

OVERVIEW – Assistance to Sport and Recreation Organisations for Capital Projects

Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2018-2023. <https://www.frasercoast.qld.gov.au/corporate-plan>

- To be a diverse, strong and well governed region of vibrant places, with an innovative and diverse economy and connected as a whole by our community spirit and respect for our natural environment.
- To make a positive difference for the region and the lives of our community members by ensuring we provide a service that is forward looking and well managed.

Council determines the total allocation of funds to the community grants program through its annual budgetary processes. The number and types of grants approved by Council will depend on the demand for funding, the available program budget and corporate priorities. In some instances, part funding may be offered. Funding priorities for individual grant programs will be regularly reviewed to ensure their relevance and they continue to meet Council objectives.

Fraser Coast Regional Council's Sport and Recreation Capital Projects Fund offers eligible community organisations the opportunity to apply for one-off funding to develop infrastructure that assists in the growth and engagement of sport or active recreation in the Fraser Coast region.

Objectives

The purpose of the Sport And Recreation Capital Assistance Fund is to:

- assist the long term sustainability of community sport and active recreation groups who play a vital role in providing avenues for increased participation in physical activity and improving the health and wellbeing of the Fraser Coast Community; and
- build capacity in the sporting and active recreation community to meet and respond to Council's goals, as outlined in the Corporate Plan.

Council encourages community organisations to actively share resources and will look favourably on joint club applications or multi-use projects.

Council uses the Australian Sports Directory to confirm whether a sport or recreational pursuit is recognised.

Please check this list before you commence an application. https://www.sportaus.gov.au/australian_sports_directory

The grants processes and procedures provide a framework for the grants program to ensure an equitable, accountable and transparent process for the distribution and acquittal of funding, in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Funding available

The maximum funding provided will be based on the available funds allocated by Council in any budget year. The total funding pool for the 2019/2020 budget year is \$250,000.

All project applicants are required to make a minimum cash contribution of 20% towards the overall project costs. Contributions above the 20% threshold either in cash or in-kind will be favourable considered.

Council will fund a maximum of 80% of the project costs to a maximum of \$10,000 for approved applications.

In the 2019/2020 year, smaller projects seeking funding between \$5,000 and a maximum \$10,000 across key target areas of security, shade, water sustainability and canteens will be considered by Council.

Organisations are encouraged to apply for funding from other relevant funding bodies as well as the Fraser Coast Regional Council.

Council does not guarantee to match or complement funding obtained from other bodies.

No applicant can be guaranteed funding nor can an applicant be guaranteed funding of the full amount requested. Applicants should consider these limitations when preparing their request for assistance.

Rejection of an application does not necessarily mean that the project or activity is not worthy of support.

The recommendations to and the decision of the Fraser Coast Regional Council are final.

Logistics

There will be one funding round per financial year.

Projects cannot start until a Funding Agreement has been signed by the applicant and Council.

Projects and activities are to be completed within twelve months of the approval date (unless a variation has been approved).

Assistance, Assessment and Approval Responsibilities

Council's Sport and Recreation Officer is available to assist local groups to develop and submit project applications. Applicants must discuss their project prior to commencing an application with Council's Sport and Recreation Officer on 1300 79 49 29 or email sports@frasercoast.qld.gov.au.

Projects for priority consideration in the 2019-20 round included:

- **Security** – Applicant must include evidence of consultation with Queensland Police Service, Community Policing Unit. Community Safety Audit is available free of charge to community groups. Audits should provide direction for actions planned for in any application.
- **Shade** – Applicants must comply with Council's Sun Smart Policy and consult with Council's Open Space and Environment Unit. <https://www.frasercoast.qld.gov.au/documents/4362881/41583706/Sunsmart.pdf>
- **Water Sustainability** – Applicants must include evidence of consultation with Council's Business Services Unit, Wide Bay Water and Waste.
- **Canteens** – Applicant must include evidence of consultation with Council's Environmental Health Section.
- **Other** – Projects may be considered for other activities where strong evidence of need is included.

Applications will be assessed by an appointed Assessment Panel.

Applications will be assessed on the basis of eligibility and selection criteria outlined in these guidelines.

Secretariat and advisory services to the Assessment Panel are provided by Council's Grants Officer and Executive Manager Tourism Economic Development and Partnerships, or other nominated delegates.

Priority for funding

Priority for funding under the Fraser Coast Regional Council Sport and Recreation Capital Assistance Fund Grant will be given to proposals which:

- enhance or establish regionally significant sporting facilities;
- enable multi-use (i.e. can be used by more than one sporting code or club);
- are financially sustainable and provide infrastructure that enables economic growth;
- increase participation opportunities in sport or active recreation; and/or
- increase the safety of existing facilities.

ELIGIBILITY

Who can apply to Council's Sport and Recreation Capital Projects Fund?

Not for profit incorporated community organisations can apply for a Community Grant provided they meet the following criteria:

- The organisation:
 - Is based within the Fraser Coast local government area;
 - Is a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for the grant program;
 - Has appropriate insurances and adheres to sound Workplace Health and Safety practices;
 - Has met acquittal conditions for any previous Council grants;
 - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to.
- The project or activity is aligned with Council's strategic goals and priorities and benefits the residents of the Fraser Coast Regional Council Local Government area.

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced and administered by an incorporated not-for-profit community organisation that meets the criteria outlined above and is willing and able to accept legal and financial responsibility for the grant.

The Sport and Recreation Capital Assistance Fund will enhance regular and ongoing participation opportunities by increasing sporting facilities or improving the standard of existing facilities across the Fraser Coast.

The strongest proposals will:

- remove barriers to promote inclusion in sport such as upgrading the provision of disability access, amenities for female participation and officiating amenities;
- demonstrate cultural inclusivity;
- develop environmentally sustainable sport / active recreation facilities for positive environmental impact.

Examples of projects that could be funded in this Round include:

Security

- installation of fixed or mobile CCTV camera;
- installation of security lighting;
- installation of alarm systems;
- installation of swipe access;
- installation of fencing, gates, bollards.

Shade

- construct new shade structures;
- purchase portable shade;
- plant natural shade;
- repair to existing shade;
- purchase sun protective items.

Water Sustainability

- installation of water efficient devices;
- installation of irrigation systems;
- installation of water tanks;
- consideration of using recycled water.

Canteens

- replacement or upgrading of electrical appliances, wiring and/or equipment;
- purchase of canteen appliances eg coffee machines, pie warmers;
- purchase of whitegoods.

Other

- critical repairs

Who cannot apply to Sport and Recreation Capital Projects Fund?

- Government agencies or Departments of local, state or federal government;
- Educational, religious, political or medical organisations, where the application is for the organisation's core business – significant broader community benefit must be demonstrated in the application;
- Commercial businesses and enterprises – except for Events Grants as specified in those Guidelines;
- Individuals;
- Not for profit community organisations with a liquor and/or gaming license or a supporters/associated club that commercially trades seven days a week.

Ineligible projects

Applicants must demonstrate that their projects meet the fund objectives as outlined in these guidelines. Proposed projects will be assessed according to the criteria outlined.

Council will not consider applications that:

- Are retrospective and are for projects/activities that have already commenced;
- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Do not support Council's Corporate Plan 2018-2023;
- Do not comply with any applicable legislative requirements;
- Request funding for general operating costs;
- Cause offence to disadvantaged or minority groups;
- Promote gambling, smoking and/or consumption of other addictive substances;
- Are for activities or services run solely for fundraising or charitable purposes; and
- Might be funded from other sources. Council assistance will be provided to applicants where other funding sources are identified during assessment.

The Sport and Recreation Capital Assistance Fund will not fund projects:

- on private land where there is no benefit to the community's interests in sport and active recreation;
- related primarily to operational expenditure, including but not limited to administrative or running costs and/or regular repairs and maintenance;
- related to marketing, advertising or product promotion;
- for the maintenance or construction of local roads or other core service infrastructure works that are the ordinary responsibility of council or other level of government;
- related to engaging or paying permanent employees;
- for the purchase or lease of land.

Selection criteria

Organisations will need to demonstrate:

- the project need and how it was identified; including strategic planning that supports the application
- how the project fits with Council's Corporate Plan Themes (Corporate Plan pg 7)
- broad community benefits from the planned activity or project and how these will be measured;
- willingness to work cooperatively and collaboratively with other organisations where appropriate;
- a significant input to the project by the applicant (in either funds, labour or in-kind support) (20% cash minimum);
- value for money; and
- strong application quality and organisational history.

Application and approval processes

1. Council will publicise availability of its grants programs on Council's website and social media sites, in the local paper and by direct email to individuals/organisations listed on the Grants Distribution list. Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.
2. Council's grant programs are based on-line. The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced. The online form is the only method for submitting an application.
If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.

Once an application has been started, a number of people within the organisation can work on the application using the same login and password (only one person can be logged in at a time).
Council officers are available to provide advice to community organisations. They can assist organisations to identify additional and/or alternative sources of funding relevant to their project or activity. For help with the questions within the application form, assistance can be provided by Council's Sport and Recreation Officer. Contact information is contained within the application form.
3. When applications are submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records.
If email confirmation is not received then the application has not successfully lodged. Contact Council's Grants Officer for assistance grants@frasercoast.qld.gov.au
4. Applications will initially be assessed by the Grants Officer to confirm organisational and project eligibility. If the grant round has not yet closed, and errors are identified, the Grants Officer will endeavour to work with the applicant to correct the application.
Any amendments must be undertaken within the open application status of the Grant Application Round.
5. After the Grant Round closes, an Assessment Panel will be convened and assessment of applications will be undertaken. The Assessment Panel makes recommendations for project grant funding to Council for the final decision. In assessing the grants, Council will:
 - Ensure public monies are allocated in a fair and equitable way
 - Ensure the best possible value for money.
 - Decisions in the Sport and Recreation Capital Projects Fund allocations are made by the Council and are final and not open to appeal.
6. Once Council has decided grant funds allocations, applicants will be advised of the outcomes. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Advice on how to seek this feedback will be provided with the outcome advice.

Grant acquittal requirements and conditions

1. All successful applicants will be required to enter into a funding agreement with Council and acquit funds within the allocated timeframes.
2. Acquittal forms will be available to successful applicants on Council's website.
All questions must be completed on the acquittal form and evidence supplied including:
 - receipts;
 - photographs of activities;
 - proof of Council acknowledgement (logo placement on flyers, advertisements, social media etc)
3. Successful applicants will be required to actively and publicly acknowledge Council's support. The level of acknowledgement will be determined by the amount funded and will be outlined in the funding agreement.
4. All projects must be completed within twelve (12) months of the Funding Agreement being executed.
5. Unspent grant funds must be returned to Council within 60 days of the project completion.
6. Changes must not be made to the approved project or activity without the prior agreement of Council. Council will endeavour to approve changes where the level of community benefit is maintained as per the application.

Application checklist

The following is a checklist of documents and actions that are required for your application.

	Yes	No
Organisation details		
Generic club email address, which could be linked to your peak body	<input type="checkbox"/>	<input type="checkbox"/>
Latest audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Incorporation https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Club decision to lodge the grant application	<input type="checkbox"/>	<input type="checkbox"/>
Project Scope and Objective		
Project brief/scope of works	<input type="checkbox"/>	<input type="checkbox"/>
Articulating 'the program outcomes' and demonstration of need / benefit	<input type="checkbox"/>	<input type="checkbox"/>
Current and expected use of facility	<input type="checkbox"/>	<input type="checkbox"/>
The project demonstrates opportunity to increase sport and recreation participation.	<input type="checkbox"/>	<input type="checkbox"/>
Project grant request is between \$5,000 and \$10,000 (Total project cost \$6,000 or more)	<input type="checkbox"/>	<input type="checkbox"/>
Budget information		
Financial co-contribution of minimum 20% CASH	<input type="checkbox"/>	<input type="checkbox"/>
Calculation of financial values of 'in-kind' contributions or donations	<input type="checkbox"/>	<input type="checkbox"/>
Project budget (including staged costing) – exclusive of GST	<input type="checkbox"/>	<input type="checkbox"/>
Written Quotes for items over \$1,000 – exclusive of GST	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of other confirmed funding sources	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of support from other funding partners / information on any other project funding sources	<input type="checkbox"/>	<input type="checkbox"/>
Support and permission		
Endorsement by peak sporting body or sport service provider (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
Development/building approval (if required)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of tenure	<input type="checkbox"/>	<input type="checkbox"/>
If tenured on council land email: commercial.leasing@frasercoast.qld.gov.au to obtain evidence of lease	<input type="checkbox"/>	<input type="checkbox"/>
Land owner permission	<input type="checkbox"/>	<input type="checkbox"/>
Support from other user groups	<input type="checkbox"/>	<input type="checkbox"/>
Joint use agreement or similar	<input type="checkbox"/>	<input type="checkbox"/>

Organisation details that may be requested by Council

Organisation contact details, including committee/board members	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of currency (minimum \$20 million public liability)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of club strategic planning (strategic plan / business plan / forward plan etc)	<input type="checkbox"/>	<input type="checkbox"/>
Link to your peak body (reasoning will be required as to why there is no peak body)	<input type="checkbox"/>	<input type="checkbox"/>

Planning details that may be requested by Council

Schematic plans/sketch design/site plans and endorsement by the project partners/committee evidence	<input type="checkbox"/>	<input type="checkbox"/>
Project timelines/stages	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of risk assessment/management of the project	<input type="checkbox"/>	<input type="checkbox"/>

CATEGORIES OF FUNDING – FURTHER INFORMATION AND RESOURCES

SECURITY

Must consult with Community Policing (Crime Prevention Programs) for the Fraser Coast.

Contact: dcpc.maryborough@police.qld.gov.au who will arrange for a Site Audit to be undertaken.

Premises security and crime prevention

Appropriate security measures should be in place to protect all aspects of your business, regardless of what kind of premises you operate from. For businesses that operate from commercial premises or factories, security is especially important to prevent crimes such as robbery and vandalism.

A comprehensive security plan that details security measures and staff training is essential for all businesses that operate from premises.

Before you create a security plan, you need to identify risks to your business.

It is useful to carry out a business risk assessment, which covers the possible threats to property, stock, IT systems and data, and personnel.

Business owners also need to plan for what to do in the event of an incident. A business continuity plan details how to keep your business up and running in the event of a security breach.

Queensland Police Service can provide advice on security measures that could help protect your business, the importance of staff training, and how to prepare for and respond to an incident.

Information available through Queensland Police Service

- Premises security planning and crime prevention
 - Electronic security alarm systems
- Premises security measures
 - Business security assessment forms
- Managing premises security
- Premises security planning for staff

Information flyer – Business Security - <https://www.police.qld.gov.au/sites/default/files/2019-08/Business%20Security%20-%20English.pdf>

Information flyer – Property identification - <https://www.police.qld.gov.au/sites/default/files/2019-08/Property%20Identification%20-%20English.pdf>

Information available through Neighbourhood Watch

Business Security Assessment - <https://www.nhwq.org/wp-content/uploads/Business-Check-Web.pdf>

The Commonwealth government's Safer Communities Fund grants (no current rounds) supports community organisations and local councils with grants for crime prevention initiatives aimed at reducing crime, violence, anti-social behaviour and/or other security risks driven by racial and/or religious intolerance.

Project activities could include:

- Infrastructure activities, such as installing
- fixed or mobile CCTV camera
- security lighting
- fencing and gates
- bollards
- external blast walls and windows
- security and alarm systems
- public address systems
- intercoms and swipe access

SHADE

Must consult with Council's Open Space and Environment Unit.

Council contact: Executive Manager, Open Space and Environment Unit who will arrange for a site visit to inspect the site and discuss sustainability options and priorities.

New permanent shade

Permanent shade structures should only be undertaken on land you own, or on land you have permission to use by way of a lease. Applicants must demonstrate they have the owner's permission to undertake the erection of permanent shade. This should be demonstrated through a letter of owner approval.

Projects that may be funded include permanent and adjustable/retractable systems that are designed to last at least 10 years. Eligible permanent shade structures include, but are not limited to, solid shelters, pergolas, canvas awnings and shade sails. Permanent shade systems must be installed / constructed by a registered builder.

Repair or replacement of existing permanent shade

Projects that may be funded include the repair or replacement of damaged permanent shade structures mentioned above. The repair or replacement must be substantial and significantly impact the current functioning of the shade structure. This category includes repair or replacement of one or more components of damaged permanent shade structures. Where the entire structure is being replaced, this is considered 'new permanent shade', not repair and replacement.

Natural shade

Projects that may be funded include the purchase and planting of trees with the purpose of providing long term shade. Generally, the larger the tree canopy, the greater protection from both direct and indirect UV radiation. When selecting shade trees, applicants can consider Australian native (indigenous) trees or exotic (introduced) species. Other considerations include:

- how much shade the trees will create
- suitability to the local climate and soil type
- whether they are suited to the physical conditions of the site, such as trees with roots that may invade nearby buildings, paths and drains
- choosing younger plants as they adapt more readily to new conditions than mature plants and are cheaper.

Note: Applicants are to provide evidence of consultation and advice from Council's Open Space and Environment Unit. It is unlikely that a project will be funded if it does not follow the advice provided.

Portable shade

Projects that may be funded include the purchase of portable shade structures such as tents and marquees. Portable shade enables a quick, seasonal solution for shade provision in sporting and recreation clubs, community and other groups using public outdoor venues.

Note: Branding and logos will not be funded by the Program. If required, these must be self-funded by the applicant organisation.

For each site, the following information should be considered and addressed in your application:

Permanent shade details

Describe the type of permanent shade you are applying for and the location of where the permanent shade will be erected

Provide details of what site preparation is required

- Describe the anticipated ongoing maintenance of the permanent shade structure
- Will shade cloth be used? If shade cloth will be used, what UV Radiation Protective rating is it?
- Are council permits/approvals required for the construction of the permanent shade? Have these been factored into the timeline of the project.
- Do you have landowner approval?
- Has the structure been designed by person/s with appropriate engineering, safety and risk management expertise? Confirm that the structure will be installed or constructed by a registered builder and will comply with all relevant building codes and standards required by law.
- Attach 'Before' photograph of site and a Google 'aerial' image of site

To obtain a Google aerial image, search for your organisation's address in Google then change the viewing mode to 'Satellite'. The image must be of the entire grounds to provide an indication of the level of shade available at your organisation's location. To upload the image to this form, screenshot the Google image and save the image. Visit the following link for instructions on [how to change to 'Satellite' mode](https://support.google.com/maps/answer/3092439?hl=en&co=GENIE.Platform=Desktop) <support.google.com/maps/answer/3092439?hl=en&co=GENIE.Platform=Desktop>.

Repair/replacement of existing permanent shade details (if applicable)

- Describe the type of repair/replacement of shade required
- Location of where the repair/replacement is located
- Provide details of what site preparation is required
- Describe the anticipated ongoing maintenance after repairs/replacement is completed
- Confirm that the structure will be installed or constructed by a registered builder
- Attach 'Before' photograph of site

Natural shade details (if applicable)

- How many trees will be planted? Describe the proposed tree species for planting. What is the maturity of the trees to be planted? (Sprout/shoot, seedling, sapling, give an indicative size)
 - What consultation was undertaken to select the species and location of planting?
 - What is the average time taken to reach maximum maturity after planting?
 - Has consideration been given to features of the site which may impact tree planting, such as underground pipes and soil type? Provide details of what site preparation is required.
 - Describe the anticipated ongoing maintenance of the trees? How will your organisation ensure ongoing maintenance is undertaken and funded?
 - Attach 'Before' photograph of site and a Google 'aerial' image of site
- To obtain a Google aerial image, search for your organisation's address in Google then change the viewing mode to 'Satellite'. The image must be of the entire grounds to provide an indication of the level of shade available at your organisation's location. To upload the image to this form, screenshot the Google image and save the image. Visit the following link for instructions on [how to change to 'Satellite' mode](https://support.google.com/maps/answer/3092439?hl=en&co=GENIE.Platform=Desktop) <support.google.com/maps/answer/3092439?hl=en&co=GENIE.Platform=Desktop>.*

Portable shade details (if applicable)

- Describe the type and number of portable shade structures you are applying for
- Where will the portable shade/s be used? (One main location, multiple sites)
- Does the portable shade solution comply with all relevant safety standards required by law? How will the portable shade be used? Why have you chosen portable shade? Describe how the proposed portable shade will be stored – how will it remain in good and safe condition for the life of the structure?

WATER SUSTAINABILITY

Must consult with Wide Bay Water's Business Services Unit.

Council contact: Business Services Manager, Wide Bay Water and Waste who will arrange for a site visit and discuss sustainability options and priorities.

The preferred focus is for the development and implementation of Water Efficiency Audits and Improvements for clubhouses, toilets and/or showers, canteens and/or swimming pools

Possible actions resulting from a Water Efficiency Audit relevant to this grant opportunity

- Identify and repair any leaks and ensure a regular monitoring regime is in place to check for future leaks.
- Installation of water efficient showerheads are installed.
- Installation of spring-loaded taps to ensure that taps cannot be left on.
- Installation of water efficient toilets and waterless urinals.

Irrigation for Bowling Greens, Sports ovals, Golf greens and/or Open spaces. Some examples can be found at:

https://www.dlgsc.wa.gov.au/docs/default-source/sport-and-recreation/environmental-sustainability-pack.pdf?sfvrsn=d16fbf0a_1

Irrigation Efficiency Audits

For many clubs, irrigation of grounds is their major water cost. Clubs have a duty of care to ensure their grounds are fit for purpose and sometimes this can make it difficult to lower water use. Regardless of who pays the water bills, you can still lower your water use to ensure you are minimising your impact on the environment.

While irrigation systems may have been well designed and built, the performance of all irrigation systems will degrade over time unless continually audited and maintained. An irrigation audit will determine how efficient your system is. A typical audit will provide the

- distribution uniformity of the system;
- the distribution uniformity (DU) (the unit of measure used to determine the performance of irrigation systems). This is a measurement of the 'evenness' of water applied;
- measurements of flow and precipitation rates; and
- provide recommendations to improve the system efficiency.

Council can provide a list of accredited irrigation auditors that can irrigation audits locally.

Irrigation audit recommendations, when followed through, improve the overall efficiency of an irrigation system. Improving efficiency helps sustain water for our environment and can help save you money.

Possible actions resulting from an Irrigation Efficiency Audit

- Upgrade irrigation equipment
- Optimise irrigation scheduling
- Replace turf with drought and wear resistant grasses

Examples at:

https://www.orsr.sa.gov.au/_data/assets/pdf_file/0029/9578/Environmental_Sustainability_Guide_2018HiRes2.pdf

https://www.sawater.com.au/_data/assets/pdf_file/0015/6702/IrrigationSystemPerformanceAndAudits.pdf

Irrigation Management Toolkits

https://www.sawater.com.au/_data/assets/pdf_file/0004/199723/Code_of_Practice_Irrigated_Public_Open_Space_201015_standard.pdf

CANTEENS

Must consult with Council's Environmental Health Section. Offers free preliminary inspections to provide advice and prioritisation.

Council contact: Senior Environmental Health Officer

Food businesses are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed so as to be able to be easily and effectively cleaned and, where necessary, sanitised. Businesses must ensure that the premises are provided with the necessary services of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets.

If you are altering an existing food premises, Council approval must be obtained before any works are undertaken or completed to ensure compliance with the structural requirements of the Foods Standards Code. If you are designing and building a new food premises, you must do this in accordance with Standard 3.2.3 Food Premises and Equipment to ensure the business is compliant and receive approval from Council prior to undertaking any construction works.

Consult with Fraser Coast Regional Council's Environmental Health Section and refer to the Unit's Guides to applying for approval to construct or re-fit a food premises.

<https://www.frasercoast.qld.gov.au/documents/4362881/6b82c1ea-f6d0-4b12-9fc2-698e08312859>

Fraser Coast Regional Council - Food Premises Fit-out Checklist

<https://www.frasercoast.qld.gov.au/documents/4362881/2ee957b9-2148-4217-bff0-450267f90e2a>

Compliance with the *Food Act 2006* (Qld), the *Food Regulation 2016*, applicable Australian Standards, and all other statutory requirements:

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-003>

<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2016-0122>

Other resources:

- Food Standards Part 3.2 Food Safety Requirements
Standard 3.2.3 – Food Premises and Equipment – Federal Register of Legislation -
<https://www.legislation.gov.au/Details/F2012C00774>
- Queensland Health's Design and Fit Out Guide for Fixed Food Premises -
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.health.qld.gov.au%2F_data%2Fassets%2Fword_doc%2F0025%2F439810%2Fdesign-fit-out-guide.doc
- Canteen Upgrade Wish List -
<http://www.canteens.com.au/wp-content/uploads/2011/09/Canteen-upgrade-wish-list.pdf> -
Canteens.com.au – consultancy who work with schools canteens

Possible projects could include: (list is suggestive only)

- Replacement or upgrading of aging electrical appliances, wiring or equipment which represent a safety risk but are used to provide services to club members and guests.
- Resources that improve safety for operating electrical appliances in club facilities (e.g., heavy duty power leads for larger appliances, safety switches, smoke detectors or cabinetry for improved installation security).
- Electrical equipment and appliances with demonstrated use for local sporting clubs:
 - Kitchen appliances for club kiosks (e.g. coffee machines, toasters, kettles, pie warmers and microwaves).
 - Whitegoods, including refrigerators, freezers and washing machines.