

VML:MB
Vicki Lukritz
3810 6221

15 March 2018

Sir/Madam

Notice is hereby given that a Meeting of the **WORKS, PARKS AND SPORT COMMITTEE** is to be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **9.30 am or 10 minutes after the conclusion of the Infrastructure and Emergency Management Committee, whichever is the earlier** on **Monday, 19 March 2018.**

<u>MEMBERS OF THE WORKS, PARKS AND SPORT COMMITTEE</u>	
Councillor Antonioli (Mayor) (Chairperson) Councillor Morrison (Deputy Chairperson)	Councillor Wendt (Deputy Mayor) Councillor Bromage Councillor Silver Councillor Martin

Yours faithfully

ACTING CHIEF EXECUTIVE OFFICER

WORKS, PARKS AND SPORT COMMITTEE AGENDA

9.30 am or 10 minutes after the conclusion of the Infrastructure and
Emergency Management Committee, whichever is the earlier on

Monday, 19 March 2018

Council Chambers

Item No.	Item Title	Officer
1	RSL Commemorative Gun Refurbishment	PO(TS)
2	2018–2020 Metropolitan West School Sport Sponsorship	SRO
3	2017-2018 Sporting Event Sponsorship Applications – March 2018	SRO
4	Proposal to Establish and Recycle Mart in Ipswich	PO(EM)
5	**Contract Extension – 10-11-093 Parking Machine and Communication and Management Systems	PO(PCO)
6	Status Update on Bundamba Swimming Pool Access Ramp – Division 4	PO(OSL&FO)
7	Project Submission – Regional Growth Fund	C(GM)
8	**Proposed Options for Delivery of the 2019 Kerbside Collection Service	EA

** Item includes confidential papers

WORKS, PARKS AND SPORT COMMITTEE NO. 2018(03)

19 MARCH 2018

AGENDA

1. **RSL COMMEMORATIVE GUN REFURBISHMENT**

With reference to a report by the Principal Officer (Technical Support) dated 29 January 2018 concerning the refurbishment of the Commemorative 25 pound gun at the front of the Ipswich Sub branch of the RSL.

RECOMMENDATION

That the report be received and the contents noted.

2. **2018 – 2020 METROPOLITAN WEST SCHOOL SPORT SPONSORSHIP**

With reference to a report by the Sport and Recreation Officer dated 13 February 2018 concerning the renewal of the agreement with the Department of Education and Training as represented by Metropolitan West School Sport to provide sponsorship for sporting events in Ipswich from 2018 to 2020 through the Sport Event Sponsorship program.

RECOMMENDATION

- A. That Council enter into an agreement with the Department of Education and Training as represented by Metropolitan West School Sport for the period of 2018 to 2020 to host multiple state championship events in Ipswich.
 - B. That Council provide sponsorship to the Department of Education and Training as represented by Metropolitan West School Sport for the amount of \$10,000 per annum for the duration of the agreement and that this amount be funded from the relevant year's Sporting Event Sponsorship budget.
-

3. **2017-2018 SPORTING EVENT SPONSORSHIP APPLICATIONS - MARCH 2018**

With reference to a report by the Sport and Recreation Officer dated 26 February 2018 concerning applications for Sporting Event Sponsorship in March 2018.

RECOMMENDATION

- A. That Council provide sponsorship to Willowbank Raceway Incorporated for the amount of \$5,000.00 (incl GST) in sponsorship for the 2018 Santos' Super Thunder and that this amount be funded from the Sporting Event Sponsorship budget.

- B. That Council provide sponsorship to Triathlon Queensland for the amount of \$8,000.00 (incl GST) in sponsorship for the Greater Springfield Duathlon and that this amount be funded from the Sporting Event Sponsorship budget.
-

4. PROPOSAL TO ESTABLISH A RECYCLE MART IN IPSWICH

With reference to a report by the Project Officer (Environmental Management) dated 1 March 2018 concerning the options presented and recommendations made at the Sustainability Advisory Group meeting held on 22 February 2018 regarding the establishment of a Recycle Mart framework in Ipswich.

RECOMMENDATION

- A. That Council gauge external interest and explore potential solutions for a Recycle Mart in Ipswich through an Expression of Interest process, as detailed in the report by the Project Officer (Environmental Management) dated 1 March 2018.
- B. That the Chief Operating Officer (Works, Parks and Recreation) commence the Expression of Interest process in March 2018, and that a report detailing the outcomes be presented to a future Sustainability Advisory Group meeting for discussion before presenting to a future Works, Parks and Sport Committee.
-

5. **CONTRACT EXTENSION – 10-11-093 PARKING MACHINE AND COMMUNICATION AND MANAGEMENT SYSTEMS

With reference to a report by the Principal Officer (Procurement and Contract Operations) dated 6 March 2018 concerning the extension of expiring Contract 10-11-093 Parking Machine and Communication and Management System Contract with Australian Parking and Revenue Control Pty Ltd.

RECOMMENDATION

- A. That Council resolve it is satisfied pursuant to section 235(a) of the *Local Government Regulation 2012* (the Regulation) that the exemption under s235(a) of the Regulation applies and that Australian Parking and Revenue Control Pty Ltd, is the only supplier reasonably available to it to provide the maintenance of Council's existing parking machines for the following reason:
- The Parkeon Strada parking network is serviced under a licence arrangement between the Manufacturer and Australian Parking and Revenue Control Pty Ltd which has established a sole supplier arrangement for the supply and maintenance of the parking network.

- B. That Council enter into a contract with Australian Parking and Revenue Control Pty Ltd for the maintenance of Council's existing parking meters for the sum of \$720,000.00, for a period of three years, being one year initially, with 2 one year extensions, at the option of Council.
 - C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other act necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.
-

6. STATUS UPDATE ON BUNDAMBA SWIMMING POOL ACCESS RAMP – DIVISION 4

With reference to a report by the Principal Officer (Open Space Land and Facilities Operations) dated 26 February 2018 concerning a status update on Bundamba Swimming Pool access ramp.

RECOMMENDATION

- A. That Council defer commencement of works for the Bundamba Swim Pool access ramp to 1 April 2019, in accordance with the report by the Principal Officer (Open Space Land and Facilities Operations) dated 26 February 2018 concerning status update on Bundamba Swimming Pool access ramp.
 - B. That Council carry over funds from the 2017-2018 Capital budget to 2018—2019, in accordance with the report by the Principal Officer (Open Space Land and Facilities Operations) dated 26 February 2018 concerning Status update on Bundamba Swimming Pool access ramp.
-

7. PROJECT SUBMISSION – REGIONAL GROWTH FUND

With reference to a report by the Coordinator (Grant Management) dated 9 March 2018 concerning the Australian Governments invitation to apply for grant funding under the Regional Growth Fund.

RECOMMENDATION

That the Chief Operating Officer (Works, Parks and Recreation), in consultation with the Mayor and Council's Project Partners, submit a submission for the Springfield AFL Stadium under Round 1 of the Regional Growth Fund.

8. **PROPOSED OPTIONS FOR DELIVERY OF THE 2019 KERBSIDE COLLECTION SERVICE

With reference to a report by the Executive Assistant dated 6 March 2018 concerning the proposed options for delivery of the 2019 kerbside collection service.

RECOMMENDATION

That the report be received for discussion.

** Item includes confidential papers

and any other items as considered necessary.

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

RS: RS
H:\Departmental\Committee Reports\1801RJS - RSL Gun Refurbishment.docx

29 January 2018

MEMORANDUM

TO: CITY MAINTENANCE MANAGER

FROM: PRINCIPAL OFFICER (TECHNICAL SUPPORT)

RE: RSL COMMEMORATIVE GUN REFURBISHMENT

INTRODUCTION:

This is a report by the Principal Officer (Technical Support) dated 29 January 2018 concerning the refurbishment of the Commemorative 25 pound gun at the front of the Ipswich Sub branch of the RSL.

BACKGROUND:

The 25 pound memorial gun was located at the Ipswich RSL at North Ipswich and the Ipswich Railway Sub Branch of the RSL arranged for its refurbishment. Following this, members of the Ipswich Sub Branch negotiated its relocation to be placed in front of the RSL Memorial Hall Nicholas Street Ipswich. Council's involvement regarding the relocation was limited to the location and installation of the plinth to mount the gun at the front of the Memorial Hall.

REPORT:

At the Special Soldiers' Memorial Hall meeting in July 2017, the RSL members raised the condition of the gun and tabled a presentation (Attachment A) outlining the large areas of rust and a number of other issues. Through discussions it was decided to investigate a suitable provider to restore the gun and obtain an estimate of costs.

Council sought a verbal estimate from a suitably qualified expert in the area who estimated that it would cost between \$10,000 and \$20,000 for a complete restoration of the gun. However, until the gun is removed from the site and dismantled it is difficult to ascertain the extent of works and confirm an estimate required for the restoration.

This estimate was discussed at the Special Soldiers' Memorial Hall committee meeting held in November 2017.

The RSL committee members were requested to investigate if the previous provider was able to repair the gun based on the short period of time since the works were completed and secondly, if there was any opportunity to apply for a grant to assist in the cost of the refurbishment.


UPDATE REQUESTED:

To date the RSL committee has not met or provided any updates into the progress about the refurbishment of the Gun.

CONCLUSION:

Further meetings of the Special Soldiers' Memorial Hall committee are required to finalise plans to restore the Gun to a condition that will provide longevity to the memorial.

ATTACHMENT/S:

Name of Attachment	Attachment
Presentation of 25 pound gun	 Attachment A

RECOMMENDATION:

That the report be received and the contents noted.

Ros Schulkins
PRINCIPAL OFFICER (TECHNICAL SUPPORT)

I concur with the recommendation/s contained in this report.

Dave Baker
CITY MAINTENANCE MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

NON-TECHNICAL INSPECTION OF 25 POUNDER GUN

BACKGROUND

1. The former Ipswich RSL Club once had a 25 Pounder Gun on display in front of its building, this Gun was recently handed over to the Ipswich RSL Sub Branch for permanent display at the Soldier's Memorial Hall in Nicholas Street, Ipswich. Before it was handed over to the Sub Branch the Gun underwent a lengthy period of restoration work, which involved the input or assistance of numerous agencies and organisations.
2. The gun was officially unveiled on the 08 April 2017 and since that date it has been observed that large amounts of rust stains have now been deposited on the Gun's concrete base. A Non-Technical (visual and external only) Inspection was conducted in order to attempt to establish the cause or extent of the rust and to identify any areas that may require attention in order to rectify the rust.

AIM

3. This aim of this presentation is to list and highlight some areas of concern in regards to the cause, causes and extent of the rust and to rectify problems where possible in order to ensure that the Gun is maintained in good order and to ensure its continued existence. A Non-Technical inspection was carried out on the Gun on behalf of the Ipswich RSL Sub Branch on 23 May 17. The Inspection was conducted by a member from the Sub Branch and a member from the Legacy Club.

GENERAL POINTS

4. The inspection is not and was not meant to belittle or detract from the hard and lengthy work that has already been conducted by the Agencies and Organisations involved in the Gun's restoration, they have achieved a tremendous result in getting the 25 Pounder Gun to its present condition.

5. If the Gun is to survive for a very much longer period of time in the open as it is currently displayed, further rust preventative measures would be expected to occur to prolong the life of the Gun. The areas of concern identified as part of the Inspection and suggested remediation are listed below and are shown on the accompanying digital photographs.



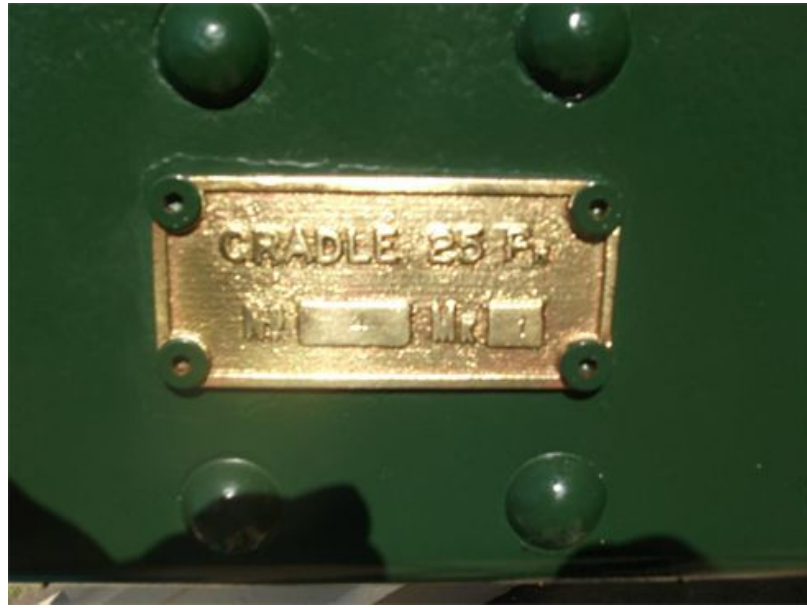
Chrome Muzzle – Rust has developed between the muzzle and painted plate. Requires removal of plate, cleaning of rust, re-priming and painting.



Chrome Muzzle – Rust has developed on the interior of the muzzle where it is not painted or chromed plated. Requires rust removed and re-chroming of muzzle.



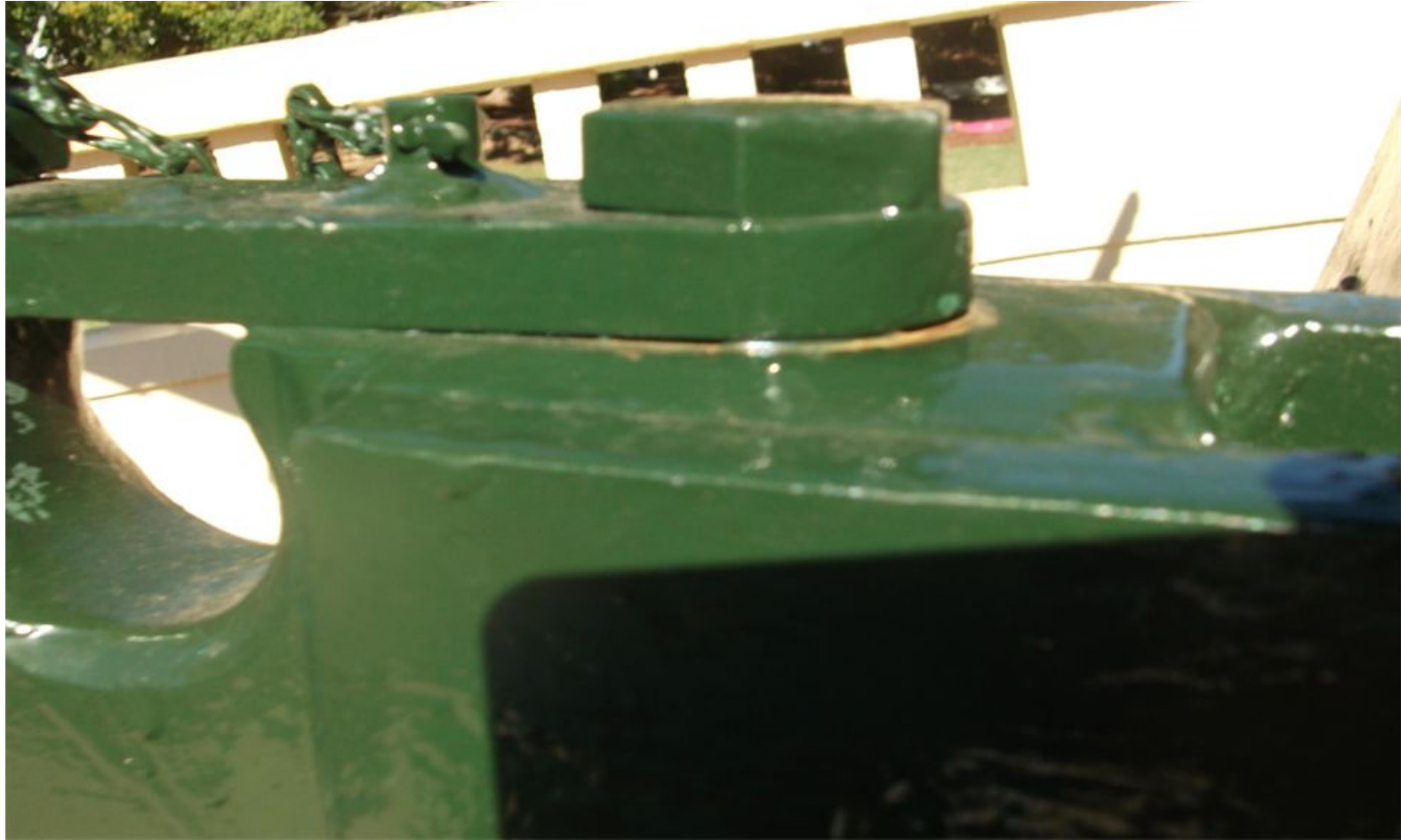
Chrome Muzzle – Photograph 03 The barrel has been “Plugged”. The plug needs to be added to (brought forward) so that water does not settle as pictured and add to the rust problem. It last rained five days prior to the photo being taken.



Barrel Support Area – The Allen Key Bolts on the two brass plaques are rusting on the internal portion of the bolt head. Bolt heads require to be re-primed and repainted.



Barrel Support Clamp – Rust has developed on the base of the clamp and at various other surface areas of the clamp, water also settles on the left side as shown. Requires rust removal, re-priming and repainting.



Front Towing Eye – Rust has developed on and around the rear of the Towing Eye bolt. Requires rust removal, re-priming and repainting.



Right Hand Side Wheel / Axle – Rust has developed top center, top left wheel rim, top right chrome bolt, center two bolts and on surfaces of assembly. Requires rust removal, re-priming and repainting.



Left Hand Side Wheel / Axle – Rust has developed at the bottom of wheel rim, bottom left bolt, center bolt and on surfaces of assembly. Requires rust removal, re-priming and repainting.



Left Hand Axle Casing underside – Something has been cut off the axle casing, it has not been primed or painted over and is now rusting. Requires rust removal, area sealed, re-priming and repainting.



Underside of forward chassis – The area behind the five bolts has a large quantity of sand/grit sitting on the plate. It is unknown if the area has been painted or is likely to rust. Requires grit removal, re-primed and painted if required.



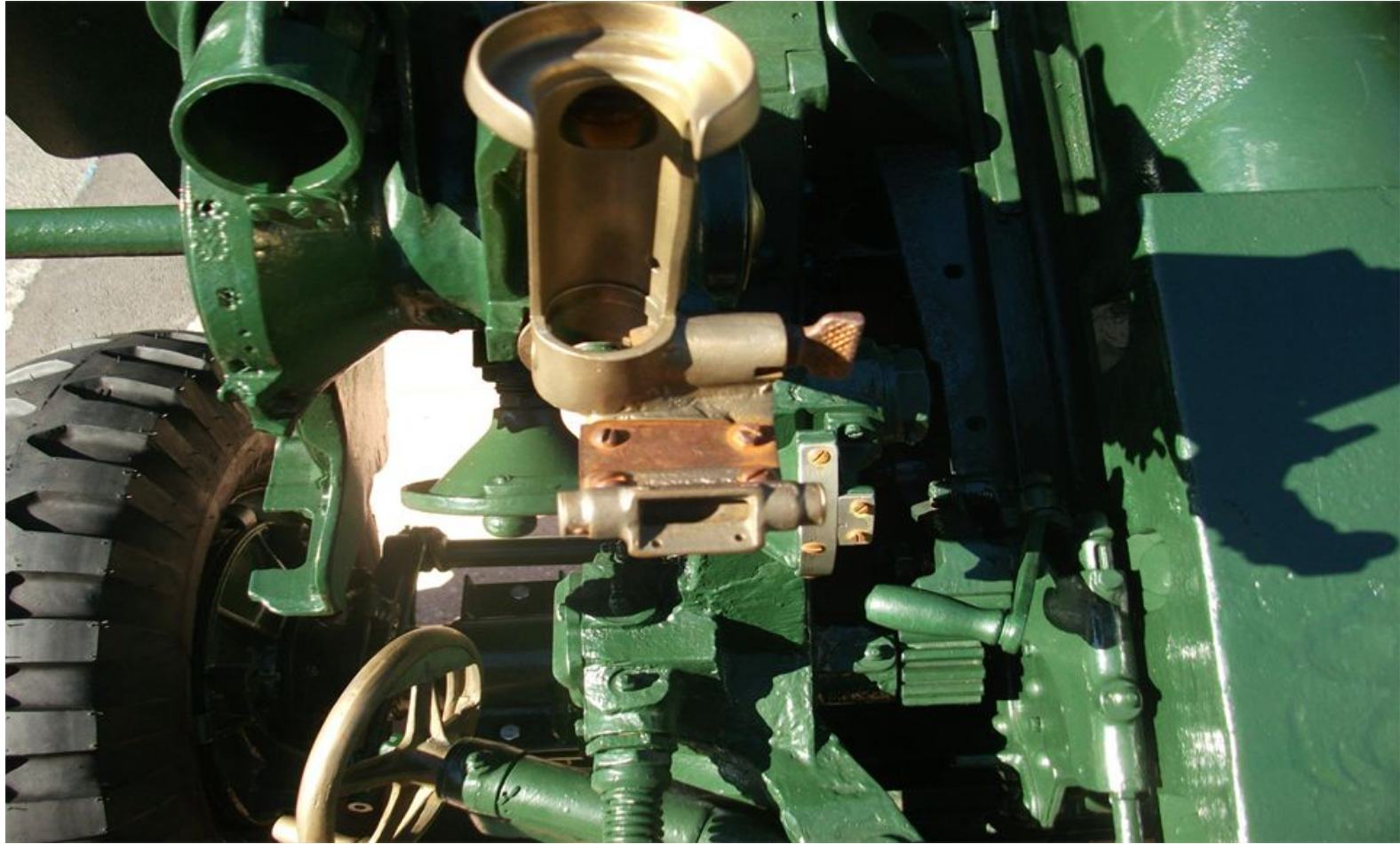
Underside of forward chassis – The left and right hand sides appear not to have been painted and are developing rust. Requires rust removal, re-priming and repainting.



Towing Eye Assembly underside – Moves freely exposing an area of metal that has not been treated or painted, is likely to rust over time. Requires area primed, painted and assembly to be secured.



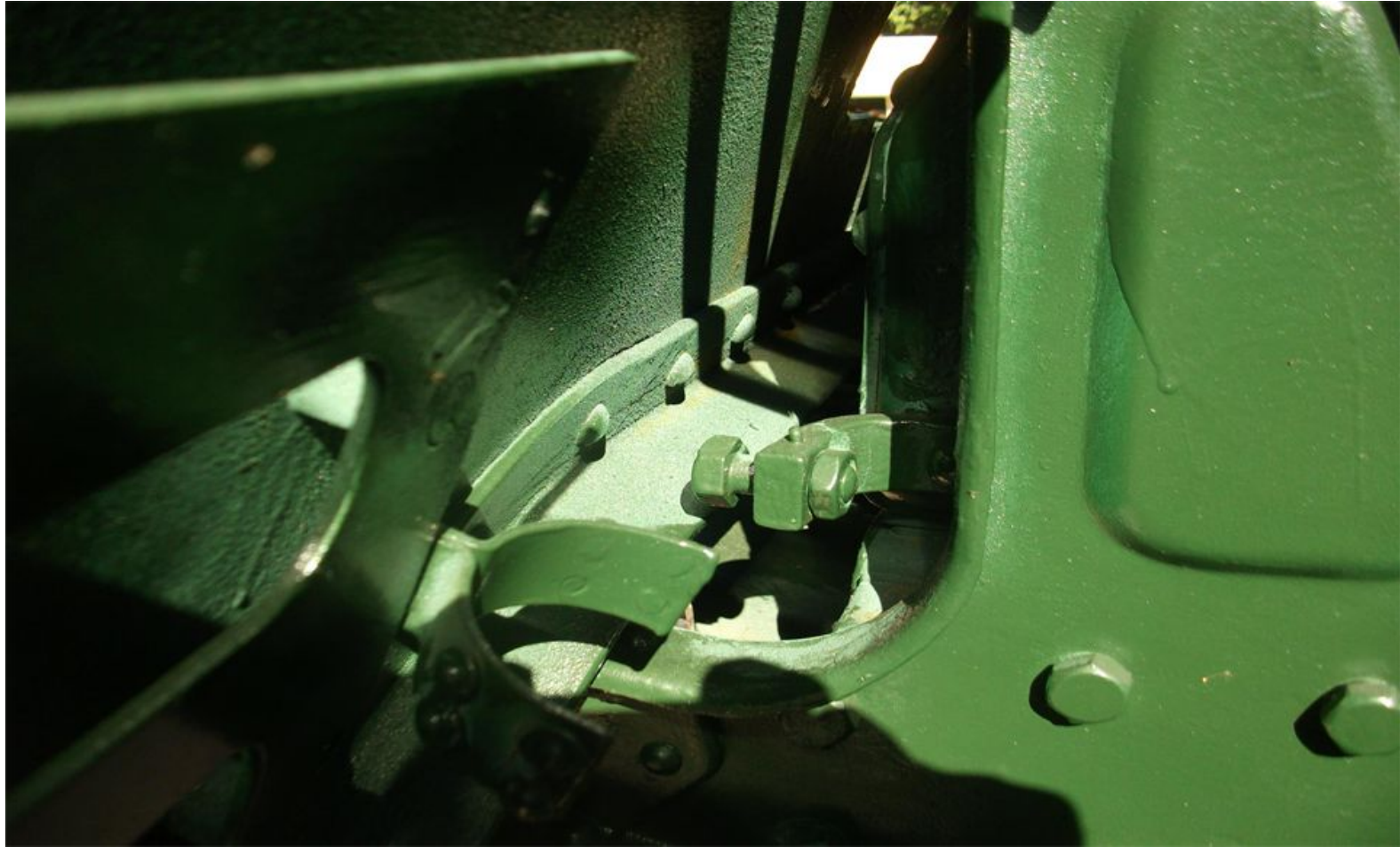
Main Carriage Left Side – The Allen Key Bolts are rusting on the internal portion on the top plaque and rusting completely on the bottom one. The bolt heads require to be replaced (if required) re-primed and repainted.



Sight Housing and Scale – The thumb grip, exposed screws and bolts as well as unpainted surfaces are rusting. Requires rust removed and preservative coating applied.



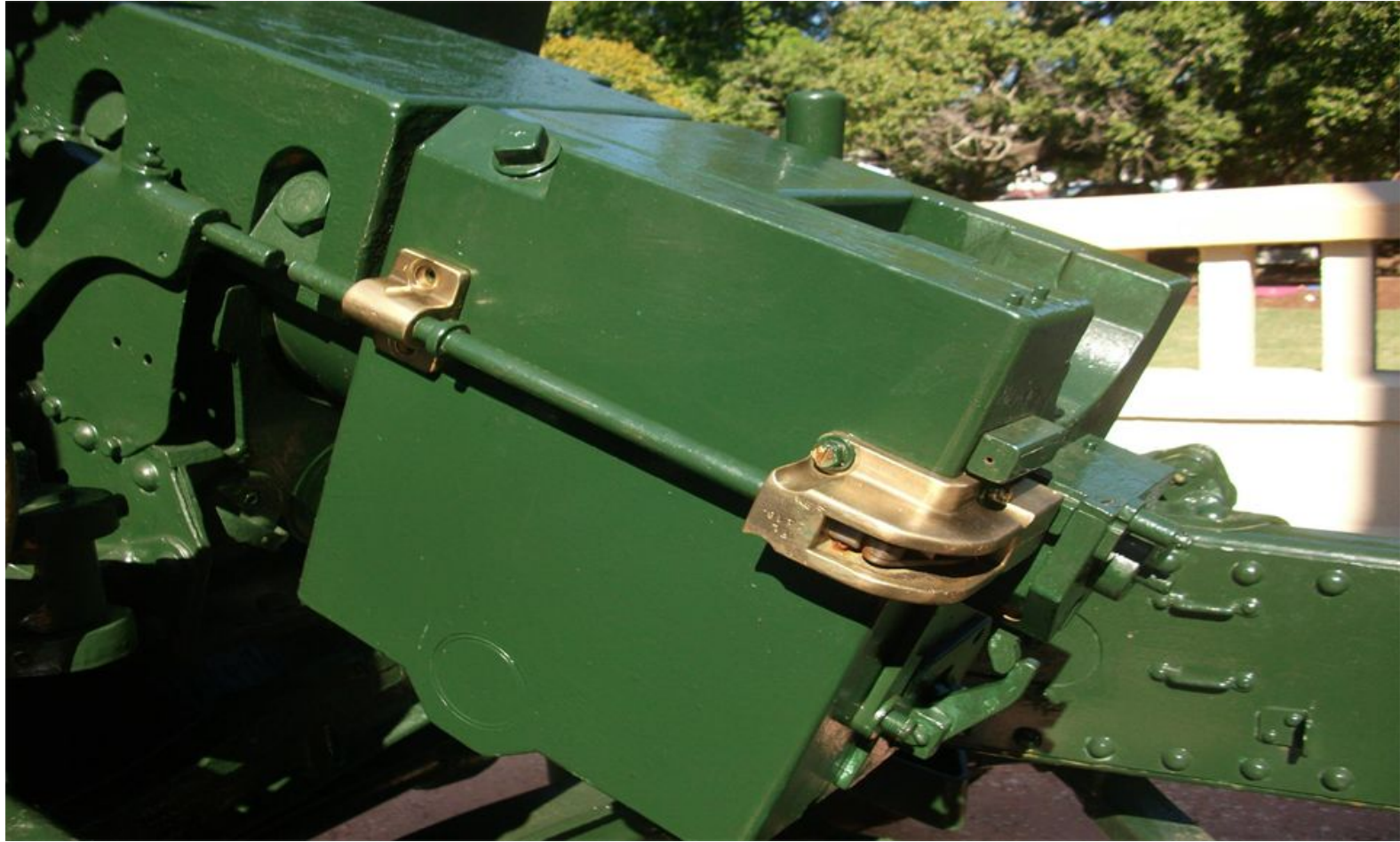
Adjusting Wheel – The area that the wheel shaft goes into has not been painted, the shaft at that point is rusting, as well as the bolts on the left and right side of the unpainted area. Requires rust removal, re-priming and repainting.



Shield Bottom Inner Section – This area appears to have only been lightly painted over, and appears to be painted over an area that was covered in Grit. There is already rust developing in this area.



Barrel Left Side – The area in the center has not been painted and is starting to rust. Requires rust removal, re-priming and repainting.



Breech Area – Top brass fitting has lost a bolt. The other fitting has bolts and internal assembly rusting. Requires bolt replaced, rust removed and preservative coating applied.



Traverse Mechanism – Appears to have been painted over existing rust areas, rust is now coming through paint in areas. Areas underneath have not been painted. Requires rust removal, re-priming and repainting.



Traverse Mechanism Left Side – An example of rust area painted over and rust coming through.



Chassis Left Rear – Area of chassis with rust developing through the paint.
Requires rust removal, re-priming and repainting.



Breech – The breech area has not been sealed, you can see into the breech where a round would sit. Water is making its way into the breech causing the internal area to rust. This rust can be seen by the stain it is making on the concrete base. Requires sealing, re-priming and repainting if possible.



Rear Chassis lower seam (near Traverse Mechanism) – Requires to be sealed to prevent further chance of rusting.



Rear Chassis Top Side – The complete area appears to have been painted over a large section of chassis that was already rusting, rust is now appearing through the paint. Water settles on the right hand side of chassis causing future concerns. Requires repairing, rust removal, re-priming and repainting. Drain holes on both sides.



Rear Chassis Bottom Side – The top section of rusted out chassis can be seen. There is a very large area of unpainted surface which is already developing rust. Requires rust removal, re-priming and repainting.



Rear Chassis Ground Level – Areas of past rust evident, new rust appearing, water settles in
The base of chassis, rust on reverse side of chassis. Requires rust removal, re-priming and repainting.



Rear Chassis - Areas of existing rust have been painted over and not repaired or sealed, rusting on internal components. Requires repairing, rust removal, re-priming and repainting.

CONCLUSION

6. This non-technical inspection did not include all possible or probable areas of concern, the areas listed are only those that could be accessed by conducting a quick external check. Internal components and workings could not be accessed due to the complexity of the Gun's design, welding due to being rendered innocuous and layers of paint.

7. The preservation and longevity of the Gun will be an important reminder of the history of the past Military units that called Ipswich home, it will also serve as a symbol of the service of the Servicemen and Women and will complement the Sub Branch's Museum in honouring their efforts both in war and peace.

RECOMMENDATIONS.

8. The following are the recommendations that suggested to be carried out in order to ensure a long life of the Gun.

1. All exposed metal seams be cleaned and appropriately sealed to prevent further rust;
2. All rust areas to be repaired or replaced, re-primed and repainted;
3. All traces of sand/grit to be removed, areas to be re-primed and repainted; and
4. Any other action not listed that may preserve or extend the life of the Gun.

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

LR:LR

H:\Departmental\Committee Reports\1802LR Metropolitan West School Sport CR

13 February 2018

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER

RE: 2018 – 2020 METROPOLITAN WEST SCHOOL SPORT SPONSORSHIP

INTRODUCTION:

This is a report by the Sport and Recreation Officer dated 13 February 2018 concerning the renewal of the agreement with the Department of Education and Training as represented by Metropolitan West School Sport to provide sponsorship for sporting events in Ipswich from 2018 to 2020 through the Sport Event Sponsorship program.

BACKGROUND:

The Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the city. The objectives of the program are to:

- Increase physical activity for community benefit
- Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable
- Create partnerships with local, state and national sporting organisations
- Activate spaces and facilities
- Increase the occurrence of high level sporting events in the Ipswich region.

Metropolitan West School Sport (MWSS) is responsible for the provision and administration of Primary and Secondary School Sport in the Metropolitan West region. The MWSS region includes over 200 individual schools with a combined enrolment of over 110,000 students.

Council and MWSS have had previous partnership agreements from 2012 to 2014 and 2015 to 2017. Council provided sponsorship to the value of \$10,000 per annum to MWSS to host three state level events per year in Ipswich and received logo recognition in official programs and handbooks, on the MWSS website and on officials' uniforms. Council was also acknowledged at each event and Councillors invited to attend as available.

The events held under the 2015 to 2017 agreement were:

Year	Event	Location	Total Participants
2015	15 – 19 Years Cricket	Ivor Marsden Sporting Complex	120
2015	13 – 15 Years Football	Tivoli Sporting Complex	320
2015	10-12 Years Hockey	Ipswich Hockey Complex	280
2016	13 – 19 Years Boys Hockey	Ipswich Hockey Complex	160
2016	10 – 12 Years Girls Rugby League	Brothers Rugby League Club	170
2016	14-15 Years Rugby Union	Woodend Park	220
2017	14 – 18 Years Baseball	Tivoli Sporting Complex	144
2017	13 – 19 Years Girls Hockey	Ipswich Hockey Complex	160
2017	10 – 12 Years Touch	Ipswich Grammar Fields	288

For the full report on the events conducted under the 2015 to 2017 agreement please refer to Attachment A.

2018 – 2020 PARTNERSHIP PROPOSAL:

Continuing a partnership with Metropolitan West School Sport would provide Council with the opportunity to increase physical activity participation amongst young people in Ipswich and attract visitors and high level sporting events to the region.




Metropolitan West School Sport (MWSS) has put together a proposed agreement (Attachment B) for the 2018 to 2020 sponsorship with a minimum of three state level events to be brought to the Ipswich region each year. Changes have been made to the previous agreement with MWSS proposing an increase in sponsorship from \$10,000 per annum to \$15,000 per annum in return for the Council logo being placed on all athlete's shirts which is an addition to the logo being placed on the official shirts as per the 2015-2017 agreement.

After an assessment of the proposed 2018-2020 agreement (Attachment C) it is proposed that Council continue to contribute the \$10,000 per year to the partnership rather than increasing to \$15,000 per year. This is largely based on the fact that the increased logo exposure on athletes' uniforms does not contribute to meeting any of the objectives of the Sport Event Sponsorship program.

CONCLUSION:

Council and Metropolitan West School Sport (MWSS) have had previous partnership agreements from 2012 to 2014 and 2015 to 2017 through the Sport Event Sponsorship program. During this time Council provided sponsorship to the value of \$10,000 per annum to MWSS to host three state level events per year in Ipswich. MWSS has proposed a similar agreement for 2018 to 2020 with an increase in sponsorship to \$15,000 in exchange for the Council logo being placed on the athlete's shirts. Due to the increased logo exposure not contributing to meeting the objectives of the Sport Event Sponsorship program, it is proposed that the sponsorship remain at \$10,000 each year of the 2018 to 2020 agreement.

ATTACHMENTS:

Name of Attachment	Attachment
Metropolitan School Sport Sponsorship Report 2015 - 2017	 Attachment A
Proposed 2018 – 2020 Metropolitan West School Sport Sponsorship Agreement	 Attachment B
Metropolitan West School Sport Sponsorship Assessment	 Attachment C

RECOMMENDATION:

- A. That Council enter into an agreement with the Department of Education and Training as represented by Metropolitan West School Sport for the period of 2018 to 2020 to host multiple state championship events in Ipswich.
- B. That Council provide sponsorship to the Department of Education and Training as represented by Metropolitan West School Sport for the amount of \$10,000 per annum for the duration of the agreement and that this amount be funded from the relevant year's Sporting Event Sponsorship budget.

Louise Rovera
SPORT AND RECREATION OFFICER

I concur with the recommendation/s contained in this report.

Kaye Cavanagh

ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)



Metropolitan West School Sport

In Pursuit of Sporting Excellence



14 November 2017

To Louise

On behalf of the Metropolitan West School Sport Board (MWSSB) we would like to acknowledge our appreciation of the Ipswich City Council (ICC) sponsorship agreement from 2015-2017. The MWSS region includes in excess of 200 schools with a combined student enrolment of over 110,000 students. The MWSSB supports the physical, intellectual and emotional well being of young people, so they can be productive students and members of their communities. This is created through the provision of comprehensive school sport programs. The Board's core purpose is to focus on these sporting programs for students and schools within the various education systems. The sponsorship over the past three years has enabled us to run these programs at a reduced cost for our participants through the use of the sponsorship money.

Sponsorship entitlements for the Ipswich City Council have been designation as a sponsor of MWSSB for Queensland School Sport Championship that our region host in Ipswich. This sponsorship has been acknowledged in all official communications for the events, promotional materials and official speeches for the events. ICC is advertised on the home page of the MWSSB website as a sponsor of the program and also includes a link to the ICC website, <https://metwestschoolsport.eq.edu.au/Pages/default.aspx>

ICC is also acknowledge as a sponsor is all state championship programs and a link www.discoveripswich.com.au appears in all championship bulletins that are sent to all regions across the state prior to the championships for parents/supporters to book accommodation. Invitations have been sent to ICC for attendance at state championship official events and regional end of year award presentations. MWSSB has also displayed the ICC logo on the MWSS regional officials' polo shirt which is worn by over 200 officials at over 50 state championships held across the state each year of the agreement.

YEAR	SPORT	VENUE	TOTAL NO. ATHLETES	APPROX. NO FAMILY & SUPPORTERS
2015	Cricket 15-19years	Ivor Marsden Complex, Amberley	120	360
2015	Football 13-15 years	Tivoli Sport Complex, Tivoli	320	960
2015	Hockey 10-12 years	Ipswich Hockey, Briggs Rd, Raceview	280	840
2016	Hockey Boys 13-19 years	Ipswich Hockey, Briggs Rd, Raceview	160	480
2016	Rugby League Girls 10-12 years	Brothers Leagues Club, Raceview	170	510
2016	Rugby Union 14-15 years	Ipswich Rangers RU, Woodend	220	660
2016	Softball Girls 13-19 years	Ipswich Softball, Chubb St, One Mile	140	420
2017	Baseball 14-18 years	Musketeers Baseball Club, Tivoli	144	432
2017	Hockey Girls 13-19 years	Ipswich Hockey, Briggs Rd, Raceview	160	480
2017	Touch 10-12 years	Ipswich Grammar Fields, Brassall	288	864
		Total 2015-2017	2002	6006



**Queensland
Government**

INCOMING SPONSORSHIP AGREEMENT

For Metropolitan West School Sport

Between

**The State of Queensland through the
Department of Education and Training (as represented by Metropolitan West School
Sport**

AND

The Ipswich City Council

**The Department of Education and Training
Education House
30 Mary Street
Brisbane QLD 4000**

Telephone: (07) 3436 0303
Facsimile: (07) 3436 0300

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THIS AGREEMENT is made this _____ day of _____ 2017

BETWEEN: **THE STATE OF QUEENSLAND** through **THE DEPARTMENT OF EDUCATION AND TRAINING**, (ABN: 76 337 613 647) as represented by **METROPOLITAN WEST SCHOOL SPORT** (ABN: 66 943 148 726) of 30 Mary Street, Brisbane Qld 4000..

(“the State”)

AND: **IPSWICH CITY COUNCIL** (ABN: 61 461 981 077:) of 37 South Street, Ipswich Qld 4305.

(the “Sponsor”)

BACKGROUND

- A. The State is the host of the Initiative.
- B. The Sponsor has agreed to sponsor the Initiative on the terms and conditions of this Agreement.

AGREEMENT

1. Definitions and Interpretation

1.1 In this Agreement unless the context otherwise requires:

“**Address for Notice**” means the addresses, facsimile numbers and emails of the parties set out in Items 1 and 2 of Schedule 1.

“**Advertising Materials**” includes any material used to promote, advertise or report on itself including television, cinema, radio and print commercials, audio visual aids, slogans, catch phrases, lyrics, jingles, videos, point of sale material and media coverage.

“**Agreement**” means this sponsorship agreement, any amendments permitted by this sponsorship agreement and any Schedules, annexures or attachments to this sponsorship agreement.

“**Business Day**” means any day except Saturday, Sunday and a public holiday in Brisbane, Queensland.

“**Claims**” means all liabilities, expenses, losses, damages, costs (including legal costs) of any kind whatsoever.

“**Commencement Date**” means the date the last party to this Agreement signs this Agreement.

“**Completion Date**” means the date specified in Item 3A of Schedule 1.

“**Confidential Information**” means in relation to a party, information that:

- (a) is by its nature confidential;
- (b) is designated by that party as confidential; or
- (c) the other party knows or ought to know is confidential;

and includes:

- (d) information comprised in or relating to any Intellectual Property Rights of the party;
- (e) information relating to the internal management and structure of the party or the personnel, policies, strategies, practices and procedures of the party;
- (f) information of the party to which the other party has access that has any actual or potential commercial value to the first party or to the person or corporation which supplied that information;
- (g) information in the party's possession relating to the other party's clients or suppliers and like information; and
- (h) the terms of this Agreement and any negotiations in connection with or amendments to this Agreement;

but excludes information:

- (i) in the public domain at the Commencement Date;
- (j) that is or becomes generally available to the public other than as a result of a disclosure by the receiving party; or
- (k) that becomes available to the recipient on a non-confidential basis from a source other than the discloser which has represented to the recipient that it is entitled to such information.

"Delegates" means the person described in Items 1 and 2 of Schedule 1 as the Sponsor's and the State's delegate respectively.

"Force Majeure" means an act, omission, cause or circumstances outside a party's reasonable control including without limitation, fire, storm, earthquake, explosion, accident, enemy acts, war, sabotage, labour dispute and act or omission of a third party.

"GST" means any tax, levy, charge or impost implemented under the GST Act.

"GST Act" means *A New Tax System (Goods & Services Tax) Act 1999* (Cth) and any amendments to that Act.

"Initiative" means the event or activity described in Item 3 of Schedule 1.

"Initiative Logo" means the logo and words appearing at Item 10 of Schedule 1.

"In-Kind Support" means the provision by the Sponsor to the State of goods or services other than the Sponsorship Fee as set out in Item 7 of Schedule 1.

"Intellectual Property" includes all copyright, trade mark, design, patents or any other proprietary rights, or any rights to registration of such rights existing in Australia or elsewhere or as protected by legislation from time to time, whether created before, on or after the Commencement Date, but excludes Moral Rights.

"Milestone" means the milestone events or occurrences identified at Item 6A of Schedule 1 (if any).

"Moral Rights" means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1986* (Cth), and rights of a similar nature anywhere in the world whether existing before, on or after the Commencement Date.

"Personal Information" has the same meaning as in the *Information Privacy Act 2009* (Qld).

“Restricted Logo” means the registered trademark depicted in Item 10 of Schedule 1, registered as trademark numbers 832893, 832901 to 832908 and 832914 to 832921, and any variant of that registered trademark.

“Relevant Target Audience” means the relevant target audience for the Initiative as specified in Item 4 of Schedule 1.

“Schedule” means a schedule attached to this Agreement.

“Sponsorship Entitlements” means the benefits associated with sponsorship of the Initiative set out in Item 5 of Schedule 1.

“Sponsorship Fee” means the amount set out in Item 6 of Schedule 1.

“Sponsor’s Logo” means the trade mark and/or logo used by the Sponsor as set out in Item 9 of Schedule 1.

“Term” means the period from the Commencement Date to the Completion Date.

1.2 In this Agreement:

- (a) words importing the singular will include the plural and vice versa;
- (b) words importing a gender will include all other genders;
- (c) all dollar amounts refer to Australian currency;
- (d) a reference to any legislation includes any subordinate legislation made under it and any legislation amending, consolidating or replacing it;
- (e) a party includes its executors, administrators, liquidators, successors and permitted assignees;
- (f) “consent” means prior written consent;
- (g) “in writing” means either by letter, email or facsimile;
- (h) if a day on which an act is meant to be done is a Saturday, Sunday or public holiday in Brisbane, Queensland, the act must be done on the next Business Day;
- (i) a reference to a person will be construed as a reference to an individual, firm, body corporate or other entity (whether incorporated or not) or, where a position is nominated, the individual occupying that position;
- (j) a reference to an “infringement by the Sponsor” will include an actual or threatened infringement;
- (k) a reference to a clause will be construed as a reference to a clause this Agreement;
- (l) clause headings are inserted for ease of reference only and will not form part of, nor be used in, the interpretation of the Agreement; and
- (m) a reference to a statute, regulation, ordinance or local law will be deemed to extend to all statutes, regulations, ordinances or local laws amending, consolidating or replacing the same.

- 1.3 This Agreement is comprised of the following documents which, in the event of an inconsistency, will rank in the following order of precedence:
- (a) these terms and conditions;
 - (b) the Schedule(s); and
 - (c) any annexures or attachments referred to in these terms and conditions or the Schedule(s).

2. Term

- 2.1 This Agreement commences on the Commencement Date and, unless lawfully terminated, continues for the Term.

3. Sponsorship

- 3.1 The Sponsor agrees to pay the Sponsorship Fee and provide the In-Kind Support to the State in accordance with this Agreement.
- 3.2 In consideration of the Sponsor paying the Sponsorship Fee and providing the In-Kind Support, the State will provide the Sponsor with the Sponsorship Entitlements.

4. Initiative Logo and Restricted Logo

- 4.1 Subject to clause 4.2, the State hereby grants to the Sponsor a non-exclusive, royalty-free, non-transferable license to use the Initiative Logo (if any) in its Advertising Materials for the Term solely for the purpose of promoting its association with the Initiative.
- 4.2 The Sponsor must:
- (a) submit all Advertising Materials containing the Initiative Logo to the State at a reasonable time prior to their publication for consent, such consent to be given promptly and not to be unreasonably withheld;
 - (b) not modify the Initiative Logo in any way without the consent of the State;
 - (c) not sub-license, assign the use of or transfer the Intellectual Property in the Initiative Logo without the consent of the State; and
 - (d) use the Initiative Logo in accordance with any style guides and guidelines for use provided by the State.
- 4.3 Nothing in this Agreement permits the Sponsor to use the Restricted Logo for any purpose.

5. Payment of Sponsorship Fee and Provision of In-Kind Support and Sponsorship Entitlements

- 5.1 The Sponsor will pay the Sponsorship Fee to the State in the manner outlined in Item 6A of Schedule 1.
- 5.2 The parties agree that:
- (a) the reasonable market value of the Sponsorship Entitlements is equal to:
 - (i) the reasonable market value of the In-Kind Support; and
 - (ii) the Sponsorship Fee; and
 - (b) the reasonable market value of In-Kind Support is the amount stated in Item 8 of Schedule 1.

- 5.3 Within fourteen (14) days of the date of expiry of the Term, the Sponsor will provide a correctly rendered tax invoice for the reasonable market value of the In Kind Support and the State will provide a correctly rendered tax invoice for the relevant portion of the reasonable market value of the Sponsorship Entitlements, as agreed in accordance with clause 5.2.

6. The State's Obligations

- 6.1 During the Term, the State will:
- (a) host or procure the hosting of the Initiative;
 - (b) provide the Sponsor with the Sponsorship Entitlements; and
 - (c) use its best endeavours to market the Initiative to the Relevant Target Audience in an attempt to attract public interest and participation in the Initiative.

7. Sponsor's Obligations

- 7.1 During the Term, the Sponsor will:
- (a) pay the Sponsorship Fee to the State in accordance with clause 5;
 - (b) provide the In-Kind Support to the State;
 - (c) license, at no extra cost to the State, the right to use and the right to grant to third parties the right to use the Sponsor's Logo for the Term to assist the State to promote the Sponsor's association with the Initiative; and
 - (d) provide to the State or its nominee, at the request of the State or its nominee, copies of the Sponsor's Logo for the purpose of clause 7.1(c) in any medium requested by the State or its nominee.

8. Intellectual Property

- 8.1 The Sponsor acknowledges that the State owns the Intellectual Property in the Initiative Logo and Restricted Logo and nothing permits the use, reproduction, adaptation or communication of that Intellectual Property by the Sponsor unless expressly authorised by this Agreement.

9. The Sponsor's Warranties

- 9.1 The Sponsor acknowledges and warrants to the State that:
- (a) as at the date of this Agreement the Sponsor is free to and has the authority to enter into this Agreement;
 - (b) the Sponsor will not use, or authorise the use of, the Restricted Logo at any time;
 - (c) the Sponsor will not use, or authorise the use of, the Initiative Logo except where, and in the manner, expressly authorised by this Agreement;
 - (d) the Sponsor will not represent to any third parties that the Sponsor has the ability to compel the State to undertake any activities beyond the terms and scope of this Agreement;
 - (e) the use of the Sponsor's Logo by the State will not infringe the rights of the Sponsor or any third party or infringe law in Australian;
 - (f) the Sponsor will provide the In-Kind Support:

- (i) in a timely, conscientious, expeditious and professional manner;
 - (ii) in compliance with all applicable laws, regulations and policies; and
 - (iii) in accordance with the reasonable directions of the State; and
- (g) the Sponsor will not do anything or become involved in any situation which, in the reasonable opinion of the State, brings the State and/or the Initiative into public disrepute, contempt, scandal or ridicule, offends public opinion or reflects unfavourably upon the State and/or the Initiative's reputation and the State will be the sole arbiter in this regard.

10. The State's Warranties

10.1 The State acknowledges and warrants to the Sponsor that:

- (a) as at the date of this Agreement, the State is free to and has the authority to enter into this Agreement; and
- (b) the State will obtain and hold (or at the relevant times will hold) all licenses, permits, insurances and other authorisations from private, local, State or Commonwealth authorities necessary to host the Initiative.

11. Liability and Indemnity

11.1 The Sponsor releases, discharges and indemnifies the State and its officers and employees from and against any Claim which may be brought by, against or made upon the State, its officers or employees in connection with any:

- (a) negligent or unlawful act or omission of the Sponsor, its employees, officers, agents or contractors;
- (b) breach of this Agreement by the Sponsor;
- (c) contravention of any legislative requirement by the Sponsor, its employees, officers, agents or contractors;
- (d) personal injury (including sickness, injury or death);
- (e) loss of, or damage to tangible property; and
- (f) infringement by the Sponsor, its officers, employees, agents or contractors of any Intellectual Property of any third party,

except to the extent that any act or omission by the State caused or contributed to the Claim.

11.2 The Sponsor agrees that the State is not under any liability to the Sponsor for any Claims against or incurred by the Sponsor, or in which the Sponsor may be involved, resulting from or in connection with any use of the Initiative Logo by the Sponsor.

12. Confidentiality and Privacy

12.1 Each party agrees not to disclose any Confidential Information under any circumstances without the prior consent of the other party, except:

- (a) to its staff and officers requiring that information for the conduct of their duties pursuant to this Agreement;
- (b) to its accountants and legal advisors;

- (c) in respect of the State, to its Ministers and Parliament and otherwise for State government purposes; or
 - (d) as required or permitted by law.
- 12.2 The Sponsor will not issue any statement or release any information relating to this Agreement without the prior written consent of the State.
- 12.3 Nothing in this Agreement prevents the State disclosing the identity of the Sponsor and the amount of Sponsorship Fee, and/or the value or nature of the In-Kind Support by way of a statement of a policy or governmental nature including but not limited to a statement in Parliament.
- 12.4 If the Sponsor collects or has access to Personal Information in order to perform its obligations under this Agreement, the Sponsor must:
- (a) comply with Parts 1 and 3 of Chapter 2 of the *Information Privacy Act 2009* (Qld) (“the Act”) in relation to the discharge of its obligations under this Agreement as if the Sponsor was the State;
 - (b) subject to paragraph (a), not use, disclose or transfer outside of Australia, Personal Information obtained under this Agreement except for the purpose of performing this Agreement, unless required or authorised by law;
 - (c) immediately notify the State if the Sponsor becomes aware that a disclosure of Personal Information obtained under this Agreement is, or may be, required or authorised by law;
 - (d) ensure that access to Personal Information is restricted to its employees and officers who require access in order to perform their duties under this Agreement;
 - (e) ensure that its officers and employees do not access, use or disclose Personal Information other than in the performance of their duties under this Agreement;
 - (f) ensure that its sub-contractors who have access to Personal Information comply with obligations the same as those imposed on the Sponsor under this clause and ensure that any of its sub-contracts include an equivalent clause binding its sub-contractors to this clause;
 - (g) fully co-operate with the State to enable the State to respond to applications for access to, or amendment of, a document containing Personal Information and privacy complaints; and
 - (h) comply with such other privacy and security measures as the State reasonably advises the Sponsor in writing from time to time.
- 12.5 If the Sponsor is an “Agency” as defined by the *Information Privacy Act 2009* (Qld), the Sponsor acknowledges that, in addition to the obligations under this clause of the Agreement, the Sponsor is otherwise bound to comply with the *Information Privacy Act 2009* (Qld).
- 12.6 On request by the State, the Sponsor must obtain from its employees, officers, agents or sub-contractors engaged for the purposes of the Agreement, an executed deed of privacy in a form acceptable to the State.
- 12.7 The Sponsor must immediately notify the State on becoming aware of any breach of this clause.
- 13. Termination**
- 13.1 In the event that either party commits a breach of any of its obligations under this Agreement:
- (a) the other party may give written notice to that party to remedy the default;

- (b) if the defaulting party has not remedied the default at the expiration of fourteen (14) days from the date of receipt of the notice, this Agreement will terminate on the expiration of that fourteen (14) day period; and
- (c) if the default is a breach of either parties obligation under clause 5.3, and the default has not been remedied within fourteen days after providing notice in accordance with clause 13.1(a), the defaulting party must pay to the aggrieved party an amount equivalent to the amount of input tax credit that the party would otherwise be entitled, had it been provided with a correctly rendered tax invoice. The input tax credit amount will be recoverable against the defaulting party as a liquidated debt.

13.2 The Sponsor must notify the State immediately in writing if:

- (a) there is any change in the direct or indirect beneficial ownership or control of the Sponsor;
- (b) the Sponsor disposes of the whole or part of its assets, operations or business other than in the ordinary course of business;
- (c) the Sponsor ceases to carry on business;
- (d) the Sponsor commits an act of bankruptcy, becomes insolvent or is unable to pay its debts as and when they become due;
- (e) any step is taken by a mortgagee to take possession or dispose of the whole or part of the Sponsor's assets, operations or business;
- (f) the Sponsor is wound up, voluntarily or involuntarily;
- (g) the Sponsor enters into any arrangement or composition with its creditors or has a controller, receiver, receiver and manager or administrator appointed;
- (h) the Sponsor goes into liquidation or passes a resolution to go into liquidation, otherwise than for the purposes of reconstruction.

13.3 Notwithstanding clause 13.1, the State may immediately terminate this Agreement by written notice to the Sponsor if:

- (a) notice is given by the Sponsor pursuant to clause 13.2;
- (b) the State, in its sole discretion, cancels the Initiative
- (c) in the opinion of the State, termination becomes necessary due to:
 - (i) a change of a Minister or government, government policy or government funding arrangements; or
 - (ii) an actual or perceived conflict of interest between the State's obligations to the Sponsor under this Agreement and the State's regulatory function; or
- (d) the Sponsor breaches clauses 4.3, 5.1, 5.3, 9.1(f), 9.1(g) or 16.

13.4 If the Agreement is terminated pursuant to:

- (a) clauses 13.3(a) or 13.3(d) the State will not be under any obligation to refund the Sponsorship Fee (or any part thereof) or return the unused In Kind Support to the Sponsor;
- (b) clause 13.3(b) the State will refund the Sponsorship Fee and return, if possible, any unused benefits of the In Kind Support to the Sponsor but will not be liable for any other

Claims suffered or incurred by the Sponsor arising from or in connection to the cancellation; and

- (c) clause 13.3(c) the State will refund to the Sponsor part of the Sponsorship Fee on a pro rata basis, and, if possible, any unused benefits of the In Kind Support based on what the State considers reasonable in its sole discretion, having regard to the value of Sponsorship Fee, the reasonable market value of the In Kind Support and the Sponsorship Entitlements received (or to be received) by the Sponsor.

13.5 Termination of this Agreement will not prejudice any rights of the State under the Agreement, at common law, under statute, in equity or otherwise.

13.6 Upon termination of this Agreement, the Sponsor must immediately cease:

- (a) producing, distributing and publishing all Advertising Material containing the Initiative Logo; and
- (b) using or deriving any benefit from the Sponsorship Entitlements.

14. Notices

14.1 Any notice under this Agreement must be in writing and may be given by prepaid post, facsimile, e-mail or delivery to the Notice for Address.

14.2 A communication will be deemed to be given:

- (a) in the case of delivery by hand, when delivered;
- (b) if sent by facsimile, on the date the sender's machine indicates an apparently successful transmission;
- (c) if sent by e-mail, on the date sent; or
- (d) if posted, two Business Days after the date of posting.

14.3 The parties may from time to time change their Address for Notice by providing the other party with written notice of the change.

15. GST

15.1 The parties agree that:

- (a) the Sponsorship Fee payable under this Agreement is exclusive of GST; and
- (b) for the purposes of clause 5, the value of the In-Kind Support and Sponsorship Entitlements payable under this Agreement are exclusive of GST.

15.2 If under the GST Act, the State is, or becomes, liable to pay GST in respect of the Sponsorship Fee and/or the In-Kind Support, then the State will provide a tax invoice to the Sponsor for the amount of GST and the Sponsor will pay the amount outlined in the tax invoice to the State within 14 days of receiving the tax invoice.

16. Insurance

16.1 The Sponsor will maintain a workers' compensation policy in accordance with the *Workers' Compensation and Rehabilitation Act 2003* for any staff provided by the Sponsor by way of In-Kind Support.

16.2 The Sponsor will have and maintain a public liability insurance policy for a sum of not less than \$20 million per claim arising from any one event in respect of accidental death of or accidental

bodily injury to persons, or accidental damage to property, arising out of or in the course of providing the In-Kind Support.

- 16.3 The Sponsor will, upon request in writing at any time by the State, produce evidence (in the form of certificates of currency) to the State that these insurances have been effected and maintained.

17. Relationship of the parties

- 17.1 Except as is specifically provided in this Agreement or any other agreement in writing between the parties:

- (a) none of the parties to this Agreement will incur any expenditure on behalf of any other party to this Agreement; and
- (b) none of the parties to this Agreement has the power to bind the other party, pledge the credit of any party or bind the party to any contractual obligation whatsoever, without specific consent in writing of the other party.

- 17.2 This Agreement does not create any partnership, contract of employment or employment relationship, joint venture or relationship of principal and agent between the parties.

18. Dispute Resolution

- 18.1 The parties will, in the first instance, seek to settle any dispute arising in connection with this Agreement by negotiation and mediation before instituting legal proceedings.
- 18.2 For the purpose of this clause, a dispute will have arisen between the parties when a party gives notice to that effect to the other party in writing.
- 18.3 Once a party receives a notice under clause 18.2, the parties must meet within fourteen (14) days to attempt to resolve the dispute by negotiation. Both parties must act in good faith to resolve the dispute by negotiation.
- 18.4 If the dispute has not been resolved in accordance with clause 18.3, within fourteen (14) days of the last day on which the parties have under clause 18.3 to resolve the dispute, the parties will attend a mediation in Brisbane.
- 18.5 If the parties cannot agree on a mediator, a mediator will be appointed by the Australian Commercial Disputes Centre (Queensland) ("ACDC"). The rules of the ACDC will apply to the mediation.
- 18.6 Any mediation costs will be borne equally by both parties and both parties must act in good faith to resolve the dispute by mediation.
- 18.7 Each party will continue to perform this Agreement despite the existence of a dispute or any proceedings under this clause.
- 18.8 For the avoidance or settlement of disputes and for the better management of this Agreement, the parties nominate the Delegates to negotiate and resolve the dispute on behalf of the parties.

19. Force Majeure

- 19.1 Neither party will be liable for any delay or failure to perform its obligations other than payment of any monetary sums owing to the other party if the failure or delay is due to Force Majeure.
- 19.2 A party must notify the other party as soon as practicable of any anticipated delay due to Force Majeure. The performance of a party's obligations under this Agreement will be suspended for the period of the delay due to Force Majeure.

- 19.3 If a delay due to Force Majeure exceeds thirty (30) Business Days, either party may terminate this Agreement immediately on providing notice to the other party.
- 19.4 If this Agreement is terminated pursuant to clause 19.3, the Sponsor will not be entitled to a refund of the paid Sponsorship Fee or the return of any of the In-Kind Support, nor will the State be liable to the Sponsor for any other Claims.

20. Entire Agreement

- 20.1 This Agreement constitutes the entire agreement between the parties for its subject matter. Any prior arrangements, agreements, warranties, representations or undertakings are superseded.

21. Costs

- 21.1 The parties to this Agreement will pay their own costs, (including legal costs), expenses and disbursements of and incidental to the preparation, execution and stamping of this Agreement.

22. Governing Law

- 22.1 This Agreement will be governed by and construed according to the law of the State of Queensland, and the parties submit to the jurisdiction of the courts of the State of Queensland and all courts competent to hear appeals.

23. Waiver

- 23.1 No right under this Agreement will be deemed to be waived except by notice in writing signed by each party.
- 23.2 A failure by a party to enforce any clause of this Agreement will not constitute a waiver of the party's rights under this Agreement.
- 23.3 A waiver by a party of a breach of any clause of this Agreement will not constitute a waiver of any other clause or any subsequent breach of the same clause.

24. Variation of Agreement

- 24.1 This Agreement may be varied from time to time as follows:
- (a) a Schedule to this Agreement may be varied by the parties signing and dating a replacement schedule;
 - (b) for variation of the terms and conditions of the Agreement, by agreement in writing signed by both parties.

25. Severability

- 25.1 In the event that any, or any part of, the terms or conditions of this Agreement will be determined as being invalid, unlawful or unenforceable wholly or to any lesser extent, such term or condition to the extent that it is invalid, unlawful or unenforceable will be severed from the remaining terms and conditions and the remaining terms and conditions will continue to be valid and enforceable to the fullest extent permitted by law.

26. Assignment and Novation

- 26.1 The Sponsor must not assign or novate any of its rights or obligations in connection with this Agreement without the consent of the State.

27. Machinery of Government

- 27.1 The State may, at any time by written notice to the Sponsor, transfer the management of this Agreement from the Department of Education and Training to another department or agency of the State of Queensland.

27.2 If the State gives notice to the Sponsor under clause 27.1:

- (a) the State will provide the Sponsor with an updated Address for Notices; and
- (b) from the date of that notice that other department or agency of the State will assume the responsibilities and rights of the State of Queensland as if it were a party to this Agreement.

28. Joint and Several Liability

28.1 If the Sponsor is comprised of two (2) or more parties, those parties comprising the Sponsor agree that they will:

- (a) jointly perform the obligations of the Sponsor under this Agreement; and
- (b) be jointly and severally liable to the State for any Claims suffered or incurred by the State in connection with the Initiative, the Sponsorship Fee, the In-Kind Support or this Agreement.

29. Clauses to Survive Termination

29.1 In addition to this clause, the following clauses will survive termination or expiration of this Agreement –

- (a) clause 5 (Payment of Sponsorship Fee and Provision of In-Kind Support and Sponsorship Entitlements);
- (b) clause 8 (Intellectual Property);
- (c) clauses 9.1(b), (c), (e) and (g) (Sponsor's Warranties);
- (d) clause 11 (Liability and Indemnity);
- (e) clause 12 (Confidentiality and Privacy);
- (f) clauses 13.4, 13.5 and 13.6 (Termination);
- (g) clause 14 (Notices);
- (h) clause 16 (Insurance);
- (i) clause 18 (Dispute Resolution);
- (j) clause 19.4 (Force Majeure);
- (k) clause 27 (Machinery of Government); and
- (l) clause 28 (Joint and Several Liability).

Signed as an Agreement

SIGNED for and on behalf of the **STATE OF QUEENSLAND** acting through The Department of Education and Training, **ABN: 76 337 613 647** as represented by **Metropolitan West School Sport** ABN: 66 943 148 726), by a person with appropriate financial delegation and duly authorised to act on its behalf,

this ____ day of _____ 2017

(Name of officer)

(Signature of officer)

(Position of officer)

In the presence of:

(Name of witness)

(Signature of witness)

(Address of witness)

AND

EXECUTED by **IPSWICH CITY COUNCIL** (ABN: 61 461 981 077), by its duly authorised officer,

this ____ day of _____ 2017

(Name of officer)

(Signature of officer)

(Position of officer)

In the presence of:

(Name of witness)

(Signature of witness)

(Address of witness)

SCHEDULE 1

Item 1: Sponsor Details:

Name of Sponsor:	Ipswich City Council
ABN of Sponsor:	61 461 981 077
ACN of Sponsor:	
Sponsor Delegate:	Craig Maudsley
Position of Delegate:	Chief Operating Officer (Works, Parks and Recreation)
Address for Notices: (<i>street address, name of building, floor level OR post office box address</i>)	P.O. Box 191 Ipswich, Qld 4305
Telephone:	07 3810 6666
Facsimile:	07 3810 6206
Email:	cmaudsley@ipswich.com.au

Item 2: State's Details:

The State's Delegate:	Chris Bransdon
Position of Delegate:	Regional School Sport Officer, Metropolitan West School Sport
Address for Notices: (<i>street address, name of building, floor level OR post office box address</i>)	P.O. Box 4673 Springfield, Qld 4300
Telephone:	07 3436 0303
Facsimile:	07 3436 0300
Email:	christopher.bransdon@det.qld.gov.au met.west@det.qld.gov.au

Item 3: The Initiative:

Ipswich City Council, The Sponsor, will be a major sponsor of the State, as represented by Metropolitan West School Sport for the period of this Agreement.

The Sponsor will provide the State, through Metropolitan West School Sport, with discretionary funding to conduct special projects and/ or programs to promote sporting opportunities and access for students within the Metropolitan West sport region.

Metropolitan West School Sport region includes in excess of 20 schools and 100,000 students (Prep – Year 12) across State and Non-State education sectors.

Item 3A Completion Date:

31 December 2020

Item 4: Relevant Target Audience:

The Initiative will be conducted to benefit the students, schools and staff involved in the sporting activities administered by Metropolitan West School Sport on behalf of the State.

Proposed Events:

2018: 13-19 years Boys Softball, 16-19 years Boys Football, 16-19 years Girls Football, 10-12 years Boys Softball

2019: 10-12 years Girls Football, 10-12 years Boys Football, 16-18 years Boys Rugby League (all events TBC)

2020: 10-19 years Cross Country, 10-11 years Boys Rugby League, 16-18 years Girls Touch, 16-18 years Boys Touch (all events TBC).

Should the proposed events be altered, the State will make all reasonable efforts to ensure a minimum of three (3) State Championships will be hosted in Ipswich if satisfactory venues are available for the hosting of state championships..

Item 5: Sponsorship Entitlements:

Official Designation:

The Sponsor will receive an official designation as a “Sponsor of Metropolitan West School Sport” in all official communications for the events, promotional materials and official speeches for all relevant events for the Term of the Agreement. This Agreement does not include naming rights. This Agreement is non-exclusive, as there are other sponsors of Metropolitan West School Sport.

Media/ Advertising:

The State will acknowledge The Sponsor in media releases related to the Initiative where possible. This could be in the form of a textual mention in documentation or through the use of the Sponsor’s Logo.

The following statement will be included in all media announcements, speeches and Advertising Materials relating to the Initiative and made or produced by the State during the term of the Agreement: ‘Metropolitan West School Sport is proudly sponsored by the Ipswich City Council’.

The State will place advertisements in all programs and advertising features pertaining to the event.

The Sponsor will have the opportunity to display relevant signage including free standing signs, banners and where possible electronic imagery at all relevant events.

The State will acknowledge the Sponsor on the State’s official website including a link to the Sponsor’s website.

The State will make all reasonable efforts to ensure event participants book accommodation through the Visitor Information Centre. This Agreement is non exclusive as there are other sponsors of Metropolitan West School Sport.

Presentation/ Ticketing:

The State will:

- *Invite representatives of the Sponsor to attend key functions relating to the Initiative, including but not limited to Regional and State Championship functions.*
- *Invite representatives of the Sponsor to attend sporting activities and events administered by the State as represented by Metropolitan West School Sport to make presentations to participants (such as medallions, ribbons and trophies) to acknowledge and promote the Agreement.*

Branding:

The State will display the Sponsor's Logo (specifically the City of Ipswich Logo-Reverse Colour as displayed below) on the Metropolitan West School Sport Regional Officials' Polo Shirt, produced by the State, for the duration of this Agreement.

The State will display the Sponsor's Logo (specifically the City of Ipswich Logo-Reverse Colour as displayed below) on the Metropolitan West School Sport Regional Student's Polo Shirt, produced by the State, for the duration of this Agreement. This shirt is worn by over 1600 students attending 50 + state championships across the state each year. This shirt is worn by all students at official events of all state championships. This polo is also worn as the official student travel shirt when they are flying to different venues across the state.

The Sponsor's Logo will be displayed on the left sleeve of the garment, approximately 8cm x 8cm in size with the exact colouration as displayed below..



At major events hosted by the State as represented by Metropolitan West School Sport, including Regional Trials and State Championships, the Sponsor's Logo can be displayed on banners (provided at the Sponsor's expense) and on paper and electronic communications relating to that Event. The specific size of the logo will be no greater than equal to the Initiative Logo.

The State, as represented by Metropolitan West School Sport, will display the Sponsor's Logo (specifically the Visitor Information Centre (VIC) and City of Ipswich logos as displayed below) on the Metropolitan West School Sport website www.metwestschoolsport.eq.edu.au for the duration of the Agreement including a link to the Sponsor's webpage www.ipswich.qld.gov.au and the VIC website www.discoveripswich.com.au



Merchandise:

The Sponsor has the right to distribute its merchandise (including flyers, brochures and small promotional items such as pens, key rings etc) prepared at its expense during major Regional and State Championships conducted during the Term of the Agreement.

The State will acknowledge the Sponsor in Souvenir Programs for State Championships events through textual and/or logo representation as displayed above.

Further specifics:

The State shall ensure

- *Not, by any act or omission, deliberately damaging or misusing any of the venues, the venue facilities, any equipment in the venue, or any services, fittings or equipment in or about the venue;*
- *Using reasonable endeavours to promote special offers in conjunction with Council's sponsors and partners*
- *Ensure that bookings* are made for all Council owned facilities that they wish to use. This includes filling out the online or hard copy permit application, providing all necessary paperwork including current public liability and being responsible for the arrangement of keys and the payment of key bonds*

The Sponsor shall ensure

- *The required Council owned facilities are maintained and fit for purpose at the time of each event*
- *If facilities are unavailable or unfit for purpose, assist Metropolitan West School Sport in finding an alternate location or date to conduct their event/s.*
- *Waive all Council fees and charges# associated with the hire of Council owned facilities for the events in this agreement*

**This agreement does not guarantee use of any facility and failure to submit a booking and obtain a permit may result in the facility being unavailable for use.*

- *# Please refer to the separate Council/School agreement for fees and charges and the waiving of fees associated with other school sport activities.*

Item 6: Sponsorship Fee:

\$15 000 (plus GST) per year for three (3) years

Item 6A: Method of payment of Sponsorship Fee:

Three (3) annual instalments

Within 14 days of each of the Milestones being achieved, the State as represented by Metropolitan West School Sport will submit a valid tax invoice to the Sponsor for the portion of the Sponsorship Fee specified in the table below.

The Sponsor will pay the Sponsorship Fee to the State by bank cheque made payable to Metropolitan West School Sport or by EFT to an account nominated by the State in installments on the dates and in the amounts specified in the table below within 14 days of receipt of a valid tax invoice from the State.

The Sponsor is not required to make any payment of the Sponsorship Fee until the State has provided a valid tax invoice.

Milestone	Amount payable (excluding GST)	Amount of GST payable (if applicable)
<i>Signing of Agreement by both parties – 2015 Instalment</i>	15,000	1,500
<i>2016 Instalment: January 2016</i>	15,000	1,500
<i>2017 Instalment: January 2017</i>	15,000	1,500
TOTAL	45,000	4,500

Item 7: In-Kind Support:

Nil

Item 8: Reasonable Market Value:

\$15 000 per year for the duration of the Agreement (plus GST)

Invoices will be exchanged by the Sponsor and the State no later than 14 days after the signing of the contract for the agreed reasonable market value of the relevant portion of the Sponsorship Entitlements and the reasonable value of the In-Kind Support.

Item 9: Sponsor's Logo:

The Sponsor's Logos available for use are identified below:

City of Ipswich Logo - Colour



City of Ipswich Logo - Inline Colour



City of Ipswich Logo - Monochrome



City of Ipswich Logo - Inline Monochrome



City of Ipswich Logo - Reverse Colour



City of Ipswich Logo - Inline Reverse Colour



Item 10: Initiative Logo:



Item 11: Restricted Logo:

The Agreement expressly restricts the Sponsor from using the “Restricted Logo” as per below.



Queensland
Government

SPORTING EVENT SECUREMENT PROGRAM
Assessment Criteria

Trading Name	Metropolitan West School Sport
Event	3 Year agreement – 3 State Championships per year
Contact Name	Chris Brandson
Postal Address	
Telephone Number	
Email Address	Christopher.brandson@det.qld.gov.au

Eligibility

- To increase physical activity for community benefit.
- Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable.
- Create partnerships with local, state and national sporting organisations.
- Activate spaces and facilities.

How will the payment be made?

If an organisation has stated it is eligible to enter into a Recipient Created Tax Invoice (RCTI), then tick the RCTI box below.

Recipient Created Tax Invoice

Invoice

Does the event date clash with any other events? If so, which ones? *(Please see events calendar or call Janet Hewitt on 3810 6058 to clarify the dates)*

N/A

In-kind support the club/organisation are seeking *(if they have stated so in application)*

N/A

Cost to Ipswich City Council - \$

If club/organisation applied to the Sporting Event Sponsorship program last year, how much financial assistance was provided by Ipswich City Council?

(Search in ECM for an applicant's MOU from last year to see how much financial assistance was provided to them by ICC. If applicant did not apply last year simply enter 'N/A')

\$ 10,000 per year for 3 years

Recommended monetary support – To be completed by Sport and Recreation Officer

\$10,000

Please assess the application by the criteria below:

<u>Question</u>	<u>Rating</u>	<u>Criteria</u>	<u>Comments</u>
Organisational Details	3	Information supplied meets all requirements of project.	
	2	Information supplied meets most elements of project.	
	1	Information supplied meets some elements of project.	
	0	Information supplied does not accurately address requirements of project.	
Sponsorship Details	3	Event addresses four objectives that relate directly to the Sporting Event Sponsorship program's objectives.	
	2	Event addresses three objectives that relate directly to the Sporting Event Sponsorship program's objectives.	
	1	Event addresses two objectives that relates directly to the Sporting Event Sponsorship program's objectives.	
	0	Event addresses one goal that relates directly to the Sporting Event Sponsorship program's objectives.	
Level/Standard of event	3	International or National event	
	2	State event	
	1	Regional or District/Zone or Local event	

Anticipated participation numbers	5	300+ participants	
	3	151-300 participants	
	1	51-150 participants	
	0	0-50 participants	
Anticipated spectator numbers	5	300+ spectators	
	3	151-300 spectators	
	1	51-150 spectators	
	0	0-50 spectators	
Benefits to Ipswich City Council	3	3 or more benefits to the Ipswich City Council listed	
	2	2 benefits to the Ipswich City Council	
	1	1 benefit to the Ipswich City Council	
	0	No benefits to Ipswich City Council listed	
Benefits to Ipswich community	3	Event provides substantial benefits to the Ipswich community (3 or more outcomes/benefits listed)	
	2	Event provides sufficient benefits to the Ipswich community (2 outcomes/benefits	

		listed)	
	1	Event provides some benefits to the Ipswich community (1 outcome/benefit listed)	
	0	Event provides no benefits to the Ipswich community	
Opportunity for general public participation	5	Event provides 2 or more opportunities for the general public to participate in physical activity within the event	
	3	Event provides 1 opportunity for the general public to participate in physical activity within the event	
	0	Event provides no opportunities for the general public to participate in physical activity within the event	
Will the event take place without Ipswich City Council funding?	3	Substantial steps are listed to improve the chances of the event taking place without financial assistance from Ipswich City Council	
	1	Some steps are listed to improve the chance of the event taking place without financial assistance from Ipswich City Council	
	0	No steps are listed or club/organisation has stated the event would not take place without financial assistance from Ipswich City Council	

Budget	3	Budget for project is comprehensive, with all costs explained	If budget is inadequate it should be rejected
	1	Budget for project is adequate, with most costs explained	
	0	Budget for project is inadequate (even with some costs explained)	
Sustainability	3	Substantial information is provided detailing how the event will be sustainable beyond the initial financial assistance from Ipswich City Council	
	2	Meets most sustainability requirements	
	1	Meets some sustainability requirements	

PLEASE NOTE:

If financial assistance has been provided to this club/organisation within this financial year by another branch of Ipswich City Council or a councillor the application should be rejected.

Total

32/39

25-39 would be eligible for up to \$10,000

15-24 would be eligible for up to \$5,000

0-14 would be eligible for up to \$2,000

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

LR:LR

H:\Departmental\Committee Reports\1803 LR 2017-2018 Sporting Event Sponsorship Applicants March 2018 CR

26 February 2018

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: SPORT AND RECREATION OFFICER

RE: 2017–2018 SPORTING EVENT SPONSORSHIP APPLICATIONS MARCH 2018

INTRODUCTION:

This is a report by the Sport and Recreation Officer dated 26 February 2018 concerning applications for Sporting Event Sponsorship in March 2018.

BACKGROUND:

The Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the City. The objectives of the program are to:

- Increase physical activity for community benefit;
- Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable;
- Create partnerships with local, state and national sporting organisations;
- Activate spaces and facilities; and
- To increase the occurrence of high level sporting events in the Ipswich region.

MARCH APPLICATIONS:

Applicant: Willowbank Raceway Incorporated

Event: 2018 Santos' Super Thunder

Date: 29 to 30 March 2018

Location: Willowbank Raceway

Amount: \$5,000.00

The 2018 Santos' Super Thunder includes Top Fuel, Top Bike, Nitro Burning Bike and Dragster action at the Willowbank Raceway. Particular focus is put on attracting families to the event with children aged 13 and under admitted free of charge. The event is expected to attract around 7,000 people with a large proportion of those being from interstate.

As of the date of this report, no other sponsorship has been provided to this event from Ipswich City Council. It is proposed that **Willowbank Raceway Incorporated** receive **\$5,000.00** in sponsorship for the **2018 Santos' Super Thunder**.

The application form can be found in Attachment A and the full assessment of the event in Attachment B.

Applicant: Triathlon Queensland
Event: Greater Springfield Duathlon
Date: 22 and 23 July 2018
Location: Robelle Domain,
Amount: \$8,000.00

The Greater Springfield Duathlon has continued to grow with the 2017 event being the largest duathlon held in Australia. The 2018 event will also allow competitors to gain points to qualify for the Australian Team to race at the World Multisport Triathlon Championships. The event is open to everyone aged 7-85 years and is suitable for beginners through to experts.

As of the date of this report, no other sponsorship has been provided to this event from Ipswich City Council. It is proposed that **Triathlon Queensland** receive **\$8,000.00** in sponsorship for the **Greater Springfield Duathlon**.

The application form can be found in Attachment C and the full assessment of the event in Attachment D.

BUDGET:

There is sufficient funds remaining in the 2017–2018 Sporting Event Sponsorship budget.





MARKETING:

Each Council sponsored event will be promoted to the Ipswich community through its inclusion in the events calendar at www.discoveripswich.com.au. Further to this, Council's Sports and Recreation team is informed of the event and the relevant officer will work with the event organiser to provide support.

CONCLUSION:

The Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the City. It is proposed that the applicants within this report are supported through the program, as outlined in the Recommendation.

ATTACHMENTS:

Name of Attachment	Attachment
Willowbank Raceway Incorporated – Application	 Attachment A
Willowbank Raceway Incorporated – Assessment	 Attachment B
Triathlon Queensland – Application	 Attachment C
Triathlon Queensland – Assessment	 Attachment D

RECOMMENDATION:

- A. That Council provide sponsorship to Willowbank Raceway Incorporated for the amount of \$5,000.00 (incl GST) in sponsorship for the 2018 Santos’ Super Thunder and that this amount be funded from the Sporting Event Sponsorship budget.
- B. That Council provide sponsorship to Triathlon Queensland for the amount of \$8,000.00 (incl GST) in sponsorship for the Greater Springfield Duathlon and that this amount be funded from the Sporting Event Sponsorship budget.

Louise Rovera
SPORT AND RECREATION OFFICER

I concur with the recommendation/s contained in this report.

Kaye Cavanagh
ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

Organisation Details

* indicates a required field

Organisation Name * Willowbank Raceway Incorporated

Contact Person *

Street Address *

Postal Address *

Phone Number *

Email * theo@willowbankraceway.com.au

Is your organisation incorporated? *
 Yes
 No

Is your organisation registered for GST? *
 Yes
 No

Does your organisation have an ABN? *
 Yes
 No
Please add ABN below

ABN 32 199 538 431

Information from the Australian Business Register	
ABN	32 199 538 431
Entity name	Willowbank Raceway Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	4306 QLD

Information current as at 12:00am today
Must be an ABN

Attach copy of Public Liability Insurance *

Filename Public Insurance.pdf
File size 103.0 kB

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

Sponsorship History with Ipswich City Council

* indicates a required field

Has your organisation previously received funding from Ipswich City Council for any event? (If so, please list the most recent and include the event name, date of event and the amount received from Ipswich City Council). *

The most recent event Ipswich City Council had previously provided sponsorship was for the 2017 City of Ipswich Winternationals held in June 2017. Willowbank Raceway received \$30,000 to be the presenting partner of this event.

Current Event Sponsorship Request

* indicates a required field

Alignment with Program Objectives:

- Alignment with Council's Corporate Plan;
- Community engagement and support;
- Economic benefit and visitor attraction;
- Appropriate exposure for Council and the City of Ipswich;
- Uniqueness of the event;
- Sustainability and growth potential and;
- Partnership development.

Name of Event: *	2018 Santo's Super Thunder
Start Date: *	29/03/2018 What is the expected start date of the event?
End Date: *	30/03/2018 What is the expected completion date of the event?
Provide a brief description of the event: *	Celebrate Easter with us at Willowbank Raceway...Santo's Super Thunder, presented by Titan Cranes & Uplift Cranes is back in 2018 on Friday 30th March with Top Fuel, Top Bike, Pro Alcohol and 400 Thunder Sportsman action. Must be no more than 150 words
Proposed Venue/ Location *	Willowbank Raceway

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

Estimated Attendance *

Last year this event attracted 7,000+ people

Provide a description of the event, including history and Council involvement. *

Witness an action packed night of Nitro Burning Bike and Dragster action with
Top Fuel
Top Bike
Pro Alcohol
Plus, Australia's most competitive Sportsman Racers in Super Stock Competition
Comp Bike
Modified
Modified Bike
Junior Dragster
will compete to earn points toward their championship campaigns.

Which sponsorship category are you seeking funding from?

- Category 1 \$10,000+
- Category 2 \$5,000 to \$9,999
- Category 3 \$4,999 and below

What is the amount of funding you are seeking from Ipswich City Council? *

\$22,000

What other support are you seeking from Ipswich City Council in products, services, time and other resources? *

Bitumen repairs throughout the facility.
Large skip bins to be used at the event.

Have you approached any other areas of Council with this request, if yes, where? *

No.

What are the goals and objectives of the event? *

To showcase Willowbank Raceway and the City of Ipswich and the Ipswich community by providing drag racing entertainment for the whole family.

Who is your target audience? (Provide demographic information and research to support if possible). *

We will attract a wide range of audience, we particularly target the families with children aged 13 and under. Children in this age bracket are admitted free of charge.

List the key benefits this event will bring to the

Most of the 7,000+ attendees to this event from interstate and intrastate, there will also be some

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

City of Ipswich and the Ipswich community. *

international competitors and spectators. These visitors will be supporting local businesses from restaurants, grocery stores, fuel stations, tourist attractions and accommodation (including camping). As well as shining a tourism spotlight on the City of Ipswich.

It will also be providing an event for families on Good Friday which children entry is free.

List the benefits you propose to return to Ipswich City Council. (Describe levels of sponsorship offered, their costs and benefits). *

We invite Ipswich City Council to become the presenting partner for this event. The event would be known as 'The City of Ipswich presents the 2018 Santo's Super Thunder'.

Ipswich City Council will receive television coverage and live streaming nationally and internationally exposure through media releases, marketing collateral and social media marketing. Advertising on the big screen at the event. PA announcements. Logo placement on all marketing material and merchandise.

How will your organisation be able to assist Ipswich City Council in measuring how effective its sponsorship was? (eg. surveys, reports) *

We will provide a report after the event is completed.

Outline the involvement of all other sponsors and government bodies assisting with this event. *

Uplift Cranes Pty Ltd - naming rights sponsor
SCG Electrical Pty Ltd - bracket sponsor
Knijff Earthmoving - bracket sponsor
Sports Turf Services - bracket sponsor
Wallace Bishop Loyal Watches - bracket sponsor

How does this event align with Ipswich City Council's Corporate Plan? (Visit www.ipswich.qld.gov.au About Council, Corporate Publications, Corporate Plan - to view a copy) *

This event will be contributing to the local community by providing opportunities for economic growth.

Promoting and encouraging the use of Ipswich sporting facilities for major sporting events.

Engaging in a community activity targeting families with children.

How does this event allow for a high level of community engagement through participation? *

The audience has the opportunity to walk through the pit areas and interact with all the racers at the event.

The Easter Bunny will also be appearing and handing out Easter eggs to the children.

How will this event deliver economic benefit, either in short,

The economic benefit to the City of Ipswich will be supporting local businesses from restaurants, grocery stores, fuel stations, tourist attractions and

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

medium or long term, to the City of Ipswich? *

accommodation (including camping) by racers, race teams and spectators.

As well as shining a tourism spotlight on the City of Ipswich that will provide return visit opportunities to see other attractions with the city.

Outline how will this event attract visitors to Ipswich? *

This event will attract racers, race teams, supporters and spectators from interstate and intrastate, some international and competitors and spectators.

It will also encourage the viewers, as a result of the television coverage and live streaming nationally and internationally to visit the City of Ipswich.

How will this event provide positive exposure to the City of Ipswich through attracting media attention or thorough engagement with community and business networks? *

Positive exposure will be obtained from the television coverage and live streaming nationally and internationally exposure. Through media releases, marketing collateral and social media marketing. Advertising on the big screen at the event. Logo placement on all marketing material and merchandise.

Detail the extent to which the event is unique regionally, nationally and internationally. *

Willowbank Raceway is the only drag racing facility in Queensland that Top Fuel, Top Bike and Pro Alcohol compete at.

We are also one of the only facilities providing family entertainment on Good Friday which children entry is free.

How does this event complement other events and/or fill a gap in the City's calendar of events, particularly 'off peak' tourism? *

Willowbank Raceway will be one of the limited facilities open on Good Friday providing family entertainment which children entry is free.

How will funding by Ipswich City Council develop/enhance this event? *

Assistance from Ipswich City Council will allow us to increase our marketing reach to attract and maintain new visitors, as well as provide necessary upgrades to the venue to make it more enjoyable for the spectators.

Part of the funding will be split between interstate and intrastate marketing to further strengthen tourism potential and towards a further increase in duration and depth of local marketing.

Detail the extent to which your event has the potential to grow into a significant regional event. *

This event is already a significant event and is growing every year.

It attracts many national and some international competitors and spectators.

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

What is the potential ability for your event to become sustainable beyond the first year of Council's funding? *

This event has been run for the past five years and is proven to be very sustainable.

List the key personnel involved with the delivery of this event and provide a brief outline of previous experience in organising similar events. *

Board of Management:

The board take an active part of event plans and venue development plans. Members of the board are highly committed to Willowbank Raceway, its successful operations and legacy of this genuinely iconic facility.

Staff:

Willowbank Raceway has six full-time staff members. From being an employee, volunteer official and racer they have a combined 103 years of experience.

Track Officials:

All our events could not take place without our large team (over 140) of volunteers. We have a long-term experienced group of officials who have vast experience at successfully delivering major drag racing meetings. 26 of these volunteers have over 15 years experience and a further 12 have been an official since we started in 1985.

Provide evidence that the event budget and resources are viable and that the event will be delivered as planned. *

As this event has been running at Willowbank Raceway for five years now and we have been very strategic with our budgeting and have grown the event into what it is today.

Attachments

* indicates a required field

Attach an event timeline (including important deadlines and key milestones). *

Filename	Timeline.pdf
File size	101.9 kB

Attached a comprehensive budget (including all proposed income and expenditure) *

Filename	Santo budget 18.pdf
File size	49.4 kB

Category 1 Applications- Attach high level project plan

No files have been uploaded
Compulsory information required for funding \$10,000+

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

Category 1 Applications
- Attach organisational
and management
structure

No files have been uploaded
 Compulsory information required for funding \$10,000+

Budget Details

* indicates a required field

Budget: Income and Expenditure

Income (Description)	\$ GST Exclusive	Expenditure (Item Description)	\$ GST Exclusive
Competitor Entry *	\$16,115.00 *	Services *	\$4,180.00 *
Spectator Entry	\$116,880.00	Entertainment	\$11,200.00
Catering Stalls Income	\$13,800.00	Cleaning	\$5,420.00
Alcohol Sales	\$1,500.00	Hire of Equipment	\$6,273.00
Suites Income	\$8,000.00	Officials Costs	\$11,428.00
Corporate Hospitality	\$1,000.00	Prizemoney/Trophies	\$82,000.00
Parking Income	\$10,000.00	Security	\$8,503.00
Sponsorship/Signage Income	\$29,000.00	Suite Expenses	\$2,970.00
		Advertising/Promotional	\$44,802.00
		Other Expenses	\$550.00
	Total: \$196,295.00		Total: \$177,326.00

**Total Amount
 Requested: ***

\$22,000.00
 GST Exclusive. What is the total financial support you are requesting in this application?

Total Project Cost: *

\$177,326.00

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

GST Exclusive. What is the total budgeted cost (dollars) of your project?

List items from your expenditure table above that are to be covered by the sponsorship: *

Marketing is the main area we would use the funds.

Contributions to this Event by Other Sources/Sponsors:

Applications which include contributions from the applicant organisation and other sources are encouraged. Contributions may be cash, other funding assistance or in-kind e.g. voluntary labour or materials.

Please indicate the type of contributions being made towards this event.

Contributed By	Type of Contribution	\$ Amount
Uplift Cranes Pty Ltd	Naming Rights Sponsor	\$25,000.00
SCG Electrical Pty Ltd	Bracket Sponsor	\$1,000.00
Knijff Earthmoving	Bracket Sponsor	\$1,000.00
Sports Turf Services	Bracket Sponsor	\$1,000.00
Wallace Bishop Loyal Watches	Bracket Sponsor	\$1,000.00
		Total: \$29,000.00

Certification Details

* indicates a required field

Certification:

- I hereby certify that I am authorised to speak on behalf of my organisation.
- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
- I understand that if Ipswich City Council approves a sponsorship, I will be required to accept the conditions of the sponsorship in accordance with Ipswich City Council audit requirements.
- I consent to the information contained within this application being disclosed to or by Ipswich City Council for the purpose of assessing, administering and monitoring my current and any future Ipswich City Council grant applications.

Event Sponsorship March 2018

Event Sponsorship Form

Application ES00090 From Willowbank Raceway Incorporated

- I understand that if Ipswich City Council approves a sponsorship, I will be bound by the contents of my application to carry out my event as I have described and my application will form part of my contractual agreement with Ipswich City Council.

Name: *

Position in Organisation: * Business Manager

Date: * 06/02/2018

Submitting the Application:

You will not be able to submit your application until all of the compulsory questions (marked *) are completed.

NOTE: Please ensure that you have finished your application before you submit. Once you have submitted it, it can no longer be accessed.

Privacy Statement:

Ipswich City Council is collecting your personal information so that we can process your request for a Event Sponsorship. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

Event Sponsorship March 2018

Sport Event Sponsorship Assessment

Application ES00090 From Willowbank Raceway Incorporated

Sporting Event Sponsorship

Eligibility:

Organisations that apply for support under the Sporting Event Sponsorship program must meet the following criteria:

Is the sporting event to be held within the boundaries of Ipswich City Council?

Yes No

Is the organisation incorporated, Ipswich based and not for profit?

Yes No

Has sponsorship been provided to the organisation more than once this financial year?

Yes No

Is the organisation covered by relevant public liability insurance?

Yes No

Has the organisation acquitted previous grants of more than \$1,000?

Yes No

Pre Assessment Check:

Is there a risk that the event could be dangerous, damage Council's reputation or offend others?

Yes No

Is there sufficient budget for it?

Yes No

Has the applicant attempted to source funding elsewhere within Council for the event?

Yes No

Alignment with Program Objectives:

Event Sponsorship March 2018

Sport Event Sponsorship Assessment

Application ES00090 From Willowbank Raceway Incorporated

How well does the event meet the program objectives?

- 0 - Event addresses one objective
- 1 - Event addresses two objectives
- 2 - Event addresses three objectives
- 3 - Event addresses four objectives

What is the level / standard of the event?

- 1 - Regional or District/Zone or Local event
- 2 - State event
- 3 - International or National event

Community Benefits:

Participants

Number of Participants:

- 0 - 0-50 participants
- 1 - 51-150 participants
- 3 - 151-300 participants
- 5 - 300+ participants

Number of Anticipated Spectators:

- 0 - 0-50 spectators
- 1 - 51-150 spectators
- 3 - 151-300 spectators
- 5 - 300+ spectators

Event provided opportunity for the general public to participate:

- 0 - Event provides no opportunities
 - 1 - Event provides 1 opportunity
 - 3 - Event provides 2 opportunities
 - 5 - Event provides 3 or more opportunities
- (e.g. 'Come and Try' days, coaching clinics, school visits / workshops, etc)

Relevance

Was the need for the event demonstrated?

- Yes
- No

Partnership Development

Have any partnerships been developed for this event?

- Yes
- No

Capacity Building

Does the event increase skills, knowledge and understanding within the community to

- Yes
- No

Event Sponsorship March 2018

Sport Event Sponsorship Assessment

Application ES00090 From Willowbank Raceway Incorporated

respond to community issues and needs?

Other community benefits delivered:

- Yes
- No

Benefits to Ipswich Community:

- 0 - Event provides no benefits to the Ipswich community
- 1 - Event provides some benefits to the Ipswich community (1 outcome/benefit listed)
- 2 - Event provides some benefits to the Ipswich community (2 outcomes/benefits listed)
- 3 - Event provides substantial benefits to the Ipswich community (3 or more outcomes/benefits listed)

Planning:

Ability to Deliver

Will the event take place without Ipswich City Council funding?

- 0 - No steps are listed or club/organisation has stated the event would not take place without financial assistance from Ipswich City Council
- 1 - Some steps are listed to improve the chance of the event taking place without financial assistance from Ipswich City Council
- 3 - Substantial steps are listed to improve the chances of the event taking place without financial assistance from Ipswich City Council

Budget

If budget is inadequate the application should be rejected.

Is there support from other sources for this event?

- Yes
- No

Budget Details:

- 0 - Budget for project is inadequate (even with some costs explained)
- 1 - Budget for project is adequate, with most costs explained
- 3 - Budget for project is comprehensive, with all costs explained

Sustainability:

Was the sustainability of this event described sufficiently?

- 0 - Does not meet sustainability requirements
- 1 - Meets some sustainability requirements
- 2 - Meets most sustainability requirements

Event Sponsorship March 2018

Sport Event Sponsorship Assessment

Application ES00090 From Willowbank Raceway Incorporated

- 3 - Substantial information is provided detailing how the event will be sustainable beyond the initial financial assistance from Ipswich City Council

Club Development Plan

- 0 - No club development planning undertaken
- 1 - Have discussed club development plan with Council
- 2 - Club development plan being developed
- 3 - Club development plan in place

Other Club Development (doesn't include Club Development Plan)

- 0 - Club doesn't list any proactive club development
- 1 - Club lists 1 area of proactive club development
- 2 - Club lists 2 areas of proactive club development
- 3 - Club lists 3 or more areas of proactive club development

City/Council Benefits:

City/Council Exposure

Does the event provide exposure for the City of Ipswich and Ipswich City Council?

- Yes
- No

Economic Benefit from Visitors

Will the event provide economic benefits from visitors to the City?

- Yes
- No

Event Timing

Does the event fit in with Ipswich's Events Calendar?

- Yes
 - No
- Check the Ipswich's Events Calendar to see if the event fills a gap or clashes with advertised events

Growth Potential

Potential for growth of the event has been demonstrated:

- Yes
- No

Benefits to Ipswich City Council:

- 0 - No benefits to Ipswich City Council listed
- 1 - 1 benefit to Ipswich City Council listed
- 2 - 2 benefits to Ipswich City Council listed
- 3 - 3 or more benefits to Ipswich City Council listed

Event Sponsorship March 2018

Sport Event Sponsorship Assessment

Application ES00090 From Willowbank Raceway Incorporated

Scoring of the Sporting Event:

Overall Score: 31
Maximum score of 42

Decision: Approved
 Declined

Recommended Funding Amount: \$5,000.00

Guidelines:

- 34-42 eligible for up to \$10,000
- 20-34 eligible for up to \$5,000
- 0-19 eligible for up to \$2,000

Assessing Officer: Louise Rovera

Position: Sport and Recreation Officer

Assessment Date: 26/02/2018

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Sporting Event Sponsorship Application

* indicates a required field

Sporting Event Sponsorship

The Sporting Event Sponsorship program aims to assist eligible organisations to host local, district, regional, state, national and international sporting events within the boundaries of the City.

The Sporting Event Sponsorship program now operates all year round. Therefore, applications can be submitted at any point during the year. Please note that applications must be received at least **8 WEEKS BEFORE THE DATE OF THE EVENT** to ensure that there is sufficient time for the processing of applications.

Organisations that apply for support under the Sporting Event Sponsorship program must meet the following criteria:

- Sporting events must be within the geographic boundaries of Ipswich City Council
- Must be incorporated, Ipswich based and not for profit
- Sponsorship is only available for one event per organisation, per financial year
- Must be covered by a Public Liability Insurance for your event with a minimum cover of \$10 million. The insurance company must be licensed to operate in Australia.
- All previous Ipswich City Council Sporting Event Sponsorship grants of \$1,000 or more must be acquitted.

Organisations will be notified of the outcome of their application. Applicants may be required to attend a meeting to further discuss the event and the sponsorship agreement, including type of support and responsibilities.

The value of sponsorship will be determined by Council in accordance with your application and the marking assessment. Please note that previous event sponsorship support **does not** guarantee ongoing sponsorship support. In addition, if you have previously received sponsorship from Ipswich City Council, should your application be successful the amount provided will be less than your previous amount. This is to help increase the chances of your event becoming sustainable.

Organisation Details:

Organisation Name: * Triathlon Queensland

Organisation Address: *

If the organisation is not located in Ipswich, demonstrate how your event will benefit the Ipswich community and any partner organisations that are Ipswich based:

Our event - Greater Springfield Duathlon is held in the Ipswich Council catchment area. We had over 500 participants who came from outside the region, with over 1300 participants and spectators enjoying Springfield and the surrounding areas.

Contact Details:

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Contact Name: * Miss Emma McCarthy

Position in Organisation: * Commercial & Marketing Manager

Phone Number (business hours): * (07) 3369 9600
Please include area code

Mobile:

Email: * marketing@qld.com.au

Is your Organisation registered for GST? *

Yes
 No

Does your organisation have an ABN? *

Yes - Please complete the ABN section below
 No

ABN: 11 118 636 481

Information from the Australian Business Register	
ABN	11 118 636 481
Entity name	Triathlon Queensland Ltd
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	4064 QLD
Information current as at 12:00am on 19 Feb	
Must be an ABN	

Is your organisation a Not For Profit Incorporated Association?

Yes
 No - Your organisation is not eligible for a Sporting Event Sponsorship

Incorporated Organisation Details

* indicates a required field

Please attach a Certificate of

Filename Certificate of Registration - Triathlon Queensland Ltd.pdf

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Incorporation for your Organisation: *

File size 240.6 kB

Please attach Public Liability Certificate: *

Filename TA Insurance Public Liability CoC 2017-18 Triathlon QLD.pdf
File size 258.3 kB
Must have a minimum cover

Attach latest Annual Financial Statement: *

Filename Financial Statements - 30 June 2017.pdf
File size 3.8 MB

Event Summary

* indicates a required field

Name of Event: *

Greater Springfield Duathlon

Provide a brief description of the event: *

In 2017, the Greater Springfield Duathlon became Australia's Largest Duathlon with over 550 entries. In 2018, the event will continue to grow, as our athletes vie for the Queensland Duathlon Championship and points to qualify for the Australian Team to race at the World Multisport Triathlon CHampionships.
There are races for everyone aged 7-85, in Enticer, Sprint and Standard run-bike-run formats.
Must be no more than 150 words

Start Date: *

22/07/2018
What is the expected start date of the event?

End Date: *

23/07/2018
What is the expected completion date of the event?

Where will the event take place? *

Robelle Domain, Springfield
If the event is going to be held in multiple locations, please state other areas/addresses

Attach an Event Management Plan (if applicable):

No files have been uploaded
(e.g. How will you deliver the event?)

Event Details

* indicates a required field

Alignment with Program Objectives:

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

- To increase physical activity for community benefit
- Assist in building the capacity of sport and recreation organisations to host events and for the events to become sustainable
- Create partnerships with local, state and national sporting organisations
- Activate spaces and facilities

How does your event meet the program's objectives? *

The Greater Springfield Duathlon provides an opportunity for everyone to complete a run-bike-run event, no matter what experience. There are different distances available to cater from novice to elite.

Over the last couple of years, we have increased our communications to the local community to engage businesses, local sport organisations and residents to get them involved.

It also showcases the Springfield area to the greater SEQ region, as well as our 6000 members across the state.

Must be no more than 350 words

What is the level/standard of the event? *

- Local District/Zone Regional
 State National International

Community Benefits:

What is the number of anticipated participants in this event? *

600
Must be a number

What is the number of anticipated spectators to the event? *

1000
Must be a number

If your event provides opportunity for the general public to participate, please list these activities:

Enticer, Sprint, Standard distance run/bike/run events. Volunteering opportunities are also available, where we like to engage local groups. (e.g. come and try days, coaching clinics, school visits/workshops etc.)

Describe how you determined the need for the event:

This is the only duathlon event run in Queensland and is now bigger than the National Championships. It is our QLD Championship and part of the Nissan State Series.

We moved the event to Springfield to grow the participation base and engage with the Springfield region to boost their tourism.

Must be no more than 350 words

Partnership Development

Ipswich City Council encourages organisations to partner with other community groups to achieve their project/event outcomes by building relationships, providing support and aligning community needs.

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Have you partnered with any other organisations for this event?

Springfield City Group
 Nissan
 Maurice Blackburn
 Timing Wizards
 Scody
 Must be no more than 350 words

Please attach any support material from the partnering organisations:

No files have been uploaded
 (e.g. Includes letters of support)

Does the event increase the skills, knowledge and understanding within the community to respond to community issues and needs?

- No
- Yes

If yes, describe how:

Yes, we engage local volunteer groups, suppliers and organisations to run the event.

Other Community Benefits:

Describe any other Community Benefits that your event will deliver and how they will be measured.

Benefit	Measure
Social	Participant survey - increase in activity, change of exercise habits,
Economic	Participant spend survey, likeliness to return to region

Planning:

Include information on the organisation's primary services/activities, number of members, previous experience in managing grant funding from other sources other than Council.

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Please describe the organisation's capacity to undertake all aspects of the event: *

Triathlon Queensland runs events in house with a team of dedicated staff who deliver the event efficiently and effectively, alongside a number of external suppliers and service providers. The success of the event is evident in the steady growth of the event in previous years and the support from the local community to return each year.

We work alongside Springfield City Group, Ipswich City Council and local businesses to ensure there is minimal negative impacts and invite their participation.

TQ would like to discuss opportunities to utilise the Circle in Robelle Domain for our transition area, rather than using area between Springfield Tavern and USQ.

Budget: Income and Expenditure

Is your organisation registered for GST? *

- Yes
 No

Income	\$ GST Exclusive	Expenditure	\$ GST Exclusive
32000 *	\$32,000.00 *	30000 *	\$30,000.00 *
	Total: \$32,000.00		Total: \$30,000.00

Total Amount Requested: *

\$8,000.00
 GST Exclusive. What is the total financial support you are requesting in this application?

Total Project Cost: *

\$30,000.00
 GST Exclusive. What is the total budgeted cost (dollars) of your project?

List items from your expenditure table above that are to be covered by the grant: *

Road closures (traffic management), extra transition racks for more entries, community notices

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Contributions to this Event by Other Sources:

Applications which include contributions from the applicant organisation and other sources are encouraged. Contributions may be cash, other funding assistance or in-kind e.g. voluntary labour or materials.

Please indicate the type of contributions being made towards this event.

Contributed By	Type of Contribution	\$ Amount
Springfield City Group	Sponsorship	\$8,000.00
		Total: \$8,000.00

Sustainability:

Ipswich City Council encourages organisations to put strategies in place that will enable their events to become financially sustainable over time and less reliant on Council funding.

Describe how your event will be sustainable beyond the initial Council funding: *

Triathlon QLD has been able to increase revenue and decrease expenses. With ICC support, we are just above breakeven and will continue to develop the race status to increase entry revenue in future years. This will include applying for the Australian Championships again in 2019. TQ uses our inhouse workforce to work the event, rather than employing all event workforce to minimise costs and supports local businesses by charging a commission on sales rather than site fees to attend the event. TQ will also continue to monitor the market and entry prices to remain accessible but competitive.

Is this event new or existing? *

- New event
- Existing event

If an existing event, please provide profit or loss details from the last time it was held:

Small profit of couple of thousand dollars in 2017. Look to increase event entries, which will increase revenue - expenses expected to be similar.

Please list any proactive club development that

TQ supports local clubs Ipswich Triathlon Club & Boss Multisport

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

your organisation is involved in:

This could include club development plan, responsible alcohol policy, sun safe policy, healthy canteen etc.

Attach any relevant documentation:

No files have been uploaded

City/Council Benefits:

What exposure will your event provide for the City of Ipswich and Ipswich City Council?

Event website
Event athlete guide
Event promotions - website/social media
Newsletters
Media releases

Include other benefits and outcomes, apart from brand exposure

If applicable, attach a Marketing Plan:

No files have been uploaded

Describe the economic benefits from visitors your event will bring to the City:

The 2017 Greater Springfield Duathlon attracted over 510 entrants from outside the Springfield region. Over 85% of our survey respondents stated they are very likely to return to the area. 24% of respondents had never been to the region before. Our survey respondents indicated they spent an average of \$30 each in the area, resulting in an economic investment in the Springfield region of approximately \$15,000.

Describe the growth potential of your event:

2017 was Australia's Largest Duathlon, so we will continue to build the event as the State Championships, then bid for the 2019 National Championships and World Qualifier status.

Withholding Tax Exemption

Withholding Tax Exemption - please read below to determine if you are required to complete this section.

Please have a member of the organisation's executive committee complete the details below if your organisation **does not have an ABN and wish to claim exemption from withholding tax.**

Please tick one of the following:

- I declare that the whole of the payment is exempt from income tax under subdivision 50A of the Income Tax Assessment Act 1997
- I declare that the payment is for goods/services performed as a hobby/personal interest

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

I have no reasonable expectation of profit or gain from the activity undertaken and consider that I do not meet the definition of enterprise for tax purposes

Note: If Council has reasonable grounds to believe that the above declaration is false or misleading, tax will be withheld from the payment in accordance with Section 12-190, in Schedule 1 to the Tax Administration Act 1953.

Declaration:

I declare that I have been authorised by the applicant organisation to prepare and submit this application for Sporting Event Sponsorship. I declare that all information relating to the organisation and the event is true and correct.

Name of Member of Organisation: Miss Emma McCarthy
Position: Commercial & Marketing Manager
Date: 21/02/2018

Recipient Created Tax Invoice (RCTI)

Recipient Created Tax Invoice (RCTI):

Please read below to determine if you are required to complete this section. If your organisation has an ABN and is also registered for GST, it is required to enter into an RCTI agreement.

The RCTI Agreement allows Ipswich City Council to raise a Tax Invoice on behalf of the organisation. If you enter into this Agreement, a Tax Invoice cannot be issued by the organisation. This will eliminate the need for unnecessary correspondence.

Ipswich City Council has introduced the RCTI Agreement into the Sporting Event Sponsorship program to better assist in providing a faster, more efficient process. This will ensure payment of sponsorship is processed in a timely manner.

Under *A New Tax System (Goods and Services Tax Act) 1999* and associated tax rulings, the sponsorship paid to your organisation by the Ipswich City Council is deemed to be a 'taxable supply' of services. Your organisation is therefore known as 'the supplier' and the Ipswich City Council is known as 'the recipient'.

You must advise the Ipswich City Council of:

- Your GST status
- The total event budget
- The total amount of funding requested excluding GST

After processing each claim, the Ipswich City Council will issue an RCTI and arrange payment of the sponsorship. The Ipswich City Council will send an RCTI to your organisation and you will have the responsibility to remit the GST component of the sponsorship to the Australian Taxation Office (ATO).

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

Recipient Created Tax Invoice Agreement

- The Ipswich City Council (the recipient) has agreed to provide sponsorship to the eligible organisation (the supplier) with respect to the delivery of certain services for the purposes of Sporting Event Sponsorship within the Ipswich City Council boundaries.
- The Ipswich City Council will provide a Recipient Tax Invoice (RCTI) for all taxable supplies made by a GST registered Supplier to the Recipient when payment is made.
- The eligible Organisation acknowledges that it is both registered for the purposes for the GST Legislation and has provided the Australian Business Number (ABN) to the Ipswich City Council prior to the date of issue of any RCTI under the agreement.

The parties hereby agree:

- The Ipswich City Council can issue an RCTI and/or give adjustment notes to the sponsored Organisation in respect of Sporting Event Sponsorships.
- The sponsored Organisation will not issue tax invoices or adjustment notes in respect of the same Sporting Event Sponsorship.
- The sponsored Organisation acknowledges that it is registered for GST when it enters into the agreement and that it will notify the Ipswich City Council if it ceases to be registered.
- The Ipswich City Council acknowledges that it is registered when it enters into this agreement and that it will notify the sponsored organisation if it ceases to be registered for GST or if it ceases to satisfy any of the requirements of the determination.
- The recipients must not issue a document that would otherwise be an RCTI, on or after the date when the recipient or the supplier has failed to comply with any of the requirements of the determination.

Is your organisation eligible to enter into a Recipient Created Tax Invoice (RCTI) Agreement:

Yes
 No

Declaration:

I declare that I have been authorised by the applicant organisation to prepare and submit this application for Sporting Event Sponsorship. I declare that all information relating to the organisation and the event is true and correct.

Organisation Name: Triathlon Queensland
ABN: 11118636481
Name: Miss Emma McCarthy
Position: Commercial & Marketing
Date: 20/02/2018

Certification Details

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Application

Application SES17/18024 From Triathlon Queensland

* indicates a required field

Certification:

- I hereby certify that I am authorised to speak on behalf of my organisation.
- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
- I understand that if Ipswich City Council approves a grant, I will be required to accept the conditions of the grant in accordance with Ipswich City Council audit requirements.
- I consent to the information contained within this application being disclosed to or by Ipswich City Council for the purpose of assessing, administering and monitoring my current and any future Ipswich City Council grant applications.
- I understand that if Ipswich City Council approves a grant, I will be bound by the contents of my application to carry out my event as I have described and my application will form part of my contractual agreement with Ipswich City Council.

Name: * Miss Emma McCarthy

Position in Organisation: * Commercial & Marketing

Date: * 20/02/2018
Must be a date

Submitting the Application:

You will not be able to submit your application until all of the compulsory questions (marked *) are completed.

NOTE: Please ensure that you have finished your application before you submit. Once you have submitted it, it can no longer be accessed.

Privacy Statement:

Ipswich City Council is collecting your personal information so that we can process your request for a Sporting Event Sponsorship. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Assessment v2.0

Application SES17/18024 From Triathlon Queensland

Sporting Event Sponsorship

Eligibility:

Organisations that apply for support under the Sporting Event Sponsorship program must meet the following criteria:

Is the sporting event to be held within the boundaries of Ipswich City Council?

Yes No

Is the organisation incorporated, Ipswich based and not for profit?

Yes No

Has sponsorship been provided to the organisation more than once this financial year?

Yes No

Is the organisation covered by relevant public liability insurance?

Yes No

Has the organisation acquitted previous grants of more than \$1,000?

Yes No

Pre Assessment Check:

Is there a risk that the event could be dangerous, damage Council's reputation or offend others?

Yes No

Is there sufficient budget for it?

Yes No

Has the applicant attempted to source funding elsewhere within Council for the event?

Yes No

Alignment with Program Objectives:

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Assessment v2.0

Application SES17/18024 From Triathlon Queensland

How well does the event meet the program objectives?

- 0 - Event addresses one objective
- 1 - Event addresses two objectives
- 2 - Event addresses three objectives
- 3 - Event addresses four objectives

What is the level / standard of the event?

- 1 - Regional or District/Zone or Local event
- 2 - State event
- 3 - International or National event

Community Benefits:

Participants

Number of Participants:

- 0 - 0-50 participants
- 1 - 51-150 participants
- 3 - 151-300 participants
- 5 - 300+ participants

Number of Anticipated Spectators:

- 0 - 0-50 spectators
- 1 - 51-150 spectators
- 3 - 151-300 spectators
- 5 - 300+ spectators

Event provided opportunity for the general public to participate:

- 0 - Event provides no opportunities
- 1 - Event provides 1 opportunity
- 3 - Event provides 2 opportunities
- 5 - Event provides 3 or more opportunities
(e.g. 'Come and Try' days, coaching clinics, school visits / workshops, etc)

Relevance

Was the need for the event demonstrated?

- Yes
- No

Partnership Development

Have any partnerships been developed for this event?

- Yes
- No

Capacity Building

Does the event increase skills, knowledge and understanding within the community to

- Yes
- No

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Assessment v2.0

Application SES17/18024 From Triathlon Queensland

respond to community issues and needs?

Other community benefits delivered:

- Yes
- No

Benefits to Ipswich Community:

- 0 - Event provides no benefits to the Ipswich community
- 1 - Event provides some benefits to the Ipswich community (1 outcome/benefit listed)
- 2 - Event provides some benefits to the Ipswich community (2 outcomes/benefits listed)
- 3 - Event provides substantial benefits to the Ipswich community (3 or more outcomes/benefits listed)

Planning:

Ability to Deliver

Will the event take place without Ipswich City Council funding?

- 0 - No steps are listed or club/organisation has stated the event would not take place without financial assistance from Ipswich City Council
- 1 - Some steps are listed to improve the chance of the event taking place without financial assistance from Ipswich City Council
- 3 - Substantial steps are listed to improve the chances of the event taking place without financial assistance from Ipswich City Council

Budget

If budget is inadequate the application should be rejected.

Is there support from other sources for this event?

- Yes
- No

Budget Details:

- 0 - Budget for project is inadequate (even with some costs explained)
- 1 - Budget for project is adequate, with most costs explained
- 3 - Budget for project is comprehensive, with all costs explained

Sustainability:

Was the sustainability of this event described sufficiently?

- 0 - Does not meet sustainability requirements
- 1 - Meets some sustainability requirements
- 2 - Meets most sustainability requirements

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Assessment v2.0

Application SES17/18024 From Triathlon Queensland

- 3 - Substantial information is provided detailing how the event will be sustainable beyond the initial financial assistance from Ipswich City Council

Club Development Plan

- 0 - No club development planning undertaken
- 1 - Have discussed club development plan with Council
- 2 - Club development plan being developed
- 3 - Club development plan in place

Other Club Development (doesn't include Club Development Plan)

- 0 - Club doesn't list any proactive club development
- 1 - Club lists 1 area of proactive club development
- 2 - Club lists 2 areas of proactive club development
- 3 - Club lists 3 or more areas of proactive club development

City/Council Benefits:

City/Council Exposure

Does the event provide exposure for the City of Ipswich and Ipswich City Council?

- Yes
- No

Economic Benefit from Visitors

Will the event provide economic benefits from visitors to the City?

- Yes
- No

Event Timing

Does the event fit in with Ipswich's Events Calendar?

- Yes
- No

Check the Ipswich's Events Calendar to see if the event fills a gap or clashes with advertised events

Growth Potential

Potential for growth of the event has been demonstrated:

- Yes
- No

Benefits to Ipswich City Council:

- 0 - No benefits to Ipswich City Council listed
- 1 - 1 benefit to Ipswich City Council listed
- 2 - 2 benefits to Ipswich City Council listed
- 3 - 3 or more benefits to Ipswich City Council listed

Sporting Event Sponsorships 2017/18

Sporting Event Sponsorship Assessment v2.0

Application SES17/18024 From Triathlon Queensland

Scoring of the Sporting Event:

Overall Score: 35
Maximum score of 42

Decision: Approved
 Declined

Recommended Funding Amount: \$8,000.00

Guidelines:

- 34-42 eligible for up to \$10,000
- 20-34 eligible for up to \$5,000
- 0-19 eligible for up to \$2,000

Assessing Officer: Louise Rovera

Position: Sport and Recreation Officer

Assessment Date: 26/02/2018

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

TR:TR

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1 March 2018

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: PROJECT OFFICER (ENVIRONMENTAL MANAGEMENT)

RE: PROPOSAL TO ESTABLISH A RECYCLE MART IN IPSWICH

INTRODUCTION:

This is a report by the Project Officer (Environmental Management) dated 1 March 2018 concerning the options presented and recommendations made at the Sustainability Advisory Group meeting held on 22 February 2018 regarding the establishment of a Recycle Mart framework in Ipswich.

BACKGROUND:

A discussion paper outlining the initial assessment of establishing a Recycle Mart in Ipswich, and alternatives for supporting the collection and redistribution of recyclable and reusable domestic items was presented to the Sustainability Advisory Group on 22 February 2018 (Attachment A).

The report proposed a number of options for discussion, being:


1. Council partner with an external social enterprise to deliver a Recycle Mart for the City as an ongoing concern
2. That this be supported with Popup collection days at various locations in the city
3. As part of the partnership, Council support the Social Enterprise to be able to conduct household pick-ups on demand from individual residents without the ability to deliver items to the recycle mart or pop up locations
4. Regular drop off days be facilitated at the Transfer Station with no fees charged

The Sustainability Advisory Group discussed the options, opportunities and constraints and proposed that Council consider going to the market with an Expression of Interest to gauge external interest and potential solutions for establishing a Recycle Mart in Ipswich.

CONCLUSION:

A discussion paper outlining the initial assessment of the opportunities and constraints of establishing a recycle mart in Ipswich was presented to the Sustainability Advisory Group (SAG) on 22 February 2018. The SAG proposed that potential alternative solutions and external interest be sought through an Expression of Interest process.

ATTACHMENT:

Name of Attachment	Attachment
Sustainability Advisory Group Meeting of 22 February 2018 Recycle Mart Discussion Paper	 Attachment A

RECOMMENDATIONS:

- A. That Council gauge external interest and explore potential solutions for a Recycle Mart in Ipswich through an Expression of Interest process, as detailed in the report by the Project Officer (Environmental Management) dated 1 March 2018.

- B. That the Chief Operating Officer (Works, Parks and Recreation) commence the Expression of Interest process in March 2018, and that a report detailing the outcomes be presented to a future Sustainability Advisory Group meeting for discussion before presenting to a future Works, Parks and Sport Committee.

Tiffany Rees

PROJECT OFFICER (ENVIRONMENTAL MANAGEMENT)

I concur with the content/s within this report.

Kaye Cavanagh

ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the content/s within this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

Sustainability Advisory Group	
Mtg Date: 22.02.18	OAR: YES
Authorisation: Bryce Hines	

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20 February 2018

DISCUSSION PAPER

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

RE: RECYCLE MART DISCUSSION PAPER
ALTERNATIVES, OPPORTUNITIES AND CONSTRAINTS

BACKGROUND:

This is a report by the Acting Sport Recreation and Natural Resources Manager dated 20 February 2018 concerning an initial assessment of the opportunities and constraints of establishing a Recycle Mart in Ipswich, and alternatives for supporting the collection and redistribution of recyclable and reusable domestic items.

INTRODUCTION:

The Materials Recovery Plan 2017-2031 (MRP) provides a strategic direction to ensure waste is managed in a sustainable manner within Ipswich. In alignment with Advance Ipswich and Sustainable Ipswich, the MRP places emphasis on innovative business and employment enterprise opportunities with waste treated as a resource, and renewable and sustainable technologies promoted.

The MRP identified 3 Big Things for Council to focus its efforts to achieve the goals of the Plan, including maximising opportunities for materials recovery, and engaging the community in recycling and waste avoidance behaviours.

This discussion paper focusses on 1 of the 3 Big Things, being:

To prevent useful and usable items from entering landfill, Council will establish a Recycle Mart that will also aim to engage with social enterprise organisations to assist in the operations.

To inform this discussion, a review of the opportunities and constraints has been undertaken, and a suite of operating options have been investigated as outlined below. This assessment has only considered domestic and not commercial waste.

OBJECTIVES OF A RECYCLE MART:

Recycle Marts, Recycle Markets or Tip Shops are a way of diverting reusable materials from landfills, delivering environmental, social and economic benefits. The materials recovered include quality used, recyclable or second-hand products such as:

- Furniture
- Antiques
- Sporting goods
- Household items
- Garden equipment
- Tools
- Baby / Children items
- Bric-a-brac
- Building Materials

Keeping useful waste from entering a disposal stream allows for cost and resource optimisation for Council and provides the basis of a Circular Economy in Ipswich. As such, Recycle Marts are generally associated with and / or located near a Materials Recovery Facility (MRF) or Transfer Station. A number of Recycle Marts are currently operating in South East Queensland, under various operating models and these have been explored to identify the opportunities and constraints for establishing a Recycle Mart in Ipswich.

CURRENT COUNCIL PRACTICES OF COLLECTING BULKY DOMESTIC WASTE FOR RECYCLING:

For the purposes of this discussion paper, only the disposal of bulky domestic recyclable or reused waste will be considered. The collection of this waste stream is currently done via the biennial kerbside collection or through public disposal at the transfer stations (Riverview and Rosewood). In both instances, the waste is then disposed of externally. Council does not own or operate a Material Recovery Facilities (MRF) for the separation of any type of waste.

ESTABLISHING A RECYCLE MART:

Constraints

Based on the current approach for collection and disposal, a number of potential constraints have been identified in Council establishing a Recycle Mart, being:

- recyclable and reusable products would need to be removed from the waste stream prior to kerbside collection or at the transfer station
- the Riverview transfer station has limited on-site land availability and significant traffic congestion issues, particularly on weekends and public holidays
- resourcing capacity to retrieve recyclables and to staff a Recycle Mart
- additional cost associated with transporting recyclables to an off-site Recycle Mart
- long-term operational efficiency of the Riverview transfer station

Alternatives

A number of alternative solutions have been identified to support the collection of bulky items prior to them entering the waste stream either via kerbside collection or disposal at the transfer station. This may be achieved through direct Council promotion and / or the development of partnerships with charities, not-for-profits, social enterprises or commercial entities to further enhance these options.

Alternative solutions include:

- household bulky items donated to charitable organisations through direct contact between the homeowner and the organisations collection point or sales outlet
- private sale via on-line sites such as Gumtree or ebay
- promotion of national programs such as the Garage Sale Trail
- partnership with social enterprise / charity to conduct pop-up recycle centres or free drop off events. These may be hosted in community / retail centres such as show grounds or shopping centre car parks.
- develop and promote on-demand collection services using social platforms and technology and channelling the items through an established charity / NFP
- redesign the current biennial kerbside collection program in partnership with a charity / social enterprise to alternate programs between the standard collection and a recyclable collection

Opportunities/Options

Council's existing transfer stations may be suitable for the collection of bulky household items suitable for recycling or reuse, either on a consistent basis or through dedicated 'Recycling Days'. The collected items would need to be transported off-site to a Recycle Mart due to the site limitations and traffic congestion issues.

The Recycle Mart could be owned and operated by Council or completely run by an external provider such as social enterprise, not-for-profit, non-government organisation, or commercial business.

A desktop review and site visits at Recycle Marts across South East Queensland identified four potential operating models, being

1. Site-based and operated by Council – refers to a facility-based Recycle Mart owned and operated by Council, generally in close proximity to a council operated MRF or transfer station, such as in Logan City Council.
2. Site-based and operated by a Partner – refers to a facility-based Recycle Mart owned by Council and operated by an external provider, such as in Gold Coast City Council and Endeavour Foundation.
3. Network-based and operated by Council – refers to a suite of event-based events and activities, and includes social media and smart technology options run by Council.
4. Network-based and operated by an external party – refers to a suite of event-based events and activities, and includes social media and smart technology options run by another entity, such as SCR Group.

SUMMARY:

Council is disadvantaged by not having an existing Materials Recovery Centre in Ipswich where a Recycle Mart could be installed, and the constraints of the transfer stations. However, there is likely to be an optimal mix of solutions for Ipswich given the number of alternative options to redesign the current collection practices and to work with existing charities and not-for-profits within the City.

The lowest-cost solution is likely to be the establishment of dedicated 'recycling days' at the Riverview transfer station where residents can drop-off household items for recycling for free. The items can either be sold on-site during that day/weekend or transported off-site to an alternative recycling centre such as a Charity's sales outlet.

The lowest-risk solution is likely to be for Council to engage with a social enterprise, charity or NFP to deliver a series of network-based events and pop-up recycling days across the City, and to look to redesign the biennial kerbside collection program.

POSSIBLE OPTION:

The following high level proposal is presented for discussion and potential basis for further feasibility testing:

1. Council partner with an external social enterprise to deliver a Recycle Mart for the City as an ongoing concern
2. That this be supported with Popup collection days at various locations in the city
3. As part of the partnership Council support the Social Enterprise to be able to conduct household pick-ups on demand from individual residents without the ability to deliver items to the recycle mart or pop up locations
4. Regular drop off days be facilitated at the Transfer Station with no fees charged
5. To fund the above the frequency of the kerbside cleanup be reduced to every four years

NEXT STEPS:

It is recommended that the next stage is to conduct a feasibility study of the proposed option/s, and to do this in concurrence with other current waste management discussions.

Proposed Recycle Mart Milestones

Key Milestone	Timeframe
Stage 1: Discussion Paper	Feb18
Stage 2: Feasibility Study	Apr18
Stage 3: Implementation Plan/Business Plan	Jun18
Stage 4: Operation of Recycle Framework / Options	Jul19-x

Kaye Cavanagh

ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the content/s within this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

SRB:SRB

H:\Departmental\Committee reports\1803SLG – Parking Meters Contract 10-11-093 Extension.doc

6 March 2018

MEMORANDUM

TO: BUSINESS ACCOUNTING AND ASSET MANAGER

FROM: PRINCIPAL OFFICER (PROCUREMENT AND CONTRACTS OPERATIONS)

RE: CONTRACT EXTENSION – 10-11-093 PARKING MACHINE AND COMMUNICATION AND MANAGEMENT SYSTEMS

INTRODUCTION:

This is a report by the Principal Officer (Procurement and Contract Operations) dated 6 March 2018 concerning the extension of expiring Contract 10-11-093 Parking Machine and Communication and Management System Contract with Australian Parking and Revenue Control Pty Ltd.

BACKGROUND:

On the 30 April 2018 Council's current contract for the supply and Management of Parking Machines throughout the Central Business District will expire, after exhausting all extensions. Council engaged Australian Parking and Revenue Control Pty Ltd (APARC) to install a total of 110 new parking meters. The contract also included scheduled monthly maintenance for the parking meter network. This contract operated for seven years in total, with a contract expenditure of \$3.2M.

To establish this arrangement Council invited offers through a "Request For Tender", released to the open market, with three suppliers submitting an offer. APARC was deemed to offer Council best value for money. The value for money assessment factored in a significant investment to purchase and install the preferred Parkeon, Strada parking meters. The selected parking meters are distributed under license from Parkeon by APARC. The original Council approval to enter into the contract with APARC can be found in Attachment A.

At the time it was believed that the parking meters would have a service life of seven years. During the contract, a significant upgrade to the meter's software improved meter functionality which has extended the serviceability of the meters. This additional service life now affords Council the ability to prolong the need to replace the meters while monitoring the advances made in Parking Meter technology before committing to a significant investment into an asset which is undergoing rapid changing technology. The decision to invest could also be delayed until Council has completed planning for the CBD redevelopments and can introduce a new Parking Meter Strategy which utilises the latest advancements in Parking Management Technology.

OPTIONS:

Council has two options to manage the existing one hundred and ten parking meters. Council can execute a new contract for the maintenance of the current meters or approach the open market with the intention to replace the existing network with new meters offering improved functionality as the current meters.

Option 1

The recommended option is to delay the purchase of new parking meter assets, utilising the existing meters, which are meeting Council's short-term requirements. The current Contract 10-11-093 expires on the 30 April 2018 after exhausting all contractual extensions. Further extensions are not possible without Council resolution. It is proposed to negotiate the continued maintenance agreement for a further three single year extensions with the supplier Australian Parking and Revenue Control Pty Ltd. This supplier has sole distribution rights for parts and software maintenance for the Parkeon parking meter and is therefore the sole supplier for continued servicing of the parking meter network. The current network is operating effectively with minimal service issues, evidence that the meters have a number of serviceable years remaining. Upgrade to the current meters to increase the functionality can occur over the proposed extension option if Council decides to do so.

It is estimated based on current contract costs, that a contract for an additional three years of maintenance with the current supplier will result in an estimated annual cost of \$240,000.00 with an anticipated total contract cost of \$720,000.00 over three years.

Option 2

Prior to the expiry of the current arrangement, Council approaches the open market with a Request for Tender to replace the existing parking meter network. This will require the acquisition of a new network and subsequent ongoing maintenance arrangement to be implemented. The initial investment into the replacement Parking Meters would be expected to be approximately \$800,000 to \$1,000,000. This option would result in an extended arrangement of up to ten years in line with the expected serviceability of the meters. It would be expected that the Parking Meters would provide improved functionality to the existing network. Estimated annual operating and maintenance costs would be between \$250,000 and \$300,000. This complete process would be estimated to take

between nine and twelve months, from the start of the tendering process to the installation of the meters.

BENEFITS TO COMMUNITY AND CUSTOMERS:

Option one provides two significant value for money benefits for Council.

Firstly extending the service life of the existing parking meters offers Council the ability to delay a significant investment in parking meter assets at a time when smart technologies are evolving.

Secondly, the delay in investing in new parking meter assets allows Council the opportunity to minimise the community impact of change while the development of the Ipswich Central Business District occurs over the coming few years.

CONCLUSION:


The required upgrade to the parking meter software has prolonged the serviceable life of the existing Parking Meter Network. The serviceable life of the meters is expected to be extended by up to 40% for three years, significantly improving the return on investment and ultimately, value for money to Council.

The Parkeon Strada parking network is serviced under a licence arrangement between the Manufacturer and Australian Parking and Revenue Control Pty Ltd establishing a sole supplier arrangement for the supply and maintenance of the Parking Network.

The extension provides Council the opportunity to delay the replacement of the existing network to a time more favourable to Council. The extension of existing arrangement will allow flexibility while the Council considers the Parking Meter Technology and Pricing report being considered at the March Infrastructure and Emergency Management Committee.

CONFIDENTIAL BACKGROUND PAPERS:

This Attachment is to be considered in a closed meeting pursuant to section 275(1)(e) of the Local Government Regulation 2012

Confidential Background Papers	Background Papers
10-11-093 Committee Report – Commercial in Confidence	 Attachment A

RECOMMENDATION:

- A. That Council resolve it is satisfied pursuant to section 235(a) of the *Local Government Regulation 2012* (the Regulation) that the exemption under s235(a) of the Regulation applies and that Australian Parking and Revenue Control Pty Ltd, is the only supplier reasonably available to it to provide the maintenance of Council's existing parking machines for the following reason:
- The Parkeon Strada parking network is serviced under a licence arrangement between the Manufacturer and Australian Parking and Revenue Control Pty Ltd which has established a sole supplier arrangement for the supply and maintenance of the parking network
- B. That Council enter into a contract with Australian Parking and Revenue Control Pty Ltd for the maintenance of Council's existing parking meters for the sum of \$720,000.00, for a period of three years, being one year initially, with 2 one year extensions, at the option of Council.
- C. That the Chief Executive Officer be authorised to negotiate and finalise the terms of the contract to be executed by Council and to do any other act necessary to implement Council's decision in accordance with section 13(3) of the Local Government Act 2009.

Stephen Bailey

PRINCIPAL OFFICER (PROCUREMENT AND CONTRACT OPERATIONS)

I concur with the recommendation/s contained in this report.

Shane Gillett

BUSINESS ACCOUNTING AND ASSET MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

JW: JW

H:\Departmental\Committee Reports\1802MJB Status update on Bundamba Swimming Pool Access Ramp.doc

26 February 2018

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: PRINCIPAL OFFICER (OPEN SPACE LAND & FACILITIES OPERATIONS)

RE: STATUS UPDATE ON BUNDAMBA SWIMMING POOL ACCESS RAMP
DIVISION 4

INTRODUCTION:

This is a report by the Principal Officer (Open Space Land and Facilities Operations) dated 26 February 2018 concerning a status update on Bundamba Swimming Pool access ramp.

BACKGROUND:

At the Council Ordinary meeting on the 5 December 2017, a report concerning the Bundamba Swimming Pool access ramp was adopted with the following recommendations (Refer to Attachment A);

- A. *That the proposed installation of a pool access ramp at Bundamba Swimming Centre proceed.*
- B. *That the additional funding required to complete the nominated Bundamba Swimming Centre proposed ramp and rehabilitation works be included in the 2018-2019 Capital Works Program.*
- C. *That new starting blocks for Bundamba Swimming Centre be considered in the 2018-2019 Capital Works Program.*

REVISED DELIVERY TIME FOR CAPITAL WORKS FOR BUNDAMBA SWIMMING CENTRE:

Since the adoption of the aforementioned committee report, Council Officers have been in discussion with the newly appointed lessee for the centre regarding delivery of the works in 2018. The new lessee will commence trading at the Centre from 1 April 2018, following continued discussion regarding the works it was determined that it would best to defer the works til 1 April 2019 to start on site. Deferring the works provides benefits to all three

parties – the community, the new lessee and Council. Advantages to deferring the works have been identified as the following:

- The community gain another winter season to use the 50m pool with the new heating and without impact to the new program set by the new lessee
- Interim enhanced community access will be provided through Council installing a set of removable steps (these can be relocated to alternate Council pool post 1 April 2019).
- The new Lessee has twelve months plus to establish new business and build trust with the community prior to construction works and closure of the pool.
- Increased time for the new Lessee to arrange for community access to alternate public / private swimming facilities for patrons of the Centre during the construction period.
- Council has additional time to undertake further detailed investigations on the condition on the pool shell to reduce both time and financial based risk to the delivery of the works within the allocated construction window.
- Council has additional time for the tendering process to secure an appropriate pool builder to supply the best outcome for the community, leasee and Council.

The works are planned to be undertaken by Infrastructure Services (IS) commencing on site from 1 April 2019, with the planned re-opening of the pool for the Term 3 School Holidays – Saturday, 21 September 2019. The Lessee has identified that this is the peak time for the summer swim season to recommence. This program will be both weather and site condition dependent. Discovery of any issues with the pool once the tiles are removed may result in a delay to the program.

The scope of works included in this contract are:

- Fifty metre pool ramp – Ramp to the fifty metre pool
- Twenty-five metre pool equipotential bonding
- Re-surface of the fifty metre pool
- Replace southern concourse to the fifty metre pool

Procurement of a suitable contractor will be more successful if the Contract can be let early in order for the works to be scheduled in during the 2019 winter period. The market demand during this period is very high with early engagement and booking of the Contractor imperative. Early engagement of a Contractor will also allow scope refinement and risk mitigation to occur.

BUDGET CONSIDERATIONS:

The 2017-2018 FY Capital budget currently has \$595,000 allocated to the works for Bundamba Pool. This funding will be carried over in to 2018-2019 FY for the works. The 2018-2019 FY Capital Budget currently proposes to allocate \$1,300,000. The total project budget proposed at \$1,895,000.00.

CONSULTATION:


The following parties have been consulted regarding the proposed deferment of works at the Bundamba Pool to start on the 1 April 2019;

- Councillor for Division 4 - Cr Kylie Stoneman
- Chairperson for Works, Parks and Sport - Mayor Andrew Antonioli
- Deputy Chairperson for Works, Parks and Sport – Cr David Morrison

CONCLUSION:

The deferment of upgrade works to the Bundamba Swimming Pool access ramp from 2018 to commence 1 April 2019 will be in the best interests of the community, the new lessee and Council.

ATTACHMENTS:

Name of Attachment	Attachment
Previous report adopted at Council Ordinary meeting 5 December 2017	 Attachment A

RECOMMENDATION:

- A. That Council defer commencement of works for the Bundamba Swim Pool access ramp to 1 April 2019, in accordance with the report by the Principal Officer (Open Space Land and Facilities Operations) dated 26 February 2018 concerning status update on Bundamba Swimming Pool access ramp.
- B. That Council carry over funds from the 2017-2018 Capital budget to 2018—2019, in accordance with the report by the Principal Officer (Open Space Land and Facilities Operations) dated 26 February 2018 concerning Status update on Bundamba Swimming Pool access ramp.

Mark Bastin
PRINCIPAL OFFICER (OPEN SPACE LAND AND FACILITIES OPERATIONS)

I concur with the recommendation/s contained in this report.

Kaye Cavanagh
ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

Works, Parks and Sport Committee	
Mtg Date: 27.11.17	OAR: YES
Authorisation: Bryce Hines	

JW: JW

H:\Departmental\Committee Reports\1708JCW Bundamba Swimming Pool Access Ramp.doc

1 November 2017

MEMORANDUM

TO: ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

FROM: PLANNING OFFICER (OPEN SPACE)

RE: BUNDAMBA SWIMMING POOL ACCESS RAMP
DIVISION 4

INTRODUCTION:

This is a report by the Planning Officer (Open Space) dated 1 November 2017 concerning Bundamba Swimming Pool access ramp.

BACKGROUND:

At the City Works, Parks Sport and Environment Committee of 22 May 2017, a discussion occurred with regard to reviewing the scope of works for Bundamba Swimming Centre. This includes placing the access ramp in the twenty-five metre pool rather than the fifty metre pool, and review of the starting blocks at Bundamba Pool to ensure that they are up to competition standard.

PROPOSED CAPITAL WORKS FOR BUNDAMBA SWIMMING CENTRE:

The proposed capital works scheduled for Bundamba Swimming Centre to be undertaken after the Easter School Holidays in 2018 will take approximately four months to deliver. These works originally included:-

- Fifty metre pool ramp
- Twenty-five metre pool equipotential bonding
- Re-surface fifty metre pool
- Replace southern concourse fifty metre pool
- Painting of external buildings.

PROPOSED FIFTY METRE POOL WORKS:

The planned Disability Discrimination Act (DDA) compliant access ramp into the fifty metre pool was planned to increase the accessibility of the fifty metre pool for all users. As the fifty metre pool was heated to 28 degrees Celsius in 2016, the ramp will provide easy access into the pool for all, from able bodied to wheel chairs, from young to the old, from active to the injured.

As DDA compliant access is not just about providing access, but is providing a dignified access and not segregating access to facilities, the fifty metre pool provides access into Council's only fifty metre pool. An access consultant audited the Bundamba Swim Centre for non-compliance to DDA in April 2017. The main pool was found to be non-compliant as the Swimming pool has a perimeter greater than 70m and has not been provided with an accessible water entry in the form of a fixed/movable ramp, zero depth entry at 1:14, platform swimming pool lift.

A survey was undertaken of ninety pool users to the Bundamba Swim Centre on installing a pool ramp to the 50m pool. Feedback was split 50/50 in favour and against the pool ramp installation.

Those not in favour were mainly concerned with the closure of the pool during construction as it would affect their swim programs. As the pool tiles inside the main pool are required to be replaced, this will in effect close the pool for the same amount of time to install the ramp. Another comment was that the pool would be further heated to over thirty degrees for hydrotherapy benefits due to the ramp access. Extra heating is not conducive to lap swimming. Council has no plans to increase the heating capacity in the fifty metre pool.

Comments from respondents in favour of the ramp mentioned they would use the ramp, even though they are abled bodied, as it will provide easier access in and out of the pool. They also acknowledged that the ramp will open the pool up for those that cannot access the pool currently and would be great to provide this access to the community.

The proposed ramp is positioned on the outside of the pool to maintain the current eight swim lanes. This will ensure local level carnivals and general swimming are not impeded after the ramp has been installed (Refer to Attachment A). Further it should be noted that the Swimming Australia Guidelines (Attachment B) have been reviewed and the installation of the ramp will not impact on the capacity to host events. However the facility is only suitable to host local level events based on other constraints referenced in the guidelines such as pool width.

The southern concrete concourse requires replacement due to safety, and delamination of the path at each control joint. As close to half of the concrete path is being removed as part of the DDA ramp installation, the remaining southern concourse can be completed at the same time to minimise disruption to the community.

The resurface of the pool is required due to the pool tiles being at the end of their life cycle. The continual replacement of broken and decaying tiles requires a complete refurbishment to maintain safety within the pool and along the pool edge.

ALTERNATIVE TWENTY-FIVE METRE POOL RAMP:

If the DDA access ramp was installed in the twenty-five metre pool, the other works at Bundamba Swimming Centre would still need to be undertaken, and costs of the project would escalate due to the following:-

- Complete southern concourse of the fifty metre pool would need to be replaced
- Concrete rectification works would be required around the access ramp
- Additional ramp length would need to be installed as a ramp into the twenty-five metre pool would require a switch back alignment due to the:-
 - proximity of the underground storm water main,
 - location of access paths,
 - twenty-five metre pool dimensions, layout and structural integrity.

The twenty-five metre pool is heated to over thirty-one degrees which is conducive for hydrotherapy, however it is problematic as the distance to amenities and change rooms is considerable (approximately 80 metres), other Council swim facilities provide an enhanced function for hydrotherapy that already have a DDA compliant access ramp. The twenty five metre pool is only three lanes wide so the ramp infrastructure would not be widely used by the community at Bundamba Swimming Centre.

The access consultant also highlighted the small pool (twenty-five metre pool) did not comply. As the pool has a perimeter less than 70m, non-compliance was the same as for the main pool but included a sling style swimming pool lift.

Refer to Attachment C for a concept of the ramp location for the twenty-five metre pool and required works.

BUNDAMBA SWIMMING CENTRE STARTING BLOCKS:

Based on the International Swimming Federation (FINA) standards, the starting blocks at Bundamba pool conform with FINA's requirements (Refer to Figure 1).

Although side handgrips and electronic read-out boards can be installed at the starting blocks, they are an optional add on, which are above and over the FINA minimum requirements. FINA only recommends if the starting platform thickness exceeds forty millimetres on depth, that grips can be installed to the front and/or to the side of the platform.

Figure 1 – Starting Block Requirements

	FINA Requirements	Bundamba Swim Centre Starting Blocks
Platform height above water	0.5m to 0.75m above water	0.55m above water
Platform area	Minimum (0.5m x 0.5m)	0.8m x 0.55m
Max slope of the platform	Max 10 degrees	2.2 degrees
Black stroke handgrip	0.3m to 0.6m above water	0.3m above water
Side handgrips	Optional	None
Electronic read-out boards under the block	Optional	None

As the resurface works of the fifty metre pool includes retiling above the water line including the starting blocks, this could be a prime opportunity to upgrade the starting blocks. A new off the shelf starting block will need to comply with Figure 1 when positioned on the pool edge. Approximate costs for an off the shelf starting blocks and amendments to the current coping around the eight starting blocks would be an additional \$60,000 to \$75,000.

It should be noted that as a result of an on-ground assessment it has been identified that the previous advice regarding the compliance of the pool depth was incorrect as a result of an error in Council’s asset management records. The pool depth complies with FINA standards but does not comply with Swimming Australia standards as the pool depth is 1m to 1.5m.

PROJECT FUNDING AND TIMING:

Due to the high level risk of working in and around pools, costs for all projects at Bundamba Swimming centre have escalated to accommodate potential hidden risks during construction. This has been reflected in the externally sourced Quantity Surveyor cost estimate for the project of \$1.6million (excluding the starting blocks).

Council has currently budgeted \$595,000 for the commencement of these works with the intent that the remaining funding requirement will be allowed for in the 2018-2019 financial year due to the expectation that the project will run over the two financial years. However as procurement will have commenced by the time of Council’s consideration of the 2018-2019 budget, actual rather than estimated costs will be available with the anticipation that total costs for the projects will be reduced.

CONSULTATION:




Council officers have engaged with representatives from Vikings Swimming Club, West End Swimming Club, Heath Ramsay from Western Aquatics and Peter McMahon from McMahon’s Swim Factory in regard to the designs and proposed development and installation of a DDA compliant access ramp to the 50m pool and other associated works outlined in this report. These groups and individuals were engaged due to their use of the Bundamba Swim Centre 50m pool for swim club and race meets and general lap swimming and training. All groups and individuals consulted with were in agreement with the need for the proposed works, as well as the proposed designs, works and anticipated project timelines.

CONCLUSION:

Council should continue to provide dignified access to council facilities, and installing the compliant access ramp into the fifty metre pool will increase the accessibility of Council’s only fifty metre pool. The ramp will also provide easy access for all other pool users, as pool users have commented they find the existing access points into the main pool very difficult, and some need help to enter and exit the pool. Alignment of this project with other asset rehabilitation projects will ensure best value for money for all projects.

While the current starting blocks at Bundamba Swimming Centre do comply with the International Swimming Federation standards, there is an opportunity to incorporate an upgrade of the blocks into the project. However should Council wish to install the starting blocks funding would need to be included in the 2018-2019 capital program.

ATTACHMENTS:

Name of Attachment	Attachment
Bundamba Swim Centre Proposed Ramp into the Fifty Metre Pool	 Attachment A
Swimming Australia Facility Guidelines	 Attachment B.pdf
Bundamba Swimming Centre Concept for Ramp into the Twenty- Five Metre Pool	 Attachment C

RECOMMENDATION:

- A. That the proposed installation of a pool access ramp at Bundamba Swimming Centre proceed.
- B. That the additional funding required to complete the nominated Bundamba Swimming Centre proposed ramp and rehabilitation works be included in the 2018-2019 Capital Works Program.
- C. That new starting blocks for Bundamba Swimming Centre be considered in the 2018-2019 Capital Works Program.

Jason West
PLANNING OFFICER (OPEN SPACE)

I concur with the recommendation/s contained in this report.

Kaye Cavanagh

ACTING SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines

ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

Bundamba Swimming Centre

50m Pool Ramp Concept Plan

Bundamba QLD



50m Pool

25m Pool

DDA Ramp

New Concrete
Pavement

Replacement of
Concrete Concourse

Brisbane Road

Swimming Australia - Facility Requirements for levels of provision

	State / National level	Regional level	Local level
Pool tank Length and width	50 metres length with touch pads in place 25.4 metres wide	50 metres or 25 metres with touch pads in place 25 metres wide	50 metre or 25 metre 17.6 metres wide
Pool tank depth	2 metres for length of pool	Minimum 2.0 metres at one end graduating to 1.35 metres at other end.	Minimum of 1.8 metres at one end graduating to 1.1 metres at other end.
Starting platforms	10 non-slip platforms fixed at each end of the pool tank	8 – 10 non-slip platforms at each end with deeper end fixed the shallower end removable.	4 – 8 removable non-slip platforms at deepest end for use in swim training only.
Bulkheads	Movable bulkhead that can be set to adjust pool length between long course and short course.	Movable bulkhead that can be set to adjust pool length between long course and short course.	Movable bulkhead that can be set to adjust pool length between long course and short course.
Walls	Must be right angles to the pool length and water surface extending to 300mm above the water line.	Must be right angles to the pool length and water surface extending to 300mm above the water line	Can be flush with water level and may have provision for temporary turning boards.
Lanes	Lane width of 2.5 metres	Lane width of 2.25 – 2.5 metres	Lane width minimum of 2 metres
Lane ropes	In colour codes and marking styles to meet FINA standards	Colour change at 5 metres from end walls, reference points at 15 metres from end walls and reference point at centre of pool.	Colour change at 5 metres from end walls
Turn indicators	Backstroke flags at 1.8 metres above water line and 5 metres from end walls. Plugs for false start poles at 15 metres from end walls.	Backstroke flags at 1.8 metres above water line and 5 metres from end walls. Plugs for false start poles at 15 metres from end walls.	Backstroke flags above water line and 5 metres from end walls
Secondary pool	25 metre 6-8 lane pool for swimmer warm up and cool down	25 metre 4-6 lane space for swimmer warm up and cool down	Not required
Concourses	7 metres at start end, 5 metres at turn end and 4 metres at sides	4 metres at start end, 3 metres at turn end and 3 metres at sides	3 metres at start end, 2 metres at turn end and 2 metres at sides
Timing system	Electronic recording and display board connected to control room	Connections for electronic recording to control room or pool side control area	Not required as manual systems used for timing.
PA system	For broadcast of results, presentations and public announcements	For broadcast of results and public announcements	For broadcast of public announcements.
Spectator seating	Minimum seating for 2,200	Minimum seating for 600	Seating for 150
Competition Control	Control room adjacent to finish wall of main pool tank	Control room or concourse space adjacent to finish wall of main pool tank.	Concourse space for set up of temporary control desk.
Marshalling	2 Marshalling rooms of 40 m2	Separate Room or concourse space of 60 m2	Concourse space of 25 m2
Clubrooms	Space of 100-150 metres for squad preparation and education sessions.	Space of 100-150 metres squared for Club activities	Space of 80-100 metres squared for Club activities
Media room	Media Room adjacent to pool concourse	Not applicable	Not applicable
Lighting	Minimum 1500 lux where telecast is being conducted Minimum even spread of 600 lux for state level competition	Minimum 400 lux over pool surface increasing to 600 lux at start and turn points.	Minimum 300 lux over pool surface
Drug testing room	Private toilet area with individual cubicles for two athletes to be tested and waiting area for minimum of 4 athletes awaiting testing.	Not applicable	Not applicable
Equipment store	Provision for storage of items including advertising devices, medal dais, movable timekeeper seating, back-up timing equipment, training equipment etc	Provision for storage of items including medal dais, movable timekeeper seating, back-up timing equipment, training equipment etc	Provision of storage for pool deck training equipment, removable start blocks etc.
Pace Time clocks	Provision of multiple pace time clocks, positioned to allow sight lines from all pool lanes.	Provision of pace time clocks at each end of the pool with sight lines to all pool lanes.	Pace clock at both ends or one end of pool to accommodate squad training activities.

Bundamba Swimming Centre

25m Pool Ramp Concept Plan

Bundamba QLD



Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

MM:MM

9 March 2018

MEMORANDUM

TO: BUSINESS ACCOUNTING AND ASSET MANAGER

FROM: COODINATOR (GRANT MANAGEMENT)

RE: PROJECT SUBMISSION – REGIONAL GROWTH FUND

INTRODUCTION:

This is a report by the Coordinator (Grant Management) dated 9 March 2018 concerning the Australian Governments invitation to apply for grant funding under the Regional Growth Fund.

BACKGROUND:

The Regional Growth Fund is a \$272.2 million investment program to provide grants of \$10 million or more, to be matched by Council and its partners, for major transformational projects which support long term economic growth and create jobs. The Australian Government's grant funding, through this Program, is expected to leverage investment from the private sector, not-for-profit organisations and other levels of government in the region.

The Program will fund projects across a range of key economic categories including but not limited to:

- transport
- tourism
- community facilities

The program aims to create jobs, drive economic growth and build stronger regional communities.

To be eligible for funding under the Regional Growth Program, projects must either be in an eligible area as defined by the Department, as shown in Attachment A, or clearly demonstrate how ongoing economic benefits flow directly into those eligible areas.

PROJECT SELECTION:

Given the scale of projects eligible for funding under the program, Projects costing \$20 million or more (50:50 funded), the number of strategic projects for Council that would be capable of commencement in the 2018-2019 financial year is limited.

The following two projects would be considered as eligible under the funding program:

1. Springfield Stadium

This project, in partnership with the Australian Football League (AFL) and the Brisbane Lions would see the development of a new training and administration centre for the Brisbane Lions AFL Club. Additionally, a boutique stadium with a capacity of up to 10,000 seats could host pre-season and competition matches for both the AFL and Women's AFL teams.

This project is estimated to cost more than \$50 million. Based on commitments to date should the State and Federal Government commit to the project Council is in a position to ensure its delivery.

Whilst this project will be constructed within the excluded area, it can be demonstrated that it will provide significant social and economic benefit to the eligible areas.

2. Ipswich Motorsport Precinct

This project would see the redevelopment of the shared areas and infrastructure of the Ipswich Motorsport precinct, including the establishment of permanent major event support facilities and amenities that could include a driver training centre as well as Champions Way diversion and associated infrastructure.

Previous studies have indicated an estimated cost of \$20 million capital cost with Council needing to secure 50% from its partners. At this point Council has not allowed for funding for this project in its capital forecast

The assessment of projects is through a two stage process, with successful projects under stage 1 being invited to submit detailed business, asset and feasibility plans for approval under stage 2.


Submission under Round 1 of the Regional Growth Fund close on 27 April 2018.

CONCLUSION:

The Regional Growth Fund is a \$272.2 million investment program to provide grants of \$10 million or more to eligible organisations to construct projects that create jobs and stimulate the regional economy.

Based on the eligible projects identified above it is recommended that Council proceed with an application for funding for the construction of the Springfield Stadium.

ATTACHMENT/S:

Name of Attachment	Attachment
Attachment A – Regional Growth Fund Eligibility Map	 Attachment A

RECOMMENDATION:

That the Chief Operating Officer (Works, Parks and Recreation), in consultation with the Mayor and Council’s Project Partners, submit a submission for the Springfield AFL Stadium under Round 1 of the Regional Growth Fund.

Matthew Mulroney
COORDINATOR (GRANT MANAGEMENT)

I concur with the recommendation/s contained in this report.

Shane Gillett
BUSINESS ACCOUNTING AND ASSET MANAGER

I concur with the recommendation/s contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)



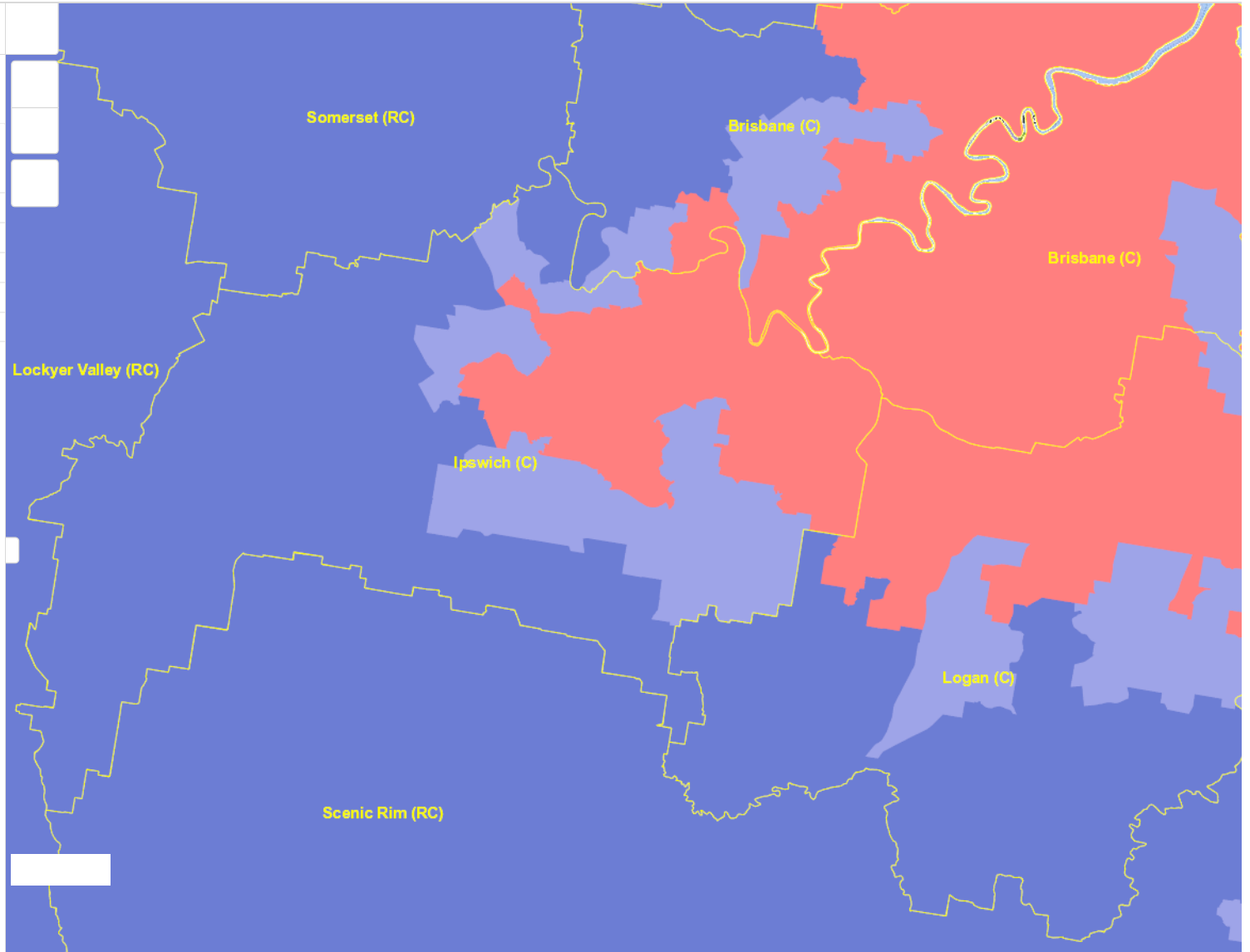
Legend

BBRF Eligible

Local Government Areas

BBRF Eligibility Areas

- Excluded Area
- Included Area - Major Cities
- Included Area - Inner Regional
- Included Area - Outer Regional
- Included Area - Remote
- Included Area - Very Remote



[RGF Program Guidelines](#)

Works, Parks and Sport Committee	
Mtg Date: 19.03.18	OAR: YES
Authorisation: Bryce Hines	

sas: sas

H:\Departmental\Committee Reports\1803sas kerbside 2019 proposal.docx

6 March 2018

MEMORANDUM

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: EXECUTIVE ASSISTANT

RE: PROPOSED OPTIONS FOR DELIVERY OF THE 2019 KERBSIDE COLLECTION SERVICE

INTRODUCTION:

This is a report by the Executive Assistant dated 6 March 2018 concerning the proposed options for delivery of the 2019 kerbside collection service.

BACKGROUND:

Council provided a kerbside collection service in 2017 from the 10 July 2017 to 15 September 2017. A final report on the 2017 kerbside collection service was presented to Council in November 2017. A copy of this report is shown in Attachment A.

Recent discussions at the Sustainability Advisory Group included the proposal for a recycle mart and a kerbside collection to be undertaken in 2019. A separate report on the recycle mart will be considered by Committee. This report provides options to deliver a kerbside collection service in 2019.

DELIVERY MODEL FOR SERVICE:

It is proposed that the 2019 kerbside collection service be provided to residents from Monday, 15 July 2019 to Friday, 20 September 2019 (ten weeks).

Listed below are items which are to be included to ensure a successful delivery model for 2019:

- To be provided on a suburb by suburb basis;
- To be provided outside of peak holiday seasons;
- Letters to be delivered to residents two weeks prior to commencement of the service in their suburb;
- Eligible/ineligible items will be based on the 2017 service;
- Separate services to be provided to Aged Care Facilities during a specified week of the program;
- Weekly operational reporting on progress of service delivery including the publishing of the information to a spatial layer visually updating property locations as the collection is completed.
- Scripting is available for customer service staff including a dedicated Customer Relation Management (CRM) problem code for managing issues as they arise;
- Internet information to be provided on website with regular updates programmed, in particular for any delays due to weather or other impacting reasons;
- Liaison with Health Security and Regulatory Services to ensure a co-ordinated approach and response is undertaken for any non-compliant matters (ie non-removal of in-eligible items)

The cost to deliver the service in 2017 was \$961,473 to collect from a total of 38.6% of the eligible residential properties throughout the City.

OPTIONS FOR SERVICE:

To evaluate the costs to deliver the 2019 kerbside collection service a number of options have been investigated:

- Council Internal Resources
- Contractor

Below is a summary of the details and costs for each of these options:

Option 1: Council Resources

A review of the council resources required to deliver a future service was undertaken at the completion of the 2017 kerbside collection service. Due to the City's growth and infill development, if Council wishes to continue to deliver the service in-house, a total of sixteen (16) three person teams would be required to complete the service within the ten (10) week timeframe.

The City would again be split into three districts with teams allocated to ensure that the kerbside collection schedule is achieved. Aged care facilities would be provided with a separate communication to determine if they wish to participate and would be scheduled in the last week of the service for collection.

Table 1 as shown in the confidential background paper Attachment B provides an estimate of costs to deliver the service with council resources.

The estimate is based on the costs for 2017 and includes an estimated increase based on CPI. The costs may be impacted if there is an increase in resident participation during the 2019 service.

Option 2 – Contractor

Another potential option to explore to deliver the kerbside collection service is to engage a suitably qualified contractor. Brisbane City Council and Gold Coast City Council utilise contractors to deliver the kerbside collection service in their local authority areas.

Table 2 as shown in the confidential background paper Attachment B provides an estimate of costs to deliver the service utilising contractors.

Using an external contractor having previous experience delivering similar services to other local authorities could be advantageous. Council would not incur costs in relation to vehicle expenses, employee expenses or traffic control. Based on this, Council may be able to reduce the costs of the service by approximately \$200,000 if delivered by an external contractor.

However, some further clarification and information may need to be obtained in relation to how the contractor would manage the collection of items from multiple dwelling facilities and aged care facilities across the city.

User Book System for Option 1/Option 2

There is approximately 75,000 residential properties throughout the City that are eligible to utilise the kerbside collection service. In 2017 only 38.6% of residents utilised the service.

To support the delivery of the kerbside collection service by either of the above delivery options, Council could introduce a 'user book system' which would require residents to apply on-line or via the call centre to book a kerbside collection service. The service would still be offered on a suburb by suburb basis, however collections would only be undertaken if the resident had booked a collection.

It would be proposed that residents would be provided with a flyer approximately four (4) weeks prior to the service being available in their suburb and providing them with details on how to book a collection during that time. The resident would be provided with a confirmation of their booking and advice on when items would be required to be on the kerbside for collection.


Any residents who miss the service in their area would be advised that the collection has been completed and provide them with alternatives to dispose of their items.

CONCLUSION:


The options to deliver the 2019 kerbside collection service as detailed above are comparative in price and either option would deliver an appropriate service to the residents of the City.

However, to assist Council in delivering a cost-effective, targeted kerbside collection service to the residents it is suggested that a user book system is investigated and implemented for the 2019 kerbside collection service.

ATTACHMENT/S:

Name of Attachment	Attachment
2017 kerbside collection service – final report	 Attachment A

CONFIDENTIAL BACKGROUND PAPERS:

Name of Attachment	Attachment
Financial estimates	 Attachment B

RECOMMENDATION:

That the report be received for discussion.

Sharon Smith
EXECUTIVE ASSISTANT

I concur with the recommendation/s contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS PARKS AND RECREATION)

Works, Parks and Sport Committee	
Mtg Date: 08.11.17	OAR: YES
Authorisation: Bryce Hines	

MRY: MRY

h: dept\committee reports\kerbside collection service final report

16 October 2017

MEMORANDUM

TO: ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)

FROM: EXECUTIVE ASSISTANT

RE: FINAL REPORT ON THE KERBSIDE COLLECTION SERVICE DELIVERED FROM
10 JULY 2017 TO 15 SEPTEMBER 2017

INTRODUCTION:

This is a report by the Executive Assistant dated 16 October 2017 concerning the conclusion of the Kerbside Collection Service.

BACKGROUND:

Council undertook the city wide Kerbside Collection Service between Monday, 10 July 2017 and Friday, 15 September 2017. The service was completed in accordance with the agreed schedule with the full service across the city completed on Friday, 15 September 2017.

TOTAL TONNAGE COLLECTED AT SERVICE COMPLETION:

The Kerbside Collection Service was received well by residents across the City. The collection teams delivered all items picked up during the service to either the Riverview or Rosewood Recycling and Refuse Centre.

A breakdown of the weekly tonnage collected during the service is shown in the below table.

Week Ending	Disposal Location		Total
	Riverview	Rosewood	
16 July 2017	134.06	6.72	140.78
23 July 2017	223.18	4.26	227.44
30 July 2017	204.48	3.34	207.82
6 August 2017	130.51	28.68	159.19
13 August 2017	155.30	2.26	157.56
20 August 2017	183.46	1.66	185.12
27 August 2017	255.80	0.00	255.80
3 September 2017	304.09	0.00	304.09
10 September 2017	345.58	2.04	347.62
17 September 2017	475.26	0.00	477.46
24 September 2017	1.38	0.00	1.38
	2413.10	51.16	2464.26

In addition to the total tonnage collected from properties, a total of approximately 29,016 properties or homes had items removed from their footpath. The total properties serviced is equivalent to 44% of all properties within the City of Ipswich.

Whilst this indicated a reduction in participation of households by 6% compared to the 2015 service, the total volume of materials collected from households during this service has increased. That is, the total amount collected during this service was 2464.26 tonnes, an increase of 198.8 tonnes (1.08%) from the amount of tonnage collected during the 2015 kerbside collection.

SUMMARY OF THE 2017 KERBSIDE COLLECTION SERVICE:

The Kerbside Collection Service was well received across the City as indicated by the participation levels from residents in all suburbs.

It was apparent during the delivery of the service that the following components of the service worked successfully:

- Promotional flyers and internet information (content of details provided to residents were clear and concise);
- Flyer distribution directly to resident's address via the address system (not through general pamphlet delivery). This method ensured a higher rate of notification directly to residents;
- The calling card provided directly to resident's letterbox on completion of each street;
- The use of a specific problem code for any customer related complaints during the Kerbside Collection Service;

- Delivery of service by day labour employees. Each team was led by a Supervisor and two labourers hired through Hayes for the duration of the program;
- Details of the collection that occurred was captured through a mobile app. This allowed the details to be collected in real time and displayed spatially for customer service staff to access for enquiries relating to the service;
- Separate service provided to Aged Care Facilities during a specified week during the Kerbside Program;
- The timing of the service during the periods of July through to September was very successful as this time of year has less rain periods and is of a climate where the collection of items can be managed.

Based on the high participation rate by residents it can be agreed that the overall delivery of the service was successful.

During the service a total of twenty one (21) service requests were received directly related to enquiries concerning the Kerbside Collection Service. This number of requests represents a percentage of less than 0.001% of the 29,016 properties attended to across the City.

Of the total number of households that participated, 10% or 3,048 households had ineligible items that were not collected. Approximately 10% or 329 of these households did not remove or dispose of their ineligible items, which required Council to collect as part of its illegal dumping contract.

COST TO DELIVER:

The total cost for Council to deliver the 2017 Kerbside Collection Service was \$961,473. This has been broken down into two categories being direct costs and indirect/in-kind costs and is detailed in the below table:

Description of Cost	Cost Amount (excl. GST)
Flyer, Calling Card Printing and Flyer Distribution	42,761
Waste Services Disposal Costs	54,766
Labour Expenses (Internal)	273,723
Labour Expenses (External)	432,200
Contractor Contingency	10,000
External and Internal Plant Hire (Vehicles, Fuel etc)	104,175
Materials (PPE)	6,213
Illegal Kerbside Collections (non-compliant)	15,012
Traffic Control	7,161
Subtotal Direct Cost	946,011
Indirect Cost	
Labour Costs – Administration	3,462
Labour Costs – Technical Support	12,000
Subtotal Indirect Cost	15,462
TOTAL COST TO DELIVER	961,473

CONCLUSION:

Overall the Kerbside Collection Service was received well by residents of the City and was a successful program. The utilisation of internal day labour staff was a positive outcome for the service as there was familiarity with the City and requirements that Council need to deliver this service successfully and without disruption.

For any proposed future Kerbside Collection Services for the City a number of matters will need to be considered such as the increase in population, increase in costs, increase in volume of material and appropriate resources to adequately manage the service.

RECOMMENDATION:

That the report be received and the contents noted.

Sharon Smith
EXECUTIVE ASSISTANT

I concur with the recommendation/s contained in this report.

Bryce Hines
ACTING CHIEF OPERATING OFFICER (WORKS, PARKS AND RECREATION)