



Central Highlands  
**SCIENCE**  
CENTRE

**2018-2020**

**STRATEGIC PLAN**

## Table of Contents

<b>History</b>	2
<b>Mission Statement</b>	2
<b>Vision Statement</b>	2
<b>Values</b>	2
<b>Executive Committee and Organization Composition</b>	3
<b>Programs</b>	3
-Action Plan 2018 – 2020	0

## History

The Central Highlands Science Centre has been established since 1996, firstly in Capella by a school teacher who had a vision to bring 'hands on' science education to the children of the Central Highlands. The Centre was relocated to Emerald in 1999 and officially opened behind the Emerald Town Library in Borilla Street. It was relocated again in 2002 to the old Post Office building on the corner of Borilla and Egerton Streets, Emerald. The redevelopment of the shire council chambers in 2006, forced the centre to relocate again to the Spencer Smith Pavilion at the Emerald Show Grounds. Currently, negotiations are underway for an in-kind lease agreement with CQUniversity (CQU) for the Science Centre to relocate to the CQU Campus early in 2018. The Central Highlands Science Centre (CHSC) is an incorporated body managed by a committee.

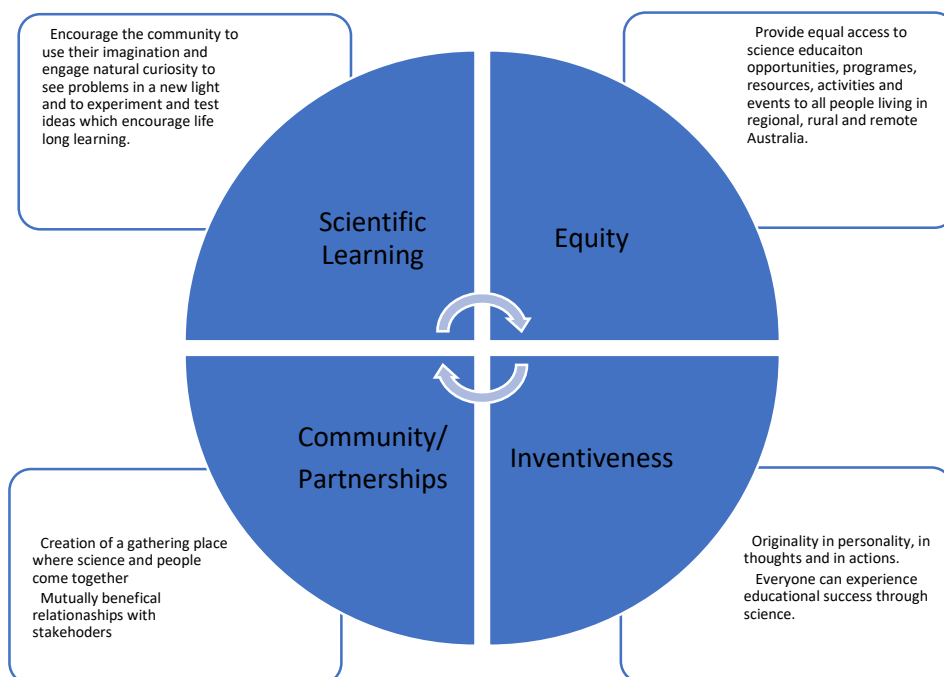
## Mission Statement

Create a 'STEAM (Science, Technology, Engineering, Arts & Mathematics) Education Pipeline' and embed a culture of enquiry, discovery and innovation in communities across Australia through a community-led model of science engagement.

## Vision Statement

Inspire curious minds by delivering engaging, informal STEAM programs, resources and activities to spark creative thinkers.

## Values



## Executive Committee and Organisation Composition

To maintain the integrity and independence of the CHSC as a community resource, an executive committee is elected; as required by the regulations for the incorporation. Additional membership positions are available to establish a management committee.

In conjunction with this management structure, resources and systems are in place to assist with; appropriate financial management of donations and grants received, proper terms and conditions of employment and supervision of CHSC staff.

### EMPLOYEES

CHSC employs several part- time employees under the National Employment Standards

1. Science Centre Coordinator – 25 hours per week through TFFF Funding (2016 - 2018).
2. STEAM Research Project Officer – 35 hours per week through KTP Funding (12mth contract – complete at the end of 2017). Brisbane based.
3. Volunteer Program Coordinator – 8 hours per week (10 weeks per school term) through Advanced QLD Funding (12mth contract – complete at the end of 2017).
4. Science Club/Curiosity Club Facilitator – paid staff funded by CHSC – approx. 60 hours per school term.
5. Science Club Assistant – paid staff funded by CHSC approx. 30 hours per school term.

## Programs

The programs currently being delivered within the STEAM areas include:

### 1. Current:

- Curiosity Club for ages 3 - 5 years old (typically meets once per week for one hour, during school hours)
- Science Club for ages 6 - 12 years old (typically meets 4pm-5pm, three times per week, during school terms)
- Science Industry Field Trips for ages 6 years and over (Off campus)
- School Holiday Program for ages 6 years and over (Occur during school holidays, 9am-3pm, multiple one-hour sessions, three days per week)
- Volunteer Program for High School students & adults (assist with classes)
- Community science events like astronomy nights, open days, educational expos and school excursions (evenings and weekends)

## Priorities

1. Build science club model and resources;
2. Upgrade mobile museum and develop a program of use for the region;
3. Identify revenue opportunities;
4. Ensure high standard of governance and human resource management; and
5. Build new relationships with industry and the wider community.

**Action Plan - 2018 – 2020**

Priority & Objectives	Activities	Responsibility Partnership	Performance Measures	Completion Date
<p>Continue to build our science club model and resources</p> <ul style="list-style-type: none"> <li>❖ Strengthen the existing science club program by ensuring quality programmes are available</li> <li>❖ Relocate to more fit for purpose premises</li> <li>❖ Trial the delivery of Science Club to CHRC regional communities</li> </ul>	<p>Develop &amp; publish program packages.</p> <p>Signing of an in-kind lease agreement with CQUniversity, Emerald Campus</p> <p>Deliver Science Club in Blackwater.</p>	<p>CHSC</p> <p>CHSC and CQU</p> <p>CHSC</p>	<p>Completed packages</p> <p>Signed agreement and relocation</p> <p>Successful delivery of science club outside of Emerald</p>	<p>Ongoing</p> <p>2018</p> <p>2018/2019</p>

<p>Upgrade the mobile museum and develop a program of use for the region</p> <ul style="list-style-type: none"> <li>❖ Replace aging exhibits</li> </ul>	<p>Curate the existing resources and dispose of old and outdated exhibits</p>	<p>CHSC</p>	<p>Disposal of unwanted items</p>	<p>2018</p>
	<p>Funding for new exhibits</p>	<p>CHSC</p>	<p>New exhibits</p>	<p>Ongoing</p>
<ul style="list-style-type: none"> <li>❖ Mobile STEAM transport</li> </ul>	<p>Funding to purchase transport</p>	<p>CHSC</p>	<p>Transport</p>	<p>2019</p>
	<p>Deliver regional tours and roadshows to rural and remote Qld</p>	<p>CHSC</p>		<p>2020</p>
<p>Increase revenue opportunities</p> <ul style="list-style-type: none"> <li>❖ Expand delivery</li> </ul>	<p>Set up science clubs in Blackwater, Capella and Springsure &amp; Woorabinda</p>	<p>CHSC</p>	<p>Increase in membership</p>	<p>2019- 2020</p>
<ul style="list-style-type: none"> <li>❖ Develop a sustainable business model</li> </ul>	<p>Work to a budget and review fee structure</p>	<p>CHSC</p>	<p>Increase in revenue</p>	<p>2018</p>
	<p>Develop a marketing strategy</p>	<p>CHSC</p>	<p>Strategic document</p>	<p>2019</p>

<ul style="list-style-type: none"> <li>❖ Marketing strategy</li> <li>❖ Fund Raising</li> <li>❖ Sale of school holiday packages</li> </ul>	<p>Identify 2 major events per year</p> <p>Complete current school holiday packages &amp; negotiate sale of products</p>	<p>CHSC sub committee</p> <p>CHSC</p> <p>CHSC / Stakeholders</p>	<p>Increase in revenue</p> <p>Revenue</p> <p>Increase in revenue</p>	<p>Ongoing</p> <p>2018</p> <p>2018</p>
<p>Continued improvement in governance and human resources management</p> <ul style="list-style-type: none"> <li>❖ To be governed by a group of skilled and qualified Committee Members</li> <li>❖ Build a culture of continuous learning, legal compliance and risk management</li> <li>❖ Resources are properly managed</li> </ul>	<p>Committee skills audit</p> <p>Professional development</p> <p>Regularly maintain register</p>	<p>CHSC</p> <p>CHSC</p> <p>CHSC</p>	<p>Identified skills</p> <p>Skills improvement</p> <p>Strategic document</p>	<p>2018</p> <p>Ongoing</p> <p>Ongoing</p>

Build new relationships with industry and the wider community	Networking & engagement	CHSC	Increase partnerships	Ongoing