



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 29 MARCH 2022, COMMENCING AT 10.00 AM**

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Item

29 March 2022

Item Number:

E1

File Number:
Part:

STRATEGIC PROJECTS &
ECONOMIC DEVELOPMENT

Portfolio:

Executive Services

Subject:

Memorandum of Understanding (MoU) with Regional Development Australia Wide Bay Burnett

Report Author:

Ben Artup, Executive Director Strategic Projects & Economic Development Co-ordination

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our community and environment - 1.1 Economic growth and prosperity - 1.1.2 Proactively advocate, attract and support economic development related opportunities across the region, specifically targeting priority industries.

Background:

In 2021 the Queensland Department of Employment Small Business and Training (DESBT) established a Regional Jobs Committee (RJC) to, among other things, improve workforce training, employment, and skilling outcomes for our region. DESBT is doing this through an industry-based committee (the RJC) that includes industry membership.

In general terms, the RJC's role is to promote DESBT programs and collect local industry intelligence on workforce, training, employment and skilling needs.

To administer the initiative, DESBT has contract the RDA Wide Bay Burnett to do things such as; employ the project officer, facilitate RJC meetings, and deliver the objectives of the RJC. The RJC has a Terms of Reference and Action Plan that guides how the RDA delivers on a range of key performance indicators required by DESBT under the contract.

While Council is not a party to the contract, it has volunteered one staff member to represent Council on the RJC committee, which meets each month. The RJC operates under the name of Jobs Bundaberg.

The need for an MoU:

As outlined in Section 1 of the attached draft MoU, Jobs Bundaberg and the Bundaberg Jobs Commitment share similar objectives. For example, both initiatives

work with local employers and to some extent, schools, to engage them in activities to improve labour market outcomes for Bundaberg.

Opportunity exists to leverage the resources of Jobs Bundaberg to help support the Bundaberg Jobs Commitment. For example, Jobs Bundaberg could help recruit employers to the Bundaberg Jobs Commitment, along with help design initiatives with schools to engage disengaged students through increased exposure to employers.

Support for the Bundaberg Jobs Commitment is an item of the current Jobs Bundaberg Action Plan.

The MoU hence aims to guide cooperation between the Regional Jobs Committee and Council to expand the capacity of the Bundaberg Jobs Commitment.

Associated Person/Organization:

Nil

Consultation:

Portfolio Spokesperson: Mayor Dempsey

Divisional Councillor: N/A

The Regional Jobs Committee convened by RDA Wide Bay Burnett

Chief Legal Officer's Comments:

A Memorandum of Understanding is not a legally binding agreement but rather a means to document the parties' intentions.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

↓1 Memorandum of Understanding

Recommendation:

That the Chief Executive Officer be authorised to enter into a Memorandum of Understanding with Regional Development Australia Wide Bay Burnett in relation to the Bundaberg Jobs Commitment and Jobs Bundaberg.



DRAFT MEMORANDUM OF UNDERSTANDING

Bundaberg Regional Council
And
Regional Development Australia, Wide Bay Burnett

MEMORANDUM OF UNDERSTANDING

Made on _____ day of _____ 2022

BUNDABERG REGIONAL COUNCIL (ABN 72 427 835 198) 190 Bourbong Street,
Bundaberg in the State of Queensland

("Council")

Regional Development Australia Wide Bay Burnett (ABN 75 530 792 492) Suite 19,
The Avenues 58-60 Torquay Road, Pialba, QLD 4655

("RDA")

1. BACKGROUND

- 1.1. Bundaberg has one of Australia's poorest performing labour markets characterised by multi-generational rates of unemployment and labour force participation that are regularly among the worst in Australia.
- 1.2. Youth disengagement has been identified as a major cause of many of Bundaberg's long term labour market problems.
- 1.3. Jobs Bundaberg is a project being delivered by RDA for the Department of Employment Small Business and Training under a contract arrangement.
- 1.4. Council delivers its labour market initiative through a project titled the Bundaberg Jobs Commitment ("BJC") which is resourced with a project officer and other support staff. The BJC is an endorsed Council advocacy priority until mid-2024.
- 1.5. Jobs Bundaberg and Bundaberg Jobs Commitment share a mission to improve labour market outcomes for the Bundaberg local government area (LGA).
- 1.6. RDA and Council through their BJC and RJC projects both work with local employers to engage them in activities that aim to improve labour market outcomes for Bundaberg.
- 1.7. RDA delivers its activities through a Regional Jobs Committee ("RJC") supported by the Department of Employment Small Business and Training, Jobs Queensland, and a Project Officer. The RJC is funded until the end of 2023.
- 1.8. RDA and its RJC will identify trends and opportunities within the Bundaberg region and inform training and employment solutions that link individuals with employment and address employment gaps.
- 1.9. The BJC has a focus on engaging youth through employer-led experiences and in ensuring that when all Bundaberg youth complete High School, they have had at least 4 positive exposures with local employers.
- 1.10. The BJC approach has been shown to be addressing the problem of youth disengagement in Bundaberg.

2. DEFINITIONS

- 2.1. In this document the following words have the following meanings:
 - "Jobs Bundaberg" refers to project being delivered by RDA for the Department of Employment Small Business and Training under a contract arrangement.

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- “Regional Jobs Committee” or “RJC” refers to the group of industry stakeholders selected by RDA to oversee to delivery of Jobs Bundaberg initiatives.
- “Bundaberg Jobs Commitment” or “BJC” refers to a Council led initiative that connects local employers with our high school students to inspire and assist them in making decisions to pursue a life that includes work and education after they leave school.
- “Bundaberg” refers to the Bundaberg local government area.
- “High Schools” refer to the following schools; Bundaberg Christian College, Bundaberg North State High School, Bundaberg State High School, Gin Gin State High School, Isis State High School, Kepnock State High School, Rosedale State High School, St Luke’s Anglican School and Shalom College.

3. PURPOSE

3.1. The purpose of this MOU is to acknowledge the mutual commitment and collaboration between Council and RDA through their Bundaberg Jobs Commitment and Jobs Bundaberg projects to:

- 3.1.1. Improve labour market outcomes for Bundaberg;
- 3.1.2. Effectively use local resources to enable greater capacity building among employers and other stakeholders in addressing labour market outcomes;
- 3.1.3. Ensure local initiatives of each party are mutually supportive and reinforcing of each other; and
- 3.1.4. Avoid duplication and confusion about RJC and BJC initiatives among regional stakeholders.

4. DURATION

4.1. This MOU will commence on the date it is made and will continue to be in force until the end of the RJC or BJC, or unless terminated earlier in accordance with Clause 7.

5. ROLES OF MEMBERS

5.1. Council through the Bundaberg Jobs Commitment will:

- 5.1.1. Lead and maintain the interface and communication with Bundaberg's High Schools in relation to the BJC.
- 5.1.2. Appoint or maintain a dedicated project officer to manage day to day activities of the BJC.
- 5.1.3. Provide Jobs Bundaberg with material and support to communicate the BJC effectively and consistently with local employers.
- 5.1.4. Provide Jobs Bundaberg with updates on opportunities for employers to engage with High Schools.
- 5.1.5. Seek consistency with Jobs Bundaberg messaging and communication regarding the program’s regional engagement and collaboration projects.
- 5.1.6. Continue to lead and design up to 6 employer-led immerse days each year.
- 5.1.7. Continue to deliver other flexible options for local employers to engage with youth at local High Schools.

5.2. RDA through the Jobs Bundaberg will:

- 5.2.1. Lead and maintain the interface and communication with Bundaberg's High Schools in relation to Jobs Bundaberg.
- 5.2.2. Identify and refer local employers who may be interested in the BJC to Council for follow up.
- 5.2.3. Lead the design of 1 employer-led event focused on apprenticeships and traineeships each year. This will feature opportunities job seekers to gain positive

exposures with local employers.

- 5.2.4. Organise one Careers Expo each year to promote workforce and career opportunities across Bundaberg.
- 5.2.5. Seek consistency with Council's messaging and communication regarding theBJC.
- 5.2.6. Engage with alternate education programs to link them with identified employment opportunities.
- 5.2.7. Lead and maintain strong links between schools, parents, industry and employers andregistered training organisations to ensure student's skills and training choices lead to real jobs through Jobs Bundaberg initiatives.
- 5.2.8. Communicate and disseminate information on regional workforce opportunities to key stakeholders including the BJC.

6. CONFIDENTIALITY

- 6.1. No Party shall share information about this MOU with any third party unless written consent is provided by the other Party or as otherwise contemplated by the MOU.

7. TERMINATION

- 7.1. Each Party shall have the right to terminate this MOU by giving one months' notice in writing to the other Party at any time. If the MOU is terminated by a Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project, or activity already in progress.

8. DISPUTE RESOLUTION

- 8.1. In the event of a dispute, controversy or claim arising out of or relating to this MOU, or the breach, termination or invalidity thereof (a "dispute"), the Parties will use their best efforts to settle promptly such dispute through direct negotiation. Any dispute that is not settled within sixty (60) days from the date either Party has notified the other Party of the nature of the dispute and of the measures that should be taken to rectify it will be resolved through consultation between the respective Chief Executive Officers, or their duly authorized representatives, of each Party. Each Party will give full and sympathetic consideration to any proposal advanced by the other to settle amicably any matter for which no provisionhas been made or any controversy as to the interpretation or application of this MOU.

9. NO INTENTION TO CREATE LEGAL RELATIONS

- 9.1. This MOU merely constitutes a statement of the mutual intentions of the parties with respect to its contents and each party represents to the other that:
 - 9.1.1. no reliance shall be placed on it;
 - 9.1.2. it does not constitute an obligation binding on either side, so that an alleged or actual breach of any provision of this MOU is not intended to give rise to a legally enforceable course of action;
 - 9.1.3. it does not contain all matters on which agreement must be reached in order for the agreement to be consummated;
 - 9.1.4. it creates no rights in favour of either party; and
 - 9.1.5. for the avoidance of doubt and without limiting the above in any way, this MOU imposes no commitment on any person to proceed with the agreement.

10. COSTS

- 10.1. Each party will bear its own costs in relation to the preparation, negotiation, and execution of this MOU.

11. AMENDMENTS IN WRITING

11.1. Any amendment to this MOU must be in writing and signed by both parties to be effective.

12. NOTICE

12.1. To be effective, a Notice required to be given under this MOU must be:

12.1.1. in writing;

12.1.2. left at or posted by registered post to a party at the address last notified by the receiving party; and

12.1.3. for the avoidance of doubt, the address of Council shall be "The Chief Executive Officer, Bundaberg Regional Council, 190 Bourbong Street, Bundaberg Qld 4670" or such other address as Council may notify from time to time.

13. GOVERNING LAW AND JURISDICTION

13.1. The parties agree that this MOU is governed by and construed in accordance with the law of the State of Queensland.

14. INTERPRETATION

14.1. In this MOU, except to the extent the context otherwise requires:

14.1.1. a reference to a party is to be construed as a reference to a party to this MOU;

14.1.2. a reference to an item in the Background, clause, schedule, annexure or appendix is a reference to an item in the Background, clause or schedule, annexure or appendix to this MOU and references to this MOU include its schedules and any annexures;

14.1.3. where a word or phrase is given a particular meaning, other parts of speech or grammatical forms of that word or phrase have corresponding meanings;

14.1.4. a reference to a document or agreement including this MOU includes a reference to that document or agreement as amended, novated, supplemented, varied or replaced from time to time;

14.1.5. in the interpretation of this MOU, headings are to be disregarded.

Executed by:

SIGNED by BUNDABERG REGIONAL COUNCIL in the presence of:

.....
Signature of witness

.....
Full name of witness

.....
Signature of Steve Johnston, CEO

SIGNED by Regional Development Australia Wide Bay Burnett in the presence of:

.....
Signature of witness

.....
Full name of witness

.....
Signature of XXX

**Item****29 March 2022****Item Number:**

F1

File Number:**Part:**

FINANCE

Portfolio:

Executive Services

Subject:

Financial Summary as at 1 March 2022

Report Author:

Simon Muggeridge, Chief Financial Officer

Authorised by:

Anthony Keleher, Acting General Manager Organisational Services

Link to Corporate Plan:

Our organisational services - 3.1 A sustainable financial position - 3.1.1 Develop and maintain a long-term financial plan and fiscal principles for sustainable financial management.

Background:

In accordance with section 204 of the *Local Government Regulation 2012*, a financial report must be presented to Council on a monthly basis. The attached financial report contains the financial summary and associated commentary as at 1 March 2022.

Associated Person/Organization:

N/A

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 appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

[↓](#)1 Financial Summary March 2022

Recommendation:

That the Financial Summary as at 1 March 2022 be noted by Council.

Financial Summary
as at 01 Mar 2022



	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 - 67%</i>															
Recurrent Activities															
<i>Revenue</i>															
Rates and Utility Charges	165,457,442	166,000,095	100%	85,012,438	85,060,095	100%	16,613,880	16,550,000	100%	32,453,110	32,440,000	100%	31,378,014	31,950,000	98%
Less: Pensioner Remissions	(1,691,184)	(1,704,000)	99%	(1,691,184)	(1,704,000)	99%	-	-	-	-	-	-	-	-	-
	163,766,258	164,296,095	100%	83,321,254	83,356,095	100%	16,613,880	16,550,000	100%	32,453,110	32,440,000	100%	31,378,014	31,950,000	98%
Fees and Charges	21,450,032	31,394,294	68%	13,658,717	20,610,741	66%	5,539,241	7,849,503	71%	805,463	1,017,000	79%	1,446,611	1,917,050	75%
Interest Revenue	842,571	1,285,800	66%	842,571	1,285,800	66%	-	-	-	-	-	-	-	-	-
Grants, Subsidies and Donations	8,159,315	13,867,971	59%	7,983,533	13,657,971	58%	175,782	210,000	84%	-	-	-	-	-	-
Sale of Developed Land Inventory	775,124	560,000	138%	775,124	560,000	138%	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	194,993,300	211,404,160	92%	106,581,199	119,470,607	89%	22,328,903	24,609,503	91%	33,258,573	33,457,000	99%	32,824,625	33,867,050	97%
<i>Expenses</i>															
Employee Costs	53,414,591	78,214,009	68%	41,834,042	60,908,189	69%	4,322,015	6,216,593	70%	3,580,452	5,439,956	66%	3,678,082	5,649,271	65%
Materials and Services	43,078,791	75,403,629	57%	24,061,630	44,423,824	54%	7,982,876	12,634,941	63%	5,279,175	8,128,983	65%	5,755,110	10,215,881	56%
Finance Costs	2,623,663	3,909,695	67%	1,023,885	1,553,695	66%	393,890	605,000	65%	1,049,862	1,520,000	69%	156,026	231,000	68%
Depreciation	35,799,702	53,699,553	67%	25,483,835	38,225,753	67%	751,267	1,126,900	67%	4,744,667	7,117,000	67%	4,819,933	7,229,900	67%
Total Recurrent Expenditure	134,916,747	211,226,886	64%	92,403,392	145,111,461	64%	13,450,048	20,583,434	65%	14,654,156	22,205,939	66%	14,409,151	23,326,052	62%
Operating Surplus	60,076,553	177,274		14,177,807	(25,640,854)		8,878,855	4,026,069		18,604,417	11,251,061		18,415,474	10,540,998	
<i>Transfers to</i>															
NCP Transfers	1	-		(12,014,544)	(18,021,816)		665,525	998,288		5,899,358	8,849,036		5,449,662	8,174,492	
Total Transfers	1	-		(12,014,544)	(18,021,816)		665,525	998,288		5,899,358	8,849,036		5,449,662	8,174,492	
Movement in Unallocated Surplus	60,076,552	177,274		26,192,351	(7,619,038)		8,213,330	3,027,781		12,705,059	2,402,025		12,965,812	2,366,506	
Unallocated Surplus/(Deficit) brought forward	43,629,253	43,629,253		(26,006,941)	(26,006,941)		13,086,220	13,086,220		17,223,889	17,223,889		39,326,085	39,326,085	
Unallocated Surplus/(Deficit)	103,705,805	43,806,527		185,410	(33,625,979)		21,299,550	16,114,001		29,928,948	19,625,914		52,291,897	41,692,591	
Capital Activities															
Council Expenditure on Non-Current Assets	38,633,609	93,406,685	41%	30,178,651	74,949,342	40%	371,203	3,704,752	10%	1,749,736	3,984,221	44%	6,334,019	10,768,370	59%
Loan Redemption	4,411,982	6,673,000	66%	2,235,597	3,384,000	66%	489,420	741,000	66%	1,452,312	2,193,000	66%	234,653	355,000	66%
Total Capital Expenditure	43,045,591	100,079,685	43%	32,414,248	78,333,342	41%	860,623	4,445,752	19%	3,202,048	6,177,221	52%	6,568,672	11,123,370	59%
Cash															
Opening balance	149,144,168	149,144,168													
Movement - increase/(decrease)	6,753,177	(2,035,884)													
Closing balance	155,897,345	147,108,284													

Further to the Financial Summary Report as of 1 March 2022, the following key features are highlighted.

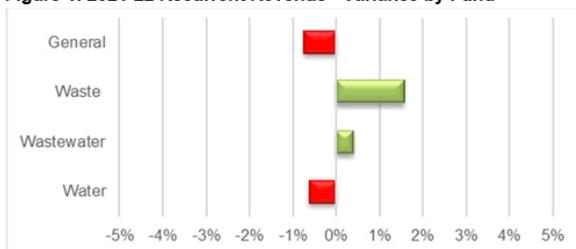
Financial Overview				
	YTD Actual*	YTD Budget		Variance
Operating Income	140.3m	140.9m	✓	0.6m
Operating Expenditure	134.9m	140.8m	✓	-5.9m
Operating Surplus/(Deficit)	5.4m	0.1m	✓	5.3m
Capital Expenditure	38.6m	63.8m	✗	-25.2m
Cash	155.9m	136.4m	✓	19.5m

Notes: * denotes - YTD Actual includes annualised rates income, for the purpose of YTD comparative, this has been adjusted comparatively to the reporting period.

Recurrent Revenue

- Rates and utility charges were levied in January 2022 for the second half year period and pensioner remissions applied. The levied amounts are consistent with the budget, including the expected lower water consumption in the first half of the financial year.
- Fees and charges are tracking in line with year-to-date (YTD) budget. There has been positive influence from development activity with plumbing activity and private works budget for Water and Sewerage Funds being ahead of YTD budget.
- Interest revenue is in line with the YTD budget. Interest on overdue rates is lower due to historically low levels of arrears, whilst Interest on Investments is trending ahead of budget - due to the cash balance at this point in the financial year.
- Grants, Subsidies and Donations are less than the YTD budget. This is expected and reflects the payment cycle of many grants being paid quarterly or at milestones. The forecast includes early advance of Financial Assistance (FA) Grant that is not expected until late in the financial year. Any decision to alter the timing of these payments will add to the complexities around annual budgeting, including the future reductions in allocation.
- Council has settled four parcels of Land Developed for Sale this financial year, with one additional unconditional contract. Any conditional contracts are not reflected in the financial summary.

Figure 1: 2021-22 Recurrent Revenue - Variance by Fund



- Figure 1 presents the view across the funds, General Fund variance related to FA grant and Water Fund related to water consumption, with comments outlined above.

Recurrent Expenditure

- Employee Costs are tracking slightly higher than budget, with budgets being monitored closely. Employee’s delivery of the capital program and end of year leave adjustments can impact this expense.
- Materials and Services are lower comparative to YTD budget. Non-capital projects overall are comparatively underbudget (\$2.6 million spend against \$10.1 million budget, or 25%). At a fund level, Water shows a higher percentage under budget comparative to other funds.
- Finance Costs and Depreciation are set to be in line with YTD budget.

Figure 2: 2021-22 Recurrent Expenditure - Variance by Fund

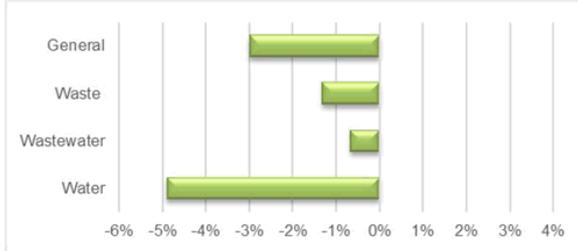


Figure 2 shows the Funds as favourable comparatively to appropriate budget, with comments outlined above under Materials and Services.

Capital Expenditure and Capital Grants

- Figure 3 (capital expenditure profile against expected cashflows), Figure 4 (percentage of capital expenditure) and Figure 5 (capital expenditure by asset class this financial year). Historically the second half of financial year has higher expenditure. All 3 graphs exclude loan redemption and donated assets.
- Capital grants are predominately on track.

Figure 3: 2021-22 Capital Expenditure

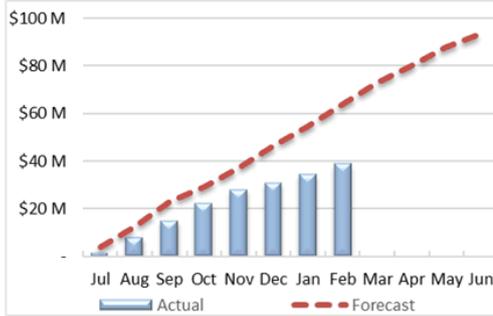
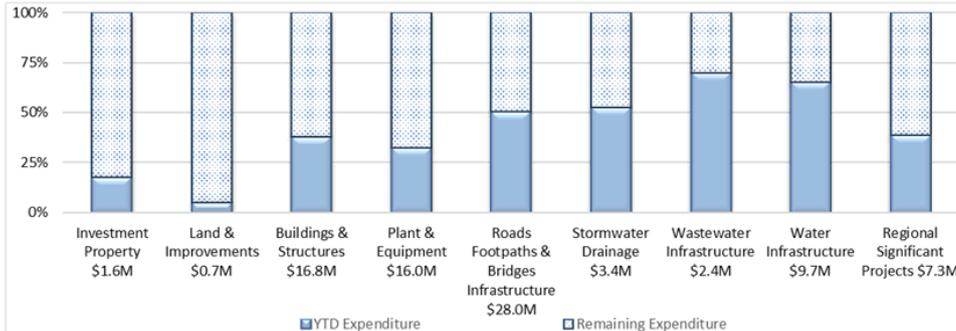


Figure 4: 2021-22 Capital Expenditure (financial delivery)



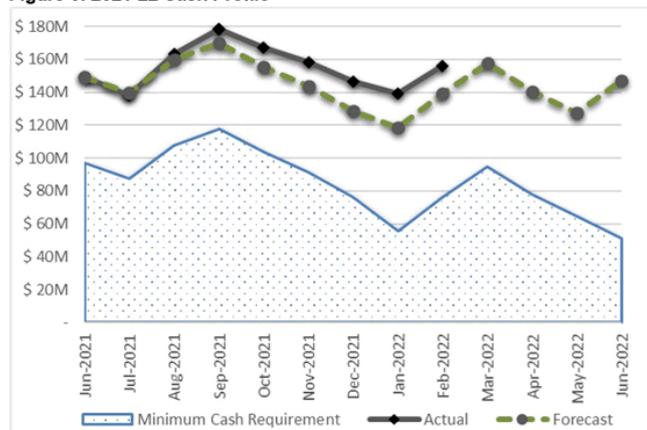
Figure 5: 2021-22 Capital Expenditure by Asset Class (separately identified regional projects)



Cash

- The cash balance at close of business on 28 February 2022 was \$155.9 million, being an increase of \$16.8 million from 31 January 2022 (\$139.1 million).
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is illustrated in Figure 6.

Figure 6: 2021-22 Cash Profile



Rates Debtor

- Rates for the January-June 2022 half year were levied late January and are due 8 March 2022.
- Rates outstanding at the end of February 2022 were \$53.5 million (30%), comparative to 31 January 2022 were \$81.0 million (45%). The higher balance reflects the recent levies in January being raised and due in March. Prior to striking the levy the outstanding balance was \$3.2 million (3.6%).
- Sale of land for rate arrears identifies 6 properties currently on the list (down from the previous 15 properties). Where a rates balance remains outstanding, these properties would proceed to auction which is scheduled for April 2022.

Other Debtors

- Infringements at 28 February 2022 total \$394,000 with 2,532 infringements (comparatively last month was \$414,000 with 2,794 infringements). Parking infringements represent 43% the infringements outstanding (after SPER write-offs), with the remaining related to local laws, environmental health and development compliance.
- It was reported last month that SPER has advised Council that a range of fines totalling more than \$30k will be written-off with effective date of 30 November 2021. This adjustment was completed during February 2022 and is now reflected in the statistics in the above infringement bullet points.

**Item****29 March 2022****Item Number:**

G1

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Sale of 18 Heritage Drive, Childers

Report Author:

Nicole Sabo, Property & Leases Officer

Authorised by:

Anthony Keleher, Acting General Manager Organisational Services

Link to Corporate Plan:

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

Background:

Council is the freehold owner of Lot 41 on SP210113 at 18 Heritage Drive, Childers ('Lot'). Council has previously resolved to sell the Lot as the Lot is surplus to Council's needs.

The Lot was previously offered for sale by auction at which the auction was not successful, and the Lot was passed in. Council has received an offer to purchase the Lot. The offer to purchase the Lot is for market value.

Associated Person/Organization:

N/A

Consultation:

N/A

Chief Legal Officer's Comments:

Pursuant to section 236(1)(a)(i) of the *Local Government Regulation 2012* (Qld), Council may apply an exception to the tender/auction requirement on the disposal of a non-current asset if the property has previously been offered by tender/auction.

The disposal must not be for less than market value.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- 1. Council apply the exception contained in section 236(1)(a)(i) of the *Local Government Regulation 2012 (Qld)* to the disposal of Lot 41 on SP210113; and**
- 2. the Chief Executive Officer be authorised to enter into a Contract of Sale with the Buyer and attend to all items required to finalise the sale of the Lot.**

**Item****29 March 2022****Item Number:**

G2

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Lease to Woodgate Beach Community Bus Inc

Report Author:

Nicole Sabo, Property & Leases Officer

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our organisational services - 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.

Previous Items:

6 - Woodgate Beach Community Bus Inc - Request for Lease - Consultation Meeting - 31 January 2022

Background:

Council is the owner of the freehold property at Lot 13 on RP97076, known as Third Ave, Woodgate ('Property'). The Property is home to a park's depot and a suite of emergency services providers.

Woodgate Beach Community Bus Inc ('Group') wish to lease a portion of the Property. The Group will build a shed to house their bus and store equipment and paperwork.

The initial term of the lease will be 10 years. Rent will be at the community rent rate. The terms and conditions of the lease are to be as per Council's standard terms.

Council proposes to apply the exception to the tender/auction requirements contained in section 236(1)(b)(ii) of *Local Government Regulation 2012* given that the disposal is to a community organisation.

Associated Person/Organization:

Woodgate Beach Community Bus Inc

Consultation:

All Councillors

Chief Legal Officer's Comments:

Pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012*, Council may dispose of the property by way of lease to Woodgate Beach Community Bus Inc as the disposal of the property is to a community group.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:-

- 1. Council apply the exception contained in section 236(1)(b)(ii) of the *Local Government Regulation 2012*; and**
- 2. the Chief Executive Officer be authorised to enter into a Lease to Woodgate Beach Community Bus Inc for part of Lot 13 on RP97076 for an initial term of 10 years.**

**Item****29 March 2022****Item Number:**

G3

File Number:

.

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Council Policy Review

Report Author:

Christine Large, Chief Legal Officer

Authorised by:

Anthony Keleher, Acting General Manager Organisational Services

Link to Corporate Plan:

Our organisational services - 3.2 Responsible governance with a customer-driven focus - 3.2.4 Exercise whole-of-Council adherence to, and compliance with, Council's policies and procedures, in keeping with our corporate values and community's expectations.

Background:

Council has previously adopted a suite of Council Policies. These policies are adopted by Council to:

- ensure compliance with legislative requirements; or
- provide guidelines on matters which may impact the community; or
- support Council's strategic objectives; or
- assist in the delegated decision making of Council staff.

Round 1 of the review has been completed. Amendments across all policies includes:

- Replacing 'staff' and 'officer' throughout with employee and including a defining for same.
- Update policy owner to simply read the role title.
- Rephrasing of some sentences/paragraphs.
- Reorder of definitions and other lists to alphabetical.

Other specific changes are listed for each policy below where relevant:

Acceptable Requests Guidelines Policy

- Reword of section 4 in line with the legislation.

Council Vehicle Usage Policy

- Updated definitions.
- Removal of 'private use' reference as this is not an available option to employees.

Councillors Expenses Reimbursement and Provision of Facilities Policy

- Rename of policy.
- Review of all sections.

Councillor Use of Confidential Information Policy

- Inclusion to section 2 about Queensland government classifications, and other examples added to list of information considered confidential.

Risk Management Policy

- Reviewed by Council's Risk Management Contractor and amended throughout.

Standing Orders for Council Meetings Policy

- New section 2.3.5 and 8.9.4 added.
- Section 9.1.9 point added about Councillor Conduct Register.
- Sections 10.3.3 and 10.3.4 relating to expired COVID-19 legislative requirements removed.
- Flowchart created

Associated Person/Organization:

Not applicable

Consultation:

Councillors, Executive Leadership Team and Policy Owners

Chief Legal Officer's Comments:

The policies are in accordance with legislation and best practice guidelines.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

A Human Rights Assessment was undertaken for each policy and the policies are compatible with human rights.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

- ↓1 Acceptable Requests Guidelines Policy
- ↓2 Advertising Spending Policy
- ↓3 Complaints about the Chief Executive Officer Policy
- ↓4 Complaints Management Policy
- ↓5 Contact with Lobbyists Policy
- ↓6 Council Vehicle Usage Policy
- ↓7 Councillor Complaints Investigation Policy
- ↓8 Councillor Expenses Reimbursement and Provision of Facilities Policy
- ↓9 Councillor Portfolio Policy
- ↓10 Councillor Use of Confidential Information Policy
- ↓11 Entertainment and Hospitality Policy
- ↓12 Gifts and Benefits Policy
- ↓13 Hardship Policy
- ↓14 Planning Protocols Policy
- ↓15 Procurement Policy
- ↓16 Related Party Disclosures Policy
- ↓17 Risk Management Policy
- ↓18 Standing Orders for Council Meetings Policy

Recommendation:**That Council:****1. Rescind the following policies:**

- **Acceptable Requests Guidelines Policy, version 6 (CP-3-018);**
- **Advertising Spending Policy, version 2.1 (CP-3-006);**
- **Complaints about the Chief Executive Officer Policy, version 2.1 (CP-3-031)**
- **Complaints Management Policy, version 1.1 (CP-3-028);**
- **Contact with Lobbyists Policy, version 1.1 (CP-3-056);**
- **Council Vehicle Usage Policy, version 3 (CP-3-017);**
- **Councillor Complaints Investigation Policy, version 3 (CP-3-044);**
- **Councillor Portfolio Policy, version 1.1 (CP-3-052);**
- **Councillor Use of Confidential Information Policy, version 2.1 (CP-3-019);**
- **Entertainment and Hospitality Policy, version 1.1 (CP-3-022);**
- **Expenses Reimbursement for Councillors Policy, version 3.1 (CP-3-038);**
- **Gifts and Benefits Policy, version 3 (CP-3-045);**
- **Hardship Policy, version 4 (CP-3-043);**
- **Planning Protocols Policy, version 2 (CP-3-051);**
- **Procurement Policy, version 3 (CP-3-036);**
- **Related Party Disclosures Policy, version 2 (CP-3-039);**
- **Risk Management Policy, version 2.1 (CP-3-027);**
- **Standing Orders for Council Meetings Policy, version 2.2 (CP-3-016).**

2. Adopt the following policies:

- **Acceptable Requests Guidelines Policy, version 7 (CP-3-018);**
- **Advertising Spending Policy, version 3 (CP-3-006);**
- **Complaints about the Chief Executive Officer Policy, version 3 (CP-3-031)**
- **Complaints Management Policy, version 2 (CP-3-028);**
- **Contact with Lobbyists Policy, version 2 (CP-3-056);**
- **Council Vehicle Usage Policy, version 4 (CP-3-017);**
- **Councillor Complaints Investigation Policy, version 4 (CP-3-044);**
- **Councillor Expenses Reimbursement and Provision of Facilities Policy, version 4 (CP-3-038);**
- **Councillor Portfolio Policy, version 2 (CP-3-052);**
- **Councillor Use of Confidential Information Policy, version 3 (CP-3-019);**
- **Entertainment and Hospitality Policy, version 2 (CP-3-022);**
- **Gifts and Benefits Policy, version 4 (CP-3-045);**
- **Hardship Policy, version 5 (CP-3-043);**
- **Planning Protocols Policy, version 3 (CP-3-051);**
- **Procurement Policy, version 4 (CP-3-036);**
- **Related Party Disclosures Policy, version 3 (CP-3-039);**
- **Risk Management Policy, version 3 (CP-3-027);**
- **Standing Orders for Council Meetings Policy, version 3 (CP-3-016).**



Acceptable Requests Guidelines Policy

HEAD OF POWER

- *Local Government Act 2009*, section 170A

INTENT

The purpose of this policy is to provide guidelines for Councillors requesting assistance of information¹.

SCOPE

This policy applies to all employees, Councillor Advisor (Mayor's Chief of Staff) and Councillors.

DEFINITIONS

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

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

Councillor Advisor means an appropriately qualified person appointed to assist the Mayor in performing their responsibilities under the *Local Government Act 2009* (the Act).

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

Employee means a local government employee as defined pursuant to the Act.

Executive Leadership Team (ELT) means the Senior Executive Officers that report to the Chief Executive Officer and includes the Chief Executive Officer.

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

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

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

POLICY STATEMENT

1. A Councillor may ask for advice or information in accordance with this policy.

¹ Section 170A of the *Local Government Act 2009*

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Policy No. CP-3-018

Adopted Date: 29/03/2022 Version: 7

Responsible Department: Organisational Services

Page 1 of 3



Acceptable Requests Guidelines Policy

2. A request is of no effect if the request does not comply with these guidelines.
3. Clause 2 does not apply to:
 - (a) The Mayor; or
 - (b) The chairperson of a committee of Council if the request relates to the role of the chairperson².
4. The Mayor may give a direction to the Chief Executive Officer³ however, this must not be given in the circumstances set out in section 170(2). No Councillor, including the Mayor, can give a direction to any other employee except in accordance with the guidelines made under section 170AA of the Act.
5. The Chief Executive Officer must keep a record and make available to Council each direction given by the Mayor⁴.
6. Requests for service should be directed through Council's CRM system for appropriate recording purposes and to be allocated to the responsible department for investigation and/or action. The department will liaise directly with the customer and provide any feedback if required. This policy does not apply to customer requests for service.
7. All requests must be made in a respectful manner to the relevant person.
8. A Councillor or Councillor Advisor may ask any employee to provide advice to assist them to carry out his or her responsibilities⁵ under the Act⁶.
9. A Councillor may ask the Chief Executive Officer to provide information, that Council has access to, relating to the local government⁷.
10. If the advice or information requested under item (8) or (9) above relates to a document, the Chief Executive Officer must comply with the request:
 - (a) within 10 business days after receiving the request; or
 - (b) if the Chief Executive Officer reasonably believes it is not practicable to comply with the request within 10 business days, i.e. the request may impact adversely on current employee workload – within 20 business days after receiving the request⁸.

If the Chief Executive forms the belief mentioned above in (10)(b), the Chief Executive Officer must give the Councillor notice about the belief and the reasons for the belief within 10 business days after receiving the request⁹.

² Section 170A(6) of the *Local Government Act 2009*

³ Section 170(1) of the *Local Government Act 2009*

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

⁵ Section 12 of the *Local Government Act 2009*

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

⁷ Section 170A(2) of the *Local Government Act 2009*

⁸ Section 170A(9) of the *Local Government Act 2009*

⁹ Section 170A(10) of the *Local Government Act 2009*

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Policy No. CP-3-018

Adopted Date: 29/03/2022 Version: 7

Responsible Department: Organisational Services

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Acceptable Requests Guidelines Policy

11. Where appropriate, a response to a Councillor request for information or document should be provided to **all** Councillors. This ensures transparency of information provided to the requesting Councillor, is given to all Councillors.
12. If an employee is contacted by a Councillor requesting advice that is not in accordance with this policy, the employee should advise the Chief Executive Officer as soon as practical providing the nature of the request and any advice given.
13. Requests from a Councillor Advisor for information may be made to the Chief Executive Officer or an ELT member, in which case such request will be responded to within 10 business days of receipt of the request or if not practicable to comply with the request within 10 business days, within 20 business days after receiving the request.
14. Unless the information is generally in the public domain, any information or advice a Councillor receives pursuant to this policy is subject to section 171 of Act, Code of Conduct for Councillors in Queensland and Councillor Use of Confidential Information Policy.
15. Councillors and the Councillor Advisor must not request information that cannot be lawfully disclosed such as information under the *Crime and Corruption Act 2001* or the *Public Interest Disclosure Act 2010* or information that is subject to legal professional privilege.
16. Breaches of this policy will be addressed in accordance with the Act.
17. For clarity, a request for information which is in the public domain will not be considered a request for information under this policy.

ASSOCIATED DOCUMENTS

- Councillor Acceptable Requests Guidelines Flowchart
- Code of Conduct for Councillors in Queensland
- Code of Conduct for Councillor Advisors in Queensland
- Councillor Use of Confidential Information Policy
- Employee Code of Conduct Policy

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Policy No. CP-3-018

Adopted Date: 29/03/2022 Version: 7

Responsible Department: Organisational Services

Page 3 of 3



Advertising Spending Policy

HEAD OF POWER

- *Local Government Regulation 2012, section 197*

INTENT

The purpose of this policy is to establish principles about Council's spending on advertising.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff).

DEFINITIONS

Employee means a local government employee as defined in the *Local Government Act 2009*.

POLICY STATEMENT

1. Council will spend money on advertising only if it provides information or education to the public and is in the public interest. Examples of appropriate use of Council funds for advertising include, but are not limited to:
 - Advising the public of new or continuing services and facilities provided by Council or of changes to existing facilities or services provided by Council.
 - Increasing the use of a service or facility provided by Council.
 - Advising the public of the time, place, and content of scheduled Council meetings, and of decisions made at Council meetings.
 - Requesting comments on proposed policies or courses of action by Council.
 - Matters required to be advertised by legislation.
2. Council will not spend money on advertising for political or self-promotional purposes.
3. Inappropriate advertising spend during the three months before a Council election or during the period after the date of a by-election being called include, but are not limited to:
 - Advertisements related to future plans unless, and only to the extent that, those plans have been formally adopted by Council.
 - Advertising the activities of Council otherwise than in the manner and form customary for Council to advertise its activities.
 - Advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election.
 - Advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

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Policy No. CP-3-006
Approved Date: 29/03/2022 Version: 3
Responsible Department: Communications

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Advertising Spending Policy

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*

DOCUMENTS CONTROLS

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

POLICY OWNER

Communications Manager, Communications.



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 CC Act.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff).

DEFINITIONS

CC Act means the *Crime and Corruption Act 2001*.

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

Contact details refer to clause 2 of this Policy.

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

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

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

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Nominated person means the Chief Legal Officer.

POLICY STATEMENT

1. This policy is designed to:
 - comply with section 48A of the CC Act;
 - 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.

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Policy No. CP-3-031

Approved Date: 29/03/2022 Version: 3

Responsible Department: Organisational Services

Page 1 of 3



Complaints about the Chief Executive Officer Policy

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

2. Nominated person

This policy nominates the Chief Legal Officer as the nominated person to notify the CCC of a 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.

Complaints may be made to the Chief Legal Officer by email to complaints@bundaberg.qld.gov.au.

3. Complaints about the Chief Executive Officer

If a complaint involves 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 of the CC Act apply to the complaint, if any; or
 - pursuant to section 46 of the CC Act, 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 of the CC Act 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 of the CC Act, the nominated person has responsibility to deal with the complaint:

- (i) Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately; and

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Policy No. CP-3-031

Approved Date: 29/03/2022 Version: 3

Responsible Department: Organisational Services

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Complaints about the Chief Executive Officer Policy

- (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
 - 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 employees of 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 biennially or in response to changes in law or best practice.

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Policy No. CP-3-031

Approved Date: 29/03/2022 Version: 3

Responsible Department: Organisational Services

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Complaints Management Policy

HEAD OF POWER

- *Local Government Act 2009*, section 268
- *Local Government Regulation 2012*, section 306
- *Public Interest Disclosure Act 2010*
- *Human Rights Act 2019*
- *Crime and Corruption Act 2001*

INTENT

The purpose of this policy is to outline the guiding principles and processes Council and its employees will apply to the effective management of complaints, from receipt to resolution.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff) dealing with complaints. This policy should be read in conjunction with relevant operational procedures, as listed:

- Administrative Action Complaint Procedure (which handles human rights and privacy complaints)
- Competitive Neutrality Complaint Procedure
- Fraud and Corrupt Conduct Complaint Procedure
- Public Interest Disclosure Procedure
- Employee Grievance Procedure

Complaints **not** covered by this policy:

- Complaints about Councillors, including the Mayor – refer to Councillor Complaints Investigation Policy.
- Complaints about the Councillor Advisor – refer to Chief Executive Officer
- Corrupt conduct complaints about the Chief Executive Officer – refer to Complaints about the Chief Executive Officer Policy.
- A formal decision/resolution made at a Council Meeting.

DEFINITIONS

Complaint means as defined in AS/NZS 10002:2014 – an expression of dissatisfaction made to or about an organisation related to its products, services, employee or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required.

Compliment means positive feedback about a product or service and employees.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Request for information means an enquiry or request for information about Council services, policies and procedures.

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Policy No. CP-3-028
Approved Date: 29/03/2022 Version: 2
Responsible Department: Organisational Services

Page 1 of 7



Complaints Management Policy

Request for service means a request for action to be taken in relation to a service or product. If a request for service is not acted upon and a second request is received, this may be treated as a complaint.

Suggestion means a suggested service or product improvement.

POLICY STATEMENT

1. Principles

Council acknowledges the right of any person to provide positive and negative feedback to Council. This feedback is important to ensure Council and its employees act within legislation/policies and provides continuous organisational improvement.

Feedback can be received as a:

- Complaint;
- Compliment;
- Request for information;
- Request for service; or
- Suggestion.

Council is committed to a complaint management policy that is:

- **Visible and accessible** – providing information to the public and employees about the complaints management process and providing reasonable assistance where necessary. Information can be found on Council's website: <https://www.bundaberg.qld.gov.au/complaints-disclosures>.
- **Transparent and accountable** – ensuring a statement of reasons for a decision is included in an outcome response to the complainant (unless made anonymously) and options for review if there is dissatisfaction.
- **Responsive** – ensuring employees are aware of this policy and provided with assistance and training to ensure complaints are acknowledged and responded to quickly and efficiently in a fair and objective manner.
- **Contributing to continual improvement** – identification of any systemic issues or areas of improvement to be considered and used to improve business operations, policy and procedures.
- **Monitoring effectiveness** – complaints will be recorded appropriately to allow for meaningful analysis of complaints data, which may be reported internally or externally (as outlined in the complaints procedures).
- **Considerate to human rights** – all complaints will be assessed taking into account the human rights of the complainant, pursuant to the *Human Rights Act 2019*, and considered to determine whether the action or decision limits a human right.

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Policy No. CP-3-028

Approved Date: 29/03/2022 Version: 2

Responsible Department: Organisational Services

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Complaints Management Policy

2. Complaint management

2.1 Categories

Council manages a variety of complaints, which may have their own legislative requirements in relation to processing, management and reporting. All complaints will be assessed in line with legislative requirements and investigation/review will occur in accordance with the relevant operational procedure.

The diagram at **Appendix A** outlines all complaint categories (including those not covered by this policy) and associated legislation, Council policy or procedure.

2.2 Lodgement and assessment

Complaints should be made in a timely manner, unless there are circumstances where this is not possible. For any limitations for certain complaints, refer to the operational procedures. All relevant evidence should be provided at the time the complaint is lodged.

Council provides a range of methods to lodge a complaint or request a review:

- email to complaints@bundaberg.qld.gov.au.
- in writing to PO Box 3130, Bundaberg QLD 4670.
- by calling Council's call centre on 1300 883 699.
- over the counter at a customer service centre or in-person with an employee.
- by completing the form, available on Council's website: <https://www.bundaberg.qld.gov.au/complaints-disclosures>.

Requirements in relation to lodgement of specific types/categories are outlined in operational procedures. Each complaint will be assessed on its merits, and in accordance with the appropriate operational procedure to determine the course of action for review or investigation.

2.3 Declining a complaint

Every effort should be made to respond to a complaint, however it may be determined (following assessment) that a complaint may be declined for one or more of the types outlined below (as defined by the Queensland Ombudsman).

2.3.1 Trivial, frivolous, vexatious

- Trivial – a matter of little importance or does not show that the complainant has suffered a significant injustice.
- Frivolous – lacking in merit, minimal importance, not having any serious purpose or value.
- Vexatious – made without reasonable ground/s and/or for a wrongful purpose (e.g. to harass, annoy, cause delay or detriment).

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Policy No. CP-3-028
Approved Date: 29/03/2022 Version: 2
Responsible Department: Organisational Services

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Complaints Management Policy

Complaints considered as above will not be investigated and the complainant will be advised accordingly. Those complainants that continue to make these types of complaints will be managed in accordance with the Unreasonable and Unacceptable Customer Conduct Procedure. Governance and Legal Services are available to provide advice to address or decline a complaint.

2.4 Privacy and confidentiality

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

Except for the circumstances mentioned below, employees undertaking a review or investigation of a complaint are required to maintain confidentiality throughout the process to protect the identity of the complainant, witnesses and anyone who is the subject of the complaint.

If confidential or personal information is intentionally or recklessly disclosed to anyone, this may be a breach of the *Local Government Act 2009* (which is a criminal offence) and the Employee Code of Conduct, which may result in disciplinary action/proceedings.

2.4.1 Disclosure of confidential or personal information

Council takes its obligations and responsibilities contained with the privacy principles of the *Information Privacy Act 2009* seriously, ensuring the personal information of a complainant is protected to the extent possible, except in the circumstances mentioned below:

- keeping a record of the complaint;
- reviewing or investigating the complaint;
- advising or referral to an appropriate authority, e.g. Queensland Ombudsman, Crime and Corruption Commission, Office of the Independent Assessor;
- a proceeding in a court or tribunal;
- providing for the safety or welfare of a person; or
- as authorised by law.

2.5 Anonymous complaints

Anonymous complaints will be accepted by Council however it is important that appropriate information, evidence (including potential witnesses) and supporting documents are provided to support the complaint being made.

Providing Council with contact details allows information to be clarified and further information to be sought which may advance the investigation.

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Complaints Management Policy

2.6 Managing the parties of a complaint

Council will ensure procedures and guidelines are implemented about the behaviour expected from both its employees and complainants when reviewing or investigating a complaint (i.e. Employee Code of Conduct and Managing Unreasonable & Unacceptable Customer Conduct Procedure).

2.7 Communicating the outcome, reporting and review

The process contained within the referenced procedures will include advice on the notifications to complainants, timelines to receive a response, review and appeal rights (if applicable) should they be dissatisfied with the outcome of the review or investigation.

2.8 Recordkeeping

Detailed and accurate records are to be maintained when reviewing or investigating a complaint, in accordance with Council's Recordkeeping Policy.

3. Analysis, complaint trends and monitoring

Section 306 of the *Local Government Regulation 2012* requires that Council implement mechanisms to:

- identify, analyse and respond to complaint trends; and
- monitor the effectiveness of this policy and associated procedures, by monitoring the time taken to resolve complaints, for example.

These review mechanisms are included in the operational procedures and will be coordinated by Governance and Legal Services.

ASSOCIATED DOCUMENTS

- Administrative Action Complaint Procedure
- Code of Conduct for Councillor Advisors in Queensland
- Code of Conduct for Councillors in Queensland
- Competitive Neutrality Complaint Procedure
- Complaints about the Chief Executive Officer Policy
- Councillor Complaints Investigation Policy
- *Crime and Corruption Act 2001*
- Employee Code of Conduct
- Employee Grievance Procedure
- Fraud and Corrupt Conduct Complaint Procedure
- *Human Rights Act 2019*
- *Information Privacy Act 2009*
- *Public Interest Disclosure Act 2010*
- Public Interest Disclosure Procedure
- Unreasonable and Unacceptable Customer Conduct Procedure

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Complaints Management Policy

DOCUMENT CONTROLS

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

As part of its review, Council will review the complaints management framework including operational procedures, reporting mechanisms, website information and employee training.

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Complaints Management Policy

Appendix A – Complaint Categories & Management

Complaint About:	Legislation	Council Policy/Procedure	External Agency
Mayor or Councillor	<i>Local Government Act 2009</i>	Councillor Complaints Investigation Policy (CP-3-044)	Office of the Independent Assessor
Corrupt conduct of Chief Executive Officer	<i>Crime Corruption Act 2001</i>	Complaints about the Chief Executive Officer Policy (CP-3-031)	Crime and Corruption Commission
Dissatisfaction with a decision, act, or failure to act	<i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i>	Administrative Action Complaint Procedure (PD-7-350)	Queensland Ombudsman
Employee conduct – fraud or corruption	<i>Crime and Corruption Act 2001</i>	Fraud and Corruption Procedure (PD-7-091)	Crime and Corruption Commission
Employee conduct – all other types	<i>Local Government Act 2009</i>	Employee Grievance Procedure (to be developed) and Certified Agreement Dispute Resolution Process	Queensland Industrial Relations Commission
Public interest disclosure	<i>Public Interest Disclosure Act 2010</i>	Public Interest Disclosure Procedure (PD-7-467)	Queensland Ombudsman
Competitive neutrality	<i>Local Government Act 2009</i>	Competitive Neutrality Complaint Procedure (PD-7-514)	Queensland Competition Authority
Breach of privacy	<i>Information Privacy Act 2009</i>	Administrative Action Complaint Procedure (PD-7-350)	Office of the Information Commissioner
Breach of a human right	<i>Human Rights Act 2019</i>	Administrative Action Complaint Procedure (PD-7-350)	Queensland Human Rights Commission

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Contact with Lobbyists Policy

HEAD OF POWER

- *Integrity Act 2009*

INTENT

The purpose of this policy is to provide ethical guidance to assist Councillors and employees in better decision making where lobbyists have contacted Council and to outline Council's position in relation to the management of lobbyists who contact Councillors or employees.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff).

DEFINITIONS

Contact includes telephone contact, email contact, written mail and face-to-face meetings.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Former senior government executive means a councillor or a public sector officer, who was a chief executive, senior executive or senior executive equivalent.

Government representative means a Councillor, including the Mayor and public sector officers, which is the Chief Executive Officer or person employed by a local government.

Lobbying means any attempt to influence the decision making of a local government in the exercise of their official functions on behalf of a third-party, for a fee or other reward.

Lobbying activity is as defined by the *Integrity Act 2009*, but generally means contact with a government representative in an effort to influence decision making.

Lobbyist means a person or entity engaged to carry out a lobbying activity which may influence local government decision making, for a third party client. However, none of the following entities is a lobbyist:

- (a) Non-profit entity;
- (b) Entity constituted to represent the interests of its members (e.g. employer group, trade union, professional body, such as Queensland Law Society);
- (c) members of trade delegations visiting Queensland;
- (d) an entity carrying out incidental lobbying activities;
- (e) an entity carrying out a lobbying activity only for the purpose of representing the entity's own interests.

Related lobbying activity means for a person who is a former senior government representative, a lobbying activity relating to the person's official dealings as a government representative in the two years before becoming a former senior government representative.

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Contact with Lobbyists Policy

Third-party client means an entity that engages another entity to provide services constituting, or including, a lobbying activity for a fee or other reward that is agreed to before the other entity provides the services.

POLICY STATEMENT

1. The *Integrity Act 2009* outlines that the Integrity Commissioner is responsible for maintaining a Lobbyists Register in Queensland. To assist in discharging those functions and powers, Council must provide information to the Integrity Commissioner to ensure any contact has been properly recorded by lobbyists on the Register.
2. Free and open access to Councillors and Council itself, is vital to an efficient and effective local government. Councillors and employees may be approached or lobbied by members of the community in relation to a range of issues.
3. Council recognises that ethical lobbying is a legitimate activity and an important part of the democratic process. Lobbyists can help individuals and organisations communicate their views on matters of public interest to Council, the government and opposition, and in doing so, improve outcomes for the community.
4. It is also the aim of Council to ensure all decisions are legal, ethical and impartial in line with the local government principles, the responsibilities of Councillors and local government employees, as outlined in the *Local Government Act 2009*.
5. Lobbyists who act on behalf of third-party clients must register with the Queensland Integrity Commission before they can contact a government representative for the purpose of lobbying activities.
6. Councillors and employees must not knowingly meet with anyone who is not a registered lobbyist if that person (or organisation) intends to carry out a lobbying activity on behalf of a third-party. If a Councillor or employee becomes aware that the lobbyist is not registered, Council is required to advise the Integrity Commission as soon as practicable.
7. Pursuant to section 70 of the *Integrity Act 2009*, for two years after a person becomes a former senior government representative, the person must not carry out a related lobbying activity for a third-party client.
8. This policy should be read in conjunction with Council's Planning Protocols Policy, which provides specific guidance for Councillors and employees about the roles and responsibilities involved with a development application process.
9. All contact with lobbyists will be managed in accordance with the Contact with Lobbyists Procedure.

ASSOCIATED DOCUMENTS

- Contact with Lobbyists Procedure
- Code of Conduct for Councillors in Queensland

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Contact with Lobbyists Policy

- Employee Code of Conduct
- *Local Government Act 2009*
- Planning Protocols Policy

DOCUMENT CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Council Vehicle Usage Policy

HEAD OF POWER

- *Local Government Act 2009*, section 9(1)

INTENT

The purpose of this policy is to address the provision, usage and circumstances/conditions under which Council vehicles are managed and operated.

SCOPE

This policy applies to all employees and other drivers of any vehicles under Council's control/ownership for which usage is granted. For Councillor vehicle use conditions, refer to the Expenses Reimbursement for Councillors Policy.

DEFINITIONS

Commuter use means an employee has the private use of the vehicle limited to travel between home and work within the Council local government area; and travel that is incidental to travel in the course of performing employment related duties.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Fringe Benefit means a payment to an employee, but in a different form to salary and wages.

Fringe Benefits Tax (FBT) is paid by employers on certain benefits they provide to their employees or their employees' family or other associates.

Smoking means an employee cannot inhale or exhale the smoke of tobacco or the action or practice of inhaling and exhaling the vapour produced by an electronic cigarette or similar device.

POLICY STATEMENT

Council vehicles are a resource for the purposes of achieving effective and efficient operations of Council. Council's policy is not to provide vehicles to employees for private use. Where Council seeks to provide an employee benefit, this should be undertaken utilising Novated Vehicle Lease provisions, contained in the Salary Packaging Policy.

1. Vehicle selection

- 1.1** Vehicle selection is based upon the Council work requirements and cost benefit to Council and shall be made by Fleet & Trade Services in consultation with the relevant manager/supervisor. No vehicle colour or other preference will be given to employees.

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Policy No. CP-3-017

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Council Vehicle Usage Policy

- 1.2 Minimum whole of life costing will be used in the selection of any vehicle within a particular vehicle class during the procurement process. FBT implications will be considered in determining the whole of life costing.

2. Vehicle ownership

- 2.1 All vehicles remain the property of Council and as such, Council will pay all registration, insurance and third party property insurance.
- 2.2 All Council vehicles shall display Council identification/badging, unless otherwise determined by an Executive Leadership Team member.
- 2.3 The benefit given to employees for use of Council vehicles comes with a responsibility to maintain the vehicle in a clean, tidy and well-maintained condition, including regular washing/cleaning and ensuring that all scheduled servicing and necessary maintenance is undertaken.
- 2.4 Any accidents or damage to vehicles is to be reported to Fleet & Trade Services as soon as possible.
- 2.5 The vehicle shall not be modified in any way by the employee. Vehicles may be fitted with an automatic vehicle location device in accordance with the Fleet Services Global Positions Systems Policy.

3. Replacement schedule

Vehicles will be replaced at a time considered appropriate by the Fleet Management Advisory Committee in consultation with the employees' Executive Leadership Team member. Light vehicles will be replaced at approximately 120,000 kilometres travelled, a minimum of five years or as determined by the Fleet Management Advisory Committee.

4. Usage restrictions

- 4.1 Unless provided for by other provisions in this policy, Council vehicles are only to be utilised by a Council employee.
- 4.2 Council vehicles shall not be used:
 - for competition or rally;
 - for commercial purposes;
 - for farming practices;
 - on the beach (excepting where required for work purposes);
 - on sand or unformed tracks (excepting where required for work purposes);
 - for any other purposes excluded by Council's motor vehicle insurance policy; or
 - otherwise approved by the relevant Executive Leadership Team member.
- 4.3 The employee must not wilfully or recklessly misuse or mistreat the motor vehicle.
- 4.4 Smoking is not permitted in or on any Council vehicles or equipment.

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Council Vehicle Usage Policy

4.5 All drivers must comply with requirements of Council's Alcohol and Drug Policy.

5. Authorised users/driver's licence requirements

5.1 All drivers who are required to drive Council vehicles must hold an appropriate and current Australian Driver's Licence (including any conditional licences where the conditions of such licence are observed during use).

5.2 Employees who require a licence to carry out their work and who have their licence cancelled either fully or partially, shall immediately notify their Manager/Supervisor in writing.

5.3 Council vehicles may be driven by any person who satisfies the authorised user as below:

- read and understood this policy; and
- booked and obtained the vehicle through Council's PoolCar system; or
- completed and approved a Use of Council Vehicle Agreement Form.

5.4 All employees utilising a Council vehicle must ensure that a Council approved logbook is kept and completed (unless the vehicle is not subject to FBT) or the vehicle is booked through Council's PoolCar system.

6. Penalty notices and convictions

6.1 An employee convicted of drink driving or consumption or use of an illegal drug in association with a crash and/or incident, will be liable for all costs associated with the repair of such vehicle/vehicles.

6.2 If a driver is charged and found guilty of a driving offence which results in cancellation or suspension of their licence, all Council vehicle use will be suspended immediately and the vehicle returned to Council.

6.3 Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

7. Termination/variance of agreements

7.1 The Chief Executive Officer reserves the right to rescind a decision to provide a vehicle, vary the type of vehicle to be provided and vary the contribution rates.

7.2 Employees may terminate commuter use privileges by providing seven days' notice in writing. Employees are not obliged to enter into commuter use arrangements.

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Council Vehicle Usage Policy

8. Commuter Use

- 8.1 Vehicles are to be submitted into Council's Vehicle Pool system during working hours, unless exempted by the relevant Executive Leadership Team member.
- 8.2 Vehicles are to be garaged within the Bundaberg Regional Council Local Government area.
- 8.3 The vehicle is to be driven by a Council Employee only (i.e. not family members).
- 8.4 The vehicle must be available for Council use during all normal duties of the employee.
- 8.5 All vehicles shall contain Council identification/badging, other unless determined.
- 8.6 The vehicle shall be returned to Council for reallocation to another employee during periods of planned/unplanned leave greater than two working days.
- 8.7 Approval may be granted to employees with commuter use for minor deviations of travel between home and work with documented approval from the employee's Manager or Executive Leadership Team member.
- 8.8 Employees with main driving responsibilities of a Council vehicle must complete a 'Use of Council Vehicle Agreement Form' and have it signed off by their departmental Executive Leadership Team member.

9. Fringe Benefit Tax

- 9.1 FBT in relation to vehicles will be calculated in accordance with the *Fringe Benefits Tax Assessment Act 1986* (FBTA Act) in order to provide the lowest taxable value. As such, the Statutory Accounting Section will liaise with employees that are allocated non-exempt vehicles to ensure taxation compliance and Council's liability is not unnecessarily inflated.
- 9.2 Employees may choose to make voluntary after-tax contributions towards the operating cost of an allocated vehicle for personal reasons including reducing reportable FBT. Proof of contribution (tax invoices, receipts for fuel etc) must be forwarded to the Statutory Accounting Section before 1 April each year to affect reportable Fringe Benefits.
- 9.3 Employees that are allocated non-exempt vehicles will be required to maintain a logbook for each taxation year. Employees will be required to provide a detailed 12 weeks logbook every five years or when circumstances warrant it, in accordance with section 10A of the FBTA Act. For vehicles allocated to Council's PoolCar system, this system will fulfil the requirements of maintaining a logbook.

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Council Vehicle Usage Policy

- 9.4** Employees that are allocated an exempt vehicle will be required to complete an exemption declaration in a format approved by the Australian Taxation Office for any vehicle driven by them during the FBT year.
- 9.5** Council's Statutory Accounting Section will liaise with employees in relation to taxation requirements described above. Council may take disciplinary action against employees who fail to comply with the taxation requirements associated with provision of a vehicle. Potential action includes, but is not limited to, recouping the taxable value of fringe benefit or surrendering of vehicle rights.

ASSOCIATED DOCUMENTS

- Alcohol and Drug Policy
- Car Pool Vehicle Usage Operational Policy
- Employee Code of Conduct
- Expenses Reimbursement for Councillors Policy
- Fleet Fuel Management Operational Policy
- Fleet Services – Global Position Systems (GPS) Policy
- Payment of Toll Fees Procedure
- Salary Packaging Policy
- Use of Council Vehicle Agreement Form
- Vehicle Crash/Damage Report Form

DOCUMENTS CONTROLS

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

POLICY OWNER

Branch Manager Fleet and Trade Services, Fleet and Trade Services.



Councillor Complaints Investigation Policy

HEAD OF POWER

- *Local Government Act 2009*, section 150AE

INTENT

The purpose of this policy is to determine how complaints about the inappropriate conduct of Councillors will be dealt with as required by the *Local Government Act 2009* (the Act). However, this policy does not relate to more serious Councillor conduct.

SCOPE

This policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the Act.

Behavioural standard means a standard of behaviour for Councillor's set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the Act.

Conduct includes:

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the Act.

Inappropriate conduct refers to section 150K of the Act.

Investigation policy refers to this policy, as required by section 150AE of the Act.

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.

Meeting means a meeting of a:

- local government; or
- committee of a local government.

Misconduct refers to section 150L of the Act.

Model procedures refers to section 150F of the Act.

Referral notice refers to section 150AC of the Act.

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the Act.

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Councillor Complaints Investigation Policy

Unsuitable meeting conduct refers to section 150H of the Act.

POLICY STATEMENT

1. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the Act or this policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to Council. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to Council may be contrary to section 171(3) of the Act and dealt with as misconduct.

2. Natural Justice

2.1 Any investigation of suspected inappropriate conduct of a Councillor must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness, refers to three key principles:

- (i) the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- (ii) the investigator/s should be objective and impartial (absence of bias); and
- (iii) any action taken is based on evidence (not suspicion or speculation).

2.2 A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

2.3 An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

3. Assessor's referral

3.1 Council will receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the Councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

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Councillor Complaints Investigation Policy

3.2 The referral notice may be accompanied by a recommendation from the Assessor about how Council may investigate or deal with the conduct. The recommendation of the Assessor may be inconsistent with this policy.

3.3 The investigation must be conducted in a way consistent with:

- any recommendation of the assessor;
- to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy; or
- in another way the Council decides by resolution (the resolution must state the decision and the reasons for the decision).

4. Receipt of assessor's referral

4.1 On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint, or the complainant if the complainant is a Councillor, as a confidential document.

4.2 Should the Mayor or a Councillor/s disagree with any recommendation accompanying the Assessor's referral notice, or form the opinion the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting for the Council to decide, by resolution the appropriate process to investigate the complaint. Such a request must be made in accordance with Council's meeting procedure requirements.

5. Investigator

5.1 Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

5.2 If the suspected inappropriate conduct involves conduct where, in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (Tribunal) or another entity to investigate and make recommendations to Council about dealing with the conduct.

5.3 If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

6. Early resolution

6.1 Before beginning an investigation, the investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the Assessor.

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Councillor Complaints Investigation Policy

- 6.2 A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.
- 6.3 If the matter cannot be resolved, the matter will then be investigated as outlined in this policy.
- 6.4 If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

7. Timeliness

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

8. Assistance for investigator

- 8.1 If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the Act to seek assistance during the investigation.
- 8.2 The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's Procurement Policy.

9. Possible misconduct or corrupt conduct

- 9.1 If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.
- 9.2 If during the course of an investigation, the investigator obtains information that indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission (CCC) of the possible corrupt conduct.
- 9.3 Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or CCC to be inappropriate conduct.

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Councillor Complaints Investigation Policy

10. Completion of investigation

10.1 On the completion of an investigation, the investigator will provide a report to a Council meeting outlining as appropriate:

- The investigation process.
- Any witnesses interviewed.
- Documents or other evidence obtained.
- A statement of the relevant facts ascertained.
- Confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered.
- The investigation findings.
- A statement of any relevant previous disciplinary history.
- Any recommendations about dealing with the conduct.
- A record of the investigations costs.

10.2 If there is a risk to the health and safety of the complainant, under section 254J of the Act, Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

10.3 Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the Act. In accordance with section 275(3) of the *Local Government Regulation 2012*, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes. The Chief Executive Officer is also required to ensure the details are entered into the Councillor Conduct Register.

11. Disciplinary action against Councillors

If Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, Council may:

- (i) order that no action be taken against the Councillor, or
- (ii) make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the Act.

12. Notice about the outcome of investigation

After an investigation is finalised, Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation and the subject Councillor.

13. Councillor Conduct Register

13.1 The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s are entered into the Councillor Conduct Register.

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Councillor Complaints Investigation Policy

13.2 Where a complaint has been resolved under section 6 of this policy, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

14. Expenses

Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- an independent investigator engaged on behalf of, or by the Tribunal;
- an independent investigator engaged on behalf of Council;
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses;
- seeking legal advice; or
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

ASSOCIATED DOCUMENTS

- Code of Conduct for Councillors in Queensland
- *Local Government Regulation 2012*
- Standing Orders for Council Meetings Policy

DOCUMENT CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

HEAD OF POWER

- *Local Government Regulation 2012, section 250*

INTENT

The purpose of this policy is to ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by Councillors in the conduct of Council business.

SCOPE

This policy applies to all Councillors and Councillor Advisor (Mayor's Chief of Staff).

DEFINITIONS

Caretaker period means as defined in section 90A of the *Local Government Act 2009* a period which starts on the day when public notice of the holding of the election is announced by the Electoral Commission of Queensland and ends on the day on which the last declaration of the poll is displayed by the Returning Officer.

Council business means official business conducted on behalf of, and/or approved by Council, the Mayor or Chief Executive Officer.

Discretionary training means training to improve skills relevant to the role as a Councillor other than mandatory training.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Entertainment or hospitality means as defined in section 196 of the *Local Government Regulation 2012* and the Entertainment and Hospitality Policy adopted by Council.

Private use means any travel which is not for Council business or commuting to and from Council premises.

Region means within the boundaries of the Bundaberg Regional Council area.

POLICY STATEMENT

1. Guiding Principles

- 1.1 Council is committed to ensuring Councillors are provided with facilities and have Council business expenses paid or reimbursed to enable them to perform their duties.
- 1.2 Councillors should not be financially disadvantaged when discharging their duties and responsibilities and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

- 1.3** The payment and/or reimbursement of expenses and provision of facilities for Councillors is:
- To occur within statutory requirements;
 - To be open and transparent, prudent, responsible;
 - Based on ensuring economy and efficiency; and
 - Subject to budget provisions.
- 1.4** A spouse, partner or family member of a Councillor is not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors, other than for use of vehicle (refer section 3.12.3).

2. Payment of Expenses

Councillors are only entitled to payment/reimbursement for the expenses listed in the categories below.

Expenses will be paid to a Councillor through administrative processes approved by Council's Chief Executive Officer, subject to the limits outlined in this policy and within budget.

2.1 General Council Business

Council will pay or reimburse expenses incurred in undertaking Council business which includes attendance at:

- 2.1.1** Meetings that are a statutory requirement of the Councillor's role or are officially recorded in minutes or other public records. Examples include:
- Council meetings that the Councillor is entitled to, or asked to attend;
 - conferences, deputations and inspections.
- 2.1.2** Events and functions. Examples include:
- ceremonial openings of buildings or facilities;
 - fetes and carnivals;
 - annual or presentation dinners;
 - public meetings;
 - private meetings for the purpose of conducting discussions of business of Council (e.g. for a resident of the region, documented in official records or diary).

2.2 Professional Development

Council pays or reimburses expenses incurred by a Councillor attending the following professional development.

- 2.2.1** Mandatory training including:
- Councillor induction, code of conduct, meeting procedures and legislative obligations;
 - Training determined by the Chief Executive Officer such as conferences or specific events relevant to Councillors and committee members.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

- 2.2.2 Discretionary training relevant to the Councillor's role and approved by the Mayor. Examples include conferences, workshops or training.

The funding limit for discretionary training is \$9,000 for each Councillor during their four year term in office.

2.3 Travel Expenses

In line with budget allocation, Council pays or reimburses local, interstate and overseas travel expenses incurred by a Councillor as set out in this policy provided the expenses are deemed necessary for undertaking Council business or training.

Travel expenses include:

- between a Councillor's home and a Council facility for Council business, via a route that would not be considered a significant deviation from the most direct route.
- Where approval to attend a conference or training has occurred, this automatically approves the associated travel expenses.

Councillors must travel via the most cost effective, practical and direct route, using the most economical and efficient mode of transport. .

Councillors may claim for transport (taxi, Uber, flights etc.) to attend official Council business only.

2.4 Accommodation

Council will meet reasonable accommodation costs for Councillors whilst on Council business.

- 2.4.1 When attending conferences, Councillors must take advantage of any package provided by conference organisers unless prior approval has been granted by the Mayor. In all other cases, the Mayor must determine if the expense is warranted.

- 2.4.2 When the Mayor is attending, the Chief Executive Officer must determine the legitimate accommodation costs.

2.5 Meals

Councillors may claim for the actual cost of meals when travelling outside of the Bundaberg Regional Council area for Council business. Reasonable reimbursement will be as per the Australian Taxation Office Determination (TD 2021/6 or current equivalent).

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Councillor Expenses Reimbursement and Provision of Facilities Policy

2.6 Entertainment or Hospitality

It is recognised that on occasions Councillors may host people in the course of their official duties. Council will reimburse entertainment or hospitality expenses for the Council and others where the meeting directly relates to Council business and:

- It appears appropriate and reasonable;
- Can withstand the public defensibility test; and
- Is in the best interest of Council ratepayers.

2.6.1 Where Councillors incur hospitality expenses in accordance with Council's Entertainment and Hospitality Policy, the maximum amount that may be reimbursed is:

- \$550 per annum for each Councillor; and
- \$6,500 per annum for the Mayor.

2.6.2 Where the Mayor has delegated the attendance at a function on the Mayor's behalf to another Councillor, any costs incurred by the Councillor for that function are to be charged against the Mayor's hospitality budget.

2.7 Other Business

In the event a particular activity is not included in this list, the Mayor has discretion to determine if a particular activity of attendance is considered as Council business.

3. Provision of Facilities

Facilities provided to Councillors must be deemed necessary and required to assist Councillors in their official capacity.

All facilities provided to Councillors remain the property of Council and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires unless Council agrees to dispose of the facility in some other manner.

Councillors should seek independent taxation advice for any provision of facilities they receive.

Councillors are only entitled to the facilities listed in the categories listed below.

3.1 Council Office Amenities

Council provides office accommodation and access to meeting rooms for Councillors. Furniture and fittings for Councillor offices will be of a standard to allow Councillors to adequately undertake their roles as a Councillor. In general, offices would be located at Council owned or controlled premises such as Service Centres or community centres.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

3.2 Administrative Support

Administrative Support will be provided to Councillors as required to assist them in their role pursuant to the Administrative Support for Councillors Guideline, endorsed by the Chief Executive Officer and prepared in accordance with section 170AA of the Act.

Subject to approval by the Chief Executive Officer, Councillors may be provided with any other administrative necessities to meet the business of Council.

3.3 Information Technology

Councillors are provided with a desktop, laptop and/or tablet for business use at the Councillor's office and home. Council will provide peripheral computer equipment that is associated with the choice of computer for the Councillor's office and the Councillor's home office as required. This may include a docking station, monitor and other computer equipment.

3.4 Phone and Internet Access

One mobile phone will be provided to each Councillor for business use, including internet access. The model provided will be in accordance with the standard device made available to Council Managers. Incidental private use is allowed within the phone plan. Substantive private use may be subject to reimbursement to Council at the discretion of the Chief Executive Officer.

Council will reimburse 50% of the monthly internet and/or telephone rental costs to the Councillor, where a Councillor's home has no, or unreliable mobile reception.

3.5 Office Equipment

Councillors are entitled access to general office equipment and systems for business use at the Councillor's office including printers, photocopiers and secured document disposal services. Councillors will be entitled to a standard printer at the Councillor's home if required.

3.6 Stationery

Councillors are provided with Council stationery for Council business. Council stationery (such as letterhead) is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor. Stationery does not include any form of advertising or promotional material produced by Council.

3.7 Publication and Membership Fees

Councillors are provided with copies of relevant legislation, books and journals considered necessary for undertaking their duties. Where possible, these items will be provided in electronic format.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

Councillors who hold membership of professional bodies, which are related to Council business or functions, will be eligible for reimbursement of membership fees to a maximum amount of \$1,000 per annum (e.g. Australian Institute of Company Directors).

Publications and membership fees for Councillors are approved by the Mayor. Publications and membership fees for the Mayor are approved by the Chief Executive Officer.

3.8 Advertising

In accordance with the Advertising Spending Policy, Council will not reimburse, provide funds, services or facilities for the purposes of advertising for Councillors.

3.9 Community Consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of undertaking their role. Where a Councillor chooses to undertake further community consultation on a particular matter, in addition to that approved by Council, the Councillor is responsible for those costs.

3.10 Maintenance Costs

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

3.11 Name Badge, Uniform and Safety Equipment

Councillors are eligible to wear the corporate wardrobe on the same basis and conditions as permanent inside employees as outlined in Council's Uniform Policy.

3.12 Vehicles

Councillors are entitled to a vehicle allowance to cover the costs of transportation for their regional Council Business, including travel between home and Council facilities. The amount of vehicle allowance is dependent on the main characteristics of the division being either Urban or Rural.

3.12.1 The vehicle allowance is:

- \$18,000 per annum for a Councillor representing a predominately Urban division (for clarity Division 4, 5, 6, 7, 8, 9 and 10)
- \$21,000 per annum for a Councillor representing a predominately Rural division (for clarity Division 1, 2 and 3)
- \$23,000 per annum for the Mayor in recognition of the additional civic duties and responsibilities that the role is required to undertake.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

3.12.2 A Councillor may choose to accept the use of a Council supplied vehicle instead of the vehicle allowance, at any time during the term. This decision is expected to remain in place until the end of the current term, unless exceptional circumstances prevail. Councillors should seek their own independent professional advice regarding the potential taxation implications of choosing the vehicle allowance or a Council supplied vehicle.

3.12.3 Council Supplied Vehicle

The vehicle will be available for private use via reimbursement to Council at cost. Councillors choosing private use of a Council supplied vehicle must keep a 12-week logbook (provided by Council) to determine the average number of private use kilometres per fortnight.

Councillors will reimburse Council, via a payroll deduction, at the rate of \$0.40 per average private use kilometre per fortnight. Any private use materially different to the average use (i.e. interstate travel) should be recorded separately and a reimbursement adjustment made in the next fortnightly payroll deduction.

The vehicle provided will be in accordance with Council's fleet management practices. All vehicles are to be approved by the Chief Executive Officer or their delegate.

Vehicles are provided with a fuel card for private and business use.

A spouse, partner or family member of a Councillor may use the vehicle on behalf of the Councillor.

Council supplied vehicles shall not be used:

- for competition or rally;
- for commercial purposes;
- for farming practices;
- on the beach, sand or unformed tracks (except where required for Council Business); or
- for any other purposes excluded by Council's motor vehicle insurance policy.

Smoking (including vaping) is not permitted in any Council vehicles.

Councillors are responsible for maintaining the vehicle in a clean and tidy condition, including regular washing/cleaning. All scheduled servicing and necessary maintenance on Council vehicles will be provided by Council.

3.12.4 Council provides parking facilities for Councillors at their office locations and will provide parking facilities for all Councillors at Council buildings for the purpose of Council meetings.

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Councillor Expenses Reimbursement and Provision of Facilities Policy

3.12.5 Parking and toll fees will be reimbursed when incurred on Council business.

3.13 Legal Costs and Insurance Cover

Councillors are covered under Council insurance policies when discharging their civic duties. Insurance cover provided for:

- public liability;
- professional indemnity;
- personal accident and/or workers compensation;
- motor vehicle (Council supplied vehicle); and
- internal and domestic travel insurance.

Travel insurance can be arranged through Council's Governance and Legal Services Team prior to any travel.

Council may decide, to pay any reasonable expenses associated with an inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, pursuant to the Councillor Complaints Investigation Policy.

3.14 Corporate Purchase Card

A corporate purchase card may be made available to the Mayor and Deputy Mayor subject to approval by the Chief Executive Officer. The card should only be used for Council business expenses directly related to the Mayor or Deputy Mayor. Personal expenses not related to Council business must not be charged to the card. Cards must be used in accordance with Corporate Purchase Card Procedural Manual.

3.15 Provision of Meals

Councillors will be provided with light meals, morning and/or afternoon tea, if they are required to attend statutory or other prescribed Council meetings that extend over meal periods.

3.16 Caretaker Period

Once the caretaker period commences, Councillors will only be eligible to claim expense reimbursement for costs relating to routine activities or as otherwise approved by Council.

Councillors may continue to use Council resources, including newsletters, brochures and emails as part of ongoing communication with their constituents about Council and Division related activities during the caretaker period provided, they are not used for electioneering or political purposes, or contain election material.

Councillors must not use public funds or Council resources:

- a. to purchase or distribute promotional items or giveaways during the caretaker period, regardless of when the items were ordered, paid for or received; or

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Councillor Expenses Reimbursement and Provision of Facilities Policy

- b. for electioneering or activities that could be perceived as being related to or supporting an electoral campaign.

3.17 Non-Allowable Expenses

The following expenses will not be approved for payment/reimbursement:

- excessive alcohol consumed in conjunction with a meal.
- unreasonable personal telephone expenses.
- applying for or renewing passports.
- toiletries.
- mini-bar purchases.
- traffic infringements (including parking infringements).
- laundering or dry cleaning.
- airline membership.
- in-house movies.
- expenses incurred by, or on behalf of partners, family members and associates, other than what is outlined under section 3.12.3.

ASSOCIATED DOCUMENTS

- Administrative Support for Councillors Guideline
- Advertising Spending Policy
- Australia Taxation Office Taxation Determinations 2021/6(as updated annually)
- Caretaker Period Protocol
- Code of Conduct for Councillor Advisors
- Code of Conduct for Councillors in Queensland
- Corporate Purchase Card Procedural Manual
- Councillor Complaints Investigation Policy
- Entertainment and Hospitality Policy
- *Local Government Act 2009*
- Uniform Policy

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Councillor Portfolio Policy

HEAD OF POWER

- *Local Government Act 2009*, section 12

INTENT

The purpose of this policy is to outline the roles for Councillors in their allocated portfolio as a means of developing appropriate relationships within the organisation on key strategies or focus areas.

SCOPE

This policy applies to all Councillors.

DEFINITIONS

Act means the *Local Government Act 2009*.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

POLICY STATEMENT

1. Council will be better informed by the Portfolio Councillor who will have a more intimate understanding of the portfolio's strategic activities and issues than Councillors generally.
2. The Portfolio Councillor will be able to address the Council with their knowledge on strategic matters and projects in his/her portfolio at meetings and publicly if nominated by the Mayor.
3. Portfolios will be allocated at the conclusion of the quadrennial election by resolution of Council.
4. The portfolio system does not diminish Councillor's responsibilities as provided under the Act or other relevant legislation.
5. **Role of Portfolio Councillors**
 - 5.1 Regular meetings can be held with the relevant Executive Leadership Team member to be informed on the topical issues, proposed objectives and strategies for the activities within the portfolio.
 - 5.2 In accordance with the provisions of the Act, Councillors:
 - Cannot direct employees;
 - Must abide by Council decisions; and
 - Must abide by Council policies.

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Councillor Portfolio Policy

- 5.3 Have a thorough understanding of the objectives and strategies in the Corporate Plan that relate to activities within the portfolio.
 - 5.4 Liaise with the community and attend meetings, forums etc as required regarding their portfolio.
 - 5.5 Liaise with other Portfolio Councillors relating to matters affecting their portfolio area.
 - 5.6 Generally, champion the advancement of Council's key priorities and decisions relevant to the portfolio area.
6. Appendix 1 outlines the Councillors assigned to the relevant portfolios.

ASSOCIATED DOCUMENTS

- Acceptable Requests Guidelines Policy
- Code of Conduct for Councillors in Queensland
- *Local Government Regulation 2012*
- Media Relations Policy

DOCUMENT CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Councillor Portfolio Policy

Appendix 1

Portfolio	Lead Department	Portfolio Councillor
Economic Development	Economic Development	Mayor Jack Dempsey
Organisational Services	Organisational Services	Councillor Steve Cooper
Water and Wastewater	Infrastructure Services	Councillor Jason Bartels
Roads and Drainage	Infrastructure Services	Councillor Bill Trevor
Parks and Gardens	Community and Environment	Councillor Wayne Honor
Waste and Recycling	Community and Environment	Councillor Tanya McLoughlin
Sport and Recreation	Community and Environment	Councillor Vince Habermann
Community Services	Community and Environment	Councillor Tracey McPhee
Airport, COVID-19 Recovery and Disaster Management	Community and Environment	Councillor Greg Barnes
Health, Compliance and Enforcement	Community and Environment	Councillor May Mitchell
Arts, Culture and Events	Community and Environment	Councillor John Learmonth

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Councillor Use of Confidential Information Policy

HEAD OF POWER

- *Local Government Act 2009*, section 171(3)

INTENT

The purpose of this policy is to assist Councillors to comply with section 171(3) of the *Local Government Act 2009* (the Act) and defines the types of information that are considered confidential.

SCOPE

This policy applies to Councillors.

DEFINITIONS

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

POLICY STATEMENT

1. In the course of undertaking their duties, Councillors will have access to or will be exposed to information. Some of this information will be confidential information.

A Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to Council¹. A contravention of this is considered misconduct under the Act.

2. **Confidential Information**

A person who is, or has been, a Councillor is expected to understand that information acquired as a Councillor must not be used to gain a financial advantage for the person or someone else or cause detriment to Council.

The following is a non-exhaustive list of those types of information considered confidential:

- Commercial in confidence information including where the release of information would affect a third party's competitive advantage – this is particularly relevant in a competitive tender situation.
- Information derived from government departments or ministers that has been classified as confidential or using the terms protected, sensitive or official in line with the Queensland government information security classification framework.
- Information of a personal nature or about personal affairs, for example the personal details of Councillors or Council employees.

¹ Section 171(3) of the *Local Government Act 2009*

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Councillor Use of Confidential Information Policy

- Information relating to property disposal or an acquisition process where release of the information may prejudice Council².
- Financial and legal analysis where the disclosure of that information may compromise Council or someone else.
- Information that could result in action being taken against Council for defamation.
- Legal advice provided to Council, information about a legal issue/matter before the courts or legal proceedings that may be taken by or against Council.
- Information that is expressly given to Councillors in confidence.
- Information examined or discussed at Councillor briefing/consultation sessions unless the Chief Executive Officer declares that such information (or part thereof) is not confidential.
- Information about:
 - The appointment, discipline or dismissal of the Chief Executive Officer;
 - Industrial matters affecting employees;
 - Council's budget;
 - Rating concessions;
 - Matters that may directly affect the health and safety of an individual or group of individuals;
 - Negotiations relating to the taking of land by Council under the *Acquisition of Land Act 1967*;
 - A matter that Council is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

3. Confidential Information at Council Meetings

During Council meetings, and other meetings of Council, Councillors will receive information which they know or ought to know is confidential. However, to assist the Councillor, the following applies:

- The Chief Executive Officer may make a declaration that information concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.
- An item on a Council meeting agenda and the information contained in the documentation or supporting material that is declared confidential by the Chief Executive Officer is to remain confidential unless or until Council resolves to the contrary.
- If the Mayor or a Councillor in a meeting asks that a matter be treated as confidential, Council will formally resolve as to whether all information concerning the matter is confidential.
- If Council resolves that an item and the information contained in the documentation or supporting material is to be confidential, it remains confidential unless or until Council resolves to the contrary.
- If Council exercises its powers to close a meeting to members of the public³, all information in relation to the matters discussed during the closed meeting or the closed portion of the meeting is confidential, unless and until Council resolves to the contrary.

² Section 171(1) of the *Local Government Act 2009*

³ Section 254J of the *Local Government Regulation 2012*

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Councillor Use of Confidential Information Policy

- Any information of a type deemed to be confidential is to be presumed by Councillors to be confidential to Council and must not be released without seeking advice from the Chief Executive Officer.
- If a Councillor has any doubt as to whether Council considers information to be confidential, the Councillor is to act on the assumption the information is confidential until the doubt is resolved at a subsequent meeting of Council.

4. Responsibilities of Councillors

Councillors must be aware of their responsibilities and agree they should:

- Exercise due care when handling or using information acquired in their role as a Councillor.
- Acknowledge there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of the Council.
- Acknowledge that disclosure of confidential information constitutes a breach of the Act.
- If uncertain, presume information is confidential, and seek advice from the Chief Executive Officer prior to any release of it.
- Undertake not to disclose and to use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
 - Not discussing confidential Council information with family, friends and business associates; and
 - Ensure documents containing confidential information are properly safeguarded at all times, including materials stored at private or business residences.

5. Release of Confidential Information

Any release of confidential information for any purpose to any person or organisation (other than those entitled to the information, such as other Councillors or employees) is a breach of section 171(3) of the Act.

Release includes:

- Orally telling any person about the information or any part of the information.
- Providing the original or a copy of documentation or any part of the documentation that is marked confidential.
- Paraphrasing (putting into your own words) any confidential information and providing that in writing or orally.

6. Breach of this Policy

A complaint about a breach of this policy may be made by any person to the Office of the Independent Assessor (OIA). A breach of section 171(3) is considered misconduct as defined by section 150L of the Act.

Details of how to lodge a complaint to the OIA can be found at www.oia.qld.gov.au.

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Councillor Use of Confidential Information Policy

ASSOCIATED DOCUMENTS

- Code of Conduct for Councillors in Queensland
- *Local Government Regulation 2012*
- *Right to Information Act 2009*

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Entertainment and Hospitality Policy

HEAD OF POWER

- *Local Government Regulation 2012*, section 196

INTENT

The purpose of this policy is to ensure compliance with section 196 of *Local Government Regulation 2012* (the Regulation) and that Council's spending on entertainment or hospitality is reasonable and appropriate.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff).

DEFINITIONS

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

POLICY STATEMENT

1. All entertainment and hospitality spend must be incurred in the public interest, or as a legitimate means of promoting Council business. Examples of entertainment or hospitality include:
 - Entertaining members of the public to promote a Council project;
 - Providing food or beverages to a person visiting Council in an official capacity;
 - Paying for a Councillor or Council employee to attend a function as part of their official duties or obligations.
2. The person authorising the spending must be able to validate the benefits to Council and the community.
3. The amount spent on entertainment and hospitality must be commensurate with the benefit received by Council or the community.
4. The spending must be within Council's budget and be authorised in accordance with Council's accounting procedures.
5. Entertainment and hospitality expenses may only be charged to a corporate purchase card if prior authorisation has been obtained and such spending has been authorised within a specified limit.
6. Approvals for spending are as follows:
 - Employees may not authorise their own spending.
 - Spending by a Council employee must be authorised by the employee's Manager/Supervisor.
 - Spending by the Chief Executive Officer must be authorised by a member of the

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Entertainment and Hospitality Policy

- Executive Leadership Team or the Mayor.
- Spending by a Councillor must be authorised by the Mayor, Chief Executive Officer, or the appropriate Executive Leadership Team member.
- Spending by the Mayor must be authorised by the Chief Executive Officer, or the appropriate Executive Leadership Team member.
- Spending by the Councillor Advisor (Mayor's Chief of Staff) must be authorised by the Mayor.
- Appropriate documentation must be supplied when claiming reimbursement for expenses incurred (e.g. tax invoices, receipts etc.) including sufficient details for Fringe Benefit Tax purposes.
- Where there is some doubt about the validity of claiming particular spending, the principles of this policy should be used to make the determination.

ASSOCIATED DOCUMENTS

- Code of Conduct for Councillor Advisors
- Code of Conduct for Queensland Councillors
- Corporate Purchase Card Manual
- Employee Code of Conduct Policy
- Expenses Reimbursement for Councillors Policy
- *Fringe Benefits Tax Assessment Act 1986*
- Gifts and Benefits Policy
- *Local Government Act 2009*
- Travel and Accommodation Policy

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Financial Officer, Financial Services.

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Policy No. CP-3-010
Approved Date: 29/03/2022 Version: 2
Responsible Department: Organisational Services

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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 involved in the giving and receiving of gifts and benefits by employees of Council.

SCOPE

This policy applies to all employees.

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.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

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 during their employment and during their dealings with external businesses or stakeholders, gifts and benefits as a token of appreciation or gesture of courtesy.

The majority of these gifts and benefits will be within the scope of acceptable and ethical business practice, however Council must ensure the integrity and responsibilities of the organisation are not compromised because of a real or perceived conflict of interest by the acceptance of a gift or benefit 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 Date: 29/03/2022 Version: 4

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Gifts and Benefits Policy

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.

2. Acceptance of gifts and benefits

2.1 Restricted Gifts

Employees must not accept any of the following, irrespective of its value:

- a gift of influence that is seen, or may be seen, to affect the performance of the employee's official duties, or otherwise influence, or be seen to influence, the decision-making or behaviour of the employee;
- a gift seen by the donor, or any reasonable observer, to interpret the employee may be under an obligation to the donor as a result of receiving the gift;
- a gift that is not offered openly;
- an offer of money;
- a prize won through an in-store or online competition from a business or company where Council has purchased a product or service; or
- a prize won (e.g. lucky door) whilst attending a conference, seminar, fundraiser etc where the employee has attended in an official capacity.

2.2 Acceptable Gifts

The following are considered low risk and can generally be received:

- Nominal gifts or benefits which are of inconsequential or trivial value to both the person making the offer and the employee (such as basic courtesies) – unless the cumulative value of the gifts or benefits exceed \$20 per interaction;
- 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 e.g. conference dinner;
- 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 received. If in doubt, employees should:

- discuss with their relevant Manager/Supervisor to obtain appropriate approval prior to a decision about whether to accept a gift or benefit;
- refer to the Gifts and Benefits Decision-Making Guide; or
- decline the gift courteously by explaining that acceptance would be against Council policy.

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Gifts and Benefits 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 occurs, those gifts and benefits are to be reported in accordance with this policy – see section 5.

3. Retention of gifts and benefits

An employee should complete the Gifts or Benefits Declaration Form if a gift or benefit is received by an employee. It will remain the property of Council unless the Manager/Supervisor, Executive Leadership Team member or Chief Executive Officer determine it is appropriate for the employee 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 the employee 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 Manager/Supervisor. 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 Manager/Supervisor discretion, and within the operational budget of the appropriate department. A Gifts or Benefits Declaration Form should be completed for all gifts or benefits given, other than the giving of corporate gifts. .

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.

Corporate gifts may be given pursuant to this policy and the Entertainment and Hospitality Expenditure Policy.

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

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Gifts and Benefits Policy

5. Reporting of gifts and benefits

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

5.1 Approval

Depending on the value of the gift or benefit, approval to retain the gift or benefit is as follows:

5.1.1 retail value of **less than \$150** require Manager/Supervisor approval, except for those items mentioned in section 2.2 of this policy.

5.1.2 retail value of **more than \$150** will require approval of an Executive Leadership Team member or Chief Executive Officer approval.

5.2 Registers of Interest

The Chief Executive Officer and senior executive employees have obligations to disclose gifts received which exceed \$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
- Gifts and Benefits Decision-Making Guide
- Gifts and Benefits Form
- Gifts and Benefits Register
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Register of interests of a chief executive officer, senior executive employees and their related persons – Form 1

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Hardship Policy

HEAD OF POWER

- *Local Government Regulation 2012*, part 10, section 120 (1)(c)

INTENT

The purpose of this policy is to facilitate a consistent approach to assist ratepayers who may have trouble paying their rates due to hardship, and to encourage people experiencing hardship to access earlier support services. Hardship is not a long-term solution, the support under this policy is to provide the property owner with time to seek advice and address the reasons for their financial hardship.

SCOPE

This policy applies to all ratepayers of residential properties in the Bundaberg Regional Council area, where the property is their principal place of residence.

DEFINITIONS

Chronic illness means an illness that is permanent or lasts longer than three months.

Death of a partner means the death of a member of a couple (married, registered relationship or de-facto relationship).

Financial hardship means an inability to meet minimum living expenses including food, clothing, medicine, mortgage payments, and children's education due to circumstances beyond property owner's control. This hardship may occur as a result of chronic illness, personal financial crisis or costs and/or loss of income associated with the death of a partner.

Hardship means financial hardship or other hardship as defined.

Property owner means the owner of the land as defined under the *Local Government Act 2009*.

Residential property means property that has as its primary use, use for residential purposes as per Council's land use classification.

POLICY STATEMENT

1. Background

Council will provide support to property owners who are experiencing hardship and are unable to meet a realistic payment commitment for the rates and charges levied against a property.

Where a property owner can show that maintaining a realistic payment commitment would entail hardship, Council seeks to provide a framework for relief deemed appropriate to the circumstances experienced.

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Responsible Department: Organisational Services

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Hardship Policy

Hardship relief provided under this policy does not forgo Council's normal debt recovery action, including Council's ability to sell land for arrears of rates, with the exception of approved relief as described in Section 3.

2. Criteria for providing relief

Council will only consider an application for rates and charges relief under this policy on a residential property where:

- it is the property owner's principal place of residence.
- no commercial benefit is derived from the property.
- net assets in cash investments, shares, other property, etc. of less than \$10,000.
- the property owner is unable to maintain payment commitments in accordance with Council's Rates Recovery Policy.
- the property owner is experiencing hardship such as:
 - less than two weeks of available funds equivalent to the maximum rate of income support payment provided by Services Australia for Crisis Payments (evidence must be provided by the Services Australia); or
 - suffering from a chronic or terminal illness which prevents them from seeking employment and reduces their income (evidence must be provided from medical practitioner or hospital facility); or
 - unexpected expenses incurred and reduction or loss of family income as a result of the death of a partner.
- An application is made to Council for the relief of rates and charges by the property owner.
- The application must demonstrate severe and/or unusual hardship.
- The applicant will need to seek independent financial advice and submit a budget from a registered financial counsellor demonstrating they are in hardship (except in the case of chronic or terminal illness). The National Debt Helpline provide a free service.

3. Types of relief which may be applied

The Chief Executive Officer, or delegate stated in section 5, may approve a hardship relief period to a property owner:

- for time to make payment;
- free of interest charges; and
- free from active debt recovery action.

The hardship relief period will be determined on a case-by-case basis, dependent on the circumstances of the hardship, and generally within the next due date period.

Council may grant a concession if it is satisfied that the payment of rates or charges will cause hardship to the landowner¹. Council has determined it will grant such a concession for rates and charges relief as set out in this policy.

Council will continue with normal debt recovery action, including the application of interest, and legal charges where applicable, at the end of the hardship relief period for debts outstanding.

¹ section 120(1)(c) of the *Local Government Regulation 2012*

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Hardship Policy

Relief is also provided where a ratepayer experiences an undetectable and unexpected water leak as per Council's Water Leak Relief Policy.

4. Lodging a Request for Relief

The property owner must complete and submit an application form which will include details and reason for financial hardship, the actions which the property owner has taken to alleviate the situation and evidence where assistance has been sought.

5. Assessment and Approval of Application

Any application made for a rates and charges relief due to hardship may be approved by the Chief Executive Officer, General Manager Organisational Services, Chief Financial Officer, Deputy Chief Financial Officer or Revenue Manager, and concession granted by Council resolution.

6. Dispute or Failure to Comply

If a property owner is unsatisfied with the outcome of their application under this policy, they may seek a review of the decision in writing, addressed to the Chief Executive Officer – by post or email to complaints@bundaberg.qld.gov.au. Further information is available on <https://www.bundaberg.qld.gov.au/responsibilities/complaints-disclosures>.

ASSOCIATED DOCUMENTS

- *Local Government Act 2009*
- *Information Privacy Act 2009*
- Rate Recovery Policy
- Revenue Policy
- Revenue Statement
- Water Leak Relief Policy

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Financial Officer, Organisational Services.

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Planning Protocols Policy

HEAD OF POWER

- *Local Government Act 2009*
- *Planning Act 2019*, Chapters 2 and 3

INTENT

The purpose of this policy is to manage the participation of various stakeholders within development application and plan making processes.

DEFINITIONS

Councillor means the Mayor and Councillors of the Bundaberg Regional Council.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Development application has the meaning in the *Planning Act 2016*.

Developer means an applicant for a development approval or a prospective applicant for a development approval, their advisors, and representatives including consultants. It includes any lobbyist acting on behalf of a developer. If the applicant is a body corporate, the term includes office holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant. It also includes the owner of land that is the subject of a development application or prospective development application.

Interaction means a pre-arranged engagement in relation to a development matter (including face to face, virtual or by telephone).

Lobbyist has the same meaning as defined in the *Integrity Act 2009*, that is, a person or entity who carries out lobbying for a third-party client.

Local Planning Instrument has the meaning in the *Planning Act 2016* and also includes Infrastructure Charges Resolutions, Flood Hazard Area Resolutions, Amenity and Aesthetic Policy or other similar documents created to form part of the development assessment process.

Submitter is a person who has made a submission, or expressed an intention to make a submission, about a development application or Local Planning Instrument as provided under the *Planning Act 2016*. It includes any lobbyist or consultant acting on behalf of a submitter.

SCOPE

This policy applies to all employees, Councillors and the Councillor Advisor (Mayor's Chief of Staff), and is consistent with the legislative requirements relating to councillors in the *Local Government Act 2009*, the *Planning Act 2016* and the *Integrity Act 2009*.

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Planning Protocols Policy

This policy does not apply to unanticipated or social engagements that occur from time to time between Councillors, developers or submitters. However, Councillors should carefully consider the implications of social engagements with these persons and be mindful at all times of their obligations under the *Local Government Act 2009* and the Code of Conduct for Councillors in Queensland.

This policy also applies to Councillor interactions with the community related to the making of planning instruments such as planning scheme amendments, new planning scheme preparation, infrastructures charges resolutions, neighbourhood/local area plans or the like.

POLICY STATEMENT

1. This policy has been developed to provide clear guidance of the various roles and responsibilities involved with the planning and development application processes.
2. Council has delegated to the Chief Executive Officer powers under the *Planning Act 2016* to decide development applications. Some of these powers have then been subdelegated to appropriate employees.
3. The *Local Government Act 2009* outlines the particular requirements for Councillors in relation to managing prescribed conflicts of interests and declarable conflict of interests. This policy will also assist Councillors to avoid any potential conflicts of interests relating to development applications made to Council.
4. Council will also, from time to time, make or amend its Local Planning Instruments relevant to the regulation and assessment of development. This policy assists the stakeholders in determining when and how interactions between the relevant stakeholders should take place.
5. Appendix 1 outlines the roles of each stakeholder in the development application process and responsibilities for same, to ensure good governance and decision making.
6. Appendix 2 outlines the guidelines for Councillor interactions with Developers, Lobbyists and Submitters.
7. If a Councillor has a prescribed or a declarable conflict of interest in relation to a development application which is under assessment they must not:
 - a. Interact with a developer or submitter in relation to that matter; or
 - b. Influence, attempt to influence or discuss the matter with another Councillor who is partly responsible or an employee who is wholly or partly responsible for deciding the matter.
8. Councillors and employees are required to adhere to the limits of their roles outlined in the Appendix. They will also assist other external parties to understand and act within the roles ascribed to them.

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Planning Protocols Policy

ASSOCIATED DOCUMENTS

- Acceptable Requests Guidelines Policy
- Amenity and Aesthetics, and Building Work Involving Removal or Rebuilding Policy (November) 2017
- *Bundaberg Regional Council Planning Scheme 2015*
- Charges Resolution (No.1) 2021
- Code of Conduct for Councillors in Queensland
- Contact with Lobbyists Policy
- Flood Hazard Area Resolution 1/2019
- *Integrity Act 2009*
- Media Relations Policy
- *Public Records Act 2002*
- Recordkeeping Policy

DOCUMENT CONTROLS

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

POLICY OWNER

Group Manager Development, Development.

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Planning Protocols Policy

Appendix 1 – Roles of stakeholders

PLANNING STAGE	ROLES			
	Applicant/developer/lobbyist	Councillors	Council employees	Submitters/public
Local Planning Instrument Preparation	Nil	<ul style="list-style-type: none"> Raise policy issues with employees Formulate and review policy positions and strategic direction including confidential workshops/briefings 	<ul style="list-style-type: none"> Provide information to Council and document Council's planning intentions 	Nil
Local Planning Instrument notification	<ul style="list-style-type: none"> Provide input/submissions during industry stakeholder meetings and public consultation Make a submission 	<ul style="list-style-type: none"> Attend stakeholder/public consultation meetings to listen to community input Refer issues raised by stakeholders to employees 	<ul style="list-style-type: none"> Prepare draft planning instruments for public advertising and conduct Stakeholder/public consultation 	<ul style="list-style-type: none"> Make a submission Provide input/submissions during public consultation
Local Planning Instrument Adoption	Nil	<ul style="list-style-type: none"> Not accept lobbying/submissions within 24 hours prior to Ordinary Council meeting Adopt Local Planning Instruments by Council resolution 	<ul style="list-style-type: none"> Prepare final report to Council including outcomes of consultation 	Nil
Development Application Pre-application Meetings	<ul style="list-style-type: none"> Submit preliminary development application information and attend pre-application meeting with employees 	<ul style="list-style-type: none"> Not attend formal pre-application meetings Receive developer information but avoid offering support or comment, either personally or on behalf of Council, to developers until employees assessment is completed Respond to factual inquiries following advice from senior employees, discussing only matters that are publicly known when discussing with the general public Request details/information from employees on pre-application discussions in accordance with Acceptable Requests Guidelines Policy Must not interact with the developer if a conflict of interest is likely 	<ul style="list-style-type: none"> Co-ordinate pre-application meeting and provide notes Provide Councillor updates on major developments Provide copies of pre-application meeting minutes to the Divisional Councillor 	Nil

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/ lobbyist	Councillors	Council employees	Submitters/public
Development Application	<ul style="list-style-type: none"> Submit application 	<ul style="list-style-type: none"> Councillors notified of new applications on a regular basis Request details / information on any application in accordance with Acceptable Requests Guidelines Policy Call any application up to a Council meeting for determination at any time 	<ul style="list-style-type: none"> Receive and acknowledge application Issue an application briefing note to all Councillors and Chief Executive Officer for moderate and high complexity applications Provide Councillors updates on major developments as needed 	<ul style="list-style-type: none"> Request details/information on any application via PD Online or by contacting the Duty Planner
Information and Referral Stage	<ul style="list-style-type: none"> Respond to request for additional information and refer application to referral agency (if required) 	<ul style="list-style-type: none"> Request details / information on any application in accordance with Acceptable Requests Guidelines Policy 	<ul style="list-style-type: none"> Issue request for further information (if required) Receive referral agency response Engage with stakeholders to the application as necessary to progress its assessment 	<ul style="list-style-type: none"> Request details/information on any information request via PD Online or by contacting the Duty Planner
Public Notification (where required)	<ul style="list-style-type: none"> Advertise the application in accordance with Act requirements 	<ul style="list-style-type: none"> Receive informal objections and encourage a properly made submission to be made Forward any material received to the Chief Executive Officer or Group Manager Development Listen to applicant and/or submitter but avoid offering support or opinion until employees assessment is completed and report prepared for Ordinary meeting. In the case of delegated authority applications, advice is received from senior employees (Group Manager/Manager) 	<ul style="list-style-type: none"> Make file available for viewing via PD Online and as requested in person Acknowledge submissions Provide an updated briefing note to the Councillors and Chief Executive Officer including the issues raised by submitters 	<ul style="list-style-type: none"> Make a submission Send copy to Councillors

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/lobbyist	Councillors	Council employees	Submitters/public
Decision (delegated)		<ul style="list-style-type: none"> Request details/information on any application in accordance with the Acceptable Requests Guidelines Policy Raise any concerns with the Group Manager Development, or Chief Executive Officer Applications recommended for refusal discussed with Chief Executive Officer and Divisional Councillor prior to issue Any Councillor can request that the application be reported to an Ordinary Council meeting for determination 	<ul style="list-style-type: none"> Assess and decide application Provide a copy of the employees's delegated report to the Divisional Councillor and the Chief Executive Officer to allow them to either ask questions, refer the application to Council for decision or note the exercise of delegated authority Where a Divisional Councillor has declared a Conflict of Interest in the application, the Chief Executive Officer will provide a copy of the employee's report to all Councillors prior to exercising his delegation in accordance with the adopted procedure Where the Chief Executive Officer has declared a conflict of interest, the Group Manager Development will provide a copy of the employee's report to the Divisional Councillor or (where the Divisional Councillor has a conflict of interest) all Councillors Issue decision notice Chief Executive Officer or Group Manager may refer application to Ordinary Council meeting for determination 	<ul style="list-style-type: none"> Any properly made submission receives a copy of the decision notice – request further information about decision from employees

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/ lobbyist	Councillors	Council employees	Submitters/public
Decision (Reported to Council)	<ul style="list-style-type: none"> Request to address Councillors at a Councillor Consultation Day Applicant is notified of the date that the employee's report is being presented to the Council meeting 	<ul style="list-style-type: none"> Listen to applicant and/or objector contact but avoid offering support or opinion until employees assessment is completed and report prepared for Ordinary Council meeting Not accept lobbying/submissions within 24 hours prior to Ordinary Council meeting Genuinely consider the development application, any submissions to the application, council's report, including the assessment and recommendations by employees, prior to them making a decision on the proposed development Decide application by resolution of Council Where the decision is not consistent with employee recommendation, provide written reasons for the alternate recommendation Make public comment on the decision of Council in accordance with Council's Media Policy. 	<ul style="list-style-type: none"> Prepare assessment report and recommendation for inclusion in Ordinary Meeting Agenda Issue Decision Notice in accordance with decision of Council 	<ul style="list-style-type: none"> Request to address Councillors at a Councillor Consultation Day Submitters are notified of the date that the employee's report is being presented to the Council meeting Any properly made submission receives a copy of the decision notice – request further information about decision from employees or Councillors
Negotiated decision (delegated)	<ul style="list-style-type: none"> Submit representations 	<ul style="list-style-type: none"> Request details/information on any application in accordance with the Acceptable Requests Guidelines Policy Not attend formal meetings between employees and applicants/consultants to discuss representations on conditions of approval. Not interact with the developer or submitter/s in relation to the decision until after the appeal period has expired 	<ul style="list-style-type: none"> Decide representations and issue Negotiated Decision Notice 	

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Planning Protocols Policy

PLANNING STAGE	ROLES			
	Applicant/developer/lobbyist	Councillors	Council employees	Submitters/public
Negotiated decision (reported to Council if original decision made by Council other than for minor changes)	<ul style="list-style-type: none"> Submit representations 	<ul style="list-style-type: none"> Not attend meetings between employees and parties to the application to discuss representations Not accept lobbying/submissions within 24 hours prior to Ordinary Council meeting Where required, decide representations by resolution Where the decision is not consistent with employee recommendation, provide written reasons for the alternate recommendation Not interact with the developer or submitter/s in relation to the decision until after the appeal period has expired 	<ul style="list-style-type: none"> Prepare assessment report and recommendation for inclusion in Ordinary Meeting Agenda Issue Negotiated Decision Notice 	
Appeal	<ul style="list-style-type: none"> Lodge appeal with Planning and Environment Court or elect to be a co-respondent to any submitter appeal Restrict contact with Council to via legal representatives 	<ul style="list-style-type: none"> Refrain from interactions with the appellants or co-respondents and should avoid commenting publicly about matters before the Planning and Environment Court. 	<ul style="list-style-type: none"> Implement Council's adopted Planning Appeal Protocol Provide confidential Councillor updates as required Liaise with Council's solicitors and experts as required 	<ul style="list-style-type: none"> Lodge appeal with Planning and Environment Court or elect to be a co-respondent to any applicant appeal Restrict contact with Council to via legal representatives

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Appendix 2 – Guidelines for Councillor Interactions with Developers, Lobbyists and Submitters

Adopting a structured approach to Councillors' interactions with developers and submitters will allow Councillors to engage appropriately in the public interest and reduce their risk of engaging in misconduct or corrupt conduct.

1. If a developer or lobbyist wants to discuss a development matter with a Councillor, this should be referred to the Chief Executive Officer or other nominated employee, to co-ordinate and diarise a meeting appointment. A meeting in this context may be face-to-face, virtual or by telephone.
2. If the request to discuss a development matter is made either after the holding of a formal pre-lodgement meeting or the lodgement of a development application, the developer or lobbyist will be encouraged to present the discussion to the whole Council at an upcoming Council consultation day.
3. When meeting with a developer or submitter about a development application, a Councillor must conduct the meeting in the presence of an appropriate third party. Some examples of an appropriate third party are the Mayor, the Chief Executive Officer, the Group Manager Development, or other appropriate senior employee.
4. All meetings with a developer or submitter, including public meetings, must either be electronically recorded with the knowledge of the developer or submitter *or* a contemporaneous written record prepared. At a minimum this record should include:
 - the date of the interaction.
 - the format of the interaction.
 - all parties or persons involved in the interaction.
 - a summary of the matter/s raised with the Councillor.
 - a summary of the Councillor's response/s.
 - When interacting with a developer or submitter about a development application, Councillors should:
 - state that any opinions expressed by the Councillor are personal to the Councillor and do not in any way represent a formal Council view.
 - make it clear that a final decision can only be made after all relevant material has been prepared and considered.
 - make clear that they can provide general information on the application process but cannot give definitive advice about a proposed development's prospects of success.
 - maintain the confidentiality of any information, records, briefings, and discussions that, if released at a particular point in time, could prejudice the interests of Council, the public at large, or another party.
 - suggest that the developer or submitter seeks independent professional advice where relevant.

Councillors must disclose to other Councillors who were not at the meeting (and the Chief Executive Officer if not present), the recording or other record made of

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the meeting, so that all decision makers have access to the same information. The record of the meeting should be stored in accordance with Council's Recordkeeping Policy.

5. While Councillors are entitled to express a personal opinion about a development application, they should be aware that the expression of a personal opinion, whether positive or negative, may impact on the perception of their impartiality as a decision maker should they be required to decide the matter.
6. Under the *Integrity Act 2009*, lobbyists are required to inform Councillors that they are a lobbyist when making initial contact (for example, when seeking to arrange a meeting). In addition to the record keeping requirements detailed above, interactions between Councillors and lobbyists must be recorded in Council's *Register of Contact with Lobbyists*. Nothing in this policy requires a Councillor to meet with a lobbyist at any time.

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Procurement Policy

HEAD OF POWER

- *Local Government Act 2009*, section 104
- *Local Government Regulation 2012*, section 198

INTENT

The purpose of this policy is to outline the principles Council will apply in the financial year for purchasing goods and services and the disposal of assets.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff) who undertake a procurement activity on behalf of Council.

DEFINITIONS

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

POLICY STATEMENT

1. Default Contracting Position

Council has determined to adopt the sound contracting principles from the *Local Government Act 2009*¹ and the default contracting procedures outlined in the *Local Government Regulation 2012*, Chapter 6.

2. Procurement and Contract Manual

Council has a Procurement and Contract Manual which sets out Council's corporate approach to the procurement process, ensuring the adherence to the procurement principles as set out in the legislation.

Council employees are to be fully informed of the requirements under the relevant legislation and to ensure they adopt a standard approach to procurement and contracting activities. All Council employees must comply with the requirements of the Procurement and Contract Manual.

3. Sound Contracting Principles

Consideration is given to the sound contracting principles when entering into an arrangement for goods and services (including construction services) and the disposal of non-current assets.

¹ Section 104(3)



Procurement Policy

The sound contracting principles are:

- a. Value for money;
- b. Open and effective competition;
- c. The development of competitive local business and industry;
- d. Environmental protection; and
- e. Ethical behaviour and fair dealing.

Regard is had to each principle, although each principle may not receive equal consideration. Council will also have regard to other adopted principles.

3.1 Other Adopted Principles

Council is committed to generating positive economic and social outcomes for the community and recognises the inherent benefits of contracting with local suppliers. Council has adopted a Buy Local Policy which provides a local content framework for evaluation of businesses in the Bundaberg Regional Council Local Government Area, when quoting and/or tendering to supply Council.

4. Centre Led Procurement Model

Council operates a centre led procurement model which is led by Council's Strategic Procurement and Supply Branch, structured on a procurement portfolio approach. Procurement activities are driven by the business with Strategic Procurement and Supply employees undertaking contracting activities on a range of goods and services that enable day to day business activity.

4.1 Procurement of construction and major projects

Council undertakes procurement of construction and major projects contracts through Infrastructure Services.

5. Value for Money Methodology and Selection

Council utilises a value for money methodology when assessing quotations, tenders and proposals. Selection is based on the most advantageous outcome for Council. Council is not obliged to accept the lowest tender, proposal or quotation and may decide not to accept any offers it receives.

6. Governance

Council operates an organisational governance framework through its Procurement Board. All notifications for failure to meet requirements under the Procurement and Contract Manual and all market approaches via public tender above \$200,000 must be submitted to the Procurement Board for approval.

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Procurement Policy

7. Complaints Process

A process (Complaints Management Policy) is in place for handling complaints including Council's procurement and disposal activities. Complaints can be addressed to the Chief Executive Officer by post or email to complaints@bundaberg.qld.gov.au.

Further information is available at bundaberg.qld.gov.au/complaints-disclosures.

ASSOCIATED DOCUMENTS

- Buy Local Policy
- Complaints Management Policy
- Employee Code of Conduct
- Procurement and Contract Manual

DOCUMENTS CONTROLS

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

POLICY OWNER

Manager Strategic Procurement and Supply, Strategic Procurement and Supply.



Related Party Disclosures Policy

HEAD OF POWER

- *Local Government Regulation 2012, section 177*
- *Australian Accounting Standards Board AASB 124 Related Party Disclosures*

INTENT

The purpose of this policy is to ensure Council complies with its obligations under the *Local Government Act 2009* (the Act), the *Local Government Regulation 2012* (the Regulation) and the Australian Accounting Standard AASB 124 *Related Party Disclosures* (the Standard).

SCOPE

This policy applies to key management personnel employees, Councillors and Councillor Advisor (Mayor's Chief of Staff), as defined by the Standard and this policy.

DEFINITIONS

Close family members means those family members who may be expected to influence or be influenced by that person in their dealings with the entity and includes the family members listed in the Standard.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Key management personnel means those persons having authority and responsibility for planning, directing and controlling the activities of the Council, directly or indirectly and includes Councillors, Councillor Advisor, the Chief Executive Officer and senior executive employees.

Ordinary citizen transactions means transactions that occur during the course of delivering Council's public service objectives and which occur on no different terms to that of the general public. Examples include:

- Rates and utility charges.
- Use of Council facilities.
- Fines and other penalties on normal terms and conditions.
- Attendance at a Council function or activity open to the public.

Permitted purpose means to assess and verify a related party or related party transactions and to comply with and verify disclosure requirements.

Related party means a person or entity that is related to the entity that is preparing its financial statements and includes:

- Key management personnel;
- Close family members of key management personnel;
- Entities related to Council such as subsidiaries, joint ventures and associates; and
- Entities controlled or jointly controlled by key management personnel or close family members.

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Related Party Disclosures Policy

Related party transaction means a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Senior executive employees means an employee of Council that reports directly to the Chief Executive Officer and whose position would ordinarily be considered to be a senior position in Council's corporate structure.

POLICY STATEMENT

1. Council must disclose certain related parties and related party transactions in its financial statements.
2. Disclosure in Council's annual financial statements will be made in accordance with the Standard. Disclosure will only be made where a transaction has occurred with a related party and the transaction is material in nature or size, when considered individually or collectively.
3. Ordinary citizen transactions are, in accordance with the Standard, not required to be disclosed.
4. All key management personnel must periodically provide a Related Party Declaration which identifies any related parties.
5. The following people are permitted to access, use and disclose the information provided in a Related Party Declaration:
 - Chief Executive Officer;
 - Chief Financial Officer;
 - Deputy Chief Financial Officer;
 - Chief Legal Officer;
 - Statutory Accounting employees;
 - Members of Council's Audit and Risk Committee;
 - an Auditor of Council; and
 - a Councillor or Councillor Advisor (for their own Related Party Declaration) provided the information is accessed, used and disclosed for a permitted purpose.
6. Personal information contained in Related Party Declarations by key management personnel and any related party registers are classified as confidential and are not available by disclosure to the public, including through a Right to Information application.

ASSOCIATED DOCUMENTS

- Related Party Declaration

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Financial Officer, Financial Services.

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Risk Management Policy

HEAD OF POWER

- *Local Government Regulation 2012*

INTENT

The purpose of this policy is to ensure employees adopt sound risk management practices and procedures (in accordance with principles outlined in AS/NZS ISO 31000:2018 Risk Management – Guidelines) into Council's strategic and operational planning processes.

SCOPE

This policy applies to all employees, Councillors and Councillor Advisor (Mayor's Chief of Staff) who are involved in the identification and management of all risks associated with the performance of Council functions and the delivery of Council services.

Contractors, committees and volunteers engaged in the provision of Council services, or the management of Council facilities and assets are also required to comply with this policy.

DEFINITIONS

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

POLICY STATEMENT

1. Council recognises risk management is an integral part of good management practice and fully supports risk management as part of its governance processes.
2. The policy of risk management at Council is to:
 - Design, implement and maintain a Risk Management Framework that is fit-for-purpose and aligns with the principles outlined in AS/NZS ISO 31000:2018 Risk Management – Guidelines.
 - Support and invest in embedding and maintaining a strong risk aware culture across Council and those responsible for its governance.
 - Proactively identify current and emerging risks through ongoing monitoring and reporting.
 - Strategically prioritise the allocation of available Council resources in alignment with the relevant rating of the risk that the activity requiring resources is designed to mitigate.
 - Clearly articulate to the business Council's current risk appetite and tolerance of risk.
 - Manage risks through controls to align with Council's risk appetite.
3. Council's overall Risk Management Framework incorporates this policy and Risk Management Framework. It also includes tools and templates developed to support the implementation as well as the key outputs from applying the policies and guide such as the Strategic Risk Register, Risk Management Guide and Operational Risk Registers.

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Risk Management Policy

4. Together these documents will help to ensure:
 - The threats and opportunities associated with achievement of Council's objectives are identified, analysed, evaluated, treated, monitored and communicated.
 - There are periodic reviews of the risks that Council is exposed to, and the control systems required.
 - All Councillors, employees and contractors are aware of and effectively exercise their risk management responsibilities.
 - Council has in place a transparent and responsible risk management process which aligns with best practice.

5. Council will adopt an enterprise-wide approach to the management of risk, where:
 - Significant projects, capital investment decisions and changes are subject to a risk assessment.
 - All events and new initiatives conducted by Council will be subject to a potential problem analysis.
 - All employees continuously assess and manage the risks associated with normal organisational activities, ensuring their Manager/Supervisor is made aware of risks they cannot manage.
 - Critical operating assets will be safeguarded by a business continuity plan.
 - All project events and initiatives will be reviewed upon completion to update our strategies or procedures.
 - There are periodic reviews of the risks each department is exposed to, and the control systems required.
 - There is a balance between the costs of managing a risk and the anticipated benefits.

ASSOCIATED DOCUMENTS

- AS/NZS ISO 31000:2018 Risk Management - Guidelines
- Risk Management Framework
- *Local Government Act 2009*

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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Standing Orders for Council Meetings Policy

HEAD OF POWER

- *Local Government Act 2009*, section 150F
- *Local Government Regulation 2012*, Chapter 8, Part 2

INTENT

To provide set procedures to ensure the local government principles are reflected in the conduct of Council meetings, standing and advisory committee meetings.

SCOPE

This policy applies to all Council meetings including standing committee meetings. This policy does not apply to meetings of the Audit and Risk Committee.

DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the *Local Government Act 2009* (the Act).

Conduct includes:

- failing to act; and
- a conspiracy, or attempt, to engage in conduct.

Employee means a local government employee as defined pursuant to the *Local Government Act 2009*.

Inappropriate conduct see section 150K of the Act.

Meeting means a meeting of a:

- local government; or
- committee of a local government.

Misconduct see section 150L of the Act.

Unsuitable meeting conduct see section 150H of the Act.

POLICY STATEMENT

1. General

- This policy sets out the process for how:
 - a Chairperson of a Council meeting may deal with instances of unsuitable meeting conduct by Councillors; and
 - suspected inappropriate conduct of a Councillor referred to Council by the Independent Assessor (the Assessor) is to be dealt with at a Council meeting.

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Standing Orders for Council Meetings Policy

- 1.2 Any provision of this policy may be suspended by resolution of any meeting of Council except those sections that are mandatory. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at a Council meeting that is not provided for in this policy, the matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise conforming with this policy.
- 1.4 A list of Council meeting dates and venues is published on Council's website: bundaberg.qld.gov.au/council-meetings.

2. Procedures for meetings of Council

2.1 Presiding officer

- 2.1.1 The Mayor will preside at a meeting of Council.
- 2.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.1.3 If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.1.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 2.1.6 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by Council.

2.2 Order of Business

- 2.2.1 The order of business will be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 2.2.2 Unless otherwise altered, the order of business shall be as follows:
 - attendances;
 - apologies and granting of leaves of absence;
 - conflicts of interest;
 - confirmation of minutes;
 - Mayoral minute;
 - notices of motion; and

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- employee reports.

Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

2.3 Agendas

2.3.1 The agenda may contain:

- notice of meeting;
- minutes of the previous meetings;
- business arising out of previous meetings;
- business which the Mayor wishes to have considered at that meeting without notice;
- matters of which notice has been given;
- committees' reports referred to the meeting by the Chief Executive Officer;
- employee reports referred to the meeting by the Chief Executive Officer;
- deputations and delegations from the community that are approved to attend; and
- any other business Council determines by resolution be included in the agenda paper.

2.3.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by Council at the meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.

2.3.3 The agenda for the ordinary meeting must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.

2.3.4 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

2.3.5 A Councillor wishing to put forward a Notice of Motion is required to notify the Chief Executive Officer three clear business days prior to the Agenda being made available to the Councillors. The Notice of Motion should include what the motion relates to and any applicable information or accompanying report relating to the motion.

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2.4 Minutes

- 2.4.1 Unless previously made available with the agenda, minutes must include reports and other associated information used or presented in the meeting.
- 2.4.2 Unconfirmed minutes of Council meetings are to be published by 5pm on the tenth day after the meeting on Council's website.
- 2.4.3 Confirmed minutes to be published as soon as practicable after the meeting at which they are confirmed.
- 2.4.4 A Councillor can confirm the meeting minutes despite having a conflict of interest in a matter discussed or decided in the meeting and regardless of whether they were present at the meeting.
- 2.4.5 Confidential information in reports or papers are exempt from publication on Council's website.

2.5 Petitions

- 2.5.1 Any petition presented to a meeting of Council will:
- be in legible writing or typewritten and contain a minimum of 10 signatures;
 - include the name and contact details of the principal petitioner (i.e. the key contact);
 - include the postcode of all petitioners; and
 - have the details of the specific request/matter appear on each page of the petition.
- 2.5.2 Where a Councillor presents a petition to a meeting of Council, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received; or
 - received and referred to a committee or employee for consideration and a report to Council; or
 - not be received because it is deemed invalid.
- 2.5.3 Council will respond to the principal petitioner in relation to all petitions deemed valid.

2.6 Deputations

- 2.6.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the Chief Executive Officer not less than seven business days before the meeting.
- 2.6.2 The Chief Executive Officer, on receiving an application for a deputation shall notify the Chairperson who will determine whether the deputation may be

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Standing Orders for Council Meetings Policy

heard. The Chief Executive Officer will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

- 2.6.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 2.6.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may terminate the deputation.
- 2.6.5 The Chairperson may terminate an address by a person in a deputation at any time where:
- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - the time period allowed for a deputation has expired; or
 - the person uses insulting or offensive language or is derogatory towards Councillors or employees.
- 2.6.6 The Chief Executive Officer is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

2.7 Public participation at meetings

- 2.7.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 2.7.2 In each Council meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed 15 minutes and no more than three speakers shall be permitted to speak at one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 2.7.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 2.7.4 For any matter arising from such an address, Council may take the following actions:
- refer the matter to a committee;
 - deal with the matter immediately;
 - place the matter on notice for discussion at a future meeting; or

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- note the matter and take no further action.

2.7.5 Any person addressing Council shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

2.7.6 Any person who is considered by Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

3. Prescribed conflict of interest

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

3.1 A Councillor who has notified the Chief Executive Officer of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.

3.2 A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of the interest.

3.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:

- if it arises because of a gift, loan or contract, the value of the gift, loan or contract.
- if it arises because of an application or submission, the subject of the application or submission.
- the name of any entity other than the Councillor that has an interest in the matter.
- the nature of the Councillor's relationship with the entity that has an interest in a matter.
- details of the Councillor's and any other entity's interest in the matter.

3.4 The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

3.5 Once the councillor has left the area where the meeting is being conducted, Council can continue discussing and deciding on the matter at hand.

4. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at a Council or Committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

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

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

- 4.1 A Councillor who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting.
- 4.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest.

The following details must be provided:

- the nature of the declarable conflict of interest.
 - if it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interest in the matter
 - if it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
 - 4.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.
 - 4.6 The other non-conflicted Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors. The non-conflicted Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate

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but must leave for the vote. The Councillor must comply with any decision or condition imposed by the non-conflicted Councillors.

- 4.7** In deciding on whether a Councillor may participate in a decision about a matter in which the Councillor has a declarable conflict of interest, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the Act.
- 4.8** The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 4.9** When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the Councillor in the deliberation affect the public trust.
 - how close or remote is the Councillor's relationship to the related party.
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
 - will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them.
 - how does the benefit or detriment the subject Councillor stands to receive compare to others in the community.
 - how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting.
 - whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 4.10** If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 4.11** A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.

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4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

5. Reporting a suspected conflict of interest

5.1 If a Councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the councillor must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

5.2 The Chairperson should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.

5.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

5.4 The non-conflicted Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above.

5.5 If the Councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

6. Loss of quorum

6.1 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, Council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the Act;
- defer the matter to a later meeting; or
- not decide the matter and take no further action in relation to the matter.

6.2 All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.

6.3 The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

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- 6.4** If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

7. Recording prescribed and declarable conflicts of interest

When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest;
- the particulars of the prescribed or declarable conflict of interest provided by the Councillor
- the actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest
- any decision then made by the eligible Councillors;
- whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
- the Council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision;
- the name of each Councillor who voted on the matter and how each voted;
- If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the Councillor, the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted;
- where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible Councillor who voted and how each eligible Councillor voted.

8. Motions

8.1 Motions to be moved

- 8.1.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 8.1.2 When a motion has been moved and seconded, it shall become subject to the control of Council and cannot be withdrawn without the consent of the Council meeting.
- 8.1.3 Other Councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- A motion brought before a meeting of Council in accordance with the Act or these standing orders will be received and put to the meeting by the chairperson.

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- The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

8.1.4 The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote occur.

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

8.2 Absence of mover of motion

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

- moved by another Councillor at the meeting; or
- deferred to the next meeting.

8.3 Motion to be seconded

A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of procedural motions.

8.4 Amendment to motion

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

8.4.2 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been voted on.

8.4.3 Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend that other motion.

8.5 Speaking to motions and amendments

8.5.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.

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- 8.5.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 8.5.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 8.5.4 The mover of a motion or amendment has the right to reply. Each Councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 8.5.5 Each speaker will be restricted to not more than five minutes unless the Chairperson rules otherwise.
- 8.5.6 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.
- 8.5.7 In accordance with section 254H of the *Local Government Regulation 2012* (the Regulation), if a decision made at the Council meeting is inconsistent with a recommendation or advice given to Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

8.6 Method of taking vote

- 8.6.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary will record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson will declare the result of a vote or a division as soon as it has been determined.
- 8.6.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 8.6.3 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

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8.7 Withdrawing a motion

A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

8.8 Repealing or amending resolutions

8.8.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.

8.8.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three months.

8.9 Procedural motions

8.9.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- that the question/motion be now put before the meeting;
- that the motion or amendment now before the meeting be adjourned;
- that the meeting proceeds to the next item of business;
- that the question lie on the table;
- a point of order;
- a motion of dissent against the Chairperson's decision;
- that this report/document be tabled;
- to suspend the rule requiring that (insert requirement); or
- that the meeting stands adjourned.

8.9.2 A procedural motion, "**that the question be put**", may be moved and where such a procedural motion is carried, the Chairperson will immediately "put the question to the motion" or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will resume.

8.9.3 The procedural motion, "**that the motion or amendment now before the meeting be adjourned**" may specify a time or date, to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

8.9.4 Where a procedural motion, "**that the meeting proceed to the next item**" is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the standing orders.

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8.9.5 A procedural motion "**that the question lie on the table**", will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, Council will proceed with the next matter on the business paper. The motion, "**that the matter be taken from the table**", may be moved at the meeting at which the procedural motion was carried or at any later meeting.

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

- has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the Council meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The Chairperson will determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in this policy to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

8.9.7 A Councillor may move "**a motion of dissent**" in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

8.9.8 The motion, "**that this report/document be tabled**", may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

8.9.9 A procedural motion, "**to suspend the rule requiring that**" may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of such a suspension.

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- 8.9.10 A procedural motion, "***that the meeting stands adjourned***" may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate.

Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the Council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

8.10 Questions

- 8.10.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an employee regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion will be permitted at the Council meeting in relation to a reply or a refusal to reply to the question. A Councillor or employee to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 8.10.2 A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 8.10.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if carried the Chairperson will allow the question.

9. Meeting conduct

9.1 Process for dealing with unsuitable meeting conduct

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors in Queensland. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed.

- 9.1.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 9.1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is warranted, proceed to 9.1.7.

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- 9.1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - apologising for their conduct; or
 - withdrawing their comments.
- 9.1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 9.1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.
- 9.1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 9.1.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 9.1.3, the Chairperson may make one or more of the orders below:
- an order reprimanding the Councillor for the conduct; or
 - an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 9.1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 9.1.9 Following the completion of the meeting, the Chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting;
 - if it is the third or more order within a 12-month period made against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of Council and treated as inappropriate conduct
 - Council's Chief Executive Officer is advised to ensure details of any order made is updated in Council's Councillor Conduct Register.
- 9.1.10 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 9.1.1, 9.1.7 and 9.1.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the Act to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor to be dealt with. However, breaches of trust do not arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

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9.2 General conduct during meetings

- 9.2.1 After a meeting of Council has been formally constituted and the business commenced, a Councillor will not enter or leave from the meeting without first notifying the Chairperson.
- 9.2.2 Councillors will speak to each other or about each other during the Council meeting by their respective titles, ("Mayor" or "Councillor"), and when speaking of or addressing employees will call them by their respective official or departmental title and will confine their remarks to the matter then under consideration.
- 9.2.3 No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by another Councillor.
- 9.2.4 When the Chairperson speaks during the process of a debate, the Councillor speaking or offering to speak will immediately cease speaking, and each Councillor present will observe strict silence so that the Chairperson may be heard without interruption.

9.3 Meeting process for dealing with suspected inappropriate conduct which has been referred to Council by the Independent Assessor (IA)

- 9.3.1 Pursuant to Chapter 5A, Division 5 of the Act (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 9.1.9 (dot point two) of this policy.
- 9.3.2 Council must complete an investigation into the alleged conduct:
- Consistent with any recommendations from the IA; and
 - Consistent with Council's Councillor Complaints Investigation Policy; or
 - In another way decided by resolution of Council.
- 9.3.3 After the completion of the investigation, Council must decide in a council meeting, whether the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the Act.
- 9.3.4 When dealing with an instance of suspected inappropriate conduct which has been referred to Council by the IA:
- 9.3.4.1 Council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, Council may resolve to go into closed session under section 254J of the Regulation to discuss the allegation.

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9.3.4.2 The subject Councillor has a declarable conflict of interest in the matter and is permitted by Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision.

This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

9.3.4.3 Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

9.3.4.4 Council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. If Council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the Act or deferred to another date when a quorum will be present.

9.3.4.5 If a decision is reached that the subject Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the following orders detailed in 9.3.4.6, if any, to impose on the subject Councillor. In deciding what penalty to impose, Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that Council is reasonably satisfied is true.

9.3.4.6 Council may order that no action be taken against the Councillor or make one or more of the following:

- a) an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
- b) an order reprimanding the Councillor for the conduct;
- c) an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;

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- d) an order that the Councillor be excluded from a stated Council meeting;
- e) an order that the Councillor is removed, or must resign, from a position representing Council, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Council on a State board or committee;
- f) an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; and
- g) an order that the Councillor reimburse Council for all or some of the costs arising from the Councillor's inappropriate conduct.

9.3.4.7 Council may not make an order under section 9.3.4.6 c), d), e) and f) in relation to a person who is no longer a Councillor.

9.3.4.8 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.

9.3.4.9 The Chairperson must ensure the meeting minutes reflect the resolution made.

9.4 Disorder

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

10. Attendance and non-attendance

10.1 Attendance of public and the media at a meeting

10.1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

10.1.2 When Council is sitting in closed session, the public and representatives of the media will be excluded.

10.2 Closed session

10.2.1 Council and standing committees may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:

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- appointment, dismissal or discipline of the Chief Executive Officer;
- industrial matters affecting employees;
- Council's budget;
- rating concessions;
- legal advice obtained by Council, including legal proceedings that may be taken by or against Council;
- matters that may directly affect the health and safety of an individual or group of individuals;
- negotiations relating to a commercial matter involving Council for which a public discussion could prejudice the interest of Council;
- negotiations relating to the taking of land by Council under the *Acquisition of Land Act 1967*;
- a matter that Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

10.2.2 Council or committee meetings cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.

10.2.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and Council must:

- delegate the matter;
- decide by resolution to defer to a later meeting; or
- decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by audio link or audio visual link, the Councillor/s attending by audio link or audio visual link must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

10.2.4 To take a matter into a closed session Council must abide by the following:

- pass a resolution to close the meeting;
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
- not make a resolution while in a closed meeting (other than a procedural resolution).

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10.3 Audio link or audio-visual link of meetings

10.3.1 If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by audio link or audio-visual link, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence.

The Chairperson may allow a Councillor to participate in a Council meeting by audio link or audio-visual link.

10.3.2 A Councillor taking part by audio link or audio-visual link is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: Audio link or audio-visual link includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

ASSOCIATED DOCUMENTS

- Code of Conduct for Councillors in Queensland
- Councillor Complaints Investigation Policy
- Councillor Conduct Register
- Standing Orders for Council Meetings Flowchart

DOCUMENTS CONTROLS

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

POLICY OWNER

Chief Legal Officer, Governance and Legal Services.

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**Item****29 March 2022****Item Number:**

G4

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Lease to Bundaberg Race Club Incorporated

Report Author:

Christine Large, Chief Legal Officer

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our organisational services - 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.

Previous Items:

G2 - Bundaberg Racecourse - Leases - Ordinary Meeting - 22 February 2022

Background:

Council is the Trustee of the Bundaberg Racecourse located at Lot 159 on SP128642 located at 20 Maynard Street, Avenell Heights (the "Property").

Council has been negotiating with the Bundaberg Race Club Incorporated ("the Club") regarding entering into a lease for use of various parts of the Property. The Bundaberg Greyhound Racing Club Inc also lease parts of the Property.

Council considered this matter on 22 February 2022 at its Ordinary meeting where it was presented that the Club would lease areas A, F-H for a term of 5 years with no further option period. Rent is at the community group rate and all other terms of the lease are to be generally as per Council's standard lease document.

Due to the time that has past, the Club has requested that the commencement date of the lease be from when the last party signs. In order to maintain the synergies between the different leases at the Property, it is proposed that the expiry date remain consistent, being 28 February 2026, across all arrangements.

Further the Club has requested that Council enter into an Agreement for Lease for the 'marquee area' which was previously offered under a Permit to Occupy.

Council proposes to apply the exception to the tender/auction requirements contained in section 236(1)(b)(i) of the *Local Government Regulation 2012* given that the Property is being leased to a community organisation.

Associated Person/Organization:

Bundaberg Race Club Incorporated

Consultation:

Nil

Chief Legal Officer's Comments:

Pursuant to section 236(1)(b)(i) of the *Local Government Regulation 2012*, Council may dispose of the Property by way of lease to the Club without first offering the lease by way of tender given that the proposed lessee is a community organisation.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- 1. Council rescind point 2 of the Resolution made on 22 February 2022 for Item G2 "Bundaberg Racecourse – Leases" as far as it relates to the Bundaberg Race Club Incorporated;**
- 2. Council apply the exception contained in section 236(1)(b)(i) of the *Local Government Regulation 2012* with respect to the disposal of the "marquee area"; and**
- 3. the Chief Executive Officer be authorised to enter into a Lease and Agreement for Lease with the Bundaberg Race Club Incorporated for parts of the Bundaberg Racecourse, being Lot 159 on SP128642, commencing when the last party to the Lease and Agreement to Lease signs and expiring on 28 February 2026.**

**Item****29 March 2022****Item Number:**

H1

File Number:

.

Part:

INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

Bargara Shoreline Erosion Management Plan

Report Author:

Dwayne Honor, Branch Manager Engineering Services

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

Our infrastructure and development - 2.3 Sustainable development - 2.3.1 Develop, implement and administer strategies and plans underpinned by the principles of sustainable development.

Background:

The Bargara coastline is quite unique, having sections of sandy and rocky foreshores, rocky outcrops, pocket beaches and coastal structures. Bargara is an area of high environmental significance (biodiversity, conservation), cultural significance as well as economic significance as a popular tourist destination. The vision for Bargara is to be the coastal hub for the Bundaberg region.

Coastal zones are naturally dynamic and complex places that are highly valued by the community. The dynamic nature of the coastal environment means some local foreshores are experiencing erosion at a rate which is threatening infrastructure.

The Bargara Shoreline Erosion Management Plan (SEMP) provides Council with a framework to proactively plan for the erosion management of the Bargara coastline while enabling natural coastal processes to be maintained. The SEMP study area focuses on the foreshore area from The Point in the south to the Bargara Sports Complex in the north. Kellys Beach is not included in the SEMP as there is very minimal publicly owned infrastructure at risk.

Coastal Processes

Bargara is exposed to the Coral Sea from the north to the northeast, but the prevailing wind and wave climate is typically from the dominant east and southerly directions. Wind speed is typically below 10 m/s, with southeast winds making up the largest portion of strong winds. While Fraser Island partially limits east and south-easterly fetch, there is still the potential for substantial wind-generated waves over the 60 km distance between Fraser Island and the Bargara shoreline. Hence, waves exceeding

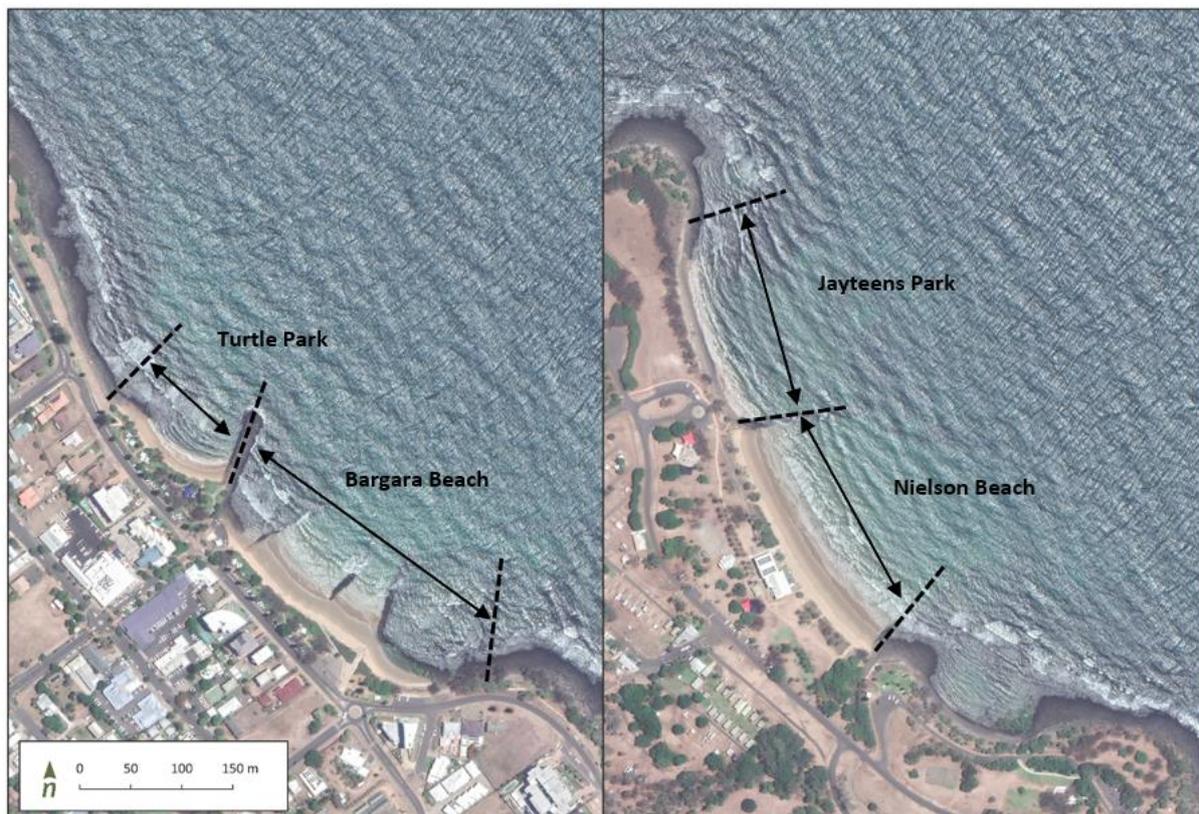
$H_s \approx 0.6$ m are predominantly incoming from the east-northeast to east directions, while smaller waves are coming from the east-southeast direction as fetches are quite limited from this directionality.

The sand transport in and around the Bargara foreshore is mostly driven by combined wave and current actions in the surf zone. Longshore sediment transport between Nielson Beach and Bargara Beach is predominantly from waves breaking at an angle to the shore, which mobilises sand along the coast. Wind and tide may also contribute to the generation of longshore current near the beach. Longshore sediment transport is distributed across the surf zone, and it is mainly in the wave break area where the bed shear stresses are the greatest.

There is a dominant northerly sediment transport with little reverse (southerly) transport, which is limited due to the infrequent northerly waves. Consequently, the Bargara shoreline could be prone to periods of sediment deficit leading to recession. However, it should be noted that the groynes along the Bargara shoreline act as control points and they are effective in trapping sand in the beach compartments and allowing for wave diffraction effects on the lee side. These groynes can prevent sediment transport bypassing.

Erosion Threats

There are 4 key sites that have been identified along this section of the Bargara foreshore that are under threat of erosion as follows:



- **Bargara Beach** – This area is moderately stable and controlled by rocky outcrops. However, public infrastructure is in close vicinity to the active beach system, and the vegetation width in this section is quite narrow. Increased recreational use and uncontrolled beach access are likely causing loss of dune vegetation.

- **Turtle Park** – Located immediately north of the main groyne at Bargara Esplanade. The groyne shelters south-easterly approaching waves; however, it is exposed to north-easterly wave conditions. Turtle Park is generally constrained to a narrow strip between the shoreline and the Coral Coast Pathway. The vegetated buffer directly in front of the park is less than 10 m.
- **Nielson Beach** – Open sandy beach with potential erosion and shoreline recession vulnerability. The wide foreshore accommodates both passive and active recreation. The Surf Lifesaving Club (SLSC) is located on the foreshore and there is an existing seawall in front of the club. Localised erosion has occurred in the north of this beach section and led to the loss of frontal dunes. The vegetated buffer along this section is typically less than 10 m, and the root system of several mature trees in the north are exposed.
- **Jayteens Park** – Localised erosion has occurred immediately north of the groyne. There is evidence of beach lowering, with the exposure of a rocky outcrop and the root system of several mature trees. Uncontrolled pedestrian movements have also exacerbated eroded scarps. Land-based assets at the end of Lookout Drive are being threatened by erosion scarps. The shared path is undermined, and temporary fencing has been erected for safety reasons. Based on the difference between the 2011 and 2016 LiDAR surveys, approximately 1,000 m³ of sand was lost within the five years (200 m³/year on average).

The intent of actions in the SEMP is to develop viable erosion management strategies that integrate across the entire Bargara shoreline to maximise social, economic, cultural, and environmental benefits for the community.

Recommended Shoreline Erosion Management Options

Potential management opportunities have been identified at each site, including amenity and access improvements and coastal hazard protection. Proposed options aim to address the increasing frequency of coastal erosion events relative to the present-day, whilst maintaining the amenities of the area and minimising the economic cost to the community.

Option development has also considered community values and perspectives and the potential influence of management initiatives or works. All potential management options have undergone a qualitative multi-criteria assessment to identify a preferred option at the respective sites for design, further assessment, and implementation. The assessment criteria were developed and weighted based on region and site values to shape key considerations in assessing the proposed management options.

Criteria included capital cost, protection of public assets, life cycle/durability, amenity, environmental and cultural impacts, approvals, and coastal processes. After reviewing the coastal processes, opportunities, risks and values at each site, various coastal management options were defined, and a preferred option was selected following a structured appraisal process. The recommended management options are summarised in Table 1.

Table 1. Recommended Erosion Management Option

Location	Recommended Erosion Management Option
Bargara Beach	Beach nourishment and dune stabilisation
Turtle Park	Low-impact sand management
Nielson Beach	Low-impact sand management
Jayteens Park	Beach nourishment and active monitoring

This SEMP has incorporated public and stakeholder values provided through workshops and surveys. It also incorporates public feedback and comment on the draft SEMP via a formal consultation submission period between 21 July 2021 to 19 September 2021. A total of 9 submissions were received and reviewed in detail to ensure all items raised were appropriately addressed. This resulted in no modifications to the final version of the SEMP.

An Engagement Summary Report is attached to this report which describes the consultation process undertaken.

The Bargara SEMP is now complete, including an implementation plan for Council to adopt.

Associated Person/Organization:

Nil

Consultation:

Portfolio Spokesperson: Cr Wayne Honor (Environment and Natural Areas)

Divisional Councillor: Cr Greg Barnes (Division 5)

Internal Council Departments: Engineering Services, Parks Sport and Natural Areas

A summary of the community consultation undertaken is described in the Engagement Summary Report which is attached to this report.

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

Council's current budget does not include allocation of resources to implement actions from the SEMP. An expression of interest requesting funding of the Bargara SEMP actions has been submitted to the LGAQ QCoast2100 board. Outcomes are unlikely to be known until June 2022. Future resources will need to be made available as part of normal budgeting processes to implement the SEMP.

Risk Management Implications:

The SEMP provides Council with a framework to proactively manage the risks associated with shoreline erosion along the Bargara coastline.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

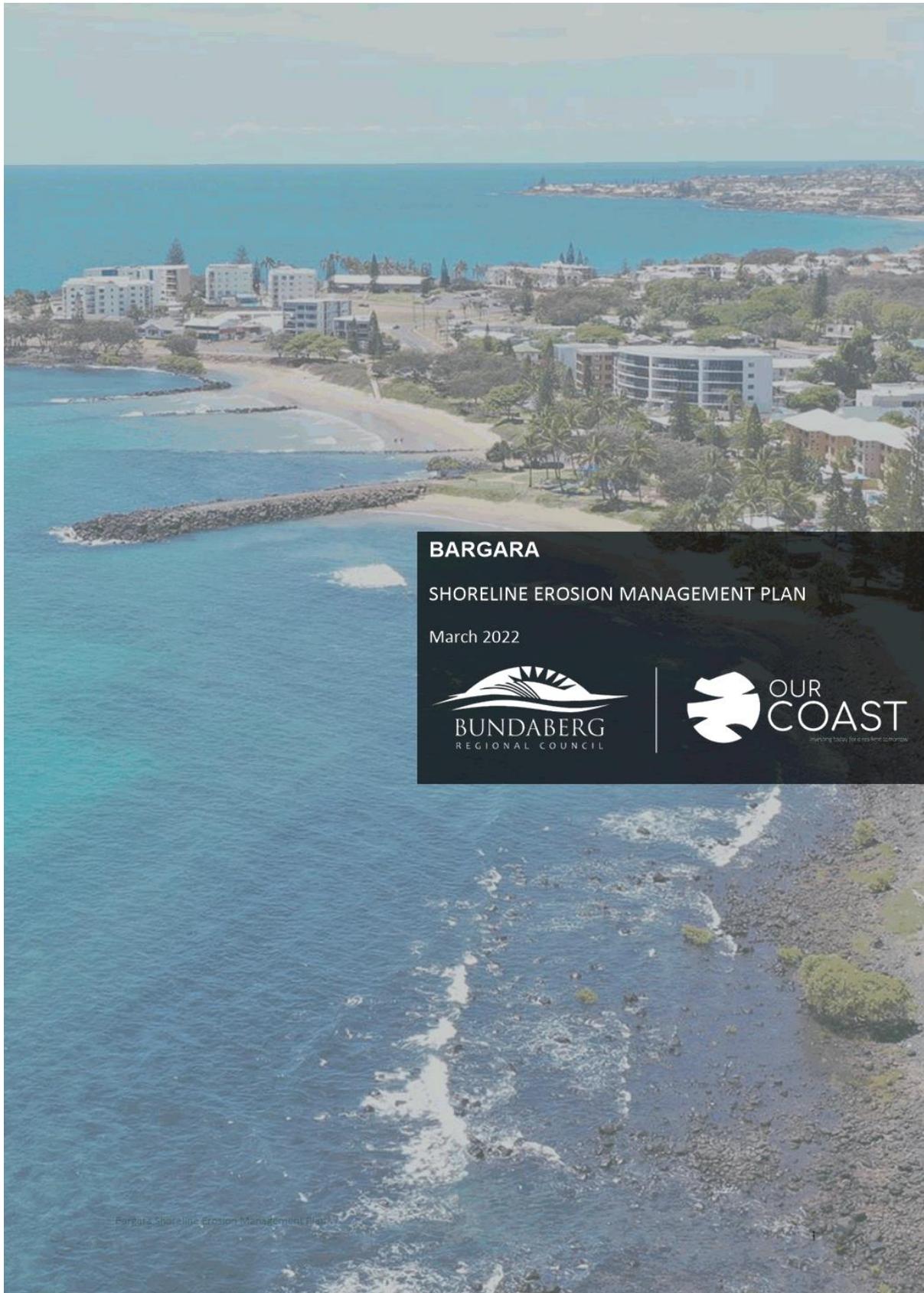
There appears to be no ILUA implications.

Attachments:

- ↓1 Bargara Shoreline Erosion Management Plan - March 2022
- ↓2 Engagement Summary Report - November 2021

Recommendation:

That Council adopt the Bargara Shoreline Erosion Management Plan and release to the public.



Bargara Shoreline Erosion Management Plan



Alluvium recognises and acknowledges the unique relationship and deep connection to Country shared by Aboriginal and Torres Strait Islander people, as First Peoples and Traditional Owners of Australia. We pay our respects to their Cultures, Country and Elders past and present.

Artwork by Vicki Golding. This piece was commissioned by Alluvium and has told our story of water across Country, from catchment to coast, with people from all cultures learning, understanding, sharing stories, walking to and talking at the meeting places as one nation.

This report has been prepared by Alluvium Consulting Australia Pty Ltd for **Bundaberg Regional Council** under the contract titled '**TEN/1148: Bargara Shoreline Erosion Management Plan**'.

Authors:	Mia Gustavsson Emily Lazarus Pamela Wong
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Approved:	Adam Brook
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Cover image:	Photo credit to James Teague (Alluvium)



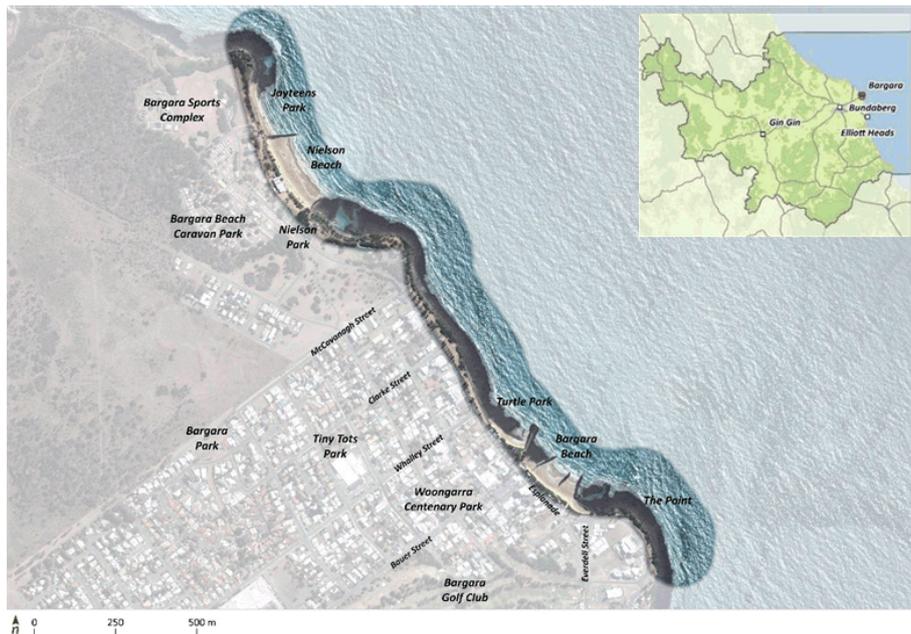
Executive Summary

Located 13 km east of Bundaberg, the Bargara coastline is quite unique, having sections of sandy and rocky foreshores, rocky outcrops, pocket beaches and coastal structures. Bargara is an area of high environmental significance (biodiversity, conservation), cultural significance as well as economic significance as a popular tourist destination and its lifestyle opportunity. The vision for Bargara is to be the coastal hub for the Bundaberg region.

Coastal zones are naturally dynamic and complex places that are highly valued by the community. The Bargara community wishes to enjoy and maintain the unique character of this coastal region. The dynamic nature of the coastal environment means some local foreshores are experiencing erosion at a rate which is threatening infrastructure.

The Bargara Shoreline Erosion Management Plan (SEMP) provides Council with a framework to proactively plan for the erosion management of their coastline while enabling natural coastal processes to be maintained. The SEMP study area focuses on the foreshore area from The Point in the south to the Bargara Sports Complex in the north. Kellys Beach is not included in the SEMP due to its limited erosion threat to public infrastructure. A long-term adaptation framework has been tailored for Kellys Beach as part of the Bundaberg Coastal Hazard Adaptation Strategy (CHAS).

This SEMP has incorporated public and stakeholder values provided through workshops and surveys (between 27th April to 14th September). It also incorporates feedback and comment on the draft SEMP between 21st July 2021 to 19th September 2021.



The SEMP study area.



Objectives of the Shoreline Erosion Management Plan

A SEMP is informed by a strong technical understanding of the coastal processes and the values and knowledge of the stakeholders and community. This is aligned with an appreciation of the means, opportunities, and resources of the Council to deliver management actions. The SEMP addresses the following management goals:

- Provide direction for the management of key parts of the coastline in the immediate to short-term (up to 20 years) planning horizon
- Investigate and address the underlying causes of shoreline erosion and future impacts
- Enable efficient use of Council resources in alignment with community values.

A range of shoreline management options have been considered to mitigate the erosion threat on the local foreshore areas. However, preferred options vary depending on site context and stakeholder preferences. The appropriate options to mitigate erosion threats at specific locations depends on the nature and level of threat and consequences if they are disregarded. Erosion threats that require prioritisation are typically when they result in immediate risks to public infrastructure and loss of beach amenity in public spaces.

Coastal processes

Bargara is exposed to the Coral Sea from the north to the northeast, but the prevailing wind and wave climate is typically from the dominant east and southerly directions. Wind speed is typically below 10 m/s, with southeast winds making up the largest portion of strong winds. While Fraser Island partially limits east and south-easterly fetch, there is still the potential for substantial wind-generated waves over the 60 km distance between Fraser Island and the Bargara shoreline. Hence, waves exceeding $H_s \approx 0.6$ m are predominantly incoming from the east-northeast to east directions, while smaller waves are coming from the east-southeast direction as fetches are quite limited from this directionality.

The sand transport in and around the Bargara foreshore is mostly driven by combined wave and current actions in the surf zone. Longshore sediment transport between Nielson Beach and Bargara Beach is predominantly from waves breaking at an angle to the shore, which mobilises sand along the coast. Wind and tide may also contribute to the generation of longshore current near the beach. Longshore sediment transport is distributed across the surf zone, and it is mainly in the wave break area where the bed shear stresses are the greatest.

Location	Estimated longshore sediment transport (m ³ /year)
Bargara Beach	7,000 (north)
Nielson Beach	3,000 (north)

There is a dominant northerly sediment transport with little reverse (southerly) transport, which is limited due to the infrequent northerly waves. Consequently, the Bargara shoreline could be prone to periods of sediment deficit leading to recession. However, it should be noted that the groynes along the Bargara shoreline act as control points, and they are effective in trapping sand in the beach compartments and allowing for wave diffraction effects on the lee side. These groynes can prevent sediment transport bypassing; hence the actual sediment transport rate will be much less than the estimated rates, limiting any potential deficits and recession.

Erosion threats

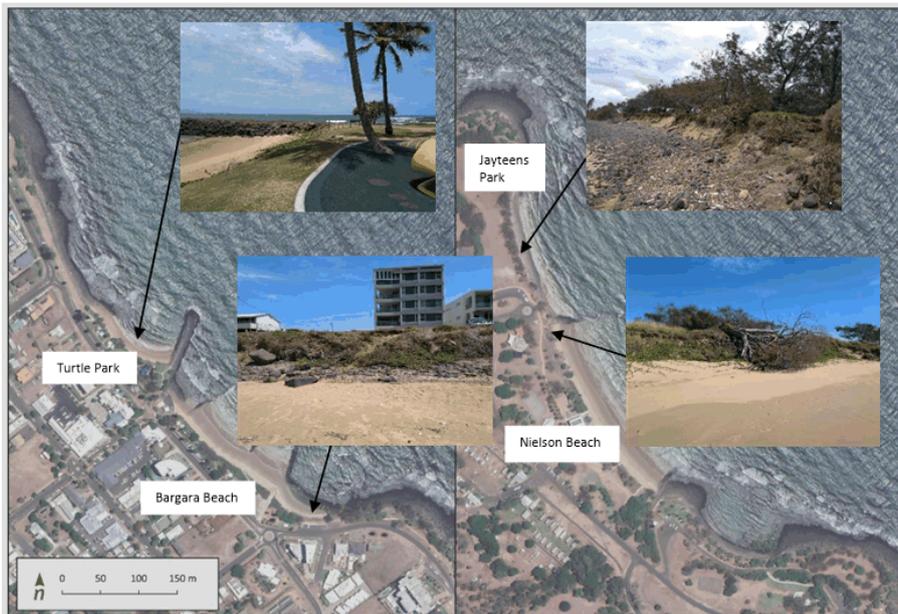
When considering appropriate erosion management options along the Bargara shoreline, the shoreline has been divided into four coastal segments:

- **Bargara Beach** – This area is moderately stable and controlled by rocky outcrops. However, public infrastructure is located in close vicinity to the active beach system, and the vegetation width in this section is quite narrow. Increased recreational use and uncontrolled beach access are likely causing loss of dune vegetation.
- **Turtle Park** – Located immediately north of the main groyne at Bargara Esplanade. The groyne shelters south-easterly approaching waves; however, it is exposed to north-easterly wave conditions. Turtle

Park is generally constrained to a narrow strip between the shoreline and the Coral Coast Pathway. The vegetated buffer directly in front of the park is less than 10 m.

- **Nielson Beach** – Open sandy beach with potential erosion and shoreline recession vulnerability. The wide foreshore accommodates both passive and active recreation. The Surf Lifesaving Club (SLSC) is located on the foreshore and there is an existing seawall in front of the club. Localised erosion has occurred in the north of this beach section and led to the loss of frontal dunes. The vegetated buffer along this section is typically less than 10 m, and the root system of several mature trees in the north are exposed.
- **Jayteens Park** – Localised erosion has occurred immediately north of the groyne. There is evidence of beach lowering, with the exposure of a rocky outcrop and the root system of several mature trees. Uncontrolled pedestrian movements have also exacerbated eroded scarps. Land-based assets at the end of Lookout Drive are being threatened by erosion scarps. The shared path is undermined and temporary fencing has been erected for safety reasons. Based on the difference between the 2011 and 2016 LiDAR surveys, approximately 1,000 m³ of sand was lost within the five years (200 m³/year on average).

The overall intent of actions associated with the four coastal segments of the SEMP is to develop viable erosion management strategies that integrate across the entire Bargara shoreline to maximise social, economic, cultural and environmental benefits for the community.



Key erosion hotspots.

Recommended shoreline erosion management options

Potential management opportunities have been identified at each site, including amenity and access improvements and coastal hazard protection. Proposed options aim to address the increasing frequency of coastal erosion events relative to the present-day whilst maintaining the amenities of the area and minimising the economic cost to the community.



Option development has also considered community values and perspectives and the potential influence of management initiatives or works. All potential management options have undergone a qualitative multi-criteria assessment to identify a preferred option at the respective sites for design, further assessment and implementation. The assessment criteria were developed and weighted based on region and site values in order to shape key considerations in assessing the proposed management options.

Criteria included capital cost, protection of public assets, life cycle/durability, amenity, environmental and cultural impacts, approvals, and coastal processes. After reviewing the coastal processes, opportunities, risks and values at each site, various coastal management options were defined, and a preferred option was selected following a structured appraisal process. The recommended management options and the respective indicative costs are summarised in Table 1. The recommended beach nourishment volumes are presented in Table 2. For Turtle Park and Nielson Beach, the recommended option is for low impact sand management. However, if beach nourishment is undertaken at Bargara Beach and Jayteens Park respectively, it is beneficial to extend the campaign to cover Turtle Park and Nielson Beach. Beach nourishment is only economically viable for the BRC if it is undertaken across all four sites during a single nourishment campaign to mitigate additional future design, approval and establishment costs.

Table 1. Recommended erosion management option and preliminary cost estimate for the coastal segments.

Location	Recommended management option	Estimated cost
Bargara Beach	Beach nourishment and dune stabilisation	\$450,000
Turtle Park	Low-impact sand management	\$30,000*
Nielson Beach	Low-impact sand management	\$30,000*
Jayteens Park	Beach nourishment and active monitoring	\$480,000

*Cost for low-impact sand management only, not beach nourishment.

Table 2. Recommended beach nourishment volumes.

Location	Approximate sand volume (m ³ /m)	Approximate total sand volume (m ³)
Bargara Beach	20	5,000
Turtle Park¹	20	1,000 to 1,500 ¹
Nielson Beach²	30	1,000 to 1,500 ²
Jayteens Park	30	4,500
Totals		11,500 to 12,500

¹ Beach nourishment would only take place at Turtle Park if being undertaken at Bargara Beach.

² Beach nourishment would only take place at Nielson Beach if being undertaken at Jayteens Park.

Implementation plan

The scheduling of the various tasks associated with the implementation of the recommended strategy is as follows in Table 3.

- 1 Immediate** (recommend implementation within 1 to 2 years)
- 2 Medium-term** (recommend implementation within 2 to 4 years)
- 3 Future** (recommend implementation within 5 to 10 years)

Table 3. Implementation Plan

Location	Recommended action	Timing	Description
All Sites	Sand sourcing study	1	Sand source study for beach nourishment. In consultation with Port of Bundaberg. Consultant support (if applicable).
Bargara Beach	Monitoring – site survey	1	Annual and event-based review of shoreline profile change. Establish four new transects.
	Design and approvals for beach nourishment	1	Consultant support (if applicable). Nourishment campaign be assessed collectively with Jayteens Park, and beneficial addition of Turtle Park. Refer Table 2 for recommended sand volumes.
	Revegetation and management	1	Remove invasive weed (<i>Lantana camara</i>) and re-establish native vegetation.
	Access management	2	Access management as a part of revegetation and management works.
	Procure and place <5,000 m ³	2	Beach nourishment works and requires approvals.
	Maintenance sand scraping	3	Apply for amendment to the prescribed permit to include ongoing sand scraping to provide to a wider beach area.
	Turtle Park	Revegetation and management	1
Sand fencing		2	Access management as a part of revegetation and management works.
Beach nourishment (only if undertaken at Bargara Beach)		2	Small scale beach nourishment undertaken as part of the Bargara Beach nourishment (1,000 m ³).
Tier 2 action (if applicable or when triggered by public assets at risk following large erosion event) - Buried seawall in front of Turtle Park		3	Undertake seawall design in advance such that construction can be implemented as emergency works if required.
Nielson Beach	Monitoring – site survey	1	Annual and event-based review of shoreline profile change. Establish two new transects.
	Revegetation and management	2	Re-establish native vegetation.
	Sand fencing	2	Access management as a part of revegetation and management works.
	Beach nourishment (only if undertaken at Jayteens Park)	2	Small scale beach nourishment undertaken as part of the Jayteens Park nourishment (1,000 m ³).
	Tier 2 action (if applicable or when triggered by public assets at risk following large erosion event) - Upgrade seawall in front of SLSC with buried seawall	3	Should existing wall exhibit failure, undertake buried seawall design in advance such that construction can be implemented as emergency works if required.
Jayteens Park	Monitoring – site survey	1	Annual and event-based review of shoreline profile change. Establish three new transects.
	Monitoring – visual/photo, “Photopoint” monitoring station	2	Establishment of monitoring points (photo and depth markers) for monthly beach profile monitoring.
	Design and Approvals for beach nourishment	1	Consultant support (if applicable). Nourishment campaign be assessed collectively with Bargara Beach, and beneficial addition of Nielson Beach. Refer Table 2 for recommended sand volumes.
	Revegetation	2	Re-establish native vegetation.
	Procure and place <5,000 m ³	2	Beach nourishment works and requires approvals.
	HOLD POINT review of SEMP actions and effectiveness	3	Review of SEMP actions and effectiveness within 10 years. SEMP update if required. Re-nourishment – based on success, or reassess alternate options:
	Tier 2 (if applicable or when triggered by public assets at risk following large erosion event)	3	Relocating assets Re-nourishment with groyne to assist with sand retention Localised wall to protect assets

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1 Introduction

1.1 Purpose of a Shoreline Erosion Management Plan

Coastal zones are naturally dynamic and complex places that are highly valued by the community. Ongoing interactions occur between waves, winds, tides, rivers and the natural environment. Coastal erosion is a natural process that shapes and reshapes coastlines over long timeframes. However, erosion processes may become problematic when interacting with communities and built infrastructure. The Queensland Government states that 'Developed areas impacted by erosion require balanced management to protect infrastructure and preserve coastal values and amenity' (DES 2018).

A Shoreline Erosion Management Plan (SEMP) provides councils with a framework to proactively plan for the erosion management of their coastline while ensuring natural coastal processes are maintained. A SEMP is informed by a strong technical understanding of the coastal processes, and the values and knowledge of Traditional Owners, stakeholders and the broader community. This is aligned with an appreciation of the means, opportunities, and resources of the Council to deliver management actions. In addressing this goal, SEMPs provide direction for the management of key parts of the coastline in the immediate to short-term (up to 20 years) planning horizon and enable efficient use of Council resources in alignment with community values. One other SEMP has recently been completed within the Bundaberg Council region for regionally important sections of the coast at Woodgate Beach.

1.2 SEMP context

This SEMP has been commissioned by Bundaberg Regional Council (BRC) to assist with the proactive management of the Bargara shoreline. Council has been supported in the SEMP development process by Alluvium Consulting (Alluvium) in partnership with Natural Capital Economics (NCE).

The SEMP study area focuses on the foreshore area from The Point in the south to the Bargara Sports Complex in the north, as shown in Figure 1.

Bargara is situated 13 km east of Bundaberg and is an area of high environmental significance (biodiversity, conservation), cultural significance, as well as economic significance as a popular tourist destination and for its lifestyle opportunity. The vision for Bargara is to be the coastal hub for the Bundaberg region.

This Bargara SEMP is informed by:

- A technical understanding of coastal processes
- Understanding of local coastal values and the experience of stakeholders and community
- An appreciation of the means, opportunities, and resources of the Council to deliver management actions, as well as policy and legislative context relevant to implementation.

Council has also recently completed a Coastal Hazard Adaptation Strategy (CHAS) for the Bundaberg coastline. This adaptation planning work was completed in 2020 and focuses on long-term planning to 2100. The CHAS's tailored adaptation framework for Bargara is applied to Kellys Beach only, and this is due to the limited erosion threat to public infrastructure in this coastal compartment. Landowners at Kellys Beach may seek approval from Council to take a proactive approach to manage their private properties. A SEMP for the remaining stretch of the Bargara coastline was identified as a key action in the CHAS. The outcomes of this SEMP consider shorter-term strategies that align with Bundaberg Regional Council's longer-term CHAS. The SEMP will therefore provide Council with a plan to address issues of immediate concern. A recommended action to implement from the CHAS is the continuous monitoring of coastal erosion, as well as a SEMP for the remaining Bargara foreshore including Bargara Beach, Turtle Park, Nielson Park, Nielson Beach and Jayteens Park.

The purpose and scope of the Bargara SEMP are to:

- Build upon the CHAS technical work to provide recommendations for immediate and short-term management actions

- Consider options for shoreline erosion management at priority locations from The Point to Bargara Sports Complex.

The preparation of the SEMP has been undertaken in line with the state guidelines, *Preparing a shoreline erosion management plan* (DES, 2018). Consideration of the legislative context has also been included (Attachment A). The SEMP development has included consultation with the Council, State Government, and community stakeholders at relevant stages of the process.

This SEMP has incorporated public and stakeholder values provided through workshops and surveys (between 12th October 2020 to 20th September 2021). It also incorporates feedback and comments on the draft SEMP between 21st July 2021 to 19th September 2021.

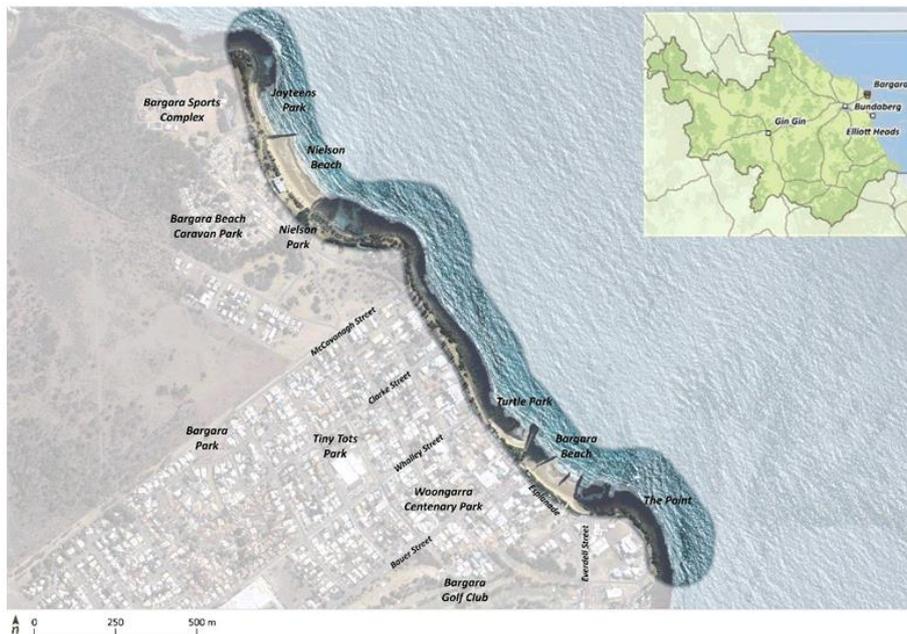


Figure 1. Area of focus for the Bargara SEMP in the Bundaberg Regional Council LGA.



Aerial imagery of Bargara Beach and Turtle Park.

1.3 Plan structure

This SEMP draws on a range of technical studies, engagement activities, and a strategic options assessment, which have informed and shaped the Plan. The SEMP structure is shown in Table 4.

Table 4. SEMP structure

Section	Content	Relevant Attachments
Section 2: Bargara context	<ul style="list-style-type: none"> • Landscape setting • Geomorphic content 	- Attachment A – Legislative context
Section 3: Coastal values	<ul style="list-style-type: none"> • Environmental, social, economic • Engagement activities 	
Section 4: Coastal processes	<ul style="list-style-type: none"> • Coastal processes • Erosion prone area • Trends in shoreline change • Present-day shoreline • Trajectory of change and management focus 	<ul style="list-style-type: none"> - Attachment B – CHAS context - Attachment C – Bargara coastal processes review - Attachment D – Historical aerial imagery analysis
Section 5: Shoreline erosion management options	<ul style="list-style-type: none"> • Generic options considerations • Options assessment appraisal 	
Section 6: Assessment of shoreline erosion management options	<ul style="list-style-type: none"> • Management options • Recommended options 	
Section 7: SEMP implementation plan	<ul style="list-style-type: none"> • Implementation plan • Policy context and approvals 	- Attachment E – Concept drawings



Aerial imagery of Bargara Esplanade.

2 Bargara context

This section of the SEMP provides a summary of the landscape setting and geomorphic context for Bargara. It considers the natural processes that shape the landscape, trends in shoreline changes over the years, the current shoreline condition, and likely trajectory of change. The coastal processes study focuses on the foreshore area from The Point to the Bargara Sports Complex, as shown in Figure 1.

2.1 Landscape setting

Bargara is situated 13 km east of Bundaberg, with the northern tip of Fraser Island located almost 60 km directly east of the town. The study area extends approximately 2 km from The Point in the south to the Bargara Sports Complex in the north. The Bargara coastline is quite unique, having sections of sandy and rocky foreshores, rocky outcrops, pocket beaches and coastal structures (groynes, boat ramps and seawalls).

The Bargara coastline is predominantly supplied with sediment from the continental shelf and marginally from the Burnett River. The shelf supply volume is relatively small (Beach Protection Authority, 1989) and redistributed via littoral drift. However, the shape of the sediment compartment between the Burnett River and Elliot River provides a natural barrier to longshore sediment transport and limits beach accretion at adjacent beaches. Sediment composition in this compartment is primarily sand of Quaternary age, most likely of Holocene origin (Beach Protection Authority, 1989). They are well-sorted medium quartz with a higher proportion of carbonate (10-34 %) (Short, 2020).

The shoreline is underlain with hummock basalt, with small pocket beaches and typically low and vegetated dune systems. The Bargara SEMP study area is fringed by two main compartments: Bargara Beach and Turtle Park to the south, and Nielson Beach and Jayteens Park to the north. Bargara Esplanade fronting Bargara Beach and Turtle Park is approximately 300 m long with a main groyne dividing the beach into northern and southern sections. The northern end is a high tide sandy section fronted by rock flats and the southern end is sandier with three smaller groynes. The groyne located on the southern-most end defines the boat launching area for the Bargara region. The northern compartment is approximately 400 m long and separated by a 130 m long groyne.

The vegetation along this Bargara shoreline is sparse due to the rocky bedrock. In areas with vegetation, they are dominated by grasses, vines, shrubs and trees. On the seaward side, vegetation is dominated by sand spinifex grass (*Spinifex sericeus*), goats foot convolvulus (*Ipomoea pes-caprae*) and beach bean (*Vigna marina*) (Beach Protection Authority, 1989). On the landward side, she-oaks (*Casuarina equisetifolia*), screw pines (*Pandanus pedunculatus*) and coconut palms (*Cocos nucifera*) become common (Beach Protection Authority, 1985).



Aerial imagery of Nielson Park.

3 Coastal values

Bargara holds significant cultural, environmental, social, and economic values to the Bundaberg Region, including the Traditional Owners, the communities that reside there, and visitors.

The Taribelang, Gooreng Gooreng, Gureng, and Bailai through the Port Curtis Coral Coast Trust Limited (PCCC) are recognised as the Traditional custodians of the Bargara and greater Bundaberg region. The Taribelang and Gooreng Gooreng Peoples particularly have long and rich connections to Land and Sea Country of Bargara's coastal areas. The Council is committed to continuing to work with the Traditional Owners to ensure these important places are managed appropriately and continue to support a range of cultural, ecological, social and economic opportunities into the future.

Bundaberg Regional Council has undertaken a range of ongoing engagement and consultation activities in the development of the SEMP. The purpose of this engagement was to develop a shared appreciation of coastal values, aspirations, and concerns to inform management options (including preferences) for the Bargara coastline. There was also prior broader engagement on the coastal zone as part of the region wide CHAS. This section provides a summary of key values to protect and consider in the management of shoreline erosion processes.

3.1 Environmental values

Environmental values represent the things people find important or meaningful about the natural environment. Bargara is located in close proximity to the southern Great Barrier Reef and is home to many important coastal environments, including nesting habitat for sea turtles, intertidal rock pools, and inshore reefs. The site is within the Great Sandy Marine Park area. Residents and visitors to the area value the presence of waves, sandy beaches, and rocky outcrops. People also come to Bargara to experience unique native animals on their doorstep, such as sea turtles, fish, crabs, sea cucumbers, coral, whales, dolphins, and dugong. The Bargara community wish to maintain this natural look and feel of the coastline and ensure habitat for wildlife is conserved.

Foreshore vegetation (including trees and dune plants) is also important to people in Bargara by providing habitat and connectivity between environments for wildlife. This vegetation can also block light reaching the beach at night, which is beneficial to turtles when they come ashore to nest. The Bargara community wish to see this vegetation maintained and enhanced, perhaps through planting, removal of weeds, and protective fencing, to continue to provide environmental value.

3.2 Social values

Social values can represent the things people find important or meaningful that make up the Bargara identity, lifestyle and social fabric. The natural coastal environments here are used by residents and visitors for many activities, including swimming, snorkelling, diving, kayaking, paddle-boarding, surfing, and fishing. These environments also provide important spiritual and passive recreation opportunities. The Bargara shoreline is a place for people to meet with friends and family, have picnics and barbeques, play, and explore. Residents have identified that connected and dedicated pathways for exercise are important to them, as well as infrastructure such as bike racks and play spaces. It is important that this place is safe and accessible for people of all abilities with suitable shade and foreshore amenities.

3.3 Economic values

Economy of an area represents the things that are important in supporting the economic values of the region and its natural assets. Bargara is regarded as the tourism hub for the Bundaberg region. Many of the environmental and cultural values above also provide economic value for the tourism industry.

Amenities and facilities such as playgrounds, covered seating areas, BBQs, shaded areas, and streetscaping along the foreshore are important to residents and visitors alike and continue to draw people to the area. Ensuring that these facilities are functional, available, and protected is important to the people of Bargara. Foreshore

vegetation also provides natural protection of coastal infrastructure against storms and tidal inundation. Maintaining these ecosystems is important to the economic values of the community.

There is also expected to be increasing demand for recreational boating facilities in the Bundaberg LGA, particularly those with open water access. GHD (2017) estimated the demand would grow by 77 % from 2016 to 2036, much faster than Bundaberg's forecasted annual population growth rate of 1 % out to 2041 (QGSO 2020). This points to the value that local residents place on access to recreational boating in the coastal zone.

3.4 Engagement activities and feedback

Phase 1 and 2

The first phase of engagement focussed primarily on the objective of developing a shared understanding of coastal values, goals and aspirations of Traditional Owners, community and other stakeholders. The second phase focused on discussing coastal processes and potential management options. This was achieved via an online values and concerns survey, an in-class workshop with Year 6 students of Kalkie State School, as well as a community open house workshop.

Due to COVID-19 restrictions requiring the first planned workshop/open house to be cancelled in March, the community open house session held in the Bundaberg Surf Life Saving Club covered both phase 1 and 2 activities.

The survey was hosted on the Bundaberg Regional Council community engagement website, www.ourbundabergregion.com.au, from 12th October 2020 to 21st April 2021. This survey was advertised through Council social media, Bundaberg Now stories and signage along the Bargara foreshore (Coral Coast Pathway). A total of 14 surveys were completed with over 35 % of respondents aged over 65. No one under the age of 36 completed the survey. All respondents were residents, with more than 75 % living by the coast. Almost all respondents visit the beach or foreshore daily or multiple times per week.

The in-class and community workshops were held on the 27th of April 2021. The purpose of these was to:

- Provide an introduction to the SEMP and the process of developing the plan
- Develop a shared understanding of coastal values, goals, aspirations, and concerns
- Provide an introduction to coastal processes and hazards, including how these processes interact with the shoreline
- Gather history, knowledge and perspectives of the local community on the shoreline past, present and future
- Discuss potential management options for the SEMP study area.



Open house community workshop



Coastal processes and management options workshop with school groups

Phase 3

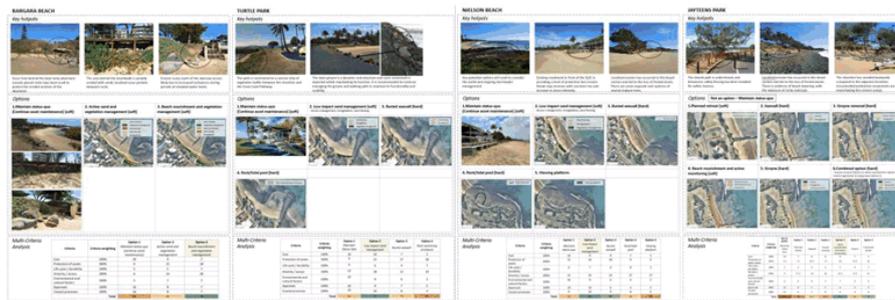
The third phase of engagement focused on discussing all proposed management options and preferred options for all four sites. This was achieved via an online feedback survey, an in-class workshop with Year 6 students of Kalkie State School, as well as a community open house workshop.

The second survey was hosted on the Bundaberg Regional Council website, www.ourbundabergregion.com.au, from 21st July 2021 to 20th September 2021. This survey was advertised through Council social media and signage along the Bargara foreshore (Coral Coast Pathway).

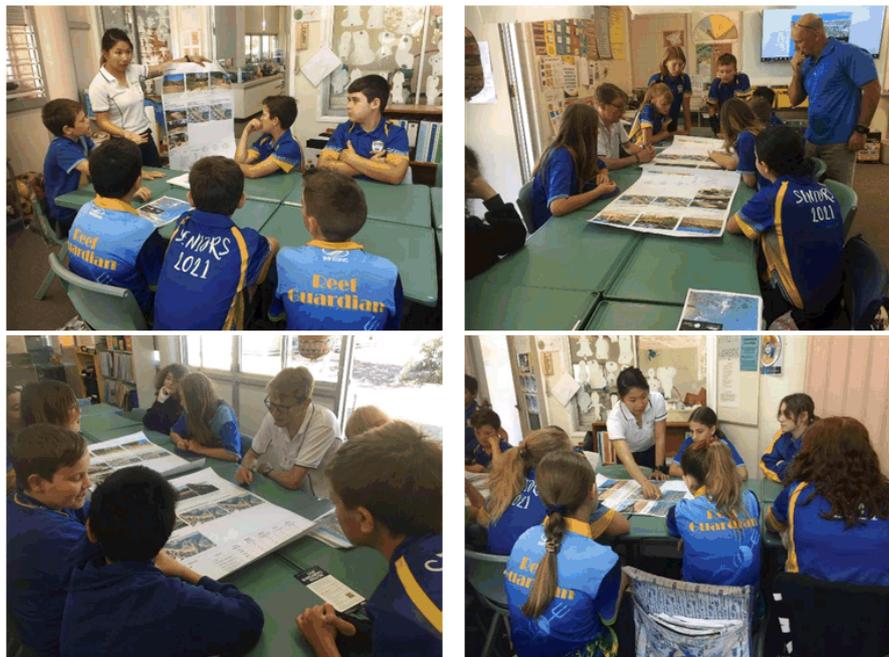
This community open house session was held on the 14th of September 2021. The purpose of the session was to:

- Highlight the key erosion hotspots that had been identified through the project work
- Discuss all proposed management options and preferred options with the community and stakeholders
- Discuss concerns and questions.

The session was held in an open house format with an interactive approach to sharing information. The project team presented posters of the key hotspot areas and proposed management options for Bargara Beach, Turtle Park, Nielson Beach and Jayteens Park.



Proposed management options posters for all sites



Proposed management options workshop with school groups

Draft SEMP feedback

The draft SEMP was open for comment from 21st July 2021 to 19th September 2021 on the Bundaberg Regional Council website, www.ourbundabergregion.com.au. This survey period was extended due to COVID-19 restrictions requiring the planned Phase 3 options workshop to be postponed. This survey was advertised through Council social media and available at the Phase 3 options workshop.

This SEMP has incorporated public and stakeholder feedback and comment on the draft SEMP between 21st July 2021 to 19th September 2021. It also incorporated public and stakeholder values provided throughout the project from the workshops and surveys (between 12th October 2020 to 20th September 2021).

4 Coastal processes

This section provides details regarding the natural processes that are shaping the Bargara foreshore. The coastal environment responds continually to the changing influences of waves, tides, ocean currents, winds and the supply of littoral sediments. The sections below summarise the coastal processes with a further detailed assessment of the Bargara coastal processes presented in Attachment C.

4.1 Astronomical tides

There are many factors that contribute to local sea-level, such as meteorological events, oceanic tides and currents, and subsidence or uplift of the land. The Bargara tides are mesotidal and semi-diurnal with the dominant tidal planes as specified in the 2021 Maritime Safety Queensland (MSQ) Tide Tables presented in Table 5. The tidal amplitude is approximately 1.2 m during neap tides to a maximum of 2.4 m during spring tides.

Table 5. Tidal planes at Bargara

Tidal plane	2021 (m, LAT)	2021 (m, AHD)
Highest Astronomical Tide (HAT)	3.67	1.98
Mean High Water Spring (MHWS)	2.88	1.19
Mean High Water Neap (MHWN)	2.30	0.61
Mean Sea-level (MSL)	1.73	0.04
Australian Height Datum (AHD)	1.69	0.00
Mean Low Water Neap (MLWN)	1.14	-0.55
Mean Low Water Spring (MLWS)	0.56	-1.13
Lowest Astronomical Tide (LAT)	0.00	-1.69

4.2 Storm tides

Storm tide can lead to inundation and erosion of the coastal zone. Storm tide is the ultimate water level, combining the astronomical tide with storm surge. Storm surge is a rise in sea level above the expected tide to produce still water level (SWL) driven by a combination of low pressure on the water surface and extreme winds. The continuous wave breaking action including wave run up on the shoreline and wave set up due to breaking waves, subsequently create a locally higher mean water level (MWL) at the shore. The primary water level components of a storm tide event are illustrated in Figure 2.

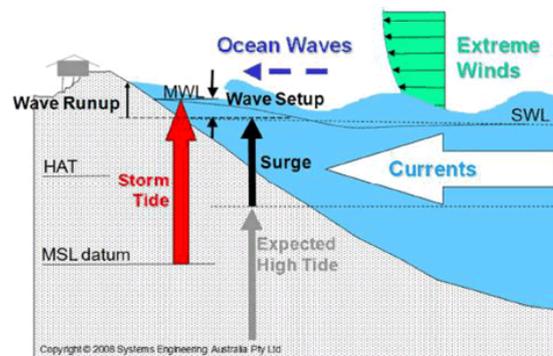


Figure 2. Comparison between water levels under normal conditions (expected high tide) and storm event conditions. Elevated water levels during storm events is known as storm tide and can cause significant damage to low-lying coastal assets (GHD 2015).

The storm tides reported by the Bundaberg Coastal Storm Tide Study (BCSTS) and Bundaberg Coastal Hazard Adaptation Strategy (CHAS) have been used in the preparation of this SEMP and are summarised in Table 6 for the present-day climate scenario. These levels are without the effects of the breaking wave setup component.

Table 6. Present-day storm tide levels (m AHD)

	Probability of storm event		
	2 % AEP	1 % AEP	0.5 % AEP
Bargara	2.04	2.08	2.14

4.3 Wind climate

Bargara is exposed to the Coral Sea from the north to the northeast, but the prevailing wind climate is typically in the dominant east and southerly directions. The wind climate of the region is assessed based on the closest and most representative Bureau of Meteorology (BoM) weather station located on Lady Elliot Island (station number IDQ60801). This weather station is located 81 km northeast of Bargara and is positioned 3.6 m above ground level. The wind roses presented in Figure 3 generally show a dominance of south easterly and secondary easterly and southerly winds during the morning (9 am) and in the afternoon (3 pm). There is a significant amount from the northerly direction during summer and southerly during winter. Wind speed is typically below 10 m/s, with southeast winds making up the largest portion of strong winds. Winds from the southwest and northeast are considered rare. While Fraser Island partially limits east and south-easterly fetch, there is still the potential for substantial wind-generated waves over the 60 km distance between Fraser Island and Bargara shoreline.



Figure 3. Wind roses at Lady Elliot Island showing wind direction and speed from 1965 to 2018 – 9 am (left) and 3 pm (right). Source: Bureau of Meteorology.

4.4 Wave climate

A review of regional wave data sources, including the Bundaberg Waverider buoy (WRB) and European Centre for Medium-Range Weather Forecasts (ECMWF) ERA5, and the development of a SWAN numerical wave model has been completed for this SEMP study (Attachment C).

The Bundaberg WRB dataset includes significant wave height (Hs) and peak wave period (Tp), with no wave directionality. Hence, the ERA5 global re-analysis data (significant wave height (Hs), peak wave period (Tp), and mean wave direction (θ_m)) was utilised to fill data gaps in the WRB dataset. The ERA5 data was reviewed and cross-referenced against the available WRB data to ensure no discrepancies between the two datasets. The distribution of the assimilated significant wave height and directionality is presented in Figure 4. The Bundaberg WRB has been upgraded to a directional buoy (Datawell 0.7 Mk3 Waverider Buoy) in recent years. However, there was not sufficient data available to be used for directionality validation.

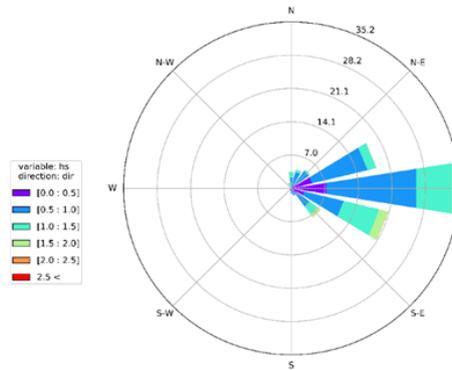


Figure 4. Wave rose from 2015 to 2020 – offshore wave height (non-directional Bundaberg wave buoy) and directionality (ERA5).

The wave climate of the region consists of fetch-limited waves generated by winds that blow across Hervey Bay, as well as swells generated offshore that propagate over the southern Great Barrier Reef and the northern tip of Fraser Island. Bargara is situated in the southern portion of the Bundaberg coastline, and it is somewhat protected from southeast swells by Fraser Island. The region is also protected to an extent by north-easterly swells by the southern Great Barrier Reef.

Nearshore wave conditions have been modelled at three locations along the Bargara coastline and the distribution of significant wave height and direction are presented in Figure 5. Waves exceeding $H_s \approx 0.6$ m are predominantly incoming from the east northeast to east directions, while smaller waves are coming from the east-southeast direction as fetches are quite limited from this directionality.

At Nielson Beach, the larger wave heights occur from the 60° bin, as the nearshore rocky reef system provides the sheltering effect to this site. Bargara Beach is exposed to wave heights coming from the 60° to 120° bin, with larger waves propagating from the eastern directionality. Both coastal segments are less exposed to wave energy as waves dissipate when refracting around the rocky outcrops and into the sheltered beaches.

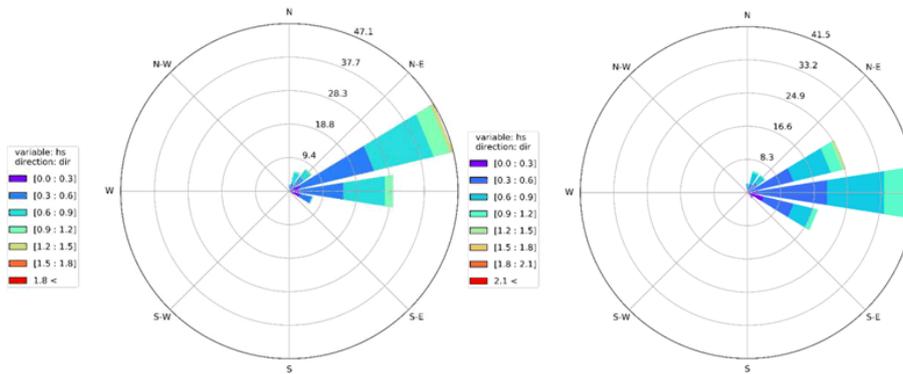


Figure 5. Nearshore wave conditions at Nielson Beach (in front of the SLSC) (Left). Nearshore wave conditions at Bargara Beach (Right).

4.5 Nearshore currents

The sand transport in and around the Bargara foreshore is mostly driven by combined wave and current action in the surf zone. Available measured nearshore currents were obtained from COPE (Coastal Observation Programme – Engineering) stations at Bargara from May 1976 to June 1985. Approximately 10 years of measured data are available, and the data have been averaged over the recording period. The long-term mean morning current is 0.03 m/s, with the morning upcoast current being 0.23 m/s and downcoast is -0.24 m/s.

Outside of the surf zone, electromagnetic currents were measured from offshore of Kellys Beach and Mon Repos. The Bargara offshore currents are tidal with a slight dominance of flood currents over ebb currents, and maximum velocities recorded ranging from 0.13 m/s to 0.16 m/s. The offshore tidal currents in the area are almost perpendicular to the coast and changing direction and magnitude as they propagate towards the coastline. Due to this split, flood and ebb tide velocities in the region are relatively smaller than the adjacent areas.

4.6 Sediment transport

Statistical data analysis and model outputs provided an improved understanding of offshore wave, nearshore wave and storm tide conditions. Outputs (noted in Attachment C) have been used to inform an appreciation of sediment transport rates along the Bargara coastline and present-day erosion potential at the pocket beaches (Figure 6).

The sediment supply volume at Bargara is relatively small, with sediment coming from the continental shelf and marginally from the Burnett River (illustrated in Figure 7). Due to the bathymetry dropping off to depths of 10+ m in less than 1.5 km, shelf supply to the study area is likely to be negligible (Figure 8). The shape of the coastline from Burnett River to Elliot River compartment provides a natural barrier to longshore sediment transport and limits beach accretion at Nielson Beach and Bargara Beach.

Longshore sediment transport (LST) between Nielson Beach and Bargara Beach is predominantly from waves breaking at an angle to the shore, which mobilises sand along the coast. Wind and tide may also contribute to the generation of alongshore currents near the beach. Longshore sediment transport is distributed across the surf zone, and it is mainly in the wave break area as the bed shear stresses are the greatest.

Wave conditions were simulated through the SWAN model and coupled with JBEM (refer to Attachment C) to estimate the potential longshore sediment transport at the respective locations. Wave effects on longshore transport are complex and variable due to the irregularity of storm occurrences and the effects of coastal features (groynes and rocky outcrops) present along the Bargara shoreline. Additionally, a validation check was undertaken using the CERC (1984) and Kamphuis (1991) formula on the historical wave data to yield total

transport rate for a given incident wave condition. Both the modelled and calculated results provide comparable estimates, which is considered to be representative of a longer-term trend for the study site.

While considering the coastal processes from south to north, the longshore sediment transport calculation indicated a small amount of sand is moved along the Bargara coastal segments. The estimated longshore sediment transport rates are summarised:

- At Nielson Beach, which is offered protection from the southern rocky outcrops, the calculated LST rate is 3,000 m³/year towards the north.
- Bargara Beach is also protected from the southern rocky outcrops, the calculated LST rate 7,000 m³/year towards the north.

These trends suggest a dominant northerly sediment transport and indicate little reverse (southerly) transport, which is limited due to the infrequent northerly waves. Consequently, the Bargara shoreline may be prone to periods of sediment deficit leading to recession. These results are intended to provide an indicative assessment and are likely to be somewhat conservative in nature. It should be noted that the groynes along the Bargara shoreline act as control points and they are effective in trapping sand in the beach compartments and allowing for wave diffraction effects on the leeside. These groynes can prevent sediment transport bypassing; hence the actual sediment transport rate could be much less than the estimated rates.



Figure 6. Estimated longshore sediment transport rates along the Bargara coastline (m³ per year).

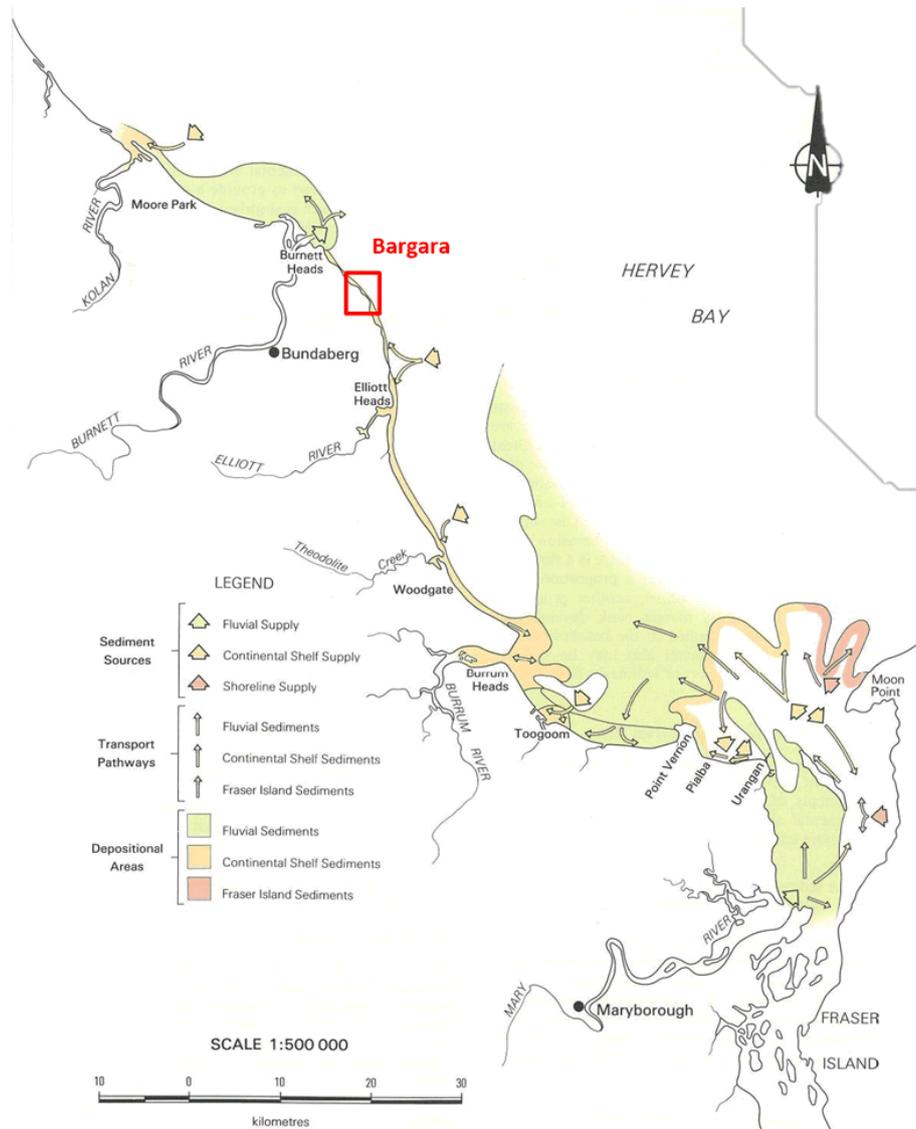


Figure 7. Sediment sources and transport pathways of Hervey Bay. Sourced and reproduced: Hervey Bay Beaches report (BPA 1989).

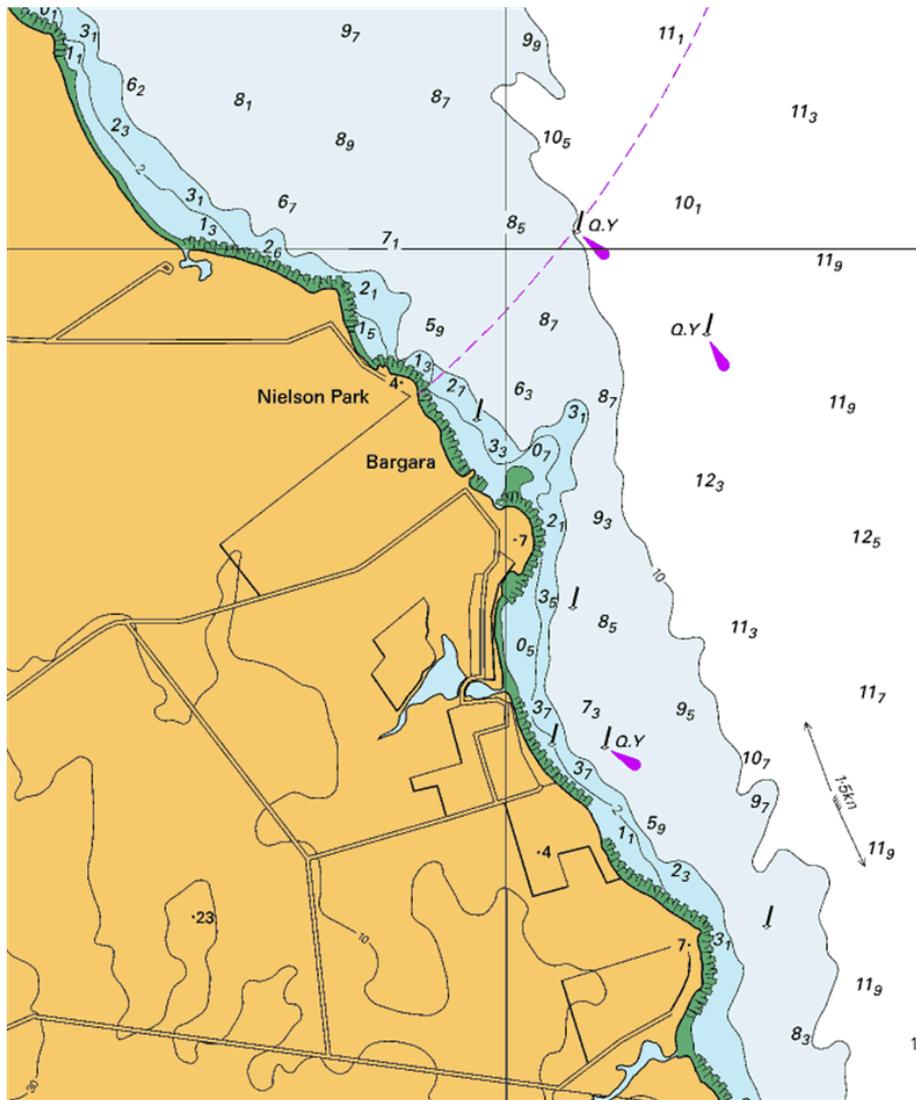


Figure 8. Bargara Bathymetry from Australian Hydrographic Services Navigation Chart - AUS243 Approaches to Bundaberg.

4.7 Erosion prone area

2100 State mapping

The Queensland State Government defines Erosion Prone Areas (EPA) for the Queensland Coastline. The EPAs indicate areas that may be prone to coastal erosion processes by 2100. This includes open coast erosion and tidal inundation due to sea-level rise, based on a storm event with a 1 % AEP (annual exceedance probability). The EPA extent for Bargara includes areas likely to be exposed to open coast erosion (sandy beach erodible area) by 2100 (Figure 9). Erosion in the tidal area is represented by the mapping of the Highest Astronomical Tide (HAT) plus 0.8 m sea-level rise and a HAT plus 40 m (horizontal) default zone.

Observations from the State 2100 EPA mapping include:

- The whole of Bargara shoreline falls within the 2100 EPA, including the rocky outcrops and areas of commercial land use behind Bargara Beach.
- The open coast component of the EPA (sandy beach erodible area) is likely to be the dominant component of the EPA affecting residential shorelines at Bargara Beach.
- A zone of increased tidal extent from the storm water outlet is expected around Fred Courtice Avenue, McCavanagh Street, Johnston Street, See Street and Holland Street.

Longer-term adaptation options were included in the Coastal Hazard Adaptation Strategy developed by Council in 2020. For the SEMP process, the EPA assists in highlighting areas that may be increasingly prone to the emerging coastal hazards from present-day to 2100.

Present-day

Bargara is experiencing coastal erosion under present-day conditions; Council is actively monitoring erosion along Bargara Esplanade and Nielson Park. For this SEMP study, additional modelling has been completed to estimate the present-day erosion volume (storm bite) and width for 1 % AEP storm event for Bargara.

Modelling of the open coast component of the erosion prone area has been undertaken using the JBP Erosion Prone Area (JEPA) tool (refer to Attachment C for approach and results). The outcome of the modelling provides an indication of potential present-day erosion volume (from dunes) and erosion width (measured landward from HAT) for a 1 % AEP event (Table 7). The present-day 1 % AEP erosion width at Bargara is in the order of 35 % of the 2100 erosion width component as summarised in Table 7, and this is consistent with other trends (present-day vs 2100) across QLD.

The erosion widths assume a fully erodible sandy profile, however, the section north of Turtle Park to Nielson Park is dominated by rocky outcrops. Therefore, the actual erosion width may be limited by this rocky substrate material and less prone to erosion. The recession rate of rocky shorelines is very low and not considered an immediate issue of concern.

Table 7. Present-day and 2100 potential erodible widths (m) under 1 % Annual Exceedance Probabilities (AEP)

Site	Potential erosion width from HAT (m) for present-day 1 % AEP	State open coast erosion calculated component width (m) for 2100 1 % AEP
Bargara Esplanade (BUR038)	17	65
Nielson Park (SLSC) (BUR036)	24	65



Figure 9. State 2100 erosion prone area.



Figure 10. Present-day 1 % AEP modelled erodible width – 24 m (left) and 17 m (right).

Observations from the present-day potential 1 % AEP erosion widths include:

Bargara Beach and Turtle Park

- Erosion width extends across the upper beach and into the vegetated dune system and foreshore area.
- Short-term erosion pressure is relatively high along Bargara Esplanade. However, Council is actively maintaining the boat ramp and moving sand to the adjacent upper beach profile. This allows for some time to develop an appropriate long-term management approach.
- Protection of public assets within the erosion prone area will require strategic management and adaptation to a potentially changing environment. The following assets are potentially prone to present-day erosion:
 - Car park at the corner of the Esplanade and Everdell Street
 - Huts, picnic tables, benches and toilet blocks
 - Boat ramp
 - Disability access ramp
 - Boardwalk
 - Access stairs
 - Viewing platform
 - Stormwater outlet
 - Turtle Park playground

Nielson Beach and Jayteens Park

- Erosion width extends across the upper beach and into the vegetated dune system and foreshore area.
- Erosion associated with short-term storm events presents an immediate risk to the following public infrastructure:
 - Surf Lifesaving Club (SLSC) – the existing revetment in front of the SLSC is currently protecting the SLSC from storm events to a degree, but erosion may be exacerbated by any future sea-level rise.
 - Carpark, roundabout, and shared footpath at the end of Lookout Drive – currently experiencing erosion and being undermined.
- It is expected that existing structures and unprotected sections of the shoreline would experience increasing erosion pressure throughout the short-term planning period.
- Ongoing protection of these assets within the calculated erosion prone area throughout the planning period would require strategic management and adaptation to a potentially changing environment.

4.8 Trends in shoreline change

The shoreline along Bargara is subject to variability associated with sediment transport under the influences of the prevailing coastal processes. A preliminary assessment of the shoreline movements has been undertaken with the use of:

- Historical aerial imagery;
- Beach survey profiles; and
- Topographic data (LiDAR survey).

Available historical aerial imagery for 45 years from 1975 to 2020 has been obtained from Queensland Government's QImagery and Nearmap, as shown in Figure 11. Using available imagery, the shoreline location has been digitised based on the visible edge of the vegetation. While the accuracy is limited, particularly for some years, it allows an overview of broad trends to be identified.

Better quality topographic data has been obtained from Geosciences Australia ELeVation Information System (ELVIS¹) for the region. 1 m resolution LiDAR is available for 2011 and 2016, allowing a more accurate estimation of sediment erosion or accretion.

Macro changes

The broader Bargara shoreline has been relatively stable over recent decades. It is important to note that manual interference has occurred within the study area. In the south of the study area, the main groyne and two other smaller groynes were installed pre-1970s and the remaining smaller groyne was constructed in the late 1980s. The main groyne divides Bargara Esplanade into Turtle Park and Bargara Beach. Turtle Park is a high tide sandy section fronted by rock flats, and Bargara Beach is sandier with the three smaller groynes. The groyne located on the most southern end defines the boat launching area for the Bargara region. Erosion of this shoreline is due to the lack of sediment supply, and the rate of erosion is relatively low because sediment transport processes along this shoreline are expected to be low as the wave exposure of the shoreline is limited.

However, shoreline fluctuations are apparent along the foreshore, experiencing periods of erosion and accretion. The two stretches of sandy shoreline at Bargara Beach and Nielson Beach do not exhibit the typical accretion/erosion pattern from groynes. This is likely a result of the prevailing cross-shore transport that moves sand directly onto and off the beach rather than alongshore. The terrestrial vegetation variably eroded immediately south of the boat ramp over the last 45 years, as shown in Figure 12.

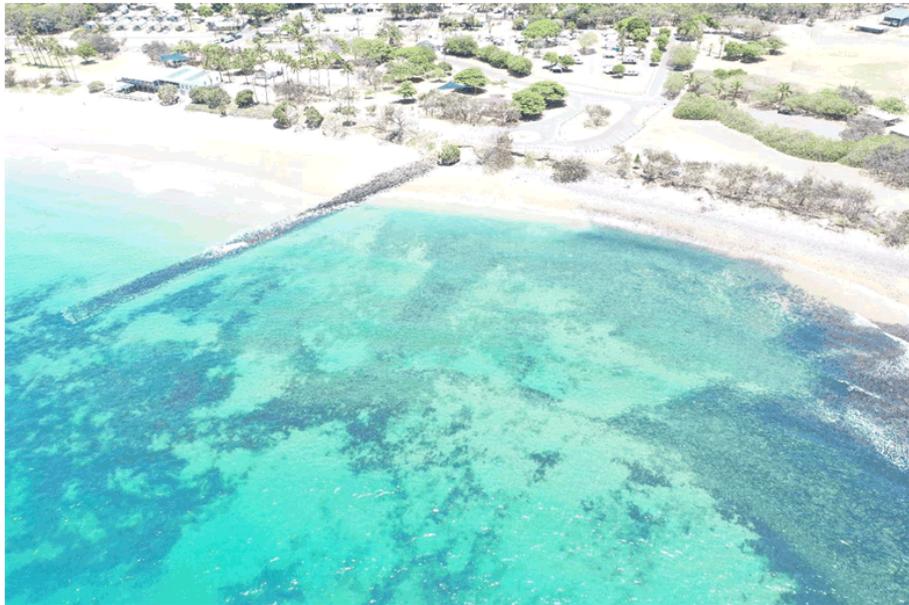
¹ <https://elevation.fsdf.org.au/>

At Nielson Park, a 130 m groyne was constructed in the 1980s across the beach and adjoins a small rock outcrop that existed naturally in the coastal compartment. Analysis of historical aerial images (Figure 13) suggests the Nielson Beach shoreline is the most variable and the shoreline immediate north of the groyne is significantly affected by coastal processes. The construction of the 130 m groyne resulted in the stabilisation of the beach in front of the SLSC. However, this accretion has been at the expense of the northern beach. The vegetated buffer along this section varies but is typically less than 5 m wide. The northern end of Jayteens Park is significantly impacted with approximately 30 m shoreline erosion between 1975 to 2020, corresponding to ~0.67 m/year of shoreline recession. This may have resulted in some sediment bypassing the headland.

Burkitts Reef Dive site is off Bargara Esplanade, and it was constructed to improve the quality of surf by enhancing and smoothing the local bathymetry. Construction of the reef started in 1997, using an excavator at low tide to break down at least 12 large boulders and relocate them to the gaps in the reef where the wave would break at higher tides (Jackson & Corbett, 2007). The project was considered a success. However, there has been no ongoing monitoring at the site, either prior to or following construction. Therefore, it is difficult to determine the success of the reef for surfing amenity.

Between 2010 to 2012, the Bargara Boardriders Association initiated the application for another reef to be constructed off Nielson Beach as there were safety concerns of hazardous objects in the surf, including boulders and discarded railroad tracks (Raised Water Research 2020). Anecdotally, rocks were taken off the Nielson Beach groyne around the same period with the intent to remove or reduce the length of the groyne.

Of more concern is the recession observed at the southern end of Bargara Beach and the northern end of Jayteens Park from 1975 to 2020. This is supported by the historical images (Figure 11, Figure 12 and Figure 13) and observations by long-term Bargara residents provided during the community workshop 1 (Section 3.4). Based on the comparison of beach profile transects for Jayteens Park extracted from the 2011 and 2016 LiDAR surveys, approximately 1,000 m³ of sand above the low water mark was lost within the five years (200 m³/year on average). Tropical Cyclone (TC) Oswald in 2013 may have exacerbated this depleted condition between 2011 and 2016.



Aerial imagery of Jayteens Park.

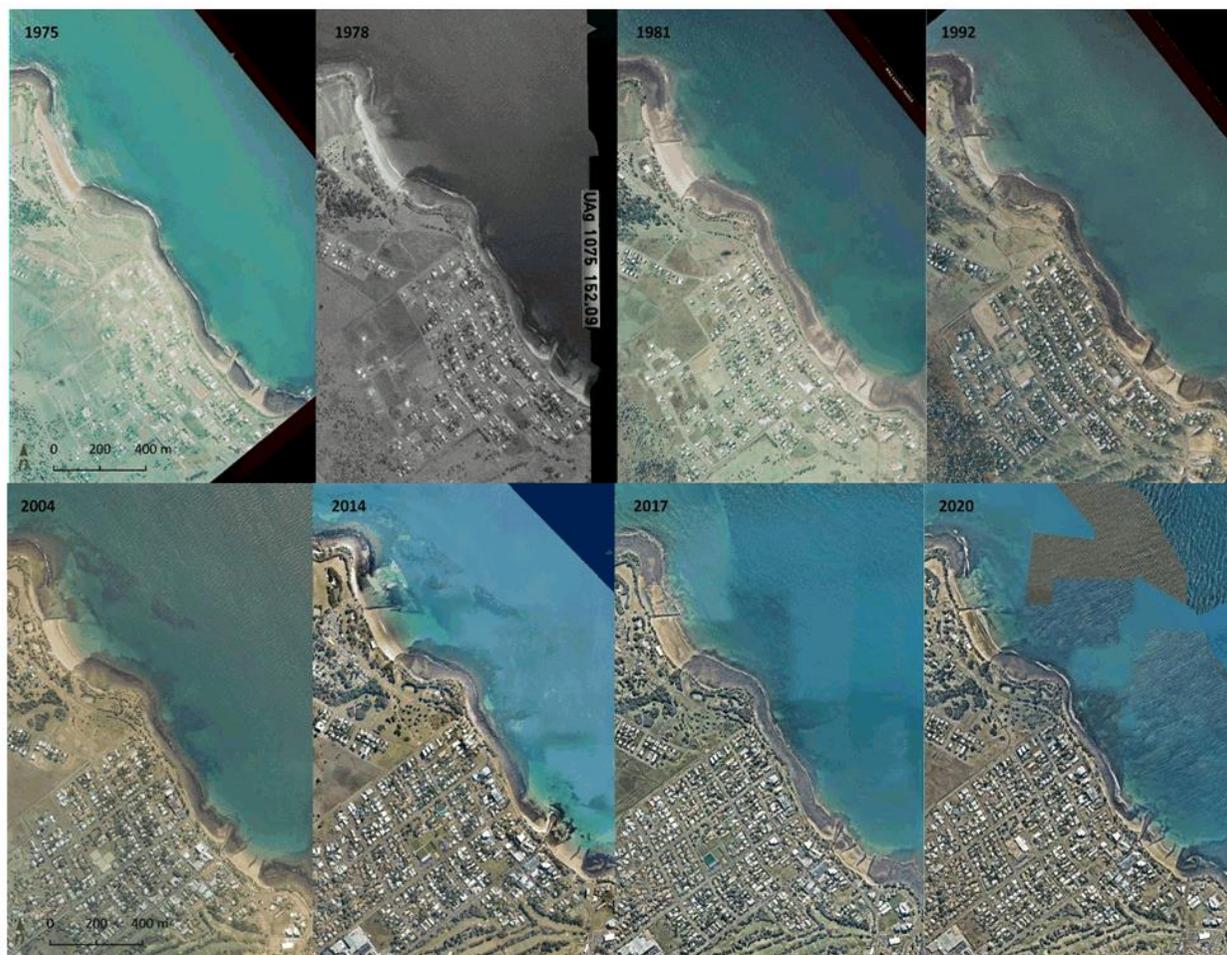


Figure 11. Historical aerial imagery for Bargara (1975 to 2020).



Figure 12. Historical aerial imagery for Bargara Esplanade and 2020 shoreline (1975 to 2020).



Figure 13. Historical aerial imagery for Nielson Park and 2020 shoreline (1975 to 2020).

Historical cross-shore movements

In June 1979, the Queensland's Beach Protection Authority (BPA) instigated a beach monitoring program, including beach profile surveys on four transects along the Bargara coastline, as illustrated in Figure 14.

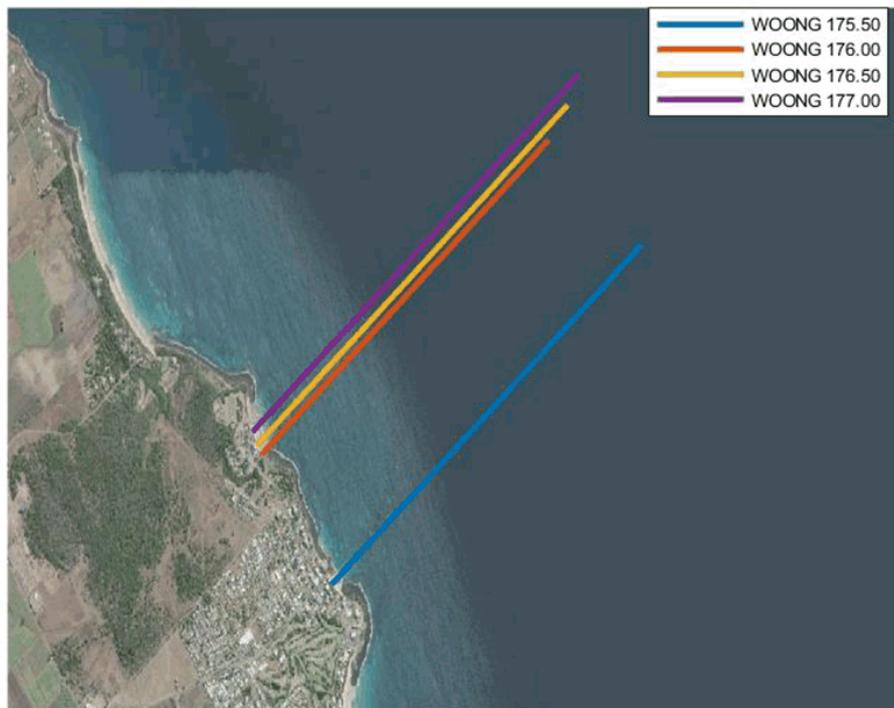


Figure 14. BPA beach transects in Bargara.

Surveys were undertaken sporadically from June 1979 to October 1985. In January 2020, Council undertook re-surveys of the BPA transects, which have helped with the preparation of this SEMP. A comparison of the recent Council survey and the historical BPA surveys offer the opportunity to determine the location, extent and rate that shoreline erosion has been occurring in recent years (see Figure 15 for comparison).

These comparisons show that the Bargara shoreline has been relatively stable. There has not been any significant erosion or accretion during the 1979 to 2020 period. However, it is evident that immediately south of the groyne at Nielson Beach has eroded approximately 20 m. This is supported by historical aerial images and observations provided by Council and residents.

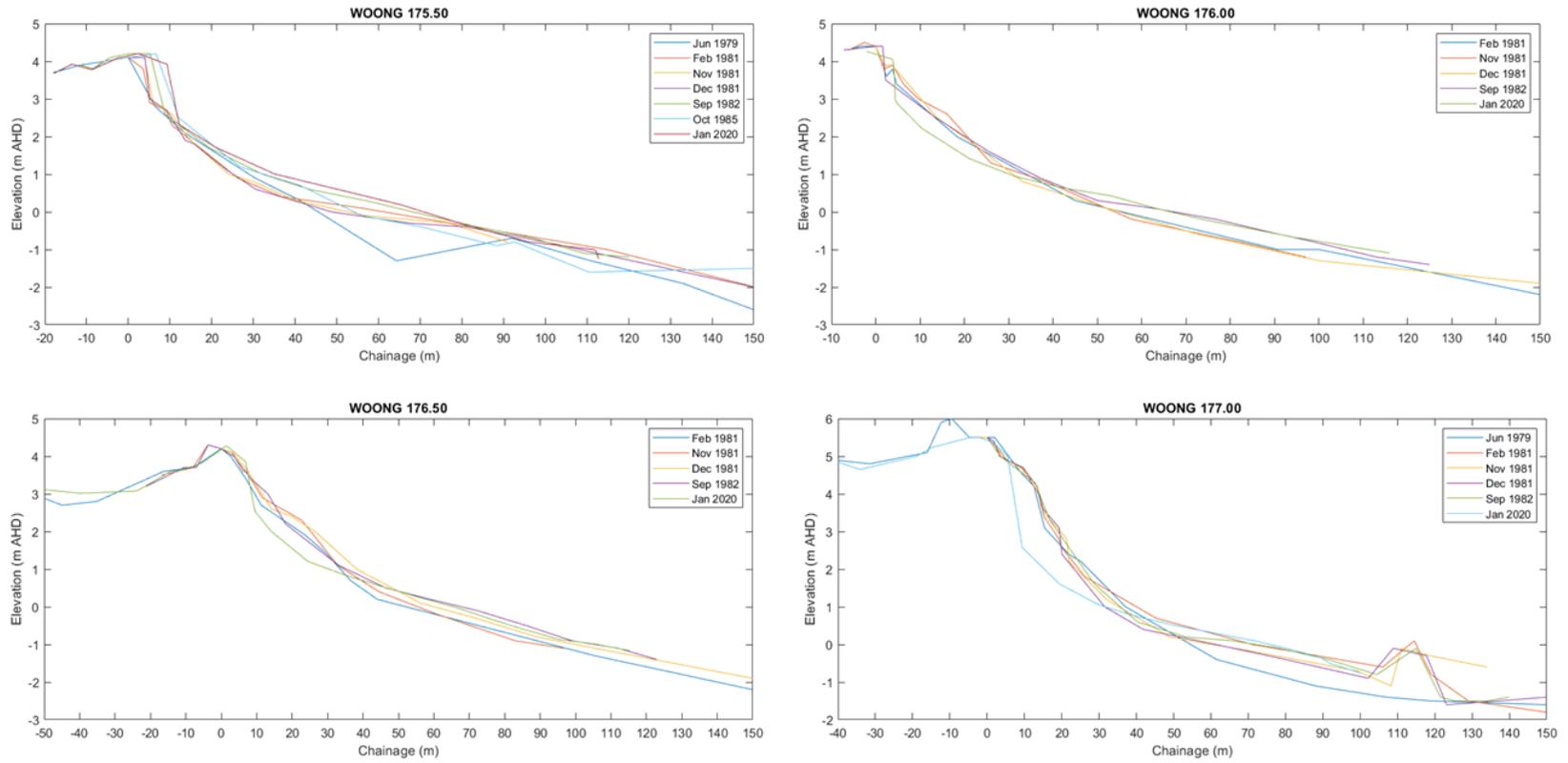


Figure 15. Historical cross-sectional beach profiles for transects WOONG 175.50, WOONG 176.00, WOONG 176.50, WOONG 177.00.

Historical shoreline movements

Measurements of vegetation lines relative to a 'baseline' have been undertaken to provide a reliable assessment of shoreline movements. The Digital Shoreline Analysis System (DSAS) tool was used to identify finer scale historical shoreline changes and trends between 1975 to 2020 (see Attachment D for details). Key observations include (refer to Figure 16):

Full extent end point rate:

- The magnitude and rate of shoreline change vary spatially along the Bargara coastline between sections of the coast dominated by erosion and other accretion.
- The rate of shoreline movement ranges between -0.65 to +0.62 m/year.
- The highest rates of shoreline erosion occurred at the rocky outcrops enclosing Nielson Park – particularly on the north aspects of the rocky outcrop – and a small pocket south of the boat ramp.
- In general, the central sections of both Bargara Esplanade and Nielson Park are relatively stable.

Net shoreline movement.

- Between 1975 and 2020, the magnitude of shoreline movement has varied spatially across the coastline.
- The magnitude of shoreline change has ranged between -30 m to 28 m.
- The greatest amount of shoreline accretion/growth has occurred on the northern side of the main groyne at Turtle Park and immediately north of the rocky outcrops at Nielson Beach. Accretion at these areas is likely associated with localised manual interference.
- The areas which have experienced the most significant erosion has occurred at the east-southeast facing shoreline, where mangrove communities have established. These areas allow fine sediments to accumulate and become inundated by seawater during the daily tidal cycle.

End point rate and net shoreline movement measurements indicate that recession is most evident towards the northern end at Jayteens Park. Recession in this area is most evident between 1978 and 1981 but appears to occur sporadically after 1981. The measurements confirm that while there is localised erosion, the shoreline was relatively stable as there are accretion and recession rates of less than 1 m/year at all locations.



Figure 16. Net shoreline movements from 1975 to 2020 (m) – seaward accretion (+ve change) or landward recession (-ve change) measured from transects spaced at 5 m intervals along the shoreline.

4.9 Present-day shoreline condition and key coastal issues

The present-day shoreline and key issues that have been identified for the study area are summarised in Table 8.

Table 8. Summary of Bargara Esplanade and Nielson Park present-day shoreline and key coastal issues

Shoreline condition	Imagery
<p><u>Southern end of Bargara Beach</u></p> <p>This area is moderately stable and controlled by rocky outcrops. However, public infrastructure (parking, park bench, shower and toilet facilities) is located in close vicinity to the active beach system with only a narrow (less than 2 m wide) vegetated buffer at the corner of the Esplanade and Everdell Street. Recession in this area has not been uniform, and sediment supply to the beach appears to be sporadic. Increased recreational use of the area and loss of vegetation may also be contributing to the accelerated shoreline variability. There are also a number of informal access points that are resulting in erosion.</p>	
<p><u>South of boat ramp</u></p> <p>Immediately south of the boat ramp, there is a scour hole behind the abutment of the boat ramp. Concrete debris has dissected in places, which is likely due to an unstable dune system. Loosely placed rocks have been used to protect the eroded sections of the abutment by providing scour protection.</p> <p>Council currently maintains invasive weed (<i>Lantana camara</i>) in the foredune to meet community expectations.</p>	
<p><u>Disability access ramp</u></p> <p>The disability access ramp has been well maintained with a healthy vegetation buffer of ~25 m. Sand scraping has been undertaken to maintain the accessibility of the boat ramp on Bargara Beach and sand is subsequently moved to the upper beach. Examination of the terrestrial vegetation line position indicates that revegetation effort was implemented post-TC Fran (Figure 41) to create a wider vegetation buffer.</p> <p>Council currently maintains invasive weed (<i>Lantana camara</i>) in the foredune to meet community expectations.</p>	

Boardwalk

The boardwalk is located along the foreshore and the foundations are protected by loose rocks placed under the boardwalk without a geotextile or filter layer. These rocks have started to settle, resulting in the settlement of the edge of the park behind. The area behind the boardwalk is also variably eroded with small, localised scour pockets between rocks. Vegetation has started to stabilise in front of the boardwalk.

The beach section is moderately stable and protected by the wide sandy section of the shoreline, where the energy is dissipated over a larger area under present-day conditions. The threat to infrastructure may increase with sea-level rise and increase in storm intensity.



North of boardwalk

Public infrastructure is located in close vicinity to the active beach system, and the vegetation width in this section is significantly narrow. Increased recreational use and uncontrolled beach access are likely causing loss of dune vegetation.



Staircase access (south of viewing platform)

Evidence of an erosion scarp of ~2 m immediately south of the staircase access. This is likely due to increased turbulence during periods of elevated water levels caused by the presence of the staircase access.

The vegetation buffer is significantly narrower than the adjacent dune system. Loosely placed rocks have been placed at the toe of the incipient dune to provide scour protection.



Viewing platform

The piled viewing platform is protected by the small rock outcrop seaward of the platform, which dissipates wave energy over a larger area. There is a stormwater outlet under the viewing platform. Any potential options will need to consider the outlet and ongoing stormwater management.

There do not appear to be any erosion issues in this section under present-day conditions. The threat to infrastructure may increase with sea-level rise and increase in storm intensity.



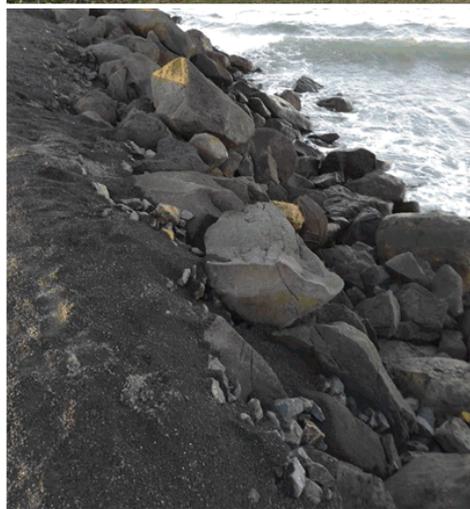
Turtle Park

Turtle Park is located immediately north of the main groyne. The groyne shelters south-easterly approaching waves; however, it is exposed to north-easterly wave conditions. The park is generally constrained to a narrow strip between the shoreline and the Coral Coast Pathway. The vegetated buffer directly in front of the park is less than 10 m, and some assets are located in close proximity to the shoreline.

Currently, the main groyne is in reasonable condition and appears to be effective at holding sand at Turtle Park. The existing structure is a dynamic rock structure, which means that some movement is expected whilst still maintaining its function. There is also a gravel path on top of the groyne.

While the structure is relatively stable, the groyne and the path will require ongoing maintenance work after larger events. It is recommended to continue managing the groyne and walking path to maintain its functionality and usability. As Council is actively maintaining the walking path on top of the groyne, this activity has not been included in the SEMP implementation schedule. If the groyne requires further stabilisation with additional large rocks, it is recommended that the path on top of the structure remains non-concrete as a concrete path would likely crack under the dynamic movements of the groyne.

There may be an opportunity to replenish rocks on the groyne if the buried seawall option in front of Turtle Park is considered due to being triggered by a large storm event.



<p>Nielson Park</p> <p>At present, rocky outcrops along Nielson Park are assisting in controlling the alignment of the foreshore and providing a physical limit to recession along most of the shoreline. There are no erosion concerns in this area.</p>	 An aerial photograph showing a curved coastline with a road, some buildings, and a rocky beach area. A small map inset in the top right corner shows the location of this area on the Queensland coast.
<p>Nielson Beach (south)</p> <p>On the southern end of Nielson Beach are rocky outcrops lining a stormwater outlet across the beach, which also acted as a groyne trapping sediment on the southern end. Any potential options will need to consider the outlet and ongoing stormwater management.</p> <p>The adjacent beach is sheltered from south easterly approaching waves; however, it is exposed to north-easterly wave conditions. The stabilisation of this section can be observed in historical images.</p>	 A ground-level view of a rocky shoreline with waves crashing against the rocks. A sandy beach is visible in the background. A map inset in the top right corner shows the location on the coast.
<p>Nielson Beach (SLSC)</p> <p>Nielson Beach is an open sandy beach with potential erosion and shoreline recession vulnerability. The wide foreshore accommodates both passive and active recreation.</p> <p>The SLSC is located on the foreshore with adjacent walking paths, picnic and BBQ areas, benches and four formalised ramps. There is an existing revetment in front of the SLSC, but the erosion threat may increase with sea-level rise and increase in storm intensity.</p>	 A wide view of a sandy beach with a modern building and palm trees in the background. A map inset in the top right corner shows the location on the coast.
<p>Nielson Beach (north)</p> <p>Localised erosion has occurred in this beach section and led to the loss of frontal dunes. The vegetated buffer along this section is typically less than 10 m, and there are some exposed root systems of several mature trees.</p>	 A view of a sandy beach with a large, wind-swept tree in the foreground. A map inset in the top right corner shows the location on the coast.

Jayteens Park (south)

Despite being moderately stable in shoreline movement, localised erosion has occurred immediately north of the groyne. There is evidence of beach lowering, with the exposure of rocky outcrop and the root systems of several mature trees. Uncontrolled pedestrian movements also exacerbate eroded scarps.

This section is currently threatening land-based assets at the end of Lookout Drive. The shared path is undermined, and temporary safety fencing has been installed for safety reasons.



Jayteens Park (centre)

Localised erosion has occurred in this beach section and led to the loss of frontal dunes. The vegetated buffer along this section is thin, and there is evidence of beach lowering, with the exposure of rocky outcrops on the foreshore.



Jayteens Park (north)

Shoreline recession in this area may be influenced by the construction of the groyne as shown in Figure 13. The shoreline has noticeably receded landwards compared to the adjacent shoreline, resulting in some sediment bypassing the headland. Subsequently, little sand has been retained in this beach compartment.

Uncontrolled pedestrian movements also exacerbate the erosion scarps.



4.10 Trajectory of change and management focus

The prevailing coastal processes will continue to drive erosion events along the Bargara shoreline over the coming decades. With a changing climate and projected sea-level rise, the area prone to erosion and tidal inundation, and the magnitude of erosion as a result of storm events, is expected to increase.

Assets and infrastructure at Bargara Beach, Turtle Park, Nielson Beach and Jayteens Park are positioned such that erosion has already impacted some key public infrastructure (Figure 17). Erosion will continue to have adverse impacts on shoreline amenity, recreation and other social and economic values for the towns and region.

When considering appropriate erosion management options along the Bargara shoreline, it is evident that the shoreline can be considered in four coastal segments:

1. Bargara Beach
2. Turtle Park
3. Nielson Beach
4. Jayteens Park

The overall intent of actions associated with the four coastal segments of the SEMP is to develop viable erosion management strategies that integrate across the entire Bargara shoreline to maximise social, cultural, economic and environmental benefits for the community. Section 6 discusses the four defined coastal segments in detail.



Figure 17. Key focus areas and erosion hotspots at the respective coastal segments.

5 Shoreline erosion management options

5.1 Overview generic option considerations

When preparing the SEMP, a range of shoreline management options have been considered to mitigate the erosion threat on the local foreshore areas. However, preferred options vary depending on site context and stakeholder preferences. The appropriate options to mitigate erosion threats at specific locations depends on the nature and level of threat and consequences if they are disregarded. Erosion threats that require prioritisation are typically when they result in immediate risks to public infrastructure and loss of beach amenity in public spaces.

Management options can generally be identified as two strategic approaches: “soft” (non-structural) options and “hard” (structural) options.

Soft erosion management options

“Soft” (non-structural) options are solutions to restore and/or preserve the natural character, behaviour and values of the existing coastal system. These management options allow the shoreline to adapt naturally to prevailing coastal processes. “Soft” options typically include options listed in Table 9.

Table 9. Generic “soft” erosion management options

OPTIONS	DESCRIPTIONS
Do nothing	Allows prevailing coastal processes to take their natural course without threats to community or assets where foreshore land is undeveloped or there are assets of only limited value.
Maintaining the status quo	Allows the local coastal processes to take their natural course while actively monitoring and managing a stable or low-risk foreshore.
Avoid development	Implement planning and management controls to avoid development in erosion and flood-prone areas. This would also preserve the amenity, ecosystem and character of the foreshore.
Planned retreat	Remove any development under threat and allow the beach and dune system to behave naturally. Planning retreat must consider the ownership of the land and the responsibility of any structure removal.
Beach nourishment	Large-scale placement of sand directly along the coastal segment either by earthmoving equipment or by sand dumping to increase the volume of sand on the beach. Sand can be nourished utilising an external sand source (e.g., river mouth or offshore deposits). Sand can be shaped to provide a dune system that is stabilised with fencing and vegetation.
Beach scraping	Move sand from lower levels of the cross-shore beach profile up onto the beach slope or into the dune system. Provides an increased buffer of sand at the back of the beach to improve resilience against storm events.
Revegetation	Native coastal vegetation can be sourced and planted to provide stability to a newly established sand dune. This can be through direct seeding or planting established vegetation to diffuse wind and wave action and allow for sand retention. Revegetation species are dependent on the coastal environment, level of protection and salinity.

Hard erosion management options

“Hard” (structural) options involve engineering works to mitigate the threat of coastal erosion by altering natural processes or creating a barrier to maintain the existing shoreline. “Hard” options typically include options listed in Table 10.

Table 10. Generic “hard” erosion management options

Revetments and seawalls

Typically made of rock, concrete, geo-fabric bags or wood, seawalls provide an artificial barrier to erosive processes and protect the coastal assets behind them. A seawall also has a limited ability to dissipate energy and generally results in an accelerated scour of sand from the base of the wall.

Less formal revetments can also be implemented through the placement of rock or geo-bags.



Buried seawall

Similar to an exposed seawall, except they are buried and generally require extensive excavation. It acts as the last line of defence structure.

As they are buried, they allow the natural beach cycle to occur in most cases, except extreme events, maintaining a more natural beach most of the time.



Groyne

Built perpendicular to the coast, groynes can be constructed from a variety of materials, including rock, geo-bags, concrete or wood. Groynes assist with sand retention in areas prone to longshore drift. Sediment is captured on the updrift side, while erosion generally occurs on the downdrift side.

Groynes can be formally engineered with excavation or less formally constructed. They can vary in length, dependent on the sediment transport environment at the site and the level of protection required. In some cases, groynes can also be oriented to provide a barrier to wave energy.



Offshore breakwater

An offshore structure that is not connected to the beach. Offshore breakwaters function by sheltering the shoreline in its lee side by providing a “wave shadow”. Reducing the wave energy landward of the breakwater helps to minimise waves from moving sand along the shoreline.



Offshore submerged reef

Similar to a breakwater, an artificial reef also reduces the wave energy impacting the beach. Artificial reefs often have greater habitat value and encourage marine life to establish, mimicking natural reef systems.



Considering the variability of local coastal processes along the Bargara shoreline, foreshore amenity and recreational values, the most appropriate shoreline management options may vary from site to site. Likely, combinations of options or “hybrid” management strategy including both “soft” and “hard” options might be appropriate for any particular location.

5.2 Other considerations

Other options have been considered based on the preference expressed by the community during previous Council and community workshops.

Groyne removal at Nielson Beach	<p>Some members of the community expressed interest in considering removal of the groyne at Nielson Beach and allowing sand in front of the SLSC to drift north.</p> <p>On its own, this option would result in a reduced width of sandy beach across the entire stretch of beach, and risk of sand being lost from the system to the north. To make this a feasible option, this option should consider being supplemented with the following:</p> <p>Beach nourishment and monitoring – To improve the knowledge of sediment transport and potential localised erosion threats, a combination of beach nourishment and monitoring is required.</p> <p>Construct groyne at the northern end of Jayteens Park – Control structure such as a groyne to assist in holding sand within the coastal compartment. The groyne can hold sand, stabilise the shoreline and potentially reduce long-term recession rates.</p>
Rock swimming enclosure off Turtle Park	<p>Some members of the community expressed interest for installing a protected swimming enclosure by elongating the main groyne at Turtle Park.</p>
Offshore amenity – viewing platform	<p>Some members of the community expressed a preference to have a viewing platform that extends off south of Nielson Park.</p>

5.3 Options assessment analysis

A range of management options can be considered to help manage and enhance coastal and foreshore areas, in line with Council's desired outcomes.

The multi-criteria analysis (MCA) approach is adopted to assess all the potential coastal management options across each site. The MCA evaluates the management options by assessing each option against a defined set of decision criteria that were informed by stakeholder discussions and input (Section 3.4) to represent the understanding of a range of values, short- and long-term needs and constraints at Bargara. The suitable decision criteria are as follows:

1. Cost – including capital costs and ongoing maintenance requirements
2. Protection of public assets – the level of protection afforded to Council assets
3. Life cycle/durability – the design life or longevity of the solution
4. Amenity/access – impact or benefits to amenity and access to the site or surrounding areas
5. Environmental and cultural factors – impact on environmental or cultural values or contribution to improving values
6. Approvals – The levels of approvals and permits required and the likelihood of obtaining approval
7. Change to coastal processes – the impact on natural processes and detriment to coastal environments.

The degree to which the option achieves the above criteria is scored out of 10 according to Table 11, and each criterion is weighted based on priorities for specific sites.

Table 11. General criteria scoring

Criteria	0	1	2	3	4	5	6	7	8	9	10	
Cost	Very expensive, compared to other options				Moderate cost, compared to other options				Minimal cost, compared to other options			
Protection of public assets	Minimal protection of assets, high risk				Moderate protection of public assets				Effective protection of public assets, low risk			
Life cycle / durability	Short-term solution 0-5 years				Medium-term solution 5-20 years				Long-term solution 20+ years			
Amenity/access	Detrimental to amenity and reduces access				Little impact to existing amenity and access				Improves amenity and access			
Environmental and cultural factors	Detrimental impact on environmental and/or cultural values				Moderate impact or some benefit to environmental and/or cultural values				Improvement to environmental and/or cultural values			
Approvals	Very unlikely to receive approvals				Some difficulty in achieving approvals				No approvals needed or approvals easy to obtain			
Coastal processes	Severe impacts to coastal processes				Moderate impact to coastal processes				No impact to coastal processes			

Informed by the regional and site-based values and assets for each study area, the assessment considers the interaction between proposed options and these known values. This includes potential impacts or changes that may arise due to the implementation of management initiatives/works. These values have been presented for each individual site in the report sections that follow.

6 Assessment of shoreline erosion management options

The overall intent of actions associated with the four individual coastal segments of this SEMP is to manage erosion in a way to maximise social, economic and environmental benefits for the community. Four coastal segments are defined for this SEMP (Figure 18):

1. Bargara Beach
2. Turtle Park
3. Nielson Beach
4. Jayteens Park

General principles for management that apply to all sites include:

- Minimise disturbance to dunes and vegetation, including limiting access points across dunes and along the dune toe.
- Enhance dune vegetation – which assists in retaining sand and assisting dunes to accrete/build up.
- Boost additional dune care actions, including protective fencing and revegetation of dunes, to enhance natural dune building processes between storm events.

In addition to these principles, some additional actions may be required at each site, as noted in the following sections. Section 6.1 to 6.4 assess a range of options for each of the four coastal segments.

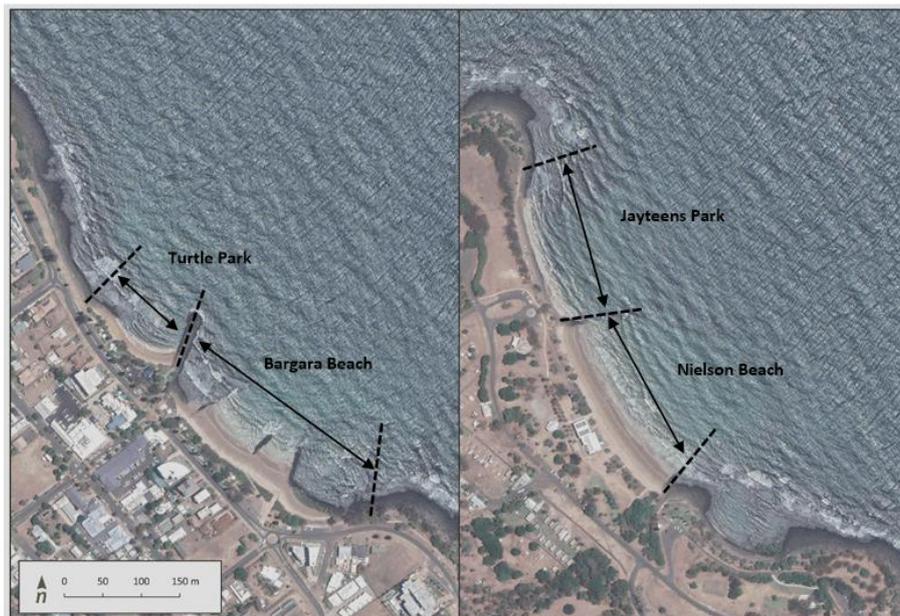


Figure 18. Management segments of Bargara SEMP.

6.1 Bargara Beach

The range of management options considered for Bargara Beach are:

1. Maintain status quo (continue asset maintenance)
2. Active sand and vegetation management
3. Beach nourishment and vegetation management

The options assessment approach, including descriptions of assessment criteria, is outlined in Section 5.3.

Table 12 provides an overview of the scores for each option against the weighted assessment criteria for Bargara Beach. With a number of public assets in close proximity to the shoreline, protection of assets is considered a key criterion and weighted at 300 %. Likewise, as a popular area for public use amenity/access is weighted at 200 %. With all other criteria weighted equally at 100 %. Further detail on the options and assessment against these criteria is provided below.

Table 12. Criteria scoring

Criteria	Criteria weighting	Option 1 <i>Maintain status quo (continue asset maintenance)</i>	Option 2 <i>Active sand and vegetation management</i>	Option 3 <i>Beach nourishment and vegetation management</i>
Cost	100 %	10	9	7
Protection of public assets	300 %*	9	15	24
Life cycle / durability	100 %	5	5	7
Amenity / access	200 %**	6	14	20
Environmental and cultural factors	100 %	5	7	7
Approvals	100 %	10	8	7
Coastal processes	100 %	10	8	7
Total		55	66	79

* Protection of assets is weighted highest due to existing assets in close proximity to the shoreline.

** Amenity/access is weighted higher as Bargara Beach is a popular area for public use.



South of Bargara Beach.
Bargara Shoreline Erosion Management Plan

Option 1 – Maintain status quo (continue asset maintenance)
 Do nothing new and continue to assess and maintain the boat ramp, disability access ramp, boardwalk and viewing platform as required.

It does not resolve the current erosion problems for Bargara Beach, where existing development and assets are already located within foreshore areas prone to erosion. The southern end of Bargara Beach may continue to have slow sand loss to north of the boat ramp – the rate of loss may be exacerbated by any future sea-level rise.

There are currently sections of the dune that have maintained lantana, which is an invasive weed and has the potential to spread and pose environmental risks for surrounding areas. Table 13 provides scores for Option 1 against the assessment criteria, and the current shoreline conditions are shown in Figure 19.



Figure 19. Existing conditions at Bargara Beach.

Table 13. Bargara Beach – Option 1 (maintain status quo) criteria scores

Criteria	Score	Comment
Cost	10	There would be no additional cost, only budget to maintain existing Council assets.
Protection of public assets	3	Provides no reduction in erosion for the duration of the planning period. Not adaptable to future conditions. Assets at risk, with disability access at high risk of damage during a storm event.
Life cycle / durability	5	Maintenance requirements to the existing boat ramp, disability access, boardwalk, stairs access, viewing platform and stormwater outlet. Assets may require repair or replacement after large storm events.
Amenity / access	3	Current beach condition is maintained or reduced. The visual amenity of the beach is likely to reduce moving forward.
Environmental and cultural factors	5	Surrounding environmental values are unchanged and undisturbed. Lantana is present in the study area, which is an invasive weed.
Approvals	10	Currently, there already is a Marine Park Permit (MPW19-002308) to allow select maintenance works.
Coastal processes	10	Area remains unchanged.

Bargara Shoreline Erosion Management Plan

Option 2 – Active sand management and dune stabilisation

Physically moving sand around the beach (with machinery), combined with revegetation, vegetation management, beach access control and protective fencing to stabilise the dune system. This option would include extending the sand storage area to the south of the boat ramp, and this area should be prioritised. Any sand scraping would be supplemented with vegetation management and protective fencing.

Due to northerly transport, sand gets trapped underneath the viewing platform and in the stormwater outlet culverts, which do not provide any beneficial erosion buffer. Sand can be collected from this area when it builds up in the north and be transported to other higher priority areas to provide additional erosion buffer widths to the current eroded state. Sand scraping aims to replicate beach response under ideal conditions for natural beach recovery. Sand scraping is currently undertaken to maintain the accessibility of the boat ramp, and sand is subsequently moved to the upper beach directly north of the boat ramp.

In addition to sand scraping from the boat ramp or the stormwater outlet, removing lantana and re-establishing new native vegetation can help to stabilise the dune system. This option may be unlikely to achieve the required volumes of sand to manage the erosion buffer for a longer period as no additional sand is being added to the system.

Table 14 provides scores for Option 2 against the assessment criteria, with a concept plan of the option in Figure 20.



Figure 20. Bargara Beach – Option 2 – Active sand management and dune stabilisation.

Table 14. Bargara Beach – Option 2 (active sand management and dune stabilisation) criteria scores.

Criteria	Score	Comment
Cost	9	<p>Costs are primarily dependent on the volume of sand and how often it is moved within the beach system, an overall initial cost has been estimated at around \$30,000, including:</p> <ul style="list-style-type: none"> • Earthmoving equipment for a week (around \$2,000/day) • Revegetation and vegetation management • Other contingencies, signage and education <p>Sand scraping from the boat ramp, stormwater outlet and surroundings to be pushed up into the dune and upper beach profile within the beach system. Ongoing management is likely to be in line with current maintenance cost so no additional ongoing cost is expected from what council already budgets. Sand is already cleared from the boat ramp periodically, vegetation currently maintained and likely, additional sand scraping will only be needed every couple of years after storm events and could be incorporated into existing sand scraping that occurs for the boat ramp.</p>
Protection of public assets	5	<p>Good protection from individual storm events. If multiple events hit in succession, protection may be limited. The frequency of beach scraping activities can be adjusted accordingly, but no new sand is being added to system so overall protection is limited.</p>
Life cycle / durability	5	<p>Low life cycle due to continuous maintenance/works requirements. Sand could be lost in any one storm event. Revegetation, once established, would require minimal maintenance. Protective fencing has a low life cycle and will need to be moved and maintained. If vegetation recruitment is successful, fencing could be removed or only placed in the time of dune recession.</p>
Amenity / access	7	<p>Very limited impact on amenity and access, only impact during scraping activities and provides greater recreational beach area. Access points may be reduced but would be formalised, improving safe access.</p>
Environmental and cultural factors	7	<p>If the volume and depth of disturbance are kept low (0.3 - 0.5 m), these activities should have minimal impact on environmental values. This upper active beach zone is a dynamic environment with adaptable fauna. Any works need to be done outside turtle nesting season.</p> <p>Removal of lantana, an invasive weed, will provide environmental benefit to the surrounding area by reducing the risk of spreading and destroying native vegetation.</p>
Approvals	8	<p>Council has an existing marine park permit approval for sand scraping at the boat ramp for works within the Great Sandy Marine Park. However, this would require an amendment to include sand scraping at the stormwater outlet and surrounds. The current acceptable development code for tidal works enables no more than 5,000 m³ to be moved up into the dune and upper beach profile, however any scraping is likely to be well below this volume.</p>
Coastal processes	8	<p>There are limited changes to coastal processes with this option. No sand is being taken out of the active system, and generally, this sediment movement happens when there are favourable conditions.</p>

Option 3 – Beach nourishment and dune stabilisation

Sourcing sand from close-by sand sources or offshore and redistribute onto the beach, in conjunction with vegetation management, beach access control and protective fencing to stabilise the dune system.

Potential sand sources require further investigation; however, the Port of Bundaberg likely dredges areas that may potentially contain sand which has suitable matching properties.

The recommended beach nourishment volume is a minimum of 5,000 m³ (20 m³/m for 250 m beach) to maintain and provide a sufficient buffer width for a 1 % AEP (1 in 100-year ARI) to 0.5% AEP (1 in 200-year ARI) storm/cyclone event for the 20-year planning period.

Beach nourishment increases the volume of sand on the beach and redistributes sand along the beach on the southern end. This is a flexible option that can be tailored to suit the uncertain effects of future climate conditions. Beach nourishment would be supplemented with revegetation, vegetation management and reducing access points to stabilise dunes and reduce the loss of sediment. The additional buffer created from nourishment would provide landscaping opportunities for the southern stretch.

This option requires ongoing commitments of sand renourishment to recharge the erosion buffer. However, as the system is contained between the groynes, sand remains in the local system and provides an ongoing buffer from erosion events. As such, the required nourishment interval is likely to be a longer duration of 10+ years.

Table 15 provides scores for Option 3 against the assessment criteria, with a concept plan of the option in Figure 21.



Table 15. Bargara Beach – Option 3 (beach nourishment and dune stabilisation) criteria scores

Criteria	Score	Comment
Cost	7	Costs are largely dependent on the volume of sand and cost to source sand (which is highly variable), however the overall cost has been conservatively estimated at around \$450,000, including: <ul style="list-style-type: none"> • A sand volume of 5,000 m³ • Earthmoving equipment for a week • Revegetation and vegetation management • Other contingencies, approvals, signage and education Ongoing management is likely to be minimal and likely needed every couple of years after storm events. Costs are high compared to other options assessed but are much less than other suitable protection options such as a buried seawall.
Protection of public assets	8	Good protection but may not sufficiently mitigate the risk or be viable over a longer-term planning period. Greatly enhanced protection of assets.
Life cycle / durability	7	Due to the contained system between groynes, sand is likely to remain within the system and provide ongoing protection. However, sand could be lost in any one large storm event. Revegetation, once established, would require minimal maintenance. Protective fencing has a low life cycle and would need to be moved and maintained. If vegetation recruitment is successful, fencing could be removed or only placed in the time of dune recession.
Amenity / access	10	Minimal impact on amenity and access, only impact during sand dumping and scraping activities and provides greater recreational beach area. Access points may be reduced but would be formalised, improving safe access.
Environmental and cultural factors	7	If the volume and depth of disturbance are kept low, these activities should have minimal impact on environmental values. Animals in this upper, already dynamic environment are highly adaptable.
Approvals	7	Would require new approvals for beach nourishment, including tidal works approval and marine park permit. However, approvals are likely to be supported as long as a suitable compatible sand source is identified.
Coastal processes	7	There are limited changes to coastal processes with this option. No sand is being taken out of the active system, and generally, this sediment movement is what happens when there are favourable conditions.

Recommended option

Option 3 – Beach nourishment and dune stabilisation. (Concept drawings P0420105-1001 and P0420105-1002 in Attachment E)

Sourcing sand from nearby sand sources or offshore, combined with revegetation and management, protective fencing and access control to stabilisation the dune system.

Description

This SEMP identifies beach nourishment as the recommended option at Bargara Beach and encourages dune growth and improved dune stability through revegetation and controlling dune access.

Additional volume of 20 m³/m or 5,000 m³ can provide an additional erosion buffer for up to a 0.5 % AEP (1 in 200-year ARI) event to protect assets at risk. This provides an additional buffer for the removal of lantana and revegetation with suitable native vegetation for improved dune health and aesthetics.

Potential sand sources of interest include the Port of Bundaberg or other offshore sand dumping sites. Sand sourcing from the Port of Bundaberg should be prioritised as the Port may be able to provide services to use maintenance dredge material to nourish adjacent beaches. The Port of Bundaberg's Long Term Management and Monitoring Plan (LTMMP) (Port of Bundaberg, 2012) and Sediment Sampling and Analysis Plan (SAP) indicate that the dredge material has a high proportion of sand and may be suitable to source as nourishment material

on the Bargara Beaches. Both the Burnett River and sand bar that sometimes forms at the river mouth appear to have similar properties to the beaches of Bargara.

Other offshore sand sources may be restricted due to the limited availability of sand and legislative constraints that may be applicable to potential sand sourcing locations. The suitability and quality of the maintenance dredge sand would require to be assessed prior to using this material for nourishment at Bargara Beach. Allocation of available sand resources to the Bargara shoreline should be prioritised based on need. Continue to maintain the boat ramp accessibility by sand scraping and moving sand from the lower beach up into the dune system.

Bargara Beach is in good condition, being relatively stable due to sediment transport control being provided by the rocky outcrops and groynes. The existing vegetation buffer varies along Bargara Beach but is mostly providing a suitable level of natural protection to infrastructure and assets. This buffer reduces towards the southern end of the beach. This area may represent an immediate low-level erosion risk to infrastructure. Revegetation and ongoing vegetation management are highly recommended to manage erosion concerns and informal accesses.

The maintenance of sufficient sand storage relies on effective dune management based on maintaining a healthy vegetation cover. This requires revegetating with appropriate plant species and defining beach access over the dunes to maintain their health to reduce erosion and vegetation being undermined. Standardised signage should be implemented to provide safe, designated community access to foreshore areas and educate and build understanding with regard to foreshore protection.

The monitoring survey program should continue to ensure seasonal and annual changes to beach profiles are being captured. One transect (WOONG 175.50) has been established by the Beach Protection Authority (BPA) (details in section 4.8). It is recommended to survey a total of five transects at Bargara Beach, and these include the existing BPA transect and four additional transects to be established at approximately 50 m intervals from the existing BPA transect. All beach transects surveys should extend well beyond the low tide mark to ensure the active beach system is captured by the survey. The monitoring survey program should be reviewed every three years.

Vegetation management should include removal of invasive weed (*Lantana camara*) and the re-establishment of native vegetation is recommended.

Cost estimates

The cost estimates associated with the recommended option are presented in Table 16. Without undertaking a detailed review of potential sand sources, the cost of sand can vary greatly. As such, a conservative estimate of cost has been applied. If sand can be sourced from a mutually beneficial source in conjunction with the Port of Bundaberg these beach nourishment costs would be significantly less.

Table 16. Bargara Beach – recommended option 3 (beach nourishment and dune stabilisation) cost estimates

Item	Estimate costs
Preliminaries – project design, approvals, site setup and environmental management (Including shared cost of sand source study)	\$90,000
Beach nourishment	\$200,000
Revegetation, fencing, ongoing management	\$10,000
SUBTOTAL	\$300,000
Allow 50 % budget contingency ²	\$150,000
TOTAL	\$450,000

² Budget contingency is the demonstrated, systematic, tendency for project appraisers to be overly optimistic when costing engineering projects. This can be addressed through an optimism bias in the early stages of a project, before detailed information is gathered through survey, ground investigation, early contractor investigation, detailed design and quantity surveying.

6.2 Turtle Park

The range of management options considered for Turtle Park are:

1. Maintain status quo
2. Low impact sand management
3. Buried seawall
4. Rock swimming enclosure

The options assessment approach, including descriptions of assessment criteria, is outlined in Section 5.3.

Table 17 provides an overview of the scores for each option against the weighted assessment criteria for Turtle Park. With a number of public assets in close proximity to the shoreline, protection of assets was considered a key criterion and weighted at 300 %. Likewise, as a popular area for public use amenity/access is weighted at 200 %. With all other criteria weighted equally at 100 %. Further detail on the options and assessment against these criteria is provided below.

Table 17. Criteria scoring

Criteria	Criteria weighting	Option 1 <i>Maintain status quo</i>	Option 2 <i>Low impact sand management</i>	Option 3 <i>Buried seawall</i>	Option 4 <i>Rock swimming enclosure</i>
Cost	100 %	10	10	7	3
Protection of assets	300 %*	6	15	27	18
Life cycle / durability	100 %	6	6	9	7
Amenity / access	200 %**	12	18	12	10
Environmental and cultural factors	100 %	10	9	6	2
Approvals	100 %	10	9	7	2
Coastal processes	100 %	10	10	8	3
	Total	64	77	76	45

* Protection of assets is weighted highest due to existing assets in close proximity to the shoreline.

** Amenity/access is weighted higher as Turtle Park is a popular area for public use.



Turtle Park.

Option 1 – Maintain status quo
Do nothing new and continue to assess and maintain the Turtle Park assets as required.
Table 18 provides scores for Option 1 against the assessment criteria.

Table 18. Turtle Park – Option 1 (maintain status quo) criteria scores

Criteria	Score	Comment
Cost	10	There would be no additional cost, only budget to maintain existing Council assets.
Protection of public assets	2	Provides no reduction in erosion for the duration of the planning period. Not adaptable to future conditions. Assets at risk, with disability access at high risk of damage during a storm event.
Life cycle / durability	6	Maintenance requirements to Turtle Park assets. Assets may require repair or replacement after large storm events.
Amenity / access	6	Current beach condition is maintained or reduced. The visual amenity of the beach is likely to reduce moving forward.
Environmental and cultural factors	10	Surrounding environmental values are unchanged and undisturbed.
Approvals	10	No new tidal works or marine park approvals required.
Coastal processes	10	Area remains unchanged.



Turtle Park.

Option 2 – Low impact sand management

Low-impact sand management through vegetation management and managing access, assisted by multipurpose fencing to restrict access and aid in sand capture until vegetation is established.

At Turtle Park, vegetation management and reducing access points should be undertaken to stabilise dunes and reduce sediment loss. During establishment of vegetation multipurpose fencing would catch wind blown sand.

Table 19 provides scores for Option 1 against the assessment criteria, with a concept plan of the option in Figure 22.



Figure 22. Turtle Park - Option 2 – Low impact sand management.

Table 19. Turtle Park – Option 2 (low impact sand management) criteria scores

Criteria	Score	Comment
Cost	10	Costs have been estimated at \$30,000 including vegetation and sand fencing works, education, and signage.
Protection of public assets	5	Low protection in the short-term, increasing with vegetation establishment and sediment build-up.
Life cycle / durability	6	Medium life cycle / durability including: <ul style="list-style-type: none"> Revegetation has a longer life cycle, once/if successfully established, but also requires maintenance. Multipurpose sand fencing has a short life cycle and requires ongoing maintenance. If vegetation establishes well, sand fencing could be removed and only placed during the time of dune recession.
Amenity / access	9	Access points may be reduced but formalised and can be designed accordingly to increase access and aesthetics. Unlikely to cause significant adverse impacts.
Environmental and cultural factors	9	Improved natural areas with revegetation.
Approvals	9	No new tidal works or marine park approvals required if works stay above the high tide mark.
Coastal processes	10	Minimal adverse impacts to coastal processes.

Option 3 – Buried wall

Localised buried seawall to act as the last line of defence.

The concept design of a potential seawall at Turtle Park has considered its location, extent and tie-ins. The buried seawall would follow close to the alignment of the shoreline in front of the playground. A potential secondary component could extend further north to protect the toilet block and shelters.

By locating the seawall behind the active beach system, the natural coastal processes are less affected and less likely to lose beach width. The actual alignment would need to be subject to design considerations, including geotechnical stability assessments, as part of the detailed design process. This wall could be either rock or geotextile bags.

This option would have no impact on visual amenity as the whole seawall is expected to be buried, and it would only become visible in response to a significant series of smaller events or storm conditions. Table 20 provides scores for Option 2 against the assessment criteria, with a concept plan of the option in Figure 23.



Figure 23. Turtle Park - Option 3 – Buried seawall.

Table 20. Turtle Park – Option 3 (buried seawall) criteria scores

Criteria	Score	Comment
Cost	7	Cost of around \$450,000, including: <ul style="list-style-type: none"> • 50 m buried seawall in front of Turtle Park at \$4,500/m = \$225,000 • Design, approvals, site setup and environmental management \$65,000 • Revegetation, landscaping, managing access and signage (approx. \$10,000) • Contingency (\$150,000) Additional 50 m buried seawall adjacent to Turtle Park at \$4,500/m = \$225,000
Protection of public assets	9	Excellent protection for assets behind the wall; however, the area in front of the wall is subject to natural erosion.
Life cycle / durability	9	Dependent on the type of wall, generally: <ul style="list-style-type: none"> • Rock wall – estimated design life of 50 years • Geofabric bag wall – estimated design life of 20 years
Amenity / access	6	Maintains beach width and access would be impacted during construction.
Environmental and cultural factors	6	Construction of a new seawall would cause disturbance to the existing environment; however, finished works would retain a similar environment as the original site.
Approvals	7	May require an environmental impact statement to demonstrate no adverse impacts. Requires tidal works approval.
Coastal processes	8	Being located inland and allowing natural processes to continue along the beach, there would be minimal changes to coastal processes.

Option 4 – Rock swimming enclosure

Some members of the community proposed a rock swimming enclosure to merge into the existing main groyne at Turtle Park and stretching out approximately 40 m west from the groyne and approximately 60 m from the shore.

The purpose of this enclosure is to provide a safe swimming enclosure. Anecdotally, the detailed design, water quality management and indicative cost estimates associated with constructing the rock swimming enclosure were addressed.

This option may be able to stabilise the beach in front of Turtle Park and allow any sediment to bypass and deposit in a more sheltered area. This option would have a significant impact on visual amenity; however, it may mitigate erosion problems at Turtle Park. Detailed numerical modelling could be used to further consider this issue to ensure erosion does not transfer along the foreshore. Potential environmental and water quality impacts must be considered.

Table 21 provides scores for Option 3 against the assessment criteria, with a concept plan of the option in Figure 24.



Figure 24. Turtle Park - Option 4 – Rock swimming enclosure.

Table 21. Turtle Park – Option 4 (rock swimming enclosure) criteria scores.

Criteria	Score	Comment
Cost	3	Very high cost of between \$900,000 to \$1,100,000, including: <ul style="list-style-type: none"> • 40 m wall to the west and 60 m wall to the shore at \$5,000 to \$10,000/m = \$500,000 to \$1,000,000. • Design, approvals and environmental management \$100,000 • Contingency (\$300,000 to \$500,000)
Protection of public assets	6	Excellent protection of assets behind swimming enclosure. However, area adjacent to the enclosure is subject to the natural erosion process and could increase erosion to the north of the structure.
Life cycle / durability	7	Dependent on the type of enclosure, generally: <ul style="list-style-type: none"> • Rock material – estimated design life of 50 years However, there is an ongoing risk that movement of rock could pose a safety risk unless closely monitored.
Amenity / access	5	No improvements to amenity. The site would retain similar amenity and access as current conditions. Offshore rock structure may be visually unappealing.
Environmental and cultural factors	2	Construction of enclosure would cause disturbance to the existing environment. The finished structure has the potential to create water quality issues by reducing the flushing of the natural tidal system.
Approvals	2	Requires tidal works approval and marine park permit. It may be challenging to obtain approvals as unlikely to be suitable justification and need for works.
Coastal processes	3	The swimming enclosure protruding out would impact waves, currents and coastal processes. There are likely to be adverse impacts to coastal processes at the edges of where the enclosure ties into the existing shoreline

Recommended option

Option 2 – Low-impact sand management

Low-impact sand management through revegetation and managing access, assisted by multipurpose fencing to restrict access and aid in sand capture.

Description

This SEMP identifies low-impact sand management at Turtle Park as the recommended option. The value of infrastructure and open space located within Turtle Park are key drivers of this outcome.

If beach nourishment is already taking place at Bargara Beach, some additional beach nourishment at Turtle Park is suggested by allocating 1,000 to 1,500 m³ from the available sand resources. Turtle Park is not considered an erosion hotspot, and nourishment is primarily recommended if it can be done beneficially while taking place at Bargara Beach. This area is not exposed to the prevailing wave climate; hence the longshore sediment transport rate is low. Sand movement is expected to be dominated by cross-shore processes.

The upper beach and foreshore area do not have a large buffer; however, the main groyne is providing protection to prevailing south-easterly approaching waves but exposed north-easterly wave conditions. Re-establishment of native vegetation is recommended to provide a suitable buffer to storm erosion along the park. Installation of multipurpose fencing in front of the vegetation is also recommended to collect wind-blown sand and prevent informal beach access. Standardised signage should be implemented to provide safe, designated pedestrian access to foreshore areas and educate and build understanding with regard to foreshore protection.

Tier 2 action – Buried seawall in front of Turtle Park (if applicable)

Alternatively, the buried seawall (option 2) could be considered under longer-term planning as the erosion threat to infrastructure may increase with sea-level rise and an increase in storm intensity. This buried seawall would follow as close as practicable to the alignment of the current shoreline in front of the playground. The

whole seawall is expected to be buried, and it would only become visible in response to a significant series of smaller events or storm events. The seawall could be either rock or geotextile bags.

In order to be effective, the design will include a suitable foundation depth to prevent undermining of the structure, particularly in relation to future beach levels. The confirmation of materials, specifications and levels is subject to a detailed design of the seawall to withstand a minimum 2 % AEP Storm Event, which would meet the requirements of the QLD Prescribed Tidal Works Code as part of the Coastal Protection & Management Regulation 2017. Several access points should be provided through the structure for pedestrian access to the beach.

Considerations should be given to having a design undertaken in advance such that if a large storm event threatens assets, installation of an emergency wall can be built to a standard that can be retrospectively approved.

Cost estimates

The detailed cost estimates associated with the recommended option are presented in Table 22.

Table 22. Turtle Park – Recommended option 2 (low-impact sand management) cost estimates

Item	Estimated costs
Recommended option	
Preliminaries – project design, approvals, site setup and environmental management	\$10,000
Revegetation, fencing, ongoing management	\$10,000
SUBTOTAL	\$20,000
Allow 50 % budget contingency	\$10,000
TOTAL	\$30,000
Tier 2 action - Buried seawall	
Preliminaries – project design and approvals	\$65,000
Buried seawall – approx. 50 m	\$225,000
Revegetation, fencing, ongoing management	\$10,000
SUBTOTAL	\$300,000
Allow 50 % budget contingency	\$150,000
TOTAL	\$450,000
*Additional approx. 50m buried seawall + 50 % budget contingency	\$350,000

*Total buried seawall length to be determined

6.3 Nielson Beach

A range of management options considered for this site are:

1. Maintain status quo
2. Low-impact sand management
 - a. Access management
 - b. Revegetation
 - c. Multipurpose fencing
3. Buried seawall
4. Rock/tidal pool
5. Viewing platform

The options assessment approach, including descriptions of assessment criteria, is outlined in Section 5.3.

Table 23 provides an overview of the scores for each option against the weighted assessment criteria for Nielson Beach. The criteria weightings for Nielson Beach reflects the importance of providing ready access and use of the immediate foreshore, as well as protecting the Surf Life Saving Club (SLSC). Protection of assets was considered a key criteria however with the SLSC already protected by a seawall this was considered of less importance than Bargara Beach or Turtle Park and weighted at 200 %. The SLSC and patrolled swimming beach amenity/access was considered the most important criteria and is weighted at 300 %. Further detail on the options and assessment against these criteria is provided below.

Table 23. Criteria scoring

Criteria	Criteria weighting	Option 1 <i>Maintain status quo</i>	Option 2 <i>Low-impact sand management</i>	Option 3 <i>Buried seawall</i>	Option 4 <i>Rock/tidal pool</i>	Option 5 <i>Viewing platform</i>
Cost	100 %	10	9	8	7	5
Protection of public assets	200 %*	12	16	18	0	0
Life cycle / durability	100 %	6	7	9	8	2
Amenity / access	300 %**	15	24	24	27	27
Environmental and cultural factors	100 %	10	9	6	4	5
Approvals	100 %	10	10	6	4	5
Coastal processes	100 %	9	10	9	8	6
Total		72	85	80	58	50

* Protection of assets is weighted higher due to existing assets in close proximity to the shoreline. However, due to SLSC being protected by a seawall, it is weighted lower than scoring used for Turtle Park & Bargara.

** Amenity/access is weighted highest as Nielson Beach is a patrolled swimming beach and a popular public use area.



Nielson Beach.

Option 1 – Maintain status quo
 Do nothing new and continue to assess and maintain assets.

This option does not resolve the current erosion problems for Nielson Beach, where existing development and assets are already located within foreshore areas prone to erosion. There is an existing seawall in front of the SLSC, and it provides a level of protection for the key asset within this beach compartment. The sand within this beach compartment is largely contained within the headland to the south and groyne to the north. However, during large events sand may be lost from the system – the rate of loss may be exacerbated by any future sea-level rise.

Table 24 provides scores for Option 1 against the assessment criteria.




Figure 25. Existing conditions at Nielson Beach.

Table 24. Nielson Beach – Option 1 (maintain status quo) criteria scores

Criteria	Score	Comment
Cost	10	There would be no additional cost, only budget to maintain existing Council assets.
Protection of public assets	6	Provides no reduction in erosion for the duration of the planning period. Not adaptable to future conditions. There is an existing seawall in front of SLSC.
Life cycle / durability	6	Some maintenance requirements apply to the existing SLSC ramps, access points and seawall.
Amenity / access	5	No improvements to amenity. The site would retain similar amenity and access as current conditions.
Environmental and cultural factors	10	Surrounding environmental values are unchanged and undisturbed.
Approvals	10	Not required. Currently, there already is a Marine Park Permit (MPW19-002308) to allow selective maintenance works.

Option 2 – Low impact sand management

Low-impact sand management, vegetation management, and managing access, assisted by multipurpose fencing to restrict access and aid in sand capture until vegetation is established.

This option would involve revegetation and managing the impacts of increasing numbers of beach users on the stability of the local dune system. This would be supplemented with establishing multipurpose fencing along the dune east of the SLSC to catch wind-blown sand and restrict access.

Table 25 provides scores for Option 2 against the assessment criteria, with a concept plan of the option in Figure 26.



Figure 26. Nielson Beach - Option 2 – Low impact sand management.

Table 25. Nielson Beach – Option 2 (low impact sand management) criteria scores

Criteria	Score	Comment
Cost	9	Costs have been estimated at \$30,000 including vegetation and sand fencing works, education, and signage.
Protection of public assets	8	Low protection in the short-term, increasing with vegetation establishment and sediment build-up. Noting there is an existing seawall in front of key asset (SLSC).
Life cycle / durability	7	Medium life cycle / durability including: <ul style="list-style-type: none"> • Revegetation has a longer life cycle, once/if successfully established, but also requires maintenance • Multipurpose sand fencing has a short life cycle and requires ongoing maintenance. If vegetation establishes well, sand fencing could be removed and only placed during periods of dune recession.
Amenity / access	8	Access points may be reduced but formalised and can be designed accordingly to increase access and aesthetics. Unlikely to cause significant adverse impacts.
Environmental and cultural factors	9	Improved natural areas with revegetation.
Approvals	10	Currently, there already is a Marine Park Permit to allow select maintenance works.
Coastal processes	10	Minimal adverse impacts to coastal processes.

Option 3 – Buried seawall

Upgrading the existing seawall in front of the SLSC with a more substantial buried seawall to act as the last line of defence structure.

This option is only proposed on sections of Nielson Beach that have existing development or environmental and social values that are at risk of damage or loss to erosion processes in the planning period. The buried seawall would be a rebuild of the existing seawall alignment or similar. The existing seawall currently protects the SLSC from storm events to a degree, but erosion may be exacerbated by any future sea-level rise.

This option would have no impact on visual amenity as the whole seawall is expected to be buried, and it would only become visible in response to a significant series of smaller events or storm conditions. This option is less likely to result in a loss of beach. This wall could be either rock or geotextile bags.

Table 26 provides scores for Option 3 against the assessment criteria, with a concept plan of the option in Figure 27.

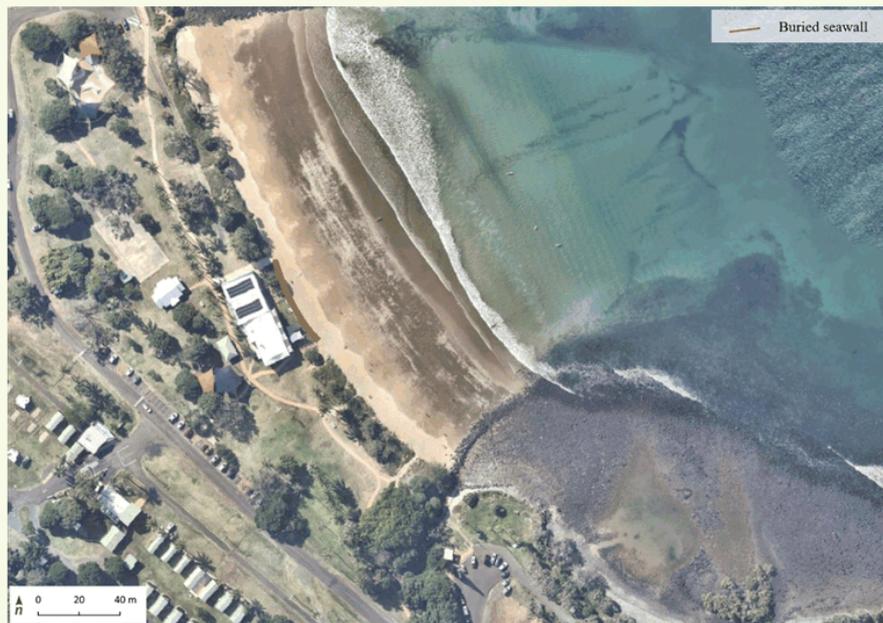


Figure 27. Nielson Beach - Option 3 – Buried seawall.

Table 26. Nielson Beach – Option 3 (buried seawall) criteria scores

Criteria	Score	Comment
Cost	8	Cost of around \$450,000, including: <ul style="list-style-type: none"> • 50 m buried seawall in front of SLSC at \$4,500/m = \$225,000 • Design, approvals, site setup and environmental management \$65,000 • Revegetation, landscaping, managing access and signage (approx. \$10,000) • Contingency (\$150,000)
Protection of public assets	9	Excellent protection for assets behind the wall. However, the area in front of the wall is subject to a natural erosion process.
Life cycle / durability	9	Dependent on the type of wall, generally: <ul style="list-style-type: none"> • Rock wall – estimated design life of 50 years • Geofabric bag wall – estimated design life of 20 years
Amenity / access	8	Access points may be reduced but formalised and can be designed accordingly to increase access and aesthetics. Unlikely to cause significant adverse impacts.
Environmental and cultural factors	6	Construction of a new seawall would cause disturbance to the existing environment; however, finished works would retain a similar environment as the original site.
Approvals	6	Will require tidal works approval for upgraded wall. However, the existing seawall appears to have an existing approval under the Harbours Act 1955, so it should not be an issue to acquire approval for a new seawall.
Coastal processes	9	Being located inland and allowing natural processes to continue along the beach, there would be minimal changes to coastal processes.

Option 4 – Rock/tidal pool

The community expressed a preference to moving volcanic rocks off Nielson Park to create a rock pool similar to The Basin at Kellys Beach.

This option requires relocating local volcanic rocks onto the existing rocky outcrop to form a sheltered swimming area. This option has minimal impact on visual amenity and does not mitigate erosion issues. Potential environmental and water quality impacts must be considered.

Table 27 provides scores for Option 4 against the assessment criteria, with a concept plan of the option in Figure 28.



Figure 28. Nielson Beach - Option 4 – Rock/tidal pool.

Table 27. Nielson Beach – Option 4 (rock/tidal pool) criteria scores

Criteria	Score	Comment
Cost	7	Costs are largely dependent on approvals, environmental requirements and the volume of rock, but the estimated overall cost of around \$500,000, including all approvals and environmental management.
Protection of public assets	0	No reduction in erosion.
Life cycle / durability	8	The typical estimated design life of a rock structure is 50 years.
Amenity / access	9	Maintains current beach, unlikely to cause significant adverse impacts.
Environmental and cultural factors	4	Construction of a new wall would cause disturbance to the existing environment. Environmental values and water quality might be impacted.
Approvals	4	Requires approval for offshore construction works. May be challenging to obtain approvals as tidal rock pools are sensitive habitat areas.
Coastal processes	8	Located on existing rocky outcrops, it would be unlikely to cause any significant adverse impacts to coastal process but has potential to modify coastal processes.

Option 5 – Viewing platform

During previous council and community workshops, the community expressed a preference to have a viewing platform that extends south of Nielson Park.

This option may have adverse effects on local coastal processes and does not mitigate erosion issues.

Table 28 provides scores for Option 5 against the assessment criteria, with a concept plan of the option in Figure 29.



Figure 29. Nielson Beach - Option 5 – Viewing platform.

Table 28. Nielson Beach – Option 5 (viewing platform) criteria scores

Criteria	Score	Comment
Cost	5	High costs of around \$900,000 including: <ul style="list-style-type: none"> • Approx. 100 m² of floating boardwalk and viewing platform at \$5,000/m² = \$500,000, subject to material • Plus design, approvals, environmental management and contingencies.
Protection of public assets	0	No reduction in erosion.
Life cycle / durability	2	Boardwalk/viewing platform would need continual maintenance due to its location on the shoreline.
Amenity / access	9	Improves amenity through creating a boardwalk out to the water, a seating area and a more visually appealing option than the current rocky outcrop.
Environmental and cultural factors	5	Construction of a new structure would cause disturbance to the existing environment.
Approvals	5	Requires approval for offshore construction works. May be challenging to obtain approvals.
Coastal processes	6	It would have moderate impacts on waves, currents and coastal processes. There are likely to be adverse impacts to coastal processes landward of the viewing platform, where it ties into the existing shoreline.

Recommended option

Option 2 – Low-impact sand management

Low-impact sand management through revegetation and managing access, assisted by multipurpose fencing to restrict access and aid in sand capture.

Description

This SEMP identifies that the recommended option for Nielson Beach is undertaking low-impact sand management. The value of beach amenity and access and the protection of public assets located within Nielson Beach are key drivers of this outcome. The northern end of Nielson Beach adjacent the groyne is also identified as an erosion hotspot. If/when nourishment is undertaken at Jayteens Park, it is recommended to extend the deposition area to include the northern end of Nielson Beach, which is currently eroded.

The upper beach and foreshore area have a reasonable coastal vegetation buffer; however, the density has reduced significantly due to informal beach access. The stability of the beach is very much influenced by the 130 m groyne, and it forms an effective control point stabilising the beach to the south. The sand transport rate along Bargara Beach is relatively low, with a potential net transport of approximately 3,000 m³/year to the north. Re-establishment of native vegetation is recommended to provide a wider buffer to storm erosion along Nielson Beach. Installation of multipurpose sand fencing in front of the vegetation is also recommended to collect wind-blown sand and prevent informal beach access.

The monitoring survey program should continue to ensure seasonal and annual changes to beach profiles are being captured. Three transects (WOONG 176.00 to WOONG 177.00) have been established by the Beach Protection Authority (BPA) (details in Section 4.8). It is recommended to survey five transects at Nielson Beach, and these include the three existing BPA transect and two additional transect lines to be established approximately midway between the existing BPA transects. All beach transect surveys should extend well beyond the low tide mark to ensure the active beach system is captured by the survey. The monitoring survey program should be reviewed every three years.

Tier 2 action – Buried seawall in front of SLSC (if applicable)

There is an existing shoreline protection structure in front of the SLSC. The structure has not been designed to dissipate wave energy and may require adaptation works if it is to be expected to provide long-term protection and not adversely affect beach amenity. The long-term suitability of this structure is uncertain, and an upgrade or assessment may be necessary within the planning period to ensure it continues to function as intended. A buried seawall (option 3) should be considered.

Cost estimates

The detailed cost estimates associated with the recommended option are presented in Table 29.

Table 29. Nielson Beach – Recommended option 2 (low-impact sand management) cost estimates

Item	Estimated costs
Recommended option 2 - Low-impact sand management	
Preliminaries/Monitoring – project design, approvals, site setup and environmental management	\$10,000
Revegetation, fencing, ongoing management	\$10,000
SUBTOTAL	\$20,000
Allow 50 % budget contingency	\$10,000
TOTAL	\$30,000
Tier 2 action - Buried seawall in front of SLSC (if applicable and triggered by failure of existing seawall)	
Preliminaries – project design, approvals, site setup and environmental management	\$65,000
Buried seawall – approx. 50 m	\$225,000
Revegetation, fencing, ongoing management	\$10,000
SUBTOTAL	\$300,000
Allow 50 % budget contingency	\$150,000
TOTAL	\$450,000

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6.4 Jayteens Park

A range of management options considered for this site are:

- a. Maintain status quo – Not considered an option due to assets already impacted
 - 1. Planned retreat
 - 2. Seawall
 - 3. Groyne removal
 - 4. Beach nourishment and active monitoring
 - 5. Groyne
 - 6. Combined option

The options assessment approach, including descriptions of assessment criteria, is outlined in Section 5.3.

Table 30 provides an overview of the scores for each option against the weighted assessment criteria for Jayteens Park. The criteria weightings for Jayteens Park reflects the importance of providing ready access and use of the immediate foreshore, as well as protecting the shared path, car park area and roundabout. Further detail on the options and assessment against these criteria is provided below.

Table 30. Criteria scoring

Criteria	Criteria weighting	Not an option	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
		Maintain status quo	Planned retreat	Seawall	Groyne removal	Beach nourishment and active monitoring	Groyne	Combined option
Cost	100 %	10	7	8	8	8	7	4
Protection of assets	250 %*	2.5	7.5	22.5	7.5	20	12.5	20
Life cycle / durability	100 %	1	3	9	5	5	9	7
Amenity / access	250 %**	5	17.5	10	20	22.5	17.5	25
Environmental and cultural factors	100 %	6	6	9	7	7	6	6
Approvals	100 %	10	8	4	5	8	5	5
Coastal processes	100 %	10	9	2	8	8	6	8
Total		44.5	58	64.5	60.5	78.5	63	75

* Protection of assets is weighted higher due existing assets in close proximity to the shoreline.

** Amenity/access is weighted higher as Jayteens Park provides ready access and use of immediate foreshore.



Jayteens Park.

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Not an option – Maintain status quo

Do nothing new and continue to assess and maintain assets. This is not considered an acceptable option due to the pedestrian path already being undermined and closed, and if left it is likely that the turnaround area would also eventually come under threat.

This option allows coastal processes to take their natural course.



Figure 30. Existing eroded shoreline at the end of Lookout Drive.

Table 31. Jayteens Park – Maintain status quo criteria scores

Criteria	Score	Comment
Cost	10	There would be no additional cost, only budget to maintain existing Council assets.
Protection of public assets	1	Provides no reduction in erosion for the duration of the planning period. Not adaptable to future conditions. Public assets already damaged and at risk.
Life cycle / durability	1	Public assets already damaged and at risk.
Amenity / access	2	The visual amenity of the beach is likely to reduce in the future.
Environmental and cultural factors	6	Surrounding environmental values are unchanged and undisturbed.
Approvals	10	No approvals required.
Coastal processes	10	Area remains unchanged.

Option 1 – Planned retreat

This option allows coastal processes to take their natural course with the intent of a planned retreat strategy by removing infrastructure from the erosion zone, designing infrastructure that can be removed before large storm events or allowing previously developed land to function as an erosion buffer.

The threatened foreshore along Jayteens Park encompasses public assets and the long-term planned retreat strategy would require relocating these public assets further inland. These identified assets are:

- Shared path – currently fenced off for safety reasons
- Roundabout (end of Lookout Drive)
- Road
- Car park area

Concrete and other debris is becoming exposed along the entire foreshore of Jayteens Park, which would require careful management and removal. Table 32 provides scores for Option 1 against the assessment criteria.



Figure 31. Proposed planned retreat area.

Table 32. Jayteens Park – Option 1 (planned retreat) criteria scores

Criteria	Score	Comment
Cost	7	Cost of removal, relocation and replacement of assets estimated at \$500,000, including: <ul style="list-style-type: none"> • Removal and disposal of all materials • Installation of new replacement items • Contingencies
Protection of public assets	3	Requires relocation of potentially affected assets.
Life cycle / durability	3	Does not resolve any current erosion problems but may need to continue to retreat.
Amenity / access	7	Maintain existing beach amenity and foreshore in its natural state.
Environmental and cultural factors	6	Relocation of assets would cause disturbance to the existing environment.
Approvals	8	Minimal approvals required, if at all.
Coastal processes	9	No impact on coastal processes.

Option 2 – Seawall
 A rock or geotextile seawall built at the end of Lookout Drive.

The seawall would extend from the landward side of the groyne to the picnic hut. The wall would be built at approximately the current high tide mark to maintain the current area. The seawall will act as a physical barrier to prevent shoreline recession and protect the shared path, car park area, roundabout and picnic hut.

Table 33 provides scores for Option 2 against the assessment criteria, with a concept plan of the option in Figure 32.



Figure 32. Jayteens Park - Option 2 – Seawall

Table 33. Jayteens Park – Option 2 (seawall) criteria scores

Criteria	Score	Comment
Cost	8	Cost of around \$600,000 for 85 m of seawall, including design, approvals and contingencies.
Protection of public assets	9	Effective at protecting infrastructure behind the wall. However, it may result in loss of the sandy beach without supplementary sand scraping or beach nourishment.
Life cycle / durability	9	Dependent on the type of wall, generally: <ul style="list-style-type: none"> • Rock wall – estimated design life of 50 years • Geofabric bag wall – estimated design life of 20 years • Other types of walls (e.g. stepped concrete between 20 – 50 years)
Amenity / access	4	Dependent on the type of wall – rock walls may reduce access and amenity.
Environmental and cultural factors	9	If contained to the current area and buried where possible there should be minimal additional impacts on current environment.
Approvals	4	Requires tidal works approval and marine park permit. May be some difficulty getting approval based on the value of the assets it is protecting being less than cost of wall.
Coastal processes	2	Significant changes to coastal processes: <ul style="list-style-type: none"> • Waves would reflect off the wall resulting in lowering of beach in front of the wall at Jayteens Park. • May cause a high degree of turbulence in front of the structure. • Natural beach processes can no longer access the sand reserves in the upper part of the active beach. • Sand would be pushed to the north. • Possible end effects resulting in greater erosion to north.

Option 3 – Groyne removal
 Consider removing the groyne at Nielson Beach.

This option will allow sand in front of the SLSC to drift north. A narrowing of the beach in front of the SLSC would be expected to occur as sand would naturally move north to Jayteens Park to replicate the shoreline before constructing the groyne. The suitability of this option is uncertain due to the shoreline setback of approximately 30 m at the most northern end of Jayteens Park. The loss of shoreline width in this northern section could be attributed to the installation of the groyne. Consequently, the current receded shoreline might impact retaining downdrift sand within the coastal compartment in the longer term.

This option is likely to have adverse effects and increase erosion risks on the southern end of Nielson Beach in the short term. There may also be risks associated with reduced beach width at Nielson Beach due to losing sand from the system to the north around the headland at Jayteens Park. If the groyne is removed and the adverse effects are significant, it might not be possible or approved to re-instate the groyne, and then beach nourishment would be required to return Nielson Beach to its current state.

Table 34 provides scores for Option 1 against the assessment criteria, with a concept plan of the option in Figure 33.



Figure 33. Jayteens Park - Option 3 – Groyne removal.

Table 34. Jayteens Park – Option 3 (groyne removal) criteria scores

Criteria	Score	Comment
Cost	8	Costs are largely dependent on approvals, environmental requirements and the volume of rock, with an estimated overall cost of around \$500,000 including all approvals, studies to justify removal and environmental management.
Protection of public assets	3	Provides limited to no reduction in erosion for the duration of the planning period. Not adaptable to future conditions. Increases erosion risk at Nielson Beach by reducing beach width.
Life cycle / durability	5	Low life cycle due to sand now being able to realise potential sand transport volumes and continuing to move from south to north. Large volumes of sand could be lost in any one storm event.
Amenity / access	8	It may have minimal impact on amenity and access during groyne removal activities. Will improve amenity overall by making the northern side sandier and provide greater recreational beach area. However, it will have detrimental impacts on the amenity of Nielson Beach by reducing beach width, particularly in the long-term.
Environmental and cultural factors	7	Likely to be low impact as returning the system to its more natural state prior to installation of the groyne.
Approvals	5	Requires tidal works approval and marine park permit. Likely to be challenging to obtain approvals. A better understanding of resulting shoreline would be needed as currently it appears this option may cause future problems at Nielson Beach.
Coastal processes	8	It may have impacts on waves, currents and coastal processes. There are likely to be significant impacts on sediment movement. It may or not may improve the beach condition once sediment settles.

Option 4 – Beach nourishment and active monitoring

Importing sand to nourish the beach involves sourcing and distributing sand to increase sand volume and build the dune system.

Potential sand sources require further investigation; however, the Port of Bundaberg likely dredges areas that may potentially have suitable matching properties.

The recommended beach nourishment volume is a minimum of 4,500 m³ (30 m³/m for 150 m beach) to maintain and provide a sufficient buffer width for a 1 % AEP (1 in 100-year ARI) to 0.5 % AEP (1 in 200-year ARI) storm/cyclone event for the 20-year planning period.

Based on the difference between the 2011 and 2016 LiDAR survey, approximately 1,000 m³ of sand was lost within the five years (200 m³/year on average). To improve the knowledge of sediment transport and potential localised erosion threats, a combination of beach nourishment and monitoring is required. The main driver of beach nourishment is to restore an adequate beach width to accommodate natural beach fluctuations.

Active monitoring following nourishment is suggested to confirm erosion rates and support an investigation into the impacts of nourishment to determine the longer-term trend of behaviours. This would provide essential information for future decisions on coastal management at this site.

The proposed works area includes the construction of new beach access stairs at the groyne (already budgeted for and designed).

Table 35 provides scores for Option 4 against the assessment criteria, with a concept plan of the option in Figure 34.



Figure 34. Jayteens Park - Option 4 – Beach nourishment and monitor

Table 35. Jayteens Park – Option 4 (beach nourishment and active monitoring) criteria scores

Criteria	Score	Comment
Cost	8	Costs are largely dependent on the volume and cost at which sand can be sourced (which is highly variable), however the overall cost has been conservatively estimated at around \$480,000, including: <ul style="list-style-type: none"> • A sand volume of 4,500 m³ • Earthmoving equipment for a week • Ongoing monitoring including establishment of a “photopoint” monitoring station • Revegetation and vegetation management • Other contingencies, approvals, signage and education Ongoing management is likely to be minimal and likely would only be needed every couple of years after storm events.
Protection of public assets	8	Provide good protection from individual storm events. If multiple events hit in succession, protection may be limited. It is a flexible solution that can be tailored to future conditions.
Life cycle / durability	5	Low life cycle due to continuous maintenance/works requirements. Sand could be lost in any one storm event. Revegetation, once established, would require minimal maintenance. Protective fencing has a low life cycle and would need to be moved and maintained. If vegetation recruitment is successful, Protective fencing could be removed or placed only in the time of dune recession.
Amenity/access	9	Minimal disturbance to visual amenity. Access points may be reduced but would be formalised, improving safe access.
Environmental and cultural factors	7	It would have minimal impact on environmental and cultural values.
Approvals	8	Would require new approvals for beach nourishment, including tidal works approval and marine park permit. However, approvals are likely to be supported as long as a suitable and compatible sand source is identified. There is also a need to protect the undercut shared path.
Coastal processes	8	There are limited changes to coastal processes with this option. No sand is being taken out of the active system, and generally, this sediment movement is what happens when there are favourable conditions.

Option 5 – Removal of existing groyne and construction of new groyne
 Construct groyne at the northern end of Jayteens Park.

Beach nourishment alone might be subjected to the gradual sand bypassing the headland as part of long-term recession trends. Such losses can be minimised using a control structure such as a groyne to assist in holding sand within the coastal compartment. The groyne can hold sand, stabilise the shoreline and potentially reduce long-term recession rates.

Table 36 provides scores for Option 5 against the assessment criteria, with a concept plan of the option in Figure 35.



Figure 35. Jayteens Park - Option 5 – removal of existing groyne and construction new groyne.

Table 36. Jayteens Park – Option 5 (removal of existing groyne and construction new groyne) criteria scores

Criteria	Score	Comment
Cost	7	Cost of around \$700,000, including: <ul style="list-style-type: none"> • \$500,000 for removal of existing groyne and associated other works as per option 3 • 70 m of new groyne utilising existing groyne materials at \$3,000/m = \$200,000.
Protection of public assets	5	Potentially retains sand on presently eroding foreshores for extended periods but does not mitigate current erosion problems in the short-term.
Life cycle / durability	9	Low maintenance and the typical estimated design life of rock groyne is 50 years.
Amenity / access	7	Significant impact on visual amenity and would adversely impact beach amenity by blocking access along the beach.
Environmental and cultural factors	6	Construction of a groyne would cause disturbance to the existing environment. Although the current transport of sand to the north is low, installation of this structure would prevent sand moving to the north, potentially impacting on the sensitive and environmentally and culturally significant Mon Repos beach.
Approvals	5	Require approvals for the groyne but may be challenging to obtain approvals.
Coastal processes	6	Adverse effects on local processes and impede longshore sand transport processes.

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Option 6 – Combined option

Combination aspects of all the proposed options. This option includes:

- Groyne removal (Option 2)
- Beach nourishment and active monitoring (Option 3)
- Groyne (Option 5)

This option comprises removing the groyne at the northern end of Nielson Beach and installing a new groyne to the north. As moving the groyne would reduce beach width at Nielson Beach, beach nourishment would be used to maintain a similar beach to that currently at Nielson Beach.

Table 37 provides scores for Option 6 against the assessment criteria, with a concept plan of the option in Figure 36.



Figure 36. Jayteens Park - Option 6 – Combined option.

Table 37. Jayteens Park – Option 6 (combined option) criteria scores

Criteria	Score	Comment
Cost	4	This would be the combined cost of option 4 and 5, \$700,000 + \$480,000 with some minor combined savings on design and approvals meaning an approximate cost of \$1,000,000.
Protection of public assets	8	Able to retain nourished sand within the active system for longer periods. Provide good protection from storm events. If multiple events hit in succession, protection may be limited.
Life cycle / durability	7	Requires continuous maintenance/works to assure beach amenity. Provides a flexible solution that can be tailored to future conditions.
Amenity / access	10	Minimal impact on amenity and access, only impacts during nourishment and construction activities and provides greater recreational beach area. Access points may be reduced but would be formalised, improving safe access.
Environmental and cultural factors	6	Construction of a groyne would cause disturbance to the existing environment. Although the current transport of sand to the north is low, installation of this structure would prevent sand moving to the north, potentially impacting on the sensitive and environmentally and culturally significant Mon Repos beach
Approvals	5	Works will require tidal works approval, including owner's consent and a marine park permit. Detailed supporting studies would be required to justify these works and demonstrate no adverse impacts.
Coastal processes	8	Adverse effects on local processes impeding longshore sand transport, but no sand is being taken out of the active system.

Recommended option

Option 4 – Beach nourishment and active monitoring. (Concept drawings P0420105-2001 & P0420105-2001 in Attachment E)

Combination aspects of all the proposed options, including:

- Beach nourishment and active monitoring
- Review nourishment

Description

This SEMP identifies that the recommended option for Jayteens Park consists of beach nourishment and active monitoring.

To improve the knowledge of potential localised erosion threats and longshore sediment transport, it is recommended that beach nourishment from available sources should be prioritised in this area to replenish the beach width at Jayteens Park in conjunction with active monitoring. The nourishment volume in the initial stages should be limited to less than 5,000 m³ to avoid any potential adverse impacts, with a recommended volume of 4,500 m³.

Potential sand sources of interest include the Port of Bundaberg or other offshore sand dumping sites. Sand sourcing from the Port of Bundaberg should be prioritised as the Port may be able to provide services to use maintenance dredge material to nourish adjacent beaches. The Port of Bundaberg's Long Term Management and Monitoring Plan (LTMP) (Port of Bundaberg, 2012) and Sediment Sampling and Analysis Plan (SAP) indicate that the dredge material has a high proportion of sand and may be suitable to source as nourishment material for the Bargara beaches. Both the Burnett River and sand bar that sometimes forms at the river mouth appear to have similar properties to the sand on the beaches of Bargara.

Monitoring actions could include regular drone capture of the shoreline position and citizen science contributions by establishing a "photopoint" monitoring station. Photo posts with a defined outlook/viewpoint can be installed to capture photos from the same perspective each time. Formal or informal versions of this system can be established at this section of the coast.

Periodic aerial imagery and drone surveys of the beach can help to better support the correlation of erosion cause and effect. The drone surveys can also provide elevation data that can be analysed to quantify changes in the beach profile over time (i.e., dune width, slope, toe position, berm height). This would provide essential information for future decisions on erosion management planning. By ensuring continuous improvement in management outcomes, management options must be reviewed and reassessed at this stage.

A monitoring survey program should be included to ensure seasonal and annual changes to beach profiles are being captured. It is recommended that a survey campaign be undertaken at Jayteens Park, and this entails surveying three new transects to be established at approximately 50 m intervals. Surveys should be conducted twice annually in this priority area, at the same time each year. All beach transect surveys should extend well beyond the low tide mark to ensure the active beach system is captured by the survey. The monitoring survey program should be reviewed every three years.

HOLD POINT to review management options.

Tier 2 action (if applicable)

Review the success of nourishment and then consider whether to do nourishment again or do it as a combined option:

- Re-nourishment – based on success, or reassess alternate options
 - Relocating assets now that they are closer to the end of useful life
 - Re-nourishment with groyne to assist with sand retention
 - Localised seawall to protect assets

Cost estimate

The detailed cost estimates associated with the recommended option are presented in Table 38. The cost for beach nourishment should provide a sufficient buffer for a relatively significant storm event in the short-term planning period.

Table 38. Jayteens Park – Recommended option 4 (beach nourishment and active monitoring) cost estimates

Item	Estimated costs
Recommended option	
Preliminaries – project design, approvals, site setup and environmental management (Including shared cost of sand source study)	\$90,000
Beach nourishment	\$180,000
Project monitoring – surveys & CoastSnap/ Photopoint	\$40,000
Revegetation, fencing, ongoing management	\$10,000
SUBTOTAL	\$320,000
Allow 50 % budget contingency	\$160,000
TOTAL	\$480,000
HOLD POINT – review management options and effectiveness within 10 years	
Tier 2 action (if applicable and triggered by public assets at risk following large storm event).	
Re-nourishment – based on success, or reassess alternate options including;	
	<ul style="list-style-type: none"> ▪ Relocating assets now that are closer to the end of useful life ▪ Re-nourishment with groyne to assist with sand retention ▪ Localised wall to protect assets

7 SEMP implementation plan

The recommended management actions for this SEMP for implementation, monitoring and review are summarised in Table 39. Prioritisation of the management actions has been assigned as immediate, medium-term or future.

- 1 Immediate** (recommend implementation within 1 to 2 years)
- 2 Medium-term** (recommend implementation within next 2 – 4 years)
- 3 Future** (recommend implementation within 5 – 10 years)

Table 39. Actions summary

Location	Recommended action	Timing	Description	Costs	Approvals
All sites	Sand sourcing study	1	Sand source study for beach nourishment. In consultation with Port of Bundaberg. Shared cost across Bargara Beach and Jayteens Park options. Consultant support (if applicable).	\$50,000	Sampling and Analysis Plan (SAP)
Bargara Beach	Monitoring – site survey	1	Annual and event-based review of shoreline profile change. Establish four new transects.	Council (N/A)	N/A
	Design and Approvals for beach nourishment	1	Consultant support (if applicable). Nourishment campaign to be assessed collectively with Jayteens Park, and beneficial addition of Turtle Park. Refer Table 2 for recommended sand volumes.	\$65,000 (inclusive of all sites)	i. Marine Park Permit – Great Sandy Marine Park ii. Tidal Works Approval including owner's consent
	Revegetation and management	1	Remove invasive weed (<i>Lantana camara</i>) and re-establish native vegetation.	\$15,000	N/A
	Access management / Protective fencing	2	Access management as a part of revegetation and management works.		
	Procure and place 5,000 m ³	2	Beach nourishment works and requires approvals.	\$360,000	i. Marine Park Permit – Great Sandy Marine Park ii. Tidal Works Approval including owner's consent
Maintenance sand scraping	3	Apply for amendment to the existing Marine Park Permit to include ongoing management of beach.	N/A – undertaken as part of existing sand scraping works	i. Prescribed maintenance work under Great Sandy Marine Park Permit Number: MPW19-002308.	
Turtle Park	Revegetation and management	1	Re-establish native vegetation.	\$30,000	N/A
	Access management / Multipurpose sand fencing	2	Access management as a part of revegetation and management works.		
	Beach nourishment (only if undertaken at Bargara Beach)	2	Small scale beach nourishment undertaken as part of the Bargara Beach nourishment (1,000 m ³).	\$40,000	i. Approvals obtained as part of Bargara Beach nourishment
	Tier 2 action (if applicable and triggered by public assets at risk following large erosion event) Buried seawall in front of Turtle Park	3	Undertake seawall design in advance such that construction can be implemented as emergency works if required.	\$65,000* Design & Approvals only	i. Marine Park Permit – Great Sandy Marine Park ii. Tidal Works Approval including owner's consent
Nielson Beach	Monitoring – site survey	1	Annual and event-based review of shoreline profile change. Establish two new transects.	Council (N/A)	N/A
		2			
	Revegetation and management	1	Re-establish native vegetation.	\$30,000	N/A
	Access management / Multipurpose sand fencing	2	Access management as a part of revegetation and management works.		
	Beach nourishment (if undertaken at Jayteens Park)	2	Small scale beach nourishment undertaken as part of the Jayteens Park nourishment (1,000 m ³).	\$40,000	i. Approvals obtained as part of Jayteens Park nourishment
	Tier 2 action (if applicable and triggered by public assets at risk following large erosion event) Upgrade seawall in front of SLSC with buried seawall	3	Should existing wall exhibit failure undertake buried seawall design in advance such that construction can be implemented as emergency works if required.		i. Marine Park Permit – Great Sandy Marine Park ii. Tidal Works Approval including owner's consent

Location	Recommended action	Timing	Description	Costs	Approvals
Jayteens Park	Monitoring – site survey	1	Annual and event-based review of shoreline profile change. Establish three new transects.	\$60,000	N/A
	Monitoring – visual/photo, “Photopoint” monitoring station	2	Establishment of monitoring points (photo and depth markers) for monthly beach profile monitoring.		
	Design and Approvals for beach nourishment	1	Consultant support (if applicable). Nourishment campaign be assessed collectively with Bargara Beach, and beneficial addition of Nielson Beach. Refer Table 2 for recommended sand volumes.	\$65,000	i. Marine Park Permit – Great Sandy Marine Park ii. Tidal Works Approval, including owner’s consent
	Revegetation	2	Re-establish native vegetation.	\$15,000	N/A
	Procure and place 4,500 m ³	2	Beach nourishment works and requires approvals.	\$270,000	i. Great Sandy Marine Park Permit - application for one-off permit to include nourishment ii. Tidal Works Permit including owner’s consent
	HOLD POINT review of SEMP actions and effectiveness	3	Review of SEMP actions and effectiveness within 10 years. SEMP update if required.		
	<i>Tier 2 action (if applicable and triggered by public assets at risk following large erosion event)</i>	3	Re-nourishment – based on success, or reassess alternate options <ul style="list-style-type: none"> • Relocating assets • Re-nourishment with groyne to assist with sand retention Localised wall to protect assets		

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Attachment A
Legislative context

Legislative context

Coastal management in Queensland is bound by a raft of international, Commonwealth, State and local legislation. The legislation results in a complex structure of rights and responsibilities, particularly surrounding implementation of coastal works.

Key legislation relevant to coastal planning within Bundaberg Regional Council LGA is outlined in Figure 37. Any proposed management options will need to comply with all relevant legislation. Any proposed management options will comply with all relevant legislation. Approvals processes that may be required for coastal management actions are noted in Table 40.

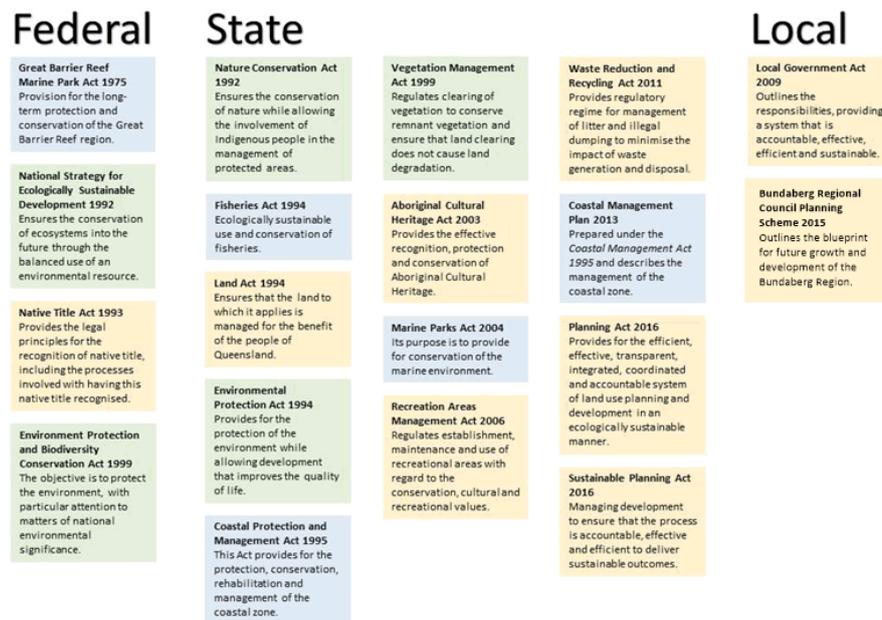


Figure 37. Summary of the legislation relevant to the SEMP. Yellow boxes represent land tenure, title and commercial use plans or Acts, blue boxes represent waterway and coastal plans or Acts, Green boxes represent land, climate, environment and wildlife reforms or plans.

Table 40. Summary of the approval process for potential management options (adapted from GU & GHD 2012)

Legislation	Beach nourishment	Revegetation	Buried Seawall	Groyne
Coastal Protection and Management Act 1995	✓	✓	✓	✓
Sustainable Planning Act 2016	✓	✓	✓	✓
Fisheries Act 1994	✓	✗	✗	✓
Vegetation Management 1999	✗	✓	✓	✓
Queensland Marine Parks Act 2004	✓	✗	✗	✓
Great Barrier Reef Marine Park Act 1975	✓	✗	✗	✓
Native Title Act 1993	✓	✓	✗	✓

Great Sandy Marine Park Zone

Bargara is within the Great Sandy Marine Park zone and the allocated marine park zone for each site is presented in Table 41.

Table 41. Locations and marine park zones

Site Location	Marine park zone	Infrastructure/beach access
Bargara Beach	Conservation park (CP3)	Boat ramp Beach access
Turtle Park	Conservation park (CP3)	Beach access
Nielson Beach	Habitat protection (HP1)	Beach access Bathing reserve
Jayteens Park	Habitat protection (HP1)	Beach access Bathing reserve

Under the current permit (Permit Number: MPW19-002308), approved maintenance works for Bargara Beach without any additional approvals are:

- Maintenance of beach access
- Beach scraping at boat ramp
- Placement of rock on the edge of the boat ramp
- Moving rocks that have washed onto the boat ramp
- Burying and/or removal of marine animals
- Sand pushing to mitigate erosion around Surf Life Saving tower
- Debris removal after weather events
- Maintenance of bathing reserves

The Great Sandy Marine Park Zoning Plan review is currently ongoing and in the “prepare revised zoning plan” phase. Council has submitted a recommendation to DES marine policy staff to consider Bargara Beach and Turtle Park as a potential *General use or Habitat protection zone*. This will be required to go through the formal review and update process but if approved, it should make approval for any proposed beach nourishment at Bargara Beach a simpler process.

A Marine Park Permit can be obtained for the proposed management options in the implementation plan as follows:

- Marine Park Permit for use with permission can be obtained for a habitat protection zone (HP1) (Nielson Beach/Jayteens Park and potentially Bargara Beach / Turtle Park) for beach protection works [12 (l) (iv)] and dumping of spoil [12 (l) (iv)].

Website: <https://www.qld.gov.au/environment/coasts-waterways/marine-parks/zoning/gsm>

Attachment B
CHAS context

CHAS context

The work towards longer term Coastal Hazard Adaptation for Bundaberg Regional Council has included identification of adaptation response and options for different localities. The following provides relevant extracts from the Bundaberg Coastal Hazard Adaptation Strategy (CHAS).

Adaptation response

This adaptation framework defines the language for Council’s adaptation response, applicable across different localities, and across different planning horizons (present-day, 2040, 2070 and 2100).

The tailored framework includes three adaptation responses – Maintain, Modify, and Transform (illustrated in Figure 38). The language builds on the range of existing terminology used to describe the adaptation response across the literature (e.g., cited research in the LGAQ and DES 2016 Minimum Standard and Guideline).

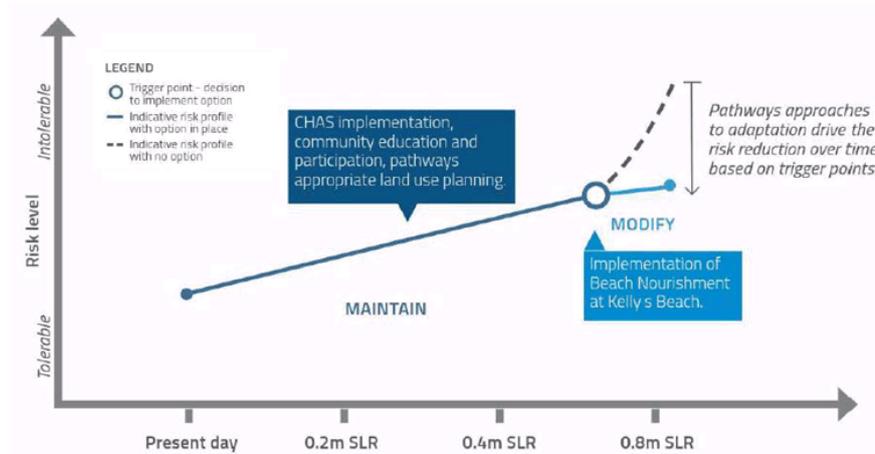


Figure 38. Adaptation pathways for Bargara (BRC 2020).

Maintain

At localities where the coastal hazard risk profile requires action to reduce or maintain the current risk level. The adaptation response is to monitor risk and undertake existing maintenance/asset management activities and continue active stewardship of the coastal zone. If, over time, the risk profile is observed to increase (as indicated by local trigger levels), then the adaptation response may shift to modify.

Modify

At localities where coastal hazard risks have become intolerable and include physical options. The adaptation response is to actively mitigate the risk through implementing a range of adaptation options. Adaptation options will be tailored to each locality, incorporating site-specific processes, community input, and statutory planning considerations. If, over time, the risk profile is observed to increase (as indicated by local trigger levels), and modification becomes infeasible (due to economic or other factors), then the adaptation response may shift to transform.

Transform

In some specific areas within a locality, if the coastal hazard risk profile is intolerable, these include land use and tenure transition/land swap. Strategic decision may be made to transform to an alternative land use. Transformation is likely to be a gradual process over time, where modifying hazards for a period is part of the transition process. A range of adaptation options will be part of the transition process.

Adaptation options

This component of the framework defines the language for Council's adaptation options, applicable across different localities when a mitigate or transition adaption response is set and across different planning horizons (present-day, 2040, 2070, 2100).

The range of adaptation options is set out in Figure 39 and have been expanded to include additional planning initiatives to enhance adaptive capacity.

Figure 39 summarises the themes and adaptation options build on those identified in the coastal hazard adaptation options compendium for coastal councils (GHD 2012) and have been expanded to include additional planning initiatives to enhance adaptive capacity.

ADAPTATION OPTIONS	Miara, Norval Park, Winfield	Moore Park Beach	Burnett Heads	Bargara	Innes Park, Coral Cove	Elliott Heads	Coonnarr	Woodgate Beach, Walkers Point	Buxton
MAINTAIN									
Disaster management	✓	✓	✓	✓	✓	✓	✓	✓	✓
Education and awareness campaign	✓	✓	✓	✓	✓	✓	✓	✓	✓
Land use planning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resilient infrastructure		✓	✓	✓	✓			✓	
Monitor erosion	✓			✓			✓	✓	✓
Site specific investigation				✓					
MODIFY									
Beach nourishment / dune reconstruction		✓		✓	✓		✓	✓	
Storm surge barrier			✓						
Road raising		✓					✓	✓	
Causeway		✓							
TRANSFORM									
Land swap	✓	✓	✓			✓			
Land use and tenure transition							✓	✓	✓

Figure 39. Coastal hazard adaptation options (BRC 2020).

Application of the framework

Adaptation response

The tailored adaptation framework for Bargara is applied to Kellys Beach only. The framework was informed by the understanding of coastal hazard risk developed from the Phase 4 and 5 technical assessments.

Table 42. Adaptation response for Kellys Beach only

Locality	Present-day	Adaptation response		
		2040	2070	2100
Bargara*	Maintain	-	Modify	Modify

**Applicable to Kellys Beach only*

The remaining Bargara foreshore including Bargara Beach, Turtle Park, Nielson Park, Nielson Beach and Jayteens Park was recommended to action an implementation on continuous monitoring of coastal erosion and investigate implementation of a Shoreline Erosion Management Plan.

Attachment C
Bargara coastal processes review



Bargara Coastal Processes Review

Draft Report

16 Feb 2021

Alluvium and Bundaberg Regional Council



JBP Project Manager

Daniel Rodger
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 Australia

Revision History

Revision Ref / Date Issued	Amendments	Issued to
Draft Report P01 / 16/02/21		AB

Contract

This report describes work commissioned by Alluvium, on behalf of Bundaberg Regional Council, by a letter dated 19/01/2021. Alluvium's representative for the contract was Adam Brook of Alluvium. Daniel Rodger and Clare Yang of JBP carried out this work.

Prepared by Clare Yang MEng
 Coastal and Civil Engineer

Prepared by Michael Thomson BEng
 Coastal and Civil Engineer

Reviewed and approved Daniel Rodger BSc MEng CEng CMarEng MIEAust
 Director

Purpose

Jeremy Benn Pacific ("JBP") has prepared this report for the sole use of Alluvium and Bundaberg Regional Council (the "Client") and its appointed agents in accordance with the Agreement under which our services were performed.

JBP has no liability regarding the use of this report except to the Client. No other warranty, expressed or implied, is made as to the professional advice included in this report or any other services provided by JBP. This Report cannot be relied upon by any other party without the prior and express written agreement of JBP.

The conclusions and recommendations contained in this Report are based upon information provided by others and upon the assumption that all relevant information has been provided by those parties from whom it has been requested and that such information is accurate. Information obtained by JBP has not been independently verified by JBP, unless otherwise stated in the report.

The methodology adopted and the sources of information used by JBP in providing its services are outlined in this report. The work described in this report was undertaken between January and February 2021 and is based on the conditions encountered and the information available during this period of time. The scope of this report and the services are accordingly factually limited by these circumstances.

Any assessments of works or costs identified in this report are based upon the information available at the time, and where appropriate are subject to further investigations or information which may become available.

JBP disclaim any undertaking or obligation to advise any person of any change in any matter affecting the report, which may come or be brought to JBP's attention after the date of the report.

Certain statements made in the report that are not historical facts may constitute estimates, projections or other forward-looking statements, and even though they are based on reasonable assumptions as of the date of the report, such forward-looking statements by their nature involve risks and uncertainties that could cause actual results to differ materially from the results predicted. JBP specifically does not guarantee or warrant any estimate or projections contained in this report.

Unless otherwise stated in this report, the assessments made assume that the sites and facilities will continue to be used for their current purpose without significant changes.

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Executive Summary

This report was undertaken by JBPacific, in partnership with Alluvium Consulting, to support the Bundaberg Regional Council (BRC) Bargara Shoreline Erosion Management Plan (SEMP). It has conducted high level wave analysis, cross-shore and longshore sediment transport modelling. The modelling focus has been the two northern beaches within the Bargara township, Jayteens Park and Turtle Park beach, with information also provided at Kelly's Beach for additional context.

JBPs role was limited to high level assessment of offshore waves, nearshore waves, erosion and potential longshore sediment transport.

- Offshore waves: Two offshore wave datasets have been created for this project, using data from the Bundaberg wave gauge and the ERA5 global hindcast model. These datasets were shown to differ by around $H_s=0.4\text{m}$ and $T_p=2\text{s}$ during four years of coincident data.
 - A detailed four-year (approx.) dataset was created using Bundaberg Wave Buoy data primarily, with missing wave height and period values filled with bias-corrected ERA5 data. Wave direction data was used solely from ERA5, which was the only available directional information.
 - A long-term 40-year dataset was created using the entire bias-corrected ERA5 record. This record was used to estimate extreme 1% Annual Exceedance Probability (AEP) offshore wave conditions:
 - $H_s: 3.4\text{m}$
 - $T_p: 10.6\text{s}$
- Nearshore waves: A spectral wave model was used to simulate nearshore waves. No nearshore calibration data was available to confirm model performance. The modelling adopted conservative parameters, with sensitivity testing indicating peak waves could be 20% smaller than model outputs. Nearshore 1% AEP wave conditions ranged from:
 - $H_s: 2.9 - 3.3\text{m}$
 - $T_p: 10.7\text{s}$
- Erosion: The Erosion Prone Area has been estimated using numerical modelling. Short-term erosion, sea level rise erosion and dune slumping has been undertaken using the JEPA (JBP Erosion Prone Area) tool. Different erosion characteristics for a 1% AEP event were estimated as:
 - Erosion Prone Area: 67-71m (97-109% of previous estimate)
 - Shoreline recession: 10-15m
 - Short term erosion: 12-17m
 - Erosion due to sea level rise: 20-26m
- Longshore Sediment Transport (LST): The potential LST has been estimated for each beach. Potential LST values are typically low, and suggest that if the coastline was a straight sandy beach the dominant sediment pathway would be to the north of the order 3,000 to 30,000 m^3/yr . Given the rocky coastline, structures, embayments, and a general lack of available sediment, actual LST rates are expected to be lower, expected between 1,000 to 7,000 m^3/yr . The Bargara headland will form a natural blockage to the LST, leading to a deficit to the coastline north of Turtle Park. Any sand lost from Jayteens Park and Turtle Park is not expected to be returned to the beach quickly. In addition, the orientation of Turtle Park suggests it is not in equilibrium with the wave climate, and further erosion and beach rotation may occur. All LST modelling has a degree of uncertainty, due to the uncalibrated wave model, the lack of wave direction data within the Bundaberg wave buoy, and the available record for analysis.



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Abbreviations

AEP	Annual Exceedance Probability
AHD	Australian Height Datum
BoM	Bureau of Meteorology
CEM	Coastal Engineering Manual
SEMP	Short-term Erosion Management
DoC	Depth of Closure
EPA	Erosion Prone Area
GPD	Generalised Pareto Distribution
HAT	Highest Astronomical Tide
LAT	Lowest Astronomical Tide
LGA	Local Government Area
MGA	Map Grid of Australia
MHWS	Mean High Water Spring
MLWN	Mean Low Water Neap
MHWN	Mean High Water Neap
MLWS	Mean Low Water Spring
MSL	Mean Sea Level
BRC	Bundaberg Regional Council
PD	Present Day
PoT	Peak over Threshold
QLD	Queensland
STL	Storm Tide Level
TC	Tropical Cyclone
TSEWLS	Torres Strait Extreme Water Level Study
WGS	World Geodetic System

1 Introduction

This report was undertaken by JBPacific, in partnership with Alluvium Consulting, to support the Bundaberg Regional Council (BRC) Bargara Shoreline Erosion Management Plan (SEMP). It has conducted high level wave analysis, cross-shore and longshore sediment transport modelling. The modelling focus has been the two northern beaches within the Bargara township, Jayteens Park and Turtle Park beach, with information also provided at Kelly's Beach for additional context.

JBPs role was limited to high level assessment of offshore waves, nearshore waves, erosion and potential longshore sediment transport.

In addition to this introductory chapter, the report includes:

- **Section 2 Wave assessment**
- **Section 3 Wave modelling**
- **Section 4 Erosion Prone Area estimation**
- **Section 5 Longshore sediment transportation**

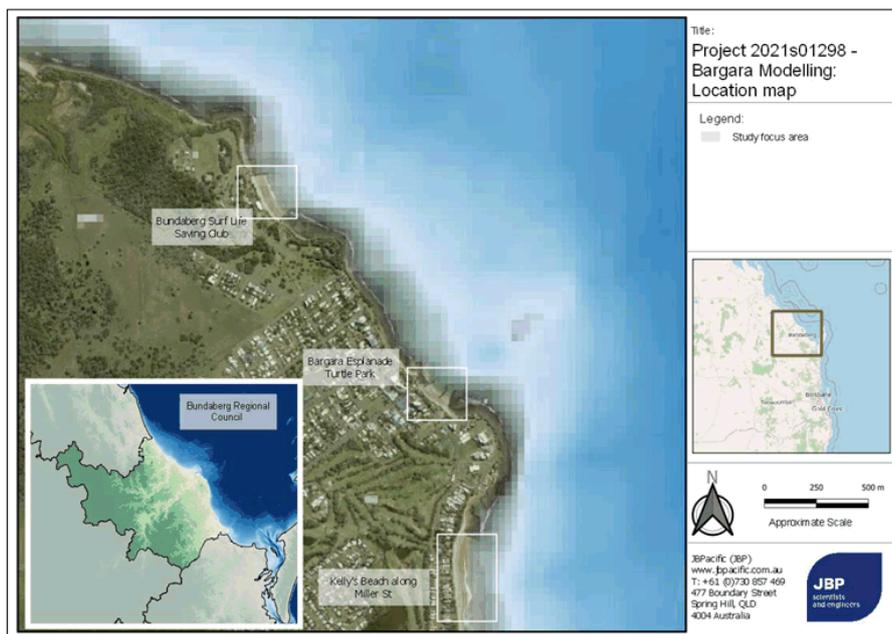


Figure 1-1: BRC Local Government Area

1.1 Datum and naming conventions

Datums remain a continuous source of uncertainty for any coastal project. Within this project the following datums have been used:

- All elevation values are quoted in metres Australian Height Datum (AHD).
- All coordinates in the project are quoted in metres easting and northing to MGA zone 56 unless otherwise specified.
- All wind and wave directions are based on true north orientation. They are stated as the direction from which they are originating. For example, a northerly wind is blowing from the north towards the south. A southerly wave is coming from the south.

- Longshore Sediment Transport directions have kept the standard convention to consider transport in a left-ward direction (when looking at the water from the beach) as negative, and transport to the right as positive. This means negative transport is to the north in Bargara, and positive transport to the south. To avoid confusion, negative transport has often been termed "northward" and positive transport "southward".

2 Wave assessment

2.1 Offshore wave conditions

Offshore wave data is available through two sources:

- Recorded wave information at the Bundaberg waverider buoy, managed by the Department of Environment and Science (DES). This includes significant wave height (Hs) and Peak Wave Period (Tp), however does not include directional data. This buoy is installed on 8th September 2015 at Latitude 24° 40.310'S, Longitude: 152° 30.060' E in WGS84 coordinate.
- Simulated offshore wave conditions are available globally through the ERA5 hindcast dataset¹. This is a climate reanalysis dataset, covering the period 1979 to present, with hourly wave data. ERA5 is being developed through the Copernicus Climate Change Service (C3S), with data open-access and free to download. This includes significant wave height (Hs), Peak Wave Period (Tp), and Mean Wave Direction (MDir).

A comparison of the two datasets is shown in Figure 2-1 and Figure 2-2. The average difference between the datasets is 0.38m for significant wave height (ERA5 is overestimating) and 2.08s for peak wave period (ERA5 is longer). The comparison of peak height data has an R² value of 0.62, indicating it cannot replicate all the processes within the Bundaberg wave record.

A single dataset was created for use within this project. It used Bundaberg Wave Buoy data primarily, with missing wave height and period values filled with bias-corrected ERA5 data. Wave direction data was used solely from ERA5, which was the only available directional information.

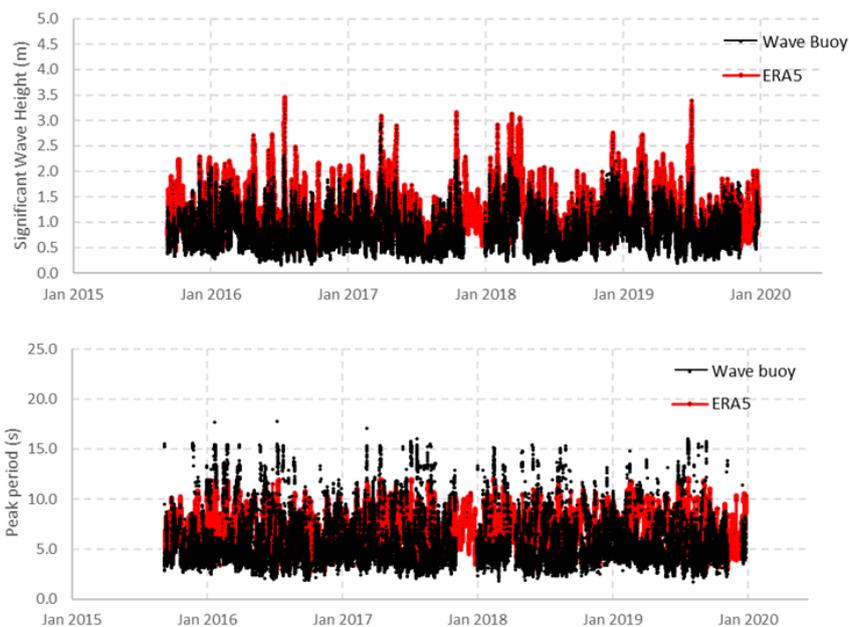


Figure 2-1: Comparison of wave buoy and ERA5 data for significant wave height (top) and peak wave period (bottom).

¹ ECMWF, 2021. Reanalysis datasets. Retrieved from <https://www.ecmwf.int/en/forecasts/datasets/reanalysis-datasets/era5>.

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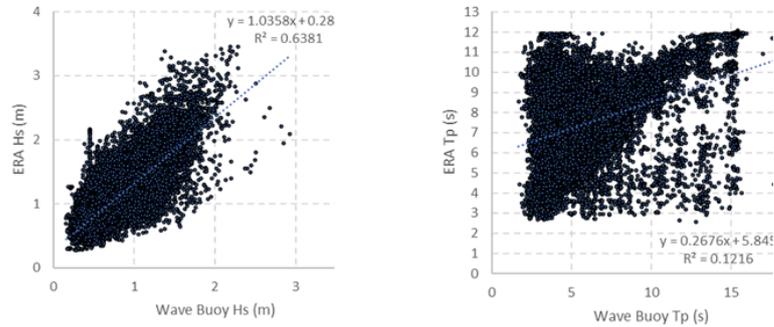


Figure 2-2: Comparison of wave buoy and ERA5 data for significant wave height (left) and peak wave period (right).

2.2 Recorded coastal water levels

Recorded water level information is available for the Burnett Heads monitoring site, through the storm tide monitoring network run by the Department of Environment and Science (DES). Basic information about the site is shown as below:

- Burnett Heads monitoring site
- Date of installation: 27 June 1978
- Location: Public jetty, Burnett Heads boat harbour
- Coordinates: Latitude: 24° 45.548' S, Longitude: 152° 24.073' E

This data includes astronomical tide and recorded sea level data. This was incorporated with the wave information to develop a full wave and sea level dataset for Bargara spanning 2015 to 2020.

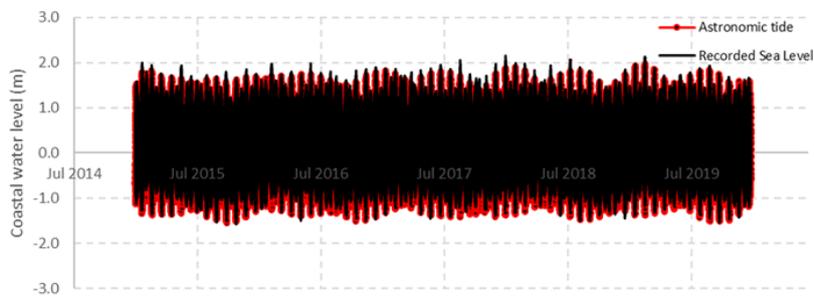


Figure 2-3: Recorded water level and astronomic tide at Burnett Heads

2.3 Wave rose

The recorded wave data combined with corresponding wave directions from ERA5 provides an overview of wave conditions at Bargara. An offshore wave rose is shown in Figure 2-4. The location of Bargara shows that Bargara is not sheltered from typical wind and wave directions and it is exposed to cyclonic and non-cyclonic winds and waves.

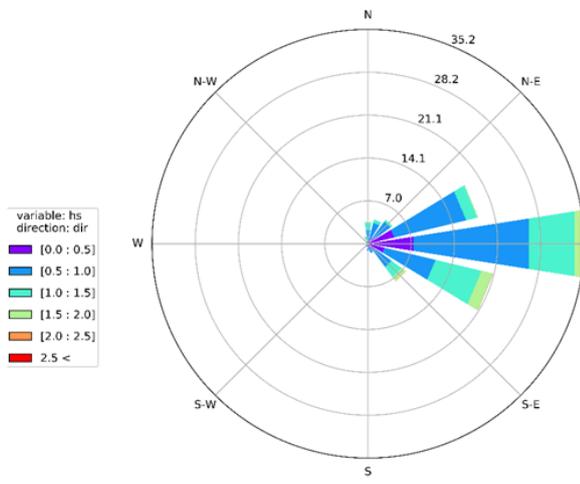
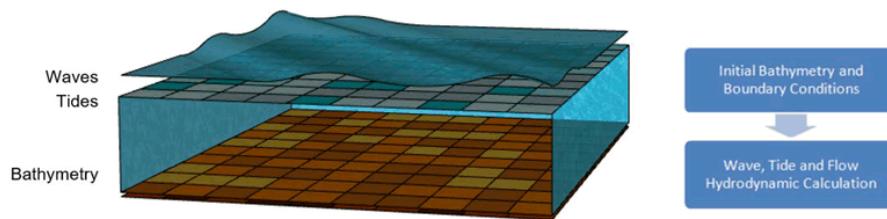


Figure 2-4: Offshore Wave Rose (direction based on ERA5)

3 Wave modelling

3.1 Approach

An integrated coastal model has been developed to feed into the cross shore and longshore sediment transport analysis. The waves are simulated using Delft3D, an integrated model capable of estimating tides, water levels, currents, cyclones and wave conditions. It is an open source model, with the source code available for download. As schematised below, several modules of Delft3D can be used for coastal studies, which could be used to expand the project in future stages. This project has used the D-WAVE module, incorporating the SWAN model for wave generation and propagation. Other modules available within Delft3D are the D-FLOW module for hydrodynamic calculations (tides, currents), and the D-MORPH model which considers sediment transport and bed morphology.



The Delft3D model will use the SWAN wave engine, which is a third-generation wave model that simulates wave propagation in coastal and inland areas. It accounts for the following physics:

- Wind-wave interactions, which is the transfer of wind energy into wave energy, leading to the growth of waves.
- Shoaling, which is the build-up of energy as a wave enters shallow water, causing an increase in wave height.
- Refraction, which is the change in wave speed as waves propagate through areas of changing depth, causing a change in wave direction.
- Wave breaking, which is the destabilisation of a wave as it enters shallow water, causing broken waves with the characteristic whitewash or foam on the crest.
- Wave dissipation, which limits the size of waves through white-capping, bottom friction and depth-induced breaking.
- Diffraction, which is the spreading of wave energy behind structures, headlands and islands, which causes waves to change direction.

SWAN can calculate steady state wave conditions for specific inputs of wave height, period and direction at an offshore boundary, and wind speed and direction applied across the model domain surface. Water levels can also be set to account for tidal/surge variations.



Figure 3-1: Wave model grid

Two sets of output points have been used:

1. Extraction points between -4 to -5m AHD depth, which represents the approximate depth of closure. These have been used for short-term cross-shore erosion modelling
2. Extraction points at approximately -2m AHD depth, which have been used to understand sediment transport along the beach face. Whilst relatively shallow, at this point the wave conditions have simulated wave refraction, diffraction and breaking over the nearshore shallow reefs and are approaching the beach face.



Figure 3-2: Wave model output points

3.2 Topography and Bathymetry

Two elevation datasets have been used within the study.

- Bathymetry is based on the DeepReef 30m dataset². The GBR30 bathymetric dataset was developed in collaboration between James Cook University, Geoscience Australia, and the

² Beaman, R.J. (2018) "100/30 m-resolution bathymetry grids for the Great Barrier Reef", SSSI Hydrography Commission Seminar, 2021s0129-JBAP-00-00-RP-MO-0001-S3-P01-Bargara_Coastal_Processes DRAFT20210216.docx

Australian Hydrographic Office to compile all available digital bathymetry data to develop regional-scale, 30m resolution grids. This contains deep-water multibeam surveys, airborne lidar bathymetry and chart data, all edited as point clouds to remove noise, and merged into a consistent WGS84 horizontal datum, and an approximate mean sea level vertical datum.

- Topographic information is sourced from the ELVIS database, based on a 1m Digital Elevation Model (DEM) made in 2016.

3.3 Wave model setting and sensitivity

The model was forced using the Bundaberg nearshore wave buoy. However, by using this buoy data, the model could not be formally calibrated. Instead, it was subject to sensitivity analysis.

The adopted model is based on a third-generation model which considers wind input, whitecapping, bottom friction and depth induced breaking, amongst other parameters. It was run by specifying a constant wave energy distribution along the offshore boundary. The general shape of this frequency spectrum was specified as the commonly used (and SWAN default) JONSWAP spectrum³. Wind input and whitecapping was based on the Komen et al. (1984)⁴ physics parameterisation scheme. This parameterisation is dependent on spectrally averaged wave steepness and includes swell in the calculation of whitecapping dissipation, which was considered important due to the open coast location of the study site. Energy dissipation due to depth-induced breaking was based on the default bore model of Battjes and Janssen (1978)⁵ which considers the bottom bathymetry of the surf zone, a Rayleigh probability density function of random breaking waves and calculates energy loss through headloss calculations over a hydraulic jump. The energy dissipation due to bottom friction has been calculated through a JONSWAP constant parameterisation, where dissipation is based on a constant coefficient for swell conditions ($0.038 \text{ m}^2 \text{ s}^{-3}$).

Sensitivity testing was undertaken to examine how the nearshore model outputs are influenced by key model, boundary and bathymetric parameters. This is important because recorded wave data do not exist in the nearshore region, where the outputs from the wave transformation model will be used to estimate longshore sediment transport and beach erosion. The wave model was run with the default parameters described above, for the largest recorded wave height within the buoy record, which occurred in March 2016. The sensitivity tests were performed using the various physics schematisations available within D-WAVE/SWAN, considering Komen, Collins⁶, and Madsen⁷ equations. Figure 3-3 shows a timeseries of the different physics schemes during the event. Table 3-1 shows the Komen scheme to have the largest nearshore results, which has been taken forward to design testing. Other schematisations suggests peak waves may be over 20% smaller. Without nearshore wave conditions to validate model performance, this may result in an over-estimation of wave conditions.

March 2018. Surveying and Spatial Sciences Institute (SSSI), Canberra, Australia.

3 Hasselmann, K., T. P. Barnett, E. Bouws, H. Carlson, D. E. Cartwright, K. Enke, J. Ewing, H. Gienapp, D. E. Hasselmann, P. Kruseman, A. Meurberg, P. Müller, D. J. Olbers, K. Richter, W. Sell and H. Walden, 1973. "Measurements of wind wave growth and swell decay during the Joint North Sea Wave Project (JONSWAP)." *Deutsche Hydrographische Zeitschrift*

4 Komen, G., S. Hasselmann and K. Hasselmann, 1984. "On the existence of a fully developed wind-sea spectrum." *Journal of Physical Oceanography* 14: 1271–1285.

5 Battjes J.A. & J.P.F.M. Janssen (1978): Energy loss and set-up due to breaking of random waves, *Proc. 16th Int. Conf. Coastal Engineering*, ASCE, 569-587

6 Collins, J., 1972. "Prediction of shallow water spectra." *Journal of Geophysical Research* 77 (15): 2693–2707.

7 Madsen, O., Y.-K. Poon and H. Graber, 1988. "Spectral wave attenuation by bottom friction: Theory." In *Proceedings 21th International Conference Coastal Engineering*, ASCE, pages 492–504.

Table 3-1: Variations in peak nearshore wave conditions under different physics schemes

Parameter	Wave height (m)
Offshore	2.9
Komen	1.8
Collins	1.7
Madsen	1.4

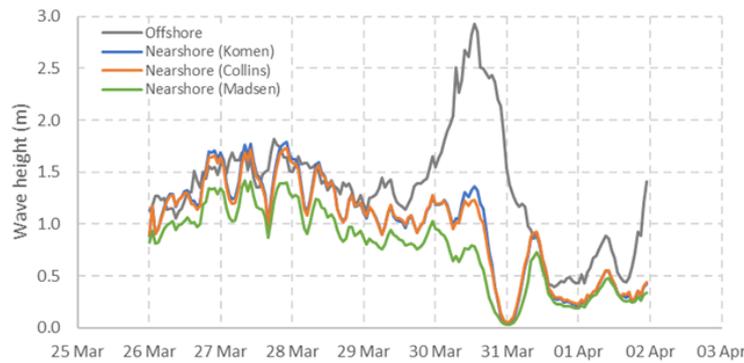


Figure 3-3: Variations in nearshore wave conditions under different physics schemes

3.4 Model simulation

The model was run between 2015 to 2019 using the merged wave dataset. The nearshore conditions were extracted from the model at three locations:

- North Bargara, near Jayteens Park and the Surf Life Saving Club
- Bargara Central, near The Esplanade
- South Bargara, near Millar Street.

Nearshore wave roses have been developed for each site and are shown in Figure 3-4 to Figure 3-6. At North Bargara, the coast along the SLSC experiences north-easterly to easterly conditions. It is offered some protection from south-easterly waves, believed to be from the nearshore rocky reef systems. Bargara Central and South Bargara experiences a wider wave spectrum, with nearshore wave conditions from the north-east to south-east. These conditions will now be run through a longshore sediment transport model to estimate littoral drift, and a cross-shore wave model to estimate extreme erosion.

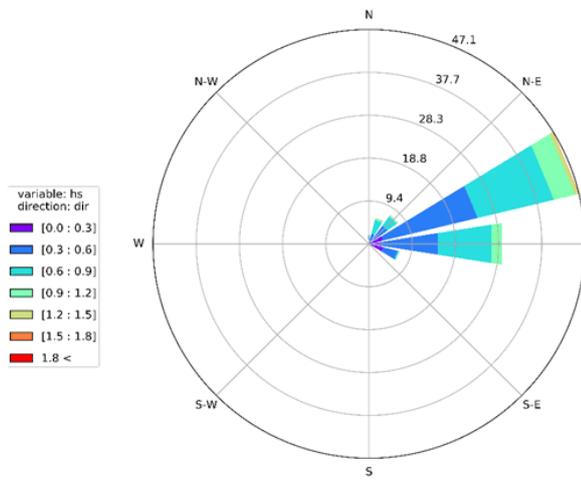


Figure 3-4: Nearshore wave rose at North Bargara, near Jayteens Park and the SLSC

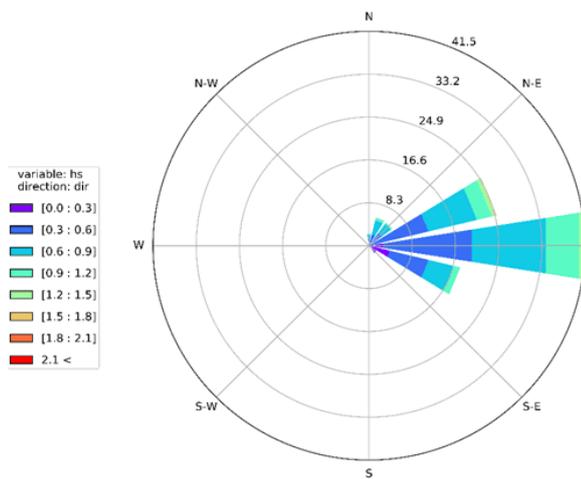


Figure 3-5: Nearshore wave rose at The Esplanade

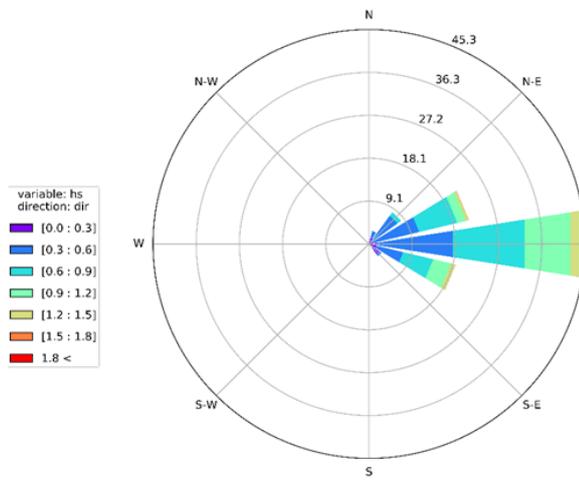


Figure 3-6: Nearshore wave rose at South Bargara, near Millar Street

4 Beach erosion

4.1 Location for coastal erosion estimates

Erosion estimates were undertaken at the three beaches. A representative cross section was cut through the centre of each coastal zone, as shown in Figure 4-1. These represent beaches with different orientations, or changes in material or geomorphology. Extreme sea level and wave estimates have been estimated for each location.



Figure 4-1: Location of profiles

4.2 Tidal conditions

Tidal planes are published in the 2021 Queensland Tide Tables⁸ at Bundaberg (Burnett Heads) and are presented in Table 4-1. These tide conditions have been used for each profile. Static sea level rise adjustments have been included based on present day level, based on the guidance from the QLD Government. This includes +0.3m for the 2050 planning horizon, and +0.8m for a 2100 planning horizon.

Table 4-1: Tide levels from QLD Tide Tables

Tide levels at Bundaberg (Burnett Heads)				
Tide level	2021 (mLAT)	2021 (mAHD)	2050** (mAHD)	2100** (mAHD)
HAT	3.67	1.98	2.28	2.78
MHWS	2.88	1.19	1.49	1.99
MHWN	2.3	0.61	0.91	1.41
MSL	1.72	0.03	0.33	0.83
MLWN	1.14	-0.55	-0.25	0.25
MLWS	0.56	-1.13	-0.83	-0.33

⁸ Maritime Safety Queensland 2019, Queensland Tide Tables. Published at: https://www.msq.qld.gov.au/-/media/MSQInternet/MSQFiles/Home/Tides/Online-tide-tables/2019/2019queenslandtidetables.pdf?2021s0129-JBAP-00-00-RP-MO-0001-S3-P01-Bargarra_Coastal_Processes_DRAFT20210216.docx

PSM3853	6.061	4.37	4.37	4.37
AHD	1.69	0.00	0.00	0.00
LAT	0	-1.69	-1.39	-0.89
*: AHD value quoted based on Permanent Mark 3853, referenced from Queenstand Globe.				
**: Raised by 0.5 and 0.8m respectively basing on 2021 tide levels.				

4.3 Extreme sea levels

Extreme sea levels have been sourced from two studies:

- The Bundaberg Coastal Storm Tide Study (BCSTS) (BMT WBM, 2013)⁹ focuses on cyclonic water levels.
- JBP's previous work in Gladstone Coastal Hazard Assessment Study (CHAS) presents extreme water levels of non-cyclonic events.

A comparison of each dataset indicates cyclone conditions become dominant at the 0.5% AEP (1 in 200-year return period). The BCSTS results have been adopted for these larger events (from 0.5% to 0.01% AEP) and the JBP non-cyclonic data has been adopted for the smaller events (5% to 1% AEPs). A comparison has been made in Table 4-2. For this erosion study the wave setup component has been removed, as it is implicitly included within the Vellinga modelling approach used in Section 4.5.

Table 4-2: Present day extreme sea level estimates (mAHD) under various AEPs

Location or output point ID/AEPs	Source	5%	2%	1%	0.5%	0.20%	0.10%	0.01%
Bundaberg	JBP Gladstone CHAS	2.00	2.04	2.08	2.11	2.16	2.20	-
Burnett Heads	BMT BCSTS	1.70*	1.82*	1.93*	2.14	2.51	2.84	3.89
Adopted	Both	-	2.04	2.08	2.14	-	-	-
-: No data or neglected								
*: levels smaller than HAT (1.98mAHD)								

4.4 Wave conditions

Extreme wave conditions have been estimated for this project using a bias-corrected ERA5¹⁰ dataset. The ERA5 provides a simulated wave climate from 1979 to the present on a 0.5 x 0.5 degree grid, with hourly wave estimates. A point on the ERA5 grids was picked to obtain wave data, -24.5, 152.5 degrees (latitude, longitude). Differences between the ERA5 and the Bundaberg wave buoy have been compared during times of coincident data, and differences used to correct the hindcast model outputs.

A Peak over Threshold (PoT) approach was taken to classify individual storm events, with a storm duration of 50 hours. A Generalised Pereto Distribution (GPD) was fit through the data to estimate extreme wave heights. Peak periods were obtained based on a linear relationship developed between wave height (>2m) and periods.

The extreme conditions were simulated through the numerical model and extracted between -4.5 and -5m AHD, with corresponds with the depth of closure, and is the input location for cross shore modelling (also see Section 4.6.1 and 4.6.2.). The Depth of Closure has been produced based on the ERA5 wave data using the Hallermeier method in the Coastal Engineering Manual (CEM) (2015)¹¹.

⁹ BMT WBM, 2013. Bundaberg Coastal Storm Tide Study (BCSTS)

¹⁰ ECMWF, 2021. Reanalysis datasets. Retrieved from <https://www.ecmwf.int/en/forecasts/datasets/reanalysis-datasets/era5>.

¹¹ USACE (2015) "Coastal Engineering Manual No. 1110-2-1100. Part III, Chapter 3, Cross shore sediment transport. 2021s0129-JBAP-00-00-RP-MO-0001-S3-P01-Bargara_Coastal_Processes DRAFT20210216.docx

The extreme nearshore wave estimates have been extracted for present day planning horizon, under 2%, 1% and 0.5% AEPs, as shown Table 4-3. A comparison of the new nearshore extreme wave heights and those produced within the BCSTS (2013), shows the new data are typically 1m larger. This may be due to a more offshore location being used, or the greater length of data used within the PoT analysis.

Table 4-3: Extreme wave estimates at different locations

Source/ Location	Profile	PD 2% AEP		PD 1% AEP		PD 0.5% AEP	
		Hs (m)	Tp (s)	Hs (m)	Tp (s)	Hs (m)	Tp (s)
JBP PoT	Offshore	3.3	10.2	3.4	10.6	3.5	10.9
JBP SWAN*	XS1	2.8	10.7	2.9	10.7	3.0	10.7
	XS2	3.2	10.7	3.3	10.7	3.4	10.7
	XS3	2.8	10.7	3.0	10.7	3.0	10.7

4.5 Erosion Prone Area estimation

In Queensland, statutory erosion prone areas are declared under section 70 of the Coastal Protection and Management Act 1995 (Coastal Act) by reference to an erosion prone area plan. The following technical definition applies:

1. Erosion prone areas are deemed to exist over all tidal water to the extent of Queensland Coastal Waters and on all land adjacent to tidal water.
2. Erosion prone areas include areas subject to inundation by the highest astronomical tides (HAT) by the year 2100 or at risk from sea erosion.
3. On land adjacent to tidal water the landward boundary of the erosion prone area shall be defined by whichever of the following methods gives the greater erosion prone area width:
 - i. a line measured 40 metres landward of the plan position of the present-day HAT level except where approved revetments exist in which case the line is measured 10 metres landward of the upper seaward edge of the revetment, irrespective of the presence of outcropping bedrock;
 - ii. a line located by the linear distance estimated by the EPA assessment formula and measured, unless specified otherwise, inland from:
 - iii. the seaward toe of the frontal dune (the seaward toe of the frontal dune is normally approximated by the seaward limit of terrestrial vegetation or, where this cannot be determined, the level of present day HAT); or
 - iv. a straight line drawn across the mouth of a waterway between the alignment of the seaward toe of the frontal dune on either side of the mouth
 - v. the plan position of the level of HAT plus 0.8 m vertical elevation.

The EPA calculations have used the approach described in point 3(ii) above. The relevant QLD coastal segments updated within this analysis are:

- Kellys Beach: BUR034
- Turtle Park: BUR036
- Jayteens Park: BUR038

4.6 Approach for estimation

The width of the EPA has been estimated based on the DEHP Coastal Hazard Technical Guide¹². A small modification to the formula was used, where the short-term erosion width included an allowance for dune slumping, which was therefore multiplied by the Factor of Safety. The adopted EPA equation was therefore: as:

$$E = [(NxR) + C + S + D] \times (1 + F)$$

Where:

- *E*: Erodible width (metres)

¹² DEHP (2013) "Coastal hazard technical guide, Determining coastal hazard areas".

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- N : Planning period (years), maximum value 50 years
- R : Rate of long-term erosion (metres per year)
- C : Short-term erosion from the design storm or cyclone (metres)
- S : Erosion due to sea level rise (metres)
- F : Factor of safety (40% has been adopted)
- D : Dune scarp component to allow for slumping of the erosion scarp (metres). The factor of safety is also applied to this variable after consulting QLD government with their approval.

4.6.1 Short Term Erosion (C), and Dune Slumping (D)

Calculation of Short-term Erosion, Sea Level Rise Erosion and Dune Slumping has been undertaken using the JEPA (JBP Erosion Prone Area) tool. The JEPA tool determines an erosion width associated with C and D.

Calculating short term erosion (C)

Short-term erosion of the upper beach and foreshore are typically associated with severe storm events or tropical cyclone. The JEPA tool estimates the beach equilibrium profile during a storm based on Vellinga (1982)¹³:

$$\left(\frac{7.6}{H_{0s}}\right)^y = 0.47 \left[\left(\frac{7.6}{H_{0s}}\right)^{1.28} \left(\frac{w}{0.0268}\right)^{0.56} x + 18 \right]^{0.5} - 2.00$$

Where, H_{0s} = significant 'deep water' wave height and w = fall velocity of sand.

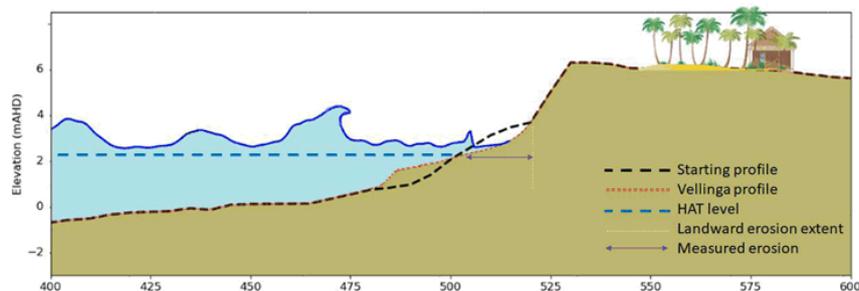


Figure 4-2: Schematic of JEPA short-term erosion modelling using Vellinga (1982).

The input parameters for each calculation include:

- Initial beach profile
- Storm tide level
- Nearshore wave conditions
- Grain-size diameter.

An initial beach profile was developed for each location, which spanned from the depth of closure to a position behind the dune.

- The depth of closure is the seaward water depth limit of effective profile fluctuation over long-term (seasonal or multi-year) time scales. It was estimated based on the Birkemeier and Hallermeier formulae and is estimated to be between 3.7m to 4.7m^{14,15}.

¹³ P. Vellinga (1982). "Beach and dune erosion during storm surges" Delft Hydraulics Laboratory

¹⁴ Birkemeier, W. A. 1985. "Field Data on Seaward Limit of Profile Change," Journal of the Waterways, Port Coastal and Ocean Engineering, American Society of Civil Engineers, Vol 111, No. 3, pp 598-602.

¹⁵ Hallermeier, R. J. 1981. "A Profile Zonation for Seasonal Sand Beaches from Wave Climate," Coastal Engineering, Vol 4, pp 253-277.

- Bathymetry data is sourced from Geoscience Australia's 30m Great Barrier Reef 'Deep Reef' dataset.
- Topographic information has been sourced from the ELVIS database, based on a 1m Digital Elevation Models (DEMs) developed in 2016.
- The former two data are smoothly joined with the help of Dean's equilibrium beach profile¹⁶ depending on sediment size.
- A typical grain size of 0.2mm was assumed due to lack of information.

Using the Vellinga formula, an erosion distance is measured which balances the storm equilibrium profile and the pre-storm profile. This assumes sand is eroded from the upper beach and is deposited on the lower zone of the beach slope. A stability threshold for upward slope of 1:3 to 1:2.5 have been assumed for dune scarp component and a downward slope of 1:12.5 have been assumed for all profiles. By using this approach dune slumping has been accounted directly within the model.

The erosion width was measured landward of the HAT level, all the way to the intersection with the dune escarpment. Figure 4-3 presents an example short-term erosion model.

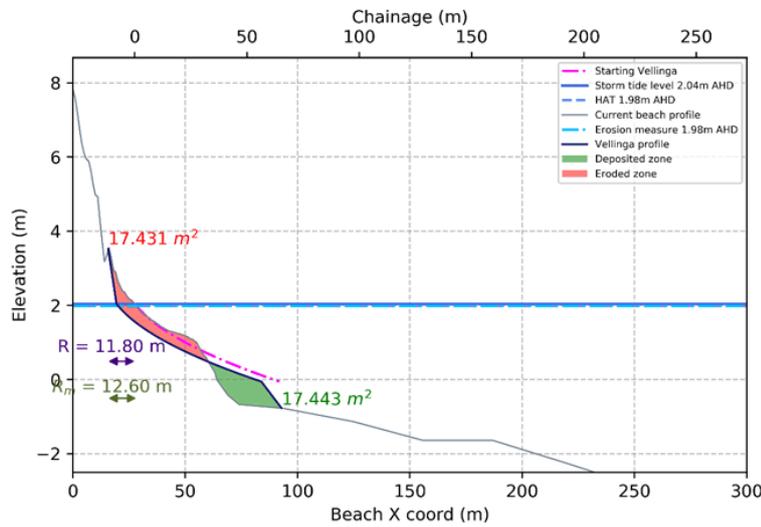


Figure 4-3: Example results of Vellinga formula (XS 1, present day, 2% AEP)

4.6.2 Sea Level Rise Erosion (S)

Future increases to sea level will change the position of a beach profile as a new beach equilibrium profile is established. This is a complicated physical process, which can be represented using the Bruun Rule (1954), as recommended within the Queensland Coastal Hazards Technical Guide. The erosion due to sea level rise is measured landwards from the current HAT line, which is calculated for planning horizons at 2050 and 2100 using the equation:

$$S = \frac{SLR \times L}{h + B}$$

Where SLR is the new water level due to sea level rise, L is the length of the active beach profile from dune crest to closure depth, h is the depth of closure, and B is the dune crest height. The MSL is assumed to rise from 0m AHD to 0.3m AHD in 2050, and then to 0.8m AHD in 2100.

16 Dean, R.G., 1991. Equilibrium beach profiles: characteristics and applications. Journal of Coastal Research 7 Ž. 1, 53–84
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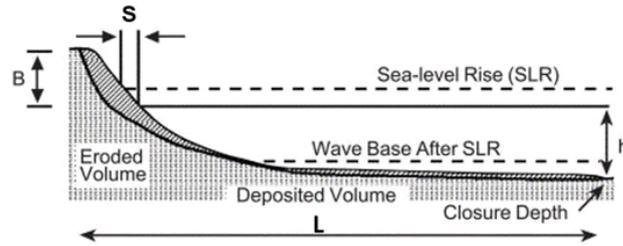


Figure 4-4: Defining the “Bruun Rule” for long-term erosion due to sea level rise, Bruun (1954)¹⁷

The Depth of Closure (DoC) is approximately 4.6m below the sea level, calculated based on the wave buoy record. The active profile, down to the DoC was reviewed manually, as DoC is extremely susceptible to changes in wave conditions, coastal features, and the nearshore bathymetry, which all vary throughout the study site. The active beach profile for each coastal profile is shown in Appendix C.

4.7 Erosion Prone Area estimates

The calculation results for C and D components using JEPA are presented in Table 4-4. Other components in the erosion prone area formula are presented in Table 4-5. In this table the long-term recession rate has been based on current state government estimates.

Table 4-4: Short term erosion and dune slumping (C+D)

Profiles	2% AEP (C+D)	1% AEP (C+D)	0.5% AEP (C+D)
XS1	12.6	13.1	23.3
XS2	11.4	11.9	16.9
XS3	16.9	17.4	20.5

Table 4-5: Long-term recession and shoreline response to SLR for 2050 and 2100 planning horizons

Profile	Recession rate* (R) (m/year)	Long-term recession component (NxR) (m)		Shoreline response to sea level rise (S) (m)	
		2050	2100**	2050	2100
-	-	2050	2100**	2050	2100
XS1	0.19	5.63	9.38	7.62	20.32
XS2	0.13	3.75	6.25	9.66	25.75
XS3	0.13	3.75	6.25	8.75	23.33

*: EPA used R values. Update of R will be made when R values are available.
 **: N is taken as 50 for 2100 as required by the Queensland government.

To estimate the entire EPA width an amended DEHP equation is used:

$$E = [(NxR) + C + S + D] \times (1 + F)$$

This is shown Table 4-6 in for the new estimates, which can be compared to the previous EPA width (EPA estimates shown in Table 4-7). A comparison of previous and new components for the 1% AEP 2100 EPA is provided in Table 4-8.

New estimates for long term recession have reduced largely, short term erosion has reduced slightly, erosion due to sea level rise has increased slightly.

17 P. Bruun (1954). “Coastal erosion and the development of beach profiles”, *Technical Memorandum No. 44*, Beach Erosion Board 2021s0129-JBAP-00-00-RP-MO-0001-S3-P01-Bargara_Coastal_Processes DRAFT20210216.docx 17

Table 4-6: Erosion Prone Area for each profile (F included)

Profile	Location along coastline (MGA 54)		2% AEP erosion width (m)			1% AEP erosion width (m)			0.5% AEP erosion width (m)		
	ID	Easting	Northing	PD	2050	2100	PD	2050	2100	PD	2050
XS1	446028	7254740	18	36	67	18	37	68	33	51	82
XS2	445901	7255471	16	35	66	17	35	67	24	42	74
XS3	445096	7256443	24	41	70	24	42	71	29	46	75

Table 4-7: Previous Erosion Prone Area estimates for BUR034, BUR036 and BUR038

Location	Location along coastline (MGA 54)		5% AEP erosion width (m)			1% AEP erosion width (m)			0.2% AEP erosion width (m)			
	-	Easting	Northing	PD	2050	2100	PD	2050	2100	PD	2050	2100
BUR034	-	-	-	-	-	-	-	-	70	-	-	-
BUR036	-	-	-	-	-	-	-	-	65	-	-	-
BUR038	-	-	-	-	-	-	-	-	65	-	-	-

-: No data



Table 4-8: Comparison between DEHP EPA estimations and JBP estimations for a 1% AEP event in 2100.

Location				Previous DEHP EPA estimated						JBP Reassessed in 2021						Change in EPA
EPA segments	Profile	Coordinates		NxR	C 1%	S	F	D	EPA width	NxR*	C+D 1%	S	F	D	EPA width	DEHP EPA reduced by (m)
BUR034	XS1	446028	7254740	15	12	15	1.4	10	70	15	13	20	1.4	-	68	-2
BUR036	XS2	445901	7255471	10	15	15	1.4	5	65	10	12	26	1.4	-	67	2
BUR038	XS3	445096	7256443	10	15	15	1.4	5	65	10	17	23	1.4	-	71	6

*: N = 50 and R to be adjusted when new values are available.

5 Longshore sediment transportation

Longshore Sediment Transport (LST) occurs from the longshore current generated from oblique wave acting on the local sediment. The potential LST is the amount of sediment that could be moved due to local longshore currents, if an infinite amount of sediment existed. In many areas the rate of actual sediment transport is limited by the amount of sand within a coastal cell.

Potential LST has been estimated for each beach using the JBP Beach Evolution Model (JBEM), which has been coupled with the SWAN model to estimate nearshore wave conditions at Jayteens Park and Turtle Park beaches, with additional information provided for context at Kelly's Beach. As the majority of the Bargara foreshore is rocky, it is unlikely the potential LST rate will ever be achieved.

Wave angle is critical to LST modelling, which is a notable data gap for this study. The Bundaberg wave buoy does not include directional data, with all wave directions specified by the global ERA5 wave model. For beaches oriented close to the mean wave direction, even small errors in wave angles can result in varying transport rates, and in some circumstances can lead to an incorrect LST direction. Subsequently, this LST modelling is considered to be high level only, and should be updated in the future with detailed wave direction data.

LST modelling was based on a statistical distribution of offshore wave conditions within the combined (~four-year) wave dataset, comprising the Bundaberg Wave Buoy data with missing wave height and period values filled with bias-corrected ERA5 data. Unique wave height, period and direction events have been binned into discrete categories, based on the four years of data.

- Wave height bins: 0 to 3m, at 0.25m increments
- Peak wave period bins: 3 to 18s, at 3s increments
- Directional bins: 0 to 360 deg/N, at 30 degree increments

Figure 5-1 shows the distribution of all events, summed for each direction. The most frequent conditions have wave heights between 0.5-0.75m, peak periods between 3-6s, and occur from due east. Within the approximate four-year dataset, 95% of observed wave and period conditions can be accounted within 97 discrete scenarios, which have been simulated within the SWAN wave model. These conditions are shown in Figure 5-2. Wave conditions have been extracted relatively close to the shore, between -1 and -2m AHD.

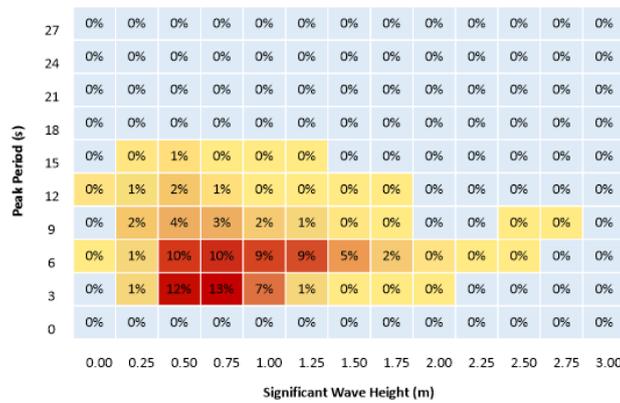


Figure 5-1: Occurrence chart of wave height and peak period combinations (all directions)

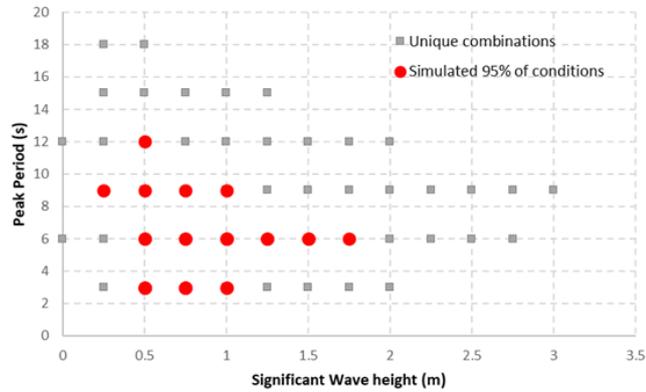


Figure 5-2: Simulated combinations (95% of events) and all data bins (direction bins not shown)

The rate of potential LST has been estimated using the modified Kamphuis (2013) bulk sediment equation (Mil-Homens et al., 2013¹⁸). This approach builds on the commonly used CERC¹⁹ formulae and includes the effects of particle size, slope, and wave period, and includes additional reanalysis of the original Kamphuis (1991) equation²⁰. The rate of sediment transport (Q) in m³/s is calculated by:

$$Q = 0.24 \frac{\rho_s}{(\rho_s - \rho)} H_{sb}^{2.75} T_p^{0.89} m_b^{0.86} D_{50}^{-0.69} \sin(2\theta_b)^{0.5}$$

Where, H_{sb} is the significant wave height in the breaker zone, T_p is the peak period, m_b is the slope in the breaker zone, D₅₀ is the sediment particle diameter, ρ_s is the sediment density, ρ is a density factor, and θ is the incident wave angle from beach normal.

The shore-normal orientation of each beach has been measured based on aerial imagery. A single shore-normal angle was difficult to measure within the small zeta-shaped embayment's of Jayteens Park and Turtle Beach, which will limit the effectiveness of the Kamphuis equation. The input wave conditions have been extracted at each profile between -1 and -2m AHD, which is relatively near to the coastline to include the effects of the groynes and rocky shelves surrounding each beach.

The potential LST rate for each location is:

- Jayteens Park: -9,341 m³/yr (north)
- Turtle Park -19,794 m³/yr (north)
- Kelly's Beach (northern corner) -2,673 m³/yr (north)
- Kelly's Beach (middle) -3,802 m³/yr (north)
- Kelly's Beach (south, open coast) -8,112 m³/yr (north)

These estimates represent a bulk transport rate, which will be active over the entire beach profile, and assumes a completely sandy coastline. The following should be considered:

1. The distribution of LST occurs over the coastal profile due to longshore currents generated from breaking waves. An example longshore current distribution is shown in Figure 5-3 for a nominal 1m, 6s wave, following the formulations proposed by Longuet-Higgins (1970)²¹.

18 Mil-Homens, J., Ranasinghe, R., Van Thiel de Vries, J.S.M. and Stive, M.J.F., 2013 . Reevaluation and improvement of three commonly used bulk longshore sediment transport formulas. Coastal Engineering 75, 29-39

19 USACE, 1984. Shore Protection Manual, CO. Eng. Res. Centre, US Army Corps of Engineers, Vicksburg, MS, USA

20 Kamphuis, J.W. 1991. Alongshore sediment transport rate. Journal of Waterway, Port, Coastal and Ocean Engineering, Vol. 117, 624-640

21 Longuet-Higgins (1970) Longshore currents generated by obliquely incident sea waves: Oceans and Atmospheres, Volume 75, Issue 33, Pages 6790-6801, 20 November 1970

The figure shows a portion of LST will be beyond the breaker zone, which in the case of Bargara is likely to be beyond the sandy areas that have been cleared of rocks. If acting over a rocky shelf, a portion of this offshore longshore current will not transport sediment.

2. For the small embayment's at Jayteens Park and Turtle Park, transport within the upper sandy beach profile will occur during high tides (i.e. above mean sea level), which will reduce the transport rate further from the above estimates. During a low tide, there will be a greater influence of offshore rocky reefs which may further reduce wave heights reaching the shore.
3. Further refraction and diffraction around coastal structures not resolved within the SWAN numerical wave model can further reduce the transport rate.
4. The adopted SWAN parameters are conservative, and may be over-estimating nearshore wave conditions, there therefore LST (See Section 3.4).

As a result, an indicative LST rate for these beaches has been based on around 1/3 of the potential LST estimates produced by the Kamphuis (2013) equation. This value is indicative, based on engineering judgement, and would need further assessment to confirm. This indicative rate is for each location is shown in Table 5-1:

- Jayteens Park: -3,000 m³/yr (north)
- Turtle Park: -7,000 m³/yr (north)
- Kelly's Beach:
 - Northern corner: Negligible
 - Middle (open beach): -1,000 m³/yr (north)
 - South (open beach): -3,000 m³/yr (north)

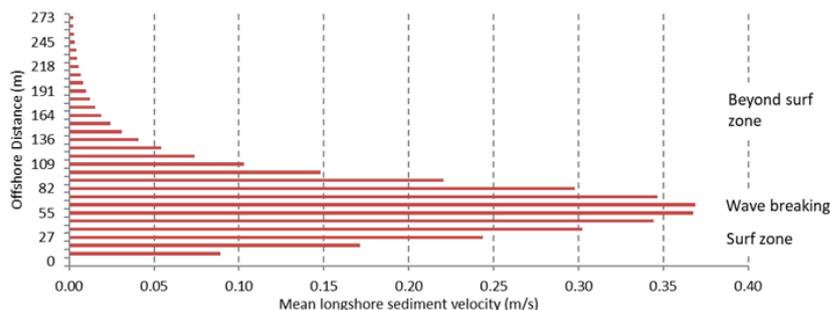


Figure 5-3: Example longshore current distribution, based on a nominal 1m 6s wave.

Table 5-1: LST estimates and recommended values

Location	Total LST	Approx. beach transport	Volume, direction	Shore normal angle (deg/N)
Jayteens Park	-9,341	-3,000	Minor, north	60
Turtle Park	-19,794	-7,000	North	43
Kelly's Beach (northern corner)	-2,673	Nil	Negligible	97
Kelly's Beach (middle)	-3,802	-1,000	Minor south	90
Kelly's Beach (south, open coast)	-8,112	-3,000	Minor south	90

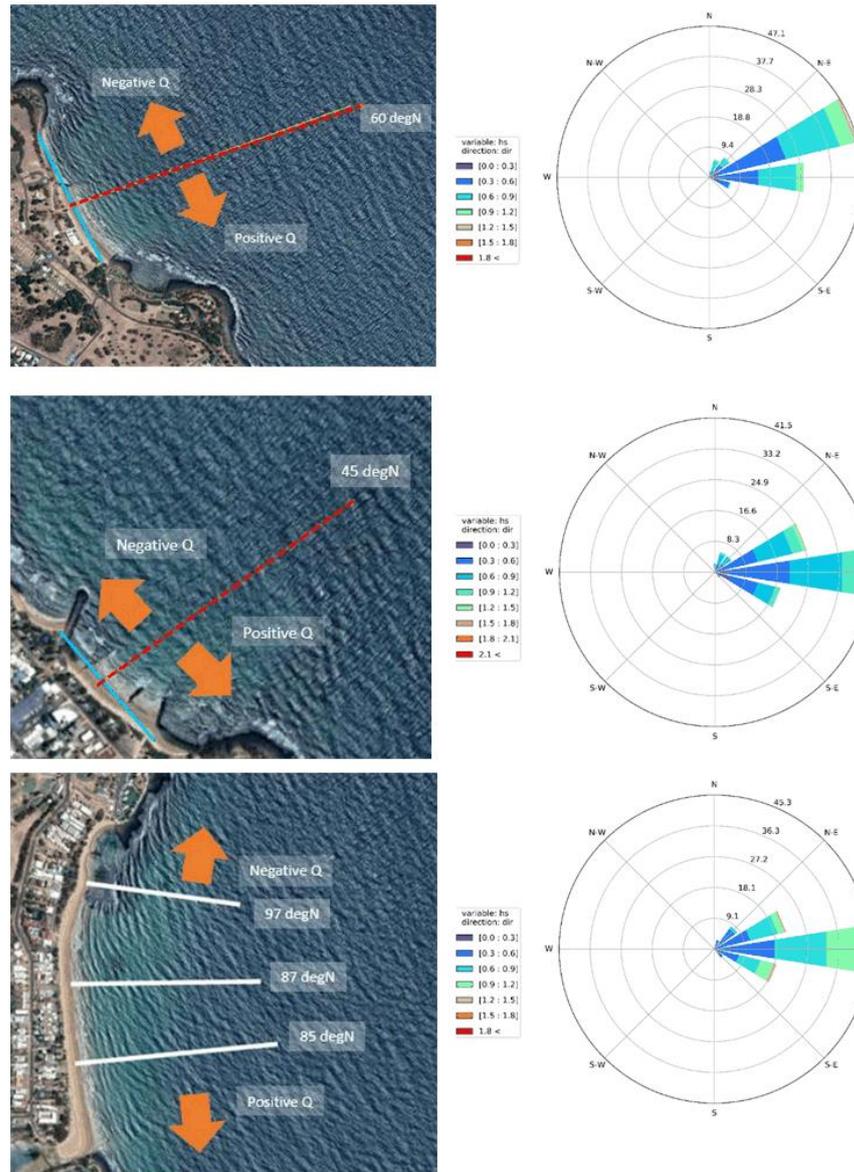


Figure 5-4: Beach angles and wave roses

Appendices

A BRC LGA Coastal Segments

Table 5-2: Erosion Prone Area segments in BRC region in WGS84

	Starting Point		Ending Point	
	Longitude	Latitude	Longitude	Latitude
BUR001	152.6108	-25.173	152.6326	-25.1516
BUR002	152.6326	-25.1516	152.6284	-25.1481
BUR003	152.6284	-25.1481	152.554	-25.0916
BUR004	152.554	-25.0916	152.5533	-25.09
BUR005	152.5533	-25.09	152.5511	-25.0829
BUR006	152.5511	-25.0829	152.5493	-25.0783
BUR007	152.5493	-25.0783	152.5436	-25.0648
BUR008	152.5436	-25.0648	152.5428	-25.0637
BUR009	152.5428	-25.0637	152.5223	-25.0346
BUR010	152.5223	-25.0346	152.5216	-25.0335
BUR011	152.5216	-25.0335	152.4909	-24.9776
BUR012	152.4909	-24.9776	152.4899	-24.9728
BUR013	152.4899	-24.9728	152.4881	-24.9641
BUR014	152.4881	-24.9641	152.4873	-24.9602
BUR015	152.4873	-24.9602	152.4852	-24.9465
BUR016	152.4852	-24.9465	152.486	-24.9373
BUR017	152.486	-24.9373	152.4912	-24.9225
BUR018	152.4912	-24.9225	152.4918	-24.9215
BUR019	152.4918	-24.9215	152.4926	-24.9191
BUR020	152.4926	-24.9191	152.4904	-24.9034
BUR021	152.4904	-24.9034	152.4897	-24.9009
BUR022	152.4897	-24.9009	152.4879	-24.8935
BUR023	152.4879	-24.8935	152.4875	-24.8926
BUR024	152.4875	-24.8926	152.4873	-24.8896
BUR025	152.4873	-24.8896	152.4871	-24.8887
BUR026	152.4871	-24.8887	152.4836	-24.8718
BUR027	152.4836	-24.8718	152.4831	-24.8696
BUR028	152.4831	-24.8696	152.4824	-24.8609
BUR029	152.4824	-24.8609	152.479	-24.8491
BUR030	152.479	-24.8491	152.4774	-24.8469
BUR031	152.4774	-24.8469	152.4693	-24.8311
BUR032	152.4693	-24.8311	152.467	-24.8271
BUR033	152.467	-24.8271	152.4661	-24.8247
BUR034	152.4661	-24.8247	152.4675	-24.819
BUR035	152.4675	-24.819	152.4662	-24.8155
BUR036	152.4662	-24.8155	152.4632	-24.813
BUR037	152.4632	-24.813	152.4577	-24.8069
BUR038	152.4577	-24.8069	152.4559	-24.804
BUR039	152.4559	-24.804	152.447	-24.8001
BUR040	152.447	-24.8001	152.4452	-24.8
BUR041	152.4452	-24.8	152.4378	-24.7893
BUR042	152.4378	-24.7893	152.4355	-24.7867
BUR043	152.4355	-24.7867	152.4345	-24.7847
BUR044	152.4345	-24.7847	152.4192	-24.772

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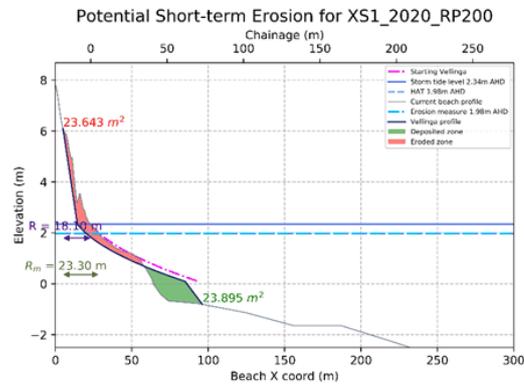
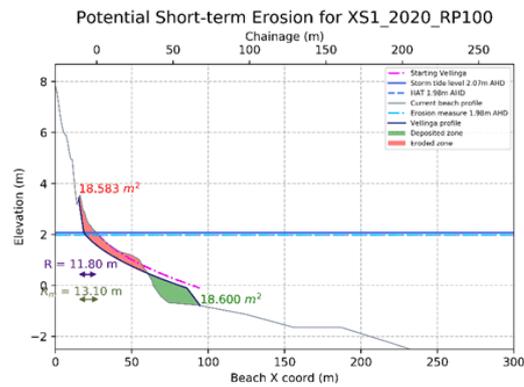
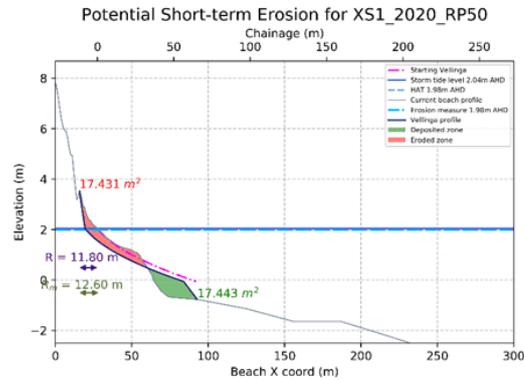
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BUR045	152.4192	-24.772	152.4183	-24.7697
BUR046	152.4183	-24.7697	152.4169	-24.7657
BUR047	152.4169	-24.7657	152.4164	-24.7642
BUR048	152.4164	-24.7642	152.3984	-24.7538
BUR049	152.3984	-24.7538	152.3754	-24.748
BUR050	152.3754	-24.748	152.2955	-24.7237
BUR051	152.2955	-24.7237	152.2802	-24.716
BUR052	152.2802	-24.716	152.2621	-24.7044
BUR053	152.2621	-24.7044	152.241	-24.6872
BUR054	152.241	-24.6872	152.2377	-24.6833
BUR055	152.2377	-24.6833	152.2133	-24.663
BUR056	152.2133	-24.663	152.1883	-24.6599
BUR058	152.1883	-24.6599	152.1239	-24.6
BUR059	152.1239	-24.6	152.0948	-24.569
BUR060	152.0948	-24.569	152.0704	-24.5321
BUR061	152.0704	-24.5321	152.0616	-24.5165



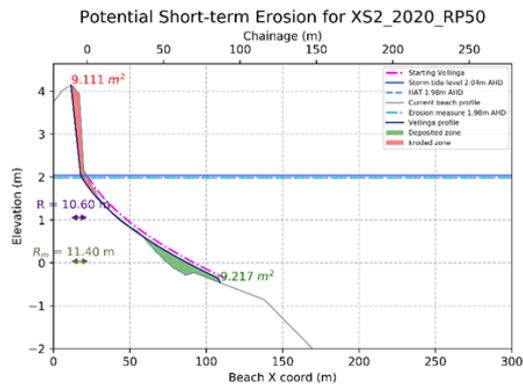
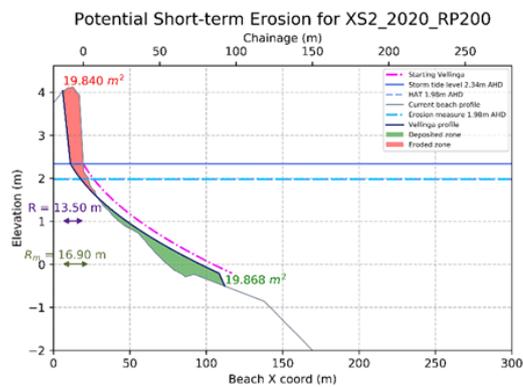
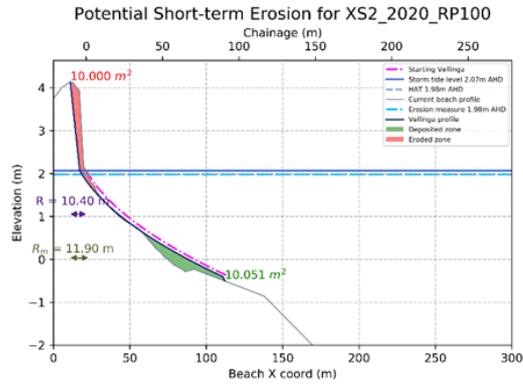
B Short-term erosion profiles

Profile XS1 JEPA results



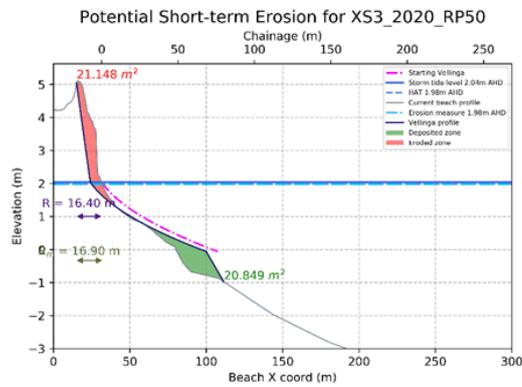
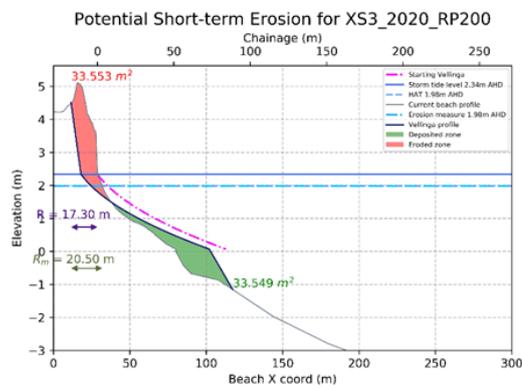
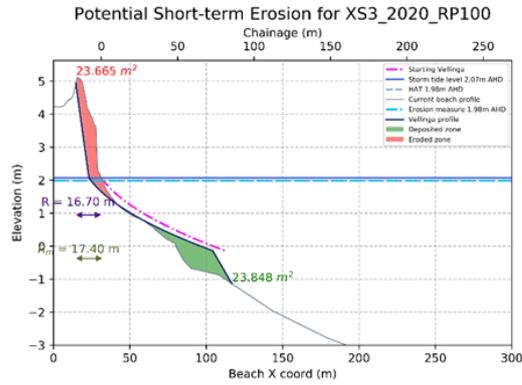


Profile XS2 JEPA results





Profile XS3 JEPA results



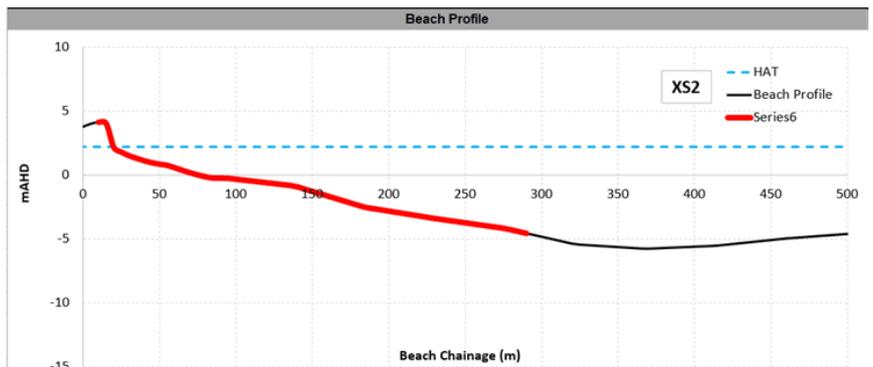


C Active profiles

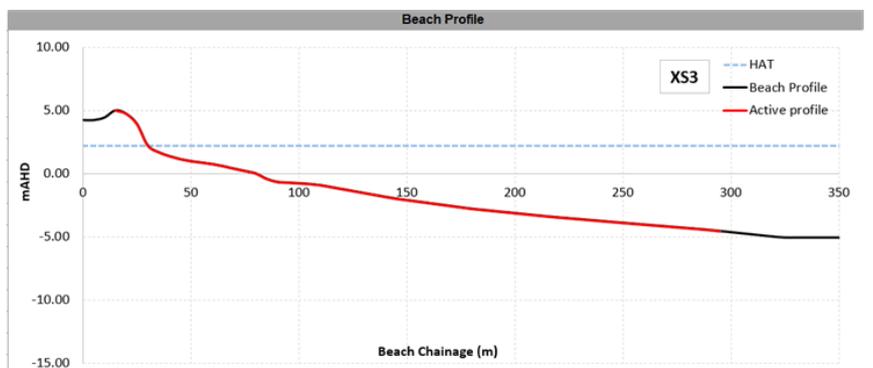
XS1



XS2



XS3





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Attachment D
Historical aerial imagery analysis

Historical shoreline trends analysis

Method

Historical images, digitised shorelines, and the Esri ArcGIS Digital Shoreline Analysis System (DSAS) were used to identify historical shoreline changes and trends along the Bargara coastline. The images spanning from 1975 to 2017 were sourced from the QImagery website and Nearmap for 2020.

Five images spanning 1975 to 2020 were sourced for the analysis from the following sets:

- Bargara, 2020 – Source: Nearmap, 2020
- Bargara, 2017 – Resolution 240 cm, scale 1:9,000. Source: State of Queensland, 2017
- Bargara, 2004 – Scale 1:25,000. Source: State of Queensland, 2004
- Bargara, 1992 – Scale 1:12,000. Source: State of Queensland, 1992
- Bargara, 1981 – Scale 1:12,000. Source: State of Queensland, 1981
- Bargara, 1978 – Scale 1:25,000. Source: State of Queensland, 1978
- Bargara, 1975 – Scale 1:9,000. Source: State of Queensland, 1975

The aerial images for all years required georeferencing except for 2017. Shorelines were digitised immediately seaward of the vegetation line or of any grassed dune areas distinguishable in the historical images. A baseline was drawn along the coast, approximately 5 m inland of the shorelines, as a baseline for casting transects across the digitised shorelines.

Transects were cast and statistics were calculated using the DSAS add-in (version 4.3) to ESRI ArcGIS Desktop (version 10.0). Transects were cast at a spacing of 10 m along the coast with statistical analysis included the change in distances over time, the End Point Rate (EPR) and Linear Regression Rate (LRR).

Limitations

While the method is useful in determining approximate rates of recession or accretion there are some limitations. The calculated measures of change, as provided by DSAS, are only as reliable as the accuracy associated with the source materials (quality and coverage of aerial imagery), whereby mapping errors generally increase in older data (Oyedotun 2014). Precise shoreline positions are typically difficult to determine from aerial imagery alone and accuracy is often limited by the imagery resolution and georeferencing. This is particularly relevant when assessing relatively small changes in shoreline position.

Results are considered indicative and transect results are used collectively to understand the general nature of changes along the shoreline over time, and not as specific measures of change for any given transect. The results provide a means to identify trends, the nature of changes along the shoreline over time, and particular areas of interest for management.

The long-term erosion component is intended to capture historical trends in shoreline position. The historical shoreline positions from 1975 to 2020 are illustrated in Figure 40.



Figure 40. Historical shoreline positions from 1975 to 2020 at Bargara.

Bargara Shoreline Erosion Management Plan



Figure 41. Movement of vegetation line pre and post TC Fran.

Attachment E
Concept drawings



NOT FOR CONSTRUCTION
23 November 2021



LEGEND
 CADASTRE
 NOURISHMENT CONTROL LINE
 NOURISHMENT EXTENT
 NO NOURISHMENT AREA
 HAT
 MHWS

REV	DESCRIPTION	DATE	INTL
A	CONCEPT DESIGN	23/11/2021	AB



DESIGNED:	NAME	DATE
DRAWN:	PAMELA WONG	22/11/2021
CHECKED:	ADAM BROCK	23/11/2021
APPROVED:	ADAM BROCK	23/11/2021

Client:

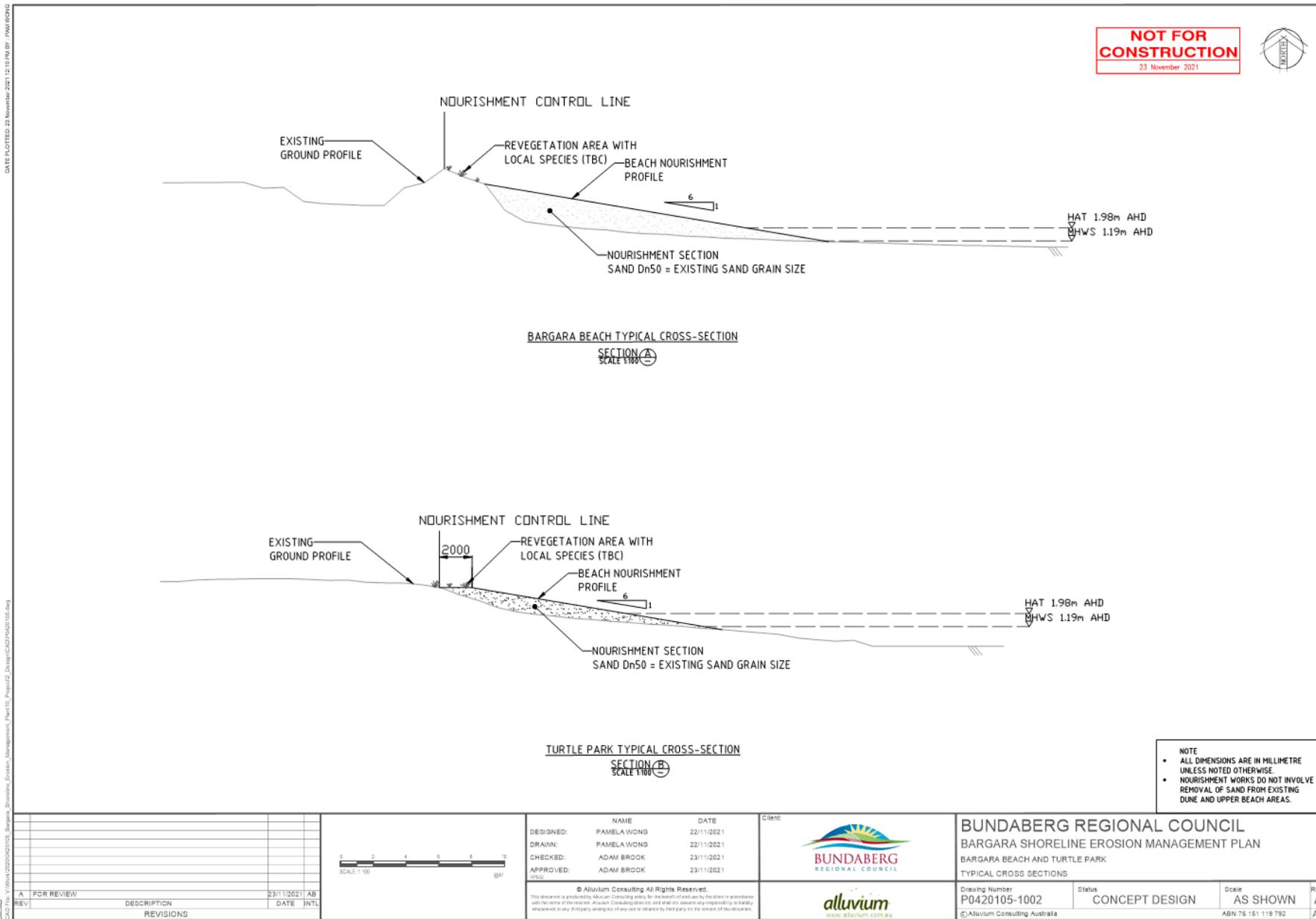
 BUNDABERG REGIONAL COUNCIL

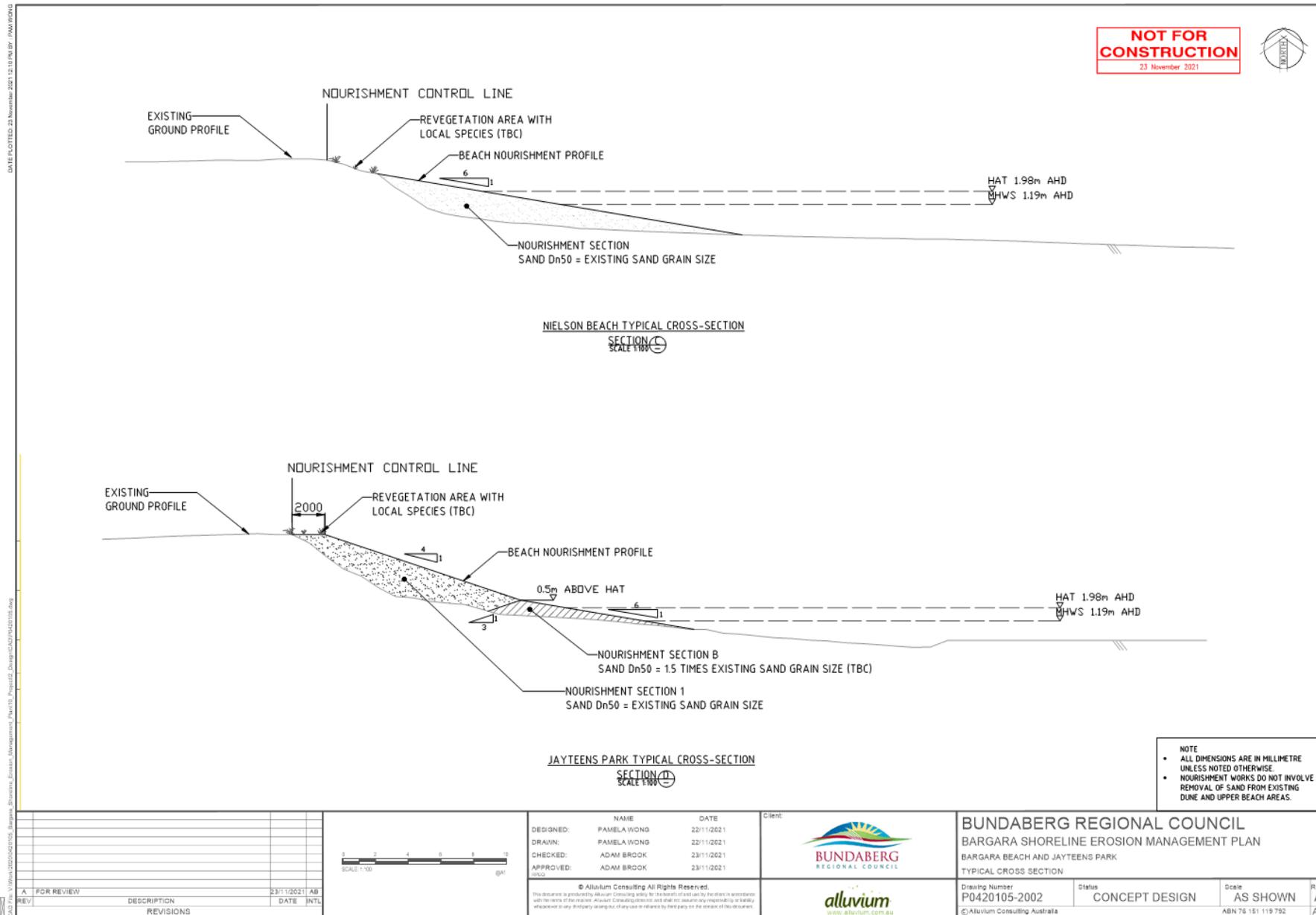
BUNDABERG REGIONAL COUNCIL
 BARGARA SHORELINE EROSION MANAGEMENT PLAN
 BARGARA BEACH AND TURTLE PARK
 LAYOUT PLAN

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Drawing Number	Status	Scale	Rev
P0420105-1001	CONCEPT DESIGN	AS SHOWN	A
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Engagement Summary Report

Subject	Summary of engagement activities October 2020 to October 2021
Project	0420105 Bargara SEMP
Date	23 November 2021

1 Phase 1 and 2 engagement overview - 27th April 2021

The first part of the engagement focused primarily on the first objective to develop a shared understanding of coastal values, goals and aspirations of Traditional Owners, community and other stakeholders. The second part focused on discussing coastal processes and potential management options. This was achieved via an online values and concerns survey, an in-class workshop with Year 6 students of Kalkie State School, as well as a community open house workshop.

The survey was hosted on the Bundaberg Regional Council website from 12th October 2020 to 21st April 2021. This survey was advertised through Council social media and signage along the Bargara foreshore (Coral Coast pathway).

Due to COVID-19 restrictions requiring the first planned workshop/open house to be cancelled in March, the first community open house session covered both part 1 and 2 activities.

The community open house session was held on the 27th of April 2021. The purpose of the session was to:

- Provide an introduction to the SEMP and the process of developing the plan
- Develop a shared understanding of coastal values, goals, aspirations, and concerns
- Provide an introduction to coastal processes and hazards, including how these processes interact with the shoreline
- Gather history, knowledge and perspectives of the local community on the shoreline past, present and future
- Discuss potential management options for the SEMP study area.

The session was facilitated by the Project Manager and Community Engagement Adviser for Bundaberg Regional Council, as well as four members of Alluvium Consulting (Project Manager, Coastal Engineer, and Engagement Supports). Approximately 30 people attended, representing both community members and key stakeholders.

The session was held in an open house format with an interactive approach to sharing information. Large maps of the Bargara foreshore were present, with detachable icons representing coastal processes and potential management options. These facilitated discussion on how natural processes change the shoreline, where the community may have seen evidence of these changes, and what kinds of management actions the community might prefer to see or not see. A timeline of events (past, present and future) significant to the Bargara coast was also established, and significant values and concerns relating to the coastline were captured. Refer to Attachment 1 for outputs of the open house session.

1.1 Project introduction workshop

The community identified a number of key events in the timeline of the Bargara coast, including cyclones and changes linked to increasing tourism in the region. In particular, many noted that the demographic of the coast has changed with more young people and young families moving to the region in the last decade.

In terms of Bargara’s future coastal story, many ideas were raised regarding restoring and enhancing the native vegetation buffer along the shoreline, as well as protecting marine turtle nesting habitat. Community, students, and stakeholders also wished to see functional recreational beaches and foreshore spaces that families can enjoy. Community education and stewardship of the coast was also a common theme, with ideas such as educational signage along walking trails and coast care facilitated by the surf club and/or local schools.

Values identified in these workshops included natural features such as sandy beaches, waves, and abundant wildlife. People also find many water and foreshore activities to be important to them, such as exploring rock pools, paddle boarding, surfing, swimming, diving, picnics and barbeques. Many people expressed that access to the beach and foreshore for those of all abilities is important to them. The values, goals and aspirations, and concerns are summarised in Table 1.

Common concerns expressed by community and stakeholders were high rise development spoiling Bargara’s small-town atmosphere, fluorescent lighting impacting the ability of turtles to nest, as well as a lack of understory vegetation on the dunes to protect from sand loss. There was also a concern that beach nourishment on Bargara beaches may not be worth the cost because sand would get washed away too quickly.

Table 1. Values, Goals and Aspirations, and Concerns.

What is important and meaningful? (What do we value?)	What do we want our coastline to look like in the future i.e. for our children and our children’s children? (What are our goals and aspirations?)	What don’t we want to see in the future? (What are our concerns, constraints, and threats to protecting the values and achieving our goals and aspirations?)
Views of the ocean, natural environment, habitat for plants and animals “Relaxed natural environment” “Unspoilt habitat”	Maintain and enhance natural vegetation and connectivity of habitats Management of weeds Coast care groups	Dune erosion, loss of vegetation Fluorescent lighting that impacts turtle’s ability to nest
Quiet and peaceful environment “Quietly sit and watch out over the water” “De-stresses your day”	High rise development restricted	Population has increased and demographic has changed in the last 10 years
Safe and easy access to the beach for everyone “Accessibility for people of all abilities”	Wheelchair access to the water	Dune erosion, loss of vegetation ¹
Presence of native animals and their habitat (e.g. sea turtles, fish, crabs, coral, whales, dolphins, and dugong) “Finding sea cucumbers in the rocks”	Community education via signage, community stewardship Maintain vegetation and improve fencing to “protect turtle nesting areas”	Have already seen declines in wildlife (e.g. marine life, sea birds) Injury or harm to native animals (e.g. nesting turtles) “Lack of endemic plants and mangroves”
Wide sandy beaches	“Functional recreational beaches with sand” More sand in front of Turtle Park for families	Loss of sandy beaches, dune erosion, loss of vegetation “Sand constantly moves about and dune erosion can take years to naturally repair”
Recreational activities in the water and at the water’s edge (e.g. fishing, swimming, surfing, walking dog, scuba diving) Foreshore amenities and infrastructure (e.g. Turtle Park, Turtle Trail, pathways)	Connectivity of roads and bike paths “Shaded and grassed open spaces for picnics” “Playground equipment for young kids”	Coastal path to Mon Repos goes past a sewerage plant – unpleasant smells

1.2 School visit – 28th April 2021

The project team also presented to students at Kalkie School on 28th April 2021. The in-class workshop with the school students was held in a similar but simplified format, with the class rotating through three activities (coastal processes, management options, and values). The intent of these sessions was to ensure the proposed shoreline management options at Bargara are consistent with the values of the community and key stakeholders.



Figure 1. Working through coastal processes and management options with school group - 27th April 2020.

1.3 Survey outcomes

A total of 14 surveys were completed with over 35% of respondents aged over 65. No one under the age of 36 completed the survey. All respondents were residents, with more than 75% living by the coast. Almost all respondents visit the beach or foreshore daily or multiple times per week.

Most respondents believed that the unique landscape features and natural beauty were the main thing that attracts people to the Bargara coastline. This was followed by recreational opportunities (e.g. boating, surfing, fishing, live saving, etc.) and exercise (e.g. jogging, walking, cycling). Specifically, respondents also identified that connected and dedicated pathways for exercise was important to them, as well as infrastructure such as bike racks and play spaces. Safe areas for swimming, habitat for plants and animals and protected Reef environments were also important to respondents.

Some respondents have seen evidence of erosion along the Bargara coastline, including loss of trees and movement of sand by wind, storms and king tides. Some people have also noticed movement of the shoreline at Nielson Beach (requiring movement of a memorial seat) and changes in wildlife in the area such as fewer pelicans, osprey, dolphins and other marine life.

Suggestions for management of the shoreline from respondents included stabilisation of sandy beaches with dune revegetation, rocks, and/or backfilling to create more public foreshore spaces and increase the buffer between the beach and developed areas. Some also suggested the creation of another pool (like the Basin or Icebergs Bondi Beach) in front of Turtle Park for protected swimming, as well as the creation of an artificial reef. The formation of a coast care or conservation group was also suggested by one respondent.



April open house community workshop

2 Phase 3 management options workshop – 14th September 2021

This engagement workshop focused on discussing all proposed management options and preferred options for all four sites. This was achieved via an online feedback survey, an in-class workshop with Year 6 students of Kalkie State School, as well as a community open house workshop.

The survey was hosted on the Bundaberg Regional Council website, www.ourbundabergregion.com.au, from 21st July 2021 to 20th September 2021. This survey was advertised through Council social media and signage along the Bargara foreshore (Coral Coast Pathway).

This community open house session was held on the 14th of September 2021. The purpose of the session was to:

- Highlight the key erosion hotspots that had been identified through the project work
- Discuss all proposed management options and preferred options with the community and stakeholders
- Discuss concerns and questions.

The session was facilitated by the Project Manager and Community Engagement Adviser from the Bundaberg Regional Council, as well as three members of Alluvium Consulting (Regional Manager, Project Manager, Coastal Engineering). Approximately 10 people attended, representing both community members and key stakeholders.

The session was held in an open house format with an interactive approach to sharing information. The project team presented posters of the key hotspot areas and proposed management options for Bargara Beach, Turtle Park, Nielson Beach and Jayteens Park (*Attachment 2*).

2.1 School visit – 15th September 2021

The project team also presented to students at Kalkie School on 15th September 2021, focusing on key hotspot areas, proposed management options, and preferred options. The intent of these sessions was to raise awareness and ensure the proposed shoreline management options at Bargara are consistent with the values of the community and key stakeholders.



Figure 2. Working through preferred management options with school group - 15th September 2020.

2.2 Survey outcomes

A second survey was made available online for those who wanted to provide feedback on the hotspot locations and management options. A total of nine survey responses were received regarding the hotspots and management options. 4 of the respondents aged over 65, 3 aged from 56 to 65 and 2 aged 10 to 18. Most of those who responded were residents within the coastal area of Bargara and had previously been involved with the consultation process. Bargara Beach and Nielson Beach were the most commonly visited coastal areas. Most respondents felt that the proposed management actions could partly, mostly or completely mitigate the short-term erosion risk at Bargara.

3 Draft SEMP feedback

The draft SEMP was open for comment from 21st July 2021 to 19th September 2021 on the Bundaberg Regional Council website, www.ourbundabergregion.com.au. This survey period was extended due to COVID-19 restrictions requiring the planned Phase 3 options workshop to be postponed. This survey was advertised through Council social media and available at the Phase 3 options workshop.

Some concerns were raised about the proposed management options and the draft SEMP. This included the cost of the options where residents felt they were largely unnecessary. Some respondents also felt that the Council should implement a "buyback" option for foreshore properties so that the land can be used as a coastal protection buffer and there is additional land for public recreation resources. Other feedback included the need for turn-in and parking for caravans and generally more parks and fencing to prevent people forming new shortcut tracks. Some other comments were outside the scope of the SEMP.

Stakeholder questions and responses are provided in the table below:

Summarised stakeholder questions	Responses
<i>General works: Does Council have a timeframe for when any work might begin in each of the four zones of concern?</i>	The SEMP will be implemented within the next 1 to 10 years. More detailed timeframes are outlined in the "SEMP Implementation Plan" section of the report.
	All options have been costed conservatively and with a contingency applied to ensure Council has sufficient budget and does not underestimate costs.
	The proposed "Beach Nourishment" option costs are primarily driven by sand source. Hence, the first action of the SEMP is to undertake a "Sand Source Study" to identify potential sources of suitable sand for beach nourishment and investigate the most cost-efficient source. The estimated costs for beach nourishment can potentially be greatly reduced by cost-efficient sources.
<i>General works: Looks like a very expensive and in most cases unnecessary plan.</i>	For example, the Port of Bundaberg dredges areas at the Burnett River mouth that may potentially have suitable matching properties. If so, there is an opportunity for beneficial reuse of this material rather than the Port's current disposal method of offshore dumping.
<i>General works: BRC should implement "buyback" plan for all foreshore properties.</i>	There are no private freehold properties within the Bargara SEMP study area. The public assets within the study area are managed and maintained by Council and this has been the focus of the SEMP.
<i>General questions: Why is Kellys beach not included?</i>	The Bargara SEMP study area does not include Kellys Beach as there is very minimal publicly owned infrastructure at risk. Long term impacts of coastal hazards for Kelly's beach were considered in the Coastal Hazard Adaption Strategy. Further information on this can be found on Councils website here https://www.ourbundabergregion.com.au/bundaberg-region-coastal-hazard-adaptation-strategy
<i>Beach Bargara Option 3: Is the plan to increase the width of the elevated grassed zone? Or is the plan to stabilise what is there is some way?</i>	Option 3 introduces new sand to the area where the beach is currently starved of sand or heavily eroded. The intent is not to increase the buffered width, rather the purpose of Option 3 is to rebuild the beach profile to what it was before erosion and stabilise the dune by planting new plants.
<i>Bargara Beach Option 3: Does the revegetation plan include any tree planting or is it limited ground covers and maybe some low-level shrubs? What species might be able to survive in the sandy, windy and salt laden air?</i>	The revegetation program will include local native species in the appropriate sections of the dune. It will include a mixture of lower cover species, and shrubs and small trees to help stabilise the foredune.

4 Other contact with key stakeholders

Alluvium met with Sel Sultmann from the Department of Environment and Science (DES) on two occasions 8th April 2021 and 15th April 2021 to discuss coastal process and potential management options for the SEMP study area. There was agreement on the coastal processes understanding for the site. Sel also provided advice on which potential management options were likely to be supported or difficult to have approved and implemented.

A final SEMP briefing was conducted on 8th September 2021 to Sel Sultmann (DES) and Lawson McLiver (Marine Parks) to present the preferred options across all four sites and discuss the necessary approvals and permits required for the management options at the respective site. Department of Resources and DES approvals representatives did not attend. Sel and Lawson provided advice as follows:

- Marine Zone – Council to request a change of Marina Park zoning at Bargara Beach. This will likely to be re-zoned in the Marine Park Zoning revision, however, it is still recommended to submit a re-zone request. The current Conservation Park (CP3) zone is not fit for a main recreational hub with a boat ramp.
- Minor changes in the report – to change the “sand fencing” to “protective fencing”, to include additional volume calculations and recommended larger sand grain size to be used for nourishment at Jayteens Parks (larger than the existing grain size and have minimal fines).

Sel Sultmann (DES) has reviewed and commented on the Bargara SEMP on 10th November 2021, provided in Attachment 4. Other relevant state agencies including the local Department of Natural Resources, Mines and Energy (DNRME) office were invited to the SEMP briefing and to comment. No feedback was received.

4.1 Traditional Owners

The Taribelang, Gooreng Gooreng, Gureng, and Bailai through the Port Curtis Coral Coast Trust Limited (PCCC) are recognised as the Traditional custodians of the Bargara and greater Bundaberg region. The Taribelang and Gooreng Gooreng Peoples particularly have long and rich connections to Land and Sea Country of Bargara’s coastal areas. The Council is committed to continuing to work with the Traditional Owners to ensure these important places are managed appropriately and continue to support a range of cultural, ecological, social and economic opportunities into the future.

Throughout the project, Traditional Owner groups were contacted directly by Alluvium and through Council’s Cultural Development Officer, Selina Hill, to provide information on the SEMP, distributed copies of the draft SEMP for comment, and offered personal briefings. No feedback was received.

Attachment 1: Open house workshop outputs

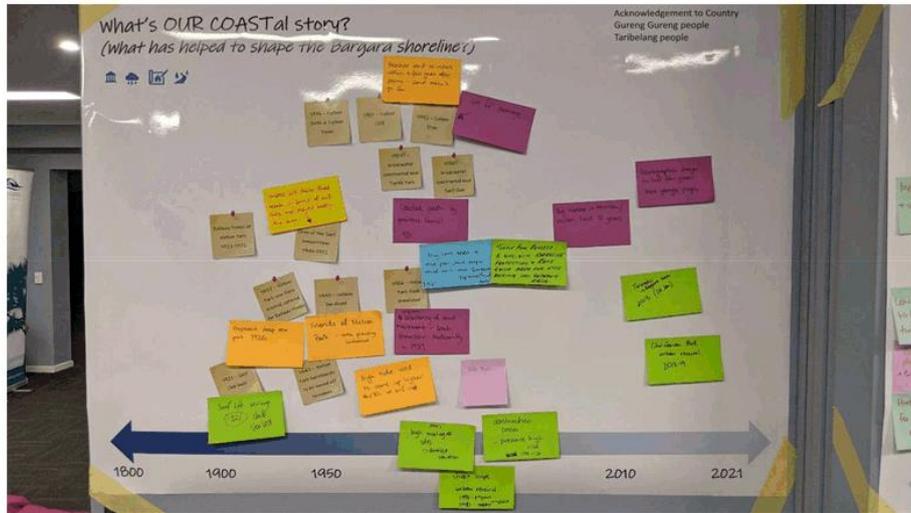


Figure 1. Bargara’s coastal timeline – past to present



Figure 2. Bargara’s coastal timeline – future coastal story



Figure 5. Management Options



Figure 5. Working through coastal processes and management options with school group - 27th April 202.

Attachment 2: Management options workshop posters

BARGARA BEACH

Key hotpots



Scour hole behind the boat ramp abutment. Loosely placed rocks have been used to protect the eroded sections of the abutment.



The area behind the boardwalk is variably eroded with small, localised scour pockets between rocks.



Erosion scarp south of the staircase access likely due to increased turbulence during periods of elevated water levels.

Options

1. Maintain status-quo (Continue asset maintenance) (soft)



2. Active sand and vegetation management (soft)



3. Beach nourishment and vegetation management (soft)



Multi-Criteria Analysis

Criteria	Criteria weighting	Option 1 Maintain status quo (continue asset maintenance)	Option 2 Active sand and vegetation management	Option 3 Beach nourishment and vegetation management
Cost	100%	10	9	7
Protection of assets	300%	9	15	24
Life cycle / durability	100%	5	5	7
Amenity / access	200%	6	14	20
Environmental and cultural factors	100%	5	7	7
Approvals	100%	10	8	7
Coastal processes	100%	10	8	7
Total		55	66	79

NIELSON BEACH

Key hotpots



Any potential options will need to consider the outlet and ongoing stormwater management.



Existing revetment in front of the SLSC is providing a level of protection but erosion threat may increase with sea-level rise and increase in storm intensity.



Localised erosion has occurred in this beach section and led to the loss of frontal dunes. There are some exposed root systems of several mature trees.

Options

<p>1. Maintain status-quo (Continue asset maintenance) (soft)</p> 	<p>2. Low impact sand management (soft) - Access management, revegetation, sand fencing</p> 	<p>3. Buried seawall (hard)</p> 
<p>4. Rock/tidal pool (hard)</p> 	<p>5. Viewing platform</p> 	

Multi-Criteria Analysis

Criteria	Criteria weighting	Option 1 Maintain status quo	Option 2 Low-impact sand management	Option 3 Buried seawall	Option 4 Rock/tidal pool	Option 5 Viewing platform
Cost	100%	10	9	8	7	5
Protection of assets	200%	12	16	18	0	0
Life cycle / durability	100%	6	7	9	8	2
Amenity / access	300%	15	24	24	27	27
Environmental and cultural factors	100%	10	9	6	4	5
Approvals	100%	10	10	6	4	5
Coastal processes	100%	9	10	9	8	6
Total		72	85	80	58	50

JAYTEENS PARK

Key hotpots



The shared path is undermined, and temporary safety fencing has been installed for safety reasons.



Localised erosion has occurred in this beach section and led to the loss of frontal dunes. There is evidence of beach lowering, with the exposure of rocky outcrops.



The shoreline has receded landwards compared to the adjacent shoreline. Uncontrolled pedestrian movements are exacerbating the erosion scars.

Options Not an option – Maintain status-quo

1.Planned retreat (soft)	2. Seawall (hard)	3. Groyne removal (hard)
4. Beach nourishment and active monitoring (soft)	5. Groyne (hard)	6. Combined option (hard)

Multi-Criteria Analysis

Criteria	Criteria weighting	Not an option Maintain Status Quo	Option 1 Planned retreat	Option 2 Seawall	Option 3 Groyne removal	Option 4 Sand nourishment and active monitoring	Option 5 Groyne	Option 6 Combined option
Cost	100%	10	7	8	8	8	7	4
Protection of public assets	250%	2.5	7.5	22.5	7.5	20	12.5	20
Life cycle / durability	100%	1	3	9	5	5	9	7
Amenity / access	250%	5	17.5	10	20	22.5	17.5	25
Environmental and cultural factors	100%	6	6	9	7	7	6	6
Approvals	100%	10	8	4	5	8	5	5
Coastal processes	100%	10	9	2	8	8	6	8
Total		52.5	58	64.5	60.5	78.5	63	75

Attachment 3: Survey response reports

Bargara Shoreline Erosion Management Plan

SURVEY RESPONSE REPORT

12 October 2020 - 21 April 2021

PROJECT NAME:

Bargara Shoreline Erosion Management Plan



Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

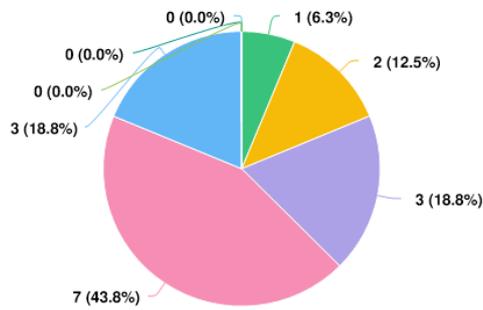


SURVEY QUESTIONS

Page 1 of 14

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q1 What is your age group



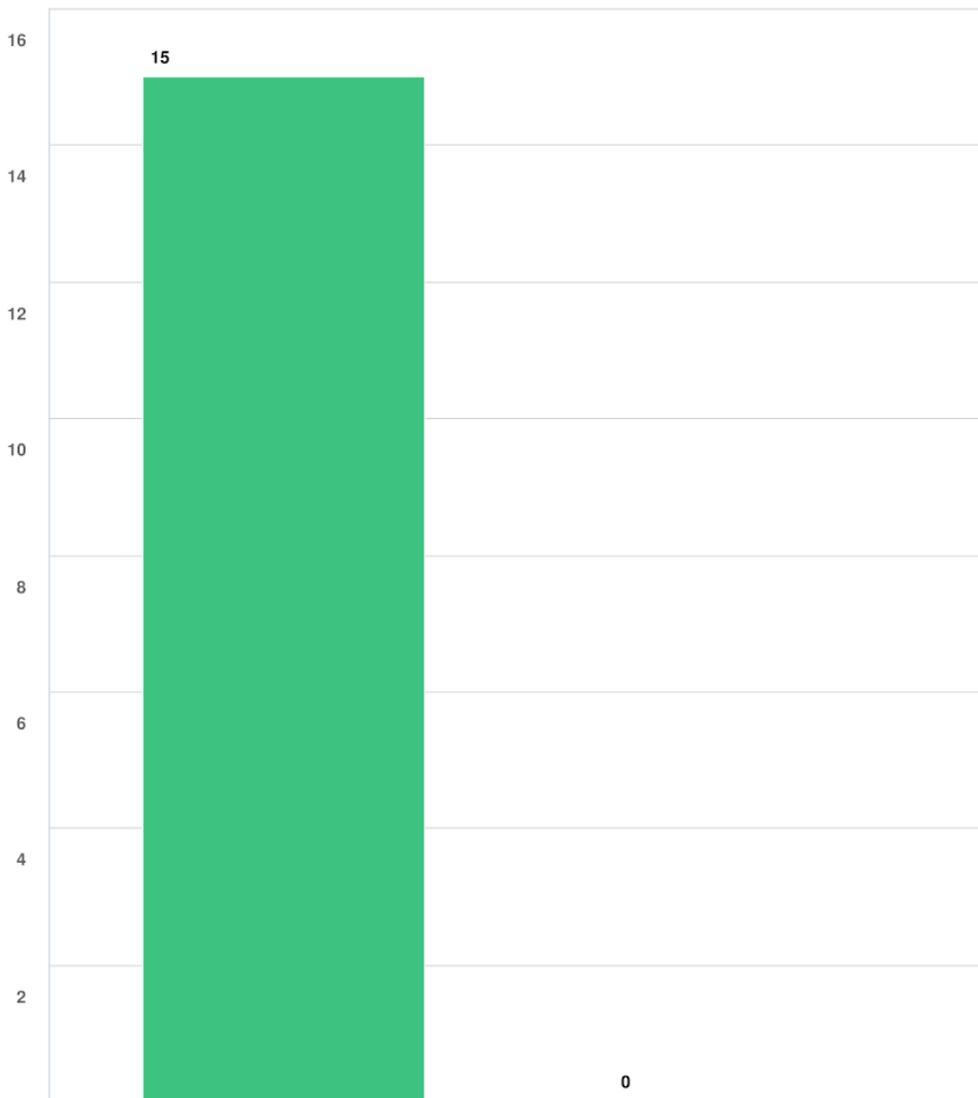
Question options

- 26 to 35
- 36 to 45
- 46 to 55
- 56 to 65
- Over 65
- Under 18
- 18 to 25
- Prefer not to say

Mandatory Question (16 response(s))
Question type: Dropdown Question

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q2 Do you identify as:



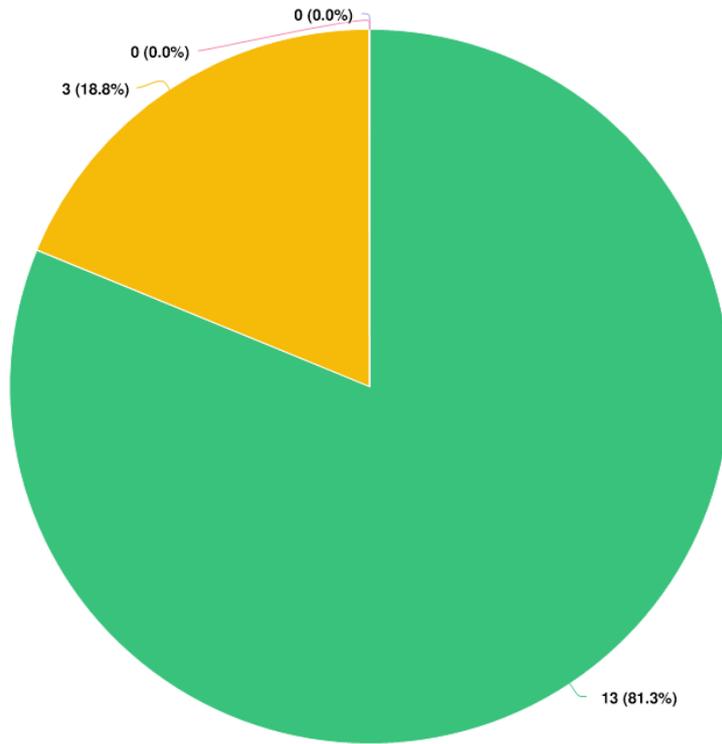
Question options

- Neither Aboriginal or Torres Strait Islander
- Aboriginal and Torres Strait Islander

*Optional question (15 response(s), 1 skipped)
Question type: Checkbox Question*

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q3 How would you describe your connection to Bargara



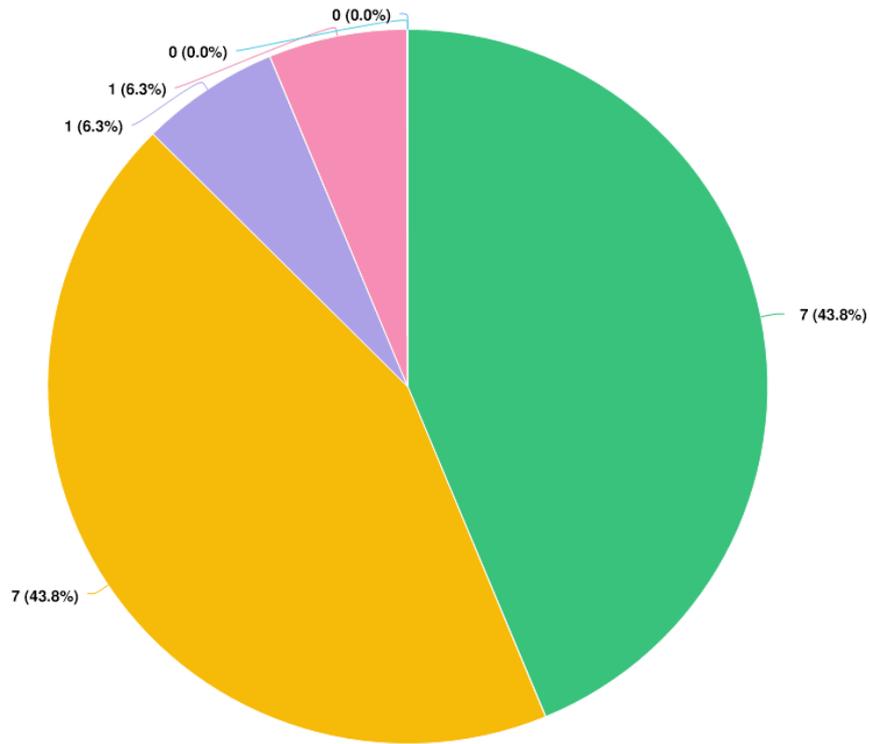
Question options

- Resident - near the coast
- Resident - city, hinterland or non-coastal
- Visitor to region
- Other (please specify)

*Optional question (16 response(s), 0 skipped)
Question type: Dropdown Question*

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q4 On average, how often do you visit the Bargara beaches or foreshore?



Question options

- Daily
- 2 - 3 times a week
- Weekly
- Occasionally
- Monthly
- Seasonally

*Optional question (16 response(s), 0 skipped)
Question type: Dropdown Question*

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q5 | What is the main reason or purpose for visiting the Bargara coastline or foreshore?

Screen Name Redacted 3/18/2021 06:20 PM	Walk, relax
Screen Name Redacted 3/18/2021 09:09 PM	Recreational
Screen Name Redacted 3/19/2021 10:06 AM	Surfing, swimming, snorkeling, fishing, walking, cycling, visiting playgrounds, dog walking, and walking to shops / cafes / restaurants.
Screen Name Redacted 3/22/2021 02:11 PM	walking
Screen Name Redacted 3/27/2021 01:24 PM	Scuba diving, snorkeling, swimming
Screen Name Redacted 3/27/2021 04:00 PM	Exercise, walking, running, cycling
Screen Name Redacted 3/27/2021 04:17 PM	Walk and swim at Kelly's beach
Screen Name Redacted 3/28/2021 08:06 AM	Exercise, Turtle Patrols, visit the beach.
Screen Name Redacted 3/29/2021 01:01 PM	exercise, relaxing,
Screen Name Redacted 4/10/2021 07:56 AM	Walking and swimming
Screen Name Redacted 4/13/2021 11:14 AM	Surf lifesaving, Ocean swimming, mental health
Screen Name Redacted 4/14/2021 01:11 PM	Recreation
Screen Name Redacted 4/20/2021 04:06 PM	walking and swimming

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Screen Name Redacted
4/20/2021 04:18 PM

Swimming, Kayaking, Cycling and Walking

Screen Name Redacted
4/20/2021 07:04 PM

relaxed no high rise, clean tidy

Screen Name Redacted
4/21/2021 01:57 PM

Recreation. Quietly sit and watch out over the water. Snorkeling in the basin. Social events & BBQ.

Optional question (16 response(s), 0 skipped)

Question type: Essay Question

Q6 | What is most important and meaningful to you about the Bargara coast and foreshore (eg: safe swimming, parks and playgrounds, habitat for plants and animals)

Screen Name Redacted
3/18/2021 06:20 PM

sufficient safe swimming areas, parks and playgrounds so that no area is overcrowded

Screen Name Redacted
3/18/2021 09:09 PM

Safe roads for cars, caravans turning/stopping into caravan park, BBQ's, shelter, seating, bring back the old shelter shed that had Burgers, chips & drinks, you could júst hose out the seating area from salt/surf/sand, the young ones would love it, like we did when we were young.

Screen Name Redacted
3/19/2021 10:06 AM

Surfing

Screen Name Redacted
3/22/2021 02:11 PM

swimming,walking,bird watching in the chabitat along the coastline and in the creeks

Screen Name Redacted
3/27/2021 01:24 PM

Water quality for out coastline reefs and marine life. Safety for divers and snorkelers entering and exiting the water.

Screen Name Redacted
3/27/2021 04:00 PM

Coastal paths

Screen Name Redacted
3/27/2021 04:17 PM

Vegetation and infrastructure to protect the dunes and beaches,

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

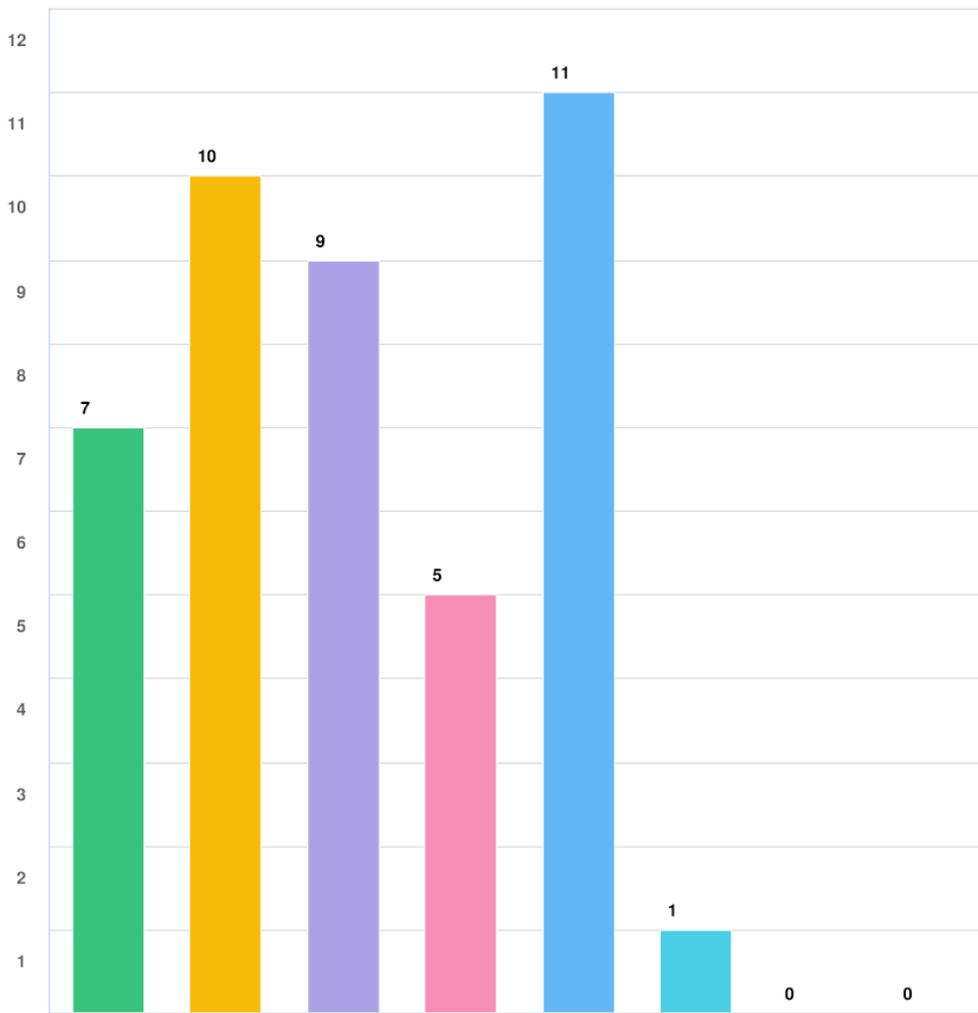
Screen Name Redacted 3/28/2021 08:06 AM	access to safe swimming, facilities along the foreshore such as seating, pathways, grassy areas, gardens/vegetation, bathrooms
Screen Name Redacted 3/29/2021 01:01 PM	Suitable Habitat/Vegetation for endangered Loggerhead Turtles.
Screen Name Redacted 3/29/2021 01:01 PM	safe swimming, foreshore protection and enhancement
Screen Name Redacted 4/10/2021 07:56 AM	Keeping the natural look, pathways good. Safe Swimming
Screen Name Redacted 4/13/2021 11:14 AM	Addressing environmental concerns
Screen Name Redacted 4/14/2021 01:11 PM	Unspoilt habitat
Screen Name Redacted 4/20/2021 04:06 PM	safe swimming, parkways, love the bowls and golf Clubs, good walk and cycle ways
Screen Name Redacted 4/20/2021 04:18 PM	Safe Swimming, Bicycle Racks to enable locking of Bicycles and dedicated Cycle Paths.
Screen Name Redacted 4/20/2021 07:04 PM	safe, swimming parks and waterpark for children.
Screen Name Redacted 4/21/2021 01:57 PM	Green space. Space for children to play. Space for my recreational activities

Optional question (16 response(s), 0 skipped)

Question type: Essay Question

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q7 What do you think attracts people to live and visit our region? (Please select top three)



Question options

- Unique landscape features and natural beauty
- Recreational opportunities (boating, surfing, fishing, lifesaving etc)
- Exercise (jogging, walking, cycling etc)
- Natural ecosystem and wildlife
- Recreational assets (parks, amenities, coastal pathways and trails etc)
- Other (please specify)
- Traditional owner values
- Work or educational opportunities

Optional question (16 response(s), 0 skipped)
Question type: Checkbox Question

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Q8 Do you have any details of your past experiences of coastal erosion and/or storm tide inundation at Bargara? This could include significant events or changes to the coast you've observed over time.

Screen Name Redacted
3/18/2021 06:20 PM

Floods since 2010 have resulted in mangroves getting established along the coast between The Basin and Nielsons. These mangroves were not here previously.

Screen Name Redacted
3/18/2021 09:09 PM

No

Screen Name Redacted
3/19/2021 10:06 AM

I have lived in Bargara for 10 years and have not identified any erosion mitigation / repair measures implemented after major storm or cyclone events.

Screen Name Redacted
3/22/2021 02:11 PM

erosion patterns have changed at Rifle Range Beach over past 15 years since we have lived there. More erosion on northern end now and less at the south possible because of the bridge. the path to the beach at the northern end is now completely eroded away and a new one has been built. The casuarina trees are not doing very well for some reason? what. rifle Range creek is still as we knew it when we first moved here

Screen Name Redacted
3/27/2021 01:24 PM

As an experienced recreational scuba diver I have noticed a change in the marine life in the past 1-2 years. I see less olive sea snakes , less fish, struggling corals in different areas. Myain dive site is nudibranch park on woongara scenic drive and it is here I have noticed changes below the waterline where most residents would never see.

Screen Name Redacted
3/27/2021 04:00 PM

Closure of paths due to foreshore erosion. Foreshore trees collapse due to erosion of dunes. Loss of

Page 10 of 14

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

	sand. Major storm surge causing loss of dunes and damage to infrastructure.
Screen Name Redacted 3/28/2021 08:06 AM	Yes, we lost a turtle nest on Nielsons beach that we weren't able to move at the time. A storm surge sucked all the eggs out to sea.
Screen Name Redacted 3/29/2021 01:01 PM	I was born in Bargara, have seen significant erosion on beaches and changes in foreshore
Screen Name Redacted 4/10/2021 07:56 AM	Memorial seat for my husband, has been moved twice already at Neilson beach because of erosion.
Screen Name Redacted 4/13/2021 11:14 AM	Lack of endemic plants and mangroves
Screen Name Redacted 4/14/2021 01:11 PM	No experience, but sea level rises seem locked in. We've probably gone past centimeters into metres, with a possibility it happening of more rapidly than anyone expects once tipping points are passed. I'm sure records will be passed or broken regularly and even Morrison won't be able to explain it all away. Looking only at the past isn't necessarily going to help deal with the future.
Screen Name Redacted 4/20/2021 04:06 PM	sandbank area north of the surf club has needed repair for a long time - we have plenty of rocks in Bargara, especially with all the development and installation of pools.
Screen Name Redacted 4/20/2021 07:04 PM	no i do not
Screen Name Redacted 4/21/2021 01:57 PM	only of the causeway over flowing

Optional question (14 response(s), 2 skipped)

Question type: Essay Question

Q9 Do you have any ideas or suggestions on how the Bargara coastline could be made more resilient over time and protect the region's value?

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

Screen Name Redacted 3/18/2021 06:20 PM	Need to remove weeds, old rotting pandanus trees and exotic plants and trees along the coast from the Basin to Nielsons.
Screen Name Redacted 3/18/2021 09:09 PM	Place Rocks and the grasses back like it use to be place walkways down to the beach, at Bargara we use to walk for miles along the sandy beach.
Screen Name Redacted 3/19/2021 10:06 AM	Conduct a holistic study by recognised coastal engineers to determine outcomes that can be implemented to manage erosion whilst enhancing surf breaks, recreational swimming environments and marine life. A range of these mitigation measures have been implemented on the Gold Coast with greater levels of success, when compared to generic quick fix temporary measures like rock armouring and sand placement. Complete a simple dune re-vegetation and protection campaign, to promote long term dune stability and sand retention. This is very common and would be considered best practice in southern coastal districts.
Screen Name Redacted 3/22/2021 02:11 PM	care of creeks ,mangroves for wildlife habitat and fish stocks. much more care of dune vegetation to minimise the erosion to the beach.The dune vegetation behind Rifle Range Beach has been totally neglected since we moved here. then trees were removed for the new path which was necessary but now some of the other well established casuarinas are looking pretty bad and several have fallen over completely.also there has been no attempt at weed control in the dune area.

 Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

<p>Screen Name Redacted 3/27/2021 01:24 PM</p>	<p>Absolutely consider the growing numbers of scuba divers utilising the shoreline. Please consider safe entry and exit points for divers and protect against coral damage, human injuries, better water quality measures for out area. I can try to get more relevant photos for your data in the future, my camera is not the best for macro photography. It's a GoPro</p>
<p>Screen Name Redacted 3/27/2021 04:00 PM</p>	<p>Utilise volcanic rock in area to reinforce dunes to reduce loss of sand and encourage sand deposits</p>
<p>Screen Name Redacted 3/28/2021 08:06 AM</p>	<p>Planting more trees or plants along foreshore to stabilise the banks/dunes.</p>
<p>Screen Name Redacted 3/29/2021 01:01 PM</p>	<p>a foreshore management and enhancement plan with a supportive community group to do voluntary supervised work eg tree planting, weed removal</p>
<p>Screen Name Redacted 4/10/2021 07:56 AM</p>	<p>Neilson beach needs stability done along beach with rocks ect. Already lost trees ect because of erosion.</p>
<p>Screen Name Redacted 4/13/2021 11:14 AM</p>	<p>A caretakers group, conservation group</p>
<p>Screen Name Redacted 4/14/2021 01:11 PM</p>	<p>Council should start looking at areas of likely salt water intrusion and inundation for both likely and possible ranges of sea level rise; and the likely effects on unchecked development. We're probably getting away from much of Bargara here, but council might like to take note of recent publicity about the areas in NSW where houses should never have been built, can soon possibly never be insured, and should now be bought back (by who, I wonder? Certainly not the developers who made money on them. The local council that signed off on the</p>

Bargara Shoreline Erosion Management Plan : Survey Report for 12 October 2020 to 21 April 2021

developments, perhaps??)

Screen Name Redacted

4/20/2021 04:06 PM

any sandy or low-lying area should have some of our large rocks - then backfilled to make pleasant needed seating or picnic areas. I would particularly like to see another rock pool built below the Turtle play ground, with the existing rock wall it would make a wonderfully sheltered safe pool for children and adults alike.

Screen Name Redacted

4/20/2021 04:18 PM

Another "Basin" to the right of the Life Saving Club. Extension of the Main Rock Wall / Groyne to capture sand Artificial Reefs mid-way between Boat Ramps and The Basin
Extend existing Basin out to sea

Screen Name Redacted

4/20/2021 07:04 PM

By not planting all the big trees that take so much coast foreshore when they fall.

Screen Name Redacted

4/21/2021 01:57 PM

Remove causeway to restore natural creek flow.

Optional question (15 response(s), 1 skipped)

Question type: Essay Question



Draft Shoreline Erosion Management Plan (SEMP) Feedback 2021

SURVEY RESPONSE REPORT

12 October 2020 - 20 September 2021

PROJECT NAME:

Bargara Shoreline Erosion Management Plan



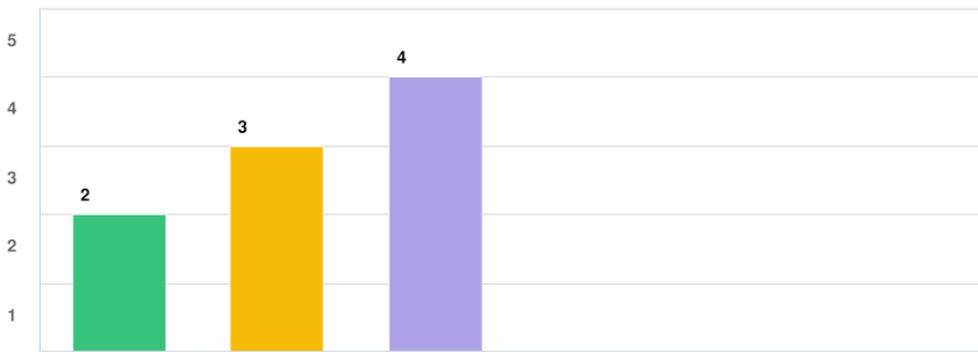
Draft Shoreline Erosion Management Plan (SEMP) Feedback 2021 : Survey Report for 12 October 2020 to 20 September 2021



SURVEY QUESTIONS



Q1 Age Group

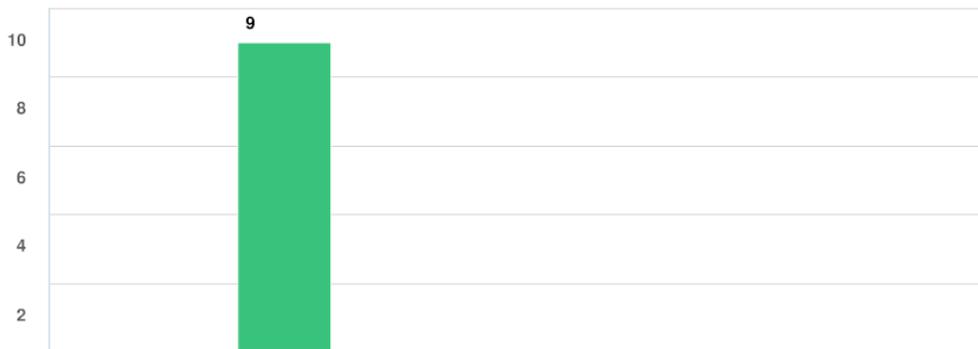


Question options

- 10 - 18
- 19 - 30
- 31 - 40
- 41 - 55
- 56 - 65
- 66 plus

Mandatory Question (9 response(s))
Question type: Checkbox Question

Q2 Do you identify as Aboriginal or Torres Strait Islander



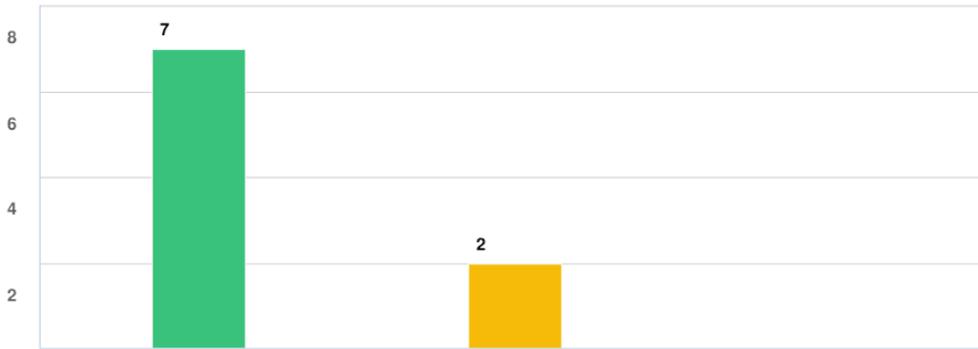
Question options

- No
- Yes

Mandatory Question (9 response(s))
Question type: Checkbox Question



Q3 How would you describe your connection to the Bargara region?

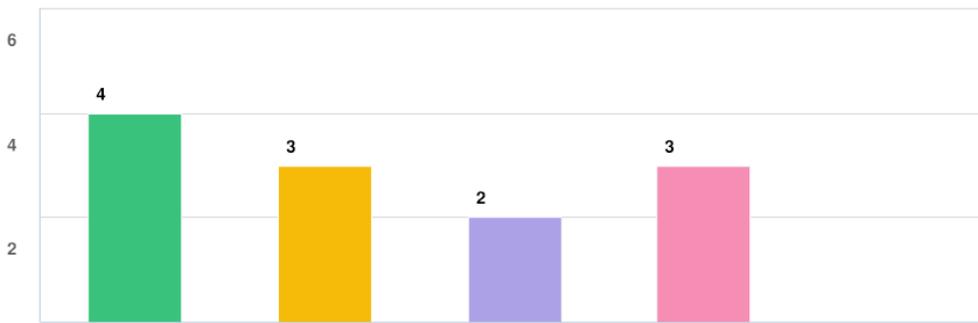


Question options

- Resident - coastal
- Resident - non-coastal
- Visitor/tourist

*Mandatory Question (9 response(s))
Question type: Checkbox Question*

Q4 How have you been involved in the Bargara SEMP consultation process?



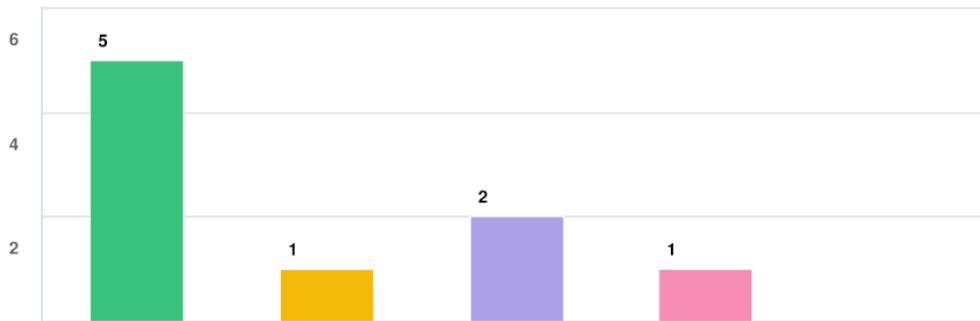
Question options

- Read about the project
- Attended community meetings
- None of the above
- Other (please specify)
- Completed previous online survey

*Mandatory Question (9 response(s))
Question type: Checkbox Question*



Q5 Do you feel that the SEMP actions proposed to mitigate short-term coastal hazard risk will help to build a resilient Bargar...

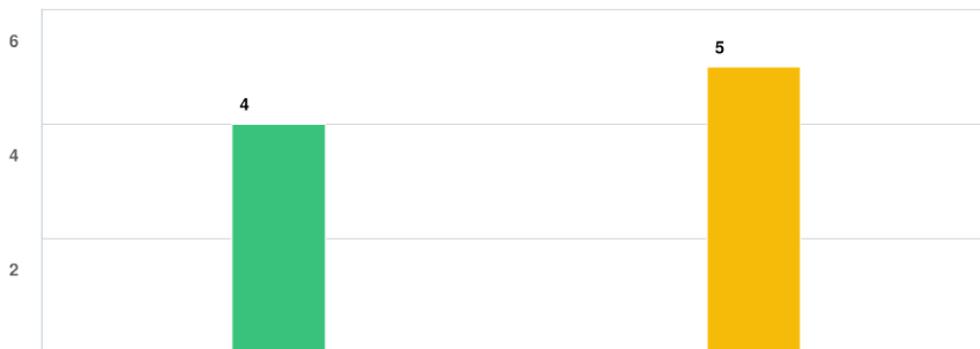


Question options

- Yes
- Partly, but there are a lot more actions required
- Mostly, but I think there are some additional actions to add
- No
- I'm not sure

*Mandatory Question (9 response(s))
Question type: Checkbox Question*

Q6 Do you have any other ideas for adaptation initiatives?



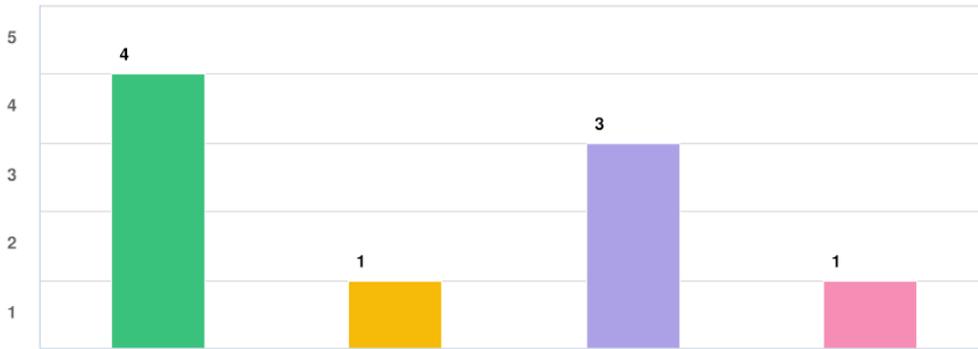
Question options

- No
- Yes - please specify

*Mandatory Question (9 response(s))
Question type: Checkbox Question*



Q8 Which beach, foreshore or coastal area do you spend most time at (refer map above)?

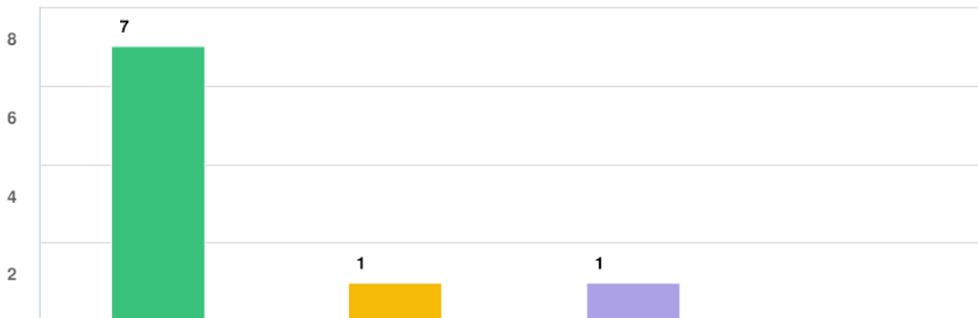


Question options

- Bargara Beach
- Turtle Park
- Nielson Beach
- Jayteens Park

*Mandatory Question (9 response(s))
Question type: Checkbox Question*

Q9 Do you think the SEMP recommended actions for this beach, foreshore or coastal area are appropriate?



Question options

- Yes, they are appropriate
- Some are appropriate, but I have suggestions
- No - please provide suggestions
- I'm not sure

*Mandatory Question (9 response(s))
Question type: Checkbox Question*



Q12 Do you have any other feedback or comments to make on the draft SEMP or recommended actions?

Screen Name Redacted

7/22/2021 05:45 PM

Looks like a very expensive and in most cases unnecessary plan, just deal with the very few areas of erosion with the natural stones, and there are plenty of them coming out of the new residential developments - take some lessons from Greensills!!!!

Screen Name Redacted

7/22/2021 07:17 PM

Need for turn in and parking for caravan as to go into the Caravan park, and generally more parks.

Screen Name Redacted

8/02/2021 10:41 PM

BRC should implement "buyback" plan for all foreshore properties, so they become additional public recreational resources (bring in more visitors to encourage business), and so they become additional coastal protection buffer (storm surge etc).

Screen Name Redacted

9/14/2021 03:44 PM

I like the recommended options for all areas except the Turtle park. I believe what people wanted here has been misconstrued.

Screen Name Redacted

9/14/2021 04:53 PM

We live at 33A Esplande, Bargara and are pleased that the Council is dealing with the foreshore erosion. Option 3 for the Bargara beach (your recommended option) is needed as there seems to have been significant erosion along the frontage East of the boat ramp (and at a few other locations in this area). This has happened over the last few years and at some spots there is only 1-2m of elevated grassed land beside the cement pathway before the surface drops down to the beach/rock level. When the restoration work is underway for this area, is the plan to increase the width of the elevated grassed zone? Or is the plan to just stabilise what is there in some way? Does the revegetation plan include any tree planting or is it limited ground covers and maybe some low level shrubs? What species might be able to survive in the sandy, windy and salt laden air? Maybe there is a need for some sort of stone retaining structure along this zone. Maybe there is a need for some form of fencing to prevent people forming new shortcut tracks over the embankment complemented by some properly formed steps or tracks down to the sand. As a final question, does Council have a time frame for when any work might begin in each of the 4 zones of concern?

Draft Shoreline Erosion Management Plan (SEMP) Feedback 2021 : Survey Report for 12 October 2020 to 20 September 2021



Screen Name Redacted

I would like to see a Burnett heads unindation study done

9/14/2021 05:08 PM

Optional question (6 response(s), 3 skipped)

Question type: Essay Question

Attachment 4: State Government's comment on SEMP

Pam Wong

From: Adam Brook
Sent: Wednesday, 10 November 2021 2:19 PM
To: SULTMANN Sel
Cc: Dan Garnett; Lawson McLiver; Pam Wong
Subject: RE: DES comments on Draft Bargara SEMP

Thank you Sel - really appreciate your response while heading on leave.
Also as per our meeting to run through the draft SEMP, and Lawson and your recommendations we'll provide some updates to the final SEMP to;

1. Add some more details around volume of material that has been lost from Jayteens Park and how that translates to expected years beach nourishment is likely to remain
2. There will be a concept plan for the beach nourishment added that shows the recommendation for using a coarser grain size in the lower portion of the nourishment profile. and
3. As per Lawson recommendation – council has done a submission in terms of marine park zoning for Baragra Beach, and we'll amend the section on approvals to explain this further.

Regards

Adam Brook | [Alluvium Consulting](#)
Principal Coastal Engineer
P 0411 781 138
E adam.brook@alluvium.com.au

www.alluvium.com.au | Suite 10-12, 36 Agnes St, Fortitude Valley 4006 | [LinkedIn](#) |



The Alluvium Group acknowledges the Traditional Owners of the land, sea and waters where we live.
We acknowledge their continuing connection to culture and Country and pay our respects to Elder.
We look forward to a reconciled and prosperous future for all.

From: Sel Sultmann <Sel.Sultmann@des.qld.gov.au>
Sent: Wednesday, 10 November 2021 1:38 PM
To: Adam Brook <adam.brook@alluvium.com.au>
Cc: Dan Garnett <Dan.Garnett@des.qld.gov.au>; Lawson McLiver <Lawson.McLiver@des.qld.gov.au>
Subject: RE: DES comments on Draft Bargara SEMP

Hi Adam

I have reviewed the Bargara SEMP and found it to be a well-researched and comprehensive document, consistent with sound coastal management principles and note the community consultation and engagement with regulatory agencies undertaken. I generally agree with the assessment of coastal processes in the area and the analysis of possible erosion management options. The recommended management actions (Table 39) are generally consistent with the State Development Assessment Provisions (State Code 8: Coastal development and tidal works) and the Marine Park Zoning Plan requirements.

A Shoreline Erosion Management plan (SEMP) is a non-statutory planning document prepared by local government that sets out a framework and management strategy to respond to current erosion or potential future erosion threats. The recommended management actions in the Bargara SEMP is supported. However, the Department cannot endorse a proposal as the full details of works are not known, including design and location. Also, State policy and the regulatory regime for coastal areas may change over time and a timeframe for the proposed works is not yet decided.

This SEMP will be of value to the Department in understanding the issue at Bargara and for informing future assessment of development applications related to erosion management.

Sel Sultmann
Principal Coastal Scientist
Environment Policy and Planning
Dept of Environment and Science

Ph: (07) 33305768
E-mail: sel.sultmann@des.qld.gov.au
GPO Box 2454 BRISBANE, QLD, 4001
Level 10 400 George St Brisbane

From: Adam Brook <adam.brook@alluvium.com.au>
Sent: Monday, 11 October 2021 9:42 AM
To: SULTMANN Sel
Cc: MCLIVER Lawson; Pam Wong
Subject: DES comments on Draft Bargara SEMP

Hi Sel

I was just following up on comments from Department of Environment and Science (DES) on the draft Bargara SEMP. Would it be possible to get that response back this week?

Thank you

Adam Brook | [Alluvium Consulting](#)
Principal Coastal Engineer
P 0411 781 138
E adam.brook@alluvium.com.au

www.alluvium.com.au | Suite 10-12, 36 Agnes St, Fortitude Valley 4006 | [LinkedIn](#) |



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**Item****29 March 2022****Item Number:**

K1

File Number:

522.2020.211.1

Part:

PLANNING

Portfolio:

Planning & Development Services

Subject:

Request for Extended Completion Date Building Bundaberg Region 2020 Incentives – DA522.2020.211.1

Report Author:

Michael Ellery, Group Manager Development

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

Our community and environment - 1.1 Economic growth and prosperity - 1.1.4 Develop a sustainable pipeline of strategic projects that support organisational and economic development objectives, including procuring external grant funding.

Background:

Council is in receipt of a request to extend the completion date for a development to be eligible for incentives under the Building Bundaberg Region 2020 incentives scheme.

The request relates to DA 522.2020.211.1 being a development permit for material change of use for the extension of a tourist park at 88 Esplanade, Woodgate. The incentives, originally approved on 4 March 2021, provide for a 50% discount. Under the Infrastructure Agreement (IA) executed on 5 March 2021, to receive the incentives the development was required to be completed by 4 March 2022 (see Attachment 2).

The owner of the subject site has requested that the completion date be extended to 6 April 2023. Although the IA provides for the ability to make an Extension Request to the Chief Executive Officer, it is a precondition of such requests that the development achieve substantial commencement (ie footings for proposed buildings are constructed) prior to making that request. The applicant has confirmed that the development has not achieved substantial commencement. As such the request has been reported to Council for determination.

Despite the fact that the development has not achieved commencement, the developer has taken substantial steps in progressing the proposed works. This includes obtaining further consultant reports and approvals from Council, and completing electrical design and construction plans. The Developer is seeking the extension as a result of delays caused by the length of time taken to obtain these

things, and the difficulty in securing suitable contractors to undertake the necessary work. A fully copy of the extension request is included as Attachment 3.

Associated Person/Organization:

InsiteSJC – consultant

Australian Tourist Park Management Pty Ltd – owner/developer

Consultation:

No consultation has been undertaken regarding this matter.

Chief Legal Officer's Comments:

As noted previously, the discounts and performance of the developer are secured by an Infrastructure Agreement. If Council agrees to the extended completion date, a Deed of Variation will be required to amend the completion date in the IA.

Policy Implications:

The Building Bundaberg Region 2020 incentives scheme closed for new applications on 30 June 2021. Accordingly, it was originally envisaged that the last of the incentivised developments would be finalized in the second half of 2022 barring any extensions as allowed for under each IA.

Despite this, it is clear that the developer has taken steps to progress the development but has been hampered in achieving substantial commencement by factors arising from the current high level of activity in the development industry and other Covid-19 related impacts.

In the circumstances it is considered reasonable that the requested extension be granted.

Financial and Resource Implications:

The discounts available for the development based on the current IA are outlined in the table below:

Infrastructure Amount	Applicable Discount	Reduced Infrastructure Amount
\$37,707.79	50%	\$18,853.90

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

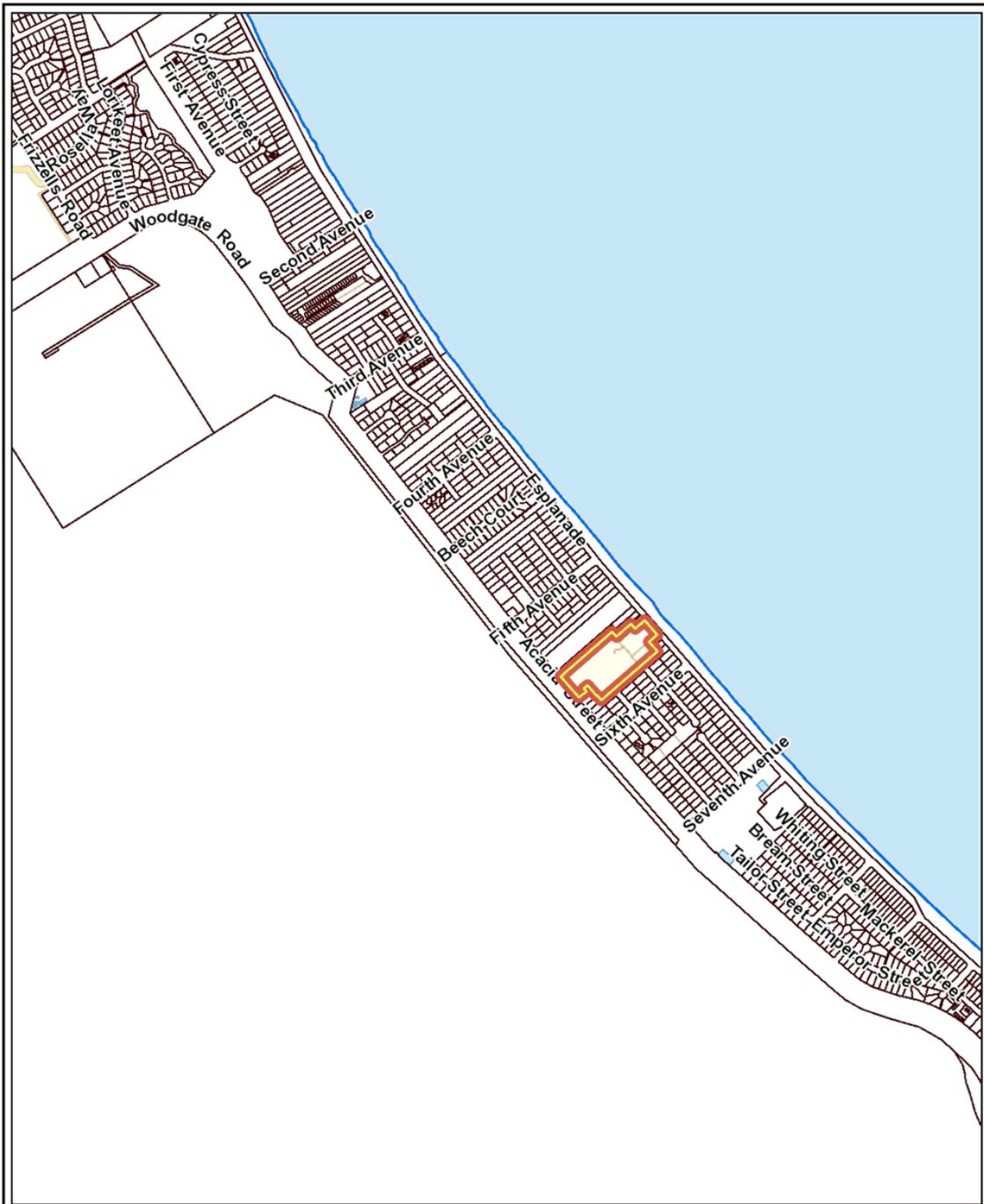
There appears to be no ILUA implications.

Attachments:

- ↓1 Locality Plan
- ↓2 Site Plan
- ↓3 Infrastructure Agreement
- ↓4 Extension Request

Recommendation:

That the owner of 88 Esplanade, Woodgate be advised that the Council agrees to an extension of the Completion Date in the Building Bundaberg Region 2020 Infrastructure Agreement for DA522.2020.211.1 to 6 April 2023.





BUNDABERG
REGIONAL COUNCIL

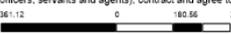


Locality Plan
88 Esplanade, Woodgate

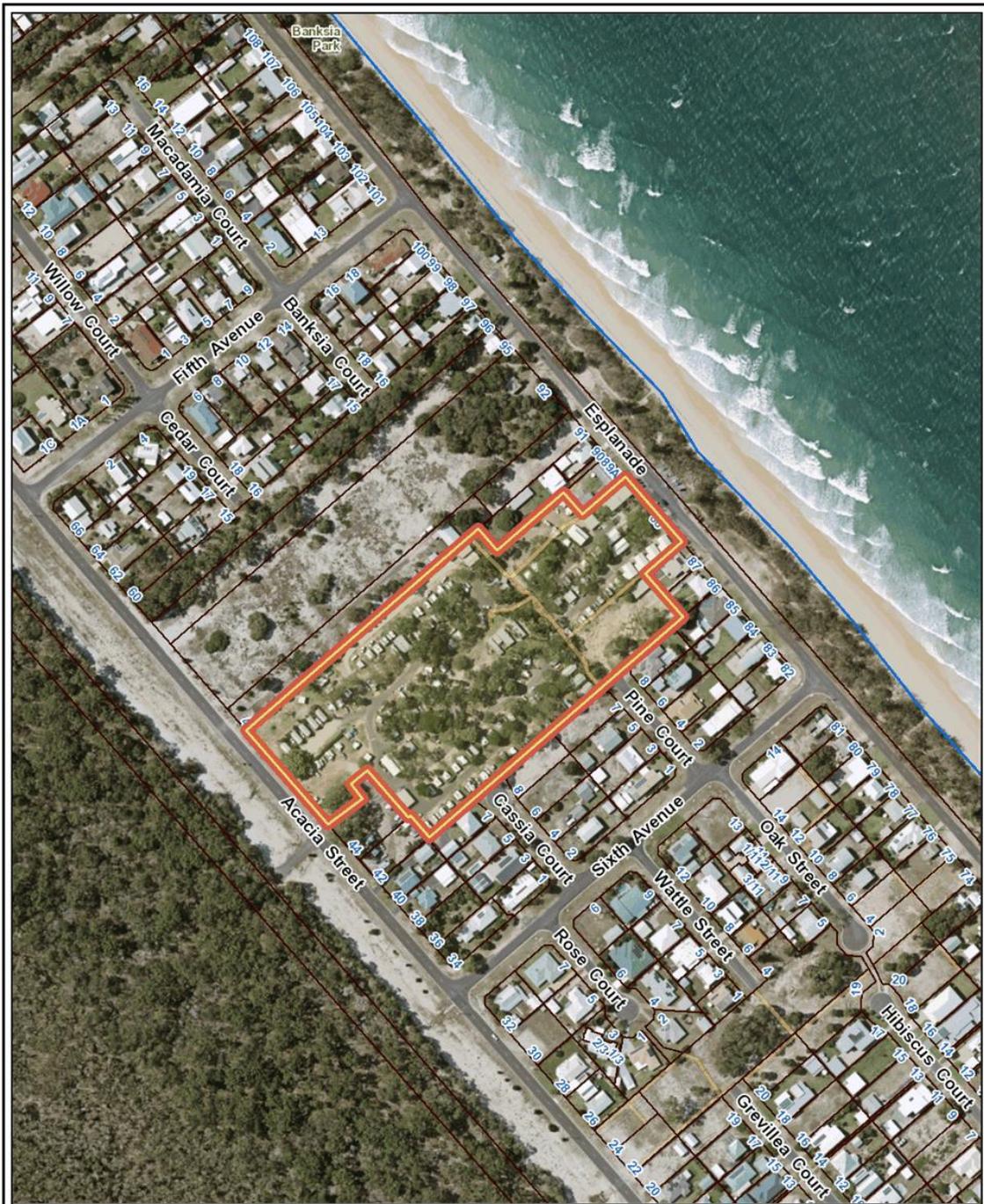
Projection: WGS_1984_Web_Mercator_Auxiliary_Spheroid Date: 16/3/2022 10:02 AM Scale 1 : 18,055.95 on A4 Sheet

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Author: -Author-



Locality Plan
88 Esplanade, Woodgate

Projection: WGS_1984_Web_Mercator_Auxiliary_Spheroid Date: 16/3/2022 10:02 AM Scale 1 : 4,000.00 on A4 Sheet

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Author: -Author-

Infrastructure Agreement

Planning Act 2016

Building Bundaberg Region 2020 Infrastructure Agreement

Bundaberg Regional Council
Council

Australian Tourist Park Management Pty Ltd
Developer

Australian Tourist Park Management Pty Ltd
Owner

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4

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Dated this 5 day of March 2021

PARTIES

- Council:** BUNDABERG REGIONAL COUNCIL of 190 Bourbong Street, Bundaberg in the State of Queensland
- Developer:** AUSTRALIAN TOURIST PARK MANAGEMENT PTY LTD of PO Box 862, Tweed Heads in the State of New South Wales
- Owner:** AUSTRALIAN TOURIST PARK MANAGEMENT PTY LTD of PO Box 862, Tweed Heads in the State of New South Wales

Part 1 Preliminary

1. Introduction

1.1 Short title

This document may be referred to as the Building Bundaberg Region 2020 Infrastructure Agreement.

1.2 Deed

This document is a deed which comprises the following:

- (a) **Part 1** which recites the following:
 - (i) the date of this document;
 - (ii) the names of the parties to this document;
 - (iii) the purpose for which the parties have entered into this document;
- (b) **Part 2** which witnesses the terms agreed upon by the parties;
- (c) **Part 3** which provides for the execution of this document by the parties.

1.3 Date

This document is made on the date when the last party executes this document.

1.4 Parties

This document is made between the parties in Schedule 1.

1.5 Recitals

This document has been entered into for the following purposes:

- (a) On 30 June 2020, the Council launched the "Building Bundaberg Region 2020" infrastructure charges incentives policy with the

objective of stimulating new construction activity and employment in the region;

- (b) The "Building Bundaberg Region 2020" infrastructure charges incentives scheme commenced on 1 July 2020 and it seeks to offer discounts for infrastructure charges or infrastructure contributions required under a condition of approval, for certain development;
- (c) The parties have agreed that discounts will apply for the Eligible Development in accordance with the terms of this document.

Part 2 Terms agreed by the parties

2. Interpretation

2.1 Definitions

In this document, unless the context or subject matter otherwise indicates or requires a word which is capitalised has the following meaning:

Applicable Discount means.

- (a) 100% of the Infrastructure Amount if the Eligible Development is for:
 - (i) CBD/Town Centre Development; or
 - (ii) Rural Sector Development where:
 - (1) intensive horticulture;
 - (2) rural industry;
 - (3) intensive animal industry
 - (4) aquaculture; or
 - (5) winery (where in a rural zone),and is Completed by the Completion Date but limited to a maximum monetary discount of one million dollars; or
- (b) 50% of the Infrastructure Amount if the Eligible Development is any other development and is Completed by the Completion Date but limited to a maximum monetary discount of one million dollars.

Approval means a development permit or compliance permit for a material change of use or reconfiguring a lot.

Authority means a government, semi-government, local government, statutory, public, ministerial, civil, administrative, fiscal or judicial body or other entity or body with relevant power or authority.

Business Day has the meaning in the *Acts Interpretation Act 1954* (Qld).

Calendar Day means from one midnight to the following one.

CBD/Town Centre Development has the meaning specified for "CBD/Town Centre development" in Attachment B of the Incentives Application Form.

Charges Notice means:

- (a) an infrastructure charges notice as defined in the Planning Act;
- (b) a notice equivalent to an infrastructure charges notice which is given under legislation which repeals and replaces the Planning Act.

Chief Executive Officer means the chief executive officer of the Council.

Commencement Date means the date on which this document commences as stated in **clause 1.3**.

Completed means:

- (a) for a material change of use:
 - (i) where involving building works, a certificate of classification or the final inspection certificate (for a single detached class 1a building or structure) has been issued and the Council is satisfied that all applicable conditions for the material change of use have been complied with; or
 - (ii) where not involving building work, the whole of the approved use is established and the Council is satisfied that all applicable conditions for the material change of use have been complied with; or
- (b) for building work, a certificate of classification or the final inspection certificate (for a single detached class 1a building or structure) has been issued; or
- (c) where the Eligible Development relates to one or more stages of development, achievement of (a) or (b) for the stage or stages.

Completion Date means:

- (a) **4th March 2022** or
- (b) if the Chief Executive Officer extends the date under **clause 6.1(c)**, the extended date.

Council means the Local Government identified in Item 1 of Schedule 1.

Developer means the party identified in Item 2A of Schedule 1.

Development Land means the land identified in Item 3 of Schedule 1.

Development Obligation means an obligation under this document to be performed and fulfilled by a party.

Dispute Notice means a Notice given under **clause 11.1**.

Due Date means the last date by which the Reduced Infrastructure Amount must be paid to the Council and identified in Item 6 of Schedule 1.

Eligible Development means the development identified in Item 4 of Schedule 1 which is:

- (a) CBD/Town Centre Development; or
- (b) Rural Sector Development; or
- (c) Other Eligible Development.

Expert means an expert appointed under **clause 11.3**.

Extension Request means a request made in writing to the Chief Executive Officer before the Completion Date sought to be extended, for an extension to the Completion Date which includes information demonstrating that:

- (a) the Eligible Development has achieved Substantial Commencement by the Completion Date sought to be extended; and
- (b) there is a sufficient explanation for why the Eligible Development cannot be completed by the Completion Date sought to be extended.

Force Majeure means an event:

- (a) being a Commonwealth or State government decree, an act of God, industrial disturbance, act of public enemy, war, international blockade, public riot, lightning, flood, earthquake, fire, storm or other physical or material restraint;
- (b) which is not within the reasonable control of the party claiming Force Majeure; and
- (c) which could not have been prevented by that party exercising a standard of knowledge, foresight, care and diligence consistent with that of a prudent and competent person under the circumstances.

GST has the meaning in the GST Act.

GST Act means *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Incentives Application Form means the document in Schedule 3.

Infrastructure Agreement means an agreement under Chapter 4, Part 4 of the Planning Act.

Infrastructure Amount means the amount identified in Column 1 of Schedule 2.

Infrastructure Charging Instrument means a law or statutory instrument for the levying of a charge for infrastructure.

Local Government has the meaning in the Local Government Act.

Notice means a document to be given by a party or a person under this document.

Other Eligible Development has the meaning specified for “Other eligible development” in Attachment B of the Incentives Application Form.

Owner means:

- (a) the party identified in Item 2 of Schedule 1;
- (b) otherwise, for land the following:
 - (i) the person for the time being entitled to receive the rent for the land;
 - (ii) the person who would be entitled to receive the rent for the land if the land were let to a tenant at a rent.

Planning Act means the *Planning Act 2016* (Qld).

Reconfigured Lot means a lot created upon the reconfiguration of the Development Land.

Reduced Infrastructure Amount means the Infrastructure Amount discounted by the Applicable Discount and is the amount identified in Column 3 of Schedule 2.

Rural Sector Development has the meaning specified for “Rural sector development” in Attachment B of the Incentives Application Form.

Substantial Commencement:

- (a) means the commencement of construction of either slab or footings (whichever is required for the development) proportionate to the size of the development proposed; and
- (b) does not include preliminary site works such as tree clearing or bulk earth works.

2.2 Undefined word

If a word is not defined in this document, unless the context or subject matter otherwise indicates or requires, the word is to have a meaning given to it by the following:

- (a) the Planning Act;
- (b) a relevant local planning instrument if the word is not defined in the Planning Act;
- (c) the Macquarie Dictionary if the word is not defined in the Planning Act or a relevant local planning instrument.

2.3 References

In this document unless the context or subject matter otherwise indicates or requires:

- (a) a reference to a document, includes a consolidation, amendment, notation, supplement, replacement or variation of the document;

- (b) a reference to a law or a provision of a law, includes the following:
 - (i) the law and the common law including the principles of equity of the Commonwealth, a State or a Territory;
 - (ii) a statutory instrument made or in effect under the law or the provision;
 - (iii) a consolidation, amendment, extension, re-enactment or replacement of the law or the provision;
- (c) a reference to a word in:
 - (i) the singular includes the plural; and
 - (ii) the plural includes the singular;
- (d) a reference to the word dollar or \$, is a reference to a dollar of Australian currency and an amount payable is payable in Australian dollars;
- (e) a reference to writing, includes a mode of representing or reproducing a word in tangible and permanently visible form and includes a facsimile transmission;
- (f) a reference to the word includes, or to an example or particularisation of a clause, does not limit the meaning of a word to which the clause relates to a matter of a similar kind;
- (g) a reference to a word which is defined in this document, includes another part of speech or grammatical form of the word which is to have a corresponding meaning;
- (h) a reference to a party made up of more than one person, is a reference to all of those persons separately so that:
 - (i) an obligation of a party binds them jointly and each of them individually; and
 - (ii) a right of a party benefits them jointly and each of them individually;
- (i) a reference to a day is a Calendar Day;
- (j) a reference to a date on or by which an act is to be done is to be taken to be the next Business Day if:
 - (i) the date is not a Business Day; or
 - (ii) the act is done after 5.00pm on the day by which the act is to be done;
- (k) a reference to a period of time which is to be calculated by regard to a day or an event, is to exclude the day or the day of the event;
- (l) a reference to the word land, includes the following:
 - (i) an interest or estate in, on, over or under the land;

- (ii) the airspace above the surface of the land and an estate or interest in the land;
- (iii) the subsoil of the land and an estate or interest in the subsoil;
- (iv) a part or parts of the land;
- (v) an estate or interest created for any of the above matters;
- (m) a reference to the word sell, includes transfer, dispose of and alienate but excludes a mortgage, licence, grant of an easement and a lease other than a lease for a term including an option exceeding 5 years;
- (n) a reference to a successor in title of land, includes the following:
 - (i) a person deriving title to the land through or under the Owner of the land;
 - (ii) a mortgagee which takes possession of the land;
- (o) a reference to the address of a party is a reference to the physical or postal address of that party stated in Schedule 1 or as changed under this document, as indicated by the context or subject matter.

3. Infrastructure Agreement

3.1 Infrastructure Agreement under the Planning Act

This document constitutes an Infrastructure Agreement under the Planning Act.

3.2 Application of the Infrastructure Agreement

This document applies to all development comprising the Eligible Development described in Item 4 of Schedule 1.

3.3 Owner

- (a) The Owner consents to the Development Obligations of the Developer attaching to the Land under the Planning Act .
- (b) A Development Obligation is binding on the Owner of the Development Land and the Owner's successor in title of the Development Land under the Planning Act.
- (c) A Development Obligation is not affected by a change in the ownership of the Development Land or a part of the Development Land.

3.4 Relationship to an Approval

If a Development Obligation is inconsistent with an Approval for the Development Land, the Development Obligation is to prevail to the extent of the inconsistency.

3.5 Relationship to an Infrastructure Charging Instrument

- (a) This document is not intended to limit the nature or type of an Infrastructure Charging Instrument which an Authority may lawfully make for the development of the Development Land.
- (b) If a Development Obligation is inconsistent with an Infrastructure Charging Instrument, the Development Obligation is to prevail to the extent of the inconsistency.

4. Operation of the Infrastructure Agreement**4.1 Commencement of the Infrastructure Agreement**

This document is to be of no effect until the Commencement Date.

4.2 Termination of the Infrastructure Agreement

This document is terminated if:

- (a) the parties agree as follows:
 - (i) that the performance and fulfilment of this document has been frustrated by an event outside of the control of the parties; or
 - (ii) to terminate this document; or
- (b) the Eligible Development is not Completed by the Completion Date or an extended Completion Date allowed for under clause 6.1(c); or
- (c) **clause 7.1(d)** operates.

5. Deed of agreement**5.1 Continuing effect as a deed of agreement if not an Infrastructure Agreement**

In the event that this document is declared not to be an Infrastructure Agreement, as defined by the Planning Act, the parties agree to be bound by the terms of this document as though it were a deed of agreement.

6. Development Obligations**6.1 The Council's and Developer's obligations**

- (a) If:
 - (i) the Eligible Development is Completed by the Completion Date; and
 - (ii) the Reduced Infrastructure Amount is paid by the Due Date,

the Council agrees to accept the payment of the Reduced Infrastructure Amount in full and final satisfaction of the Infrastructure Amount.

- (b) If:
 - (i) the Eligible Development is not Completed by the Completion Date; or
 - (ii) the Reduced Infrastructure Amount is not paid by the Due Date,the Developer will pay the Infrastructure Amount forthwith.
- (c) The Chief Executive Officer may, in his absolute discretion, extend the Completion Date upon the making of an Extension Request.

6.2 The Developer's obligations

Upon acceptance by the Council of the payment of a Reduced Infrastructure Amount in accordance with the terms of this document, the Developer is released from any further obligation to pay the Infrastructure Amount under the Charges Notice or the condition identified in Item 5 of Schedule 1.

7. Application

7.1 Application of Applicable Discount

- (a) An Applicable Discount applies to the net amount of an Infrastructure Amount before credits and offsets have been deducted.
- (b) An Applicable Discount may only be applied in the manner stated in this document.
- (c) An Applicable Discount may only be applied once for the Eligible Development.
- (d) Development which is subject to a refund by operation of section 137 or section 139 of the Planning Act is not eligible for a discount. If by operation of section 137 or section 139 of the Planning Act development, which is otherwise Eligible Development, is subject to a refund, this agreement terminates and each party is released from all obligations under this agreement.

7.2 Early payment

This document does not preclude a Developer from making early payment of a Reduced Infrastructure Amount. However, early payment does not guarantee eligibility for an Applicable Discount and the terms of this document must be satisfied to secure an Applicable Discount. The early payment of a Reduced Infrastructure Amount does not release a Developer from an obligation to pay the Infrastructure Amount until the Council has accepted the payment of the Reduced Infrastructure Amount in accordance with **clause 6.1(a)**.

8. Assignment

8.1 Assignment of interests, rights or obligations under document

The Developer may not, either absolutely or by way of security, assign its interests, rights or obligations under this document:

- (a) without the written consent of the Council; and
- (b) in a manner which is inconsistent with the provisions of this document.

9. Novation of document upon sale

9.1 Reconfiguring of the Development Land

If the Development Land is subject to reconfiguring of a lot to create a Reconfigured Lot, then a Development Obligation:

- (a) remains attached to the Reconfigured Lot; and
- (b) binds the Owner of the Reconfigured Lot.

9.2 Dealing with the Development Land

The Owner and the Owner's successors in title are not to sell the Development Land or a Reconfigured Lot prior to the performance and fulfilment of the Development Obligations under this document except subject to the condition that the purchaser is to enter into a deed of novation of this document with each other party, on terms reasonably acceptable to each other party, whereby the purchaser becomes contractually bound to each other party to perform and fulfil the provisions of this document or such of them as remain unperformed or unfulfilled by the Owner and Developer at the time of the sale.

10. Right of access

10.1 Access to Development Land

The Owner is to, upon the receipt of a Notice given by the Council to the Owner which states that access is requested, permit the Council to have access to the Development Land for the purposes of determining whether:

- (a) Substantial Commencement has been achieved; or
- (b) the Eligible Development has been Completed.

10.2 Exercise of a right of access

In exercising a right of access, the Council is:

- (a) to exercise reasonable care so as not to cause damage or injury to property or a person;

- (b) taken to be an invitee of the Owner and the occupier of the relevant land; and
- (c) to promptly rectify any damage caused to property.

11. Dispute resolution generally

11.1 Dispute

If there is a dispute between the parties, a party may give a Dispute Notice referring the dispute for determination by the Expert.

11.2 Notice as bar

The giving of a Dispute Notice operates as a complete and unconditional bar and waiver to the commencement of a proceeding or any litigation in respect of a dispute until after the actions in this **clause 11** have been taken and followed.

11.3 Identity of expert

If within 14 Calendar Days from the giving of a Dispute Notice the parties are not able to agree on the identity of the Expert, the Expert is to be appointed at the request of any party by the President for the time being of the Queensland Law Society Incorporated.

11.4 Experience and expertise

The Expert is to be a qualified civil engineer with extensive experience in dispute resolution and construction practices.

11.5 Non arbitrator

The Expert is to determine the procedure to be adopted to determine the dispute and is to act as an expert and not as an arbitrator.

11.6 Submissions

- (a) A party may make a submission to the Expert in respect of the dispute within 14 Calendar Days after the appointment of the Expert.
- (b) A party making a submission to the Expert in respect of the dispute is to give a copy of the submission to each other party within 7 Calendar Days after the submission is given to the Expert.
- (c) The Expert is to take account of any submission received in respect of the dispute under **paragraph 11.6(a)**.

11.7 Costs

The parties are to pay the Expert's costs (including the cost of engaging and consulting advisers) equally.

11.8 Co-operation

- (a) The parties are to at all times do all things which the Expert requires of them in respect of the Expert's determination of the dispute and are to co-operate and assist the Expert in every reasonable way.
- (b) A party is not to wilfully do or cause to be done any act to delay or prevent the determination of the dispute by the Expert.

11.9 Determination

The Expert's determination:

- (a) is to be made within 14 Calendar Days after the earlier of:
 - (i) each party has made a submission to the Expert in respect of the dispute;
 - (ii) the expiry of the time for a party to make a submission to the Expert in respect of the dispute;
- (b) is to be given in writing as soon as possible;
- (c) is to contain the reasons for the making of the determination;
- (d) is final and binding on the parties.

12. Force Majeure**12.1 Notice of Force Majeure**

If a party is unable by reason of Force Majeure to perform and fulfil an obligation, the party is to, as soon as is reasonably practicable after the Force Majeure, give to each other party a Notice which states the following:

- (a) that Force Majeure is in existence; and
- (b) full particulars of the Force Majeure.

12.2 Suspension of an obligation

An obligation of a party so far as it is affected by Force Majeure is suspended during the following:

- (a) the continuance of Force Majeure; and
- (b) a further period which is reasonable in the circumstances.

12.3 Removal or amelioration of Force Majeure

The party giving a Notice of Force Majeure is to, as soon as is reasonably practicable, use its best endeavours to remove the Force Majeure or ameliorate its effect.

12.4 Dispute resolution process to apply

If the parties are unable to agree on the existence of a party's Force Majeure or the period during which an obligation is suspended during the continuance of Force Majeure the dispute is to be resolved under **clause 11**.

13. Time**13.1 Time of the essence**

Time is, in all cases, of the essence.

13.2 Extension of time

The parties may agree to extend a time stated in this document by giving to each other a Notice which states the extended time.

14. Counterparts**14.1 Document may consist of counterparts**

This document may consist of a number of counterparts, each of which when executed shall be an original and all the counterparts together shall constitute one and the same instrument.

14.2 Exchange of a counterpart

A party who has executed a counterpart of this document may exchange that counterpart with another party by faxing it or emailing it to the other party and, if that other party requests it, promptly delivering that executed counterpart by hand or post to the other party. However, the validity of this document is not affected if the party who has faxed or emailed the counterpart delays in delivering or does not deliver it by hand or by post.

15. Further action**15.1 Action to give effect to this document**

A party is to do at its cost everything reasonably necessary to effect, perfect or complete this document and a transaction incidental to this document.

15.2 Further action if a clause is invalid, illegal or unenforceable

The parties are to use their best endeavours including the preparation, negotiation and execution of a further document to ensure that the object of a clause or part of a clause which is held by a court to be invalid, illegal or unenforceable is substantially achieved.

16. Severance**16.1 Removal from this document**

A clause or part of a clause which is held by a court to be invalid, illegal or unenforceable is to be treated as removed from this document.

16.2 Effect of removal on this document

The remaining clauses are not affected by:

- (a) the invalidity, illegality or unenforceability of a clause or part of a clause; or
- (b) the removal of a clause or part of a clause from this document.

16.3 Further action on removal

The parties are to use their best endeavours to satisfy the intent of this document as stated in **clause 1.5**, for a clause or part of a clause which is held by a court to be invalid, illegal or unenforceable, to the extent that it is possible having regard to the relevant court judgment.

17. Notice

17.1 Form of a Notice

- (a) A Notice given by a party is to be:
 - (i) in writing;
 - (ii) signed by the party; and
 - (iii) marked for the attention of the relevant person.
- (b) A party receiving a Notice is not obliged to enquire as to the authority of the person signing the Notice.

17.2 Giving of a Notice

- (a) A party may give to any other party a Notice by sending the Notice in one of the following ways:
 - (i) delivering the Notice to the other party at the physical address of the party;
 - (ii) sending the Notice to the other party by electronic mail;
 - (iii) posting the Notice by prepaid post to the other party at the postal address of the party;
 - (iv) faxing the Notice to the other party at its facsimile number.
- (b) A Notice is to be treated as given in the following circumstances:
 - (i) if it is delivered, when it is left at the physical address of the other party;
 - (ii) if it is sent by electronic mail and no electronic error notification is received by the sender, the date and time the electronic mail indicates it was sent;
 - (iii) if it is sent by post, 3 Calendar Days after it is posted or 7 Calendar Days after it is posted if sent to or from a place outside Australia;
 - (iv) if it is sent by facsimile, as soon as the sender receives from the sender's facsimile machine a report of an error-free transmission to the correct facsimile number.

17.3 Change of the details of a party

A party may change the address, facsimile number and the person to whose attention a Notice is to be brought by giving to each other party a Notice which states the following:

- (a) the changed details;
- (b) that the change is to take effect from a date which is at least 7 Calendar Days after the Notice is given to each other party.

18. Further agreement**18.1 Agreement to change**

- (a) The parties may at any time agree to change, review or replace this document.
- (b) The parties may agree the circumstances and the manner in which a change, review or replacement of this document is to be conducted.

18.2 Form of the change

A change, review or replacement of this document only has effect if the change:

- (a) is in the form of a deed executed by the parties; and
- (b) complies with the Planning Act and any other relevant law.

18.3 Further agreement

- (a) The parties may at any time enter into an agreement or arrangement for a matter the subject of this document that the parties consider is necessary or desirable in order to give effect to this document.
- (b) An agreement or arrangement entered into under **paragraph (a)** is not to be inconsistent with this document.

19. Costs and outlays**19.1 Each party pay its own costs**

Each party must pay its own costs and outlays connected with the negotiation, preparation and execution of this document.

20. Governing law and jurisdiction**20.1 Queensland law to apply**

This document is governed by the laws which apply in the State of Queensland.

20.2 Queensland courts to have jurisdiction

- (a) The parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of the State of Queensland and a court which has jurisdiction to hear an appeal from those courts.
- (b) The parties are not to object and waive their right to object to the following:
 - (i) a legal proceeding brought in those courts;
 - (ii) the exercise of the jurisdiction by those courts on any basis;
 - (iii) the exercise or non-exercise of a right, including for the actual or contemplated enforcement or preservation of a right, waiver, release, indemnity, discharge or charge under this document.

21. GST**21.1 Construction of this clause**

In this clause 21:

- (a) a word has the meaning in the GST Act; and
- (b) a reference to GST payable and an input tax credit entitlement include the GST payable by, and the input tax credit entitlement of, the representative member for a GST group of which the entity is a member.

21.2 Payment of GST

- (a) If a party or an entity through which that party acts (**Supplier**) is liable to pay GST on a supply made under or in connection with this document, the recipient is to pay to the Supplier an amount equal to the GST payable by the Supplier.
- (b) The recipient is to pay the amount stated in **paragraph (a)** in addition to and at the same time that the consideration for the supply is to be provided under this document.
- (c) The Supplier is to deliver a tax invoice or an adjustment note to the recipient before the Supplier is entitled to the payment of the amount stated in **paragraph (a)**.
- (d) The recipient may withhold the payment of the amount stated in **paragraph (a)** until the Supplier provides a tax invoice or an adjustment note, as appropriate.
- (e) If an adjustment event arises in respect of a taxable supply made by a Supplier under this document, the amount payable by the recipient is to be recalculated to reflect the adjustment event and a payment is to be made by the recipient to the Supplier or by the Supplier to the recipient as the case requires.

- (f) The parties are to do all things including producing a tax invoice and other documents which may be necessary or desirable to enable or help the other party to claim an input tax credit, set-off, rebate or refund for an amount of GST for a supply under this document.

21.3 Reimbursable cost

If a party is required to pay for a cost of another party (**Reimbursable Cost**), the amount to be paid is the amount of the Reimbursable Cost net of an input tax credit or reduced input tax credit to which the other party is entitled for the Reimbursable Cost.

21.4 Indemnified cost

If a party has the benefit of an indemnity for a cost (**Indemnified Cost**), the indemnity is for the Indemnified Cost net of an input tax credit or reduced input tax credit to which that party is entitled for the Indemnified Cost.

21.5 Stated amount

An amount stated in this document is exclusive of GST unless otherwise expressly stated.

21.6 No merger on termination

Clause 21 does not merge on the termination of this document and continues to have effect until each party gives to each other party a Notice waiving the benefit of the clause.

SCHEDULE 1**Reference schedule**

ITEM 1 Council	
Name of Council	Bundaberg Regional Council
Address	190 Bourbong Street, Bundaberg, 4670 in the State of Queensland
Facsimile No.	(07) 4150 5410
Email address:	ceo@bundaberg.qld.gov.au
Person to whose attention a Notice is to be brought:	Chief Executive Officer
ITEM 2 Owner	
Name	Australian Tourist Park Management Pty Ltd
Address (or registered office if a corporation)	PO Box 862, Tweed Heads in the State of New South Wales
Person to whose attention a Notice is to be brought:	Russell Chaplin
ITEM 2A Developer	
Name	Australian Tourist Park Management Pty Ltd
Address (or registered office if a corporation)	PO Box 862, Tweed Heads in the State of New South Wales
Email address:	russell.chaplin@atpm.com.au
Person to whose attention a Notice is to be brought:	Russell Chaplin
ITEM 3 Development Land	
	88 Esplanade, Woodgate in the State of Queensland; land described as Lot 100 on SP315551
ITEM 4 Eligible Development	
	522.2020.211.1
ITEM 5 Charges Notice or condition under which Infrastructure Amount is payable	
	331.2020.1215.1
ITEM 6 Due Date for payment of Reduced Infrastructure Amount	
	Before the change of use happens

SCHEDULE 2
Discount Schedule

Column 1	Column 2	Column 3
Infrastructure Amount	Applicable Discount	Reduced Infrastructure Amount
\$37,707.79	50%	\$18,853.90

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Infrastructure charges incentives

Application Form

Council is offering infrastructure charges incentives to encourage increased development activity and job creation to assist with the economic recovery from the Covid-19 pandemic.

To see if your development is eligible for infrastructure charges incentives, please refer to Attachment A.

To apply, please complete this form and return to Council prior to 1 July 2021.

Please email directly to development@bundaberg.qld.gov.au

Developers details

Name/s (individual or company name in full)			
Contact name			
Postal address			
Suburb		State	Postcode
Phone		Mobile	
Email address			

Owner details

Name/s (individual or company name in full)			
Postal address			
Suburb		State	Postcode
Phone		Mobile	

Description of land

Property address			
Property description	Lot		Plan type and No.
	Lot		Plan type and No.
	Lot		Plan type and No.

Declaration

In lodging this request for an infrastructure charge discount I/We _____ declare that the owners of the property have consented to enter into an infrastructure agreement subject to the terms of the Rules and Regulations of the Building Bundaberg 2020 initiative. Council is collecting your personal information to assist in the assessment of your application for infrastructure charges incentives. Your information will be handled in accordance with the *Information Privacy Act (Qld) 2009* and may be accessed by employees of Council.

We will not provide your information to any other person or agency unless authorised or required by law.

For more information, see bundaberg.qld.gov.au/privacy

Signature/s : _____ Date _____

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Building Bundaberg Region 2020



Application details

Which of the following categories of incentivised development are you applying for *(please see definitions)*.

- Rural sector development
- CBD/town centre development
- Other eligible development

NOTE: if the proposed development does not fit within a category listed, the development may not be eligible for this program but may be eligible for other incentives offered by Council. Please contact Council's Development Assessment team on 1300 883 699 for further information about how we can assist with your development. Please see definitions in attachment B for assistance in determining what category your development may fit within.

Details of the development permit or compliance permit

Application No:

Type of approval:

Date approval took effect:

Have the adopted infrastructure changes or infrastructure contribution/s been paid?

Yes No

Proposal details

What is the proposed value of works for the development? \$

What is the anticipated number of jobs to be created by this development? *(if known/applicable)*

If the development is for residential development please provide the following:

Number of dwelling units:

Number of lots:

If the development is for commercial or industrial uses please provide the following:

Gross floor area (GFA)

Staged development

Is the development a staged development?

Yes No

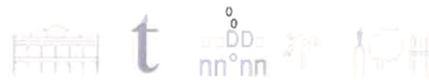
Is it proposed that a discount apply to certain stages of the development and not the whole of the development?

Yes No

Note: if development is to be staged, the application needs to be accompanied by a staging plan.

If it is proposed that a discount apply to certain stages of the development, provide details of:

- the total number of stages in the development and the site area of the total development.
 - the stages to which a discount is sought to be applied.
-



Attachment A: Rules and procedures

1. Background

On 30 June 2020 Council launched the "Building Bundaberg Region 2020" incentives scheme with the objective of stimulating increased development activity to counter the economic impacts caused by the Covid-19 pandemic. As part of this initiative, Council is offering a range of discounts for infrastructure charges on certain developments.

Council has resolved to develop these rules and procedures to guide its decision-making in assessing applications for the infrastructure charges incentives.

Building Bundaberg Region 2020 will commence on 1 July 2020 and applies to eligible development. A development that has been completed prior 1 July 2020 is not eligible for the infrastructure charges incentives.

2. Eligibility for infrastructure charges incentives

2.1 A development approval exists for the development.

2.2 The Council has either:

- issued a charges notice in relation to the development approval; or
- imposed an infrastructure contribution condition in the development approval;

AND The development is not subject to an existing infrastructure agreement that varies the amount of infrastructure charges payable (except where the infrastructure agreement relates to an extension of the relevant period for the development approval or a recalculation of the charges under a new charges resolution).

2.3 The development is for rural sector, CBD/town centre or other eligible development as defined in attachment B.

2.4 The development was not completed before 1 July 2020. For staged development, the stage being applied for was not completed before 1 July 2020.

2.5 The development is not eligible for a refund for the provision of trunk infrastructure pursuant to s129 of the *Planning Act 2016* (PA) (or equivalent section in any subsequent legislation). If through a conversion application (s130 PA) or a recalculation of the establishment cost of trunk infrastructure (s137 PA) a development that at the time an application under this policy was made was not subject to a refund becomes subject to a refund, then the development will no longer be eligible for a discount under this incentives scheme.

2.6 Development that does not meet the above criteria is not eligible for the infrastructure charges incentives.

3. Rules

3.1 Developments seeking to take advantage of the infrastructure charges incentives must make application to Council for a discount using the approved form. Applications for the infrastructure charges incentives can be made at any time prior to 1 July 2021.

3.2 Only one infrastructure charges incentives offer can apply to a development.

3.3 The infrastructure charges incentives will not apply to:

- any development that has been completed on or before 1 July 2020.

3.4 Discounts for the infrastructure charge are as follows:

- 100% discount for development that is completed before 1 July 2021 which is for:
 - (a) CBD/town centre development;
 - (b) Rural sector development where:
 - (i) Intensive horticulture;
 - (ii) Rural industry;
 - (iii) Intensive animal industry
 - (iv) Aquaculture; or
 - (v) Winery (where located in a rural zone);
- 50% discount for all other eligible development that is completed before 1 July 2021.

The above discounts are taken to be discounts off the applicable infrastructure charges specified in a charges notice or conditioned in a development approval (as varied by any infrastructure agreement relating to an extension of the relevant period of the development approval, where one exists). To be clear, no other discounts either under an adopted infrastructure charges resolution or other policy will apply.

3.6 The maximum discount under the incentives scheme is no more than \$1 million for an eligible development.

3.7 Council may, in its absolute discretion, extend the date for any of the above discounts for a particular development where:

- The applicant can show sufficient reason why the development cannot be completed by the original completion date, and
- The development has achieved substantial commencement prior to the original completion date.

3.8 Applications to extend the date by which development is to be completed for any particular discount must be made in writing and received prior to expiry of the completion date. Any extension to the date by which development is to be completed is at Council's absolute discretion.



- 3.9 Compliance with the completion date for receiving the incentive reduction in infrastructure charges is only achieved through full compliance with the following:
- For developments involving material change of use and building works, the issue of a certificate of classification for building works and/or issue of final inspection certificate by the completion date; or
 - For developments involving material change of use and no building works, the approved use is established by the Completion Date;
- 3.10 In all cases, Council must be satisfied that all applicable conditions of the development approval for the development completed have been satisfactorily complied with.
- 3.11 The discount will be applied at the time of payment of the infrastructure charges, but no discount is applicable if Infrastructure Charges are not paid when due.
- 3.12 Nothing stops development from making early payment of infrastructure charges payable after approval for discount has been given under this policy. However, early payment does not guarantee eligibility for any discount. Development must comply with the terms of the executed infrastructure agreement to secure approved discounts.
- 3.13 The discount applies to gross charges before credits and offsets for the provision of trunk infrastructure have been deducted. To be clear, no discount given under this policy can result in a development receiving a refund.
- 4. Process**
- 4.1 Applicants must lodge the application form prior to 1 July 2021.
- 4.2 Within five (5) business days of Council receiving the request, applicants will be notified by Council via email about whether the development is eligible for the incentive scheme applied for and details of any approved reduction in infrastructure charges subject to the incentive requirements being met and if so;
- (a) An infrastructure agreement will be issued identifying the discount available and must be signed by the applicant to acknowledge all terms applying to the incentive offer approved for the development;
 - (b) For the discounts to apply, the applicant must execute and return the infrastructure agreement to Council prior to the time for payment of the Infrastructure charges.

The below are the definitions for the Building Bundaberg Region 2020 incentives scheme. If a word is not defined in this document, unless the context or subject matter otherwise indicates or requires, the word is to have a meaning given to it by the

Attachment B: Definitions

following:

- (a) the Planning Act;
- (b) the Bundaberg Regional Council Planning Scheme 2015 if the word is not defined in the Planning Act;
- (c) the Macquarie Dictionary if the word is not defined in the Planning Act or the Bundaberg Regional Council Planning Scheme 2015.

Where a development approval has been given under one of the four superseded planning schemes for the Bundaberg Region, the development's eligibility will be determined by applying the definition from the Bundaberg Regional Council Planning Scheme 2015 that best fits the approved development.

Definition

Adopted infrastructure charges resolution

Means Adopted Infrastructure Charges Resolution (No.1) 2012, Adopted Infrastructure Charges Resolution (No.1) 2013, Adopted Infrastructure Charges Resolution (No.1) 2014, Adopted Infrastructure Charges Resolution (No.1) 2015 or Charges Resolution (No.1) 2018 or any subsequent charges resolution.

Applicant

Means the applicant for the infrastructure charges incentives under this policy.

CBD/town centre development

Means development located within the Bundaberg CBD, Childers Town Centre, Gin Gin Town Centre, Burnett Heads Town Centre, Bargara Tourism Precinct, Moore Park Beach Tourism Precinct or Woodgate Tourism Precinct as delineated in the Building Bundaberg 2020 maps (shown on Council's website at bundaberg.qld.gov.au/development/bbr2020) for any one or combination of the following purposes defined under the Bundaberg Regional Council Planning Scheme 2015 subject to any limitation in brackets:

- Bar
- Dual occupancy (where part of a mixed use building)
- Dwelling unit (where part of a mixed use building)
- Educational establishment;
- Entertainment activities;
- Food and drink outlet;
- Multiple dwelling;
- Offices;
- Shop;
- Shopping centre;
- Short-term accommodation; and
- Showroom **Charges notice** Means:
 - an infrastructure charges notice as defined in section 119 of the *Planning Act 2016* (PA); or
 - a notice mentioned in section 301(1) of PA; or
 - a notice equivalent to an infrastructure charges notice which is given under legislation which repeals and replaces PA.

Completed

Means for a material change of use:

- Where involving building works, a certificate of classification or the final inspection certificate (for a single detached class 1a building or structure) has been issued; or

Attachment B: Definitions

- Where not involving building works, the approved use has been established.

Means for building work:

- A certificate of classification or the final inspection certificate (for a single detached class 1a building or structure) has been issued

Completion date

Means:

- Twelve months from the date of the email notice mentioned in section 4.2 of attachment A; or
- such date as extended by the Council pursuant to section 3.7 of attachment A.

Development approval

A development permit for a material change of use or a development permit or compliance permit for reconfiguring a lot or a development permit for building work (where the material change of use is accepted development) that has not lapsed.

Eligible development

Means proposed development that satisfies the requirements of section 2 of attachment A. **Entertainment activities**

Means any of the following:

- Club;
- Function facility;
- Hotel;
- Nightclub entertainment facility;
- Theatre;
- Tourist attraction.

Infrastructure charges

Means infrastructure charges or contributions for trunk infrastructure payable pursuant to a charges notice or a contribution condition in a development approval.

Other eligible development

Means development for any material change of use or building works for which a charges notice has been issued. **Planning Act**

Means the *Planning Act 2016* or subsequent legislation which repeals and replaces that act.

Rural sector development

Means development for any one or combination of the following purposes defined under the Bundaberg Regional Council Planning Scheme 2015 subject to any limitation in brackets:

- Intensive horticulture;
- Rural industry;
- Aquaculture;
- Winery (where located in a Rural zone);
- Intensive animal husbandry;
- Short-term accommodation (for the purpose of accommodating backpackers and/or itinerant farm workers);
- Non-resident workforce accommodation (for the purpose of accommodating backpackers and/or itinerant farm workers); or
- Rural workers accommodation.

Substantial Commencement

Means the commencement of the construction of either slab or footings (whichever is required for the development) proportionate to the size of the development proposed.

Preliminary site works including tree clearing or bulk earth works are not considered to be substantial commencement for these purposes.

Part 3 Execution by the parties

EXECUTED as a deed.

Signed by Michael Ellery, Group Manager Development on behalf of the **BUNDABERG REGIONAL COUNCIL** in accordance with the *Local Government Act 2009* on the 10th day of March 2021

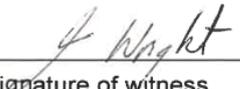

Signature of


Signature of witness

JUDY JACKSON
Name of witness (print)

Signed by Matt Bruckner, Chief Operating Officer, AUSTRALIAN TOURIST PARK MANAGEMENT PTY LTD on the 5 day of March 2021 in the presence of


Signature of


Signature of witness

Joanne Wright
Name of witness (print)



Our ref: GC18-324-T09
Council ref:522.2020.211.1

10 February 2022

Chief Executive Officer
Bundaberg Regional Council
PO Box 3130
BUNDABERG QLD 4670

Attention: Grant Barringer

Dear Grant,

**BUILDING BUNDABERG REGION 2020 INFRASTRUCTURE AGREEMENT
REQUEST FOR EXTENSION TO COMPLETION DATE**

**ELIGIBLE DEVELOPMENT 522.2020.211.1—MATERIAL CHANGE OF USE
EXTENSION TO TOURIST PARK—NRMA WOODGATE BEACH HOLIDAY PARK
INFRASTRUCTURE CHARGES NOTICE REGISTER NO. 331.2020.1215.1**

We refer to the above matter and the “Building Bundaberg Region 2020” Infrastructure Agreement (IA) dated 5 March 2021 for Eligible Development 522.2020.211.1 providing 50% discount on infrastructure charges payable under Infrastructure Charges Notice Register No. 331.2020.1215.1.

On behalf of the owner and developer, Australian Tourist Park Management Pty Limited (ATPM), we seek an extension to the Completion Date from 4 March 2022 to 6 April 2023 in accordance with clause 6.1(c) of the IA.

We note clause 2.1 of the IA defines “Extension Request” as—

a request made in writing to the Chief Executive Officer before the Completion Date sought to be extended, for an extension to the Completion Date which includes information demonstrating that:

- a) the Eligible Development has achieved Substantial Commencement by the Completion Date sought to be extended; and*
- b) there is a sufficient explanation for why the Eligible Development cannot be completed by the Completion Date sought to be extended.*

We also note clause 2.1 of the IA defines “Substantial Commencement” as—

- a) means the commencement of construction of either slab or footings (whichever is required for the development) proportionate to the size of the development proposed; and*

Creative Thinking Responsible Solutions

P (07) 4151 6677 A 67 Barolin Street, Bundaberg P PO Box 1688, Bundaberg, 4670 E admin@insitesjc.com.au ABN 62 329 746 562
Bundaberg • Hervey Bay • Gympie • Sunshine Coast insitesjc.com.au

- b) *does not include preliminary site works such as tree clearing or bulk earth works.*

Progress to date

1. Soon after receiving approval for the Eligible Development on 15 December 2020, ATPM sought a noise and environmental impact assessment report, as required by Condition 15, in January 2021. ATPM needed to undertake this as a first step to confirm any necessary treatments to the building works. The report took 20 weeks to be received with five acoustic consultants invited to quote, three declining, one month to receive a fee proposal, and thereafter three months to receive the report. This report was then provided to Bundaberg Regional Council (BRC) on 8 June 2021 for approval, as also required by Condition 15, with approval received 14 weeks later on 16 September 2021.
2. Concurrent with this, the electrical design was initiated on 3 March 2021, initial as-constructed information provided 14 weeks later on 10 June 2021, engineers were engaged on 14 June 2021 but construction plans only received 18 weeks later on 19 October 2021. The delay, in large part, was due to the contractors' escalating workloads and their hindered ability to schedule necessary site visits due to COVID-19 lockdowns.
3. While initial scoping of potential contractors commenced in April 2021, the works could only go out for tender once the electrical design and acoustic treatments were confirmed and then integrated into the final tender documents. The final tender documents took six weeks to receive from the engineers, on 1 December 2021, due to their workload.
4. Tenders were called on 23 December 2021, with the intervening time taken to comply with NRMA's internal tendering process requirements. Seven contractors were approached – one was unresponsive, all others declined citing unavailability.
5. ATPM has gone back to all invited tenderers and has asked for a price and anticipated start and end dates. To date, all tenderers have indicated they are unable to commit to completion by 31 December 2022.
6. Given progress item 5, there is a very low level of confidence the works will be completed by 4 March 2023, hence the request for an extension to 6 April 2023 (before Easter).

Relevant points

- A. The application for infrastructure charges incentives could have been made at any time prior to 1 July 2021.
- B. Had the application been made on 30 June 2021, the Completion Date would have been 30 June 2022, not 4 March 2022.

- C. The earlier application for incentives indicates ATPM's original intention to commence the works in a timely manner, and its expectation that these works would be Completed (as also defined by clause 2.1 of the IA) prior to 4 March 2022.
- D. ATPM's earnestness in not only substantially commencing, but also completing, the development is validated by the progress achieved to date.
- E. Notwithstanding relevant point B, progress item 5 demonstrates the unlikelihood of the works being substantially commenced by 4 March 2022 and the impossibility of the works to be completed by 30 June 2022, the end date of the "Building Bundaberg Region 2020" incentives scheme.
- F. The dates framing the "Building Bundaberg Region 2020" incentives scheme could not contemplate, and therefore account for, the COVID-19 effects on the construction industry, supply chain shortages and significant material increases, all of which are now well known with the benefit of hindsight. These challenges are still very much in play.
- G. The COVID-19 effect on the tourism industry is also well known. NRMA Woodgate Beach Holiday Park has dealt, and is still contending, with an extremely unstable visitor market (due to inter alia lockdowns, outbreaks and entry requirements) which has severely challenged ATPM's ability to manage its operation sustainably and efficiently, in line with established seasonal patterns pre-COVID-19.
- H. The support of BRC is therefore critical in enabling ATPM to realise its development in the face of significant head winds.

Summary

We believe we have in the above demonstrated or explained –

- ATPM's earnestness in commencing Eligible Development 522.2020.211.1 in a timely manner, in accordance with clause 13.1 of the IA;
- the ability to achieve Substantial Commencement has not been within reasonable control of ATPM;
- therefore, the inability to complete Eligible Development 522.2020.211.1 has also not been within ATPM's reasonable control;
- the genuine need for the Completion Date to be extended to the requested date.

While COVID-19 could be considered Force Majeure, as defined by clause 2.1 of the IA, ATPM would – unless otherwise advised by BRC – prefer to request an extension under clause 6.1(c) of the IA, rather than giving Notice of Force Majeure under clause 12 to suspend its obligation given--

- ❖ we are unaware if BRC has decided COVID-19 is a Force Majeure; and
- ❖ ATPM remains committed to commence, progress and complete Eligible Development 522.2020.211.1 in as timely a manner as possible, insofar as the aforementioned challenges permit.

We welcome any further discussion on our request, if required, and otherwise look forward to a favourable response before the current Completion Date of 4 March 2022.

Kind regards,
InsiteSJC

Evonne Swain
Digitally signed by:
Evonne Swain
DN: CN = Evonne Swain,
email = evonne@insitesjc.com,
ou C = AU O = InsiteSJC
Date: 2022.02.10 09:18:28 +10'00'

Evonne Swain
Senior Projects Coordinator

**Item****29 March 2022****Item Number:**

O1

File Number:

.

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

Community & Environment

Subject:

Partnership & Sponsorship Grant Application - YMCA of Bundaberg Ltd (Bundaberg Disability Resource Centre incorporating the Toy Library)

Report Author:

Justyne Wilson, Branch Manager Arts, Culture, Tourism Facilities and Events

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our community and environment - 1.2 Safe, active, vibrant and inclusive community - 1.2.2 Support and facilitate community programs, networks, projects, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

The Bundaberg Disability Resource Centre (BDRC) and Toy Library (TL) is now managed by YMCA of Bundaberg, a local not- for-profit, registered charity. The Bundaberg Disability Resource Centre and Toy Library was established in 1986 by local parents to provide access to specialised equipment and developmentally appropriate toys for children with special needs in our community.

Since that time, the Toy Library has grown to have around 3,000 resources which include specialised equipment, school curriculum resources and furniture to support children in our community to develop physically, intellectually, socially and emotionally. The Centre is a valued resource for the Bundaberg community and is the only service in the region offering specialised equipment for people with disabilities and cost-effective play opportunities for families. The resources available at the BDRC and TL provide families the opportunity to borrow toys that will assist their child to learn and develop.

An application has been submitted under Council's Partnership and Sponsorship Program by YMCA of Bundaberg Ltd requesting \$12,000 to support their operations for another year and to also introduce a new program 'Best for Babies and Beyond' this year, which will require additional resources.

Council has traditionally provided an annual \$10,000 grant to the Toy Library to assist with covering their annual operational costs. The request for an additional \$2,000 this year is to also undertake their new 'Best for Babies and Beyond' Program.

Associated Person/Organization:

YMCA of Bundaberg Ltd

Consultation:

Nil

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There is sufficient funds under the current 2021/22 Financial Year Partnership & Sponsorship Program to fund the request.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

↓1 YMCA Application

Recommendation:

That Council provide a donation of \$12,000 in the 2021/22 financial year to the YMCA of Bundaberg Ltd under Council's Sponsorship and Partnership program to assist with the operational costs of the Disability Resource Centre incorporating the Toy Library and the development of the Bundaberg Best for Babies and Beyond program.

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Partnerships & Sponsorship Application Form
Application PSGP00001 From YMCA of Bundaberg Limited
Form Submitted 25 Feb 2022, 11:53am AEST

Eligibility

*** indicates a required field**

Before you begin

As part of your submission we will require certain documentation to assess your application. The following documents may be required to be submitted:

- Public Liability Insurance
- Business/Project/Program Plan
- Audited Financial Statements Certificate
- Risk Management Plan
- Marketing Plan
- Certificate of Incorporation or Certificate of Registered Charity
- Statement of Supplier Form (if your organisation does not have an ABN)
- Quotes

Eligibility

To be eligible to apply, Groups/Organisation are required to:

- Have acquitted any previous Bundaberg Regional Council grant satisfactorily.
- Be Bundaberg Regional Council based legal not for profit organisation, or registered charity.

Have you received financial assistance from any of the following programs in the current financial year?

Sponsorship & Partnerships Community Services Grant Micro Grant

If you ticked any of the above boxes you are not eligible to apply for further financial assistance in accordance with the Community Grants policy.

Please confirm that you have read and understood the Partnerships & Sponsorship Grant Program Guidelines. *

Yes

If you have not read the guidelines, please read them before commencing this application. Download the [Partnerships & Sponsorship Grant Guidelines](#) here.

Applicant Details

*** indicates a required field**

Organisation name *

YMCA of Bundaberg Limited

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

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Postal address *

7 Quinn St
 Kepnock QLD 4670 Australia
 Address Line 1, Suburb/Town, and Postcode are required. Country must be Australia

Contact person *

Mrs Melissa Avery
 This is the person we will correspond with about this grant

Position held in organisation *

Coordinator
 e.g. Manager, Board Member, Fundraising Coordinator

Phone number *

(07) 4153 2909
 Must be an Australian phone number.

Email address *

bundytoylibrary@ymcabundaberg.org.au
 This is the address we will use to correspond with you about this grant.

ABN information**Does your organisation have an ABN? ***

Yes No

ABN *

14 652 841 361

Information from the Australian Business Register	
ABN	14 652 841 361
Entity name	Ymca Of Bundaberg Limited
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	4670 QLD

Information retrieved at 1:49am yesterday

Must be an ABN

What is your incorporation number?

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Auspice Information

* indicates a required field

If you are an individual or group who does not meet the organisational requirements for this grant, you must nominate an auspice organisation who can.

Is your organisation auspiced by another organisation for the purposes of this grant? *

Yes No

Group/Organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

Project/Event details

* indicates a required field

Project name: *

Bundaberg's Best for Babies and Beyond

Provide a name for your project/event. Your title should be short but descriptive

Location: *

127 Woondooma St Bundaberg

Location name, address where project/event will be undertaken

Project start date *

04/04/2022

Project start date must be at least 6 weeks after the funding round closure

Project end date *

30/06/2022

If successful, you will need to complete a project acquittal within 4 months of this date.

Brief description of project/event *

We plan to carry out the project over 3 months in 2022.

Provide staff hours to build & maintain strong relationships with families, Early Education Centres, play groups and Family Day Care providers.

Provide staffing to host community events to promote the BDRC and Toy Library and engage with families in the community.

Fund the purchase of new resources to update the Early Years collection of the Bundaberg Toy Library.

Assist with operational costs that cannot be funded from other sources of grants such as telephone, website costs and stationery.

Must be no more than 100 words.

Briefly describe the project/event for which funding is requested.

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Expected participation number *

300

Must be a number.

Number of volunteers who are involved in the planning and delivery of this project/event *

4

Must be a number.

Briefly outline the nature of your group/organisation and its primary purpose *

The Bundaberg Disability Resource Centre and Toy Library - BDRC and TL is now managed by YMCA of Bundaberg a local, not-for-profit, registered charity. The Bundaberg Disability Resource Centre and Toy Library was established in 1986 by local parents to provide access to specialised equipment and developmentally appropriate toys for children with special needs in our community. Since that time the Toy Library has grown to have around 3000 resources which include specialised equipment, school curriculum resources and furniture to support children in our community to develop physically, intellectually, socially and emotionally. The Centre is a valued resource for the Bundaberg community as we are the only service in the region offering specialised equipment for people with disabilities, and cost effective play opportunities for families. The resources available at the BDRC and TL provide families the opportunity to borrow toys that will assist their child to learn and develop.

Must be no more than 300 words.

Include how many members, target group, types of programs/services.

Please select the target groups that best align with your group/organisation *

Women Men Youth Senior Multicultural Indigenous Disability
 Other: Families

Please provide full details of the project/event you are seeking funding for *

What we will do:

- Plan and host play events to engage the local community - children, parents and caregivers
- Purchase new resources to update and revitalise the Early Years collection of the Bundaberg Toy Library
- Maintain strong relationships with Early Education Centres, playgroups and Family Day Care providers in the Bundaberg region through personal visits and on-going communication s.
- Continue to operate a professional BDRC and TL that provides a valuable support service to families, schools and organisations in the Bundaberg regional area.
- * Visit child care centres, neighborhood centres and community agencies to promote our services to support their needs
- * Maintain relationships with therapists and early intervention providers in the Bundaberg region through personal visits and on-going communication
- * Seek recommendations from providers, therapists and families regarding purchase of new resources to support the region's needs
- * Collaborate with other professionals who support children aged 0-6 who have a disability
- * Promote our service to families of children with disabilities in the Region
- Support and promote community events, open days and expos by attending and participating in events organised and promoted by the Bundaberg Regional Council and

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other community organisations

Must be no more than 300 words.

Please describe who is your project for? What your project will deliver? How you plan to do it and why it is important to Bundaberg region community?

Describe how your project/event aligns with Council's Corporate Plan and/or Operational Plans *

The Bundaberg Disability Resource Centre and Toy Library project aligns to support Bundaberg Regional Council's priorities of a safe and inclusive community by providing a service that provides a variety of resources for families and people with disabilities and by providing families in the Bundaberg Region access to play events and to a wide range of learning materials and developmental equipment to build personal and social skills; and Sustainable and affordable services by providing cost-effective access to a large collection of toys and resources for families. The Toy Library also provides opportunity for community members to engage with their community and access services through referrals, events and content.

Must be no more than 300 words.

Refer to www.bundaberg.qld.gov.au to view Corporate Plan and Operational Plans.

How will your group/organisation deliver the project/event? *

1. We plan to carry out the project over 3 months in 2022.
2. Provide staff hours to build & maintain strong relationships with families, Early Education Centres, play groups and Family Day Care providers
3. Provide staffing to host community events to promote the BDRC and TL and BRC and engage with families in the community
4. Fund the purchase of new resources to update the Early Years collection.
5. Assist with operational costs that cannot be funded from other sources of grants such as telephone, website costs and stationery

The BDRC and TL are seeking an increase of \$2000.00 in the funding provided by the BRC through the Partnerships & Sponsorship Program. The reason for this increase is:

We are wanting to increase the number of toys in our collection and replace toys suitable for very young children and Early Years Learning as we have had an increase in members with children in the 3 months to one year age group and our current collection is showing wear and tear. We want to be able to provide quality toys and resources to these families. We aim to purchase high quality toys with high play value. We especially want to purchase toys that are more expensive to give access to families to these toys that they would not be able able to purchase themselves. Some of these items include foam equipment and good quality tricycles that will last well through many loans. These items will provide safe, quality play opportunities for many children.

Other costs associated with running the Toy Library have also increased including stationery, printing, web site costs, also the safety fencing used for the Play day sessions. We appreciate the on-going support of BRC and hope that you will consider this application favourably.

Must be no more than 300 words.

Outline the steps and tasks you will undertake to deliver your project/event. Alternatively an Action Plan can be submitted in additional documents.

How will your project/event benefit the Bundaberg Region? *

The BDRC and Toy Library wants to continue to be a positive presence within the community. We currently have 270 members that benefit from our services, approximately a third are organisations which service large numbers of people across all sectors of the community. Our planned events will benefit members of the broader community. The

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proposed project for 2022 aligns with the priorities outlined in the Community Development Action Strategy 2020-2023, the BDRC and Toy Library's project will achieve the following:

1. Increase memberships from families and from early intervention service providers for "referral memberships". These referral memberships support families with children with a disability as well as adults with disabilities who are referred to our organisation to borrow specialised equipment and resources.
2. Continue to strengthen relationships with early intervention stakeholders to provide disability specific equipment to families of children with disabilities to undertake targeted therapy in the home setting.
3. Continue to build on the service we currently provide to schools and organisations in Bundaberg Regional Council area.
4. Our project will provide Play events for families as well as information about resources that are available and the importance of play in learning.
5. Continue to work with the Bundaberg Regional Council Library to form strong relationships with families and to support their programs. The BDRC and Toy Library will continue to work in collaboration with other community groups and agencies to promote opportunities to connect families in the region to appropriate resources. We aim to support Council's priority outcomes of a community that is inclusive, involved and engaged and that enables safe and accessible spaces. In addition, our proposed project links with Council's priority outcome of a community that supports each other through connectivity to services and information.

Must be no more than 300 words.

How will your project/event be available to the community, who will benefit and participate? How your activity uses local services/materials, promotes the local region, collaborates and engages?

How did your group/organisation identify the need of the project/event? *

Play is so important to all of us, especially children. Article 31 of the United Nations Convention on the Rights of the Child (CRC) recognizes the right of the child to rest and leisure and to engage in play and recreational activities appropriate to the age of the child. Despite this, play tends to be one of the most neglected of all rights of a child. Increasing urbanization and the commercialization of play influences the way children engage in play. For many children in both rich and poor countries, child labour, domestic work or increasing educational demands reduce time available for play. The Bundaberg Disability Resource Centre & Toy Library encourages play through provision of good quality educational toys for community members and families. Many families and organisations from the community come to the BDRC to request items to support a safe, active and healthy lifestyle. The BDRC then purchases, processes, advertises and loans items to community members to support them in their academic and social learning. We value all our members from the paediatric age group to our senior community members and support them in their involvement and engagement with learning. Families and carers are looking for play opportunities for their children and brain stimulation and flexibility resources for older clients.

Must be no more than 300 words.

What inspired this project/event and how was the need determined?

Funding Request and Budget

* indicates a required field

Funding Use Description:

Has your program/event previously received funding from Council? *

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- Yes
 No

2021 \$10000 Learning to Play Project, 2020 \$10000 Playing to Learn Project, 2019 \$10000 Early Years and Family Engagement
 If Yes - please provide year, amount awarded, funding uses

Total Grant Amount Requested * \$12,000.00
 Quotes will be required to be submitted

Total Project/Program Budget * \$12,000.00
 What is the total budgeted cost (dollars) of your project?

Budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST inclusive.

Provide clear descriptions for each budget. **Income** examples could include ticket sales, company X sponsorship. **Expenditure** examples could include advertising and promotion, hire of equipment, entertainment, office equipment.

In any column, if there is no figure to be included please enter 0.

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Income	\$	Expenditure	\$	Amount to be funded by grant
0	\$0.00	Telephone, Internet & website costs	\$800.00	800
0	\$0.00	Stationery, printing	\$900.00	900
0	\$0.00	Hire of Event Fencing	\$1,430.00	1430
0	\$0.00	Promotional Expenses & Supplies for Play day events	\$670.00	670
0	\$0.00	Early years Toys & Resources	\$3,000.00	3000
0	\$0.00	Wages for project	\$3,200.00	3200
0	\$0.00	Wages for Event Days	\$2,000.00	2000

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Must be a dollar amount.

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$0.00 This number/amount is calculated.	\$12,000.00 This number/amount is calculated.	-\$12,000.00 This number/amount is calculated.

Required Documentation

* indicates a required field

Application Type

What is the main purpose of your application? *

Project or Activity Event

Public Liability Insurance

Please attach a copy your current Public Liability Insurance *

Filename: YMCA_CoC_\$20M_Public Liability_PI_2021-2022.pdf
 File size: 44.5 kB

Project/Event Plan

Please attach a copy of your proposed project/event plan *

Filename: BRC Partnerships and Sponsorships Application - 2022.docx
 File size: 2.3 MB

Audited Financial Statements

Please attach a copy of your latest financial statements *

Filename: 2021 Financial Statements.pdf
 File size: 7.8 MB

Not For Profit Status

Please attach a copy of Certificate of Incorporation or a Certificate of registered Charity

Filename: ACNC Certificate as at 18 02 2021.pdf
 File size: 106.9 kB

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Additional Documentation

Please attach any additional documents

Filename: Reliable Hire Fence Week Quotation Q007632.pdf
 File size: 92.6 kB

Certification

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant group/organisation (may be different to the contact person listed earlier in this application form).

The following section confirms your organisation's endorsement of this application:

- I certify that I have been authorised to prepare and submit this application on behalf of the abovementioned group/organisation and to the best of my knowledge, the statements made in this application are true and correct.
- I understand that if Bundaberg Regional Council approves a grant, I will be required to accept and comply with the terms and conditions of the grant as provided upon grant approval by Bundaberg Regional Council.
- I consent to the information contained within this application being disclosed to or by Bundaberg Regional Council for the purposes of assessing, administering and monitoring current and further Bundaberg Regional Council grant applications.
- I acknowledge that Bundaberg Regional Council is collecting my personal information for the purposes of assessing this application. My personal information may be accessed by employees, contractors, and/or Councillors of Bundaberg Regional Council. My personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and may be released to other parties where Council is required or authorised by law to do so. For more information on Council's Privacy Policy, see <https://www.bundaberg.qld.gov.au/privacy>.
- I understand that if Bundaberg Regional Council approves a grant, I will be bound by the contents of this application and the terms and conditions as provided upon grant approval to carry out the project as I have described and as required by Council. I understand that this application and its contents will form part of my contractual relationship with Bundaberg Regional Council.

I agree *

Yes No

Name of authorised person *

Mr Greg McMahon
 Must be a senior staff member, board member or appropriately authorised volunteer

Position *

CEO
 Position held in applicant organisation (e.g. CEO, Treasurer)

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Contact phone number * (07) 4132 8222
Must be an Australian phone number.
We may contact you to verify that this application is authorised
by the applicant organisation

Contact Email * greg.mcmahon@ymcabundaberg.org.au
Must be an email address.

Date * 25/02/2022
Must be a date

**Item****29 March 2022**

Item Number:	File Number:	Part:
R1	.	SPORT, RECREATION, VENUES & DISASTER MANAGEMENT

Portfolio:

Community & Environment

Subject:

Rowing Queensland - Financial Support Queensland School Championships

Report Author:

Geordie Lascelles, Branch Manager - Parks, Sport & Natural Areas

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our community and environment - 1.2 Safe, active, vibrant and inclusive community - 1.2.2 Support and facilitate community programs, networks, projects, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

Rowing Queensland and Bundaberg Rowing will be hosting the 2022 and 2023 Queensland Schools Championships at the Bucca Rowing Course. The event attracts 700+ entries with an accompanying partner rate of 2.2 persons per athlete over 4 days of competition providing an estimated direct spend of \$1,792,000 into the community.

Rowing Queensland is seeking cash support for each year (2022 & 2023) of \$7,500 and in-kind support.

Cash Support – \$7,500

Covering:

- Rescue Crews for duration of racing
- Security for duration of event
- Boat Rack hire from Rockhampton & Brisbane
- Necessary Event Permits and Applications

In-Kind Support requested

- Pump out of Septic Tank (20,000L, approximately 4 times throughout regatta)
- Provision of 8 portable toilets, or portable amenities block, for duration of event, including pump out each day (4 days)

- Provision of 2 large skip bins for duration of event, with collection following completion of event
- Provision of 10 wheelie bins for use across venue
- Information, assistance, and collateral around promotion of the Bundaberg region for regatta participants and attendees

Council currently does not provide for the provision of portable toilets/amenities, pump out services (cartage) and large waste (skip) bins.

Water Services currently charge approved Septage Carters \$52 / kl for discharge at wastewater treatment plants (business hours). 80,000 litres of discharge would be a cost of approximately \$4,160 plus staff overtime (weekend discharge).

The financial support request and septage costs (including overtime) would be a value of \$12,500.

Associated Person/Organization:

David Field, Coordinator Sport and Recreation

Consultation:

All Councillors

Geordie Lascelles, Manager Parks, Sport and Natural Areas

Chief Legal Officer's Comments:

Council may resolve to provide the funding and should enter into a sponsorship agreement to determine the terms and conditions of the funding.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

If approved, the financial sponsorship will need be reflected in the yearly budgets.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

- ↓1 Rowing Qld - Request for Support

Recommendation:

That Council enter into a 2 year Sponsorship Agreement with Rowing Queensland. The financial sponsorship will be allocated as follows:

- **Year 1 (2022) - \$12,500 cash plus in-kind (waste bins)**
- **Year 2 (2023) - \$12,500 cash plus in-kind (waste bins)**



1 March 2022

Bundaberg Regional Council
PO Box 3130
Bundaberg Qld 4670

To whom it may concern,

The Queensland Schools Championships Regatta has been the largest regatta in the Queensland Rowing Calendar for many years. The event provides the opportunity for school athletes from across the state to come together and compete for the chance to become State Champion. With the Covid crisis lessening in 2022, we also hope to see the return of interstate and international crews, which had been regularly welcomed at the event in previous years.

It is important to Rowing Queensland that this regatta is held in regional Queensland more often than not, in order to make it easier to attend for athletes across the state, as well as ensuring that there is a major rowing event happening outside of South East Queensland each year. We are lucky to have so many regional clubs and schools who are keen to put in the tireless work to take on such a large event. The Bundaberg Rowing Community has taken up the reigns to host the Qld Schools Championships regatta for 2022 and 2023, and we are excited to see the event return to the Bucca Rowing Centre, as it has not been there since 2016.

In order to run such a large event, there are a number of logistical and infrastructure improvements that need to be made to any rowing centre, as there are not many facilities which are continuously prepared for such an influx of people. Rowing Qld is reaching out to Bundaberg Regional Council to ask for In Kind and Financial support for the Qld Schools Championships Regatta, in order to ensure that the Bucca Rowing Centre is fully prepared to handle the scope of the event.

The requested support will also assist Rowing Qld in keeping the entry costs for the event at an appropriate level, thus reducing the barrier of entry for athletes from all backgrounds. While the event is a State Championships, we strongly encourage schools to participate with high numbers, to ensure as many rowers as possible are able to experience what it is like to compete at such a large event.

The outline of the support requested from Bundaberg Regional Council is outlined below:

In Kind Support

- Pump out of Septic Tank (20,000L, approximately 4 times throughout regatta)

Rowing Queensland Limited
150 Jane Street, West End, QLD 4101
P.O. Box 3575, South Brisbane, QLD 4101
P +61 7 3842 1200 E info@rowingqld.asn.au
W www.rowingqld.asn.au ABN 80 797 302 873 ACN 603 297 981





- Provision of 8 portable toilets, or portable amenities block, for duration of event, including pump out each day (4 days)
- Provision of 2 large skip bins for duration of event, with collection following completion of event
- Provision of 10 wheelie bins for use across venue
- Information, assistance, and collateral around promotion of the Bundaberg region for regatta participants and attendees

Cash Support – Approximately \$7,500

Covering:

- Rescue Crews for duration of racing
- Security for duration of event
- Boat Rack hire from Rockhampton & Brisbane
- Necessary Event Permits and Applications

Rowing Queensland is very much looking forward to working with Bundaberg Regional Council and the Bundaberg Rowing Club to put on a fantastic regatta. Please don't hesitate to get in contact if there is any more information needed.

Kind regards,

A handwritten signature in black ink, appearing to be "Lucy Benjamin", written over a white background.

Lucy Benjamin
Events and Communications Manager
admin@rowingqld.com.au
0403 972 815

Rowing Queensland Limited
150 Jane Street, West End, QLD 4101
P.O. Box 3575, South Brisbane, QLD 4101
P +61 7 3842 1200 E info@rowingqld.asn.au
W www.rowingqld.asn.au ABN 80 797 302 873 ACN 603 297 981



**Item****29 March 2022****Item Number:**

R2

File Number:

.

Part:SPORT, RECREATION,
VENUES & DISASTER
MANAGEMENT**Portfolio:**

Community & Environment

Subject:

Bowls Queensland - Financial Support for the 2023 Junior State Championships

Report Author:

Geordie Lascelles, Branch Manager - Parks, Sport & Natural Areas

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our community and environment - 1.2 Safe, active, vibrant and inclusive community - 1.2.2 Support and facilitate community programs, networks, projects, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

Bowls Queensland have received an expression of interest from the Burnett Bowls Club and Across the Waves Bowls Club to host the 2023 Queensland Junior State Championship in Bundaberg. The event is held over 6 consecutive days from Sunday 15 January 2023 to Friday 20 January 2023.

The 2022 Junior State Championships received 80 entries, with an accompanying rate of 2 persons for each competitor for 6 days of competition providing an estimated direct spend of \$298,000 into the community. Bowls Queensland livestreamed the event (through Facebook/website) with an average of 6,086 views per stream/game.

Bowls Queensland is seeking financial support of \$5,000 to assist with covering costs of livestreaming, promotional material and volunteer costs.

Associated Person/Organization:

David Field, Coordinator Sport and Recreation

Consultation:

All Councillors, Geordie Lascelles, Manager Parks, Sport and Natural Areas

Chief Legal Officer's Comments:

Council may resolve to provide the funding and should enter into a sponsorship agreement to determine the terms and conditions of the funding.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

If approved, the financial sponsorship will need be reflected in the yearly budgets.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

[↓](#)1 Bundaberg Regional Council Application for Support 20.01.2022

Recommendation:

That Council enter into a Sponsorship Agreement with Bowls Queensland for the 2023 Junior State Championships. The financial value of the sponsorship to be \$5,000 cash.



Bowls Queensland

ABN 17 231 978 960

72 Pickering Street, Enoggera Q 4051 Postal: PO Box 476, Alderley Q 4051

Telephone: 07 3354 0777 Facsimile: 07 3354 0788

Email: admin@bowlsqld.org Web: www.bowlsqld.org

20 January 2022

Mr David Field
Bundaberg Regional Council
190 Bourbong Street
Bundaberg QLD 4670

Dear David

Following our recent discussions, Bowls QLD have received an expression of interest from the Burnett Bowls Club and the Across The Waves Bowls Club to host the 2023 QLD Junior State Championships. Would the Bundaberg Regional Council be willing to show their support of this expression of interest by offering financial sponsorship to help secure the event to be held in the region? The amount requested by Bowls QLD is \$5,000 which will help cover costs of live streaming, promotional material and volunteer costs.

The 2023 QLD Junior State Championships will be held over six consecutive days from Sunday 15th to Friday 20th January.

In 2022 we received 80 entries, we predict that an average of two people will attend the event with each competitor (parents, guardians, brothers/sisters, coaches and club supporters). In 2022 there were seven players from the Bundaberg region, if we work on numbers from this year as a guide for 2023, this would mean 73 players along with their supporters would need to travel to the Bundaberg region and require accommodation. The majority of players arrive the day before the competition starts for a practice and then leave in the afternoon of the final day (6 nights). Together with players (73) and supporters (146) staying six nights: estimate total nights stayed: $73 + 146 \times 6 = 1,314$. I am sure many of these visitors to the area would plan to either come early or stay on after the competition to visit many attractions the Bundaberg region has to offer.

The 2022 event is currently being held in Toowoomba and concludes tomorrow. Live streaming numbers for the first four days of the event totalled 91,300 views, with an average of 6,086 views per stream/game, this will continue to grow. Last year's Championships totalled 143,200 views over the six days. This live streaming is broadcast through the Bowls QLD Facebook Page and on our website.

Please find below what Bowls QLD can offer in return for support of these Championships and also general information. I am happy to discuss these options and any other ideas you may have to promote the event and your region. I look forward to your response.

Kind Regards

Brett Wilkie
CEO





Bowls Queensland

ABN 17 231 978 960

72 Pickering Street, Enoggera Q 4051 Postal: PO Box 476, Alderley Q 4051

Telephone: 07 3354 0777 Facsimile: 07 3354 0788

Email: admin@bowlsqld.org Web: www.bowlsqld.org

Bowls QLD can offer the following in return for the Bundaberg Regional Council's (BRC) support of the 2023 QLD Junior State Championships:

- Six days of live streaming through Bowls QLD (BQ) Facebook Page and on the BQ website. This includes your logo embedded on the screen throughout the telecast, flash up adverts or video ads played during each game, dedicated live commentary including promotional comments of BRC during each game, interview with BRC representative. [2022 Junior State Championships - Bowls Queensland \(bowlsqld.org\)](http://www.bowlsqld.org)
- BRC signage to be displayed around streaming rink in strategic places for view during streaming. BRC signage and promotional material at host clubs during event.
- BRC representative can be involved in opening and presentations.
- Advertisement in event program. [2022-Jnr-State-Champs-program-sml.pdf \(bowlsqld.org\)](http://www.bowlsqld.org)
- Logo on draw pages in event program.
- Logo on event page on BQ Website with link to BRC website. [2022 Junior State Championships - Bowls Queensland \(bowlsqld.org\)](http://www.bowlsqld.org)
- Logo on promotional poster.
- Announcement of BRC support in QLD Bowler Magazine, EDM, BQ Facebook and BQ Website.
- Promotion/results during the event including BRC name on Bowls QLD website, social media, distributed to media outlets and email distribution list.
- Full wrap up of event in QLD Bowler Magazine, BQ website and BQ social media.
- Thank you and recognition in CEO column of QLD Bowler Magazine.
- BRC tourist information sent to entrants.
- Option to place an advertisement in the QLD Bowler Magazine at a heavily discounted rate.

General Information

Event Overview Run over six consecutive days from 15-20 January 2023 utilising two or three bowls clubs. 80 players entered in 2022 from across QLD, some from as far north as Weipa, south to Tweed Heads and west to Quilpie. Bowls QLD anticipates achieving a similar number of entries in 2023.

Events	Girls U18 Singles	Girls U15 Singles	Boys U18 Singles	Boys U15 Singles
	Open U18 Pairs	Open U15 Pairs	Open U18 Triples	Open U18 Fours

History This event has been running for 36 years in the boys and 30 years in the girls.

About Bowls QLD Bowls QLD is the peak body for the administration of the sport of lawn bowls in QLD. Bowls QLD comprises 27,307 registered bowling members, 291 bowling clubs, 20 District Associations and over 200,000 participants annually in QLD through all forms of bowling including barefoot bowls.

QLD Bowler Magazine Bowls QLD produce a quality full colour 36-page magazine across eleven monthly editions with a bimonthly edition in December/January. 9,250 hard copies are delivered free to 291 bowls clubs in QLD, 40 Districts and mail subscribers, also to online database, promoted through our Website and Facebook page. View editions: <http://www.bowlsqld.org/current-issue/>

BQ Facebook 14,680 followers **BQ Website** www.bowlsqld.org



**Item****29 March 2022**

Item Number: R3	File Number: .	Part: SPORT, RECREATION, VENUES & DISASTER MANAGEMENT
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Portfolio:

Community & Environment

Subject:

Partnership and Sponsorship Program – Request from Bundaberg AP & I Society Inc

Report Author:

Gavin Steele, General Manager Community & Environment

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our community and environment - 1.2 Safe, active, vibrant and inclusive community - 1.2.2 Support and facilitate community programs, networks, projects, networks, projects and events that promote social connectedness; and active and healthy community life.

Background:

The Bundaberg AP & I Society Inc (Show Society) wrote to Council on 2 February 2022 to offer Council the opportunity to be a Platinum Sponsor of the Show Jumping Ring at the upcoming Bundaberg Show to be held in May this year.

Platinum Sponsorship is valued at \$10,000 and the Show Society have indicated that Council could either provide the \$10,000 in cash or waive the venue hire fees use of the Bundaberg Recreational Precinct. Council staff have estimated the venue hire fee for the 2022 Show will be \$9,389.58 plus a refundable bond of \$5,500.

The Show Society have advised that for the 2022 Show they have been successful in securing the Queensland Show Jumping Championship which will attract high quality show jumping riders from across Australia.

Council had not historically provided any sponsorship or direct financial support to the Bundaberg Show until 2021, when with the impacts and additional costs associated with meeting the Qld Government health requirements for a COVID-safe event, Council agreed to waive the venue hire fees to support the Show proceeding. The value of the venue hire fee waiver for the 2021 event was approximately \$9,000.

The Show President has indicated that they were very appreciative of Council's support for their 2021 event, but they did not have any expectation that Council would automatically provide the same level of support going forward. The easing of restrictions and the impacts of COVID on this year's event are not expected to be as

significant as was expected last year, so they have put the proposal forward for their 2022 Show for Council's consideration without any expectations.

The Show Society provided a Partner Opportunity pack with their request showing the varying levels of sponsorship that they have available for the 2022 Show. If Council wished to provide sponsorship but to a lower value than that provided for the 2021 Show there is a Gold Sponsor package which is an investment of \$2,000 (exc GST) which Council may wish to consider.

Associated Person/Organization:

Nil

Consultation:

Bundaberg AP & I Society Inc

Chief Legal Officer's Comments:

Council may resolve to provide the funding as a sponsorship.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There are sufficient funds in the current 21/22 financial year budget under the Partnership and Sponsorship program to provide this support.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

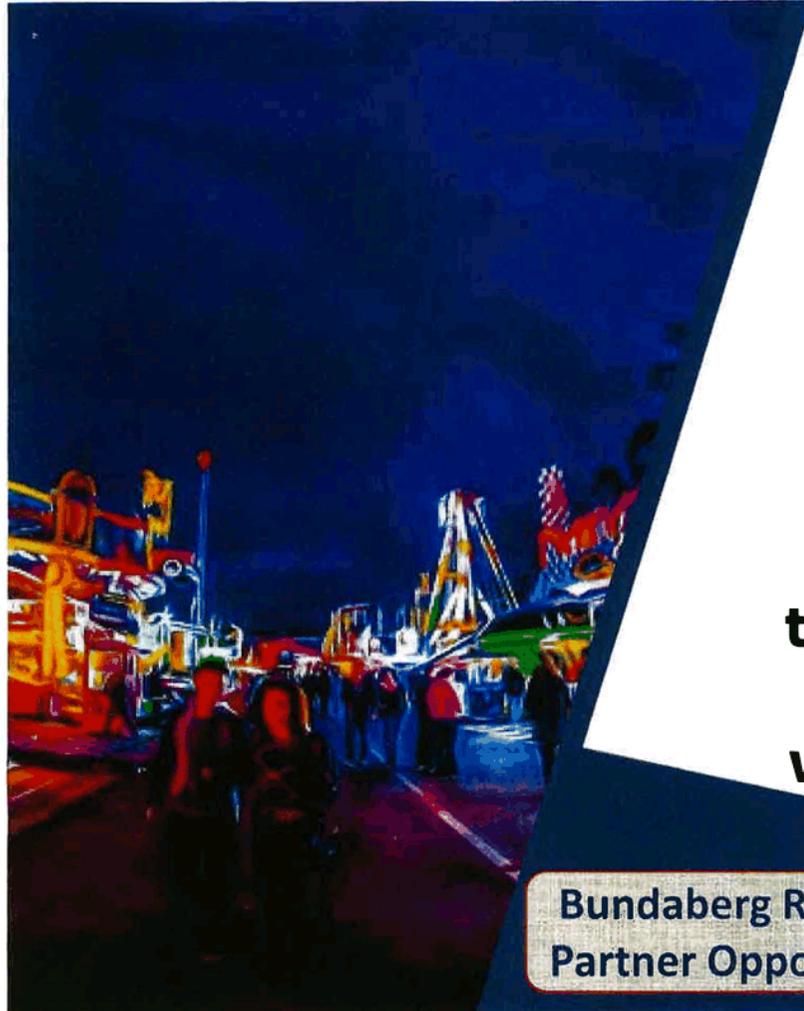
Attachments:

- ↓1 Sponsorship Packages
- ↓2 Bundaberg Show - Letter requesting Sponsorship

Recommendation:

That Council provide a financial donation of \$10,000 (exc GST), under Council's Partnership and Sponsorship Program to be a Platinum Sponsor of the Show Jumping Ring for the 2022 Bundaberg Show.



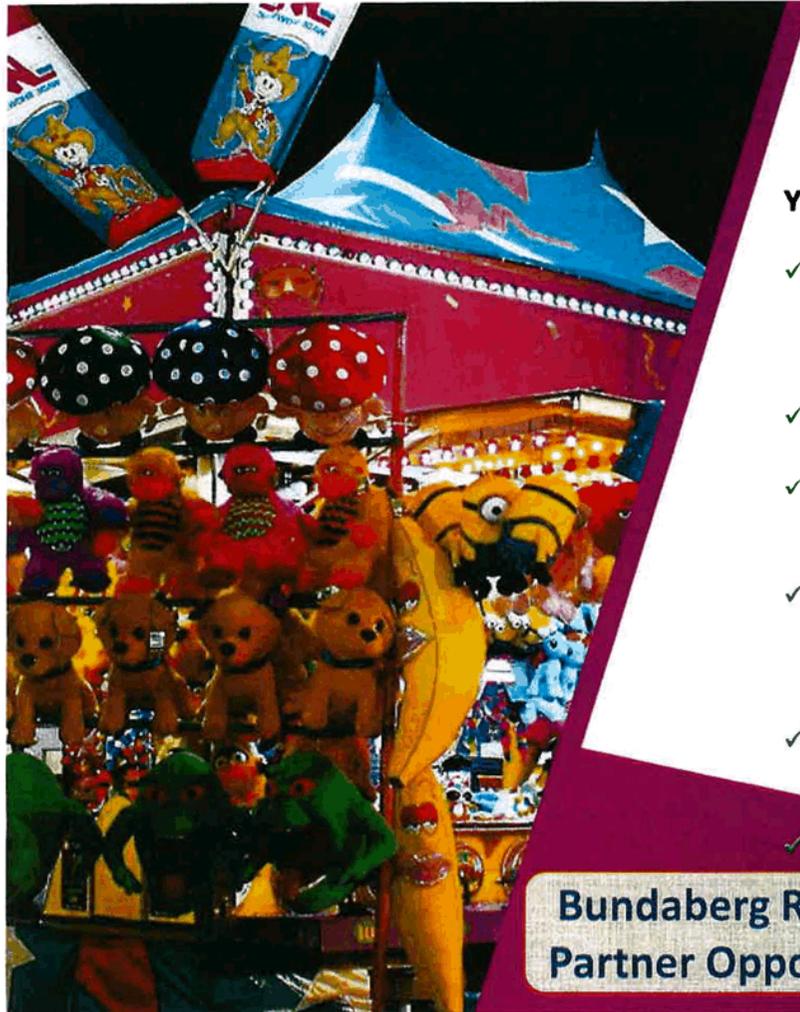


It's on...the 2022 Bundaberg Regional Show. This year we proudly celebrate 128 years within the Bundaberg community.

With the massive crowds attending this annual event, there are terrific opportunities for business' like yours to partner with us and further promote your true localism.



**Bundaberg Regional Show
Partner Opportunity - 2022**



NAMING RIGHTS SPONSOR

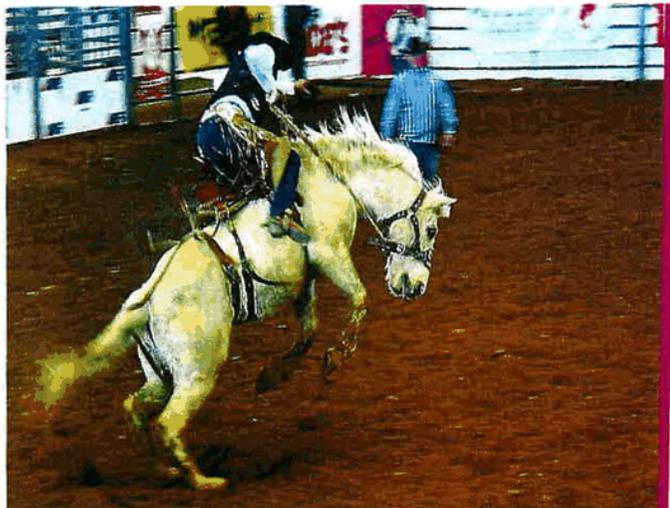
You will receive:

- ✓ Exclusive naming rights as the "YOUR BUSINESS NAME" Bundaberg Regional Show (On all references to event in media and marketing collateral)
- ✓ 10 x Family passes allocated to your business
- ✓ Logo on 2022 official program (15,000 copies printed) and listed on social media
- ✓ Signage of up to 3 pull up banners plus 5 signs placed on main arena fence; and announcer acknowledgement on Showgrounds PA system
- ✓ Up to 3 company branded vehicles included in official opening ceremony
- ✓ Company Profile & business web link included

Investment:

\$20,000 + GST

**Bundaberg Regional Show
Partner Opportunity - 2022**



PLATINUM SPONSOR

2 available

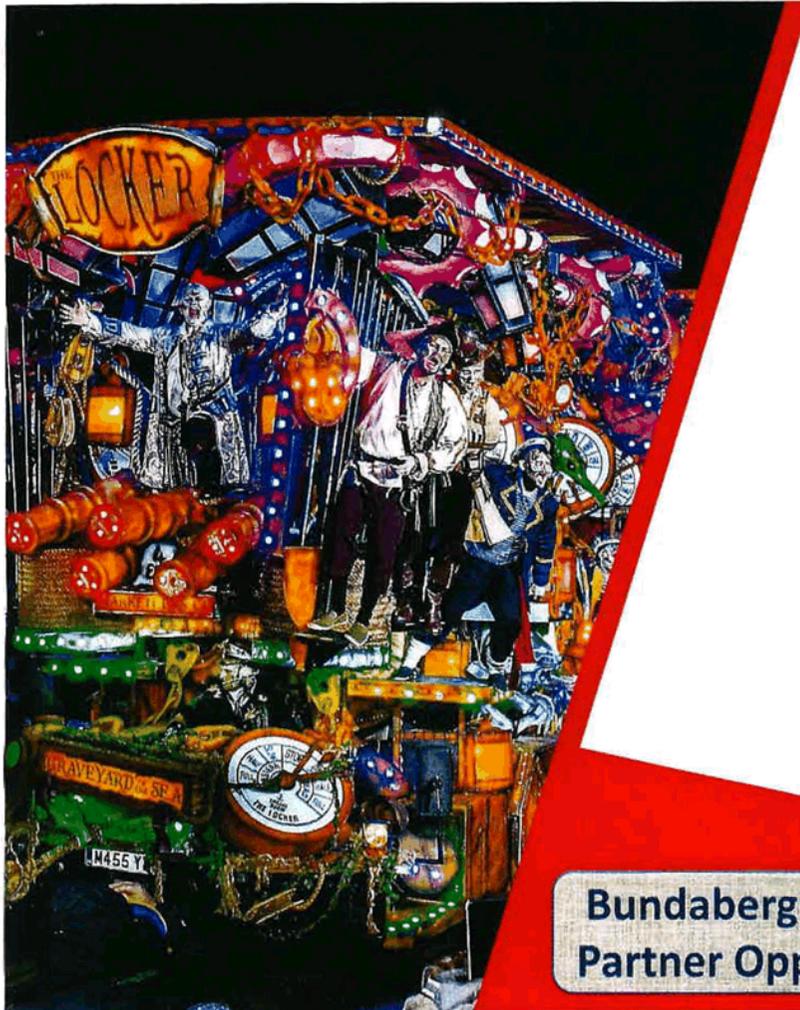
1. Bundaberg Show Rodeo or 2. Show Jumping Ring

You will receive:

- ✓ **Exclusive RODEO EVENT sponsor**
or
- ✓ **Exclusive SHOW JUMPING RING sponsor**
- ✓ **7 x Family passes allocated to your business**
- ✓ **1 x designated site for your business display**
- ✓ **Your Logo listed on social media and Bundaberg Show website**
- ✓ **Signage of up to 2 large banners – Rodeo Arena , and 2 signs placed on Main Arena fence acknowledgement on events PA system**
- ✓ **A company branded vehicle included in official opening ceremony**
- ✓ **Company Profile & business web link included**

**Bundaberg Regional Show
Partner Opportunity - 2022**

**Investment:
\$10,000 + GST**



GOLD SPONSOR

(6 Available)

You will receive:

- ✓ Exclusive event sponsor (i.e. Centre Ring & larger events)
- ✓ 3 x Family passes allocated to your business
- ✓ Logo on 2022 official program (15,000 copies printed) and listed on social media
- ✓ Signage of up to 2 pull up banners plus 2 signs placed on main arena fence
- ✓ Up to 2 company branded vehicles included in official opening ceremony
- ✓ Business web link included

Minimum
Investment:
\$2,000 + GST

Bundaberg Regional Show
Partner Opportunity - 2022



SILVER SPONSOR

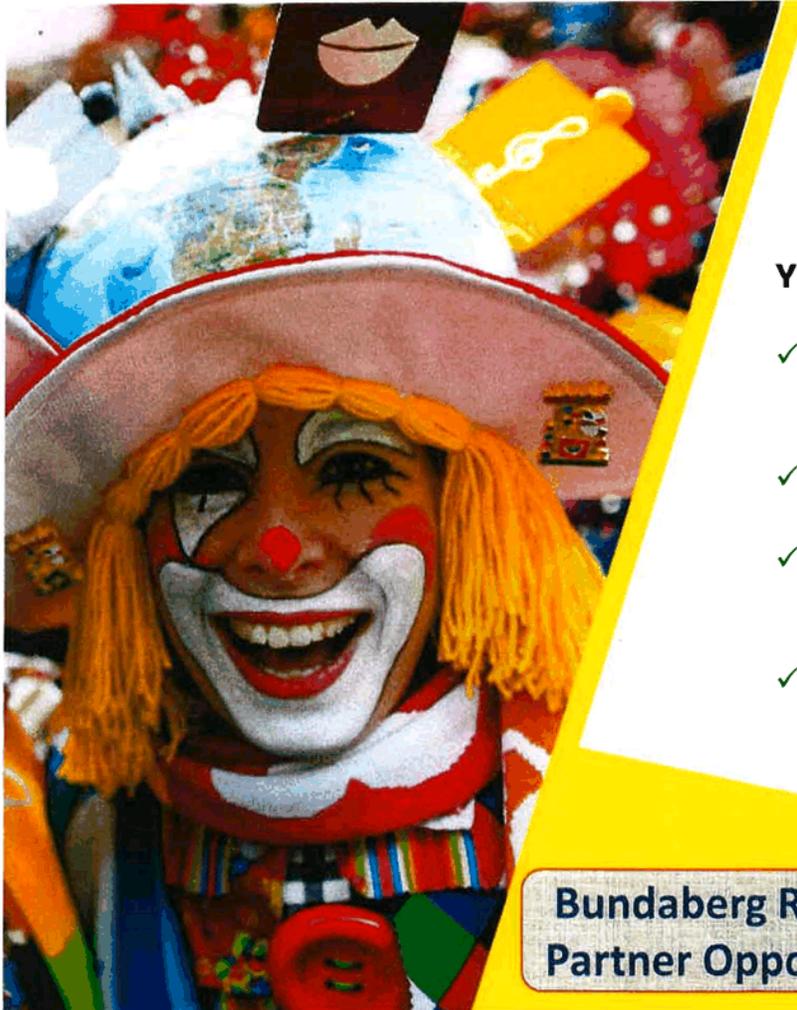
(12 Available)

You will receive:

- ✓ Exclusive entertainment sponsor (i.e. medium size event)
- ✓ 2 x Family passes allocated to your business
- ✓ Logo on 2022 official program (15,000 copies printed) and listed on website
- ✓ Signage of up to 1 pull up banner plus 1 sign placed on main arena fence
- ✓ 1 x company branded vehicles included in official opening ceremony

**Bundaberg Regional Show
Partner Opportunity - 2022**

Minimum
Investment:
\$1,000 + GST



BRONZE SPONSOR

(20 Available)

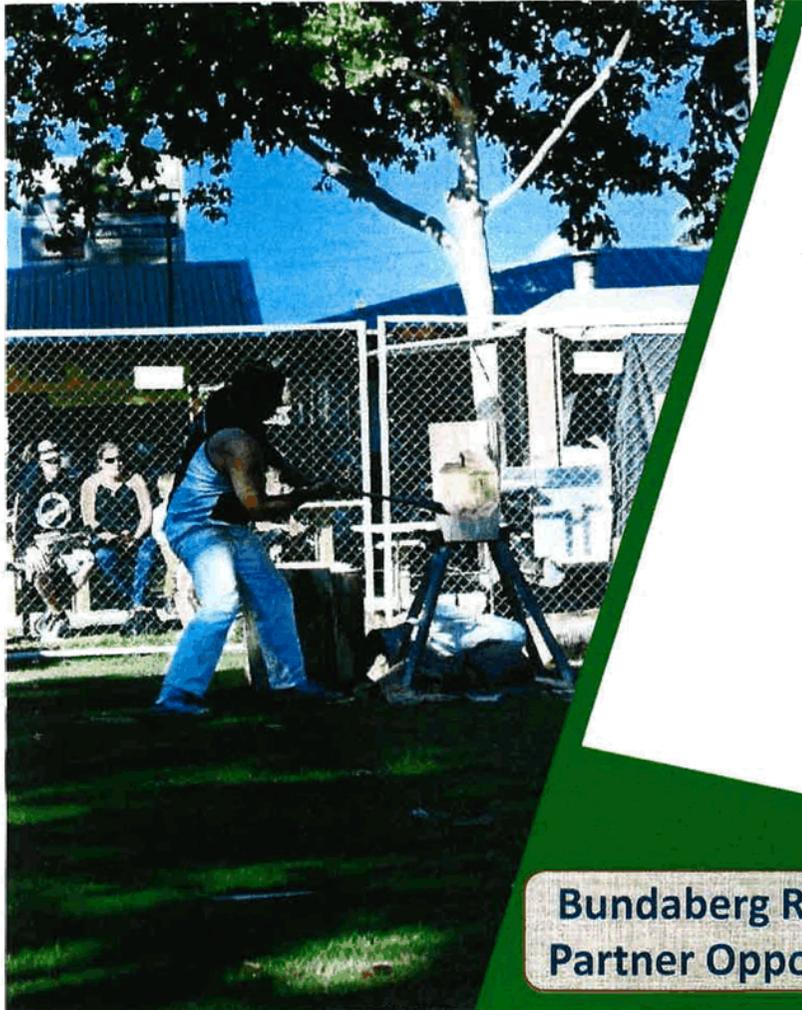
You will receive:

- ✓ Exclusive entertainment sponsor (i.e. Children's Entertainment)
- ✓ 1 x Family pass allocated to your business
- ✓ Logo on 2022 official program (15,000 copies printed)
- ✓ 1 x sign allocation on site

Minimum
Investment:

\$500 + GST

Bundaberg Regional Show
Partner Opportunity - 2022



SHOW SUPPORTER

(60 Available)

You will receive:

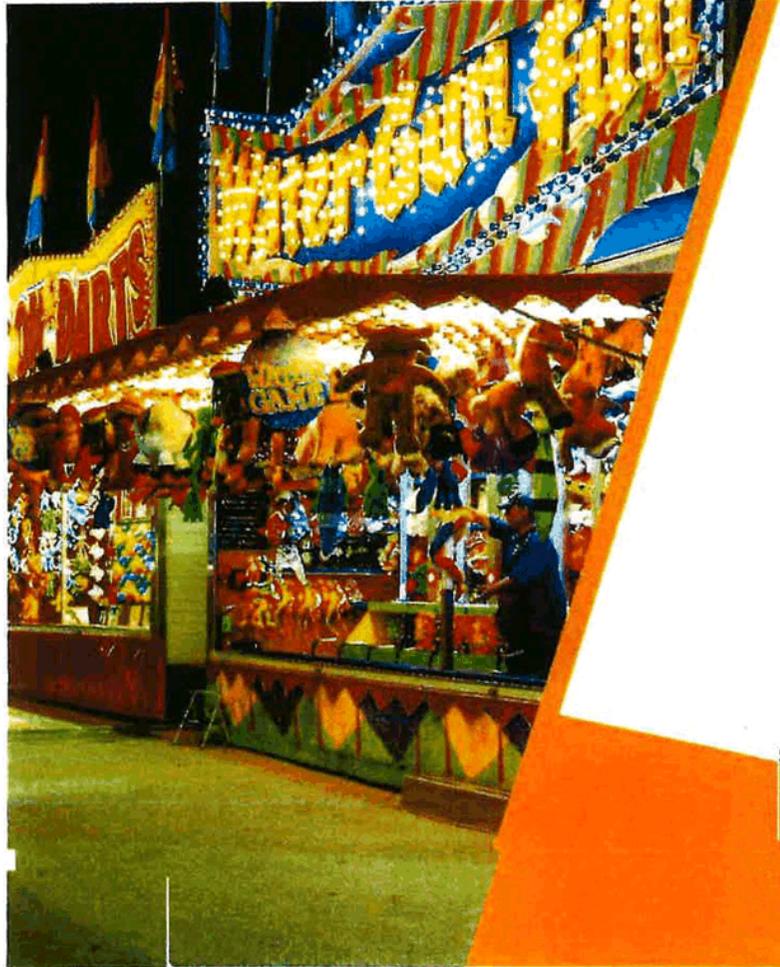
- ✓ General event sponsorship acknowledgment (i.e. Cookery, needlework, craft sections)
- ✓ 1 x double pass allocated to your business
- ✓ Logo on 2022 official program (20,000 copies printed)
- ✓ 1 x sign allocation on site

Investment

up to:

\$500 + GST

**Bundaberg Regional Show
Partner Opportunity - 2022**



PARTNER CONFIRMATION

I hereby authorise purchase of the following Partnership Opportunity with the Bundaberg Regional Show, as detailed in this document.

- Naming Rights
- Platinum
- Gold Level
- Silver Level
- Bronze Level
- Show Supporter

Name:

Signature:

Company:

Date: Confirmed Investment:.....

BANK DETAILS. Bendigo Bank Bundaberg.
BSB 633 000. A/C 164 779 225.



Bundaberg A.P. & I. Society Inc.

2 February 2022
Mayor Jack Dempsey
BRC Councillors
Mr. G. Steele-BRC General Manager

Bundaberg A.P. & I. Society Inc - Bundaberg Show 2022.

We are now preparing for the 2022 Bundaberg Show at the Recreational Precinct, Bundaberg. This year we have been granted permission to hold the Qld Show jumping Championships at our Show. Unfortunately, we only received notification of our successful application to hold this event in January, 2022. This meant we have missed the deadlines to apply for any BRC Grants towards holding this event.

- Bundaberg Show- Largest Event within the Bundaberg Region. (Attendance 23,000-2021 Show.)
- Show Jumping Teams/Owners/Visitors from all over Australia.
- Bring business to Bundaberg Region-Tourism/Motels/Restaurants/Fuel and other associated businesses.
- Olympic class competitors/horses/competition.
- The Bundaberg Show 2022 Sponsorship package contains a "Platinum level \$10,000" for the Show Jumping Arena. eg "ABC Show jumping Arena 2022." Copy of Package attached.

We therefore wish to offer this Platinum Level Sponsorship - Show Jumping Arena to the BRC.

We respectfully request that in lieu of a sponsorship payment, for the BRC to waive the rental fee on our ground hire of the Precinct for this 2022 Show.

We thank you for your time considering this proposal.


M.J. SEE
President

1-5 Childers Road (Opposite Bundaberg Airport)
PO Box 915 Bundaberg, Queensland, 4670
Ema