



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 28 SEPTEMBER 2021, COMMENCING AT 10.00 AM**

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**Item****28 September 2021****Item Number:**

D1

File Number:**Part:**

EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Gift of Land to Royal Flying Doctor Service of Australia (Queensland Section) Ltd - 24 Aviation Crescent, Kensington (Lot 28 on SP311608)

Report Author:

Stephen Johnston, Chief Executive Officer

Authorised by:

Stephen Johnston, Chief Executive Officer

Link to Corporate Plan:

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

Background:

The Royal Flying Doctor Service of Australia (Queensland Section) Ltd (RFDS) intends to construct a new, state-of-the-art aviation training facility in Bundaberg. The facility will include a new flight simulator that will aid in training RFDS pilots and aircrews. The flight simulator will be the first of its kind in the southern hemisphere.

This new facility will create a benefit for the Bundaberg economy with proposed job creation during construction of the facility and then continuing into the future with up to 75 pilots visiting the Bundaberg region for periods of 2 weeks at a time, each year to complete training.

RFDS has written to Council and is seeking Council's financial support for the project with a capital grant of \$405,000.

Council is the freehold owner of the land at 24 Aviation Crescent, Kensington, being Lot 28 on SP311608, which is part of the Bundaberg Regional Airport and Aerospace Precinct ("the Land"). The Land is valued at \$405,000. The Land is the proposed site for this facility to be constructed on and it is proposed that Council gift the land to the RFDS in support of this project rather than the capital grant as requested.

Associated Person/Organization:

Royal Flying Doctor Service of Australia (Queensland Section) Ltd (ABN 80 009 663 478)

Consultation:

All councillors

Chief Legal Officer's Comments:

If Council is minded to gift the land to the RFDS then a Deed of Gift should be entered into between the parties to document the gift.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

The gift is valued at \$405,000 being the value of the land.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- 1. Council gift the land at 24 Aviation Crescent, Kensington, being Lot 28 on SP311608 to the Royal Flying Doctor Service of Australia (Queensland Section) Ltd (RFDS); and**
- 2. the Chief Executive Officer be authorised to enter into a Deed of Gift with the RFDS and attend to all things necessary to complete the transfer of the Land to the RFDS.**

**Item****28 September 2021****Item Number:**

F1

File Number:**Part:**

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 1 September 2021

Report Author:

Simon Muggeridge, Deputy Chief Financial Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

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

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

[↓](#)1 Financial Summary September 2021

Recommendation:

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

Financial Summary
as at 01 Sep 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 - 17%</i>															
Recurrent Activities															
Revenue															
Rates and Utility Charges	82,624,473	165,515,095	50%	42,297,659	85,050,095	50%	8,263,018	16,425,000	50%	16,115,626	32,215,000	50%	15,948,170	31,825,000	50%
Less: Pensioner Remissions	(846,535)	(1,719,000)	49%	(846,535)	(1,719,000)	49%	-	-	-	-	-	-	-	-	-
	81,777,938	163,796,095	50%	41,451,124	83,331,095	50%	8,263,018	16,425,000	50%	16,115,626	32,215,000	50%	15,948,170	31,825,000	50%
Fees and Charges	5,892,476	29,378,972	20%	3,952,351	19,320,269	20%	1,440,900	7,338,503	20%	159,889	1,007,000	16%	339,336	1,713,200	20%
Interest Revenue	162,154	1,285,800	13%	162,154	1,285,800	13%	-	-	-	-	-	-	-	-	-
Grants, Subsidies and Donations	2,019,404	12,690,949	16%	2,017,644	12,530,949	16%	1,760	160,000	1%	-	-	-	-	-	-
Sale of Developed Land Inventory	79,118	-	-	79,118	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	89,931,090	207,151,816	43%	47,662,391	116,468,113	41%	9,705,678	23,923,503	41%	16,275,515	33,222,000	49%	16,287,506	33,538,200	49%
Expenses															
Employee Costs	13,153,138	77,219,760	17%	10,171,395	59,913,940	17%	1,134,183	6,216,593	18%	911,741	5,439,956	17%	935,820	5,649,271	17%
Materials and Services	12,897,417	71,969,416	18%	8,663,772	41,365,490	21%	2,069,013	12,474,295	17%	1,077,976	8,041,750	13%	1,086,656	10,087,881	11%
Finance Costs	645,577	4,077,695	16%	293,223	1,471,695	20%	129,459	855,000	15%	190,043	1,520,000	13%	32,852	231,000	14%
Depreciation	8,949,926	53,699,553	17%	6,321,976	37,931,853	17%	261,133	1,566,800	17%	1,175,650	7,053,900	17%	1,191,167	7,147,000	17%
Total Recurrent Expenditure	35,646,058	206,966,424	17%	25,450,365	140,682,978	18%	3,593,788	21,112,688	17%	3,355,410	22,055,606	15%	3,246,495	23,115,152	14%
Operating Surplus	54,285,032	185,392		22,212,026	(24,214,865)		6,111,890	2,810,815		12,920,105	11,166,394		13,041,011	10,423,048	
Transfers to															
NCP Transfers	-	-	-	-	(17,415,802)	-	-	633,711	-	-	8,700,779	-	-	8,081,312	-
Total Transfers	-	-		-	(17,415,802)		-	633,711		-	8,700,779		-	8,081,312	
Movement in Unallocated Surplus	54,285,032	185,392		22,212,026	(6,799,063)		6,111,890	2,177,104		12,920,105	2,465,615		13,041,011	2,341,736	
Unallocated Surplus/(Deficit) brought forward	43,087,685	43,087,685		(25,837,122)	(25,837,122)		17,804,847	17,804,847		14,701,184	14,701,184		36,418,776	36,418,776	
Unallocated Surplus/(Deficit)	97,372,717	43,273,077		(3,625,096)	(32,636,185)		23,916,737	19,981,951		27,621,289	17,166,799		49,459,787	38,760,512	
Capital Activities															
Council Expenditure on Non-Current Assets	9,286,812	115,353,211	8%	7,731,475	89,879,636	9%	180,120	3,689,168	5%	386,203	5,717,098	7%	989,014	16,067,309	6%
Loan Redemption	-	6,532,000	0%	-	3,243,000	0%	-	741,000	0%	-	2,193,000	0%	-	355,000	0%
Total Capital Expenditure	9,286,812	121,885,211	8%	7,731,475	93,122,636	8%	180,120	4,430,168	4%	386,203	7,910,098	5%	989,014	16,422,309	6%
Cash															
Opening balance	149,144,168	89,514,414													
Movement - increase/(decrease)	8,313,795	14,824,528													
Closing balance	157,457,963	104,338,942													

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

Financial Overview				
	YTD Actual*	YTD Budget		Variance
Operating Income	36.0m	35.2m	✓	0.7m
Operating Expenditure	35.6m	35.2m	✗	0.5m
Operating Surplus/(Deficit)	0.3m	0.0m	✓	0.3m
Capital Expenditure	9.3m	12.3m	✗	-3.0m
Cash	157.5m	159.9m	✗	2.5m

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

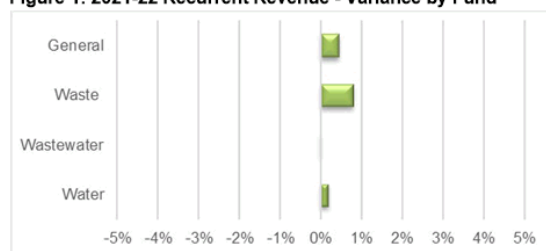
Overall

- As reported for July 2021 monthly financial report, it is highlighted that accounting adjustments for 2020-21 and 2021-22 reversal of prior year accruals have not yet been fully processed. Accordingly, the monthly financial results are subject to finalisation. External auditors are expected in September 2021.
- 2021-22 first budget review was adopted at Council's Ordinary Meeting on 31 August 2021 – being increases in capital grants by \$1.3 million and capital expenditure by \$18.7 million, which are reflected in the budget for this month.

Recurrent Revenue

- Rates and utility charges were levied in July 2021 for the first 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 (YTD) budget. Dog and health registrations are issued annually which reflects higher values in the early months. The housing activity continues to positively influence results with YTD actuals being higher comparative to budget for Planning and Development (24% YTD actual against 17% year comparative); Water Plumbing Compliance (30%), Revenue Services (search fees and change of ownership) (22%), Holiday Parks sites (majority) are trending in line with estimate whilst Airport revenue is lower due to reduced flight frequency and passenger numbers following south-east Queensland restrictions during July 2021 and broader lockdowns across Australian states (month of July 2021 was 30% lower June and 40% lower than May 2021 being the highest passengers in past twelve months).
- Interest revenue is marginally lower than the YTD budget. Interest on Investments is trending in line with budget although interest rates are lower than estimated, it is balanced against a higher cash balance. Interest on overdue rates is not yet reflected in the accounts given interest will be processed after rates due date.
- Grants, Subsidies and Donations are less than the YTD budget. This is expected and reflects the payment cycle of many grants being paid quarterly - \$1.2m of Financial Assistance Grant was received during August (\$8.5m annual estimate).
- Council has settled one parcel of Land Developed for Sale this financial year. Any conditional contracts are not reflected in the financial summary. There was no annual budget allocated in the original budget for this item, with budget traditionally being provided once contracts have become unconditional at the time of formalising the budget.

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

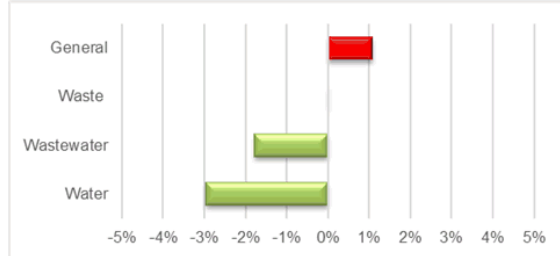


- Figure 1 presents the view across the funds being favourable or neutral, it is too early in the financial year for any reasonable analysis, outside those presented above. The General Fund budget anticipates a 2022-23 early payment of the Financial Assistance Grant (FAG) in June 2022.

Recurrent Expenditure

- Employee Costs are tracking on budget.
- Materials and Services are approximate to YTD budget. At a fund level, General actuals are showing marginally higher due to annual payments such as insurances, whilst Wastewater and Water actuals are under budget. Non-capital projects overall are comparatively underbudget (\$0.6 million spend against \$7.9 million budget).
- Finance Costs and Depreciation are set to be in line with YTD budget.

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



- Figure 2 shows General Fund is marginally unfavourable and Wastewater and Water Funds are trending favourable comparatively to appropriate budget, with comments outlined above under Materials and Services.

Capital Expenditure and Capital Grants

- Year-to-date capital expenditure is \$9.3 million (YTD budget \$12.3 million; total budget \$121.9 million).
- Historically quarter 1 has lower expenditure given the focus has been on end of prior financial year clearance and budget carryover. Therefore it is too early to reflect on indications illustrated in Figure 3 (capital expenditure profile against expected cashflows), Figure 4 (percentage of capital expenditure) and Figure 5 (capital expenditure by asset class this financial year).
- Capital grants are predominately on track. Council has received \$6.5m being an upfront half of the grant allocation for the Anzac Pool development (from Works for Queensland 2021-2024).

Figure 3: 2021-22 Capital Expenditure

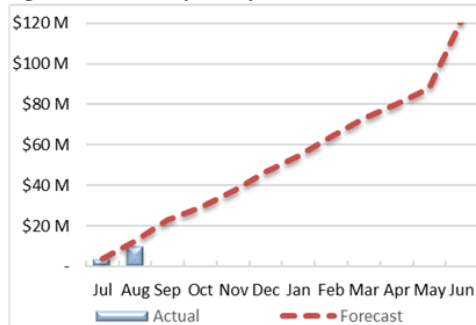


Figure 4: 2021-22 Capital Expenditure (financial delivery)

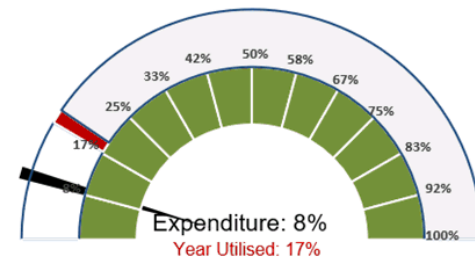
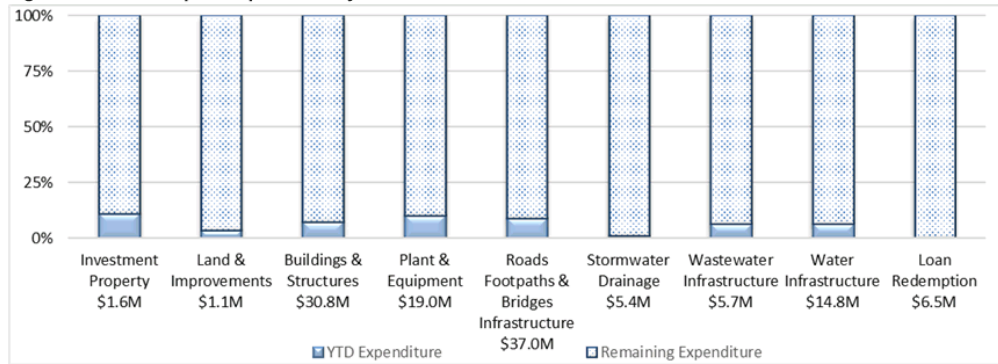


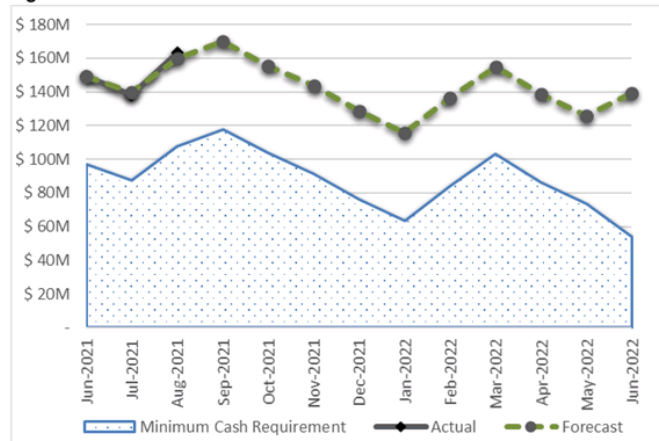
Figure 5: 2021-22 Capital Expenditure by Asset Class



Cash

- The cash balance at close of business on 31 August 2021 was \$163.4 million, being an increase of \$25.2 million from 31 July 2021 (\$138.2 million). Historically, July reflects a decreasing cash position as a result of outgoings on operations and delivery of the capital program, whilst August and September reflect inflows from rates and fees and charges (e.g. annual animal and health licences).
- No short-term liquidity issues are foreseeable.
- The actual and forecast cash movement is illustrated in Figure 6. The forecast has been adjusted following budget review #1 along with resetting for the opening cash position.

Figure 6: 2021-22 Cash Profile



Rates Debtor

- Rates outstanding at the end of August 2021 were \$42.2 million, with rates due on 2 September 2021. Comparatively, at 31 July 2021 the rates outstanding was \$82.6 million (reflecting the July-December 2021 half year rates being levied during July 2021).
- Prepayments at August month end had a balance of \$3.1 million (this is the value after levy applied).

**Item****28 September 2021****Item Number:**

G1

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

Background:

The Audit and Risk Management Committee met on the 13 May 2021, 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.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

[↓](#)1 Audit & Risk Committee Minutes 13 May 2021

Recommendation:

That the minutes of the Audit and Risk Committee meeting held on 13 May 2021 be received and noted.



AUDIT & RISK COMMITTEE MINUTES

Meeting held Thursday 13 May 2021, commencing at 11.30 am
Council Committee Room, 190 Bourbong Street, Bundaberg

Committee Attendance:

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

By Invitation:

Amanda Pafumi, General Manager Organisational Services
Amy Crouch, Senior Governance Officer
Christine Large, Chief Legal Officer
Colin Warmington, Manager Strategic Assets
Emma Edwards, Statutory Accounting Team Leader
Gavin Steele, General Manager Community & Environment
Jodie Bowden, Financial Controller
John McMullen, Quality Auditor
Simon Muggerridge, Acting Chief Financial Officer
Stephen Johnston, Chief Executive Officer
Stuart Randle, General Manager Infrastructure Services
Nicole Miller, Business Improvement Lead Organisational Services (minuter)

By Invitation via Teleconference:

Alex Makar, KPMG Internal Audit
Allan Diano, Queensland Audit Office
Bruce Janke, Maintenance Planner
Clayton Russell, Pitcher Partners
David Howie, KPMG Risk Advisor
Deborah Arghyros, KPMG Internal Audit

1. Welcome & Apologies

Stephen Coates welcomed all attendees to the meeting.

Apologies were noted from:

- Jason Evans, Pitcher Partners

2. Conflict of Interest & Declaration of Members

Stephen Johnston

- CEO updated the committee about a recent appointment of a close family member to an administrative role in the tax division at Pitcher Partners. The Committee noted this declaration and determined there was no conflict arising.

3. Confirmation of Minutes and Outstanding Action

It was agreed that the minutes of the meeting held 28 January 2021, be taken as read and confirmed.

Minutes were moved by Cr. Cooper and seconded by Cr. Dempsey.

4. Internal Quality Audit Update

a. Internal Quality Audit Progress Report

John McMullen presented the internal quality audit progress report, updating the committee on the findings of Audit Report 202101 Respirable Crystalline Silica Dust, Audit Report 202107 Management Requirements of ISO/IEC 17025 and Audit Report 202110 Millbank Recycled Water Management Plan, and addressed any queries raised. The status of 32 outstanding corrective actions was provided.

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

John McMullen provided an update to the Committee on the Immunisation Report noting that Council staff health records are stored in Objective Councils Electronic Document and Records Management System (EDRMS) and Authority Councils Enterprise Resource Planning (ERP) which both have security controls in place.

11.40 am John McMullen left meeting

5. CEO Verbal Update

Stephen Johnston provided a verbal update on Councils draft budget and service level review, the Airport operations, EBA negotiations and a spike in development and land sales which has led Council to explore the development of more land lots. Discussion was held about the role of the OIA and CCC with further updates provided in the integrity matters report. It was noted no future IT projects are planned other than the finalisation of the water services project and upgrading Councils ERP, Civica to the more current version. The Committee were briefed about the QTC credit review that was recently completed and the results of this review were noted by the Committee.

12.10 pm David Howie & Amy Crouch entered meeting

6. Internal Audit Update

a. Strategic Internal Audit Plan FY2022/2024

Deborah Arghyros presented the proposed Strategic Internal Audit Plan FY2022/24 providing clarification on the reduction of audits per year compared to previous years, and addressed any queries raised.

It was agreed that the Strategic Internal Audit Plan FY2022/24 be endorsed by the Committee with the addition of a column showing the link between the Audit and Corporate Plan; the Committee recommends approval of the Strategic Internal Audit Plan FY2022/24 by the Chief Executive Officer.

12.35 pm Alex Makar and Mitch Miller entered meeting

b. Internal Audit Status Report

Deborah Arghyros, David Howie and Alex Makar presented the internal audit quarterly report, updating the Committee on findings from the Internal Inflight Review of the Works Management System Project and Infrastructure Charges Audit Report, and addressed any queries raised.

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

1.10 pm Clayton Russell, Alan Diano, Emma Edwards & Jodie Bowden entered meeting

c. Continuous Controls Assurance Update

Amanda Pafumi presented an update on the outstanding continuous controls assurance audit actions.

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

1.15 pm David Howie, Alex Makar & Mitch Miller left meeting

7. External Audit

a. Briefing Paper

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

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

b. 2021 Interim report to the Mayor

The 2021 Interim report to the Mayor was presented to the Committee for noting.

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

1.30 pm Clayton Russell & Alan Diano left meeting

8. Financial Reporting

a. Assessment of Financial Information

Simon Muggeridge presented the financial summary 1 April 2021, adopted by Council on 27 April 2021.

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

b. 2021/2022 Budget Update

Simon Muggeridge spoke to the report, and addressed any queries raised.

It was agreed that the information contained in the report, be noted by the committee and feedback on the corporate policies be provided to Simon Muggeridge.

Note: *Procurement Policy will be sent out of session.*

Action: *The latest Delegations Policy will be emailed to the Committee out of session and added to the agenda for noting in September's Audit & Risk Committee meeting after June adoption.*

c. Review of 2020-2021 Shell Financial Statements

Simon Muggeridge spoke to the report, and addressed any queries raised.

It was agreed that the 2020-2021 Shell Financial Statements attached to the report be reviewed by the Committee and feedback provided to Simon Muggeridge.

1.40 pm Colin Warmington & Bruce Janke entered meeting

d. Annual Asset Valuation Report

Simon Muggeridge and Colin Warmington spoke to the report, and answered any queries raised.

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

1.45 pm Colin Warmington & Bruce Janke left meeting

e. Assessment of Financial Statement Preparation Maturity

Simon Muggeridge spoke to the report, and addressed any queries raised.

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

1.49 pm Emma Edwards & Jodie Bowden left meeting; David Howie entered meeting

9. Assessment of Risks

a. Quarterly Risk Review

David Howie spoke to the quarterly risk review and provided the committee with an update on the Risk Pulse Check addressing any queries raised.

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.

2.07 pm David Howie left meeting

10. 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. Insurance 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.

c. Integrity Matters

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.

Action: *Christine Large will report back to the Committee on the results from the Code of Conduct & Fraud and Awareness training.*

d. Compliance Management Policy

Amanda Pafumi spoke to the policy and advised the Committee that amendments will be made to the tabled policy presented in the agenda.

It was agreed that the new Compliance Management Policy will be tabled out of session.

11. Other Reports/Business

a. Audit & Risk Committee Matrix

Amanda Pafumi spoke to the Audit & Risk Committee Matrix, and addressed any queries raised.

It was agreed that the information contained in the report, be noted by the Committee and the Audit and Risk Committee Matrix be endorsed by the Chair and the Audit & Risk Committee Charter be referred to Council for adoption.

Note: *The Audit and Risk Committee Matrix will remain a standing agenda item for future meetings.*

Next Meeting – 2 September 2021

Meeting Closed 2.20pm



Stephen Coates
Committee Chair

**Item****28 September 2021****Item Number:**

G2

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Specialised Supplier - Seek Limited - Staff Recruitment Advertising

Report Author:

Jon Rutledge, Manager People, Safety & Culture

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

Council routinely undertakes advertising in the process of staff recruitment. Council spend was approximately \$50,000 with Seek Limited in the 2020/2021 financial year. Seek's minimum spend on advertising packages is above Council's minimum amount for not requiring competitive quotes, however there are no comparative organisations from which to obtain quotes. No other supplier has the same reputation, capabilities, reach or engagement opportunities. Using an alternative supplier introduces risk of Council not receiving the highest calibre of skilled applicants applying for vacant positions. Seek Limited provide Council with the best access to the greatest number of candidates. Electing to use one of the smaller providers may lead to a decline in recruitment calibre, delay in recruiting timelines, inability to access the largest market segment across the country and a potential decline in the number of applicants per position. Seek Limited has the dominating market share, proven results, and the ability to integrate with Councils Talent Management System (SCOUT).

A Specialised Supplier agreement will remove the impracticalities of the requirement for quotes and provide an opportunity to negotiate improved pricing on an annual basis.

Associated Person/Organization:

Seek Limited

Consultation:

Procurement Board

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:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- **Council enter into an arrangement with Seek Limited for the staff recruitment advertising without first inviting written quotes pursuant to Section 235(b) of the *Local Government Regulation 2012*; and**
- **this arrangement be made for a period of 3 years from 1 July 2021 to 31 July 2024.**

**Item****28 September 2021****Item Number:**

G3

File Number:**Part:**

GOVERNANCE

Portfolio:

Organisational Services

Subject:

Sale of Lots 34, 35 and 38 on SP210113 - Heritage Oaks Estate, Childers

Report Author:

Nicole Sabo, Property & Leases Officer

Authorised by:

Amanda Pafumi, General Manager Organisational Services

Link to Corporate Plan:

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

Background:

Council is the freehold owner of Lots 34, 35 and 38 on SP210113 at Heritage Drive, Heritage Oaks Estate, Childers ('Lots'). Council has previously resolved to sell the Lots as they are surplus to Council's needs.

The Lots were previously offered for sale by auction at which the auction was not successful, and the Lots were passed in. Council has received offers to purchase the Lots. The offers to purchase the Lots presented to Council are for market value.

Associated Person/Organization:

N/A

Consultation:

N/A

Chief Legal Officer's Comments:

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

The disposal must not be for less than market value.

Policy Implications:

There appears to be no policy implications.

Financial and Resource Implications:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- 1. Council apply the exception contained in section 236(1)(a)(i) of the *Local Government Regulation 2012* to the disposal of Lot 34, 35 and 38 on SP210113; and**
- 2. the Chief Executive Officer be authorised to enter into a Contract of Sale with the Buyers and attend to all items required to finalise the sale of the Lots.**



Item

28 September 2021

Item Number:	File Number:	Part:
H1		INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

Specialised Supplier Arrangement - Komatsu Parts and Repairs

Report Author:

Andrew Railz, Branch Manager Fleet & Trade Services

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

Our infrastructure and development - 2.2 Sustainable and affordable essential services - 2.2.4 Provide effective and efficient fleet and trade services for operations and projects across Council.

Background:

Council has within its fleet, 5 plant items of Komatsu brand. These 5 plant items are serviced in-house by Council’s Fleet Services department, with specialised repairs being undertaken by the manufacturer’s authorised agent. Fleet Services’ policy is to only use genuine parts and factory authorised repairs to ensure quality and to maintain warranty integrity.

A previous Specialised Supplier arrangement with Komatsu Gladstone for Komatsu Parts and Repairs under TEN/0457 was approved by the Procurement Board and endorsed by Council in 2018. This is due to expire on 24 September 2021. This submission and resulting contract will replace that arrangement from its effective date.

Council's spend with Komatsu since 2018 is below. It cannot be determined exactly how much of this spend is specifically on Komatsu parts and repairs.

Year	Spend (ex GST)
2018	\$ 19,343.25
2019	\$792,641.68
2020	\$168,068.66
2021	\$ 4,057.98

It is standard industry practice for machinery manufacturers to only appoint one authorised agent per sales territory. Komatsu's website confirms that Komatsu Gladstone is Bundaberg's closest supplier.

It is proposed an arrangement with Komatsu be entered into pursuant to section 235(b) of the *Local Government Regulation 2012* as it is considered that it would be impractical for Council to invite tenders.

Associated Person/Organization:

Komatsu Australia Pty Ltd

Consultation:

Portfolio Spokesperson: Cr Bill Trevor

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:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- **Council enter into an arrangement with Komatsu Australia Pty Ltd for the supply of Komatsu Parts and Repairs, without first inviting written tenders pursuant to section 235(b) of the *Local Government Regulation 2012*; and**
- **this arrangement be made for a period of 3 years from October 2021 to October 2024.**



Item

28 September 2021

Item Number:	File Number:	Part:
H2	.	INFRASTRUCTURE

Portfolio:

Infrastructure Services

Subject:

Specialised Supplier Arrangement - John Deere Parts and Repairs

Report Author:

Andrew Railz, Branch Manager Fleet & Trade Services

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

Our infrastructure and development - 2.2 Sustainable and affordable essential services - 2.2.4 Provide effective and efficient fleet and trade services for operations and projects across Council.

Background:

Council has within its fleet, 28 plant items of John Deere brand. These 28 plant items are serviced in-house by Council’s Fleet Services Department, with specialised repairs being undertaken by the manufacturer’s authorised agent. Fleet Services’ policy is to only use genuine parts and factory authorised repairs to ensure quality and to maintain warranty integrity.

A previous Specialised Supplier Arrangement with Vanderfield Bundaberg for John Deere parts and repairs under TEN/0454 was approved by the Procurement Board and endorsed by Council in 2018. This is due to expire on 24 September 2021. RDO Equipment Pty Ltd is the parent company of Vanderfield and now operates as RDO Equipment under ABN 58 060 286 759. This submission and resulting contract will replace that arrangement from its effective date.

Council’s spend with RDO Equipment Pty Ltd across CPC and Purchase Order is as below. It cannot be determined exactly how much of this spend is specifically on John Deere parts and repairs.

Financial Year	Spend (ex GST)
2019	\$53,031.61
2020	\$ 4,453.33
2021 to date	\$65,073.09

It is standard industry practice for machinery manufacturers to only appoint one authorised agent per sales territory. John Deere's website confirms that RDO Equipment Pty Ltd is Bundaberg's local supplier. The invitation of quotes is impractical due to the costs that would be involved with transport, in addition Council's buy local policy favours local suppliers.

It is proposed an arrangement with RDO Equipment Pty Ltd be entered into pursuant to section 235(b) of the *Local Government Regulation 2012* as it is considered that it would be impractical for Council to invite tenders.

Associated Person/Organization:

RDO Equipment Pty Ltd

Consultation:

Portfolio Spokesperson: Cr Bill Trevor

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:

There appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That:

- **Council enter into an arrangement with RDO Equipment Pty Ltd for the supply of John Deere parts and repairs, without first inviting written tenders pursuant to section 235(b) of the *Local Government Regulation 2012*; and**
- **this arrangement be made for a period of 3 years from October 2021 to October 2024.**

**Item****28 September 2021****Item Number:**

J1

File Number:**Part:**

WATER & WASTEWATER

Portfolio:

Infrastructure Services

Subject:

Wide Bay Burnett Urban Water Alliance - Membership

Report Author:

Narelle D'Amico, Branch Manager Water Services

Authorised by:

Stuart Randle, General Manager Infrastructure Services

Link to Corporate Plan:

Our community and environment - 1.1 Economic growth and prosperity - 1.1.4 Develop a sustainable pipeline of strategic projects that support organisational and economic development objectives, including procuring external grant funding.

Background:

Council previously endorsed negotiations be undertaken, led by Chair, Narelle D'Amico, to develop the Wide Bay Burnett Urban Water Alliance with the following Councils:

- Aboriginal Shire of Cherbourg
- North Burnett Regional Council- yet to formalise.
- South Burnett Regional Council- formal approval 11 August.
- Gympie Regional Council – formal approval 25 August.
- Fraser Coast Regional Council- Advisory Board approval, September Ordinary meeting.

This update is to provide a copy of the finalised Terms of Reference for the Wide Bay Urban Water Alliance, as attached and to see formal approval for Council to continue to engage under the Terms of Reference and continue as Chair for the remaining term, with the following objectives:

- Build the collective capabilities of members through enhanced cooperation and alignment of systems and processes;
- Develop stronger networks for mutual support, knowledge exchange and mentoring;
- Demonstrate leadership in development of the urban water sector in regional Queensland;

- Develop an agreed position on common issues in consultation with stakeholders (eg the state, regulators, private companies and customers, etc);
- Seek and administer external funding that supports the execution of these TOR; and
- Provide advice and recommendations on urban water and wastewater matters that will affect the future development of the Region and strategic priorities of each member Council.

Reporting from the group will be:

- WBB councils will be informed of the Alliance activities by their WBBUWA representatives.
- Quarterly briefings will be prepared and distributed to CEO's of participating Councils.
- Briefings will include state of current projects and a summary of planned joint activities.
- Communication materials authorised by WBBUWA shall be shared for internal promotion.

Associated Person/Organization:

Wide Bay Burnett Regional Councils

Consultation:

All Councillors

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 appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

- ↓1 WBBUWA - Terms of Reference
- ↓2 WBBUWA Annual Workplan

Recommendation:

That Council confirm its inclusion in the Wide Bay Burnett Urban Water Alliance (WBBUWA) under the attached Terms of Reference.

Further, that Council's Branch Manager Water Services be endorsed as the first Chair of WBBUWA.



Queensland
Water Regional Alliance Program

Wide Bay Burnett Urban Water Alliance

Collaborative Solutions to Issues of Joint Concern

Participating Councils



Background

The urban water sector in regional Queensland is facing unprecedented requirements to control costs and manage risks with the onus in achieving this being placed on councils that own and operate water and sewerage service providers. Councils face increasing regulatory constraints and changing community expectations in an environment of reduced grant funding, ageing assets and rapid demographic change. While technological advancements offer potential solutions to some of the challenges, they often require substantial capital investment and result in ongoing operating costs.

The sector is further challenged by a recognised deficit in skills and qualifications, further exacerbated as a result of an ageing workforce and loss of experience as long term staff move into retirement.

The Wide Bay Burnett (WBB) Councils have been collaborating as an effective Water Alliance to meet these challenges. In 2013 an Urban Water Technical Committee was established as a committee of the **Wide Bay Burnett Regional Organisation of Councils (WBBROC)** tasked with identifying, prioritising and seeking collaborative solutions to issues of joint concern. To enhance the opportunity for greater levels of collaboration, this group transitioned to a stand-alone Alliance, the **Wide Bay Burnett Urban Water Alliance (WBBUWA)**, in April 2021. The new model allows for an increased level of collaboration through direct decision making on regional initiatives for the councils and diverse communities of the WBB region.

The overarching intent of the WBBUWA is to build on existing initiatives and develop new joint activities and to explore further regional collaboration that supports the strategic objectives of the participating councils.

Objectives

The objectives of the WBBUWA are to:

- Build the collective capabilities of Members through enhanced cooperation and alignment of systems and processes;
- Develop stronger networks for mutual support, knowledge exchange and mentoring;
- Demonstrate leadership in development of the urban water sector in regional Queensland;
- Develop an agreed positions on common issues in consultation with stakeholders (e.g. the state, regulators, private companies and customers etc.);
- Seek and administer external funding that supports the execution of these TOR; and
- Provide advice and recommendations on urban water and wastewater matters that will affect the future development of the Region and strategic priorities of each council.



-2-

Roles and Responsibilities

Membership

Members will comprise of a representative responsible for water and sewerage services from WBB councils, or their nominee. Members agree to:

- provide accurate advice and information to their councils and other members of the Alliance in support of the execution of these TOR,
- seek consistency in the attending nominee to ensure optimum performance of the Alliance,
- maintain confidentiality on issues of a sensitive nature,
- act in an ethical manner and in accordance with these TOR, and
- disclose any current or potential conflict of interest relevant to participation in the Alliance.

Governance

- Voting (when required) will be on the basis of one vote per member
- A Chair will be elected by the Alliance for a two-year term.
- One member shall provide support as central coordinator of financial transactions.
- The Alliance shall agree on how secretariat services and support shall be provided.

- Sub-groups focused on specific issues may be formed to report to the WBBUWA, consisting of a WBBUWA member and other internal / external expertise as needed.

Meetings

- The group will meet at least quarterly with full Minutes distributed to all members.
- An agreed quorum for minuted decisions shall be three members.
- No financial decisions shall be made on behalf of other members.
- The group may invite internal or external stakeholders to observe meetings.

Reporting

- WBB councils will be informed of the Alliance activities by their WBBUWA representatives.
- Quarterly briefings will prepared and distributed to CEOs of participating councils.
- Briefings will include status of current projects and a summary of planned joint activities.
- Communication materials authorised by WBBUWA shall be shared for internal promotion.



-3-

Resourcing

Resourcing and procurement of services

- Participation in the WBBUWA shall be at the cost of each of the Councils.
- Cost sharing arrangements for specific initiatives (including internal resource allocation, procurement of services or external resources) shall be managed by agreement.
- The WBBUWA has no independent authority to commit Alliance councils to expenditure.
- Procurement will follow relevant policies of the participating Alliance councils.
- Alliance members may opt-in or out of projects at their discretion prior to commencement.

Payment Terms

- Each participant agrees to fund their agreed cost of projects they are involved in.
- All payments will be made to the council acting as financial coordinator within four weeks of receiving a relevant invoice.
- The financial coordinator shall be responsible for external funding contributions, invoicing all partners and ensuring appropriate procurement protocols are adhered to.

Variations and Dispute

Varying or Withdrawing from the TOR

- Any variation to these TOR must be approved in writing by all partners.
- Any member may withdraw from the agreement at any time by providing written notice and paying any outstanding commitments towards external work already agreed to.
- Additional members can be added on the unanimous vote of current Alliance members.
- The TOR will be reviewed by the WBBUWA and updated as required.

Dispute Resolution

The parties agree to escalate issues relating to this TOR through a maximum of three stages, namely:

- Stage 1 - Resolve the issue through a mediated outcome, where the Chair helps the parties arrive at agreement, or escalate to Stage 2
- Stage 2 - Determine how the dispute should be resolved through at a full WBBUWA Meeting and make a binding decision by majority vote, or escalate to Stage 3
- Stage 3 - Refer dispute to a meeting of the CEOs of the Councils of who the dispute pertains to.



-4-



Queensland
Water Regional Alliance Program

Annual Work Plan WBBUWA

2021-22

QWRAP Annual Workplan

Contact Information	
Name of regional alliance	Wide Bay Burnett Urban Water Alliance
Date of endorsement:	June 2021
Contact Person:	Narelle D'Amico

1. Introduction

The Wide Bay Burnett (WBB) Councils have been collaborating as an effective Water Alliance to meet these challenges. In 2013, an Urban Water Technical Committee was established as a committee of the Wide Bay Burnett Regional Organisation of Councils (WBBROC) tasked with identifying, prioritising and seeking collaborative solutions to issues of joint concern. To enhance the opportunity for greater levels of collaboration, this group transitioned to a stand-alone Alliance, the Wide Bay Burnett Urban Water Alliance (WBBUWA), in April 2021. The new model allows for an increased level of collaboration through direct decision making on regional initiatives for the councils and diverse communities of the WBB region.

1. Strategic Objectives

The overarching intent of the WBBUWA is to build on existing initiatives and develop new joint activities and to explore further regional collaboration that supports the strategic objectives of the participating councils.

The objectives of the WBBUWA are to:

- Build the collective capabilities of Members through enhanced cooperation and alignment of systems and processes;
- Develop stronger networks for mutual support, knowledge exchange and mentoring;
- Demonstrate leadership in development of the urban water sector in regional Queensland;
- Develop an agreed positions on common issues in consultation with stakeholders (e.g. the state, regulators, private companies and customers etc.);
- Seek and administer external funding that supports the execution of these TOR; and
- Provide advice and recommendations on urban water and wastewater matters that will affect the future development of the Region and strategic priorities of each council.

2. Regional Maturity

The creation of the new WBBUWA to take over the activities of the previous WBBROC Water Alliance is seen as a positive step towards regional resilience and maturity. The Maturity of the region at level 6 but the proposed projects for the coming year were conceived to extend into level 7 activities.

3. Role of the Coordinator and KPIs

The role of regional coordinator is currently being provided by *qldwater*. This arrangement will be reviewed regularly with reference to the following KPIs.

KPI	KPI Related Activities
Administration	<ul style="list-style-type: none"> • Arrange/Manage four face-to-face meetings per annum for each group • Prepare Meeting Agendas and circulate a minimum of 7 days prior to the meeting. Circulate request for agenda items at least a week prior to distributing Agenda papers. • Prepare Meeting minutes and circulate accurate draft minutes within 7 days of the meeting.
Support	<ul style="list-style-type: none"> • Coordinate and execute identified action items within the specified time frame • Communicate with and include regulatory authorities as appropriate e.g. Water Regulator and Environmental Regulator. • Maintain regional skilling opportunities as a regular discussion topic at regional meetings. • Identify, prioritise and recommend potential funding to support planned and future strategic actions • Promotion/Communication <ul style="list-style-type: none"> ○ Identify, prioritise and recommend potential promotional opportunities; and ○ Prepare and/or convene promotional opportunities with regional group oversight
Project Management & Delivery	<ul style="list-style-type: none"> • Develop and table detailed business cases within the agreed timeframe for each potential project requested by the group. Business case to identify: <ul style="list-style-type: none"> ○ Project need ○ Project benefits (to customer service & financial savings) ○ Estimated costs ○ Proposed split between members of costs ○ Proposed milestones & basic project plan where required • When directed, apply for funding within the agreed timeframe to support planned and future strategic actions of the alliance. Funding applications to be developed iteratively with assistance of the committee. • Contract Administration - projects funded by the group are managed in a timely fashion and within proposed budgets
Reporting	<ul style="list-style-type: none"> • Provide Coordinator's report from quarterly meetings at Chairs and Coordinators meetings • Report on outcomes of each joint project detailing full costs and the estimated financial savings. The report includes a technical summary and information for broader communication focussing on outcomes and benefits. Report distributed for review within two months of practical completion. • Prepare and submit by May each year to LGAQ an Annual Report including acquittal that summarises: <ul style="list-style-type: none"> ○ activities from throughout the year including costs and actual and projected savings. ○ expected benefits and potential savings during the previous year
Strategic Support/ Facilitation/ Direction	<ul style="list-style-type: none"> • Obtain group's approval and submit Annual Work Plan to LGAQ by May each year. • Facilitate & support the groups strategic direction • Develop and Implement a Strategic Plan for the region

4. Projects and Activities

Ongoing Projects

- **DRINKING WATER QUALITY MANAGEMENT PLAN (DWQMP) ALIGNMENT**

In 2019, WBBROC applied for and received bidpool funding (75%) to conduct a regional review of options for further alignment in this area. Hunter H2O were selected from three proponents to undertake the study which was completed in October 2019. This review identified 17 options with varying degrees of interest ranging from 48% to 100% from participating councils with the greatest level of support for the alignment of audit dates.

In 2020, BRC advised that they intend calling for tenders for their next audit after July 1st 2020. Agreement was reached to include a participatory clause in the tender to allow elective inclusion of other councils. Approval for this recommendation was obtained from the WBBROC councils prior to the LG election caretaker period by flying minute.

Bundaberg Regional Council (BRC) are in the process of development of the tender specification and other documents.

- **D&C CODES**

WBBROC completed the development of a Design and Construction (D&C) Code for water infrastructure projects delivered by developers in 2019. This work was facilitated by Chris Adam with funding assistance under QWRAP. This leveraged previous codes developed by Chris Adam of Strategic AM including the SEQ Code and CTM Alliance Code.

The WBBROC Code is available to developers through council planning departments referencing the WBBROC website <https://wbbroc.org.au/> at no cost to developers. The WBBROC website includes a document download database to record Code accessions. This arrangement was to be reviewed in 2023 at which time, a review of technical, IP and other aspects will be conducted. However, the lack of support for the WBBROC site caused an early review of the hosting arrangements for the Code document.

Ongoing Sewer Relining program

The 2021/22 Scope of works for FCRC (Value of \$1,736,565.89) has been awarded to the Contractor. They will move onto the delivery of this scope immediately after they finish the 2020/21 FCRC scope and will be completed by December 2021. The 2021/22 Scope of works for BRC has not yet been finalised but what has been provided by BRC has been provided to the contractor for pricing confirmation.

It is noted that the opening of Round 6 of the state government's Building Our Regions program is imminent and that Round 6 of Building Our Regions will offer \$70 million in funding over three years for councils to improve their water supply and sewerage systems. It is suggested that Sewer Relining could be an option for WBB Councils as there is already a contract mechanism to easily deliver the works.

Proposed new Projects 2021-2022

ID	TITLE	Description	Strategic Alignment	Councils	Bid-pool
A	Criticality Assessment				
B	Regional training				
C	Water quality (e.g. THM) chemical trials	SBRC is undertaking research into THM production from spikes of Fe and Mn influencing Cl concentrations. NBRC and Gympie could be interested in a common project		NBRC & Gympie	
D	GIS confirmation/ geo-referencing of assets		Commenced in NBRC Involvement with other branches of Council Will improve markedly with C2C Already in place		
E	Professional Development e.g. (Asset Management Leadership EACELM/ Asset Institute)		Inclusion of other branches, not just Water. Advert siting to these is the issue		
F	Full Cost Recovery Pathways				
G	DWQMP regional streamlining	A past project reviewed the region's DWQMPs and prioritised opportunities for future alignment and joint approaches to common issues. Currently DWQMPs are out of sync: - NBRC due end of June 21 - Gympie review in November - Bundaberg planning to review risks - Cherbourg approved last week but needs update to reflect new plant - SBRC ? There was some interest in alignment of common risks and also in how to operationalise the DWQMP (e.g. as a "Safety Plan") as this was achieved to greater or lesser extent by different councils.			
H	Asset Condition Assessment				
I	Definition for Levels of Service for water security, customer service and supply reliability etc.				
J	Non-revenue water management				
K	Load studies on the Mary and Burnett Catchment systems				
	SCADA alignment and integration	Discussion about joint service/procurement arrangements, information sharing. Gympie is currently building a standard.			
	Emerging Contaminants Monitoring (CQU proposal)	Proposal from CQU to monitor for contaminants of emerging concern downstream of STP discharges. Some councils have strong reservations and others are not prepared to join this project yet. However, SBRC are already undertaking some internal monitoring and FCRC are still considering the proposal.			

**Item****28 September 2021****Item Number:**

O1

File Number:

.

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

Community & Environment

Subject:

Sponsorship of the Bundaberg Broadcasters Carols by Candlelight

Report Author:

Justyne Wilson, Branch Manager Arts, Culture, Tourism Facilities and Events

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our community and environment - 1.3 A creative and environmentally friendly place -
1.3.3 Advocate and support heritage and culture programs, projects, plans and events,
which create a positive identity for the region.

Background:

Bundaberg Broadcasters Pty Ltd have, with the support of Council, hosted the annual Carols by Candlelight event in December for the last 62 years. In 2021 the 63rd anniversary year, and in light of 2020 COVID-19 cancellation of the event, they request sponsorship to the value of \$5,000 to support rising event costs estimated to be \$35,000 in 2021.

Associated Person/Organization:

Corey Pitt, General Manager, Bundaberg Broadcasters Pty Ltd

Consultation:

Nil

Chief Legal Officer's Comments:

There appears to be no legal implications.

Policy Implications:

14.4 procurement of marketing and media services as per procurement contract.

Financial and Resource Implications:

Costs for this sponsorship are in accordance with Council's budget.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

Nil

Recommendation:

That Council provide sponsorship to the value of \$5,000 to Bundaberg Broadcasters Pty Ltd for the 2021 Carols by Candlelight Event.

**Item****28 September 2021****Item Number:**

O2

File Number:

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

Community & Environment

Subject:

Use of Bundaberg Recreational Precinct for Road Safety Youth Driver Awareness

Report Author:

Kirstin Harrison, Branch Manager Community Services

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our infrastructure and development - 2.1 Infrastructure that meets our current and future needs - 2.1.3 Manage and maintain Council owned buildings, facilities and assets that support and facilitate social connectedness and community life.

Background:

Bundaberg Police Crime Prevention Unit in conjunction with Rotary Club of Bundaberg is seeking assistance from Council to bring the Road Safety Youth Driver Awareness (RYDA) program to the Bundaberg region for the first time in August 2022. They have requested Council donate the use of the Recreational Precinct through a fee-waiver.

The program is aimed at year 10 students who are currently learner drivers and is recognised nationally as a fundamentally crucial instrument in raising awareness of the importance of road safety in this vulnerable age group.

The program is delivered as a highly engaging one-day workshop. Rotary has requested the use of the Bundaberg Recreational Precinct with the main pavilion to act as a temporary classroom. The program also requires the use of a 250 metre stretch of road which is utilised by professional instructors for demonstrations.

Rotary will fund the cost of the RYDA program including transportation for all year 10 students in the Bundaberg region along with funding for meals and printed resources.

The request is for Council to provide the use of the Recreational Precinct for a 5 day period. The dates of the hire are flexible to enable the use to fit in with other booking arrangements at the facility. The spaces most suitable to this hire are the main pavilion, northern open use area and the southern open use area.

As per Council's fees and charges schedule, the not-for-profit fees for this booking are as follows:

<u>Facility</u>	<u>Hire Fee</u>
Main Facility	\$232.50/day
Northern Open Use Area	\$88.50/day
Southern Open Use Area	\$88.50/day
Total per day	\$409.50
Refundable bond	\$1,000

The total fee payable for the full 5 day event is \$2,047.50.

Associated Person/Organization:

Bundaberg Police Crime Prevention Unit
 Rotary Club of Bundaberg

Consultation:

Portfolio Spokesperson: Cr Vince Habermann
 Divisional Councillor: Cr Steve Cooper

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 appears to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Human Rights:

There appears to be no human rights implications.

Indigenous Land Use Agreement (ILUA) Implications:

There appears to be no ILUA implications.

Attachments:

- ↓1 Queensland Police Service - Bundaberg Police Station - Use of Bundaberg Recreational Precinct for Road Safety Initiative - August 2022

Recommendation:

That Council waive the hire fees for Bundaberg Police Crime Prevention Unit and Rotary Club of Bundaberg's use of Bundaberg Recreational Precinct to deliver the Road Safety Youth Driver Awareness program during August 2022.

**QUEENSLAND POLICE SERVICE**

ABN: 29 409 225 509
Bundaberg Police Station
256 Bourbong Street
Bundaberg QLD 4670
TELEPHONE (07) 4153 9004



Our Ref.:
Your Ref.:

12th August 2021

Mayor's Office
Bundaberg Regional Council
190 Bourbong Street
BUNDABERG Q 4670

Request for use of Bundaberg Recreational Precinct August 2022

The Bundaberg Police Crime Prevention Unit is seeking assistance from Bundaberg Regional Council to implement an integral road safety initiative aimed at curbing fatalities amongst young drivers.

The "RYDA" (Road safety Youth Driver Awareness) has been recognised nationally as a fundamentally crucial instrument in raising awareness of the importance of road safety in this vulnerable age group.

This road safety initiative will be run in conjunction with the Rotary Club of Bundaberg and other local businesses as required. Attached is a letter from Rotary Bundaberg explaining the programme which targets year 10 students who are currently learner drivers.

Rotary will fund the cost of RYDA, including transportation for all year 10 students throughout the Bundaberg Region to attend the sessions, along with meals and printed resources.


As previously discussed with the Mayor, I believe that Bundaberg Regional Council has a meaningful role to play in this essential community programme.

With council's support, it is hoped that we will be able to stage the RYDA programme at the Bundaberg Recreational Precinct in August 2022. We respectfully request that Bundaberg Regional Council consider donating the use of the precinct for the five-day period that is required.

I am seeking permission from the Council for use of the precinct and in-turn, the dates that would suit council, to fit in with other booking arrangements. I am prepared to attend any council meeting to discuss this matter further.

Please do not hesitate to contact me via phone or email if you require further information. I look forward to your reply.

Yours sincerely


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Bundaberg District Crime Prevention
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QUEENSLAND POLICE SERVICE



22/07/2021

To
CEO Bundaberg Regional Council

This communication is to inform Bundaberg Regional Council of Bundaberg Rotary in conjunction with the Queensland Police Service Bundaberg to establish the road safety education program "RYDA" which currently stands for "Road Safety Youth Driver Awareness". It is our intention to work towards holding our first RYDA program in August 2022

After reviewing numerous site options suitable to facilitate the weeklong program we believe that the best option would be the Recreational Precinct where the Main pavilion could be used to facilitate temporary classrooms using portable partitioning, there will also be room for break out groups.

The recreational precinct also meets our requirements for a 250 metre sealed stretch of road to be used by the professional instructors for the demonstrations

A little of the history of RYDA

In 2000, four teenage boys were killed in a car driven by an inexperienced P plater. The car smashed into an innocent woman's vehicle, the woman was seriously injured, and all four young men died. The local Rotary Club decided that something had to be done and the first RYDA program was conducted by the St Ives Rotary Club in 2001. This was the beginning of RYDA – a Youth Driver Awareness community-based road safety initiative created to deliver practical road safety information targeting 'attitude and awareness' of young drivers and passengers. RYDA is designed to help stop the tragic loss of young people in road crashes.

Road Safety Education Limited (RSE) is a not for profit and leading learning organisation operating throughout Australia and New Zealand, committed to saving lives (our vision) through the provision of world class road safety education to youth (our mission).

At the heart of our programs lies RYDA – a whole school approach partnership which supports teachers on the journey as they provide their students with the tools and understanding they need to see themselves as active, responsible road citizens. RYDA features a highly engaging and memorable one-day workshop which front-loads students' understanding of road safety and gives them the tools, habits, and motivation to take action and stay safe on our roads a both drivers and passengers throughout their lives.

Regards,

Matt Griffiths
Past President
The Rotary Club of Bundaberg Inc
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