

*Get in the Game*  
**Get Going Clubs**



**Funding to help clubs grow**

# Guidelines

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Prior to lodging an application, applicants should contact the nearest Sport and Recreation office ([Appendix 1](#)) for advice on developing the project.



The department will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#).

## 1.0 What is *Get Going Clubs*?

*Get Going Clubs* supports local and regional sport and active recreation organisations by improving club capabilities to better deliver activities in Queensland communities.

## 2.0 Objectives

The objectives of *Get Going Clubs* are to improve organisational capabilities to:

- provide quality sport and recreation activities
- improve access to sport and recreation opportunities
- deliver new opportunities to engage in sport and recreation.

## 3.0 Key definitions

**Sport** is a human physical activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

**Active recreation** activities are activities involving physical exertion where the primary focus is individual or group participation and enjoyment over elements of competition where rules and patterns of behaviour govern the activity. Active recreation does not include 'active work' or 'active living'. For the purpose of this program, any reference to 'recreation' is defined as 'active recreation'.

**Participant/Participation/Participating:** refers to a direct 'joining-in' and active engagement by a person with:

- a particular sport organisation;
- an active recreation organisation; or
- other forms of physical activity.

**Organisation** is interchangeable with a 'club' or 'association', and includes those bodies that meet the eligibility criteria for the program as outlined in Section 6, and provide sport and/or recreation programs and services at the local community level.

**Multisport organisation** is an organisation that delivers a minimum of two or more discrete and recognised sport and/or recreation activities.

**Regional organisation** is an organisation that has affiliated member organisations, and is responsible for the coordination of an activity across a specified area. (If you are unsure if this applies to your organisation please contact your local Sport and Recreation office.)

## 4.0 Funding

Funding of up to \$7,500 (GST exclusive) is available for eligible organisations to deliver sport or active recreation projects that meet the program objectives. The funding may be used for up to 100% of the total eligible project costs.

Organisations can only be approved funding once every two rounds. Organisations approved in *Get Going Clubs* Round 6 in 2017 (to deliver projects in 2018) are ineligible for Round 7, with the exception of multisport and regional organisations. Multisport and regional organisations can apply each round, providing the project is for a different sport/recreation activity, purpose, location or affiliated club to the project approved in the previous round  
[www.qld.gov.au/recreation/sports/funding/getinthgame/getgoing/apply](http://www.qld.gov.au/recreation/sports/funding/getinthgame/getgoing/apply).

## 5.0 Important dates

Dates for Round 7 are as follows:

Date	Activity
23 April 2018	Program opens for applications
29 June 2018	Applications close (must be submitted by 5.00pm)
August 2018	Announcement of successful projects
1 September 2018	Projects commence
31 December 2019	Projects completed
28 February 2020	Project acquittal reports submitted to the department

## 6.0 Who is eligible to apply?

Organisations eligible to apply for funding are:

- local or regional level Queensland not-for-profit sport or recreation organisations or not-for-profit community organisations (with an objective of sport or recreation) incorporated under the:
  - *Associations Incorporation Act 1981* (Qld)
  - *Corporations Act 2001* (Cwlth)
  - *Cooperatives Act 1997* (Qld)
  - *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth); or
- sport or recreation clubs incorporated within a Queensland university.

Organisations must also have met all obligations for projects currently funded by the department by program close. Contact your nearest Sport and Recreation office ([Appendix 1](#)) to determine whether the organisation has any outstanding compliance issues with the department before applying for this program.

## 7.0 Who is not eligible to apply?

Individuals are not eligible to apply. Examples of organisations **NOT** eligible to apply are:

- organisations approved for funding for *Get Going Clubs Round 6 in 2017* (project delivery period of 1 November 2017 – 31 December 2018),
  - **excluding** multisport and regional organisations applying for a different sport/recreation activity, purpose, or location
- not-for-profit organisations that do not have an objective relating to sport or recreation
- local governments
- schools and Parents and Citizens Associations
- religious groups
- state or national sport and recreation bodies
- political organisations
- government departments
- for-profit groups
- TAFE colleges
- unincorporated organisations.

An organisation which would otherwise be eligible to apply for funding under this program may be deemed ineligible if it has previously been advised by the department that they have been deemed ineligible due to their bad debt. As part of Stage 1 of the assessment process the department may request information from the organisation to show why they should not be deemed ineligible on this basis.

## 8.0 Eligible projects

Eligible projects are those that:

- address the identified need
- meet the program objectives.

An organisation can request any combination of the following components up to a maximum of \$7,500 (GST exclusive):

- education and training
- participation
- equipment.

The total project cost can exceed \$7,500 however the organisation is responsible for the payment of any amount over \$7,500 through other sources.

### Strategic priorities

The department will prioritise projects that improve access to sport and recreation activities by Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse populations and those residing in low socio-economic areas. This will be based on the location of the activity and that the project will directly benefit the priority groups.

Projects that will directly support participation in sport and recreation will be prioritised over those that are for indirect support to an organisation to deliver activities.

#### Direct support

<b>Education and training</b>	Delivery of programs/training to better deliver activities to participants from diverse populations, e.g. people with a disability, culturally and linguistically diverse populations
	Coaching and on-field accreditation to improve the quality of participation
<b>Participation</b>	Improving the participation experience for existing participants
	Delivery of activities that increase new participation/diversity
<b>Equipment</b>	Equipment to support specific target/priority groups or modified activities
	Equipment to improve the quality and safety of activities delivered

#### Indirect support

<b>Education and training</b>	Training to improve governance of an organisation
<b>Participation</b>	Conducting membership drives and promotional activities
<b>Equipment</b>	Equipment to assist organisations with administration/financial management

Projects are expected to provide value for money for the Queensland Government and for the approved organisations. To ascertain value for money, organisations are advised to undertake a competitive process, where appropriate. The department has a range of supplier contracts in place, particularly for education and training delivery, and can assist in determining value for money. For further information please contact your nearest Sport and Recreation office.

The following tools may be utilised to determine your club's greatest needs:

- State [sport and recreation organisation's](#) or [local government's](#) club support resources and training
- Sport and Recreation 'planning your project' [webpage](#)
- Play by the Rules [Club Toolkit](#)
- Australian Sports Commission [Club Health Check](#).

Project costs already supported by the department or other government agencies (e.g. Sporting Schools, Council grants and Gambling Community Benefit Fund) will **not** be funded.

The department recommends that applicants contact the nearest Sport and Recreation office ([Appendix 1](#)) for assistance with developing a suitable project.

## 8.1 Education and training components

Education, training and development initiatives must address the program objectives and support the need(s) identified in your application.

<b>Direct support</b>	
<ul style="list-style-type: none"> <li>• <i>Delivery of programs/training to better deliver activities to participants from diverse populations, e.g. people with a disability, culturally and linguistically diverse populations</i></li> <li>• <i>Coaching and on-field accreditation to improve the quality of participation</i></li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• coach/official/instructor education/accreditation, first aid training</li> <li>• training for technology/emerging trends (e.g. coaching modified sport)</li> <li>• resources that directly support the training or development activity (e.g. coaching manuals)</li> <li>• up to 10% of eligible project costs towards food/catering associated with training/education activities (if needed) to a maximum of \$750 (GST exclusive)</li> </ul>
<b>Indirect support</b>	
<ul style="list-style-type: none"> <li>• <i>Training to improve governance of an organisation</i></li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• organisational development/governance activities or training</li> <li>• mentoring support (e.g. club members, volunteers, management committee)</li> <li>• youth leadership programs</li> <li>• training to use new technology to support administration (e.g. use of financial management systems)</li> <li>• up to 10% of eligible project costs towards food/catering associated with training/education activities (if needed) to a maximum of \$750 (GST exclusive)</li> </ul>
<b>Ineligible items</b>	
<ul style="list-style-type: none"> <li>• feasibility studies/research</li> <li>• purchase of prizes, alcohol, recognition items or items used as giveaways</li> <li>• discreet consultancy without any education/training for the organisation (e.g. developing a Strategic Plan/grant application or administration fees)</li> <li>• organisation's normal operating costs or administration fees</li> </ul>	

Where the department identifies a number of applications for similar education and training requirements with applicants located within reasonable travelling proximity, the department reserves the right to vary the funding arrangements with the applicants. The department may provide an alternative service where it is deemed better value for money or where more sustainable outcomes can be achieved.

## 8.2 Participation components

Participation components of projects must address the program objectives and support the need(s) identified in your application.

<b>Direct support</b>	
<ul style="list-style-type: none"> <li>• <i>Improving the participation experience for existing participants</i></li> <li>• <i>Delivery of activities that increase new participation/diversity</i></li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• introductory skills/training sessions or activity taster series and trial equipment to encourage new participation opportunities</li> <li>• development of a new or modified competition to attract a new audience (e.g. a competition for migrants, new mothers, juniors or 50s+) and start-up equipment, including protective equipment</li> <li>• activities to attract specific target groups (e.g. non-competitive activity to support social opportunities)</li> <li>• initiatives that reduce/remove barriers to participation, e.g.             <ul style="list-style-type: none"> <li>○ transport for participants to regular/normal training or competition</li> <li>○ establishing a team or training in an alternative location</li> <li>○ support for alternative language/cultural support</li> </ul> </li> </ul>

<b>Indirect support</b>	
<ul style="list-style-type: none"> <li>• <i>Conducting membership drives and promotional activities</i></li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• membership drives, promotional strategies</li> <li>• team/coaching development kits</li> <li>• team kit that remain property of the club (e.g. jerseys)</li> <li>• advertising campaigns</li> </ul>

<b>Ineligible items</b>
<ul style="list-style-type: none"> <li>• individual membership/participation fees</li> <li>• existing/ongoing club activities or events</li> <li>• organisation's normal operating costs, employment or administration costs</li> <li>• wages of ongoing/seasonal nature (e.g. paid coaches)</li> <li>• prizes/giveaways/individual participant items/merchandise</li> <li>• individual uniforms given to participants</li> <li>• existing Queensland or Federal Government initiatives or directives (e.g. projects which are core business duplications or that duplicate/deliver generic school sport, inter-school sport or physical education)</li> <li>• catering/food purchases</li> </ul>

## 8.3 Equipment components

Equipment components must address the program objectives and support the need(s) identified in your application.

<b>Direct support</b>	
<ul style="list-style-type: none"> <li>• <i>Equipment to support specific target/priority groups or modified activities</i></li> <li>• <i>Equipment to improve the quality and safety of activities delivered</i></li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• equipment to support the participation of a new audience (e.g. for migrants or people with a disability)</li> <li>• trailers to transport equipment to competitions</li> <li>• large-scale items for better activity delivery</li> <li>• technological devices/systems/software that improve activity delivery, resources at multiple locations or quality of activities</li> <li>• portable shade structures for participants</li> <li>• Automated External Defibrillators – see the Queensland Ambulance Service's <a href="#">fact sheet</a> for further information</li> </ul>

<b>Indirect support</b>	
<ul style="list-style-type: none"> <li>• <i>Equipment to assist organisations with administration/financial management</i></li> </ul>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• laptops/computers to support organisational administration / membership database</li> <li>• technological devices/systems/software that improve organisational administration efficiency</li> <li>• office equipment to support the management of an organisation</li> </ul>

<b>Ineligible items</b>
<ul style="list-style-type: none"> <li>• capital works or fixed structures (e.g. shade sails, stands and signs)</li> <li>• maintenance of existing equipment</li> <li>• canteen and white goods</li> <li>• small-scale items that do not remain property of the club</li> <li>• single-use items (e.g. first aid/strapping and consumable products)</li> <li>• individual uniforms given to participants</li> </ul>

## 9.0 Ineligible projects

Projects that do not address the program objectives will be considered ineligible. The department reserves the right to determine whether a project or item meets these objectives and should be deemed ineligible.

Where the department deems 75% or more of the total requested project amount ineligible, the project will be deemed ineligible.

## 10.0 Application and assessment process

Applications must be submitted using the online application form in Enquire by **5.00pm on Friday 29 June 2018**.

In order to apply for funding under this program (or any sport and recreation grant), the organisation must be registered in the [Sport and Recreation Grant Registration Portal](#) (GRP).

For more information or to register, visit the website [www.qld.gov.au/recreation/sports/funding/grants-portal/](http://www.qld.gov.au/recreation/sports/funding/grants-portal/).

There is likely to be a high demand for funding under this program. The following steps are highly recommended to ensure the best possible submission.

1. Prior to applying, organisation's management committee should consider project options, the planning required, how the project will be delivered and who will be responsible to ensure the project can be delivered. The '[planning your project](#)' webpage may assist. The minimum details required for an application are outlined on the following page.
2. Applicants should contact their nearest Sport and Recreation office ([Appendix 1](#)) as soon as possible to discuss the project.
3. **Familiarise yourself with the online application form and commence the process well before the program closing date.** Guides to assist in the use of the online application system and computer requirements are available on the program information page: [www.qld.gov.au/recreation/sports/funding/getinthegame/getgoing](http://www.qld.gov.au/recreation/sports/funding/getinthegame/getgoing).
4. Please note that the online applicant portal is **not compatible with mobile devices**. If further assistance is required to complete the online application, contact the nearest Sport and Recreation office on telephone 13 QGOV (13 74 68) or refer to [Appendix 1](#).



5. Organisations seeking feedback on their application prior to the closing date of the program can request this by contacting the Sport and Recreation office in their region allowing sufficient time for feedback prior to the closing date.

The table below outlines the application questions you will be asked about your project and the assessment process the department will undertake.

Application details	Assessment process
<p><b>Stage 1 - Organisation details and eligibility</b></p> <p>Organisational details from the Grant Registration Portal (GRP) will be visible in the application. If any of these details are incorrect, please ensure the organisation's primary contact updates the GRP prior to the application being submitted.</p> <p><b>Project details</b></p> <ul style="list-style-type: none"> <li>• A description of the project</li> <li>• The gender/s the project will primarily benefit – data outlined in Section 16.0</li> <li>• The age group/s the project will primarily benefit – data outlined in Section 16.0</li> <li>• The target group/s for the project (if applicable)</li> <li>• The sport and recreation activity/ies that will be supported by the project.</li> </ul>	<p><b>Stage 1 - Eligibility assessment</b></p> <p>Applications will initially be assessed on applicant and project eligibility (refer to Sections 6.0, 7.0, 8.0 and 9.0). If an application is deemed ineligible, it will not proceed to Stage 2 of assessment.</p> <p>Ineligible applications include those that are:</p> <ul style="list-style-type: none"> <li>• submitted by an individual or ineligible organisation (refer to Sections 6.0 and 7.0).</li> <li>• where the organisation does not meet the information requirements in Section 7.0 (where relevant).</li> <li>• for any activity that is not deemed to be a sport or active recreation activity (refer to Section 3.0).</li> <li>• organisations approved in <i>Get Going Clubs</i> Round 6 in 2017, except organisations exempt from this requirement (see Section 4.0).</li> <li>• applications submitted for an ineligible project (see Section 8.0 and 9.0).</li> </ul> <p>Eligible applications will progress to Stage 2 and be assessed against two program criteria, being need and ability to deliver.</p>
<p><b>Stage 2 - Need and Ability to deliver</b></p>	<p><b>Stage 2 - Assessment of Need and Ability to deliver</b></p>
<ul style="list-style-type: none"> <li>• What is the need for the project? <i>Identify how the project will improve the organisation's capability to deliver sport and recreation activities or the quality of the activities.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Why the project needs to happen and supporting evidence is provided.</li> <li>• Relevant supporting evidence is highly recommended and can include membership figures, local statistics, research, survey results or reference to organisation plans.</li> </ul>
<ul style="list-style-type: none"> <li>• Total amount requested under grant (GST exclusive). <i>Ensure the costs are eligible, sufficiently detailed, and represent value for money (refer to Section 9.0).</i></li> </ul>	<ul style="list-style-type: none"> <li>• Project costs – whether the costs are eligible, sufficiently detailed, appear reasonable and represent value for money (refer to Section 8.0 and 9.0).</li> </ul>
<ul style="list-style-type: none"> <li>• Who did you consult with during the development of the project? <i>This should include individuals or organisations that are involved in delivering the project or are impacted by the project (if applicable). Consultation may be within the organisation, or with other local sport, recreation or community groups, council, schools or target participants.</i></li> <li>• Supporting documentation (optional) <i>Related to the need for the project/items requested, or quotes to support value for money (where appropriate).</i></li> </ul>	<ul style="list-style-type: none"> <li>• The appropriateness of any relevant consultation.</li> </ul>

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In selecting projects to receive funding, should the program be oversubscribed, the department **may** consider other factors to differentiate high quality projects. For example, projects that are predominantly for equipment may be considered a lower priority than projects that include participation or education and/or training components.

**The following documents must also be completed and uploaded as part of the application:**

- **EFT Form** – please ensure the ABN (if relevant) name matches the organisation’s legally incorporated name.
- **Bank Statement** – that clearly shows the organisation’s legal name, account number, BSB and the bank name.

### 11.0 Approval process

All applicants will be advised in writing whether their application has been approved. Successful applicants will receive a copy of the [Get Going Clubs Terms and Conditions](#) with the project approval letter. Approved projects will be able to commence activity from 1 September 2018. Expenses incurred prior to this date are not eligible for funding.

### 12.0 Payment arrangements

All funding for projects will be processed as one payment. This will be processed by the department once the successful organisation has been notified:

- Organisations must obtain an ABN to be funded by the department. While it is not necessary to have an ABN to apply, should the application be successful, an ABN will be required for the department to pay funding for the approved project.
- Organisations must be compliant with all requirements for the Office of Fair Trading prior to payment from the department. Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) or telephone 13 QGOV (13 74 68).
- Where an organisation does not become compliant with all of the Office of Fair Trading requirements within 6 months from the date of the department’s notification letter, the Funding Agreement will automatically come to an end.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment. Where the approved organisation is not registered for GST, the GST amount will not be added and remittance advice will be provided for the approved funding payment (refer to Section 14.0 below in regards to GST application).

### 13.0 GST application

Goods and Services Tax (GST) is a broad-based tax of 10% on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150,000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. The Australian Taxation Office can provide more information—refer to the website [www.ato.gov.au](http://www.ato.gov.au) or telephone 13 24 78. If your organisation receives a grant from the department you must be aware that this may affect your turnover amount and whether or not your organisation must register for GST.

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Organisations that are not registered for GST are responsible for the GST component of the funded project. Please consider this when completing the project budget details, as all costs must be GST exclusive. This also applies when acquitting the grant amount and if not completed correctly may result in a shortfall where unspent funds will need to be returned to the department.

For more information about GST and examples of how this is applied please see the Fact Sheet available at [https://www.qld.gov.au/data/assets/pdf\\_file/0028/8839/gst-fact-sheet-gitg.pdf](https://www.qld.gov.au/data/assets/pdf_file/0028/8839/gst-fact-sheet-gitg.pdf)

#### 14.0 Project delivery

The project delivery period for Round 7 is from **1 September 2018 – 31 December 2019**.

The planning of the project may be outside of the program timeframes, but the actual delivery of the project and associated costs or purchase of equipment can only be expended during the program delivery period. Approved projects must be completed by 31 December 2019.

Applicants will be required to agree to the department's terms and conditions as part of the online application process. Approved applicants must meet these terms and conditions.

#### 15.0 Project report and acquittal

Organisations will need to provide a project report and financial acquittal declaration by 28 February 2020. The report will require the recipient to detail the outcomes of the project and the number of people attending the activities.

##### Participant data

Approved organisations will be asked to collect data on participants as part of the grant acquittal using the following participant categories:

Male	0-17 years	18-24 years	25-54 years	55 and over
Female	0-17 years	18-24 years	25-54 years	55 and over

The department may also request information on participant numbers, including membership data and participant satisfaction, after the implementation of activities/purchase of equipment to support an evaluation of the program.

#### 16.0 Audit

Approved organisations may be subject to an audit from the department. The department will undertake an audit of at least 15% of approved projects to ensure that projects are delivered as approved. All organisations funded by the department are required to keep accurate records of expenditure (including invoices or receipts) to support the development and delivery of the approved project. These records are to be made available to the department should the organisation be selected for an audit.

#### 17.0 Privacy disclaimer for organisations

The Department of Housing and Public Works is collecting the information in the *Get Going Clubs* application process to assess applications for funding under the *Get Going Clubs* program. Information will also be used to help the department monitor and evaluate programs and resources. This information will only be accessed and used by authorised employees within the department and approved contractors appointed by the department to conduct a program evaluation.

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The department may disclose some, or all, of the details contained in applications (specifically the organisation, funding amount applied for, project location and details of the proposed project) to relevant governing [sport and recreation organisations](#) and/or Queensland local governments to enable them to provide further advice and information to the department or the applicant regarding the project.

The department will disclose details of approved funding and details of accountable officers (such as name, position in the organisation, and telephone number) to local members of Parliament for their information. Information on approved organisations and details of approved projects, such as funding approved and location of the project will also be made available on the department's website and may be provided to local governments and relevant [sport and recreation organisations](#) to assist in project delivery or provide advice on the project, where relevant. Your information will not be disclosed to any other parties unless authorised or required by law, subject to the above.

If you have any further questions regarding privacy, please contact the department's Privacy Contact Officer at [righttoinformation@hpw.qld.gov.au](mailto:righttoinformation@hpw.qld.gov.au).

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## Appendix 1 Sport and Recreation offices

Departmental offices are located across the state, with staff available to offer advice and assistance with your project. Please direct enquiries to your nearest Sport and Recreation office or alternatively phone 13 QGOV (13 7468).

### Brisbane Region

Email: srs.bris.sportrec@npsr.qld.gov.au

#### Brisbane regional office

Address: Level 6, 400 George Street,  
Brisbane QLD 4000  
Postal: PO Box 15187, City East QLD 4002  
Phone: (07) 3333 5309

### South East Region

Email: south.east@npsr.qld.gov.au

#### South East regional office

Address:  
Compton House, Level 1, Unit 9, 54-66 Perrin Drive,  
Underwood QLD 4119  
Phone: (07) 3078 3188

#### Gold Coast area office

Address: Tallebudgera Recreation Centre  
1525 Gold Coast Highway,  
North Palm Beach  
QLD 4221  
Postal: PO Box 50, Burleigh Heads QLD 4220  
Phone: (07) 5669 2114

### South West Region

Email: southwestsportrec@npsr.qld.gov.au

#### South West regional office

Address: Toowoomba Sports Ground  
47 Arthur Street,  
Toowoomba QLD 4350  
Postal: PO Box 2259, Toowoomba QLD 4350  
Phone: (07) 4596 1008

#### Dalby area office

Address: 30 Nicholson Street, Dalby QLD 4405  
Postal: PO Box 3, Dalby QLD 4405  
Phone: (07) 4531 8525

#### Warwick area office

Address: Corner Guy and Fitzroy Street,  
Warwick QLD 4370  
Postal: PO Box 2259, Toowoomba QLD 4350  
Phone: (07) 4667 5100

#### Ipswich area office

Address: Level 4, 117 Brisbane Street, Ipswich QLD  
Postal: PO Box 2259, Toowoomba QLD 4350  
Phone: 0477 317 531

### North Coast Region

Email: north.coast@npsr.qld.gov.au

#### North Coast regional office

Address: Level 6, 12 First Avenue,  
Maroochydore QLD 4558  
Postal: PO Box 3008, Maroochydore QLD 4558  
Phone: (07) 5459 6176

### Central Queensland Region

Email: srcentralqld@npsr.qld.gov.au

#### Central Queensland regional office

Address: 61 Yeppoon Road,  
Parkhurst QLD 4702  
Postal: PO Box 822, Rockhampton QLD 4700  
Phone: (07) 4936 0510

#### Bundaberg area office

Address: 16 Enterprise Street, Bundaberg QLD 4670  
Postal: PO Box 618, Bundaberg QLD 4670  
Phone: (07) 4131 2702

#### Hervey Bay area office

Address: Ground Floor, 50-54 Main Street, Hervey Bay  
QLD 4655  
Postal: PO Box 3054, Hervey Bay QLD 4655  
Phone: (07) 4125 9352

#### Emerald area office

Address: 99 Hospital Rd, Emerald QLD 4720  
Postal: PO Box 346, Emerald QLD 4720  
Phone: (07) 4991 0830

### North Queensland Region

Email: northern sportrec@npsr.qld.gov.au

#### North Queensland regional office

Address: 3-9 Redpath Street,  
North Ward QLD 4810  
Postal: PO Box 1468, Townsville QLD 4810  
Phone: (07) 4799 7010

#### Mount Isa area office

Address: Suite 27 Mount Isa House  
Mary Street, Mount Isa QLD 4825  
Phone: (07) 4747 2186

#### Mackay area office

Address: Level 5, 44 Nelson Street, Mackay QLD 4740  
Phone: (07) 4999 8520

### Far North Queensland Region

Email: srfarnorth@npsr.qld.gov.au

#### Far North Queensland regional office

Address: Level 2, Building 2, William McCormack Building  
5B Sheridan Street, Cairns QLD 4870  
Postal: PO Box 2494, Cairns QLD 4870  
Phone: (07) 4222 5236