

# **TERMS OF REFERENCE**

Development of the South Burnett  
Information Technology & Telecommunications  
Framework

South Burnett Local Government Association  
Comprising - Shires of Rosalie, Nanango, Kingaroy,  
Wondai Murgon and Kilkivan

## 1. INTRODUCTION

The aim of this project is to develop a regional telecommunications strategy that can be used as the basis for the development and submission of applications for the Federal Government's Networking the Nation Program, March 2002 funding round. Due to the short time frame involved applicants will be selected according to their ability to deliver on time. Applicants will also be required to provide assistance with the development of subsequent NTN funding applications due in March 6, 2002.

**Reasoning:** The new economy is a knowledge-based economy. To survive and succeed in the new economy, regional communities must make the connection between: the importance of identifying their knowledge, capabilities and deficits; enhancing their existing industries and talent; and attracting new ones. This requires knowledge strategies to link knowledge development at regional, industry and enterprise levels in ways not previously addressed in conventional economic development approaches.

**Key topics:** mapping regional knowledge capabilities and gaps; classifying knowledge at regional, industry and firm levels; building knowledge and learning communities; knowledge diffusion; developing regional strategies and pathways.

Traditionally, regional communities capitalised on their physical resources. In the new economy they will have to become equally adept at acquiring new skills and at sharing and integrating their collective knowledge resources. Such regional knowledge communities can be used to develop new products and services, establish new industries and attract investment.

## 2. BACKGROUND

The Project will be initiated and managed by the South Burnett Local Government Association, the peak regional development organisation in the South Burnett area of South East Queensland. The South Burnett consists of 6 shires (Rosalie, Nanango, Kingaroy, Wondai, Murgon, and Kilkivan) with a total population of approx. 35,000 and is located 3 hours NW of Brisbane. The area, though part of the Wide Bay-Burnett statistical region is quite distinct geographically, economically and socially.

The South Burnett region has to-date, been pro-active in seeking assistance from NTN to bolster our IT & T awareness, infrastructure and training. Presently a number of new initiatives are being discussed by the SBLGA IT & T Steering Committee, however it is felt that this approach might be too top down and that we would like to conduct a comprehensive bottom up needs analysis for the region, and to undertake more work on the viability of the proposed initiatives.

It is intended that the South Burnett Tele-communication Initiative, will deliver a framework to be used by community and business leaders, educators and special interest groups to assess unmet regional communication needs and to help influence the further development of the region's telecommunication infrastructure.

Advanced telecommunication facilities offer the prospect of meeting regional communication needs in ways which significantly reduce the disadvantage of distance, provide easier access to services and offer new economic opportunities. In the less regulated telecommunications environment of the future, it is unlikely that market forces

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alone will ensure the needs of our rural/remote region will be met, and hence unless we take action today to push towards the development of sustainable community-wide services and infrastructure, we in the South Burnett could end up on the wrong side of the digital divide.

### **3. AIM & OBJECTIVES**

1. Detailed infrastructure and services audit (identify existing and proposed infrastructure)
2. Needs Analysis/Identify IT & T gaps
3. Community Consultation (Bottom-up Approach)
4. Build on IT & T Projects commenced to-date. (South Burnett Online, Burnett.Net.Au, South Burnett Online Centre)
5. Preparation of NtN funding Applications

It is anticipated that some pre-feasibility work will be done on the following areas

- ❖ Demand Aggregation – Community Telco
- ❖ Voice over IP
- ❖ Wireless Local Loop
- ❖ Local Government – ASP/Bureau Model (WAN)

### **4. OTHER OBJECTIVES & ISSUES**

- Community Capacity Building (up-skilling) (utilisation of technology by local business advisors eg. Accountants)
- Enhance awareness/knowledge/diffusion
- Provision of broad IT & T services within sub-region
- Adequacy of training provision
- Non Inclusion of Cherbourg
- Non Inclusion of Mobile Telephony, which is to be covered under the Besley Report.
- Establishment of Corporate Partners
- State Infrastructure Plan

### **5. EOI REQUIREMENTS**

#### **INTENDED TIMING**

It is intended that the assignment will commence in January 2002. Consultants should indicate their availability and the time frames for each stage and the overall assignment

#### **PROPOSED METHODOLOGY**

Consultants should detail the methodology to be undertaken.

#### **DELIVERABLES EXPECTED**

Deliverables should include but not be limited to:

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- An outcome report at each stage
- A strategy document (Two (2) copies of the Draft Report are to be submitted to the Steering Committee towards the completion of the project. Four (4) copies of the Final Report are required to be submitted together with a copy on Floppy Disk compatible with Microsoft Word 7.0)
- An implementation program

## **CONSULTANT PERSONNEL**

Consultants should advise of the composition of the consultant team their roles and relevant experience. Referees able to support relevant experience and outcomes should be given.

## **FEES & EXPENSES**

All proposals should give a fixed overall cost for the project broken down in to Consulting fees, Travel, Accommodation and Other Expenses (Inc. GST).

## **TERMS OF PAYMENT**

A program of payments against suitable milestones should be given.

## **PROJECT MANAGEMENT AND REPORTING LINES**

Consultants will report through a Project Manager – Mr Cameron Bisley, South Burnett – Economic Development Officer to a Steering Committee consisting of:

Councillor David Carter - Chairperson SBLGA IT & T Steering Committee, Deputy Mayor Wondai Shire, Chairman BIITS

Mr Cameron Bisley - South Burnett - Economic Development Officer

Councillor Roger Nunn - Mayor of Kingaroy Shire Council

Mr Robert Carruthers - Chief Executive Officer – Murgon Shire Council

Mrs Nina Temperton – Manager – South Burnett Community Training Centre

Ms Linda Silburn – Executive Officer – Burnett Inland Economic Development Organisation

## **CONTACT DETAILS**

For further information interested person should contact:

Mr. Cameron Bisley  
South Burnett – Economic Development Officer

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Email: [cbisley@southburnett.com.au](mailto:cbisley@southburnett.com.au)

**LOGEMENT OF TENDERS**

Tenders should address the prescribed criteria and be posted to the above address by 4pm, Friday 14 December 2001. Email or fax submissions will be accepted

**CONSIDERATION OF TENDERS**

Tenders will be considered by the Steering Committee(s). Short-listed tenderers may be requested to present their tender in person at a time and place mutually agreeable to both parties.

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