Your attendance is required at a meeting of the Community Services Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 7 December 2016 commencing at 9.00am for transaction of the enclosed business.

ACTING CHIEF EXECUTIVE OFFICER
29 November 2016

Next Meeting Date: 18.01.17
Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.
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<tr>
<td>13</td>
<td>CLOSURE OF MEETING</td>
<td>52</td>
</tr>
</tbody>
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1 OPENING

2 PRESENT

Members Present:
   Councillor R A Swadling (Chairperson)
   The Mayor, Councillor M F Strelow
   Councillor N K Fisher
   Councillor A P Williams
   Councillor C R Rutherford

In Attendance:
   Mr M Rowe – General Manager Community Services
   Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Community Services Committee held 16 November 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA
6 BUSINESS OUTSTANDING

Nil
7 PUBLIC FORUMS/DEPUTATIONS

Nil
8 OFFICERS’ REPORTS

8.1 COMMUNITY ASSISTANCE PROGRAM

File No: 1018
Attachments: 1. Community Assistance Program
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

Twelve applications for funding were received for the second round of the Community Assistance Program for the current financial year. The applications have been assessed and recommendations for funding are presented for Council consideration.

OFFICER’S RECOMMENDATION

THAT Council approves the allocation of funding from the Community Assistance Program for the following:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Purpose of Grant/Sponsorship</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Queensland African Association Inc</td>
<td>Africa Day Celebrations 2017</td>
<td>352.00</td>
</tr>
<tr>
<td>Central Queensland Swimming Association Inc</td>
<td>2017 Central Queensland Swimming Championships</td>
<td>400.00</td>
</tr>
<tr>
<td>CQ Aquajets Swim Club Inc</td>
<td>Shut The Gate Learn 2 Swim - Roof Refurbishment</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Friends Of The Rockhampton Heritage Village Association</td>
<td>Restored Vehicle Display Centre – Stage 1</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Mount Morgan Rodeo Association Inc</td>
<td>Mount Morgan Rodeo 2017</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Newcastle Northstars Ice Hockey Ass. Inc</td>
<td>Ice Hockey Exhibition Game - Rockhampton</td>
<td>2,180.00</td>
</tr>
<tr>
<td>Queensland Netball Association - Capricorn Branch Inc</td>
<td>2017 Capricorn Claws Home Game</td>
<td>1,365.00</td>
</tr>
<tr>
<td>Rockhampton Bowls Club Inc</td>
<td>Increase the lighting of the footpath and garden section of the Rockhampton Bowls Club front entry of Victoria Parade</td>
<td>490.00</td>
</tr>
<tr>
<td>Rockhampton Saloon Car Inc</td>
<td>2nd Annual Kids Day at the Speedway - 17 December 2016</td>
<td>2,500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>34,787.00</td>
</tr>
</tbody>
</table>

COMMENTARY

Round two of the Community Assistance Program for the 2016 - 17 financial year closed on 7 November 2016. Applications were received for 12 projects for the requested amount of $97,594.05.
Analysis of the applications received showed that:

- 6 applications related to sponsorship of events
- 5 related to grant funding for capital/equipment projects
- 1 related to Community Organisation Support

The attached table includes the details of applications received; comments from the assessment panel, and recommend funding allocations for the eligible projects.

The following applications were not recommended for funding as it was felt that there may be alternative sources of funding available for the projects:

- Rockhampton SES Group safety fence project
- Umbrella Network Rockhampton NDIS facilitation and enhanced reporting project

Funding was not recommended for the Capricornia Catchments application as the project involved support for the association's Annual General Meeting.
COMMUNITY ASSISTANCE PROGRAM

Community Assistance Program

Meeting Date: 7 December 2016

Attachment No: 1
## Community Organisation Support

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project Details</th>
<th>Project Cost</th>
<th>Amount Requested</th>
<th>Amount Recommended</th>
<th>Assessment Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capricornia Catchments Incorporated</td>
<td>The association is seeking funding to hold its Annual General Meeting in the James Lawrence Pavilion on the 21 December 2016. The meeting will include an awards ceremony recognising the best environmentally focused projects within the region. As a not-for-profit community based natural resource management organisation, the association services an area of approximately 60,000km² in Central Queensland. It receives funding from Fitzroy Basin Association to implement sustainable land management practices within the catchments of the Fitzroy river.</td>
<td>$4,477.34</td>
<td>$2,327.34</td>
<td>$0</td>
<td>Application not considered eligible for support as does not assist the group to continue to deliver a service, and no details have been provided regarding the awards and their eligibility criteria.</td>
</tr>
</tbody>
</table>

**TOTAL**                                                                                              | **$4,477.34**                                              | **$2,327.34**  | **$0.00**         |                                                                                      |
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
<th>Project Cost</th>
<th>Amount Requested</th>
<th>Amount Recommended</th>
<th>Assessment Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Queensland African Association Inc</td>
<td>The Africa Day Celebration to be held on 29 May 2017 is a one day event held in commemoration of the 1963 founding of the Organisation of African Unity (OAU). It features displays highlighting the cultural diversity brought by Africans to Central Queensland communities. The event has been held for the past 4 years.</td>
<td>$16,400.00</td>
<td>$3,000.00</td>
<td>$352.00</td>
<td>Venue hire for Bauhinia House. The organisation has already received a grant of $7,000 from the State Government for the event. Recommend in-kind amount of $352 for hire of Bauhinia House.</td>
</tr>
<tr>
<td>Central Queensland Swimming Association Inc</td>
<td>2017 CQ Swimming Championships is a 3 day event that attracts swimmers from the Central Queensland area, with approximately 280 competitors expected to participate.</td>
<td>$9,255.00</td>
<td>$3,200.00</td>
<td>$400.00</td>
<td>The budget for the event includes $1,400 for travel and accommodation and $3,600 for medals and awards, with the other expenditure largely for venue hire costs. The projected income is $8,170 from gate entry and nomination fees. Parks Manager has indicated that Council sponsorship for venue and field guard costs is already captured in the agreement with the pool operator and that CQSA should negotiate this with the venue operator directly.</td>
</tr>
<tr>
<td>CQ Aquajets Swim Club Inc</td>
<td>Shut the Gate Leam2 Swim roof refurbishment project stage 2 seeks assistance to repair the roof of the facility which was damaged during Cyclone Marcia. With later rain events further damage has been incurred due to water ingress.</td>
<td>$65229.55</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td>Funding to be provided subject to success of Gambling Community Benefit Fund application and provision of approved plans.</td>
</tr>
<tr>
<td>Applicant</td>
<td>Project</td>
<td>Project Cost</td>
<td>Amount Requested</td>
<td>Amount Recommended</td>
<td>Assessment Comments</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Friends of the Rockhampton Heritage Village Association Inc</td>
<td>Application is for Restored Vehicle Display Centre – Stage 1. The aim is to provide an area in which the restored vehicles, tools, memorabilia etc. can be displayed in a manner which will enhance the features of the articles being displayed.</td>
<td>$70,816.00</td>
<td>$35,408.00</td>
<td>$5000.00</td>
<td>As the building has already been completed and funded by the Association it is recommended that a contribution of $5,000 be made.</td>
</tr>
<tr>
<td>Mount Morgan Rodeo Association</td>
<td>The Mount Morgan Rodeo will be held on 7 May 2017. Last year's event attracted 110 riders and around 1,500 spectators.</td>
<td>$42,199.00</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
<td>Application budget presented contains a number of inaccuracies and ineligible expenses for the club's ongoing operation eg. office furniture, insurance, annual audit fees. With adjustment the real cost appears to be around $30,000.00, with projected income of around $33,500. The association also received $10,300 from Council in the 2015-16 year for two projects.</td>
</tr>
<tr>
<td>Newcastle Northstars Ice Hockey Association Inc</td>
<td>Ice Hockey Rockhampton project aims to promote the sport of ice hockey by utilising the Frozen Wonderland ice skating rink at the Robert Schwarten Pavilion in January 2017. Classes will be held and a Rockhampton team will be developed to compete with an experienced visiting team drawn from the Newcastle Northstars which includes members of the Australian Ice Hockey team and international players.</td>
<td>$8,090.00</td>
<td>$3,480.00</td>
<td>$2,180.00</td>
<td>Community interest appears to not have been tested. Most expenses relate to costs of bringing players and coaches to Rockhampton, with all real expenses seemingly covered by ticket sales and sponsorship. Recommended that in-kind funding for accommodation of $1,180 and $1,000 towards seating be supplied.</td>
</tr>
<tr>
<td>Applicant</td>
<td>Project Description</td>
<td>Project Cost</td>
<td>Amount Requested</td>
<td>Amount Recommended</td>
<td>Assessment Comments</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
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<td>------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Queensland Netball Association – Capricorn Branch Inc</td>
<td>2017 Capricorn Claws Home Game project will involve the hosting of the Queensland State Netball League Country Division and U19’s in Rockhampton on 13-14 May 2017. It is anticipated that 15 regional teams will compete drawing up to 1500 spectators.</td>
<td>$13,730.00</td>
<td>$2730.00</td>
<td>$1,365.00</td>
<td>The real project cost appears to be $8,730 with all costs able to be met from ticket, merchandise, food and beverage sales; and Club funds. Recommend contribution of $1,365 as 50% of cost of venue hire at CQU.</td>
</tr>
<tr>
<td>Rockhampton Bowls Club Inc</td>
<td>Increase the lighting in Victoria Parade project aims to provide more lighting of the footpath and garden section of the Rockhampton Bowls Club front entry. The application states that the lighting will increase safety for the community who walk along the river bank at night time, and will fit into the beautification project of the Fitzroy River Bank.</td>
<td>$2,909.12</td>
<td>$979.12</td>
<td>$490.00</td>
<td>The organisation has received $13,312 towards refurbishment projects over the past 4 years as well as funding of $9,650 for the Mayoral trophy over the past 7 years. Recommend 50% of materials cost.</td>
</tr>
<tr>
<td>Rockhampton Saloon Car Club</td>
<td>2nd Annual Kids day at the speedway is a celebration of kids actively being involved in all aspect of Speedway from spectators to competitors, with a junior sedan CQ title held for drivers 10-17 years. The event is expected to attract over 1500 people.</td>
<td>$23,533.00</td>
<td>$5,000.00</td>
<td>$2,500.00</td>
<td>The application budget contains inaccuracies and is not supported by quotes, with the projected income appearing to cover the cost of the event. This organisation received $15,000 in funding from Council for the 2016 Australian Super Sedan title.</td>
</tr>
<tr>
<td>Rockhampton SES Group</td>
<td>Rockhampton SES Safety First project will erect a security perimeter fence at the building at 90 Charles Street to prevent unauthorised entry and incidents which have occurred on the site. The fence will be 1800mm high with barbed wire on top.</td>
<td>$18,219.19</td>
<td>$8,109.59</td>
<td>$0.00</td>
<td>Organisation is already supported by Council and State Government, and would be eligible to seek funding for this project through the SES non-recurrent grant program.</td>
</tr>
</tbody>
</table>
Umbrella Network Rockhampton Inc | NDIS facilitation and enhanced reporting project will provide for the electronic management of information and processes in readiness for the introduction of the NDSS in 2016. The organisation has sought quotes from two local providers to develop the system.

<table>
<thead>
<tr>
<th></th>
<th>Cost 1</th>
<th>Cost 2</th>
<th>Cost 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Umbrella Network Rockhampton Inc</td>
<td>$8,360.00</td>
<td>$8,360.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$64,751.31</strong></td>
<td><strong>$95,266.71</strong></td>
<td><strong>$34,787.00</strong></td>
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</tbody>
</table>

As this is a new scheme being introduced it is recommended that funding be sought from other levels of government with responsibility for NDIS. The applicant does not indicate if there has been any investigation of proprietary packages that may be available.
8.2 DRAFT SCHEDULE OF APPROVED COMMUNITY FACILITIES

File No: 11979

Attachments:
1. Draft Appendix A Schedule of Approved Community Facilities
2. Draft Appendix A Schedule of Approved Community Facilities with track changes

Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

Following adoption of the Community Grants and Minor Sponsorship Procedure a Schedule of Approved Community Facilities for the Facility Insurance Scheme has been developed for consideration by Council.

OFFICER’S RECOMMENDATION

THAT Council adopts Appendix A Schedule of Approved Community Facilities as an attachment to the Community Grants and Minor Sponsorship Procedure.

COMMENTARY

Council has adopted a revised Community Grants and Minor Sponsorship Policy and Procedure. The Procedure included provision for the Facility Insurance Scheme as one of the categories of funding provided through the Community Assistance Program.

Section 5.1.6 Facility Insurance Scheme of the Procedure stated:

"This scheme provides financial support to assist community organisation with the cost of maintaining insurance cover on facilities identified in Appendix A – the Schedule of Approved Community Facilities. Council will provide up to $500 per annum towards insurance of facilities that are deemed to be primarily for hire to the public."

Following further consideration it was determined that community organisations would be deemed to be ineligible if the facility:

- Received rate relief from Council, unless it was the only facility within that community
- Or only one organisation had exclusive use of the facility

On that basis the list of community facilities as outlined in the attached Appendix A has been identified as being eligible to receive assistance through the Facility Insurance Scheme.

The new Schedule is presented for Council consideration.
DRAFT SCHEDULE OF APPROVED COMMUNITY FACILITIES

Draft Appendix A Schedule of Approved Community Facilities

Meeting Date: 7 December 2016

Attachment No: 1
APPENDIX A

SCHEDULE OF APPROVED COMMUNITY FACILITIES

Council’s Community Facility Insurance Scheme provides financial support to community organisations for the insurance of identified facilities that are deemed to be primarily for hire to the public.

Community organisations will be ineligible to receive assistance from the Scheme if the facility:

▪ Receives rate relief (unless it is the only facility within that community); or
▪ One organisation only has exclusive use of the facility.

The following community facilities have been approved to receive the Community Facility Insurance Scheme:

▪ Alton Downs Hall Association
▪ Bajool School of Arts Committee
▪ QCWA Marmor Branch
▪ Upper Ulam Recreation and Sporting Benefit Association
▪ Wycarbah Hall and Sports Association
▪ Bouldercombe Hall
▪ Stanwell Hall
▪ Westwood Hall
▪ Ridgelands Hall
▪ Dalma Hall
▪ Kalapa Hall and Sports Committee
DRAFT SCHEDULE OF APPROVED COMMUNITY FACILITIES

Draft Appendix A Schedule of Approved Community Facilities with track changes

Meeting Date: 7 December 2016

Attachment No: 2
APPENDIX A

SCHEDULE OF APPROVED COMMUNITY FACILITIES

Council’s Community Facility Insurance Scheme provides financial support to community organisations for the insurance of identified facilities that are deemed to be primarily for hire to the public.

Community organisations will be ineligible to receive assistance from the Scheme if the facility:

- Receives rate relief (unless it is the only facility within that community); or
- One organisation only has exclusive use of the facility.

The following community facilities have been approved to receive the Community Facility Insurance Scheme:

- Currently funded
  - Alton Downs Hall Association
  - Bajool School of Arts Committee
  - QCWA Marmor Branch
  - Upper Ulam Recreation and Sporting Benefit Association
  - Wycarbah Hall and Sports Association

- Potential funding
  - Bouldercombe Hall
  - Coker Community Hall
  - Rockhampton Rodeo Band Hall
  - Community Services Hall Mt Morgan
  - Barcoo School of Arts
    - Stanwell Hall
    - Westwood Hall
  - Ridgelands Showgrounds
    - Ridgelands Hall
    - Dalma Hall
  - Ridgeland Tennis Club rooms
  - Parkhurst Hall
  - Australian South Sea Islander Community Centre
    - Kalapa Hall and Sports Committee
  - Other QCWA halls?
  - Scout and Guide Halls and Huts?
  - Church Halls?
  - Sporting Clubs?

---

Corporate Improvement and Strategy use only

Adopted/Approved: Draft
Version: 4
Reviewed Date:

Department: Community Services
Section: Communities and Facilities
Page No.: Page 1 of 1
8.3 DRAFT EQUITABLE ACCESS POLICY

File No: 11979
Attachments: 1. Draft Equitable Access Policy
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

In order to provide a framework to guide Council’s commitment to equitable access to its facilities and services an Equitable Access Policy has been developed.

OFFICER’S RECOMMENDATION

THAT Council adopts the Equitable Access Policy.

COMMENTARY

Council has obligations under state and federal legislation to ensure that its facilities, services, programs and information are accessible to all members of the community. As a community leader and a primary provider of services and facilities for the community it also recognises its responsibility to promote inclusiveness to improve the overall quality of life for locals and visitors to the region. As an employer it has proactively rejected discrimination and promoted equal opportunity. Strategies have been included in Corporate and Operational Plans to address these aspects.

Council also recognises that there may still be barriers for some people, and to further acknowledge its commitment to the principle of equitable access Council has requested the development of a policy to provide an overarching framework to underpin its operations.

It is further intended that an Action Plan be developed to address specific issues.

This policy will guide the development of the Action Plan and is presented to Council for consideration.
DRAFT EQUITABLE ACCESS POLICY

Draft Equitable Access Policy

Meeting Date: 7 December 2016

Attachment No: 1
EQUITABLE ACCESS POLICY
(COMMUNITY POLICY)

1 Scope:
This policy applies to Rockhampton Regional Council facilities, services and programs.

2 Purpose:
To provide a framework to support Council’s commitment to promoting inclusiveness and equitable access in the design, development and operation of Council facilities, services, and programs.

3 Related Documents:
Primary
Nil

Secondary
Anti-Discrimination Act 1991
Australian Human Rights Commission Act 1986
Building Act 1975
Civil Liability Act 2003
Disability Discrimination Act 1992
Disability Services Act 2006
Disability (Access to Premises – Buildings) Standards 2010
Disability Standards for Accessible Public Transport 2002
Local Government Act 2009
Multicultural Recognition Act 2016
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Work Health and Safety Act 2011
Building Code of Australia
Equal Employment Opportunity Policy

4 Definitions:
To assist in interpretation, the following definitions apply:

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>The practice of ensuring that all members of the community have the opportunity to access information, facilities, services and activities regardless of individual circumstances, characteristics, abilities, or background.</td>
</tr>
<tr>
<td>Council</td>
<td>Rockhampton Regional Council</td>
</tr>
<tr>
<td>Discrimination</td>
<td>The practice or act of treating a person unfavourably because of a personal characteristic protected by state and federal law.</td>
</tr>
<tr>
<td>Diversity</td>
<td>Refers to the variety of differences between people, including ethnic background.</td>
</tr>
</tbody>
</table>

Corporate Improvement and Strategy use only

Adopted/Approved: Draft
Version:          
Reviewed Date:    
Department:       Community Services
Page No.:         Page 1 of 3
Section:         Communities and Facilities
5 Policy Statement:

Council values the contribution that residents and visitors make to the area and is committed to improving accessibility and inclusion for all, with practices that respect the diversity of backgrounds, abilities, values, beliefs and lifestyles of people within the community.

Recognising that equitable access maximizes participation and social inclusion in the community, Council will seek to achieve the following outcomes:

5.1 Access to Facilities, Spaces and Amenities

Council will ensure that all relevant standards are applied to planning and development within the area, encouraging proactive processes that promote universal design. Wherever possible, Council will strive to go beyond the minimum standards to improve access to its buildings, facilities, public spaces and streetscapes.

5.2 Access to Information and Services

Council will deliver information in clear and accessible formats and media, and will provide services that are inclusive and responsive to community needs. It will provide training for employees to enhance their capacity to identify and remove any barriers to equitable access in the planning and delivery of services.

5.3 Advocacy and Engagement

Council will seek to influence public policy and resource allocation advocating for equitable funding, service delivery and planning to address the needs of diverse groups and individuals. It will engage with the diverse community to seek guidance in identifying issues for planning and advocacy.

5.4 Celebration and Participation

Council will seek to create an inclusive community that celebrates and values diversity by supporting local events, festivals and activities that promote pride, harmony, and respect for all. It will provide meaningful and inclusive capacity building opportunities to create pathways for people to connect, learn and enhance their strengths, overcome disadvantage, and foster a cohesive community.

---

Corporate Improvement and Strategy use only

Adopted/Approved: Draft
Version:
Reviewed Date:

Department: Community Services
Section: Communities and Facilities
Page No.: Page 2 of 3
6 Review Timelines:

This policy will be reviewed when any of the following occur:

6.1. The related information is amended or replaced; or

6.2. Other circumstances as determined from time to time by Council

7 Responsibilities:

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Chief Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Owner</td>
<td>General Manager Community Services</td>
</tr>
<tr>
<td>Policy Owner</td>
<td>Manager Communities and Facilities</td>
</tr>
<tr>
<td>Policy Quality Control</td>
<td>Corporate Improvement and Strategy</td>
</tr>
</tbody>
</table>

Evan Pardon
Chief Executive Officer
8.4 EXEMPTION OF FEES AND CHARGES FOR PUBLIC EVENTS POLICY

File No: 6237

Attachments: 1. Draft Exemption of Fees and Charges for Public Events Policy

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Peter Owens - Manager Arts and Heritage

SUMMARY

A policy under which the exemption of Rockhampton Regional Council adopted fees and charges for eligible public events being held at designated Rockhampton Regional Council owned or controlled roads, public reserves and/or community halls can be made, is presented for adoption.

OFFICER’S RECOMMENDATION

THAT the Exemption of Fees and Charges for Public Events Policy be ‘adopted’.

COMMENTARY

Council has requested that a mechanism be developed to allow selected Rockhampton Regional Council owned and/or controlled locations across the region be made available for one-off community events without the application of the standard adopted fees and charges.

A policy document is now presented for Council’s consideration and approval.

It is anticipated that a detailed operational procedure will be developed to guide the management and implementation of the policy by the officers charged with the control and hire of the spaces covered under the policy.
EXEMPTION OF FEES AND CHARGES FOR PUBLIC EVENTS POLICY

Draft Exemption of Fees and Charges for Public Events Policy

Meeting Date: 7 December 2016

Attachment No: 1
EXEMPTION OF FEES AND CHARGES
FOR PUBLIC EVENTS POLICY
(COMMUNITY POLICY)

1 Scope:
This policy applies to the exemption of Rockhampton Regional Council adopted fees and
charges for eligible public events being held in a designated Rockhampton Regional Council
owned or controlled road, public reserve and/or community hall.

2 Purpose:
To provide a consistent and equitable approach to the exemption of Council's adopted fees
and charges, under a framework that permits use of a public space in a manner that
achieves a balance between the needs of users of a space, whilst recognising the
contribution that public events in that space make in creating a vibrant and active space.

3 Related Documents:
Primary
Nil

Secondary
Exemption of Fees and Charges for Public Events Procedure
Fees and Charges Schedule
Local Law No. 1 (Administration) 2011
Subordinate Local Law No. 1.12 (Operation of Temporary Entertainments Events) 2011

4 Definitions:
To assist in interpretation, the following definitions apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Market</td>
<td>A market, car-boot sale or temporary stall at which goods are</td>
</tr>
<tr>
<td></td>
<td>offered for sale to the public, where the primary objective is to</td>
</tr>
<tr>
<td></td>
<td>raise funds for a community organisation, and where the</td>
</tr>
<tr>
<td></td>
<td>stallholders do not already sell goods as a registered business</td>
</tr>
<tr>
<td></td>
<td>or on a registered business premises elsewhere in the Region.</td>
</tr>
<tr>
<td>Community Organisation</td>
<td>As per schedule 8 of the Local Government Regulation 2012:</td>
</tr>
<tr>
<td></td>
<td>(a) An entity that carries on activities for a public purpose; or</td>
</tr>
<tr>
<td></td>
<td>(b) An entity whose primary objective is not directed at</td>
</tr>
<tr>
<td></td>
<td>making a profit.</td>
</tr>
<tr>
<td>Council</td>
<td>Rockhampton Regional Council</td>
</tr>
<tr>
<td>Event Organiser</td>
<td>A community organisation based within the region or a resident of the</td>
</tr>
<tr>
<td></td>
<td>Region.</td>
</tr>
<tr>
<td>Fees and Charges</td>
<td>Council fees and charges contained within the schedule adopted annually in</td>
</tr>
<tr>
<td></td>
<td>accordance with the Local Government Regulation</td>
</tr>
</tbody>
</table>

Corporate Improvement and Strategy use only

| Adopted/Approved:       | Draft                        |
| Version:               | 1                            |
| Reviewed Date:         |                               |
| Department:            | Community Services           |
| Section:               | Community Services           |
| Page No.:              | Page 1 of 3                  |
Moveable Event | Fun runs, parades, rallies, marches and races with associated permits and road closures.
---|---
Public Event | Public festival, community market or moveable event.

5 Policy Statement:
Council’s fees and charges are fixed annually by Council in accordance with the Local Government Regulation 2012 and exemptions are not generally granted.

Council is however committed to supporting community events on designated Council owned or controlled roads, public reserves and/or community halls providing these events:

- Benefit the community;
- Keep with local community values and expectations; and
- Are managed to maximise positive benefits to both residents and visitors to the Region.

Council may exempt an event organiser from the applicable application and admin booking fees and hire fees at designated locations for one-off community events that meet the criteria in section 5.1. The availability of spaces for such events will be determined by their community focus reflecting the purpose for which the reserves or halls were created.

The policy does not exempt an event organiser from the payment of prescribed security bonds, cleaning and electricity charges and any requested extra charges such as bin provision and collection nor the requirement to complete and provide all mandatory and supporting documentation.

5.1 Criteria
Eligibility for fees and charges exemption will be determined by the following criteria:

- The event will result in positive promotion of the Region;
- The event must be conducted solely on the designated Council location;
- Event organisers are residents or community organisations based within the Region;
- Revenue derived from the event will be expended within the Region or provided to a registered charity providing services within the Region;
- Where possible the goods and services used or sold at the event will be sourced within the Region and from local businesses; and
- Suitable risk management measures for the event must be in evidence, for example road closure permits, public liability insurance and risk assessments in accordance with standard application and booking procedures.

5.2 Designated Locations

The following Council owned or controlled locations may be utilised:

- Rockhampton Music Bowl
- James Lawrence Pavilion at the Rockhampton Showgrounds
- All named parks
- All named roads
- Mount Morgan School of Arts
- Mount Morgan Showgrounds
- Calliope Youth Centre (Green Shed) Mount Morgan
- Gracemere Community Centre

Corporate Improvement and Strategy use only
Adopted/Approved: Draft
Version: 1
Reviewed Date: 
Department: Community Services
Section: Community Services
Page No.: Page 2 of 3
5.3 Exclusions

The following event types, facilities and venues are excluded from this policy:

- Events which are not open to the public for example private corporate events, weddings and closed private functions;
- Events arranged by a political organisation or of a political nature;
- Events where alcohol is sold;
- Events longer than a two day period;
- Events held on a regular basis i.e. weekly or monthly;
- Events expected to be attended by less than 50 persons;
- Council owned or controlled land/facilities which an organisation has an existing lease or tenancy agreement with Council; and
- Pilbeam Theatre, Rockhampton Showgrounds (with the exception of the James Lawrence Pavilion), Rockhampton Heritage Village, Rockhampton Art Gallery, Schotia Place, Bauhinia House, Fitzroy Room at the Rockhampton Regional Library and Walter Reid Cultural Centre.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

6.1. The related information is amended or replaced; or
6.2. Other circumstances as determined from time to time by the Council.

7 Responsibilities:

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Chief Executive Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Owner</td>
<td>General Manager Community Services</td>
</tr>
<tr>
<td>Policy Owner</td>
<td>General Manager Community Services</td>
</tr>
<tr>
<td>Policy Quality Control</td>
<td>Corporate Improvement and Strategy</td>
</tr>
</tbody>
</table>

Evan Pardon
Chief Executive Officer
8.5 2017 AUSTRALIA DAY EVENT GRANT FUND

File No: 5095
Attachments:
1. Application - Gracemere Lions Club
2. Applications - Rotary Club of Mt Morgan
3. Application - Friends of the Heritage Village

Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

In 2013 Council resolved to establish an Australia Day Community Grants Program to assist local organisations to coordinate community based Australia Day celebration across the region. Applications for funding to support activities for Australia Day 2017 are now presented for Council approval.

OFFICER’S RECOMMENDATION

THAT Council:

• award a grant of $3,800 to the Rotary Club of Mt Morgan to assist the group in presenting a community-focused Australia Day celebration in Mt Morgan in 2017;

• award a grant of $9,220 to the Lions Club of Gracemere to assist the group in presenting a community-focused Australia Day celebration in Gracemere in 2017; and

• award a grant of $1,600 to the Friends of the Heritage Village to assist the group in presenting a community-focused Australia Day celebration in Rockhampton in 2017.

COMMENTARY

With Council having resolved in 2013, to establish an Australia Day Community Grants Program to assist local community-based organisations to present Australia Day events across the region, applications for funding to support activities for Australia Day 2017 are now presented for Council approval.

A media release calling for applications for funding was distributed to all media on 27 September 2016 and a news article ran in the Rockhampton Morning Bulletin on 28 September 2016 on page 5. A paid press advertisement (M3x3 – 92mmx129mm) was also placed in the Morning Bulletin on Saturday 26 September 2016 appearing prominently on page 7 of that edition at a cost of $380.00.

Completed application forms have been received from the Rotary Club of Mt Morgan for an event at Mt Morgan ($3800 requested), from the Lions Club of Gracemere for an event in Gracemere ($9600 requested) and from the Friends of the Heritage Village for an event in Rockhampton ($1600 requested). All applications are attached for committee members’ information.

The total program budget for the 16/17 financial year is $15,000 and after the deduction of advertising costs it is recommended that both the Rotary Club of Mt Morgan and the Friends of the Heritage Village receive the full amount requested in their respective applications, while the Lions Club of Gracemere receive the balance of the available fund, that is, $9,220.
2017 AUSTRALIA DAY EVENT GRANT FUND

Application - Gracemere Lions Club

Meeting Date: 7 December 2016

Attachment No: 1
Australia Day Community Event Grants Application Form

Applicant Details

Organisation name: Grassmere Lions

Contact name: ________________________
First: ________________________
Middle: ________________________
Last: ________________________

Residential address: ________________________

Postal address: ________________________

Preferred contact number: ________________________

Declaration

I submit this form with the relevant supporting documentation as required. I declare that these details are correct to the best of my knowledge.

Name: ________________________
Signature: ________________________
Date: ________________________

Public Liability Insurance

Name of insurer: ________________________
Policy number: ________________________
Policy limit: ________________________
Expiry date: ________________________

Event Details

Name: Australia Day

Location: ________________________

Description of event:

Grassmere Australia Day showcases music, entertainment, food and activities for all ages.

Event dates: January 26th
Start time: 2 pm
Finish time: 9 pm

Event contact name: ________________________
Preferred contact number: ________________________

Anticipated attendance: ________________________

Has this event occurred before? [ ] Yes [ ] No

Target Audience: ________________________

[ ] Younger children
[ ] Family-friendly
[ ] Sporting competition
[ ] Entertainment
[ ] Other: ________________________

ART01 V1 Approved 4 March 2016

Page 1 of 2
What other groups or organisations have indicated a willingness to be involved in this event? (Please attach letters of support)

Discuss how your activity/event will complement and build on existing Australia Day activities.

Please indicate which of the following Australia Day objectives are met by your activity/event:

- Inspires national spirit and enriches the life of the nation
- Embodies the Australia Day brand values of freedom, fair go, tolerance, mateship, diversity, community and humility
- Acknowledges Australia Day for all Australians and any activity must reflect, encourage and enhance togetherness
- Acknowledges and pays respect to the ancient traditions and history of Australia's indigenous community
- Family, fun and free
- Ensures community participation in the planning, organisation and enjoyment of the activity

### Budget

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<tr>
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<td>Permit/approvals</td>
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<tr>
<td></td>
<td>Materials</td>
</tr>
<tr>
<td>Grant requested from RGS</td>
<td>Contributions</td>
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<tr>
<td></td>
<td>Venue Hire</td>
</tr>
<tr>
<td>Other grants/sponsorship</td>
<td>Catering</td>
</tr>
<tr>
<td></td>
<td>Other (please list)</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total income:</strong></td>
<td><strong>Total expenditure:</strong></td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Supporting Documentation**

Please remember to provide the following supporting documentation when submitting this form:

- Copy of organisation’s public liability and indemnity insurance
- Letters of support from partner groups and organisations
CERTIFICATE OF CURRENCY
TO WHOM IT MAY CONCERN

This is to confirm that cover has been arranged as set out below and the Insurance is
current to the date detailed.

INSURED: MULTIPLE DISTRICT 201 COUNCIL of LIONS CLUBS INTERNATIONAL Inc.
on behalf of ALL LIONS CLUBS, LIONESS CLUBS and LEO CLUBS in
AUSTRALIA, PAPUA NEW GUINEA and NORFOLK ISLAND. (This includes
 bona fide Voluntary Workers of the Club.)

INSURER: Lloyds of London

CLASS: LEGAL LIABILITY to the GENERAL PUBLIC,

SITUATION: ANYWHERE in AUSTRALIA, PAPUA NEW GUINEA & NORFOLK ISLAND.

SUM INSURED: $AUD 19,000,000 in EXCESS of $AUD 1,000,000 provided under
Policy #: ACE Insurance - 01CL440469 issued by ACE Insurance
Limited, Melbourne.

POLICY No.: 110962703  DUE DATE: 1st SEPTEMBER, 2017

This Certificate is issued as a matter of information only and does not amend, extend
or alter the coverage afforded by the Policy. This Certificate is also issued subject to the
terms, conditions, exclusions and endorsements of the Policy.

With Kind Regards,

Garry Galvin

Garry Galvin
Authorised Representative - AFSL 001239538
Lions Australia Insurance Programme Consultant.
CERTIFICATE OF CURRENCY

Public and Products Liability

Date of Issue: 17 August 2016

Issuing Officer: Melbourne

To Whom It May Concern

The International Aboriginal Soccer Club

Policy Number: 12345678

Class: Public and Products Liability

Policy Period: From: 11 September 2016 at 00:00 Local Standard Time
To: 31 September 2017 at 00:00 Local Standard Time, subject to early renewal

Coverage: Subject to the terms and conditions and exclusions of the Policy. ACE shall indemnify the Insured for all costs which the Insured shall legally become liable to pay as a result of Personal Injury, on Property Damage occurring within the Policy Territory during the Policy Period as a result of an Occurrence happening in connection with the activities of the Insured.

Limit of Liability: AUD 1,000,000 per Occurrence and AUD 2,000,000 in the Aggregate

Participation: ACE 100%

Signed for and on behalf of ACE Insurance Limited:

[Signature]

Authorized Officer
ACE Insurance Limited ABN 23 001 632 620

This is a Policy summarised only. The terms of the Insurance Policy and Policy Document are controlling.

[Stamp]
QUOTE SHEET

Please find the Quote for rides in Gracemere from 2pm to 8 pm on Australia Day. Prices include GST set up, operators for the amusements rides and pack up. Insurance (20 million dollar cover) up to date log books and you are to provide power. All staff have working with children BLUE CARDS and are fully trained to run our amusements rides. All our rides come FULLY FENCED. We also meet all Australian standards.

1x MEGA SLIDE
1x MERRY GO ROUND
1x ROCKWALL
1x JUMPING CASTLE COMBO
The total cost is $4200 Inc GST

1x MERRY GO ROUND
1x JUMPING CASTLE COMBO
1x ROCKWALL
1x MECHANICAL BULL
The total cost is $3300 Inc GST

Thank you:
Roy Johnson

*****Please note once you confirm this quote this will be booked in and full payment is due ***********
**** In the event of this event being cancelled the full amount is due and/or will not be refunded ******
HIRE QUOTATION & BOOKING AGREEMENT

Gracemere Lions Club INC

Booking Reference: 412925257
Quotation Date: 30/05/2016
Time: 12:30
Purchase Order No:

COMMUNITY SERVICES COMMITTEE
AGENDA
7 DECEMBER 2016

```
We are here to help - in the event of faulty or missing equipment please notify
CQ Party Hire on the office support number 4929 0787.
```

<table>
<thead>
<tr>
<th>Equipment/Description</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Pavilion Marquee &lt; 3 sides walled</td>
<td>1</td>
<td>5,888.88</td>
<td>5,888.88</td>
</tr>
</tbody>
</table>
| Set up of this marquee requires a person who can
| enter into the marquee from the ground. Large weights can be supplied for additional charge. |
| Please refer to our hire agreement for more information. |
| 3m Wall Set                                  | 1    | 26.22      | 26.22  |
| 3m Wall Set End Set                         | 1    | 19.80      | 19.80  |
| Heading Sub Total                           |      |            | 3,156.40|
| Canvas Pagoda Marquee = no walls            | 1    | 589.08     | 589.08 |
| Pagoda on a 8m white                            |
| Set up of this marquee requires a person who can enter into the marquee from the ground. Large weights can be supplied for additional charge. |
| Please refer to our hire agreement for more information. |
| Heading Sub Total                           |      |            | 589.08 |
| Canvas Pavilion Marquee = 3 sides walled    | 1    | 285.48     | 285.48 |
| Corporate Marquee 12m x 12m Day                |
| Special Provisions required refer to ‘Underground Works’ section in HIRE Agreement. |
| 12m Wall Set                                  | 1    | 24.25      | 24.25  |
| 12m Wall Set End Set                         | 1    | 24.25      | 24.25  |
| Heading Sub Total                           |      |            | 3,155.50|
C.Q. Mobile Disco  
191 Coome Street  
FRENCHVILLE, QLD 4701  
Tel: 0468 970 530  
Fax:  

A.B.N.  

Sold to  
Cash Sale  
Gracemere Australia Day 2017 2pm - 8pm  
Sharon Mckerrow  

### Quote  

<table>
<thead>
<tr>
<th>Quote No.</th>
<th>Customer</th>
<th>Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>Cash</td>
<td>7/09/2016</td>
<td>1</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Tax Code</th>
<th>Unit Price</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full PA including: 2x SRX 725, DBX driverack, Amplifier, Digital desk, digital multicore,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>FC'd back X2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>generator</td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>FOH Operator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Rotunda light WHITE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Marquee Lights WHITE x2</td>
<td></td>
<td></td>
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<tr>
<td>1</td>
<td>Cable covers</td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Total Price Of Job including setup pickup and transport</td>
<td></td>
<td>$1,850.00</td>
<td></td>
<td>$1,850.00</td>
</tr>
</tbody>
</table>

Total Discount Amount $0.00
C.Q. Mobile Disco  
191 Coome Street  
FRENCHVILLE, QLD 4701  
Tel: 0488 670 830  
Fax:

A.B.N.

## Quote

<table>
<thead>
<tr>
<th>Quote No.</th>
<th>Customer</th>
<th>Date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>Cash</td>
<td>7/09/2016</td>
<td>1</td>
</tr>
</tbody>
</table>

**Sold to**  
Cash Sale  
Gracemere Australia Day 2017 2pm - 8pm  
Sharon Mckerrrow

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Tax Code</th>
<th>Unit Price</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full PA including: 2x SRX 725, DBX driverack, Amplifier, Digital dest, digital mullicore,</td>
<td></td>
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<td>1</td>
<td>Fo'back X2</td>
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<td>1</td>
<td>generator</td>
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<td>FOH Operator</td>
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<td>1</td>
<td>Rotunda light WHITE</td>
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<td>1</td>
<td>Marquee Lights WHITE X2</td>
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<td>Cable covers</td>
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<tr>
<td>1</td>
<td>Total Price Of Job including setup pickup and transport</td>
<td></td>
<td>$1,850.00</td>
<td>$1,850.00</td>
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</tr>
</tbody>
</table>

| Total Discount Amount | $0.00 |

**Comments**  
Payment information BSB: 014 729 Account No: 381903691  
Account Name: C.Q. Mobile Disco

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<tr>
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<td>$1,850.00</td>
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</table>
2017 AUSTRALIA DAY EVENT GRANT FUND

Applications - Rotary Club of Mt Morgan

Meeting Date: 7 December 2016

Attachment No: 2
Australia Day Community Event Grants Application Form

Organisation name: Rotary Club of Mount Morgan

Contact name: Del Rowley

Residential address:

Postal address: (if different)

Preferred contact number:

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name: Del Rowley

Signature: Del Rowley

Date: 04/01/16

Public Liability Insurance

Name of insurer: QBE

Policy number: AQR008958PLB

Policy limit: $50,000,000 Public, $50,000,000 Products

Expired date: 4pm on June, 2017

Event Details

Name: Australia Day Celebrations

Location: Mount Morgan Dam

Description of event:
The Rotary Club of Mount Morgan provides a free family fun celebration day for the community at the Big Dam for Australia Day.

Through our past successful grant applications from Rockhampton Regional Council we have been able to provide a great, fun filled day for the community with 300 plus people taking advantage of the day. Some of these people were out of town visitors as well.

There are free rides, face painting, ice cream, lamingtons, bread and vegemite and sausage sizzle.

Event date: 26th January, 2017

Start time: 9.00

Finish time:

Event contact name: Del Rowley

Anticipated attendance: 300

Has this event occurred before? Yes No

Target Audience:

Families from our community and others who would like to attend. Visitors from last year indicated they would like to return again.
What other groups or organisations have indicated a willingness to be involved in this event? (Please attach letters of support)
Members of our Rotary Club have connections to other clubs in Mount Morgan

Describe how your activity/event will complement and build on existing Australia Day activities:
This is the only Australia Day event in our town and is enjoyed by all who attend to celebrate this important occasion. Our Asian and Indigenous families also attend to celebrate

Please indicate which of the following Australia Day objectives are met by your activity/event; (tick one or more boxes as appropriate)
- Inspires national spirit and enriches the life of the nation
- Embodies the Australia Day brand values of freedom, 'fair go', altruism, mateship, diversity, community and humility
- Acknowledges Australia Day for all Australians and any activity must reflect, encourage and enhance togetherness
- Acknowledges and pays respect to the ancient traditions and history of Australia's Indigenous community
- Family, fun and free
- Ensures community participation in the planning and/or enjoyment of the activity

**Budget**

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
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<tr>
<td>Grant requested from RRC</td>
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<tr>
<td>Other grants or sponsorship</td>
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</tr>
<tr>
<td>In-kind (please detail)</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Total income:** $4,400.00 **Total expenditure:** $4,765.35

**Supporting Documentation**

Please remember to provide the following supporting documentation when submitting this form:
- Copy of organisation's public liability and indemnity insurance
- Letters of support from partner groups and organisations

---

ART01 | V1 | Approved 4 March 2016

Page 2 of 2
# Certificate of Currency

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>AQ R008998 PLH</th>
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<tbody>
<tr>
<td>Name of Insured</td>
<td>Rotary Club of Mount Morgan</td>
</tr>
<tr>
<td>Type of Insurance</td>
<td>Public and Products Liability</td>
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<tr>
<td>Cover</td>
<td>QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.</td>
</tr>
<tr>
<td>Limit of Liability</td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td>$50,000,000 any one Occurrence</td>
</tr>
<tr>
<td>Products</td>
<td>$50,000,000 any one Occurrence &amp; in the aggregate for all injury or damage occurring during the Period of Insurance.</td>
</tr>
<tr>
<td>Territorial Limits</td>
<td>Anywhere in the World but subject to the Terms, Conditions and Exceptions of the Policy</td>
</tr>
<tr>
<td>Period of Insurance</td>
<td>From 4.00pm on 30th June 2016 to 4.00pm on 30th June 2017</td>
</tr>
<tr>
<td>Special Conditions</td>
<td>Subject to the existing Terms, Conditions and Exceptions of the Policy</td>
</tr>
</tbody>
</table>

Brisbane this 30th day of June 2016

Signed:

OBE INSURANCE AUSTRALASIA LIMITED
AON:793699 P00268
APL Licence No.0388642

Rotary GPL Certificate of Currency Template 2016-2017
2017 AUSTRALIA DAY EVENT GRANT FUND

Application - Friends of the Heritage Village

Meeting Date: 7 December 2016

Attachment No: 3
Australia Day Community Event Grants Application Form

Organisation name: Friends of the Rockhampton Heritage Village Assn
ABN: 68 488 314 376

Contact name: Peter Finnigan

Residential address

Postal address: 

Preferred contact number: 
Email: 

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name: Peter Finnigan
Signature: 
Date: 28.10.16

Public Liability Insurance (please note a copy of your public liability insurance and fee statement must be provided)

Name of insurer: 
Policy number: RI 8063471
Policy limit: $20,000,000
Expiry date: 17/03/2017

Event Details

Name: Australia Day Celebrations
Location: Rockhampton Heritage Village - Parkhurst

Description of event:
A community Australia Day celebration with a focus on traditional lifestyle and outdoor activities including coach and vintage car rides, free sausage sizzle for first 500 visitors up until 9am. Breakfast with Bob Pacey the bush poet, demonstrations such as water diving, splitting native bee hives and more. Fun activities will include a Bushman’s Beard competition for both real and fake beards as well as water activities suited to the typical hot weather in January.

Event date: 26 January 2017
Start time: 8.00 am / 8.00 pm
Finish time: 1.30 pm / 1.30 pm

Event contact name: Peter Finnigan
Preferred contact number

Anticipated attendance: 3000 - 5000
Has this event occurred before? ☐ Yes ☐ No

Target Audience:
Local families, disabled, elderly, passing tourists and dedicated market goers.
What other groups or organisations have indicated a willingness to be involved in this event? *(Please attach letters of support)*

N/-

Describe how your activity/event will complement and build on existing Australia Day activities:
The focus will be on fun, food and entertainment for all the family as well as being educational and informative in relation to traditional activities and a proud celebration of the typical Australian way of life.

Please indicate which of the following Australia Day objectives are met by your activity/event: *(tick one or more boxes as appropriate)*

- [x] Inspires national spirit and enriches the life of the nation
- [x] Embodies the Australia Day brand values of freedom, 'fair go', altruism, mateship, diversity, community and humility
- [x] Acknowledges Australia Day for all Australians and any activity must reflect, encourage and enhance togetherness
- [x] Acknowledges and pays respect to the ancient traditions and history of Australia's Indigenous community
- [x] Family, fun and free
- [x] Ensures community participation in the planning and/or enjoyment of the activity

**Budget**

<table>
<thead>
<tr>
<th>Income</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>$1600</td>
</tr>
<tr>
<td>Organisation contribution</td>
<td>$1600</td>
</tr>
<tr>
<td>Grant requested from RRC</td>
<td>Permits/approvals</td>
</tr>
<tr>
<td>Other grants or sponsorship (out)</td>
<td>Materials</td>
</tr>
<tr>
<td>In-kind (please detail)</td>
<td>Contractors</td>
</tr>
<tr>
<td></td>
<td>Venue Hire</td>
</tr>
<tr>
<td></td>
<td>Catering</td>
</tr>
<tr>
<td></td>
<td>Other (please list)</td>
</tr>
<tr>
<td></td>
<td>Entertainment $1350</td>
</tr>
<tr>
<td></td>
<td>Flags and Tattoos to be handed out free of charge $250</td>
</tr>
</tbody>
</table>

Total income: $1600
Total expenditure: $1600

**Supporting Documentation**

Please remember to provide the following supporting documentation when submitting this form:

- [x] Copy of organisation’s public liability and indemnity insurance
- [ ] Letters of support from partner groups and organisations
CONFIRMATION OF INSURANCE – PUBLIC LIABILITY & PRODUCTS

In our capacity as Insurance Brokers to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date.

**NAMED INSURED:** Friends of Rockhampton Heritage Village Association Inc.

**BUSINESS:** Principally Not For Profit Organisation

**SITUATION:** Anywhere in Australia

**INTEREST INSURED:** Legal Liability to third parties for injury and/or damage to Property caused by an occurrence in connection with the Insured’s business.

- **LIMIT OF LIABILITY:** $20,000,000 Any one occurrence with respect to Public Liability
- **Any occurrence with respect to Products Liability**

**INSURER:** ASR Underwriting Agency

**POLICY NO.:** 506-54-77

**EXPIRY DATE:** 17/02/2017

**PENDING:** NIL

**INTERESTED PARTY:** NIL

**POLICY EXTENSIONS:** Cross Liability Waiver of Subrogation to Principal (where Principal noted)

Signed for and on behalf of

**REGIONAL INSURANCE BROKERS**

This Schedule has been issued in the course of our work and does not purport to examine policy, warrants or expiry and cannot be relied upon as such. It is subject always to the terms conditions and limitations of the Insurance Policy and is based on a matter of belief only. It does not indicate that the Insurance Policy to any party. Regional Insurance Brokers in no way will reimburse any party if the Insurance policy is cancelled, amended or changed after the Issue Date.
8.6 LEASE FOR ROCKHAMPTON CATTLE CLUB INC. AT THE ROCKHAMPTON SHOWGROUNDS

File No: 8763
Attachments: 1. Rockhampton Cattle Club Inc. Sketch Plan
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

A trustee permit between Council and the Rockhampton Cattle Club Inc. for a parcel of land and associated building, wholly contained within the Rockhampton Showgrounds, has now expired and Council’s resolution is required to issue the club with a new trustee lease over the property.

OFFICER’S RECOMMENDATION

THAT

1. Pursuant to section 236(1)(b)(ii) and (c)(iii) of the Local Government Regulation 2012 (Qld), Council approve the issuing of a Trustee Lease to the Rockhampton Cattle Club Inc. for the property as shown in the attached sketch plan;

2. Council authorises the Chief Executive Officer (Manager Arts & Heritage) to negotiate the terms and conditions of the agreements with the Rockhampton Cattle Club Inc. in preparation for execution by the delegated officer; and

3. Council confirms its ongoing ownership of the fixed improvements on the parcel of land shown in the sketch plan and assumes responsibility for the ongoing maintenance of the building structure.

COMMENTARY

The Rockhampton Cattle Club operates from a building located at the Rockhampton Showgrounds as shown on the attached sketch plan.

It is understood that in early 2003, the then Rockhampton City Council, in becoming the trustee of the Rockhampton Showgrounds, became the owner of fixed improvements on the reserve and therefore responsible for the ongoing maintenance of the building in question.

Over the intervening period the club’s use of the building has been covered by either a Freehold Licence or a Trustee Permit, however given the club’s exclusive use of the building it has been determined that the appropriate form of agreement to use would be a Trustee Lease.

Under Section 236 of the Local Government Regulation 2012 (Qld), Council has the ability to enter into leases with community organisations, provided that Council has decided, by resolution that the exception applies to the leasing of valuable non-current assets (i.e. land) other than by tender or auction.

Accordingly, it is therefore recommended that Council offer the club a Trustee Lease for a period of three year from 1 April 2016 to 30 March 2019; applies the multipurpose building fee as set by Council in the 16/17 adopted Fees and Charges; confirms its ongoing ownership of the fixed improvements and assumes responsibility for the ongoing maintenance of the building structure.
LEASE FOR ROCKHAMPTON CATTLE CLUB INC. AT THE ROCKHAMPTON SHOWGROUNDS

Rockhampton Cattle Club Inc. Sketch Plan

Meeting Date: 7 December 2016

Attachment No: 1
9 NOTICES OF MOTION

Nil
10 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.
11 CLOSED SESSION

In accordance with the provisions of section 275 of the Local Government Regulation 2012, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the Local Government Regulation 2012, for the reasons indicated.

12.1 Walter Reid Cultural Centre Lease Renewals

This report is considered confidential in accordance with section 275(1)(e), of the Local Government Regulation 2012, as it contains information relating to contracts proposed to be made by it.
12  CONFIDENTIAL REPORTS

12.1  WALTER REID CULTURAL CENTRE LEASE RENEWALS

File No: 2210

Attachments:

1. Table of Walter Reid Cultural Centre Leases and Licences
2. Walter Reid Cultural Centre Sketch Plan

Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

This report is considered confidential in accordance with section 275(1)(e), of the Local Government Regulation 2012, as it contains information relating to contracts proposed to be made by it.

SUMMARY

All current tenant leases and licences in the Walter Reid Cultural Centre are near the end of the current term and Council’s approval to offer the existing tenants new agreements is required.
13  CLOSURE OF MEETING