



# **COMMUNITIES COMMITTEE MEETING**

## **AGENDA**

**30 SEPTEMBER 2014**

*Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 30 September 2014 commencing at 12.30pm for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be the initials "C R" followed by a long horizontal stroke.

**CHIEF EXECUTIVE OFFICER**  
24 September 2014

Next Meeting Date: 04.11.14

**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**

**2 PRESENT**

Members Present:

The Mayor, Councillor M F Strelow  
Councillor S J Schwarten  
Councillor C E Smith  
Councillor C R Rutherford

In Attendance:

Mr E Pardon – Chief Executive Officer  
Mr M Rowe – General Manager Community Services

**3 APOLOGIES AND LEAVE OF ABSENCE**

Leave of Absence for the meeting was previously granted to Councillor Rose Swadling

**4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 2 September 2014

**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. Business Outstanding Table for Communities  
**Responsible Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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#### **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 the 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**

## **Business Outstanding Table for Communities**

**Meeting Date: 30 September 2014**

**Attachment No: 1**

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Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
01 July 2014	Assessment of signage for key attractions across our region.	THAT the Chair identify needed signage pointing to key attractions across our region and present a report identifying needed signs with an estimated cost to Council.	Michael Rowe	08/07/2014	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 DUMP POINT REVISED BUDGET ALLOCATION

**File No:** 1464  
**Attachments:** Nil  
**Authorising Officer:** Cheryl Haughton - Manager Community Services  
Michael Rowe - General Manager Community Services  
**Author:** Sharon Sommerville - Coordinator Facilities

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#### SUMMARY

*Approval is being sought to commence programming and delivery of works to provide a new dump point to replace the existing point at the Music Bowl site, with the project to be funded through the 2014/15 revised capital works program.*

#### OFFICER'S RECOMMENDATION

THAT Council resolves to provide a revised capital budget of \$80,000 to allow for the installation of a new dump point at the North Rockhampton Sewer Treatment Plant.

#### COMMENTARY

Council resolved at the Parks and Recreation Committee on 4 March 2014 to replace the existing dump point at the Music Bowl with a new point at the North Rockhampton Sewer Treatment Plant, with funding to be provided in the 2014/15 Capital Works Program; and that the existing dump point sign be removed as soon as possible.

Due to the ongoing use of the existing dump point by travellers, direction was provided that it not be decommissioned until a new point was in place. It was felt that decommissioning of the dump point without an alternative disposal point had the potential for negative publicity to be received from travellers.

However the dump point is failing up to 20+ times per month which is impacting on the maintenance budget. As reported previously the dump point failures are due to blockages resulting from the narrow 100mm pipe and inadequate fall or pressure in the line to move the waste away. This issue cannot be resolved at the existing location without substantial expenditure for a site that is to be sold.

#### BUDGET IMPLICATIONS

As the parameters set for the Facilities 2014-15 capital budget submissions did not allow for any allocation for 'New' or 'Upgrade' works, the dump point project was not provided for. To undertake the project an additional budget allocation of \$80,000 will be required. The works will be undertaken by Regional Services.

#### CONCLUSION

In order to establish the new dump point approval is required for the additional budget allocation and establishment of a capital cost account for the project.

## 8.2 COMMUNITY ASSISTANCE PROGRAM - RECOMMENDATIONS FROM 2014-15 ROUND ONE

**File No:** 7822

**Attachments:** 1. Community Assistance Program - Recommendations from 2014-15 Round One

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Cheryl Haughton - Manager Community Services

### SUMMARY

*Fifteen applications were received for funding from round one of the 2014 -15 Community Assistance Program. The applications were assessed and eleven are recommended for funding for a total amount of \$26,446.*

### OFFICER'S RECOMMENDATION

THAT Council approves the following applications for funding from the Community Assistance Program:

Applicant	Purpose of Grant/Sponsorship	Amount
Cancer Council Queensland	2014 Christmas Parade	1,200
Capricorn Helicopter Rescue Service	2014 CBD Christmas Fair	8,000
Capricornia ASD Support Alliance	Autism Expo	1,346
North Rockhampton Uniting Church	Indoor Toilet Installation	2,455
Rockhampton Bowls Club	Purchase of glass washer	2,000
Rockhampton Indoor Hockey Association Inc	U13 Boys and Girls Indoor Hockey Team Challenge Queensland	1,000
Rockhampton Pistol Club	Electrical Installation for Air Pistol Range	2,570
RSL, National Servicemen's Combined Central Sub Branch	Poppies for Remembrance Event	1,000
Rocky's Helping Hand	Purchase of assets for Rocky's Helping Hand	1,000
Uniting Care Community t/a Lifeline	Lifeline Rockhampton Bookfest	3,840
Zonta Club of Rockhampton	Zonta Club of Rockhampton International Women's Day Breakfast	2,035

### COMMENTARY

The first funding round of the Community Assistance Program for the current financial year closed on 8 September 2014, with fifteen applications received.

An Assessment Panel has considered the applications and recommends to Council that funding be approved as per the attached spreadsheet.

Four applications have not been recommended for funding. Applications for assistance from St Paul's Primary School and Wildlife Rockhampton Rescue, Rehabilitation and Release Inc were deemed ineligible as per the Community Grants Procedure – Community Assistance Program. Further information has been sought from Central Queensland Indigenous Development and Rockhampton Darts Association to enable the Assessment Panel to make a proper assessment of their applications.

**COMMUNITY ASSISTANCE PROGRAM  
- RECOMMENDATIONS FROM 2014-15  
ROUND ONE**

**Community Assistance Program -  
Recommendations from 2014-15  
Round One**

**Meeting Date: 30 September 2014**

**Attachment No: 1**

Community Assistance Program							
Attachment to report to Communities Committee - 30 September 2014							
Applicant	Project Name	Start Date	End Date	Total Project Cost	Amount Requested	Amount Recommended	Assessment Comments
Cancer Council Queensland	2014 Christmas Parade	13/11/2014	14/11/2014	4,000	1,200	1,200	Recommend \$1,200 as requested
Capricorn Helicopter Rescue Service	2014 CBD Christmas Fair	22/11/2014	22/11/2014	22,000	20,000	8,000	Recommend \$8,000 as per funding matrix
Capricornia ASD Support Alliance	Autism Expo	28/02/2015	28/02/2015	10,188	4,188	1,346	Recommend venue hire costs only
Central Queensland Indigenous Development Limited	2015 Reconciliation Carnival	03/04/2015	06/04/2015	139,000	14,000	0	Project budget indicates income of \$139,000 for this event and expenditure items total \$13,973. Requested more detailed project budget and quotations for major expenditure items.
North Rockhampton Uniting Church	Indoor Toilet Installation	28/10/2014	10/12/2014	4,910	2,455	2,455	Recommend \$2,455 as requested, with applicant providing 50% of the cost
Rockhampton Bowls Club	Purchase of glass washer	01/12/2014	14/12/2014	4,369	2,000	2,000	Recommend \$2,000 as requested, with applicant providing 50% of the cost
Rockhampton Darts Association	Queensland Veterans Darts Championships	01/11/2014	02/11/2014		2,000	0	Insufficient project budget. Request more detailed information particularly income and copies of quotations for expenditure items.
Rockhampton Indoor Hockey Association Inc	U13 Boys and Girls Indoor Hockey Team Challenge	22/11/2014	23/11/2014	6,300	3,100	1,000	Recommend \$1,000 as per funding matrix
Rockhampton Pistol Club	Electrical Installation for Air Pistol Range	08/10/2014	30/10/2014	7,143	2,570	2,570	Recommend \$2,570 as requested, with applicant providing 50% of the cost
RSL, National Servicemen's Combined Central Sub Branch	Poppies for Remembrance	01/11/2014	11/11/2014	4,388	2,400	1,000	Recommend \$1,000 as per funding matrix
Rocky's Helping Hand	Purchase of assets for Rocky's Helping Hand	05/11/2012	01/10/2014	95,000	35,000	1,000	Project budget indicates that 50% applicant contribution towards capital purchases has not been met. Business has not yet commenced. Recommend \$1,000 as per funding matrix
St Paul's Primary School	Outdoor Chess Board	01/11/2014	05/12/2014	3,299	2,149	0	Ineligible - outside of eligibility criteria for Community Assistance Program
Uniting Care Community t/a Lifeline	Lifeline Rockhampton Bookfest	19/05/2014	24/05/2014	11,833	3,840	3,840	Recommend \$3,840 as requested
Wildlife Rockhampton Rescue, Rehabilitation and Release Inc	Wildlife Rescue - Venomous/non-venomous snake handling and first aid course	22/11/2014	23/11/2014	5,950	5,950	0	Ineligible - outside of eligibility criteria for Community Assistance Program
Zonta Club of Rockhampton	Zonta Club of Rockhampton International Women's Day Breakfast	01/08/2014	06/03/2015	9,595	2,035	2,035	Recommend \$2,035 as requested
					\$102,887	\$26,446	

**8.3 REGIONAL ARTS DEVELOPMENT FUND - RECOMMENDATIONS FROM 2014-15 ROUND ONE**

**File No:** 8944

**Attachments:** 1. RADF assessment table for meeting held 15 September 2014

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Peter Owens - Manager Arts and Heritage

**SUMMARY**

*Applications received for round one of the 2014-15 Regional Arts Development Fund have been assessed by the RADF Committee and three are recommended for funding for a total amount of \$8,773.*

**OFFICER'S RECOMMENDATION**

THAT Council approves the following applications for funding from the Regional Arts Development Fund:

Applicant	Purpose of Grant	Grant Recommended
Capricornia Printmakers Inc	To assist with the marketing of professional artistic product at Capricornia Printmakers Exhibition – '3', and two community arts workshops (printmaking) that will run during the period of the exhibition	\$2,145
Community Engagement Through Music	To provide a contemporary music concert and two music workshops to enhance the wellbeing of all young people through engagement with live music	\$4,828
Royal Queensland Art Society – Rockhampton Branch	To engage two professional artists to each conduct two day workshops in Rockhampton for local and regional artists	\$1,800

**COMMENTARY**

The Regional Arts Development Fund is a joint program of the Queensland Government (administered by Arts Queensland) and the Rockhampton Regional Council that focuses on the development of quality art and arts practice in our region.

Currently in the 2014-15 financial year, with a rollover of \$25,370 from the 2013-14 financial year, a total funding pool of \$105,370 is available for distribution over three funding rounds.

Five applications were received for a requested amount of \$19,063 in the first round of funding for 2014-15.

The RADF Committee has assessed the applications and recommends to Council that funding be approved as per the attached spreadsheet.

**REGIONAL ARTS DEVELOPMENT  
FUND - RECOMMENDATIONS FROM  
2014-15 ROUND ONE**

**RADF Assessment Table for meeting  
held 15 September 2014**

**Meeting Date: 30 September 2014**

**Attachment No: 1**

REGIONAL ARTS DEVELOPMENT FUND  
2014-15 ROUND ONE RECOMMENDATIONS

APPLICANT	CATEGORY OF FUNDING	PROJECT NAME	PROJECT DESCRIPTION	ART FORM	PROJECT START DATE	PROJECT END DATE	COMMITTEE ASSESSMENT COMMENTS	TOTAL PROJECT COST	RADF GRANT REQUESTED	AMOUNT APPROVED
Capricornia Printmakers Inc	Building Community Cultural Capacity	Capricornia Printmakers Inc '3' Exhibition	To market the professional product of the exhibitors at the '3' Exhibition and to provide assistance with costs associated with running two workshops within the exhibition time frame	Visual Arts	15/10/2014	26/10/2014	Thorough and well presented application. Evidence of strong community support for the project that will benefit local artists.	10,060	2,145	2,145
Community Engagement Through Music	Building Community Cultural Capacity	Community Engagement Through Music	Community Engagement Through Music: contemporary music concert and two music workshops	Music	23/02/2015	29/05/2015	Worthwhile project that demonstrates support from the community and multiple benefits for youth.	10,154	4,828	4,828
North Rockhampton State High School P&C Association	Building Community Cultural Capacity	Contemporary assemblage to illustrate and document school historical narrative	To construct a two-dimensional artwork to illustrate historical narrative of North Rockhampton High School, including indigenous story	Visual Arts	08/10/2014	30/05/2015	Practical artistic skills development opportunities for students and indigenous representatives to complement the engagement of a local artist would have strengthened this application. The RADF Committee is interested in considering a resubmitted application for this project that fully explains the involvement of the fifty students and indigenous representatives.	16,950	8,340	0
Rockhampton Lions Club	Building Community Cultural Capacity	Quilt in a Day	Tuition and travel fees for a professional quilt instructor to share skills with local people	Craft	08/11/2014	08/11/2014	There many skilled and talented local artists/groups to whom members of the community may seek quilting tuition. Committee appreciate that this workshop may provide therapeutic benefits to the community but questioned the artistic development component.	5,195	1,950	0
Royal Queensland Art Society - Rockhampton Branch	Building Community Cultural Capacity	2 x 2 day weekend workshops	To employ two professional visual artists to conduct two day workshops in Rockhampton for local and regional artists	Visual Arts	14/03/2015	28/06/2015	This application could have provided more extensive information about the professionals being engaged including examples of their work. An exhibition at the conclusion of the project would assist in demonstrating the benefits of the workshops and assist in promoting the group and art form to the community.	4,060	1,800	1,800
									<b>\$19,063</b>	<b>\$8,773</b>



**8.4 AUSTRALIA DAY GRANT PROGRAM FOR 2015**

**File No:** 5095  
**Attachments:** 1. Application Rotary Club of Mt Morgan  
2. Application Friends of the Heritage Village  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*In 2013 Council resolved to establish an Australia Day Community Grants Program to assist local organisations to coordinate community based Australia Day celebration across the region. Applications for funding to support activities for Australia Day 2015 are now presented for Council approval.*

**OFFICER'S RECOMMENDATION**

THAT Council:

- award a grant of \$3,546 to the Rotary Club of Mt Morgan to assist the group in presenting a community-focused Australia Day celebration in Mt Morgan in 2015; and
- award a grant of \$5,000 to the Friends of the Heritage Village to assist the group in presenting a community-focused Australia Day celebration at the Heritage Village, Rockhampton in 2015.

**COMMENTARY**

With Council having resolved last year to establish an Australia Day Community Grants Program to assist local community-based organisations to present Australia Day events across the region, applications for funding to support activities for Australia Day 2015 are now presented for Council approval.

A media release calling for applications for funding was distributed to all media in late July and a news article ran in the Rockhampton Morning Bulletin on 6 August 2014. A paid press advertisement (M3x3 – 92mmx129mm) was also placed in the Morning Bulletin on Saturday 16 August 2014 appearing on Page 5 of that edition.

Completed application forms have been received from the Rotary Club of Mt Morgan for an event at Mt Morgan and from the Friends of the Heritage Village for an event at the Heritage Village to be held in conjunction with the Australia Day markets. Both applications are attached for committee members' information and accordingly it is recommended that funding of \$3,546 and \$5,000 be granted to the Rotary Club of Mt Morgan and the Friends of the Heritage Village respectively.

The Events Coordinator made a number of attempts to contact the Gracemere Lions Club regarding a possible application for an event in Gracemere but no application was submitted by the closing date on 10 September 2014.

For the 2014 transitional year, when an application was not received for an event in Gracemere and the Gracemere Lions Club advised Council that, while unable to coordinate activities in 2014 the group would hope to be in a position to do so in 2015, Council's events staff remained responsible for coordinating an event at this location. Such action, while appropriate in a transition year, it is not proposed that the events team would undertake this role in Gracemere in 2015 ie that is there would not be a RRC supported activity in Gracemere for Australia Day next year.

# **AUSTRALIA DAY GRANT PROGRAM FOR 2015**

## **Application Rotary Club of Mt Morgan**

**Meeting Date: 30 September 2014**

**Attachment No: 1**

Australia Day Community Events Grants Program – Application Form

**Australia Day 2015**

Community Events Grants

**Application:**

Name of Community Group or Organisation:

*Rotary Club of Mount Morgan*

Contact person details (person who will be coordinating your Australia Day activities)

Surname: *Rowley* Given Name(s): *Del.*

Position: *member Rotary Club*

Address: *36 Jennie Street, Mount Morgan* Post Code: *4714*

Telephone: (Business) *0749 125 100 (work)* (Mobile) *0415 186 124*

Email: *rowley.del@bigpond.net.au*

Details of your Australia Day community event:

Date: *26/01/15* Time: *0930 - 1230*

Event & Location: *Mount Morgan Dem.*

Activity contact name: *Del. Rowley* Phone: *0415186124*

Name of activity: *Australia Day celebrations*

Audience your activity is targeting: *Mount Morgan Community and any one wishing to attend from other areas.*

Approximately how many people will be participating in your activity?

*200*

Has this activity ever been run before in your community?

*Yes the Rotary Club has been hosting these celebrations for many years.*

What other groups or organisations have indicated a willingness to be involved in your event?  
Please attach letters of support.

*Mount Morgan Promotion and Development assisting with marketing and poster design.*  
*Rotary Club of Mount Morgan*  
*Light Horse group*

## Australia Day Community Events Grants Program – Application Form

Describe your activity:

Free sausage sizzle and drinks.  
 Funtime Amusements for children  
 Flag raising by Lighthorse  
 Multicultural activities  
 Indigenous entertainment.

(Note: Additional material may be attached if needed.)

Describe how your activity/celebration will complement and build on existing Australia Day activities:

Our celebrations last year brought a lot of positive feedback from our community. People were very happy with the free food and activities and projected a very happy community spirit.  
 Continuation of a local event.  
 Engage social interaction.  
 Australian and multicultural activities.  
 BBQ Sausage sizzle  
 Lamingtons, bread and vegemite, boil the billy  
 Children's activities and local entertainers.

(Note: Additional material may be attached if needed.)

If you intend to run this activity each year, describe how you plan to provide on-going funding for events beyond this initial funding:

The Rotary Club supports this event and we shall be fundraising to help fund the event. As the community has socio economic problems this fundraising does need support as in the grant from the council, as people cannot afford to contribute a lot.

Australia Day Community Events Grants Program – Application Form

Australia Day Objectives:

Please indicate which of the following Australia Day objectives are met by your activity/event (tick one or more boxes as appropriate):

- Inspires national spirit and enriches the life of the nation
- Embodies the Australia Day brand values of freedom, 'fair go', altruism, mateship, diversity, community and humility
- Acknowledges Australia Day for all Australians and any activity must reflect, encourage and enhance togetherness
- Acknowledge and pays respect to the ancient traditions and history of Australia's indigenous community
- Family, Fun and free
- Ensures community participation in the planning and/or end enjoyment of the activity

Budget details:

What grant amount are you seeking from the Australia Day Community Events Grant program?

\$ (GST inclusive)

Please detail below how you would spend the requested grant amount and include any other funding sources required for you activity/celebration.

Item	Requested funding from the Australia Day grants program	Any other funding sources or in-kind contributions by your committee, other organisation etc.
FOOD	\$ 700.00.	NO.
DRINKS		
FUNTIME AMUSEMENTS	\$ 2600.	
Fairy Floss		
Face Painting		
Rides and Jumping Castle		
Hire of the PAM of Mount Morgan	\$ 246.00	
TOTAL	\$ 3546.00.	

Australia Day Community Events Grants Program – Application Form

Declaration:

I, the undersigned, authorise this application and confirm that the information contained herein is, to the best of my knowledge, true and correct. I have read and authorised the Collection Statement & Consent form on Page 9.

Representative signature..... *M. Bouley* .....

Date..... *10/09/14* .....

Nominations are to be received no later than 5pm on Wednesday 10 September 2014

Please return completed application form marked to:

Attn: Venues and Events Unit  
Post: Rockhampton Regional Council  
PO Box 1860, ROCKHAMPTON QLD 4700

By Hand: Venues and Events Office  
Pilbeam Theatre  
2 Cambridge Street  
Rockhampton QLD 4700

Email: [info@rve.com.au](mailto:info@rve.com.au)

Fax: 07 4924 5633

Australia Day Community Events Grants Program – Application Form

**Collection Statement & Consent**

Rockhampton Regional Council has collected your personal information on the application form for a 2015 Australia Day Community Event Grant so we can process your application. Council officers may then use some of the information provided to promote the community event in either print or electronic form should your application be successful.

The information will only be stored and accessed by authorised Council employees in relation to the above use and will not be given to any other person or agency other than for the purpose of the above. Council will not use your personal information for any other purpose without gaining your further consent to that provided by you when signing this form.

I, Dei Rowley, hereby:  
(Please print your name)

- 1. Give Rockhampton Regional Council, its employees and those acting with its authorisation the right and permission to copyright, use, and/or publish my information as above;
- 2. Waive any right to inspect or approve the finished advertising copy or printing matter that may be used in conjunction therewith; or to the eventual use that might be applied;
- 3. Consent to my personal information being published on Council's website or publications as part of the promotions which will be available outside of Australia; and
- 4. Confirm that I have read this form before signing and confirm that I fully understand its contents.

Signed: Dei Rowley

Date: 10/09/14

# **AUSTRALIA DAY GRANT PROGRAM FOR 2015**

## **Application from Friends of the Heritage Village**

**Meeting Date: 30 September 2014**

**Attachment No: 2**



Australia Day Community Events Grants Program – Application Form

**Australia Day 2015**

Community Events Grants

**Application:**

Name of Community Group or Organisation:

Friends of the Heritage Village

Contact person details (person who will be coordinating your Australia Day activities)

Surname: Funnigan Given Name(s): Peter

Position: President

Address: PO Box 1053 Frenchville Post Code: 4701

Telephone: (Business) 49283394 (Mobile) Hm

Email: ps.funnigan@bigpond.com

Details of your Australia Day community event:

Date: 26/1/15 Time: 8am - 1.30pm

Event & Location: Australia Day Heritage Village Markets, Rockhampton Heritage Village

Activity contact name: Jan Wallace Phone: 49368687

Name of activity: Australia Day markets & celebration

Audience your activity is targeting: All age groups

Approximately how many people will be participating in your activity?

4,400

Has this activity ever been run before in your community?

Yes

What other groups or organisations have indicated a willingness to be involved in your event? Please attach letters of support.

9th Battalion Light Horse Regiment

Australia Day Community Events Grants Program – Application Form

Describe your activity:

The Heritage Village Australia Day markets are the main Australia Day Celebration for the Rockhampton Community with an Attendance of 4,584 in 2014. We will be providing local entertainment over 4 hours as part of our celebration and will be applying to participate in the Australia Day Ambassador Program Sponsored by Woolworths. If Successful a real Aussie hero will attend as guest speaker to enhance our celebration's the Spirit of Australia Day

(Note: Additional material may be attached if needed.)

Describe how your activity/celebration will complement and build on existing Australia Day activities:

Engaging local performers to entertain at our Australia Day markets will enhance our day. We will be incorporating the Australia Day Ambassador program which will provide us with a high achieving Australian and real Aussie hero to inspire & provide a sense of pride. Many of those involved in the Ambassador program have had amazing challenges to get to where they are today.

.....

.....

.....

(Note: Additional material may be attached if needed.)

If you intend to run this activity each year, describe how you plan to provide on-going funding for events beyond this initial funding:

The Friends of the Village will continue to provide financial assistance toward the Australia Day Markets for the future.

.....

.....

.....

Australia Day Community Events Grants Program – Application Form

Australia Day Objectives:

Please indicate which of the following Australia Day objectives are met by your activity/event (tick one or more boxes as appropriate):

- Inspires national spirit and enriches the life of the nation
- Embodies the Australia Day brand values of freedom, 'fair go', altruism, mateship, diversity, community and humility
- Acknowledges Australia Day for all Australians and any activity must reflect, encourage and enhance togetherness
- Acknowledge and pays respect to the ancient traditions and history of Australia's indigenous community
- Family, Fun and free
- Ensures community participation in the planning and/or end enjoyment of the activity

Budget details:

What grant amount are you seeking from the Australia Day Community Events Grant program?

\$5,000 (GST inclusive)

Please detail below how you would spend the requested grant amount and include any other funding sources required for you activity/celebration.

Item	Requested funding from the Australia Day grants program	Any other funding sources or in-kind contributions by your committee, other organisation etc.
Entertainment fees - local Artists	\$3,000	In-kind labour from 80+ Volunteers for the set up-pull
PA System & Technical Staff	\$950	Down & operating Australia Day markets.
2 Aust. Day Banners Flags & tables to be handed out free	\$600 \$230	
Aust. Day Ambassador Accom & meals overnight	\$220	
TOTAL =	\$5,000	

Australia Day Community Events Grants Program – Application Form

Declaration:

I, the undersigned, authorise this application and confirm that the information contained herein is, to the best of my knowledge, true and correct. I have read and authorised the Collection Statement & Consent form on Page 9.

Representative signature..... *K. Kwan v/p* .....

Date... *20/5/14* .....

Nominations are to be received no later than 5pm on Wednesday 10 September 2014

Please return completed application form marked to:  
Attn: Venues and Events Unit  
Post: Rockhampton Regional Council  
PO Box 1860, ROCKHAMPTON QLD 4700

By Hand: Venues and Events Office  
Pilbeam Theatre  
2 Cambridge Street  
Rockhampton QLD 4700

Email: [info@rve.com.au](mailto:info@rve.com.au)

Fax: 07 4924 5633

Australia Day Community Events Grants Program – Application Form

**Collection Statement & Consent**

Rockhampton Regional Council has collected your personal information on the application form for a 2015 Australia Day Community Event Grant so we can process your application. Council officers may then use some of the information provided to promote the community event in either print or electronic form should your application is successful.

The information will only be stored and accessed by authorised Council employees in relation to the above use and will not be given to any other person or agency other than for the purpose of the above. Council will not use your personal information for any other purpose without gaining your further consent to that provided by you when signing this form.

1, Ken Knauer....., hereby:  
(Please print your name)

- 1. Give Rockhampton Regional Council, its employees and those acting with its authorisation the right and permission to copyright, use, and/or publish my information as above;
- 2. Waive any right to inspect or approve the finished advertising copy or printing matter that may be used in conjunction therewith; or to the eventual use that might be applied;
- 3. Consent to my personal information being published on Council's website or publications as part of the promotions which will be available outside of Australia; and
- 4. Confirm that I have read this form before signing and confirm that I fully understand its contents.

Signed: Ken Knauer J/P.....

Date: 20/8/14.....

Ambassadors — Australia Day

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## Australia Day

**26 January 2015**

164 days to go

- [Australia Day](#)
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## Ambassadors

The Australia Day Ambassador Program sends high achieving Australians to local Australia Day celebrations in towns and cities across the nation.

Australia Day Ambassadors are an essential part of our national day, and the Australia Day Ambassador Program is one of the longest running and most successful national Australia Day programs.

Australia Day Ambassadors volunteer their time and energy to inspire pride and celebration in hundreds of local communities in cities, regional areas and in the country. These Australia Day 'true believers' – actors, business leaders, sports heroes and charity founders to name but a few – travel across the nation to inspire and unite local communities on 26 January each year.

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<http://www.australiaday.org.au/ambassadors/>

15/08/2014

**8.5 APPOINTMENT OF ADDITIONAL MEMBER TO RADF COMMITTEE**

**File No:** 8944  
**Attachments:** Nil  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*Council has recently appointed a new RADF Assessment Committee and unfortunately one member has been forced to withdraw due to ill health. A replacement panel member has been proposed.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to appoint Ms Merle Cole to the Rockhampton RADF Assessment Committee effective immediately for a term concluding on 30 June 2016 and to endorse the current RADF Assessment Committee's decision not to formally appoint a permanent Chair for their group.

**COMMENTARY**

In July this year Council resolved to make a number of appointments to the Rockhampton RADF Assessment Committee. At this time, Mrs Judi Scheuber was appointed to the Committee but is now unable to take up the position due to ill health.

A late application has been received from Ms Merle Cole and as Ms Cole's area of expertise broadly mirrors that of Mrs Scheuber's (Theatre/Writing/CCD) it is recommended that Council appoint Ms Cole to the Assessment Committee commencing immediately, aligning the term of appointment to that of the other Committee members, ending on 30 June 2016.

In addition, at their first meeting the new Committee resolved not to formally appoint a permanent Chair of their Committee instead rotating the role of meeting Chair amongst members as required. Council's endorsement of this decision is also now requested.

**8.6 CQ CREATIVE HUBS PROPOSAL**

**File No:** 2386  
**Attachments:** 1. CQ Creative Hubs Proposal  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*Later this year the successful Creative Capricorn (Cultural Places) national pilot comes to an end after three years of ground-breaking arts and cultural development across the Rockhampton Region and Council's endorsement and support for the new CQ Creative Hubs proposal is now requested.*

**OFFICER'S RECOMMENDATION**

THAT Council endorses the CQ Creative Hubs proposal and agrees to provide the in-kind assistance as detailed in the report and attached proposal document.

**COMMENTARY**

Later this year the successful Creative Capricorn (Cultural Places) national pilot comes to an end after three years of ground-breaking arts and cultural development across the Rockhampton Region.

The Cultural Places program (an initiative of the Australia Council) is an innovative approach to nurturing arts and cultural development in regional communities. It aims to integrate artistic and cultural programs into a local council's cultural planning with direct benefits for artists, venues, audience development and most importantly the wellbeing of the local community.

The Cultural Places Rockhampton Pilot is a partnership between the Australia Council, Arts Queensland and Rockhampton Regional Council

Over the past three years the pilot has worked to grow arts participation with locally owned and produced arts and cultural programs at its heart, featuring a mix of commissioned and touring exhibitions, performances, workshops festivals and other events held across the region.

To ensure that the broad project objectives are achieved and that the community is actively involved in the development and implementation of the Creative Capricorn program, a Community Reference Group was established to assist the Creative Producer appointed to oversee the delivery of the project.

Such has been the success of the initiative the Australia Council for the Arts has recently announced that the program will become a new funding stream for the organisation from 2016 and, while it would be highly unlikely that Rockhampton would be eligible for further funding support under that program, it is clear that the Creative Producer model is one that should be considered locally beyond the end of the funded Cultural Places pilot program later this year.

And it is to this end that a working party has been formed by Creative Regions (the contracted producer organisation for Creative Capricorn) with a view to developing a proposal to Arts Queensland seeking support for the establishment of new program to place a Creative Producer in three centres (Rockhampton/Yeppoon, Gladstone and Bundaberg) across the wider region.

On 25 August 2014 a meeting was held at CQ University Gladstone (with video links to Rockhampton and Bundaberg) at which representatives of the local arts community and key stakeholders discussed the attached paper prepared by Creative Regions Creative Producer Rod Ainsworth.



Although Acting Mayor Williams and Councillor Swadling were unable to attend due to prior commitments, the author attended on behalf of Rockhampton Regional Council. Also in attendance were senior arts and cultural staff and elected members from Gladstone Regional Council, Livingstone Shire Council and Bundaberg Regional Council along with representative of the CQ University and regional tourism bodies.

The outcome of the above meeting was that the broader group agreed to support the CQ Creative Hub proposal as detailed in the attached document. The proposal while highly dependent on the financial support of the Queensland government through Arts Queensland is also reliant on broad community support and specifically the in-kind support of the four participating local government authorities.

The proposed CQ Creative Hubs project is an excellent opportunity to build on the ground breaking work of Creative Capricorn especially given the loss, post de-amalgamation, of the two key arts development positions from within the corporate structure of the Rockhampton Regional Council.

The attached proposal details the involvement of Local Government in the project as follows

*It has been Creative Regions' experience that independence in arts and cultural delivery, with local government as a key stakeholder/partner, is the best mix. With a solid governance framework around the Creative Producer, the role needs both the support of political and operational arms of Council in order to be best placed with other stakeholders in the community (e.g. business and industry). This proposal is not suggesting any direct financial input from Councils, but does recommend a substantial "in kind" contribution in terms of access to Council spaces (arts/cultural spaces as well as non-arts spaces such as parks, gardens and other areas). Removing the up-front access costs becomes an enabler for artists and the community and is as important, if not moreso, than the funded component. This means that Council can work with the Creative Producer to strategically program events and activities into its spaces and places to activate the community through arts and cultural initiatives.*

And as such, like Creative Capricorn, the in-kind support of Council is limited to the use of Council owned spaces such as the Walter Reid Cultural Centre. The other three local government authorities as detailed above are "on board" and have agreed to the requested in-kind support for the CQ Creative Hubs project.

Recently, a working group comprised of representatives from the key stakeholders attended the Queensland government Community Cabinet event held in North Rockhampton, meeting with Arts Minister, Mr Ian Walker MLA in an effort to further advance the project.

## **CONCLUSION**

In conclusion, the CQ Creative Hubs project has the potential to build on the outstanding success of Creative Capricorn returning significant benefit to the Rockhampton region and is recommended for endorsement and in-kind support (pending the successful funding of the proposal by the Queensland government).

# **CQ CREATIVE HUBS PROPOSAL**

## **CQ Creative Hubs Proposal**

**Meeting Date: 30 September 2014**

**Attachment No: 1**

## CENTRAL QUEENSLAND – A REGIONAL CREATIVE HUB

### PROPOSAL FOR A MAJOR PARTNERSHIP INITIATIVE SUPPORTING REGIONAL ARTS & CULTURAL DEVELOPMENT

*Developed by Rod Ainsworth, Co-Director/Executive Officer, Creative Regions Limited on 25 August 2014.  
THIS DOCUMENT IS TO REMAIN CONFIDENTIAL.*

#### **Policy Background**

The **CENTRAL QUEENSLAND – A CREATIVE HUB** initiative focuses on building and strengthening the arts sector in regional Queensland, creating exciting new cultural products relevant to placemaking activities in the regions, and ensuring Central Queensland people have access to great arts experiences, made in and of their communities, to ensure access regardless of their geographic location.

The **Queensland Plan** highlights the importance of communities, the economy, the regions, education, health, the environment, and people as vital areas of development. The arts have the potential to deliver on all of these key outcome areas. Specifically, the arts can deliver on outcomes of the **Queensland Plan** relating to lifelong education, equity/diversity in communities, community participation and working together, personal growth, employment outcomes, and the opportunity to build regional centres of excellence around the arts and creative industries. We propose that Central Queensland has begun to change the way it does business to incorporate creativity and the arts into regional planning and development. Our creativity defines how we are unique and our uniqueness can be turned into competitive advantage.

The Queensland Government's **Arts for all Queenslanders** Policy points to four key principles in delivering arts and cultural services across the State with a focus on making culture local, ensuring participation by the broader community, focusing on quality and embracing diversity. The **Central Queensland – A Regional Creative Hub** proposal addresses all four principles:

- Local is where culture counts
- Participatory culture has landed
- Quality matters
- Embracing diversity gives us an edge

#### **The Proposal**

This proposal recommends the creation of a network of three Creative Producers who live and work in Bundaberg, Gladstone and Capricorn (Rockhampton/Livingstone) regions respectively. The work of the Creative Producer would focus on engaging with professional and emerging professional artists and to employ and deploy their talents to create regionally unique work that feeds into local placemaking activities such as major festivals, events and other opportunities. The work developed or commissioned would be a catalyst for achieving regional promotion, tourism, economic and arts/cultural development objectives identified through local planning and priority setting.

#### **Partners**

Signatories to this proposal are listed below:

- Creative Regions
- CQUniversity Australia
- Keppel Coast Arts
- Livingstone Shire Council
- Rockhampton Regional Council
- Gladstone Regional Council
- Bundaberg Regional Council

*Developed by Creative Regions, 25 August 2014*

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- Capricorn Enterprise
- Gladstone Area Promotion and Development Ltd (GAPDL)
- Bundaberg and North Burnett Tourism (BNBT).

#### ***Why Central Queensland?***

Tourism is one of the four pillars of Queensland's economy and one of the key campaigns supported by Tourism and Events Queensland is the ***Southern Great Barrier Reef***. This branding connects Bundaberg, Gladstone and Capricorn (Rockhampton/Livingstone) by creating a community of interest that is distinct and marketable.

In addition, the region has experienced substantial investment in the arts by all levels of government and the private sector over the last five to six years through the Regional Stages and Regional Writing Programs (Bundaberg), the Cultural Places/Creative Capricorn Program (Rockhampton) and major events throughout the broader region including QMF's *Boomtown* in Gladstone. This investment has been well tracked and evaluated and the feedback from communities is overwhelmingly positive.

The Central Queensland region has traditionally been overlooked in many respects with investment directed to the far north of the state and to the SEQ region around the state's capital. This proposed new investment aims to reconnect the centre to the rest of the state – especially in arts and cultural terms.

#### ***CQUniversity and Creative Regions Partnership***

Creative Regions and CQUniversity have entered into an agreement, through an MOU, to develop a new entity called ***RARE-Hub*** (Regional Arts Research and Engagement Hub) to connect the university's expertise in scholarship, education, training and research to the broad needs of the regional arts industry. It is proposed that RARE-Hub becomes central to this project whereby CQUniversity would provide expertise, personnel, IT and remote connectivity resources to the project, as well as developing an evaluation framework to be enacted throughout. Creative Regions would act as the project's "Executive Producer" or strategic manager across all three sites. Local reference groups would be generated and would guide the work of the Creative Producer locally and the broader strategic planning of the program over time.

#### ***OBJECTIVES***

The proposal aims to:

- Promote the value of the arts as a key strategy for regional social and economic development
- Foster active engagement in the arts by regional Queenslanders
- Work strategically with government, industry and community stakeholders to better advocate and plan for arts in regional communities
- Complement regional arts touring by working with visiting companies to extend arts engagement opportunities for the local community during regional tours
- Boost local economies by building regional distinctiveness and capitalising on local cultural and tourism assets and opportunities
- Be sustainable and integrated into the long-term cultural, economic and social development of Central Queensland communities

#### ***ROLE OF THE CREATIVE PRODUCER***

Creative Producers would support the professional and emerging professional arts sector in regional Queensland by curating and delivering an annual program of work that:

- Builds relationships between artists, arts organisations and arts infrastructure
- Stimulates new collaborations
- Commissions new work that is unique to the region
- Supports artists to develop their work and their businesses
- Profiles artists beyond the region
- Crosses boundaries and builds new relationships between artists, businesses and their communities

- Builds audiences for, and increases participation in, the arts in the regions
- Brokers relationships with state and national touring and producing companies
- Contributes to local planning initiatives in strategically positioning the arts as being central to regional development
- Increases participation in the arts in regional Queensland
- Delivers on strategic priorities of communities and all levels of government

The network of Creative Producers would collaboratively support the development and delivery of arts services in the region through strategic connections with government, business and community stakeholders and by brokering relationships in their regions with other state and national arts assets. The network will meet regularly with funded small to medium and major arts organisations to support their delivery of services to Central Queensland.

#### **DEVELOPMENT & DELIVERY**

Numerous pilot programs have been carried out in regional Queensland over the last six years aimed at researching and understanding the opportunities and potential for building the regions through the arts. Programs such as Creative Generators (statewide), Regional Writing (Bundaberg), Regional Stages (three regions including Bundaberg) and Creative Capricorn/Cultural Places (Rockhampton) have all been delivered by Creative Regions and independently evaluated. This research has shown that:

- a specialist cultural practitioner is central to delivery,
- earning the respect and trust of regional communities takes time,
- a long-term commitment is required, and
- a face-to-face presence in communities is essential.

To ensure this level of local program ownership and also the sustainability of the initiative, the creative producers will be embedded in their local communities and employed through the partnership between Creative Regions and CQUniversity.

#### **THE VALUE OF THE NETWORK**

This new network of Creative Producers would become the conduit for greater connectedness, communication and collaboration between professional organisations that build the ecology of the arts and cultural sector and, in turn, the communities in which they work. It would be unique in Australia in its method of delivery but builds on learnings from other interstate systems of regional arts delivery.

Creative Regions would act as Executive Producers, facilitating the network and work with key agencies like Creative Partnerships Australia and Creating Australia to develop partnerships between government, economic development bodies, tourism and business agencies, social development organisations, private sector and community to secure adequate investment and resources.

This network of cultural practitioners, all with a deep local knowledge of their communities, will make a significant contribution to strategic development and positioning of the arts in Central Queensland. This is the level that has been missing from previous trial/pilot initiatives.

#### **ROLE OF LOCAL GOVERNMENT**

It has been Creative Regions' experience that independence in arts and cultural delivery, with local government as a key stakeholder/partner, is the best mix. With a solid governance framework around the Creative Producer (see below), the role needs both the support of political and operational arms of Council in order to be best placed with other stakeholders in the community (eg. Business and industry). This proposal is not suggesting any direct financial input from Councils, but does recommend a substantial "in kind" contribution in terms of access to Council spaces (arts/cultural spaces as well as non-arts spaces such as parks, gardens and other areas). Removing the up front access costs becomes an enabler for artists and the community and is as important, if not more so, than the funded component. This means that Council can work with the Creative Producer to strategically program events and activities into its spaces and places to activate the community through arts and cultural initiatives.

*Developed by Creative Regions, 25 August 2014*

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**GOVERNANCE/MANAGEMENT/EVALUATION**

Each community would develop a steering committee/reference group (where one does not currently exist) to both oversee the role of the Creative Producer, ensuring the relevance and connectedness of the program, as well as being critical in a new form of participatory research that will be led by CQUniversity's staff. An academic will be attached to each community in order to facilitate this evaluation process over time. This is a deeply connected and engaged form of research that understands the needs of the community and what it values or wants to measure before and during the project's implementation.

**INVESTMENT**

A total investment of \$1,230,000 per year would be required to operate the project. This document proposes an investment of \$800,000 per annum from the State Government (including four regions) to cover creative producer salary costs and to enable the annual programming and production budget. An investment of \$115,000 per annum is proposed from philanthropic sources and an additional \$315,000 from in kind and other sources as per the budget presented below.

## 9 STRATEGIC REPORTS

### 9.1 MONTHLY OPERATIONS REPORT FOR ARTS AND HERITAGE FOR AUGUST 2014

**File No:** 1464

**Attachments:** 1. Monthly Operations Report for Arts and Heritage for August 2014

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Peter Owens - Manager Arts and Heritage

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#### SUMMARY

*The report provides information on the programs and activities of the Arts and Heritage section for August 2014.*

#### OFFICER'S RECOMMENDATION

THAT the Monthly Operations Report of the Arts and Heritage section for August 2014 be received.

#### COMMENTARY

The Arts and Heritage section has responsibility for the following areas:

1. Art Gallery
2. Heritage Services
3. Venue Operations  
(Pilbeam Theatre, Walter Reid Cultural Centre, Rockhampton Showgrounds)
4. Events

**MONTHLY OPERATIONS REPORT FOR  
ARTS AND HERITAGE FOR  
AUGUST 2014**

**Monthly Operations Report for Arts  
and Heritage for August 2014**

**Meeting Date: 30 September 2014**

**Attachment No: 1**



**MONTHLY OPERATIONS REPORT**  
**ARTS AND HERITAGE SECTION**  
**Period Ended 31 August 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nil to report

***Improvements / Deterioration in Levels of Services or Cost Drivers***

Nil to report

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for 31 August 2014 are as below:



**All Monthly Requests (Priority 3)  
Arts and Heritage 'Traffic Light' report  
August 2014**

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days)		Avg Completion Time (days)		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed				Current Mth	6 Months	12 Months		
Community Events & Arts	0	0	1	1	0	0	10	● 1.00	● 1.00	● 1.25	1.25	
Heritage Village General	1	1	0	0	0	0	1	● 0.00	● 18.40	● 18.40	24.00	
Showgrounds	4	2	0	0	2	0	5	● 0.00	● 10.25	● 5.88	3.60	

**Comments & Additional Information**

There are now no outstanding customer requests for Arts and Heritage. The two incomplete requests list above relate to request awaiting the action of other units not Arts and Heritage staff.

## 2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

### Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Incidents Reported	1	0	
Number of Incomplete Hazard Inspections	0	0	

### Risk Management Summary

Example from Section Risk Register (excludes risks accepted/ALARP)

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Damage to Council facilities and equipment due to non-compliance by Hirers resulting in financial loss and loss of reputation	Moderate 6	Standardization of hirer agreement process across all venues. Purchase and installation of industry standard venue hire system	30/06/15	10%	Project is proceeding – specification developed

### Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	100%	As at 31 July 2014 Council records indicate that no Arts and Heritage employees are yet to obtain/complete immunisations, tickets, and/or licenses deemed necessary for their roles
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	As at 18/014 all Heritage employees are compliant in this regard
Overdue performance reviews	29 August 2014	95%	As at 31 July 2014 Council records indicate that two Arts and Heritage performance reviews are yet to be finalized – these are for casual employee not currently actively engaged by the unit.

**3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>ARTS AND HERITAGE CAPITAL WORKS PROGRAM</b>					
Art Gallery Replace Track Lighting	01/10/14	30/06/15	Complete	30,000	29,454
Comment: Project complete					
Theatre - Upgrade Sound System	01/10/14	30/06/15		20,000	
Comment: Quotes being sourced					
Concept Plans Art Gallery/Theatre site	01/10/14	30/06/15		30,000	
Comment: Brief to be developed					
Resheet Pilbeam Theatre Stage Floor	01/01/15	31/01/15		15,000	
Comment: Work scheduled for January 2015					
Replace AV Equipment and Screen	01/10/14	30/06/15		15,000	
Comment: Quotes being sourced					
Replace Stage Lighting Equipment	01/10/14	30/06/15		32,000	
Comment: Quotes being sourced					
Replace Screen for Twilight Movies	01/10/14	30/06/15		10,000	
Comment: Quotes being sourced					
Replace Security System and Rekey	01/10/14	30/06/15		35,000	
Comment: Project scope being developed					
Box Office Kiosks & Scanners	01/10/14	30/06/15		15,000	
Comment: Project not commenced					
Replace dishwasher – Shearing Shed	01/10/14	30/06/15		12,000	
Comment: Quote received – confirming installation costs					

#### **4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

The Arts and Heritage has no discrete operational projects in the current financial year however highlights of program activities are detailed below

##### **Art Gallery**

*The Gold Award* and *Recent Acquisitions* exhibitions both continued at the Gallery during August. A number of school and adult groups enjoyed floor talks on the exhibition with both the Gallery Director and Curator. Winner of the 2014 *Gold Award* Imants Tillers travelled to Rockhampton to be the guest at a Gallery Trust Donor evening and present an *In Conversation* with the Gallery Director the following day for the general public. Both events were well attended.

The Gallery's touring exhibition *Cream: four decades of Australian art* closed at McClelland Gallery + Sculpture Park (outer-Melbourne, Vic) on August 3. The final visitation for the display was 23,994. This is extremely significant achievement for the Gallery and its goal of raising the profile of the collection outside our region.

Towards the end of August the exhibition travelled to the second venue; Western Plains Cultural Centre in Dubbo, NSW. Gallery Collections Officer Thomas Degotardi couriered the exhibition between Melbourne and Dubbo and was present to assist with the installation, and present talks for volunteers and the general public.

On 19-20 August, Rockhampton Art Gallery hosted two educators from the National Gallery of Australia, who delivered the training workshop, 'Art & Alzheimer's'. This workshop was well attended by residential aged care workers, and Gallery staff and demonstrated there is a need, and passion, to introduce an 'Art & Alzheimer's' program to our region.

The *Art in a basket* program also continues to be popular as an outreach program for younger students.

##### **Rockhampton Heritage Village**

The main entrance to the Heritage Village has closed due significant termite damage to the structure and as a result urgent rectification work is to be undertaken during September and October.

The family night for Halloween has always proved popular and will be held again on Friday 31 October 2014. Also as there have been requests in the past for an adults night, a Halloween Bash for 18+ will be held on Saturday 1 November in the Shearing Shed.

A submission to Tourism & Events Queensland for a grant to assist with marketing of 2015 Heritage Festival has been submitted.

The third Country Music Morning Tea was held on 26 August and numbers remained consistent with 180 people attending. The next event will be held on 28 October.

##### **Pilbeam Theatre**

The Pilbeam Theatre was busy with a wide range commercial, local and Council-presented events, appealing to a wide variety of tastes in August.

Popular entertainer Simon Gallaher returned to the Regional Council / Bolsover Radiology Morning Melodies in August to perform *With a Song in my Heart*. Audiences enjoyed Mr Gallaher's performance and the free morning tea courtesy of Brumby's before the show.

Opera Queensland performed Puccini's *La bohème* in August. The show featured the Rockhampton Chorus, a chorus of local singers brought together specially for "Project Puccini".

Rockhampton Regional Council presented Garry Ginivan's production of the popular children's book Wombat Stew. Two school shows were a sellout hit and the evening performance was well attended.

The Pilbeam Theatre was the venue for a statewide simulcast of the American Ballet Theatre's production of Swan Lake.

Several commercial and local shows drew sizeable audiences in August. These included: North Rockhampton High School's Treasure Island, Take Me Home a John Denver tribute, Looking Through a Glass Onion, and Elvis to the Max.

#### **Rockhampton Showgrounds**

The Wiggles drew large crowds to the Schwarten Pavilion at the Rockhampton Showgrounds in early August. Two shows were held of The Wiggles' latest show Apples and Bananas. A Handmade Expo and the Rockhampton Home Show were also held at the Showgrounds in August.

#### **Events**

During the month over 4,000 local residences and visitors attend the Rockhampton Region Cultural Festival. Commencing at 10am, formalities included the citizenship ceremony, parade of nations and welcome to country. The "come and try" theme included free basket weaving, drumming, friendship bracelet making, origami, belly dance and Bollywood dance workshops. The Creative Capricorn Full Tilt Film Festival, CQ Football for kids inflatable soccer field, Heritage Village farm yard, free amusements and camel rides were also well attended. Entertainment on two stages included a diverse program of performances from local and interstate professionals, community groups and individuals. Over fifty community and commercial food and market stalls participated. Free giveaways included a Cultural Festival backpack, RRC water bottles, caps and coolers. The twenty-three page printed program included a Heritage Village site map, international recipes and an interactive world quiz with \$500 travel voucher prize.

**5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS**

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
<i>Deliver an annual program of Visual Arts exhibitions and program activities, with a target of 20,000 Art gallery visits per annum</i>	20,000	2,337
<i>Operate a range of performing arts, event and function venue in a cost effective and effective manner delivering on budget services, with a target of 100 performances at the Pilbeam Theatre per annum</i>	100	26
<i>Operate the Pilbeam Theatre Box Office as a profit centre for the unit with a target of 60,000 tickets sold per annum</i>	60,000	14,079
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 40,000 per annum</i>	40,000	13,131
<i>Deliver a range of Community events and celebrations on budget and to meet the expectations of Council and the community.</i>	90%	90%
<i>Complete all planned capital projects in accordance with agreed schedule and budget</i>	100%	10%

Note: The above Service Delivery Standards have not been formally adopted by Council but form operational standards for the unit inline with industry best practice.

**FINANCIAL MATTERS**

Period ended July report includes committal for full financial year – this distorts percentage year to date expenditure.

**Budget Management Report OPCHART - ARTS & HERITAGE  
As At End Of August**

Report Run: 17-Sep-2014 07:55:46

	Adopted Budget \$		Total Committals \$	Budget Variance %	
<i>ART GALLERY</i>					
Revenues	(31,100)	0	(21,096)	68%	X
Expenses	845,810	0	130,884	15%	✓
Transfer / Overhead Allocation	1,000	0	3,554	355%	X
Total ART GALLERY	815,710	0	113,343	14%	✓
<i>SHOWGROUNDS AND SHOW</i>					
Revenues	(685,880)	0	(61,149)	9%	X
Expenses	412,350	0	87,190	21%	X
Transfer / Overhead Allocation	10,300	0	4,460	43%	X
Total SHOWGROUNDS AND SHOW	(263,230)	0	30,501	-12%	X
<i>VENUES OPERATIONS</i>					
Revenues	(1,318,300)	0	(259,338)	20%	✓
Expenses	2,844,881	0	519,700	18%	X
Transfer / Overhead Allocation	40,744	0	6,238	15%	✓
Total VENUES OPERATIONS	1,567,325	0	266,601	17%	X
<i>HERITAGE OPERATIONS</i>					
Revenues	(544,723)	0	(122,657)	23%	✓
Expenses	1,029,424	0	285,243	28%	X
Transfer / Overhead Allocation	59,065	0	8,290	14%	✓
Total HERITAGE OPERATIONS	543,766	0	170,875	31%	X
Total Arts and Heritage	2,663,571	0	581,320	22%	X



**9.2 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

**File No:** 1464  
**Attachments:** 1. **Communities and Facilities Monthly Operational Report**  
**Authorising Officer:** **Michael Rowe - General Manager Community Services**  
**Author:** **Cheryl Haughton - Manager Community Services**

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**SUMMARY**

*This report provides information on the activities of the Communities and Facilities section for the month of August 2014.*

**OFFICER'S RECOMMENDATION**

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for the month of August 2014 be received.

**COMMENTARY**

The Communities and Facilities section has responsibility for the following areas:

1. Community Programs
2. Libraries
3. Home Assist Secure
4. Child Care
5. Facilities

The attached report contains information on the activities of these program areas for the month of August 2014.

# **COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

## **Communities and Facilities Monthly Operational Report**

**Meeting Date: 30 September 2014**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**COMMUNITIES AND FACILITIES SECTION**  
**Period Ended 31 August 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nothing to report for this month

***Improvements / Deterioration in Levels of Services or Cost Drivers***

The Libraries launched the Zinio digital magazine service during August giving clients access to a range of magazine titles on subjects such as fashion, architecture, health, business, current affairs, science and computing. The magazines, including back issues can be accessed and downloaded via a web browser or app.



**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for August 2014 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed									
Cemeteries (Asset)	5	4	3	0	4	3	0	15.78	1	0.00	40.50	28.24	33.72
Childcare (Asset)	2	0	1	0	3	1	0	0.51	1	0.00	4.00	24.40	24.07
Community Development (Asset)	4	1	12	6	9	6	0	13.91	1	3.33	22.23	23.11	21.50
Customer Service (Asset)	4	1	3	1	5	2	0	22.68	1	2.00	24.30	35.26	34.37
Disaster Management (Asset)	0	0	0	0	0	0	0	0.00	1	0.00	0.00	0.00	0.00
Dog Pounds (Asset)	0	0	2	1	1	1	0	30.08	1	18.00	27.33	25.00	24.10
Gardens (Asset)	1	0	0	0	1	0	0	1.09	1	0.00	0.00	36.00	40.67
Libraries (Asset)	0	0	8	1	7	6	0	3.27	1	4.00	15.25	16.14	12.05
Open Space -(A) PARKS/RESERVE TOILETS & SHELTERS	8	1	6	4	9	2	0	23.20	1	2.75	5.94	6.92	13.53
Leased Premises - Maintenance (Asset)	3	1	0	0	2	0	0	17.87	1	0.00	16.00	53.69	52.41
Sport and Recreation (Asset)	6	1	6	2	9	4	0	11.12	1	2.50	12.40	22.06	22.15
TV Black Spot - Reception (Asset)	0	0	0	0	0	0	0	0.00	1	0.00	0.00	0.00	0.00
Venue & Events (Asset)	49	5	21	5	60	14	0	9.80	1	5.20	23.84	29.21	37.62

**Comments and Additional Information**

These requests all relate to Council assets and completion times can be dependent upon budget allocations, sourcing of materials or contractors to undertake the required work.

**2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS**

**Safety Statistics**

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0	0	
Number of Days Lost Due to Injury	0	0	
Total Number of Incidents Reported	1	0	
Number of Incomplete Hazard Inspections	0	2	

**Risk Management Summary**

Items from Section Risk Register requiring treatment plans (excludes risks accepted/ALARP)

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Child Care Centre does not meet the National Quality Standard and is unable to operate resulting in loss of service to community, loss of income and reputation for Council.	Moderate 6	Ensure policies, procedures and programs are compliant with NQS for 2014 assessment	30/06/14	80%	Work undertaken by staff to review procedures and programs, but Department of Education and Training has not yet completed the second assessment
Council fails to maintain, train and supervise adequate numbers of volunteers to assist with operations across its sites resulting in inability to deliver some services, or injury to volunteers or public.	High 4	1. Training procedures for volunteers being updated 2. Responsibility for volunteers at some sites being transitioned to community organizations.	30/06/14	50%	Policy and procedure still to be finalised
Damage or failure of Council facilities, plant and equipment resulting in injury to staff or public, potential litigation, and inability to deliver services.	Moderate 5	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year maintenance and renewal strategy based on valuations and	31/12/14	60%	Project being worked on, but hampered by lack of resource

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
		condition assessments. 3. Develop forward budget submissions with reference to risk register, corporate plan and legislative requirements.			
Inability to retain amenity of public buildings resulting in community concern and loss of reputation, with possible injury.	High 4	<ol style="list-style-type: none"> <li>1. Review cleaning and maintenance schedules.</li> <li>2. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements.</li> </ol>	30/06/14	80%	Schedules adjusted to align with current 2014-15 budget. Service levels to be developed for adoption.
Inability to comply with regulatory obligations and conservation of heritage assets, asbestos inspections and treatment, resulting in facilities being non-compliant and deemed unsafe and unusable, with loss of service to community, possible injury to staff and public, and damage to reputation of Council.	High 4	<ol style="list-style-type: none"> <li>1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan.</li> <li>2. Develop a 5-10 year maintenance and renewal strategy based on valuations and condition assessments.</li> <li>3. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements.</li> </ol>	31/12/14	60%	Project being worked on as resources permit

**Legislative Compliance and Standards**

<b>Legislative Compliance Matter</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Outdated employee immunisations, tickets, and/or licenses	Various	99%	As at 31 August 2014 Council records indicate that 1 employee is yet to obtain/complete immunisations, tickets, and/or licenses deemed necessary for their roles
Outdated legislative compliance mandatory training and/or qualifications	Various	99%	As at 31 July 2014 Council records indicate that 10 employees are non-compliant in this regard
Overdue performance reviews	29/08/2014	93%	As at 31 August 6 staff performance reviews (5 casual, 1 full time) were due to be completed
Checking of Emergency lighting in Council buildings	6 monthly	100%	Sites inspected as per Inspections Schedule
Fire systems tested in Council buildings	Monthly	100%	Sites with systems in place inspected as per contract
Fire hose reel and blankets inspected	6 monthly	100%	Sites inspected as per Inspections Schedule
Maintain staff to child ratios in accordance with the Education and Care Services National Regulations	Daily	100%	Ratios are maintained per age grouping
Engage an early childhood teacher at the Centre for at least 6 hours per day	Daily	100%	Early childhood teacher employed, with other staff with Advanced Diplomas able to cover periods of leave

### 3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

The section has a capital budget as follows:

\$2,055,220 for Facilities with current expenditure of \$317,434, representing 15% committal

\$55,000 for Libraries with current expenditure of \$14097, representing 26% committal

\$85,000 for Community Programs with current expenditure of \$8963, representing 11% committal

The following abbreviations have been used within the table below:

CEO	Chief Executive Officer
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Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>COMMUNITIES AND FACILITIES CAPITAL WORKS PROGRAM</b>					
<b>August 2014</b>					
Mt Morgan Caretaker's Cottage stabilisation	2/07/2014	16/07/2014	Completed	\$21,000	\$18,993
Comment: The building has had the damaged verandahs removed to leave the brick shell as recommended by					
Office of CEO refurbishments	14/07/2014	3/09/2014	In progress, 95% complete	\$75,000	\$73,337
Comment: All original scope of works and variation for removal of wall has been completed; with polishing of parquet flooring to be undertaken in September					
City Hall refurbishment	21/07/2014	11/12/2014	In progress	\$300,000	\$222,011
Comment: Includes amenities upgrades, painting and floor coverings, with painting still to be fully completed and flooring to Finance area to be installed.					
Bauhinia House – replace box gutters	1/09/2014	30/09/2014	Order placed	\$60,000	\$39,318
Comment: order has been placed for work, awaiting contractor to supply date of installation					
Dooley St Administration building – replace box gutters	31/07/2014	30/08/2014	In progress	\$47,500	\$23,311




Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Comment: replacement of box gutters to prevent water ingress to building, replacement of some roof sheets, repair of damaged walls and ceilings					
Gracemere Admin - air-conditioning	31/07/2014	7/08/2014	Completed	\$14,000	\$10,315
Comment: replacement of air-conditioning unit to meeting room at Gracemere Administration building					
Ann St residence defects	21/07/2014	30/08/2014	Completed	\$30,000	\$29,998
Comment: works include new concrete to front of driveway to remove trip hazard; new stringers to front step; and replacement of roofing, ridge capping, barge mould, guttering, and flashing.					
Botanic Gardens – garage and workshop upgrade	28/07/2014	01/09/2014	In progress	\$35,500	\$15,463
Comment: replacement of doors, guttering, and treatment of rusted purlins					
Botanic Gardens – workshop amenities upgrade	28/07/2014	30/09/2014	In progress	\$59,500	\$27,053
Comment: work to date has included interior repainting; installation of new kitchen, seamless flooring, new toilets, shower rails and curtains					
Tourist Information Centre	12/08/2014	05/01/2015	In progress	\$100,000	\$26,073
Comment: internal and external repaint; seamless flooring to toilets; new kitchenette; replacement of rusted air-conditioning package unit and structural roof mount, rusted roof sheets, guttering, and rusted termite barrier					
James Lawrence Pavilion, Rockhampton Showground	26/08/2014	11/09/2014	In progress	\$62,000	\$44,829
Comment: removal of asbestos sheeting from parapet, soffit, patio ceiling and replacement: replacement of defective timber battens and downpipes; painting of required areas; installation of signage					
Multimedia upgrade - Libraries	01/07/14	31/5/2015	In progress	\$20470	\$4530
Comment: upgrade of equipment					



Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Partition to café area Rockhampton Regional Library	01/07/2014	19/09/2014	In progress	\$20,000	\$8963
Comment: installation of folding glass doors to provide for security of area					

#### 4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

As at the period ended 31 August 2014 – 17% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Community Assistance Program	\$673,131	\$196,276	29%	4 applications to the Community Assistance Program were received during the month of August with 2 approved for funding for the total amount of \$2,295 – Carers' Week event \$300, Friends of Heritage Village \$1,995 for purchase of car hoist.
Community Programs	\$174,058	\$62,782	36%	<p><b>Community Development</b></p> <p>Three sessions of the "Tips on Parenting" program to assist parents and carers to develop more confident methods of parenting were delivered in partnership with Anglicare, with 15 people attending.</p> <p>The Access and Equity Reference group meeting held on 14 August discussed:</p> <ul style="list-style-type: none"> <li>the importance of Council having an Inclusive Community Plan, with submission to be made to Council</li> <li>submission to Rockhampton Region Planning Scheme</li> <li>Council having access and equity as a permanent agenda item for all Council meetings</li> <li>wanting to be able to track statistics on access and equity issues raised and progress in dealing with these issues, perhaps developing an app for this purpose</li> <li>Council using the Master Locksmiths Access Key (MLAK) to allow people with a disability to have 24/7 access to public facilities</li> <li>Council input to the national Public Toilet Map</li> </ul> <p><b>Multicultural</b></p> <ul style="list-style-type: none"> <li>Participation in the Cultural Festival held on 10 August, with assistance at Citizenship Ceremony, and Parade of Nations</li> <li>Cultural Morning Tea held at Mt Morgan with speakers from Alzheimer's Association and Office of Fair Trading. 23 people attended from several different cultural backgrounds.</li> <li>Assistance with organization of celebration of 20 years of Australian South Sea Islander recognition</li> <li>Assistance with Cultural Dance program at Regional Library</li> </ul>

Library Services	\$2,274,175	\$436,653	19%	<p><b>Client Services</b>                  During August the Libraries recorded:</p> <ul style="list-style-type: none"> <li>• 20,367 visits</li> <li>• 36,383 loans</li> <li>• 1,451 participants in community programs</li> </ul> <p>Community programs included:</p> <ul style="list-style-type: none"> <li>• Lively babies – with over 100 participants for this early literacy learning activity</li> <li>• Lively Stories – 94 participants for stories reflecting the Children’s Book Week theme</li> <li>• Techno Tots – 10 participants for the monthly program at the Technology Centre</li> <li>• Lively Book Clubs – at Regional Library and Mt Morgan Library</li> <li>• Knitting and Crochet group – the regular group plus visitors who drop in and participate or donate wool. The Mt Morgan group created items and toys for the foster children support group.</li> <li>• Lively conversational Corner – weekly event for people to practice English language skills</li> <li>• Lively Cultural Dance – featured Australian dance with the Jacana Bush Dancers</li> </ul>  <ul style="list-style-type: none"> <li>• Mahjong at Mt Morgan Library – group of 9 participants playing and learning</li> </ul> <p>Additional programs during August included:</p> <ul style="list-style-type: none"> <li>• Seniors Week – events held to celebrate this week included bush cooking demonstration, poetry and yarns with touring author ‘Ranger Nick’; a ‘silver surfers’ computer training session at the Mt Morgan Library; history walk ‘around the block’ of the City Hall precinct; and a story session for dementia residents at Leinster Place. The history walk attracted 52 people.</li> <li>• Top Secret Storytellers Clubhouse – offered in partnership with the State Library of Queensland, this program attracted 792 participants. Sessions were delivered by two professional actors who delighted preschool and early primary school aged children with story drama presentations of three well known Australian picture books. Two professional</li> </ul>
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			<p>development workshops for 74 teachers, childcare workers and library staff also proved popular.</p>  <ul style="list-style-type: none"><li>• Poetry SLAM – the Rockhampton heat of the State Library's Australian Poetry Slam '14 competition held on 6 August attracted 16 contestants to share their poems with an audience of over 60 people. Chay Conaglen thrilled the audience with his mathematically inspired poem which saw him named the winner, alongside runner up Lucy Poole. Both will attend the state final to be held at the State Library on 26 September. A free workshop held prior to the event also attracted people from a wide age range to learn about refining performance poetry and stagecraft with guest author Angela Gardner.</li></ul> <p>The 'Wombat Stew' colouring competition offered two family passes to the performance at the Pilbeam Theatre, with one prize winner from Mt Morgan and one from Rockhampton.</p> <p><b>Collections and Systems</b></p> <p>1,248 new items were added to the collection during August.</p> <p>Family Planning Queensland presented twelve copies of the locally produced book <i>Ngatha Bimbi Bulba: My safe place</i> by Nhay Nyoka Hatfield to the Libraries on August 6, with Cr Rose Swadling accepting the donation. The picture book features indigenous stories from the local area.</p> 
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Technology Centre	\$180,973	\$30,877	17%	<p>Community courses offered during August:</p> <ul style="list-style-type: none"> <li>attracted 143 participants, with 103 new clients signing up during July and August</li> <li>an additional 7 trainers have also joined our volunteer group</li> </ul> <p>Trvia.NET also continued its popularity with 18 people participating as a fun way to improve their computing skills.</p> <p>1499 people used the public access facilities.</p>
Community Centres	(\$62,175)	(\$48,049)	77%	<p>Total hire sessions for venues during August were:</p> <ul style="list-style-type: none"> <li>Gracemere Community Hall - 27</li> <li>Mt Morgan School of Arts – 3</li> <li>Calliungal Youth Centre – 6</li> <li>Bauhinia House – 23</li> <li>Schotia Place - 39</li> </ul>
Home Assist	(\$1,951,082)	\$246,745	12.65%	<p>Client services:</p> <ul style="list-style-type: none"> <li>709 home maintenance or minor modification services were provided during August - 419 for HAS clients and 290 for HACC eligible clients</li> <li>6 major home modifications were completed</li> <li>49 new clients were added, bringing the total number of active clients to 11005</li> </ul> <p>Section Administration staff based at the School of Arts assisted with distribution of the lawn mowing vouchers to eligible HACC clients and entry of client records into the TRACCS database.</p>
Child Care	(\$28,758)	(\$30,103)	105%	<p>Utilisation:</p> <ul style="list-style-type: none"> <li>Long day care - 100% utilisation with demand still for additional places</li> <li>Occasional - 51% utilisation</li> </ul>
Facilities	\$11,269,884	\$2,635,813	23%	<p>Breakdowns and incident maintenance again made up the largest percentage of the 208 work orders completed during August, with the major items including:</p> <ul style="list-style-type: none"> <li>Repairs to fire detectors and emergency lighting across Council</li> <li>Dump point at Music Bowl - blockages cleared on 21 occasions, cost of \$2200</li> <li>Creation of temporary entrance at Heritage Village</li> <li>Replacement of main water service at Dooley St Workshops, and installation of check valves to fire hoses</li> <li>Pump out of septic tank and trenches at Mt Morgan Showgrounds</li> <li>Lift at WRCC - faulty sensors</li> </ul> <p>Electrical work included:</p> <ul style="list-style-type: none"> <li>Lighting - Riverside Park, Kershaw Gardens nursery, Huish Drive playground, Alan Bray Park, East St, Dooley St and Gracemere Administration buildings, Northside Cemetery</li> </ul>

				<ul style="list-style-type: none"> <li>amenities</li> <li>various irrigation pumps</li> <li>traffic light maintenance and repairs</li> <li>additional power outlets at City Hall, Heritage Village</li> <li>testing of items for Fleet Services and generators for Regional Services</li> </ul> <p>Corrective work for identified defects included:</p> <ul style="list-style-type: none"> <li>bus shelters inspected with work scheduled for December</li> <li>Sign Shed – rusted steel support posts</li> <li>Cleaning of gutters and trimming of trees at heritage Village machinery workshop and volunteer facilities</li> </ul>																												
				<p>Legend:  <span style="color: purple;">■</span> YTD % Budget  <span style="color: yellow;">■</span> Adopted  <span style="color: orange;">■</span> YTD Actuals</p>																												
				<table border="1"> <thead> <tr> <th>Budget</th> <th>Incident</th> <th>Statutory</th> <th>Preventative</th> <th>Corrective</th> <th>Operational</th> <th>Breakdown</th> </tr> </thead> <tbody> <tr> <td>Adopted</td> <td>\$160,361</td> <td>\$287,631</td> <td>\$957.41</td> <td>\$527,901</td> <td>\$2,836,735</td> <td>\$657,846</td> </tr> <tr> <td>YTD Actual</td> <td>\$25,202</td> <td>\$22,130</td> <td>\$5,186</td> <td>\$40,957.00</td> <td>\$344,257</td> <td>\$89,457</td> </tr> <tr> <td>YTD %</td> <td>15.72%</td> <td>7.69%</td> <td>5.42%</td> <td>7.76%</td> <td>12.14%</td> <td>13.60%</td> </tr> </tbody> </table>	Budget	Incident	Statutory	Preventative	Corrective	Operational	Breakdown	Adopted	\$160,361	\$287,631	\$957.41	\$527,901	\$2,836,735	\$657,846	YTD Actual	\$25,202	\$22,130	\$5,186	\$40,957.00	\$344,257	\$89,457	YTD %	15.72%	7.69%	5.42%	7.76%	12.14%	13.60%
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#### 5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

Service Delivery Standard	Target	Current Performance YTD
Deliver services and activities that support and build the capacity of people from CALD backgrounds to connect with and live in the local community, with a target of 400 participants per annum	100%	40%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	29.35%
Provide the community with access to a collection of relevant library resources in a range of formats by maintaining an annual acquisition rate of 0.25 items per capita in accordance with the Queensland Standard	100%	0.04 per capita
Provide community access to technology and deliver 2000 hours of computer training each year	100%	1038 hours
Deliver child care in accordance with the National Quality Standard, with 100% utilisation rate of long day care places	100%	100%
Provide the community with access to occasional child care places with an average utilisation rate of 50%	50%	53.15%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	1800 hours
Deliver 5612 hours of home maintenance services for HACC eligible clients per annum	90%	1128 hours
Complete 17 major modification projects for HACC eligible clients per annum	100%	9 projects
Complete all planned capital and maintenance projects in accordance with agreed schedule and budget	90%	15%
Respond to all reactive maintenance requests in accordance with adopted response schedule, budget, availability of materials and contractor if required	90%	90%

Service levels have been developed in accordance with identified standards or program funding requirements.



**FINANCIAL MATTERS**

Overall budget is showing a slight variance as a result of committals entered for the first quarter and grant income not yet received

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 16.7% of Year Gone
<b>COMMUNITIES &amp; FACILITIES</b>							
<i>Community &amp; Cultural Development</i>							
Expenses	59,941	0	0	9,990	9,990	17%	✓
<b>Total Unit: Community &amp; Cultural Development</b>	<b>59,941</b>	<b>0</b>	<b>0</b>	<b>9,990</b>	<b>9,990</b>	<b>17%</b>	<b>✓</b>
<i>Libraries Client Services</i>							
Revenues	(427,109)	0	0	(12,948)	(12,948)	3%	✗
Expenses	2,875,824	0	89,023	388,723	477,746	17%	✓
Transfer / Overhead Allocation	20,460	0	0	2,443	2,443	12%	✓
<b>Total Unit: Libraries Client Services</b>	<b>2,469,175</b>	<b>0</b>	<b>89,023</b>	<b>378,219</b>	<b>467,242</b>	<b>19%</b>	<b>✗</b>
<i>City Child Care</i>							
Revenues	(736,180)	0	0	(135,931)	(135,931)	18%	✓
Expenses	707,422	0	720	105,108	105,828	15%	✓
<b>Total Unit: City Child Care</b>	<b>(28,758)</b>	<b>0</b>	<b>720</b>	<b>(30,823)</b>	<b>(30,103)</b>	<b>105%</b>	<b>✓</b>
<i>Community Programs</i>							
Revenues	(2,103,784)	0	223	(817,381)	(817,158)	39%	✓
Expenses	3,358,674	0	166,214	398,411	564,625	17%	✗
Transfer / Overhead Allocation	32,015	0	0	13,928	13,928	44%	✗
<b>Total Unit: Community Programs</b>	<b>1,286,905</b>	<b>0</b>	<b>166,437</b>	<b>(405,042)</b>	<b>(238,605)</b>	<b>-19%</b>	<b>✓</b>
<i>Facilities</i>							
Revenues	(19,481)	0	0	(2,834)	(2,834)	15%	✗
Expenses	11,050,614	0	1,029,764	1,580,101	2,609,866	24%	✗
Transfer / Overhead Allocation	238,751	0	0	28,781	28,781	12%	✓
<b>Total Unit: Facilities</b>	<b>11,269,884</b>	<b>0</b>	<b>1,029,764</b>	<b>1,606,049</b>	<b>2,635,813</b>	<b>23%</b>	<b>✗</b>
<b>Total Section: COMMUNITIES &amp; FACILITIES</b>	<b>15,057,148</b>	<b>0</b>	<b>1,285,944</b>	<b>1,558,393</b>	<b>2,844,337</b>	<b>19%</b>	<b>✗</b>

**10 NOTICES OF MOTION**

Nil

## **11 URGENT BUSINESS/QUESTIONS**

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting*

**12 CLOSURE OF MEETING**