



COMMUNITIES COMMITTEE MEETING

AGENDA

21 APRIL 2026

Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 21 April 2026 commencing at the conclusion of Infrastructure Committee for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
15 April 2026

Next Meeting Date: 19.05.26

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers
Councillor E B Hilse

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr D Morrison – General Manager Communities & Lifestyle (Executive Officer)

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Edward Oram - Leave of Absence from 14 April 2026 to 24 April 2026

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 17 March 2026

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

File No: 10097

Attachments: 1. [March 2026](#)↓

Authorising Officer: Damon Morrison - General Manager Communities and Lifestyle

Author: Damon Morrison - General Manager Communities and Lifestyle

SUMMARY

The Business Outstanding Table is used as a tool to monitor outstanding items resolved at previous Council or Committee meetings. The current Business Outstanding Table for Communities Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Communities Committee be received.

BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

March 2026

Meeting Date: 21 April 2026

Attachment No: 1

BUSINESS OUTSTANDING – COMMUNITIES COMMITTEE

Meeting Date	Subject	Resolution	Officer	Target Date	Notes
19/08/2025	Assessment of Petition – Victoria Park Gymnastics & Trampoline Club Inc	<p>COMMITTEE RESOLUTION</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. Acknowledge receipt of the petition submitted by Victoria Park Gymnastics and Trampoline Club Inc; 2. Endorse the proposed short-term solution outlined in this report to increase the capacity of the Western Car Park; 3. Support continued engagement with Victoria Park Gymnastics and Trampoline Club to identify co-investment opportunities aligned with their future facility expansion and infrastructure upgrades. 	Bulwinkel, Justin	30/06/2026	<p>10 Nov 2025 Target date changed by Bulwinkel, Justin from 30 June 2026 to 30 June 2026</p> <p>09 Feb 2026 Target date changed by Bulwinkel, Justin from 30 June 2026 to 30 June 2026 - Project delivery is scheduled to commence on 1 March 2026, with works to be completed by 30 June 2026.</p>
19/08/2025	Trustee Lease Request - Bluebirds Football Club Inc	<p>COMMITTEE RESOLUTION</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 236(1)(b)(ii) of the Local Government Regulation 2012 (Qld), Council approve the request to grant a new Trustee Lease to Bluebirds United Football Club Inc. over part of Webber Park, described as Lot 340 on SP144834, 403–417 Richardson Road, Norman Gardens, as identified in Attachment 1 of the report; 2. Bluebirds United Football Club Inc. commit to replanting two (2) trees for each tree removed (totalling eight), in consultation with Council's Parks section, with planting locations to be determined through future tree planting programs; and 3. Council authorises the Chief Executive Officer (Sports and Active Communities Coordinator) to negotiate the terms and conditions of the agreements in preparation for execution by the delegated officer. 	Bulwinkel, Justin	31/03/2026	<p>02 Sep 2025 Target date changed by Bulwinkel, Justin from 02 September 2025 to 31 October 2025 - Time will now be afforded to BUFC Inc. to finalise designs and secure a lease survey plan to support formal tenure. Lease is Pending</p> <p>10 Nov 2025 Target date changed by Bulwinkel, Justin from 31 October 2025 to 31 December 2025 - Club to finalise facility designs and provide Lease Survey Plans to Council so that the lease agreement can be drafted.</p> <p>09 Feb 2026 Target date changed by Bulwinkel, Justin from 31 December 2025 to 31 March 2026 - Final project designs are currently pending. Once these designs have been finalised, the club will provide a Lease Survey Plan, which will allow formal execution of the Trustee Lease.</p>

BUSINESS OUTSTANDING – COMMUNITIES COMMITTEE

18/11/2025	Proposed Dog Off-Leash Area for Cedric Archer Park, Gracemere	COMMITTEE RESOLUTION	Daniels, Jacinta	31/03/2026	10 Feb 2026 Target date changed from 02 December 2025 to 31 March 2026 – Community feedback on proposal closes on 8 March with a further report to presented to a further report to Committee 13 Apr 2026 Briefing Session on community feedback on the proposal is scheduled for 28 April 2026
17/02/2026	Fighting Illegal Dumping Partnership Program (FIDPP) Grant	COMMITTEE RESOLUTION	Buckenham, Jon	03/03/2026	13 Apr 2026 Application lodged with outcome due to be advised by 30 April 2026
17/02/2026	Rockhampton Panthers Australian Football Club Inc - Lease Extension & Infrastructure Charges Waiver	COMMITTEE RECOMMENDATION	Bulwinkel, Justin	30/04/2026	03 Mar 2026 Target date changed by Bulwinkel, Justin from 03 March 2026 to 30 April 2026 - PAFC Inc. have been instructed to engage with Planning and Regulation to amend their application. The club will then be required to provide a lease survey plan, after which the Trustee Lease will be drafted and sent to the club for signing.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

10.1 PORTFOLIO UPDATE

File No: 10097
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Damon Morrison - General Manager Communities and Lifestyle

SUMMARY

Portfolio Councillors for Communities, Culture and Heritage, Planning and Regulation; Parks, Sport and Public Spaces; Environmental Sustainability will provide an update on matters of interest within their portfolio.

OFFICER'S RECOMMENDATION

THAT the Portfolio Updates for Communities, Culture and Heritage, Planning and Regulation, Parks, Sport and Public Spaces and Environmental Sustainability be received.

COMMENTARY

Councillors have requested an opportunity to speak about their relevant Portfolio during Committee Meetings.

The following Councillors will provide an update on their Portfolio at Communities Committee:

- Deputy Mayor, Councillor Drew Wickerson – Communities, Culture and Heritage
- Councillor Grant Mathers – Planning and Regulation
- Councillor Cherie Rutherford – Parks, Sport and Public Spaces
- Councillor Elliot Hilse – Environmental Sustainability

11 OFFICERS' REPORTS

11.1 PROJECT DELIVERY CAPITAL REPORT- COMMUNITIES COMMITTEE - MARCH 2026

File No: 16255

Attachments: 1. [Status Reports March 2026](#)

Authorising Officer: Peter Kofod - General Manager Regional Services
Evan Pardon - Chief Executive Officer

Author: Andrew Collins - Manager Project Delivery

SUMMARY

Monthly Status Report on Organisational Services and Communities and Lifestyle Services Capital projects currently managed by the Project Delivery Unit.

OFFICER'S RECOMMENDATION

THAT the Project Delivery Capital Report – Communities Committee – March 2026 be received.

COMMENTARY

The Project Delivery section submits the monthly project report outlining the status of capital projects managed by the Unit on behalf of the Organisational Services and Communities and Lifestyle Services Departments.

The following projects are reported on for the month of March 2026 and detailed individual reports are attached:

Project
RBGZ Enclosures 25/26
Rockhampton Sports Precinct
Victoria Park Tennis Courts – Stormwater Remediation and Resurfacing
Customs House Restoration
Kershaw Gardens Waterfall Structure Repairs
Gracemere Hall Roof and Air Conditioning
Historic Library Roof and Gutters
Pilbeam Theatre Redevelopment Master Plan
Pilbeam Theatre Chiller Renewal
Showgrounds (Robert Archer) Grandstand Repairs
Pilbeam Theatre Carpark Safety Works
Showgrounds Power Distribution

**PROJECT DELIVERY CAPITAL REPORT
COMMUNITIES COMMITTEE
MARCH 2026**

**Communities Committee
Status Reports March 2026**

Meeting Date: 21 April 2026

Attachment No: 1

PD-PRO-2025 Zoo Enclosure Renewals										Mar-2026		
Monthly Status Report												
Project Management												
Council Custodian:	Open Spaces and Recreation			Project Manager:	Darren Toohey		Project Phase:	Strategic Assessment				
Project Scope												
Activity	Scope						Traffic Light	Scope Change				
Enclosure Refurbishment Program Design, construction or refurbishment of series of existing animal enclosures												
Preliminary Evaluation	Refurbishment of Chimpanzee Enclosure						G	No scope change				
Project Funding and Finance												
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update						
		Actuals	Committals	Remaining Budget								
Council Allocation:	\$2,961,261	\$24,352	\$0	\$2,936,909	G	No financial change						
External Funding:	\$0											
Total Project Budget:	\$2,961,261											
		2025/26FY			Traffic Light	Monthly Update						
	Budget	Actuals	Committals	Remaining Budget								
	\$30,000	\$24,352	\$0	\$5,648	G	No financial change						
Project Schedule												
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update				
	Start	Finish	Start	Finish	Plan%	% Complete						
Project 5 - Early Investigation - Dome Structure	01-Sep-25	30-Nov-25	01-Sep-25	30-Jun-26	70%	28%	G	No schedule change				
Commentary												
<p>Since the previous reporting period, no further progress has been made on the project. The structural assessment has been received and reviewed by FAF, Project Delivery and relevant internal stakeholders, and the scope required for the ongoing structural works has been defined. Site works remain on hold for an anticipated period of approximately 1–2 years due to the presence of newly born infant chimpanzees.</p> <p>A comprehensive tree audit has been completed to identify potential impacts to existing vegetation associated with the proposed works, and a detailed onsite survey has been undertaken to capture accurate topographical information and site features to inform future design development and planning stages. A Council briefing is anticipated to occur in a future reporting period.</p>												
Risk Categories	Risks (Cause, Risk, Impact)						Risk Responses					
Financial/ Budget/Cost	Budget required unknown until structural investigations completed.						Future Year enclosure renewals budget available.					
Key Tasks & Deliverables This Month												
Site Survey and Tree report onsite works completed												
Three Month Horizon												
Apr-2026				May-2026				Jun-2026				
Site Survey and tree report data collection and findings report				Ongoing Planning works				Ongoing Planning works				

PD-PRO-2024 Rockhampton Sports Precinct									
Monthly Status Report									Mar-2026
Project Management									
Council Custodian:	Open Spaces and Recreation			Project Manager:	Aaron Pont		Project Phase:	Detail Design	
Project Scope									
Activity	Scope						Traffic Light	Scope Change	
Detail Design	The aim of this Project is to progress the Sports Precinct from preliminary design through design development and planning approvals to staged construction delivery. The scope includes preparation of detailed designs and design specifications, development of preliminary design and planning approval documentation, and coordination of statutory approvals to enable delivery of the Precinct. The Project also includes construction delivery of Stage 1 works, comprising the Netball Facility, in accordance with approved designs and the staged implementation strategy. A Detailed Business Case and Project Validation Report will be prepared to confirm project viability, affordability, and readiness to proceed.						G	No scope change	
Project Funding and Finance									
Funding Source	Funding Amount	Project Life (10 Years) as at			03/03/2026		Traffic Light	Monthly Update	
Council Allocation:	\$0	Actuals	Committals	Remaining Budget		G	No financial change		
External Funding:	\$47,000,000	\$2,649,480	\$2,392,321	\$41,958,199		G	No financial change		
Total Project Budget:	\$47,000,000								
		2025/26FY							
	Budget	Actuals	Committals	Remaining Budget		Traffic Light	Monthly Update		
	\$1,000,000	\$1,566,697	\$2,392,321	-\$2,959,018		G	No financial change		
Project Schedule									
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update	
	Start	Finish	Start	Finish	Plan%	% Complete			
Engagement of Consultant For Design Development	100						G	No schedule change	
Phase 1: Whole of Site	0.5	16-Jan-25	24-Oct-25	16-Jan-25	24-Oct-25	100%	92%	G	No schedule change
Phase 2: Detail Design	0.5	24-Oct-25	29-Jul-26	24-Oct-25	29-Jul-26	57%	14%	G	No schedule change
Engagement of Consultant For Project Validation Report Package									
Phase 1: Masterplan Validation	1	16-Jan-25	05-Mar-25	16-Jan-25	05-Mar-25	100%	92%	G	No schedule change
Phase 2: Project Validation Report	89	05-Mar-25	30-Jul-26	05-Mar-25	30-Jul-26	76%	42%	G	No schedule change
Project Milestones									Date
Commencement of Consultant Engagement For Design Development and Project Planning Approval Package									16-Jan-25
Phase 1: Whole of Site Preliminary Planning									24-Oct-25
Phase 2: Detailed Design for Whole Of Site									29-Jul-26
Commencement of Consultant Engagement For Project Validation Report Package									16-Jan-25
Phase 1: Masterplan Validation									05-Mar-25
Phase 2: Project Validation Report									30-Jul-26
Commentary									
Design progress has resumed following resolution of design interface conflicts with Economic Development Queensland (EDQ) development site. specific impacts to the RSP site include road reserve width and additional 3m path to create connectivity between the precinct and future neighbouring residential.									
90% design and cost estimate are on track for presentation to Council in late May, to be followed by design completion and procurement. Construction is expected to commence late July 2026 with delivery by late 2027 in accordance with funding agreement.									
Risk Categories	Risks (Cause, Risk, Impact)					Risk Responses			
Compliance	Land currently state owned with CQU as trustee					Land Tenure and RRC ownership being addressed with State Gov / CQU			
Project	Project is in early stages of planning, as part of the project's development workshops have been programmed to assess design and construction risks.					Risk Management / Safety in Design Workshops			
Key Tasks & Deliverables This Month									
Continued progress on 90% detailed design packages and whole of site preliminary design.									
Three Month Horizon									
Apr-2026			May-2026			Jun-2026			
Resolved design challenges with EDQ and CQU. Resuming Stage 1 detailed design and cost plan.			Receive 90% Detailed Design re-issue for Stage 1. Progress to 100% Detailed Design submission for Stage 1. 90% cost estimate received and Value Management workshop to be conducted. Continue Whole of Site preliminary design. Prepare Tender documentation.			100% Detailed Design for Stage 1. Review and provide feedback to consultant. Submit to Council for endorsement. Continue whole of site preliminary design.			

PD-PRO-2025 Victoria Park Tennis Courts – Stormwater Remediation and Resurfacing								
Monthly Status Report							Mar-2026	
Project Management								
Council Custodian:	Fleet and Facilities	Project Manager:	Dan Farlow	Project Phase:	Design & Construction			
Activity	Scope			Traffic Light	Scope Change			
Design & Construction	This Project is to address the poor condition of the tennis court playing surfaces at Victoria Park Tennis Complex. The project scope includes: *Resurfacing of up to 15 tennis courts, including replacement of asphalt surfacing and regrading gravel base; and *Installation of drainage to redirect overland stormwater flow to Fitzroy River.			G	No scope change			
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
Council Allocation:	\$2,201,969	Actuals	Committals	Remaining Budget	G	No financial change		
External Funding:	\$0	\$134,043	\$11,875	\$2,056,052				
Total Project Budget:	\$2,201,969							
2025/26FY								
Budget	Actuals	Committals	Remaining Budget	Traffic Light	Monthly Update			
\$347,824	\$79,898	\$7,325	\$260,602	G	No financial change			
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Detail Design	14-Aug-25	30-Dec-25	14-Aug-25	11-Mar-26	100%	98%	A	Minor schedule change
Contractor Procurement	15-Feb-26	08-Mar-26	12-Mar-26	18-May-26	28%	0%	A	Minor schedule change
Construction	08-Mar-26	30-Dec-26	18-May-26	30-Mar-27	0%	0%	G	No schedule change
Project Milestones							Date	
Detail Design completed							30-Dec-25	
Construction Procurement							08-Mar-26	
Construction Completion							30-Mar-27	
Commentary								
Tender preparation underway with the revised target to release to market by late April. The construction estimate from the designer indicates that only 10 courts will be completed within the budget.								
Risk Categories	Risks (Cause, Risk, Impact)			Risk Responses				
Financial/Budget/Cost	Budget is based off a concept level design. Once the design is complete and tender prices are received, the project cost may exceed budget.			Reduce the scope of the project from 15 courts to 10 courts.				
Stakeholders	Construction activities may cause excessive disruption to operations of tennis centre.			Stakeholder engagement with operator, staging of works to minimise disruption Schedule works to avoid major events.				
Key Tasks & Deliverables This Month								
Prepare and release tender package.								
Three Month Horizon								
Apr-2026		May-2026			Jun-2026			
Tender preparation and tender period.		Tender period.			Tender evaluation. Award Contract			

PD-PRO-2024 Customs House Restoration										
Monthly Status Report								Mar-2026		
Project Management										
Council Custodian:		Fleet and Facilities		Project Manager:		Darren Toohey		Project Phase: Preliminary Evaluation		
Project Scope										
Activity		Scope					Traffic Light	Scope Change		
Preliminary Evaluation		Customs House refurbishment - Various elements of building require restoration including external clean down of building, Dome gutter and downpipe replacement, Salts removal to Sandstone internal fabric, Falling damp render repairs, Chemical injection of raising damp, Copper roof restoration works, repointing of stairs and landing and traditional plaster ceiling repairs.					G	No scope change		
Project Funding and Finance										
Funding Source		Funding Amount		Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
Council Allocation:		\$100,000		Actuals	Committals	Remaining Budget	G	No financial change		
External Funding:		\$0		\$0	\$0	\$1,773,445	G	No financial change		
Total Project Budget:		\$10,000								
		2025/26FY			Actuals	Committals	Remaining Budget	Traffic Light	Monthly Update	
		Budget	\$100,000	\$13,640	\$12,915	\$73,445	G	No financial change		
Project Schedule										
Scope		Baseline		Forecast/Actuals				Traffic Light	Schedule Update	
		Start	Finish	Start	Finish	Plan%	% Complete			
Design	100	29-Sep-25	16-Apr-26	29-Sep-25	16-Apr-26	92%	80%	G	No schedule change	
Heritage		29-Sep-25	19-Jun-26	29-Sep-25	19-Jun-26	70%	60%	G	No schedule change	
Construction contractor Procurement &	0.5	24-Feb-26	15-Jun-26	24-Feb-26	30-Jun-26	28%	0%	G	No schedule change	
Construction / Installation	1	15-Jul-26	01-Mar-27	15-Jun-26	01-Mar-27	0%	0%	G	No schedule change	
Project Milestones									Date	
Design Complete									16-Apr-26	
Funding Approval									30-Jun-26	
Construction Refurbishment Works Completion									01-Mar-27	
Commentary										
Preliminary design and scoping is continuing to be finalised to complete the cost estimate for the Refurbishment Project.										
Risk Categories		Risks (Cause, Risk, Impact)					Risk Responses			
Financial/Budget/Cost		Budget is currently unknown for refurbishment works. Once design and scoping is complete a Budget estimate will be presented to council for consideration for future years Budgets.					Reduce scope if unfunded			
Stakeholders		Construction activities may cause excessive disruption to operations of Customs House					Stakeholder engagement and staging of works to minimize disruption. Schedule works to avoid major events.			
Key Tasks & Deliverables This Month										
Complete cost estimate and finalise documents for tender with specialised Heritage consultant.										
Three Month Horizon										
Apr-2026			May-2026			Jun-2026				
Finalise scoping documents and budget.			Finalise scoping documents and budget.			Release for tender if funding approved for 26/27 financial year.				

PD-PRO-2024 Kershaw Gardens Waterfall Structure Repairs								
Monthly Status Report							Mar-2026	
Project Management								
Council Custodian:	Fleet and Facilities	Project Manager:	Darren Toohey	Project Phase:	Design & Construction			
Activity	Scope				Traffic Light	Scope Change		
Design & Construction	The Kershaw Gardens Waterfall has reached the end of its life. As a significant asset to both the local community and visiting tourists, this project aims to review and refurbish the waterfall to preserve its sentimental value while enhancing its design for increased longevity and in service safety.				G	No scope change		
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
		Actuals	Committals	Remaining Budget				
Council Allocation:	\$3,213,336	\$463,145	\$5,300	\$2,744,891	G	No financial change		
External Funding:	\$0							
Total Project Budget:	\$3,213,336							
	2025/26FY				Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget				
	\$250,000	\$249,809	\$5,300	-\$5,109	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Procurement of Consultant	17-Oct-24	20-Nov-24	17-Oct-24	20-Nov-24	100%	100%	G	No schedule change
Detail Design and Specifications	27-Nov-24	01-Jul-25	27-Nov-24	17-Feb-26	100%	100%	G	No schedule change
Procurement of Contractor	18-Jul-25	06-Aug-26	01-Feb-26	20-Apr-26	74%	0%	A	Minor schedule change
Construction	01-Sep-25	01-Jun-26	20-Apr-26	06-Aug-26	0%	0%	G	Previously reported change
Project Milestones							Date	
Design tender award							20-Nov-24	
Detail Design and Specification Final Design report							17-Feb-26	
Construction tender award							20-Apr-26	
Project completion							06-Aug-26	
Commentary								
Final designs and QS Estimate has been received. A number of costed options have been provided. An officers report will be presented to Council in April recommending a way forward for the project.								
Risk Categories	Risks (Cause, Risk, Impact)			Risk Responses				
Safety	The Facade is showing signs of structural fatigue and the internal pump station is a servicing a hazard.			The proposed structural stabilization and construction of the external plant room will address the risk.				
Financial/ Budget/Cost	The Project budget has not been validated against a confirmed scope of works or a design.			A P 90 Cost Estimate to be provided as part of the Design Development package. This will confirm budget and provide a tender benchmark.				
Key Tasks & Deliverables This Month								
Review of final designs and QS P90 Estimate costing.								
Three Month Horizon								
Apr-2026		May-2026			Jun-2026			
Final Design Review and Report to Council		Tender documentation prepared			Procurement of Contractor			

PD-PRO-2025 Gracemere Hall Roof and Air Conditioning							Mar-2026	
Monthly Status Report								
Project Management								
Council Custodian:	Fleet and Facilities		Project Manager:	Darren Toohey		Project Phase:	Construction	
Project Scope								
Activity	Scope					Traffic Light	Scope Change	
Construction	This Project comprises of a complete roof replacement of Hall, Kitchen foyer/breezeway and renewal of all end of life existing air conditioning plant.					G	No scope change	
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
		Actuals	Committals	Remaining Budget				
Council Allocation:	\$850,000	\$26,597	\$3,500	\$819,903	G	No financial change		
External Funding:	\$0							
Total Project Budget:	\$850,000							
	2025/26FY				Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget				
	\$300,000	\$26,597	\$3,500	\$269,903	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	% Plan	% Complete		
Scoping and detail Design	14-Aug-25	20-Nov-25	14-Aug-25	20-Nov-25	100%	100%	G	No schedule change
Contractor Procurement	04-Dec-25	15-Feb-26	15-Jan-26	18-Mar-26	100%	80%	A	Minor schedule change
Construction	08-Apr-26	30-Jun-26	08-Apr-26	30-Jun-26	0%	0%	G	No schedule change
Project Milestones								Date
Design Consultation Completion								20-Nov-25
Proposed Completion of Contractor Procurement								18-Mar-26
Proposed Completion of Construction Phase								30-Jun-26
Commentary								
Tender has closed and evaluation completed. Clarification process underway. Award anticipated in April.								
Risk Categories								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Safety	Working at Heights, Fall prevention				Edge protection supplied, Safety management Plan - SWMS			
Environmental	Impact to construction delayed due to wet weather.				Construction scheduled dry season.			
Key Tasks & Deliverables This Month								
Tender for Project closes 04 March 2026. Review and evaluation of Tender Submissions.								
Three Month Horizon								
Apr-2026			May-2026			Jun-2026		
Review and evaluation of Tender Submissions.			Award tender and Schedule works.			Start construction depending on availability of airconditioning plant.		

PD-PRO-2025 Historic Library Roof and Gutters								
Monthly Status Report							Mar-2026	
Project Management								
Council Custodian:	Fleet and Facilities	Project Manager:		Darren Toohey	Project Phase:	Construction		
Project Scope								
Activity	Scope					Traffic Light	Scope Change	
Construction	This project comprises of a complete roof replacement and renewal of all end of life existing air conditioning plant which includes installation of dehumidifiers to archive and negatives storerooms and upgrade of the current BMS system.					G	No scope change	
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
		Actuals	Committals	Remaining Budget				
Council Allocation:	\$850,000	\$26,734	\$7,180	\$816,086	G	No financial change		
External Funding:	\$0							
Total Project Budget:	\$850,000							
		2025/26FY			Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget				
	\$300,000	\$26,734	\$7,180	\$266,086	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Scoping and detail Design	14-Aug-25	20-Dec-25	14-Aug-25	20-Dec-25	100%	100%	G	No schedule change
Contractor Procurement	10-Jan-26	15-Feb-26	10-Jan-26	18-Mar-26	100%	80%	A	Minor schedule change
Construction	08-Apr-26	30-Jun-26	08-Apr-26	30-Jun-26	0%	0%	G	No schedule change
Project Milestones							Date	
Design Consultation Completion							20-Nov-25	
Proposed Completion of Contractor Procurement							18-Mar-26	
Proposed Completion of Construction Phase							30-Jun-26	
Commentary								
Tender has closed and evaluation completed. Clarification process underway. Award anticipated in April.								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Safety	Working at Heights, Fall prevention				Edge protection supplied, Safety management Plan - SWMS			
Environmental	Impact to construction delayed due to wet weather				Construction Scheduled dry season			
Safety	Council Staff working below roof				Move staff to areas out of risk of falling objects			
Key Tasks & Deliverables This Month								
Tender for Project closes 04 March 2026.								
Three Month Horizon								
Apr-2026		May-2026			Jun-2026			
Review and evaluation of Tender Submissions.		Award tender and Schedule works.			Start construction depending on availability of Aircon Plant			

PD-PRO-2024 Pilbeam Theatre Redevelopment Master Plan								
Monthly Status Report						Mar-2026		
Project Management								
Council Custodian:	Fleet and Facilities	Project Manager:	Edward Brooks	Project Phase:	Business Case			
Project Scope								
Activity	Scope			Traffic Light	Scope Change			
Concept Design	The Pilbeam Theatre has reached the end of its service life. A review of the current concept design is required to ensure alignment with Council and community needs, and to confirm the development is value managed for cost-effectiveness. A Detailed Business Case will assess the most practical and sustainable option for renewal moving forward.			G	No scope change			
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
Council Allocation:	\$187,500,000	Actuals	Committals	Remaining Budget	G	No financial change		
External Funding:	\$0	\$211,589	\$304,575	\$186,983,836				
Total Project Budget:	\$187,500,000							
		2025/26FY			Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget	G	No financial change		
	\$550,000	\$139,900	\$304,575	\$105,526				
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Scope Definition	01-Jun-24	30-Sep-24	01-Jun-24	30-Sep-24	100%	100%	G	No schedule change
Procurement of Design Consultant for Review	30-Sep-24	30-Oct-24	30-Sep-24	30-Oct-24	100%	100%	G	No schedule change
Stage 1: Design Report	30-Oct-24	28-Feb-25	30-Oct-24	28-Feb-25	100%	100%	G	No schedule change
Stage 2: Business Case Procurement	01-Aug-25	30-Sep-25	01-Aug-25	19-Dec-25	100%	100%	G	Previously reported change
Stage 2: Business Case	01-Oct-25	01-Jun-26	20-Dec-25	01-Sep-26	40%	40%	G	No schedule change
Project Milestones								
Scope Definition						Date	30-Sep-24	
Procurement of Design Consultant for Review						Date	30-Oct-24	
Stage 1: Concept Design Report						Date	28-Feb-25	
Stage 2: Commence Business Case Procurement						Date	01-Aug-25	
Stage 2: Business Case Completion						Date	01-Sep-26	
Commentary								
Business case analysis of options has been completed and 3 have been progressed to more detailed analysis.								
Risk Categories								
Risk Categories	Risks (Cause, Risk, Impact)			Risk Responses				
Design and Engineering	Current Concept Design no longer valid requiring significant design redevelopment.			Design to be validated and updated. Retain completed design where applicable.				
Technical and Operation	Failure of roof and chiller to existing Pilbeam Theatre.			Maintenance projects have been initiated to extend the current life of the existing Pilbeam Theatre and specifically target the roof and AC chiller system.				
Key Tasks & Deliverables This Month								
Consultant analysis of options looking at multi criteria analysis and preliminary costs.								
Three Month Horizon								
Apr-2026		May-2026			Jun-2026			
Review of costing and presentation to Councillors.		Business Case continues and workshops to be planned in this month.			Draft Business Case report started to be prepared.			

PD-PRO-2024 Pilbeam Theatre Chiller Renewal									
Monthly Status Report					Mar-2026				
Project Management									
Council Custodian:	Fleet and Facilities		Project Manager:	Nathan Everton		Project Phase:	Construction		
Project Scope									
Activity	Scope					Traffic Light	Scope Change		
Construction	<ul style="list-style-type: none"> * Chiller 2 is to be replaced with a chiller capable of meeting the likely 'coincident' cooling load (approximately 460kW). The new chiller to be set to operate as the 'run' chiller including new pumps and modified pipework. * Chiller 3 to be repaired and set to operate as the standby (and possibly peak load) chiller. * Extensive maintenance on mechanical plant and duct work. 					G	No scope change		
Project Funding and Finance									
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update			
		Actuals	Committals	Remaining Budget					
Council Allocation:	\$0	\$530,108	\$563,715	\$443,203	G	Previously reported change			
External Funding:	\$1,537,026								
Total Project Budget:	\$1,537,026								
2025/26FY									
Budget		Actuals	Committals	Remaining Budget	Traffic Light	Monthly Update			
	\$1,237,026	\$367,134	\$563,715	\$306,177	G	No financial change			
Project Schedule									
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update	
	Start	Finish	Start	Finish	Plan%	% Complete			
Develop Detail Design Brief	05-Aug-24	25-Nov-24	05-Aug-24	25-Nov-24	100%	100%	G	No schedule change	
Design	10-Dec-24	24-Jan-25	10-Dec-24	11-Apr-25	100%	100%	G	No schedule change	
Construction Contractor Procurement	24-Jan-25	23-Feb-25	02-May-25	28-Jun-25	100%	100%	G	Previously reported change	
Construction of AC	23-Feb-25	16-Sep-25	21-Jun-25	30-Apr-26	90%	46%	G	Previously reported change	
Project Milestones								Date	
Design Consultation Completion								25-Nov-24	
Proposed Completion of Contractor Procurement								28-Jun-25	
Proposed Completion of Construction Phase								30-Apr-26	
Commentary									
New Chiller and ancillary equipment inc. pipework has been installed. New chiller has been commissioned .									
Some BMS pre wiring has been installed , BMS pre programming has commenced. AC Plant units have been cleaned , but further plant room works to be completed, along with removal of redundant Equipment.									
Risk Categories	Risks (Cause, Risk, Impact)					Risk Responses			
Financial/Budget/Cost	Funding insufficient for this project					Reallocate funding from roof project.			
Key Tasks & Deliverables This Month									
Remediation work of the air handler units, and installation and commissioning of the new Building Management System.									
Three Month Horizon									
Apr-2026			May-2026			Jun-2026			
Remediation works of air handler units. Install and commissioning of new Building Management System.			Commissioning of New Building Management System.			Completion of works, and fine tuning of BMS System			
Budget Review									
Project Life					2025/26FY				
Current Budget	Proposed Budget	Surplus / Shortage			Current Budget	Proposed Budget	Surplus / Shortage		
\$1,537,026					\$1,237,026				
2026-27 - Budget Review									
2026/27FY									
Current Budget	Proposed Budget	Surplus / Shortage							
\$0									
2024/25FY									

PD-PRO-2025 Showgrounds (Robert Archer) Grandstand Repairs							Mar-2026	
Monthly Status Report								
Project Management								
Council Custodian:	Fleet and Facilities		Project Manager:	Eliza Crossley		Project Phase:	Detail Design	
Project Scope								
Activity	Scope					Traffic Light	Scope Change	
Preliminary Evaluation	The scope of general repairs to the Robert Archer Grandstand includes conducting a comprehensive structural and condition assessment to identify and confirm any necessary remediation and restoration works required to ensure the integrity and safety of the facility.					G	No scope change	
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
		Actuals	Committals	Remaining Budget				
Council Allocation:	\$1,500,000	\$17,999	\$1,400	\$1,480,601	G	No financial change		
External Funding:	\$0							
Total Project Budget:	\$1,500,000							
		2025/26FY			Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget				
	\$100,000	\$17,999	\$1,400	\$80,601	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Structural Assessment and Defining of Scope	-	-	10-Aug-25	10-Nov-25	100%	100%	G	No schedule change
Detail Design	10-Aug-25	20-Nov-25	15-Nov-25	20-Feb-26	100%	100%	G	Previously reported
Contractor Procurement	30-Nov-25	15-Feb-26	20-Feb-26	30-May-26	39%	8%	G	Previously reported
Construction	01-Mar-26	30-Jun-26	19-Jun-26	28-Feb-27	0%	0%	G	Previously reported
Project Milestones								Date
Structural Assessment and Defining of Scope								10-Nov-25
Design Consultation Completion								20-Feb-26
Proposed Completion of Contractor Procurement								30-May-26
Proposed Completion of Construction Phase								28-Feb-27
Commentary								
The completed structural assessment identified scope priorities including the replacement of six timber roof supporting columns (high risk category) within a 0-12 month timeframe, and the remaining eleven columns within a 2-5yr period. Additionally, weathering and corrosion was noted as medium-high risk in the roof framing requiring remediation work, along with the corroded safety mesh against the roof sheeting and rusting connections impacting the roof sheetings end of life longevity. The cost plan and scope has now been revised. Budget allocation for the works has been submitted as part of the Capital budget process.								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Scope	Due to the unknown nature of the scope the project may exceed time and estimated costs.				Investigation review and determination of allowable scope within the budget allocation will be completed and confirmed.			
Schedule	Due to the location of the project the schedule of events may be impacted by the construction of the project				Event schedules and coordination requirements to be outlined within Tender Documentation and programs confirmed with Construction Contractors prior to award.			
Key Tasks & Deliverables This Month								
No change, project scoping being completed and will be pending budget allocation.								
Three Month Horizon								
Apr-2026			May-2026			Jun-2026		
Project Scope and Budget Review.			Project Scope and Tender Documentation.			Commence construction procurement		

PD-PRO-2024 Pilbeam Theatre Carpark Safety Works							Mar-2026	
Monthly Status Report								
Project Management								
Council Custodian:	Communities and Culture	Project Manager:	Daniel Farlow	Project Phase:	Construction			
Project Scope								
Activity	Scope					Traffic Light	Scope Change	
Construction	Install safety crossing and carpark islands. Formalisation of carpark entry from Bolsover Street. Reconfigure and Resurface carpark. Install new Electrical Switchboard in carpark for events added to scope.					A	Minor scope change	
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at			Traffic Light	Monthly Update		
		Actuals	Committals	Remaining Budget				
Council Allocation:	\$0	\$1,219,898	\$95,621	\$84,481	G	No financial change		
External Funding:	\$1,400,000							
Total Project Budget:	\$1,400,000							
		2025/26FY			Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget				
	\$1,293,774	\$1,213,672	\$95,621	-\$15,519	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Design Review	16-Oct-24	28-Apr-25	16-Oct-24	28-Apr-25	100%	100%	G	No schedule change
Contractor Procurement	29-Apr-25	28-Aug-25	29-Apr-25	28-Aug-25	100%	100%	G	No schedule change
Construction	05-Jan-26	14-Mar-26	21-Nov-25	14-Mar-26	100%	100%	G	No schedule change
Project Milestones								Date
Design Review								28-Apr-25
Contractor Procurement								28-Aug-25
Construction Phase								14-Mar-26
Commentary								
The final linemarking will be completed as nightworks on the 11th of March 2026.								
A switchboard is on order and will be installed once delivered, this accommodates the carpark power connection relocated during the works.								
Risk Categories	Risks (Cause, Risk, Impact)					Risk Responses		
Schedule	Impact on the Pilbeam Theatre operations.					Close communications between Project Manager and Pilbeam Theatre staff to confirm best time to complete the works.		
Environmental	Impact on construction from weather due to construction of works in typically wet season					Contractor's construction schedule has been condensed to reduce exposure to weather risk		
Key Tasks & Deliverables This Month								
The completion of the linemarking to the carpark.								
Three Month Horizon								
Apr-2026			May-2026			Jun-2026		
Finalisation of linemarking.			Closeout			Complete.		

PD-PRO-2025 Showgrounds Power Distribution								
Monthly Status Report						Mar-2026		
Project Management								
Council Custodian:	Growth and Community Partnerships	Project Manager:	Eliza Crossley	Project Phase:	Concept Design			
Project Scope								
Activity	Scope				Traffic Light	Scope Change		
Concept Design	This project aims to review, plan and design the power distribution throughout the Showgrounds and Victoria Park Precinct. This is to facilitate the higher capacity events as well as regular and community users of the proposed area by reducing the requirement for generators on site.				G	No scope change		
Project Funding and Finance								
Funding Source	Funding Amount	Project Life (10 Years) as at 03/03/2026			Traffic Light	Monthly Update		
		Actuals	Committals	Remaining Budget				
Council Allocation:	\$1,400,000	\$3,200	\$103,800	\$1,293,000	G	No financial change		
External Funding:	\$0							
Total Project Budget:	\$1,400,000							
		2025/26FY			Traffic Light	Monthly Update		
	Budget	Actuals	Committals	Remaining Budget				
	\$150,000	\$3,200	\$103,800	\$43,000	G	No financial change		
Project Schedule								
Scope	Baseline		Forecast/Actuals				Traffic Light	Schedule Update
	Start	Finish	Start	Finish	Plan%	% Complete		
Procurement of Design Consultant	20-Dec-25	05-Jan-26	20-Dec-25	05-Jan-26	100%	100%	G	No schedule change
Preliminary Planning and Review	05-Jan-26	04-Mar-26	05-Jan-26	04-Mar-26	100%	100%	G	No schedule change
Detailed Design	05-Mar-26	27-May-26	05-Mar-26	27-May-26	31%	1%	G	No schedule change
Project Milestones						Date		
Procurement of Design Consultant						05-Jan-26		
Preliminary Planning and Review						04-Mar-26		
Detailed Design						27-May-26		
Commentary								
The project is currently progressing through the design phase, which is expected to be completed by the end of May. Funding allocation has been requested through the Capital Budget process. Once confirmed, the project will advance to the construction phase.								
Risk Categories	Risks (Cause, Risk, Impact)				Risk Responses			
Scope	Additional works to supply the sites requires authority approvals, this may increase the budget and time for completion				A hold point after the Planning Stage is implemented to review findings and determine if progression to the design phase			
Scope	Unconfirmed condition of the existing infrastructure that may result in additional works to be repaired or replaced				Condition assessment of all critical interface points and ongoing asset management			
Financial/Budget/Cost	Delivery of the construction phase of the project is currently unfunded				To be reviewed upon design completion			
Key Tasks & Deliverables This Month								
Detailed Design has commenced and will continue into May.								
Three Month Horizon								
Apr-2026		May-2026			Jun-2026			
Detailed Design and Tender Documentation.		Detailed Design and Tender Documentation			Commence construction procurement			

11.2 OPEN SPACES & COMMUNITY PARTNERSHIP SIGNIFICANT PROJECT STATUS REPORT - APRIL 25/26

File No: 15225
Attachments: Nil
Authorising Officer: Damon Morrison - General Manager Communities and Lifestyle
Author: Erica Smith - Sports and Active Communities Advisor

SUMMARY

This report outlines progress and key updates on significant capital projects delivered across the Open Spaces & Recreation and Growth and Community Partnerships teams for the period March 2026 (FY 2025–26).

OFFICER'S RECOMMENDATION

THAT Open Space & Community Partnerships significant capital projects status report for the month of March 2026, be received.

COMMENTARYState Sporting Carnival Activation**Solar Lighting Installation:**

Installation of solar lighting within the Norbridge Park car park remains outstanding, scheduled for completion by the end of the financial year. This completion timeframe has been extended due to capacity and priority works.

Note: The budget position for this project is unchanged, with expenditure remaining aligned to prior allocations.

Sports Field Lighting Design Packages:

Draft lighting designs for Rockhampton Cricket Ground (RCG), Norbridge Park and Cyril Connell Fields have been received and reviewed by Council Officers and Peak Bodies. RCG and Cyril Connell have now been finalised, with Norbridge Park undergoing further changes following Football Queensland's feedback.

Officers will meet with Football within the next month to confirm final adjustments and finalise all designs. The completed packages will then be provided to clubs and Peak Bodies to support planning and upcoming funding opportunities. The last outstanding package is on track for completion by the end of April 2026, which will close out the program.

Note: The financial position for this capital program remains unchanged, with all works progressing in accordance with previously endorsed/reported budget allocations.

Parks Irrigation Renewal Program**Rockhampton Cricket Grounds Irrigation Renewal (Year 2 – 2025/26):**

Open Spaces and Recreation has confirmed internal resource capacity to project-manage this work and the forward program. Detailed design updates have not progressed this period, however, the project will be prioritised over the next two quarters to complete design and prepare the required development applications.

The project budget remains unchanged, and expenditure continues to align with prior allocations.

11.3 RESCINDMENT OF PLUMBING AND DRAINAGE POLICY

File No:	11979
Attachments:	1. Plumbing and Drainage Policy ↓
Authorising Officer:	Doug Scott - Manager Planning & Regulatory Services Damon Morrison - General Manager Communities and Lifestyle
Author:	Angela Arnold - Coordinator Building, Plumbing and Compliance

SUMMARY

This report recommends that Council rescind the Plumbing and Drainage Policy, as it no longer provides guidance beyond what is already established in current national and state legislation.

OFFICER'S RECOMMENDATION

THAT Council rescind the Plumbing and Drainage Policy as outlined within the report.

COMMENTARY

The Plumbing and Drainage Policy was originally adopted to ensure consistent interpretation and application of relevant legislation, Codes and Standards following the amalgamation of Rockhampton, Livingstone, Fitzroy, and Mount Morgan councils. Since that time, legislative frameworks have been updated and now provide sufficient clarity without the need for supplementary Council Policy.

PREVIOUS DECISIONS

On 23 March 2010 Council resolved:

1. That Council adopt the draft policy 'Plumbing and Drainage Policy'
2. That Council rescind pre-existing policies and resolutions relevant to plumbing and drainage

BUDGET IMPLICATIONS

There are no budget implications associated with rescinding this policy.

LEGISLATIVE CONTEXT

The Policy duplicates provisions now comprehensively addressed under statutory provisions. Maintaining this Policy provides no additional regulatory value.

Consideration has been given to the human rights protected under the *Human Rights Act 2019* and the application of these rights to this matter. The assessment has determined that no human rights are impacted by the proposed decision.

LEGAL AND RISK IMPLICATIONS

There are no legal or risk implications for rescinding the Policy.

CORPORATE/OPERATIONAL PLAN

The Policy does not relate to the Council's Corporate Plan and rescinding the Policy will not impact the strategies of Council.

CONCLUSION

The Plumbing and Drainage Policy no longer provides additional guidance to Council officers nor establishes a position distinct from existing statutory provisions. It is therefore recommended that Council rescind the Policy.

RESCINDMENT OF PLUMBING AND DRAINAGE POLICY

Plumbing and Drainage Policy

Meeting Date: 21 April 2026

Attachment No: 1

PLUMBING AND DRAINAGE POLICY MANAGEMENT DIRECTIVE



1 Scope

This policy specifies the interpretational or additional standards applicable to the design and installation of plumbing and sanitary drainage and applies to new installations as well as alterations, additions or repairs to existing installations within the Rockhampton Regional Council Region.

2 Purpose

The purpose of this policy is to confirm and clarify standards necessary to achieve industry best practice, compliance and the intent of relevant legislation where differing interpretations may exist.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Plumbing and Drainage Act 2018

Plumbing and Drainage Regulation 2019

AS/NZS 3500.2:2021 Plumbing and Drainage – Sanitary Plumbing and Drainage

Plumbing Code of Australia

4 Definitions

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
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> .
Inspector	An employee appointed under section 139 of the <i>Plumbing and Drainage Act 2018</i> as an inspector.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 23 March 2010	Department:	Community Services
Version:	1	Section:	Planning and Regulatory Services
Reviewed Date:	30 January 2024	Page No:	Page 1 of 3

5 Policy Statement

All plumbing and drainage works in the Region must be compliant with this policy, relevant legislation, standard and code.

For clarity this policy specifies interpretative standard on how Council applies some sections of legislation and additional requirements in the interests of public safety and/or achieving a consistent and appropriate industry standard.

5.1 Location of Sanitary Drains

In accordance AS/NZS 3500.2.2021, Council requires, wherever practical, drains must be located external to the building.

Decisions regarding the interpretation of 'wherever practical' are made by inspectors, on a case by case basis.

5.2 Solar Hot Water Systems in Sewered Areas

The discharge termination point for a pressure relief valve from an uncontrolled energy source associated with a solar hot water system at a sewered property must satisfy the following:

- (a) Pipe must terminate through a 100mm vent cowl and comply with the requirements of AS/NZS 3500.2.2021 in regard to air gap discharge visibility.
- (b) The vent cowl pipework must discharge to the vertical section below the finished grate of a disconnector gully trap, overflow relief gully trap or trapped to a vented drain in accordance with AS/NZS 3500.2.2021.
- (c) A concrete surround must be formed around the pipe riser to ensure the stability of the riser and prevent damage to the pipe.

5.3 Solar Hot Water Systems in Non-Sewered Areas

The discharge termination point for a pressure relief valve from an uncontrolled energy source associated with a solar hot water system at a non-sewered property (on site sewerage system) must satisfy the following:

- (a) Pipe must terminate through a 100mm vent cowl and comply with the requirements of AS/NZS 3500.2.2021 in regard to air gap and discharge visibility.
- (b) The gully trap must discharge to a rubble pit no less than one cubic metre in volume and located no less than two metres from the building footings.
- (c) A concrete surround must be formed around the pipe riser to ensure the stability of the riser and prevent the pipe being damaged.

5.4 Evapo-Transpiration-Absorption-Seepage Systems

Evapo-transpiration-absorption-seepage systems are not approved for soil categories 1, 2 and 3.

5.5 Garbage Grinders

A garbage grinder must not be used in conjunction with an on-site sewerage facility.

6 Review Timelines

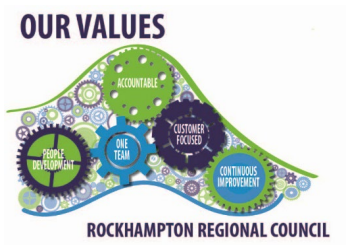
This policy is reviewed when any of the following occur:

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

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 23 March 2010	Department:	Community Services
Version:	1	Section:	Planning and Regulatory Services
Reviewed Date:	30 January 2024	Page No:	Page 2 of 3

7 Document Management

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



LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 23 March 2010	Department:	Community Services
Version:	1	Section:	Planning and Regulatory Services
Reviewed Date:	30 January 2024	Page No:	Page 3 of 3

11.4 2026 FREEHOLD AND TRUSTEE LEASE RENEWALS FOR SPORT AND ACTIVE COMMUNITY GROUPS

File No: 374
Attachments: Nil
Authorising Officer: Justin Bulwinkel - Sports and Active Communities Coordinator
Damon Morrison - General Manager Communities and Lifestyle
Author: Erica Smith - Sports and Active Communities Advisor

SUMMARY

In accordance with Section 236(1)(b)(ii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought to commence the renewal of Freehold and Trustee Leases.

OFFICER'S RECOMMENDATION**THAT:**

1. Pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012 (Qld)*, Council approve the renewal of the Freehold Leases and Trustee Leases listed in this report to the existing tenants:
 - a. Capricorn Community Radio 4 You Inc., 10 Pilbeam Drive Mount Archer
 - b. Capricornia Silver Band Incorporated, 350 Berserker Street, Frenchville
 - c. Central Queensland Family History Association Incorporated, 16A Highway Street, Park Avenue
 - d. Rockhampton Mallet Sports Club Inc., 100 Spencer Street, The Range
 - e. Rockhampton All Blacks Sports Club Inc., 291 Lakes Creek Road, Koongal
 - f. Gracemere Bowls Club Inc., 47 Capricorn Street, Gracemere
 - g. Victoria Park Bowls Club Incorporated, 4 Graeme Acton Way, Wandal
 - h. Trustees of Berserker Lodge No. 407 of Antient Free and Accepted Masons of Queensland (Berserker Masonic Lodge), 19 Larnach Street Allentown
2. Council authorises the Chief Executive Officer (Sports and Active Communities Coordinator) 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

This report refers to eight (8) community organisations that currently hold a Freehold/Trustee Lease with Council for the purpose of sport, recreation, and community activities. Each agreement is due to expire 30 June 2026 with the exception of Berserker Masonic Lodge which expires 15 May 2026.

Each community organisation listed are considered active, continuing to deliver and strengthen their activities across the region. As existing tenants, they've continued to demonstrated commitment to ongoing compliance with the existing terms of their tenure.

As the Trustee/owner of the relevant land, officers seek Council support to proceed with the renewal of each lease consistent with conditions outlined in the report.

Subject to Council resolution, Officers will commence the renewal process by inviting each organisation to apply for further tenure to support their activities.

Tenure will be granted under the following key conditions:

1. Lease terms will be for a six (6) year period.
2. All lease fees are set in accordance with Parks Sports & Recreation adopted fees and charges schedule.
3. Tenants must provide copies of the following documents on an annual basis:
 - Audited Financial Statements or financial statements that have been verified by an accountant (tax agent, CPA or CA)
 - Constitution (if amended)
 - AGM and General Meeting Minutes
 - Player and Member numbers
 - Current usage of facilities (including frequency of use, programs and casual hire if applicable)
 - Copy of any licencing permits (liquor, food etc)
 - Certificate of Public Liability Insurance
 - Any proposed annual hire fees (for Council's approval)
 - Any environmental and sustainability initiatives undertaken.

Agreement Type	Organisation	Asset Owner	Expiry Date	Address
Freehold	Capricorn Community Radio 4 You Inc.	Club	30/06/2026	10 Pilbeam Drive Mount Archer
Trustee	Capricornia Silver Band Inc.	Club	30/06/2026	350 Berserker Street, Frenchville
Freehold	Central Queensland Family History Association Inc.	Club	30/06/2026	16A Highway Street, Park Avenue
Trustee	Rockhampton Mallet Sports Club Inc.	Club	30/06/2026	100 Spencer Street, The Range
Freehold	Rockhampton All Blacks Sport Club Inc.	Club	30/06/2026	291 Lakes Creek Road, Koongal
Freehold	Gracemere Bowls Club	Club	30/06/2026	47 Capricorn Street, Gracemere
Trustee	Victoria Park Bowls Club Inc.	Club	30/06/2026	4 Graeme Acton Way, Wandall
Freehold	Berserker Masonic Lodge (Trustees of the Berserker Lodge No. 407 of Antient Free and accepted masons of Queensland)	Council	15/05/2026	19 Larnach Street Allenstown

PREVIOUS DECISIONS

No previous decisions have been made on this matter

BUDGET IMPLICATIONS

All Leases will be subject to an annual fee set by Council's adopted Fees and Charges schedule.

LEGISLATIVE CONTEXT

Section 236(1)(b)(ii) of the *Local Government Regulation 2012* (Qld) allows a Local Government to grant a Lease to a community organisation, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (ie land) other than by tender or auction.

The proposed lease renewals have been assessed for human rights impacts under the *Human Rights Act 2019* (Qld). The decision supports community participation and freedom of association, with no identified limitation of human rights.

LEGAL AND RISK IMPLICATIONS

It is proposed that Council will enter into the relevant Trustee Lease or Freehold Lease with each tenant which satisfies the requirements of the relevant legislation.

CORPORATE/OPERATIONAL PLAN

The proposal aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

CONCLUSION

Officers recommended Council approve the renewal of each lease identified in the report and that the Chief Executive Officer (Sports and Active Communities Coordinator) negotiate the terms and conditions of each in preparation for the consideration and execution by the delegated officer.

11.5 ROCKHAMPTON RADIO CONTROL CAR CLUB - LEASE RENEWAL AND EXTENSION

File No: 5098
Attachments: 1. RRCCC - Lease and Permit Areas [↓](#)
Authorising Officer: Justin Bulwinkel - Sports and Active Communities Coordinator
Damon Morrison - General Manager Communities and Lifestyle
Author: Erica Smith - Sports and Active Communities Advisor

SUMMARY

The report recommends renewing the Trustee Lease for the Rockhampton Radio Control Car Club, including a defined future aspirational lease extension area to accommodate the expansion of the club activities and identified increase in site safety at 504 Quay St, Depot Hill.

OFFICER'S RECOMMENDATION

THAT pursuant to Section 236(1)(b)(ii) of the *Local Government Regulation 2012* Council:

1. approves the request to renew the Trustee Lease to Rockhampton Radio Control Car Club Incorporated over the existing Lease 'D' on SP289774 at 504 Quay Street, Depot Hill;
2. approves the request to the future increase of the Rockhampton Radio Control Car Club Incorporated Trustee Lease area to encompass an additional area currently subject to a Trustee Permit, as shown as Permit E in Attachment 1, following the club's completion of the required surveying and payment of associated fees; and
3. authorises the Chief Executive Officer (Sports and Active Communities Coordinator) to negotiate the terms and conditions of the agreements in preparation for execution by the delegated officer.

COMMENTARYFreehold Lease Renewal

Rockhampton Radio Control Car Club Incorporated currently hold a Trustee Lease with Council for the purpose of sport, recreation and community activities. Their current agreement is due to expire on 30 June 2026.

As the Trustee of the relevant land, officers seek Council support to proceed with the renewal of the lease consistent with conditions outlined in the report.

The Trustee Lease conditions will be consistent with Council's standard community leasing requirements. Key terms include:

- Term: Six (6) years, commencing 1 July 2026 and expiring 30 June 2032.
 - Fees: As per Council's Parks, Sport and Recreation adopted Fees and Charges Schedule.
 - Special Conditions:
 - o The lessee must provide Council with the following documents annually:
 - Audited Financial Statements or financial statements that have been verified by an accountant (tax agent, CPA or CA)
-

- Current Constitution (if amended)
- AGM and General Meeting Minutes
- Player and Member numbers
- Certificate of Public Liability Insurance
- Current usage of facilities (including frequency of use, programs and casual hire if applicable)
- Copy of any licensing permits (liquor, food etc)
- Any proposed annual hire fees (for Council's approval)
- Any environmental and sustainability initiatives undertaken.

Subject to Council resolution, Officers will initiate the renewal process by inviting the Club to submit an application for tenure renewal, ensuring continued support for their activities.

Future Lease Extension

This area of the site is currently occupied by the Club under a Trustee Permit for non-exclusive use, identified as Permit E on Attachment 1. The Club has advised Officers of its longer-term intent to expand the existing exclusive lease footprint to accommodate a beginner's track and additional safety fencing. Due to the permanent nature of these proposed upgrades and the associated infrastructure, a transition from trustee permit tenure to a formal lease arrangement is required.

The land subject to this proposal is already occupied and managed by the Club under an existing Trustee Permit, and its proposed transition to an exclusive lease structure does not alter the established use of the land nor diminish access or opportunities for other users outside of this Permit E area. Officers have undertaken a review of current and potential demand and can confirm that Council has not received any registered expressions of interest, competing proposals, or requests from other community groups or organisations for use of this specific area. Accordingly, the proposed approval presents no identified risk or adverse impact to other user groups or like-minded organisations, either now or into the foreseeable future.

The process and associated costs of expanding the lease area have been discussed with the Club's Committee, with the Club indicating an anticipated timeframe of approximately 12–18 months to secure the required funding. Subject to Council approval and once the Club is in a position to proceed, it will be required to engage a registered surveyor to prepare a lease survey plan consistent with the endorsed lease area described in this report over 504 Quay Street.

PREVIOUS DECISIONS

No previous decisions have been made on this matter.

BUDGET IMPLICATIONS

The Trustee Lease will be subject to an annual fee set by Council's adopted Fees and Charges schedule.

LEGISLATIVE CONTEXT

Section 236(1)(b)(ii) of the *Local Government Regulation 2012 (Qld)* allows a Local Government to grant a Lease to a community organisation, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (ie land) other than by tender or auction.

The proposed trustee lease renewal and future expansion have been assessed under the Human Rights Act 2019 (Qld). The decision supports community participation and freedom of association, with no identified limitation of human rights, as the land is already in use by the Club and no competing demand exists.

LEGAL AND RISK IMPLICATIONS

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

CORPORATE/OPERATIONAL PLAN

The proposal aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

CONCLUSION

Officers recommend Council approve the renewal of the current trustee lease area and approve the future lease expansion area and that the Chief Executive Officer (Sports and Active Communities Coordinator) negotiate the terms and conditions in preparation for the consideration and execution by the delegated officer.

ROCKHAMPTON RADIO CONTROL CAR CLUB - LEASE RENEWAL AND EXTENSION

RRCCC - Lease and Permit Areas

Meeting Date: 21 April 2026

Attachment No: 1

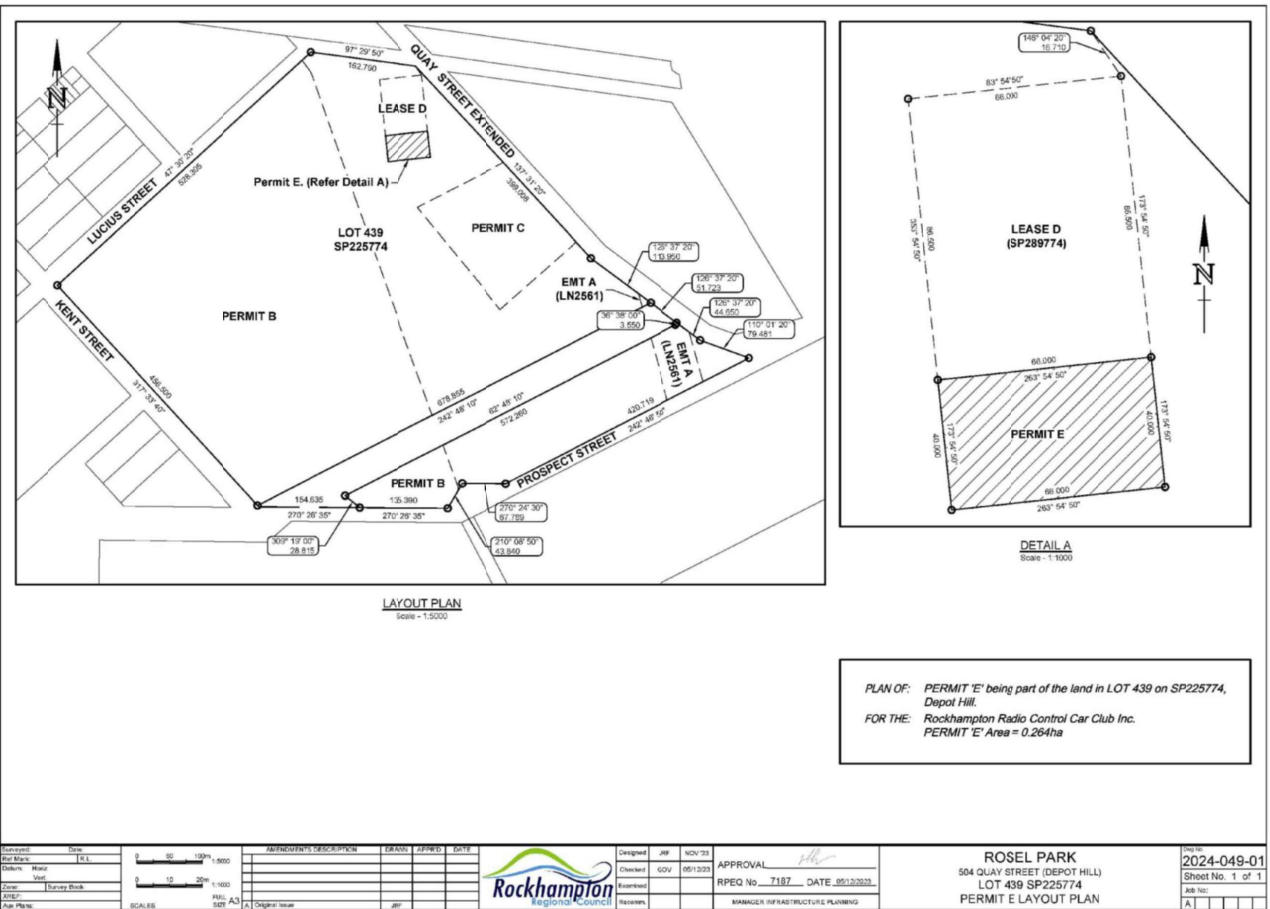
QUEENSLAND LAND REGISTRY
 Land Title Act 1994, Land Act 1994 and Water Act 2000

SCHEDULE

Title Reference [49012367]

Form 20 Version 2
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SKETCH PLAN



11.6 ROCKHAMPTON REGIONAL LIBRARIES COLLECTION DEVELOPMENT STATEMENT

File No:	164
Attachments:	<ol style="list-style-type: none">1. Rockhampton Regional Libraries Collection Development Statement↓2. Service Level Agreement - Library Board of Queensland and Rockhampton Regional Council (1 July 2024 - 30 June 2026)↓
Authorising Officer:	Mark Millett - Acting Manager Communities % Culture Damon Morrison - General Manager Communities and Lifestyle
Author:	Erin Wallace - Coordinator Library & Child Services

SUMMARY

This report presents a proposed Regional Libraries Collection Development Statement for review and endorsement. The Statement has been developed in response to the most recent Service Level Agreement for Public Libraries requiring local governments to adopt a statement as a condition to continued receipt of Queensland Government funding.

OFFICER'S RECOMMENDATION

THAT Council endorse the Rockhampton Regional Libraries Collection Development Statement, as attached to the report.

COMMENTARY

Council have operated with a *Service Level Agreement for Public Library Services (Independent Library Services)* (SLA) with the Library Board of Queensland since 2008. Rockhampton Regional Libraries is defined in the SLA as a public library where overall funding and operation is provided by Council with assistance provided by the Library Board in the form of a cash grant, advisory and training services and provision of some centralised collections.

The current SLA commenced on 1 July 2024 with a completion date of 30 June 2026. Under the SLA, Council is required to have a Collection Development Statement (Collection Statement) to guide the development and maintenance of its library collections and make it available to the community. The Collection Statement mitigates risks associated with improper acquisition or retention of library resources by establishing clear procedures and guidance structures.

The SLA states that if Council does not have a Collection Statement, it is required to develop one within two years of the commencement date of the SLA (by 30 June 2026).

The attached Collection Statement fulfils this obligation. It delivers on Council's commitment to providing the community with free access to physical and digital library collections that are relevant, accessible, and free from political, ideological, religious, or commercial influence, restricted only by decisions of the Australian Classification Board.

PREVIOUS DECISIONS

Previous consideration was given to collection development in Local Law Policy no. 41 – Administration of Libraries – made in accordance with section 466 of the *Local Government Act 1993* by the Rockhampton City Council, 8 August 1995. Adopted February 1996

BUDGET IMPLICATIONS

Endorsing the Collection Development Statement ensures Council's ongoing compliance with the SLA, thereby securing continued funding from State Library Queensland.

Council currently receives \$500,420.00 in grant funding from State Library Queensland, which will become contingent on the SLA obligations being fulfilled.

LEGISLATIVE CONTEXT

This policy and its application aligns with relevant legislation.

Consideration has been given to the human rights protected under the *Human Rights Act 2019* and the application of these rights to this matter. The assessment has determined that the following Rights may be impacted:

- **Section 21(2) - Freedom of Expression:** *“Every Person has the freedom to seek, receive and impart information and ideas of all kinds, whether within or outside Queensland and whether:*

...
(c) in print.”

The Collection Development Statement limits the absolute freedom of expression by prohibiting the acquisition and display of materials classified as Category 1 Restricted, Category 2 Restricted, or Refused Classification by the Australian Classification Board.

Through the assessment process it was determined that the limitation of the above human right is considered reasonable and demonstrably justifiable to ensure Council complies with the *Classification (Publications, Films and Computer Games) Act 1995 (Cth)*. Furthermore, enforcing these classifications is justified to ensure the protection of children and families (Section 26) from inappropriate or legally restricted content within a public Council facility. In addition, items not available due to classification by the Australian Classification Board may be obtained through other means beyond the Rockhampton Regional Libraries.

LEGAL AND RISK IMPLICATIONS

Adoption of the policy ensures compliance with legislative and ethical standards for collection management and fulfillment of the SLA.

Financial Risk: Failure to endorse the Collection Statement breaches the SLA, which could jeopardise future State Library Queensland grant funding, resulting in operational costs falling directly on Council.

Reputational Risk: The Collection Statement formalises a robust, transparent process for handling customer complaints regarding controversial materials. It mitigates risk by removing subjective bias from collection development, relying instead on the Australian Classification Board and professional standards.

CORPORATE/OPERATIONAL PLAN

The Collection Statement aligns to the following themes and goals of Council's Corporate Plan:

Our Council:

- 1.2 We are respected and recognised for our engagement with the community and our contributions to the Region;
- 1.3 We are motivated to provide excellent service and have a strong organisational culture.

Our Community:

- 2.1 Our places and spaces enhance the liveability and diversity of our communities;
- 2.2 We support our communities through our activities and programs;
- 2.3 Our Region's heritage and culture are preserved and celebrated.

CONCLUSION

The Collection Statement provides a framework for the responsible management of Council's libraries, ensuring Council's commitment to providing quality services that meets the needs of the community, supports the development of lifelong learning and secure critical State funding. The Collection Statement attached is recommended for Council endorsement.

**ROCKHAMPTON REGIONAL
LIBRARIES COLLECTION
DEVELOPMENT STATEMENT**

**Rockhampton Regional Libraries
Collection Development Statement**

Meeting Date: 21 April 2026

Attachment No: 1



Library Collection Development Statement

April 2026



Contents

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Scope

The collection development statement guides the development and maintenance of library collections and access to resources.

The statement applies to all processes undertaken by the Rockhampton Regional Libraries (RRL) relating to library collection development, including the selection and deselection of physical and digital resources in the library collection.

Purpose

The purpose of the statement is to define the collection development processes for Rockhampton Regional Libraries, to allow Council to develop a collection which meets the information, education, recreation and cultural needs of the community, and support the development of lifelong learning.

Related Documents

Primary

Library Policy

Secondary

Anti-Discrimination Act 1991 (Qld)

Classification (Publications, Films and Computer Games) Act 1995 (Cwth)

Copyright Act 1968 (Cwth)

Human Rights Act 2019

Libraries Act 1988

Australian Interlibrary Resource Sharing Code

Purchasing Policy - Acquisition of Goods and Services

Library Board of Queensland – Service Level Agreement for Public Library Services

Library Board of Queensland – Service Level Agreement for First 5 Forever Early Literacy Program

Queensland Public Library Standards and Guidelines

Rockhampton Regional Council Fees and Charges Schedule

Definitions

To assist in interpretation, the following definitions apply:

Australian Classification Board (ACB)	The Australian Classification Board (ACB) is an Australian government statutory body responsible for the classification and censorship of films, television programmes, video games and publications for exhibition, sale or hire in Australia.
Collection development	Processes related to the development of the library collection, including the selection, evaluation, deselection and withdrawal of library resources.
Council	Rockhampton Regional Council
Format	The physical or digital form of library resources, including, but not limited to, print; audiovisual; electronic collections (also known as eContent); and other physical items such as archives, memorabilia, puzzles, museum kits, games, toys or puppets.
Independent Library Service	As defined in the <i>Service Level Agreement for Public Library Services</i> , a Queensland public library where overall funding and operation is provided by Council with assistance provided by the Library Board in the form of a cash grant, advisory and training services and provision of some centralised collections.
Interlibrary Loan	An item borrowed from one library service by another on behalf of a customer.
Library Management System (LMS)	A software application used to manage the housekeeping functions of a library including membership records, circulation, cataloguing, acquisitions, periodicals and financials.
Library Resource	Includes: a. Physical (e.g. books, magazines, newspapers, maps, manuscripts, photographs, negatives), audiovisual (e.g. CDs, DVDs, computer games) and other physical items (e.g. puzzles, kits, games, toys or puppets) available for use in, or for loan from, a library; or b. Digital (eAudio, eBook, eMagazine, film streaming, subscription databases) available for use or loan on a library or personal device; or c. Equipment or facilities available for use in, or for loan from, a library, such as meeting and training rooms, computers and tablets, and public wifi.
Local Buy	The Local Government Association of Queensland's procurement services company.
LOTE	Languages Other than English.
Standing Order	An open order for titles that fit a particular category (eg. popular authors or series, large print or audiovisual formats, magazines, etc.) that are provided to the library.
Stocktake	A process which involves checking a library's catalogue records against stock on loan or on shelf, to identify missing items and update records accordingly ensuring the accuracy of the library database and operational statistics.
Weeding	A process of removing resources from the library collection, involving evaluation to choose items no longer required (deselection) and removing them from the LMS and the physical collection (withdrawal).

Procedure

Collection development

The library collection exists to support the community's information, learning, leisure and cultural needs, and to encourage lifelong learning. Decisions about the collection are guided by community data, including statistical and demographic information, to ensure resources reflect the people we serve.

Library services are provided fairly and equitably to everyone, regardless of age, race, sex, gender, sexual orientation, religion, nationality, language or social background. Library collections and services are free from political, ideological, religious or commercial influence, and are only restricted by decisions of the Australian Classification Board (ACB) and relevant State and Federal legislation.

Collection development includes all activities involved in making library resources available in suitable, accessible and appropriate formats. This includes selecting new items, reviewing existing materials, and removing items that are outdated, damaged or no longer relevant.

Experienced and qualified library staff use professional judgement to regularly assess the collection to ensure it remains current, accurate, high quality and responsive to community needs. This ongoing evaluation includes planned removal of items, routine stocktakes to maintain catalogue accuracy and monitoring how the collection is used through statistics such as loans, reservations, in library use and database activity.

Collection development is a continuous process that requires balancing community demand with available budgets. All purchasing of library materials is carried out in line with Council's Purchasing Policy.

Queensland Public Library Standards and Guidelines

Rockhampton Regional Libraries is a service provided by Rockhampton Regional Council in partnership with the Library Board of Queensland. Grant funding is provided by the Library Board (and administered by the State Library of Queensland) to ensure a comprehensive, first-class library collection is available to the residents of Queensland.

This funding supports the development and growth of library collections that cover a wide range of subjects, formats and genres. The collection aims to meet the diverse needs of the whole community while also responding to new trends and emerging formats.

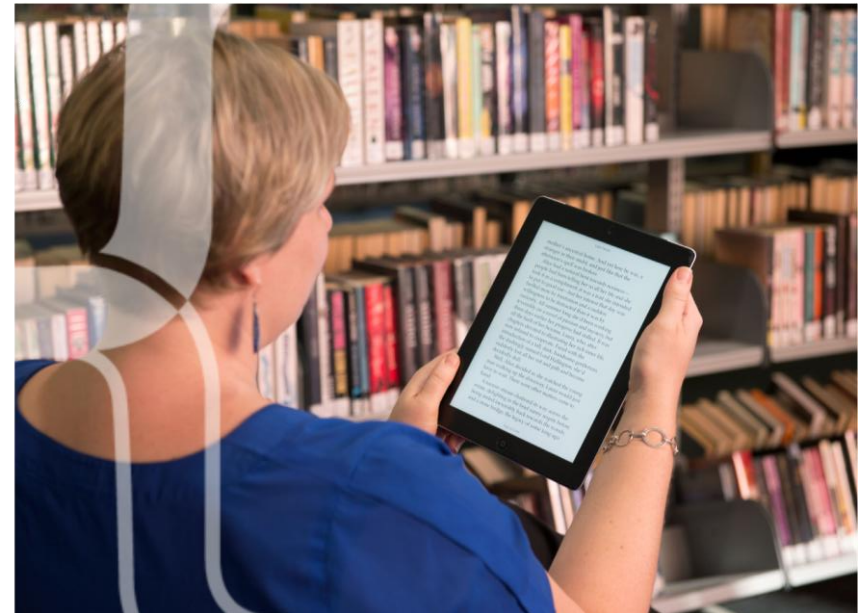
A *Service Level Agreement (SLA)* between Council and the Library Board of Queensland outlines Council's obligation in return for the grant, including having management and organisational practices which align with the *Queensland Public Library Standards and Guidelines*.

- The *Collections Standard* sets targets for areas such as the size and age of the physical collection, spending on electronic resources and how the collection is used.
- The *Guideline for Collections* provides direction on matters including the use of the Public Library Grant, specialist and local studies collections, digital resources, preservation, interlibrary loans and purchasing practices.

The *Guideline for Collections* also states that decisions about library materials and services are based on professional judgement rather than political, moral or religious views. Personal beliefs or concerns about potential offence or controversy do not limit the materials that libraries select or provide access to.

Council recognises that the Australian Classification Board (ACB) is responsible for classifying and restricting publications. The Library Board of Queensland expects libraries to make a broad range of materials available with restrictions applying only where required by the ACB or under State and Federal law.

Rockhampton Regional Libraries aim to meet or exceed the requirements of the *Service Level Agreement* and the *Queensland Public Library Standards and Guidelines*.



Collection classification

Library resources are organised into collections based on age groups—adult, young adult and junior—and then by type or format, such as fiction, non fiction, DVDs or puzzles. This helps customers find suitable materials more easily, supports staff in guiding customers to appropriate resources, and allows the library to monitor usage and spending across different areas.

Adult collection

The adult collection includes fiction and non fiction resources for people aged 18 years and over. Materials are available in both print and non print formats and are selected to meet a wide range of information, learning, leisure and cultural interests. Formats include standard print, large print, audiobooks, magazines, newspapers and DVDs.

Young adult collection

The young adult collection provides fiction resources for people aged 13 to 17 years. There is some overlap with both the junior and adult collections to reflect individual reading abilities and interests.

This collection aims to:

- meet the specific interests and needs of young people;
- support the transition from children's to adult collections; and
- encourage ongoing library use into adulthood.

Junior collection

The junior collection includes fiction and non fiction resources for children from birth to 12 years. It includes picture books, early readers and junior fiction, with overlap between age levels and with the young adult collection. This allows children to move freely between collections based on their interests and abilities.

The junior collection aims to:

- support children's learning, literacy, recreation and cultural development;
- encourage enjoyment of reading for pleasure and information;
- stimulate imagination and creativity;
- support individual learning and development; and
- foster a lifelong love of reading and library use.

Community language collections

The library provides access to materials in languages other than English, primarily through the State Library of Queensland. These collections are mainly supplied in response to customer requests, with some languages held based on local population data from the Australian Bureau of Statistics.

Family and local history

The family and local history collection includes genealogical and local history resources in print and digital formats. Some digital resources are purchased by the library, while others are provided by the State Library of Queensland. All materials are available for use within the library only.

The Rockhampton History Centre also houses the Central Queensland Collection, which includes books, journals, photographs, microforms and Council archives relating to the region. These materials are stored in purpose built, climate controlled facilities. Donations of relevant paper based items may be accepted with approval from library management.

Stack

The stack collection includes items that are not kept on public shelves due to low use, condition, space limitations, or risk of damage or theft. These items are not available for browsing but can be requested through the library's reservation system.



Collection item types and formats

Library resources are organised by item type and format to help customers easily identify and locate materials within the library.

Audio books

A collection of fiction and non fiction titles in both abridged and unabridged formats.

Music CDs

A collection of music recordings for both children and adults.

DVDs

A collection of entertainment, documentary, instructional and cultural films for adults, young people and children.

E-content

Digital resources such as online databases and downloadable eBooks, eAudiobooks and eMagazines. These are provided through library subscriptions and statewide eResources managed by the State Library of Queensland. Some resources are available for use in the library only via public access computers.

Fiction

A lending collection for all ages and reading levels, including picture books, early readers, junior, young adult and adult fiction. The collection includes a wide range of genres, best sellers, classics, Australian authors and award winning titles.

Graphic novels

Stories told through sequential art rather than traditional text. The collection includes both fiction and non fiction titles and is organised into junior, young adult and adult sections.

Jigsaw puzzles

A collection of puzzles for all age and skill levels.

Large print

A collection of fiction and non fiction books designed primarily for people with low vision or visual impairment, but available for use by all library members.

Non-fiction

A lending collection that supports lifelong learning, education, leisure and personal interests. The collection serves all ages and reading levels, represents a range of viewpoints on contemporary and sometimes controversial topics, and includes a strong focus on Australian publications where appropriate.

Reference

A small, non lending collection for use within the library. Additional local history and family history reference resources, including online genealogy databases, are available at the Rockhampton History Centre for in library use only.

Serials

Magazines and newspapers in print and digital formats. A selection of Australian and international magazine titles is available for loan, while selected local and national newspapers are available for use in the library only. Back issues of the local newspaper are available on microfilm at the Rockhampton History Centre. Online subscriptions are used to supplement print collections where titles are no longer published in print.

Items for in-library use

Resources available for use within library spaces only, including toys, puppets, board games, LEGO® blocks, jigsaw puzzles, digital games, gaming consoles and virtual reality headsets. These items are primarily used during library programs and activities.



Selection criteria

Library materials are selected to reflect the information, learning, leisure and cultural needs of the community. The library aims to provide a balanced collection that includes popular and current items, well known classics, and core titles that are expected to remain relevant over time.

When selecting materials, the library considers:

- community interest and customer requests;
- popularity, quality and relevance of the author, creator or subject;
- accuracy, currency and reliability of information (unless of historical value);
- relevance to the intended audience;
- gaps or strengths in the existing collection;
- demand for similar items, including usage statistics;
- whether the item is part of a series;
- Australian content or local relevance, where appropriate;
- format, durability and suitability for library use;
- cost, availability and overall budget limits.

Most print and audiovisual items are purchased within five years of publication. Exceptions may be made for classic works, replacement copies or essential titles. Multiple copies of popular items may be purchased where demand, funding and space allow. Highly specialised or technical material is generally not selected for the public library collection.

Materials are purchased through approved library suppliers, specialist suppliers and local retailers, in line with Council's Purchasing Policy. Items may be purchased in person, online or through standing orders.

To build a balanced and relevant collection, selection is informed by:

- customer requests;
- reviews and catalogues;
- library and specialist suppliers;
- professional publications;
- best seller lists; and
- award lists.

E-content selection

Digital resources and technologies help improve access for community members who may not have their own devices or subscriptions. New e-content and technologies may be trialled or adopted based on:

- cost and long term affordability;
- technical support and hardware needs;
- licensing and copyright conditions;
- expected community interest;
- sustainability of the platform;
- suitability of content; and
- ease of use.

Standing orders and profiled selection

Library staff select most items, with some selection outsourced to professional suppliers using agreed profiles. These profiles are reviewed regularly to ensure items remain relevant, high quality and aligned with community needs.

Non-inclusion

Some materials are not added to the collection, including:

- items restricted or refused by the Australian Classification Board;
- materials that are outdated, unsuitable, too costly or duplicated by existing items;
- highly specialised or one off technical items (which may be accessed through interlibrary loans);
- most self published materials, except where there is strong local relevance or demand;
- spiral bound items and books with novelty attachments; and
- textbooks, unless suitable for general use.

The library supports self directed learning but is not intended to supply required reading for formal school, TAFE or university study.

Suggestions for purchase

Community members are welcome to suggest items for the library to purchase. Requested titles may be added to the collection if they meet the library's selection criteria. If a requested item is not suitable for purchase, it may be accessed through an interlibrary loan where available.

Interlibrary loans (ILLs)

Queensland public libraries participate in a free reciprocal borrowing network, in line with the Service Level Agreement for Public Library Services and the Australian Interlibrary Resource Sharing Code. Interlibrary loans are intended to supplement local collections rather than replace them.

Items borrowed through interlibrary loan are subject to the lending library's loan conditions and restrictions. Items sourced from outside the Queensland public library network may incur a fee charged by the lending library, which must be paid by the requesting member before the item is obtained. Standard overdue, loss and damage charges apply.

Items published in the current or previous calendar year are not eligible for interlibrary loan. Interlibrary loans cannot be used to obtain high demand items more quickly or where the library already provides access through large print or digital formats, unless approved by the Collections Supervisor in exceptional circumstances.

Donated materials

Donations from individuals, authors, publishers or organisations are accepted with the understanding that items may not be added to the library collection. All donated materials are assessed using the same selection criteria applied to purchased items.

Donations that are not suitable for inclusion may be sold, donated to other organisations, given away or disposed of. The library reserves the right to manage donated materials as required.

Deselection criteria

Weeding

Regular removal of items from the collection helps keep library resources relevant, accurate and useful for the community.

Physical items that are outdated, damaged, no longer popular or no longer suitable are routinely withdrawn. Removed items may be sold through library book sales, donated to community groups or charities, given away at community events, or disposed of if they are no longer usable.

The removal of eContent is usually determined by the content provider. Items may be withdrawn after a set period or once borrowing limits are reached. Decisions to cancel subscriptions or online databases are based on factors such as usage, cost and ease of use. Some digital resources are provided free to public libraries by the State Library of Queensland, and changes to these services are determined by SLQ.

Library formats and technologies are continually reviewed and phased out when they are no longer relevant, widely used or sustainable to maintain.

Replacement

Items that are withdrawn, lost or damaged are not automatically replaced. Decisions to replace items are made using the same criteria applied to new selections, based on current relevance, demand and available funding.

Censorship

Council recognises that some library materials may be considered controversial or offensive by some customers. Items are selected based on their value to the collection and their ability to meet the diverse needs and interests of the whole community.

Public libraries have a responsibility to provide a broad and representative range of materials, including books, graphic novels, DVDs and other formats, on the condition that they meet selection criteria and are not prohibited by law. This includes materials that present different viewpoints on controversial topics.

Library collections are organised by format and type, such as fiction, non fiction, audiobooks and DVDs, and are grouped within age based areas for adults, young adults and children. Signage is provided to help customers locate materials. Where appropriate, signage may also be used to indicate collections that contain more mature content.

Parents and guardians are responsible for supervising children in the library and for deciding what materials are suitable for them to access.

The Australian Classification Board (ACB) is responsible for classifying and restricting publications under the *Classification (Publications, Films and Computer Games) Act 1995*. The library complies with all ACB decisions and with State and Federal law.

Items that are legally restricted to certain age groups, such as MA15+ or R rated films and games, are only available to the appropriate audience through library system controls and staff supervision.

Print items that are classified as *Unrestricted* are added to the collection and shelved in the appropriate section. Items labelled with the consumer advice "M (Mature) – Not recommended for readers under 15 years" are clearly marked in line with ACB requirements. Items classified as *Category 1 Restricted*, *Category 2 Restricted* or *Refused Classification* are not added to the library collection.

If an item is under review or reclassification by the ACB, the library will follow ACB instructions, including temporarily removing items from public access and applying any required restrictions as soon as practicable.

Customer feedback and challenges

Customers may raise concerns about specific library items. However, access to materials is not limited by the personal views of individuals or groups.

Customers who wish to challenge an item may submit a complaint to Council outlining their concerns. Library management will review the item and the complaint and may decide to relocate or remove the item if appropriate. Customers who do not agree with the decision may request further review through Council's Administrative Action Complaint Procedure.

Parental responsibility

Parents and guardians are responsible for guiding and supervising their children's use of library materials, both in the library and online. While collections are organised by age group, it is the responsibility of parents or guardians to manage their child's access to adult collections and to ensure material is suitable for them.

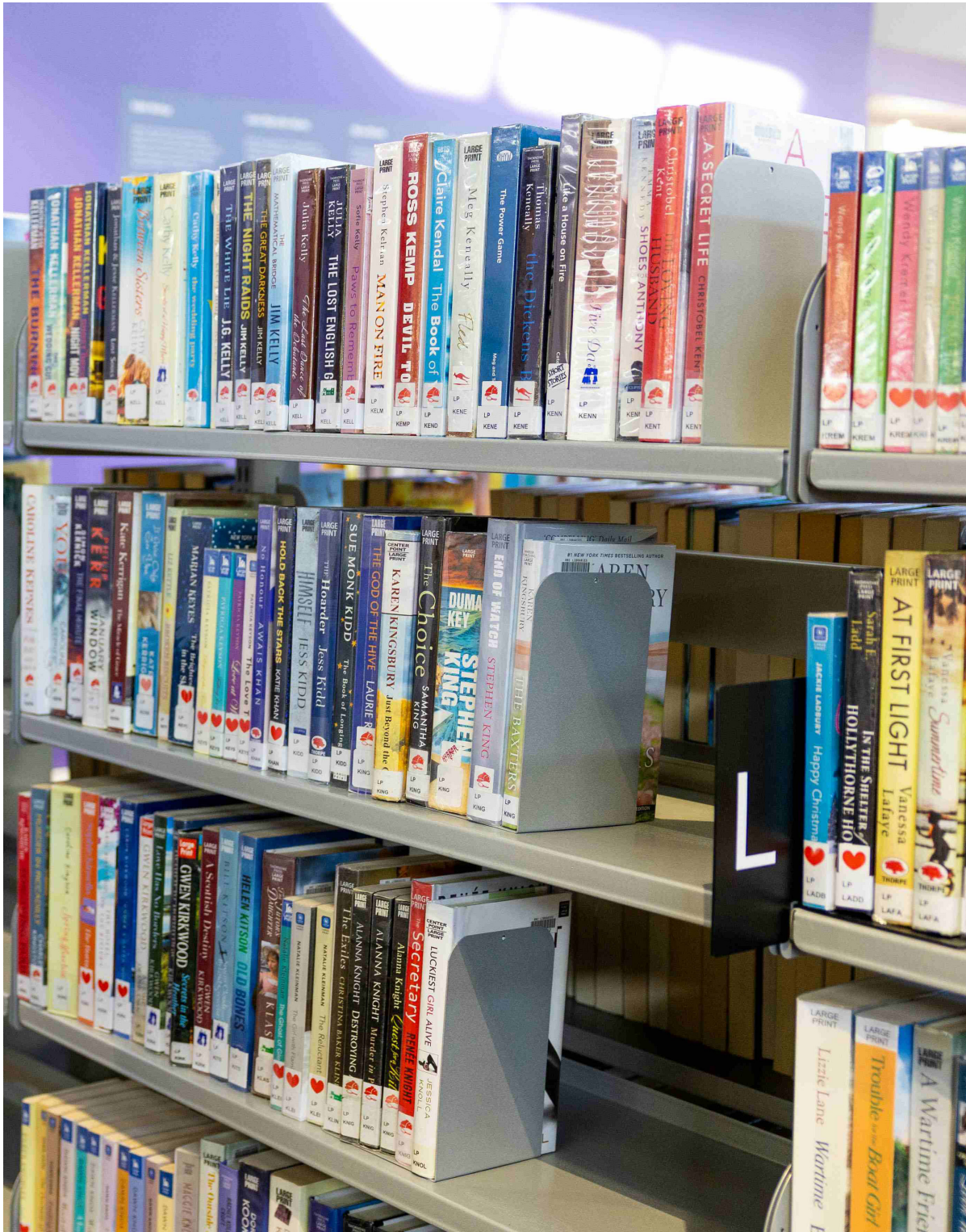
Review Timelines

This collection development statement is reviewed every two (2) years or 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.



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Rockhampton Regional Libraries
Ph: 4936 8043 | PO Box 1860, Rockhampton Q 4700 | rrc.qld.gov.au
Public libraries are a partnership between Local Government and the Queensland Government through the State Library of Queensland.



ROCKHAMPTON REGIONAL LIBRARIES COLLECTION DEVELOPMENT STATEMENT

Service Level Agreement – Library Board of Queensland and Rockhampton Regional Council (1 July 2024 - 30 June 2026)

Meeting Date: 21 April 2026

Attachment No: 2



**SERVICE LEVEL AGREEMENT
FOR PUBLIC LIBRARY SERVICES
INDEPENDENT LIBRARY SERVICES
between
LIBRARY BOARD OF QUEENSLAND
and
ROCKHAMPTON REGIONAL COUNCIL**

1 TERMS OF AGREEMENT

1.1 Name of Council: Rockhampton Regional Council

1.2 Commencement Date: 1 July 2024

1.3 Completion Date: 30 June 2026

1.4 Council Contact Officer
(for enquiries):

[Redacted contact information]

1.5 Library Board of Queensland
Contact
(for enquiries):

Public Libraries Branch
State Library of Queensland
PO Box 3488
South Brisbane Q 4101
Phone (07) 3840 7807
Email: pl@slq.qld.gov.au

Document No: 16334161

2 STATEMENT OF COOPERATION

- 2.1 The Library Board of Queensland (Library Board) agrees to work collaboratively with Council to support the ongoing advancement and effective operation of Council's library service.
- 2.2 Council agrees to use its best endeavours to operate and develop its library service for the continued benefit of its community.
- 2.3 Council agrees to notify the Contact Person for the Library Board if Council is unable to meet any obligations in this Agreement and engage with the Library Board to resolve any issues that may affect the delivery of its services or resources.
- 2.4 Council agrees to expend grant funding only on items, activities or projects in accordance with the *Partnership Guidelines for Independent libraries 2024-2026* (Guidelines), unless written permission is obtained by Council from the Library Board prior to expenditure of the Grant.

3 ACKNOWLEDGEMENTS

- 3.1 Council acknowledges it is required to comply with the *Anti-Discrimination Act 1991* (Qld) and the *Human Rights Act 2019* (Qld) when providing library services using funding provided under this Agreement.
- 3.2 The Australian Classification Board (ACB) is responsible for the classification and restriction of publications and it is the expectation of the Library Board that a broad range of library materials be made available in Council libraries based on Council's collection statement subject only to restrictions made by the ACB.
- 3.3 Council acknowledges it is required to expend funding provided in accordance with the Guidelines (**Attachment 1**).

4 COLLECTION STATEMENT

- 4.1 Council will have a collection statement to guide the development and maintenance of library collections and access to resources and will make it available to the community.
- 4.2 If Council does not have a collection statement, or similar, Council is required to develop a collection statement within two years of the Commencement Date and make it available to the community.

5 LIBRARY BOARD OBLIGATIONS

- 5.1 The Library Board agrees to comply with Library Board obligations as specified in **Schedule A**.

6 COUNCIL OBLIGATIONS

- 6.1 Council agrees to comply with Council obligations as specified in **Schedule B**.

7 DISPUTE RESOLUTION

- 7.1 If Council or the Library Board has a concern under this Agreement, it should raise that concern in writing with the Contact Person for the other Party.
- 7.2 For the purpose of this clause, a dispute will have arisen when either Party gives notice to that effect to the other Party.
- 7.3 The Parties agree to attempt to settle any dispute arising in connection with this Agreement in Good Faith by negotiation.

8 FAILURE TO MEET OBLIGATIONS

- 8.1 If the Library Board is of the reasonable opinion that:
- a. Council has failed to comply with any provision of this Agreement; or
 - b. Council has failed to expend funding in accordance with the Funding Guidelines; or
 - c. the Grant is not being applied for the purposes authorised by this Agreement,

then the Library Board may give notice in writing to Council specifying the failure and requiring Council to remedy it within 28 days from the date of the notice.

- 8.2 Council may respond to a notice given by the Library Board under clause 8.1 within 28 days from the date of the notice.
- 8.3 If Council does not provide a response under clause 8.1 or comply with a notice given under clause 8.2 within 28 days from the date of the notice, the Library Board may, by further notice in writing, do one or more of the following:
- a. suspend or withhold any instalments of the Grant until the notice under clause 6.1 is complied with;
 - b. alter the amount, timing or frequency of payment of the Grant or any instalments;
 - c. withdraw Library Resources and materials supplied by the Library Board that have not been purchased by Council;
 - d. require the repayment of Grant funds provided previously to Council that remain unspent; or
 - e. immediately terminate this Agreement.

9 LIMITATION OF LIABILITY

- 9.1 To the maximum extent permitted by law, the Library Board's liability to Council for any claims in connection with this Agreement, howsoever arising, is limited to an amount equal to the total amount of the Grant funds paid to Council in the 12 months preceding the claim.

10 FURTHER ASSURANCE

- 10.1 Council must do all things (including by signing deeds and other documents) that are reasonably necessary to give full effect to this Agreement.

11 NOTICES

- 11.1 A notice or other communication to or by a Party under this Agreement:
- a) must be in writing;
 - b) may be delivered in person, by email or by post to an address of the recipient specified in clause 11.2 of this Agreement or any new address of the recipient known to the sender;
 - c) subject to paragraph (d), is deemed to be effective:
 - i) if delivered in person, upon delivery to the recipient;
 - ii) if sent by email, one Business Day after the date shown on the email of the sender, unless:
 - A) the sender receives an automated notification that the email has not been received by the intended recipient, in which case the notice is deemed to not have been served at the time of sending; or
 - B) receipt is acknowledged by the recipient sooner than one Business Day, in which case the notice is deemed to have been served at the time the receipt is acknowledged;
 - iii) if posted, eight Business Days after the date of posting to the addressee; and
 - d) if delivered or received on a day which is not a Business Day, it is taken to have been delivered or received on the following Business Day and, if delivered or received after 5:00pm (addressee's time), then notice is taken to have occurred at 9:00am on the following Business Day.
- 11.2 Contact details for notices under this Agreement are set out in clauses 1.4 and 1.5.

12 ENTIRE AGREEMENT

- 12.1 This Agreement contains the entire agreement between the Parties with respect to its subject matter. It sets out the only conduct relied on by the Parties and supersedes all earlier conduct and prior agreements and understandings between the Parties in connection with its subject matter.

13 AMENDMENT

- 13.1 This Agreement may be amended only by another written agreement executed by all the Parties.

14 NO ASSIGNMENT

- 14.1 The rights given to the Council under this Agreement are personal to the Council and are not assignable.
- 14.2 The Council must not assign or charge its rights and obligations under this Agreement.

15 GST

- 15.1 The parties acknowledge that grant payments made under this Agreement do not constitute Consideration, under s 9-17(3)(a) of the GST Act, and GST is not payable in respect of those payments.
- 15.2 In this clause:
- a) 'GST Act' means the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any related legislation; and
 - b) 'Consideration' and 'GST' have the meanings given in the GST Act.

16 INTELLECTUAL PROPERTY

- 16.1 This Agreement does not affect Intellectual Property Rights in existing material or new material.
- 16.2 If Council creates material in the course of performing this Agreement, it will use reasonable efforts to licence Intellectual Property Rights in that material under a Creative Commons Licence.
- 16.3 In this clause:
- a) 'Intellectual Property' includes all copyright, trade mark, design, patents or other proprietary rights and any rights to registration of those rights, but excludes moral rights under the *Copyright Act 1968 (Cth)*; and
 - b) 'Creative Commons Licence' means a licence on creative commons licence terms published at creativecommons.org.au.

17 REDUCTION IN FUNDING

- 17.1 The Library Board may reduce the amount of funding by notice to Council if it determines that changes to the State budget or policies of the State or Commonwealth government impact on the continued provision of funding to Council or to recipients of similar funding generally.

18 COUNTERPARTS AND ELECTRONIC TRANSMISSION

- 18.1 This Agreement may be signed in any number of counterparts with the same effect as if the signatures to each counterpart were on the same document.
- 18.2 This Agreement may be delivered by electronic transmission with the same force and effect as if it were sent manually.

SCHEDULE A

LIBRARY BOARD OBLIGATIONS

1. Following the return and acceptance of Council's Annual Reporting documentation by 31 August each year, the Library Board will provide a Public Library Funding allocation to Council to support the development of its Library Collection, paid as fixed quarterly allocations in arrears from the Commencement Date of this Agreement on the last business day of each quarter.
2. Provide an annual Service Development Subsidy in accordance with the *Partnership Guidelines for Independent Library Services 2024-26* to eligible Councils each year following acceptance of the Annual Reporting documentation by the Library Board.
 - a) To receive this subsidy, eligible services must meet the minimum opening hours per week based on the population of their catchment areas as per the Queensland Public Library Operations Standard
 - b) In addition to meeting minimum opening hours per branch, services must be staffed by Council employees to receive the Service Development Subsidy.
 - c) This subsidy is to be used by Council on activities or resources specifically to support Council to meet the Standards for Operations, Facilities and/ or Usage, as detailed in the Queensland Public Library Standards and Guidelines and as outlined in Partnership Guidelines
3. Provide *Partnership Guidelines for Independent Library Services 2024-26* that detail the eligible items, activities or projects that govern the expenditure of the Grant (See attachment 1).
4. Manage and maintain a Statewide Collection acquired through the Public Library Funding that follows the Content Guidelines for Public Library collections and caters for diverse needs, while adapting to emerging trends and formats in consultation with local government.
5. Make Statewide Collection resources available to all Queensland public library services and Indigenous Knowledge Centres.
6. From the Public Library Funding, pay the cost of forwarding Library Resources despatched from the State Library to Council's nominated library service point.
7. Provide *Queensland Public Library Standards and Guidelines* to encourage the advancement and effective operation of public library services in Queensland.
8. Engage with Council on matters affecting public libraries and IKCs and work collaboratively with Council to support the ongoing strategic development of library and IKC services across Queensland.
9. Provide advice and give feedback to Council on library performance.
10. Provide professional development and training opportunities to enable effective service provision, personal and public safety, and to keep in touch with the changing library and information environment, including but not limited to:
 - a) Access to program content that provides examples of best practice;
 - b) Guidance on content of programs where requested; and

Service Level Agreement for Public Library Services – Independent Libraries

- c) Resources for loan to public libraries for use by library staff.
11. Publish an annual *Queensland Public Libraries Statistical Bulletin* detailing the performance of public libraries and IKCs.
 12. Conduct an annual review of the performance during the preceding financial year of both Council and the Library Board against the Obligations stated in the Service Level Agreement following the completion of the Annual Reporting period.
 13. Maintain the currency of and enable access to the online Directory of Queensland Public Libraries. <https://plconnect.slq.qld.gov.au/directory>
 14. Provide reporting templates and instructions for completion to Council at least four weeks prior to the assigned due dates for submission.
 15. Coordinate statewide and/or targeted initiatives or programs and administer resources and funding through specific additional documentation which clearly outlines the expected outcomes, funding offer, obligations, guidelines, reporting and acquittal requirements of each initiative / program.
 16. Make available the Library Board's strategic plan and policy documents.

SCHEDULE B

COUNCIL OBLIGATIONS

1. Provide a free public library service, including but not limited to:
 - a. access to the library facilities and resources;
 - b. assistance to use the library facilities and resources;
 - c. lending, reference and information services;
 - d. access to an Online Public Access Catalogue from within each library branch
 - e. online access to electronic resources and library and information services;
 - f. public internet access at all library facilities via library devices and via wi-fi for customers using their own devices;
 - g. equitable access to services and resources, including customised programs for community members with diverse needs;
 - h. services and equitable access to programming that may promote knowledge, culture, language, social inclusion and diversity, preservation of materials, emerging technologies, and literacy to the community;
 - i. Interlibrary Loan arrangements with other Queensland public libraries and IKCs; and
 - j. Reciprocal Borrowing to encourage membership from residents from across Queensland.
2. Expend the Service Development Subsidy (if eligible to receive subsidy) within the allocated financial year, as detailed in clause 2 of Schedule A.
3. Where grant funds are provided:
 - a. Expend grant funds received from the Library Board on Library Collections as described in the *Independent Partnership Guidelines 2024-26* (See Attachment 1).

Exception: up to 50% of this annual allocation may be diverted towards a Library Priority Project that are identified as a high priority for the library service. Written approval for each Library Priority Project must be obtained from the State Librarian and CEO (acting on behalf of the Library Board) prior to commencement of the project, and will include additional financial and outcome reporting, as determined by the Library Board at the time of approval.
 - b. Grant funds are to be expended within the financial year allocated. Council must formally request approval to retain unspent annual subsidy funds if underspend totals more than 10% or \$1,000 of the annual allocation of each subsidy type (whichever amount is lowest) at the conclusion of each financial year, on a template supplied by the Library Board. This may include providing copies of financial records detailing expenditure of annual subsidy funding covering the reporting period.

4. Pay the cost of returning library materials borrowed from the State Library to the Library Board's nominated service point.
5. Have management and operational practices which align with, and are aimed at meeting or exceeding, the *Queensland Public Library Standards and Guidelines*: <https://plconnect.slq.qld.gov.au/managing-my-library/standards-and-guidelines>.
6. Support library staff to participate in ongoing professional development and training opportunities that encourage continuous improvement and responsive and diverse services that strive to innovate.
7. Maintain a website providing, as a minimum, information on library service points and opening hours, how to join the library, library facilities and services, library programs and events, access to the online library catalogue or Discovery Tool, Statewide Collections available from the State Library, and key contact information.
8. Ensure that the details of each library branch in the Directory of Queensland Public Libraries are kept current and accurate. <https://plconnect.slq.qld.gov.au/directory>
9. Provide Annual Reporting information to the Library Board on a template supplied by the Library Board by no later than 31 August each year, including a current strategic and/or operational plan for the library service, or indicate a timeframe to complete.
10. Collaborate with the Library Board for the advancement of public libraries and IKCs across the state and engage with the Library Board to provide information when required on agreed initiatives, literacy programs, and other projects to be delivered through Council's libraries.
11. Publicly acknowledge the support of the State Government in the funding of its library in the manner specified at: <https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/funding-acknowledgement>.
12. Immediately return all unspent Allocations to the Library Board at the earlier of the termination of this Agreement or the Completion Date.

DEFINITIONS

Where the following terms (in bold) are referred to throughout this agreement, they have the following meaning:

Agreement:	this Agreement and any associated schedules.
Annual Reporting:	the Annual Reporting to the Library Board is due by no later 31 August each year. It is to be completed using a template supplied by the Library Board; and a current strategic and/or operational plan for the library service.
Commencement Date:	the date on which this Agreement begins to operate.
Completion Date:	the date on which this Agreement ends.
Collection Statement:	a collection statement guides the development and maintenance of library collections and access to resources. Further information is available in the <i>Queensland Public Library Standards and Guidelines – Guideline for Collections</i> : http://plconnect.slg.qld.gov.au/manage/policies-standards-and-protocols/standards-and-guidelines .
Directory of Queensland Public Libraries:	the Directory of Queensland Public Libraries provides information about library services and their branches within Queensland. It can be searched by location, geographical region, type of library or key word search. Each library's details page provides information about its opening hours, address, phone number, branch administrators and a link to the library web page and online catalogue.
Discovery Tool:	a discovery tool is a software product which automatically searches across all of a library's online sources - such as catalogues, databases, servers and search engines - and provides the results to a library user in one list at the same time.
Grant:	funding paid to Council that is calculated according to the Public Library Funding Methodology.
Independent Library:	a Queensland public library where overall funding and operation is provided by Council with assistance provided by the Library Board in the form of a cash Grant, advisory and training services and provision of some centralised collections.
Indigenous Knowledge Centre (IKC):	a Queensland public information hub and library where overall funding and operation is provided by an Indigenous Shire Council with assistance provided by the Library Board in the form of a cash Grant, advisory and training services and provision of Library Collection.

Intellectual Freedom:	Intellectual freedom is the freedom to seek, receive and impart information and ideas. It is a fundamental human right, enshrined in enduring international statements and instruments, and is vital to a thriving democratic society and culture.
Interlibrary Loans:	resource sharing based on reciprocity, co-operation and fairness between libraries and IKCs, enabling library clients to obtain materials that a library or IKC cannot purchase because they fall outside the scope of the library's collection development policy. Further information is available in the <i>Queensland Public Library Standards and Guidelines – Interlibrary Loans Standard</i> : https://plconnect.slq.qld.gov.au/managing-my-library/standards-and-guidelines .
Library Board:	the Library Board of Queensland, the governing body of the State Library of Queensland which draws its powers from the <i>Libraries Act 1988</i> (Qld), and whose representative is a signatory to this Agreement.
Library Collection:	Library resources that have been deliberately acquired, usually over a period of time, according to a defined policy or plan, and which are grouped according to format, topic, audience, or use. See the definition for Library Resources below. Further information is available in the <i>Queensland Public Library Standards and Guidelines – Library Collections Standard</i> : https://plconnect.slq.qld.gov.au/managing-my-library/standards-and-guidelines .
Library Management System (LMS):	a Library Management System is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. A LMS usually comprises a relational database, software to interact with that database, and two graphical user interfaces (one for patrons, one for staff). Most LMSs separate software functions into discrete programs called modules, each of them integrated with a unified interface. Examples of modules might include: <ul style="list-style-type: none"> • acquisitions (ordering, receiving, and invoicing materials); • cataloguing (classifying and indexing materials); • circulation (lending materials to patrons and receiving them back); • serials (tracking magazine, journals, and newspaper holdings); and • the Online Public Access Catalogue (OPAC - public interface for users).
Library Priority Project:	a project implemented by an Independent Library which supports the transition towards innovative library services, for which a proposal must be submitted to the Library Board for approval by the State Librarian and CEO on behalf of the Library Board prior to commencement of the

	project. Further information is available from the Public Libraries Connect website.
Library Resources:	<p>these may include, regardless of format:</p> <ul style="list-style-type: none"> • a book or any part of a book; • a newspaper, magazine, journal or pamphlet; • a map, plan or chart; • printed music; • electronic or multimedia resources; • resources that support library programs; and • adaptive technology for people with a disability to access library resources. <p>Further information is available in the <i>Queensland Public Library Standards and Guidelines – Library Collections Standard</i>: https://plconnect.slg.qld.gov.au/managing-my-library/standards-and-guidelines.</p>
Online Public Access Catalogue:	an online database of materials held by a library or IKC through which users can search a LMS to browse, search for, borrow and reserve items from the library for their personal use.
Public Library:	A Public Library is a vital community and cultural hub that provides free and welcoming services and spaces where access to information, collections and programs are provided for members of the public through physical facilities, including both fixed and mobile branches.
Public Library Funding:	the amount of funding provided by the State Government of Queensland, through the Library Board, to public libraries and IKCs across Queensland to support the development of high-quality library services.
Public Library Funding Methodology:	the Public Library Funding Methodology for 2024 – 2026 as approved by the Minister administering the <i>Libraries Act 1988</i> (Qld).
Queensland Public Libraries Statistical Bulletin:	the annual Queensland Public Libraries Statistical Bulletin provides valuable information about Local Government libraries in Queensland. The data provides for state-wide benchmarking across key indicators and can be used for Local Government reports, funding submissions and to benchmark Queensland library services with library services in other states.
Queensland Public Library Standards and Guidelines:	the <i>Queensland Public Library Standards and Guidelines</i> are recommendations designed to assist Queensland public library staff and local governments in the planning and development of their library services. Further information is available on the Public Libraries Connect website: https://plconnect.slg.qld.gov.au/managing-my-library/standards-and-guidelines
Reciprocal Borrowing:	the cooperative sharing of library resources, with public libraries making their collections available Queensland

	<p>residents from other local government areas directly through free membership and by Interlibrary Loans. Further information is available in the <i>Queensland Public Library Standards and Guidelines – Interlibrary Loans Standard</i>: https://plconnect.slg.qld.gov.au/managing-my-library/standards-and-guidelines</p>
Service Development Subsidy:	<p>a small grant provided by the Public Library Funding which is allocated to all IKC and RLQ services and all local governments operating Independent Library Services (IND) that fall within Remoteness Area Tiers 3-5, with branches that are staffed by Council employees and open a minimum number of hours per week based on the population of their catchment areas as per the Queensland Public Operations Standard.</p> <p>Grant funds are to be used on activities or resources specifically to support local government to meet the Queensland Public Library Standards and Guidelines and to be expended during the financial year they are allocated.</p>
State Government:	The State of Queensland
State Library:	the State Library of Queensland controlled, managed and operated by the Library Board of Queensland pursuant to the <i>Libraries Act 1988</i> .

Attachment 1 - Partnership Guidelines for Independent Libraries



Partnership Guidelines for Independent Library Services 2024-26

The enduring partnership between State Library and Local Government enables the delivery of locally relevant programs and services, access to quality resources and collections and the operation of more than 325 library spaces serving as community and cultural hubs for all Queenslanders.

Independent Libraries are library services operated by councils with populations over 15,000. These library services are controlled by council, and subject to the terms of the Public Library Funding Service Level Agreement (SLA) with the Library Board of Queensland. State Library of Queensland provides an annual Public Library Funding (PLF) allocation directly to 33 eligible councils to support the development of their library collections. The Public Library Funding methodology determines how Queensland Government funding is allocated via the SLAs including the formula used to determine direct allocations to local governments, as a contribution towards collections, services, programs and operational costs.

Funding is also invested to support statewide services, managed by State Library, that build capacity and realise the potential of the public library network.

The new PLF SLA will be in place for 2 years from 1 July 2024 to 30 June 2026 and includes an increase in Service Development Subsidies for eligible councils and the introduction of a new statewide services stream Activating Places and Spaces that will increase State Library staffing resources that provide professional development, support, advice and mentorship to develop projects that help to grow community engagement and place activation.

Direct allocations to local governments are fixed for two years to ensure all local governments receive the same or more funding than the previous year to support the essential library services that communities need as costs of living increase and household budgets are tightened.

What is included in the new Public Library Funding SLA for IND Councils

State Library continues to provide direct funding to support collection building for IND services. In addition, State Library provides access to collections and e-resources, professional development, statewide programs, competitive grants, communication campaigns and collateral, research and support services to ensure the continued development of a thriving library network. See below for more information on the most significant aspects of the new agreement for IND councils.

Annual Collection Subsidy and collection management

Councils delivering an IND library service receive an annual subsidy allocated quarterly to support investment in, and development of, library collections which cater for the diverse needs of the whole community. Library collections are broadly defined in section 70 of the *Libraries Act 1988*: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1988-029>.

Collections has been the focus of the Funding since 1994–95 in order to support Queensland public libraries to provide high quality, easily accessible, fit-for-purpose collections which meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning.

Public library collections should uphold intellectual freedom and represent the widest possible coverage of subjects, formats and genres to cater for the diverse needs of the whole community, while adapting to emerging trends and formats as appropriate.

Intellectual freedom is the freedom to seek, receive and impart information and ideas. It is a fundamental human right, enshrined in enduring international statements and instruments, and is vital to a thriving democratic society and culture.

State Library's Intellectual Freedom Policy can be viewed here:

<https://content.slq.qld.gov.au/sites/default/files/Intellectual-Freedom-Policy-2022.pdf> .

Similarly, in support of public library collections across Australia, the Australian Library and Information Association (ALIA) includes the following statement in their standards and guidelines supporting intellectual freedom and free access to information in Australian libraries: *public library collections should cover a wide range of popular topics, express a variety of viewpoints and cultural understandings, and represent a diversity of people, places, events, issues and ideas*'.

To support this public library goal, there is an expectation that IND library services will develop, maintain and implement a publicly available collection statement, plan, policy or set of guidelines to manage and maintain collections with transparency around collection priorities, inclusions, exclusions and process for reconsideration to ensure best practice is maintained. Library service collections should be contemporary, high quality and cover a wide range of popular topics, interests and formats for members of all ages.

A collection statement is informed by analysis of statistical and demographic data, including information about the community, both library users and non-users. It is endorsed by council, aligned to the strategic plan and updated every two years or sooner if change is required. The statement includes members served, purpose and parameters of collections, budgets, selection and procurement, collection evaluation, weeding and discards, donations, resource sharing and asset management.

For further information

State Library of Queensland publishes the Queensland Public Library Standards and Guidelines, which includes Collection Guidelines to support public libraries to develop collection statements and manage their library collections: <https://plconnect.slq.qld.gov.au/managing-my-library/standards-and-guidelines>

The **Collection Standard** sets out the expectation that every library's collection should be large enough to meet its community's numerous diverse requirements. The size of collections will vary depending on population catchments served, numbers of library facilities and frequency of stock rotation. In general, smaller libraries should have a higher number of resources per capita, to ensure the collection's quality and usage.

Please refer to the current Standards and Guidelines for more detailed information on collection size, age, usage, and expenditure on electronic items.

Resources and information, including State Library's collection guidelines and the **Reconsideration of Library Collections Policy** are available for staff to access on Public Libraries Connect at <https://plconnect.slq.qld.gov.au/manage-library-or-ikc/planning/intellectual-freedom-collection-management>

The resources on this page support public library staff to remain informed and prepared for any interactions regarding specific titles within their collections. If your IND library service experiences a member of the public or community group challenging the inclusion of a particular title within your collections for any reason, please contact State Library for support if required.

Annual Collection Subsidy Expenditure

Eligible expenses: Council may spend its annual allocation from the Public Library Funding on resources or collection items which must be visible on the library catalogue and may be borrowed or used in-branch by members and/or library visitors and which are subject to council's lending policies, including but not limited to:

- physical collection items

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- electronic or digital collection items
- any specialist community collections or resources which are catalogued, warehoused and managed by the library.

In addition to resources or collection items, council may also use Public Library Funding on:

- acquisition and associated preservation costs of unique unpublished local history/studies material including photographs, manuscripts, diaries, ephemera and original art works. These works must be documenting local stories, scenes or people and be relevant to the local community.
- end processing costs (over and above the actual purchase price of the library materials) incurred to procure library materials in a shelf-ready state including costs for selecting, cataloguing, processing and maintaining library materials.
- subscription and/or licence costs relating to products and services (inc. Application Programming Interfaces (APIs)) associated with enabling and improving selection, cataloguing, processing and maintenance activities
- acquisition costs of and associated ongoing access fees for electronic collections, acquired through purchase, lease or license arrangements, including title-by-title acquisition, subscriptions, pay-per-view access and streaming services.
- costs of digitising resources to make collections or content available to the community in electronic format
- costs of production of new electronic content, for example, digital stories

Ineligible expenses: Council may not spend its annual Public Library Funding subsidy on

- the ongoing subscription, licence, cloud hosting or storage costs of the Library Management System
- hardware used by clients to access the collections
- depreciation

Library Priority Projects

Independent Libraries may apply to use up to 50% of the Annual Collection Subsidy towards Library Priority Projects that meet emergent needs and community priorities relating to your public library service.

The key objectives of the Library Priority Project scheme are to:

- facilitate positive service development outcomes for libraries
- assist public library managers to reshape and improve library services.

Applications to divert grant funding to a Library Priority Project must be submitted to State Library for approval, prior to project commencement.

If your IND Library Service is considering a Library Priority Process, please contact the Public Libraries Branch to discuss, and the team can add a Library Priority Project application form to your SmartyGrants profile

Service Development Subsidy

The Service Development Subsidy (SDS) has been increased and will provide a fixed allocation of \$3,000 per annum for each library branch that falls within the Remoteness Area (RA) Tiers 3-5. (See Attachment 1 for further information.) Library branches must also be open for the minimum weekly hours based on the population catchment of the library and staffed by Council employees.

The opening hours are aligned with the Public Library Standard for operations. Eligible branches for the SDS allocation are assessed using the opening hours data provided in council’s annual reporting from the previous year so that any changes in opening hours are reflected the total SDS amount provided to council.

Population catchment	Minimum weekly open hours
Under 1,000	12
1,001 – 5,000	20

5,001 – 7,000	24
7,001 – 10,000	32
10,001 – 20,000	40

The minimum opening hours for any branch as required in the SLA are 6 hours per week (not including outreach.)

The SDS is to be used on activities or resources specifically that support an improvement to the operations, services, facilities, programs or collections provided by your library in line with the Queensland Public Library Standards and Guidelines.

Eligible expenditure includes, but is not limited to:

- IT hardware and equipment for use by the community
- supplementing opening hours;
- subscriptions to Library Management Systems and apps collections not provided by State Library, such as magazines, local studies collections or a "library of things" to remove barriers to access items such as musical instruments, tools, cooking equipment, toys and games, loanable devices, sporting equipment etc. These items can be managed as local stock in Aurora and contribute to overall loans in annual reporting.
- programs and events
- contributions to telecommunications fees

Additional Services and Support

As part of your agreement, in addition to funding, State Library provides a variety of services and resources to support and amplify your library service including:

- Regular engagement and advice to councils to support the development and delivery of place-based library programs and services and build their capacity to be local cultural and community hubs.
- State Library led activities, projects and initiatives that ensure that libraries are active spaces, providing opportunities to share and celebrate local stories, foster creative and cultural engagement, and connect communities.
- Mentorship, training, and support to councils in the planning and delivery of services for First Nations communities and the development of programs and places that elevate First Nations community knowledge, culture, language and heritage.
- Competitive grants that accelerate and support the development of innovation
- Induction support for new library staff and managers
- Targeted professional development networking opportunities.
- Discussion lists specifically for IND councils, plus topic based lists for information sharing and networking across the state.
- Marketing and communication campaigns, advocacy initiatives and resources that raise awareness of the public library services and programs to increase community engagement visitation and membership at a local level
- Shared strategic vision, Standards and Guidelines and statewide reporting, research and evaluation that demonstrate collective impact and outcomes of state government investment.
- Statewide eResources including e-books and databases
- Statewide collections providing access to specialised content and subjects available for loan including Languages Other Than English, adult literacy, Manga, Dyslexia friendly collections, storytelling kits, and book club sets

Council obligations

Councils should also be aware of the following funding obligations included as part of the PLF agreement with State Library that support best practice in delivering library services, including:

- Investing in the development, maintenance and operation of diverse library spaces and facilities that are welcoming, accessible and trusted
- Designing and delivering programs that encourage exploration of new ideas, connect local communities, promote life-long learning and support creativity

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- Ensuring that all people regardless of location, cultural and socioeconomic background can access free library collections managed through a collections statement or similar that support personal development, education, cultural enrichment, and economic activity
 - Housing, maintaining and circulating shared collections securely, and efficiently
 - Providing free public internet access at all library facilities via council devices and wi-fi for customers using their own devices
 - Employing a diverse and skilled workforce that are enabled to meet the needs of local communities
 - Developing the capability of library staff through supporting participation in professional development programs and networks that support knowledge exchange and continuous improvement
 - Publicly promoting and acknowledging the financial assistance provided by State Library on behalf of the Queensland Government at each public library location, and when delivering funded projects or programs or making use of statewide collections.
- See Public Libraries Connect for more information.

Payment Schedule

- Public Library Funding to IND Libraries will be paid in quarterly instalments on the last working day of each quarter (September, December, March, June).
- All IND councils with eligible branches will be paid an annual Service Development Subsidy in September 2024 and 2025.

Please note: Payment of funding as per above schedule is dependent on council providing timely, complete, and accurate reporting.

Annual reporting requirements

In accordance with the PLF SLA, councils are required to submit annual reporting by 30 August each year through the SmartyGrants online platform on the template provided.

Information requested will include:

- Financial acquittal of all library services, operations and programs
- Physical visitation numbers
- First 5 Forever program, partnerships and participation data; and evidence of outcomes.
- Other program and services, delivery and attendance data
- FTE staffing data including any unfilled positions
- Hours of library operation
- Number of partnerships
- Number of public access digital devices
- Wi-Fi access hours and sessions
- Evidence of a library web presence that provides access/contact information for branch/es, and links to the online catalogue and State Library funded eResources.
- Memberships and Collection usage – recorded throughout the year as part of library operations.
- self assessment against the Queensland Public Library Standards and Guidelines
- provision of a Current Strategic / Operational Plan for your library

More information about reporting requirements is available within your SLA and access to the required templates, webinar support sessions and assistance guides to completing the templates will be made available each year via Public Libraries Connect.

Management of SLA non compliance issues

All PLF allocations are to be expended within the financial year they were provided.

- Council must submit a formal variation request to seek approval to retain any unspent funding over 10% or \$1000 from any individual subsidy (whichever is higher) of the annual allocation at the conclusion of each financial year, on a template supplied by State Library.

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- Overdue reporting required under the SLA or an addendum to an SLA (such as a Library Priority Project), or other grant funding may be considered as non-compliance by State Library. Non-compliance with any terms of the SLAs, SLA Addendum, or Grant Agreements may affect a council's eligibility to:
 - receive additional annual Public Library or First 5 Forever Funding
 - apply for competitive grants or programs including those funded by State Library as well as through funding received from external bodies
 - access professional development opportunities and travel bursaries.

For more information

State Library welcomes public library staff to make contact in regard to any aspect of the management and operation of their library service.

State Library staff can also answer questions on any aspect of the partnership guidelines or explain what is required by any of the specific obligations in the Service Level Agreement for your council.

In continuing this partnership, we can realise the potential of public libraries now and into the future for generations to come.

Contact the Public Libraries Branch on pl@slq.qld.gov.au, or via phone on 07 3840 7807 for any further assistance.

Attachment 1 - Breakdown of IND councils by Remoteness Area Tiers

Public Library Funding is calculated in 'tiers' based on regional classifications which are defined by Remoteness Area values from the Australian Bureau of Statistics.

There are five tiers:

- **Tier 1 – Major Cities of Australia**
- **Tier 2 – Inner Regional Australia**
- **Tier 3 – Outer Regional Australia**
- **Tier 4 – Remote Australia**
- **Tier 5 – Very Remote Australia**

More information can be found on the Australian Bureau of Statistics website.

Council	TIER #	TIER DESCRIPTION
Banana (S)	Tier 3	Outer Regional Australia
Brisbane (C)	Tier 1	Major Cities of Australia
Bundaberg (R)	Tier 2	Inner Regional Australia
Burdekin (S)	Tier 3	Outer Regional Australia
Cairns (R)	Tier 3	Outer Regional Australia
Cassowary Coast (R)	Tier 3	Outer Regional Australia
Central Highlands (R)	Tier 3	Outer Regional Australia
Fraser Coast (R)	Tier 2	Inner Regional Australia
Gladstone (R)	Tier 2	Inner Regional Australia
Gold Coast (C)	Tier 1	Major Cities of Australia
Gympie (R)	Tier 2	Inner Regional Australia
Ipswich (C)	Tier 1	Major Cities of Australia
Isaac (R)	Tier 3	Outer Regional Australia
Livingstone (S)	Tier 2	Inner Regional Australia
Lockyer Valley (R)	Tier 2	Inner Regional Australia
Logan (C)	Tier 1	Major Cities of Australia
Mackay (R)	Tier 2	Inner Regional Australia
Mareeba (S)	Tier 3	Outer Regional Australia
Moreton Bay (R)	Tier 1	Major Cities of Australia
Mount Isa (C)	Tier 4	Remote Australia
Noosa (S)	Tier 1	Major Cities of Australia
Redland (C)	Tier 1	Major Cities of Australia
Rockhampton (R)	Tier 2	Inner Regional Australia
Scenic Rim (R)	Tier 2	Inner Regional Australia
Somerset (R)	Tier 2	Inner Regional Australia
South Burnett (R)	Tier 2	Inner Regional Australia
Southern Downs (R)	Tier 2	Inner Regional Australia
Sunshine Coast (R)	Tier 1	Major Cities of Australia
Tablelands (R)	Tier 3	Outer Regional Australia
Toowoomba (R)	Tier 2	Inner Regional Australia
Townsville (C)	Tier 3	Outer Regional Australia
Western Downs (R)	Tier 3	Outer Regional Australia
Whitsunday (R)	Tier 3	Outer Regional Australia

11.7 TASTE OF THE WORLD CULTURAL FESTIVAL PARTNERSHIP RENEWAL

File No:	6097
Attachments:	1. Taste of the World Cultural Festival Event Report 2023-2025 with images ↓
Authorising Officer:	Damon Morrison - General Manager Communities and Lifestyle
Author:	Mark Millett - Acting Manager Communities % Culture

SUMMARY

The report seeks Council's approval to continue the partnership model between Council and Central Queensland Multicultural Association for the delivery of the annual Taste of the World Cultural Festival for the next three years.

OFFICER'S RECOMMENDATION

THAT:

1. Council approves the renewal of an Event Support Agreement with the Central Queensland Multicultural Association (CQMA) for the purpose of the joint delivery of Taste of the World Cultural Festival annually for a three-year term commencing financial year 2026/27;
2. the Chief Executive Officer (Manager Communities & Culture) be authorised to negotiate the terms and conditions of the Event Support Agreement for execution by the delegated officer; and
3. a formal review of the partnership model be conducted following the 2028/29 event.

COMMENTARY

Council and the Central Queensland Multicultural Association (CQMA) have a long history of supporting multicultural celebrations across the region. Prior to 2010, Council, CQMA and Central Queensland University (CQU) collaborated to deliver a range of multicultural events at locations including the CQU grounds, Yeppoon beachfront, Rockhampton Heritage Village and the Rod Laver Plaza. From 2010 onward, these collaborations gradually transitioned into two separate flagship events: CQMA's Taste of the World, first held in 2010, and Council's Rockhampton Cultural Festival, delivered annually from 2011. During this time, community commentary questioned the value of maintaining two distinct multicultural celebrations.

Taste of the World was traditionally delivered each May on the Cremorne Lawn at the Rockhampton Showgrounds, while Council's Rockhampton Cultural Festival was held in August to align with Multicultural Queensland Month. In 2023, CQMA shifted its event to August, providing a strategic opportunity for a unified approach. The new timing reduced pressure on an increasingly congested Showgrounds calendar between late April and early June—which includes major events such as Rockynats, the Yearling Sale, Lifeline Book Sale, the Rockhampton Agricultural Show, Junior Beef, and the triennial Beef Australia, and opened the pathway for a collaborative delivery model.

Under the formal Event Support Deed signed in 2023, Council and CQMA partnered to deliver the 2023, 2024 and 2025 Taste of the World Cultural Festivals. CQMA retained responsibility for cultural programming, CALD community engagement, festival design and overall event direction, while Council provided marketing, event infrastructure, risk and safety management, waste and cleaning services, electricity coordination, venue support and event management support.

This division of responsibilities enabled both organisations to draw on their strengths and merge their long-standing multicultural celebrations into a single, free community event.

As part of refreshing the event's identity, CQMA placed strong emphasis on restoring grassroots, community-led event. The organisation relocated the festival to the riverbank precinct at Rod Laver Plaza, removed entry fees, and reinstated a policy of community-only food and information stalls, excluding commercial vendors. Non-cultural attractions such as rides and animal farms were removed to emphasise authentic cultural participation. To lower financial barriers for cultural groups and implement a standardised low-cost food stall model.

To support these changes, CQMA convened a community forum to engage directly with cultural groups and articulate the renewed vision. The response was highly positive, with significant interest across a wide diversity of communities. All food stalls, craft stalls and performance slots were filled without the need for a public Expression of Interest process. This strong uptake demonstrated genuine community ownership of the festival and reinforced the value of its renewed cultural focus.

The combined model has successfully aligned key multicultural celebrations, strengthened community engagement, and delivered a unified festival experience for the region.

A report on the past 3 years of the Taste of the World Festival is attached to provide further insights into the successes of the festival.

The partnership model between Council and CQMA has now been reviewed by the Major Venues team and has found strong evidence and demonstrated effectiveness in meeting Council's community, cultural and economic objectives. The partnership has strengthened multicultural networks, supported inclusive community participation, and successfully activated the Riverside Precinct through a unified, high-impact cultural event.

Based on these outcomes, it is recommended that Council continues its partnership with CQMA through a renewed and appropriately resourced Event Support Deed (attached) that reflects the operational needs and continued growth of the festival.

PREVIOUS DECISIONS

At the ordinary Council meeting on 27 June 2023, Council resolved:

THAT: Council supports the joint delivery of Tastes of the World for the next 3 years; and a review of the partnership delivery model be conducted following the 2026 event.

Moved by: Councillor Fisher

Seconded by: Councillor Smith

MOTION CARRIED UNANIMOUSLY

BUDGET IMPLICATIONS

The estimated financial cost to Council for the 2026/27 event is \$33,493. This amount is comprised of \$23,702 in direct costs such as marketing materials, traffic management fees and equipment hire. The remaining \$9,791 is made up of In-kind support through provision of an Event support officer to help coordinate the events.

Major Venues have allocated in the draft 2026/27 operational budget \$40,518 for the cultural festival (including contingencies). Annual CPI increments in costs and expenses are expected for future years.

Council maintains financial control of all event-related expenditure; no direct cash contribution is provided to CQMA.

LEGISLATIVE CONTEXT

The proposed decision to continue the Event Support Deed with CQMA has been assessed as fully compliant with the requirements of the *Local Government Act 2009* (Qld).

It accords with the Act's purpose to ensure accountable, effective and sustainable local government operations, and is consistent with all relevant local government principles relating to transparency, social inclusion, effective service delivery, proper governance and ethical behaviour.

Consideration has been given to the human rights protected under the Human Rights Act 2019 (Qld) and the application of these rights to this matter. The following human rights were identified as being engaged by the proposed decision:

- Cultural Rights – s.27: right to enjoy, maintain, control, protect and develop culture, and to engage with community.

Through the assessment process it was determined that the decision does not limit the above human right. Instead, the decision positively supports cultural rights by:

- enabling culturally and linguistically diverse (CALD) communities to freely express, celebrate and share their culture through food, performance and ceremony
- fostering an inclusive, culturally safe public event that strengthens multicultural networks
- removing barriers to participation (free entry, community-only stalls, reduced fees, centrally located site)
- creating a platform for intergenerational cultural connection and identity maintenance
- supporting Council's obligations to consider, protect and promote human rights when delivering services

The decision is therefore assessed as compatible with the *Human Rights Act 2019* (Qld).

LEGAL AND RISK IMPLICATIONS

The primary risks are operational and reputational which are mitigated through a formal Event Support Deed that clearly defines responsibilities between the parties.

CORPORATE/OPERATIONAL PLAN

Councils Corporate Plan 2022-2027:

Goal 2.1: Our places and spaces enhance the liveability and diversity of our communities

- The festival activates a major public space (Riverside Precinct), brings communities together, and reflects diverse needs through inclusive programming—aligning with Council's effort to encourage diverse community events and innovative use of places.

Goal 2.2: We support our communities through our activities and programs

- The festival provides opportunities for people to contribute, celebrates cultural identity, and strengthens community cohesion across more than twenty cultural groups, fulfilling Council's commitment to understanding community needs and supporting participation.

Goal 2.3: Our Region's heritage and culture are preserved and celebrated

- Through cultural performances, traditional food, craft stalls and intergenerational storytelling, the festival directly delivers Council's commitments to celebrate cultural diversity and preserve the region's cultural heritage.

Goal 3.3: Our work attracts visitors to the Region

- The festival attracts thousands of attendees, supports cultural tourism, and encourages visitors to stay longer and explore local businesses, aligning with Council's goal to design places and events that attract visitors.

Goal 1.2: We are respected and recognised for our engagement with the community and our contributions to the Region

- Through Council's visible partnership role, operational support, and collaboration with community groups, the event strengthens public confidence, inclusion and Council–community relationships.

Goal 4.2 & 4.3: We pursue innovative and sustainable practises & Our public spaces add value to our region and our communities

- The festival supports Council's environmental goals through waste management, clean event delivery, and activation of high-quality public spaces.

Operational Plan 2025-2026:

Action 2.1.2: We encourage diversity of community events and innovative uses of our places and spaces

- The festival directly fulfils this objective, offering a free, inclusive multicultural event that activates community spaces and enhances cultural participation.

Action 2.2.2 & 2.3.3: We provide opportunities for people to contribute to their communities & We acknowledge and celebrate the Region's cultural diversity

- With more than thirty cultural communities engaged across food, performance and arts, the festival delivers on Council's operational actions to support community involvement, celebrate multicultural identity and encourage cultural expression.

Action 3.3.2: We design places and deliver events that encourage visitors to come and stay

- The festival contributes to tourism, increases visitation in the CBD, and supports local economic activity through community stallholders, all aligned with Council's goal to deliver events that attract and retain visitors.

CONCLUSION

The partnership between Council and CQMA has proven highly effective in delivering a vibrant, inclusive and community led Taste of the World Cultural Festival. Over the past three years the event has grown, strengthened multicultural networks, activated the Riverside Precinct and attracted strong participation from a wide range of cultural communities.

The collaborative delivery model, combining CQMA's cultural leadership with Council's event and operational support, has demonstrated clear value and continues to meet community expectations for an authentic, free and accessible multicultural celebration. The proposed annual budget allocation will support the ongoing delivery and growth of the festival across the next three years.

Given the positive outcomes and strong alignment with Council's community and cultural objectives, it is recommended that Council continue its partnership with CQMA through a renewed Event Support Agreement, with a full review to be undertaken following the 2028 event.

TASTE OF THE WORLD CULTURAL FESTIVAL PARTNERSHIP RENEWAL

Taste of the World Cultural Festival Event Report 2023-2025 with images

Meeting Date: 21 April 2026

Attachment No: 1



Event Report 2023-2025

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Summary & Recommendations

Summary and Background

The 2023, 2024 and 2025 Taste of the World Cultural Festival was delivered through a formal Event Support Deed between Central Queensland Multicultural Association (CQMA) and Rockhampton Regional Council (RRC). Under this partnership model, CQMA retained responsibility for overall event direction, cultural programming, CALD community engagement and festival design, while RRC provided the event infrastructure, risk and safety oversight, marketing support and event management expertise. This approach enabled both organisations to contribute their respective strengths and deliver a unified cultural celebration that combined CQMA's established Taste of the World with RRC's established Rockhampton Cultural Festival into a single, community-centred event for the Rockhampton region.

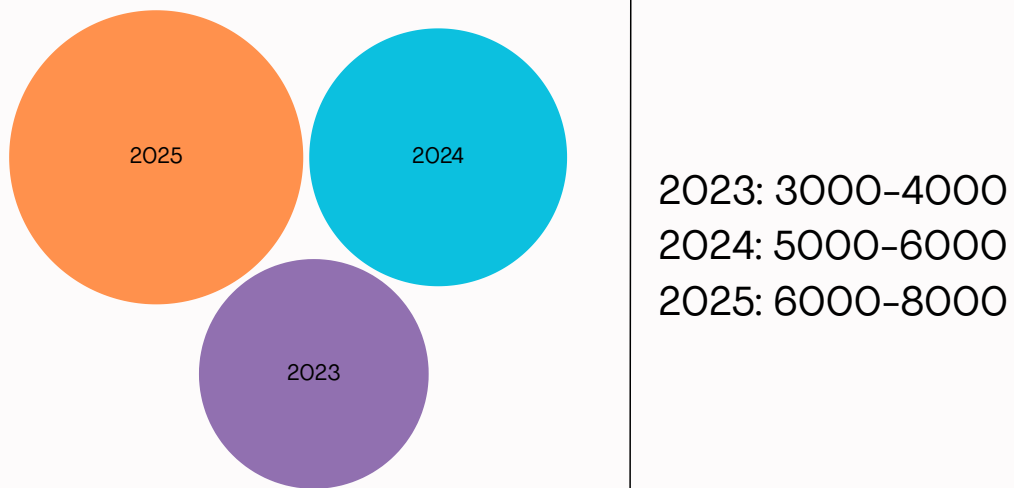
CQMA placed significant emphasis on returning the festival to its grassroots community focus, making a series of strategic changes to strengthen cultural ownership and reduce barriers to participation. These included shifting the event to August to coincide with Multicultural Queensland Month, relocating the festival from the Showgrounds to the Riverside precinct, removing entry fees, and limiting the festival strictly to community-run food stalls rather than commercial vendors. CQMA also removed non-cultural attractions such as petting zoos and rides to keep the focus on authentic cultural expression. Importantly, the organisation reduced participation costs for community groups by providing a standardised food stall setup for a minimal fee.

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To support these changes, CQMA convened a community forum to engage directly with cultural groups and discuss the refreshed vision for a community-led festival. The response was overwhelmingly positive. Interest increased immediately and has remained strong, across a broad range of cultural communities, resulting in all available food stalls, craft stalls and performance slots being filled without the need for a public Expression of Interest process. This level of demand reinforces the value of the festival's renewed focus on authentic cultural participation and demonstrated strong community ownership of the event.



Attendance and Participation



Participation Growth

Participation in the community cultural events program has continued to significantly grow year on year, demonstrated by a marked increase in enquiries from community food stall operators, cultural performers and local stallholders seeking to participate. This rising demand reflects strong community ownership of the event and its importance as a platform for cultural expression and connection. Due to the volume of interest in 2024, CQMA received more applications than the event footprint could safely and practically accommodate, resulting in some groups regrettably having to be turned away. In 2025, this was rectified by expanding the event site to include Quay St, which was closed to vehicular traffic for the day. This increase in participation highlights both the success of the festival and the continued need to explore future opportunities for expanded capacity to ensure broader community inclusion in coming years.

Attendance and Participation

Demographic Reach

The demographic reach of the festival reflected a broad and inclusive cross-section of the community, attracting families, young people, adults and seniors, with strong representation across cultural groups. Although regional visitor numbers are not formally measured, the attendee mix demonstrated clear cultural diversity both in participation and audience presence. A total of over thirty cultural communities from the Rockhampton region were represented through performances, food stalls, cultural displays and general attendance. These included the Bengali, Filipino, Fijian, Indonesian, Chinese, Colombian, Indian, Brazilian, Sri Lankan, Torres Strait Islander, French, German, Thai, Bangladeshi, Vietnamese, Nepalese, Papua New Guinean, Zimbabwean, Māori (NZ), Samoan, Tongan and Australian communities, as well as Indigenous Australian groups. Their combined involvement reflects the festival's growing role as a significant platform for cultural celebration and community connection across the region.



Community Engagement

Local Group Involvement

Youth and community participation increased year on year and remained a defining feature the 2025 festival, with strong engagement from a diverse range of cultural groups whose performances contributed significantly to the event’s vibrancy and cultural depth. The program over the last three years has proudly displayed the talents of the Boori Burra Aboriginal Dance Group, Rockhampton Girls Grammar School Pasifika Girls, the St Brendan’s College Torres Strait Islander and Indigenous dancers, and the Warama Culture Dancers, each bringing culturally grounded performances that resonated strongly with audiences. These youth-led and community-based groups not only demonstrated cultural pride but also reinforced the festival’s role in supporting intergenerational cultural transmission and fostering a sense of belonging.



Community Engagement

Local Group Involvement



The involvement of workers from the Pacific Australia Labour Mobility Scheme (PALM) created meaningful pathways for new residents to build a sense of belonging in Rockhampton. Participation in the festival allowed PALM workers to experience Australian community life, volunteerism, and workplace culture within a friendly, culturally safe environment. Through this engagement, many individuals naturally emerged as community connectors within their cultural groups—including the Solomon Islands, PNG, Kiribati, and Fiji communities. One standout example was the Solomon Islands band Kahuto, who were first identified through PALM engagement activities and went on to perform as the opening act for invited artist Joe Tee at the 2025 festival.

The festival has continued to be an accessible and welcoming event for people with disability. Notably, students who completed the CQMA Certificate III in Individual Support attended with their clients, participating in the festivities together. Their presence highlighted the importance of creating inclusive public spaces where people of all abilities feel comfortable, supported, and able to engage fully in community life.

Community Engagement

Local Group Involvement

CQMA's food preparation workshops and pre-festival support sessions at the Rockhampton Showgrounds had a strong positive impact on community stallholders. Access to commercial kitchen facilities and cold-room storage over two days removed major financial and logistical barriers, enabling stallholders to prepare their food safely, efficiently, and confidently. This support contributed directly to smooth festival operations and empowered community groups to participate without undue burden.

The Food Handling and Safety workshops delivered by RRC's Food Safety team provided practical, hands-on learning tailored specifically to new and emerging stallholders. The training—delivered at the CQMA site with simulated stall setups—helped participants clearly understand requirements while building confidence in working with food inspectors and meeting compliance standards. Just as importantly, these workshops created opportunities for relationship-building, peer support, and shared learning among diverse cultural groups.

Overall Community Impact

Across 2023–2025, the festival delivered a genuinely inclusive community experience that fostered confidence, skill-sharing, and cross-cultural relationships. It enabled new and emerging communities to participate meaningfully, strengthened visibility for culturally diverse groups, and built long-term connections across the region. These outcomes underscore the value of continued support for the festival as it moves into the 2026–2028 period, ensuring it can continue to grow while delivering meaningful, community-led impact.

Community Engagement

Feedback

“The traditional performances were incredible — you can really feel the pride and integrity behind them.”



“The cultural activities were a highlight for our kids — the world map activity really helped them learn and connect.”

“It was beautiful to see so many cultures represented in one place,” and “Seeing people in traditional dress from all over the world made the festival feel truly special.”



“The atmosphere is so warm and welcoming — I felt comfortable, included and safe, even attending on my own.”

Cultural Impact

Cultural Diversity Representation

The Taste of the World Cultural Festival continues to demonstrate a strong and growing cultural footprint, with a wide range of cultural communities represented through food, performance, workshops and storytelling. The festival over the three years, has featured more than thirty cultural communities, as mentioned above, all contributing to the cultural program, food stalls or craft stalls.



Accessible & Inclusive

The festival has continued to position itself as an accessible and inclusive community event. Strategic decisions introduced under the CQMA–RRC partnership, such as free admission, removal of commercial stallholders, reduced participation fees for cultural communities, and the shift to a central riverside location, were intentionally designed to remove barriers to access and increase participation from smaller and emerging cultural groups.

The site’s open layout (extended in 2025) multiple access points, and mixture of shaded seating, food areas and open viewing spaces further supported accessibility. The festival’s partnership with Multicultural Australia and their Luminous Parade and Lantern Workshop provided additional culturally safe and family-friendly activations that enhanced inclusiveness for attendees of all ages.

Strengthening Cultural Networks

A significant cultural impact of the festival has been the strengthening of relationships between RRC, CQMA and the region’s cultural communities. The Event Support Deed formalised a collaborative working model whereby CQMA led cultural engagement and RRC provided infrastructure, risk management, event expertise and marketing support. This structure enabled both organisations to work to their strengths and reinforced RRC’s role as a visible, trusted partner in multicultural engagement.



Economic & Vendor Success

Although no formal sales data was collected, stallholders consistently reported that their participation was financially successful, with every community-run food stall operating at a surplus across all festival years. Importantly, all profits are reinvested directly back into the cultural associations or community groups that run the stalls, supporting ongoing cultural programming, community services, and organisational sustainability. This model creates a localised economic multiplier effect, where revenue generated at the festival circulates back into the community rather than into commercial markets. Additionally, the festival has inspired several groups to explore pathways into the food economy, with some expressing interest in developing micro-enterprises or transitioning into commercial food vending at other events —demonstrating clear signs of grassroots economic activation, entrepreneurial capacity-building, and increased participation in Rockhampton’s cultural and small-business sector.

Stallholder satisfaction has remained consistently high across all three years of the festival, with most community groups returning annually and new and emerging cultural communities frequently enquiring about participating. This strong repeat engagement reflects the festival’s supportive, accessible, and community-centred model, which allows cultural groups to showcase their heritage in a safe and celebratory environment while benefiting directly from their stall operations. The growing number of enquiries each year demonstrates not only the festival’s expanding reputation but also the increasing confidence and visibility of emerging communities across the Rockhampton region.



Marketing and Communications

Media Outcomes

Across the 2023, 2024 and 2025 Taste of the World Cultural Festivals, a coordinated suite of marketing, media and promotional activities was delivered to ensure strong visibility and engagement across the region. In the first year of the partnership, RRC and CQMA collaborated to develop a new brand package, including a refreshed festival logo, which informed the creation of a full suite of new on-site signage reflecting the updated branding. This identity was refined and refreshed each subsequent year to maintain consistency and support ongoing recognition. Annual marketing activities included updating print and digital collateral with current event information, refreshing posters, digital signage and wayfinding elements, and producing new event signage as needed. Joint marketing campaigns further strengthened festival exposure through print flyers, press advertising and electronic direct mail. Media support also played a key role, with the preparation and distribution of media releases, coordination of media opportunities and delivery of additional media-related tasks to maximise coverage. These opportunities frequently featured CQMA members representing diverse cultural communities, helping to highlight the festival's cultural richness and amplify authentic community voices. RRC additionally provided support to CQMA to enhance the festival's social media presence, boosting online engagement and elevating cultural storytelling across all three festival years.



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Community Engagement

Stakeholder Feedback



MULTICULTURAL AUSTRALIA

The continued partnership with Multicultural Australia has strengthened the festival's cultural programming, with the Luminous Lantern Making Workshops and Lantern Parade now recognised as signature features of the event. These activities provide accessible, hands-on creative experiences that draw strong participation from children and young people, helping them feel included and engaged in the festival atmosphere. Although no formal feedback tool was used this year, informal comments gathered on the day supported the online sentiment: families valued the opportunity for their children to participate directly in a visually spectacular community tradition. The Lantern Parade, described as a highlight of the festival with handmade lanterns from local families and communities, also fosters a strong sense of belonging for new Queenslanders and long-standing residents alike, reinforcing the festival's role in building connection and shared celebration.



Community Engagement

Stakeholder Feedback

QMAG

QUEENSLAND MAGNESIA

QMAG has demonstrated strong and ongoing commitment to the Taste of the World Cultural Festival, generously sponsoring the event for the past two years and already expressing its intention to continue this support in 2026. Their involvement extends beyond financial sponsorship, with employees and their families actively volunteering during event setup and participating as attendees. As shared by Bikash Gautam from the Community Liaison Team: “Our employees and families also attended this event and volunteered with the setup; they were incredibly impressed to see how food from so many different cultures could bring thousands of people together. It was a fantastic experience for QMAG. Comment from the visiting GM – was excited to hear that QMAG are involved in the festival. Thank you for organizing such a successful event.” This enthusiastic feedback reflects QMAG’s genuine appreciation for the festival’s impact and reinforces the strength of the partnership moving into future years.



Community Engagement

Stallholder Feedback Indian Stall - Gokul & Mathi GG's Indian Kitchen

Gokul and Mathi, who began as festival stallholders and went on to open their licensed restaurant GG's Indian Kitchen in 2025, reflected on the profound personal and community impact of their involvement:

“The Taste of the World cultural festival has always been special to us... Taking part in the festival means we can share our culture and our food... Every encounter with a customer has helped build our relationship with the community... The experience was phenomenal from both a customer and vendor perspective.”

Their journey from community stall to established food business demonstrates how the festival supports local entrepreneurship and cultural visibility.



Community Engagement

Stallholder Feedback Mexican Stall Emerging Business ‘Las Patronas’

Newly arrived in Rockhampton, the Mexican stallholders described the festival as a transformative experience that helped them overcome isolation, build new connections, and discover the confidence to pursue their own food business venture:

“As a newcomer, being part of Taste of the World was a great experience... I came to Rockhampton with no family or friends... then I started meeting people... The festival brings people together—I met amazing people from Rocky who were eager to taste more food from my home country.”

They also highlighted the supportive festival environment and CQMA’s guidance: “CQMA broke the barrier between Rockhampton Regional Council and us... They gave us guidance and connected us with the right people... That experience by itself is golden.”

This connection ultimately led to the creation of their emerging business, Las Patronas Mexican Flavours.



Summary & Recommendations

Summary

Taste of the World Cultural Festival held in 2023, 2024 and 2025 has successfully delivered a high-quality, inclusive and culturally vibrant event that aligned strongly with RRC's community, cultural and economic development objectives. The festival demonstrated significant community value through strong attendance, diverse cultural representation, high levels of engagement with activities, and positive feedback from participants, vendors, and cultural groups.

The event strengthened relationships between RRC and the region's multicultural communities, providing a platform for cultural pride, storytelling and connection. Engagement with community groups and stallholders contributed positively to the local economy, while strong marketing reach helped increase awareness and community participation. Operational delivery remained well-coordinated, with a safe event environment that was flexible to change, effective crowd management & movement and positive volunteer contribution.

Recommendations

It is recommended that RRC enter into a revised Event Support Deed with CQMA for delivery of the Taste of the World Cultural Festival from 2026 onwards.

The new deed updates RRC's Roles & Responsibilities to reflect expanded work that now goes beyond infrastructure and event-day support. RRC's responsibilities now include:

- Traffic management planning, including a Traffic Guidance Scheme and full Quay Street road closure, due to larger crowds and footprint.
- Continued specialised risk and safety management, including development of detailed safety controls and culturally specific risk mitigation (e.g., Coconut Husking Competition Indemnity Form).
- Delivery of Food Safety Workshops for community food vendors to ensure compliance and build capacity among diverse volunteer stallholders.
- Enhanced waste management, amenities and environmental controls in response to higher stall numbers, attendee growth and increased operational needs.
- Broader event management duties, including additional staffing, extended site oversight and increased setup and pack-down requirements.

These expanded tasks incur costs not covered under previous deeds. As the festival grows in scale, cultural representation and attendance, updated financial contributions are needed to maintain safety, accessibility, cultural integrity and operational efficiency. Revised funding will support traffic control, additional staffing, safety planning, waste services, amenities and essential pre-event training such as food safety workshops.

Given the festival's strong alignment with RRC's community, cultural and economic priorities—and its success in fostering inclusion, strengthening multicultural networks and activating the Riverside Precinct—continuing the partnership with CQMA through a renewed, adequately funded Event Support Deed is recommended.

2023



2024



2025



12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 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

15 CLOSURE OF MEETING