Railway and buffer area in the Infrastructure overlay map generally as per TLPI 1/2017.	Seeks to protect the proposed cane rail corridor and avoid potential land use conflict.
Strategic Framework maps SFM-001 and SFM-002	Replace 'Future Urban Area (Employment) for Port Related and Industry Uses with 'Bundaberg State Development Area'.	Reflect designation of Bundaberg State Development Area
Strategic Port Land	Update zone maps to reflect latest extent of Strategic Port Land.	Extent of Strategic Port Land at the Port of Bundaberg has changed from that shown in the current zone maps.
Central Coastal Urban Growth Area Structure Plan Concept (Figure 7.2.1) and Kalkie Ashfield Local Development Area Structure Plan Concept (Figure 7.2.2)	Amendments to Local Plan mapping, including changes to reflect additional local planning for the Burnett Heads town centre and the Planning scheme policy for the Hughes and Seaview Bargara masterplan area.	On-going refinements to the local plans and to reflect and progress recent local planning undertaken for these areas.

**Item****21 August 2018****Item Number:**

K1

File Number:

321.2017.48368.1

Part:

DEVELOPMENT ASSESSMENT

Portfolio:

Planning & Development Services

Subject:

25 Bungaree Close, Bundaberg North - Reconfiguring a Lot - 1 lot into 2 lots

Report Author:

Grant Barringer, Planning Officer

Authorised by:

Richard Jenner, Development Assessment Manager

Link to Corporate Plan:

Our Environment - 2.1 Infrastructure that meets our current and future needs - 2.1.1 Develop, implement and administer strategies and plans underpinned by the principles of sustainable development.

Summary:

APPLICATION NO	321.2017.48368.1
PROPOSAL	Reconfiguring a Lot for 1 lot into 2 lots
APPLICANT	KJ Peek
OWNER	HF Peek
PROPERTY DESCRIPTION	Lot 32 on SP160276
ADDRESS	25 Bungaree Close, Bundaberg North
PLANNING SCHEME	Bundaberg Regional Council Planning Scheme 2015
ZONING	Rural Zone
OVERLAYS	Flood hazard overlay code Agricultural Land Overlay code Biodiversity areas overlay code Infrastructure overlay code Steep land (slopes > 15%) overlay code
LEVEL OF ASSESSMENT	Impact
SITE AREA	5.468 ha
CURRENT USE	Dwelling House
PROPERLY MADE DATE	27 June 2017
STATUS	The 20 business day decision period ended on 6 April 2018
REFERRAL AGENCIES	N/A
NO OF SUBMITTERS	Nil
PREVIOUS APPROVALS	Nil
SITE INSPECTION CONDUCTED	13 December 2017
LEVEL OF DELEGATION	Level 3

1. INTRODUCTION

1.1 Proposal

The applicant seeks a development permit for Reconfiguring a lot (1 lot into 2 lots).

Proposed Lot 32 consists of an irregular shaped allotment with dual street frontage to Bungaree Close and Whittington's Road. The lot measures 9,270 m² in area and is to be improved by a dwelling house and associated outbuildings.

Proposed Lot 50 measures 4.541 ha and is triangular in shape. The proposed lot has 267.2 metres and 339.7 metres of frontage to Whittington's Road and Waterview Road respectively.

The applicant has stated that proposed Lot 32 would be utilised as a rural residential style allotment, similar to adjoining allotments whereas proposed Lot 50 would continue to be used as rural land.

The application material submitted included an assessment against the Bundaberg Regional Council Planning scheme's relevant parts for the reconfiguration proposal (given the application is Impact assessable and considered against the whole scheme). Of particular interest was the consideration against the Flood hazard overlay code and the applicants proposal to agree to the creation of a covenant for registration to proposed Lot 50 that restricts the establishment of a dwelling house (or sensitive land use) on the land into the future.

1.2 Site Description

The subject site is located on the north- western corner of Whittington's Road and Waterview Road. The site measures 5.468 ha and also has road frontage to Bungaree Close. A dwelling house is located on the lot adjacent to 21 Bungaree Close and 6 Allambie Close, Bundaberg North. Current vehicular access to the dwelling is via a crossover to Bungaree Close (adjacent to the common boundary on 21 Bungaree Close).

The sites topography generally falls from the north-western corner of the lot (adjacent to Bungaree Close) towards an unformed open stormwater drainage path that traverses the site (in a north-easterly direction) approximately 85 metres from the Whittington's Road/ Waterview Road intersection.

The entire site is located within the Flood Hazard Area and has an identified Maximum Defined Flood Level (DFL) of 8.06 m AHD. Parts of the subject site are located within the High hazard area of the overlay mapping) and other portions of the site (generally following the stormwater drain within proposed Lot 50) are identified within the storm tide inundation area. Approximate topography levels of the entire site range from 7.25 m AHD to 2.18 m AHD.

The balance of the site is generally unimproved. On inspection of the site, a shed structure is located to the northern corner.

An easement exists along the Waterview Road frontage for the purpose of irrigation (SunWater Channel G- Facility G08).

The site is located adjacent to Rural residential zone properties (to the North and West). Land to the south and east is zoned Rural under the Planning scheme.

The site is approximately 2.5 km north-east of the Bundaberg CBD.

2. ASSESSMENT PROVISIONS

2.1. *Applicable Planning Scheme, Codes and Policies*

The applicable local planning instruments for this application are:

Planning Scheme: Bundaberg Regional Council Planning Scheme 2015

Applicable Codes:

- Rural Zone Code
- Agricultural Land Overlay Code
- Biodiversity Areas Overlay Code
- Flood Hazard Overlay Code
- Infrastructure Overlay Code
- Steep Land (slopes >15%) Overlay Code
- Landscaping Code
- Nuisance Code
- Reconfiguring a Lot Code
- Transport and Parking Code
- Works, Services and Infrastructure Code

Applicable Planning Scheme Policies:

- Planning scheme policy for development works

2.2 *State Planning Instruments*

The Bundaberg Regional Council Planning Scheme 2015 has been endorsed to reflect the state planning instruments.

3. ISSUES RELEVANT TO THE APPLICATION

The following significant issues have been identified in the assessment of the application:

Flood Hazard Overlay Code

Performance outcome 4 (PO4) of the Flood Hazard Overlay Code requires developments to be 'sited and designed such that potential risk to people and damage to property on the site from flooding or storm tide inundation is avoided or minimised'. The relevant acceptable outcomes for the performance outcome require the following appropriate way to achieve compliance:

1. *There is no intensification of residential uses on the site situated below the DFL noting that the road frontage is flooded,*
2. *No additional residential lots are created below the DFL, and*
3. *Development that increases the number of people living or working in a flood hazard area has an emergency evacuation plan for people to evacuate to a gathering point above the DFL.*

Neither of the proposed lots (32 or 50) can meet any of the abovementioned acceptable outcomes without filling in a flood hazard area and as a result, the creation of these lots does not comply with the performance outcome. More broadly in terms of the performance outcome, there are little other solutions to this siting issue given the potential risk to people and property given that the subject site is wholly within the flood hazard area. The proposed solution to avoid the risk to any subsequent residents for the development is to fill the lot.

Given the non-compliance with the relevant performance outcome/s of the code, the broader purpose and overall outcomes of the overlay code must be considered, which are:

- (1) *The purpose of the Flood Hazard Overlay Code is to ensure that development protects people and avoids or mitigates the potential adverse impacts of flood and storm tide inundation on property, economic activity and the environment, taking into account the predicted effects of climate change.*
- (2) *The purpose of the code will be achieved through the following overall outcomes:-*
 - (a) *floodplains and the flood conveyance capacity of watercourses are protected;*
 - (b) *development in areas at risk from flood or storm tide inundation is compatible with the nature of the flood or storm tide hazard;*
 - (c) *the safety of people is protected and the risk of harm to property and the natural environment from flood and storm tide inundation is minimised;*
 - (d) *wherever practical, infrastructure essential to the health, safety and wellbeing of the community is located and designed to function effectively during and immediately after a flood or storm tide event;*
 - (e) *development does not result in a material increase in the extent or severity of flood or storm tide inundation.*

The most applicable provisions are considered to be 1 and 2 (b) where the key aspects of the code's purpose relates to the proposed development. Creating an additional allotment within the flood zone, practically with a maximum defined flood level (DFL) of 8.06 m AHD over a proposed allotment (proposed Lot 50 in this case) with an approximately maximum contour level on 4.5 m AHD is demonstrably inconsistent with the purpose and overall outcomes of the code.

Covenant

In response to flood hazard the applicant, in their original submission confirmed that a proposed covenant restricting uses permitted to occur over proposed Lot 50 was a tool Council could use to allow the sub-division to be conditionally approved and at the same time protect the outcomes sought by the Flood Hazard Overlay Code (notwithstanding Council takes an overlay assessment if development is only triggered by the overlay where applicable).

An information request (IR) was issued to the applicant seeking the legal opinion (that the applicant had confirmed would form part of the application, however, was not

included) as to whether the covenant could legally be applied for the restriction of use/s over proposed Lot 50.

In response to the IR, legal representations were made. This advice only went as far as pointing to the user manual document for covenants (*Covenants from the Land Titles Manual*). This letter did not confirm the lawfulness of using a covenant under the relevant Act for the intended purpose, which was specifically sought in the IR issued by Council officers.

Officers also contacted the land title officers within the Department of Natural Resources, Mines and Energy (DNRME) to understand if the creation of restrictive covenants is a lawful practice. Officers to date have not heard from the DNRME since sending the request for advice (and subsequent requests for the advice) in late April 2018.

Discussions with the Department of State Development, Manufacturing, Infrastructure and Planning (DSPMIP) in May 2018 confirmed the head of power in which covenants are created and utilised. This advice however did not provide assistance regarding the ability to lawfully use the covenant for the intended purpose.

Assessment Officers also sought advice from Council's Legal Officer. Advice received was given after reviewing the Land Title Practice Manual, the commentary and case law and the Land Titles Act 1994 (section 97A). It was confirmed that a covenant stating that a lot or part of a lot cannot be used for residential purposes would be capable of registration. Advice also confirmed that provided the covenant is in registrable form and is registered on the title, it would be binding on successors in title.

Despite the legal opportunity to apply a covenant restricting future residential uses being established on a highly constrained flood affected lot, the practical administration of such an encumbrance on land overtime must be considered closely. It is the view of assessing officers that this small rural lot (proposed Lot 50), which is arguably not a suitable land area to undertake viable agricultural activity, is best linked to a residential use on the same land. In this way, the future use of the land can be managed by the resident land owner in a way that better aligns with the expectations of rural residential neighbours. More broadly, Council must acknowledge that many flood impacted lots exist across the Region and the suggestion that a restrictive covenant could form a basis for approving many similar lots across the Region is considered to create an unacceptable precedent which has the potential to create an administrative burden for the Council into the future.

Reconfiguring a Lot Code

Supported by the overall outcomes, the Performance Outcome 1 (PO1) of the Reconfiguring a Lot Code requires the proposed lot layout and configuration to be responsive to a number of factors, including any natural environmental values or hazards present on, or adjoining the site. Given the subject site is included within and substantially impacted by the DFL as discussed earlier, the proposed development is inconsistent with the code.

In addition, PO4 (through its acceptable solutions) prescribes minimum lot sizes and dimensions for rural zoned land. Table 9.3.4.3.2 of the Bundaberg Regional Planning Scheme 2015 prescribes the minimum allotment size for rural zoned land to be 100 ha.

PO4 (c) provides guidance for development to be provided with a suitable building envelope and safe pedestrian, bicycle and vehicular access without the need for major earthworks and retaining walls. Given the topographic levels (2.5 to 4 metres AHD) proposed Lot 50 would not provide a suitable outcome).

PO4 (e) seeks to establish safe and suitable onsite treatment and disposal of effluent for proposed allotments if outside the wastewater service area. Given the subject site is outside the identified infrastructure area, an additional allotment (within the flood hazard area) would not be able to achieve this criteria of the code.

PO4 requires the consideration of the impact of the proposed subdivision on adjoining existing lawful rural uses and vice versa. The purpose and overall outcomes of the Rural Zone Code also requires that the development does not compromise the long term use of the rural zoned land for rural activities and development is to maintain the scale, character and amenity of the zone. It is noted that the proposed development does not adequately address these requirements, given that the continued subdivision of rural land far below the minimum lot size and is not responsive nor considerate of the existing rural area directly adjacent to the south and east and more broadly in the locality.

Despite the applicant's representations, it is clear that the proposed development does not meet the stipulated minimum lot size of 100 ha minimum lot size in the Bundaberg Regional Council Planning Scheme. In terms of performance outcome assessment (Reconfiguring of a Lot Code), the proposed lot sizes are capable of accommodating any necessary structures that could be located on the site (subject to relevant permits being issued), however, the necessary infrastructure cannot be provided in accordance with relevant standards, ie on site sewerage above DFL and flood free access without filling the lot (which would be inconsistent with the Flood Hazard Overlay Code).

Rural Zone Code

The code seeks, among other things, to minimise subdivision of rural lands and to restrict fragmentation where possible in order to maintain and promote viable sized allotment for rural pursuits. It also sets out that development maintain the rural and landscape character, scale and amenity of the zone and to provide for the protection of agricultural land classification (ALC) Class A and Class B land for suitable agricultural uses.

Although the subject site, specifically proposed Lot 50, (being referred to as the "balance rural allotment") is generally similar in size to other rural zoned allotments, it is relevant to mention that these allotments are historical lots, created circa 1870's to 1920's (approx).

Several allotments surrounding the subject site are under cane assignment. PO5 of the code seeks to minimise land use conflicts with existing and future rural and activities on surrounding land. The proposal is for the creation of an additional allotment (zoned rural) that will locate adjacent to an existing dwelling house on the subject site (with proposed Lot 32).

Under separate title, proposed Lot 50, adjacent to existing rural residential uses on proposed Lot 32 could introduce conflict and vice versa.

It is acknowledged that the subject site has the ability to, under accepted provisions of the planning scheme, undertake potentially conflicting use (cropping etc) adjacent to rural residential zoned land. The creation of proposed Lot 50 would consequentially increase the number of adjoining non-compatible allotments by 1 (ie proposed Lot 32).

Access

PO1 of the Transport and Parking Code requires developments to provide vehicle access that is safe, convenient and legible for all users (at all times). Access to proposed Lot 32 would remain (currently via Bungaree Close (but also have frontage to Whittingtons Road). This frontage access point would remain at its current levels and hence will still be underwater during a flood event. Proposed Lot 50 would require an access point to the site. Given the lot elevations range from 3 m AHD to 4.5 m AHD along its proposed frontage, proposed Lot 50 would conflict with PO1.

Likely access points for the lots (existing for proposed Lot 32) would be under water in a flood event and hence would not be legible nor safe at all times, again highlighting that the proposed development does not comply with the relevant engineering requirements for an adequate level of service.

Outside Priority Infrastructure Area (PIA)

The proposed development is completely outside the priority infrastructure area and is inconsistent with the assumptions about the type, scale, location or timing of future development in the priority infrastructure plan.

4. REFERRALS

4.1 Internal Referrals

Advice was received from the following internal departments:

Internal department	Referral Comments Received
Development Assessment – Engineering	10 July 2017
Water and Wastewater	7 August 2017
Legal	18 June 2018

Any significant issues raised in the referrals have been included in section 3 of this report.

4.2 Referral Agency

Not Applicable

5. PUBLIC NOTIFICATION

Pursuant to the *Sustainable Planning Act 2009*, this application was advertised for 15 business days from 9 February 2018 until 2 March 2018. The Applicant submitted documentation on 6 March 2018 advising that public notification had been carried out in accordance with the *Sustainable Planning Act 2009*. Council did not receive submissions in relation to this development application during this period. Any significant issues raised have been included in section 3 of this report.

Communication Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓1](#) Site Plan
- [↓2](#) Location Plan
- [↓3](#) Proposed Reconfiguration Plan
- [↓4](#) Flood Hazard Overlay
- [↓5](#) Flood Photography

Recommendation:

That Development Application 321.2017.48368.1 be determined as follows:

DESCRIPTION OF PROPOSAL

Reconfiguring a Lot - for 1 into 2 lots

DECISION

- Refused

1. SUBMISSIONS

There were no submissions received for the application.

2. REFUSAL DETAILS

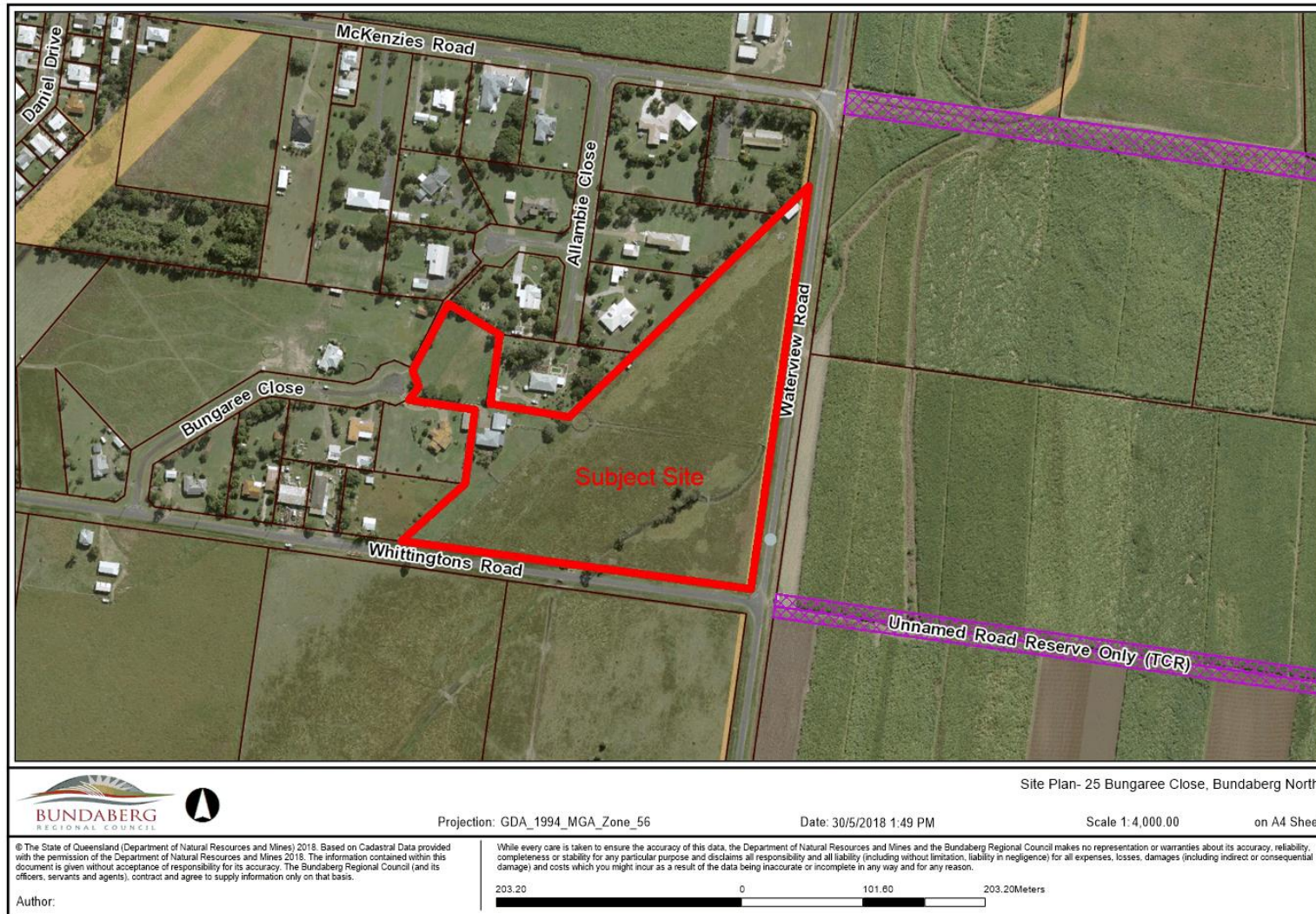
Direction to refuse

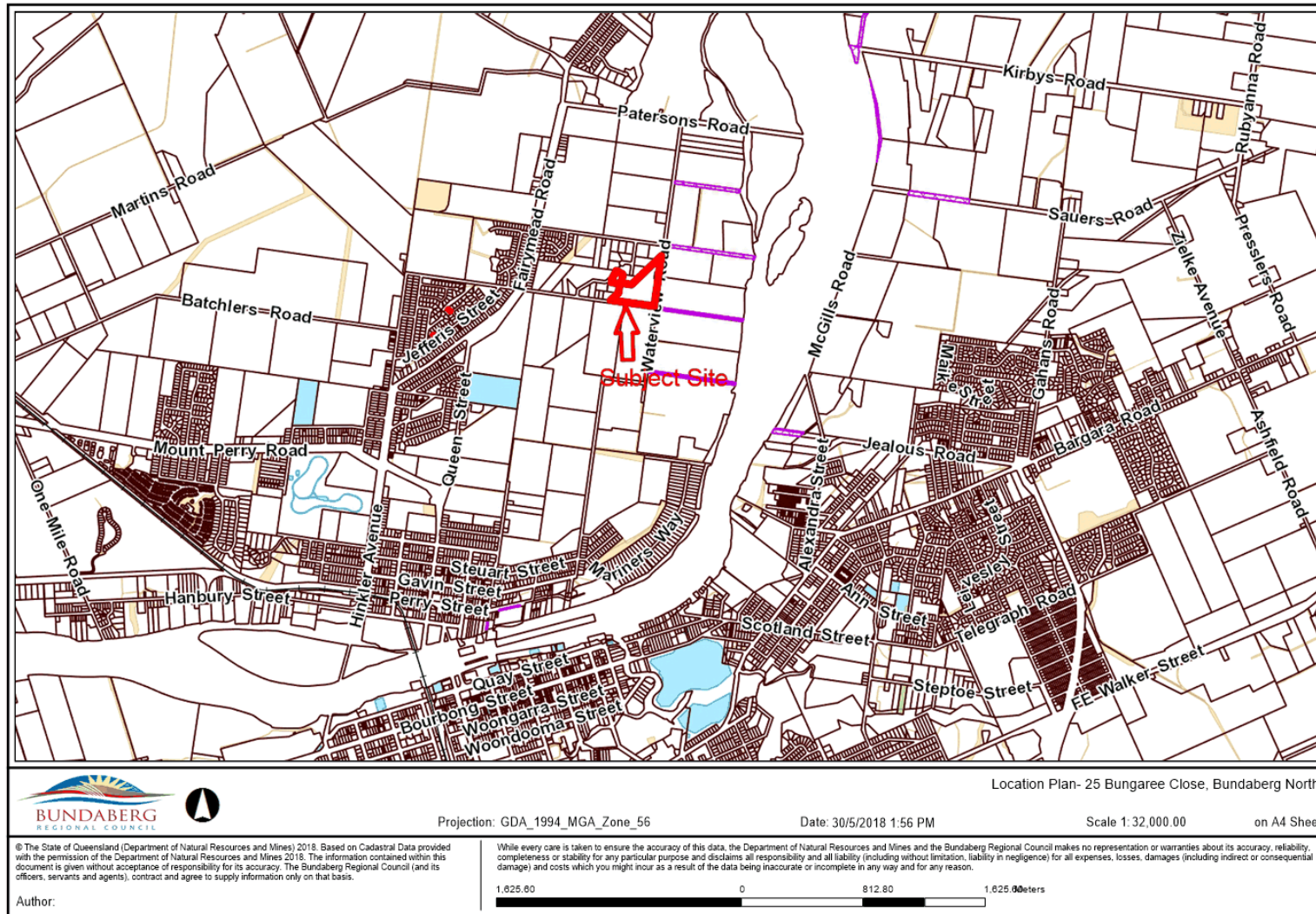
- The assessment manager was not directed to refuse the application by a concurrence agency

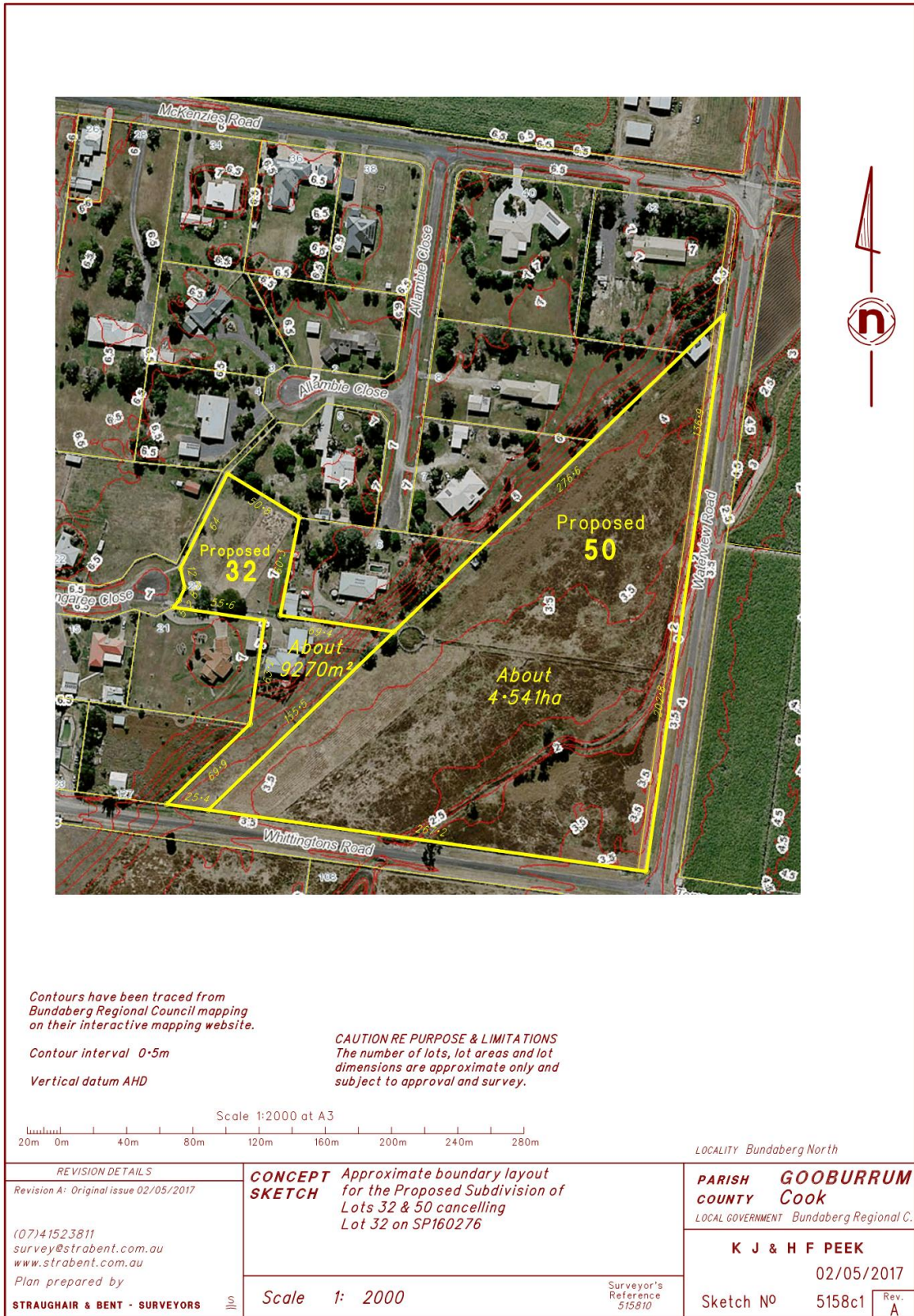
Reasons for Refusal

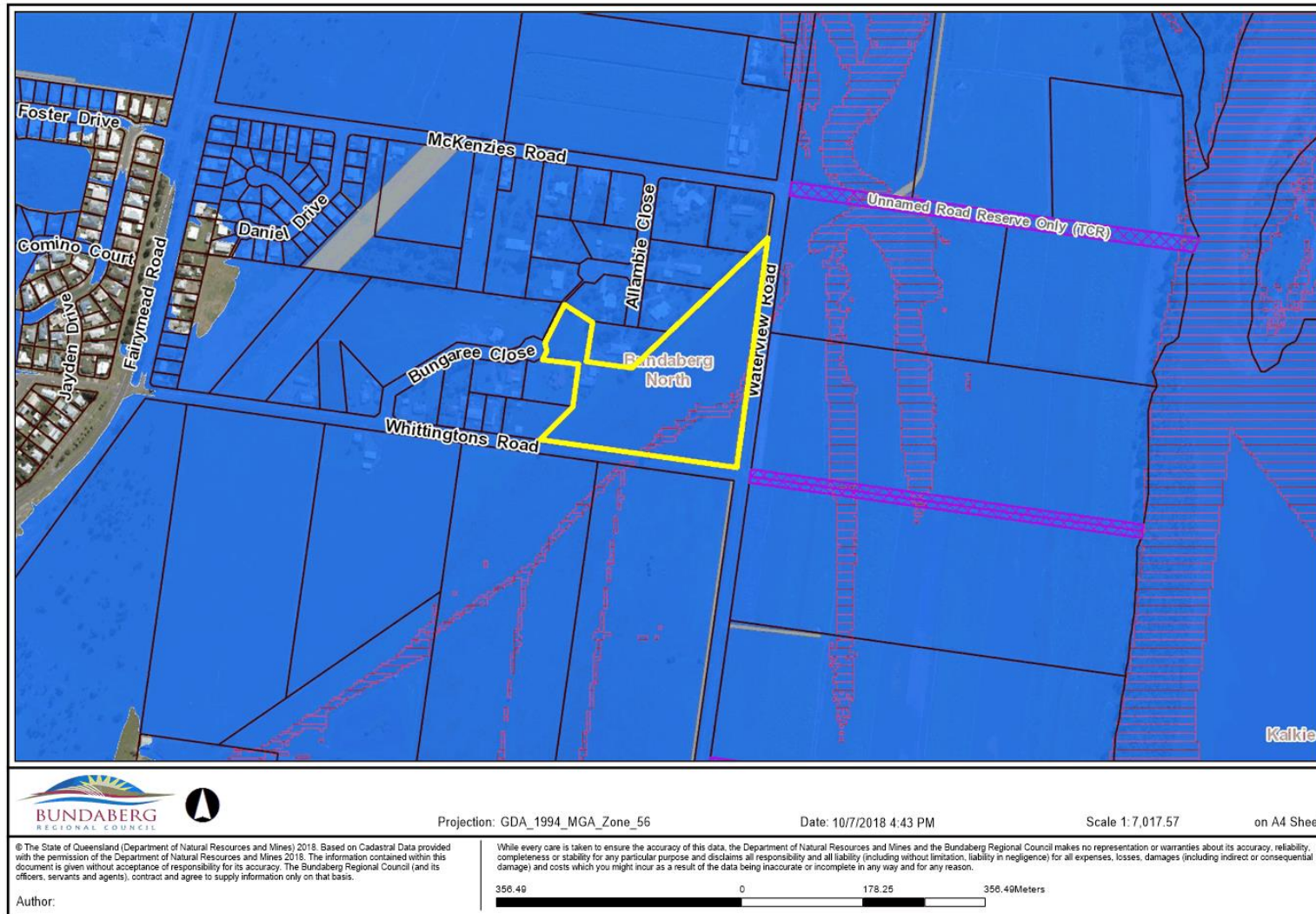
1. The proposed development is in conflict with the Bundaberg Regional Council Planning Scheme, specifically the:
 - a. Rural Zone Code, including the Purpose and Overall Outcomes and Performance Outcomes PO5 and PO8;
 - b. Reconfiguring a Lot Code, including the Purpose, Overall Outcomes and Performance Outcome PO1, PO2, PO4 and PO12;
 - c. Agricultural Land Overlay Code, including the Purpose, Overall Outcomes and Performance Outcomes PO2 and PO3;
 - d. Flood Hazard Overlay Code, including Performance Outcome PO4 as it creates a new lot below the DFL;

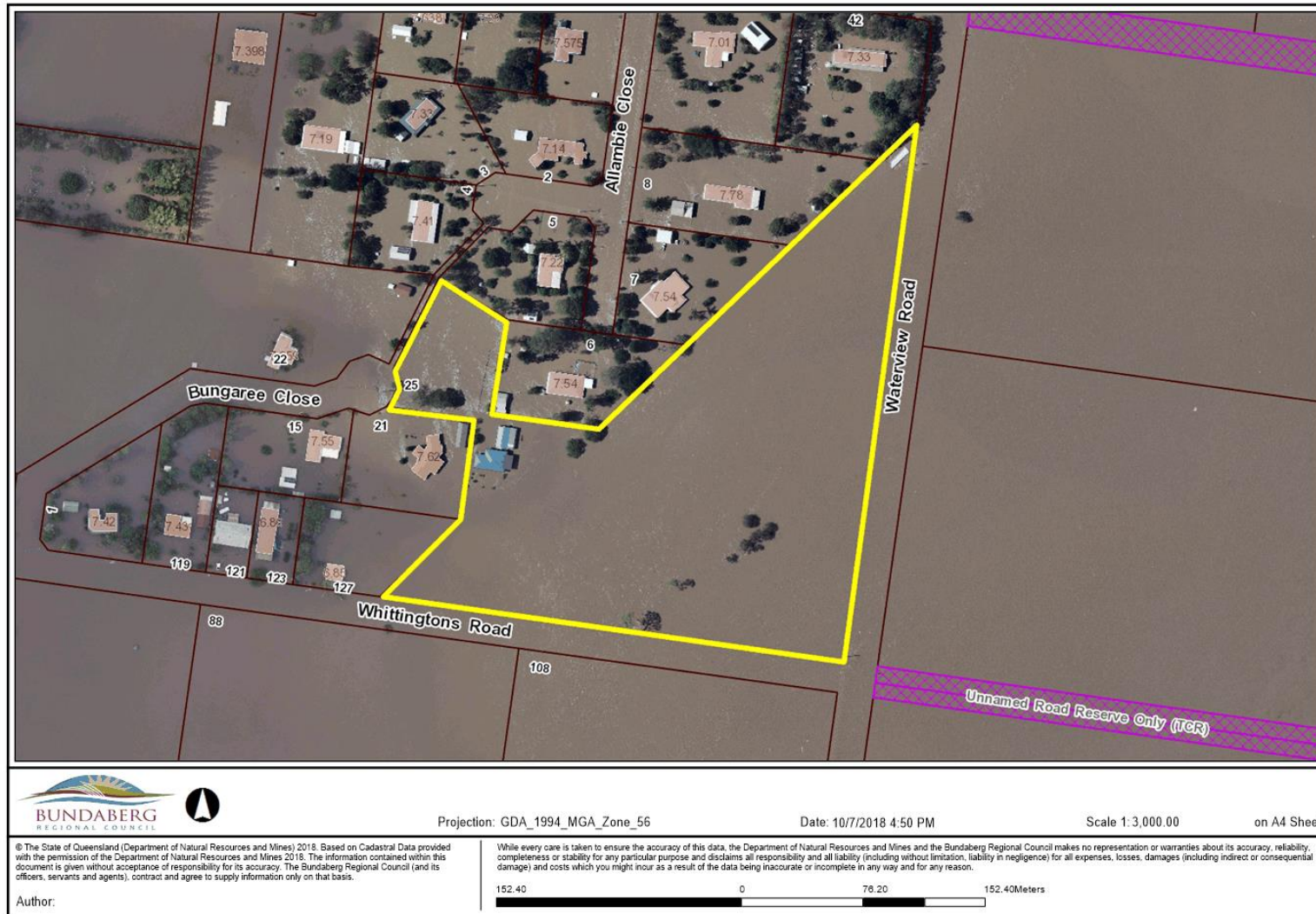
- e. Transport and Parking Code, including Performance Outcome one PO1 as proposed Lot 50 will not be provided with a safe and legible entry at all times;
 - f. Works, Services and Infrastructure Code, including the Performance Outcome PO4 as the development intends to use the existing road and access which in a flood event is below the DFL; and
 - g. Proposed development is in conflict with the Strategic Framework of the Bundaberg Regional Council Planning Scheme, in particular the settlement pattern theme.
2. The applicant has not demonstrated an overriding need for the proposed development in the location, given the availability of appropriately zoned, unconstrained land elsewhere in the Planning Scheme area.
3. The proposed development is outside the priority infrastructure area and is inconsistent with the assumptions about the type, scale, location or timing of future development in the priority infrastructure plan.
4. The development cannot be reasonably conditioned to comply with the Bundaberg Region Planning Scheme 2015 and associated instruments.
5. There are insufficient planning grounds to support the development despite its identified conflicts with the applicable planning instruments.











**Item****21 August 2018****Item Number:**

N1

File Number:

A3727456

Part:COMMUNITY & CULTURAL
SERVICES**Portfolio:**

Community & Environment

Subject:

Regional Arts Development Fund Recommendations for Funding

Report Author:

Rod Ainsworth, Coordinator Moncrieff Entertainment Centre

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.3 An empowered and creative place - 1.3.3 Advocate and support heritage and culture programs, projects, plans and events, which create a positive identity for the region.

Background:

The Regional Arts Development Fund (RADF) is a partnership between the State Government and Council to deliver arts project funding to the region. The intent is to support professional artists in building the community. There are two rounds per year. This report provides funding recommendations from the Assessment Committee to Council for Round 2 from 2017-18 funding.

The Committee assessed four applications received by the due date of 29 June 2018. These are for projects beginning after 1 September 2018. Three projects are recommended to receive funding.

Conflicts of interest were declared and documented. Where there were conflicts, those Committee members absented themselves from the room and the discussions.

Associated Person/Organization:

Rod Ainsworth, Manager Arts and Cultural Services

Consultation:

A community grant writing workshop was held and one-on-one consultations occurred with applicants who requested this service. Grants are made by application only.

Chief Legal Officer's Comments:

There appear to be no legal implications.

Policy Implications:

Connects to priorities identified in Council's Community Arts Policy OP-3-072.

Financial and Resource Implications:

The funding is budgeted for in 2017-18 financial year based on the funding agreement with Arts Queensland. It has been agreed with Arts Queensland that, while the agreement is calendar year, delivery of funding in the region will be based on a calendar year to better respond to the community.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

Communications Team will be advised of successful applications.

- Yes
 No

Attachments:

[↓](#)1 Assessed Applicants

Recommendation:

That in accordance with the RADF Committee's recommendations, the following three projects be funded.

- | | |
|---|----------------|
| 1. Gaydon's Building - Childers | \$5,850 |
| 2. The Bargara Project | \$7,863 |
| 3. Farmer Suicide Awareness Music Video Clip | \$9,800 |

Applicant	Project	Full Cost of Project	Amount Requested	Recommendation	Notes
James Latter Films	Sugar & Sandstone	\$28,100	\$9,100	It was recommended not to fund this project. The applicant will be encouraged to resubmit.	This applicant had a grant approved in Round 1 and subsequently withdrew that application. This new application was assessed on its merits and it was felt that more explanation was required and the budget needed to be more finely developed.
Phoebe Jay Music	Farmer Suicide Awareness Music Video Clip	\$20,000	\$13,000	\$9,800	This project was considered very appropriate and the applicant clearly has track record in making work that responds to social issues. The budget contained some inconsistencies.

Applicant	Project	Full Cost of Project	Amount Requested	Recommendation	Notes
Ron Lea Investments	Gaydon's Building – Childers	\$9,000	\$5,850	\$5,850	This is a State Heritage Listed building and is significant to the region's heritage. It is important to capture and publish the history of the building in a form that is accessible to the community through publication and public collections.
Trudie Leigo Projects	The Bargara Project	\$16,763	\$7,863	\$7,863	This was a very well articulated application with a sophisticated budget. It provides the opportunity for a range of coastal artists to collaborate on an exhibition to be displayed at the Anglican Church Hall in Bargara with the aim of adding value to the visitor experience in Bargara and new collaborations and professional development for artists.

With these funding recommendations, there is a small surplus in the 2017-18 RADF Funds. The Committee recommended a quick response grant round (Round 3) which was promoted on 3 August and closes on 24 August for projects beginning from 1 October 2018. Recommendations from this Round will come to the September Council Meeting.



Item

21 August 2018

Item Number:

N2

File Number:

.

Part:

COMMUNITY & CULTURAL SERVICES

Portfolio:

Community & Environment

Subject:

Request from Scripture Union Queensland for multi-year funding of Bethlehem Live

Report Author:

Gavin Steele, General Manager Community & Environment

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

Scripture Union Queensland have submitted a request to Council for consideration of a multi-year financial sponsorship for their Bethlehem Live event which is run in conjunction with Combined Churches of Bundaberg over four (4) nights in the grounds of Bundaberg Central Primary School just prior to Christmas each year.

The Bethlehem Live event is a free community event which has been running for the last two years with an inaugural crowd of 6,000 attendees in 2016 growing to 8,000 last year and an expected 10,000 for this year's event. The event's focus is aimed at social inclusion and community connectedness with extensive partnerships with local community groups, support agencies and services providing information and assistance to people at a time of year when many feel vulnerable and isolated.

To provide some surety regarding growth of the event, Scripture Union have requested Council consideration for multi-year financial sponsorship of \$5,000 per annum for the next three years. This financial support will allow the event to expand its activities and further develop its program.

Council has previously supplied \$3,856 in financial support for the 2016 event and \$2,340 in financial support for the 2017 event.

Given the value of this free community event to the local community and the fact that all money raised is reinvested in services and support for those in need within the local area, it is recommended that the request for multi-year support of \$5,000 per annum for the next three years be supported.

Associated Person/Organization:

Heidi Mason, Team Leader - Events

Consultation:

Portfolio Spokesperson: Cr Judy Peters
Bundaberg Regional Councillors

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:

If approved, the financial sponsorships for Year 2 and Year 3 will need to be quarantined each financial year for the 2019/20 and 2020/21 years.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
- No

Attachments:

- [↓](#) 1 Cover Letter to Council requesting sponsorship

Recommendation:

That Council enter into a three year sponsorship agreement with Scripture Union Queensland for total financial support of \$15,000 to run the annual Bethlehem Live event. The financial sponsorship will be allocated as follows:-

- Year 1 (2018) - \$5,000
- Year 2 (2019) - \$5,000
- Year 3 (2020) - \$5,000



24 June 2018

The General Manager Community and Environment
Bundaberg Regional Council
PO Box 3130
BUNDABERG QLD. 4670

Dear Gavin,

RE: Sponsorship of Bethlehem Live event

Further to our meeting, I would like to formally request Council sponsor the annual Bethlehem Live event held in December for the amount of \$5,000 per year for the next three years. As discussed, Council has generously funded the event in the past two years under its Community Grant program. With a view to continual improvement, this year's event will have:

- greater community involvement,
- improved marketing initiatives,
- pre-event children activities,
- more interactive opportunities with marketplace volunteers (e.g. wine making, bread making, wood working),
- increased choices of healthy food vendors,
- larger animal petting area,
- more local businesses involved,
- improved connection with local community service providers for people who are disadvantaged,
- dance and art workshops,
- more seating
- improved costumes and props and free photo booths.

Feedback via 2,500 surveys completed for Bethlehem Live 2017 showed 97% of those surveyed reported they would recommend the event to others and 33% attended for the first time. There were numerous positive comments, some of which are attached to this letter.

Bethlehem Live is a Scripture Union (SU) Qld. Program held in conjunction with the Combined Churches of Bundaberg. The Bundaberg Ministers Association and several community organisations e.g. Centacare, Uniting Care, Global Care, support this free interactive family friendly event that aims to connect with all members of the Bundaberg Regional community. Last year, there were even some attendees from outside the region e.g. Gladstone, Agnes Waters, Brisbane, Maryborough,

Hervey Bay, South Burnett. Feedback from local caravan parks last year showed visitors booking in to their parks on the dates of the event in order to attend. We believe as the event grows, so will the number of visitors to our region.

As an organization SU Qld deals with families and young people as well as other local support agencies on a daily basis through our school chaplaincy program and understand too well the many social and emotional issues being faced by many of our regions families, issues that are magnified at Christmas time. Bethlehem Live aims to create a fun and friendly atmosphere for everyone, young and old alike as we invite our local and wider community to come and witness what life would have been like in Bethlehem City at the time of the birth of Jesus. There will be many things to see and do including walking through Bethlehem City's market place which will include displays of woodworking, pottery making, fabric and basket weaving, bread making, blacksmithing, beading and jewellery displays, fishing net repairs, money changing and herb and spice displays to name a few, all the while being greeted by soldiers, beggars, Jewish Priests, travellers and stall holders of the day. Children will receive an interactive activity sheet full of fun things to do and explore as they make their way to the destination at the Nativity Stable where they can collect a free gift. There will be live animals - camels, donkey, sheep as well as a petting zoo and Nativity play that will be performed every 1/2 hour. There will be two photo booths and photo wall with lots of props so that families can create their own fun memories of their time at Bethlehem Live. There will also be a stage with live music (from local artists and choirs, Jewish dancers) and seating located near food and drink vans (local vendors) as well as a prayer wall, pastoral care team, and community support organisations on hand to support and encourage those wishing to connect with further support. This event will have approximately 500 volunteers from right across our local community and this year we expect traffic flow to increase from 6,000 in 2016 and 8,000 in 2017 to around 10,000 visitors over the four nights.

Due to the partnerships with local community groups and services, Bethlehem Live will also connect the vulnerable and isolated to the wider community through promoting available services and support to help safeguard their Health & Wellbeing through promotion & education by providing crucial links to the on-site local support agencies and pastoral care teams available to meet with and support vulnerable patrons dealing with poverty and distress. Bethlehem Live also hopes to continue community engagement and connectedness by providing gift bags to patrons which will include information about community support agencies and their programs, Christmas day church services and local youth group and kids club programs on offer for 2018 with the aim of supporting our local community members in making other meaningful community connections.

Finally, we believe in life long learning and seek to create an informal learning experience by the way of interactive displays such as pottery making, carpentry and beading, story telling, drama & dance & kids adventure activity sheets as well as resourcing the general public with information about how they or others can access community support through our community organisations information booths and flyers.

We look forward to Council continuing to support this vital event for our community and trust the attached information is satisfactory for your sponsorship.

Yours truly,

Lisa Hardie
Scripture Union Qld.

**Item****21 August 2018**

Item Number:	File Number:	Part:
Q1	.	SPORT, RECREATION, VENUES & DISASTER MANAGEMENT

Portfolio:

Community & Environment

Subject:

Request from Bundaberg Cycling Club for multi-year funding of Cycle Fest International

Report Author:

Gavin Steele, General Manager Community & Environment

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.2 Safe, active, vibrant and inclusive community - 1.2.3 Support and facilitate community programs, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

Bundaberg Cycling Club has held the Bundaberg International Cycling Spectacular for the last 70 years and with growing competitor interest in the event they have proposed a changed format and the launch of a new name, Cycle Fest International.

Cycle Fest International is proposed to run over 8 days incorporating a Super Street Criterium, a 100 plus event program at the Kevin Brogden Memorial Velodrome and an Olympic length Triathlon. The entire event is expected to attract up to 1,000 competitors and over 5,000 spectators.

In order to build the new event on a solid foundation, with the first event planned for February 2019, Bundaberg Cycling Club have requested Council's consideration of a multi-year financial sponsorship of the new event for its first three years. The request is for a total financial sponsorship of \$30,000, broken down as follows;

- Year 1 (2019) - \$15,000
- Year 2 (2020) - \$10,000
- Year 3 (2021) - \$5,000

Council has previously provided financial support for the Bundaberg International Cycling Spectacular.

Given that the majority of competitors and spectators will be from outside the Bundaberg Region, the Cycle Fest International is expected to provide a significant economic boost to the local economy. It is therefore recommended that the request for \$30,000 financial sponsorship over three years be approved.

Associated Person/Organization:

David Field, Coordinator Sport and Recreation

Consultation:

Portfolio Spokesperson: Cr Helen Blackburn
Bundaberg Regional Councillors

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:

If approved, the financial sponsorships for Year 2 and Year 3 will need to be quarantined each financial year for the 2019/20 and 2020/21 years.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted.

- Yes
 No

Attachments:

- [↓1](#) Bundaberg Amateur Cycling Club - Partnerships & Sponsorships Grant Application

Recommendation:

That Council enter into a three (3) year Sponsorship Agreement with Bundaberg Cycling Club for total financial support of \$30,000 to run the annual Cycle Fest International event. The financial sponsorship will be allocated as follows:-

- Year 1 (2019) - \$15,000
- Year 2 (2020) - \$10,000
- Year 3 (2021) - \$5,000



BUNDABERG CYCLING CLUB PROMOTED AND DELIVERED EVENT

ABN 12 433 621 634

President: Scott Davis: 0408 075 706 Vice President Scott Allison: 0404 488 319 Secretary: Jason Templeman 0497 012 955
PO BOX: 918 Bundaberg QLD 4670

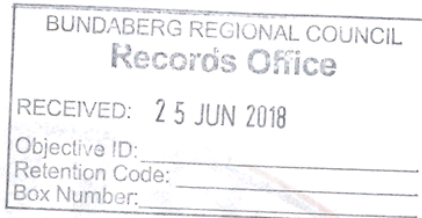
Web: www.bundabergcyclingclub.com.au Email: bundycyclingclub@hotmail.com

Facebook page "Bundaberg Cycling Club" Insta @bundabergcycling

12/06/2018

Bundaberg Regional Council
"Sponsorship & Partnerships"

C/O Mr David Field
Sport & Recreational Services
Bundaberg Regional Council



Dear David

The Bundaberg Cycling Club is seeking Bundaberg Regional Council Partnership Funding of \$30,000 over 3 years to support our event Cycle Fest International, which in 2019 will be held in February from the 4th to 10th. Over the 3 year period we would like to see the funding broken down into 3 instalments of the following

- Year 1 2019 --- \$15000.00
- Year 2 2020 --- \$10000.00
- Year 3 2021 --- \$5000.00

Cycle Fest International we will deliver the single greatest change to the sporting event landscape. For 70 years the Bundaberg International Cycling Spectacular has delivered one of Australian Cycling's greatest spectacles, we are now transforming it into Cycle Fest International a celebration of cycling and what our region has to offer.

Over 8 excitement filled days of fun and futility, encompassing Tourism, Education, Safety awareness, Health and Fitness, Fun, Regional development, community and corporate activities / engagement's as well as The World Class Competition Cycle Fest International has it all.

Competition will be fast, furious and edge of your set heart in your mouth stuff kicking off competition on the Thursday night will be the Super Street Criterium 50 of the World's best Male and Female athletes will showcase the beautiful streets of the Rum City, reaching speeds of 70kms PH on a street circuit in front of large crowds will be a thrill.

Come Friday & Saturday the 70th edition Bundaberg International Cycling Spectacular will set the Kevin Brogden Memorial Velodrome alight, 100plus events will fill the program, with close to 300 competitors.

2018 crowds of more than 1500 people per day converged to see the "Superstars of World Cycling" take each other on in some unrivalled action.



BUNDABERG CYCLING CLUB PROMOTED AND DELIVERED EVENT

ABN 12 433 621 634

President: Scott Davis: 0408 075 706 Vice President Scott Allison: 0404 488 319 Secretary: Jason Templeman 0497 012 955
PO BOX: 918 Bundaberg QLD 4670

Web: www.bundabergcyclingclub.com.au Email: bundycyclingclub@hotmail.com

Facebook page "Bundaberg Cycling Club" Insta @bundabergcycling

Then Sunday we shift gears into the all-round endurance world of pain, The Olympic Tri, partnering with the Triathlon club to deliver yet another outstanding event to the 8-day program with some 500 competitors and 3500 plus spectators this event will perfectly cap off Cycling Fest International.

The Partnership Agreement we are seeking for our event Cycle Fest International will extend you the opportunity of join forces with us gaining unrivalled exposure being part of this Global Festival that will showcase our region and cycling.

Already confirmed as attending will be WORLD, Olympic and Commonwealth Games Champion Anna Meares, Anna will spend Four (4) glorious days within the Bundaberg region, Attending several Functions and Community Engagements whilst here as the "Official Cycle Fest International" Corporate Ambassador.

Currently we have a pending lodged partnership funding submission with TQ and have the support of BNBT, we have undertaken many consultation meetings with the BNBT and their Marketing Manager Elle Tonkin, to best deliver for the region as the Timing of our event in February is prime time to showcase our region, delivering families, spectators and Competitors to our region just on off peak new year's period.

Cycle Fest International aligns with our region's hero experiences, particularly Southern Great Barrier Reef and Turtles. Our partnership with the tourism industry will deliver significant numbers of high value visitors to the region during the Off-Peak season post-Christmas and will showcase the leisure opportunities of Bundaberg alongside the event.

Cycle Fest International is more than event, it is a regional experience. Our attendees will get the opportunity over the duration of our event to sample, experience and take in what our region has to offer, from visiting the Southern Great Barrier Reef to experiencing a Mon Repos Turtle Encounter; from the culinary opportunities of the region including the iconic Bundaberg Rum and boutique artisan producers, to the unspoiled beaches - our event is truly an all-encompassing experience.

We have established partnerships including with the tourism community through BNBT and have many community engagements planned. All participants and other visitors will receive welcoming packs outlining key regional points and attractions, and our partners will offer packages and incentives to encourage visitors to take in what our region has to offer. The experience we will deliver is about showcasing Bundaberg and the North Burnett to our global audience.

Cycle Fest International will deliver considerable coverage and exposure across Australia and the world to the lucrative sporting tourism market, via social media and live streaming of our event, and this will showcase what our region has to offer.

We Wish to secure a 3-year level of funding agreement with the Bundaberg regional council, we will actively promote across our broad-spectrum marketing and advertisement campaign the Bundaberg regional councils imagining, branding and regional moto and marketing ethos, our live streaming of our event, which will be delivered worldwide will also carry the Bundaberg Regional Council's branding and marketing ethos.



BUNDABERG CYCLING CLUB PROMOTED AND DELIVERED EVENT
ABN 12 433 621 634

President: Scott Davis: 0408 075 706 Vice President Scott Allison: 0404 488 319 Secretary: Jason Templeman 0497 012 955
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The Bundaberg Regional Council will receive unrivalled national and global exposure across all our marketing and event delivery, we will also include and recognise the BRC in all or any formal event and functions surrounding our event.

The BRC will receive unrivalled access to our events elite stars for promotional purposes and will provide the BRC with specially designed race jersey and 2 marquee teams will carry the branding of the BRC into our signature Men's and Women's Madison's.

We will also provide 1 table of 10 to the Legends Breakfast where our Master of Ceremonies Mr Damien Harris 2018 Commonwealth Games Commentator will be joined by Anna Meares and (2) Two yet to be named Sporting super stars from the NRL and Cycling worlds.

During our planning processes we have held several meetings with specific staff of the BRC covering a broad range of topics and issues not limited to but including Traffic management planning, Safety, infrastructure, resources and economics

Our Planning is well advanced to deliver an outstanding event we are both Nationally and State Endorsed, nationally we are truly recognised as a National standard event and ranked (2) Second in Australia, we have WORLD Cup UCI points available for international and national competitors to come here and earn points towards Tokyo 2020.

We welcome the time to submit our proposal to the Bundaberg Regional Council and look forward to building a even bigger relationship and helping drive tourism and exposure for our region, adding to the economical up turn within our region.

Regards



Jason Templeman
 Executive Director
 Cycle Fest International
 Bundaberg Cycling Club
 Secretary
 0497 012 955
bundycyclingclub@hotmail.com

