



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 19 SEPTEMBER 2017, COMMENCING AT 10.00 AM**

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**Item****19 September 2017****Item Number:**

G1

File Number:

.

Part:

INFRASTRUCTURE

Portfolio:

Infrastructure & Planning Services

Subject:

Donation of 2 surplus mowers to Bucca Rowing Club Inc and Gaeta Rural Fire Brigade

Report Author:

Michael Egan, Group Manager Support Services

Authorised by:

Andrew Fulton, General Manager Infrastructure & Planning

Link to Corporate Plan:

Community - 4.1.2 Equitable access to adequate services and well maintained facilities

Background:

At its meeting on 26 May 2017, Council's Fleet Management Advisory Committee discussed approaches from two volunteer organisations in regard to possible donation of mowers which were due for replacement/disposal.

The Committee agreed to identify 2 mowers to the General Manager and to put the matter to Council for a resolution accordingly.

Associated Person/Organization:

Bucca Rowing Club Inc and Gaeta Rural Fire Brigade.

Consultation:

The matter was discussed at the Fleet Management Advisory Committee Meeting 26 May 2017, with Chairperson Cr Wayne Honor and Deputy Mayor Bill Trevor present.

Portfolio Spokesperson and Divisional Councillor: Cr Wayne Honor

Fleet Management Advisory Committee agreed the proposed 2017-2018 Fleet Replacement program at its meeting on Tuesday, 18 July 2017. Further discussions were held between Fleet Services and Cr Honor to establish the appropriate size and style of mower suited for the work environments. Two out-front mowers were then identified from the 2017-2018 Plant Replacement Program as being available.

Legal Implications:

The written down value of \$5,000 for each of the identified plant assets requires that they be treated as “valuable non-current assets” under the provisions of the *Local Government Regulation 2012* (Section 224, 7[b] and 8[a]). The Regulations provide an Exemption (Section 227 [2]) to the standard tendering / auction requirements allowing for direct disposal “if disposed of to a community organization” (Division 4 Section 236 [1][b]).

Apart from a resolution of Council to agree to the donation, the relevant volunteer groups will complete Liability Discharges at the time of handover.

Each plant asset is donated in an “as is” condition. The plant items will be deregistered before handover.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

The two mowers proposed for donation are Asset ID 4812, 2013 Kubota F3680 Out-front Mower (Residual value \$5,000) and Asset ID 4813, 2013 Kubota F3680 Out-front Mower (Residual value \$5,000)

These mowers are due for replacement and disposal by November 2017.

If the items are donated, residual values will not be realised at sale and the 2017/18 budgeted recoveries from sale of plant and the values in Council’s asset register will be reduced accordingly.

Risk Management Implications:

Primary Risk is in regard to the level of operator knowledge in relation to specific machine safety risk.

At handover, Fleet Services Section will provide its standard induction including instruction on the plant and provision of relevant machinery manuals and manufacturer risk assessments.

It is noted that no specific licence is required to operate these plant items.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓](#)1 Photos - Kubota F3680 - Asset ID 4812 & 4813

Recommendation:

That in accordance with the provisions of the *Local Government Regulation 2012*, Section 236(1)(b) – Council donate 2 x Kubota F3680 Outfront Mowers (Asset ID 4812 and Asset ID 4813) to the Bucca Rowing Club Inc and the Gaeta Rural Fire Brigade respectively.



Asset ID 4812 - 2013 Kubota F3680



Asset ID 4813 - 2013 Kubota F3680

**Item****19 September 2017****Item Number:**

N1

File Number:

A3250780

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

Community & Environment

Subject:

Partnership & Sponsorship Grant Application - Bundaberg Carols by Candlelight

Report Author:

Bruce Green, Operational Supervisor Community Development

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Our Community - 1.3 Community places, spaces and facilities that promote and support safe, active and healthy community life.

Background:

An application has been received from the Bundaberg Broadcasters Carols by Candlelight Committee seeking financial support for a special 60th Anniversary Bundaberg Carols by Candlelight event. Given this is a special anniversary year they are seeking \$10,000 from Council.

Bundaberg's Carols by Candlelight is one of the most popular Christmas events held in our region, with over 10,000 residents taking part annually.

Bundaberg Regional Council has supported this event through in-kind and financial support for many years. In 2016, Council supported this event with a \$5,000 donation through the Partnership/Sponsorship Grant Program, waiver of hire fees for the Recreational Precinct and limited in-kind assistance (waste services).

Venues and Facilities have again waived the hire fees for the 2017 Carols and bins will be supplied through the equipment loan program.

The application indicates that to celebrate the 60th anniversary, they will have special LED screens along with the usual required AV & staging. The funding will be used to assist with staging and AV costs.

The grant application and associated documentation are attached for perusal. Please note that there are no audited financial reports with the application as they are not a 'not for profit' organisation.

Associated Person/Organization:

Heidi Mason, Community Events Coordinator

Consultation:

Portfolio Spokesperson: Cr Judy Peters

Divisional Councillor: Cr David Batt

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

An allocation of \$5,000 has been made in the 2017/2018 Budget in support of this event in accordance with the level of support provided in previous years. The request this year is for \$10,000, so funding would have to be reprioritised from other programmes within existing budget to make up the balance if approved.

Risk Management Implications:

The organiser is required to hold their own Public Liability Insurance for this event.

Communications Strategy:

Communications Team consulted.

Yes

No

Attachments:

[↓](#)1 Grant Application Form - Bundaberg Carols by Candlelight Committee

Recommendation:

That Bundaberg Broadcasters' Carols by Candlelight Committee be advised that Council will provide a financial donation of \$5,000 under its Partnerships and Sponsorships program to assist with staging and AV costs of their 2017 event.



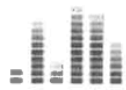
PO Box 3130, Bundaberg QLD 4670
 190 Bourong Street, Bundaberg QLD 4670
 T 1300 883 699 F 4150 5410
 E ceo@bundaberg.qld.gov.au
 W www.bundaberg.qld.gov.au
 ABN 72 427 835 198

FINANCIAL ASSISTANCE PROGRAM - PARTNERSHIPS & SPONSORSHIPS GRANT APPLICATION FORM

Applications must be submitted at least ten (10) weeks prior to the date of assistance is required. Failure to do so may result in application not being approved. All Fields must be completed.

Details of Group/ Organisation/ Individual	Name 60th ANNUAL CAROLS BY CANDLELIGHT
	Organisation (If applicable) Carols Organising Committee
	Postal Address C/- Bundaberg Broadcasters, 38 Crofton St, Bundaberg
	Contact Person Mark Hamel
	Telephone 07 4153 0800 Mobile 0411 287 964
	Email mark.hamel@4bu.net
Does your group/organisation have the following? (please tick)	<input type="checkbox"/> Incorporation Number: _____ (Attach Certificate)
	<input checked="" type="checkbox"/> ABN Number: <u>19009662346</u>
Is your organisation registered for GST?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No (If No, please complete an Australian Taxation Office Statement by a Supplier Form and submit with your application.)
Eligibility	Have you received financial assistance from any of the following programs in the current financial year? (please tick)
	<input type="checkbox"/> Sponsorships & Partnerships <input type="checkbox"/> Community Grant <input type="checkbox"/> Other Donations <input type="checkbox"/> Micro grant <input type="checkbox"/> Sporting Championships
If you ticked any of the above boxes you are not eligible to apply for further financial assistance in accordance with the Community financial assistance governance policy.	
Project/Program/ Event Details	Project/Program/Event Name: 60th Annual Carols by Candlelight
	Location: Bundaberg Recreational Precinct
Please provide full details of the project/program/ event for which you are seeking funding	This will be a very special 60th Anniversary Bundaberg Carols by Candlelight. Silvie Paladino will be our special guest, along with a star-studded line up of local talent. The funding will go towards the Staging. This year, to celebrate the 60th Anniversary, we will have special LED screens to really make an impact. (Cost: \$18,117). The 60th Annual Bundaberg Services Club Carols by Candlelight will be heavily marketed through Hitz 939, 4BU and Kix Country, along with Television and print. Social media will again feature, with a special Carols Facebook page proving popular last year, along with a Carols website. We would like the Mayor to do a welcome at the start of the evening, as is customary. We expect over 10,000 people again this year.

Bundaberg Regional Council is collecting this information in order to comply with its responsibilities and obligations as a Local Government. The information will only be used by Council Officers or Agencies which may have a legitimate need for the information to process applications or the like. Your information will not be given to any other person or Agency until you have given us permission or we are required to by law.



CORPORATE AV

www.corporateaudiovisual.com.au

m. 0417 775 939

f. (07) 4152 3714

a. Po Box 5547, West Bundaberg, Qld 4670

e. mal@corporateaudiovisual.com.au

Invoice Number 1825
 Invoice Date 5/7/2017
 Order Number

QUOTATION

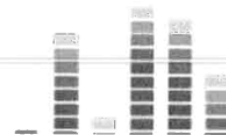
ABN: 14 031 854 649

Invoiced To Bundaberg Broadcasters
 2017 Carrols

Description	Unit Price	Quantity	Line Total
Supply full Production (Sound & Lighting) same as 2016	\$13120.0	1	\$13120.00
1 x Trailer Stage supplied free in 2016 as a trial, if required this year	\$650.00	1	\$650.00
2 x Led screens (3.5m x 2m) with Tri Truss Stands	\$1350.00	2	\$2700.00

Terms: 7 days

Subtotal	\$16470.00
GST	\$1647.00
Total Cost (inc GST)	\$18117.00





QBE INSURANCE (AUSTRALIA) LIMITED
ABN 78 003 191 035

CERTIFICATE OF CURRENCY

This certificate acknowledges that the policy referred to is in force for the period shown.

Policy Number: 1809F3510PLB

Period of Insurance: From 30th June 2017 to 30th June 2018 at 4.00pm

Insured Name: Grant Broadcasters Pty Limited
And / or subsidiary and/or related companies including but not limited to the following:

Grant Broadcasters Pty Limited
East Coast Radio P/L T/as Radio 2EC and Power FM
South Coast & Tablelands Broadcasting P/L
T/as Radio 2ST & Power FM
Radio Hunter Valley Pty Limited T/as Radio 2NM & Power FM
Geelong Broadcasters T/as K-Rock FM & Bay FM
Radio Ballarat Pty Limited t/AS 3BA and Power FM
St Media Promotions Pty Limited
Wollongong Broadcasters Pty Limited T/as Wave FM
Country Wide Broadcasting Pty Limited T/as Radio Sales Network
Radio Murray Bridge Pty Limited T/as 5MU & Power FM
Northern Territory Broadcasters P/L T/as Hot 100FM & Mix 104.9FM
Commercial Broadcasters Pty Limited T/as 7HOFM Hobart
Ambersky Pty Ltd T/as KIX Country
Tasmanian Broadcasters Pty Limited
Bass Radio Pty Ltd T/as 7LA AND Chilli FM
Burnie Broadcasters Pty Limited T/as 7BU and Sea FM
Star Broadcasting Network Pty Limited T/as River 949
Radio Central Victoria Pty Limited T/as Easymix 1467AM & GOLD
FM98.3/AM1071
Southern Publishers T/as What's On, South Coast Style & Bay
Lifestyle
Bluwin Pty Limited
West Coast Radio Pty Limited T/as 7XS
Northern Tasmanian Broadcasters T/as 7AD & Sea FM
SEQ Broadcasters Pty Limited
Bundaberg Broadcasters Pty Limited
SAU Broadcasters Pty Limited
Lanson Investments Pty Limited

QBE Insurance (Australia) Limited ABN 78 003 191 035, 85 Harrington Street Sydney NSW 2000
Postal Address: GPO Box 4108 Sydney NSW 2001. Telephone: (02) 8275 9999. Facsimile: (02) 8275 9620.



QBE INSURANCE (AUSTRALIA) LIMITED
ABN 78 003 191 035

Bundaberg Narrowcasters Pty Limited
Queensland Regional Broadcasters Pty Limited
Radio Barrier Reef Pty Limited
Radio Cairns Pty Limited
Radio Gladstone Pty Limited
Radio Mackay Pty Limited
Radio Rockhampton Pty Limited
Radio Townsville Pty Limited
Mackay Broadcasters Pty Limited
Cairns Broadcasters Pty Limited
AMI Radio Pty Limited t/AS Zinc 96.1
Hot 91 Pty Limited T/as Hot 91

Situation of Risk: Anywhere within Australia

Particulars: Broadform Liability Insurance
Public Liability \$20,000,000
Products Liability \$20,000,000

Interested Parties: Nil Advised

Subject otherwise to terms and conditions of Policy.

Date of Issue: 7th July 2017

QBE Insurance (Australia) Limited ABN 78 003 191 035, 85 Harrington Street Sydney NSW 2000
Postal Address: GPO Box 4108 Sydney NSW 2001. Telephone: (02) 8275 9999. Facsimile: (02) 8275 9620.



DRAFT 4 PROGRAM FOR CAROLS BY CANDLELIGHT 2016

5.30 pm to 6.20 pm **Slip on Stereo** Pre-Carols Entertainment
 6.20 pm to 6.30 pm Sound Check Carols band
 6.30 pm to 6:50 pm Ronald McDonald

TIME	LENGTH	ITEM	DESCRIPTION	INVOLVES	COMMENTS
7:00:00	2.40	Pre Intro	O Come, O Come Emmanuel	CBB/Guest Artists	
7:02:40	1.00	Pre-recorded Voice Over	Trish & Mark walk on stage		
7:03:40	3.00	Intro: Bundy Broadcasters		4BU	
7:06:40	3.00	Carol:	O Come all ye Faithful	CBB	
7:09:40	3.00	Welcome/Housekeeping	Trevor and Billy	4BU	
7:12:40	3.30	Carols:	Hark the Herald Angels Sing	CBB	
7:16:10	3.30		We Three Kings of Orient Are	CBB	
7:19:40	2.00		Joy to the World	CBB	
7:21:40	1.00	Intro: Bundy Broadcasters	Welcome - Mayor	4BU	
7:22:40	4.00	Speech	Mayors Speech	Mayor Jack Dempsey	
7:26:40	1.00	Intro to Guest Artist	<i>Bec and Stella Hutchins</i>	4BU	
7:27:40	3.30	Carol ITEM: Bec and Stella	Little Drummer Boy	Bec/Stella/CBB	
7:31:10	4.30	Carol led by Bec and Stella	The Christmas Song (Chestnuts Roasting)	Bec/Stella/CBB	
7:35:40	1.00	Intro to Guest Artist	<i>Phoebe-Jay</i>	4BU	
7:36:40	3.30	Carol ITEM: Phoebe-Jay	All I Want for Christmas is You	Phoebe-Jay/CBB	
7:40:10	3.00	Carol led by Phoebe-Jay	It's the Most Wonderful Time of the Year	Phoebe-Jay/CBB	
7:43:10	2.00	Kids Interview 1 Live	(Meaning of Christmas)	Media One/Mark	
7:45:10	1.00	Intro to Guest Artist	<i>Suellen Cusack-Greensill</i>	4BU	
7:46:10	4.00	Carol ITEM: Suellen	You're Here	Suellen/CBB	
7:50:10	3.00	Carol led by Suellen	Angels We Have Heard on High	Suellen/CBB	
7:53:10	1.00	Intro to Christmas Message	<i>Pastor Errol Buckle</i>	4BU	
7:54:10	3.00	Message	Message	Pastor Errol Buckle	
7:57:10	2.00	Intro to Guest Artist	<i>Silvie Paladino</i>	4BU	
7:59:10	3.30	Silvie	It's Beginning to look a lot like Christmas	Silvie	
8:02:40	3.30		When a Child is Born	Silvie	
8:05:10	3.00		Mary's Boy Child	Silvie	
8:08:10	3.00		Away in a Manger	Silvie	
8:11:10	4.30		O Holy Night	Silvie	
8:15:40	3.00	Kids Interview 2 Live	(Santa)	Media One/Mark	
8:17:40	1.30	Carol	Rudolph		
8:19:10	2.00	Intro to Guest Artist	<i>Jason Willoughby</i>	CBB	
8:21:10	2.00	Carol led by Jason	Jingle Bells	CBB/JW	
8:23:10	3.00	Carol led by Jason	Santa Claus is Comin' to Town	CBB/JW	
8:26:10	5.00	Santa Arrives	Santa Claus	Santa/ BB	
8:31:10	2.00	Sponsor thanks	Thanks to Sponsors	4BU	
8:33:10	1.00	Intro to Guest Artist	<i>Impact Choir</i>	4BU	
8:34:10	2.30	Carol ITEM: Impact Choir	Rockin' around the Christmas Tree	Impact Choir	
8:36:40	2.00	Transition	Choir off stage	Media One	
8:38:40	3.00	Carols:	Silent Night/Lord of My Life	CBB	
8:41:40	1.00	Intro to Guest Artist	<i>Natalie Greer</i>	4BU	
8:42:40	3.30	Carol ITEM: Natalie	Mary did you know	Natalie/CBB	
8:46:10	4.00	Carol led by Natalie	Silver Bells	Natalie/CBB	
8:50:10	1.00	Intro to Guest Artist	<i>Welcome back - Silvie</i>	4BU	
8:51:10	4.50	Carol ITEM: Sylvie	Your Grace Still Amazes Me	Sylvie/CBB	
8:56:00	2.00	Carol:	We Wish You a Merry Christmas	All / Guests	
8:58:00	2.00	Thanks		4BU	
9:00:00	8.30	FIREWORKS	FIREWORKS		
9:08:30		Finish			

PERFORMANCE	Friday 9th December commencing at 7pm Bundaberg Recreational Precinct
REHEARSALS	Sunday 12pm-4pm 27th November 2016 / Saturday 1pm-5pm 3rd December 2016. Heritage Church, Woondooma Street Bundaberg.
SOUND CHECK	Thursday 8th Dec 5:30pm to 8:00pm Bundaberg Recreational Precinct

CAROLS BY CANDLELIGHT RISK ANALYSIS



Risk Key	
VH	Very High
H	High
M	Medium
L	Low

SITE SAFETY

RISK NO	ITEM DESCRIPTION	LIKELIHOOD	IMPACT	PRIORITY	ACTION
A01	Emergency Services Advice	L	L	H	<ul style="list-style-type: none"> Notification of the event is to be given to Qld Police, Qld Ambulance & Qld Fire & Rescue Services by Bundaberg Broadcasters. They are to be advised of, <ul style="list-style-type: none"> -Event times -Access points (entry and exit)
A02	Trips and Falls	L	L	M	<ul style="list-style-type: none"> Site risk assessment will be carried out by Event Staff prior to the event. Any risks identified will be corrected prior to event start Best Sport Medics will be in attendance Emergency services have been advised in case of emergency
A03	AV Location	L	L	L	<ul style="list-style-type: none"> Radioactive Entertainment/Corporate AV have been engaged to supply the audio requirements of the festival. They will provide covers for any leads on the ground relating to the supply of audio for the event. Their staff will be onsite during the event to ensure all safety requirements

Risk Analysis and Plan – Carols by Candlelight 2016 Rev 1

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7/12/2016



**CAROLS BY CANDLELIGHT
RISK ANALYSIS**

A04	Stage Safety	L	L	L	<p>are adhered to.</p> <ul style="list-style-type: none"> Site risk assessment will be carried out by Event Staff prior to the event The stage area will be closely monitored by Committee Members to ensure the safety of entertainers Radioactive/Corporate AV have been employed to provide sound equipment for stages and have been advised to follow all safety guidelines Best Sport Medics will be in attendance Emergency services have been advised in case of emergency All market and food vendors have been advised that all leads used at the event must have a current electrical tag An inspection will be carried out by Council Event Staff to ensure vendors are complying with safety requirements with placement of leads etc All food vendors have been advised to provide public liability insurance and any food permit upon application Council Environmental Health Officers have been advised of the event and may carry out inspections onsite on the day. Vendors have been advised that non compliance will result in them being unable to attend or if found on the day to be noncompliant, they will be shut down during the event at the organising committee discretion
A05	Food Vendors -Safety	L	L	L	<ul style="list-style-type: none"> Organising Committee will monitor crowds FNQ Security will be in attendance Qld Police will be contacted to attend to disruptive or disorderly persons. Fireworks are positioned per safety requirements and will be securely fenced off Access by the public is unavailable Fireworks Supplier will follow all guidelines for safety distances. Fireworks Supplier to get CASA approval and Event staff to notify Airport staff of the activity
A06	Food vendors – Food Service	L	L	L	
A07	Disruptive and disorderly persons	L	L	L	
A08	Fireworks Supplier: Above Ground Zero	L	L	L	
Risk Analysis and Plan – Carols by Candlelight 2016 Rev 1					2
					7/12/2016



CAROLS BY CANDLELIGHT RISK ANALYSIS

A09	Terrorist Attack, Activity or Threat	L	L	L	L	<ul style="list-style-type: none"> • In the case of any terrorist activity, attack or threat, control of the event will immediately be handed over to Qld Police Services • Committee Members will immediately inform Qld Police Services.
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GENERAL INFORMATION

RISK NO	ITEM DESCRIPTION	LIKELIHOOD	IMPACT	PRIORITY	ACTION
G01	Pre Event Briefing				<ul style="list-style-type: none"> • All Committee Members will be given a copy of the Risk Analysis Plan and Incident Report Forms prior to the event. • All Committee Members shall be advised as to the location of Best Sport Medics and Event Control Point
G02	Communication				<ul style="list-style-type: none"> • Key Committee Members will have mobile phone numbers of other key personnel. • Key Committee Members will also be contactable via 2-way radio • SES will be properly briefed by Bundaberg Broadcasters or their representative
G03	Control Point				<ul style="list-style-type: none"> • Committee Members will set up a Control Point under a Marquee near the main entrance to the ring
G04	Public Broadcasts				<ul style="list-style-type: none"> • The MC will be onsite broadcasting all relevant information throughout the event using the PA system
G05	Insurance				<ul style="list-style-type: none"> • Bundaberg Broadcasters insurance will cover this event. • All food vendors have been advised to ensure they have their own Public Liability cover, a copy to be provided with their application

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**CAROLS BY CANDLELIGHT
RISK ANALYSIS**

G06	Disability Access & Toilets	<ul style="list-style-type: none"> The event has full disability access Toilet facilities for disabled spectators are available on site
G07	General Access	<ul style="list-style-type: none"> Access for the general public, prams and push chairs is suitable.
G08	Toilets	<ul style="list-style-type: none"> Adequate facilities are provided on site
G09	Waste Control	<ul style="list-style-type: none"> General and recycling bins will be placed on site Recycling will be encouraged via signage on bin lids throughout the event.
G10	First Aid	<ul style="list-style-type: none"> Best Sport Medics will be on site The PA system will be used to advise of their position
G11	Lost Children	<ul style="list-style-type: none"> A control point will be positioned on site and will be used as the location point for collection of lost children Notification of lost children and the position of the control point will be broadcast by the MC using the PA system.
G12	Car Parking	<ul style="list-style-type: none"> There is plenty of car parking for general public SES will control car parking on site, including disabled parking
G13	Rain.	<ul style="list-style-type: none"> In the case of rain the Committee Members will make the final decision on the cancellation of the event. In the case of cancellation, notification will be put on Bundaberg Broadcasters for general public notification Committee Members will notify all key stakeholders, food vendors and will be onsite to advise any public who may come down to the site.
G14	Ongoing risks	<ul style="list-style-type: none"> Committee Members will monitor risks as the event progresses throughout the day and meet any change of environment.
G15	Debrief	<ul style="list-style-type: none"> An event debrief and evaluation will be completed after the event

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7/12/2016

Risk Analysis and Plan – Carols by Candlelight 2016 Rev 1



**CAROLS BY CANDLELIGHT
RISK ANALYSIS**

NAME AND CONTACT FOR EMERGENCY CONTACT & SES

NAME	ASSOCIATION	MOBILE
Electrician –	Bundaberg Regional Council	0409 812 115
Trish Mears	Bundaberg Broadcasters	0411 594 433
Mark Hamel	Bundaberg Broadcasters	41530800
Jeff Green	SES	0408 854012
Qld Police Bundaberg	QPS	4153 9111
Gordon Campbell	Best Sport Medic	0419 799 099
Karl Bowman	Best Sport Medic	0404 883 294
Judy Bowman	Best Sport Medic	0449 579 957
Qld Ambulance Bundaberg	QAS	4131 5966
Qld Fire & Rescue	QFR	4150 7990
Bevan Courtice	Media One Graphics	0418 738 734
Mal Brown	Radioactive/Corporate AV	0417 775 939
Above Ground Zero	Fireworks	0412 671 815
Craig Tatnell	Fireworks MD	0412 671 815
Brendan Robinson	Fireworks operator	0432 393 121
Peter Beasley	(MD) Beasley Hydraulics	0414 839752

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Risk Analysis and Plan – Carols by Candlelight 2016 Rev 1

7/12/2016



**CAROLS BY CANDLELIGHT
RISK ANALYSIS**

Robbie Cross	Bundaberg Regional Council	0408 940 310
Lloyd & Marion Finnis	FNQ Security	4152 7227

7/12/2016

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Risk Analysis and Plan – Carols by Candlelight 2016 Rev 1

60th ANNUAL BUNDABERG SERVICES CLUB CAROLS BY CANDLELIGHT**MARKETING PLAN**

The 60th Annual Bundaberg Services Club Carols by Candlelight will be promoted through a number of different media.

RADIO

As Bundaberg Broadcasters are the major sponsor, the event will be heavily promoted on Hitz 939, Classic Hits 4BU and Kix Country, through:

- Recorded 30 second commercials
- Live announcer endorsements
- Interviews
- Local News

Minimum value: \$10,000

TELEVISION

WIN Television have traditionally supported Carols and will again this year.

Minimum value: \$3,000

MEDIA RELEASES – PRINT, TELEVISION AND RADIO

We will again be producing media releases for free promotion through newspaper, television and radio. A media preview will be held, as well as promotion of the event itself.

SOCIAL MEDIA

Carols set up a Facebook page last year that gained traction. We will be producing a minimum of 8 social media posts.

The Carols website (www.bundycarols.com.au) will be a major marketing tool – featuring the programme, sponsors and, this year, even an “electronic candle”.

PROMOTION THROUGH CHURCHES

Churches around the region will promote Carols through their weekly bulletins.

POSTERS

All sponsors will receive a poster to display in their business. We will once again be applying to display corflutes around the region.