



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 30 MARCH 2021, COMMENCING AT 10.00 AM**

	Page
1 Apologies	
2 Confirmation of Minutes	
B1 Ordinary Meeting of Council - 22/02/2021	
3 Executive Services	
D1 Scripture Union - Chaplaincy Breakfast	3
4 Strategic Projects & Economic Development	
E1 Memorandum of Understanding between Bundaberg Regional Council and Queensland University of Technology	5
5 Finance	
F1 Financial Summary as at 1 March 2021	12
6 Governance	
G1 Council Policy Review	18
G2 Audit and Risk Management Committee Minutes	28
G3 Sale of Lots in Stage 1 & Stage 2 at Kinkuna Waters Estate	34
G4 Specialised Supplier - Cloud Services provider Amazon Web Services	36
7 Infrastructure	
H1 Renewal of Lease - Optus Mobile Pty Limited ACN 054 365 696 - Lot 4 on CP B158248	38

	H2	Renewal of Lease - Optus Mobile Pty Limited ACN 054 365 696 - Lot 12 on RP14483	40
8		Planning	
	K1	Request to vary terms of Bundaberg Open for Development Infrastructure Agreement – DA526.2018.68.1	42
9		Health & Regulatory Services	
	N1	“Think Food Safe” Food Hygiene Rating System	47
	N2	Systematic Inspection Program - Dog Registration	52
10		Community & Cultural Services	
	O1	Partnership & Sponsorship Grant Application – Apex Cane2Coral Fun Run	56
	O2	SmartyGrants Request	67
11		Sport, Recreation, Venues & Disaster Management	
	R1	Bundaberg Regional Sport and Recreation Reference Advisory Group	69
12		Confidential	
	T1	Request for waiver of water consumption charges - Lot 1 on RP198708	
13		Meeting Close	

**Item****30 March 2021****Item Number:**

D1

File Number:**Part:**

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Scripture Union - Chaplaincy Breakfast

Report Author:

Wendy Saunders, Executive Services Coordinator

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

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

Background:

Scripture Union Queensland's School Chaplaincy service supports local students and their families.

Prior to COVID-19, Council hosted an annual School Chaplaincy breakfast to help raise vital funds towards the School Chaplaincy service. Due to restrictions put in place by the Queensland State Government to contain the pandemic, the annual breakfast was unable to be held in 2020.

As there are still restrictions in place regarding social distancing and a restructure is underway in that area of Council, it has been decided to defer the annual breakfast at the present time.

Associated Person/Organization:

Scripture Union Queensland – ABN 74 009 669 569

Consultation:

N/A

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:

A donation can be funded from the Events budget.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Attachments:

Nil

Recommendation:

That a donation of \$5,000 be made to Scripture Union Queensland towards the School Chaplaincy Service in Bundaberg.

**Item****30 March 2021****Item Number:**

E1

File Number:**Part:**STRATEGIC PROJECTS &
ECONOMIC DEVELOPMENT**Portfolio:**

Executive Services

Subject:

Memorandum of Understanding between Bundaberg Regional Council and Queensland University of Technology

Report Author:

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

Authorised by:

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

Link to Corporate Plan:

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

Background:

Queensland University of Technology (QUT) is one of Australia's premier universities.

In 2021 QUT accepted more first preference choices for tertiary entrance than any other Queensland university. QUT also has an enviable international reputation and a number of research strengths (bioeconomy, agriculture, data science, STEM) that align strongly with the future of Bundaberg region.

In 2020 the Mayor wrote to Professor Margaret Sheil, Vice Chancellor of Queensland University of Technology (QUT) seeking to establish greater links between the university and Bundaberg region. QUT was targeted by Council given the large number of positive and existing linkages the university has with our region.

To further build and expand upon these linkages, this report seeks that Council enters into a Memorandum of Understanding (MoU) with Queensland University of Technology. Councillors will be aware that an MoU is a non-binding document used to guide future collaboration between both signatories.

Recent examples of collaboration between QUT and the Council/region include:

- Council support for beneficial industry research grant programs.
- Provision of two (free) keynote speakers at 2020 Bundaberg Bioeconomy conference.

- Facilitation of contacts and strategic conversations with the Australian Space Agency in relation to establishing a Bundaberg Challenger Learning Centre (Professor Sheil is a founding advisory board member of the Australian Space Agency).
- Commercialisation partnership with Bundaberg-based Novum Life Sciences Pty Ltd for the application of the university's biotechnology research.
- Numerous other industry-related research initiatives that occur in partnership with local industry.

Areas for future collaboration with the university, as outlined in the draft MoU include:

- Development of agtech through a potential involvement/presence at the Bundaberg Agtech hub.
- Expanded bio-economy and renewable energy research projects in partnership with local industry and Council.
- Supporting Council's community and youth resilience programs.
- Potential partnership in developing a Bundaberg Challenger Learning Centre.
- Support for greater QUT student placements in local industry, including Council.

Associated Person/Organization:

Queensland University of Technology

Consultation:

Portfolio Spokesperson: Cr JM Dempsey

Divisional Councillor: N/A

Chief Legal Officer's Comments:

There appears to be no legal implications. A Memorandum of Understand is not legally binding on the parties but is a gesture of good faith to collaborate and work together on certain projects.

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.

Attachments:

[↓1](#) Draft MoU

Recommendation:

That Council enter into a Memorandum of Understanding with Queensland University of Technology.



Memorandum of Understanding (MOU)

THIS MOU is made

BETWEEN **QUEENSLAND UNIVERSITY OF TECHNOLOGY** (ABN 83 791 724 622) of 2 George Street, Brisbane, Queensland 4000 (**QUT**)

AND **BUNDABERG REGIONAL COUNCIL** (ABN72 427 835 198) of 190 Bourbong Street, Bundaberg, Queensland 4670

1 BACKGROUND

- A QUT is a leading Queensland university with expertise in teaching and research and development activities, encompassing Biotechnology, Clean Energy and emerging industries.
- B Bundaberg is a regional council in the Wide Bay Region seeking, among other things, to develop agtech, bioenergy, space science STEM education and community resilience.
- C The parties intend to explore opportunities for collaborative projects and activities that build on their respective research strengths, knowledge and expertise.

The parties enter into this MOU for the purpose of setting out a framework for discussing collaborative opportunities on the terms set out herein.

2 NATURE OF UNDERSTANDING

- 2.1 The objectives of the MOU are:
 - (a) to outline the intentions of the Parties to cooperate to achieve the purposes set out in clause 4 below; and
 - (b) to acknowledge that formalisation of any subsequent agreement is subject to each party's required approvals.
- 2.2 The parties acknowledge that this document is being used to clarify the current understanding between the parties and is not intended to be legally binding on the parties in any way (other than the confidentiality obligations set out in clause 5 of this MOU).
- 2.3 Nothing in this MOU creates a legal partnership, joint venture or agency relationship between the parties.

3 DURATION OF RELATIONSHIP UNDER THIS MOU

- 3.1 The parties intend to work together on the basis described in this MOU for 24 months, with the option to extend this term by written agreement of the parties at least 30 days prior to expiration of the MOU.

4 TERMS OF UNDERSTANDING

- 4.1 The parties intend to work together to identify and discuss potential opportunities for collaboration, primarily in relation to the fields of Energy and Agriculture (**Agreed Projects**).
- 4.2 The parties will negotiate in good faith the terms of formal collaborative agreement(s) governing the work to be performed in relation to each Agreed Project. No party will be required to perform an Agreed Project unless and until a collaborative agreement has been executed by the parties in relation to that Agreed Project (acting in their sole discretion).
- 4.3 The Parties may use the Agreed Project Outline provided in Schedule 1 when scoping opportunities for collaborative projects and activities, and use this as a basis to develop collaborative agreements for an Agreed Project.
- 4.4 Nothing in this MOU or subsequent collaborative agreements is intended to alter or transfer ownership in any background material, including any intellectual property rights subsisting in background material.
- 4.5 For an Agreed Project the parties may consider models for the ownership and licensing of intellectual property rights in project materials (**Project IP**), including but not limited to models whereby QUT owns all Project IP and Bundaberg has rights of use, or Bundaberg owns all Project IP and QUT has rights of use.
- 4.6 The parties will ensure that all publications and presentations in respect of any Agreed Project comply with the authorship and publication requirements of the *Australian Code for the Responsible Conduct of Research*, with publication mechanisms to be outlined in the collaborative agreement for an Agreed Project.
- 4.7 Collaborative agreements for Agreed Projects may include operative provisions including but not limited to governance, conduct, contributions, equipment, specified personnel, background material, project material, confidentiality, privacy, publications, warranties, liability and insurance, termination, notices, disputes and general provisions.
- 4.8 The Parties may consider incorporating internships, training and student contributions when scoping collaborative projects and activities.
- 4.9 Each party understands that obligations of confidentiality under law are likely to arise in exchanging sensitive information for the purpose of this MOU and that each is bound by privacy legislation that ensures the protection of personal information collected or received by that party in connection with the MOU.

5 CONFIDENTIALITY

- 5.1 Each Recipient:
- (a) must maintain the secrecy of, and prevent unauthorised access to, the Discloser's Confidential Information;

- (b) must not use the Discloser 's Confidential Information except:
 - (1) as required for the purposes of this MOU; or
 - (2) as required to obtain professional advice in relation to any matter connected with this MOU;
- (c) must ensure that its personnel and advisors to whom the Discloser's Confidential Information is disclosed are made aware of the obligations of confidentiality under this MOU and are legally obliged to ensure that the Confidential Information is only used, disclosed and dealt with in accordance with those obligations;
- (d) must, on request by the Discloser, return or destroy the Discloser's Confidential Information, subject to any statutory record keeping obligations; and
- (e) may disclose the Discloser's Confidential Information if required by law but, if possible, it must inform the other party first (with as much prior notice as possible) and use all reasonable endeavours to limit the terms of that disclosure as reasonably requested by the other party.

'Confidential Information' means information in any form which is disclosed by one party (**Discloser**) to the other party (**Recipient**), or otherwise obtained directly or indirectly by the Recipient from the Discloser, that:

- (a) is by its nature confidential;
- (b) is designated as confidential; or
- (c) the Recipient knows or ought reasonably to know is confidential,

including information relating to the business and financial affairs of the Discloser, but excluding any information which:

- (d) was known to the Recipient before being disclosed by the Discloser;
- (e) is in or comes into the public domain otherwise than by disclosure in breach of this document or other duty of confidentiality owed to the Discloser;
- (f) is received by the Recipient from a third Party who has the right to provide that information without breach of any legal obligation; or
- (g) is independently developed by the Recipient without access to the Discloser's Confidential Information

6 Public Statements

- 6.1 Either party may make public statements about the proposed collaboration and MOU, subject to the other party's prior written consent being obtained.

7 Termination

- 7.1 Either party may terminate this MOU at any time by providing the other party with notice in writing.
- 7.2 Neither party will incur any liability for a decision to terminate this MOU in accordance with clause 7.1.
- 7.3 Any obligations of confidentiality will survive the termination of this MOU.

SIGNING PAGE

This MOU sets out the intentions of the parties but is not legally binding other than in respect of clause 5

Executed by **Queensland University of Technology** (ABN 83 791 724 622) by its duly authorised representative:

.....
Signature of Authorised Representative
Professor Margaret Sheil AO
Vice-Chancellor and President

Date: xxxxxx 2021

Executed by **Bundaberg Regional Council**
(ABN 72 427 835 198) by its duly authorised representative

.....
Signature of Authorised Representative
Councillor Jack Dempsey
Mayor

Date: xxxxxx 2021

**Item****30 March 2021****Item Number:**

F1

File Number:**Part:**

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 1 March 2021

Report Author:

Simon Muggeridge, Deputy Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

In accordance with section 204 of the *Local Government Regulation 2012*, a financial report must be presented to Council on a monthly basis. The attached financial report contains the financial summary and associated commentary as at 1 March 2021.

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.

Attachments:

[↓1](#) Financial Summary March 2021

Recommendation:

That the Financial Summary as at 1 March 2021 be noted by Council.

Financial Summary
as at 01 Mar 2021



	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	159,302,459	159,076,657	100%	83,542,861	83,461,322	100%	15,745,264	15,702,071	100%	30,259,138	30,236,858	100%	29,755,196	29,676,406	100%
Less: Pensioner Remissions	(1,690,847)	(1,713,674)	99%	(991,802)	(1,042,901)	95%	(240,720)	(228,169)	106%	(268,451)	(255,237)	105%	(189,874)	(187,367)	101%
	157,611,612	157,362,983	100%	82,551,059	82,418,421	100%	15,504,544	15,473,902	100%	29,990,687	29,981,621	100%	29,565,322	29,489,039	100%
Fees and Charges	18,790,962	25,484,927	74%	10,671,802	14,725,393	72%	5,665,821	7,821,134	72%	834,663	917,000	91%	1,618,676	2,021,400	80%
Interest Revenue	786,687	1,110,970	71%	67,632	430,338	16%	171,225	139,465	123%	169,492	159,114	107%	378,338	382,053	99%
Grants, Subsidies and Donations	6,865,687	13,275,079	52%	6,766,716	13,135,079	52%	98,971	140,000	71%	-	-	-	-	-	-
Sale of Developed Land Inventory	1,939,668	1,600,000	121%	1,939,668	1,600,000	121%	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	185,994,616	198,833,959	94%	101,996,877	112,309,231	91%	21,440,561	23,574,501	91%	30,994,842	31,057,735	100%	31,562,336	31,892,492	99%
<i>Expenses</i>															
Employee Costs	50,650,948	77,595,003	65%	39,164,386	60,324,113	65%	4,179,508	6,360,763	66%	3,585,651	5,386,139	67%	3,721,403	5,523,988	67%
Materials and Services	40,775,345	70,025,855	58%	23,262,450	40,439,351	58%	6,783,965	11,896,803	57%	4,651,243	7,675,513	61%	6,077,687	10,014,188	61%
Finance Costs	2,697,709	4,308,501	63%	1,020,532	1,658,208	62%	482,761	751,259	64%	1,007,188	1,608,563	63%	187,228	290,471	64%
Depreciation	34,800,326	52,200,490	67%	24,628,993	36,943,490	67%	1,003,333	1,505,000	67%	4,586,000	6,879,000	67%	4,582,000	6,873,000	67%
Total Recurrent Expenditure	128,924,328	204,129,849	63%	88,076,361	139,365,162	63%	12,449,567	20,513,825	61%	13,830,082	21,549,215	64%	14,568,318	22,701,647	64%
Operating Surplus	57,070,288	(5,295,890)		13,920,516	(27,055,931)		8,990,994	3,060,676		17,164,760	9,508,520		16,994,018	9,190,845	
<i>Transfers to</i>															
NCP Transfers	1	-		(10,551,154)	(15,826,731)		14,716	22,073		5,379,965	8,069,947		5,156,474	7,734,711	
Total Transfers	1	-		(10,551,154)	(15,826,731)		14,716	22,073		5,379,965	8,069,947		5,156,474	7,734,711	
Movement in Unallocated Surplus	57,070,287	(5,295,890)		24,471,670	(11,229,200)		8,976,278	3,038,603		11,784,795	1,438,573		11,837,544	1,466,134	
Unallocated Surplus/(Deficit) brought forward	43,217,205	43,217,205		(25,710,479)	(25,710,479)		17,804,847	17,804,847		14,703,878	14,703,878		36,418,959	36,418,959	
Unallocated Surplus/(Deficit)	100,287,492	37,921,315		(1,238,809)	(36,939,679)		26,781,125	20,843,450		26,488,673	16,142,451		48,256,503	37,875,093	
Capital Activities															
Council Expenditure on Non-Current Assets	47,683,090	110,855,337	43%	35,380,248	85,758,967	41%	496,073	1,364,677	36%	927,348	3,135,961	30%	10,879,421	20,595,732	53%
Loan Redemption	5,013,808	7,531,609	67%	2,922,713	4,384,302	67%	465,512	700,376	66%	1,401,728	2,110,234	66%	223,855	336,697	66%
Total Capital Expenditure	52,696,898	118,386,946	45%	38,302,961	90,143,269	42%	961,585	2,065,053	47%	2,329,076	5,246,195	44%	11,103,276	20,932,429	53%
Cash															
Opening balance	135,921,895	136,689,730													
Movement - increase/(decrease)	917,075	(47,175,317)													
Closing balance	136,838,970	89,514,413													

Further to the Financial Summary Report as of 1 March 2021, the following key features are highlighted.

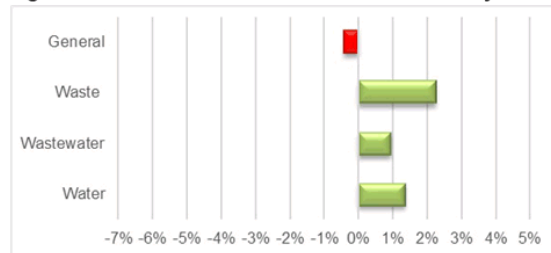
Financial Overview				
	YTD Actual*	YTD Budget		Variance
Operating Income	134.0m	133.2m	✓	764.0k
Operating Expenditure	128.9m	136.8m	✓	-7.8m
Operating Surplus/(Deficit)	5.1m	-3.5m	✓	8.6m
Capital Expenditure	52.7m	59.3m	✗	-6.6m
Cash	136.8m	124.6m	✓	12.2m

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 have been levied for the second half year period and pensioner remissions applied. The levied amounts are consistent with the budget.
- Fees and charges are more than the year-to-date budget. Some of the increases are expected with timing of licences and renewals, others are due to heightened development activity in the region.
- Interest Revenue is higher than the year-to-date budget. Council revised down its forecast investment earnings at the half year budget review. Interest earnings are forecast to decrease in the coming months as the delivery of the capital program escalates.
- Grants, Subsidies and Donations are less than the year-to-date budget. This is expected, with the advance of the Financial Assistance Grant (FAG) not expected until late in the financial year.
- Council has settled and has several unconditional contracts for parcels of Land Developed for Sale this financial year. These parcels relate to the Kinkuna Waters and Heritage Oaks developments. There are a number of conditional contracts for sales that are not reflected in the financial summary.

Figure 1: 2020-21 Recurrent Revenue - Variance by Fund

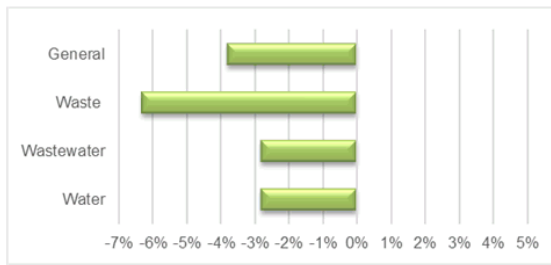


- Figure 1 presents the view across the funds where the General Fund shows marginally below the equivalent budget (-0.4%) comparatively to the other funds. The General Fund includes the FAG (with reference above) will skew the proportional YTD budget.

Recurrent Expenditure

- Employee Costs are tracking on budget. Employee costs will continue to be monitored with potential shifts in leave patterns the most likely variant in coming months.
- Materials and Services are tracking lower than the year-to-date budget. Timing in delivery of non-capital projects and one-off expenses are the main factors in variances throughout the year.
- Finance Costs are slightly lower than the year-to-date budget. Water write-offs in the first half of the year were lower than budget.
- Depreciation is in line with budget.

Figure 2: 2020-21 Recurrent Expenditure - Variance by Fund



- Figure 2 shows across the internal funds, all are trending favourable comparatively to appropriate budget.

Capital Expenditure and Capital Grants

- Year-to-date capital expenditure is \$52.7 million (YTD budget \$59.3 million; total budget \$118.4 million).
- Figure 3 illustrates the capital expenditure profile across the financial year, which shows year-to-date expenditure is trending slightly lower than expected cashflows.
- Council has expended 44% of this year's capital program compared to 67% of the year utilised, as presented in Figure 4, although historically, there is significant expenditure in quarter 4.
- Figure 5 presents the capital expenditure by asset class this financial year.
- Capital grants are on predominately on track. However, there were two projects in the Bridge Renewal Program where Council has received lower grants than expected due to the project expenditure being less than the forecasted project costs.

Figure 3: 2020-21 Capital Expenditure Cashflows

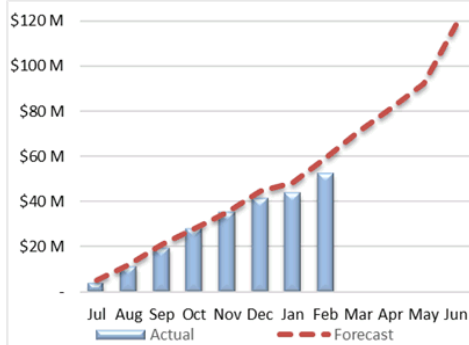
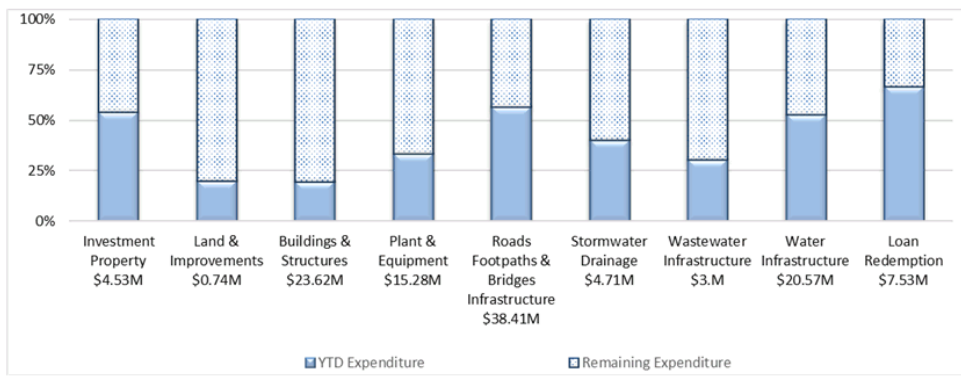


Figure 4: 2020-21 Capital Expenditure (financial delivery)



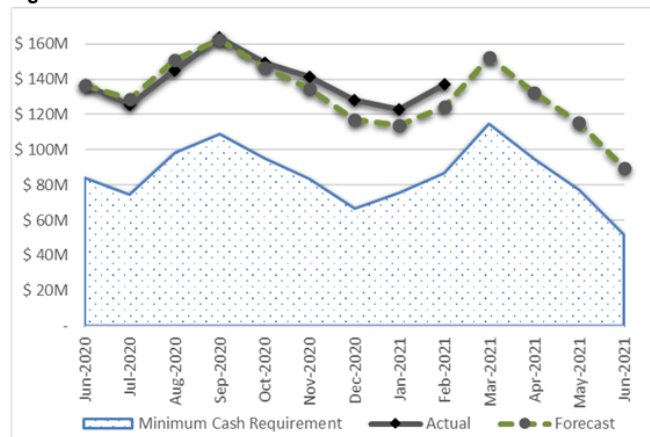
Figure 5: 2020-21 Capital Expenditure by Asset Class



Cash

- The cash balance at close of business on 26 February 2021 was \$136.9 million, being an increase of \$14.2 million from the last report on 8 February 2021. This anticipated increase is predominately associated with rating income (although further increases are expected during March 2021) whilst this monthly increase is softened by normal outgoings on operations and delivery of the capital program during the month.
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is illustrated in Figure 6. The variance is primarily due to the increased inflow of fee income and lower actual capital expenditure than anticipated.

Figure 6: 2020-21 Cash Profile



Rates Debtor

- Rates outstanding at the end of February 2021 were \$54.8 million (\$79.7m last month). As reported last month, interest is now being charged to outstanding rates. Rates are due 8 March 2021 and it is anticipated the outstanding balance will significantly decrease for the next reporting period at end of March 2021.

Other Debtors

- Infringements outstanding total \$427,000 with 3,084 infringements (last month was \$421,000 with 2,976 infringements). Parking infringements represent the majority of the infringements outstanding at around 53%. The remaining relate to local laws, environmental health and development compliance. Infringements continue to be recovered via the State Penalties, Enforcement Registry.
- Sundry Debtors outstanding for more than 90 days total \$251,000 across 50 accounts (last month was \$260,000 across 44 accounts). The majority of debtors are recovered via internal resources. Where appropriate, debts are referred to Councils external agency for collection.

**Item****30 March 2021****Item Number:**

G1

File Number:

.

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Council Policy Review

Report Author:

Amy Crouch, Senior Governance Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus
 - 3.2.4 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.

Inclusion of Councillor Advisor (Mayor's Chief of Staff)

Following the appointment of the Councillor Advisor, the following policies are presented for adoption:

- Acceptable Requests Guidelines Policy – which includes:
 - New definitions for Councillor Advisor and Executive Leadership Team;
 - Councillor Advisor added to section 7; and
 - New section 12;
 - Update to Associated Documents; and
 - Other minor grammatical/formatting changes.

- Media Relations Policy – which includes:
 - Councillor Advisor in to the Scope;
 - New section 3;
 - Removal of Executive Officer Communications, and replaced with Communications Manager; and
 - Update to Associated Documents.
- Related Party Disclosures Policy – which includes:
 - Councillor Advisor in to the Scope;
 - Remove “in Council’s annual financial statements” from section 2;
 - Addition of Deputy Chief Financial Officer, Chief Legal Officer and Statutory Accounting Staff (replacing Financial Officers) in section 5;
 - Other minor grammatical/formatting changes.

The revised policies are included for adoption.

Councillor Code of Conduct

Council has previously adopted a Councillor Code of Conduct Policy on its policy template. The requirement to have a Councillor Code of Conduct is specified under section 150D of the *Local Government Act 2009*, which states: “*The Minister must make a code of conduct that sets out the standards of behaviour for councillors in performing their functions as councillors under this Act...*”.

It is recommended the Councillor Code of Conduct Policy (reference CP-3-012) be rescinded and Council’s policy register and website be updated to include a direct link to the Department of Local Government, Racing and Multicultural Affairs website: <https://www.dlgrma.qld.gov.au/local-government/councillor-information>.

As it is a requirement for the Minister to develop the Code, there is no requirement for Council to adopt same, as the Minister’s Code applies to all Queensland Councillors.

A Councillor Advisor Code of Conduct has also been established (pursuant to section 197C of the *Local Government Act 2009*) which will also be linked on Council’s website.

Associated Person/Organization:

Not applicable

Consultation:

All Councillors, Executive Leadership Team

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:

There appears to be no human rights implications.

Attachments:

- ↓1 Acceptable Requests Guidelines Policy
- ↓2 Media Relations Policy
- ↓3 Related Party Disclosures Policy V2

Recommendation:

That Council:

1. Rescind the following policies:

- **Acceptable Requests Guidelines Policy, version 5;**
- **Councillor Code of Conduct, version 2;**
- **Media Relations Policy, version 2; and**
- **Related Party Disclosures Policy, version1.**

2. Adopt the following policies:

- **Acceptable Requests Guidelines Policy, version 6;**
- **Media Relations Policy, version 3; and**
- **Related Party Disclosures Policy, version 2.**



Acceptable Requests Guidelines Policy

HEAD OF POWER

- *Local Government Act 2009*, section 170A

INTENT

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

SCOPE

This policy applies to all staff, 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*.

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.

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. In accordance with section 170A of the Act, a Councillor may ask for advice or information in accordance with this policy. A request is of no effect if the request does not comply with these guidelines.

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

Policy No. CP-3-018

Adopted Date: 30/03/21 Version: 6

Responsible Department: Organisational Services

Page 1 of 3



Acceptable Requests Guidelines Policy

2. A request for advice or information in accordance with this policy 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 chairperson¹.
3. The Mayor may give a direction to the Chief Executive Officer² however this must not be inconsistent with a resolution or a document adopted by resolution of Council. No Councillor, including the Mayor, can give a direction to any other employee.
4. The Chief Executive Officer must keep a record and make available to Council each direction given by the Mayor³.
5. Requests for service should be directed through Council's CRM system for appropriate recording purposes and to be allocated to the responsible department for investigation and/or action. The department will liaise directly with the customer and provide any feedback if required. This policy does not apply to customer requests for service.
6. All requests must be made in a respectful manner to the relevant person.
7. A Councillor or Councillor Advisor may ask any employee to provide advice to assist them to carry out his or her responsibilities⁴ under the Act⁵.
8. A Councillor may ask the Chief Executive Officer to provide information, that Council has access to, relating to the local government⁶.
9. If the advice or information requested under item (7) or (8) 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 staff workload – within 20 business days after receiving the request⁷.

If the Chief Executive forms the belief mentioned above in (9)(b), the Chief Executive Officer must give the Councillor notice about the belief and the reasons for the belief within 10 business days after receiving the request⁸.

10. Where appropriate, a response to a Councillor request for information or document should be provided to **all** Councillors. This ensures transparency of information provided to the requesting Councillor, is given to all Councillors.

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

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

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

⁴ Section 12 of the *Local Government Act 2009*

⁵ Section 170A(1) of the *Local Government Act 2009*

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

⁷ Section 170A(9) of the *Local Government Act 2009*

⁸ Section 170A(10) of the *Local Government Act 2009*

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Policy No. CP-3-018

Adopted Date: 30/03/21 Version: 6

Responsible Department: Organisational Services

Page 2 of 3



Acceptable Requests Guidelines Policy

11. If an employee is contacted by a Councillor requesting advice that is not in accordance with this policy, the employee should advise the Chief Executive Officer as soon as practical providing the nature of the request and any advice given.
12. 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.
13. Unless the information is generally in the public domain, any information or advice a Councillor receives pursuant to this policy is subject to section 171 and 171A of Act, Councillor Code of Conduct Policy and Councillor Use of Confidential Information Policy.
14. 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.
15. Breaches of this policy will be addressed in accordance with the Act.
16. 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

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

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

Policy No. CP-3-018

Adopted Date: 30/03/21 Version: 6

Responsible Department: Organisational Services

Page 3 of 3



Media Relations Policy

HEAD OF POWER

- *Local Government Act*, section 9

INTENT

The purpose of this policy is to ensure effective communications that protect and enhance the reputation of Council, inform the community, promote a positive image of the Bundaberg Region and raise awareness about Council services and activities.

SCOPE

This policy applies to all aspects of Council's operations and is relevant to all staff, Councillors and Councillor Advisor (Mayor's Chief of Staff).

Social media is recognised as media for the purpose of this policy.

POLICY STATEMENT

1. Council will ensure all communications with media are consistent, accurate, timely and appropriate.
2. The Mayor, Chief Executive Officer and Communications Manager are authorised to act as spokespeople for Council.
3. The Councillor Advisor is authorised to act as spokesperson for the Mayor.
4. The Mayor may nominate a Councillor to act as media spokesperson on matters related to their portfolio or division.
5. The Chief Executive Officer and Communications Manager may nominate an employee to act as media spokesperson on matters related to their responsibilities and expertise.
6. Individual Councillors may express personal views to the media but will not speak on Council's behalf without authorisation by the Mayor.
7. Individual staff may express personal views to the media on issues that are unrelated to Council but will not identify as a Council employee or Council spokesperson without authorisation by the Chief Executive Officer or the Communications Manager
8. Council staff may assist the Mayor with maintaining official social media accounts and Councillors with research and fact checking.
9. Council's Caretaker Period Protocol supersedes this policy during the election caretaker period.

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Policy No. CP-3-009

Adopted Date: 30/03/21 Version: 3

Responsible Department: Communications

Page 1 of 2



Media Relations Policy

ASSOCIATED DOCUMENTS

- Caretaker Period Protocol
- Communications Plan
- Corporate Plan
- Code of Conduct for Councillors in Queensland
- Employee Code of Conduct Policy

DOCUMENTS CONTROLS

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

POLICY OWNER

The Communications Manager is the responsible person for this policy.

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Policy No. CP-3-009

Adopted Date: 30/03/21 Version: 3

Responsible Department: Communications

Page 2 of 2



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 that Council is in compliance 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 staff, 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.

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.

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.

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

Policy No. CP-3-039

Adopted Date: 30/03/21 Version: 2

Responsible Department: Organisational Services

Page 1 of 2



Related Party Disclosures Policy

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 Australian Accounting Standards. 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 Staff;
 - Members of Council's Audit 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 Declaration and any related party registers are classified as confidential and are not available for inspection or 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

The Chief Financial Officer, Financial Services is the responsible person for this policy.

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

Policy No. CP-3-039

Adopted Date: 30/03/21 Version: 2

Responsible Department: Organisational Services

Page 2 of 2

**Item****30 March 2021****Item Number:**

G2

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Audit and Risk Management Committee Minutes

Report Author:

Nicole Miller, Executive Assistant

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

The Audit and Risk Management Committee met on the 7 October 2020, and the minutes are attached for Council's information.

Associated Person/Organization:

N/A

Consultation:

Representatives of Audit and Risk Committee

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

The recommendations within this report comply with Council's governance framework.

Financial and Resource Implications:

The annual budget provides for costs associated with the Committee, comprising the total remuneration for the external committee members.

Risk Management Implications:

The various audit issues identified will be addressed by Council.

Human Rights:

There appears to be no human rights implications.

Attachments:

[↓1](#) Audit and Risk Committee Minutes 7 October 2020

Recommendation:

That the minutes of the Audit and Risk Committee meeting held on 7 October 2020 be received and noted.



AUDIT & RISK COMMITTEE MINUTES

Meeting held Wednesday 7 October 2020, commencing at 10.00 am
Council Civic Centre, 190 Bourbong Street, Bundaberg

Committee Attendance:

Stephen Coates (Chair and External Representative)
Mitchell Petrie (External Representative)
Cr Jack Dempsey (Mayor and Council Representative)
Cr Steve Cooper (Council Representative)

By Invitation:

Amanda Pafumi, General Manager Organisational Services
Amy Crouch, Senior Governance Officer
Anthony Keleher, Chief Financial Officer
Christine Large, Chief Legal Officer
Emma Edwards, Statutory Accounting Team Leader
Gavin Steele, General Manager Community & Environment
Holly Harper, BDO Internal Auditor
Jodie Bowden, Financial Controller
John McMullen, IMS Team Leader
Mitch Witt, BDO Internal Risk
Simon Muggeridge, Deputy Chief Financial Officer
Stephen Johnston, Chief Executive Officer
Stuart Randle, General Manager Infrastructure Services
Nicole Miller, Executive Assistant Organisational Services (Minuter)

By Invitation via Teleconference:

Allan Diano, Queensland Audit Office
Clayton Russell, Pitcher Partners
Marita Corbett, BDO

1. In Camera Session (Committee Members only)

2. Welcome

Stephen Coates welcomed all attendees to the meeting.

3. Apologies

- Jason Evans, Pitcher Partners

4. Confirmation of Minutes and Outstanding Actions

It was agreed that the Minutes of the meeting held 3 September 2020, be taken as read and confirmed.

Action items were updated during meeting and noted as complete.

5. CEO Verbal Update

Stephen Johnston provided a verbal update on land acquisitions and the affect it will have on the budget. He also spoke to the expenditure of grant funding within the allotted time and future potential projects.

6. Internal Quality Audit

a) Progress Report

John McMullen provided an update on completed audit 192005 - Project Construction Records and advised of the findings. A status update on the current 36 outstanding corrective audit actions was provided. A discussion was held on risk management and worksite practices and the resourcing implications being considered by management.

It was agreed that the information contained in the report be noted by the Committee.

7. Internal Audit

a) Internal Audit Update

Holly Harper spoke to the internal audit quarterly report, updating the Committee on the status of the 2020 Internal Audit Plan and completion of the Customer Request Management audit. A status update on the current 23 high/extreme outstanding corrective audit actions was provided.

Holly Harper provided an update to the outstanding action item on controls assurance audit items 25,26 and 27 and discussion was held. It was noted these items have now been effectively closed.

It was agreed that the information contained in the report, be noted by the Committee.

Action: *Holly Harper to provide a closing report to the Audit Committee on the controls assurance audit actions once they have been completed.*

Action: *Committee members to be provide audit reports as they are completed prior to the January meeting.*

11.00 am Clayton Russell & Allan Diano entered & John McMullen left Meeting

8. External Audit

a) Briefing Paper / 2020 Draft Closing Report

Clayton Russell & Allan Diano provided an overview of the 2020 closing report and briefing paper, and addressed any queries raised.

It was agreed that the information contained in the reports, be noted by the Committee.

Action: *The Audit & Risk Committee members will hold an in camera session at the beginning of the January meeting with Pitcher Partners.*

11.40 am Allan Diano left meeting

9. Annual Report

a) 2019/20 Annual Report

Christine Large and Simon Muggeridge presented the draft 2019/20 Annual Report, noting it will be presented to Council for adoption on the 27 October 2020. Christine Large noted a change to the draft Annual Report; section 4.6 due to an amendment of legislation.

Simon Muggeridge spoke to the management representation letter.

It was agreed that the information contained in the draft annual report and management representation letter, be noted by the Committee.

10. Financial Reporting

a) Assessment of Financial Information

Simon Muggeridge presented the financial summary as at 1 September 2020, adopted by Council on 29 September 2020.

It was agreed that the information contained in the report, be noted by the committee.

b) Closing report on AASB Project

Simon Muggeridge presented the closing report from BDO on the AASB project.

It was agreed that the information contained in the report, be noted by the committee.

12.46pm Jodie Bowden, Emma Edwards Clayton Russell left, Mitchell Witt & Amy Crouch entered meeting

11. Assessment of Risks

a) Update of Risk Management Program

Mitchell Witt provided a risk management update noting the below items, and addressed any queries raised:

- Risk Management Framework;
- Risk Profile report;
- Operational High & Extreme Risks.

It was agreed that the information contained in the report, be noted by the Committee.

b) Matter of Emerging Risks

Stephen Coates spoke to emerging risks and a discussion was held.

12. Legal & Governance Update

a) Legal Update

Christine Large spoke to the report, and addressed any queries raised.

It was agreed that the information contained in the report, be noted by the Committee.

b) Integrity Report

Christine Large spoke to the report, and addressed any queries raised. Stephen Johnston spoke to potential risk with legislation changes and discussion was held.

It was agreed that the information contained in the report, be noted by the Committee.

13. Other Reports/Business

a) 2020 BRC Audit & Risk Committee Yearly Workplan

Amanda Pafumi spoke to the workplan.

14. Next Meeting – 28 January 2021

Meeting Closed – 12.33 pm



Stephen Coates
Committee Chair

Updated Action List

Audit & Risk Management Committee Closed Action List 2020					
Date	Description	Action	Responsible Officer	Update	Status
03-Sep-20	Internal Quality Audit Update	John McMullen to include in his audit update the progress completion of his audit plan.	John McMullen	Report was updated and information was provided within the meeting.	Completed
03-Sep-20	Internal Audit Update	Update on Controls Assurance audit items 25, 26 and 27 to be included in the next meetings papers.	Holly Harper	An update was provided during the meeting.	Completed
03-Sep-20	Other Reports/Business	Circulate proposed 2021 Committee dates to attendees out of session	Nicole Miller	Calendar invitations have been sent to all members.	Completed

**Item****30 March 2021****Item Number:**

G3

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Sale of Lots in Stage 1 & Stage 2 at Kinkuna Waters Estate

Report Author:

Nicole Sabo, Property & Leases Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

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

Background:**Stage 1 Land Sales**

Council is freehold owner of Lots 31 and 32 on SP205671 in Stage 1 of Kinkuna Waters Estate at Woodgate ('Stage 1 Properties').

Stage 1 Properties were previously offered for sale by auction at which the auction was not successful and the properties passed in.

Council had previously made a resolution at its Ordinary meeting of 27 January 2021 regarding the sale of Lot 31 on SP205671, however that Contract was validly terminated on 24 February 2021 by the Buyer.

Stage 2 Land Sales

Council is freehold owner of Lots 80, 77, 76, 74, 71, 70, 69, 64, 63 and 62 on SP227071 in Stage 2 of Kinkuna Waters Estate at Woodgate ('Stage 2 Properties').

The Stage 2 Properties were previously offered for sale by tender but the tender was not successful.

Council had previously made a resolution at its Ordinary meeting of 27 January 2021 regarding the sale of Lot 69 on SP227071, however that Contract was validly terminated on 10 February 2021 by the Buyer.

Market Value

Council has received offers to purchase the properties from individual Buyers via local real estate agents. The offers to purchase the properties presented by the Buyers to Council is for market value.

Associated Person/Organization:

N/A

Consultation:

N/A

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.

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 Lots 31 and 32 on SP205671 and Lots 80, 77, 76, 74, 71, 70, 69, 64, 63 and 62 on SP227071; and**
- 2. the Chief Executive Officer be authorised to enter into Contracts of Sale with the Buyers and attend to all items required to finalise the sale of the properties.**

**Item****30 March 2021****Item Number:**

G4

File Number:

TEN/0610

Part:

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Specialised Supplier - Cloud Services provider Amazon Web Services

Report Author:

Mitch Miller, Chief Information Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.5 Provide and review systems, programs and processes to ensure effective and efficient service delivery to meet community expectations.

Background:

Council has previously awarded and negotiated with Amazon Web Services Inc (AWS) for the provision of cloud hosted services under open tender TEN/0610.

Endorsement of AWS as a specialised supplier pursuant to section 235(b) of the *Local Government Regulation 2012*, would see Council mitigate the significant costs and body of work (including training, uplift, data transfer and migration) involved to potentially change providers of cloud services.

AWS continue to be the market leader in the provision of cloud hosted services at the most competitive price. Therefore, it would be impractical and disadvantageous to go to open tender, given that Council is already receiving the services for the best market value.

Associated Person/Organization:

Amazon Web Services Inc

Consultation:

Procurement Board considered and endorsed this specialised supplier recommendation at their meeting on 16 March 2021 and approved for it to proceed to Council for formal approval.

Portfolio Spokesperson: Cr Steve Cooper

Chief Legal Officer's Comments:

Section 235(b) of the *Local Government Regulation 2012* allows the local government to resolve that it is satisfied that it would be impractical or disadvantageous for the Council to invite quotes or tenders as this is a specialised supplier.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

Nominating Amazon Web Services as a specialised supplier provides a mechanism to mitigate the significant costs involved for Council to now change providers of cloud services. Council would suffer a cost disadvantage if they were to change providers. A significant body of work would be required to change providers when considering training, uplift, data transfer and migration.

Adequate budget is provided for cloud hosted services to cover this arrangement.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Attachments:

Nil

Recommendation:

That:

- a) **Council enter into an arrangement with Amazon Web Services Inc for the provision of cloud hosted services without first inviting written quotes pursuant to Section 235(b) of the *Local Government Regulation 2012*; and**
- b) **this arrangement be made for a period of 5 years.**

**Item****30 March 2021****Item Number:**

H1

File Number:**Part:**

INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

Renewal of Lease - Optus Mobile Pty Limited ACN 054 365 696 - Lot 4 on CP B158248

Report Author:

Nicole Sabo, Property & Leases Officer

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

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

Background:

Lot 4 on CP B158248, known as the North Bundaberg Water Tower, is a State-owned Reserve for Local Government for which Council is the Trustee ('Property').

Optus Mobile Pty Limited ACN 054 365 696 ('Optus') leases part of the Property. Council entered into a lease with Optus commencing on 1 February 2011. The lease has now expired.

Optus wish to enter into a new lease. The term of the new lease will be for approximately 5 years and will expire no later than 30 November 2026. Rent will be for market value and the lease will contain an early termination clause to allow Council to terminate the lease upon notice, if required. Optus will be responsible for outgoings under the lease. All other standard Council leasing terms will apply.

Council proposes to apply the exception to the tender/auction requirements contained in section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) given that the disposal is for the purposes of renewing the lease of the land to an existing tenant of the land.

Associated Person/Organization:

Optus Mobile Pty Limited

Consultation:

Nil

Chief Legal Officer's Comments:

Section 236(1)(c)(iii) of *Local Government Regulation 2012* (Qld) allows Council to dispose of an interest in a valuable non-current asset other than by tender or auction on the basis the disposal is for the purpose of renewing a lease to an existing tenant and rent is for 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.

Attachments:

Nil

Recommendation:

That:

- 1. Council apply the exception contained in section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and**
- 2. the Chief Executive Officer be authorised to enter into a Lease with Optus Mobile Pty Limited for part of the land at Lot 4 on CP B158248.**

**Item****30 March 2021****Item Number:**

H2

File Number:**Part:**

INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

Renewal of Lease - Optus Mobile Pty Limited ACN 054 365 696 - Lot 12 on RP14483

Report Author:

Nicole Sabo, Property & Leases Officer

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

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

Background:

Council is the freehold owner of Lot 12 on RP14483, known as the Childers Water Tower ('Property').

Optus Mobile Pty Limited ACN 054 365 696 ('Optus') leases part of the Property. Council entered into a lease with Optus commencing on 14 June 2010. The lease has expired and is currently operating pursuant to the holding over provision.

Optus wish to enter into a new lease. The expiry date of the new lease will be no later than 13 June 2025. Rent will be for market value and the lease will contain an early termination clause to allow Council to terminate the lease upon notice, if required. Optus will be responsible for outgoings under the lease. All other standard Council leasing terms will apply.

Council proposes to apply the exception to the tender/auction requirements contained in section 236(1)(c)(iii) of the *Local Government Regulation 2012* (Qld) given that the disposal is for the purposes of renewing the lease of the land to the existing tenant of the land.

Associated Person/Organization:

Optus Mobile Ptd Limited

Consultation:

Nil

Chief Legal Officer's Comments:

Section 236(1)(c)(iii) of *Local Government Regulation 2012* (Qld) allows Council to dispose of an interest in a valuable non-current asset other than by tender or auction on the basis the disposal is for the purpose of renewing a lease to an existing tenant and the rent is for 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.

Attachments:

Nil

Recommendation:

That:

- 1. Council apply the exception contained in section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and**
- 2. the Chief Executive Officer be authorised to enter into a Lease with Optus Mobile Pty Limited for part of the land at Lot 12 on RP14483.**



Item

30 March 2021

Item Number:	File Number:	Part:
K1	526.2018.68.1	PLANNING

Portfolio:

Planning & Development Services

Subject:

Request to vary terms of Bundaberg Open for Development Infrastructure Agreement – DA526.2018.68.1

Report Author:

Michael Ellery, Group Manager Development

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

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

Background:

This report relates to a request from the owner of the proposed developer of the Kepnock District shopping centre, Prime Projects Property Development Pty Ltd, to vary the terms of the draft Bundaberg Open for Development Infrastructure Agreement relating to approval DA526.2018.68.1.

Council may recall that at its meeting of 24 November 2020 it resolved the following in relation to the draft Infrastructure Agreement for this development:

That:

- a) ***Planning Initiatives on behalf of Prime Projects Pty Ltd and Janam Pty Ltd be advised that Bundaberg Regional Council does not agree to vary the maximum discount amount of \$1 million for DA526.2018.68.1 under the current draft Bundaberg Open for Development 2016 Infrastructure Agreement.***
- b) ***the request to amend the draft infrastructure agreement to confirm that the footpath in Santalucia Boulevard need only be constructed to the standard required in the conditions of approval if the option to build it to trunk standard is not exercised be agreed to; and***
- c) ***the request to change the date for Substantial Commencement of the development in the draft IA to 31 July 2021 be agreed to.***

At about the same time that Council was considering the above, the owner lodged two further applications, being:

- 521.2020.182.1 – Development application for reconfiguring a lot – 1 into 2 lots properly made on 16 November 2020.
- 526.2020.242.1 – A change application for a minor change to the approval and conditions of the material change of use approval (as modified on 21 December 2018) properly made on 7 December 2020.

Since this time, officers have been assessing both applications, including going through the standard draft conditions phase. Both applications are currently awaiting further information from the applicant before a determination can be made, noting that the change application has been withdrawn and will be relodged shortly with further changes necessary to ensure that any approval of the ROL will operate efficiently in sync with the existing MCU approval.

By email of 23 March 2021, the owner has now requested three changes to the draft infrastructure agreement (see attached). In summary these are:

1. Add the ROL application into the agreement, so that the civil works (eg construction of Santalucia Boulevard) necessary for this approval will satisfy the requirement to achieve Substantial Commencement by the required date;
2. Extend the due date for Substantial Commencement by 3 months to 30 November 2021 to allow sufficient time for civil works to be designed and construction to commence; and
3. Clarify that the payment of any reduced infrastructure amount under the IA is to occur prior to the commencement of the use of each relevant stage and not prior to plan seal for the ROL.

Consideration

In relation to the above three points of the request, it is considered:

1. This is a minor change that can be supported. The substantial civil works to be done for the ROL are the same works that would have been done for Stage 1 of the MCU but are now brought forward to facilitate the creation of proposed Lot 901. This change could be made by including the works necessary for the ROL into the definition of Substantial Commencement.
2. Although the delays are not of Council's doing, it is noted that the developer has cooperatively engaged in discussions with officers to work through a number of complex matters that needed to be resolved to allow the development to proceed as envisaged taking into account the new application for the reconfiguration. Substantial progress has also been made on other aspects of the development, including the earthworks and drainage detailed engineering designs. Given the work that has been ongoing to progress the development since Council's last resolution of the Substantial Commencement date, a further 3-month extension is considered to be appropriate in this instance; and

3. This change is also minor. The reduced infrastructure amount was not intended to apply to the ROL in any event, having not formed part of the original application for the incentives. The charges in the draft agreement relate to the MCU component of the development, and this change can easily be made by removing any reference to payment prior to plan sealing, which was a standard clause included in the template agreement covering all developments that may have applied for the incentives before they closed in 2019.

Associated Person/Organization:

Not applicable

Consultation:

No Consultation has been undertaken in relation to the matters of this report

Chief Legal Officer's Comments:

If the Council is minded to agree to the changes outlined in this report, these changes will be reflected within the Infrastructure Agreement that will legally bind the parties to its terms. Prior to the issuance of the final draft, the Infrastructure Agreement would be reviewed by Council's solicitors Connor O'Meara.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

As reported previously, the below table outlines the applicable charges, the discounted charges, and potential offsets for the optional footpath construction:

Infrastructure Amount	Applicable Discount	Reduced Infrastructure Amount	Offsets	Total charge payable
Stage 1 - \$1,060,524.00	50%	\$530,262.00	\$195,280.00	\$334,982.00
Stage 2 - \$177,633.00	50%	\$88,816.50	\$0	\$88,816.50
Stage 3 - \$39,033.00	50%	\$19,516.50	\$0	\$19,516.00
Stage 4- \$1,029,870.00	50%	\$668,465.00	\$0	\$688,465.00
Total - \$2,307,060.00		\$1,307,060	\$195,280.00	\$1,111,780

As per clause 6.1 of the current agreement, the total monetary value of the Applicable Discount for all Stages is not to exceed one million dollars.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Attachments:

↓1 Locality Plan - 106 FE Walker
↓

Recommendation:

That the draft Bundaberg Open for Development Infrastructure Agreement relating to DA526.2018.68.1 be amended as requested by Janam Pty Ltd on 22 March 2021 as follows:

- A. Amend the definition of Substantial Commencement to include the civil works necessary for DA521.2020.182.1;**
- B. The date for Substantial Commencement of the development in the draft IA be changed to 30 November 2021; and**
- C. Clarify that any Reduced Infrastructure Amount is only payable prior to the commencement of the use of the applicable stage.**





Item

30 March 2021

Item Number:	File Number:	Part:
N1	.	HEALTH & REGULATORY SERVICES

Portfolio:

Community & Environment

Subject:

"Think Food Safe" Food Hygiene Rating System

Report Author:

David McNicoll, Branch Manager - Health & Regulatory Services

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus
 - 3.2.5 Provide and review systems, programs and processes to ensure effective and efficient service delivery to meet community expectations.

Background:

Council launched the Eatsafe program on 1 July 2014.

Despite a significant investment and various benefits of Eatsafe, the take up rate and display rate of the Eatsafe logo by our food businesses has not been high.

1. Why Eatsafe is not working:

- A fully complying 3-star rating under Eatsafe is considered "good." Very few premises will display a 3-star rating as this is considered "average" by consumers.
- A 5-star rating requires significant paperwork, and this is difficult for our food premises to implement and maintain; even for some of our excellent food premises.
- Consumers are not actively looking for premises displaying an Eatsafe logo.
- Eatsafe is not flexible and can't be modified to include new priorities such as, eat healthy, the effective use of COVID plans or the promotion of locally grown foods.

Health Services want to reward all food premises that are fully compliant with the Food Standards.

Many other Councils are experiencing similar problems.

Queensland Health understand the benefits and limitations of Eatsafe and have flagged their interest in developing a Model Food Safety program for Queensland. There has been no progress on this commitment for 5 years and no indication this will change.

A rating system shows a business the items that need attention and gives an incentive to do better.


To implement a Food Hygiene rating system that can be more widely used by businesses in the region, Council will need to take a lead, this report shows how that can be done, quickly and effectively.

2. *A summary of how the Bundaberg Regional Council **Think FOOD Safe.** system will work:*

Any business complying with the Food Safety Standards can display the **Think FOOD Safe.** logo. The better their inspection score/documentated systems the higher their discount for their food license.

- All premises that comply with the Food Safety Standards and display the **Think FOOD Safe.** logo and have basic record keeping, will receive a 10% discount (previously no discount).
- All premises with exceptional food hygiene will get an additional 10% discount (total 20%).
- All businesses with excellent record keeping will get an additional 10% discount (total 30%).

3. *Summary of changes for existing businesses:*

<p>Fully compliant:</p>  <p>Replaces:</p> <p>Current 5 star Current 4 star Current 3 star</p>	<p>86 (5 star) businesses will move from a 50% discount to a 30% discount as they achieved an:</p> <ul style="list-style-type: none"> • excellent hygiene score and • excellent documentation <p>116 businesses will move from a 25% to 20% discount</p> <ul style="list-style-type: none"> • great hygiene score and/or • good process documentation 	<p>Documentation has been reduced, saving businesses time.</p> <p>Current 24-monthly inspection replaced with 18 <u>month</u>, as the standard can drop in 24 months.</p> <p>15-month inspections frequency.</p> <p>Simplified documentation makes a 20% discount more achievable.</p>
<p>Non-compliant:</p> <p>Replaces:</p> <p>2 star and 0 star</p>	<p>150 will get a 10% discount</p> <ul style="list-style-type: none"> • comply with food standards • have adequate processes <p>50% fee increase to allow for additional inspection/s.</p> <p>100% increase if improvement notice is issued as multiple re-inspections are required.</p>	<p>Businesses will be rewarded with a 10% discount, for meeting food safety standards for the first time</p> <p>Premises cannot display: Think FOOD Safe.</p> <p>Environmental Health Officers will be working with <u>these business</u> to help them comply.</p>

4. *Partnership with Food businesses:*

Each Environmental Health Officer has been assigned a geographical part of the region and is building ongoing relationships with their food businesses; to improve their level of compliance and documentation over time.

Businesses will not lose their incentives if they rectify any issues of non-compliance in the time frames given. This builds on the positive partnership model being established.

Businesses no longer complying with the Food Safety Standards can't display the **Think FOOD Safe** logo and will lose their incentives. They can work with Council to get their incentives back after 12 months of compliance.

5. Survey 123 – Electronic inspections: these can be adapted from Eatsafe to Think Food safe.

Council's Environmental Health Team are using Survey 123 for our Food Business Inspections. The online platform replaces paper-based inspection forms and works on both tablets and mobile phones. Survey 123 also analyses the inspection results and gives a rating score that Council can use to provide incentives (either using Eatsafe scoring or using our own scoring).

There were many time-saving benefits, essential for the implementation of Survey 123. The electronic system directly inputs any required works into a letter or notice template. This means when an inspection is finished, an inspection report with requirements can be emailed directly to the business operator, with photos of issues requiring attention.

Survey 123 and Think Food Safe will integrate well and can be further improved and enhanced.

Associated Person/Organization:

Nil

Consultation:

Portfolio Spokesperson: Cr May Mitchell

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

There appear to be no policy implications. As documentation requirements are being simplified this will result in time savings for business and so we expect more will have access to discounts than current. To qualify for incentives the premises will need to display the **Think FOOD Safe** logo.

Financial and Resource Implications:

Transitioning to a BRC food safety program is simple as all the systems are in place.

- Eatsafe references and logos will need to be removed and our own logo inserted.
- Eatsafe incentives 0%, 25% and 50% will be replaced with 10%, 20% and 30%.
- Production of our own materials will be cheaper than using Eatsafe templates.
- Council can add future additional incentives for healthy menus and local foods.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Attachments:

↓1 Think Food Safe Logo

Recommendation:

That Council endorse the implementation of our own Council Food Hygiene rating system, Think Food Safe.

Attachment 1: Think Food Safe Logo

Alternative word emphasis:



Alternative wording:



DRAFT Logo sticker for use by premises:





Item

30 March 2021

Item Number:	File Number:	Part:
N2	.	HEALTH & REGULATORY SERVICES

Portfolio:

Community & Environment

Subject:

Systematic Inspection Program - Dog Registration

Report Author:

David McNicoll, Branch Manager - Health & Regulatory Services

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our People, Our Business - 3.2 Responsible governance with a customer-driven focus - 3.2.5 Provide and review systems, programs and processes to ensure effective and efficient service delivery to meet community expectations.

Background:

Dog registration is a requirement under Queensland’s *Animal Management (Cats and Dogs) Act 2008* (the Act). Dog registration and responsible dog ownership are two key purposes of the Act.

Each Council must administer and enforce the provisions of the Act, in its area. Most Councils conduct some type of annual animal registration inspection or media program to ensure up to date dog registration/owner information is maintained.

Failure to register a dog is an offence which carries a \$266 fine, however historically Council has not issued fines if the owner registers their dog within a two-week period. This practice may be leading to a situation where many dog owners simply wait until they are found, so Council may need to issue fines.

The last systematic Inspection Program for Dog Registration happened in 2014. Importantly, since the last systematic inspection program where 5000 - 7000 unregistered dogs were identified, the number of registered dogs has declined, at the same time the total number of dogs in the region has increased.

As of 10 March 2021, over 4,000 of the 16,000 currently registered dogs have not been renewed.

The community expects dogs are contained on their land and don’t bark excessively and the number of CRMs about dogs have been steadily increasing, with over 60% being about unregistered dogs.

Between February 2020 and February 2021, 346 of 648 dogs impounded (54%), were unregistered, placing a significant burden on Council's resources. The cost to Council of impounding an unregistered dog, ie, transporting, cleaning, feeding, administering medication, publishing photos, fielding enquiries, release fee processing and releasing the dog, is much higher than for registered dogs and so the community is currently bearing the costs for dealing with unregistered dogs.

This report proposes that a systematic inspection program including community public notices be commenced to ensure that all dogs are registered, and that the additional registration fees be used to improve animal management.

Associated Person/Organization:

Nil

Consultation:

Portfolio Spokesperson: Cr May Mitchell

Chief Legal Officer's Comments:

Pursuant to section 44 of the *Animal Management (Cats and Dogs) Act 2008* ("the Act") an owner of a dog is required to register the dog within 14 day of beginning to keep the dog. Fines apply for failing to register a dog in accordance with the Act.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

The costs of the systematic inspection program are from the existing 2020/21 budget, no additional funding is being requested. The income from the additional registration of 5,000 – 7,000 dogs will be between \$200,000 and \$300,000.

Full cost recovery can be considered in 2022/23 once accurate registration numbers are known.

Risk Management Implications:

The community expectations around animal management are increasing and the only way that Council can deliver effective animal management services is by the registration and microchipping of all pet dogs initially and in time pet cats (we expect all impounded cats will be microchipped).

Human Rights:

There appears to be no human rights implications.

Attachments:

[↓1](#) Systematic Inspection Program 1 May - 31 Oct 2021

Recommendation:

- 1. That Council endorse a systematic inspection program for identifying unregistered dogs in the Council area, under the provisions of the *Local Government Act 2009*, and the *Animal Management (Dogs and Cats) Act 2008*, to be conducted between 1 May 2021 and 31 October 2021.**

- 2. Public Notices be published advising of the commencement of the Systematic Inspection Program and the requirement for dog owners to register their dog/s.**
- 3. That an ongoing, annual dog registration follow up program, be introduced in 2022.**

Attachment 1: Public notice Systematic Inspection Program 1 May - 31 Oct 2021

Proposed SYSTEMATIC INSPECTION PROGRAM – Dog Registration

Bundaberg Regional Council will undertake a systematic inspection program in accordance with the provisions of the *Local Government Act 2009* and the *Animal Management (Cats and Dogs) Act 2008*.

Areas to be covered by the Program:

The program will involve a systematic inspection of properties five (5) acres in area or less located within the Bundaberg Regional Council local government region.

House to house visitations will be conducted to determine if dogs are being kept, are being properly contained and are registered. The program will focus on properties where a dog was registered in 2019/2020 but not renewed for the 2020/2021 registration period.

Purpose of the Program:

- To monitor compliance with Parts 2 and 4 – Registration and Renewal of Registration of the *Animal Management (Cats and Dogs) Act 2008*.
- To provide a more accurate record of the number and locations of dogs in the region to provide for increased services such as off leash dog parks.
- To assist as a method of identifying dogs so they can be reunited with their owners.
- To promote responsible pet ownership and ensure owners register their dogs.
- To ensure dangerous and menacing dogs are adequately contained for public safety.

Commencement and Duration of Program:

The program will commence on 1 May 2021 and end on 31 October 2021.

Further Information:

Until the end of the program, members of the public may view the resolution approving the program at Council Service Centres or at bundaberg.qld.gov.au. A copy of the resolution can be purchased from Council Service Centres for \$0.70 per page.

For more information call 1300 883 699.

**Item****30 March 2021****Item Number:**

O1

File Number:

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

Community & Environment

Subject:

Partnership & Sponsorship Grant Application – Apex Cane2Coral Fun Run

Report Author:

Heidi Mason, Team Leader Events

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

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

Background:

An application, pursuant to the Partnerships & Sponsorships grant program, has been received from the Apex Club of Bundaberg Inc, seeking Council's continued support of Cane2Coral. \$10,000 is sought in the 2020/21 financial year.

The Cane2Coral Fun Run to be held on Sunday 1 August 2021, is a well-established community event, which not only provides a healthy lifestyle event for the community but has also raised over \$530,000 for local charities. The event is designed to cater to a wide range of people and has attracted over 20,000 participants since its inception.

The 2021 Sponsorship Proposal outlines the benefits to Gold Level Sponsors (\$10,000) namely:-

- Media announcements & promotion (Facebook)
- Logo on marketing materials whenever possible
- Logo on billboards
- Logo on race bibs & race shirts
- Logo on prize certificates
- Signage at starts & finish locations
- Race day announcements
- 2 x free gala event tickets

Associated Person/Organization:

Apex Club of Bundaberg Inc

Consultation:

Portfolio Spokesperson: Cr Vince Habermann

Divisional Councillor: Cr Greg Barnes

Chief Legal Officer's Comments:

The funding is provided in accordance with Council policy.

Policy Implications:

The provision of the grant funding is in accordance with policy.

Financial and Resource Implications:

\$10,000 is allocated in 2020/2021 budget for this activity.

Risk Management Implications:

Risk management for this activity is the responsibility of Cane to Coral Classic Incorporated.

Human Rights:

There appears to be no human rights implications.

Attachments:

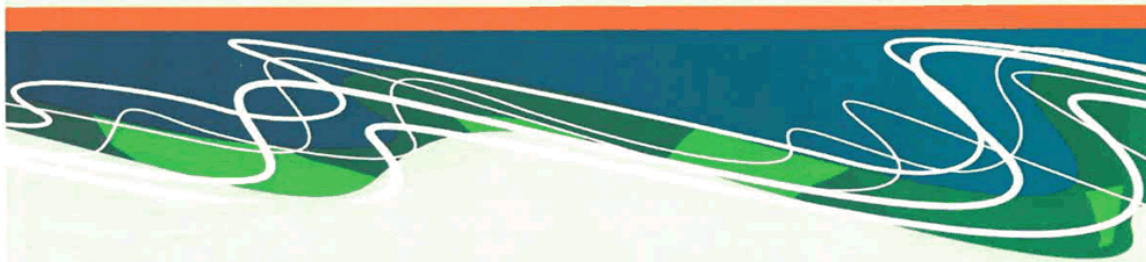
↓1 Partnership & Sponsorship Application & associated support documentation

Recommendation:

That financial support be provided to the Apex Club of Bundaberg Inc (ABN 69 116 151 311) under Council's Partnership & Sponsorships Grants Program for the Cane2Coral Fun Run 2021 - in the sum of \$10,000 (plus GST where applicable).



2021
Apex
Cane 2 Coral
Sponsorship
Proposal



Sunday, the 1st of August 2021 will mark the 1st year of the Cane2Coral Classic Fun Run Event run by Bundaberg Apex Club Inc.

2018 was the last time this successful event was run and we are pleased to say that \$46,408.00 was distributed to local charities. The total Cane2Coral donations from 2010-2018 was a massive \$483,105.00. Also through the GoFundraise page, between 2013-2018 an additional \$43,912.00 was raised. This is a fantastic outcome from a regional area and demonstrates the true spirit of this amazing community. Bundaberg APEX is excited to continue the Cane2Coral and be able to give back to the community.

We will continue with the Scenic Course introduced in 2017 that provides Fun Run participants with a more scenic view as they walk. Jog or run along one of 3 distances on offer. Bundaberg Port Marina is the start location for both the 21.1km and 10km events and Nielson Park was the start location for the 4km event. These courses provide picturesque views of the shimmering blue waters of the Coral Sea and our magnificent national parks. All distances finish at the Bundaberg Surf Life Saving Club at Nielson Park in Bargara.

The event continues to appeal to a wide range of ages as well as fitness levels. This has proved to attract different levels of engagement from individuals, families and quite a large number of teams in recent years. What a wonderful opportunity to get some friends and colleagues together to raise funds for our charity. Team Bundy Sugar holds the title of the largest team with 125 members. This is a fantastic effort and one that should be seen as a great challenge to try to improve on each year.

The 3rd annual gala fireworks spectacular, sponsored by Pacific Tug, proved a great evening for everyone with a fun packed Beach BBQ open to the public and an elegant sit down Black-Tie Dinner/Charity Fund-Raising Auction held upstairs at the Bundaberg Surf-Life Saving Club.

This shows that Cane to Coral has such a large demographic that it appeals to and many different ways that your business can be part of this fantastic event that has a ten year history of success.



Bundaberg Apex Club is in awe of the sponsors, volunteers, participants and community from the previous years.

Without our sponsors the Cane2Coral would not exist and we view them as partners in the planning, developing and execution of all components of the event.

Demographics

The event targets health and wellbeing of all ages. In keeping with tradition participant's ages ranged from young to old. The youngest registered entrant was 1 and the eldest person entered was 89. The 30-40's age group we're the largest group followed closely by the 40-50's and then the 10-19's category.

From the beginning of this event the number of women entrants has outnumbered the male entrants and that was true again for the 2019 race with 62% female and 38% male.

2019 saw a 12% increase in participants with 1762 entrants (previous year was 1580). The 4km had the highest participation with 52% followed by 10km showing 39% and 9% in the 21.1km category.

This race has maintained a healthy percentage of participants from outside the region with 26% coming from outside the 4670 area code to attend the event.

The 26% were from ACT, NSW, QLD (non 4670), SA, TAS, VIC, WA and the United Kingdom.

The overall feedback from the competitors has been very positive with many participants' taking the time to thank the sponsors, organisers, volunteers and the police for their efforts and support.



Marketing

Media

Cane2Coral media partners ensure that the event gains maximum marketing exposure. All forms of media are contributed through their channels to the public.

Television

In past years television creates advertisements to promote the event. The coverage of the advertising is always very broad covering the whole Wide Bay region from Rockhampton to the top end of the Sunshine Coast.

Print

The Bundaberg NewsMail, part of APN, is the main print media we work with. It is planned to feature on-going stories about our entrants and their training process. Advertising through APN may be placed in the NewsMail, Gympie Times, Fraser Coast Chronicle, Gladstone Observer, Sunshine Coast Daily, Rockhampton Bulletin, Isis Town and Country and the Guardian.

This has changed in the past few years with more media going digital. We would be looking at the weekly paper as well as the online service to promote the event.

Radio

Radio creates the blanket coverage for the event in the weeks leading up to August. It incorporates many elements allowing Cane2Coral to connect with their listeners through various different mediums such as their social media and road vehicles.

With an increased focus on the broader region the radio component of Cane2Coral marketing will be further developed.



Social Media

There is always a great deal of positive talk in conversations on FaceBook. There are over 3788 FaceBook followers who are interacted with on a regular basis. Each post on FaceBook is also linked to all Instagram followers.

1000's of photos will be uploaded to Instagram where people can continue to look for themselves, family and friends.

Website

A website is the cornerstone for reaching your audience, and this is certainly true with the Cane2Coral Fun Run. Information is readily available and easy for prospective participants and the public to learn about the event and its history, to find race details, road closures and, of course, to be able to register online. There is a dedicated page to highlight our wonderful sponsors on the main menu. Google analytic track usage.

Other Promotions

It is always very hard to miss that it is Cane2Coral time with digital billboards. Gold sponsor logos are displayed on billboards.

Bundaberg Regional Council is a wonderful event partner. The other regional councils are always contacted and asked to assist in dissemination of information and development of excitement about the Cane2Coral.

A great deal of time will, again be spent making sure that the Cane2Coral is featured on all significant events and reface calendars across Queensland and, where appropriate, Australia. As many are web based it is difficult to analyse the effectiveness of the placements - however the Cane2Coral name will certainly be in as many calendars as possible.



Meet the Team

To successfully run the Cane2Coral there is a Management Committee who meets on a monthly basis to discuss the plans and offer advice and assistance. The Organizing Committee action the plans and make the event happen.

The Management Committee members for 2021 are:

President: Kaye McIntyre

Race Director: TBC

Treasurer: Steph Scanlan

Secretary: Kaye McIntyre & Tara Spotswood

Event Coordinator: Tara Spotswood

Health and Risk Management: Terry Harlick

Volunteer Manager: Eloise Wattie & Beth Starlow

The Cane2Coral Annual AGM takes place in March of each year where any updates to the committee will be announced.



Investment

Sponsorship investment categories are as follows:

Platinum #1	-	\$75,000 + in-kind LIMITED OFFER (Based on 2 year commitment)
Platinum #2	-	\$40,000 + in-kind
Diamond	-	\$20,000 + in-kind
Gold	-	\$10,000 + in-kind
Silver	-	\$5,000 + in-kind

Benefits of sponsorship of the Cane2Coral are listed below but other ideas are up for discussion.

*In the unlikely event that we have to cancel the Apex Cane 2 Coral 2021, all funds donated, in-kind and sponsorship investments will be held until the next event of Cane 2 Coral can be run.



	Platinum	Diamond	Gold	Silver
Naming rights - Overall	X			
Logo incorporated into Cane to Coral Logo	X			
Listed on Race Start Banners(s)	X	X		
Listed on Finish Banner	X	X		
Media Announcement - Local Print Media Advert	X	X		
Media Announcement & Promotion - FaceBook (FB)	X	X	X	X
Media Announcement - Email C2C exclusive Database	X			
Media Announcement - Local Radio	X			
Media Announcement - Local TV	X			
Media Announcement - General Press Release	X	X		
Marketing access to C2C Database and FB page	X			
Logo on Marketing material including posters, flyers, website, FB	X	X	X	Whenever Possible
Logo on Billboards	X	X	X	
Logo on marketing material including print ads, TVC, radio ads	X	Whenever Possible	Whenever Possible	
Logo on race shirts	X	X	X	X
Logo in race bibs	X	X	X	
Logo in distance markers	X	X		
Logo on C2C letterhead	X	Selected	Selected	
Logo on committee shirts	X			
Logo on Prize certificates	X	X	X	Selected
Signage at start	X	X	X	Selected
Signage on course	X	X		
Signage at finish	X	X	X	X
Sponsor Liaison	X	X	X	X
Race Day Announcements	X	X	X	X
GALA Event Tickets	6 FREE	4 FREE	2 FREE	2 FREE



Proposed Budget Cane To Coral Classic 2021

Section	Budget 2021
Donations	\$
Race Registration	\$50,000
Sponsorship	\$90,000
Gala Event Profit	\$20,000
Total Income	\$160,000.00
Less Expenses	
Committee Expenses	\$200
Computer Expenses	\$1,500
Consultancy Fees	\$48,800
Fuel and Oil	\$300
Meeting	\$200
Office Expenses	\$500
Postage	\$200
Race Licences	\$500
Travel and Entertainment	\$200
Marketing/Advertising/Printing	\$5,000
Race Expenses	\$1,300
General Expenses	\$600
Participants T-Shirts	\$TBC
Prize Money	\$4,000
Teams Prize Money	\$4,500
Traffic Management and security	\$14,000
Race Shirts (Hi-Vis Apparel – Volunteers & participants)	\$6000
Timing Expenses	\$12,500
Volunteer Expenses	\$1,500
Bank Fees	\$200
Insurance	\$6,000
Workcover	\$200
Total Expenses	\$110,000

**Item****30 March 2021****Item Number:**

O2

File Number:

TEN/0929

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

Community & Environment

Subject:

SmartyGrants Request

Report Author:

Kirstin Harrison, Branch Manager Community Services

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

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

Background:

SmartyGrants, Our Community Pty Ltd is a unique funding program that provides an evidence-based track record working with local government. Furthermore, Federal and State Government funding bodies utilise SmartyGrants software and funding platform. There is no program on the market of its like.

Community Development has administered the Financial Assistance Program for several years, and as the program has grown, the complexities of a transparent process have become more difficult.

In this last twelve months, the SmartyGrants Program has provided an equitable, streamlined, clear process, and a reduction of reputational risk to Council, due to firm parameters to the distribution of funding in the community.

As a grant provider, we have currently budgeted to distribute \$358,501 in the 2020/2021 budget and anticipate that the SmartyGrants program will also be expanded in the future to include our RADF Grants and any other Council grant programs. We wish to renew the contract for a five-year period at \$12,500 per annum for a total of \$62,500.

Associated Person/Organization:

SmartyGrants

Consultation:

Portfolio Spokesperson: Cr McPhee

Chief Legal Officer's Comments:

Section 235(a) of the Local Government Regulation 2012 allows the local government to resolve that it is satisfied that there is only one supplier that is reasonably available.

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.

Attachments:

Nil

Recommendation:

That:

- a) Council enter into an arrangement with Our Community Pty Ltd (SmartyGrants) for the supply of SmartyGrants software without first inviting written quotes pursuant to Section 235(a) of the *Local Government Regulation 2012*; and**
- b) this arrangement be in place until an alternative provider is available.**

**Item****30 March 2021**

Item Number:	File Number:	Part:
R1	.	SPORT, RECREATION, VENUES & DISASTER MANAGEMENT

Portfolio:

Community & Environment

Subject:

Bundaberg Regional Sport and Recreation Reference Advisory Group

Report Author:

Geordie Lascelles, Branch Manager - Parks, Sport & Natural Areas

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

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

Background:

The Terms of Reference for the Bundaberg Regional Sport and Recreation Reference Advisory Group (BRSRAG) details the membership of the group and terms. There is to be up to, but no greater than 9 members approved and appointed by Council. The BRSRAG members are appointed for a 4-year term. Council previously appointed members at its Ordinary meeting on 11 October 2016.

The Terms of Reference specifies the membership group is to include:-

- Council representatives (3) – Sport and Recreation Portfolio Councillor, Branch Manager Parks, Sport and Natural Areas, Coordinator Sport and Recreation;
- Department of Housing, Homeless and Sport Local Advisor (1);
- Education Queensland –Bundaberg District School Sport Representative (1);
- Sporting and Recreation Association representatives (actively supporting a sporting code within the Bundaberg Region);
- Facility Managers, Program Deliverers or General Community (represent a broader aspect of Sport and Recreation in the region).

Expressions of interest for membership were sought in November 2020. Bundaberg District School Sport (Primary and Secondary) nominated and endorsed Noel Stitt and Simon Gills as the Education Queensland representatives. Three expressions of

interest were received from General Community members with an active interest and involvement in sport.

An assessment process was undertaken in accordance with the terms of reference. Applications were assessed based upon their interest, knowledge and expertise relating to:

- Sporting and recreation infrastructure.
- Community capacity building, particularly the importance of volunteerism;
- Sporting, recreation, leisure, and health and fitness trends;
- Sporting and recreation networks
- A working knowledge of sport and leisure within the Bundaberg Region and Local Government context.

A review of the Terms of Reference has also been undertaken. It is recommended that a few minor administrative changes be made. The following changes are proposed :

- Renaming as an Advisory Group - The current TOR refers to Bundaberg Regional Sport and Recreation Reference Group (BRSRRG). Council resolved it was an Advisory Group on 26 May 2020.
- Removing specified numbers of members for each of the Organisations. Council resolves the membership composition anyway and the numbers in each Organisation, Association or Community may vary. Reference to the maximum number of 9 members has been retained.
- Removal of formal annual reporting requirements. Reports and recommendations can be provided to Council at any time.

Associated Person/Organization:

N/A

Consultation:

Cr Vince Habermann – Portfolio Spokesperson Sport & Recreation

Gavin Steele - General Manager Community and Environment

Geordie Lascelles - Branch Manager Parks, Sport and Natural Areas

David Field - Coordinator Sport and Recreation

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 are no budget implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Attachments:

↓1 Terms of Reference_Regional Sport and Recreation Reference Group

Recommendation:

That:

- A. Council adopt the revised Terms of Reference for the Bundaberg Regional Sport and Recreation Advisory Group**
- B. the following members be appointed to the Bundaberg Region Sport and Recreation Advisory Group for a 4 year term:-**
 - a) Cr Vince Habermann (Sport & Recreation Portfolio Councillor)**
 - b) Geordie Lascelles (Council Branch Manager Parks, Sport & Natural Areas)**
 - c) David Field (Council Coordinator Sport and Recreation)**
 - d) Linda Kleinschmidt – (Department Housing, Homelessness and Sport)**
 - e) Bradley Grogan (General Community/Sport Representative)**
 - f) Peter Bock (General Community/Sport Representative)**
 - g) Noel Stitt (Education Queensland)**
 - h) Simon Gills (Education Queensland)**



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Bundaberg Regional Council

Bundaberg Regional Sport and Recreation Advisory Group (BRSRAG)

Terms of Reference

XX-0-000 Rev.DRAFT 00/00/00 P1 of 4



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1. OBJECTIVE

The BRSRAG is required to

- Provide strategic advice and input relating to the development Council's Sport and Recreation strategies and policies;
- Engage in discussions regarding "special interest" sport and recreation topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents and
- Provide input into Council's processes relating to sport and recreation where requested e.g. provide feedback regarding projects to be considered by Council for submission to grant programs.

It also serves as a forum for consultation and discussion on specific issues that impact on sport and recreation providers.

2. SELECTION PROCESS

Membership of the BRSRAG will consist of members approved and appointed by Council.

The BRSRAG will comprise up to but no greater than nine (9) members, including:

- Council representatives – Sport and Recreation Portfolio Councilor, Branch Manager Parks, Sport and Natural Areas, Coordinator Sport and Recreation;
- Department of National Parks, Recreation, Sport and Racing Local Advisor/s;
- Education Queensland - Bundaberg District School Sport Representative/s;
- Sporting and Recreation Association representatives (actively supporting a sporting code within the Bundaberg Region);
- Facility Managers, Program Deliverers or General Community (represent a broader aspect of Sport and Recreation in the region).

Expressions of Interest (EOI) will be called for membership positions.

The BRSRAG members will be appointed for a 4 year term.

It is expected that each member will attend a minimum of 70% of BRSRAG meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

Application for membership to the BRSRAG will be assessed by a panel consisting of Council representatives on the BRSRAG and two Council officers. The decision by Council will be final with no review provision.



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Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Sporting and recreation infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting, recreation, leisure, and health and fitness trends;
- Sporting and recreation networks
- A working knowledge of sport and leisure within the Bundaberg Region and
- The provision of sport and recreation within a Local Government context.

In the event of a member resigning from the BRSRAG, a written letter of resignation is to be made to the Chairperson.

Council reserves its right to truncate the term of the BRSRAG.

3. DELEGATED AUTHORITY and DECISION MAKING

- The BRSRAG acts in an advisory capacity only and does not represent Council or make decisions on behalf of Council.
- The BRSRAG may determine and form (through its membership) specific purpose sub groups to undertake research on behalf of Council.

Meeting Procedure

The BRSRAG will meet four (4) times per calendar year and additional meetings will be scheduled if required.

Voting

No formal voting rules apply. As the Group has an advisory role, its' recommendations are made by consensus and no recommendation is deemed to be a decision of Council. Matters are to be referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Operation

- Bundaberg Regional Council Parks, Sport and Natural Areas Services will coordinate the administration of the BRSRAG, including preparation of meeting agenda and minutes;
- As with all Advisory Groups, members are not permitted in any way to purport to represent Council on the views of Council to the media;
- Bundaberg Regional Council Community Engagement and Media Relations Governance policies apply to the BRSRAG;
- The BRSRAG may agree to hear submissions/presentation from sporting and recreation groups who may wish to address the BRSRAG.

XX-0-000 Rev.DRAFT 00/00/00 P3 of 4



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Chairperson

The position of Chairperson will be Council's Sport and Recreation Portfolio Spokesperson.

If the Chairperson is not present at a meeting, any other Council representative shall be appointed Chairperson. In the absence of any other Council representative/s, the BRSRAG shall appoint a Chairperson for the purpose of conducting the meeting.

Agendas and Minutes

Agendas and Minutes must be prepared for each meeting of the BRSRAG. The Agenda must be provided to members of the BRSRAG not less than 5 working days before the time fixed for the holding of the meeting.

Items and correspondence for agenda are to be submitted in writing. (Late items – as determined by the Chairperson).

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a BRSRAG meeting must

1. contain details of the proceedings and resolutions made;
2. be self-explanatory;
3. be clearly expressed and
4. in relation to recommendations recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Reporting

Recommendations are to be submitted in writing through the Branch Manager Parks, Sport and Natural Areas and General Manager of Community and Environment who can report to Council as required.

Conduct and Interest Provisions

Conduct and interest provisions will be determined in accordance with the committee types defined in the Council Committee Policy.

Sunset Clause

The BRSRAG will sunset four years after the appointment to the BRSRAG.

XX-0-000 Rev.DRAFT 00/00/00 P4 of 4