



**AGENDA FOR ORDINARY MEETING
TO BE HELD IN COUNCIL CHAMBERS, BUNDABERG
ON TUESDAY 21 FEBRUARY 2017, COMMENCING AT 10.00 AM**

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Item

21 February 2017

Item Number:	File Number:	Part:
D1	n/a	EXECUTIVE SERVICES

Portfolio:

Executive Services

Subject:

Leave of Absence - Cr JA Peters

Report Author:

Wendy Saunders, Executive Services Coordinator

Authorised by:

Peter Byrne, Chief Executive Officer

Link to Corporate Plan:

Nil -

Background:

By letter dated 1 February 2017, Cr JA Peters requests leave of absence from all Council meetings to be held from 28 February to 16 March 2017.

Associated Person/Organization:

Cr Judy Peters

Attachments:

Nil

Recommendation:

That Cr JA Peters' application for leave of absence from all Council meetings to be held between 28 February and 16 March 2017, be granted.

**Item****21 February 2017****Item Number:**

E1

File Number:

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Part:

FINANCE

Portfolio:

Organisational Services

Subject:

Financial Summary as at 1 February 2017

Report Author:

Anthony Keleher, Chief Financial Officer

Authorised by:

Anthony Keleher, Chief Financial Officer

Link to Corporate Plan:

Governance - 4.4.5 Responsible financial management and efficient operations

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 February 2017.

Consultation:

Financial Services team.

Legal Implications:

There appear to be no legal implications as the requirements of the *Local Government Regulation 2012* have been met.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

This report satisfies the requirements of *Section 204* of the *Local Government Regulation 2012*.

Risk Management Implications:

There appear to be no risk management implications.

Communication Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

[↓](#)1 Financial Summary as at 1 February 2017

Recommendation:

That the Financial Summary as at 1 February 2017 (as detailed on the 15 pages appended to this report) – **be noted by Council.**

Financial Summary
as at 01 Feb 2017

	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 - 59%</i>															
Recurrent Activities															
<i>Revenue</i>															
General Rates and Utility Charges	137,998,767	143,480,500	96%	70,565,785	76,269,500	93%	14,169,015	14,246,000	99%	26,714,898	26,677,000	100%	26,549,069	26,288,000	101%
Less: Discounts and pensioner remissions	(4,739,398)	(7,786,000)	61%	(4,174,181)	(7,209,000)	58%	(192,363)	(195,000)	99%	(210,022)	(213,000)	99%	(162,832)	(169,000)	96%
	133,259,369	135,694,500	98%	66,391,604	69,060,500	96%	13,976,652	14,051,000	99%	26,504,876	26,464,000	100%	26,386,237	26,119,000	101%
Fees and Charges	13,897,047	25,090,953	55%	10,387,217	18,465,712	56%	2,436,902	4,073,441	60%	515,261	1,253,500	41%	557,667	1,298,300	43%
Interest Revenue	1,783,486	3,376,000	53%	541,013	1,375,000	39%	91,971	93,000	99%	460,300	857,000	54%	690,202	1,051,000	66%
Grants, Subsidies & Donations	6,005,261	10,945,546	55%	6,005,261	10,945,546	55%	-	-	-	-	-	-	-	-	-
Sale of Developed Land Inventory	96,100	-	-	96,100	-	-	-	-	-	-	-	-	-	-	-
Total Recurrent Revenue	155,041,263	175,106,999	89%	83,421,195	99,846,758	84%	16,505,525	18,217,441	91%	27,480,437	28,574,500	96%	27,634,106	28,468,300	97%
<i>Expenses</i>															
Employee, Material and Services Costs	61,115,236	120,015,368	51%	41,856,798	81,995,465	51%	7,709,128	15,338,167	50%	5,395,671	10,859,703	50%	6,153,639	11,822,033	52%
Finance Costs	1,847,439	4,298,000	43%	942,120	1,803,000	52%	177,665	948,000	19%	611,163	1,209,000	51%	116,491	338,000	34%
Depreciation	27,269,611	46,747,904	58%	20,691,297	35,470,794	58%	369,060	632,675	58%	3,185,274	5,460,470	58%	3,023,980	5,183,965	58%
Total Recurrent Expenditure	90,232,286	171,061,272	53%	63,490,215	119,269,259	53%	8,255,853	16,918,842	49%	9,192,108	17,529,173	52%	9,294,110	17,343,998	54%
Operating Surplus	64,808,977	4,045,727		19,930,980	(19,422,501)		8,249,672	1,298,599		18,288,329	11,045,327		18,339,996	11,124,302	
<i>Transfers to</i>															
Restricted Capital Cash	-	4,000,000	0%	-	-	-	-	-	-	-	4,000,000	0%	-	-	-
NCP Transfers	(1)	-	-	(8,393,588)	(14,389,008)	58%	(943,238)	(1,616,978)	58%	4,265,130	7,311,651	58%	5,071,695	8,694,335	58%
Total Transfers	(1)	4,000,000	0%	(8,393,588)	(14,389,008)	58%	(943,238)	(1,616,978)	58%	4,265,130	11,311,651	38%	5,071,695	8,694,335	58%
Movement in Unallocated Surplus	64,808,978	45,727		28,324,568	(5,033,493)		9,192,910	2,915,577		14,023,199	(266,324)		13,268,301	2,429,967	
Unallocated Surplus (Deficit) brought forward from prior year(s)	879,063	879,063	100%	(10,409,604)	(10,409,604)	100%	-	-	-	-	-	-	11,288,687	11,288,687	100%
Unallocated Surplus (Deficit)	65,688,061	924,810		17,914,964	(15,443,097)		9,192,910	2,915,577		14,023,199	(266,324)		24,556,988	13,718,654	
Capital Activities															
<i>Council's Capital Expenditure (Excludes Donated Assets)</i>															
Council Expenditure on Non-Current Assets	35,181,201	114,778,109	31%	22,429,068	64,729,164	35%	249,844	318,000	79%	10,895,890	45,748,200	24%	1,606,399	3,982,745	40%
Loan Redemption	2,584,530	5,376,000	48%	1,673,226	3,456,000	48%	209,584	442,000	47%	569,348	1,200,000	47%	132,372	278,000	48%
Total Capital Expenditure	37,765,731	120,154,109	31%	24,102,294	68,185,164	35%	459,428	760,000	60%	11,465,238	46,948,200	24%	1,738,771	4,260,745	41%
Cash opening balance (incl. investments)	94,357,604	94,357,604													
Cash closing balance (incl. investments)	94,120,527	66,735,717													

Please note Year to Date (YTD) Budget is the 2016/2017 1st Revised Budget

Further to the Financial Summary Report as at 1 February 2017, the following key features are highlighted.

Budget Update

- The 2nd quarter budget revision was adopted on 31 January 2017 and uploaded into Authority on 1 February 2017. The updated budget figures will reflect in February's report.
- Input for the 3 Year Capital Forecast 2017/2018 closed on 19 December 2016 and is currently being finalised, however some projects are still undergoing the Project Decision Framework process for inclusion.
- Input for the Operational Budget 2017/2018 is due to close on 10 February 2017.
- The Phase 2 Budget Preparation Document 2017/2018 will be distributed to Managers for explanations of variances between the 2016/2017 budget and the 2017/2018 budget once input for the Operational Budget has closed.

Recurrent Expenditure

There are 3 main expense items which form the "Total Recurrent Expenditure" for Council.

a) Employee, Materials and Services Costs

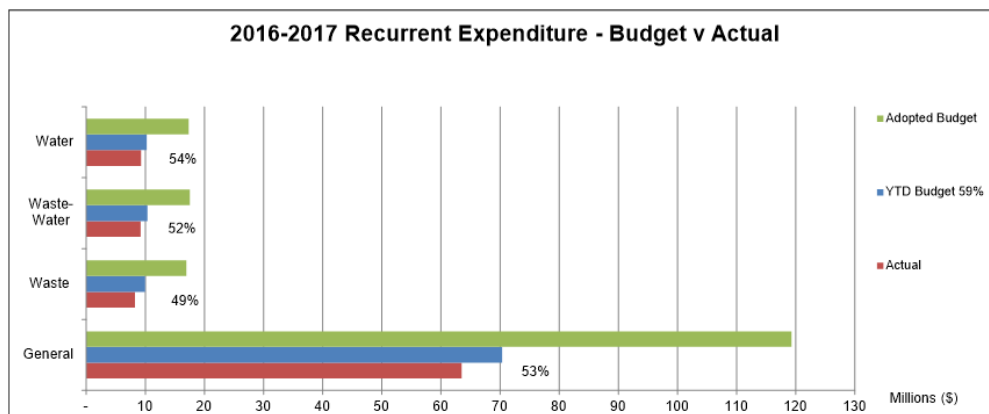
In assessing this month's expenditure, it is reasonable to expect the Employee, Materials and Services costs to be sitting around 59%. As at the date of this report the expenditure for the whole of Council is at 51%. The variation is mainly due to the Materials and Services trending lower than the budget. This will be monitored and may require adjustment in the third quarter budget revision.

b) Finance Costs

Finance Costs mainly consist of interest paid on Council loans. These payments are made quarterly. Overall the Finance Costs are in accordance with the budget, with the exception of Waste, where actuals costs are significantly lower than budget. The Waste budget includes an increased provision for bad debts, which have not been recognised to date.

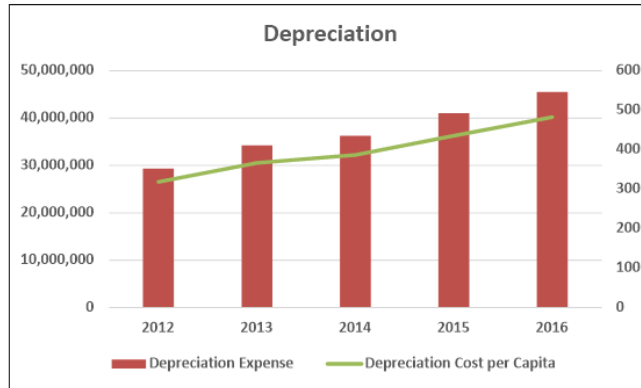
c) Depreciation

The budgeted depreciation expenditure is apportioned evenly across the 12 months of the year and is processed every month. The depreciation amount for January has been processed and the overall expenditure is as expected.



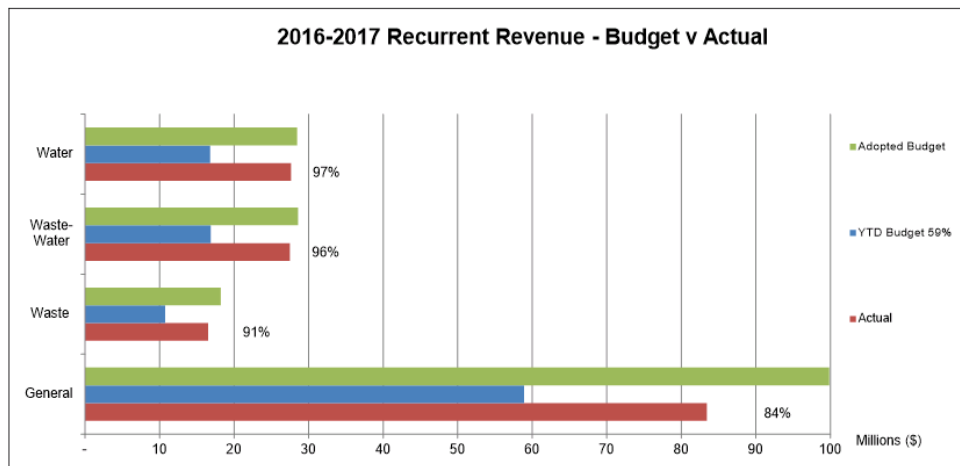
Depreciation Expense

- Depreciation expense for the 2015/2016 financial year was \$45.5 million, an increase of \$4.5 million from 2014/2015 financial year.
- Depreciation expense per capita for the 2015/2016 financial year is \$483, an increase of \$47 from the 2014/2015 financial year.
- Council expects depreciation expenses to continue to increase in coming years as major projects come on line and following the comprehensive revaluation and detailed inspection program on roads in 2017.



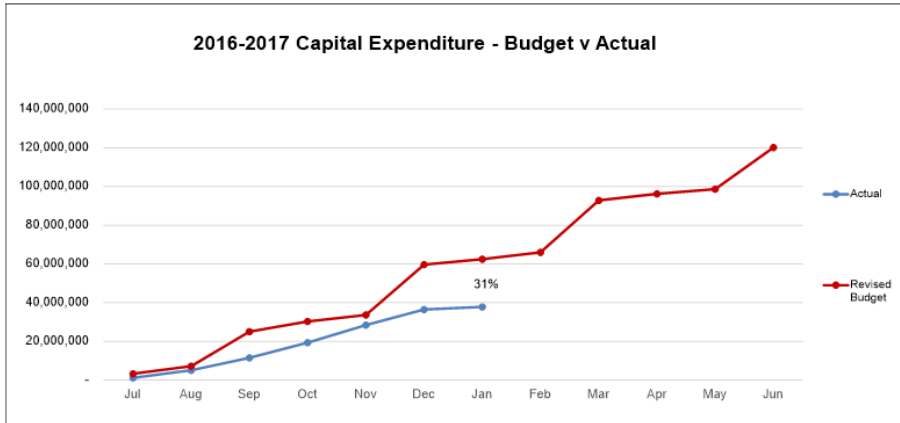
Recurrent Revenue

- Net Rates and Utility Charges revenue is currently following the normal pattern of income for Council during a financial year, with the rates having been levied for the 2nd half of the year and the revenue showing as around 96% of budget. However the General Fund is sitting lower than expected at 93%. This is due to Council expecting to receive around \$5 million in prepayments prior to the end of financial year. The percentage of actual to budgeted Discount on Rates is lower for the General Fund as the discount is applied as payments are received. No discount is applied to the other Business Units.
- Interest revenue is influenced by the amount of cash held within the Business Units. The General Fund amount excludes interest earned from current Term Deposits and At Call funds, which accounts for the discrepancy between budget and actuals.
- Operating Grants received to date include the 1st & 2nd Quarter Financial Assistance Grant, 1st Quarter State Library Queensland Grant, Home and Community Care services grants, First Start Funding Grant and for Fuel Tax Credits.



Capital Expenditure

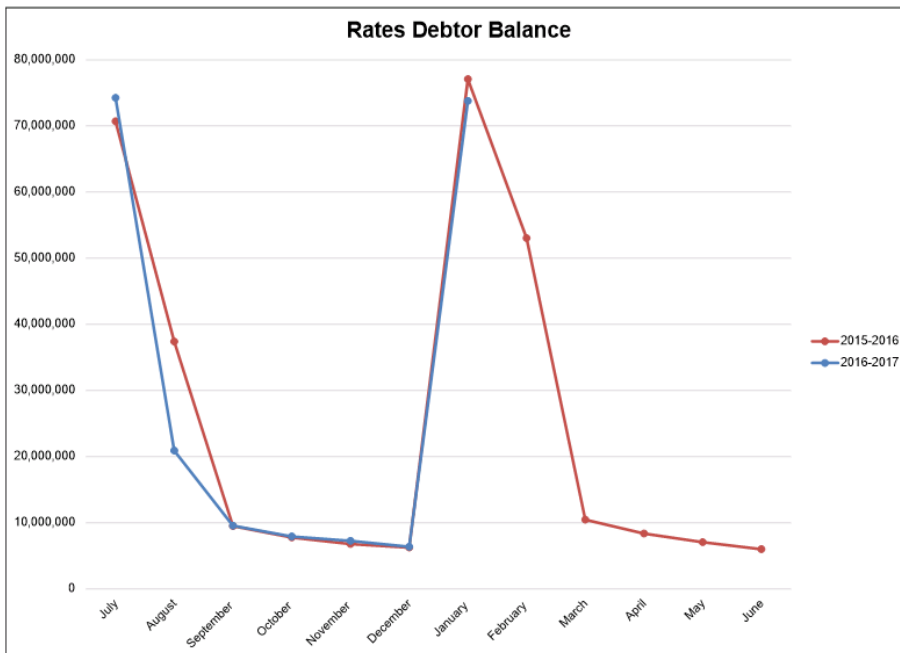
- The payment of the 2nd Quarter loan redemption for outstanding Council loans was made on 15 December 2016. The next quarterly payment is due on 15 March 2017.
- Capital Expenditure is currently 31% of the budget, an increase of 1% from 31 December 2016.



For more details regarding Capital Expenditure projects please refer to the Project tables below.

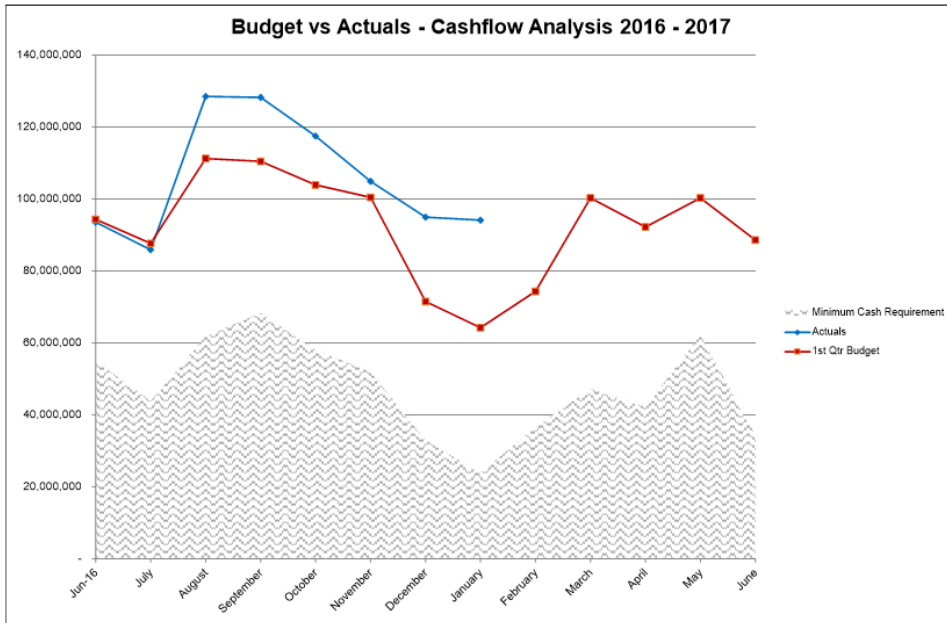
Rates Debtor

- Council's Rates are levied in July and February this financial year.
- The current levy has been raised and Rate Notices were issued on 6 February 2017, with a due date of 10 March 2017.
- As at 31 January 2017 the Rates Debtor balance sits at \$73.8 million, a decrease of \$3.3 million compared to January 2016. This is due to the timing of the reallocation of prepayments against the current levy.



Cash Flow

- The Cash Balance as at 31 January 2017 was \$94 million, a decrease of \$800,000 from 31 December 2016. This is significantly more than the expected cash balance. This variance is primarily due additional grants received during the month.
- Council is undertaking several major projects during this financial year, and will require appropriate cash levels in order to cover expenditure on these projects.
- The current Cash Balance is significantly higher than the estimated minimum Cash Balance required by Council and no liquidity issues are foreseeable in the near future.



2017 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Department	Project Description	Status *	Monitor (Descriptor)	Budget	2017 FY YTD Actuals	% Spend	Est Final Cost 2017	\$ Variance	Comments
Water and Wastewater	Coral Cove Sewer - Deering Place Innes Park - New Sewer Pump Station & Pressure Main	○	Construction is ongoing due to be completed March 2017	1,305,000	425,369	33%	440,000	(865,000)	Quarter 1 Changes - Budget increased by \$405,000 to reprovion funds from 2016 to 2017. Quarter 2 Changes - New work orders created for Pebble Beach due to capitalisation requirements. Revised Budget Requests submitted to reprovion \$880,000 to Coral Cover Sewer, \$40,000 to easement negotiations, and \$55,000 revenue to developer contribution.
	Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main	●	Contract has been awarded to Berajondo. Construction has commenced and due to be completed May 2017.	-	146,443	100%	880,000	880,000	Quarter 2 Changes - Revised Budget Request submitted to reprovion \$880,000 from budget work order to project work order.
	<i>Subtotal</i>			<i>1,305,000</i>	<i>571,812</i>	<i>44%</i>	<i>1,320,000</i>	<i>15,000</i>	
	Rubyanna STP - Design & Construction of Plant	○	All offsite pipe work is complete. Approximately 65% of structural concrete is complete.	32,966,000	5,807,247	18%	26,851,000	(6,115,000)	Quarter 2 Changes - Revised Budget Request submitted to reprovion \$115,000 from budget work order to project work order. Additionally, current financial year budget reduced by \$6,000,000 and reprovioned into the 2017/18 budget in line with Contractor Cashflow.
	Project Administration and Control (All Stages)	●	Work is ongoing	85,000	88,572	104%	200,000	115,000	Quarter 2 Changes - Revised Budget Request submitted to reprovion \$115,000 from budget work order to project work order.
	Rubyanna River Outfall for Rubyanna WWTP	✓	Construction schedule delayed by three weeks due to galvanising works. Completion due February 2017.	5,205,000	3,378,183	65%	5,205,000	-	
	<i>Subtotal</i>			<i>38,256,000</i>	<i>9,274,002</i>	<i>24%</i>	<i>32,256,000</i>	<i>(6,000,000)</i>	
	Gin Gin Water Treatment Plant Upgrade	✓	Internal delivery, completion expected May 2017	369,000	160,807	44%	369,000	-	Quarter 1 Changes - Budget increased by \$219,000 to reprovion funds from 2016 into 2017.
	Mellifont Street Water Pump Station (to transfer Treated Water to Kalkie WTP)	○	Internal delivery, completion expected May 2017	650,000	29,279	5%	529,000	(121,000)	Quarter 2 Changes - Revised budget request submitted to reprovion \$121,000 from the project work order to the budget work order.
	Mellifont Street Water Pump Station - Generator	✓	Purchase Order raised for procurement of generator	-	-	x	121,000	121,000	Quarter 2 Changes - Revised budget request submitted to reprovion \$121,000 from the project work order to the budget work order.
<i>Subtotal</i>			<i>650,000</i>	<i>29,279</i>	<i>5%</i>	<i>650,000</i>	<i>-</i>		
Woodgate Vaccum Sewer Extension	○	Construction commencement is subject to Infrastructure Agreement with Developer. Tender Closes in February 2017	1,300,000	28,055	2%	650,000	(650,000)	Quarter 3 Changes - Revised Budget Request to be submitted to reprovion budget to 2018 Financial Year.	
Belle Eden Gravity Main Construction	○	Project commencement pending development of site and subject to finalising sewerage infrastructure solutions for the area.	1,000,000	-	0%	1,000,000	-		

2017 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Department	Project Description	Status *	Monitor (Descriptor)	Budget	2017 FY YTD Actuals	% Spend	Est Final Cost 2017	\$ Variance	Comments
	Hughes Road/ Blain Street, Bargara - Reticulation Renewal - SPS Gravity Main Conversion to Rising Main	✓	Construction is ongoing due to be completed March 2017	600,000	253,843	42%	600,000	-	
	Port Water Infrastructure	✓	Resident connections to be finalised.	500,000	361,024	72%	500,000	-	
	Water Service Restoration (Water Hydrants)	✓	Project to be undertaken annually until standards are met in relation to water hydrant requirements.	515,000	334,636	65%	515,000	-	Quarter 1 Changes - Budget increased by \$515,000 from the approved Program Budget
	Port Sewerage Infrastructure - Installation of Gravity Reticulation System	✓	Design complete. Tender to be advertised late January, construction to commence April	700,000	33,156	5%	700,000	-	Quarter 1 Changes - Budget increased by \$700,000 from the approved Program Budget.

2017 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Department	Project Description	Status *	Monitor (Descriptor)	Budget	2017 FY YTD Actuals	% Spend	Est Final Cost 2017	\$ Variance	Comments
Major Projects	Bundaberg Showgrounds Development - Multi-Use Sport and Community Centre (Multiplex) - Stage 1	●	Construction is complete with Practical Completion issued end of January.	11,700,000	10,221,158	87%	11,221,158	(478,842)	Quarter 1 Changes - Budget increased by \$1,600,000 to reprovion funds from 2016 to 2017. Quarter 3 Changes - Revised Budget Request submitted to reduce the current budget by \$478,841 in line with contractor's cash flow.
	Bundaberg Showgrounds Development - Multi-Use Sport and Community Centre (Multiplex) - Stage 2	●	Tender awarded to Murchie Constructions. Construction expected to commence January 30.	5,000,000	96,118	2%	5,000,000	-	
	<i>Subtotal</i>			<i>16,700,000</i>	<i>10,317,276</i>	<i>62%</i>	<i>16,221,158</i>	<i>(478,842)</i>	
Information Systems	Corporate Applications - Core Systems Replacement Program	●	Enterprise Asset Management (EAM) evaluation panel have shortlisted tender responses and product demonstrations are imminent.	4,091,826	-	0%	4,029,826	(62,000)	Quarter 1 Changes - Budget increased by \$146,826 to reprovion funds from 2016 into 2017. - Budget decreased by \$30,000 to operational work order to fund CIO Operation Expense for Project Manager. - Budget decreased by \$225,000 to reprovion from capital work order to non-capital work order. - Budget decreased by \$10,000 to reprovion from capital work order to equipment work order. - Budget decreased by \$62,000 to reprovion from capital work order to non-capital work order.
	Corporate Applications - Rugged Tablets (2) - Proof of Concept - Core Systems Replacement Project	★	Costs have been finalised	10,000	10,000	100%	10,000	-	Quarter 1 Changes - Budget increased by \$10,000 to reprovion from capital work order to non-capital work order.
	<i>Subtotal</i>			<i>4,101,826</i>	<i>10,000</i>	<i>100%</i>	<i>4,039,826</i>	<i>(62,000)</i>	

2017 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Department	Project Description	Status *	Monitor (Descriptor)	Budget	2017 FY YTD Actuals	% Spend	Est Final Cost 2017	\$ Variance	Comments	
Roads and Drainage	Kay McDuff Drive Extension	○	Tender has been awarded to Berajondo. Construction has commenced in January 2017. Construction is due to be completed in May 2017.	2,600,000	10,886	0%	1,589,689	(1,010,311)	Quarter 3 Changes - Revised Budget Request submitted to reprovision \$1,010,311 from budget work order to project work order.	
	Winfield Road Widening	✓	Tender called in conjunction with projects in the Rehabilitation Program. Tender has closed and is currently being evaluated. Construction due to commence March 2017.	1,150,000	9,170	1%	1,150,000	-		
	Monduran Bridge	○	Construction is ongoing and due to be completed March 2017	3,120,000	1,429,478	46%	2,570,000	(550,000)	Quarter 2 Changes - Revised Budget Request submitted for Quarter 2 to reprovision \$550,000 from budget work order to project work order.	
	Monduran Road Approach Road on East Side of Kolan River	○	Design is currently being finalised. Construction due to commence March 2017.	-	10,220	×	550,000	550,000	Quarter 2 Changes - Revised Budget Request submitted for Quarter 2 to reprovision \$550,000 from budget work order to project work order.	
		<i>Subtotal</i>			<i>3,120,000</i>	<i>1,439,698</i>	<i>46%</i>	<i>3,120,000</i>	<i>-</i>	
	Eggmolese Street	○	Tender has been awarded to Devcon. Construction commenced in January 2017. Construction is due to be completed September 2017.	2,800,000	69,425	2%	2,900,000	100,000	Quarter 2 Changes - Revised Budget Request submitted for Quarter 2 to increase current year budget by \$100,000 due to tender price.	
	Thabeban Stormwater Drainage Scheme - Stage 1B	★	Costs have been finalised.	1,369,000	436,643	32%	436,643	(932,357)	Quarter 2 Changes - Revised Budget Request submitted for Quarter 2 to reprovision \$932,586 from budget work order to project work order.	
	Thabeban Stormwater Drainage Scheme Stage 2	○	Construction is practically complete awaiting financial completion.	-	423,278	×	932,586	932,586	Quarter 2 Changes - Revised Budget Request submitted for Quarter 2 to reprovision \$932,586 from budget work order to project work order.	
		<i>Subtotal</i>			<i>1,369,000</i>	<i>859,921</i>	<i>63%</i>	<i>1,369,229</i>	<i>-</i>	
	Winfield Road Construction - Rocky Point Road Turnoff to Boat Ramp	○	Construction is ongoing and due to be completed in February 2017.	750,000	269,820	36%	739,000	(11,000)	Quarter 2 Changes - Revised Budget Request submitted for Quarter 2 to reprovision \$11,000 from budget work order to project work order.	

2017 Financial Year**A Year to Date Summary of Capital Projects, with a budget exceeding \$500,000**

Department	Project Description	Status *	Monitor (Descriptor)	Budget	2017 FY YTD Actuals	% Spend	Est Final Cost 2017	\$ Variance	Comments
Parks, Sport & Natural Areas	Christsen Park - Redevelopment	✓	Costs have been finalised for Stage 1. Stage 2 to be commenced by December 2016	851,078	295,989	35%	851,078	-	Quarter 1 Changes - Expenditure and Revenue Budget increased by \$401,078 in line with approved Stronger Regions funding.
Community & Environment	Animal Pound Facility	✓	Construction is practically complete awaiting financial completion.	2,040,500	1,856,862	91%	2,040,500	-	
	Gin Gin Swimming Pool Amenities	★	Costs have been finalised.	465,517	467,748	100%	467,748	2,231	Quarter 1 Changes - Budget increased by \$67,148 to reprovion from 2016 into 2017. Budget decreased by \$26,631 to reprovion from capital work order to non-capital work order.
	Elliott Heads Holiday Park Amenities	●	Project Completed, Amenities Operational	1,105,210	873,265	79%	1,005,210	(100,000)	Quarter 1 Changes - Budget increased by \$105,210 to reprovion from 2016 into 2017. - Budget decreased by \$100,000 to reprovion from capital work order to non-capital work order.

Indicator	Status	Indicator Meaning
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- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ On track ★ Completed ● Monitor Action ✘ Required | <ul style="list-style-type: none"> Initiative is proceeding to plan with no indication of future impediments Initiative has been completed Progress is not as expected but action is being/has been taken and is expected to be on track within the next quarter or financial year Progress is significantly behind schedule or is rated 'closely monitor'. Decisive action is required to get back on track |
|--|--|

Please note that completed projects may still have outstanding costs

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Department	Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Budget	Current Budget	LTD Actuals	Est Final Cost	Comments	
Water and Wastewater	Coral Cove Sewer - Deering Place Innes Park - New Sewer Pump Station & Pressure Main	Capital	●	Construction is ongoing due to be completed March 2017	2,700,000	3,433,127	2,553,496	2,568,127		
	Coral Cove Sewer - Deering Place Innes Park - New Sewer Pump Station & Pressure Main	Capital	★	Developer Contribution complete	(949,061)	(925,694)	(925,694)	(925,694)		
	Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main	Capital	●	Contract has been awarded to Berajondo. Construction has commenced and due to be completed May 2017.	-	-	146,443	880,000		
	Coral Cove Sewer - Pebble Beach Drive New Pump Station, Rising Main and Gravity Main	Capital	★	Developer Contribution is complete	-	-	(55,000)	(55,000)		
	Coral Cove Sewer - Easement Negotiations and compensation	Non Capital	●	Work is ongoing	-	-	17,251	40,000		
	<i>Cost to Council</i>					1,750,939	2,507,432	1,736,495	2,507,433	
	Rubyanna STP - Design & Construction of Plant	Capital	●	All offsite pipe work is complete. Approximately 65% of structural concrete is complete.		51,956,589	14,626,527	51,956,589		
	Purchase of Land	Capital	★	Costs have been finalised		2,667,537	2,667,536	2,667,537		
	Rubyanna SPS Concept Study	Non Capital	★	Costs have been finalised		53,700	53,700	53,700		
	Project Administration and Control (All Stages)	Capital	●	Work is ongoing		1,005,000	788,516	1,005,000		
	Non Capital Costs for Design and Construction of Plant	Non Capital	●	Work is ongoing		231,000	232,517	232,517		
	Rubyanna STP - Trunk Pipelines Concept Design & Survey	Capital	★	Costs have been finalised		7,057,331	7,057,331	7,057,331		
	Rubyanna River Outfall for Rubyanna WWTP	Capital	✓	Construction schedule delayed by three weeks due to galvanising works. Completion due February 2017.	95,726,237	5,469,971	3,594,970	5,469,971		
	Rubyanna WWTP Pipelines - Springhill Road to RWWTP	Capital	★	Costs have been finalised		487,880	487,880	487,880		
	Rubyanna WWTP Pipelines - Darnell Street Sewerage Cutting	Capital	★	Costs have been finalised		321,020	321,020	321,020		
	Decommissioning of East Bundaberg WWTP	Non Capital	✓	Expression of Interest has closed. Received one submission. Currently drafting a Feasibility Study to present to Council for consideration by the end of the financial year.		1,800,000	8,417	1,800,000		
	Building Our Regions Round 1	Funding	✓	Stage 1 Funding Only	(5,000,000)	(5,000,000)	(4,250,000)	(5,000,000)		
	<i>Cost to Council</i>					90,726,237	66,050,028	25,588,413	66,051,545	
	Gin Gin Water Treatment Plant Upgrade	Capital	✓	Internal delivery, completion expected May 2017	1,100,000	1,167,193	959,000	1,167,193		

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Department	Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Budget	Current Budget	LTD Actuals	Est Final Cost	Comments
	Mellifont Street Water Pump Station (to transfer Treated Water to Kalkie WTP)	Capital	●	Internal delivery, completion expected May 2017	700,000	700,768	80,048	579,000	
	Mellifont Street Water Pump Station - Capital Generator	Capital	✓	Purchase Order raised for procurement of generator	-	-	-	121,000	
				<i>Cost to Council</i>	<i>700,000</i>	<i>700,768</i>	<i>80,048</i>	<i>700,000</i>	
	Woodgate Vaccum Sewer Extension	Capital	●	Construction commencement is subject to Infrastructure Agreement with Developer. Tender Closes in February 2017	1,300,000	1,300,000	28,055	1,300,000	
	Belle Eden Gravity Main Construction	Capital	●	Project commencement pending development of site and subject to finalising sewerage infrastructure solutions for the area.	1,000,000	1,000,000	-	1,000,000	
	Hughes Road/ Blain Street, Barga - Reticulation Renewal - SPS Gravity Main Conversion to Rising Main	Capital	✓	Construction is ongoing due to be completed March 2017	600,000	605,230	259,073	605,230	
	Port Water Infrastructure	Capital	✓	Resident connections to be finalised.	750,000	895,225	756,249	895,225	
	Water Service Restoration (Water Hydrants)	Capital	✓	Project to be undertaken annually until standards are met in relation to water hydrant requirements.	-	516,237	335,873	516,237	
	Port Sewerage Infrastructure - Installation of Gravity Reticulation System	Capital	✓	Design complete. Tender to be advertised late January, construction to commence April	-	700,000	33,156	700,000	
Major Projects	Bundaberg Showgrounds Development - Multi-Use Sport and Community Centre (Multiplex) - Stage 1	Capital	●	Construction is complete with Practical Completion issued end of January.	9,500,000	16,346,729	14,867,887	15,867,887	
	Bundaberg Showgrounds Development - Multi-Use Sport and Community Centre (Multiplex) - Stage 2	Capital	●	Tender awarded to Murchie Constructions. Construction expected to commence January 30.	12,500,000	12,641,399	237,517	5,141,399	
	Demolition of Skating Rink & Lessee Compensation	Non Capital	✓	Demolition still to occur.	250,000	250,000	-	250,000	
	Building our Regions Capital Fund and Community Development Grants Programme	Funding	✓	State Funding of \$5,000,000 and \$10,000,000 Federal Funding for Stage 1 and 2	(15,000,000)	(15,000,000)	(4,250,000)	(5,000,000)	
				<i>Cost to Council</i>	<i>7,250,000</i>	<i>14,238,128</i>	<i>10,855,404</i>	<i>16,259,286</i>	

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Department	Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Budget	Current Budget	LTD Actuals	Est Final Cost	Comments	
Information Systems	Corporate Applications - Core Systems Replacement Program - Initial product scope and product selection	Non Capital	●	Enterprise Asset Management (EAM) evaluation panel have shortlisted tender responses and product demonstrations are imminent.	-	872,262	917,382	946,034		
	Corporate Applications - Rugged Tablets (2) - Proof of Concept - Core Systems Replacement Project	Capital	★	Costs have been finalised	-	10,000	10,000	10,000		
	Corporate Applications - Core Systems Replacement Program	Capital	●	Enterprise Asset Management (EAM) evaluation panel have shortlisted tender responses and product demonstrations are imminent.	4,500,000	5,091,826	-	5,018,055		
	Corporate Applications - Software Programs	Capital	★	Costs have been finalised.	-	22,277	22,277	22,277		
	<i>Cost to Council</i>					4,500,000	5,996,365	949,659	5,996,365	
	Kay McDuff Drive Extension	Capital	●	Tender has been awarded to Berajondo. Construction has commenced in January 2017. Construction is due to be completed in May 2017.	2,900,923	2,944,021	317,809	1,896,612		
	Kay McDuff Drive Extension - Costs association with Construction of Bundaberg Ring Road Intersection	Non Capital	●	Costs associated with the Bundaberg Ring Road Intersection are non-capital as the Road is a State owned road.	-	-	65,253	1,010,311		
	Heavy Vehicle Safety and Productivity Program and Transport Infrastructure Development Scheme	Funding	✓	Heavy Vehicle Safety and Productivity Program Funding \$1,407,166 Transport Infrastructure Development Scheme Funding \$1,536,855	(2,944,021)	(2,944,021)	(583,775)	(2,906,923)		
	<i>Cost to Council</i>					(43,098)	-	(200,712)	-	
	Winfield Road Widening	Capital	✓	Tender called in conjunction with projects in the Rehabilitation Program. Tender has closed and is currently being evaluated. Construction due to commence March 2017.	1,150,000	1,185,473	44,643	1,185,473		
	Monduran Bridge	Capital	●	Construction is ongoing and due to be completed March 2017	3,300,000	3,307,370	1,616,848	2,757,370		
	Monduran Road Approach Road on East Side of Kolan River	Capital	●	Design is currently being finalised. Construction due to commence March 2017.	-	-	10,220	550,000		

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Department	Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Budget	Current Budget	LTD Actuals	Est Final Cost	Comments
Roads and Drainage	Bridges Renewal Program and Transport Infrastructure Development Scheme	Funding	✓	Bridges Renewal Program Funding - \$1,590,000 Transport Infrastructure Development Scheme Funding \$1,663,471	(3,253,471)	(3,253,471)	(1,838,000)	(3,253,471)	
				<i>Cost to Council</i>	46,529	53,899	(210,932)	53,899	
	Eggmolesse Street	Capital	●	Tender has been awarded to Devcon. Construction commenced in January 2017. Construction is due to be completed September 2017.	4,200,000	4,265,249	134,674	4,365,249	
	Roads to Recovery and Transport Infrastructure Development Scheme	Funding	✓	Roads to Recovery Funding - \$3,500,000 Transport Infrastructure Development Scheme Funding \$408,839	(3,908,839)	(3,908,839)	(183,921)	(3,908,839)	
				<i>Cost to Council</i>	291,161	356,410	(49,247)	456,410	
	Thabeban Stormwater Drainage Scheme - Stage 1B	Capital	★	Costs have been finalised.	1,308,000	1,507,253	574,896	574,896	
	Thabeban Stormwater Drainage Scheme Stage 2	Capital	●	Construction is practically complete awaiting financial completion.	-	-	423,278	932,586	
				<i>Cost to Council</i>	1,308,000	1,507,253	998,174	1,507,482	
	Winfield Road Construction - Rocky Point Road Turnoff to Boat Ramp	Capital	●	Construction is ongoing and due to be completed in February 2017.	750,000	750,000	269,820	739,000	
	Winfield Road Land Resumption	Non Capital	●	Land Resumption Costs are non-capital	-	-	10,237	11,000	
Roads to Recovery	Funding	✓	Roads to Recovery Funding - \$750,000	(750,000)	(750,000)	(400,000)	(750,000)		
			<i>Cost to Council</i>	-	-	(119,943)	-		

Moderate + High Governance Projects - Life to Date

A Life to Date Summary of Moderate + High Governance Projects, with a budget exceeding \$500,000 over the life of the works

Department	Project Description	Capital/Non-Capital	Status *	Monitor (Descriptor)	Original Budget	Current Budget	LTD Actuals	Est Final Cost	Comments
Parks, Sport & Natural Areas	Christen Park - Redevelopment	Capital	✓	Costs have been finalised for Stage 1. Stage 2 to be commenced by December 2016	800,000	1,278,980	723,892	1,278,981	
	National Stronger Regions Fund	Funding	✓	NSRF Round Three - Federal Government Funding - \$401,078	(401,078)	(401,078)	-	(401,078)	
	<i>Cost to Council</i>				398,922	877,902	723,892	877,903	
Community & Environment	Animal Pound Facility	Capital	✓	Construction is practically complete awaiting financial completion.	1,800,000	2,247,894	2,064,256	2,247,894	
	2015-16 Local Government Grants and Subsidies Program	Funding	✓		(720,000)	(720,000)	(384,181)	(720,000)	
	<i>Cost to Council</i>				1,080,000	1,527,894	1,680,075	1,527,894	
	Gin Gin Swimming Pool Amenities	Capital	●	Project Completed, Amenities Operational	100,000	498,369	500,600	500,600	
	Gin Gin Swimming Pool Amenities	Non Capital	★	Costs have been finalised.	-	26,631	26,631	26,631	
	Bendigo Bank	Funding	★	Received contribution of \$165,000 from Kolan Swimming Club.	-	(165,000)	(165,000)	(165,000)	
	<i>Cost to Council</i>				100,000	360,000	362,231	362,231	
	Elliott Heads Holiday Park Amenities	Capital	●	Project Completed, Amenities Operational. Demolition of old amenities to occur in February 2017	270,465	1,205,481	973,536	1,105,481	
	Elliott Heads Holiday Park Amenities	Non Capital	●	Demolition of old amenities to occur in February 2017	-	-	-	100,000	
	<i>Cost to Council</i>				270,465	1,205,481	973,536	1,205,481	

Indicator	Status	Indicator Meaning
✓	On track	Initiative is proceeding to plan with no indication of future impediments
★	Completed	Initiative has been completed
●	Monitor	Progress is not as expected but action is being/taken and is expected to be on track within the next quarter or financial year
○	Action	Progress is significantly behind schedule or is rated 'closely monitor'. Decisive action is required to get back on track
✘	Required	

Please note that completed projects may still have outstanding costs

**Item****21 February 2017****Item Number:**

F1

File Number:

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Part:GOVERNANCE &
COMMUNICATIONS**Portfolio:**

Organisational Services

Subject:

Right to Information & Information Privacy Delegation

Report Author:

Christopher Joosen, Governance Manager

Authorised by:

Anthony Keleher, Chief Financial Officer

Link to Corporate Plan:

Governance - 4.4.6 A commonsense approach to planning, coordination and consultation

Background:

Section 30(1) of the *Right to Information Act 2009* (RTI Act) and Section 50(1) of the *Information Privacy Act 2009* (IP Act) provides that an access application to an agency must be dealt with for the agency by the agency's principal officer - that is the Chief Executive Officer. This power may be delegated to another officer of the agency in accordance with Section 30(2) of the RTI Act and Section 50(2) of the IP Act. At present the Chief Executive Officer has sub-delegated this power to the General Manager Organisational Services and the Governance Manager.

To streamline operations it is proposed to also have this authority delegated to the Risk and Insurance Officer. That officer directly reports to the Governance Manager and has the requisite experience to determine applications pursuant to either piece of legislation. Whilst applications are determined within statutory timeframes this delegation will give Council added flexibility. This is additionally so as the current vacancy in the position of General Manager reduces the number of persons who can make any determination. It also provides an additional "internal review" mechanism in accordance with the legislation.

Associated Person/Organization:

N/A

Consultation:

Portfolio Spokesperson: Cr Helen Blackburn

Legal Implications:

This delegation is in accordance with the *Right to Information Act 2009* and *Information Privacy Act 2009*.

Policy Implications:

The additional delegation will streamline operations in the course of RTI and IP applications that are received by Council which is consistent with legislative requirements.

Financial and Resource Implications:

There appear to be no financial or resource implications.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

Nil

Recommendation:

That Council's Register of Delegations – Chief Executive Officer to Employee, under the *Right to Information Act 2009* and *Information Privacy Act 2009* delegations be amended to include the Risk and Insurance Officer.

**Item****21 February 2017****Item Number:**

N1

File Number:

A2924266

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

Community & Environment

Subject:

Partnerships & Sponsorships Grant Application – Life Education Bundaberg

Report Author:

Bruce Green, Operational Supervisor Community Development

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Community - 4.1.1 A safe, active and healthy community

Background:

Following Life Education's presentation to Council regarding their service provision in our region, an application has been received from Life Education Bundaberg, seeking Council's continued financial assistance. A commitment for 3 years (2017-2019) of \$10,000 per year is sought.

Life Education Bundaberg, provides on-going health & wellbeing education of primary school students in the Bundaberg area. The program covers the adverse effects of drugs, smoking, and antisocial behaviour, whilst also promoting the benefits of healthy eating. During 2016, Life Education Bundaberg delivered its service to 58 schools (approx 8,520 students) as well as attending events and activities where Life Education promoted Bundaberg Regional Council support.

The not-for-profit association receives some funding from the State Government but also relies on Local Government and community support.

Associated Person/Organization:

Heidi Mason, Community Events Coordinator

Consultation:

Portfolio Spokesperson: Cr Judy Peters

Divisional Councillor: Cr Helen Blackburn

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 \$10,000 will be made in the 2017/18 budget for this item.

Risk Management Implications:

Risk Management for this activity is the responsibility of Life Education Bundaberg.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓1](#) Life Education Partnership Sponsorship Request
- [↓2](#) Life Education Report to Bundaberg Regional Council
- [↓3](#) Life Education Bundaberg Budget 2016/2017

Recommendation:

That Life Education Bundaberg be advised Council will provide a financial donation of \$10,000 (plus GST where applicable) in the 2017/18 financial year to assist with the operational costs of the organization; however, at this time Council is unable to commit to a three year agreement.



**Empowering our children
and young people to make
safer and healthier choices
through education.**

8 December 2016

Mayor and Councillors
Bundaberg Regional Council
PO Box 3130
BUNDABERG QLD 4670

Dear Mayor and Councillors

We thank you for the recent opportunity given to us to provide a presentation on behalf of our organisation. We are very grateful for the support Bundaberg Regional Council has given Life Education over previous years and seek the continuation of this support for the next 3 years.

This is important, not only because the funding is vital in supporting the ongoing operation of the Life Education program, but also because it sends a vital message to the community that the health and wellbeing of Bundaberg children is seen by Bundaberg Regional Council as an integral part of its community responsibility.

The breadth of our engagement with local schools is a testimony to the support that Life Education has received from Bundaberg Regional Council.

A survey of more than 130 classroom teachers in Bundaberg, showed overwhelming support for the work of Life Education. Comments included the following;

- A lot of students aren't taught the necessary values at home and don't always make the right decisions.
- Healthy food and no smoking messages are particularly important for children in this class, due to home backgrounds.
- Focusing on making decisions regarding health, including cyber awareness, is something the students in my year level are dealing with in their lives.
- A number of our children have very unhealthy lunches so the focus on the needs of our bodies and food groups was perfect.
- Life Education allows students to engage in open discussion with the educator and each other about alcohol and the detrimental effects it can have on their life, and the lives of others.
- Life Education gave them a great deal of information that they clearly did not know.
- As many of the issues are showing up in the classroom in regards to communicating and how this is done, then lots of the discussion Kathy did around cool and uncool ways to communicate was very timely.
- Life Education relates to the students' real world and the importance of understanding the consequences of their decision making.
- Life Education enabled the students to engage in informed discussions concerning long term healthy habits and attitudes as well as the provision of meaningful and effective resources.
- It continues to give students information about healthy lifestyle choices in a world where there are easy, less healthy options. Life education provides a role model for many students who come from homes where nutrition and health are not a priority.
- It gives students the real facts and proactive strategies to deal with life issues that will, and do affect them.

- It is very important for the children to learn about good social behaviour, healthy eating and healthy habits. It is good for them to see the healthy food table
- My students are from a low socio-economic demographic and are overly exposed to alcohol abuse outside of school. The course encourages them to make choices other than those that they are exposed in their family situation.
- The Life Education Van is a fantastic program for our students to be involved with. They learn about nutrition, social skills, respect for others and how to keep safe in our community. These skills are vital for them in everyday life.

Life Education Bundaberg's committee is active in promoting Bundaberg Regional Council's support throughout the local community. During 2016, as well as visiting 58 schools where 8,520 students attended Life Education courses, events and activities where Life Education promoted Bundaberg Regional Council support included:

- Healthy Life Home & Community Expo
- Uniting Care Rainbow Day
- Pageant of Lights
- Wide Bay Volunteers Picnic Day
- South State School 125th Centenary
- Flourish Family Fun Day
- Mumma's Nest Markets

Healthy Harold Yellow Days were conducted at;

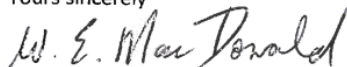
- ❖ Bundaberg Central State School
- ❖ Bargara State School
- ❖ North Bundaberg State School
- ❖ St John's Lutheran Primary School
- ❖ Bundaberg West State School
- ❖ Bundaberg East State School

Conclusion

The Life Education program in Bundaberg is a benchmark for community engagement. It is making a tangible ongoing difference in the lives of children, and providing a vital preventive health resource to the community.

We respectfully urge Council to commit to continuing its financial support of \$10,000 per annum for the next 3 years to ensure that future generations of Bundaberg children can benefit from the programs that Life Education provide.

Yours sincerely



Wendy MacDonald
Honorary Secretary

LIFE EDUCATION BUNDABERG

Address: PO Box 459, BUNDABERG QLD 4670
Phone: 07 41525735 Fax: 07 41525735
Email: bundaberg@lifeeducation.org.au
Website: www.lifeeducation.org.au
ABN: 27 177 601 524



PO Box 3130, Bundaberg QLD 4670
 190 Bourbong 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

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
	Organisation (If applicable) LIFE EDUCATION BUNDABERG
	Postal Address PO Box 459, Bundaberg, Qld, 4670
	Contact Person Mr Robert McAlister
	Telephone 07-4152 5735 Mobile 0427 127 900
	Email bundaberg@lifeeducation.org.au
Does your group/organisation have the following? (please tick)	<input checked="" type="checkbox"/> Incorporation Number: 3579 _____ (Attach Certificate)
	<input checked="" type="checkbox"/> ABN Number: 27 177 601 524 _____
	<input checked="" type="checkbox"/> Public Liability Insurance (Attach Certificate)
	<input checked="" type="checkbox"/> Annual Financial Statement (Attach Certificate)
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 checked="" type="checkbox"/> Sponsorships & Partnerships <input type="checkbox"/> Community Grant <input type="checkbox"/> 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:
	Location: Bundaberg Region
Please provide full details of the project/program/ event for which you are seeking funding	Our programs are designed to teach primary school children the dangers of lack of self-esteem and the need to become resilient to the everyday stresses in today's social environment. Children are made aware of what precious and incredible structures their bodies and minds are, and of the consequences if they abuse themselves through the misuse of destructive substances such as drugs, alcohol and tobacco in response to social pressures.

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 who 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.



PO Box 3130, Bundaberg QLD 4670
 190 Bourbong 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

How does your project/program/event provide a community benefit and/or meet the selection criteria	Life Education Bundaberg visits around 50 schools and presents it's programs to 8,000 students annually. The benefits of this program are clearly illustrated by the take up rate of schools in the region. In the latest school survey, 90% of respondents acknowledged the contribution that Life Education makes to the well being of their students.
Do the majority of your members reside in the Bundaberg Regional Council area?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The following documents must be submitted with your application	<input type="checkbox"/> Business / Project / Program Plan <i>(Attach documents)</i> <input type="checkbox"/> Business / Project / Program Budget <i>(Attach documents)</i> <input type="checkbox"/> Risk Management Plan <i>(Attach documents)</i> <input type="checkbox"/> Marketing Plan <i>(Attach documents)</i>
Grant Amount Requested	\$ <u>10,000</u> for next 3 yrs

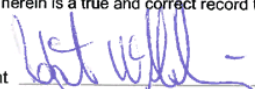
PARTNERSHIPS & SPONSORSHIPS PROGRAM - TERMS AND CONDITIONS

These Terms and Conditions must be complied with during the course of your successful grant:

1. The Partnership & Sponsorship grant is a one-off payment by Bundaberg Regional Council to the Applicant.
2. The Applicant warrants that:
 - a. all information in the Application is true and correct;
 - b. it intends to use the micro-grant for the purpose identified in the application; and
 - c. it has not received any other funding from Bundaberg Regional Council or any other Council Community Financial Assistance Programs in the current financial year (exclude: RADF and Special Events).
3. The Partnership & Sponsorship grant has been assessed by Bundaberg Regional Council based on the application completed by the applicant.
4. The Partnership & Sponsorship grant must not be used for any purposes other than for what was identified in the Application and for which the Partnership & Sponsorship grant was approved without prior written consent of Bundaberg Regional Council.
5. If the Applicant uses the Partnership & Sponsorship grant for purposes different to the approved purpose or fails to expend the monies at all:
 - a. The Applicant is required to repay the said monies to Bundaberg Regional Council on demand, otherwise Bundaberg Regional Council may institute proceedings to recover the monies so paid, as a liquidated debt; and
 - b. The Applicant will be prohibited from receiving any further grants or other funding from Bundaberg Regional Council or any related entity for a period of at least two years commencing from the date of receiving from Council written notification of future ineligibility (or until such time as may be otherwise agreed with Council).
6. The Applicant will keep and maintain adequate documentation evidencing the use of the Partnership & Sponsorship grant.
7. Bundaberg Regional Council has the right to request documentation from the Applicant evidencing the use of the Partnership & Sponsorship grant.
8. The Applicant agrees to acknowledge funding support as set out in the Partnership & Sponsorship Grant Acknowledging Funding Support Guide.
9. The Partnership & Sponsorship grant funding which is not spent in the current financial year will NOT be carried over to the next year unless requested by the applicant in writing and approved by Council's Events Unit.

I acknowledge that I have read and understood the above Terms and Conditions and fully agree to the conditions thereof.

Further, I certify that I have been authorised to submit this request on behalf of the above mentioned group / organisation and the information contained herein is a true and correct record to the best of my knowledge.

Signature of applicant  Date 8 / 12 / 2016

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 of 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.



A Life Education Bundaberg volunteer committee was formed in 1987, and health education to schools commenced in 1989.

Our employed educator, Kathy Bayliss, has been with us for 21 years. She has a teaching qualification, extensive teaching experience and Life Education training. Kathy receives in-service each year from Queensland's State head office.

Our mobile classroom is towed to approximately sixty primary schools within the Bundaberg district and areas west to Monto. Approximately ten thousand primary school students (state, private and distance education) access Life Education Bundaberg.

Life Education Bundaberg is a community based, not for profit registered charity. While we receive a small amount of state and local government funding, we rely heavily on local community for support.

Life Education Bundaberg
PO Box 456 or 57 Woongarra Street
Bundaberg Qld 4670

E-mail: bundaberg@lifeeducation.org.au
Enquiries: Phone 4152 5735 (Thursday)



HEALTHY HAROLD
NEEDS YOUR HELP

The Life Education mobile classroom is coming to your child's school!

Life Education is a health promotion charity, and the largest non-government provider of health and drug education to children.

We believe in the old saying 'it takes a village to raise a child'. So we work in a unique partnership with parents and teachers to enhance and reinforce children's learning about nutrition, the benefits of physical activity, personal safety including staying safe online, the health impacts of smoking and alcohol, and strategies to cope with peer and social pressures.

Life Education is about prevention through education – providing your child with important knowledge, skills and confidence to live a healthy, safe life.

Since 1979, Life Education has been delivering a high quality health education program across thousands of Australian schools.

Over the past 35 years, more than 5 million Australians have experienced our program, with 600,000 children taking part every year. A growing number of parents now recall the program from their primary school years!



"Thank you for taking us on the Mystery Bus Tour. We had such a fun time. We liked learning about our bodies."
Class 2SH

Free Parent Information Session

Life Education offers a free information session for parents and guardians held at your school.

This is your opportunity to find out what we will be teaching your child. We will share ideas on how you can support your child's learning around safe, healthy choices and peer pressure.

It is a great forum to increase knowledge, share views with other parents, and develop strategies to help raise happy, healthy kids.

Most schools take us up on the Parent Information Session. Check your school's newsletter for the details.



Check out our Parent Hub

Life Education has created a new hub just for parents where you can find the latest tips and strategies to support you in raising happy, healthy kids.

Here you will find useful information on a range of topics from road safety to how to combat bullying.

There are also fun family activities that you can do with your child.

Go to www.lifeeducation.org.au/parents



What children say about us...

"The Life Education van has taught me a lot in the past seven years. If I am ever in a situation when I need to make a decision about my health - I will think of what you told me."
Sarah, Year 6

"My Mum remembers Healthy Harold from when she was a little girl and when she saw your van she was really happy!"
Sarah, Year 4

"You have helped me have the confidence to say no to people who want to peer pressure me."
Abdigan, Year 6

"I learnt how to deal with peer pressure in the future. I learnt what alcohol and drugs do to you in long/short term use. I learnt what effect drinking has on the community and myself."
Hayley, Year 7

Unique, fun, memorable...

Our mobile classrooms make the program accessible, exciting and memorable. We use up-to-date technology and teaching methods, and engage the students through interactive games and activities.



Healthy Harold the giraffe, our much loved mascot, helps to deliver our message to primary school children.

All students also receive an age-appropriate and specific workbook so that they can further their education in the classroom, creating an ongoing learning experience.

What your child will learn

The Life Education program is delivered by specialist educators in a fun learning environment.

The age-appropriate material covers topics including:

- Nutrition
- Physical activity
- Personal safety
- Effective communication skills
- Resilience
- Body image
- Bullying
- Cyber safety
- Smoking and Alcohol

Your child's teacher will choose the most appropriate topic for the grade.



Life Education's program is developed with learning outcomes that link to the new Australian curriculum for Health and Physical Education.

We also provide teacher manuals and resources to extend learning in the classroom.

Life Education... an opportunity every Queensland child deserves

Life Education is a children's charity.

All donations \$2 and over are tax deductible.

If you would like to support us, please go to

www.lifeeducation.org.au/donate

How we are funded

Being a charity, Life Education relies on fundraising to help maintain our vital service. We do this through donations from the general public, community and corporate partnerships, and support from the State Government. This enables us to heavily subsidise the cost of our program to parents, keeping the cost as low as possible.

In disadvantaged and remote communities, Life Education is able to subsidise the cost to parents even further, so that all children have the opportunity to access this important program.

Life Education Queensland

PO Box 247, Pacific Fair, QLD 4218

T: 07 5572 0166 | F: 07 5572 0372

www.lifeeducation.org.au



Empowering your child through education for a healthy, safe life.



Your school has chosen to partner with Life Education, a specialist health education provider.

Soon, the Life Education Mobile Learning Centre will be visiting your school, engaging your child in an exciting and memorable learning experience, which is aligned with the Australian Health and Physical Education Curriculum.

We'd like to share with you some information about this important learning opportunity for your child.

qld@lifeeducation.org.au

www.lifeeducation.org.au



MISSION: "Empowering our children and young people to make safer and healthier choices through education."

VISION: "Generations of healthy young Australians living to their full potential."

At each and every event that Life Education Bundaberg committee attends, our supporters and sponsors are and will be promoted for the next 12 months or the time nominated on our promotion notice board which will be on display, as well as in or on our mobile classroom (depending on the amount of the donation).



Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly reliance should not be placed on the expiry date.

Insured: Life Education Inc, Life Education NSW Limited, Life Education Australia Limited, Hunter Care Limited T/as Hunter Life Education Centre, Ryde – Huntles Hill Life Education Centre Inc, Life Education SA Inc, Life Education WA Inc, Life Education Centre Foundation Queensland Inc, Central Queensland Life Education, Life Education Morton Bay, Bundaberg Life Education Centre, Toowoomba & Darling Downs Life Education Association Inc, Townsville & District Life Education, Cooloola Nossa Life Education Assoc Inc, Life Education Victoria, Tasmanian Life Education Committee Inc, Dandenong, Springvale, Chelsea Life Education, North Eastern Region Life Education Centre Management Committee Inc, Life Education Melbourne, Eastern Region Inc, Hume Calder Life Education Centre Inc, Life Education Gippsland Inc, Life Education Centre Mornington Peninsula Inc, Illawarra Drug Awareness Group Ltd trading as Life Education Illawarra, Ballarat Committee Inc., South East Region Berwick Cranbourne/Pakenham, Border Region, Goulburn Murray/ Bendigo Region, Melbourne Western Region, North East Victoria Region

Policy Number: 10M 6685225

Period of Insurance:

<i>(From)</i>	31/08/2016	at 4:00pm local time at the place of issue
<i>(To)</i>	31/08/2017	at 4:00pm local time at the place of issue

Policy Type: General and Products Liability

Limit of Liability:

Public Liability:	\$50,000,000	any one Occurrence
Advertising Liability:	\$50,000,000	any one Occurrence
Products Liability:	\$50,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

Remarks: The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Issued by: Tim Zvirblis
Senior Underwriter, Liability - NSW and ACT

Signed for and on behalf of CGU Insurance

Dated: 26/08/2016

FORM 2



QUEENSLAND

ASSOCIATIONS INCORPORATION ACT 1981

Section 12
Regulation 7

No. 3579


CERTIFICATE OF INCORPORATION
OF AN ASSOCIATION

This is to Certify

that

..... CARING FOR KIDS INC.
.....

is, on and from the tenth day of December , 19 87 ,
incorporated under the Associations Incorporation Act 1981.


.....
Under Secretary,
Department of Justice.

18590/82—Govt. Printer, Qld.



Bradley Grogan
B Bus(Acc) FCA
Scott Grogan
B Bus(Acc) CA SMSF Specialist
Wendy Redshaw
B Bus(Acc) CA
Karen Peall
B Com(Acc) CA Cdec

24 Barolin Street
Bundaberg QLD 4670

PO Box 1935
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T 07 4152 4677
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dgz.com.au

**BUNDABERG LIFE EDUCATION CARING FOR KIDS
INC**

**INDEPENDENT AUDIT REPORT
FOR THE YEAR ENDED
30 JUNE 2016**

Liability limited by scheme approved under
Professional Standards Legislation

Liability limited by a scheme approved under Professional Standards Legislation





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B Bus(Acc) FCA
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INDEPENDENT AUDITOR'S REPORT

To the Members of BUNDABERG LIFE EDUCATION CARING FOR KIDS INC

We have audited the accompanying financial report, being a special purpose financial report, of Bundaberg Life Education Caring for Kids Inc, which comprises the assets and liabilities statement as at 30 June 2016, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of Bundaberg Life Education Caring for Kids Inc is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act 1981* and the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financials report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Qualification

As is common for organisations of this type, it is not practicable for the Bundaberg Life Education Caring for Kids Inc to maintain an effective system of internal control over receipts, donations and other fund raising activities until their initial entry in the accounting records. Accordingly, our audit in relation to funds received and payments made was limited to amounts recorded in the accounting records.

Liability limited by a scheme approved under Professional Standards Legislation



Qualified Audit Opinion

In our opinion, subject to the effects of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly, in all material respects, the financial position of Bundaberg Life Education Caring for Kids Inc as at 30 June 2016 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *Associations Incorporation Act 1981*.

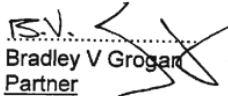
Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statement, which describes the basis of accounting. The financial report has been prepared to assist Bundaberg Life Education Caring for Kids Inc to meet the requirements of the *Associations Incorporation Act 1981*. As a result, the financial report may not be suitable for any other purpose.

DGZ
Chartered Accountants

19 August 2016

24 Barolin Street
BUNDABERG QLD 4670


Bradley V Grogan
Partner

BUNDABERG LIFE EDUCATION CARING FOR KIDS INC
STATEMENT OF INCOME AND EXPENDITURE
FOR YEAR ENDED 30 JUNE 2016

	2016	2015
INCOME	\$	\$
Closing Stock on Hand	2,773.61	3,799.60
Donations	4,505.50	6,187.92
Grant	26,061.81	-
Harold Sales	4,590.61	5,112.46
Interest Received	2,963.15	1,214.22
Sponsorship	14,000.00	21,300.00
Sundry Income	-	1,275.06
Van Admissions	36,760.00	44,663.00
Wages Grant	53,890.00	40,000.00
<i>Total Income</i>	<u>145,544.68</u>	<u>123,552.26</u>
EXPENDITURE		
Audit	850.00	850.00
Depreciation	15,300.25	18,000.28
Franchise & Licenses Fees	1,741.45	1,600.75
Harold Products	2,232.69	2,466.71
Insurance	1,704.99	2,093.10
Internet & Telephone	858.38	903.99
Meals & Food	504.00	183.00
Motor Vehicle Expenses	2,995.74	3,777.83
Opening Stock on Hand	3,799.60	17,150.00
Postage	331.60	425.24
Printing & Stationery	404.13	1,851.01
Royalties	3,197.64	4,462.31
Sundries	156.48	933.85
Superannuation	7,648.97	6,928.56
Travel & Accommodation	1,970.44	259.09
Van Expenses	4,882.61	5,329.80
Wages	81,166.78	74,377.46
Workbooks	3,969.85	5,900.27
Workcover	315.18	574.94
<i>Total Expenditure</i>	<u>134,030.78</u>	<u>148,068.19</u>
NET SURPLUS/(DEFICIT)	<u>\$ 11,513.90</u>	<u>(\$ 24,515.93)</u>

To be read in conjunction with attached Audit Report

BUNDABERG LIFE EDUCATION CARING FOR KIDS INC

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 30 JUNE 2016**

	2016	2015
	\$	\$
CURRENT ASSETS		
Commonwealth Bank Donations Account	11,533.27	17,931.61
Commonwealth Bank Working Account	67,294.54	12,660.84
Commonwealth Bank Term Deposit - 440350367450	66,430.63	83,532.45
GST Receivable	-	494.00
Inventory	2,773.61	3,799.60
Load and Go Card	382.96	428.29
Total Current Assets	<u>148,415.01</u>	<u>118,846.79</u>
NON-CURRENT ASSETS		
Plant & Equipment		
Plant & Equipment	181,860.69	181,860.69
Motor Vehicles	23,696.36	23,696.36
	<u>205,557.05</u>	<u>205,557.05</u>
Less: Accumulated Depreciation	(171,816.38)	(165,862.14)
Van	86,237.65	86,237.65
Less: Accumulated Depreciation	<u>(33,276.96)</u>	<u>(23,930.95)</u>
Total Non-Current Assets	<u>86,701.36</u>	<u>102,001.61</u>
TOTAL ASSETS	<u>235,116.37</u>	<u>220,848.40</u>
LIABILITIES		
GST Payable	2,363.00	-
PAYG Payable	4,560.00	4,260.00
Superannuation Payable	1,784.10	1,693.03
Long Service Leave Provision	2,221.89	2,221.89
Total Liabilities	<u>10,928.99</u>	<u>8,174.92</u>
NET ASSETS	<u>\$ 224,187.38</u>	<u>\$ 212,673.48</u>
ACCUMULATED FUNDS		
Balance as at 1 July 2015	212,673.48	237,189.41
Add Net Surplus/(Deficit) for year	11,513.90	(24,515.93)
	<u>\$ 224,187.38</u>	<u>\$ 212,673.48</u>

To be read in conjunction with attached Audit Report

LIFE EDUCATION BUNDABERG
SCHOOL STATISTICS 2014/15 & 2015/16

SCHOOL	Number of Students 2014/15	Number of Students 2015/16
Alloway	54	56
Avoca	413	422
Avondale	26	19
Bargara	368	333
Booyal	25	26
Branyan Road	315	370
Bullyard	41	39
B.C.C.	327	274
Central	81	69
East	589	585
North	398	387
South	183	School cancelled
West	302	284
Burnett Heads	143	136
Coral Coast C.C.	41	33
Cordalba	91	87
Elliott Heads	93	98
Gin Gin	328	287
Givelda	22	13
Gooburrum	105	119
Goodwood	68	57
Kalkie	School cancelled	290
Kolan South	139	116
Maroondan	35	29
Mcllwraith	22	18
Moore Park	243	223
Norville	702	668
Oakwood	103	102
Sharon	153	138
St Johns Lutheran	198	158
St Josephs Bundy	177	157
St Lukes Ang.	363	357
St Marys	421	418
St Patricks	433	School cancelled
Thabeban	185	158
Walkervale	570	449
Wallaville	78	60
Winfield	13	9
Woongarra	496	460
Yandaran	34	26
TOTALS	8378	7530

LIFE EDUCATION BUNDABERG

SCHOOL STATISTICS 2015/16

SCHOOL	Number of students	Wages @ \$303 per day	Student Workbooks @ 35c ea.	Teachers Manuals @ \$3 ea.	Mileage @ 70c per kilometre	Van Towing	extras see below \$34.82 per day	total costing for school	costing per student
Alloway	56	\$ 606.00	\$ 19.60	\$ 9.00	\$ 7.70	\$ 143.00	\$ 69.64	\$ 854.94	\$ 15.27
Avoca	422	\$ 2,424.00	\$ 147.70	\$ 54.00	\$ 2.80	\$ 107.25	\$ 278.56	\$ 3,014.31	\$ 7.14
Avondale	19	\$ 303.00	\$ 6.65	\$ 9.00	\$ 32.90	\$ 143.00	\$ 34.82	\$ 529.37	\$ 27.86
Bargara	333	\$ 1,818.00	\$ 116.55	\$ 48.00	\$ 10.50	\$ 127.87	\$ 208.92	\$ 2,329.84	\$ 7.00
Booyal	26	\$ 303.00	\$ 9.10	\$ 6.00	nil	nil	\$ 34.82	\$ 352.92	\$ 13.57
Bramyan Road	370	\$ 1,515.00	\$ 129.50	\$ 39.00	\$ 1.40	\$ 107.25	\$ 174.10	\$ 1,966.25	\$ 5.31
Bullyard	39	\$ 606.00	\$ 13.65	\$ 6.00	\$ 15.75	\$ 198.00	\$ 69.64	\$ 909.04	\$ 23.31
B.C.C.	274	\$ 1,515.00	\$ 95.90	\$ 45.00	\$ 7.00	\$ 148.50	\$ 174.10	\$ 1,985.50	\$ 7.25
Central	69	\$ 606.00	\$ 24.15	\$ 12.00	\$ 4.20	\$ 74.24	\$ 69.64	\$ 790.23	\$ 11.45
East	585	\$ 2,727.00	\$ 204.75	\$ 9.00	\$ 5.60	\$ 99.00	\$ 313.38	\$ 3,358.73	\$ 5.74
North	387	\$ 1,818.00	\$ 135.45	\$ 51.00	\$ 5.60	\$ 250.25	\$ 208.92	\$ 2,469.22	\$ 6.38
South	Cancelled								
West	284	\$ 1,818.00	\$ 99.40	\$ 57.00	\$ 4.90	\$ 71.50	\$ 208.92	\$ 2,259.72	\$ 7.96
Burnett Heads	136	\$ 909.00	\$ 47.60	\$ 27.00	\$ 11.20	\$ 321.75	\$ 104.46	\$ 1,421.01	\$ 10.45
Coral Coast C.C.	33	\$ 606.00	\$ 11.55	\$ 9.00	\$ 5.60	\$ 143.00	\$ 69.64	\$ 844.79	\$ 25.60
Cordalba	87	\$ 606.00	\$ 30.45	\$ 12.00	\$ 18.20	\$ 357.50	\$ 69.64	\$ 1,093.79	\$ 12.57
Elliott Heads	98	\$ 606.00	\$ 34.30	\$ 18.00	\$ 12.60	\$ 71.50	\$ 69.64	\$ 812.04	\$ 8.29
Gin Gin	287	\$ 1,818.00	\$ 100.45	\$ 93.00	\$ 23.10	\$ 247.50	\$ 208.92	\$ 2,490.97	\$ 8.68
Givelda	13	\$ 303.00	\$ 4.55	\$ 6.00	nil	nil	\$ 34.82	\$ 348.37	\$ 26.80
Gooburrum	119	\$ 606.00	\$ 41.65	\$ 15.00	\$ 12.25	\$ 71.50	\$ 69.64	\$ 816.04	\$ 6.86
Goodwood	57	\$ 606.00	\$ 19.95	\$ 12.00	\$ 21.35	\$ 143.00	\$ 69.64	\$ 871.94	\$ 15.30
Kalkie	290	\$ 1,515.00	\$ 101.50	\$ 54.00	\$ 6.65	\$ 143.00	\$ 174.10	\$ 1,994.25	\$ 6.88
Kolan South	116	\$ 606.00	\$ 40.60	\$ 27.00	\$ 12.60	\$ 143.00	\$ 69.64	\$ 898.84	\$ 7.75

Maroondan	29	\$ 303.00	\$ 10.15	\$ 6.00	\$ 41.30	\$ 198.00	\$ 34.82	\$ 593.27	\$ 20.46
McIlwraith	18	\$ 303.00	\$ 6.30	\$ 6.00	nil	nil	\$ 34.82	\$ 350.12	\$ 19.45
Moore Park	223	\$ 1,212.00	\$ 78.05	\$ 33.00	\$ 12.60	\$ 107.25	\$ 139.28	\$ 1,582.18	\$ 7.09
Norville	668	\$ 3,333.00	\$ 233.80	\$ 102.00	\$ 3.50	\$ 53.62	\$ 383.02	\$ 4,108.94	\$ 6.15
Oakwood	102	\$ 606.00	\$ 35.70	\$ 15.00	\$ 7.70	\$ 163.62	\$ 69.64	\$ 897.66	\$ 8.80
Sharon	138	\$ 909.00	\$ 48.30	\$ 15.00	\$ 9.10	\$ 143.00	\$ 104.46	\$ 1,228.86	\$ 8.90
St Johns Lutheran	158	\$ 1,212.00	\$ 55.30	\$ 30.00	\$ 4.90	\$ 99.00	\$ 139.28	\$ 1,540.48	\$ 9.75
St Josephs Bundy	157	\$ 909.00	\$ 54.95	\$ 27.00	\$ 4.90	\$ 123.74	\$ 104.46	\$ 1,224.05	\$ 7.80
St Lukes Ang.	357	\$ 1,818.00	\$ 124.95	\$ 42.00	\$ 6.30	\$ 71.50	\$ 208.92	\$ 2,271.67	\$ 6.36
St Marys	418	\$ 2,121.00	\$ 146.30	\$ 54.00	\$ 5.95	\$ 71.50	\$ 243.74	\$ 2,642.49	\$ 6.32
St Patricks	Cancelled								
Thabeban	158	\$ 909.00	\$ 55.30	\$ 30.00	\$ 5.60	\$ 99.00	\$ 104.46	\$ 1,203.36	\$ 7.62
Walkervale	449	\$ 2,727.00	\$ 157.15	\$ 84.00	\$ 5.25	\$ 74.24	\$ 313.38	\$ 3,361.02	\$ 7.49
Wallaville	60	\$ 606.00	\$ 21.00	\$ 15.00	\$ 24.85	\$ 222.74	\$ 69.64	\$ 959.23	\$ 15.99
Winfield	9	nil	\$ 3.15	\$ 9.00	nil	nil	\$	\$ 12.15	\$ 1.35
Woongarra	460	\$ 2,121.00	\$ 161.00	\$ 63.00	\$ 7.70	\$ 107.25	\$ 243.74	\$ 2,703.69	\$ 5.88
Yandaran	26	\$ 303.00	\$ 9.10	\$ 6.00	\$ 18.20	\$ 143.00	\$ 34.82	\$ 514.12	\$ 19.77
	7530							\$ 57,605.40	

Extras are car & van registration \$1.21 per day, superannuation \$28 per day, workcover \$1.81 per day, car & van insurance \$3.80 per day

Average cost per student for Life Education Bundaberg to present our program to students in the Bundaberg Regional Council area is \$7.65. (as per list)

We receive \$5 per student, leaving a short fall of \$19,955.40



Life Education Queensland – 2016 Report to Bundaberg Regional Council

Introduction

Life Education is Australia's largest non Government provider of health and drug education to Australian children. Our program supports schools and parents to provide children with the knowledge, skills, strategies and confidence to make safe and healthy choices.

Prevention is vital to improving the future health and wellbeing of Australia's young people. The Life Education program addresses many important health and safety issues across our community, including cigarette smoking, the misuse of alcohol, and cyber safety. One of the greatest health challenges is obesity and its link to diabetes and cardio-vascular disease. The 2014 Chief Health Officer Report, from Queensland Health, highlights the following;

- The prevalence of diabetes has increased by 25% over 12 years. One in 12 adult Queenslanders now has diabetes
- 17,000 new cases of diabetes are diagnosed each year in Queensland
- The average adult Queenslander has gained 3kg in a decade
- Obesity rates have increased 2.5 times over two decades
- By measurement, 28% of Australian children and 68% of adults are overweight or obese, including 2.5 million Queenslanders
- More than one-third of daily energy intake is derived from energy-dense, nutrient poor foods such as sugary drinks, snack foods and confectionary.

The Life Education program is more relevant to the local community than ever before. In Bundaberg, the level of community engagement is a model for the rest of the organisation. The breadth of our engagement with local schools is a testimony to the ongoing support that Life Education has received from Bundaberg Regional Council, and the community in general. This report provides a summary of our work in the region and proposes that the existing funding of \$10,000 per annum provided by Bundaberg Regional Council be renewed.

This is important, not only because the funding is vital to supporting the ongoing operation of the Life Education program, but also because it sends a vital message to the community that the health and wellbeing of Bundaberg children is a whole of community responsibility. Federal government, state government, local government, schools, non profit organisations, parents and carers all have a responsibility to contribute to building a safer and healthier community for our children.

We will highlight the ongoing need for the Life Education program throughout this report, by providing feedback from Bundaberg teachers, parents and students.

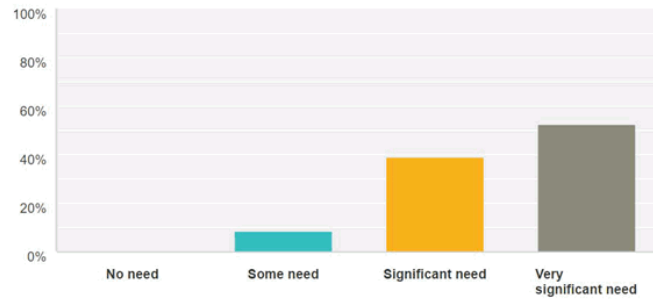
Bundaberg Teachers

A survey of more than 130 classroom teachers in Bundaberg, showed overwhelming support for the work of Life Education. Comments included the following;

- A lot of students aren't taught the necessary values at home and don't always make the right decisions.
- Healthy food and no smoking messages are particularly important for children in this class, due to home backgrounds.
- Focusing on making decisions regarding health, including cyber awareness, is something the students in my year level are dealing with at the moment in their lives.
- A number of our children have very unhealthy lunches so the focus on the needs of our bodies and food groups was perfect all the general rules about turn taking; road crossing are also age appropriate
- Life Education allows students to engage in open discussion with the educator and each other about alcohol and the effects it can have on their life, and the lives of others.
- Life Education gave them a great deal of information that they clearly did not know
- As many of the issues are showing up in the classroom in regards to communicating and how this is done, then lots of the discussion Kathy did around cool and uncool ways to communicate was very timely.
- Life Education relates to the students' real world and the importance of understanding the consequences of their decision making.
- Life Education enabled the students to engage in informed discussions concerning long term healthy habits and attitudes as well as the provision of meaningful and effective resources.
- Focusing on positive thinking and healthy choices is essential today.
- Given them knowledge about healthy eating for their own application making it relevant to their lunch boxes and day to day habits. Also given general safety information that is extremely important. The presentation was very interactive and informative using whole body learning.
- It continues to give students information about healthy lifestyle choices in a world where there are easy, less healthy options. Life education provides a role model to many students who come from homes where nutrition and health are not a priority.
- It gives students the real facts and proactive strategies to deal with life issues that will and do affect them.
- It helps prepare students for the decisions that they will face in the real world
- It is very important for the children to learn about good social behaviour, healthy eating and healthy habits. It is good for them to see the healthy food table.
- It provided an avenue for my students to enter into discussion on topics we often don't have time for in class.
- My students are from a low socio-economic demographic who are overly exposed to alcohol outside of school.
- The Life Education Van is a fantastic program for our students to be involved with. They learn about nutrition, social skills, respect for others and how to keep safe in our community. These skills are vital for them in everyday life.

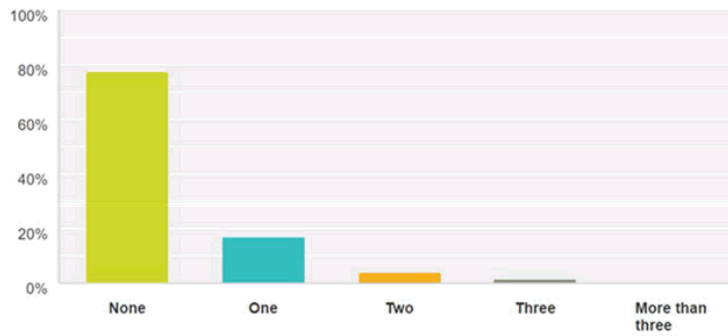
The following data also underpins the value of the Life Education program to the Bundaberg community. In all cases, Life Education scored higher in Bundaberg than the Queensland average.

How great is the need in your school community for the program provided by Life Education?



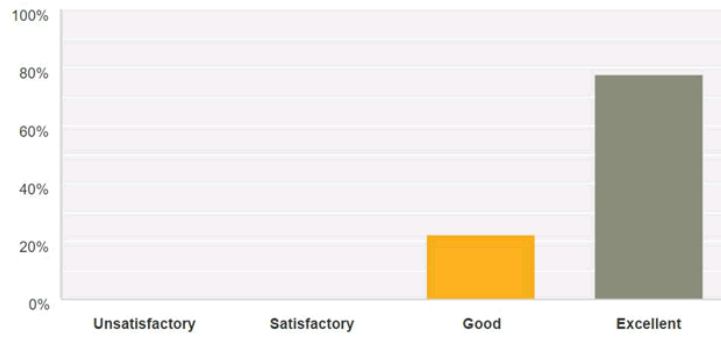
Answer Choices	Responses
No need	0.00% 0
Some need	8.27% 11
Significant need	39.10% 52
Very significant need	52.63% 70
Total	133

Are you aware of other external providers in your area that offer a comparable drug and health education program to Life Education? If so, how many?



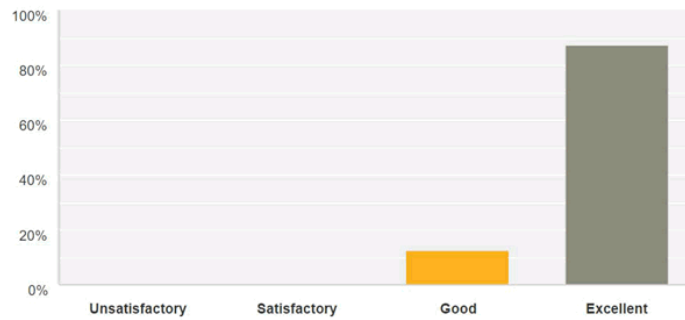
Answer Choices	Responses
None	77.69% 101
One	16.92% 22
Two	3.85% 5
Three	1.54% 2
More than three	0.00% 0
Total	130

How do you rate the relevance of the content of the Program?



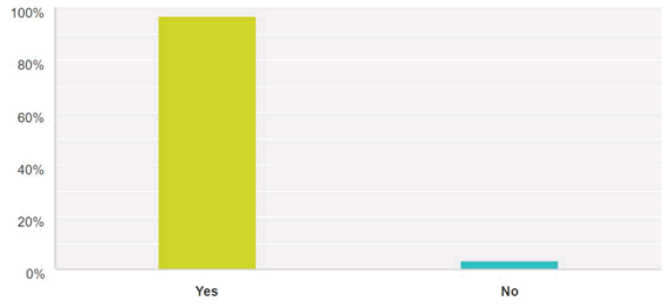
Answer Choices	Responses
Unsatisfactory	0.00% 0
Satisfactory	0.00% 0
Good	22.56% 30
Excellent	77.44% 103
Total	133

How do you rate the delivery of the Program by the Educator?



Answer Choices	Responses
Unsatisfactory	0.00% 0
Satisfactory	0.00% 0
Good	12.78% 17
Excellent	87.22% 116
Total	133

Were you actively involved in the Program delivery? (This includes assisting with activities during the Life Education session)



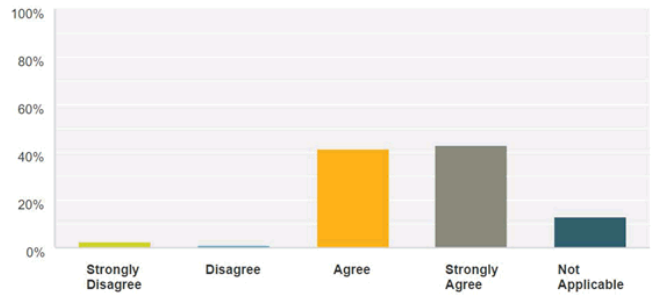
Answer Choices	Responses	
Yes	96.97%	128
No	3.03%	4
Total		132

How do you rate the Program as a resource in supporting teachers?



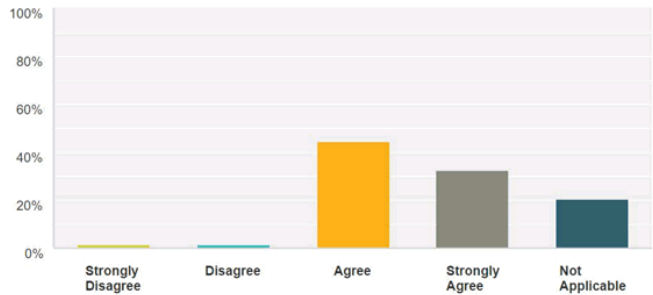
Answer Choices	Responses	
Unsatisfactory	0.00%	0
Satisfactory	0.00%	0
Good	25.76%	34
Excellent	74.24%	98
Total		132

Working with Life Education has helped me to include Nutrition education in the classroom:



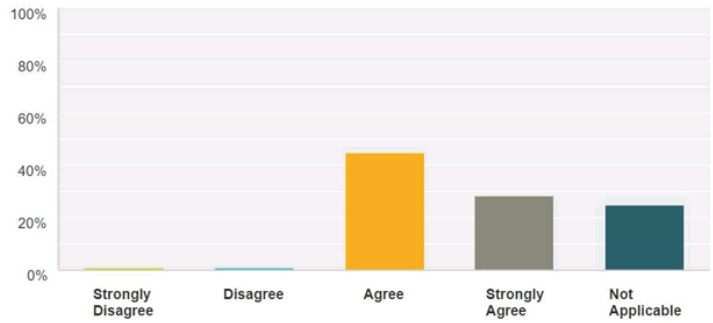
Answer Choices	Responses	Count
Strongly Disagree	2.26%	3
Disagree	0.75%	1
Agree	41.35%	55
Strongly Agree	42.86%	57
Not Applicable	12.78%	17
Total		133

Working with Life Education has helped me to include Physical Activity education in the classroom:



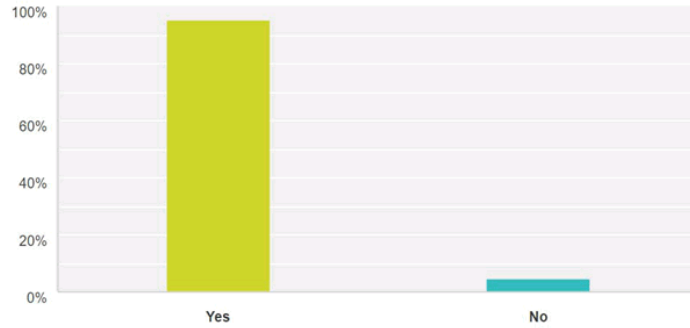
Answer Choices	Responses	Count
Strongly Disagree	1.50%	2
Disagree	1.50%	2
Agree	44.36%	59
Strongly Agree	32.33%	43
Not Applicable	20.30%	27
Total		133

Working with Life Education has helped me to include Drug education in the classroom:



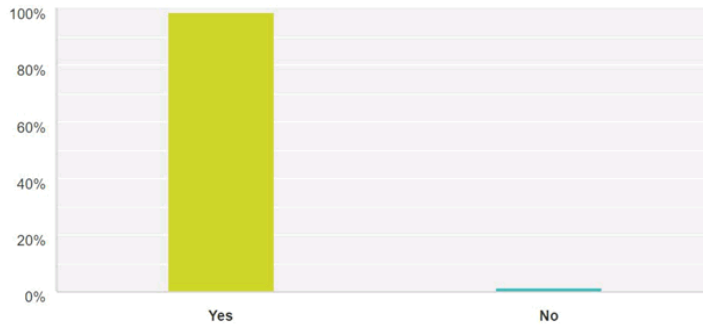
Answer Choices	Responses
Strongly Disagree	0.75% 1
Disagree	0.75% 1
Agree	45.11% 60
Strongly Agree	28.57% 38
Not Applicable	24.81% 33
Total	133

Have you, or will you, conduct drug and health education activities with your class after the Life Education visit?



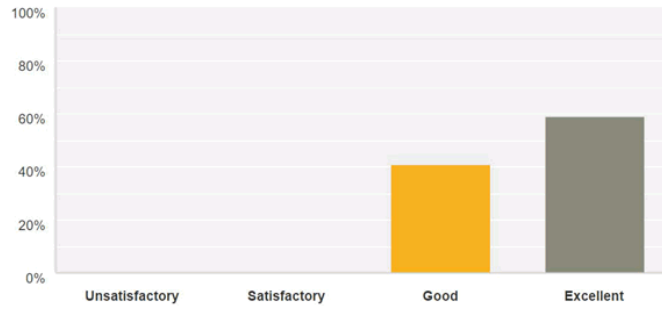
Answer Choices	Responses	
Yes	95.38%	124
No	4.62%	6
Total		130

Did you, or will you, use the Life Education Teacher Resources - print or online as part of these post-visit activities?



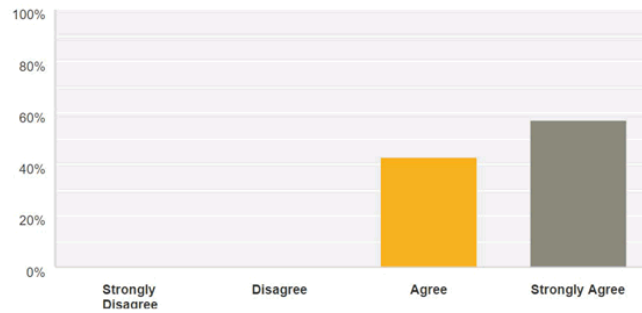
Answer Choices	Responses	
Yes	98.43%	125
No	1.57%	2
Total		127

How do you rate the quality of the Life Education support resources?



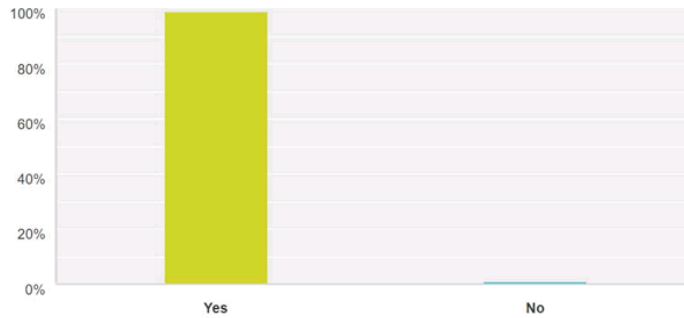
Answer Choices	Responses	Count
Unsatisfactory	0.00%	0
Satisfactory	0.00%	0
Good	40.91%	54
Excellent	59.09%	78
Total		132

The activities in the Teaching Resources - print or online complement the sessions conducted by Life Education:



Answer Choices	Responses	Count
Strongly Disagree	0.00%	0
Disagree	0.00%	0
Agree	42.75%	56
Strongly Agree	57.25%	75
Total		131

Will you recommend that your school re-books Life Education?



Answer Choices	Responses	
Yes	99.25%	132
No	0.75%	1
Total		133

Parent Feedback

Bundaberg parents were asked to talk to their children about what they learnt after attending the Life Education program. These comments were received online;

Both my children (age 8 and 6) really enjoyed the program and Healthy Harold. I think it is a great service particularly for those less fortunate who lack education on healthy lifestyle choices. It's great to teach kids how to be healthy and happy and it's good to come from people other than the parents.
Parent of Freddie, 8

The most important things that I learnt is about my digestive system and how my body works. Also it is important that we look after our bodies and stay healthy by eating right and exercising. I plan on doing more exercise and eating foods in moderation.
Parent of Kiyaash, 8

Denzal is always very excited about the visits from Life Education at School; he was interested in the body and the function of the brain. Along with the awareness of healthy food choices. I even remember attending the Life Education Van was one of my school highlights. Thank you guys for all that you do from a parent it's very appreciated.
Parent of Denzal, 12

Eat more vegetables than fruit. Never pick up a needle in the park or anywhere. Never allow kids to dispense their own medicine. Don't Smoke!
Parent of Josette, 6

My daughter is more aware of cyber safety and Jesse more aware of eating healthy food.
Parent of Presley & Jesse, 7 & 6

Be yourself and don't let anyone tell you what to do. How drugs and smoking can affect your body.
Parent of Kaitlyn, 11

Student Feedback

Life Education surveyed a class of students in Bundaberg to gauge how the program had influenced their knowledge and capacity to make safer choices in relation to nutrition and physical activity.

Did you learn something new?

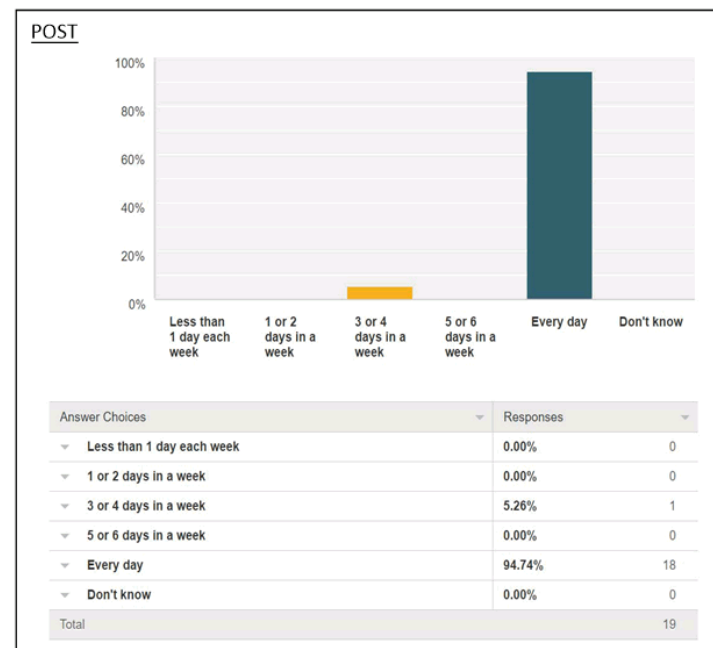
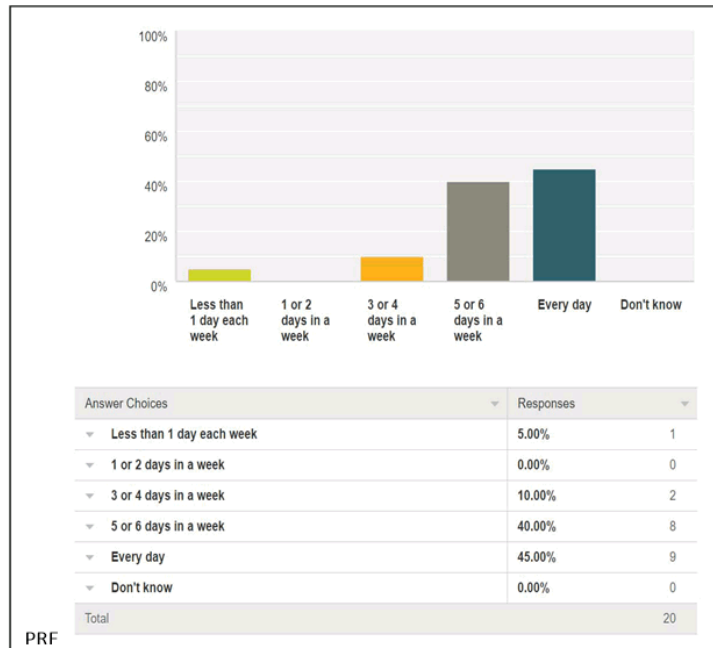


Answer Choices	Responses	Count
Yes	100.00%	20
No	0.00%	0
Don't know	0.00%	0
Total		20

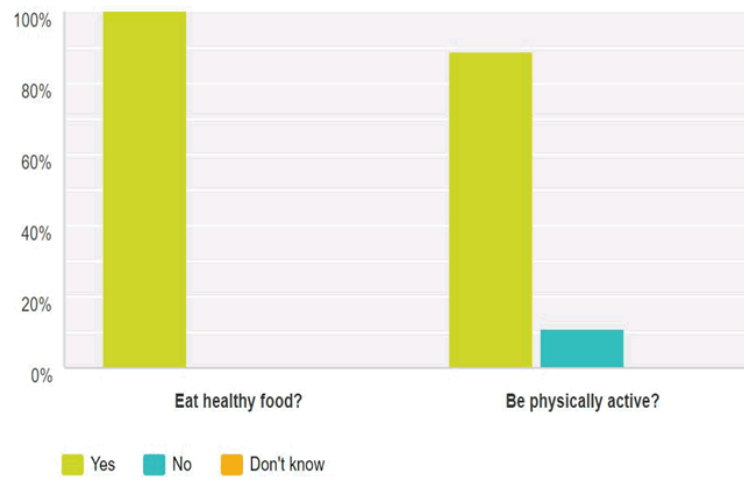
How much did Life Education help you to...

	I learnt a lot	I learnt some things	I learnt a little	I learnt nothing	I don't know	Total
Understand how the body works?	70.00% 14	20.00% 4	5.00% 1	0.00% 0	5.00% 1	20
Understand the importance of doing exercise?	85.00% 17	10.00% 2	0.00% 0	0.00% 0	5.00% 1	20
Think about the things you do to stay active and healthy?	100.00% 20	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20
Understand how exercise and healthy food can help your body to work better?	85.00% 17	15.00% 3	0.00% 0	0.00% 0	0.00% 0	20
Work out what you can do to stay active and healthy?	70.00% 14	30.00% 6	0.00% 0	0.00% 0	0.00% 0	20
Feel confident to do more things to stay active and healthy?	90.00% 18	10.00% 2	0.00% 0	0.00% 0	0.00% 0	20

How often should a person your age do some form of physical activity (things like running, walking the dog, bike riding, playing outdoor games or sport) to stay healthy?

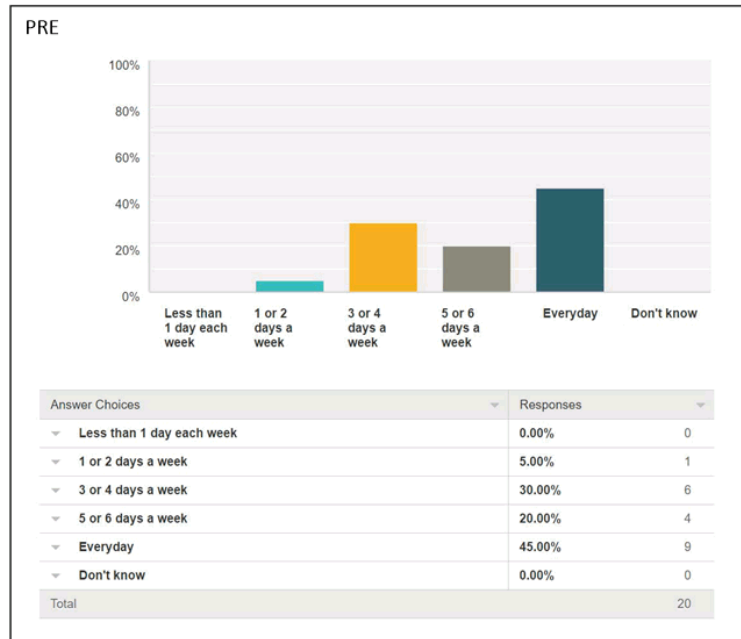


Has the information from Life Education and Healthy Harold made you more likely to...

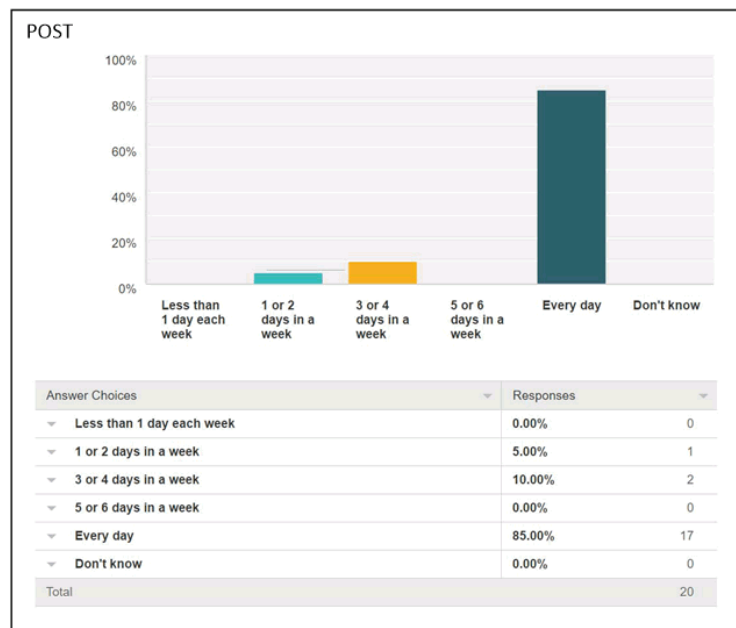


	Yes	No	Don't know	Total
Eat healthy food?	100.00% 20	0.00% 0	0.00% 0	20
Be physically active?	88.89% 16	11.11% 2	0.00% 0	18

How many times a week do you do physical activity when you are outside of school? Some examples are running, walking the dog, bike riding, swimming, playing outdoor games or sport.



How many times a week will you do physical activity when you are outside of school?



School Engagement

In 2015 calendar year, Life Education partnered with 54 schools within Bundaberg & District, which included the region south to Childers, west to Monto and north to Gin Gin.

The program was delivered at a cost of \$5 per student, making Bundaberg the most affordable region in Australia for the delivery of the Life Education program. This is important because it ensures almost 100% access for children from all socio economic backgrounds.

This is underlined by the statistics below;

Term 1 2015 = 94% attendance
Term 2 2015 = 91% attendance
Term 3 2015 = 91% attendance
Term 4 2015 = 92% attendance
Overall attendance = 92% attendance

However, the actual attendance was 99%, due to the fact that 7% of students were reported absent. For Life Education to reach 99% of the student population, across almost every school in the city is unprecedented, and is a benchmark for the organisation.

Once again, this level of engagement with the school community is only possible through the support of our partners.

In total, Life Education delivered health education to 8,520 students in Bundaberg and surrounding districts in 2015.

Fundraising

The Life Education Bundaberg Committee is active in promoting the organisation throughout the local community. October is an annual fundraising event that highlights the dangers of alcohol misuse and challenges Australians to give up alcohol for the month of October. The Bundaberg committee is an active participant in this, and promotes the campaign to the general public. In total, just over \$50,000 was raised through grants, sponsorships, donations and the sale of Healthy Harold merchandise to help offset the ongoing and increasing cost of delivering the Life Education program throughout the district. The contribution made by the Bundaberg Council is crucial to this, representing 20% of our revenue from these sources.

Events and activities where Life Education was promoted over the past year include;

Healthy Life Home & Community Expo (City Daybreak Rotary) (8/9 August 2015)

Senior Expo (COTA) (18 August 2015)

Uniting Care Rainbow Day (11 September 2015)

Bundaberg Regional Council Pageant of Lights (3 December 2015)

Wide Bay Volunteers Picnic Day (14 May 2016) as volunteers.

South State School 125th Centenary (21/22 May 2016)

Bundaberg Regional Council Flourish Family Fun Day (28 June 2016)

In addition, the following Healthy Harold Yellow Days were conducted;

Bundaberg Central State School (24 July 2015)

Bargara State School (1 September 2015)

North Bundaberg State School (4 March 2016)

St John's Lutheran Primary School (13 May 2016)

Bundaberg West State School (18 May 2016)

Bundaberg East State School (24 June 2016)

Conclusion

The Life Education program in Bundaberg is a benchmark for community engagement. It is making a tangible ongoing difference in the lives of children, and providing a vital preventive health resource to the community.

Life Education thanks Bundaberg Regional Council for their commitment to ensuring that this program is so embedded in schools across the region. We therefore respectfully urge Council to maintain its existing commitment of \$10,000 per annum, so that future generations of Bundaberg children and their families can benefit.

**Life Education Bundaberg
Budget 2016/17**

INCOME

Closing Stock on Hand	3000
Donations	5000
Grants	0
Harold Sales	5000
Interest Received	2500
Sponsorship	14000
Sundry Income	2500
Van Admissions	40000
Wages Grant	54000
Total Income	126000

EXPENDITURE	
Audit	900
Depreciation	17000
Franchise & Licence Fees	1800
Harold Products	2300
Insurance	1900
Internet & Telephone	900
Meals & Food	600
Motor Vehicle Expense	300
New Vehicle	26000
Opening Stock on Hand	3799
Postage	300
Printing & Stationery	450
Royalties	3200
Sundries	250
Superannuation	8000
Travel & Accomodation	2000
Van Expenses	5000
Wages	83000
Workbooks	4000
Workcover	400
Total Expenditure	162099

NET SURPLUS/ (DEFICIT) -36099

**Item****21 February 2017****Item Number:**

N2

File Number:

FA55687

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

Community & Environment

Subject:

Regional Arts Development Fund (RADF) project approvals Round 1/2016/2017

Report Author:

David Cornwell, Operational Supervisor Libraries, Arts & Theatre

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Community - 4.1.1 A safe, active and healthy community

Background:

The Regional Arts Development Fund (RADF) has a maximum amount of \$69,668.00 available for Round 1 applications. Nine applications were received during Round 1 of 2016-2017 for funding totalling \$42,895.00. The RADF Advisory Committee recommends 7 projects for approval to the total of \$26,365.00. These applications have been outlined below. Refer to attached table for Applicants details/projects.

Associated Person/Organization:

Indhi Neish – RADF Liaison Officer

Consultation:

Portfolio Spokesperson: Judy Peters

Divisional Councillor: Judy Peters

Consultation has been held with the RADF Advisory Committee Members, including the RADF Liaison Officer, Indhi Neish, the Operational Supervisor Libraries, Arts & Theatre, and the RADF Chair, Cr Judy Peters.

Legal Implications:

Bundaberg Regional Council (BRC) is required to ratify RADF funding approvals as per the agreement between BRC and Arts Queensland.

Policy Implications:

The RADF Project is supported by the Bundaberg Regional Council's Art and Culture Policy and the BRC Cultural Plan.

Financial and Resource Implications:

- RADF is a joint agreement between Arts Queensland and BRC, with each party usually contributing 50% of funds.
- For 2016-2017 this amount was \$42,265 from Arts Queensland and \$45,000 from BRC, plus \$2,403 of funding rolled over from 2015/2016 Community Arts Projects, & \$2,207.00 of funding rolled over from the 2015/2016 Artist in Residence (AIR) Projects totalling \$91,875 to fund regional arts projects.
- \$10,000 of the funding allocated by Bundaberg Regional Council has been assigned to the Bargara Pump Station Art Project.
- \$12,207 of the funding allocated by Arts Queensland has been assigned to 2 Artist In Residence BRC Strategic Initiatives.
- This brought the total amount for RADF projects to \$69,668 at the start of Round 1 2016-2017.
- If this application is approved by Council, there will be an amount remaining of \$43,303. This amount will be available for Round 2 applications & any out-of-round applications to the end of this financial year.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

[↓1](#) (RADF) Applicants/ Project details

Recommendation:

That Council approve the release of \$26,365.00 of Regional Arts Development Funding in accordance with the recommendations of the RADF Advisory Committee as follows:-

1. Helen Ross (Metal Etching & Pewter Jewellery Workshops in Bundaberg) - \$2,637;
2. Annette Tyson (KidLitVic Conference in Melbourne) - \$984;
3. Annette Tyson (Wildlife Artist Workshops in Bundaberg) - \$1,254;
4. James Latter (Story development for Local Film) - \$4,000;
5. Gidarjil Development Fund (Stage play about indigenous language) - \$12,142;
6. Kris Sheather (KidLitVic Conference in Melbourne) - \$1,048; and
7. Marlies Oakley (Tutoring by Artist in Sydney and run Workshops in Bundaberg from learnings) - \$4,300.

Applicant / Project Name	Aspects being funded	Budget	RADF Committee Comments
Helen Ross "A Mark in time with Jen Crossley" <i>(Metal Etching & Pewter Jewellery Workshops in Bundaberg)</i>	Partial payment to Jen Crossley to tutor 2 x workshops (materials included) in May + Per diems & Travel	Total Budget: \$6917 \$ Requested: \$2637 \$ Recommended: \$2637	These skills are not already present within the community, this project brings something new to the community. Great level of support acquired by the applicant for the project. Committee Agreed to fund in full
Annette Tyson "Carrie the Baby Turtle" <i>(KidsLitVic conference in Melbourne)</i>	Partial: KidsLitVic Conference Fees, Accommodation & Travel to Melbourne	Total Budget: \$1514 \$ Requested: \$984 \$ Recommended: \$984	Annette has expressed her ideas about the flow on effect to the community that would come from her attendance at this workshop with a focus on her book about turtle conservation. Annette will gain and share her new skills and knowledge with the region. Committee agreed to fund in full
Annette Tyson "Painting Workshop with Katherine Cooper" <i>(Wildlife Artist workshops in Bundaberg)</i>	Partial: tuition fees for Katherine Cooper to run a 2 day workshop in Bundaberg & flights for Katherine from Hobart Return.	Total Budget: \$1926 \$ Requested: \$1254 \$ Recommended: \$1254	Tutor Katherine Coopers work is impressive and her tutorage will enhance the skills & knowledge of local artists in this area. Committee agreed to fund in full
James Latter "Traveller" <i>(Story development for local film)</i>	Partial: Concept development for James Latter to develop Traveller Film Story - payment for Research & Character Development, Writing Treatment & Screenwriting (x 9 weeks part time, 4 weeks full time)	Total Budget: \$7500 \$ Requested: \$4000 \$ Recommended: \$4000	The story "Traveller" promotes the Bundaberg Region as a hub for film production. This is a good chance to develop young local talent and opportunity to engage the arts world through a young person. Committee agreed to fund in full
Gidarjil Development Fund "No Buu on the Bus" <i>(Stage play about indigenous language to be held during NAIDOC week @ the MEC)</i>	Fees for Choreographer Robert McLellan, Professional Performing Artist Zoy Frangos, & Performers Fees	Total Budget: \$54,302 \$ Requested: \$12,142 \$ Recommended: \$12,142	A production in NAIDOC Week will be a great new initiative for the region. This project contributes to local cultural heritage and promotion of this event could also draw people to this event with an aspect of developing tourism. Committee agreed to fund in full
Kris Sheather "Professional Development (author/illustrator)" <i>(Attend KidsLitVic Conference in Melbourne)</i>	Partial: Meals, Flights, transfers, accommodation, KidsLitVic conference, consultation & workshop fees.	Total Budget: \$1611 \$ Requested: \$1048 \$ Recommended: \$1048	This will be another good opportunity for a local author to develop their skills and bring this back to the region. Kris has indicated her commitment to present workshops following her attendance in Melbourne to the Bundaberg Writers Club.

			Committee agreed to fund in full
Marlies Oakley “Street Art Development Project” <i>(Undertake tutoring by Artist in Sydney & run workshops in Bundaberg from learnings)</i>	Tuition fees for Mandy Schoene-Salter, Project Management Fees for Trudie Leigo, Flights, Accommodation, transport & partial workshop materials	Total Budget: \$7550 \$ Requested: \$4300 \$ Recommended: \$4300	<p>Marlies is very active within the Bundaberg art scene and the committee agreed that she would gain a lot from attending this workshop and taking her learnings on board which she has proven to do in the past. The committee also expressed their confidence that Marlies will also share her knowledge with her workshop participants to better share the benefits of her attendance in Sydney with the Bundaberg Region.</p> <p>Committee agreed to fund in full</p>

**Item****21 February 2017**

Item Number:	File Number:	Part:
P1	A2935908	ENVIRONMENT & NATURAL RESOURCES

Portfolio:

Community & Environment

Subject:

Gin Gin Nature Park Management Plan

Report Author:

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

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Environment - 4.2.1 A natural environment that is valued and sustainable

Previous Items:

N1 - Nature Reserve for Gin Gin - Ordinary Meeting - 10 Aug 2015 10.00 am

Background:

At its meeting of 10 August 2015, Council resolved to pursue the creation of a 17 ha nature park on the outskirts of Gin Gin and undertake public consultation on its management. At Council's request, the Department of Natural Resources created the Reserve for Environmental Purposes in March 2016. Council subsequently established a working group to prepare a draft management plan and invited public consultation. Comments closed on 30 November 2016 and have been incorporated into the final management plan for adoption by Council.

Associated Person/Organization:

Carl Moller

Consultation:

Portfolio Spokesperson: Bill Trevor

Divisional Councillor: Wayne Honor

In July 2016 Council established an informal working group. The group comprised the previous holder of the Permit to occupy on the land, representatives of two landcare groups, the Gidarjil Aboriginal Corporation and Council's Natural Resources section. Following meetings in Gin Gin, a draft management plan was prepared. This was made available to the public at a stall at the Gin Gin markets, at two public meetings held in Gin Gin on 13 October, at a guided tour of the site on 22 October and on Council's website. A public notice was placed in the NewsMail.

Letters and flyers were posted to neighbouring landowners and over thirty community organisations and service clubs in Gin Gin and Bundaberg.

Comments closed on 30 November. Submissions were received from 11 individuals, 3 organisations and the Department of Natural Resources. 15 people attended the public meetings and their comments were noted.

All submissions were supportive of the concept of a nature park. Some submissions noted the need for new walkways and other visitor facilities such as seats and interpretive signage; creating a link to the Main Roads rest area; ensuring domestic animals do not enter the reserve and retaining items of cultural heritage significance such as an iron cauldron. These comments were entirely consistent with the draft plan.

Several submissions made suggestions which have been incorporated into the final plan where possible.

1. Use of fire - One submission recommended that more research be done before fire is used near gullies and creeks, citing possible damage to fire sensitive rainforest species.
2. Gross pollutant traps - Two submissions suggested that pollutant traps be installed along the waterways entering the Reserve.
3. Cyclists. Two submissions were opposed to cyclists using the planned pathways, wanting them to be pedestrian only. One submission suggested a wheelchair accessible section of pathway. Council does not normally preclude cyclists from using pathways in nature parks.
4. Horse agistment - One submission called for the phasing out of horse grazing within 12 months. An agreement is yet to be negotiated but a longer timeframe is more likely, with horses progressively removed from sections of the reserve.
5. Indigenous name - One submission suggested that a local indigenous name be chosen for the Reserve, raising awareness of local Aboriginal heritage. However no specific names were nominated. The final management plan includes an action to investigate possible indigenous names for features such as pathways or on signage rather than the official name for the reserve.

The Department of Natural Resources noted that a land management plan was not a requirement of the Department. It suggested several minor changes to the wording in the plan and noted that an Ergon Easement does not traverse the Reserve.

Legal Implications:

There appear to be no legal implications.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

Provided community expectations are consistent with the management plan, there appear to be no financial or resource implications.

Risk Management Implications:

There is a risk that the tenure of the reserve could change due to native title considerations. This Reserve for Environmental Purposes was created by the Department of Natural Resources as a “low impact future act” which precludes any permanent buildings or fixtures. Improvements such as picnic tables, walking trails and signage may need to be quickly removed in the event that native title is determined. Management of this risk will be through the Indigenous Land Use Agreement.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

- [↓](#) 1 Final Trust Management Plan Gin Gin Nature Reserve

Recommendation:

That the Gin Gin Nature Park Management Plan (as detailed on the 31 pages appended to this report) - be adopted by Council.

Trust Land Management Plan – Gin Gin Nature Park

Gin Gin Nature Park
Trust Land Management Plan

Land Management Plan applies to: A specific parcel of trust land detailed in 3 below; or
 A class of trust land, being (Insert relevant class eg: school reserves); or
 Trust land within a specific locality or regional area, being the Bundaberg Region.

Land Management Plan Duration: For 30 years from the date of approval or until superseded

1. COMPLIANCE WITH LEGISLATION, PLANNING SCHEMES, etc
--

Bundaberg Regional Council is the trustee of the Reserve for Environmental Purposes. The use of the environmental reserve is intended to be in compliance with the Land Act 1994.

The land is zoned "Rural" in the Bundaberg Regional Council Planning Scheme 2015. The northern part of the land is identified in this Scheme as a Matter of State Environmental Significance due to regulated vegetation (endangered ecosystem and essential wildlife habitat for koalas) under the Vegetation Management Act 1999. The balance is identified as "vegetation of local significance" and part of a local ecological corridor. Part of the land is within a 400 m buffer area of the Gin Gin wastewater treatment plant which is intended to limit sensitive land uses such as dwellings being located in close proximity. The land is also mapped as being subject to riverine and localised flooding and is identified as being in a bushfire hazard area (medium potential bushfire intensity).

Relevant maps are included in Appendices A, B, C and D.

2. TRUSTEE DETAILS

Trustee's Name/s	Trustee's Address/s
Bundaberg Regional Council	190 Bourbong Street
	PO Box 3130
	Bundaberg Regional Council
	QLD 4670

3. EXISTING TENURE OF THE SUBJECT LAND

Lot 158 BON 990 Reserve for Environmental Purposes. Title Reference: 49108610
The area of the Reserve is about 17.2 hectares.

Endorsed by Bundaberg Regional Council on _____

1 | Page

4. EXISTING DESCRIPTION OF THE SUBJECT LAND

History of the Subject Land	Before being made a Reserve on 17 March 2016, Lot 158 was Unallocated State Land with a permit to occupy held by a local resident of Gin Gin. This resident used the land for camping and grazing of horses.
Local Area Description	<p>The Reserve land is on the northern outskirts of Gin Gin. It is dissected by a creek known locally as Black Gully which joins Gin Gin Creek approximately 1.7 km downstream. It is bordered by Rangeview Road to the north west, freehold land to the north and east, a Reserve for Township to the south east which is managed by Bundaberg Regional Council and a road reserve to the west (Elliott St) which does not contain a formed road.</p> <p>Overhead electrical lines cross the reserve and the land underneath (0.5 ha) is maintained free of trees.</p> <p>About 2.4 ha of low lying land near the creek has been cleared in the past. The majority of the land (83%) comprises Eucalypt dominated bushland.</p> <p>The Reserve is not well known to many residents of Gin Gin and has never been promoted to visitors. Council will name it the “Gin Gin Nature Park”.</p>
Existing ‘Uses’ (Primary and Secondary):	The primary use is for environmental purposes. An agistment agreement is in place between Bundaberg Regional Council and the former holder of the Permit to Occupy. This is in the form of a Trustee Permit with a duration of 12 months. This allows for horse grazing to continue, to manage grass while the Reserve is rehabilitated and developed as a nature park. The Trustee Permit may be renewed depending the agreed timeframe for the phasing out of grazing.
Existing Interests:	Apart from the Trustee Permit, the only other interest is the Ergon electrical line which is not a registered easement.
Exclusivity & Restrictions of Existing Interests:	The land parcel has a perimeter fence (4 strand barbed wire) to contain horses. A pedestrian gate has been installed on the Elliott St boundary but the general public are currently not encouraged to enter.
Existing Infrastructure:	The only infrastructure is the perimeter fence, some removable horse yards and 2 small dams in poor condition.
Detailed Site Description:	Lot 158 is a “kite shaped” parcel of land dissected by a flood prone creek known as “Black Gully”, presumably named after the very dark soil in the area. A series of waterholes along the creek retain water even during dry times. On the north side of the creek is a series of ridges and gullies which run into the creek. The dark alluvial soil near the creek is fertile and grows a range of native and exotic grasses which are favoured by native animals and grazing horses.

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	<p>The vegetation along the creek consists mainly of <i>Melaleuca viminalis</i>, (weeping bottlebrush), a range of rainforest trees and shrubs, <i>Lomandra</i> (mat-rush) and weed trees such as Broad leaved Pepper and Chinese Elm. Away from the creek, the drier, thinner soil supports Eucalypt dominated vegetation. The main species are <i>Eucalyptus exserta</i> (Messmate), <i>Eucalyptus tereticornis</i> (Forest Red Gum), <i>Corymbia citriodora</i> (Spotted Gum), <i>Eucalyptus crebra</i> (Ironbark) and <i>Corymbia tessellaris</i> (Moreton Bay Ash). Some specimens are very large and old (in excess of 300 years old) and contain numerous hollows which are habitat for birds and mammals.</p> <p>Some weeds are present, including declared pests such as Groundsel and Giant Rats Tail and environmental weeds such as <i>Tacoma stans</i> (Yellow trumpet bush) and <i>Solanum chrysotrichum</i> (Giant devils fig).</p> <p>The vegetation in the northern part of the Reserve is mapped by the Queensland Government as a combination of the endangered Regional Ecosystem 12.3.3 (<i>Eucalyptus tereticornis</i> woodland) and Regional Ecosystem 12.11.6. There is a very sparse shrub layer (understorey) which suggests the land has not been burnt for a long time.</p> <p>Wildlife species which have been observed on the land include Platypus, echidnas, koalas, goanna and a wide range of birds. Domestic animals other than horses have been observed on the land. These include goats, pigs and cattle and may have wandered in from nearby properties. Some of these animals cause destruction and disturbance of vegetation and soil.</p> <p>The land contain the remains of a simple timber and iron shack. Nearby are some old vehicle bodies, machinery and a large cauldron which suggests that the site may have been used to boil down animals to extract tallow. Other foreign items throughout the land include old glass bottles and flood debris.</p> <p>Some photographs of the land are included in Appendix E.</p>
Native Title Status:	<p>The Reserve is situated within the Native Title Claim area of the Port Curtis Coral Coast People. As this claim has not yet been determined, the Department of Natural Resources has created the Reserve as a "low impact future act" and therefore no permanent buildings or fixtures are permitted. Improvements such as picnic tables, walking trails and bikeways are permitted as they can be easily and quickly removed in the event that native title is determined.</p>

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5. PROPOSED USE/S OF THE SUBJECT LAND

<p>Proposed 'Use/s' of the subject land:</p>	<p>This Reserve is proposed to be used primarily for the conservation and protection of native vegetation and wildlife. Other uses must be consistent with this primary use and include:</p> <ul style="list-style-type: none"> • Nature based recreation by members of the public, for example birdwatching, bushwalking, walking along pathways • Public education and interpretation of environmental and cultural values • Ecological studies
<p>Constraints and Opportunities Of the proposed use/s: (existing & future)</p>	<p>The proposed use of this land for environmental purposes is consistent with the existing constraints of Council's Planning Scheme, State Government vegetation legislation and the flood prone nature of the site. It represents an opportunity to provide a tourist destination as well as enhancing conservation. As a nature park, it will open up avenues for extra funding, the creation of a "Friends" volunteer group and the placement of participants in labour market programs (unemployed people).</p> <p>To the north of the land is a Main Roads rest area which is very popular for travellers with campervans. It is connected to Gin Gin by the "Black Gully Walking Trail" which was constructed in June 2003 using funding from the Department of Local Government and Planning. Provided this walking trail and the creek crossing (main road culvert) is retained by the Department of Main Roads, the reserve would be an ideal spot for travellers to enjoy.</p> <p>There are other parcels of land close to the reserve which have high conservation value and are ecologically connected. In the future, it may be possible to add these to create a larger nature park. See Appendix F.</p> <p>According to the Australian Platypus Conservancy, the presence of platypus as a top predator is an excellent indicator of the health and productivity of aquatic ecosystems. Any measures that enhance the quality of platypus habitat tend to promote biodiversity in general. Platypus are a popular wildlife "icon" and are likely to attract visitors.</p>
<p>Development intended:</p>	<ul style="list-style-type: none"> • Establishment of walking paths (see Appendix G) • Erection of interpretive and directional signs • Footbridge across creek • Replanting of native vegetation • Seating and picnic facilities • Fencing to limit grazing stock

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	<ul style="list-style-type: none"> • Maintenance vehicle access • Establishment of informal carpark (outside of Reserve) • Rehabilitation of creek to control erosion • Establishment of water supply point for revegetation • Regulatory, safety and advisory signage
Exclusivity & Restrictions of proposed use and associated development:	<p>The agistment of horses will be phased out as the Reserve is gradually developed and progressively opened up to the public.</p> <p>As a nature park, domestic animals such as cats and dogs will be excluded. However, dogs on leads will be permitted along the proposed walking track on the road reserve.</p>
Commerciality:	The agistment agreement generates non-commercial revenue to Council with a low charge. No other commercial use of the Reserve will be permitted.

6. COMMUNITY CONSULTATION

Bundaberg Regional Council established an informal working group in July 2016. The group comprised the previous holder of the Permit to Occupy on the land, representatives of two landcare groups, the Gidarjil Aboriginal Corporation and Council's natural resources section. Following meetings in Gin Gin, a draft management plan was prepared. This was made available to the public at a stall at the Gin Gin markets, at two public meetings held in Gin Gin on 13 October, at a guided tour of the site on 22 October and on Council's website. A public notice was placed in the NewsMail. Letters and flyers were posted to neighbouring landowners and over thirty community organisations and service clubs in Gin Gin and Bundaberg.

Comments closed on 30 November 30. Submissions were received from 11 individuals, three organisations and the Department of Natural Resources. 15 people attended the public meetings and their comments were noted.

All submissions were supportive of the concept of a nature park. Some submissions noted the need for new walkways and other visitor facilities such as seats and interpretive signage; creating a link to the Main Roads rest area; ensuring domestic animals do not enter the reserve and retaining items of cultural heritage significance such as an iron cauldron. These comments were entirely consistent with the draft plan.

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Several submissions made suggestions which have been incorporated into this final plan where possible.

1. Use of fire - One submission recommended that more research be done before fire is used near gullies and creeks, citing possible damage to fire sensitive rainforest species.
2. Gross pollutant traps - Two submissions suggested that pollutant traps be installed along the waterways entering the Reserve.
3. Cyclists - Two submissions were opposed to cyclists using the planned pathways, wanting them to be pedestrian only. One submission suggested a wheelchair accessible section of pathway. Council does not normally preclude cyclists from using pathways in nature parks.
4. Horse agistment - One submission called for the phasing out of horse grazing within 12 months. An agreement is yet to be negotiated but a longer timeframe is more likely, with horses progressively removed from sections of the reserve.
5. Indigenous name - One submission suggested that a local indigenous name be chosen for the Reserve, raising awareness of local Aboriginal heritage. However no specific names were nominated. The final management plan includes an action to investigate possible indigenous names for features such as pathways and on signage rather than the official name for the reserve.

The Department of Natural Resources noted that a land management plan was not a requirement of the Department. It suggested several minor changes to the wording in the plan and noted that an Ergon easement does not traverse the Reserve.

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7. GOALS OF THE LAND MANAGEMENT PLAN

<i>Goal Statement</i>	<i>Issue to manage</i>	<i>Relevant Actions</i>	<i>Key Performance Indicators</i>	<i>Completed By (Date)</i>	<i>Who is responsible for the action</i>
1. Conservation and protection of native vegetation and wildlife	Grazing animals	Maintain perimeter fence to secure horses and prevent cattle entering	Number of reported stray stock	Ongoing	Bundaberg Regional Council (natural areas)
		Negotiate timetable to phase out horse agistment	Agreed timetable	March 2017	Bundaberg Regional Council and agistee
		Ensure nearby landowners secure other domestic animals	Number of reported animals	December 2016	Bundaberg Regional Council (animal control)
	Weeds and Pests	Create a pest management plan, considering priority species and control methods	Plan produced	June 2017	Bundaberg Regional Council
		Implement pest management plan	% of weeds controlled Number of foxes, feral cats and other animals controlled	Ongoing	Bundaberg Regional Council, contractors, volunteers

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Goal Statement	Issue to manage	Relevant Actions	Key Performance Indicators	Completed By (Date)	Who is responsible for the action
	Rehabilitation of cleared areas	Plant and maintain local native vegetation in accordance with a revegetation plan	Planted area (ha)	2019	Volunteer groups
		Undertake soil erosion minimisation works	Decline in area of erosion	Ongoing	Volunteer groups
		Investigate use of wastewater from nearby facility	Confirmation of feasibility	March 2017	Bundaberg Regional Council
	Rubbish and debris	Investigate the cultural heritage value of old timber/metal objects for retention on site	Location map of any valuable items	June 2017	Bundaberg Regional Council, Department of Environment and Heritage Protection
		Remove all rubbish and flood debris	Number of items removed	June 2017 Ongoing	Bundaberg Regional Council, volunteer groups
	Vegetation understory	Promote restoration of shrub understory using traditional fire management techniques (avoid fire sensitive vegetation in creeks and gullies)	Botanical surveys and photo monitoring	Ongoing	Bundaberg Regional Council, Aboriginal groups

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Goal Statement	Issue to manage	Relevant Actions	Key Performance Indicators	Completed By (Date)	Who is responsible for the action
	Creek restoration	Research the habitat requirements of Platypus (see Appendix H)	Confirmation of platypus as an indicator of creek "health"	December 2016	Volunteer groups
		Encourage site visit by Platypus expert	Site visit and recommendations	December 2017	Volunteer groups
		Undertake recommended works to improve habitat	Presence of platypus and other aquatic animals	Ongoing	Bundaberg Regional Council
		Investigate locations for gross pollutant traps	Identification of locations and cost	December 2017	Bundaberg Regional Council
2. Encourage nature based recreation	Public access	Create entrance from Elliott St	Entrance created	June 2017	Bundaberg Regional Council
		Create additional entrance from Rangeview Road	Entrance created	December 2017	Bundaberg Regional Council
		Create pathways for pedestrians, cyclists and service vehicles	Pathways created	June 2017 Ongoing	Bundaberg Regional Council
		Investigate feasibility of wheelchair access	Location and costs identified	December 2017	Bundaberg Regional Council
		Install low level footbridge across creek	Bridge installed	June 2018	Bundaberg Regional Council

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Goal Statement	Issue to manage	Relevant Actions	Key Performance Indicators	Completed By (Date)	Who is responsible for the action
		Confirm with Department of Main Roads the future of Black Gully Walking Trail and creek crossing (culvert)	Walking trail and creek crossing maintained	June 2017 and ongoing	Bundaberg Regional Council (Roads and Drainage)
3. Provide public education and interpretation	Baseline information	Research and compile information on Aboriginal history/use of the land	Information documented	June 2017	Aboriginal organisation, volunteers
		Maintain database of confirmed wildlife sightings in the area including koalas and platypus	Database created	Ongoing	Bundaberg Regional Council, volunteers
	Promotion	Create Council webpage and brochure with interpretive information and images	Webpage created and flyer distributed	December 2017	Bundaberg Regional Council
		Investigate possible indigenous names for features such as pathways and on signage	Names identified	December 2017	Aboriginal organisation
		Install sign shelter at entrance with interpretive sign	Sign installed	December 2017	Bundaberg Regional Council
4. Expansion of the nature park	Land acquisition or boundary realignment	Investigate current and future ownership/uses of nearby land	Identification of options	December 2017	Bundaberg Regional Council

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8. BUDGET STATEMENT

Actions (detailed in 7 above)	Budget Allocated (\$)	Relevant Financial Year
Maintain perimeter fence to secure horses and prevent cattle entering	\$200	Annually
Negotiate timetable to phase out horse agistment	In kind	
Ensure nearby landowners secure other domestic animals	In kind	
Create a pest management plan, considering priority species and control methods	In kind	
Implement pest management plan	\$1,000	Annually
Plant and maintain local native vegetation	\$500	Annually
Undertake soil erosion minimisation works	In kind	
Investigate the cultural heritage value of old timber/metal objects for retention on site	In kind	
Remove all rubbish and flood debris	\$500	2016/17
Promote restoration of shrub understory using traditional fire management techniques (avoid fire sensitive vegetation in creeks and gullies)	In kind	
Research the habitat requirements of Platypus	In kind	
Encourage site visit by Platypus expert	In kind	
Undertake recommended works to improve habitat	Unknown	
Investigate locations for gross pollutant traps	In kind	
Create entrances from Elliott St and Rangeview Road	\$1000	2016/17
Create pathways for pedestrians, cyclists and service vehicles	\$500	2016/17
Investigate feasibility of wheelchair access	In kind	
Install low level footbridge across creek	\$1,000	2017/18
Research and compile information on Aboriginal history/use of the land	In kind	
Maintain database of confirmed wildlife sightings and botanical lists	In kind	
Create Council webpage and brochure with interpretive information and images	\$1,500	2017/18
Investigate possible indigenous names for features such as pathways and on signage	In kind	
Install sign shelter at entrance with interpretive sign	\$3,500	2017/18
Investigate current and future ownership/uses of nearby land	In kind	

Note: In kind contributions refers to Council staff time which is already budgeted or volunteer time.

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Trust Land Management Plan – Gin Gin Nature Park

9. MONITORING AND REVISION

<p>Intended Monitoring and Revision Timetable:</p>	<p>Council's natural areas staff will undertake day to day monitoring of the progress of implementing this land management plan. Council staff also respond to any legitimate requests or complaints received about specific issues. Council has a formal hazard inspection schedule for all nature parks and this reserve will be inspected annually.</p> <p>The implementation of the plan will be considered annually as part of Council's annual budget process.</p> <p>The Land Management Plan will be formally reviewed every 10 years for possible amendments.</p>
<p>Techniques to be used to assess the quality of management and condition of the Trust land:</p>	<p>Techniques include photo monitoring, botanical and wildlife surveys, feedback from members of the public as recorded in Council's Customer Request Management system, and records of new infrastructure in Council's Asset Management System.</p>
<p>Timetable and methods to be used to obtain community feedback on the Trust land management:</p>	<p>As part of a 10 year Land Management Plan review, feedback will be sought from the general public using a wide variety of methods such as online survey forms, public notices, letters to stakeholders and flyers.</p>

10. SUMMARY AND RECOMMENDATIONS

Following significant consultation with the local community and stakeholders groups, Council now seeks to have the Land Management Plan adopted by the Department of Natural Resources and Mines.

11. APPENDICES

- A. Locality Map
- B. Planning Scheme 2015 overlay – flooding
- C. Planning Scheme 2015 overlay – Matters of State Environmental Significance
- D. Planning Scheme 2015 Strategic Framework - Natural Environment
- E. Photos of the site
- F. Nearby publicly owned land
- G. Concept map

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A. Locality map of reserve in relation to Gin Gin

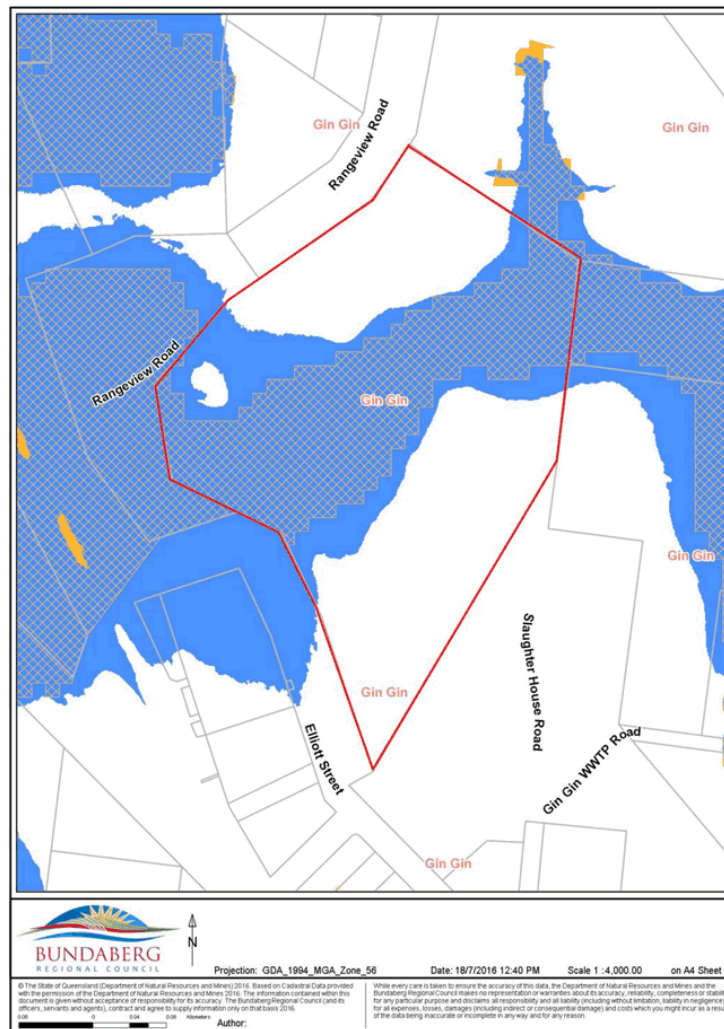




 Lot 158 BON 990 Reserve for Environmental Purposes

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B. Planning Scheme 2015 overlay - flooding

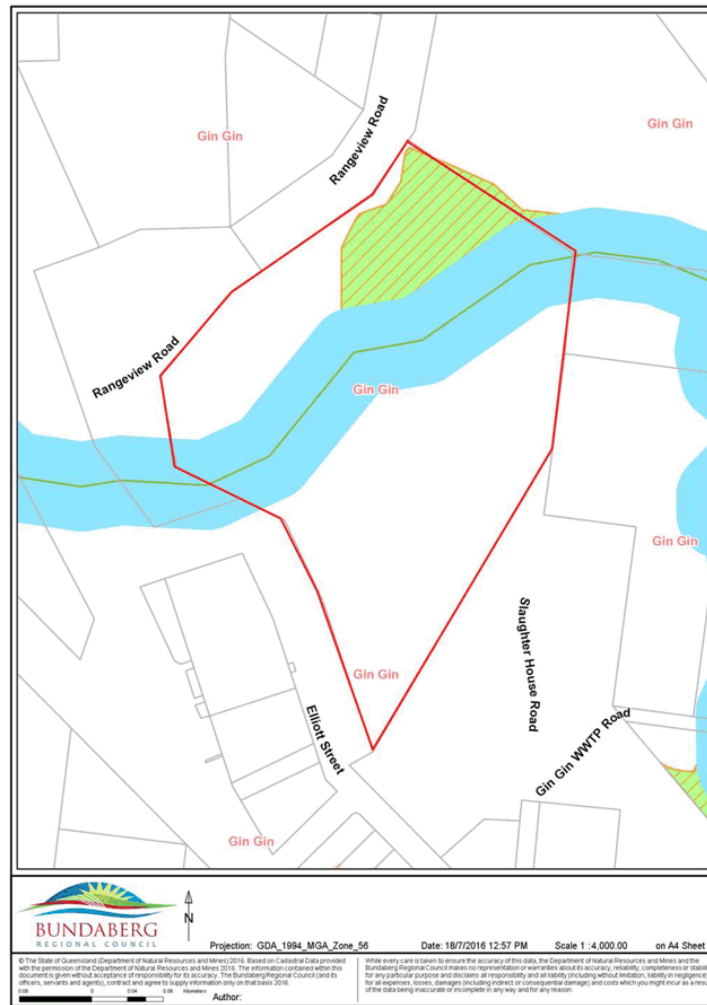


-  Riverine defined flood event
-  Subject to both riverine and non-urban creeks/overland flow

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C. Planning Scheme 2015 overlay – Matters of State Environmental Significance

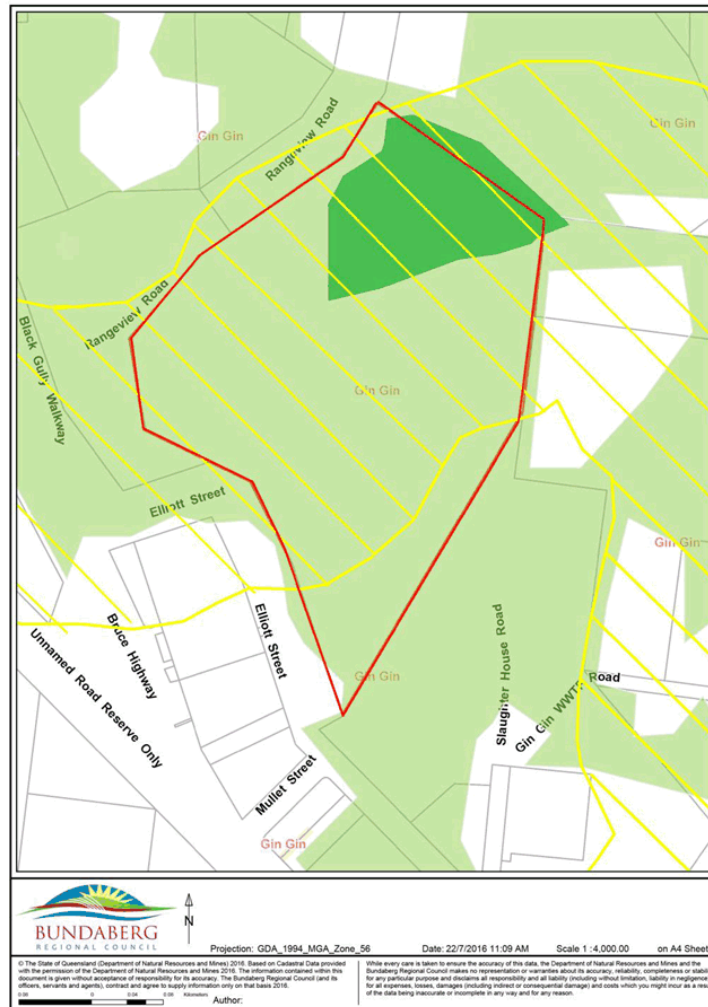


- Regulated vegetation
- Essential habitat (koala)
- Watercourse buffer
- Regulated vegetation (intersecting a watercourse)

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D. Planning Scheme 2015 Strategic Framework - Natural Environment

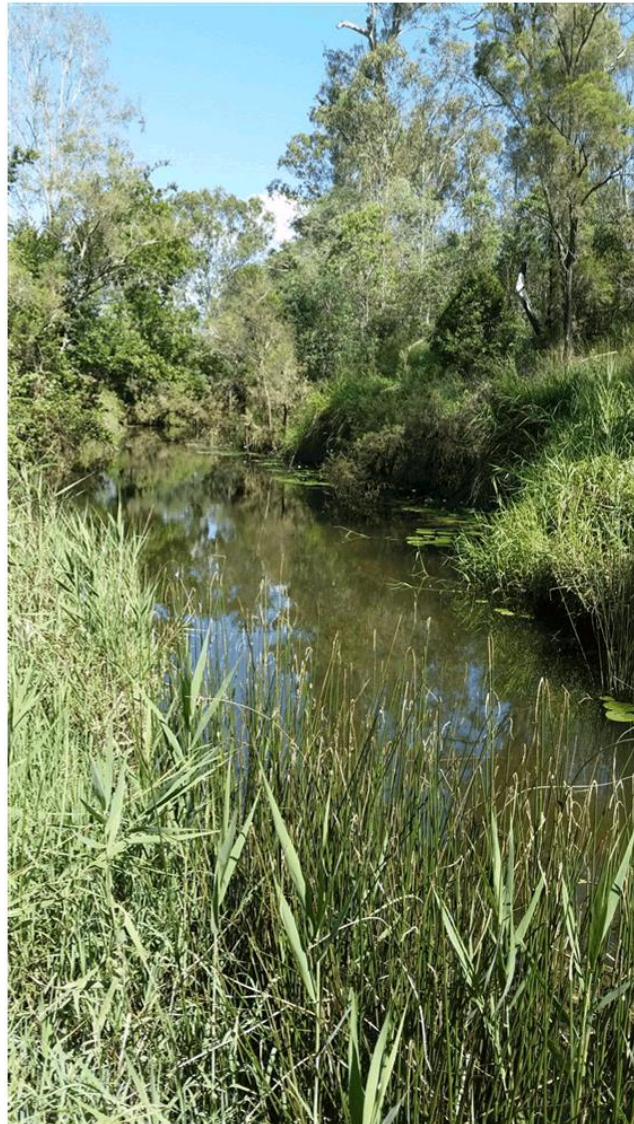


- Matter of State Environmental Significance
- Vegetation of local significance
- Local Ecological Corridor

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E. Photos



Creek which dissects the reserve

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View across the cleared area

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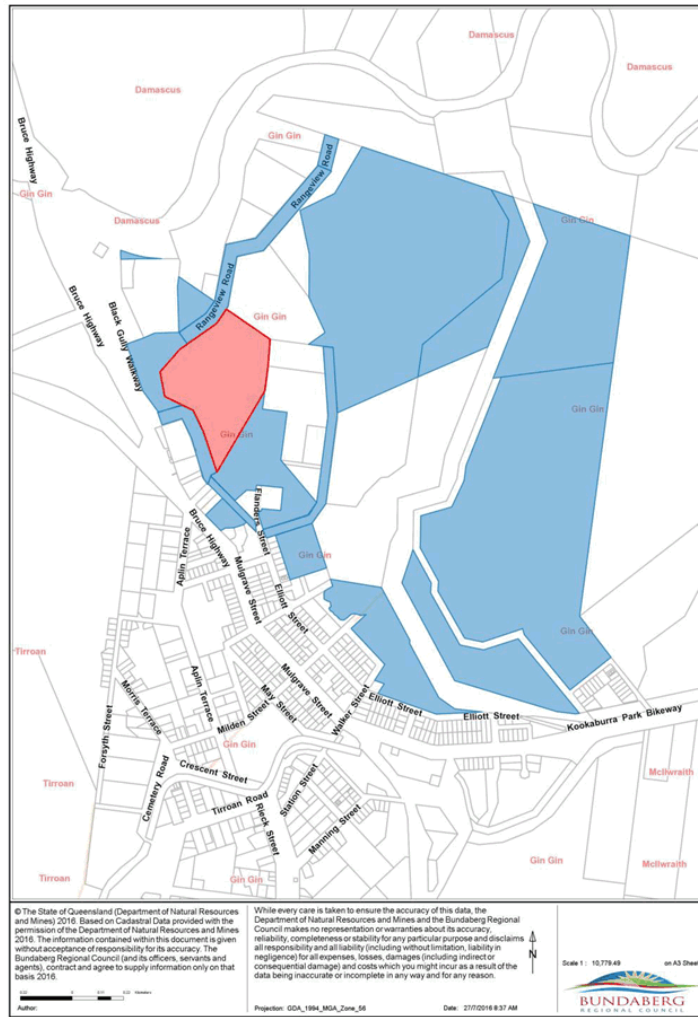
Old timber and iron

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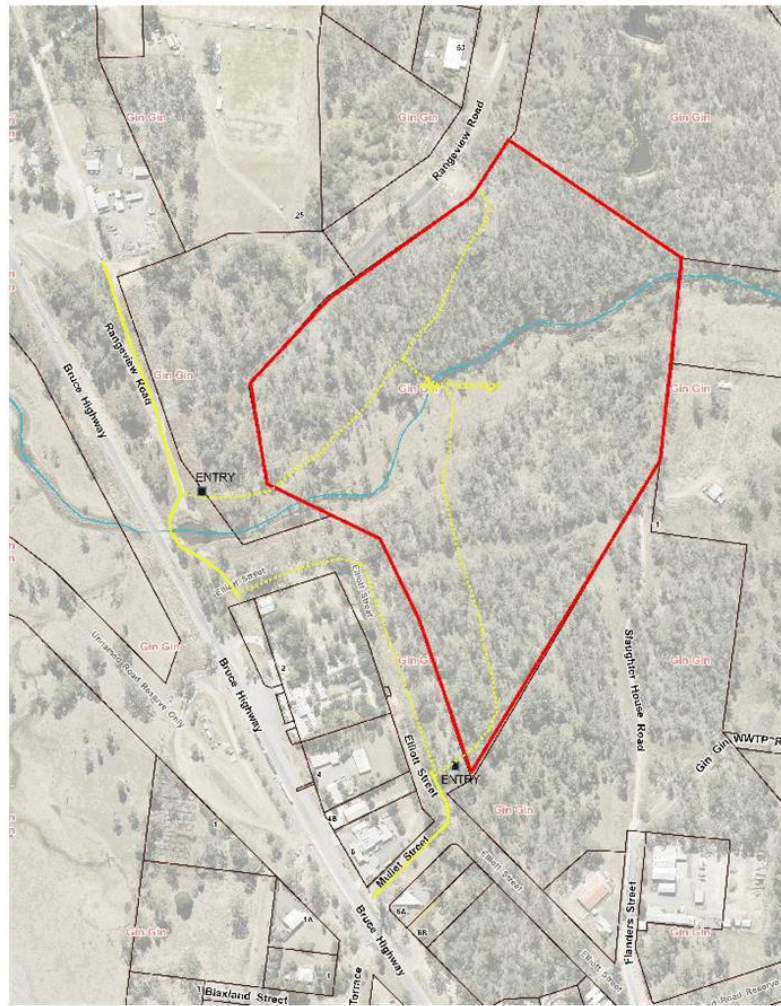
F. Nearby publicly owned land



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G. Concept Map



- Existing pathway
- Proposed tracks
- Creek

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H. Guidelines from Australian Platypus Conservancy

Platypus Conservation Guidelines for Management Agencies and Environmental Groups

1. Planning for platypus

The platypus is an important part of reliable freshwater environments in Australia and an excellent indicator of the productivity of aquatic systems. Conditions that are right for the platypus, a generalised top predator, will by definition favour many other native freshwater species. Accordingly, measures that enhance the quality of platypus habitat tend to promote biodiversity in general. The platypus is also a powerful and popular wildlife icon to harness community support on behalf of environmental action.

Catchment Management Authorities and other relevant agencies should ensure that platypus conservation requirements are routinely considered when developing catchment-wide environmental action plans or considering major changes to the flow regimes of water bodies in highly regulated systems. Likewise, local councils and regional planning bodies should take into account the species needs when contemplating new developments or changes to zoning. Councils and managers of public land should also check that on-ground works in their areas are carried out in a manner that is sympathetic to these animals survival.

Similarly, Landcare groups and other community-based organisations working to improve the environmental quality of streams, lakes and rivers should try to assist local platypus populations whenever possible.

Some of the key platypus-related issues that need to be taken into account by management agencies and environmental groups are discussed in the sections below.

2. Maintaining or restoring bank and channel stability

Actively eroding banks do not provide secure burrow sites for platypus, and the resulting sediment can seriously degrade the quality of platypus foraging habitat when it enters the water.

Unfortunately, many Australian waterways continue to suffer from unnaturally high rates of erosion along the banks and/or channel. This is true both in urban areas where run-off from hard surfaces like roads and roofs vastly increases the volume and speed of water flows after storms and in farming areas where protective vegetation has often been cleared right to the edge of the water.

In places where banks are bare and vulnerable to further erosion, a combination of management actions may be needed to halt and reverse the trend.

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What can be done to protect platypus:

- Grade control structures, such as rock chutes or weirs, may be required to stabilise the stream bed. Besides working to control erosion, such structures often increase habitat diversity and thereby immediately improve conditions for fish, aquatic invertebrates and platypus.
- The vertical slope of a vulnerable bank may need to be reduced (or its toe protected with large rocks or other structures) while vegetation has a chance to become established.
- Grazing pressure by livestock along the edge of a waterway may need to be controlled to achieve sustainable levels - this may require additional fencing or the provision of formed (or off-stream) watering points.
- Grazing pressure by rabbits or other feral animals may need to be eliminated.
- Significant disturbance to creek or river banks should be followed as soon as possible by an appropriate revegetation program, ensuring that ground cover plants as well as trees are re-established. (On the other hand, lining substantial sections of the banks or channel with concrete to stop erosion should also be avoided in order not to "seal off" natural habitats from platypus and other freshwater species.)
- Take care to control soil loss from construction sites (or other patches of disturbed ground) when these are located next to natural water bodies or gullies leading to natural water bodies.

3. Managing stormwater drainage

Storm run-off from roofs, roads and other hard surfaces can carry a wide range of pollutants into water courses. It also promotes bank and channel erosion, particularly when impervious surfaces drain rapidly to creeks and rivers via sealed drains or pipes, with very adverse consequences for platypus habitat quality.

What can be done to protect platypus:

- Direct connected imperviousness in stream and river catchments (either those supporting a platypus population or where there is a reasonable likelihood that a population could become established if other limiting habitat factors are improved) should be limited to a value well below the critical threshold limit for platypus of 2.2%.
- Ensure that water-sensitive urban design principles are applied to new housing estates, shopping centres, industrial parks etc. to reduce the impact of associated run-off on creeks and rivers (e.g. see www.clearwater.asn.au). Ensure that run-off from sealed roads in suburban or country areas is designed to drain to vegetated swales as opposed to concrete drains leading to waterways.
- If you live in an area that is serviced by conventional stormwater drains, install a home water tank so rain falling on your roof can be stored and used to water the garden.
- Gross pollutant traps should be installed on stormwater drains as required to minimise the amount of litter and other materials that are harmful to platypus entering waterways.

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4. Weed control and revegetation

Riparian vegetation undoubtedly contributes to platypus well-being, by providing protective cover for the animals and their burrows and promoting favourable habitat conditions for their invertebrate prey. In an urban context, maintaining a substantial corridor of ideally indigenous vegetation along waterways will help to screen out noise and artificial light, trap litter and other pollutants, reduce trampling and bank erosion, restrict access by foxes and unsupervised pets, and generally contribute to a more diverse and productive freshwater ecosystem.

Although some introduced plants such as willows appear to have a detrimental impact on the quality of platypus foraging habitat (particularly along smaller streams where willow roots can completely choke the channel), it is important when eradicating non-native plants to try to ensure that bank erosion does not ensue. Particularly in the case of narrow and/or shallow water bodies, platypus survival may be compromised if weed control programs result in inadequate plant cover along the banks, increasing the vulnerability of platypus to predators.

What can be done to protect platypus:

- Urban (or other) development should never be allowed to encroach unreasonably close to the margins of streams and rivers which support platypus. The reserved strip of riparian land should normally be at least 30 metres wide (though ideally more), in order to support a self-sustaining plant community including mature specimens of the tree species originally found in the area.
- If time is required to establish riparian vegetation at the edge of a new housing estate or other area of high human activity (such as a shopping mall or recreation facility), consideration should be given to fencing the riparian area at least until trees and shrubs are well established.
- Willows should be progressively removed from stream and river banks to improve the quality of platypus habitats. To reduce the potential for erosion, areas where willows have been removed should be replanted as soon as possible with appropriate native trees and shrubs.
- In cases where a weedy plant dominates both banks for a considerable distance (e.g. 200 metres or more), consideration should be given to staging removal programs so the weed is eliminated from one bank in one year and the opposite bank in a later year.
- Herbicides used to control riparian weeds should never be allowed to enter the water, either directly or through storm run-off. Areas of bare soil developing after use of herbicide should be replanted as quickly as possible with appropriate indigenous species.
- To avoid damaging platypus burrows, weed removal activities which involve driving over or digging into banks with heavy machinery should be strictly minimised, particularly within about 10 metres of the water's edge. Special care should be taken not to disrupt or cause banks to become compacted in the period when female platypus are raising their young, particularly in areas where many platypus occur.

5. Providing in-stream woody habitat (logs and branches)

The presence of logs and large branches in the water is a very positive habitat feature for platypus, contributing to foraging success and occasionally providing them with shelter sites.

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Three studies have been carried out by APC staff to examine whether the amount of woody debris present in stream segments that are intensively used by platypus differs from the amount present in areas that are rarely used. In each case, the amount of woody debris was estimated by counting the number of logs and large branches projecting above the water surface during periods of normal base flow.

In brief, it was found that areas regularly used by radio-tagged platypus along two creeks in the Yarra River catchment respectively held an average 21 logs and large branches (≥ 20 cm in diameter at the surface) per 100 metres of channel and 26 logs and large branches (≥ 10 cm in diameter at the surface) per 100 metres of channel. Similarly, along the upper reaches of the Wimmera River in western Victoria, areas supporting reasonably high numbers of platypus held an average 22 logs or branches (≥ 20 cm in diameter at the surface) per 100 metres of channel. In contrast, channel segments that were rarely used by platypus respectively held an average 11 logs and large branches (≥ 20 cm in diameter at the surface) per 100 metres of channel (Running Creek), 12 logs and large branches (≥ 10 cm in diameter at the surface) per 100 metres of channel (Little Yarra River) and 8 logs or branches (≥ 20 cm in diameter at the surface) per 100 metres of channel (Wimmera River).

What can be done to protect platypus:

- Logs and large branches should be retained whenever possible in streams, rivers and lakes in order to contribute to the quality of platypus habitat.
- Based on the studies described above, consideration should be given to augmenting the amount of in-stream woody habitat in the case of streams or small rivers where less than 20 logs or branches project on average above the surface in 100 metres of channel during normal base flow.

6. Maintaining adequate flow in managed river systems

Platypus are adapted to feed exclusively in an aquatic environment. In the absence of adequate surface water, platypus starve. Less extreme reductions in flow regime are likely to be mirrored in reduced reproductive success and, ultimately, reduced population size. Although platypus can survive for a time in isolated pools scattered along the length of a drying water course, mortality is likely to increase in such circumstances due to stress (particularly if animals are crowded together and food is in short supply) and increased exposure to foxes and other predators.

The creeks and rivers of southeastern Australia normally carry the least amount of flow from mid-summer to early autumn, corresponding precisely to the period when juvenile platypus emerge from nesting burrows and have to learn to forage on their own. Their mothers are often in poor condition at this same time (as a by-product of recent lactation) and so are also particularly vulnerable to dying if water courses dry up in late summer.

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What can be done to protect platypus:

- The ideal flow regime for platypus entails plenty of surface water being available throughout the year in every year. However, if it's necessary to periodically institute a low (or no) flow regime in a managed river system, adequate surface flow should be maintained from August to June (in order to accommodate the entire platypus reproductive cycle including juvenile dispersal) at least one year in every two in areas of known platypus breeding habitat. In addition, it is essential that sufficient permanent pools are present in the system to sustain platypus populations through low or no flow periods.
- To help protect platypus from predators and meet their requirements while foraging, the volume of flow in platypus habitats should be sufficient to ensure that the average depth along runs and pools is at least 0.5 metres (though preferably more) if a channel is more than 5 metres wide, and at least 0.3 metres (though preferably more) if a channel is less than 5 metres wide.

7. Providing refuge areas during drought

Sizable pools have tended to disappear from many creeks and small rivers in the platypus's range in line with increased rates of catchment erosion, reduced numbers of large logs in the channel and (in the case of catchments subject to regulated flows) more constant and/or reduced surface flows as compared with historical norms. In turn, this undermines the systems resilience when challenged by natural or manmade drought, including instances where those charged with managing the system decide to reinstate a natural flow regime (i.e. one that is not augmented by mandated releases of water) downstream of an impoundment. In the absence of substantial deep pools to provide seasonal refuge habitat, many species (notably including the platypus) are liable to become locally extinct as water vanishes from the channel.

What can be done to protect platypus:

- Management agencies should always consider the role of sizable pool habitats in maintaining the viability of local platypus populations before eliminating them (for example, to remove a redundant weir). Particularly in the case of relatively small creeks, such pools are likely to provide essential habitat for breeding and foraging which in turn plays a key role in maintaining a locally viable platypus population. If such a pool definitely needs to be decommissioned, strong consideration should be given to developing a pool or backwater of at least comparable size and permanence elsewhere along the creek.
- Research is needed to identify the most practical and cost-effective techniques for restoring (or creating) sizable pools and billabongs in areas where they occurred historically but are now in short supply. There is also an urgent need to identify the most effective protocols for allocating environmental flows to maintain reliable pool habitats in regulated systems.
- Given the large amount of food typically consumed by a platypus and the correspondingly large size of platypus home ranges, we recommend that a useful platypus drought refuge should ideally measure at least 80 metres in length and comprise 500 square metres of surface area (through ideally more). Alternatively, a more practical option in some circumstances may be to create smaller pools that collectively comprise at least 500 square metres of pool habitat in a chain of ponds.

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- To provide protection from predators and ensure that the water remains reasonably cool (to maintain appropriate conditions for a range of aquatic invertebrates), pools should ideally retain water at a minimum depth of 1-4 metres
- To provide habitat for platypus burrows, some of the pool's perimeter should ideally be bounded by a reasonably steep and well-consolidated earthen bank rising at least 1 metre above the water.
- Overhanging vegetation should be encouraged to grow around the pool to improve habitat quality and help provide cover from predators. For the same reasons, shrubby vegetation should be encouraged to develop between neighbouring pools in a chain of ponds.

8. Designing platypus-friendly lakes and ponds

Platypus will demonstrably make use of a wide range of manmade off-stream water bodies, including dams developed for irrigation or stock and domestic usage, flood retarding basins, siltation or filtration ponds, and ornamental lakes associated with residential, recreational and industrial developments. Accordingly, development or refurbishment of such water bodies can provide excellent opportunities to create additional platypus habitat. For example, the Hull Road Retarding Basins, near Lilydale a joint-project by Melbourne Water and the Australian Platypus Conservancy to design a platypus-friendly wetlands were occupied by platypus within two years of construction.

In broad terms, the animals are most likely to find and regularly use an off-stream dam, lake or wetland if the following conditions apply:

- The manmade water body is located relatively close to a creek or river known to be occupied by platypus (in general terms, within 100 metres or ideally less) and is sometimes (ideally always) linked to the creek or river via surface water.
- The manmade water body supports substantial populations of edible aquatic invertebrates, particularly aquatic insects. In practice, this will rely on livestock being excluded from the banks and herbicides and pesticides and other agricultural chemicals not being deployed in the immediate vicinity.

What can be done to protect platypus:

- To provide protection from predators and ensure that the water remains reasonably cool (to maintain appropriate conditions for a range of aquatic invertebrates), pools should ideally retain water at a minimum depth of 1-4 metres. To help protect platypus from foxes and other predators, the perimeter of the pool should slope steeply downward unless dense emergent aquatic vegetation (such as reeds) is to be established around the edge.
- To provide habitat for platypus burrows, some of the pools perimeter should ideally be bounded by a reasonably steep and well-consolidated earthen bank rising at least 1 metre above the water.
- Overhanging shrubby vegetation should be encouraged to grow on the bank surrounding the pool to improve habitat quality and provide additional cover from predators. For the same reasons, shrubby vegetation should be encouraged to develop along the route taken by surface water overflowing from the manmade lake or pond to a nearby stream or river (including seasonally dry ditches or channels).

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- Adding some items of large woody debris to an artificial water body (in the form of logs or large branches) is predicted to improve habitat diversity both for platypus and their prey and is therefore encouraged.
- For advice regarding the development of pedestrian paths, viewing platforms or lighting, see 10, *Walking tracks, viewing platforms, bridges and street lighting*. For information relating to the design of culverts and pipes or the development of weir walls and related structures see 11, *Culverts, pipes, gates and grilles* and 12, *Weir walls and drop structures*.

9. Use of heavy machinery along the banks and channel

Based on radio-tracking studies which investigated how platypus respond when heavy equipment such as excavators and tip trucks are used to reconfigure the banks and channel of streams, platypus normally continue to inhabit the area while works are in progress. However, severe and extensive channel disturbance can displace the animals temporarily, presumably due to reduced availability of food. Special consideration also needs to be given to the requirements of females with dependent young in the months when juveniles are confined to the nesting burrow (extending roughly from September to February in Victoria and New South Wales). Mothers cannot move their young from one burrow to another in this period and so are effectively tied to the area. It follows that reducing the local food supply through major habitat disruption may compromise their survival as well as that of their offspring. By the same token, digging or substantially compacting the banks at the site of a nesting burrow is likely to be fatal to the entire family.

What can be done to protect platypus:

- If a water body is known to support a breeding platypus population, capital works programs which involve reconfiguring the banks or channel should ideally be scheduled outside the period when dependent juveniles are present in burrows (see above).
- To reduce damage to platypus burrows, activities which involve excavating or driving over banks with heavy machinery should be minimised at all times of year, particularly on those parts of the bank located within roughly 10 metres of the water's edge.
- To avoid disturbing platypus when the animals are active, work activities should only be scheduled during daylight hours.
- Great care should be taken to keep loose soil from moving from the banks to the channel while works are underway, and areas of bare or disturbed soil should be replanted as soon as possible with trees and understorey plants once works are completed.
- Chemicals or litter associated with work activities should never be allowed to enter the water.
- To maintain natural foraging substrates for platypus, concrete should not be substantially used as a binding agent along the channel or banks. Similarly, gabion baskets should not be extensively employed to stabilise banks if practical alternatives are available.
- A contingency plan for dealing with any platypus that may be accidentally injured or displaced during work activities should be formulated and distributed to project staff.

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10. Walking tracks, viewing platforms, bridges and street lighting

Based on information obtained in the course of radio-tracking studies, platypus mortality may increase very substantially following the development of a walking track which improves predator access to shallow stream margins. By the same token, it is believed that platypus are mainly active at night to reduce the chance they are detected by predators. Besides making platypus more visible to animals that want to eat them, the presence of bright artificial lights near a stream or river may reduce the platypus food supply by inappropriately attracting aquatic insects as these emerge at dusk to breed and lay eggs.

What can be done to protect platypus:

- In places where platypus are likely to occur, walking tracks should be located a substantial distance (ideally 30 metres or more) from sections of creek where the average depth is less than 0.3 metre and/or average width is less than 3 metres, on either a regular or seasonal basis.
- To reduce predator access and discourage the development of *ad hoc* human trails down to the water, pedestrian bridges and viewing platforms should be located at sites where banks are relatively steep and water is reliably deep.
- Maintain adequate vegetation between a walking track and the banks of a stream or river, ideally including a substantial amount of cover provided by leafy shrubs or the equivalent overhanging the water. As the absolute minimum, an unmown strip of low- to medium-growing plants (at least 4 m wide in the case of relatively small/shallow streams and 2 m wide in the case of deeper/wider rivers) interspersed with substantial clumps of taller overhanging shrubs should be encouraged to grow on the banks to help deter predators and provide places for platypus to hide.
- Street lights, security lights or the equivalent that are located within 100 metres of a natural water body should be designed to minimise the amount of artificial illumination directed towards the water, and ideally fitted with low-pressure sodium globes producing relatively low amounts of insect-attracting blue and ultraviolet light.

11. Culverts, pipes, gates and grilles

Given that platypus spend a large proportion of their time in a burrow, it is not surprising that they are willing to travel through pipes and culverts of considerable length. For example, radio-tagged platypus have been found to travel routinely through a 45-metre-long concrete culvert (1.3 metres in diameter) carrying creek water through an embankment. However, problems can arise if a culverts design forces the animals to leave the safety of the water in order to continue traveling upstream or downstream. In such circumstances, it is by no means uncommon for animals to be run over by a car or killed by a fox or other predator. By the same token, although platypus will enter PVC pipes that are as narrow as 10 centimetres in diameter, they are apparently unable to back up or turn around in such a confined space and hence are liable to die if the far end is blocked (for example, by a recently closed valve). Cases are also known where platypus have drowned after becoming wedged in narrow openings in irrigation control gates or overlapping wire mesh panels placed in the channel to catch leaves.

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What can be done to protect platypus:

- Pipes and culverts located along a natural waterway or manmade channel that is used by platypus - or that carry water from such a waterway to an off-stream storage - should have a minimum internal diameter of 0.3 metre to ensure they can be negotiated safely by a platypus.
- To enable platypus to safely negotiate grilles or mesh barriers, these structures should be designed with grid spacings or apertures of 12 centimetres or more. Conversely, barriers meant to exclude platypus should be constructed of solid materials or have grid spacings or apertures of 3 centimetres or less. (Studies carried out by Dr Tom Grant have confirmed that platypus weighing up to one kilogram - i.e. a large proportion of adult females - can easily pass through a rigid 55 mm grid, and small juveniles can presumably pass through even narrower gaps.)
- To avoid forcing platypus to leave the channel, pipes and culverts conveying water along a natural waterway or soil-lined channel should not protrude from (or substantially overhang) the surrounding substrate. Similarly, culvert designs that frequently constrict stream flows and may therefore trigger platypus avoidance behaviour (due to increased water velocity) should not be adopted.

12. Weir walls and drop structures

Platypus generally find it difficult or impossible to climb up or down vertical or near-vertical concrete or metal surfaces, particularly if large volumes of water cascade down the surface. Accordingly, weir walls and drop structures often interfere with platypus freely traveling along the length of streams or rivers. As in the case of culverts, platypus can exit the channel and walk around otherwise impassable barriers. However, leaving the water also exposes them to increased risks of being killed (see 11, *Culverts, pipes, gates and grilles*).

What can be done to protect platypus:

- Support the development of fish ladders or the equivalent to provide a relatively safe route for platypus to negotiate dam and weir walls.
- If a weir cannot realistically be retro-fitted with a fish ladder, consider whether it might be possible to provide platypus with additional protective cover (in the form of dense shrubby vegetation) when they're forced to travel across land to move past the barrier.

13. Pumps and small-scale hydro-power generators

A surprisingly high proportion (5%) of all platypus mortalities reported to the APC from 1989 to 2009 where the cause of death could be reliably assigned occurred after animals were sucked into irrigation pumps or (in one case) a mini-hydroelectric generator. Small and inexperienced juveniles appear to be particularly likely to die in this manner, due in part to the fact that pump sheds tend to be located on elevated banks which in some places provide the best available habitat for platypus nesting burrows.

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What can be done to protect platypus:

- To prevent platypus and other aquatic wildlife from being sucked into (or against) water pumps or water-powered generators, a mesh cover or equivalent barrier should be fitted at an appropriate distance around all intake points.

14. Promoting awareness of platypus conservation needs

Most Australians are aware that the platypus is one of the world's most unusual animals. Ironically, this recognition of the species iconic stature tends to foster the misconception that platypus are only found in remote, pristine areas.

For platypus to be conserved successfully, it is important that people develop a realistic understanding of where the animals occur and how they are affected by human activities.

What can be done to protect platypus:

- Catchment Management Authorities, local councils and wildlife agencies should feature the platypus in community education campaigns designed to heighten awareness of issues such as litter control, pet management and responsible fishing practices.
- Consideration should be given to establishing Platypus Conservation Zones where this will assist the survival of threatened populations. Such zones could incorporate special signage and, if required, restrictions on fishing and access of pets to riparian areas. In particular, planning authorities should consider placing a ban on owning dogs and cats as a condition of approval of new housing estates located within 100 metres of creeks supporting a known threatened platypus population.

Australian Platypus Conservancy

Phone: (03) 5157 5568 Email platypus.apc@westnet.com.au

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**Item****21 February 2017****Item Number:**

P2

File Number:

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Part:ENVIRONMENT & NATURAL
RESOURCES**Portfolio:**

Community & Environment

Subject:

Woodgate Beach Kayak and Paddleboard Hire

Report Author:

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

Authorised by:

Gavin Steele, General Manager Community & Environment

Link to Corporate Plan:

Community - 4.1.1 A safe, active and healthy community

Background:

Woodgate Beach Kayak and Paddleboard Hire made an application to Council to provide kayak and paddleboard hire at Woodgate and Theodolite Creek. Key points to this proposal include:

- Seeking approval to utilise areas of beach not designated as bathing reserve. Identified potential areas are:
 - Woodgate (Map A), with close proximity to designated beach access zone.
 - Theodolite Creek (Map B), with close proximity to existing wooden beach launching area.
- Seeking a 7 day per week operation window to allow for tide and weather conditions.
- A total of 5 polyethylene kayaks and 2 polyethylene stand up paddleboards will be available for hire consisting of:
 - 1 x double sit on kayak
 - 3 x adult single kayaks
 - 1 x child sit on kayak
 - 2 x stand up paddleboards

- The operator will also provide the following items:
 - 6 x adult personal floatation devices
 - 3 x child personal floatation devices
- All items will be stored in an enclosed trailer at all times and removed only for customer hires.
- User's ages are:
 - All hirers must be over 18 with photo ID proof
 - Children under 10 not allowed on single kayaks
 - All children under 10 must be accompanied by an adult in double kayak
 - Stand up paddleboard users must be competent swimmers
 - Children under 10 not allowed on stand up paddleboards
 - Children over 10 must be supervised by an adult

Associated Person/Organization:

At its Meeting of 20 November 2012, Council approved an application to operate a surf and paddle board school from Council reserves and foreshores, with the operator currently using Elliott Heads to provide paddle board hire.

Should the applications be approved, there should not be any potential conflict between the operators, due to chosen locations of operations.

Consultation:

Portfolio Spokesperson: Bill Trevor

Divisional Councillor: Bill Trevor

Discussions have been held with the applicant, Woodgate Beach Kayak and Paddleboard Hire and Mark Hyde, Area Supervisor, Childers.

Legal Implications:

This approval is considered under Subordinate Local Law 1.2.

Criteria for the granting of an approval

- 1) The prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government controlled area or road.
- 2) There must be a public demand for the prescribed activity in respect of which the approval is sought.
- 3) The physical characteristics of the local government controlled area or road must be suitable for the prescribed activity.
- 4) The prescribed activity must not cause nuisance, inconvenience or annoyance to nearby occupiers, vehicle traffic or pedestrian traffic.
- 5) The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.

Conditions that can ordinarily be imposed, may require the approval holder to;

- limit the activities to specified areas and locations, days and times; and
- display the approval in a specified position, and
- take specified measures to protect the safety of persons who may be involved in, or affected by the activities,
- give specified indemnities and take out and maintain insurance against:-
 - personal injury and property damage resulting from the activities; and
 - take specified measures to ensure that the activities authorised by the approval do not cause a nuisance.

Policy Implications:

There appear to be no policy implications.

Financial and Resource Implications:

- There would be minor financial and resource implications in the ongoing administration and monitoring of the permit.
- Commercial fees will be payable to Council on an annual basis. Current adopted fee for the 2016/17 financial year is \$709 per annum.
- An application fee of \$46 to make application for a 'Display of Goods in Parks' permit is also payable.

Risk Management Implications:

There appears to be no risk management implications.

Communications Strategy:

Communications Team consulted. A Communication Strategy is:

- Not required
- Required

Attachments:

[↓](#) 1 Maps of Proposed Locations

Recommendation:

That approval be granted to Woodgate Beach Kayak and Paddleboard Hire to operate a kayak and paddleboard hire business at the identified locations at Woodgate Beach and Theodolite Creek, with the following proposed draft conditions:

Draft Conditions Of Approval:

Council grants permission to conduct # at # in accordance with the following conditions:

- 1) Prior to the activities commencing, the Licensee is to sign and return to Council a Form of Indemnity;
- 2) The Licensee is to provide Council with evidence that the activity is covered by a Public Liability Insurance Policy for an amount of not less than \$10 Million to cover any actions, proceedings, claims and demands in respect of any loss, damage or injury sustained by any person and arising directly or indirectly out of conducting the activity;
- 3) The Licensee is to produce a copy of this approval on demand, if requested by an authorised person;
- 4) The activities shall not inhibit or obstruct the public's general use of the beach or foreshore areas (including water). Exclusive rights to use a portion of the beach is not conferred and if any conflict in use occurs, the commercial activity may need to relocate for that day.
- 5) All activities conducted on Council controlled beaches and foreshores are to comply with relevant legislation, codes and standards;
- 6) Any equipment, structures or signs used for the activities are to be removed immediately following each program session;
- 7) Only one freestanding sign, no more than one metre high, can be displayed while activities are in progress;
- 8) The area where activities are conducted is to be maintained in a clean and tidy state;
- 9) This Licensee is required to keep the Council informed on activity levels by providing a regular report on the proposed or actual dates, times and locations of activities.
- 10) The Licensee is to comply with any reasonable request in relation to the activities as issued by Council's Operational Supervisor Parks & Open Space.
- 11) The Licensee is to conduct activities in such a manner that no damage occurs to parks grounds, amenities, infrastructure or the frontal dune system.
- 12) Ancillary noise is to be controlled to a low volume so that it does not unduly cause nuisance to nearby residents.
- 13) This approval is current until # and will require renewal each year thereafter with payment of relevant fees as resolved by Council.
- 14) Council will cancel this approval for failure to comply with any of the above conditions.

Map A –Woodgate



Map B – Theodolite Creek

