

MEMORANDUM OF UNDERSTANDING

BETWEEN

BUNDABERG REGIONAL COUNCIL

AND

**THE URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA QUEENSLAND
BUNDABERG BRANCH**

OBJECTIVE

The Bundaberg Region is a diversified local government area comprising coastal, city, and hinterland sub-regions with sustained growth taking place across the whole region. To facilitate continued growth, significant challenges must be addressed including the liveability, sustainability, and affordability of development. Council plays a critical role in balancing the competing desires and demands of the development industry and the community to ensure that together, the region addresses these challenges.

The Bundaberg Regional Council (Council) and the Urban Development Institute of Australia Queensland (the Institute) are working to support the economy, value the environment, strengthen the community and provide targeted investments in employment, infrastructure, community development, and lifestyle.

It is Council's and the Institute's objective to balance the desires and demands of the development industry and the community to produce a sustainable and viable development industry and community and to produce better outcomes for our residents.

PURPOSE STATEMENT

The purpose of the Memorandum of Understanding (MOU) is to create a strong, transparent and positive working relationship between Bundaberg Regional Council and the Institute's Bundaberg Branch, to advance good planning and development and to promote the region and attract investment.

This will be achieved by:

- Mutual understanding and respect of each other's role, responsibilities and needs
- Participation in regular forums to discuss issues of mutual interest and resolve problems
- Open, honest and transparent communication
- Development of a co-operative culture
- Jointly keeping the community informed on development issues.

ROLES AND RESPONSIBILITIES OF THE BUNDABERG REGIONAL COUNCIL AND BUNDABERG BRANCH

Mutual understanding of the roles and responsibilities of each organisation is an important factor in fostering a strong relationship.

FOSTERING A POSITIVE RELATIONSHIP

There are several strategies for establishing a positive working relationship. These strategies include:

- Council / Bundaberg Branch Joint Working Committee
- Education programs
- Use of media
- Consultation on key new planning documents or policy and changes to development related matters
- Provision of relevant Research Foundation findings directly to Council
- Jointly represent the region to other levels of government and the development industry
- Representation on development related steering committees
- Committees for specific matters as required.

Joint Working Committee

Objective

To act as a forum for the Council and the Bundaberg Branch to raise issues relevant to the development industry and its relationship with the region.

Scope

Provide opportunity to raise matters of general interest and/or concern to the Industry or Council. The forum is not the vehicle to resolve individual disputes regarding specific projects. Issues raised are to concentrate on the "big picture" issues affecting the Bundaberg development industry and community.

Representation

The Joint Working Committee is to consist of

Bundaberg Regional Council	Mayor 2 Planning Committee representatives 2-3 senior Council Officers representing each of the following areas: <ul style="list-style-type: none">• Strategic planning• Development assessment• Infrastructure
Bundaberg Branch	Bundaberg Branch Chair Policy Committee (up to four representatives)

At a minimum, in any single meeting, the Bundaberg Regional Council is required to have at least two senior Council Officers and at least one elected member in attendance. The Bundaberg Branch is required to have three representatives.

Other people may be invited from time to time to discuss particular issues or give presentations.

Conduct of Meetings

- Chair – Either the Mayor or Chair of Bundaberg Branch
- Ideally, meetings will be held at least quarterly, and any other time as required
- Agenda and Minutes to be prepared and distributed by Council. Agendas are to be distributed two (2) weeks prior to the meeting. Draft minutes are to be provided to the Bundaberg Branch Chair for confirmation of accuracy prior to finalisation two weeks following a meeting.
- Council to store minutes in a publicly accessible manner on its website.
- Council to appoint a person responsible for following up on action items identified during Joint Working Committee meetings.

Confidentiality

- Council, at its discretion, may wish to present confidential information for comment or general feedback.
- Therefore, a confidential level will be determined at the outset by Council.

Agenda Items

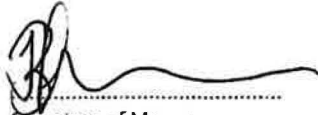
Items for the agenda are to be provided to Council at least two (2) days before the distribution of the agenda.

New agenda items are to be accompanied by:

- A brief outline of the issue
- A suggested course of action (if relevant)

Agenda items requested by the Institute's members are to be forwarded to the Bundaberg Branch Chair for collation before forwarding a list to Council.

SIGNED FOR AND ON BEHALF OF
BUNDABERG REGIONAL COUNCIL


.....
Signature of Mayor
.....
Signature of Chief Executive
Officer

Helen Blackburn Stuart Ramcke
.....
Full name of Mayor (print) Full name of Chief Executive
Officer (print)

17/5/24
.....
Date

17/5/2024
.....
Date

URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA QUEENSLAND

EXECUTED by:


.....
Signature of Chief Executive Officer
.....
Signature of Chair – Bundaberg Branch

KIRSTY LLESHAHER BROWN
.....
Full name of Chief Executive Officer (print)

KENNY FESTING
.....
Full name of Chair – Bundaberg Branch (print)

21/5/24
.....
Date

17-05-2024
.....
Date

Council / Bundaberg Branch Joint Working Committee

A joint working committee between Council and the Bundaberg Branch will be established and will meet on at least a quarterly basis or on an as needed basis if required more often.

Meetings of the Joint Working Committee will provide:

- A link between both organisations
- A forum for open and transparent communication
- An opportunity for both parties to raise issues of mutual interest.

It is acknowledged that the Institute's national charter is not to lobby on behalf of a specific development or firm or seek to resolve individual disputes between developers and Council.

Education Programs

The Bundaberg Branch may hold workshops or seminars. Councillors and Council Staff will be invited to attend these sessions. Similarly, should Council conduct training/education sessions that would be of interest to the Bundaberg Branch, an invitation will be extended.

Use of Media

Both Council and the Institute have well established relationships with a range of media outlets.

Both parties respect that each party has a separate role; one as regulator and the other as industry advocate. Views may differ on occasion, but we will professionally respect the other if media is involved. Further, both parties acknowledge and respect the other's media policies.

IMPLEMENTATION

For the implementation of this MOU to be fully effective each organisation commits to the following principles:

Commitment

It is agreed there must be a strong commitment to consulting and partnering at all levels within each organisation.

Equity

Each organisation's interests, role and expectations must be given regard to by the other organisation.

Communication

Open and honest communication is a necessary component of this MOU. It is acknowledged that at times Council is bound by various Acts to maintain confidentiality. Office bearers of the Institute are also, from time to time, bound by confidentiality.

Respect

Both organisations and each person within them agree to treat each other with respect and integrity in all of its actions and communications.

TERM

The term of this agreement is until the date of the next council election. At the conclusion of this period both parties will review the processes established under the Memorandum of Understanding.