



COMMUNITIES COMMITTEE MEETING

AGENDA

16 AUGUST 2022

Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 16 August 2022 for transaction of the enclosed business.

Meeting to commence no sooner than 15 minutes after the conclusion of the Infrastructure Committee meeting.

A handwritten signature in black ink, appearing to be "C. P.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
12 August 2022

Next Meeting Date: 20.09.22

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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	2
2	PRESENT	2
3	APOLOGIES AND LEAVE OF ABSENCE	2
4	CONFIRMATION OF MINUTES.....	2
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	2
6	BUSINESS OUTSTANDING.....	2
	NIL	2
7	PUBLIC FORUMS/DEPUTATIONS	2
	NIL	2
8	OFFICERS' REPORTS	3
8.1	SUSTAINABILITY STRATEGY (TOWARDS 2030) - PROPOSED CONSULTATION.....	3
8.2	TERMS OF REFERENCE - RADF COMMITTEE	30
8.3	COMMUNITY ASSISTANCE PROGRAM.....	41
8.4	PROPERTY MATTER - 78 EAST STREET, MOUNT MORGAN	95
8.5	2022 FREEHOLD LEASE AND TRUSTEE LEASE RENEWALS FOR SPORTS AND RECREATION	136
8.6	PROPOSED LEASE RENEWAL - PCYC.....	139
8.7	ROCKHAMPTON BOTANIC GARDENS & ZOO: VISITOR HUB AND ANIMAL OPERATIONS CENTRE DETAIL DESIGN UPDATE	141
9	NOTICES OF MOTION	181
	NIL	181
10	QUESTIONS ON NOTICE	181
	NIL	181
11	URGENT BUSINESS/QUESTIONS	181
12	CLOSED SESSION	182
	13.1 DISPOSAL OF ASSETS	
13	CONFIDENTIAL REPORTS.....	183
	13.1 DISPOSAL OF ASSETS.....	183
14	CLOSURE OF MEETING.....	184

1 OPENING**2 PRESENT**

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor N K Fisher
Councillor S Latcham
Councillor G D Mathers
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D Kirkland

In Attendance:

Mr R Cheesman – Acting Chief Executive Officer
Ms A Cutler – General Manager Community Services (Executive Officer)

3 APOLOGIES AND LEAVE OF ABSENCE**4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 19 July 2022

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

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 SUSTAINABILITY STRATEGY (TOWARDS 2030) - PROPOSED CONSULTATION

File No:	1174
Attachments:	1. Sustainability Strategy - Draft for Consultation ↓
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Christine Bell - Coordinator Environmental Sustainability

SUMMARY

The draft revised Sustainability Strategy is presented for Council's endorsement and approval of the proposed community engagement phase.

OFFICER'S RECOMMENDATION

1. THAT Council endorse the revised *Sustainability Strategy - Draft for Consultation*.
2. THAT Council approve consultation on the revised Sustainability Strategy for the purposes of seeking community feedback.

COMMENTARY

Council's existing Environmental Sustainability Strategy (2018-2022) is due to be revised.

As we move towards 2030, our rapidly changing world brings both challenges and opportunities for the Rockhampton Region. Sustaining the liveability and prosperity of our Region requires Council to work together with our local residents, communities, businesses industries and other levels of government.

The revised Sustainability Strategy (Towards 2030) seeks to deliver local initiatives that help us to align with the evolving policy landscape whilst simultaneously strengthening our community, environmental and economic resilience. In doing so, the Strategy outlines the key strategic priorities that will inform planning, guide decision-making and drive action and investment.

The Sustainability Strategy Executive Group and other key internal stakeholders have contributed to the development of the revised Strategy through a variety of internal workshops and calls for input.

Pursuant to Council's *Community Engagement Policy and Procedure*, consultation is to be undertaken on the revised Strategy for the purposes of seeking community feedback. It is proposed that feedback be sought via Council's Engagement HQ platform for a period of three weeks in September 2022. Council will invite broad community feedback via a range of established communication channels such as local media, social media, Council's website, direct email to key external stakeholders, promotion through Council's Living Sustainably e-newsletter and internal communications.

PREVIOUS DECISIONS

Council adopted the existing Environmental Sustainability Strategy (2018-2022) on 25 September 2018. Since that time, Council has also endorsed four annual Year in Review reports outlining progress on the Strategy.

BUDGET IMPLICATIONS

There are minimal budget implications associated with Council's community engagement process, however associated costs are currently funded within the Environmental Sustainability Unit's FY2022-23 Operational Budget.

LEGISLATIVE CONTEXT

Council's Sustainability Strategy is influenced by a complex and rapidly evolving legal and policy landscape and seeks to align Council with national and state policies.

LEGAL IMPLICATIONS

There are no identified legal implications associated with the revised Strategy or the proposed community engagement activities.

STAFFING IMPLICATIONS

Officers from Media & Communications and Environmental Sustainability will work together to coordinate the required community engagement activities. Staffing implications will be kept to a minimum.

RISK ASSESSMENT

Council will employ routine approaches to manage any risks associated with the proposed community engagement activities.

CORPORATE/OPERATIONAL PLAN

This report progresses key actions as specified in Council's Operational Plan FY2022-23:

4.2.1.1 Revise the Sustainability Strategy for the Region, ensuring continued alignment with State and Federal requirements.

CONCLUSION

The revised Sustainability Strategy pursues a coordinated approach that integrates sustainability considerations across Council's many and diverse functions. By engaging widely in the development and implementation of this Strategy, Council is best placed to work together with our local residents, communities, businesses, industries and other levels of government to positively influence the continuing liveability and prosperity of the Rockhampton Region.

SUSTAINABILITY STRATEGY (TOWARDS 2030) – PROPOSED CONSULTATION

Sustainability Strategy – Draft for Consultation

Meeting Date: 16 August 2022

Attachment No: 1



DRAFT FOR CONSULTATION

ROCKHAMPTON REGIONAL COUNCIL

SUSTAINABILITY STRATEGY.

TOWARDS 2030



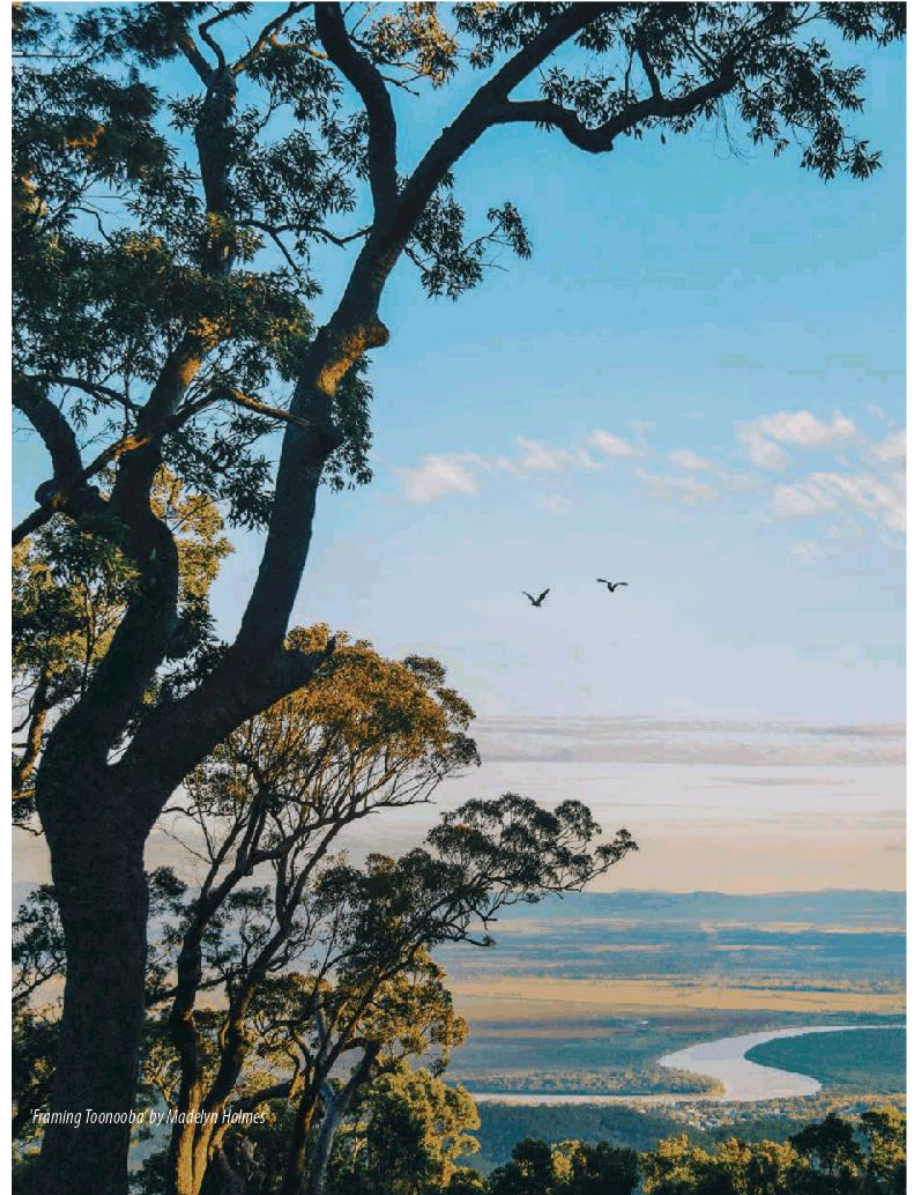
ACKNOWLEDGEMENTS.

Rockhampton Regional Council would like to acknowledge the Traditional Custodians within our Region, the Darumbal People, the Gaangalu Nation People and the Barada Kabalbara Yetimarala People, and pay our respects to their Elders past, present and emerging. We also acknowledge the Torres Strait Islander people whose land is in the Torres Strait but who live and work on Aboriginal land.

Council also gratefully recognises the contributions of our staff, local residents, community groups, businesses, industries and other levels of government in the preparation of this Strategy and as part of our continuing sustainability journey.

© 2022 Rockhampton Regional Council

Disclaimer: Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. While the Rockhampton Regional Council has exercised reasonable care in preparing this document it does not warrant or represent that it is accurate or complete. Council or its officers accept no responsibility for any loss occasioned to any person acting or refraining from acting in reliance upon any material contained in this document.





CREATING A MORE SUSTAINABLE FUTURE FOR OUR REGION.

At its heart, sustainability is about taking care of the environment, so that our environment can continue to take care of us.

As we move towards 2030, our rapidly changing world brings both challenges and opportunities for the Rockhampton Region. Sustaining the liveability and prosperity of our Region requires Council to work together with our local residents, communities, businesses, industries and other levels of government to create the future we want to see.

The Rockhampton Regional Council *Sustainability Strategy (Towards 2030)* seeks to deliver local initiatives that help us to align with the evolving policy landscape, whilst simultaneously strengthening our community, environmental and economic resilience. In doing so, the Strategy outlines key strategic priorities which will inform planning, guide decision-making and drive action and investment. Continuing the great work that we've already started, this Strategy delivers on our vision for a sustainable future through four interconnected pathways and a range of strategic actions that Council will lead over the life of the Strategy.

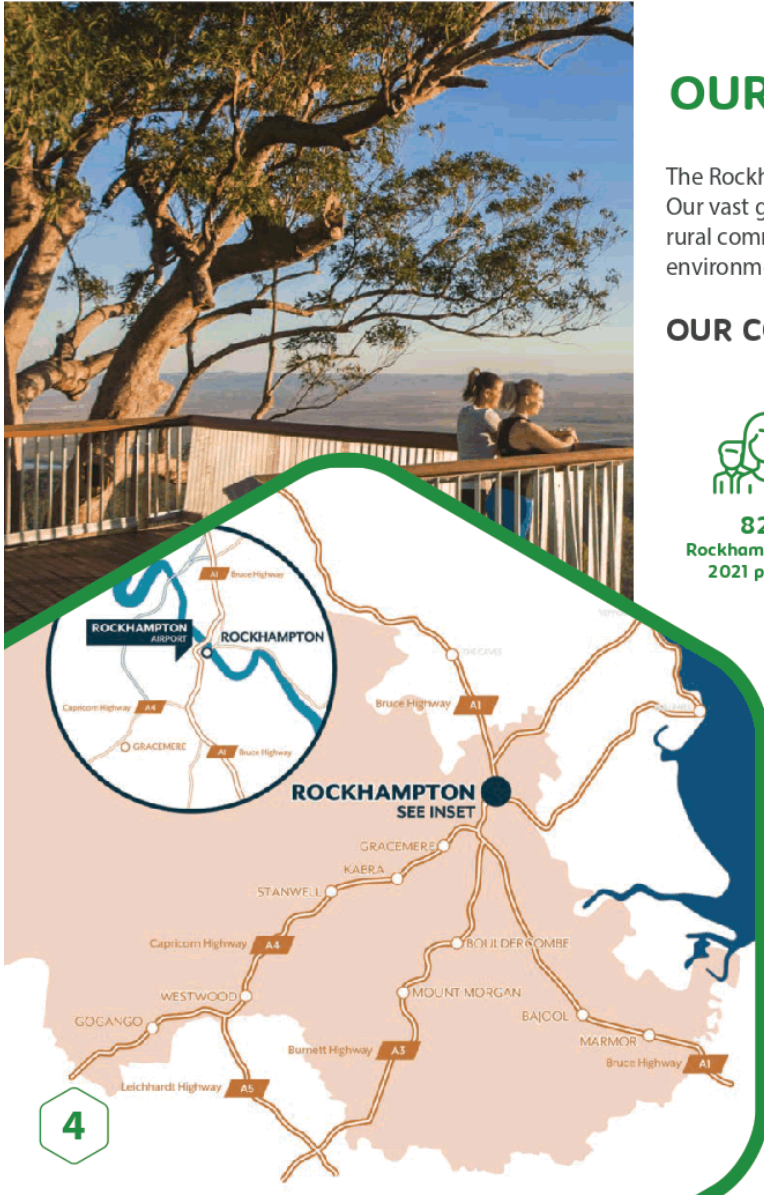
Together, we'll look for new ways to strengthen our capacity to live sustainably; create even more liveable and resilient communities; position our Region to thrive; and continually improve our environment and sustainability performance across Council's operations and services.

We look forward to working with you on the next chapter of the Rockhampton Region's sustainability journey.



Councillor Donna Kirkland
Water and Environmental Sustainability Portfolio





OUR REGION.

The Rockhampton Region is a major economic and lifestyle hub for Central Queensland. Our vast geographic area, and diverse natural environment, supports a variety of urban and rural communities, businesses, industries and livelihoods. Together, our community, our environment and our economy are key to our way of life.

OUR COMMUNITY



82,311
Rockhampton Region
2021 population



~35,000
private dwellings



113,096
Rockhampton Region
2036 population forecast



42
schools and one
University/TAFE within
the Rockhampton Region

OUR ECONOMY



\$5.56B
Gross Regional Product
2021



>5,000
Local businesses



LOCAL EMPLOYMENT
15% Healthcare and Social Assistance
11% Retail Trade
10% Education and Training
7% Accommodation and Food Services
7% Construction
5% Mining



\$229M
added value of Tourism
and Hospitality into
Rockhampton Region in 2021



\$75M
total value of agricultural
outputs (mostly livestock)

OUR ENVIRONMENT



6,585km²
total area



418km²
wetland habitat
= 6% of our total area



30%
remnant vegetation
remaining



2nd LARGEST
seaward draining
catchment in Australia



LARGEST
river flowing to the
Great Barrier Reef



~ 5%
of Region protected as
National Parks, Conservation
Parks and Nature Refuges



610
species of
native wildlife



1207
species of
native plants



80
rare or
threatened species

“We want to ensure that the Rockhampton Region remains a great place to live, both now and in the future. We know that a healthy environment underpins a strong community and economy, so when we balance all three, we’re ensuring our Region is best placed to prosper.”

- Mayor Tony Williams

Source (page 4): ID Informed Decisions (2022), accessed 17 June 2022 at <https://profile.id.com.au/rockhampton>

Source (page 5): Department of Environment and Science, Queensland (2022), accessed 17 June 2022 at <https://wetland.info.des.qld.gov.au/wetlands/facts-maps/lga-rockhampton/>

OUR CHANGING CLIMATE.

The Rockhampton Region experiences a variety of weather cycles that are, and have always been, part of our natural environment. However, climate change is driving an increased frequency and severity of extreme weather and natural disasters. At a local level, our community has already experienced intense droughts as well as severe fires, floods and storms.

As the climate changes, so do the challenges facing our local community, environment and economy. The term 'climate risk' is used to capture the impacts on our human and natural systems from changing climate conditions - this includes a variety of physical, transition and liability risks.

PHYSICAL RISKS

Changing climate conditions and extreme weather events can cause direct damage to assets and property. Physical risks can be acute like flood or chronic like drought.



IMPACTS may include personal injury and loss of life, property damage and lower asset values, issues with insurance accessibility and affordability, supply chain disruption, water security and declining liveability.

TRANSITION RISKS

Policy changes, technological innovation and social adaptation can cause disruption as both operations and markets adjust to change and the new operating environment.



IMPACTS depend on the speed of transition but may include changes to pricing and demand, stranded assets, defaults on loans, technology disruption, policy uncertainty, investment hesitancy and skills shortages in key areas.

LIABILITY RISKS

Liability risks arise when an individual or organisation fails to appropriately consider or respond to the impacts of climate change.



IMPACTS may include stakeholder litigation, regulatory penalties, legal claims, business disruption, insurance issues and reputational damage.



OUR CHALLENGES & OPPORTUNITIES.

As the world adapts to climate-related risks, every sector is undergoing transformational change. Keeping up with the pace of change requires proactive planning and action to ensure our communities, assets and services are best placed to benefit from, and prosper throughout, the transition process.

By embracing the challenges and opportunities that this presents, we can work together to:

- Maintain the continued liveability and prosperity of the Rockhampton Region.
- Respond to, and remain compliant with, rapidly evolving legislative requirements and community expectations.
- Leverage our abundant natural resources, affordable renewable energy and skilled workforce to support our growing communities, businesses and industries.
- Improve water security and water quality.
- Build the local jobs and industries of the future, whilst supporting the transition in an economically and socially responsible manner.
- Access new and emerging markets by expanding our local processing and manufacturing sectors and producing carbon-free goods and materials that are in high demand from the rest of Australia and the world.
- Support our agricultural sector to meet the increased global demand for safe, high quality food, whilst generating additional revenue streams and environmental benefits from carbon farming.
- Drive a circular economy that reduces waste to landfill whilst adding value within our supply chains.
- Benefit from zero emission vehicles that increase the efficiency of our transport network whilst reducing exposure to price fluctuations.
- Achieve cost savings from energy, water and waste efficiencies, whilst making wise use of our natural resources.

OUR LOCAL CONTEXT.

Council's Sustainability Strategy is influenced by a complex and rapidly evolving policy landscape. International agreements are driving national and state policies that flow through to the regional and local level.

To make the most of emerging opportunities for our Region, this Strategy seeks to align with national and state policies. The policy landscape addresses a wide range of matters including sustainable development, resilience, adaptation, disaster risk reduction, biodiversity and ecosystem restoration, waste management, and emissions reduction.

One of the major policy drivers is Australia's commitment to the United Nations Framework Convention on Climate Change (the Paris Agreement), which establishes the global goal of net zero emissions. The Australian Government has committed to achieve net zero emissions by 2050 and to reduce emissions by 43% by 2030 (compared to 2005 levels).





- Central Queensland Sustainability Strategy 2030
- Fitzroy and Capricornia Regional Resilience Strategy
- Central Queensland Regional Plan
- Regional Waste Management and Infrastructure Plan
- Rockhampton Region Emergency Risk Management Assessment
- Communities in Transition Rockhampton Roadmap (Making Water Work project)

REGIONAL

- RRC Corporate Plan
- RRC Operational Plan
- RRC Environmental Sustainability Policy
- RRC Disaster Management Policy
- RRC Waste Strategy
- Disaster Management Strategies and Local Disaster Management Plan
- RRC Economic Development Strategy
- RRC Walking and Cycling Strategy
- RRC Biosecurity Plan

LOCAL

OUR ROLE.

As the level of government closest to the community, Council plays an important role in the protection of our local communities and in positioning the Region to thrive. At times, this may include acting as a:



PROVIDER
Deliver and maintain assets and services for the community



ADVOCATE
Promote the interests of the community to other decision makers and influencers



LEADER
Lead by example, ensuring that our actions help to guide the behaviour of others



PARTNER
Foster partnerships with other parties that support Council and the community



FACILITATOR
Bring individuals, groups and other interested parties together



EDUCATOR
Build awareness and skills to enhance local capacity and capability



SUPPORTER
Support other organisations to deliver services via funding and other support



REGULATOR
Regulate activities through local laws, policy and the planning scheme

OUR PRIORITIES & PATHWAYS TO A SUSTAINABLE FUTURE.

We know that the future isn't just somewhere we're going... it's something we're creating.

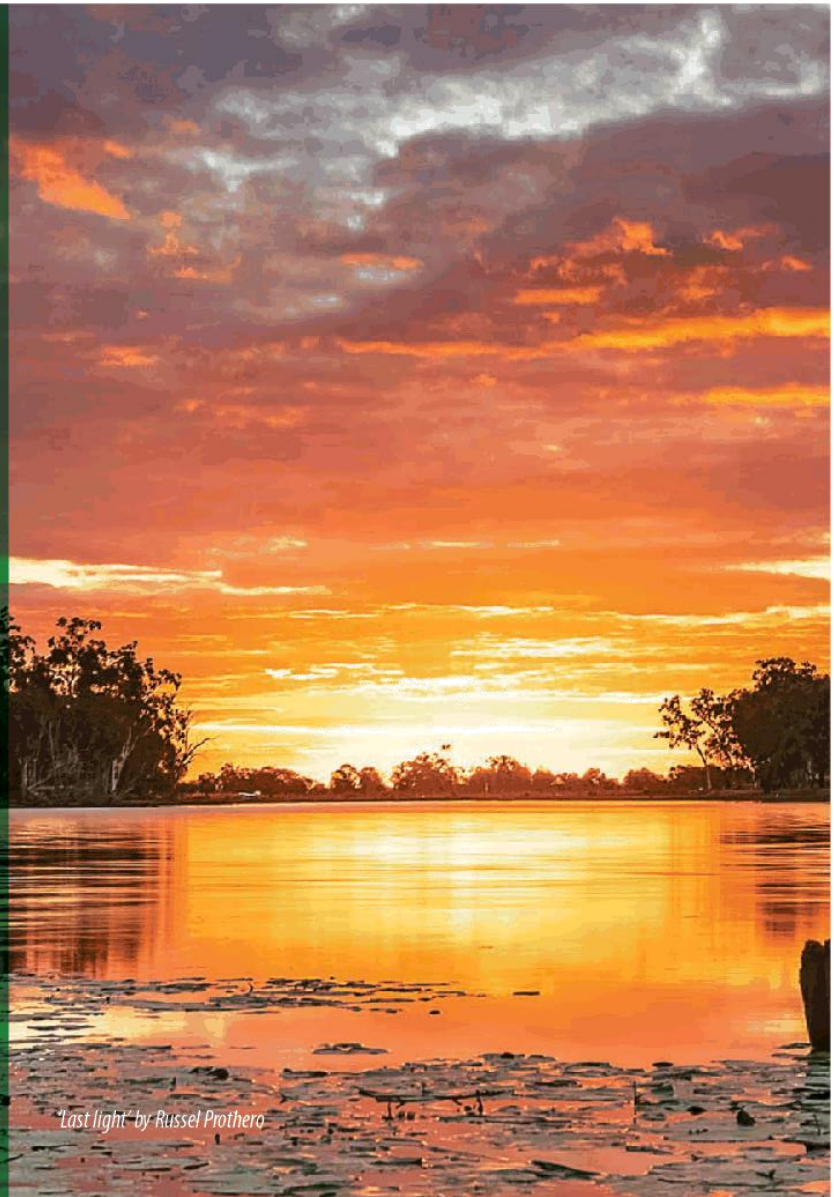
Council's Vision for the Rockhampton Region is:
One Great Region. Live. Visit. Invest.

Achieving this vision, both now and in the future, requires us to embed environment and sustainability considerations within everything we do.

Council is committed to putting sustainability into action through its corporate commitments and governance arrangements; its strategies, services and operations; and its community programs and partnerships. But we can't do it alone.

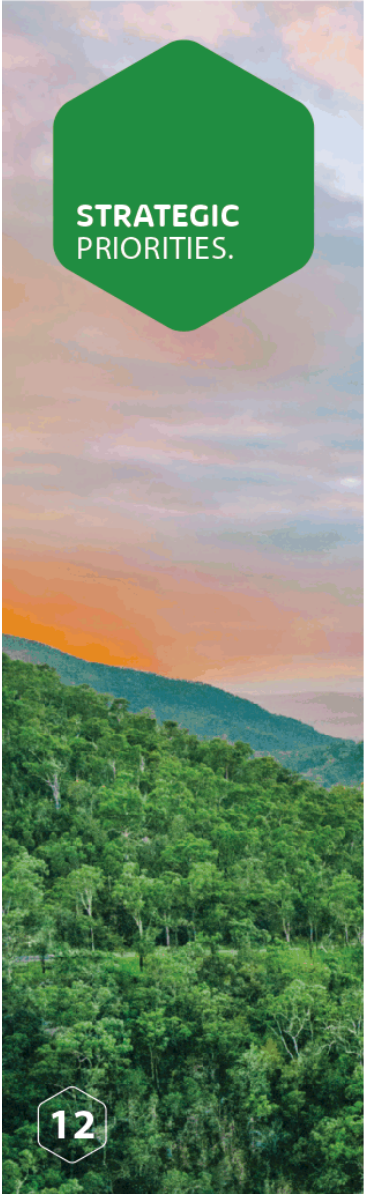
In pursuing this sustainability journey, Council recognises the need to work together with local residents, communities, businesses, industries and other levels of government. Council also recognises the need to embrace innovation, to welcome new opportunities to grow and diversify our economy, and to continually adapt our approach to meet the needs of our community.

As we move towards 2030, this Strategy will deliver on our vision for a sustainable future by progressing a range of strategic priorities through four interconnected pathways. Together, the pathways will help us to prioritise a healthy natural environment, transition towards net zero emissions, create a climate resilient region and build a low carbon, circular economy. Underpinning the pathways are a range of strategic actions that Council will lead over the life of this Strategy.



'Last light' by Russel Prothero





STRATEGIC PRIORITIES.

As we move towards 2030, Council's Sustainability Strategy recognises the need to address four strategic priorities.

Together the priorities will help to focus attention on the actions necessary to strengthen our community, environmental and economic resilience and position us to make the most of emerging opportunities for our Region.

PRIORITISE A HEALTHY NATURAL ENVIRONMENT

by protecting, maintaining and enhancing our natural assets

TRANSITION TOWARDS NET ZERO EMISSIONS

by accelerating local climate action

CREATE A CLIMATE RESILIENT REGION

by preparing our Council, Region and community to adapt and prosper in a changing climate

BUILD A LOW CARBON, CIRCULAR ECONOMY

by working with business, industry, and government to ensure our Region thrives.



OUR PRIORITIES.

The Strategy's four key strategic priorities are designed to guide planning and decision-making, whilst driving action and investment.

- **Prioritise a healthy environment by protecting, maintaining and enhancing our natural assets.**
Our natural environment provides a range of services and resources that sustain our industries, economy and lifestyles. Protecting the natural environment goes hand-in-hand with sustaining our own health, wellbeing and prosperity.
- **Transition towards net zero emissions by accelerating local climate action.**
Human activities create greenhouse gas emissions that are changing the natural cycling of carbon through the environment. By doing our part to reduce emissions we are securing the future liveability of our Region and aligning with national and state policies.
- **Create a climate resilient region by preparing our Council, Region and community to adapt and prosper in a changing climate.**
Our Region faces a variety of challenges and opportunities. To strengthen our community, environmental and economic resilience, we need to understand and prepare for the physical, transition and liability risks associated with a changing climate.
- **Build a low carbon, circular economy by working with business, industry and government to ensure our Region thrives.**
Our world is changing as it begins to tackle climate-related risks, reduce emissions and adopt low carbon alternatives. Proactive planning will ensure our communities, assets and services are best placed to benefit from, and prosper, throughout the transition.



**INDIVIDUALS
& HOUSEHOLDS.**

14

PATHWAY 1 OBJECTIVE.

**Let's work together to strengthen
our capacity to live sustainably.**

Residents of the Rockhampton Region live in a variety of urban and rural settings, interacting with our communities and environment in a number of ways.

This pathway focuses on the role we each play as individuals and members of local households. It reminds us that our daily habits, the choices we make as consumers, and the decisions we make in our homes have impact.

STRATEGIC ACTIONS

- 1.1** Support local residents to adopt sustainable behaviours that help them to save money and reduce household emissions.
- 1.2** Accelerate the transition towards zero waste by driving waste avoidance and waste diversion at the individual and household level.
- 1.3** Help residents build their household resilience to climate-related risks by connecting them with practical tools, workshops and resources.
- 1.4** Link individuals with sustainable transport and active recreation opportunities that connect with key local destinations and open spaces.
- 1.5** Provide residents with the opportunity to participate in a range of local sustainability programs, initiatives, activities and events.



KEY INITIATIVES

- Deliver targeted community engagement activities such as the Get Ready Queensland and Living Sustainably programs
- Implement residential waste diversion initiatives including the establishment of a FOGO (food organics and garden organics) kerbside collection program
- Plan for walking and cycling infrastructure, along with improved end-of-trip facilities to support greater use and uptake of alternative transport options
- Support local events that foster sustainable behaviours and promote active and sustainable transport use
- Enhance digital and paperless communications, such as e-Notices
- Continue targeted incentives and rebates such as Council's residential water efficiency rebate
- Promote other regional, state and national initiatives that help residents to make wise use of their resources in their own homes and day-to-day lives



**COMMUNITY
& LOCAL GROUPS.**

**PATHWAY 2
OBJECTIVE.**

Let's work together to create
a vibrant, liveable and
resilient community.

Our local not-for-profit groups, sporting clubs, special interest groups and broader community interactions contribute to the rich fabric of the Rockhampton Region.

This pathway focusses on the role our collective community can play in contributing to the strategic priorities and supporting the future of the Region.

STRATEGIC ACTIONS

- 2.1** Grow the community's capacity and capability to understand, adapt and build resilience to climate-related risks.
- 2.2** Explore opportunities to work with, learn from and strengthen outcomes through partnerships with First Nations Peoples.
- 2.3** Enhance the liveability of our Region by supporting initiatives that protect local biodiversity, restore landscapes and increase urban canopy cover.
- 2.4** Foster community collaboration on key local environment and sustainability initiatives.
- 2.5** Encourage initiatives that help the community to adopt sustainable behaviours, avoid waste and reduce emissions.



KEY INITIATIVES.

- Work with Traditional Owners and First Nations Peoples to support connection to country
- Provide opportunities for our local community to get involved with the restoration of our natural environment
- Continue to support local natural resource management and pest management works
- Deliver community engagement programs that address climate-related risks and opportunities
- Support community partnerships, capacity building activities and community grants opportunities
- Implement targeted urban greening activities
- Deliver sustainable community infrastructure
- Encourage development of public charging infrastructure for zero emissions vehicles
- Encourage participation in citizen science activities to increase local knowledge and data collection
- Develop and deliver local education and awareness activities
- Support schools and community groups on their sustainability journey



PATHWAY 3 OBJECTIVE.

**Let's work together to position
the Rockhampton Region to
thrive and grow sustainably.**

A diverse range of business, industry and government interests shape and influence the Rockhampton Region.

This pathway focuses on all sectors of the regional economy, from small to large businesses, and also recognises the important role that the Australian and Queensland Governments can play in supporting the future of our Region.

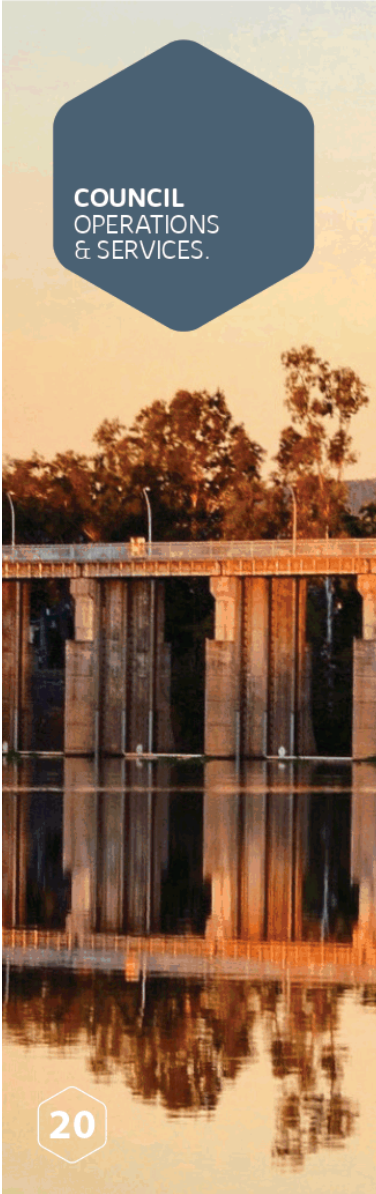
STRATEGIC ACTIONS

- 3.1** Advocate and partner to progress local climate mitigation, adaptation and transition priorities at the regional, state and national level.
- 3.2** Actively pursue opportunities associated with sustainable industries and infrastructure that deliver local social, environmental and economic benefits for the Region.
- 3.3** Progress workforce and economic planning that will ensure we prosper as the demand for low carbon products and services grows.
- 3.4** Grow local visitation and tourism opportunities that celebrate our natural assets and contribute to the liveability of the Region.
- 3.5** Work with business, industry and government to drive low carbon and circular economy initiatives, alongside other innovative and sustainable practices.



KEY INITIATIVES.

- Collaborate with local industry and other levels of Government to support sustainable development
- Contribute to key partnerships such as the Central Queensland Regional Organisation of Councils, Reef Guardian Councils, the Queensland Climate Resilient Councils program, the Capricorn Pest Management Group, Economic Development Australia, Regional Development Australia, the Fitzroy Partnership for River Health, the Fitzroy Basin Working Group and the local Chamber of Commerce and other relevant groups
- Support the local implementation of regional plans and strategies
- Continue to activate nature-based tourism opportunities including recreational fishing, mountain-biking, walking, cycling and bird-watching
- Continue collaborative disaster management planning and action
- Advocate for regional water security and water quality improvements (reducing pollution, nutrients and sediments)
- Support local skills and training partnerships
- Implement regional waste management initiatives
- Encourage business water, waste and energy efficiency
- Progress the Making Water Work Program and the Circular Economy Pathway



**COUNCIL
OPERATIONS
& SERVICES.**

20

PATHWAY 4 OBJECTIVE.

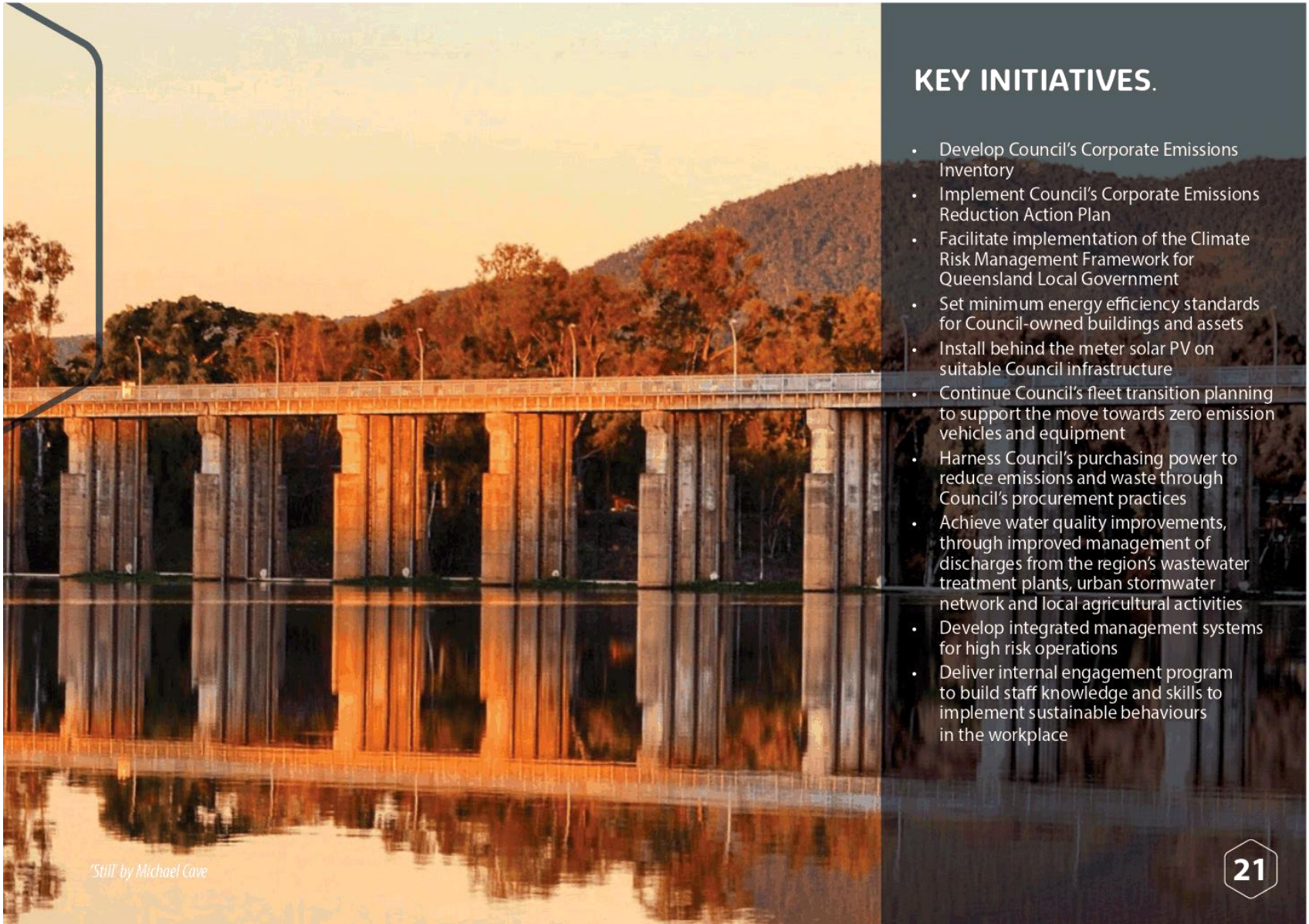
Let's work together to continually improve our environment and sustainability performance.

As an organisation, Council is responsible for providing a wide range of infrastructure and services across the Region.

This pathway focuses on the ways in which Council staff can contribute to the strategic priorities by embedding environment and sustainability considerations in their day-to-day work.

STRATEGIC ACTIONS

- 4.1** Accelerate Council's transition towards net zero emissions by actively monitoring and reducing emissions within Council's operational control.
- 4.2** Embed climate-related risk considerations into Council's decision-making, planning scheme, local developments and operations.
- 4.3** Apply sustainable procurement, circular economy and lifecycle principles to the delivery of products, services, assets and projects.
- 4.4** Implement management policies, planning and practices that protect our natural environment and support the resilience of our biodiversity and natural assets.
- 4.5** Foster sustainable behaviour, and encourage the wise use of resources, by making sustainability second nature within Council's operations and services.



'Still' by Michael Cave

KEY INITIATIVES.

- Develop Council's Corporate Emissions Inventory
- Implement Council's Corporate Emissions Reduction Action Plan
- Facilitate implementation of the Climate Risk Management Framework for Queensland Local Government
- Set minimum energy efficiency standards for Council-owned buildings and assets
- Install behind the meter solar PV on suitable Council infrastructure
- Continue Council's fleet transition planning to support the move towards zero emission vehicles and equipment
- Harness Council's purchasing power to reduce emissions and waste through Council's procurement practices
- Achieve water quality improvements, through improved management of discharges from the region's wastewater treatment plants, urban stormwater network and local agricultural activities
- Develop integrated management systems for high risk operations
- Deliver internal engagement program to build staff knowledge and skills to implement sustainable behaviours in the workplace

IMPLEMENTING THE STRATEGY.

This Strategy pursues a coordinated approach that integrates sustainability considerations across Council's many and diverse functions.

In implementing this Strategy, Council will:

- Lead our Region by example, supported by a clear sustainability governance framework which extends through our corporate plans, policies and decision-making processes.
- Work with community, business, industry and other levels of government to communicate and support the vision and strategic priorities.
- Communicate and collaborate to ensure we make the best use of finite resources and avoid duplication of effort or missed opportunities.
- Continue to monitor the evolving policy landscape and best practice standards for environment and sustainability.
- Maintain an internal action plan that identifies and keeps track of each initiative, allowing actions to be reviewed or accelerated if stronger and more meaningful opportunities arise.
- Provide funding to support the action plan, subject to Council's budgetary process and other funding sources such as government grants.
- Maintain a supporting engagement plan that ensures stakeholders are engaged and informed during the life of the Strategy.
- Coordinate an internal Sustainability Strategy Executive Group to oversee implementation of the Strategy, with representatives from each Section of Council, meeting quarterly. The Group will be accountable to Council's Leadership Team and Councillors.
- Monitor implementation of the Strategy against the action plan as well as progress towards emissions reduction targets.
- Be accountable and report progress back to the community through a range of tools including Operational Plan reporting and the annual Sustainability Strategy Year in Review.





TOWARDS 2030.

As we move towards 2030, we look forward to continuing the great work that we've started, whilst looking for new ways to:

- prioritise a healthy natural environment by protecting, maintaining and enhancing our natural assets;
- transition towards net zero emissions by accelerating local climate action;
- create a climate resilient region by preparing our Council, Region and the community to adapt and prosper in a changing climate; and
- build a low carbon, circular economy by working with business, industry and government to ensure our region thrives.

We're excited about the opportunity to positively influence the continuing liveability and prosperity of this wonderful place we call home. By working together with our local residents, communities, businesses, industries and other levels of government we are taking proactive steps to create the future we want to see.

We welcome you to be part of the next chapter in the Rockhampton Region's sustainability journey.

Let's continue to work together to create One Great Region. Live. Visit. Invest.



'Last light' by Russell Prothero

Rockhampton
Regional Council

www.rockhamptonregion.qld.gov.au
enquiries@rrc.qld.gov.au
1300 22 55 77
PO Box 1860 Rockhampton QLD 4700

8.2 TERMS OF REFERENCE - RADF COMMITTEE

File No:	2837
Attachments:	1. Rockhampton Regional Council RADF TOR ↓
Authorising Officer:	John Webb - Manager Communities and Culture Alicia Cutler - General Manager Community Services
Author:	Mark Millett - Coordinator Major Venues

SUMMARY

The Rockhampton Regional Council (RRC) Regional Arts Development Fund (RADF) Committee provides advice and assistance to RRC on arts and cultural grant submissions received under the RADF Program. The Terms of Reference – RADF Committee (Attached) are provided to guide the Committee to ensure the best possible outcome for Rockhampton Regional Council and the community of Rockhampton

OFFICER'S RECOMMENDATION

THAT Council endorses the Terms of Reference – RADF Committee, and that the Terms of Reference – RADF Committee be implemented.

COMMENTARY

Rockhampton Regional Council's RADF Committee lacks formally documented processes or Terms of Reference. Implementing the Terms of Reference will provide a structure and process to both guide the RADF committee and provide a consistency of approach with changes in membership.

The Terms of Reference call for a Councillor to chair the meetings and ensure good order and conduct. This function is undertaken by a Councillor responsible for Communities and Heritage or similar role.

BACKGROUND

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and art practitioners living in regional Queensland. The program promotes the role and value of art, culture and heritage as key drivers of diverse and inclusive communities and strong regions. The RADF is a partnership between the Queensland Government and RRC to support local arts and culture in regional Queensland.

Over the past two years the RADF Liaison Officer role has changed three times, this has led to challenges in consistent application of process. The creation of a Terms of Reference will provide an endorsed and robust framework regardless of changes in staff or membership of the committee.

Once the terms of reference are endorsed, the process of calling for members will commence and be subsequently brought to Council for approval.

PREVIOUS DECISIONS

No previous decisions.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Ensuring the program operates in accordance with Section 194 and 195 of the Local Government Regulation 2012

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

The Terms of Reference require two council officers to act in an ex-officio capacity. It is intended that these two officers be representative of the Rockhampton Museum of Art and Major Venues as this covers a broad cross section of the creative arts. These officers can provide informed advice to the committee and grant applicants.

The Terms of Reference also call for RADF Liaison Officer whom is a council officer responsible for ensuring the committee and RADF program operates within relevant Local government regulations. This role will be a suitable officer from within the Communities & Culture section.

These roles are existing within the council, and will not impact existing workload or budgets.

RISK ASSESSMENT

n/a

CORPORATE/OPERATIONAL PLAN

Contributes to Goal 2.2 of the Corporate Plan 2022-2027 “We support our Communities through our activities and Programs”.

CONCLUSION

The Terms of Reference for the RADF committee is a valuable refinement of the RADF program and useful to Council’s management of the funding.

**TERMS OF REFERENCE –
RADF COMMITTEE**

**Rockhampton Regional Council
RADF TOR**

Meeting Date: 16 August 2022

Attachment No: 1

**Regional Arts Development Fund
Committee**



TERMS OF REFERENCE

Review Date : July 2022

Contents

Terms of Reference	3
1. Purpose	3
2. Background	3
3. Membership	3
4. Chairperson	4
5. Committee Member Responsibilities	4
6. RADF Liaison Officer	4
7. Frequency of Meetings	5
8. Meeting Procedures	5
9. Disputes, Complaints and Grievances	5
10. Governance	6
11. Assessing Applications	6
12. Confidentiality	6
13. Performance Indicators	7
14. Amendments to the Terms of Reference	7
15. Conflict of Interest	7
Attachment 1	8

Terms of Reference

This document should be read in conjunction with the Rockhampton Regional Arts Development Fund Guidelines, released each financial year.

1. Purpose

The Rockhampton Regional Council (RRC) Regional Arts Development Fund (RADF) Committee is to provide advice and assistance to RRC on arts and cultural grants submissions received under the RADF program.

2. Background

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and art practitioners living in regional Queensland. The program promotes the role and value of art, culture and heritage as key drivers of diverse and inclusive communities and strong regions. The RADF is a partnership between the Queensland Government and RRC to support local arts and culture in the Rockhampton Region.

Local artists, art groups and cultural groups, and individuals can apply to RRC for funds to support specific short-term projects during two rounds each year in the following categories:

- Developing regional skills
- Building community cultural capacity
- Developing regional partnerships
- Cultural tourism
- Concept development
- Contemporary collections / stories

3. Membership

RRC will establish a RADF Committee which reflect the diverse arts, culture and geography of the RRC area.

Local artists, arts and cultural workers, members of cultural groups, local organisations or associations and people active within the arts community are eligible to be members of the RADF Committee.

The RADF Committee will consist of up to 15 members, made up of a Councillor as Chair appointed by RRC, two ex-officio members and a minimum of six community members.

Nominations to serve on the Committee will be received via a nomination process. Voting on nominations received will be at the Committee's Annual General Meeting held in September of each year, with a recommendation on member appointment put forward to RRC.

Members can also be invited onto the Committee by RRC.

Membership on the Committee will be decided by RRC.

Members may serve for a maximum term of 4 years, with an expected commitment of a minimum term of two years. Committee members who have served for a continuous four-year term are required to 'rest' for a period of 12 months before being eligible for re-election.

Members may resign at any time by notice in writing to RRC.

Members may be replaced at any time by resolution of RRC.

Replacement members may be sought in the event of vacancy by a new or prior expression of interest process. A replacement member will fill the vacant position to the end of the prior member's term. The appointment must be made by RRC resolution.

Committee members are required to complete and abide by the RADF Committee Code of Conduct, participate in RADF Committee training and are encouraged to promote the RADF Program within their own networks and provide mentoring assistance to grant applicants.

4. Chairperson

The Chair of the RADF Committee is a Councillor as identified by RRC.

The Chair will be empowered by RRC to ensure the good order and conduct of the Committee meetings. The Chair will:

- Ensure that meetings are run from an agenda and that minutes of all RADF meetings are kept;
- Check the previous minutes for accuracy at the start of each meeting;
- Ensure that debate and discussion of applications is open and accountable;

The Chair has a non-voting role.

The Chair of the RADF Committee will sit in the role for the four (4) year local government term, unless otherwise determined by RRC.

5. Committee Member Responsibilities

The primary responsibilities of Committee members are to:

- Attend and participate in RADF meetings where necessary.
- Assess RADF applications and review outcome reports in a fair manner.
- Ensure that funding allocated is in line with the RADF Key Performance Outcomes and Council's Arts and Cultural priorities.
- Participate in the RADF bidding and reporting cycles where necessary.
- Participate in RADF training.
- Advise the RADF Liaison Officer prior to the meeting if they are unable to attend, to ensure that a quorum can be met.

6. RADF Liaison Officer

As part of RRC's RADF partnership with the Queensland Government, RRC is required to nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program, coordinate program delivery and act as primary contact for Arts Queensland.

The RADF Liaison Officer is responsible for:

- the preparation of meeting agendas and minutes;
- ensuring the program operates in accordance with Section 194 and 195 of the Local Government Regulation 2012;
- meeting the annual reporting requirements as per Section 189 of the Local Government Regulation 2012;
- Ensure that applications and outcome reports are completed and signed;
- Monitor the attendance of Committee members at meetings (members who are regularly absent from meetings should be asked to step down).
- Reporting any concerns about failure to align funding allocation or process with Council's RADF guidelines, policy or legislation to the Chief Executive Officer.

The RADF Liaison Officer has no voting rights.

All Committee members have access to the RADF Liaison Officer so that emergent matters can be tabled for consideration through the Chair at Committee meetings.

7. Frequency of Meetings

Meetings will be held at a minimum of twice yearly to align with funding application rounds.

Additional meetings may be required to consider out of round applications or for other purposes. Council Officers will be responsible for calling additional meetings in consultation with the Committee Chair.

Meetings will be held at Council premises unless otherwise decided by the Committee and approved by RRC based on a risk assessment.

8. Meeting Procedures

A quorum for meetings is 50% of members + 1, or in the case of an odd number of members, a majority of members.

Decisions made by a Majority with consensus from all members (where members are satisfied with the decision even though it may not be their first choice). If this is not possible, the Chair makes the final decision.

If the Chairperson is absent, an interim Chair will be appointed for that meeting. The interim Chair will be a Committee member selected by the Committee or appointed by RRC's CEO or the CEO's delegate.

Preference is for meeting attendance to occur in person however teleconferencing may be permitted if deemed appropriate by the Committee.

The minutes and records of the Committee remain the property of RRC and will be managed and made available in line with legal, legislative and corporate requirements.

9. Disputes, Complaints and Grievances

All disputes, complaints and grievances will be handled in accordance with RRC policies and procedures.

10. Governance

The Committee has no legislative standing under the *Local Government Act 2019* or *Local Government Regulation 2012*.

The Committee will provide recommendations to RRC on submissions lodged under the RADF Program. It is RRC's role to decide if submissions will be granted or refused based on the Committee's recommendations and advices, presented to RRC via an Officer Report.

Where RRC is seeking input from the RADF Committee on matters other than RADF submissions, RRC Officers will where practical, prepare a briefing note or presentation for the Committee's consideration.

RRC will provide administrative support to the Committee, as well as specialist ex-officio officers.

The Committee has the authority to receive, approve, and/or request amendments to Grant Recipient Outcome Reports which are required to be lodged under the RADF Funding Agreement between the Queensland Government and RRC.

11. Assessing Applications

When assessing applications for RADF grants, Committee members are required to use the assessment tools provided.

A concise rationale for assessment decisions are recorded as part of the minutes, so that applicants can be provided with feedback on their applications.

Funding recommendations will be based on:

- The RADF funding categories;
- eligibility criteria;
- The available budget.

Applications will be judged on merit.

The full amount being requested should be supported unless there are clear reasons for reducing funding requests.

Not all available funds need to be allocated in a financial year if the quality of applications does not warrant support.

12. Confidentiality

All matters discussed at Committee meetings, together with all material provided to members of the Committee are for the purposes of informed discussion and debate at the relevant meeting and not for public release unless directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy Act 2009 and Right to Information Act 2009.

Meetings are not open to the public for observation.

RRC will undertake all communication with media unless otherwise approved by RRC. Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of RRC.

13. Performance Indicators

The RADF Liaison Officer is required to submit twice yearly reports to Arts Queensland and prepare a detailed application for funding for the following financial year. These reports contain detailed criteria for assessing the performance and effectiveness of the RADF program and Committee in any given year.

14. Amendments to the Terms of Reference

RRC may, at any time after consultation with the RADF Committee, vary these Terms of Reference. The RADF Committee may recommend to RRC variations to the Terms of Reference which RRC will consider.

The Terms of Reference will be reviewed annually.

15. Conflict of Interest

A conflict of interest involves a conflict between your public duty and responsibility to serve the public interest, and your private interest.

If a Committee member considers that they have an actual, potential, perceived, pecuniary or non-pecuniary interest in an application they are asked to assess, they are required to identify this in the assessment process, inform the RADF Liaison Officer of the conflict and not assess that application until the conflict has been resolved. The Committee member can assess all other applications where there is no actual, potential, perceived, pecuniary or non-pecuniary conflict of interest.

Committee members may apply for a grant or be associated with a grant application while they are on the RADF Committee. In such cases, the Committee member would be required to declare a conflict of interest and remove themselves from the process.

RRC Officers will ensure that members are made aware of and provided with relevant advice on managing conflicts of interest.

Attachment 1.

RADF Committee Member

Code of Conduct – Rockhampton Regional Council

1. I commit myself to:
 - a. Actively promote RADF in my community within my area of expertise;
 - b. Read and assess all RADF applications in a fair manner;
 - c. Attend meetings throughout the year to plan, assess and support the RADF program;
 - d. Participate in committee training activities and policy development as required; and
 - e. Support the committee and work as a team for the betterment of RADF.
2. I will be fair and honest in my assessment of all applications.
3. I will not discriminate in my assessment of any application.
4. I understand applicants are not permitted to lobby or provide gifts to RADF Committee members and any attempt by an applicant must be disclosed.
5. If a conflict of interest arises, I will declare the nature of my conflict of interest to the RADF Liaison Officer and my fellow Committee members. If required, I will be exempt from the assessment of the application due to the nature of my conflict of interest.
6. I understand that any information an applicant includes in their application and discussion surrounding the application are confidential.
7. I acknowledge that my public comments should reflect Council policy.
8. During public debate, I will publicly acknowledge when I am speaking in an official capacity as an RADF Committee member, and when I am making a private comment.
9. I understand that I am not authorised to speak directly to the media or public on behalf of the Council, unless otherwise determined and agreed by Council.
10. I acknowledge that I am bound by Rockhampton Regional Council's Code of Conduct, a copy of which has been provided by Council.

Signature: _____ Date: //

Name in full: _____

Witnessed by: _____

Signature: _____ Date: //

Representative of Council: _____

8.3 COMMUNITY ASSISTANCE PROGRAM

File No:	12535
Attachments:	<ol style="list-style-type: none">Draft Community Assistance Program Policy - Clean↓Draft Community Assistance Program Policy - Tracked↓Draft Community Assistance Program Procedure - Clean↓Draft Community Assistance Program Procedure - Tracked↓Community Assistance Program Guidelines - Draft↓Community Assistance Program Assessment Workflow↓
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Kerri Dorman - Administration Supervisor

SUMMARY

Following a number of workshops in regards to the Community Assistance program, seeking Council's support and adoption of the new Policy and Procedure as well as the allocations for each program to be distributed.

OFFICER'S RECOMMENDATION

THAT in accordance with Part 5 of the Local Government Regulation 2012, Council adopt the Community Assistance Program Policy and the Community Assistance Program Procedure.

That Council endorse the allocation of funds to each program as outlined in the report and the guidelines to be provided for those organisations wishing to apply.

COMMENTARY

Over the past year, a review has been undertaken in respect of the effectiveness of the Community Assistance Program, with a number of changes proposed.

The attached Policy & Guidelines outline the schemes available and the selection criteria that will be used in assessment. It should be noted that the decision for awarding grants is now proposed to be delegated to the CEO/General Manager, Community Services, following an assessment by a panel of employees on how each Grant meets criteria. A report will be provided to outline the successful applicants.

The revised program includes the following schemes under CAP:

- Community Development Grants
- Community Events Sponsorships
 - Regional Event
 - Local Event
 - Multi-year Event (pre-approved)
- Environmental Sustainability Program
- Venue and Services Support
- Insurance Support (pre-approved)
- Education Bursary

Also attached for approval is Council's amended Policy and Procedure for the Community Assistance Program.

The key improvement to the Policy and procedures outline the role of Councillors, Council Officers and other stakeholders in the assessment process as well as ensuring that clear criteria are aligned across all materials and throughout the assessment process. The attached workflow, provides an outline of how the CEO, General Manager Community Services will administer the program following the adoption of the policy and procedure.

The attached guidelines are the main tool that is provided to Community Organisations who might want to make application under the program. It is proposed to commence the first round of funding at the start of September with the opportunity for an information session for community groups who wish to make application under the new program being invited along.

The following table outlines the recommended funds available for each program for the 22/23 year.

	Annual Amount	Round Amount	Number of rounds	Individual Recipient Amount	Number of Recipients (*est)
Community Development Grants	\$26,000	\$13,000	2	\$1,000	26*
Regional Event Sponsorship	\$120,000	\$60,000	2	\$10,000	12*
Local Event Sponsorship	\$22,000	\$11,000	2	\$2,000	11*
Environmental Sustainability Program	\$10,000	\$5,000	2	\$1,000	10*
Insurance Support	\$5,000	N/A	N/A	\$500	10
Education Bursary	\$1,500	N/A	N/A	\$500	3
Totals	\$178,000	\$89,000			
Multi-Year Event Sponsorship	\$75,000	N/A	N/A		
Christmas Fair EOI				\$20,000	1
Mount Morgan Show				\$10,000	1
Ridgeland Show				\$10,000	1
Rockhampton Dance Festival				\$15,000	1
Rockhampton Eisteddfod				\$20,000	1
Contingency	\$3,500				
TOTAL CASH SUPPORT	\$263,000				78*
Venue and Services Support (in-kind support – cap amount set annually by Council)	\$10,000				varies
TOTAL CAP SUPPORT	\$273,000				

BACKGROUND

A review of Community Assistance Program, its funding schemes and eligibility criteria was recently held in consultation with Councillors during several workshops.

Whilst not large changes to the intent of the assistance program, the clarification of decision making responsibility and assessment criteria will improve the integrity of the fund.

A track changes policy and procedure document have been provided also which highlights the extent of the change.

PREVIOUS DECISIONS

Nil

BUDGET IMPLICATIONS

A total budget allocation of \$273,000 within Community Services Operational 2022/2023 Budget.

LEGISLATIVE CONTEXT

Part 5 of the Local Government Regulation 2012 states the following:

s.194. Grants to community organisations

A local government may give a grant to a community organisation only—

(a) if the local government is satisfied— (i) the grant will be used for a purpose that is in the public interest; and (ii) the community organisation meets the criteria stated in the local government’s community grants policy; and

(b) in a way that is consistent with the local government’s community grants policy.

s.195 Community grants policy

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Goal 2.2 of Council’s Corporate Plan is that we support our community through our activities and programs.

CONCLUSION

The revised policy makes clear the objectives, eligibility criteria and method of allocation of the Community Assistance Program. Once approved, it will be the task of the CEO/General Manager, Community Services to administer the CAP.

COMMUNITY ASSISTANCE PROGRAM

Draft Community Assistance Program Policy - Clean

Meeting Date: 16 August 2022

Attachment No: 1

COMMUNITY ASSISTANCE PROGRAMS POLICY

STATUTORY POLICY



1 Scope

This policy applies to Rockhampton Regional Council Community Assistance Programs available to eligible community organisations for initiatives within the Region. The programs include:

- (a) Community Development Grants;
- (b) Community Event Sponsorships;
- (c) Environmental Sustainability Program;
- (d) Venue and Services Support;
- (e) Insurance Support; and
- (f) Education Bursaries.

This policy does not apply to other financial assistance or sponsorship programs administered by Council, for example:

- (a) Remission of rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this policy is to ensure:

- (a) A fair, equitable and transparent process for selection and administration of CAP; and
- (b) The events and activities funded through the CAP provide community and economic benefits to the Region.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Community Assistance Programs Guidelines

Community Assistance Programs Procedure

Corporate Plan

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 1 of 9

Environmental Sustainability Strategy
 Financial Delegations Policy
 Operational Plan

4 Definitions

To assist in interpretation, the following definitions apply:

Acquittal	Finalising the terms of the funding agreement.
CAP	Community Assistance Program
Community Organisation	As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Delegated Officer	An employee appointed to a position with the relevant delegation under the <i>Local Government Regulation 2012</i> .
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Funding	Includes grants, sponsorships, financial assistance/support, in-kind support in accordance with this policy.
Funding Agreement	A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
Grant	The provision of cash or in-kind support to help community organisations deliver their projects.
In-kind Support	Products, services and other Council resources provided in lieu of cash, valued at full commercial rate. Examples include, waiving or discounting venue hire charges, promotion and marketing, assistance with project delivery.
Local	Community, suburb or the area within the Region that is serviced by the community organisation or group applying for funding.
Project	The activity, event, works or items being funded through a grant, sponsorship or support program.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Sponsorship	Negotiated agreement involving the provision of funds and/or in-kind support to deliver larger-scale projects, in exchange for acknowledgement, publicity or other recognition of sponsorship provided by Council.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 2 of 9

5 Policy Statement

Council is committed to supporting eligible community organisations:

- (a) Whose activities provide community, social and environmental benefits to the Region; and
- (b) To help them deliver projects, purchase equipment, and/or undertake other activities that are in the public interest and provide benefits to the Region.

Council determines the priorities of the CAPs and funding through its annual Operational Plan. Funding may be in the form of cash and/or in-kind support. Eligibility criteria and funding amounts (such as maximum funding per project) and conditions for funding for each year and/or round may be updated to reflect Council's focus and/or priorities.

All requests are subject to application, assessment, approval, acknowledgement and acquittal requirements in accordance with the Community Assistance Programs Procedure.

5.1 Community Assistance Program Types

Council provides financial assistance and in-kind support to community organisations, through the following programs. An organisation cannot receive funding from multiple CAPs for the same project.

Community Development Grants	<p>Provides funding to support community organisations and groups to deliver services, programs and activities that benefit the community.</p> <p>Provides up to 100% of project costs to a maximum amount as stated in the CAP Guidelines.</p> <p>Eligible Projects:</p> <ul style="list-style-type: none"> (a) Workshops; (b) Professional development or training courses; (c) Consultants, speakers or expert advisors; (d) Program or service development; and (e) Equipment or resources, including administrative or operational costs used in delivery of services or activities (excluding items that benefit members such as jersey, personalised sporting equipment etc).
Community Event Sponsorships	<p>A sponsorship arrangement to assist in the delivery of events that provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.</p> <p>There are 3 funding streams:</p> <ul style="list-style-type: none"> (a) Multi-year events – events that recur annually. Funding will be provided for an agreed period. (b) Regional events – events with a purpose to attract visitors from across and outside the Region and benefits the broad community. (c) Local events – events that deliver and provide benefits to a localised community or group. <p>Provides up to 100% of project costs, to a maximum amount as stated in the guidelines.</p> <p>Examples of eligible events:</p> <ul style="list-style-type: none"> (a) Community festivals, fairs and celebrations; (b) Sporting carnivals and competitions (excluding school-run events); (c) Performances and entertainment activities;

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 3 of 9

	<p>(d) Open days; and</p> <p>(e) Commemorative events.</p> <p>If the event makes a profit, the funds raised must go towards the delivery of the organisation's activities or a clearly identified purpose that aligns with CAP objectives.</p>
Environmental Sustainability Program	<p>Provides financial assistance to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, Council's Environmental Sustainability Strategy.</p> <p>Funds a maximum of 100% of project costs, to a maximum amount as stated in the CAP Guidelines.</p> <p>The applicant's contribution may be in the form of cash, other funding assistance or 'in kind' support (such as voluntary labour).</p> <p>Eligible projects:</p> <p>(a) Community education and awareness activities that increase the community's understanding:</p> <p style="padding-left: 20px;">(i) And value of our natural environment; and</p> <p style="padding-left: 20px;">(ii) Of local environmental sustainability issues, impacts and opportunities,</p> <p>(b) Projects that improve natural habitat, riparian corridors and waterways;</p> <p>(c) Conservation of native flora or fauna species;</p> <p>(d) Capacity-building workshops and events;</p> <p>(e) Targeted energy, water or waste efficiency programs; and</p> <p>(f) Practical community projects.</p>
Venue and Services Support	<p>Provides in-kind support in the form of Council services or resources for a community event or activity that benefits the residents of the Region.</p> <p>Amount of funding is on a case-by-case basis by request. If Council needs to hire additional staff to provide the service, this may be provided at a cost-recovery rate.</p>
Insurance Support	<p>Provides financial support to assist community organisations with the cost of maintaining insurance cover on approved community facilities outlined in paragraph 5.4.</p> <p>Funds up to \$500.</p>
Education Bursaries	<p>Provides financial assistance for the provision of monetary awards for high achievement in tertiary education and where the student is seeking further education.</p> <p>One award funded per year, per tertiary institution within the Region.</p> <p>\$500 awarded annually.</p>

5.2 Timing of Funding

Two funding rounds per annum is offered for the following:

- (a) Community Development Grants;
- (b) Community Event Sponsorships, excluding multi-year community events; and
- (c) Environmental Sustainability Program

If a funding round is undersubscribed, an additional round may be announced.

Multi-year community events will be considered annually.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 4 of 9

Applications for the following programs are open at any time:

- (a) Venue and Services Support;
- (b) Insurance Support; and
- (c) Education Bursaries.

5.3 Eligibility Criteria

Community organisations submitting an application for funding must meet the following eligibility criteria:

Eligibility Criteria	Community Assistance Program Type		
	Community Development Grants Community Event Sponsorships – Regional and Local Events Environmental Sustainability Program	Community Event Sponsorships – Multi-year Events	Venue and Services Support Insurance Support Education Bursaries
Be located and or/primarily providing services within the Region	Required	Required	Required
Be at least one of the following: (a) An incorporated entity; (b) A company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity; (i) A tax exempt fund; (ii) A deductible gift recipient (holding DGR status); or (c) A tertiary education provider (for Education Bursaries only)	Required	Required	Required
Be free of debt to Council	Required	Required	Required
Hold appropriate public liability cover for the project for which funding is being sought	Required	Required	NA
Have properly acquitted previous sponsorships, grants or other funding arrangements with Council	Required	Required	Required

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 5 of 9

Have a demonstrated capacity to successfully manage the project as outlined in the Funding Agreement.	Required	Required	NA
Have not received funding for the same event from another Council grant, sponsorship or support program	Required	Required	Required for Venue and Services Support only
Ability of the organisation or group to meet Council's fees and charges without assistance	NA	NA	Required for Venue and Services Support only
Ability of the organisation or group to meet insurance costs without assistance	NA	NA	Required for Insurance Support only
Have not received a rebate under the Rates Concession Policy (unless it is the only facility for hire within that community).	NA	NA	
Does not have exclusive use of the facility.	NA	NA	

Where a community organisation does not meet one or more of the above eligibility criteria, an application can be made on their behalf by another community organisation. The application must explicitly state this.

The project being considered for funding or the organisation seeking support must meet the following criteria:

	Community Assistance Program Type	
Eligibility Criteria	Community Development Grants Community Event Sponsorships – Regional and Local Events Environmental Sustainability Program Community Event Sponsorships – Multi-year Events	Venue and Services Support Insurance Support Education Bursaries
Provide or create identifiable community benefits for the Region	Required	Required
Promote a positive image of the Region and/or lead to enhancement of the Region's profile	Required	Required
Have adequate planning in place for delivery of the project	Required	NA

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 6 of 9

Align with Council's aims and objectives as outlined in the CAP Guidelines.	Required	Required
Be an approved community facility outlined in paragraph 5.4.	NA	Required for Insurance Support only

5.4 Approved Community Facilities for Insurance Support

Insurance support is provided to eligible community organisations for the following identified facilities that are deemed to be primarily for hire to the public:

- (a) Alton Downs Hall Association;
- (b) Bajool School of Arts Committee;
- (c) Upper Ulam Recreation and Sporting Benefit Association;
- (d) Wycarbah Hall and Sports Association;
- (e) Bouldercombe Hall;
- (f) Stanwell Hall;
- (g) Westwood Hall;
- (h) Ridgeland Hall;
- (i) Dalma Hall;
- (j) Kalapa Hall and Sports Committee;
- (k) Gogango Recreation Hall; and
- (l) Parkhurst Hall.

5.5 Project Costs

For applications requiring budget details, project costs must:

- (a) Be directly related to the delivery of the project;
- (b) Not have been incurred before a grant is awarded (retrospective payments, reimbursement for past expenses, etc.);
- (c) Have evidence to support the expenses listed in the application (quotes (must include details of the provider), evidence of recent similar expenses). Where these cannot be provided, an explanation of how the expense has been estimated must be provided;
- (d) Not be of material benefit to individual members of the organisation (for example: t-shirts, uniforms, personalised equipment);
- (e) Not include costs associated with prizes, goods or services awarded to others;
- (f) Not include salaries or regular operational expenses (for example, bookkeeping fees, utilities); and
- (g) Not include costs or portions of the project that have been funded by other Council grants or financial support.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 7 of 9

5.6 Assessment and Selection

Assessment and selection is based on merit including:

- (a) Demonstration of meeting eligibility criteria;
- (b) Providing value for money; and
- (c) Alignment with Council's Operational Plan, and with the focus and priorities established for the funding round.

Community Services convenes a selection panel to assess applications and makes recommendations of recipients to the delegated officer for approval for:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Programs.

Community Services employees assess applications and recommends recipients to the delegated officer for approval for:

- (a) Venue and Services Support;
- (b) Insurance Support; and
- (c) Education Bursaries.

5.7 Funding Agreements

A funding agreement is negotiated with the community organisation for any funding approved under the following programs:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Programs.

Funding agreements detail the responsibilities of both parties in the delivery of the project, including:

- (a) Project deliverables, including milestone schedule if applicable;
- (b) Acknowledgement requirements;
- (c) Payments and/or in-kind support provided by Council; and
- (d) Final reporting requirements.

5.8 Project Reporting and Accountability

An Outcome Report must be completed and returned by the funding recipient for funding or support offered through Community Development Grants, Environmental Sustainability Program, and Community Event Sponsorships no more than eight weeks after the conclusion of the project.

5.8.1 Unacquitted Funding

In the circumstance that a community organisation has not complied with acquittal timeframes and requirements in accordance with a Funding Agreement, the following actions are considered:

- (a) The funding recipient is made ineligible to apply for future Council funding for a period of at least three years; and
- (b) At the discretion of the Chief Executive Officer, actions may be taken to recover unacquitted funds.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 8 of 9

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 9 of 9

COMMUNITY ASSISTANCE PROGRAM

Draft Community Assistance Program Policy - Tracked

Meeting Date: 16 August 2022

Attachment No: 2

COMMUNITY GRANTS AND MINOR SPONSORSHIP ASSISTANCE PROGRAMS POLICY

STATUTORY POLICY



1 Scope

This policy applies to Rockhampton Regional Council ~~grants, donations, and minor sponsorship~~ community assistance programs available to eligible community organisations for initiatives within the Region. ~~The programs include:~~

- ~~(a) Community Development Grants;~~
- ~~(b) Community Event Sponsorships;~~
- ~~(c) Environmental Sustainability Program;~~
- ~~(d) Venue and Services Support;~~
- ~~(e) Insurance Support; and~~
- ~~(b)(f) Education Bursaries.~~

This policy does not apply to ~~the following other~~ financial assistance ~~and grants or sponsorship~~ programs administered by Council, for example:

- (a) Remission of rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this policy is to ensure:

- ~~(a) -A fair, equitable and transparent framework process when approving or for selection and administering of CAP community grants, donations and minor sponsorship; and~~
- ~~(a)(b) The events and activities funded through the CAP provide community and economic benefits to the Region.~~

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Community Assistance Programs Guidelines

Community ~~Grants and Minor Sponsorship~~ Assistance Programs Procedure ~~—Community Assistance~~

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 1 of 10

[Program](#)
[Corporate Plan](#)
[Councillor's Discretionary Funds Policy](#)
[Environmental Sustainability Strategy](#)
[Financial Delegations Policy](#)
[Operational Plan](#)

4 Definitions

To assist in interpretation, the following definitions apply:

Acquittal	Finalising the terms of the funding agreement.
CAP	Community Assistance Program
Community Organisation	As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i>.
Delegated Officer	An employee appointed to a position with the relevant delegation under the <i>Local Government Regulation 2012</i>.
Donation	Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.
Employee	Local government employee: (a) The Chief Executive Officer; or (a)(b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i>.
Funding	Includes grants, sponsorships, financial assistance/support, in-kind support in accordance with this policy.
Funding Agreement	A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
Grant	The provision of cash or in-kind support to help community organisations deliver their projects. Financial payment towards a project usually tied to specific eligibility criteria for the applicant or project.
In-kind Support	Products, services and other Council resources provided in lieu of cash, valued at full commercial rate. Examples include, waiving or discounting venue hire charges, promotion and marketing, assistance with project delivery.
Local	Community, suburb or the area within the Region that is serviced by the community organisation or group applying for funding.
Project	The activity, event, works or items being funded through a grant, sponsorship or support program.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

LEGAL AND GOVERNANCE USE ONLY

Adopted/Approved:	Adopted, 23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 2 of 10

Sponsorship	Negotiated arrangement agreement involving the provision of funds, and/or in-kind support to deliver larger-scale projects, in exchange for acknowledgement advertising, publicity or other benefits recognition of sponsorship provided by Council.
-------------	---

5 Policy Statement

Council is committed to supporting eligible community organisations:

- (a) ~~Whose activities provide community, social and environmental benefits to the Region; and~~
- (b) ~~To help them deliver projects, purchase equipment, and/or undertake other activities that are in the public interest and provide benefits to the Region.~~

~~Council determines the priorities of the CAPs and funding through its annual Operational Plan. Funding may be in the form of cash and/or in-kind support. Eligibility criteria and funding amounts (such as maximum funding per project) and conditions for funding for each year and/or round may be updated to reflect Council's focus and/or priorities. undertaking projects or events that contribute to building:~~

- (a) ~~A safe, caring and healthy community;~~
- (b) ~~A healthy and liveable environment; and~~
- (c) ~~A strong, resilient and diversified economy~~

~~Council will allocate funds within its annual budget for the provision of assistance through the Community Assistance Program and Councillor's Discretionary Fund.~~

~~The eligibility criteria and processes for applying and administering these funds have been adopted as procedures to this policy (Community Grants and Minor Sponsorship Procedure—Community Assistance Program, and Councillor's Discretionary Fund Policy).~~

~~All requests will ~~bear~~ be subject to application, assessment, approval, acknowledgement and acquittal requirements in accordance with the Community Assistance Programs Procedure, specific to the type of support and appropriate for the level of funding provided.~~

~~These procedures will facilitate a fair, accountable and transparent process for the distribution of funds across the community and ensure that Council's contribution is recognised and recorded, as required by the Local Government Regulation 2012.~~

5.1 Community Assistance Program Types

~~Council provides financial assistance and in-kind support to community organisations, through the following programs. An organisation cannot receive funding from multiple CAPs for the same project.~~

Community Development Grants	<p>Provides funding to support community organisations and groups to deliver services, programs and activities that benefit the community.</p> <p>Provides up to 100% of project costs, to a maximum amount as stated in the CAP Guidelines.</p> <p><u>Eligible Projects:</u></p> <ul style="list-style-type: none"> (a) Workshops; (b) Professional development or training courses; (c) Consultants, speakers or expert advisors; (d) Program or service development; and (e) Equipment or resources, including administrative or operational costs used in delivery of services or activities (excluding items that benefit members such as jersey, personalised sporting equipment etc).
------------------------------	---

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted—23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 3 of 10

<p><u>Community Event Sponsorships</u></p>	<p>A sponsorship arrangement to assist in the delivery of events that provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.</p> <p>There are 3 funding streams:</p> <p>(a) <u>Multi-year events – events that recur annually. Funding will be provided for an agreed period;</u></p> <p>(b) <u>Regional events – events with a purpose to attract visitors from across and outside the Region and benefits the broad community.</u></p> <p>(c) <u>Local events – events that deliver and provide benefits to a localised community or group.</u></p> <p><u>Provides up to 100% of project costs, to a maximum amount as stated in the CAP Guidelines.</u></p> <p><u>Examples of eligible projects:</u></p> <p>(a) <u>Community festivals, fairs and celebrations;</u></p> <p>(b) <u>Sporting carnivals and competitions (excluding school-run events);</u></p> <p>(c) <u>Performances and entertainment activities;</u></p> <p>(d) <u>Open days; and</u></p> <p>(e) <u>Commemorative events.</u></p> <p><u>If the event makes a profit, the funds raised must go towards the delivery of the organisation’s activities or a clearly identified purpose that aligns with CAP objectives.</u></p>
<p><u>Environmental Sustainability Program</u></p>	<p><u>Provides financial assistance to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, Council’s Environmental Sustainability Strategy.</u></p> <p><u>Funds a maximum of 100% of project costs, to a maximum amount as stated in the CAP Guidelines.</u></p> <p><u>The applicant’s contribution may be in the form of cash, other funding assistance or ‘in kind’ support (such as voluntary labour).</u></p> <p><u>Eligible projects:</u></p> <p>(a) <u>Community education and awareness activities that increase the community’s understanding:</u></p> <p style="padding-left: 20px;">(i) <u>And value of our natural environment; and</u></p> <p style="padding-left: 20px;">(ii) <u>Of local environmental sustainability issues, impacts and opportunities.</u></p> <p>(b) <u>Projects that improve natural habitat, riparian corridors and waterways;</u></p> <p>(c) <u>Conservation of native flora or fauna species;</u></p> <p>(d) <u>Capacity-building workshops and events;</u></p> <p>(e) <u>Targeted energy, water or waste efficiency programs; and</u></p> <p>(f) <u>Practical community projects.</u></p>
<p><u>Venue and Services Support</u></p>	<p><u>Provides in-kind support in the form of Council services or resources for a community event or activity that benefits the residents of the Region.</u></p> <p><u>Amount of funding is on a case by case basis by request. If Council needs to hire additional staff to provide the service, this may be provided at a cost-recovery rate.</u></p>

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted – 23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 4 of 10

<u>Insurance Support</u>	<u>Provides financial support to assist community organisations with the cost of maintaining insurance cover on approved community facilities outlined in paragraph 5.4. Funds up to \$500.</u>
<u>Education Bursaries</u>	<u>Provides financial assistance for the provision of monetary awards for high achievement in tertiary education and where the student is seeking further education. One award funded per year, per tertiary institution within the Region. \$500 awarded annually.</u>

5.2 Timing of Funding

Two funding rounds per annum is offered for the following:

- (a) Community Development Grants;
- (b) Community Event Sponsorships, excluding multi-year community events; and
- (c) Environmental Sustainability Program

If a funding round is undersubscribed, an additional round may be announced.

Multi-year community events are invited annually.

Applications for the following programs are open at any time:

- (a) Venue and Services Support;
- (b) Insurance Support; and
- (a)(c) Education Bursaries.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Adopted, 23 February 2024 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 5 of 10

5.3 Eligibility Criteria

Community organisations submitting an application for funding must meet the following eligibility criteria:

Eligibility Criteria	Community Assistance Program Type		
	<u>Community Development Grants</u> <u>Community Event Sponsorships – Regional and Local Events</u> <u>Environmental Sustainability Program</u>	<u>Community Event Sponsorships – Multi-year Events</u>	<u>Venue and Services Support</u> <u>Insurance Support</u> <u>Education Bursaries</u>
<u>Be located and or/primarily providing services within the Region</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>
<u>Be at least one of the following:</u> <u>(a) An incorporated entity;</u> <u>(b) A company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity;</u> <u>(i) A tax exempt fund;</u> <u>(ii) A deductible gift recipient (holding DGR status); or</u> <u>(c) A tertiary education provider (for Education Bursaries only)</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>
<u>Be free of debt to Council</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>
<u>Hold appropriate public liability cover for the project for which funding is being sought</u>	<u>Required</u>	<u>Required</u>	<u>NA</u>
<u>Have properly acquitted previous sponsorships, grants or other funding arrangements with Council</u>	<u>Required</u>	<u>Required</u>	<u>Required</u>
<u>Have a demonstrated capacity to successfully manage the project as outlined in the Funding Agreement.</u>	<u>Required</u>	<u>Required</u>	<u>NA</u>

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted – 23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 6 of 10

<u>Have not received funding for the same event from another Council grant, sponsorship or support program</u>	<u>Required</u>	<u>Required</u>	<u>Required for Venue and Services Support only</u>
<u>Ability of the organisation or group to meet Council's fees and charges without assistance</u>	<u>NA</u>	<u>NA</u>	<u>Required for Venue and Services Support only</u>
<u>Ability of the organisation or group to meet insurance costs without assistance</u>	<u>NA</u>	<u>NA</u>	<u>Required for Insurance Support only</u>
<u>Have not received a rebate under the Rates Concession Policy (unless it is the only facility for hire within that community).</u>	<u>NA</u>	<u>NA</u>	
<u>Does not have exclusive use of the facility.</u>	<u>NA</u>	<u>NA</u>	

Where a community organisation does not meet one or more of the above eligibility criteria, an application can be made on their behalf by another community organisation. The application must explicitly state this.

The project being considered for funding or the organisation seeking support must meet the following criteria:

	Community Assistance Program Type	
Eligibility Criteria	<u>Community Development Grants</u> <u>Community Event Sponsorships – Regional and Local Events</u> <u>Environmental Sustainability Program</u> <u>Community Event Sponsorships – Multi-year Events</u>	<u>Venue and Services Support</u> <u>Insurance Support</u> <u>Education Bursaries</u>
<u>Provide or create identifiable community benefits for the Region</u>	<u>Required</u>	<u>Required</u>
<u>Promote a positive image of the Region and/or lead to enhancement of the Region's profile</u>	<u>Required</u>	<u>Required</u>
<u>Have adequate planning in place for delivery of the project</u>	<u>Required</u>	<u>NA</u>
<u>Align with Council's aims and objectives as outlined in the CAP Guidelines</u>	<u>Required</u>	<u>Required</u>

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Adopted, 23 February 2024 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 7 of 10

<u>Be an approved community facility outlined in paragraph 5.4.</u>	NA	Required for Insurance Support only
---	----	-------------------------------------

5.4 Approved Community Facilities for Insurance Support

Insurance support is provided to eligible community organisations for the following identified facilities that are deemed to be primarily for hire to the public:

- (a) Alton Downs Hall Association;
- (b) Bajool School of Arts Committee;
- (c) Upper Ulam Recreation and Sporting Benefit Association;
- (d) Wycarbah Hall and Sports Association;
- (e) Bouldercombe Hall;
- (f) Stanwell Hall;
- (g) Westwood Hall;
- (h) Ridgeland Hall;
- (i) Dalma Hall;
- (j) Kalapa Hall and Sports Committee;
- (k) Gogango Recreation Hall; and
- (b)(l) Parkhurst Hall.

5.5 Project Costs

For applications requiring budget details, project costs must:

- (a) Be directly related to the delivery of the project;
- (b) Not have been incurred before a grant is awarded (retrospective payments, reimbursement for past expenses, etc.);
- (c) Have evidence to support the expenses listed in the application (quotes (must include details of the provider), evidence of recent similar expenses). Where these cannot be provided, an explanation of how the expense has been estimated must be provided;
- (d) Not be of material benefit to individual members of the organisation (for example: t-shirts, uniforms, personalised equipment);
- (e) Not include costs associated with prizes, goods or services awarded to others;
- (f) Not include salaries or regular operational expenses (for example, bookkeeping fees, utilities); and
- (g) Not include costs or portions of the project that have been funded by other Council grants or financial support.

5.6 Assessment and Selection

Assessment and selection is based on merit including:

- (a) Demonstration of meeting eligibility criteria;
- (b) Providing value for money; and
- (c) Alignment with Council’s Operational Plan, and with the focus and priorities established for the funding round.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted–23-February-2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 8 of 10

Community Services convenes a selection panel to assess applications and makes recommendations of recipients to the delegated officer for approval for:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Programs.

Community Services employees assess applications and recommends recipients to the delegated officer for approval for:

- (a) Venue and Services Support;
- (b) Insurance Support; and
- (c) Education Bursaries.

5.7 Funding Agreements

A funding agreement is negotiated with the community organisation for any funding approved under the following programs:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Programs.

Funding agreements detail the responsibilities of both parties in the delivery of the project, including:

- (a) Project deliverables, including milestone schedule if applicable;
- (b) Acknowledgement requirements;
- (c) Payments and/or in-kind support provided by Council; and
- (d) Final reporting requirements.

5.8 Project Reporting and Accountability

An Outcome Report must be completed and returned by the funding recipient for funding or support offered through Community Development Grants, Environmental Sustainability Program, and Community Event Sponsorships no more than eight weeks after the conclusion of the project.

5.8.1 Unacquitted Funding

In the circumstance that a community organisation has not complied with acquittal timeframes and requirements in accordance with a Funding Agreement, the following actions are considered:

- (a) The funding recipient is made ineligible to apply for future Council funding for a period of at least three years; and
- (b) At the discretion of the Chief Executive Officer, actions may be taken to recover unacquitted funds.

6 Review Timelines

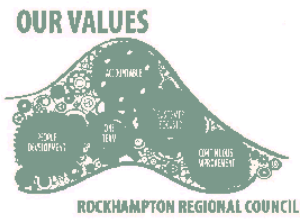
This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 9 of 10

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Adepted, 23 February 2024 DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 10 of 10

COMMUNITY ASSISTANCE PROGRAM

Draft Community Assistance Program Procedure - Clean

Meeting Date: 16 August 2022

Attachment No: 3

COMMUNITY ASSISTANCE PROGRAM PROCEDURE



1 Scope

This procedure applies to Rockhampton Regional Council Community Assistance Programs available to eligible community organisations for initiatives with the Region. The programs include:

- (a) Community Development Grants;
- (b) Community Event Sponsorships;
- (c) Environmental Sustainability Program;
- (d) Venue and Services Support;
- (e) Insurance Support; and
- (f) Education Bursaries.

This policy does not apply to other financial assistance or sponsorship programs administered by Council, for example:

- (a) Remission of rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this procedure is to ensure a fair, equitable and transparent process for administering CAPs.

3 Related Documents

3.1 Primary

Community Assistance Programs Policy

3.2 Secondary

Association Incorporation Regulation 1999

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Code of Conduct

Community Assistance Program Funding Agreement

Community Assistance Program Guidelines

Environmental Sustainability Strategy

Statement by a Supplier Form

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 1 of 5

4 Definitions

To assist in interpretation, the following definitions apply:

ABN	Australian Business Number
Acquittal	Finalising the terms of the funding agreement.
ATO	Australian Tax Office
CAP	Community Assistance Program
Community Organisation	As per schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) An entity whose primary objective is not directed at making a profit.
Conflict of Interest	This can be an actual, perceived or potential conflict between: (a) An employee's or Councillor's personal interests (such as personal relationships or club memberships); and (b) The public interest, which may affect decision making during the selection and/or administration processes.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Delegated Officer	An employee appointed to a position with the relevant delegation under the <i>Local Government Regulation 2012</i> .
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Funding	Includes grants, sponsorships, financial assistance/support, in-kind support in accordance with this policy.
Funding Agreement	A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
Grant	The provision of cash or in-kind support to help community organisations deliver their projects.
GST	Goods and services tax
In-kind Support	Products or services and other Council resources provided in lieu of cash, valued at full commercial rate. Examples include, waiving or discounting venue hire charges, promotion and marketing, assistance with project delivery.
Local	Community, suburb or the area within the Region that is serviced by the community organisation or group applying for funding.
Project	The activity, event, works or items being funded through a grant, sponsorship or support program.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 2 of 5

Sponsorship	Negotiated agreement involving the provision of funds and/or in-kind support to deliver larger-scale projects in exchange for acknowledgement, publicity or other recognition of sponsorship provided by Council.
-------------	---

5 Procedure

CAP provides financial assistance to community organisations that meet the eligibility criteria in the Community Assistance Program Policy.

5.1 Applications

Applications must be submitted on the correct application form with any requested attachments, by the stated closing date if applicable.

Applications received are acknowledged within 10 working days of receipt of the application.

Assessment is based on the information provided, applicants must ensure forms have been fully completed and required documents attached. Incomplete or unsigned applications may not be considered. If further information or clarification is required the applicant is contacted.

Applicants must ensure assessment criteria are addressed which may require:

- (a) Addressing the community benefits the project will provide:
 - (i) Clear explanation of who within the community will benefit from the project and what those benefits are; and
 - (ii) Consequences for the community if the project does not proceed;
- (b) Detailing the community organisations ability and capacity to deliver the project successfully by demonstrating:
 - (i) There is a project plan in place;
 - (ii) The organisation has a history or experience in delivering similar projects; and
 - (iii) The organisation has the capacity to sustain a program or activity beyond the terms of funding (where applicable).
- (c) Demonstrating that the project provides value for money by detailing the:
 - (i) Impact that funding will have on the project budget; and
 - (ii) Ability to deliver the project without funding.

5.2 Community Development Grants, Regional and Local Community Event Sponsorships, and the Environmental Sustainability Program

Funding rounds are announced on the Council website, with applications accepted within the opening and closing dates.

Community Services convenes a selection panel.

The selection panel recommends recipients to the delegated officer to approve support based on funds remaining for the support program.

Applications are prioritised based on satisfaction of the selection criteria and funds available.

Applicants are notified in writing of selection outcome by the date posted on the Council website.

5.3 Multi-Year Community Event Sponsorships

Council requests organisers of suitable events to submit a project plan, budget and any other documentation to support consideration for receiving funding.

Community Services assess applications in accordance with the Community Assistance Programs Policy. Applications are prioritised based on satisfaction of the selection criteria and funds available.

Applicants are notified in writing of selection outcome.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 3 of 5

Successful applicants are notified in writing of the funding amount and requirements.

At the end of the three year period, Community Services evaluates the success of the funded events and determine what events may continue to receive funding.

5.4 Funding Agreements

A Funding Agreement setting out the conditions for receipt and acquittal of the approved funds, and acknowledgement of Council's funding is forwarded to the successful applicants under the following:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Program.

The funding agreement is negotiated by Council and details the responsibilities of both parties in delivery of the project. This agreement must be signed by the recipient and returned by the specified due date prior to any funds being provided

Funding recipients must adhere to the requirements of the Funding Agreement, which may include:

- (a) Accounting of funding received, ensuring funds went towards eligible project costs;
- (b) Project outcomes, including reporting on community and/or economic benefits (for example, attendance/participation numbers, or anticipated additional activity generated as a result of the project); and
- (c) Confirmation of meeting any other requirements, such as acknowledgement of Council as a funding supporter, outlined in the Funding Agreement.

5.5 Venue and Services Support, Insurance Support and Education Bursaries

Requests for venue and services support, insurance support, and education bursaries support programs are received and assessed at any time.

Acknowledgement of requests is sent to applicants within 10 working days.

Community Services assesses eligibility and recommends recipients to the delegated officer to approve support based on funds remaining for the support program.

Community Services notifies the applicant of the decision within 30 working days of receiving the request.

Community Services arranges provision of support for Venue and Services Support, or funds for Insurance Support and Education Bursaries.

5.6 Goods and Services Tax and Australian Business Number

Depending on the applicant's status with the ATO, CAP funding may attract GST. Community organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an ABN.

Organisations which do not have an ABN must supply a Statement by a Supplier Form indicating the reason for not quoting an ABN. Without an ABN or a Statement by a Supplier Form, Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice about GST issues, Statement of Supplier Forms or any general enquiries about GST issues, the applicant is advised to contact the ATO.

5.7 Conflicts of Interest

Council employees or Councillors with a conflict of interest must not be involved in:

- (a) Decision making about whether community organisations that have submitted applications will receive funding, sponsorship or in-kind support; or
- (b) Administration of a Funding Agreement.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 4 of 5

5.8 Grievance Process

If a community organisation has not been successful in their application for funding under CAP, they may request, in writing, a review of their application. The applicant is notified of the review outcome in writing.

5.9 Acknowledgement

Successful applicants are expected to:

- (a) Acknowledge the support of Council in delivery of the project;
- (b) Register any associated community events on [Council's events calendar](#);
- (c) Ensure their organisation is registered on [Council's community directory](#); and
- (d) Participate in a Council-coordinated media opportunity upon request.

5.10 Reporting and Acquittal

Where required funding recipients are expected to:

- (a) Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts);
- (b) Provide a final acquittal report (where required), which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation; and
- (c) Submit a final report to Council within eight weeks of the project or event completion.

Projects are acquitted upon confirmation of successful delivery of the project and receipt of total funding.

Any community organisations with outstanding acquittals are not eligible for further funding from Council.

6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the General Manager Community Services.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	5	Section:	Community Services
Reviewed Date:		Page No:	Page 5 of 5

COMMUNITY ASSISTANCE PROGRAM

Draft Community Assistance Program Procedure - Tracked

Meeting Date: 16 August 2022

Attachment No: 4



1 Scope

This procedure applies to Rockhampton Regional Council ~~employees and Councillors, who approve or administer grants, donations, and minor sponsorship from the~~ Community Assistance Programs available to eligible community organisations ~~within for initiatives with the~~ Rockhampton Regional Council area~~Region~~. The programs include:

- (a) ~~Community Development Grants;~~
- (b) ~~Community Event Sponsorships;~~
- (c) ~~Environmental Sustainability Program;~~
- (d) ~~Venue and Services Support;~~
- (e) ~~Insurance Support; and~~
- (f) ~~Education Bursaries.~~

~~This policy does not apply to other financial assistance or sponsorship programs administered by Council, for example:~~

- (a) ~~Remission of rates;~~
- (b) ~~Regional Arts Development Fund; or~~
- ~~(a)(c) Major Sponsorship.~~

2 Purpose

The purpose of this procedure is to ensure a fair, equitable and transparent ~~process framework when requesting, approving for or administering~~ community grants, donations and minor sponsorship from the ~~Community Assistance Program~~CAPs.

3 Related Documents

3.1 Primary

Community ~~Grants and Minor Sponsorship~~Assistance Programs Policy

3.2 Secondary

- Association Incorporation Regulation 1999
- Crime and Corruption Act 2001
- Local Government Act 2009
- Local Government Regulation 2012
- Public Sector Ethics Act 1994
- Acquittal Report
- Code of Conduct

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 31 January 2019 DRAFT	Department:	Community Services
Version:	5	Section:	Community Assets & Facilities Services
Reviewed Date:		Page No:	Page 1 of 11

Community Assistance Program Funding Agreement

[Community Assistance Program Guidelines](#)

[Community Awards Scheme Application Form](#)

[Community Facilities Insurance Scheme Application Form](#)

[Community Grants Scheme Application Form](#)

[Community Organisation Support Application Form](#)

[Environment and Sustainability Scheme Application Form](#)

Environmental Sustainability Strategy

[Financial Delegations Policy](#)

[Information for Applicants—Community Assistance Program](#)

[Purchasing Policy—Acquisition of Goods and Services](#)

[Recordkeeping Policy](#)

[Small Projects Scheme Application Form](#)

Statement by a Supplier Form

4 Definitions

To assist in interpretation, the following definitions apply:

ABN	Australian Business Number
Acquittal	Finalising the terms of the funding agreement.
ATO	Australian Tax Office
CAP	Community Assistance Program
Capital works	Construction or renovation of assets or purchase of new equipment.
Community Organisation	As per schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) An entity whose primary objective is not directed at making a profit.
Conflict of Interest	This can be an actual, perceived or potential conflict between: (c) An employee's or Councillor's personal interests (such as personal relationships or club memberships); and (d) The public interest, which may affect decision making during the selection and/or administration processes.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i>.
Delegated Officer	An employee appointed to a position with the relevant delegation under the <i>Local Government Regulation 2012</i>.
Donation	Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.

LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Approved, 31 January 2019 DRAFT	Department:	Community Services
Version:	5	Section:	Community Assets & Facilities Services
Reviewed Date:		Page No:	Page 2 of 11

<u>Employee</u>	<u>Local government employee:</u> <u>(a) The Chief Executive Officer; or</u> <u>(b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i>.</u>
<u>Financial Assistance</u>	<u>Refers to donations, grants or sponsorship depending on the type of CAP funding.</u>
<u>Funding</u>	<u>Includes grants, sponsorships, financial assistance/support, in-kind support in accordance with this policy.</u>
<u>Funding Agreement</u>	<u>A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.</u>
<u>Grant</u>	<u>The provision of cash or in-kind support to help community organisations deliver their projects. Financial payment towards a project usually tied to specific eligibility criteria for the applicant or project.</u>
<u>GST</u>	<u>Goods and services tax</u>
<u>In-kind Support</u>	<u>Products or services and other Council resources provided in lieu of cash, valued at full commercial rate, also known as 'contra' (for Examples include: payment waiving or discounting of Council venue hire charges, promotion and marketing, assistance with project delivery).</u>
<u>Local</u>	<u>Community, suburb or the area within the Region that is serviced by the community organisation or group applying for funding.</u>
<u>Project</u>	<u>The activity, event, works or items being funded through a grant, sponsorship or support program.</u>
<u>Region</u>	<u>Rockhampton Regional Area defined by the Local Government Areas of Queensland.</u>
<u>Senior Employee</u>	<u>Employees of Council in a supervisor, coordinator, manager or general manager position.</u>
<u>Sponsorship</u>	<u>Negotiated arrangement agreement involving the provision of funds, and/or in-kind support to deliver larger-scale projects in exchange for acknowledgement advertising, publicity or other benefits recognition of sponsorship provided by Council.</u>

5 Procedure

CAP provides financial assistance to community organisations that meet the eligibility criteria in the *Community Assistance Program Policy*, are:

- (a) Located and/or primarily providing services within the Region;
- (b) Properly constituted and incorporated (if not incorporated are sponsored by an incorporated association), or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient;
- (c) Hold appropriate public liability cover for the project/event for which assistance is sought;
- (d) Have properly acquitted any previous grants and/or sponsorship provided by Council; and
- (a) Have the capacity to successfully manage the project/event; including meeting deadlines for grant expenditure and acquittal requirements.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Approved, 31 January 2019 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community <u>Assets & Facilities Services</u>
Reviewed Date:		Page No:	Page 3 of 11

5.1—Categories

5.1.1—Community Grants Scheme

~~The Community Grants Scheme provides financial assistance to community organisations for up to 50% (with a cap of \$20,000) of the costs of projects that are capital works (including building renovations, equipment and furnishings), and will have a lasting benefit to the broad community. An organisation may only be funded for one such project per annum, and preference will be given to projects that provide for multi-purpose or multi-organisation use.~~

~~Applications will be assessed against the following criteria:~~

- ~~(a) Applicant’s capacity to undertake the project including obtaining any relevant approvals and permissions;~~
- ~~(b) Community need for the project and potential for use by other groups;~~
- ~~(c) Community outcomes expected from the project, including any positive promotion of the local area; and~~
- ~~(d) Value for money with realistic scope and at least two quotes for all works.~~

5.1.2—Minor Sponsorship Scheme

~~The Minor Sponsorship Scheme offers financial assistance to community organisations for events that provide identified economic or community development outcomes for the broad community, and tangible benefits to Council through enhanced corporate image or revenue potential.~~

~~Applicants will be limited to funding for one event per year to a maximum of \$10,000 for regional events and \$3,000 for local events.~~

~~Council does not guarantee funding the same event in subsequent years.~~

~~Applications will be assessed against the following criteria:~~

- ~~(a) Applicant’s capacity to undertake the event including any experience with similar events, and ability to obtain relevant approvals and permissions;~~
- ~~(b) Wide community need for the event and how this was determined;~~
- ~~(c) Community outcomes expected from the event, including number of participants;~~
- ~~(d) Positive promotional outcomes for the local area; and~~
- ~~(e) Value for money, including realistic budget and cost recovery, with quotes for all items to be funded.~~

5.1.3—Community Organisation Support

~~The community organisation support scheme provides financial support to assist community organisations to provide a community service or activity for the benefit of residents of the Region. Funding will not be provided for payment of debt, salary related costs for staff, or costs that fall within the core business of State or Federal Government including, but not limited to, education, employment assistance, housing and homelessness.~~

~~Council does not guarantee ongoing support for the service or activity.~~

~~Applications will be assessed against the following criteria:~~

- ~~(a) Applicant’s capacity to sustain and deliver the service or activity beyond the support provided by Council;~~
- ~~(b) Inability to source other funding for the service or activity;~~
- ~~(c) Community need for the service or activity; and~~
- ~~(d)(a) Value for money in the delivery of the service or activity.~~

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 31 January 2019 DRAFT	Department:	Community Services
Version:	5	Section:	Community Assets & Facilities Services
Reviewed Date:		Page No:	Page 4 of 11

5.1.4 – Small Projects Scheme

The Small Projects Scheme provides assistance not exceeding \$1,000 in value to community organisations for small projects or events. The maximum funding amount may be cash or in-kind support.

Applications will be assessed against the following criteria:

- (a) Community need or desire for the project or event; and
- (b) Community outcomes, including number of participants.

5.1.5 – Awards

Council offers financial assistance to community organisations for the provision of awards or trophies for high achievement in tertiary education, regional community, cultural and sporting pursuits. There will be a maximum of \$500 per award, with a limit of one award per organisation per year.

Applications will be assessed against the following criteria:

- (a) Benefit to the community within the Region;
- (b) Recognition of high achievement; and
- (c) Accessibility to wider community.

5.1.6 – Community Facility Insurance Scheme

The Community Facility Insurance Scheme provides financial support to assist community organisations with the cost of maintaining insurance cover on community facilities identified in Appendix A – 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.

5.1.7 – Environment and Sustainability Scheme

The Environment and Sustainability Scheme aims to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, Council's Environmental Sustainability Strategy.

This scheme provides financial assistance to community organisations for up to 50% (with a cap of \$3,000) of the expected project costs. The applicant's contribution may be in the form of cash, other funding assistance or 'in kind' support (such as voluntary labour).

Applications will be assessed against the following criteria:

- (a) Strategic alignment with Council's Environmental Sustainability Strategy;
- (b) Expected outcomes for the community and the environment;
- (c) Applicant's capacity to deliver the project;
- (d) Applicant's approach to ensuring the project delivers long-term benefits for the community and the environment; and
- (e) Value for money.

5.25.1 Applications

Applications must be submitted on the correct application form with any requested attachments, by the stated closing date if applicable.

Applications received will be acknowledged within 10 working days of receipt of the application.

Assessment can only be based on the information provided, so applicants are requested to ensure forms have been fully completed and required documents included/attached. Incomplete or unsigned applications may not be considered. If further information or clarification is required the applicant is contacted.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Approved, 31 January 2019 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community <u>Assets & Facilities</u> <u>Services</u>
Reviewed Date:		Page No:	Page 5 of 11

Applicants must ensure assessment criteria are addressed which may require:

- (a) Addressing the community benefits the project will provide:
 - (i) Clear explanation of who within the community will benefit from the project and what those benefits are; and
 - (ii) Consequences for the community if the project does not proceed;
- (b) Detailing the community organisations ability and capacity to deliver the project successfully by demonstrating:
 - (i) There is a project plan in place;
 - (ii) The organisation has a history or experience in delivering similar projects; and
 - (iii) The organisation has the capacity to sustain a program or activity beyond the terms of funding (where applicable).
- (c) Demonstrating that the project provides value for money by detailing the:
 - (i) Impact that funding will have on the project budget; and
 - (ii) Ability to deliver the project without funding.

5.35.2 Community Development Grants, Regional and Local Community Event Sponsorships, and the Environmental Sustainability Program

Funding rounds are announced on the Council website, with applications accepted within the opening and closing dates.

Community Services convenes a selection panel.

The selection panel recommends recipients to the delegated officer to approve support based on funds remaining for the support program.

Applications are prioritised based on satisfaction of the selection criteria and funds available.

Applicants are notified in writing of selection outcome by the date posted on the Council website.

5.3.1 Offers of Funding

Following Council approval, applicants will be advised in writing within 10 working days of the outcome of their application.

A Community Assistance Program Funding Agreement will be forwarded to successful applicants setting out the conditions for receipt and acquittal of the approved funds, and acknowledgement of Council's funding. This agreement will need to be signed and returned by the specified due date prior to any funds being provided. Details of approved projects, including the project description, name of the applicant organisation and the amount funded, will be made public via Council's website.

Decisions about the extent and type of assistance are final, and there are no appeal mechanisms.

5.3 Multi-Year Community Event Sponsorships

Council requests organisers of suitable events to submit a project plan, budget and any other documentation to support consideration for receiving funding.

Community Services assess applications in accordance with the Community Assistance Programs Policy. Applications are prioritised based on satisfaction of the selection criteria and funds available.

Applicants are notified in writing of selection outcome.

Successful applicants are notified in writing of the funding amount and requirements.

At the end of the three year period, Community Services evaluates the success of the funded events and determine what events may continue to receive funding.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Approved, 31 January 2019 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community <u>Assets & Facilities Services</u>
Reviewed Date:		Page No:	Page 6 of 11

5.4 Funding Agreements

A Funding Agreement setting out the conditions for receipt and acquittal of the approved funds, and acknowledgement of Council's funding is forwarded to the successful applicants under the following:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Program.

The funding agreement is negotiated and details the responsibilities of both parties in delivery of the project. This agreement must be signed by the recipient and returned by the specified due date prior to any funds being provided

Funding recipients must adhere to the requirements of the funding agreement, which may include:

- (a) Accounting of funding received, ensuring funds went towards eligible project costs;
- (b) Project outcomes, including reporting on community and/or economic benefits (for example, attendance/participation numbers, or anticipated additional activity generated as a result of the project); and
- (c) Confirmation of meeting any other requirements, such as acknowledgement of Council as a funding supporter, outlined in the funding agreement.

5.4 Funding Rounds

Applications for assistance under CAP will be invited as follows:

- (a) There will be three funding rounds per annum for the Community Grants, Community Organisation Support, Minor Sponsorship and the Environment and Sustainability Schemes. Each round will be advertised publicly at appropriate times of the year and at least four weeks prior to a round closing. Applications received outside of these rounds will be assessed at the next round.
- (b) Applications for the Small Projects Scheme, Awards and Community Facilities Insurance Scheme will be accepted at any time.

The amount of funds available under each scheme and at each round will be determined following the adoption of the annual budget. Council may set a maximum funding amount per application to ensure equitable distribution of the overall grant quantum.

Application forms are available on Council's website or by contacting the Customer Service Centre.

5.5 Venue and Services Support, Insurance Support and Education Bursaries

Requests for venue and services support, insurance support, and education bursaries support programs are received and assessed at any time.

Acknowledgement of received applications is sent to applicants within 10 working days.

Community Services assesses eligibility and recommends recipients to the delegated officer to approve support based on funds remaining for the support program.

Community Services notifies the applicant of the decision within 30 working days of receiving the request.

Community Services arranges provision of support for Venue and Services Support, or funds for Insurance Support and Education Bursaries.

5.5.6 Goods and Services Tax and Australian Business Number

Depending on the applicant's status with the ATO, CAP funding may attract GST. Community organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an ABN.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Approved, 31 January 2019 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community <u>Assets & Facilities Services</u>
Reviewed Date:		Page No:	Page 7 of 11

Organisations which do not have an ABN must supply a Statement by a Supplier Form indicating the reason for not quoting an ABN. Without an ABN or a Statement by a Supplier Form, Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice about GST issues, Statement of Supplier Forms or any general enquiries about GST issues, the applicant is advised to contact the ATO.

5.6 Assessment

~~The high demand for funding means that not all eligible grant applications are able to be funded or funded for the amount requested. Success will depend on the number of applications received, the relative merit and quality of the application. Council may offer partial funding only.~~

~~Applications received under the Community Grants, Community Organisation Support and Minor Sponsorship Schemes will be assessed by a panel of Council senior employees appointed by the CEO.~~

~~To ensure appropriate technical input and alignment with Council's Environmental Sustainability Strategy, applications received under the Environment and Sustainability Scheme will be assessed by a panel consisting of senior officers associated with Council's Environmental Sustainability Unit.~~

~~Assessment of applications under the Small Projects Scheme, Awards or Community Facility Insurance Scheme will be undertaken by a panel consisting of two Council senior employees appointed by the CEO who have delegated authority to approve the funding.~~

~~In accordance with the Local Government Act 2009, Public Sector Ethics Act 1994, and Council's Code of Conduct, members of the assessment panels are required to declare any conflict of interest in relation to applications to be assessed, and if necessary, withdraw from any assessment of a particular application, or round of applications. In such case, another employee will be appointed to the panel for the assessment process.~~

~~Should an assessment panel consider it appropriate, it may seek advice from other suitable employees of Council on specialist matters relating to individual applications. However, such employees will not take part in the decision making processes of the panel.~~

~~The panel will undertake an assessment of all eligible applications in accordance with Council's Community Grants and Minor Sponsorship Policy and Procedure. Panel members will document and sign their individual assessments of applications against the criteria and scores will be aggregated. The panel, as a whole, will then make a recommendation in relation to which applications, if any, should be funded.~~

~~For all applications received under the Community Grants and Minor Sponsorship Schemes, the panel chair will prepare a report detailing the assessment panel's recommendations to the Council table for adoption.~~

~~For all applications received under the Environmental and Sustainability Scheme, the panel chair will prepare a report detailing the assessment panel's recommendations to the Council table for adoption.~~

~~The outcome of all projects approved under the Small Projects Scheme, Awards or Community Facilities Insurance Scheme will be reported to the Council table on a regular basis.~~

~~All records will be retained by Council in accordance with Council's Recordkeeping Policy.~~

5.7 Conflicts of Interest

Council employees or Councillors with a conflict of interest must not be involved in:

(a) Decision making about whether community organisations that have submitted applications will receive funding, sponsorship or in-kind support; or

(a)(b) Administration of a Funding Agreement.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Approved, 31 January 2019 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community <u>Assets & Facilities Services</u>
Reviewed Date:		Page No:	Page 8 of 11

5.8 Grievance Process

If a community organisation has not been successful in their application for funding under CAP, they may request, in writing, a review of their application. The applicant is notified of the review outcome in writing.

5.75.9 Acknowledgement

Once an organisation has received financial assistance from Council acknowledgement of this funding is required on all printed material, media advertisements and releases, and signage. The number and quality of the benefits provided to Council should directly relate to the requested amount.

5.8—Accountability for Funds Received

Successful applicants ~~will be~~ expected to:

- ~~(a) Acknowledge the support of Council in delivery of the project;~~
- ~~(a)(b) Register any associated community events on Council's events calendar;~~
- ~~(b)(c) Ensure their organisation is registered on Council's community directory (if a community organisation); and~~
- ~~(c) Participate in a Council-coordinated media opportunity upon request.;~~
- ~~(d) Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts); and~~
- ~~(e)(d) Provide a final acquittal report which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation. The final report must be returned to Council within eight weeks of the project or event completion.~~

5.10 Reporting and Acquittal

Where required funding recipients are expected to:

- ~~(a) Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts);~~
- ~~(b) Provide a final acquittal report (where required), which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation; and~~
- ~~(c) Submit a final report to Council within eight weeks of the project or event completion.~~

Projects are acquitted upon confirmation of successful delivery of the project and receipt of total funding.

Any community organisations with outstanding acquittals are not eligible for further funding from Council.

6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the General Manager Community Services.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<u>Approved, 31 January 2019 DRAFT</u>	Department:	Community Services
Version:	5	Section:	Community <u>Assets & Facilities Services</u>
Reviewed Date:		Page No:	Page 9 of 11

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 31 January 2019 DRAFT	Department:	Community Services
Version:	5	Section:	Community Assets & Facilities Services
Reviewed Date:		Page No:	Page 10 of 11

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:~~

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

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

- ~~(a) Alton Downs Hall Association~~
- ~~(b) Bajool School of Arts Committee~~
- ~~(c) QCWA Marmor Branch~~
- ~~(d) Upper Ulam Recreation and Sporting Benefit Association~~
- ~~(e) Wycarbah Hall and Sports Association~~
- ~~(f) Bouldercombe Hall~~
- ~~(g) Stanwell Hall~~
- ~~(h) Westwood Hall~~
- ~~(i) Ridgelands Hall~~
- ~~(j) Dalma Hall~~
- ~~(k) Kalapa Hall and Sports Committee~~
- ~~(l) Baree School of Arts~~
- ~~(m)(a) Parkhurst Hall~~

COMMUNITY ASSISTANCE PROGRAM

Community Assistance Program Guidelines - Draft

Meeting Date: 16 August 2022

Attachment No: 5

Guidelines for Community Assistance Programs

DRAFT: 9 August 2022

Community Assistance Programs (CAP) objective

To help create inclusive, vibrant communities that make Rockhampton One Great Region.

About CAP

Through the Community Assistance Programs (CAP), Rockhampton Regional Council (RRC) provides support to community organisations and groups whose activities provide community, social and environmental benefits to the Rockhampton Region.

There are a number of assistance programs within CAP that provide financial and/or in-kind support to help community organisations and groups to purchase equipment, deliver activities and programs, or put on events that make Rockhampton a great place to live, work and play.

This document will provide information about how to apply for assistance from Council. We encourage you to visit the RRC website for information about current funding rounds.

If you have any questions about these guidelines, please contact: <email>

Definitions

Acquittal	Finalising the terms of the Funding Agreement
Bursary	Monetary award in recognition of excellence in tertiary studies
CAP	The Community Assistance Program
Community Organisation	As per schedule 8 of the Local Government Regulation 2012, a Community Organisation is an entity: <ul style="list-style-type: none"> • that carries on activities for a public purpose; or • whose primary objective is not directed at making a profit. <p>Examples include: sporting, leisure, cultural, education, not-for-profit, and service/volunteer clubs and organisations. If you are uncertain about whether your organisation or group is eligible, please contact Community Services <email address>.</p>
Community Services	Community Services is the Community, Culture, Parks and Facilities Unit within Rockhampton Regional Council
Conflict of Interest	This can be a conflict between: <ul style="list-style-type: none"> • a Council employee's or Councillor's personal interests (such as personal relationships or club memberships), and • the public interest <p>which may affect decision making during the selection and/or administration processes.</p>
Council	Rockhampton Regional Council
Financial Assistance /	The provision of cash or in-kind contributions to help community organisations deliver their projects, in accordance with CAP guidelines.

Support	
Funding Agreement	A contract between Rockhampton Regional Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
In-kind	Products, services and other Council resources provided in lieu of cash, valued at full commercial rate. Examples include: waiving or discounting venue hire charges, promotion and marketing, assistance with project delivery.
Local	Community, suburb or the area within the boundaries of Rockhampton Regional Council that is serviced by the community organisation or group applying for funding.
Region and regional	Area defined by the electoral boundaries of Rockhampton Regional Council.

Programs

CAP is made up of a number of grant, sponsorship and assistance programs. Each program has its own set of requirements and processes, as well as timeframes for funded projects and events.

Community Development Grants

Purpose: This program provides funding to support community organisations and groups to deliver services, programs and activities that benefit the community.

Amount:

- Up to 100% of project costs
- \$1,000, maximum

Eligible projects:

- Workshops
- Professional development or training courses
- Consultants, speakers or expert advisors
- Program or service development
- Equipment or resources used in delivery of services

Community Event Sponsorships

Purpose: This program is a sponsorship arrangement for assist in the delivery of events that provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.

There are 3 funding streams:

- **Multi-year event** – events will receive funding for 3-years, after which Council will review renewal of funding.
- **Regional event** – events that attract visitors from across the Rockhampton region as well as outside the local area and are for the benefit of the broad community. Examples: craft fair, writers festival, regional or state competitions

- **Local event** – events that are delivered within a community and provide benefits to a localised community or group. Examples: community garden days and fairs, club open days

Amount:

- Up to 100% of project costs
- Multi-year event – negotiated with the event organisers
- Regional event – up to \$10,000
- Local event – up to \$2,000

Eligible projects:

- Community festivals, fairs and celebrations
- Sporting carnivals and competitions
- Performances and entertainment activities
- Open days
- Commemorative events

Environmental Sustainability Program

Purpose: This program encourages community-led environment and sustainability initiatives that align with, and deliver on the objectives of, Council's Environmental Sustainability Strategy.

Amount:

- Up to 100% of project costs
- \$1,000, maximum

Eligible projects:

- Community education and awareness activities that increase the community's understanding and value of our natural environment
- Works projects that improve natural habitat, riparian corridors and waterways
- Conservation of native flora or fauna species
- Community education and awareness activities that increase the community's understanding of local environmental sustainability issues, impacts and opportunities
- Capacity-building workshops and events
- Targeted energy, water or waste efficiency programs
- Practical community projects

Venue and Services Support

Purpose: This program provides in-kind support to community organisations, such as venue hire, waste collection services, and other Council services for which there is a fee. Each request is assessed individually based on benefits to the community, costs to Council and ability of the organisation or group to meet Council's fees and charges without assistance.

Amount: case-by-case basis by request. If Council needs to hire additional staff to provide the service, this may be provided at a cost-recovery rate.

Insurance Support

Purpose: This program provides a cash contribution to the insurance costs of community organisations or groups who must demonstrate that they are unable to meet the costs without support. Eligible organisations and groups must be located within approved areas of the Region and will be contacted by Council.

Amount: Up to \$500

Education Bursary

Purpose: This program provides a cash contribution to eligible students seeking further education. Nominations are solicited from the community, schools and businesses.

Amount: \$500, awarded annually

Application process

Eligibility requirements

Organisation eligibility

Organisations submitting an application must:

- Be located and or/primarily providing services within the Rockhampton Region;
- Be **at least one** of the following:
 - A constituted and incorporated entity
 - A company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity
 - A tax exempt fund
 - A deductible gift recipient (holding DGR status)
 - A tertiary education provider (for Education Bursaries)
- Be free of debt to Council;
- Hold appropriate public liability cover for the project for which funding is being sought;
- Have properly acquitted previous sponsorships, grants or other funding arrangements with Council; and
- Have a demonstrated capacity to successfully manage the project as outlined in the Funding Agreement where one is required.

An organisation cannot receive funding from multiple assistance programs for the same project.

Where a community group or organisation does not meet one or more of the above, an application can be made on their behalf by another eligible organisation. The application must explicitly state this.

Project eligibility

Assistance Program	Eligible projects
Community Development Grants	<ul style="list-style-type: none"> • Equipment, supplies, materials or other resources needed to deliver services and activities (excluding items that benefit members such as jerseys, personalised sporting equipment, etc.) Workshops, training and other capacity-building activities • Administrative or operational costs directly related to delivery of services or activities
Community Event Sponsorships	<ul style="list-style-type: none"> • Single community, cultural, heritage or sporting events (excluding school-run events) • If the event makes a profit, the funds raised must go towards the delivery of organisation activities or a clearly identified purpose that aligns with CAP objectives
Environmental Sustainability Program	<ul style="list-style-type: none"> • Community education and awareness activities • Projects to improve natural habitats, waterways, or riparian corridors • Conservation projects • Capacity-building workshops and events • Energy, water or waste efficiency programs • Practical community projects

Project costs

For applications that require budget details, project costs must:

- Be directly related to the delivery of the project.
- Not have been incurred before the grant has been awarded (retrospective payments, reimbursement for past expenses, etc.)
- Have evidence to support the expenses listed in the application (quotes, evidence of recent similar expenses). Quotes or professional estimates must include the contact details of the quote provider. Where quotes or other documentation cannot be provided, an explanation of how the expense has been estimated must be provided.
- Not be of material benefit to individual members of the organisation (example: t-shirts, uniforms, personalised equipment).
- Not towards costs associated with prizes, goods or services that are awarded to others.
- Not include salaries or regular operational expenses (example: bookkeeping fees, utilities).
- Not include costs or portions of the project that have been funded by other Council grants or financial support.

How to submit an application

The following process pertains to Community Development Grants, Community Event Sponsorships, and the Environmental Sustainability Program.

1. The closing dates for CAP funding rounds are on the Rockhampton Regional Council website. No late applications will be accepted.

2. Applicants must complete the application form for the Community Assistance Program from which they are seeking funding.
3. The application form includes the necessary details, attachments and other evidence required.
4. The application form and required attachments should be emailed to: <email address>
5. You will receive notification of receipt within 10 business days.
6. If further information or clarification is needed, you will be contacted by Community Services.

Assistance with your application

If you have any questions about completing an application, you can contact Community Services <phone number, email address>.

Assessment, selection and notification processes

Once your application is received, Community Services will assess your application to establish its eligibility.

Community Development Grants, Community Event Sponsorships and the Environmental Sustainability Program will be evaluated by an Assessment Panel convened by Community Services. The application form will provide the specific criteria and requirements for each Community Assistance Program.

Venue and Services Support, Insurance Support and Education Bursaries will be administered by Community Services in line with CAP objectives.

Applications will be assessed on 3 fundamental criteria:

- The benefits to the community that the project will provide.
- The ability of the organisation or group to deliver the project successfully.
- The value for money that the project provides to Council and the Rockhampton Region.

Assessment criteria examples

1. The project will provide community benefits. Applications will demonstrate:
 - Alignment with CAP purpose and funding round focus and priorities
 - Clear explanation of who within the community will benefit from the project and what those benefits are
 - Consequences for the community if the project does not proceed
2. The applicant has the ability and capacity to deliver the project successfully. Applications will demonstrate:
 - There is a project plan in place
 - The organisation has a history or experience in delivering similar projects
 - The organisation has the capacity to sustain a program or activity beyond the terms of funding (where applicable)
3. The project provides value for money for Council and the Rockhampton Region. Applications will demonstrate:

- the impact that funding will have on the project budget
- the ability to deliver the project without funding

Selection

Applications will be prioritised based on satisfaction of the selection criteria and funds available.

For applications for funding through Community Development Grants, Community Event Sponsorships and the Environmental Sustainability Program, a Selection Panel will make recommendations to Council.

Requests for assistance through Venue and Services Support, Insurance Support and Education Bursaries are assessed by Community Services as they are received.

Community Services may ask the applicant for further information before making a decision.

Notification

Applicants will be notified in writing of the outcome of the selection process by the dates noted on the Council website.

Funding agreements will be issued for Community Development Grants, Community Event Sponsorships and the Environmental Sustainability Program.

If a community organisation has not been successful in their application for funding, they can request, in writing, a review of their application.

Terms and conditions

Acknowledgement

Successful applicants will be expected to:

- Acknowledge the support of Council in delivery of the project
- Register any associated community events on Council's events calendar
- Ensure their organisation is registered on Council's community directory (if a community organisation)
- Participate in a Council-coordinated media opportunity upon request

GST

Depending on the applicant's status with the Australian Tax Office (ATO), funding may attract goods and services tax (GST). Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an Australian Business Number (ABN).

Organisations which do not have an ABN must supply a 'Statement of Supplier' indicating the reason for not quoting an ABN. Without an ABN or a Statement of Supplier form Council will be required to withhold and forward 48.5% of any approved grant to the ATO.

For advice about GST issues, Statement of Supplier forms or any general enquiries about GST issues, please contact the ATO.

Reporting and acquittal

Funding recipients are expected to:

- Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts)
- Provide a final acquittal report (where required), which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation.
- A final report must be returned to Council within eight (8) weeks of the project or event completion.
- Any organisations with outstanding acquittals will not be eligible for further funding from Council.

COMMUNITY ASSISTANCE PROGRAM

Community Assistance Program Assessment Workflow

Meeting Date: 16 August 2022

Attachment No: 6

Community Assistance Program Assessment workflow

Applications will be assessed against three (3) requirements:

- Eligibility
- Alignment with objectives
- Value for money

Applications that meet requirements are then ranked, based on the quality of their applications.

Requirements assessment

Eligibility

An application must satisfy all of these eligibility requirements:

1. **Organisation** – are they a community organisation that fits the criteria listed in the guidelines?
2. **Project** – does the scope of the project fit within the grant purpose? Are there eligible project costs for which the organisation is seeking funding?
3. **Application** – is the application completed correctly and fully?

If an application is ineligible for any of the above, the application is rejected, with an explanation provided about why the application was not accepted.

If an application has some missing or incomplete information, the assessment officer can use their discretion to request the missing information (within reason).

Alignment with objectives

1. Are there clear benefits to community?
2. Does the project align with CAP and RRC objectives and priorities?

If an application does not adequately demonstrate alignment, the application is rejected, with an explanation provided about why the application was not successful.

Value for money

1. Does the application demonstrate that the CAP grant facilitates/enables project to proceed?
Example: assessors may determine that the project or event is likely to happen regardless of whether they receive funding through CAP, or they may determine that even with funding, it's unlikely that the project will proceed to the scale described.

2. If the project proceeds, are there going to be any sustained benefits for the community or the organisation? Example: a sporting club may want to host a regional competition. Without sufficient competition for teams/clubs in the region, it's unlikely that the sport will attract members or provide enough opportunities for development.

If an application does not adequately demonstrate value for money, the application is rejected with an explanation provided about why the application was not successful.

Prioritisation / Ranking

Using the assessment matrix, assessors mark the quality of each application. Applications are then prioritised and ranked accordingly.

The cut-off for ranking is determined by the funding available in the round.

The applications that do not make the cut are rejected with an explanation provided about why they were not successful.

Unallocated funds

If there are funds remaining after prioritising/ranking applicants, the remaining funds can either:

- Be added to the next round
- Be added to the contingency pool
- Be added to another funding program (AR events)

8.4 PROPERTY MATTER - 78 EAST STREET, MOUNT MORGAN

File No:	374
Attachments:	1. Letter from President - Mount Morgan Arts Precinct MMCC Inc ↓ 2. Mount Morgan Arts Precinct Proposal 2022 ↓
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Emma-Jane Dwyer - Manager Community Assets & Facilities

SUMMARY

Manager Community Assets and Facilities reporting on a proposal for property acquisition in Mount Morgan.

OFFICER'S RECOMMENDATION

THAT Council authorise the Chief Executive Officers (Manager Community Assets & Facilities and Coordinator Property & Insurance) to proceed with Option A as outlined in the report.

COMMENTARY

Council acquired the nominated properties on 21 October 2019 for \$75,000. The property, with the exception of the large church, is vacant, derelict, non-compliant and boarded up to prevent further vandalism and squatting.

The large church still maintains its structural integrity and holds a lot of original décor and fittings therefore is still of significant value to Council and the Community.

The small church and dwelling have deteriorated to a point where maintenance and renewal are not financially viable due to issues such as black mold infestation, compliance issues, and general deterioration of building fabric and interior. In addition, the small church and dwelling have been deemed hazardous and unsafe for occupation. Council has previously resolved to demolish the small church and the dwelling on 23 March 2021.

A proposal submitted by the Mount Morgan Citizens Club has prompted a review of the resolution from 23 March 2021 to dispose of the small church and dwelling at 78 East Street, Mount Morgan.

The submission proposes the following:

- The small church be used to house a bicycle museum.
- The large church be used to house the No.7 Art Gallery.
- The dwelling be tenanted, the rental income to be the majority source of income for the Mount Morgan Citizens Club to fund the proposed repairs
- The grounds be used to host community markets.

The total cost estimate from the Mount Morgan Citizens Club to complete the repairs is \$197,590 with an initial \$20,600 required to get the project started. However, the \$20,600 would only cover reinstating power and water to the three buildings and repairs to the front landing stairs of the smaller church, which does not adequately address the immediate safety issues including mold treatment and restumping.

The Mount Morgan Citizens Club would be unable to hold markets at the site or engage in commercial activities due to it being within a residential zone. This change of use in their proposal would require an impact assessable Material Change of Use application with the public notified. This would require funding from the club to engage an external town planner to submit the application and would require compliance to the planning scheme for the buildings.

The Mount Morgan Citizens Club have no long-term financial plan to support the project and have requested that Council apply for the MCU on their behalf and reallocate the funds from the disposal of assets budget and provide a grant to the Club to kick start the project.

It is noted in the proposal that the main focus of the Club is the Soldiers Rooms on another site; therefore funding applications would likely not be for this site. It is also noted that the immediate priority for the club is the Art Gallery in the large church and dependent on funding the small church could be left for a further 3 years with no work performed.

The estimated cost of demolition is less than \$40,000.

In forming a recommendation, consideration has been given to the following:

- There are a number of more important and significant buildings that require Council's investment.
- Disposing of the site "as is" will encumber another organisation with the repairs and asbestos removal.
- An unencumbered site should have more appeal for an organisation wanting to add to Mount Morgan's central business district.
- Whilst Council retains ownership, any maintenance to buildings also triggers building compliance upgrades which makes the buildings unviable without a future designated use.
- The ability of the club to finance the short term and long term repairs and fund the ongoing maintenance costs.

Option A

That Council apply to subdivide the dwelling with a minimum lot size of 400 square metres and tender for the sale of the site. Budget will be reallocated from the disposal to fund this process.

That Council continue with the asset disposal as per Council Resolution dated 23 March 2021 for the small church and amenities block.

That Council retain the décor and fittings from the large Church for future use by Council and tender for sale of the site. Any family plaques will offered for donation to any remaining family members.

If either sales do not proceed Council Officers will at this time further explore the best use of the sites.

Option B

That Council apply to subdivide the dwelling with a minimum lot size of 400 square metres and tender for the sale of the site. Budget will be reallocated from the disposal to fund this process.

That Council transfer the ownership of the remaining church buildings to the Mount Morgan Citizens Club and fund the cost of the MCU with no further financial donations.

There is a significant risk with this option that the MCU will require conditions be met before the buildings can be used as a Museum or Art Gallery. The Mount Morgan Citizens Club have limited funds available for any repairs and without the residence the club would be without a reliable source of income.

There is also a significant risk that the Mount Morgan Citizens Club will proceed with their proposal without meeting the conditions of the MCU and the project will become a compliance issue for Council.

To facilitate a Material Change of Use application, external consultants would need to be engaged.

Option C

That Council transfer the ownership of all three buildings and fund the cost of the MCU with a financial donation. This is the clubs preferred option.

The property would be transferred to the Club in an 'as is' condition.

In addition to the risks outlined in Option B there are additional risks.

There is a risk of community perception around not using ratepayer funds wisely. Council purchased the land and buildings without a purpose to then be gifted to the Club with a cash incentive for the club to then utilise the buildings for commercial businesses.

There is a risk of injury or illness to occupants of the dwelling from the immediate safety issues that are not funded, specifically the failure to address the black mold to an acceptable standard and generally meet the requirements of the *Residential Tenancies and Rooming Accommodation Act 2008*.

Option D

That Council lease the site to the Mount Morgan Citizens Club for an initial term of 1 year, with an extension of a further year at Council's discretion. The Club would still be responsible for the payment of rates and do not support this option.

Option E

Do nothing but wait seek an amendment to the planning scheme to facilitate the change of use. Under this scenario the buildings further deteriorate during the approximate 12 months it takes for an amendment to be finalised.

PREVIOUS DECISIONS

Council resolved on 19 March 2019 to seek to negotiate the purchase of the property for \$75,000.

Council resolved on 23 March 2021 to dispose of the nominated properties and associated structures as detailed in the report which included the small church and dwelling at 78 East Street, Mount Morgan.

Council further resolved on the 19 July 2022 to lay the matter on the table pending site inspection.

BUDGET IMPLICATIONS

The cost of disposing of the nominated assets is captured within the 2022/2023 Capital Budget.

The estimated for the demolition of the small church and dwelling is \$40,000.

LEGAL IMPLICATION

Options C, D & E would require the appropriate legal agreements to be put in place. Whilst agreements can be conditioned to protect Council, this does not eliminate the risk to Council for being held liable for an incident relating to the unsafe condition of the site.

STAFFING IMPLICATIONS

Existing resources within Community Assets and Facilities will manage the execution of the demolition project.

RISK ASSESSMENT

A review of the vacant properties has been performed and the buildings are considered a hazard to both members of the community and Council workers. Ageing infrastructure at the site has the potential to cause harm without warning.

There is a risk that the assets will be returned back to Council due to the capacity of the club to finance the associated costs, which in the end will force a demolition decision and costs at a future date.

CORPORATE/OPERATIONAL PLAN

1.1.18 – Develop and implement three year forward community assets and facilities works program (renewals).

CONCLUSION

It is recommended that Council proceed with the building disposal as outlined in Option A. Whilst the proposal from the Mount Morgan Citizens Club is admirable, it is proposed that the market is first tested in regards to the uses of the Large Church before it is gifted to another organisation. In this scenario, the Council has the potential to recover its sunk costs as well as activate the site. There are already a number of community buildings that are held by Council in Mount Morgan, that require investment and this is where our efforts should be first focused.

**PROPERTY MATTER - 78 EAST
STREET, MOUNT MORGAN**

**Letter from President - Mount Morgan
Arts Precinct MMCC Inc**

Meeting Date: 16 August 2022

Attachment No: 1



Mount Morgan Citizens Club Inc
 18 Morgan Street, Mount Morgan, QLD 4714
 Email: mountmorgansoldiersrooms@gmail.com
 General Enquiries - 0411865621
 Bookings – 0419605662

26th June 2022

Attention - Rockhampton Regional Council

To the Honorable Mayor Tony Williams, esteemed Councilors and Interested Parties,

The proposal for Mount Morgan Arts Precinct, incorporating the 3 buildings at 78 East St, Mount Morgan, has been discussed at the Mount Morgan Citizens Club AGM on the 26th June 2022. The following options were presented that had been outlined as possible for Council consideration, and the responses are as follows:-

Option A – Council continues with disposal.

Response- NO. All Members believe this is not an option.

- The buildings are highly valued historically, and are an intrinsic part of the streetscape, familial stories and our community identity.

- Negative media surrounding such a move would not reflect well.

- The Mount Morgan /RRC relationship going forward would be further damaged.

- Mount Morgan does not need another unsightly vacant block, it makes the town look like it is dying.

Option B – Transfer the ownership of the entire property (land and buildings) with a financial donation of \$20600.

Response – YES. All Members were unanimous that this was the best option for both parties.

- RRC benefit by handover of any financial or litigious liability.

- RRC recoup ongoing rates. (Quoted at around \$1500/annum with rebate.)

- MMCC are able to use the funding to bring up to standard house and church to create ongoing income via rent/gallery, to re-invest into restoration of buildings, grounds, community events, community art and youth projects, benefitting Mount Morgan and our Rockhampton region.

- PR around such a move would be extremely favorable for both RRC and Mount Morgan, and with each milestone/event would reinforce the impression of support for the arts, social causes, the town and its constituents.

- Both RRC and Mount Morgan can move forwards to establish trust and a cohesive relationship and reverse any existing negative perceptions.

Option C – Transfer ownership of the entire property with no financial donation.

Response – YES. As a last resort to stop demolition. Despite majority support, some Members are strongly against this option, and all Members, were dubious and felt that this was basically RRC handballing liability to a not-for-profit group to pick up with no support.

- The timeline for any restoration would drag out, delaying any income creation, and with rates would place a financial burden on the club.

- The project would be in stasis until funds were able to be raised, enabling further deterioration of buildings, ongoing anti-social behavior and loss of community momentum surrounding the project.

- Should a lesser donation amount than the previous option be offered, then the club would again have to consider the merits of the amount offered, further affecting timeline and momentum.

Option D - Lease the site for an initial term of 1 year with no financial donation.

Response – NO. Members were unanimous in believing this option would not benefit either RRC or the MMCC.

- RRC would continue to have ongoing liability, and continued issues it is currently trying to avoid.

-MMCC would be less inclined to invest hard fundraised dollars if the possibility that at the end of 12 months RRC no longer wished to continue with the arrangement.

- Our proposal is based on a 5 year timeline as would be comfortably executable by volunteers, whereas in 1 year, someone would have to be dedicated on a fulltime basis, as well as immediately come up with funds, which is presently not possible

We appreciate your consideration and hope to receive news of a positive outcome for all.

Yours Sincerely,

John Tuxworth
 President
 Ph - 0429055165

**PROPERTY MATTER - 78 EAST
STREET, MOUNT MORGAN**

**Mount Morgan Arts Precinct Proposal
2022**

Meeting Date: 16 August 2022

Attachment No: 2



Artists Impression

Mount Morgan Arts Precinct @ 88-92 East Street

Proposal 01/05/2022

Table Of Contents

Mission.....	Page 2
Regional Profile.....	Page 3
Historical Profile.....	Page 5
Historical Data.....	Page 6
Facilities & Activities.....	Page 11
Management and Roles.....	Page 13
Organisational Chart.....	Page 15
Assets.....	Page 17
Fixed Asset Inventory.....	Page 18
Repairs.....	Page 20
Maintenance.....	Page 23
Insurance.....	Page 24
General Operations.....	Page 26
Financing	Page 27
Renovation Costings.....	Page 28
Timeline Infographic.....	Page 31
Beneficiaries.....	Page 32
Summary.....	Page 33

Mission

The Mission of Mount Morgan Arts Precinct.

To gain recognition as a unique and character filled destination for local and regional Artists, promoting creativity, culture, history and innovation, whilst contributing to local economy through tourism attraction, community wellbeing through activities and support, and township beautification through creative projects.

- To encourage and support local and regional Artists to exhibit and broaden their skill set.
- To reinstate No7 Gallery as a community gathering places for all.
- To celebrate and restore the heritage of these historically significant buildings and displays.
- To inspire artistic expression and volunteer engagement.
- To facilitate unity between not-for-profit groups, businesses, and community members to enhance cohesion within the population.
- To provide future opportunities in art, work experience, fitness, and social engagement, particularly for youth, the aged and the socially isolated.
- To contribute to the local economy by encouraging tourism through exhibitions, shows, markets and promoting local Artist talent.
- To improve liveability, local pride, resilience, and perpetuity without reliance on impermanent industry.
- To collaborate with local schools, library, visitor information centre, commerce, and Council to achieve mutually beneficial outcomes.

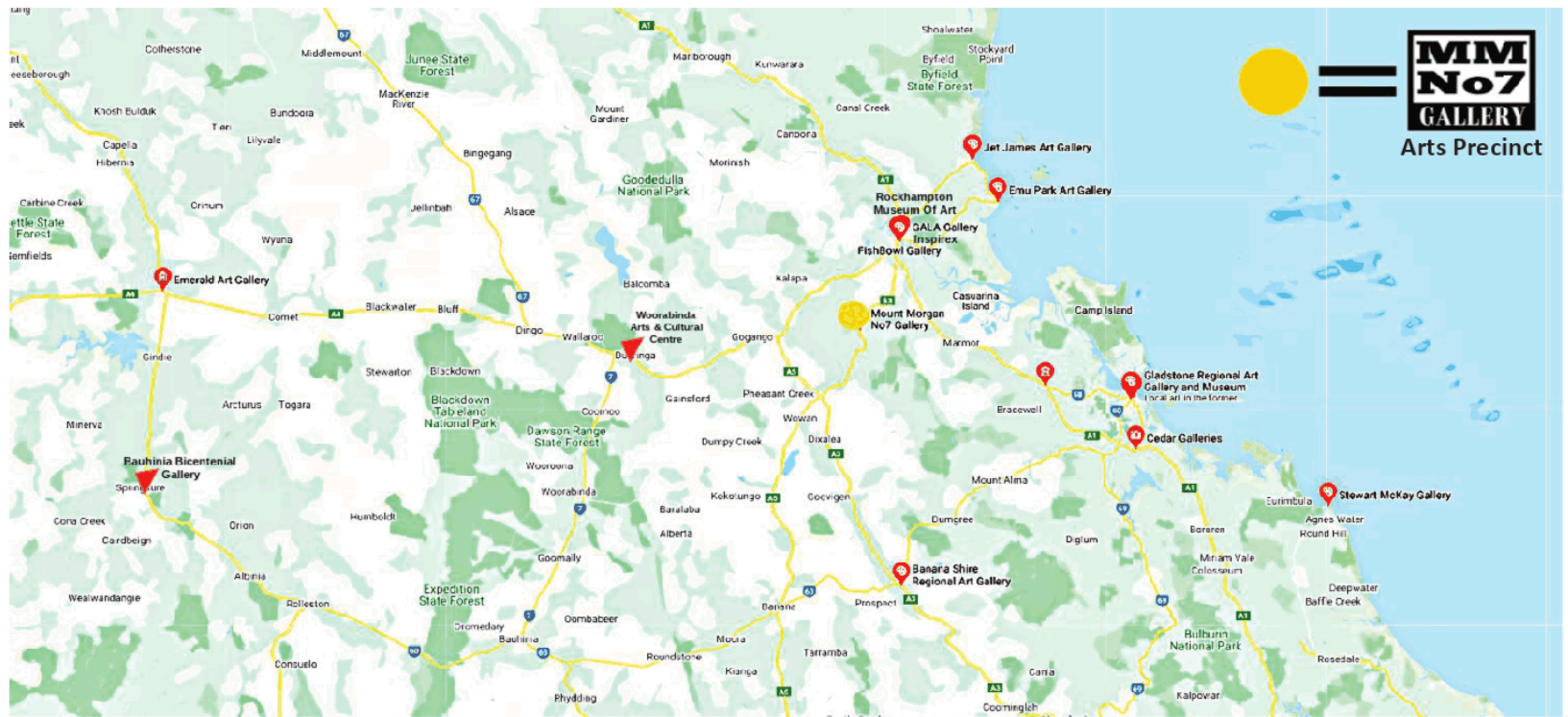
Regional Profile

Located in the hinterland 35klms Southwest of Rockhampton, on the outer reach of the RRC LGA, Mount Morgan is positioned well as a historical and cultural destination for weekenders, day-trippers, and tourists in general. Regional Key challenges facing the population of approximately 3000, include access to services, social isolation, and the ability to retain younger people as well as the ability for the community to function and connect as a whole. It is well known that the arts have the power to transform lives and are a catalyst for tourism, employment and economic development contributing to resilient and prosperous regional communities. The ambition is to create a space with the capacity to host a wide range of activities encompassing the interests of most demographics, ensuring the facility is well positioned to assist and address these challenges.

Surrounding Galleries

- Rockhampton Museum of Art – Rockhampton (Population approx. 83000)
- Reid’s Gallery – Rockhampton
- Gala Gallery – Rockhampton
- Inspirex – Rockhampton
- Fig Tree Galleries – Yeppoon (Population approx. 25000)
- Paint Pot Gallery – Yeppoon
- Jet James Art Gallery – Yeppoon
- Emu Park Art Gallery – Emu Park (Population approx. 2500)
- Banana Shire Regional Art Gallery – Biloela (Population approx. 5400)

Mount Morgan is positioned well for daytrips from Rockhampton or Gladstone, offering varied routes to come and go. From Rockhampton, there is the choice of the historical Razorback, or the panoramic Range, (location of the annual Gold Rush Hill Sprint), or a round trip via Kabra, Dululu and the Mount Hay Gemstone Tourist Park. From Gladstone it is an easy run up the Bruce Highway or alternatively the more scenic route through Biloela. Perched as a gateway to the Western reaches of Central Queensland, Mount Morgan makes a welcome stop for more intrepid travellers before tackling the longer stretches.



Historical Profile



St Enoch's Presbyterian Church

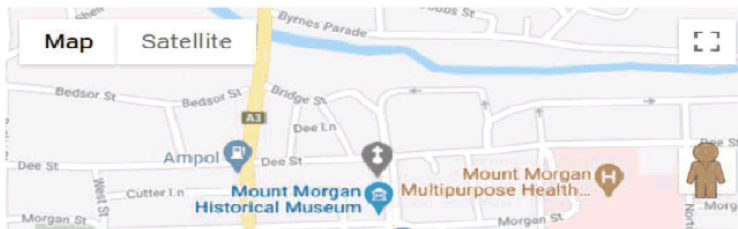
MOUNT MORGAN, QLD 4714

Church Information

Church Name:	St Enoch's Presbyterian Church
Church Previous Name:	-
Denomination:	Presbyterian Church of Australia
Street Address:	East St, Mount Morgan QLD 4714, Australia
Suburb:	Mount Morgan
State:	QLD
Postcode:	4714
Foundation Stone Laid:	unknown
Foundation Stone Notes:	No Foundation Stone or Memorial Plaque details are known. Information/photographs are invited.
Date Opened:	unknown
Date Closed:	unknown
Email:	admin@churchesaustralia.org

Comments

The St Enoch's Presbyterian Church, Mount Morgan building was erected about 1890, and is one of the oldest buildings in the town. The church may now have closed as it is no longer recorded in the Presbyterian Church listing. No other details are known. More historical information/photographs of the church/congregation are invited. Photographs uploaded 5/12/2018.



Exerpt from churchesaustralia.org

Historical Data

St Enoch's Presbyterian Church

Date Built - 1913

Builder – Thomas Thompson (T.T.) Cornes (1872- 1933) Son of Thomas Glen Cornes, (1843- 1903), renowned as Chief Draftsman and Building Supervisor of the construction of Mount Morgan's first Hospital, (1890), most of Mount Morgan Mines original buildings, The General Office, Carlton House, the original School Of Arts Building (1889) and The Masonic Hall (1903), passing away upon completion.

Upper Dee Hall

Date Built – 1910

Was constructed in Baree, then was removed and re-erected in its current East Street position in 1927. Was used for Services and Sunday School.

Residence -

Date Built - Unknown

History

Mount Morgan was founded as a gold mining town in 1882, and over time, the mine has also produced gold, silver and copper. Mount Morgan is 341 metres above sea level. The wealth from the Mount Morgan mine funded Persian oil exploration, establishing the Anglo-Persian Oil Company, which became BP in 1954.

Mount Morgan is a historic town with many interesting things to see such as the Mafeking bell, Running of the Cutter Statue, the Bakery, Gold mine, Historical museum, the No 7 dam, and the Private Victor Stanley Jones Suspension bridge.

The Mount Morgan scouts were an offshoot of the original Boy Scout Association, in that they were affiliated with the Boys Brigade, and wore Boy's Brigade uniforms, but took a modified Scout Promise. They were known as [Mount Morgan Scouts](#), [Blue Boy Scouts](#), or 1st Mount Morgan Company. The unit was registered with the Boys' Brigade (BB) Scouts as the 1st Mount Morgan Company in 1910. The Company also that year affiliated itself with the Australian League of Boy Scouts Queensland. Their headquarters was at St. Enoch's Presbyterian Church, Mount Morgan. The first "Local Association" that was established, with a committee that included a President and Secretary, in support of a whole district was Mount Morgan in 1924 [1]. In 1926, Mt Morgan witnessed 3 sponsored troops (i.e., Presbyterian, Roman Catholic, Methodist churches) being formed, each with its own distinctive uniforms [2]. Mount Morgan was also once a district which was established in 1943 where its first District Commissioner was G.C. Mullins [3]. The Mount Morgan Group Den was formally opened in February, 1969 [4]. In 1971, Mount Morgan Group was later attached to Branch HQ.

Excerpt from <https://badgehistory.scoutsqld.com.au>

Central Queensland Herald (Rockhampton, Qld. : 1930 - 1956), Thursday 25 November 1937, page 8

PRESBYTERIAN CELEBRATIONS AT MT MORGAN

ROCKHAMPTON, November 19.
ST ENOCH'S Presbyterian Church, Mt Morgan, will celebrate during the coming week-end the 50th anniversary of the holding of the first Presbyterian services at Mt Morgan. The commemorations will extend over three days to include various special services and meetings.

A short service will be conducted on the ground of the late Mrs Edwards's home on Saturday at 3 p.m.; a preparatory service, which will include the dedication of pulpit chair, clock, and set of communion chairs, will be held in the church on Saturday evening; a communion service will take place at 10 o'clock on Sunday; and the unveiling of a tablet to the late Mrs Edwards will be performed at the evening service at 7.30 p.m. On Monday evening a public concert will be given in the church.

Events connected with the history of the church in Mt Morgan show that the year 1887 (in which the Rev. Charles Ogg, of Ann Street, Brisbane, was Moderator of the Assembly) was one of no little activity in the Presbyterian Church of Queensland, new congregations being formed at Killarney and Clayfield. These charges have just recently celebrated their Golden Jubilees. But no matter who might be Moderator, it was Dr Hay, of Rockhampton, who was always regarded as the vigorous head of Presbyterianism in Central Queensland, and it was Dr Hay who concerned himself with the formation of a Presbyterian Congrega-

tion of population around Rockhampton."

Unfortunately, however, Mr Aitken could spend little time near Rockhampton since a minister was required for Clermont; and it was not until the end of 1888 that a minister could be sent to Mount Morgan, when the Rev. John Mackenzie, recently from the Free Kirk of Scotland, was available for "supply." The Mt Morgan people promptly gave Mr Mackenzie a call, and in March, 1889, he was inducted and four elders, James Shearer, Alexander Martin, Charles Peacock, and John Kinlock, were ordained.

NO CHURCH BUILDING.

The congregation at this time had no church building of its own, and was meeting in the Oddfellows' Hall. This induction and ordination service, however, was held in the school room of the Church of England. The building, afterwards known as the Central Street Church, was built and dedicated at the end of 1890.

The Rev. John Mackenzie remained at Mount Morgan until 1892, receiving a call to Bundaberg in July of that year. Next year the Rev. G. K. Aitken was called, and inducted in June. He remained until 1895, and after his departure there was a vacancy until 1898, when the Rev. Stewart Byron became minister of the charge. He was called to Victoria in 1901, and the Rev. W. W. Boyle came in his place, remaining until 1906.

After a 14 months' vacancy, the Rev. Alan Macdonald Mackillop (of Wynnum, was inducted on September 14, 1907. The Mount Morgan people succeeded in keeping Mr Mackillop with them until 1911, when the Presbyterians of Lismore, N.S.W., were able to induce him to transfer to that charge. He was followed by the Rev. G. L. Shirreffs, a quiet and unassuming gentleman, whose career before coming to Mt Morgan had been strange-

Central Queensland Herald (Rockhampton, Qld. : 1930 - 1956), Thursday 25 November 1937, page 8

ly because people commenced to build their houses on it about the year 1887, the year of Queen Victoria's Jubilee—and therefore the name of Mrs Edwards is being linked with these commemorative celebrations, and a special service is being held on Saturday, November 20, on the site of her old home. The services of Sunday, November 21, will be conducted by Mr Mackillop, now the Rev. Professor Mackillop, B.A., B.D., who, with the Rev. James Blake, alone survives among former ministers of the charge.

The Mount Morgan charge has, therefore, in 50 years, had approximately 30 years of settled ministry, and has been "vacant" for 20. It would not be easy to give the names of those who filled the pulpit during these 20 years, but it might be noted that many of them were ordained men, the Rev. A. H. Macdonald, afterwards minister of Springsure, the Rev. Meyer Hermann, who was later called to St Luke's, Redfern, the Rev. P. R. Currell, who became a missionary on one of the aboriginal mission stations of the Gulf, the Rev. G. A. Ferguson, from N.S.W., and the Rev. R. H. Lewis, from the Calvinistic Methodist Church of Wales, the Presbyterian Church of the Principality, who is at present minister of the Church.

During Mr Mackillop's ministry, Church halls were erected at Baree and at Upper Dee, while in 1913, in Mr Shirreff's time, the East Street church was built and dedicated.

For some years services and Sunday schools were being held in all four buildings, but in 1927 the Upper Dee hall was no longer needed where it was, and was removed into the town to serve as a school hall alongside the East Street Church. In 1928 the "Old Church," as the Central Street edifice was called, was blown down in a cyclone, and not re-erected. The Central Street Church, now called "St Enoch's," and the Baree Hall together suffice for present-day needs.

8
Thomas Glen Cornes:
Mount Morgan's chief colonial builder

Special Interest

At the establishment of the Mount Morgan Gold Mining Company in 1886, Scottish-born Thomas Glen (T.G.) Cornes (1843-1903), moved to Mount Morgan to take up the role of the Company's chief draftsman and building supervisor. He held that role until his death in 1903.

A joiner by trade, T.G. Cornes had previously worked in Thames, New Zealand, a huge gold mining town of the time. He became well-known in Thames as a skilled builder, particularly in mining construction.

In Mount Morgan, T.G. Cornes supervised the construction of most of the original mine buildings. He was involved in the construction of the first stages of the General Office. He also constructed Carlton House to house the first general manager of the mine, James Wesley Hall.

The Mount Morgan Gold Mining Company provided the town with several community buildings. T.G. Cornes supervised the construction of many of these buildings, including Mount Morgan's first hospital, the General, built in 1890.

In addition to his construction work, T. G. Cornes chaired several committees.

As chairman of the School of Arts Committee, he sought and was granted two acres of land from the colony's Minister for Lands to build Mount Morgan's first School of Arts building in 1889.

He was also chairman of the Primitive Methodists Committee. A tender notice dated 18 October 1887 in the Morning Bulletin states, 'Tenders will be received by Mr. T. G. Cornes ... for the erection of Primitive Methodist Parsonage at Mount Morgan'.

As chairman of the State Schools Committee in the 1890s, he organised annual picnics for 600-700 students on land adjacent to his property on the Range (a road that ran below the mine's General Office overlooking the railway station and town).

Many of T.G. Cornes' buildings have long since gone, some destroyed by fire, others ravished by time.

Yet the State heritage-listed Masonic Hall in Gordon Street, Mount Morgan, built in 1903, is a reminder of his work.

The great-great-grandson of T.G. Cornes, former Mount Morgan resident, Robert Bruce Campbell (pictured right), recalls his maternal grandfather often telling him that their ancestor supervised the building of the Masonic Hall.



"In the early 1960s, I learned ballroom dancing there," Robert Bruce Campbell added.

T.G. Cornes was heavily involved in the Masons in Mount Morgan. He held offices in the Scottish Grand Lodge of Freemasons. He later held offices in the United Masonic Lodge when the constitutions of the Scottish, Irish and English Masonic lodges merged.

T. G. Cornes died on 27 July 1903 (aged 60), on completion of the building of the Masonic Hall.

The Morning Bulletin reported on 30 July 1903 that 'nearly 2,000 people from all sections of the community' attended the Mount Morgan cemetery to pay their respects and 'flags were flying at half-mast from almost every flagstaff in town all day'.

T.G. Cornes was survived by his wife, Scottish-born Margaret Aitken (née Thompson) (1840-1921), and the pair's many children.

One of his sons, New Zealand-born, Thomas Thompson (T.T.) Cornes (1872-1933) (pictured), followed in his father's footsteps as a builder. (T.T. Cornes is the maternal great-grandfather of Robert Bruce Campbell).



T.T. Cornes established the local building and funeral business, T.T. & C. Cornes, in 1911. Saint Enoch's Presbyterian Church in East Street, Mount Morgan, is one of his buildings still standing.

"One of the things my family has done for generations, especially T. G. Cornes, is to give their time, talents and resources to their local community to improve it for the benefit of all. Community service is important," Robert Bruce Campbell said.

"We should leave this world a better place, not a worse one, through our actions."

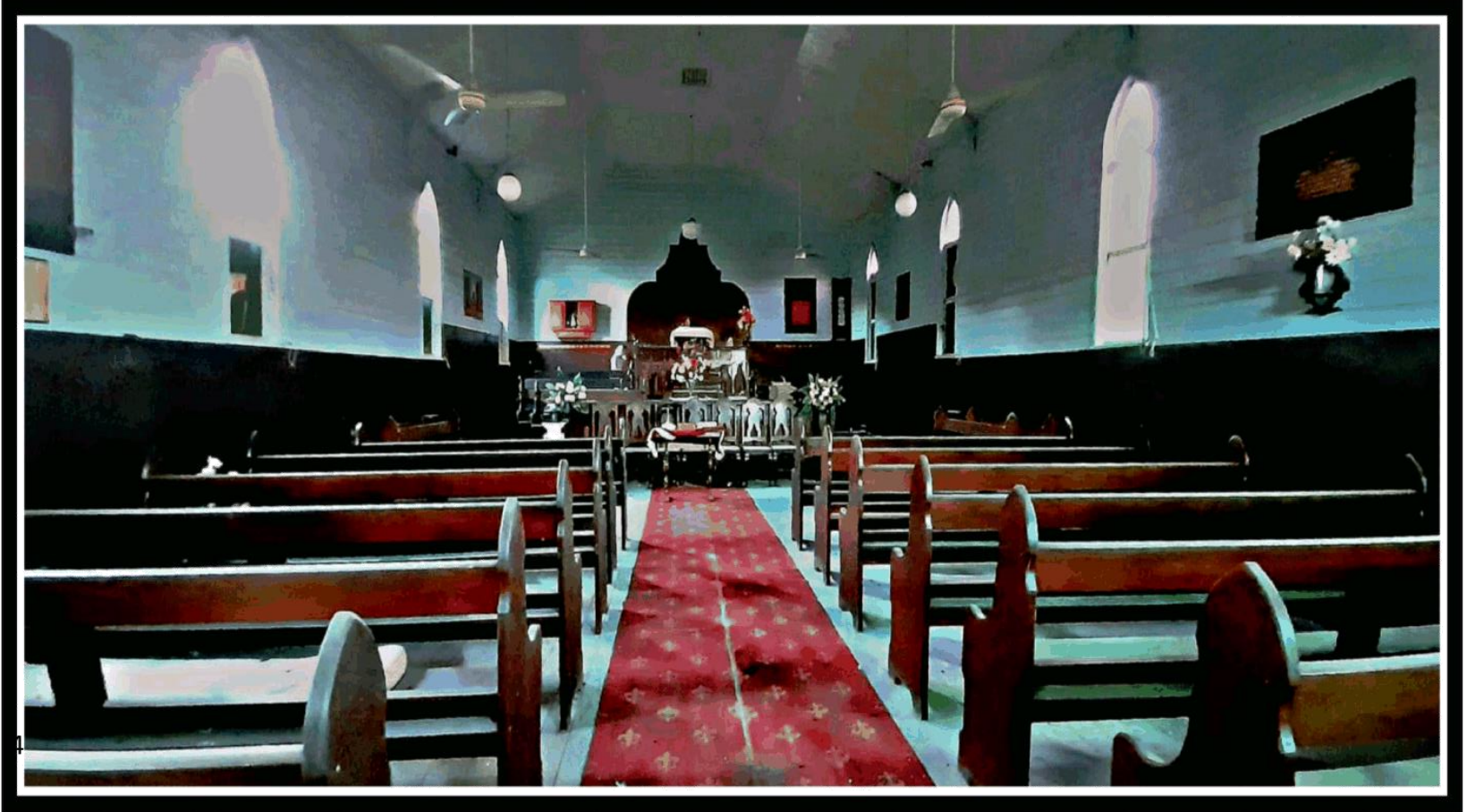
If anyone has a photograph of T.G. Cornes and/or his wife, Margaret, please contact the Mount Morgan Historical Museum.

Co-author, Robert Bruce Campbell, descendant of the colonial Cornes family of Mount Morgan, and Catherine Mcintosh, descendent of the colonial Stubbs family of Mount Morgan.

Artifacts

Within the Church and Hall are many artifacts that tell a story of Mount Morgan. Many of the chairs have plaques in dedication to locals who contributed in some way to the community. The original pews are in excellent condition, as is the pulpit and bible cabinet. Even a lot of the bibles are preserved. In one of the cupboards is the silver baptism jug, and 2 organs sit within the church, and a piano in the Hall. There are also Honour Boards from the first and second World Wars. A moment in time....stories of our past.

All these items and more belong with these buildings, have been listed in the asset list, and would be kept and utilised for posterity within the Arts Precinct so as to display them to their ultimate historic potential.



Interior – Mount Morgan Presbyterian Church – St Enoch’s in January 2022.

Proposed Facilities and Activities

St Enoch's Presbyterian Church

To house Mount Morgan No7 Gallery which will deliver: - Exhibitions

Workshops

Indoor NFP Arts Marketplace

Upper Dee Hall

Dual residency for the Mount Morgan Bicycle Museum and Mount Morgan Men's Shed Display.

: - Annual Vintage Bike Show

Men's Shed workshops

Youth Pushbike Mechanic Workshops

Residence

Resident Grounds Caretaker and Security, with a weekly obligation to provide a sausage sizzle for Youth Warriors. (A group incorporating Ninja Adventure Course training weekly, for all kids, building trust and rapport, as well as ensuring a meal for at risk youth.)

Grounds

Mount Morgan Country Women's Association Pioneering Women Memorial Garden.

Quarterly Arts/Crafts Markets

Potential Activities into the Future

Sculpture Garden- Designed, constructed and installed through workshops, with the vision for more public sculptural artworks at strategic locations around the Mount Morgan township.

Wedding Expo- A bi-annual event that showcases Mount Morgan venues and accommodation, photographers and premium backdrop locations, promotes local beauty services, catering, pampering services, and all things bridal to establish the concept of The Mount as a wedding destination.

Weddings- Utilising the existing old church as a Gallery, couples may be interested in the venue for a more contemporary take on the traditional church wedding, or once established, al fresco in the gardens.

Community Picnics – Taking advantage of the sloped grounds, laid back afternoons with live music, comedian events or even a pop-up cinema style experience in the centre of town, encouraging take away trade for Morgan Street and IGA.

Men’s Shed tool and machinery shed – To compliment the Men’s Shed exhibiting space in the Hall, grant funding ideally, would enable the purchase and construction of a concrete floored lock up double garage at the rear of the premises to become a permanent residence of the currently transient Men’s Shed lathes, thicknessers, saws etc.

Golden Mount Festival Events- In collaboration with organisers, the Gallery space could hold specialized exhibitions and grounds used for Gold Dig and other events that pertained to this annual historical event.

Indigenous Tourism – Discussions had with local Elders has presented the possibility of not only exhibitions of Indigenous works, but also location wise, for bookings and pickup/drop-off for envisioned tours on Country and Storytelling.

Theatre Group formation – Many locals who have memories of the Hall have mentioned their interest in re-commencing a theatre group to put on plays and musical performances. As the space is smaller and intimate, it would be suited to practice performances, until ready for the larger RRC run School of Arts for a theatre event for the public.

Management & Roles

Ownership and Lease-

The property and dwellings are owned by Rockhampton Regional Council. An expression of interest for a 5-year minimal cost lease for all 3 buildings is to be submitted by the Mount Morgan Citizens Club Inc. This Not For Profit organization has a long history prior to re-incorporation in 2021, as the Mount Morgan Community Services Club Incorporated. All current and historical financial records are beyond reproach, as is their Constitution and Objectives which can be viewed at :-

<https://www.facebook.com/MountMorganSoldiersRooms/about/>

The importance of preserving and restoring/enhancing these historically significant buildings is of the utmost value to the Mount Morgan community, so it is only fitting that the Mount Morgan Citizens Club Inc oversees the precinct.

Individual Building Roles.

St Enoch's Church – Will be converted to an Art Gallery, by Kirra Swain who only recently closed the well- known Mount Morgan No7 Gallery, after successfully running the space with a volunteer workforce for 2.5 years as a social enterprise, to benefit local Artists, socially isolated community members, the elderly and youth, as well as re-invigorating the appeal of Morgan Street to businesses. It will be an indoor market space run by Volunteers for local Artist's work, a workshop facility and a gathering place for creatives.



Upper Dee Hall – Though requiring a large scope of work, the Men’s Shed Creative Collection and the Collectables and Memories Bicycle Museum would co-habit the hall.

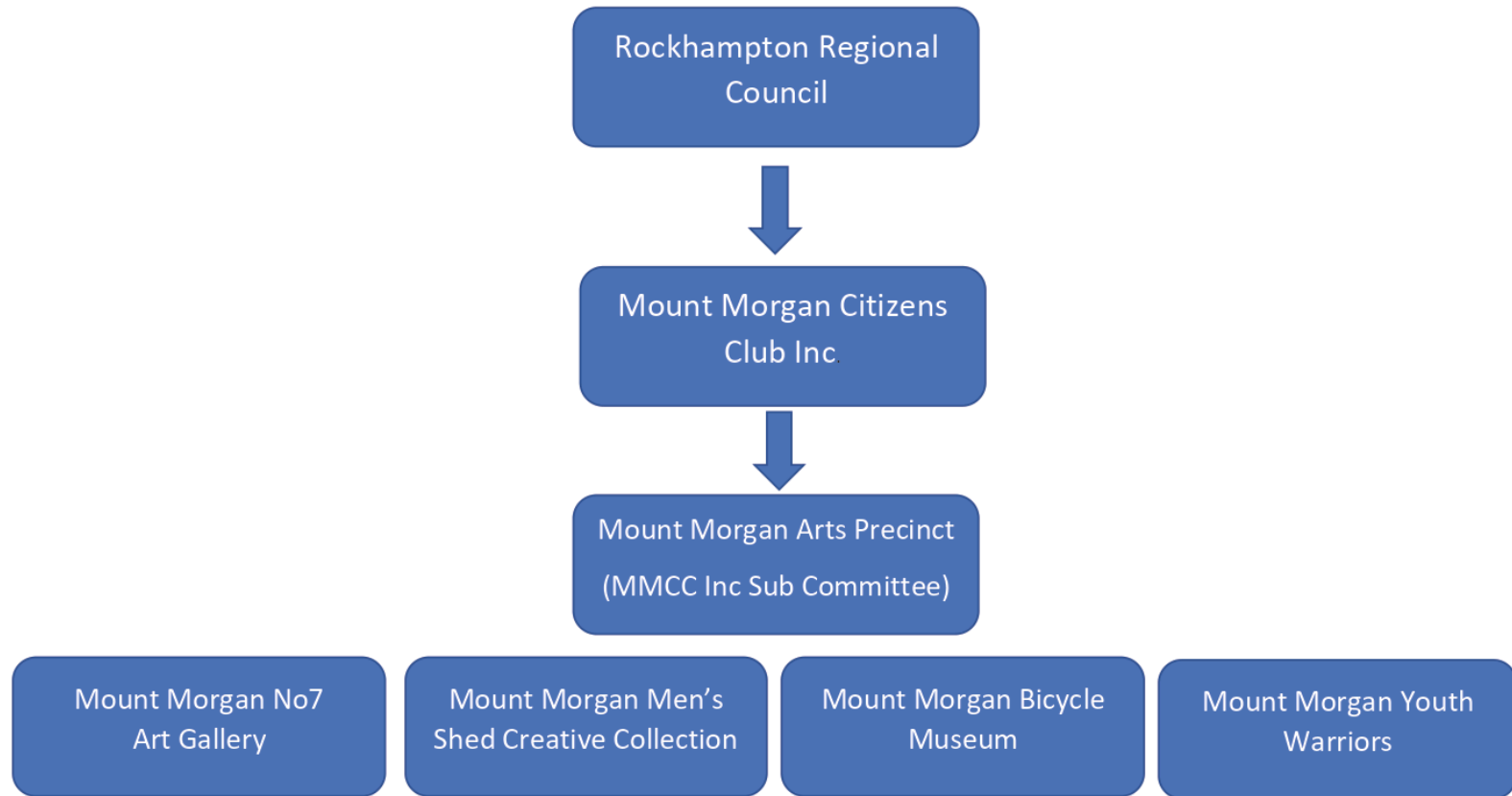
Mount Morgan Men’s Shed is run by a group of dedicated Volunteers who consistently produce unique creative pieces, and deliver programmes and activities that foster community spirit, connect communities and contribute to building a more inclusive Australia, while also addressing the health and emotional well-being of men, and these days women, in a safe space.

Mount Morgan Bicycle Museum is a concept by local businessman Graeme Meade, who runs Collectables and Memories in East Street. His significant collection of vintage bicycles has already won many fans, and he organises annual events such as the well-attended Central Queensland Old School Bicycle Show and Swap Meet, and the Tickle Belly Mount Morgan Bicycle Ride.

Residence – Ideally the residence is to be occupied by a caretaker of the grounds and security person in lieu of rent. With a well-respected local couple in mind, well versed in both roles, discussions have been had regarding an arrangement that involves them also hosting a weekly BBQ for local youth to build trust and rapport with the younger generation and at-risk individuals. Both hold blue cards, and have worked with team sport training, Indigenous initiatives, and youth programs. In collaboration with the State School who are installing a Ninja Adventure Course, a casual training group (Youth Warriors) will meet once a week for friendly competition, and then attend the BBQ afterwards.



Organisational Chart



Organisational Chart explained – Management details.

Responsibility for management of the Mount Morgan Arts Precinct will come under the umbrella of the Mount Morgan Citizens Club Inc. as lessees of the property from Rockhampton Regional Council. A sub-committee will oversee the everyday running of the precinct as a whole, with individual community and social enterprise groups who take up residence in the buildings, directly reporting to the sub-committee.

The Sub-committee will: -

Liaise with RRC concerning matters of the Mount Morgan Arts Precinct.

Provide clear outline on the use of the buildings to those groups in residence.

Project manage any agreed scope of works as approved by RRC.

Provide ongoing governance and record keeping.

Provide strategic business direction guiding the Mount Morgan Arts Precinct to benefit the community.

Engage vendors, contractors, volunteers as approved by RRC and the Mount Morgan Citizens Club for approved events/maintenance and general every-day operations.

Manage social media and advertising.

Review annually operational activities, compliance and scope for improvement.

Groups in Residence will: -

Manage routine duties as outlined for each designated space, roster volunteers, and undertake general security/housekeeping duties as required.

Provide a welcoming space for tourists, community members etc, and promote the town and talents of Mount Morgan.

Maintain records of activities for submission to sub-committee.

Assets

Please see the asset list on page 18 & 19 itemised to each building. These shall not be removed from the property and will continue to have historical significance within the scope of the buildings. As the intent of the Mount Morgan Arts Precinct is to attract tourism and encourage community spirit, these assets are of major importance, recognising the value of local contributions, acknowledging significant local and world events that impacted the development of Mount Morgan. The nostalgia evoked by many of these artefacts is reminiscent of the historical charm that attracts tourism to Mount Morgan and is a large part of why locals are so fiercely protective of their heritage.

The majority of artifacts are currently housed in [St Enoch's Church](#), where the No7 Gallery is to take up residence. A combination of contemporary Art, and the period pieces will provide a fusion of design to appeal to most demographics, and bring the space into the modern era, whilst remaining sympathetic to the town's history. This can be done with very little change to the existing interior of the building. It is proposed that excess artifacts to the Gallery needs, mainly seating and pews, can be shared to the [Upper Dee Hall](#) space that is currently almost empty. Once up to standard, the pews, etc will enhance the Bicycle Museum and Men's Shed exhibit area. Historical information on the buildings and their significance will be provided through outside signage and internal displays, keeping their heritage alive, and adding an ongoing layer of relevance into the future.



Fixed Asset Inventory

Residence – Nil

St Enoch's Church-

Item	Quantity	Condition
IN CHURCH HALL AREA		
Timber Bible cabinet freestanding vestibule (Old Pine?)	1	Excellent
Bibles	Many	Fair-Poor
White painted hall table with shelf	1	Good
Timber backed pews @ 2 metres (Silky Oak? TBC)	15	Excellent
Timber backed pews @ 3 metres (Silky Oak? TBC)	12	Excellent
Red patterned wide carpet hall runner	1	Good
Memorial chairs (Silky oak?TBC. Excellent condition, yet the fitted plaques may be faded)	9	Excellent
Carver style memorial chair (Silky oak?TBC. Excellent condition, yet the fitted plaques may be faded)	1	Excellent
Timber pianola/organs (Unknown working condition)	2	Fair/Excellent
Timber Pillars/Faux flowers in vases (Flowers faded a little)	2	Excellent
Timber Lectern	1	Excellent
Wall mounted timber Christening Cabinet (Containing Silver jug and 2x chalices)	1	Excellent
Wall mounted commemorative plaques (Showing Veterans, Founders and significant congregants)	6	Excellent
Elevated Pulpit	1	Excellent
IN CHURCH VESTRY & STOREROOM		

Timber desk	1	Good
Vintage typewriter	1	Good
Timber Cabinet with hutch	1	Good
Small painted turned leg tea table	1	Good
Assorted vintage chairs	2	Fair
Mixed Cups and Saucers	Many	Good
Timber dedication plaque	1	Excellent
Assorted books	Many	Poor
Assorted kitchen accessories		Fair-Poor

Upper Dee Hall

IN MAIN HALL AREA		
Square foldable tables	4	Poor
Glass door timber cabinet	1	Fair
White 2 door timber cabinet	1	Fair
White single door timber cabinet	1	Fair
Timber piano	1	Poor
IN KITCHENETTE AREA		
Retro Aluminium framed laminate table	1	Poor
Timber Vintage kitchen table	1	Poor
Vintage fabric chairs	3	Poor
Mixed cups/saucers	Many	Good

Repairs

Please see Renovation Costings (Pge 28-29) to bring the buildings up to good standard. Outlined below is the order of priority to allow the spaces to become functional, while undergoing repairs in stages

Water & Electricity- Residence - Initially connection to the Residence is required to facilitate designated Grounds Keeper and Security tenant to move in, as well as security cameras to be installed. Due to ongoing anti-social behaviour and vandalism, it is imperative we have an ongoing presence, and will enable the grounds to start being transformed. A hot water system would also be required in this building. **St Enoch's Church** and the **Upper Dee Hall** will be connected to basic services in succession, or as renovations allow.

Glass Repair – To bring light into the **St Enoch's Church** building, the glass that has been vandalised must be replaced, and the coverboards removed. Clean up can then be commenced, and the building layout set up for No7 Gallery. There is minimal glass repair needed for the **Residence**.

Landing and Wheelchair Access – Carpentry repairs must be made to shore up the landings at the front of **St Enoch's Church**, and the **Upper Dee Hall** building to allow safe access, and a suitable wheelchair access fashioned for **St Enoch's Church** at the rear of the building.

Waterproofing – **St Enoch's Church** has minor leak issues that can be easily addressed; however, the **Upper Dee Hall** will require tarping until a full reroof can be funded.

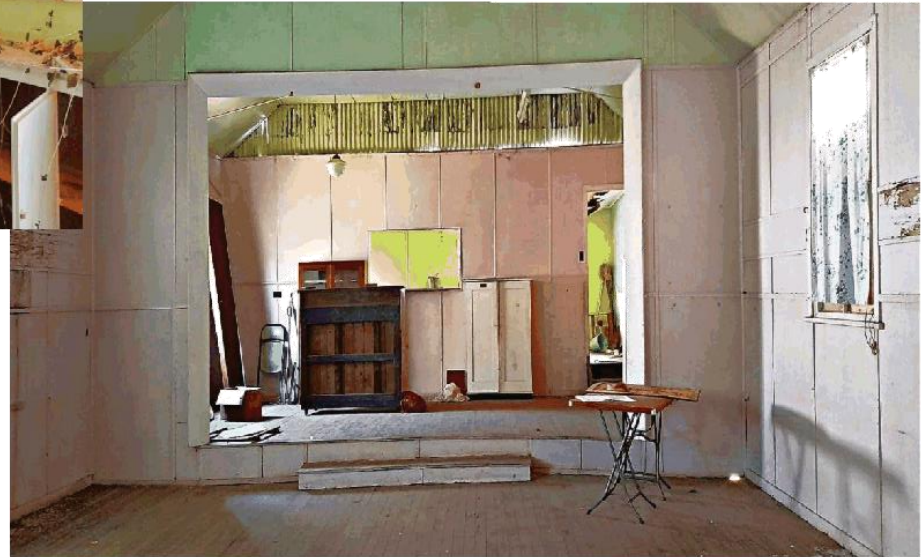
Restumping – The **Upper Dee Hall** requires a number of stumps replaced and jacking up to level the sloping floor. The **Residence** requires packing of one central stump. There is absolutely **no termite damage, or presence of termites**

Roof lining – The ceiling at the rear of the **Upper Dee Hall** has fallen down and the Masonite requires replacing. Please note- there is **no asbestos** present in this building. Walls and ceiling are Masonite.

Paint – As this is an aesthetic issue, the painting of the buildings will be prioritised at a later date, and the rustic character of the buildings will remain for now.



Hall Kitchenette showing roof lining collapse.



Hall Stage showing drop from stumps sinking.

Maintenance

The grounds person will take care of the grounds and general maintenance of the properties in lieu of rent being charged while living in the **Residence**. Any large jobs outside of their scope, will be taken care of by either the residing group in their designated building as would be expected by a tenant, or by Volunteers of the over-arching Citizens Club. Issues that arise that are beyond expected capabilities, will be communicated to RRC for either consent or a plan of action.

Emergency Requirements.

First Aid Kits – Allocated to each building, with contents replaced as used. Grants to provide a defibrillator will be investigated also.

Smoke alarms – Fitted as required with regular function testing.

Fire Extinguishers- Fitted and regularly inspected by authorised professionals.

Task	Action	Process
Lawns/edges	Regular mowing/whipper snipping- Caretaker to take care of this in lieu of rent at the residence	Experienced operator. All machinery maintenance/risk assessment/safety precautions to be regularly actioned as a priority.
Gardens	Community/ Group input on ideas and establishment.	Risk assessment accounting for Volunteer involvement, and an ongoing care plan for gardens once established.

MOUNT MORGAN ARTS PRECINCT BUSINESS PLAN 2022 - 2027		
Buildings - Carpentry	General non-structural issues dealt with by retired once-qualified Volunteers, and Youth under instruction.	Risk assessment and Council approval. Dealt with by retired traditionally trained-qualified Volunteers, and Youth under instruction.
Buildings- Roofing	Replacement as required, also usage of a tarp until afforded.	Council approval to proceed with risk assessment due to heights, and qualified personnel to provide temporary waterproofing tarp solution until funding secured e.g., via grant.
Buildings- Plumbing	As required to supply running water and access to sewerage.	Council notified and only commenced upon with approval by RRC and all work performed by qualified Plumbers to code
Buildings- Electrical	As required	Council notified and only commenced upon with approval by council and actioned by qualified Electricians to code.
EMERGENCY Plumbing Electrical Glass Locksmith	As immediately required	Council and Citizens Club at agreement from outset of who approved emergency qualified repairers are. Once works completed, RRC to be notified at earliest availability.

Insurance

Public Liability & Volunteers.

The umbrella organisation, Mount Morgan Citizens Club Inc, holds Public Liability and Volunteers Insurance for the activities they undertake.

Mount Morgan Men's Shed, No7 Art Gallery, and the Bicycle Museum all hold their own Public Liability and Volunteers Insurance, which would cover activities in the buildings and on the grounds.

For events on the grounds involving stallholders, sub-contractors, performers, etc, a Certificate of Currency is a requirement. Consultation with RRC regarding limitation of coverage under their policy.

Risk Mitigation

Risk assessments routinely done with activities and events, and site inspections.

Safety Inductions/toolbox meetings as required to counteract any identified risks.

MSDS and manifest stored on site for reference as required.

Machinery routinely serviced and maintained.

General workplace safety restrictions regarding heights/lifting/access etc in place at all times.

Electrical testing/tagging required for any items in use.

Emergency evacuation training, emergency apparatus routinely inspected, and signage in place as required.

Volunteer documentation kept current and on record, ie Blue Card, Working with disability.

Privacy of people's information a priority with appropriate lockable physical storage and password protect/anti-virus/malware protection for digital storage.

Contents

Mount Morgan No7 Gallery has Contents, General Property and Stock Insurance. Mount Morgan Men's Shed and the Bicycle Museum carry Contents Insurance.

The residence lessees must secure their own Contents Insurance.

Building Insurance

Coverage of the buildings on the property remains the responsibility of RRC. All structural work carried out will be approved by RRC and completed by qualified tradespersons to comply with insurance guidelines and allow adequate coverage.

General Operation Information

Mount Morgan Arts Precinct.

No7 Gallery / Mount Morgan Men's Shed Creative Collection & Mount Morgan Bicycle Museum.

Opening Days – Wednesday to Sunday (Flexibility to open other days depending on Volunteer desire and availability)

Operating Hours – 10am to 3pm, with events able to be held outside normal business hours.

Run by – Volunteers.

Contact Phone Number – 04118565621

Email – mountmorganartsprecinct@gmail.com

Postal Address – PO BOX 204, Mount Morgan QLD, 4714

Please see - Volunteers agreement

Exhibitors agreement

Terms and conditions.

Ongoing costs – Mount Morgan No7 Gallery, Mount Morgan Men's Shed & Mount Morgan Bicycle Museum cover their own electricity/water/communications costs.

Financing

Demolition Costs:-The Mount Morgan Arts Precinct proposes that any expenditure previously allocated to the demolition of the buildings be made available to the initial electrical/plumbing/construction requirements of the **Residence**, and **St Enoch's Church** to bring them up to code, with any remainder to spill over to commencement of the **Upper Dee Hall** repairs.

Lease:- As a not-for-profit community group, Mount Morgan Citizens Club ideally would like to enter into a 5 year zero cost lease with RRC for the buildings and grounds for community use.

Grants/Fundraising:- The conditions the Mount Morgan Citizens Club has agreed to as an umbrella organization, is that their fundraising/grant application priorities are for their Soldiers Rooms in Morgan Street, if any conflict of interest arises. However, many fundraising and grant application opportunities exclusively align themselves with the Mount Morgan Arts Precinct. These opportunities would be utilised as they arise with each next step of restoration of the Mount Morgan Arts Precinct buildings.

Donations:- For some repairs we have a commitment from qualified tradespersons to do at no labour cost to ensure the buildings remain.

Ongoing Running Costs :- After initial connection, electricity and water shall be paid for by the occupants of each building. The grounds and security will be well maintained by the occupants of the **Residence** in lieu of rent, after they have been brought up to good order via a community working bee.

Renovation Costings

Please note that pricing is an estimate only, factoring in likelihood of price increases over the next 6 months.

Residence

Electricity- meter box, rewiring and connection \$4750

Water/plumbing – reconnection \$450, Hot water system and installation \$1850

Painting - \$18000

TOTAL - \$25050

St Enoch's Church

Electricity – meter box, rewiring and connection \$3000

Water/Plumbing – reconnection to toilet \$450. Install of sink and cold tap/plumbing in rear of church \$1200

Restumping - \$5200

Front landing & stairs - \$4300

Windows & Doors - \$4600

Painting - \$37600 (Inside and out)

Scaffold - \$14400 (delivery, set up and removal) plus \$819/week hire

Roof replacement - \$19500

TOTAL - \$90250

Upper Dee Hall

Electricity – meter box, rewiring and connection - \$3000

Water/Plumbing -Install of sink and cold tap/plumbing in rear of hall - \$2800

Restumping - \$10700

Front landing & stairs - \$4300

Windows & Doors - \$3200

Reline ceiling - \$5600

Painting - \$26000 (Inside and out)

Scaffold -\$10440 (delivery, set up and removal) plus \$582/week hire.

Roof replacement - \$16250

TOTAL - \$82290

COMPLETION - OVERALL TOTAL COST FOR OF THE 3 BUILDINGS - \$197590

BASIC START UP - MINIMUM TOTAL - \$20600

(Residence & Church - Electricity/Water/Plumbing. Church - front landing/stairs and windows/doors)

MEDIUM TERM ESTABLISHMENT - IDEAL TOTAL - \$49800

(Residence, Church & Hall - Electricity/Water/Plumbing. Church & Hall- front landings/stairs and windows/doors, restumping)

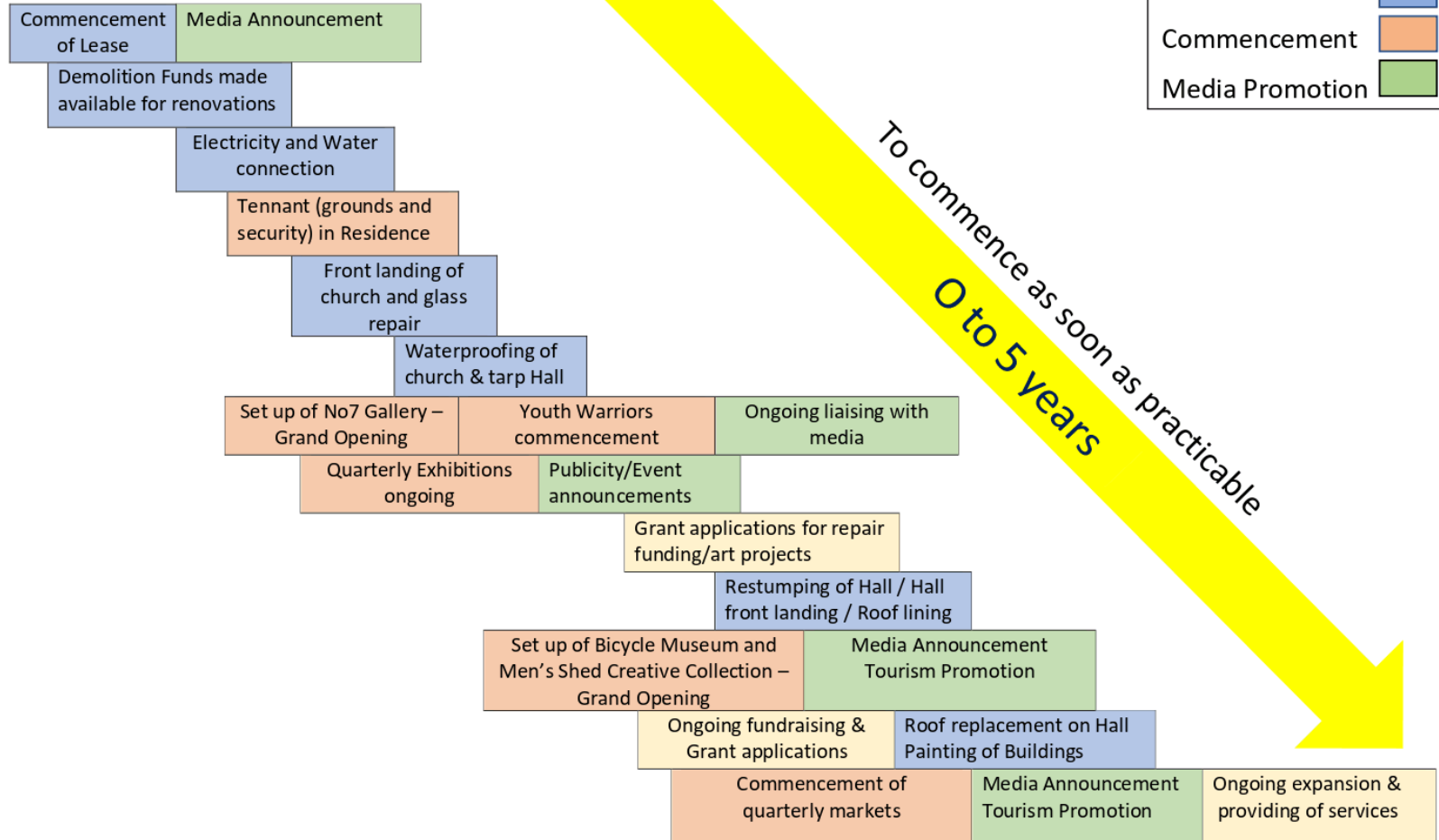
Please note :-

- Painting is not urgent and can be commenced at a later timeline.
- Roof can be tarped indefinitely/scaffold not required until funds become available down the track.
- Renovation costs will be reduced due to a number of variables, eg donations of funds/materials, in kind labour, successful grant applications /fundraising etc.



Aerial View – Of the block, showing roof of Hall, Church and Residence.

Timeline Infographic



Beneficiaries

Rockhampton Regional Council – Through the creation of valuable historical and real estate assets.

- Good publicity through excellent media and public relations showing support for the Mount Morgan Community, the History, the Arts, Youth, tourism industry and recreation for the general wider region.

Mount Morgan Artists – Once again having a location for gathering, exhibiting, providing workshops and facilitating creative collaboration. This also extends to regional Artists, already interested in bringing workshops to The Mount.

Local Youth – Learning new skills, fitness, self-care and building healthy relationships to arm youth for a positive future.

Socially Isolated/Vulnerable/Elderly Locals – Having a safe, non-judgmental space where they can check in informally.

Involved Community Groups – For those that inhabit the space allowing tourism, and those interested in collaboration in the future, as this type of group endeavour paves a new cohesive way of operating.

Mount Morgan Economy – The benefits of having an active arts precinct incorporating historical buildings is a drawcard for tourism spending.

Mount Morgan Community – Continuing to foster civic pride in the township, but also financial and creative confidence, and encouragement of investment.

Historians – Of which the town has many, extremely passionate individuals.

The Next Generation – Through the maintenance and preservation of theirs, and their children’s history, whilst contributing to the viability of the town into the future.

Summary

We hope you find our vision and research adequately suitable to proceed with a stay of demolition on the Hall, Church and Residence, and allow the Mount Morgan Arts Precinct to go ahead, and we look forward to your official response.

Please see the attached letters of recommendation from significant community members.

The Mount Morgan Citizens Club Inc is ready to proceed and will immediately submit a lease agreement and required documentation upon verification of acceptance of our proposal. If you have any queries, suggested changes or wish to discuss, please call Kirra Swain on 0411865621 or email mountmorgansoldiersrooms@gmail.com.



8.5 2022 FREEHOLD LEASE AND TRUSTEE LEASE RENEWALS FOR SPORTS AND RECREATION

File No: 4247
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Supervisor Business Support

SUMMARY

In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought to commence the renewal of Freehold and Trustee Leases that currently hold a status of 'expired'.

OFFICER'S RECOMMENDATION

THAT

1. Pursuant to Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) Council approve the renewal of the Freehold Leases and Trustee Leases as identified in the report; and
2. Council authorises the Chief Executive Officer (Supervisor Business Support) to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer.

COMMENTARY

At conclusion of the 21/22 financial year a total of fourteen (14) community group Freehold/Trustee leases expired.

All agreements outlined within the report represent terms of use and ownership over land/buildings owned or controlled by Council for the purpose of sport, recreation and community activities.

These agreements now hold a status of expired. As the custodian of the relevant land and assets, Officers now seek Council support to proceed with the renewal of each Lease consistent with conditions outlined.

BACKGROUND

The following organisations hold a Freehold or Trustee Lease that are due for renewal.

Subject to Council resolution the renewal process will commence and each organisation will be invited to apply for a further tenure. It is proposed that tenure be granted under the following conditions:

1. Terms:
 - a. Six (6) year period with the following exception;
 - i. Brothers Cricket Club Rockhampton Inc. will be provided a one (1) year lease term with the option to renew for three (3) years. This provision will provide the Trustee and Lessee the option to terminate annually.
2. Fees and Charges will be set in accordance with Parks Sports & Rec adopted fees and charges schedule.
3. Special Conditions:
 - a. All Lease renewals include a condition that tenants must provide copies of the following documents on an annual basis:
 - i. Audited Financial Statements

- ii. Constitution
 - iii. AGM Minutes
 - iv. Player and Member numbers
- b. As required/negotiated

Agreement Type	Organisation	Expiry Date	Lot & Plan (Address)
Trustee Lease	The Rockhampton Cycling Club Inc.	30 June 2022	350 Berserker Street, Frenchville
Trustee Lease	CQU Rockhampton Panthers Australian Football Club Inc.	30 June 2022	45 Reaney Street, The Common
Trustee Lease	Rocky Twirlers Inc.	30 June 2020	54-62 Fitzroy Street, Rockhampton City
Freehold Lease	Rockhampton Touch Association Inc.	30 June 2022	L 1 Reaney Street, The Common
Trustee Lease	Fitzroy Gracemere Rugby League Football Club Inc.	30 June 2022	1-45 John Street, Allenstown
Trustee Lease	Southside United Sports Club Inc.	30 June 2019	82-88 Wandal Road, Wandal
Trustee Lease	Brothers Cricket Club Rockhampton Inc.	30 June 2022	4 Graeme Acton Way, Wandal
Freehold Lease	Rockhampton Clay target Club Inc.	30 June 2022	L 3 Dargel Road, Pink Lily
Freehold Lease	North Rockhampton Golf Club Inc.	30 June 2022	131 Richardson Road, Kawana
Trustee Lease	Rockhampton Pipe Band Inc.	30 June 2022	36-40 Gladstone Road, Allenstown
Freehold Lease	Park Avenue Brothers Hockey Club Inc. (34 Waters St)	30 June 2022	34 Water Street, Koongal
Freehold Lease	Park Avenue Brothers Hockey Club Inc. (161-171 Glenmore Rd)	30 June 2022	161-171 Glenmore Road, Park Avenue
Trustee Lease	Gracemere Junior Rugby League Inc.	30 June 2022	Lot 242 Fisher Street, Gracemere
Trustee Lease	Gracemere Men's Shed Inc.	30 June 2022	Lot 101 Ian Besch Drive, Gracemere

For those organisations with a lease that has already expired, most have defaulted to a month to month lease and have been continuing to pay fees as if they were renewed, or to the contrary have finalised payment to settle outstanding debts with Council.

If the organisations do not wish to renew the lease, the matter will be brought back to Council with further options.

PREVIOUS DECISIONS

No previous decisions

BUDGET IMPLICATIONS

No financial implications imposed on Council. All Leases will be subject to an annual fee set by Council's 2021/2022 Fees and Charges schedule.

LEGISLATIVE CONTEXT

Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) allows a Local Government to renew a Lease to the existing tenant, provided that 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.

LEGAL IMPLICATIONS

It is proposed that Council will enter in to a Trustee Lease with the Tenant which satisfies the requirements of the Land Act 1994(Qld).

STAFFING IMPLICATIONS

Existing resources within Park and Property & Insurance can adequately manage the required legal documentation.

RISK ASSESSMENT

No risk assessment was completed nor necessary in relation to this matter.

CORPORATE/OPERATIONAL PLAN

Recommendations support Corporate Plan goal 2.1, driving our community focus and working to ensure 'our places and spaces enhance the liability and diversity of our community'.

CONCLUSION

It is recommended that Council approve the renewal of the Leases identified in the report and that the Chief Executive Officer (Supervisor Business Support) negotiate the terms and conditions of each in preparation for the consideration and execution by the delegated officer.

8.6 PROPOSED LEASE RENEWAL - PCYC

File No: 4209
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Supervisor Business Support

SUMMARY

Supervisor Business Support reporting on a proposed lease renewal for the Queensland Police Citizens' Youth Welfare Association (PCYC) at Stapleton Park.

OFFICER'S RECOMMENDATION

THAT

1. Pursuant to section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld), Council approve the renewal of the Trustee Lease to the Queensland Police Citizens' Youth Welfare Association over part of Stapleton Park, 16-20 Bridge Street (Lot 3 on SP262805) for a period of two years; and
2. Council authorises the Chief Executive Officer (Supervisor Business Support) to negotiate the terms and conditions of the agreement with the tenant in preparation for execution by the delegated officer.

COMMENTARY

The Queensland Police Citizens' Youth Welfare Association (PCYC) have leased the site Stapleton Park, 16-20 Bridge Street, since 1975 on a 40-year lease and it's currently a periodic agreement.

Council Officers have been engaging with PCYC with regards to their future needs for the site. As an interim measure, it is proposed to provide a two year lease term to the PCYC to allow for future planning for both Council and the PCYC.

The proposed lease is for a building site, meaning Council leases the land to PCYC, and the PCYC owns the building on the site and is responsible for all maintenance etc. The lease fee will be the building site fee in the adopted fees & charges schedule, which is currently \$624.30 including GST.

BACKGROUND

The 40-year lease expired in 2015 and has been operating as a periodic agreement since. Council was provided with an update on the status of the PCYC building at the Parks Portfolio Workshop on 7 December 2021, and a further confidential verbal update was provided by the General Manager Communities at the Communities Committee Meeting on 17 May 2022.

PREVIOUS DECISIONS

No previous decisions.

BUDGET IMPLICATIONS

There are no financial implications for Council if the lease is renewed for two years. The Lease rent will be subject to fees set by Council's adopted Fees and Charges schedule.

LEGISLATIVE CONTEXT

Section 236(1)(c)(iii) of the *Local Government Regulation 2012 (Qld)* allows a Local Government to renew a Lease to the existing tenant, provided that 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.

LEGAL IMPLICATIONS

It is proposed that Council will enter into a Trustee Lease with the Tenant which satisfies the requirements of the *Land Act 1994(Qld)*.

STAFFING IMPLICATIONS

Existing resources within Park and Property & Insurance can adequately manage the required legal documentation.

RISK ASSESSMENT

There is a risk by not renewing the lease as it is currently a periodic agreement. The terms of the agreement are from 1975, therefore are very limited and do not cover what is required in our current agreements.

CORPORATE PLAN

Recommendations support Corporate Plan Goal 2.1, driving our community focus and working to ensure 'our places and spaces enhance the liability and diversity of our community'.

CONCLUSION

It is recommended that Council approve the lease renewal for two years.

8.7 ROCKHAMPTON BOTANIC GARDENS & ZOO: VISITOR HUB AND ANIMAL OPERATIONS CENTRE DETAIL DESIGN UPDATE

File No:	14700
Attachments:	1. Attachment A: Project Highlights ↓ 2. Attachment B: Drawings and Renders ↓
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Jacob Weir - Project Manager Art Gallery - Technical

SUMMARY

This report summarises the outcome from the detailed design for the Rockhampton Botanic Gardens & Zoo Visitor Hub and Animal Operations Centre.

The Issued for Construction (IFC) documentation has been completed and the project is now ready to proceed into procurement for a construction contractor.

Given the current market situation with significant price increases and inflation, it is difficult to provide factual financial advice on project costs and budgeting.

A pre-tender estimate has been prepared for the project; however this report seeks endorsement to release a construction tender for the works with different staging options to obtain real and accurate cost information to present back to Council along with appropriate financial options to proceed with awarding a contract.

This report does not seek endorsement to award the construction contract.

OFFICER'S RECOMMENDATION

THAT Council:

1. Receives the report; and
2. Endorse only the release of a construction tender for the project works, with a report back to Council during the tender evaluation phase to seek endorsement for the contract award; including the presentation of funding options based on actual contract prices.

COMMENTARY

The endorsed redevelopment program for the Rockhampton Botanic Gardens & Zoo Visitor Hub and Animal Operations Centre outlined a series of priority projects for the site. The Visitor Hub and Animal Operations Centre were listed as two of the initial priority projects.

As the Visitor Hub and Animal Operations Centre project works are closely linked and interrelated, they were grouped and packaged together to gain efficiencies through the detail design process to ensure all site works, building services and enabling infrastructure were considered for the full scope. This reduces the risk of undersizing this critical infrastructure and having to replace and/or augment in the short-term.

The detail design contract was awarded in November 2021, with a series of detailed technical investigations completed. The 50%, 90% and IFC submissions were received and reviewed on 11 March 2022, 3 June 2022 and 12 August 2022 respectively.

Officers across Council have undertaken a thorough review throughout the process along with the appointed independent peer reviewer to ensure the design and documentation are fit-for-purpose and that a value for money solution has been adopted.

As the design process is now completed, endorsement is sought to release a construction tender to gauge market interest and obtain a lump sum price to undertake the works.

A detail project cost estimate has been developed and refined throughout the progression of the detail design to drive value for money objectives for Council. Given the current

construction market volatility, significant loadings and additional mark ups have been added to the cost estimate to ensure it is in alignment with the current market and industry.

Rather than providing financial and budget options now based on the project estimate, which could be higher or lower than real market prices, it is proposed to release the construction tender for the full scope and obtain real prices from contractors as well as staging options. This will all be presented back to Council on the actual prices received, staging options and any innovations identified to discuss financial options to move forward.

This also allows time for the Regional Community Infrastructure Fund (RCIF) grant that was submitted for \$4.5 million to be assessed and an outcome provided to Council. This is anticipated to occur in August 2022 and is a fundamental component when considering financial options.

The proposed construction tender will include three main items of work:

1. Upgrade and formalization of the Botanic Gardens Car Park,
2. Construction of the Visitor Hub (including the public amenities), and
3. Construction of the Animal Operations Centre.

The tender will require prospective contractors to provide a price for the construction of the Visitor Hub and Animal Operations Centre together and separately to enable an accurate representation of cost efficiencies/deficiencies of packing projects or delaying works.

Council are committed to the construction of the Visitor Hub (and amenities) as this project was successful with a \$1.5 million grant from the Federal Government as part of the Building Better Regions Fund (BBRF).

The Animal Operations Centre has not received formal acceptance of any grant applications yet, however it has been submitted for both another round of BBRF and the Regional Community Infrastructure Fund (RCIF) and is awaiting an outcome on these grant applications.

It is important to note that as the Visitor Hub and Animal Operations Centre represent the first major redevelopment project within the Botanic Gardens and Zoo to be undertaken, it requires consideration of the full redevelopment program to ensure enabling infrastructure, such as power, water, communications, etc, are considered at a site level to avoid constructing redundant infrastructure. This has resulted in the project incurring additional scope and costs to minimize future impacts and re-doing works.

The team have also analysed the potential operational impacts of the project and incorporated a number of sustainability items as part of the works to reduce on-going operational requirements of Council associated with the works.

A summary of the proposed next steps and timeframes include:

- **2 September:** Construction tender released.
- **19 October:** Tender close (~7 week tender period).
- **20 October – 21 November:** Tender evaluation and clarification period.
- **22 November:** Presentation back to Council on outcomes of tender process; and present options for endorsement to proceed with the construction works.
- **25 November:** Contract award.
- **30 January 2023:** Possession of site and contract award.

This report includes the following attachments:

Attachment A contains a brief highlights report and overview of the project.

Attachment B contains a series of design drawings and renders.

BACKGROUND

The Botanic Gardens and Zoo are one of the major tourism contributors to the region with over 300,000 visitors (local and non-local) visiting the variety of native and exotic flora and fauna.

A redevelopment program for the Rockhampton Botanic Gardens & Zoo Visitor Hub and Animal Operation Centre was established to reinvigorate the site as a memorable destination of regional prominence by providing new, exciting and unique experiences in the heart of Central Queensland.

The vision for the redevelopment is to revitalise, develop and integrate the facilities, infrastructure and operational across the Botanic Gardens and Zoo to support its future growth, while focusing on the preservation of its history.

The endorsed redevelopment program outlined a series of priority projects. The Visitor Hub and Animal Operations Centre were listed as two priority projects.

As the Visitor Hub and Animal Operations Centre project works are closely linked and interrelated, they were grouped and packaged together to gain efficiencies through the detail design process and ensure all site works, building services and enabling infrastructure were considered for the full works. This reduces the risk of undersizing this infrastructure having to replace and/or augment in the short-term.

PREVIOUS DECISIONS

Several workshops and previous decisions have been made in relation to the redevelopment program, in chronological order this includes:

- 27 January 2021:** Endorsement of Implementation Plan.
- 30 March 2021:** Precinct concept design workshop
- 24 May 2021:** Brand and identity workshop
- 14 July 2021:** Brand identity and staging strategy workshop.
- 24 August 2021:** Endorsement of revised Implementation Plan.
- 6 October 2021:** Playground renewal delivery model workshop.
- 11 November 2021:** Playground project update.
- 24 November 2021:** Redevelopment program update.
- 15 February 2022:** Shortlisted tenderer presentation on Playground options.
- 15 March 2022:** RBGZ Program Update.
- 19 April 2022:** Visitor Hub and Animal Operations Centre design project update.

BUDGET IMPLICATIONS

The Redevelopment Program has a tentative capital allocation of \$2 million per year up to 2031/32 financial year, subject to the annual budget adoption process.

Council have currently adopted \$11.207 million across the 22-23 to 24-25 financial years for the RBGZ Program. This program budget allocation:

- Includes the \$1.4 million revenue for the Works for Queensland program funding the Botanic Gardens Playground Renewal.
- Includes the \$1.5 million revenue from Building Better Regions for the Visitor Hub.
- Does not include the \$2.0 million application submitted in February 2022 under the latest Building Better Regions Round for the Animal Operations Centre. No outcome has been obtained from this application yet.
- Does not include the \$4.5 million application submitted in April 2022 under the Resources Community Infrastructure Fund (RCIF) for the Animal Operations Centre. The outcome from this grant is expected in in or after August 2022.

The current estimated construction costs for the project is between \$9.5 - \$10.5 million, including a contingency amount but excluding other internal Council costs. This estimate has attempted to factor in necessarily loadings to be in alignment with market pricing, however this report seeks endorsement to release the construction tender and obtain real market pricing to present back to Council on how the project estimate compared and funding options, noting the outcome of the RCIF and BBRF grants should be known by the time Officers present back to Council.

In addition to the allocated budget and above mentioned estimates for the Visitor Hub and Animal Operations Centre, there is \$410,000 allocated towards the Botanic Gardens Car Park Upgrade. Given there are strong synergies between the projects, the proposed construction tender will include the Botanic Gardens Car Park Upgrade, Visitor Hub and Animal Operations Centre. The future Council report will outline the cost breakdown between these components and outline funding options for consideration.

Other additional grant funding opportunities continue to be investigated throughout the redevelopment to supplement Council's allocation.

LEGISLATIVE CONTEXT

The land tenure of the Botanical Gardens is identified as State Reserve and therefore the land and uses are managed by both a Land Management plan and Heritage Management plan.

All capital works need to consider both the Land Management plan and Heritage Management plan and any adjustments to the plans made through future design processes.

A Conservation Management Plan (CMP) was prepared as part of the precinct concept design process to ensure that all works proposed as part of the redevelopment are in alignment with Heritage uses and applications.

All development works proposed under the redevelopment program are subject to several legislative and regulatory approvals. Identification, preparation of necessary documentation and lodgment of all applicable approvals are included as part of the current endorsed scope of works.

LEGAL IMPLICATIONS

Council has entered into two separate contracts as part of the Visitor Hub and Animal Operations Centre endorsed scope of works. This includes:

Detail Design for Visitor Hub and Animal Operations Centre (main consultant).

Detail Design for Visitor Hub and Animal Operations Centre (peer reviewer).

This report is seeking endorsement to prepare and release a construction tender for the works, however, it does not seek endorsement from Council to enter into the contract until appropriate financial options have been discussed and presented to Council.

The proposed construction contract will be a GC21 format.

STAFFING IMPLICATIONS

The teams that are directly involved in redevelopment program (more specifically the Visitor Hub and Animal Operations Centre detail design) are:

Parks – Project Owner and Sponsor.

Project Delivery – Design and Construction Management.

Community Assets & Facilities – Asset Maintenance and Servicing.

Media and Communication – Consultation, Marketing, Stakeholder Engagement.

RISK ASSESSMENT

The Rockhampton Botanic Gardens & Zoo is one of Council's premier attractions for local and non-locals. Council receives continual complaints and requests from the community to improve facilities, infrastructure and services across the site. This project will rectify a significant majority of complaints that Council receives from the community relating to the Rockhampton Botanic Gardens & Zoo.

The redevelopment is addressing feedback received from the community. By delaying or not undertaking this program Council will continue to receive complaints from the community, damaging its reputation; along with indirectly supporting the continual degradation of Council's botanical and zoological collection and infrastructure.

The project includes two key components, the Visitor Hub and the Animal Operations Centre, throughout the detail design development it became evident that this project cannot be delivered as two separate projects without incurring significant cost, time and construction risks for Council. The close proximity of the works means that enabling infrastructure (water, power, sewer, comms) have to be sized for the full development regardless. The proposed tender process will enable the ability for Council to review the real financial costs (both positive and negative) outlined by prospective tenderers to deliver this project as one or as two separate projects.

Consideration of planned construction works within and around the zoo is going to generate noise, dust, and likely to require temporary closure of some areas within the zoo, making it unpleasant for a temporary period of time for both visitors, staff and the animals. Timing of all construction work is critical to manage and minimize disruption as much as possible.

The site is known to have a heritage value to the city, there is a high concern of protecting the nature as it is for the future generations and to maintain the human-nature relationship. There can be unknown site conditions which will require more time than scheduled, this might unexpectedly increase the budget according to the situation.

CORPORATE/OPERATIONAL PLAN

The Rockhampton Botanic Gardens & Zoo Redevelopment supports the following Operational Plan action:

1.2.4 Review and update the Botanic Gardens and Zoo Implementation Plan based upon outcomes from the concept design and complete initial works.

CONCLUSION

This report is seeking Council to accept the completion of the IFC package.

This report is seeking Council endorsement to release a construction tender for the works with different staging options to obtain real and accurate cost information to present back to Council along with appropriate financial options to proceed with awarding a contract.

This report does not seek endorsement to award the construction contract.

A future report will be submitted during the tender evaluation period to present the outcome from the tender process, the tender price and options for Council to consider to enable the award of the contract. This will also include a likely outcome from the RCIF grant submission.

ROCKHAMPTON BOTANIC GARDENS & ZOO: VISITOR HUB AND ANIMAL OPERATIONS CENTRE DETAIL DESIGN UPDATE

Attachment A: Project Highlights

Meeting Date: 16 August 2022

Attachment No: 1

Rockhampton Botanic Gardens & Zoo, Visitor Hub and Animal Operations Centre

*Detail Design Completion
Issued for Construction (IFC)
Highlights*

16 August 2022



Architectural Intent/Statement:

- The architectural form is considered humble and practical and defers to the truly fantastic landscape it is set in.
- The building has been configured to support the public's engagement with the gardens and with the zoo exhibits.
- The design of deep shade and traditional verandah methods allows the public, privileged and private spaces of the zoo to be delivered via the one unified building form.
- The entry building departs from the simple gable form to provide a heroic but practical element for identity. This increased scale and vertical emphasis complements the surrounding Kauri Pines.



Project Overview

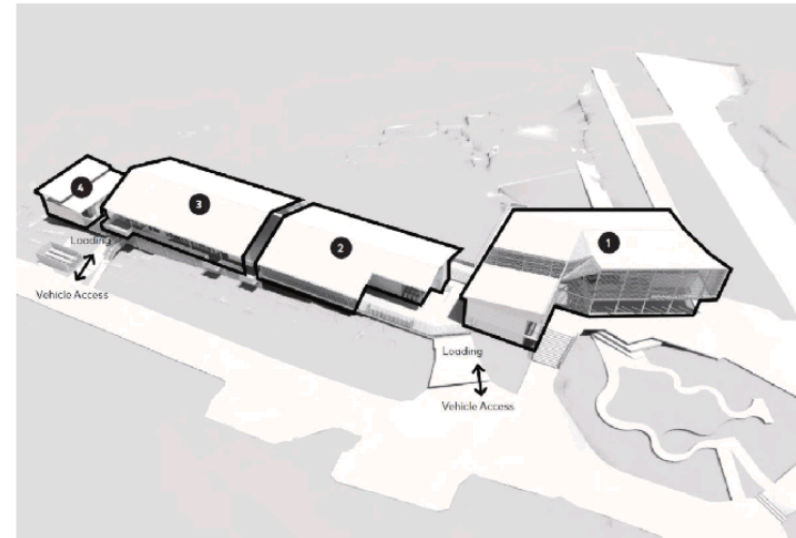
The project is broken into distinct components. This separation allows the Visitor Hub to be of a scale to provide identity for the entry whilst the Animal Operations Centre remains more modest in scale with a simple silhouette. The separation of the building forms, allows both buildings to have a lower building classification and more modest construction method.

Visitor Hub:

- Provides identity for the zoo entry through the scale of its covered arrival space and vertical batten scheme reflecting the existing Gardens architecture.
- Can be seen from all approaches to the zoo. It is accompanied by a series of gardens and pause points weaved around significant trees.
- Includes ticket/info booth, dividable multi- purpose room and storage and public amenities accessible internally and externally to the zoo.

Animal Operations Centre:

- Characterised by simple extruded gable form providing a sheltered walkway/ramp as part of the path. This covered verandah allows a generous length for public engagement with a future exhibit(s).
- Considered in three parts. The upper eastern part immediately encountered past the entry building is focussed on operations and food preparation. The remainder of the upper western wing includes administration and staff amenities including kitchen, toilets and shower.
- Lower level western edge of the building includes storage and laundry separated by the lower loading bay to the animal holding pens.
- Food preparation is serviced by an external and secure loading bay. It includes dry and cold storage capability and includes a large perimeter window to allow visitors to view the food preparation as part of the zoo visit.
- Administration area includes open plan workstations, two offices spaces, a subdividable meeting room and kitchenette staff lunchroom.

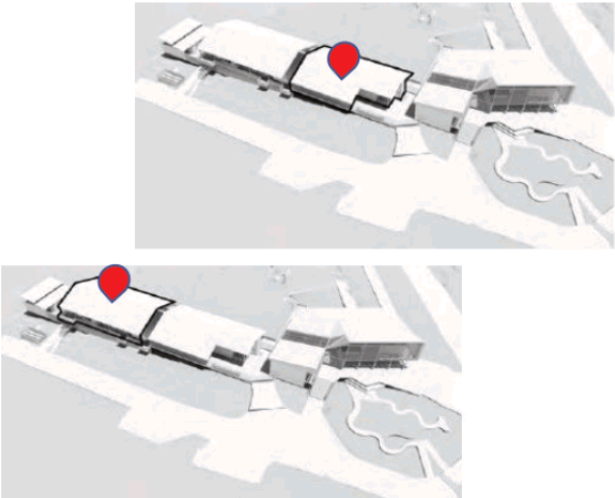
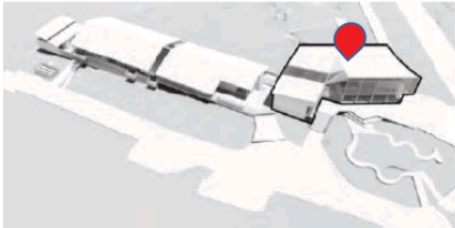
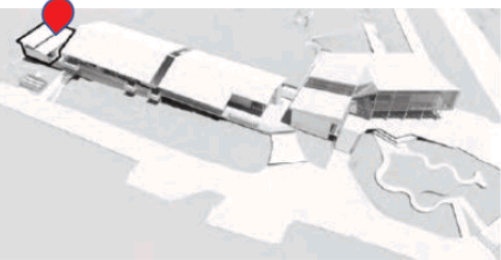


Legend

- ① Multipurpose Room and Amenities
- ② Animal Operations Centre
- ③ Administration
- ④ Holding Pens / Storage

Design Progression (50%, 90% and IFC)

The design development technical drawings continues the design development process by resolving technical and service items that arose throughout the spatial and operational planning for the site.

Admin/ Food Prep Area	Entry Hub	Lower Loading Area
<ul style="list-style-type: none"> • Incorporating extra toilet cubicles by removing the staff showers in the staff amenities. • Included additional storage to the administration area. • The southern deck has been removed. • Introduced a browse room. 	<ul style="list-style-type: none"> • Adjusted public amenities layout to include additional internal/external toilets (11 + 2 DDA). • Included a cleaner’s room in the amenities. • Restructure of multipurpose room, reptile enclosure and information room design. • Proposed bi-fold doors changing to sliding doors and the internal operable door mirroring over to the entry side (value for money). 	<ul style="list-style-type: none"> • Access redesigned to ensure future construction vehicles can enter the zoo. • Rearrangement of storage, workshop and laundry areas with integration of the main switchboard, separate comms room and a waste compactor. • Refuse platform was reposition and moved closer to the street and the access ramp from the loading dock was removed. 

Spatial Evolution

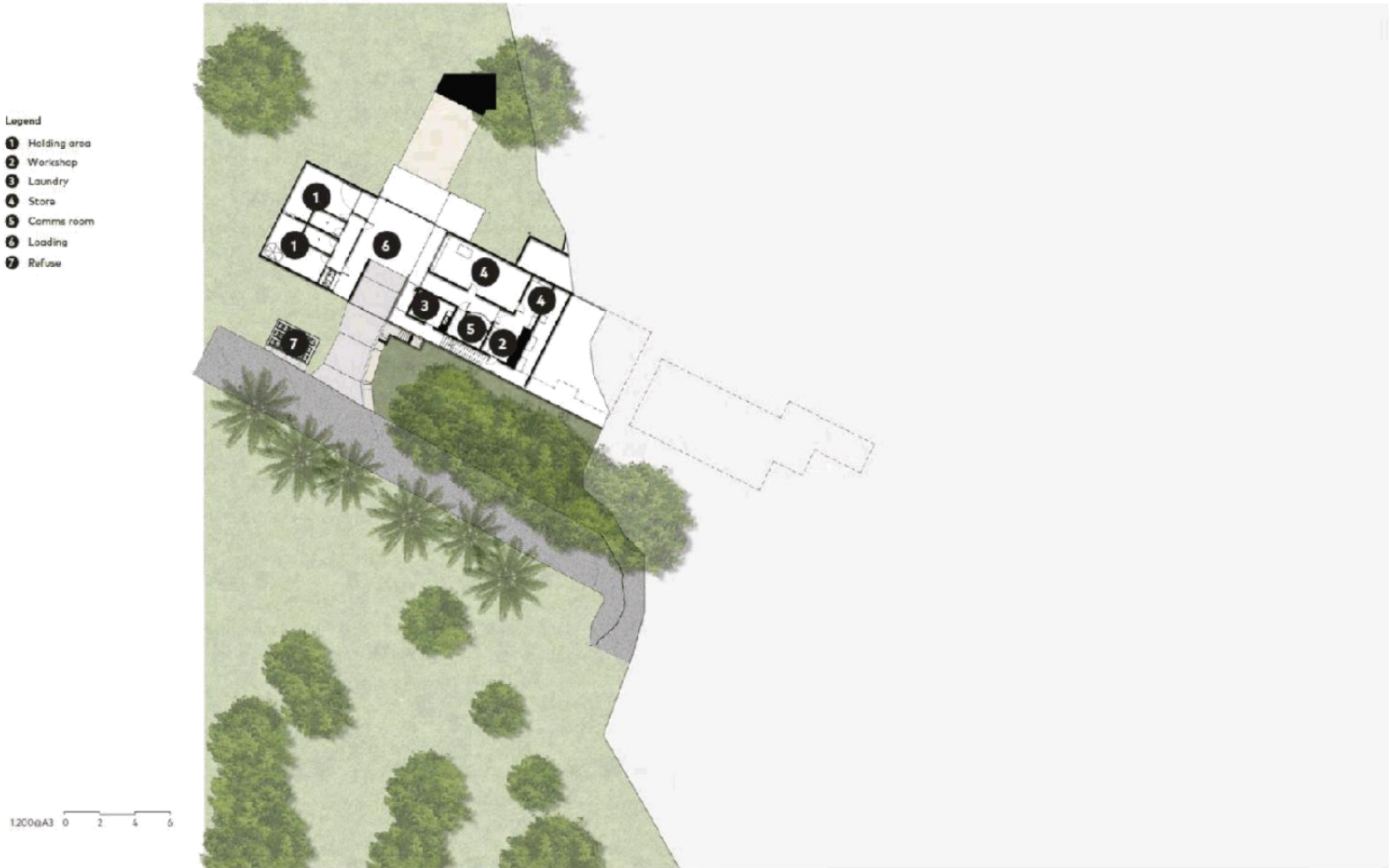
The layout was replanned as it evolved with detailed operational and value for money discussions.

Function	Concept Design Area (m2)	Area Provided Total (m2) 50%DD	Area Provided Total (m2) 90%DD	Comment
STAGE 1 TOTAL	1840	1,908	1,681	
INTERNAL AREAS SUBTOTAL	985	814	784	
EXTERNAL SUBTOTAL	855	1,094	897	
Entry Plaza	126	130	135	
Info booth	32	13	16	
Multipurpose space	94	98	101	
Storage		13	12	
FIP and SB		1	1	
Reptile enclosure		5	5	
Entry - covered	100	293	255	
Entry - uncovered	102	103	101	
Operational Facility	178	151	149	(Internal space total)
Food prep area	87	83	80	
Enrichment room	22	5	5	Changed to small cupboard
Insect storage room		11	13	New addition
Dry food storage	18	17	18	
Cold room - Fridge	19	20	19	
Cold room - Freezer	16	15	14	
Browse	16	12	11	External outdoor room for leaf storage
Refuse -external		18	10	32 bins required - 16 allowed for
Loading - external	185	102	151	2 Kabota trucks
External viewing platform		31	35	
Administration	267	248	239	(Internal space total)
Kitchen and staff lunch room	76	65	62	Lunch room for 18 staff
Office - open plan work area	60	70	65	8 desks - 4 Sit to stand + 4 Fixed
Offices x 2	30	32	31	15m2 each x 2 rooms
Boardroom - for 12 people	61	47	49	12 people room divided into 2 smaller rooms
Staff amenities	40	34	32	1 x PWD; 1 Male (1WC, 1 shower, 1HB); 1 Female (1WC, 1 shower, 1HB)
Breezeway entry - external - covered	86	20	21	22 Lockers located in this space
Verandah - south - partially covered	144	86	31	
Verandah - North - covered	96	260	197	Covered circulation walkway
Lower Loading - Storage + Holding	390	222	189	
Holding area	78	109	80	Changed to 2 larger holding areas
Storage 1	55	8	12	
Storage 2		55	50	To include provision for a food and waster composter
Laundry	15	14	14	
Comms and electrical room		13	10	
Workshop	100	23	23	
Rainwater tanks		52		Rainwater tanks have been deleted
Loading - uncovered	120	94	68	
Refuse - external	22	23	17	
Public Amenities	24	63	72	
Entry - Zoo	24	51	48	1 Unisex PWD; 4 Female WC + 2 HB; Male WC + 2 Urinals + 2 HB's
Entry - Public Park access		12	24	1 Unisex PWD; 1 Male WC, 1 Female WC + 1 Unisex WC.

General Layout/ Functionality



Lower Ground Plan – General Layout

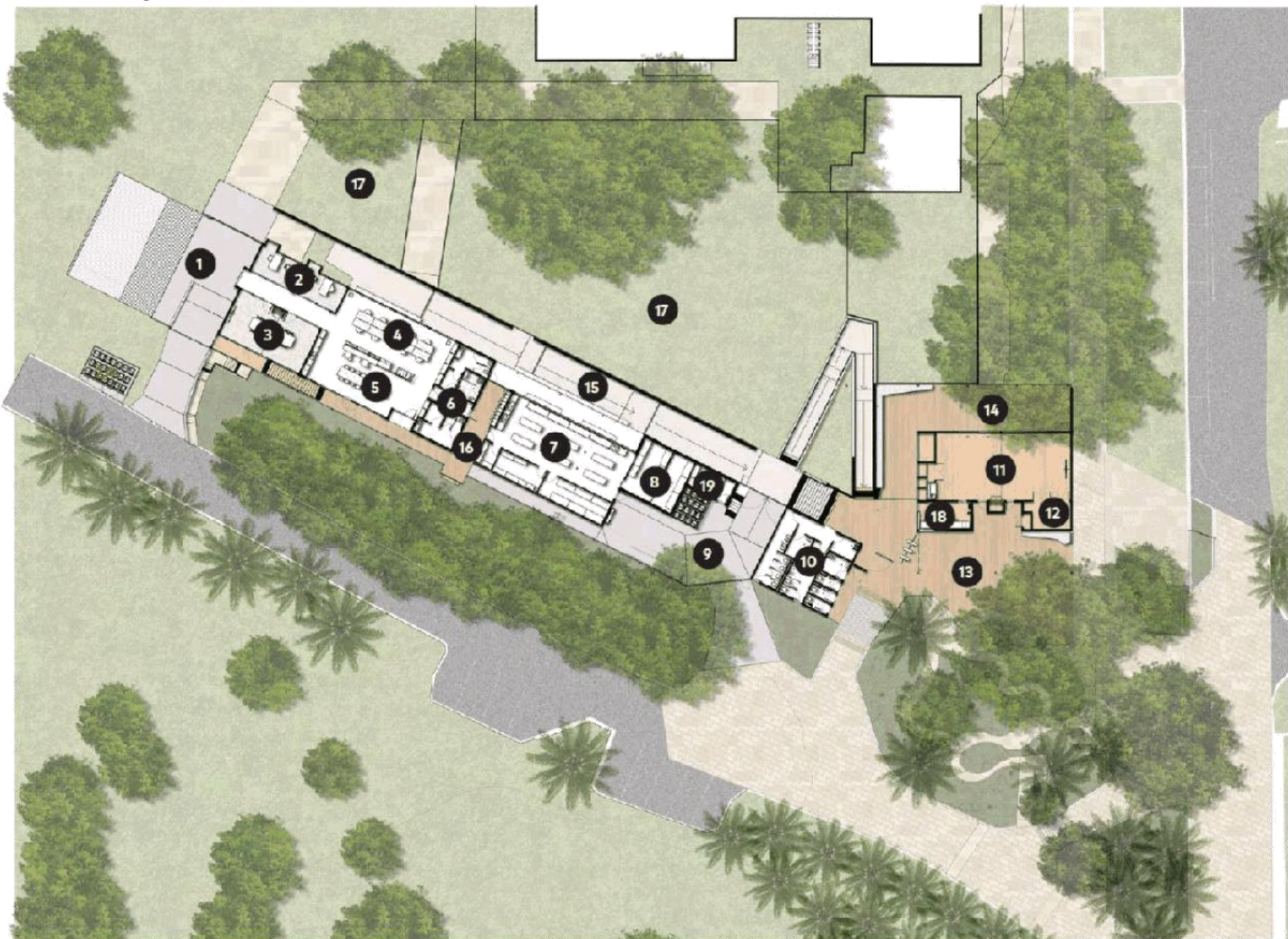


Ground Plan – General Layout

Legend

- 1 Loading below
- 2 Offices
- 3 Boardrooms
- 4 Administration
- 5 Staff area and kitchen
- 6 Staff amenities
- 7 Food prep
- 8 Cold rooms
- 9 Loading and refuse
- 10 Public amenities
- 11 Multi-purpose room
- 12 Store
- 13 Entry Plaza
- 14 Verandah
- 15 Verandah walkway
- 16 Breezeway
- 17 Future enclosures
- 18 Info centre
- 19 Browse

1:200@A3 0 2 4 6



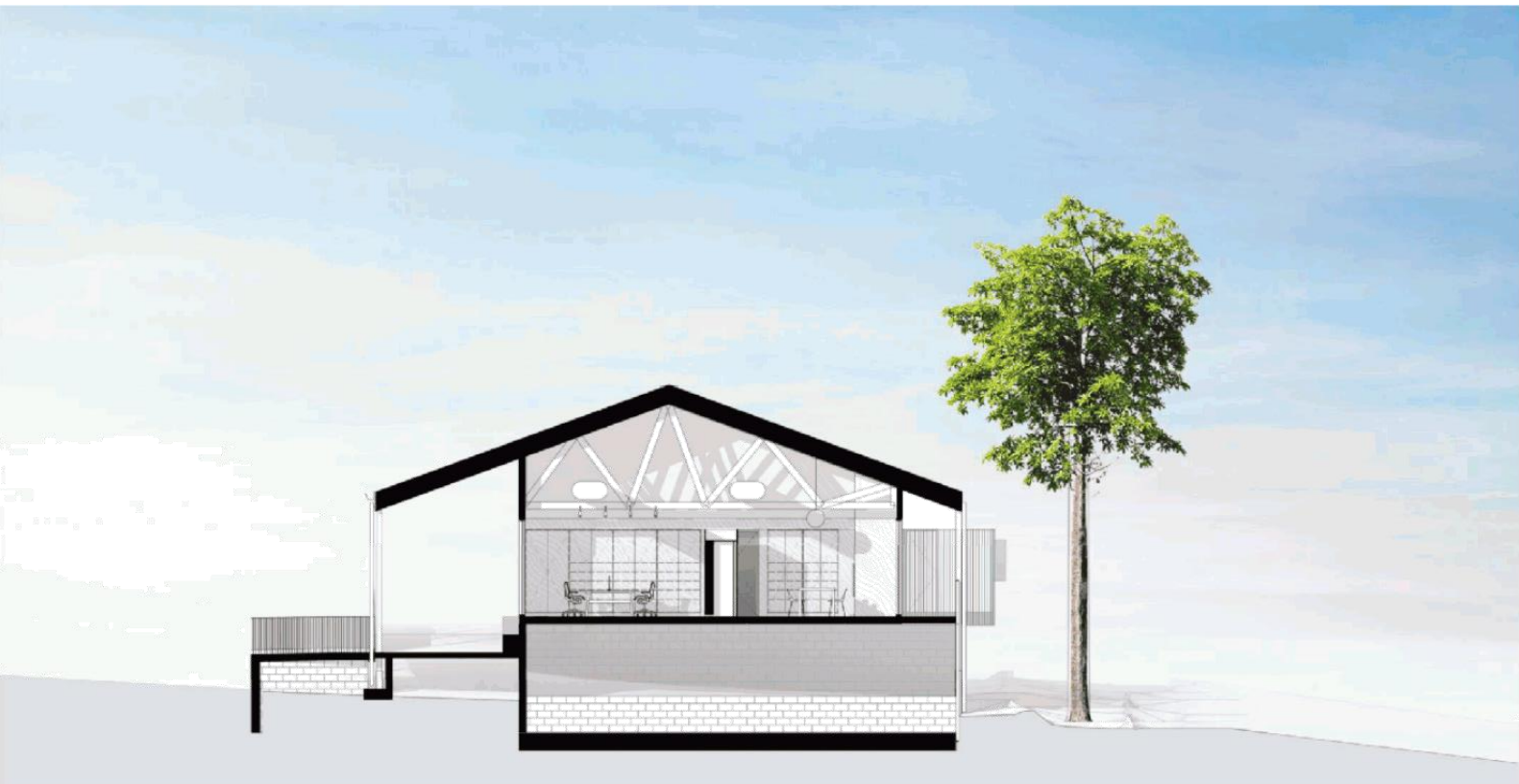
Elevations



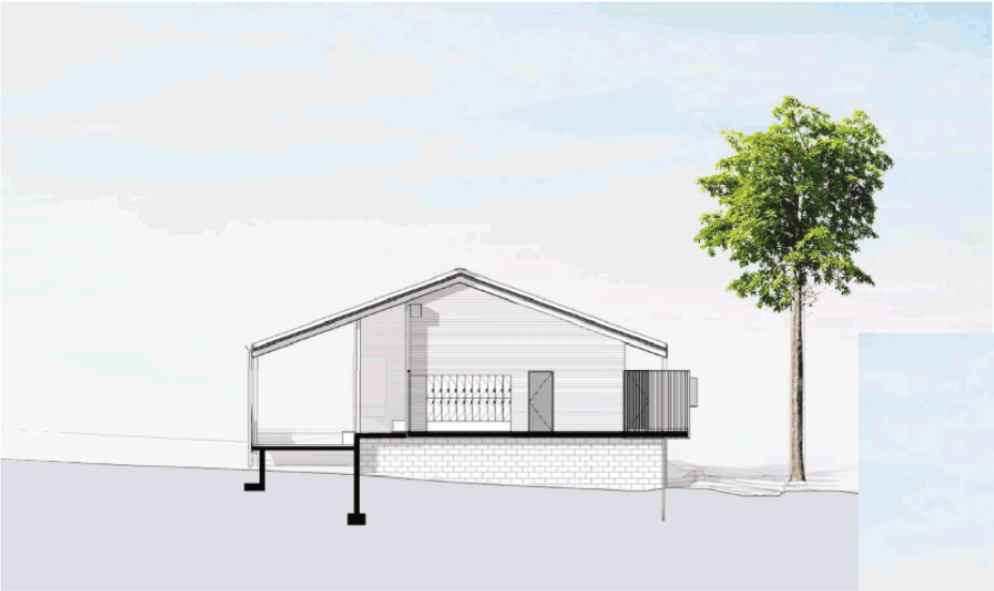
Section – Entry + Multipurpose Room



Section – Admin (Offices + Meeting Room)



Section – Food Prep & Breezeway



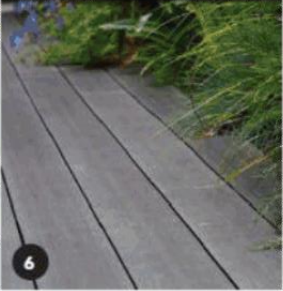
Materials



External materials and colours

Legend

- 1 Composite decking
- 2 Coloured concrete floor
- 3 Rendered block paint colour
- 4 External cladding paint colour
- 5 Glazing frame colour & metal screen
- 6 Metal screen to hub building
- 7 Ply soffit



- Legend
- 1 Powdercoated aluminium battens
 - 2 Powdercoated aluminium screening
 - 3 Painted FC weatherboard cladding
 - 4 Metal Balustrades
 - 5 Plywood ceilings
 - 6 Composite timber flooring
 - 7 Composite timber bench seating
 - 8 Window box detail

Administration Floor Plan Finishes Strategy



Base Palette

- Legend
- 1 Polished concrete floor
 - 2 Carpet tiles
 - 3 Ply wood cladding to soffit
 - 4 Feature plywood joinery
 - 5 Kitchenette bench top
 - 6 Tile O1 to amenities
 - 7 Tile O2 to amenities
 - 8 Feature fabric to FF&E
 - 9 Large format floor tile to PWD



High Resolution Renders / Artist Impressions

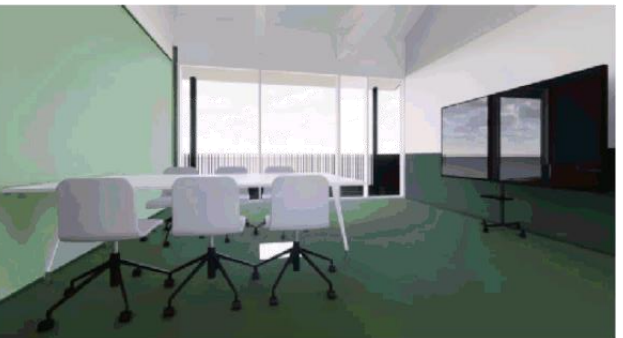
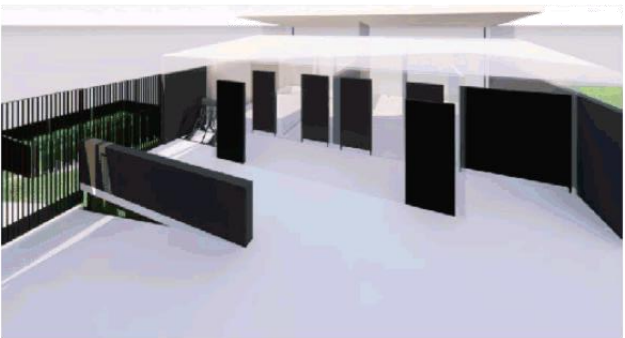




***3D Model Images &
Interactive Walkthrough***



Model Pictures



**ROCKHAMPTON BOTANIC GARDENS
& ZOO: VISITOR HUB AND ANIMAL
OPERATIONS CENTRE DETAIL
DESIGN UPDATE**

Attachment B: Drawings and Renders

Meeting Date: 16 August 2022

Attachment No: 2

























Rev	Description	By	Date
1	FOR INFORMATION	MT	14.02.2022
2	FOR INFORMATION	MT	22.02.2022
3	50% DESIGN DEVELOPMENT	VL	04.03.2022
4	50% DESIGN DEVELOPMENT UPDATE	VL	11.03.2022
5	50% DESIGN DEVELOPMENT UPDATE	SH	14.04.2022
6	FOR INFORMATION	MT	13.05.2022
7	90% DD GDS PRICING	MB	23.05.2022
8	90% DESIGN DEVELOPMENT	MT	02.06.2022

Project Management
 Name: Rockhampton Regional Council
 Address: 232 Botsway St, Rockhampton Q 4702, Australia
 Tel: 07 4936 8950

Structural and Civil Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Electrical Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Mechanical Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Hydraulic & Fire Protection
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Traffic Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Sustainability
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Quantity Surveyor
 Name: Turner & Townsend
 Address: Level 13/ 140 Creek St, Brisbane City Q 4000, Australia
 Tel: 07 3000 4700

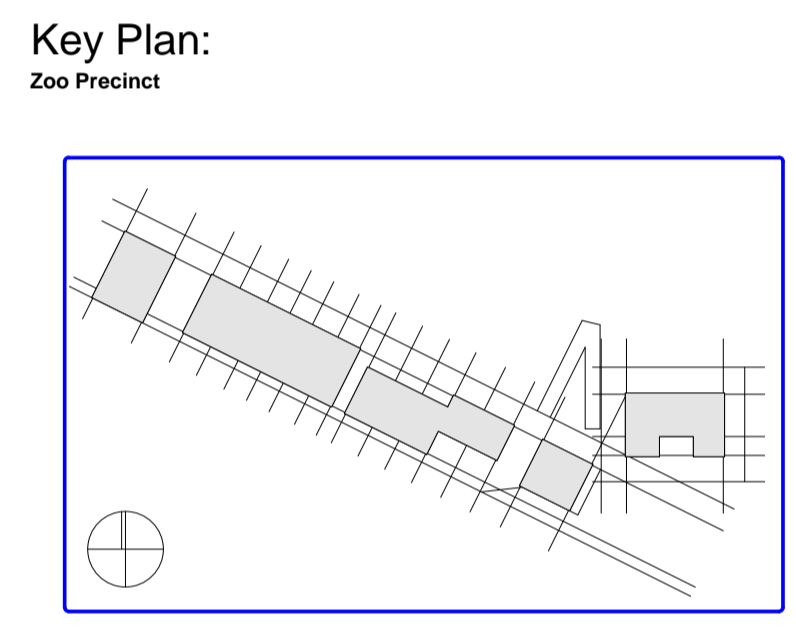
Landscape Architect
 Name: U210
 Address: Level 3/200 George st, Brisbane City Q 4000, Australia
 Tel: 07 3007 3600

Signage Consultant
 Name: G&D Design
 Address: 5533 Vulture St, West End Q 4101, Australia
 Tel: 0413 781 379

Environmental Consultant
 Name: Burchills Engineering Solutions
 Address: Level 14/167 Eagle St, Brisbane City Q 4000, Australia
 Tel: 07 3008 0501

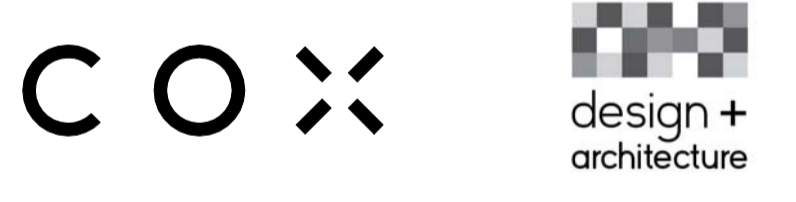
Building Certification and Access Consultant
 Name: Philip Chan
 Address: Level 18/ 119 Charlotte St, Brisbane City Q 4000, Australia
 Tel: 07 3839 3499

Heritage Consultant
 Name: U210
 Address: Level 3/200 George st, Brisbane City Q 4000, Australia
 Tel: 07 3007 3600



Cox Architecture
 Level 2, 2 Edward Street,
 Brisbane, QLD 4000, Australia
 T + 61 7 3210 0844
 F + 61 7 3210 0541
 www.coxarchitecture.com.au

Design + Architecture
 29 East Street,
 Rockhampton Q 4700
 T 0449 682 924
 design@designaa.com.au



Client
 Rockhampton Regional Council

Project No.
 421122

Project
 Rockhampton Botanic Gardens & Zoo,
 Visitor Hub and Animal Operations
 Centre
 Spencer Street, Rockhampton

Drawing Title
 Lower Ground Floor Plan

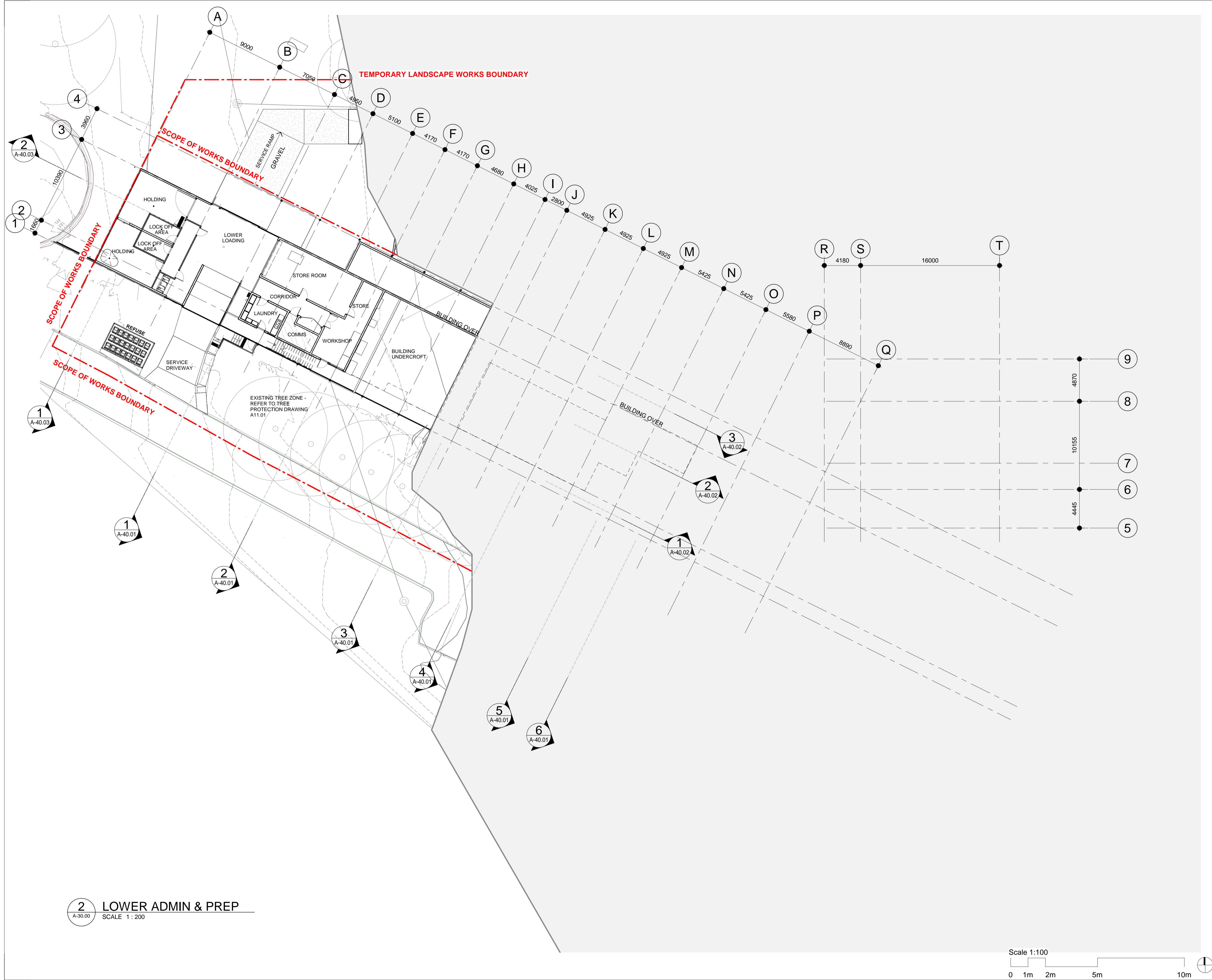
Document Control Status:
 ISSUE FOR INFORMATION

Co-ordinated: VL
Drawn: MT

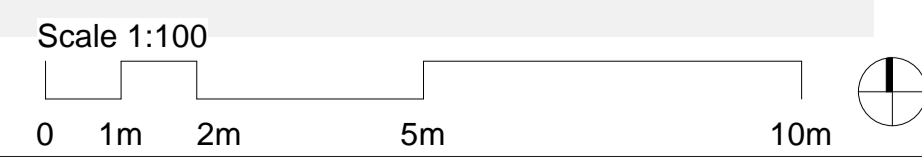
Project Architect: VL
Scale: 1 : 200 @ A1

Project Director: RC
Date: 02.06.2022

Drawing Number: 14700-A-21.10
Revision: 8



2 LOWER ADMIN & PREP
 A-30.00 SCALE 1 : 200



© COPYRIGHT COX ARCHITECTURE PTY LTD ACN 002 535 891
 ANY FORM OF REPRODUCTION OF THIS DRAWING IN FULL OR IN PART WITHOUT THE WRITTEN PERMISSION OF COX ARCHITECTURE PTY LTD CONSTITUTES AN INFRINGEMENT OF COPYRIGHT

Rev	Description	By	Date
1	FOR INFORMATION	MT	07.02.2022
2	FOR INFORMATION	MT	14.02.2022
3	FOR INFORMATION	MT	22.02.2022
4	50% DESIGN DEVELOPMENT	VL	04.03.2022
5	50% DESIGN DEVELOPMENT UPDATE	VL	11.03.2022
6	50% DESIGN DEVELOPMENT UPDATE	SH	14.04.2022
7	FOR INFORMATION	MT	13.05.2022
8	90% DESIGN DEVELOPMENT	MB	23.05.2022
9	90% DESIGN DEVELOPMENT	MT	02.06.2022

Project Management
 Name: Rockhampton Regional Council
 Address: 222 Boliver St, Rockhampton Q 4702, Australia
 Tel: 07 4936 8950

Structural and Civil Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Electrical Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Mechanical Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Hydraulic & Fire Protection
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Traffic Engineers
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Sustainability
 Name: Staric
 Address: Level 3/ 52 Merivale St, South Brisbane Q 4101, Australia
 Tel: 07 3029 5000

Quantity Surveyor
 Name: Turner & Townsend
 Address: Level 13/ 140 Creek St, Brisbane City Q 4000, Australia
 Tel: 07 3008 4700

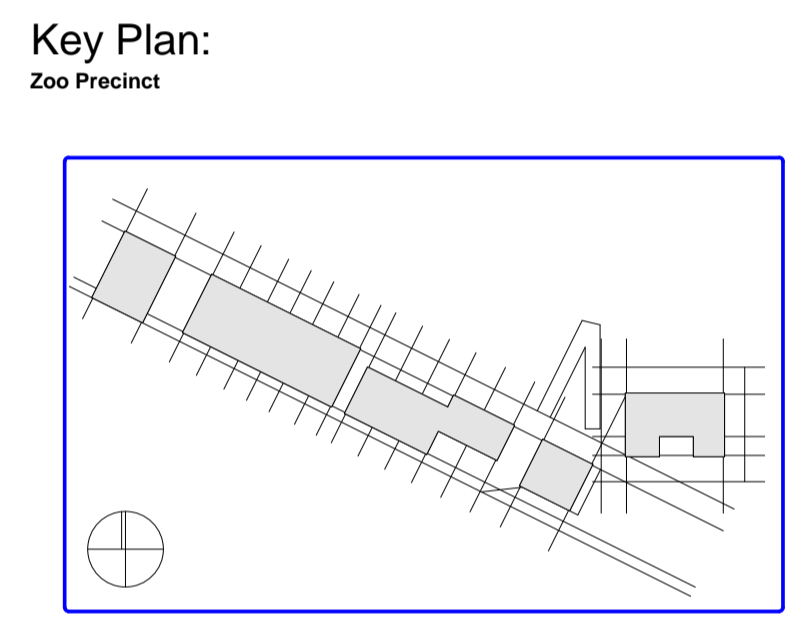
Landscape Architect
 Name: Ulan
 Address: Level 3/200 George St, Brisbane City Q 4000, Australia
 Tel: 07 3037 3600

Signage Consultant
 Name: G&D Design
 Address: 5/33 Vulture St, West End Q 4101, Australia
 Tel: 0413 781 379

Environmental Consultant
 Name: Burdick Engineering Solutions
 Address: Level 14/167 Eagle St, Brisbane City Q 4000, Australia
 Tel: 07 3008 0501

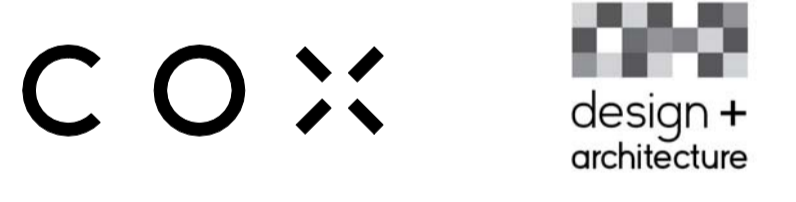
Building Certification and Access Consultant
 Name: Philip Chan
 Address: Level 18/ 119 Charlotte St, Brisbane City Q 4000, Australia
 Tel: 07 3839 3499

Heritage Consultant
 Name: Ulan
 Address: Level 3/200 George St, Brisbane City Q 4000, Australia
 Tel: 07 3037 3600



Cox Architecture
 Level 2, 2 Edward Street,
 Brisbane, QLD 4000, Australia
 T + 61 7 3210 0844
 F + 61 7 3210 0541
 www.coxarchitecture.com.au

Design + Architecture
 29 East Street,
 Rockhampton Q 4700
 T 0449 682 924
 design@designaa.com.au



Client
 Rockhampton Regional Council

Project No.
 421122

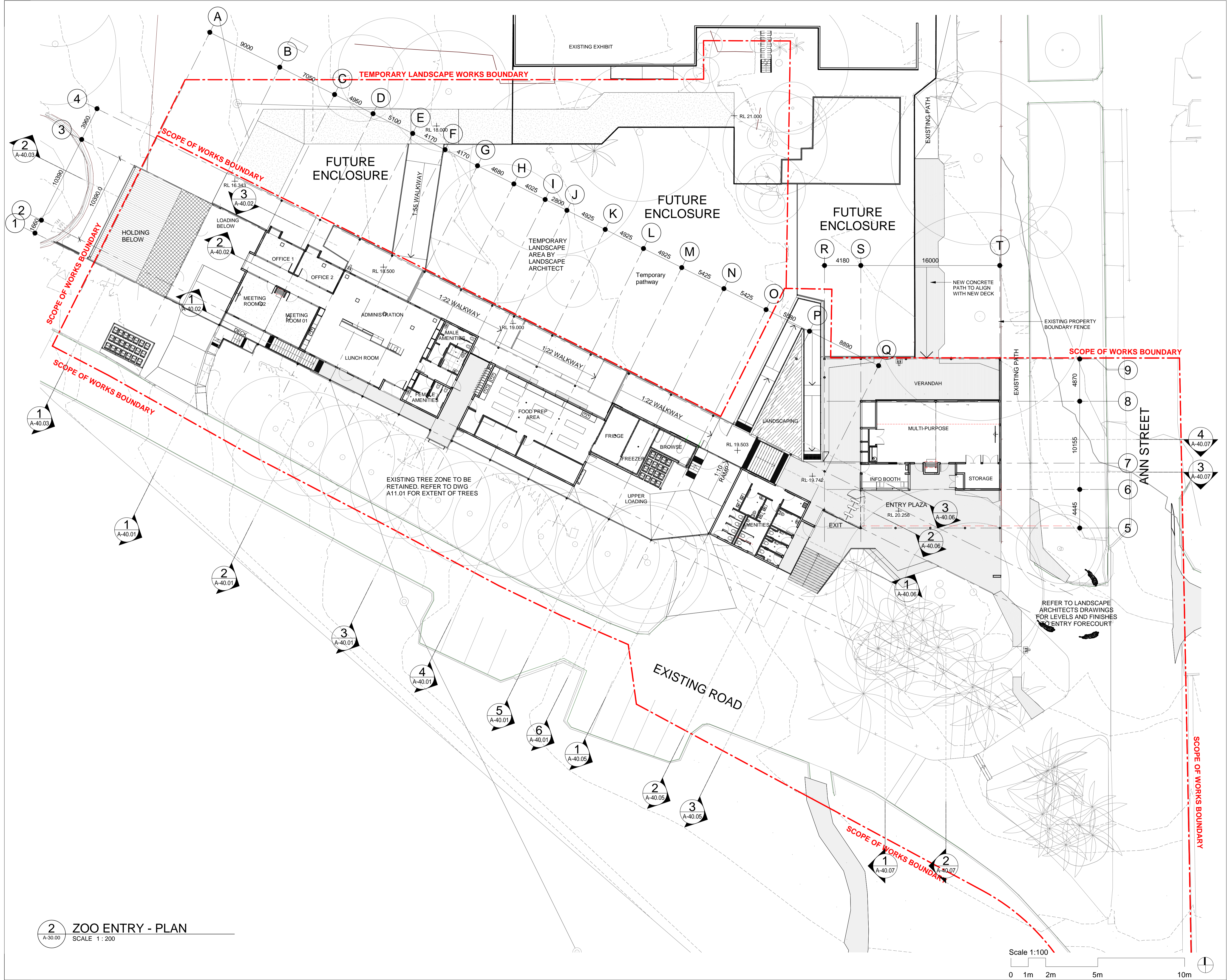
Project
 Rockhampton Botanic Gardens & Zoo,
 Visitor Hub and Animal Operations
 Centre
 Spencer Street, Rockhampton

Drawing Title
 Ground Floor Plan

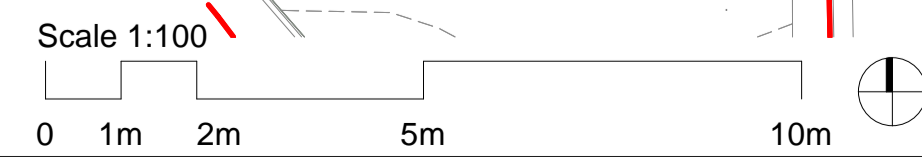
Document Control Status:
 ISSUE FOR INFORMATION

Co-ordinated: VL
Project Architect: VL
Project Director: RC
Drawing Number: 14700-A-21.11

Drawn: Author
Scale: 1 : 200 @ A1
Date: 02.06.2022
Revision:



2 ZOO ENTRY - PLAN
 A-30.00 SCALE 1 : 200



PLOT STAMP DATE: 30/06/2022 3:14:22 PM

9 NOTICES OF MOTION

Nil

10 QUESTIONS ON NOTICE

Nil

11 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.

12 CLOSED SESSION

In accordance with the provisions of section 254J(3) 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 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

13.1 Disposal of Assets

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

13 CONFIDENTIAL REPORTS

13.1 DISPOSAL OF ASSETS

File No: 4949

Attachments:

1. **Aerial Map of Property**
2. **Property Inspection Report**
3. **Property Restoration Quote**
4. **Property Evaluation**

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Emma-Jane Dwyer - Manager Community Assets & Facilities

In accordance with section 254J(3)(g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

SUMMARY

The property nominated in this report requires significant remedial or maintenance works in order to retain it. This report details a plan over the next 2 years to dispose of the nominated property and convert the land to recreational reserve once cleared.

14 CLOSURE OF MEETING