



COMMUNITIES COMMITTEE MEETING

AGENDA

2 DECEMBER 2014

Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 December 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
27 November 2014

Next Meeting Date: 03.02.15

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:

Councillor R A Swadling (Chairperson)
Councillor S J Schwarten
Councillor C E Smith
Councillor C R Rutherford

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

Mayor Strelow has tendered her apology and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 4 November 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

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: 2 December 2014

Attachment No: 1

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	Project concept plan finalised and data being collated.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 NEW WORKS PROPOSED FOR THE HERITAGE VILLAGE - FRIENDS OF THE VILLAGE

File No: 6698
Attachments: 1. Site map showing proposed shed locations
Authorising Officer: Michael Rowe - General Manager Community Services
Tracy Cooper-Lavery - Gallery Director
Author: Tamara Proll - Administration Officer

SUMMARY

The Friends of the Village seek permission from Council to erect two new sheds at their own expense on the Rockhampton Heritage Village site, 296 Boundary Road, Parkhurst.

OFFICER'S RECOMMENDATION

THAT Council endorse the proposal for Friends of the Village to erect two new sheds at their own expense at Rockhampton Heritage Village.

COMMENTARY

The Friends of the Village are seeking permission from Council to erect two new sheds at their own expense on the Rockhampton Heritage Village site, 296 Boundary Road, Parkhurst.

The first shed would be a 16m x 12m open sided shed which will be purchased by Friends of the Village and erected by Alline Roofing Systems. This shed will be erected behind the current power house building and Kianga Shearing Shed and will be used as an open steam display shed.

The cost of materials and erection would be approximately \$30,000 which Friends of the Village would pay for.

The second shed would be a 20m x 8m freestanding shed which will also be purchased by Friends of the Village and erected by Alline Roofing Systems. This shed will be erected in front of the existing restoration shed (Council building) and will be used as a heritage garage display shed.

The cost of materials and erection for this shed would be approximately \$40,000 which again would be fully paid for by Friends of the Village.

If approved by Council, ground works would commence in February 2015 and completion of construction for both sheds would be December 2015.

CONCLUSION

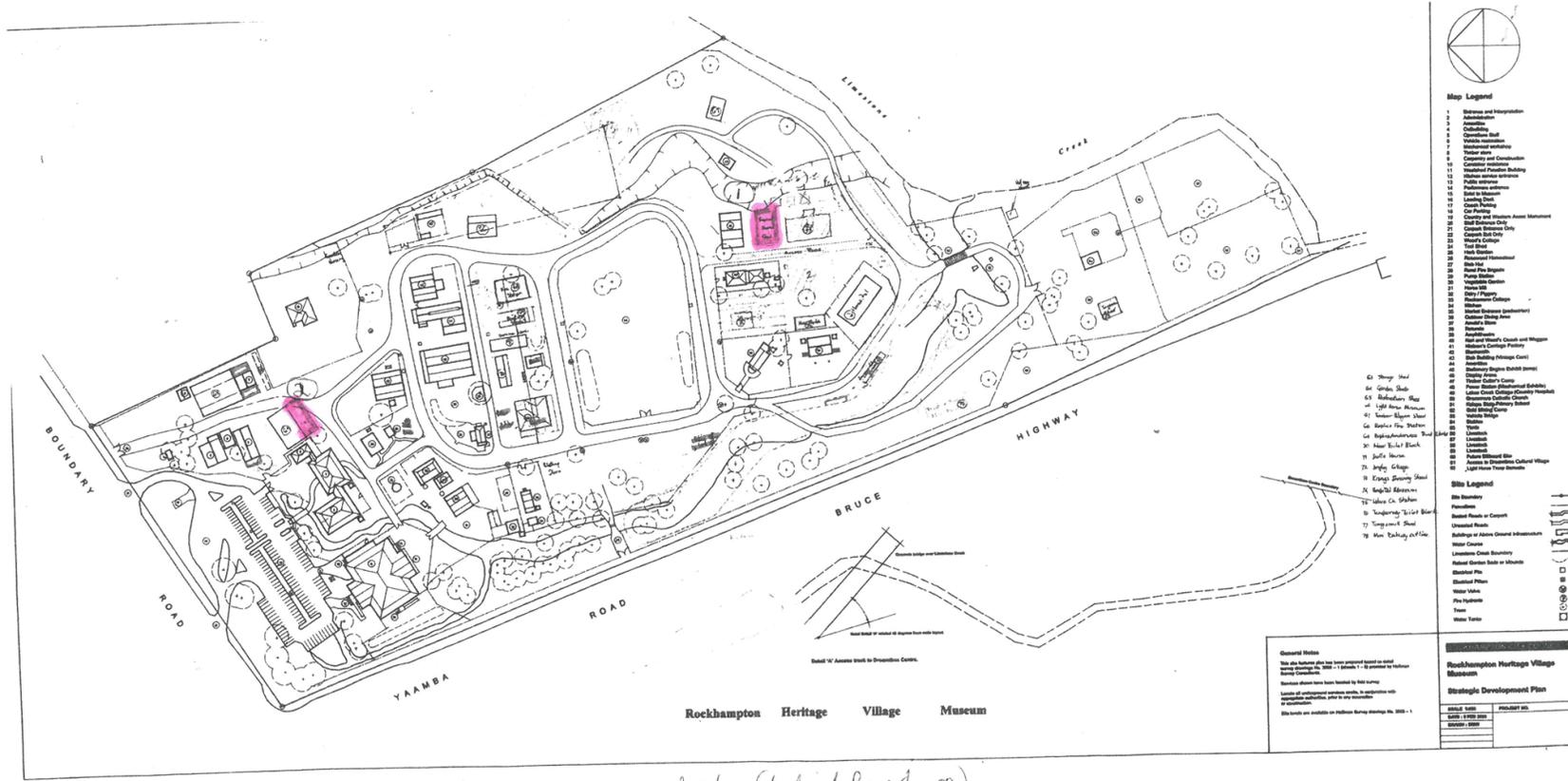
It is recommended that the proposal to build the sheds be accepted as it will enable future enhancement and growth of the Rockhampton Heritage Village.

**NEW WORKS PROPOSED FOR THE
HERITAGE VILLAGE -
FRIENDS OF THE VILLAGE**

**Site map showing proposed
shed locations**

Meeting Date: 2 December 2014

Attachment No: 1



- ① Steam Shed proposed site (behind Powerhouse)
- ② garage proposed site (in front of Restoration Shed)

8.2 REGIONAL ARTS DEVELOPMENT FUND - RECOMMENDATIONS FROM 2014-15 ROUND TWO

File No: 8944

Attachments: 1. RADF assessment table from Committee meeting 11 November 2014

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Tracy Cooper-Lavery - Gallery Director

SUMMARY

Applications received for round two 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 \$13,829.

OFFICER'S RECOMMENDATION

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

Applicant	Purpose of Grant	Grant Recommended
Mount Morgan Central State School P&C Association	The Rainbow Serpent Project	\$2,892
Rockhampton Regional Council	To engage local professionals who will work with Opera Australia and a local children's chorus to be included in the Company's performance of The Magic Flute in Rockhampton (July 2015)	\$5,985
iAudio Tours	Research, production and promotion of audio tours of Central Queensland's popular driving and walking trails in a smart phone app	\$4,952 (subject to conditions as detailed in report)

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, \$95,579 remains in the funding pool for distribution over the remaining two funding rounds.

Six applications were received for a requested amount of \$43,121 in the second 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 TWO**

**RADF assessment table from
Committee meeting 11 November 2014**

Meeting Date: 2 December 2014

Attachment No: 1

REGIONAL ARTS DEVELOPMENT FUND
2014-15 ROUND TWO 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
Arts Central Queensland Inc	Regional Partnerships	Arts Central Web Portal Project	To assist with costs associated with designing and building a web portal to share event calendars, artist and arts organisation directories, reviews and blog with local artists and arts organisations	New Media	10/12/2014	30/15/2015	Decline. RADF Committee is agreeable to considering a resubmitted application that includes the following information: 1. Quote for Almost Anything Web and Graphic Design or a full breakdown of the services to be provided for the fee 2. Plan for maintenance and support beyond the expiration of the Almost Anything Web and Graphic Design contract 3. Description of the geographical boundary of the community web portal 4. Proposal for adopting/complying with Arts Queensland and Rockhampton Regional Council's policies relating to collection, correction and use of personal information.	14,832	10,972	0
Mount Morgan State School P&C Association	Building Community Cultural Capacity	The Rainbow Community Serpent	Towards the costs of materials, construction, workshops, artist fees and unveiling of an approximately ten metre concrete serpent decorated by students and community members	Visual Arts	06/02/2015	10/07/2015	Recommend funding as requested. Well written application Reasonable financial request Pleasing that the project will be incorporated in NAIDOC week celebrations in 2015 Ample community support for the project	6,002	2,892	2,892
North Rockhampton State High School P&C Association	Building Community Cultural Capacity	Contemporary assemblage incorporating forums and workshops during design and production	Two dimensional artwork to illustrate historical narrative of North Rockhampton High School, including indigenous story.	Visual Arts	01/02/2015	30/07/2015	Decline. RADF Committee determined that the resubmitted application (from 2014-15 Round 1) does not significantly address the objective of category 2 funding - Building Community Cultural Capacity Limited demonstrable evidence of actual involvement of students and indigenous representatives in the project Skills transfer details not supplied	17,650	8,970	0
Rockhampton Regional Council	Building Community Cultural Capacity	The Magic Flute	To employ a choir master, rehearsal coordinator and pianist who will work with Opera Australia and a local children's chorus to be included in the Company's performance of the Magic Flute in Rockhampton (July 2015)	Music	01/04/2015	31/10/2015	Recommend funding as requested. Positive project for the community May attract a new audience to the theatre Young local chorists will benefit from this project	9,785	5,985	5,985
Paul Ryan	Concept Development	Rocky the Interview: Redux	Digitisation and re-purposing of audio interviews and photographs from the Heartland initiative 1988-2014 for publication prototype, mixed media and sponsor outcomes	New Media	15/12/2014	15/03/2015	Decline. Proposal unclear, concept not fully explained No evidence of local support for the project Letters of support not relevant to this application Details of artswokers and quotations not provided	15,800	8,800	0

iAudio Tours	Cultural Tourism	Audio tours of Central Queensland's popular driving and walking trails	Towards the costs of research, production and promotion of a series of audio tours for Rockhampton and surrounds in a smartphone app	New Media	tba	tba	<p>Valid and exciting avenue for promoting local arts and culture. RADF Committee recommends funding for the requested amount subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Applicant provide relevant project start and end dates 2. Applicant ensures that audio tour content is predominantly locally distinct arts, cultural and heritage in nature 3. Applicant to seek content approval from Rockhampton Regional Council prior to production 4. Applicant makes the audio tour content available and accessible to the public via the electronic means described in the RADF grant application for a minimum of 3 years 5. Applicant ensures that in the event that it is unable or fails to comply with condition 4. the applicant: <ul style="list-style-type: none"> a) agrees to give Rockhampton Region Council an irrevocable, royalty-free, worldwide, non-exclusive licence to reproduce, adapt, modify, translate, publish, publicly perform, publicly display and distribute the audio, Global Positioning System and mapping content created in the course of the project described in application R1415/2/2 for the purpose of making it available and accessible free of charge to the public for the balance of the 3 year period referred to. b) iAudio Tours will take all action reasonably necessary and in a timely manner to facilitate Rockhampton Regional Council making the audio, Global Positioning System and mapping content created in the course of the project described in application R1415/2/2 available and accessible free of charge to the public for the balance of the 3 year period referred to.' 	6,322	5,502	4,952
							70,391	43,121	13,829	

8.3 REVIEW - CRITERIA AND MATRIX - COMMUNITY ASSISTANCE PROGRAM

File No: 7822
Attachments: 1. **Community Assistance Program - Assessment Matrix and Checklist**
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Community Services

SUMMARY

Council requested that the criteria and funding matrix for the Community Assistance Program be reviewed and a report presented to the Communities Committee in December 2014.

OFFICER'S RECOMMENDATION

THAT Council:

1. reaffirms the key principles underpinning the Community Grants Policy and Procedure;
2. provides direction in relation to any changes required in policy and procedure;
3. provides direction in relation to the assessment process, and nominates Councillors to serve on the assessment panel if appropriate.

COMMENTARY

Council's Community Grants Program provides funding support to assist community organisations to provide activities, programs and projects that contribute to the quality of life of our region. The program provides funding from the Community Assistance Program or the Councillor's Discretionary Funds.

The grants program is administered in accordance with Council's Community Grants Policy and Community Grants Procedure which were developed to comply with the Local Government Act and the Local Government (Financial) Regulations.

The policy is based on the following key principles:

- Rockhampton Region as a Liveable Region

A key focus of the Community Grants program is to enhance Council's identified vision, and applications will only be considered where they contribute to the delivery of this vision.

- Community Capacity Building, Wellbeing and Sustainability

Financial assistance provided to community organisations aims to enhance community capacity, wellbeing and sustainability. Support therefore will be targeted at initiatives that are to occur in the Region, and have a direct community benefit to either the whole Region, or for specified communities and/or target groups.

Initiatives that are deemed mainly for individual benefit or for private profit making gain will not be supported, as the focus is on wider community benefits for the Region.

- Fairness, Equity, Transparency and Accountability

The provision of financial assistance to community organisations will be undertaken in a fair, equitable, transparent and accountable manner, with assessment based on identified community needs, corporate priorities and available budget allocations.

To enable this to occur, all applications are required to be assessed against set eligibility and selection criteria, with reviews undertaken periodically to ensure that assistance is being provided to a broad range of organisations and initiatives across the Region.

- Quality, Efficiency and Effectiveness

Administration of the Community Assistance Program and the Councillor's Discretionary Funds will be undertaken with quality, efficiency and effectiveness in mind, with customer feedback encouraged for continuous improvement purposes, program monitoring and review.

The high demand for funding under Council's Community Assistance Program and Councillor's Discretionary Funds will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications.

Community Assistance Program

The Community Assistance Program offers three categories of assistance:

1. Community Grants Scheme - to provide "one-off" assistance to projects and events that aim to:
 - build the capacity and self sufficiency of communities and disadvantaged groups;
 - strengthen social cohesion, inclusion and collaboration;
 - enhance the Region's overall liveability
2. Corporate Sponsorship Scheme - to provide "one-off" assistance to projects and events that provide:
 - tangible benefits to Council from being a sponsor (re enhanced corporate image/revenue potential); and
 - identified economic and community development outcomes for the Region

The Corporate Sponsorship Scheme is available for not-for-profit incorporated community organisations and private enterprise.

In addition to the "one-off" funding assistance, Council may commit to providing sponsorship of a "recurrent" nature for identified regional events that are deemed to be of significant community benefit. These may be subject to a Multi-year Funding Agreement.

Multi-year funding agreements approved under the Corporate Sponsorship Scheme will be included in Council's annual budget deliberation process to ensure that all endorsed "recurrent" sponsorship agreements are accounted for in the adopted budget.

3. Small Projects Scheme - to provide assistance not exceeding \$1,000 in value, cash or in-kind support (including payment of facility charges), to small projects and events that aim to:
 - strengthen social cohesion, inclusion and collaboration; and
 - enhance the Region's overall liveability.

As well as being administered in accordance with the adopted Grants Policy and Procedure the Community Assistance Program has also been reviewed by Internal Audit to ensure compliance with all requirements.

Eligibility

The existing arrangements allow for the following groups based within the Rockhampton Regional Council area to apply for assistance:

Program	Eligible organisation
Community Grants Scheme	<ul style="list-style-type: none"> ▪ incorporated not-for-profit community associations ▪ unincorporated groups auspiced by an incorporated community association

Corporate Sponsorship Scheme	<ul style="list-style-type: none"> ▪ incorporated not-for-profit community associations ▪ unincorporated groups auspiced by an incorporated community association ▪ private enterprise agencies searching to deliver a community event of activity that meets the objectives of Council sponsorship
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Applications are not accepted from groups that:

- do not hold appropriate public liability insurance cover for the project/initiative for which assistance is sought
- have not properly acquitted any previous grants or sponsorship provided by Council

Eligible Projects

Projects or events to be funded must meet the objectives stated above for each grants scheme and the following:

- Primarily of benefit to the community and not for profit making purposes
- Address an identified community need and aspiration
- Be inclusive of diverse groups and equitable access practices
- Be non-political and non-discriminatory in nature

The following activities are considered to be ineligible:

- Where there is no or limited benefit to the community, and is primarily for an individual or a small group of individuals
- Is a business venture for profit making
- Projects/initiatives funded directly by government or related to a government funded agency such as schools
- Projects/initiatives that have already commenced or have been completed
- Projects outside of the Rockhampton Regional Council area, or travel outside of the region
- Projects that support political or discriminatory ideologies, or practices that do not comply with Commonwealth, State or Council laws and regulations
- Current and recurrent maintenance, salary and operating costs of the applicant organisation
- Project budget items that are currently, or will be funded by, another grant or income source, or where a duplication of a service or project may arise

Assessment

In accordance with the adopted Community Grants Program Procedure – Community Assistance Program, applications are assessed by a panel of three Council officers with recommendations made to Council for consideration. Officers serving on the panel are subject to the provisions of the Local Government Act, Public Sector Ethics Act, and Council's Code of Conduct.

Applications received for the Small Projects Scheme are assessed by a panel consisting of the General Manager Community Services and the Manager Communities and Facilities.

Applications are assessed against the following criteria:

- a) Applicant's capacity to complete the project or event including:
 - physical, financial and personnel resources
 - demonstrated experience and competence
 - evidence of relevant approvals and permissions, or ability to obtain
- b) The community need for the project or event including:
 - Evidence of a community need relative to the size and scope of the project or event
 - Evidence of the lack of an alternative service provider
 - Potential for the project or event to provide appropriate satisfaction of the need relative to its size and scope
 - Evidence of the potential of the project or event to be inclusive of all social and cultural groups within the community
- c) The sustainability outcomes attributable to the successful completion of the project or event including:
 - Evidence that repeat Council support will not be required
 - Indications that the project will lead to organisation growth and partnership building
 - Evidence of resource conservation outcomes
- d) The potential long and short term economic outcomes attributable to the successful completion of the project or event including;
 - Positive short and long term outcomes in terms of local purchasing, visitor day numbers and collateral business generation
 - Positive long term impacts with expansion of activity and creation of new business opportunities
- e) The promotional outcomes attributable to the successful completion of the project or event including:
 - Satisfactory level of target market awareness of the project or event
 - Satisfactory level of community awareness of the applicant organisation's activities
 - Regional community awareness of Council support
 - State, national and international awareness of the project or event and Council's support

The funding matrix (copy attached) is then applied to determine the amount.

Considerations

Over the past 3 years support has been offered through the Community Assistance Program to some 282 organisations for 329 projects.

Some support has been provided for projects that have not complied with the current policy and procedure, and consideration is required with regard to the need to amend the adopted policy and procedural documentation to accommodate these issues. These areas include the following:

Project	Reason for non-compliance	Suggested approach
Awards and prizes	Benefit to individual	Separate category established within Community Assistance Program, with a maximum limit

		of \$500 per award where it can be shown to provide benefit to Council and community
Advertising banners at events and sites	Operational costs	Funded from marketing budget subject to proper consideration of the commercial value to Council
Salary or operating costs for an organisation	Recurrent operational costs are specifically excluded in current Policy and Procedure	Considered and funded from an economic development perspective and budget
Fundraising events for an individual	Benefit to individual rather than broader community	No change to existing direction. Perhaps upper limit be considered for support of all fundraising events.

As well, some of these projects have been supported without a formal application being lodged as required by the adopted Policy and Procedure, and Internal Audit report. In line with requirements for other Council services it is suggested that all projects be subject to a formal application process to allow for proper consideration of support.

There are also some other issues that Council may wish to consider in relation to the program. These include the following:

Issue	Consideration required
Assessment	<p>Should the assessment panel consist of Councillors or Officers, or a combination of both? Should all applications be considered by Council without the need for a panel?</p> <p>The recommendations of the current assessment panel are presented to Council for formal consideration and decision with regards to funding.</p> <p>Other Local Governments across the state use both approaches, and it is suggested that Council consider the appointment of two Councillors to the panel, with one nominated as the Chair.</p>
Limits on funding amount	<p>Should there be an upper limit set for grants for approved projects (e.g. maximum of \$10,000 per project), or should Council's contribution be limited to a maximum share of the project cost (e.g. 25% of eligible project costs)?</p> <p>Other Councils throughout the state have again taken both approaches, and it is suggested that an upper limit of \$15,000 per project be applied generally, with Council able to resolve to provide a higher level of support where it is considered warranted.</p>
Recurrent events	<p>Should there be consideration of decreasing support for regular events? The current direction considers sustainability as criteria, but the same events are usually funded at the same or higher levels each year.</p> <p>This can result in a dependence on Council funding, with little motivation to seek alternative support or other options to sustain the event.</p> <p>Various approaches are taken by other Councils with some stating that grant proposals that may lead to a dependence on Council will not be considered.</p>

	<p>It is suggested that Council establish a timeframe for the support of recurrent events and a decreasing scale of funding be applied across that period.</p>
Capital projects	<p>Should the 50% applicant contribution be maintained, or should this requirement be reduced to 25 or 30% for worthwhile projects for smaller groups?</p> <p>While different Councils apply different limits, it is suggested that the 50% contribution be retained.</p>
Multiple applications	<p>Should applicants be allowed to make more than one application per round per year? Should organisations be restricted to only one application for a capital project and one application for an event each year?</p> <p>Should applicants be able to make a number of applications, but only be entitled to receive grants to a total value of \$10 - \$15,000 per year?</p> <p>Again, Councils across the state have taken different approaches to this. It is suggested that a total annual value of \$10,000 be applied generally, unless the events are of major regional significance.</p>
Grant categories	<p>Should there be separate categories of grants for specific areas, with upper limits applied to the different categories?</p> <p>Some other Councils offer grants in specific areas such as events, community facilities, community development, cultural, environment, sports and recreation, heritage.</p> <p>While this approach does allow for limits and specific conditions to be applied to the categories, it is suggested that it adds to the complexity of the scheme. Council's current approach is broad to encompass all of these areas.</p>
Support for Individuals	<p>Should funding be provided to individuals?</p> <p>Under the current Policy individuals are excluded from seeking funding. Various other Councils across the state provide funding for individuals to recognize individual leadership and achievement. To be eligible residents must be representing their field at an accredited or high profile national or international event or competition; with written confirmation required from the recognised peak body; and be willing to contribute the skill to the local community. Grants offered appear to generally be only up to \$1000 for international events.</p> <p>It is suggested that this not be included as a category in the Grants Program.</p>
Fundraising events	<p>Should these be supported in this manner or would there be greater benefit to Council in simply making a direct donation to the cause? In this way Council's contribution could potentially be spread across more community functions.</p> <p>Should support be provided to service clubs whose purpose is raising funds to distribute to other groups? Money raised is not necessarily spent on projects within the Rockhampton Regional Council area, and there is no direct benefit to Council from sponsorship.</p>

	<p>It is suggested that Council would determine a maximum value for direct donations each financial year and eligible charities would be invited to submit an expression of interest for a share of this amount.</p> <p>This would significantly decrease the need for these organizations to make applications for multiple fundraising events throughout the year, and result in a more equitable and transparent distribution of funds to eligible charities. A decision would be required in relation to national or state charities seeking funding.</p>
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Conclusion

The Community Assistance Program appears to have served the local community well over the period of its operation, with \$967,966 distributed over the past three years to 265 organisations. The program has parameters clearly defined by Council's adopted Policy and Procedure, and has been reviewed by Council's Internal Audit function.

The Policy and Procedure are now due for review, and a number of issues have been raised in this report for Council consideration. It is recommended that Council also consider the underpinning principles and provide direction for any change required to be made to the documents.

REVIEW - CRITERIA AND MATRIX - COMMUNITY ASSISTANCE PROGRAM

Community Assistance Program - Assessment Matrix and Checklist

Meeting Date: 2 December 2014

Attachment No: 1

**Community Assistance Program
Assessment Matrix and Checklist**

Round:
Applicant:
Project:
Amount Requested:

Panel Member	Score
Average Score	

FUNDING MATRIX

Average Score	\$
0-9	0
10-19	500 - 1,900
20-29	2,000 - 4,900
30-39	5,000 - 9,900
40-49	10,000 – 14,900
50-55	15,000
56+	Determined by resolution

Checklist	Y	N	N/A
Eligible Application	<input type="checkbox"/>	<input type="checkbox"/>	
Signed Application	<input type="checkbox"/>	<input type="checkbox"/>	
Public Liability Insurance provided	<input type="checkbox"/>	<input type="checkbox"/>	
Quotes provided	<input type="checkbox"/>	<input type="checkbox"/>	
Incorporation details provided	<input type="checkbox"/>	<input type="checkbox"/>	
ABN provided	<input type="checkbox"/>	<input type="checkbox"/>	
Previous grant details obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding acquittals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RADF application for this project	<input type="checkbox"/>	<input type="checkbox"/>	
CDF application for this project	<input type="checkbox"/>	<input type="checkbox"/>	

8.4 COMMUNITY ASSISTANCE PROGRAM - CENTRAL QUEENSLAND INDIGENOUS DEVELOPMENT

File No: 7822
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Community Services

SUMMARY

An application to the Community Assistance Program has been received from Central Queensland Indigenous Development Limited seeking assistance to host the 2015 Reconciliation Carnival.

OFFICER'S RECOMMENDATION

THAT Council approves the application for funding from Central Queensland Indigenous Development Limited to the value of \$2,000.

COMMENTARY

An application to the Community Assistance Program has been received from Central Queensland Indigenous Development Limited seeking \$14,000 to assist the organization to host the 2015 Reconciliation Carnival.

For seven years the Reconciliation Carnival has been an important annual sporting event in Central Queensland and according to the applicant is the only sporting event that focuses on reconciliation. The object of the carnival is to use sport as a unifying factor, educate players and the community about the importance of reconciliation, and convey health messages with the campaign for the prevention of substance abuse and domestic violence.

In 2015 the event will take place over the four day Easter period with attendance numbers expected to reach 6,000 including 800 players. Unlike a typical rugby league carnival, the Reconciliation Carnival features teams of juniors, men and women who are often not necessarily rugby league players but come together for a cause, to commemorate a family member who has passed or simply to partake in a fun, drug and alcohol free event.

The applicant envisages that teams will register from other regions including Cherbourg, Palm Island, Cairns, Mackay, Gladstone, Ipswich, Woorabinda, Gladstone and the Central Highlands ensuring economic benefits to local businesses through accommodation, meals and retail sales over the 4 day period.

The event offers very generous prize money with the budget supplied for the event indicating that an amount of \$46,000 will be distributed, equating to the total amount to be received from nomination fees.

In return for the amount of sponsorship requested Central Queensland Indigenous Development Limited has committed to acknowledge Council's contribution to the carnival on all printed material, in newspaper articles and advertisements, and when addressing the media prior to and during the event. Rockhampton Regional Council will also have the opportunity to display banners and signage at the main tent and on temporary fencing on site over the duration of the event.

Central Queensland Indigenous Development Limited has previously received sponsorship from Council as follows:

2014	NAIDOC Week celebrations	\$3,000
2013	NAIDOC Week celebrations	\$3,000
2013	Reconciliation Carnival	\$2,000
2011	Reconciliation Carnival	\$1,100

The application has been assessed in accordance with the Community Grants Procedure and the assessment panel recommends that Central Queensland Indigenous Development be offered the same level of sponsorship for the 2015 Reconciliation Carnival as was provided for the 2013 event. This would amount to \$2,000.

8.5 EXPRESSION OF INTEREST - 'DIVERSITY DELIVERS' - SERVICES TO IMPROVE COMMUNITY PARTICIPATION FOR CULTURALLY DIVERSE QUEENSLANDERS

File No: 1023/2163
Attachments: Nil
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Community Services

SUMMARY

The Queensland Government has developed the 'Diversity Delivers' framework and invited Expressions of Interest from service providers to deliver the services across one or more of the prescribed regions.

OFFICER'S RECOMMENDATION

THAT Council receives the report on the 'Diversity Delivers – Services to improve community participation for culturally diverse Queenslanders' initiative.

COMMENTARY

On behalf of the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs (DATSIMA), the Department of Communities, Child Safety and Disability Services released a request for expression of interest for the 'Diversity Delivers – Services to improve community participation for culturally diverse Queenslanders' on 28 October 2014.

This process is based on DATSIMA changing the way it invests in services to culturally diverse communities in Queensland. The Department's vision is that Aboriginal and Torres Strait Islander people, and people from culturally diverse backgrounds participate fully in Queensland's vibrant economic, social and cultural life. To achieve this vision it has placed a clear focus on increasing economic participation and improving the community participation of its customer group through the 'Diversity Delivers' framework.

Context

'Diversity Delivers' is aimed at ensuring that all Queenslanders have the opportunity to participate in Queensland's vibrant lifestyle, no matter where they live or where they come from. The Queensland Cultural Diversity Policy articulates the Government's vision and the Queensland Cultural Diversity Action Plan 2014 outlines steps to be taken to achieve the identified outcomes of:

- language independence
- education participation and attainment
- economic independence and participation
- community participation

The focus of the community participation outcome is stated as creating a sense of belonging to support economic and social participation by:

- developing capability and leadership within communities
- enabling community organizations to support individual members
- encouraging civic and cultural participation
- improving acceptance and understanding
- promoting awareness of services
- improving connections within local communities

This framework will be supported by other key initiatives including:

- the RegionsQ Framework
- the Social Services Reform Program
- White Paper on Developing Northern Australia

'Diversity Delivers' is based on the premise that economic and community participation are complementary, and that investment under this initiative will build readiness for economic participation and support the ambitions of culturally diverse individuals, families and communities to settle into, and be supported by, their local communities.

Expression of Interest process

The Expression of Interest process was opened on 28 October and closed on 18 November. It is stage one of an anticipated two stage process, with proposals sought from potential suppliers outlining community participation initiatives which demonstrate their understanding of local need and opportunity, and their ability to deliver the required outcomes. The focus is on recent arrivals from non-English speaking backgrounds, but suppliers are encouraged to identify additional target client groups that are disadvantaged, disengaged or marginalised from the mainstream community and would benefit from additional support. From this process suppliers will be short listed and may then be invited to participate in the subsequent procurement and Request for Offer process for a two-year contract commencing 1 July 2015.

The government has identified \$1 million per annum for the initiative. Proposals are to be for initiatives or suites of initiatives that provide direct services or support within the regions identified by the Government.

The regions identified are shown in the following table:

Diversity Delivers regions	Local Government areas
Far North Queensland	Cairns, Cassowary Coast, Douglas, Mareeba, Tablelands
North Queensland	Townsville, Burdekin, Charters Towers, Hinchinbrook
Mackay, Isaac and Whitsunday	Mackay, Isaac, Whitsunday
Central Queensland	Gladstone, Rockhampton, Banana, Central Highlands, Livingstone
Wide Bay Burnett	Bundaberg, Fraser Coast, Gympie, North Burnett, South Burnett
North Coast	Moreton Bay, Noosa, Sunshine Coast
South East	Brisbane, Logan, Redland
Gold Coast	Gold Coast
West Moreton	Ipswich, Lockyer Valley, Somerset, Scenic Rim
Darling Downs	Toowoomba, Southern Downs, Western Downs, Goondiwindi

The service provider characteristics detailed in the Expression of Interest documentation are clearly quite different to the existing model for the delivery of the Local Area Multicultural Partnership (LAMP) program. The EOI asks the following questions:

- Does the Respondent have the capacity to work across a broad geographical area?
- Is the Respondent willing to include target/consumer groups in design and delivery of initiatives (co-designing practice)?
- Does the Respondent have a broad base of resources which can be leveraged?

- Is the Respondent willing to advise DATSIMA on regional trends, issues and opportunities?
- Can the Respondent demonstrate an ability to work across stakeholders and regions to ensure their target group is afforded appropriate opportunities?
- Can the Respondent demonstrate a detailed understanding and connection with the communities within their region/s of interest?
- Does the Respondent have the ability to identify and engage cohorts within the target group most able to gain from the initiatives proposed?

CONCLUSION

The 'Diversity Delivers' initiative will replace the LAMP program in 2015. The initiative takes a different approach, with a primary target group of people who have arrived in Queensland in the last five years from a non-English speaking country; and a focus on economic participation.

The Expression of Interest for the initiative is open to service providers who can deliver direct services across prescribed regions, not just local governments in their respective areas. Providers selected in the shortlisting process may be invited to contract for two years to deliver the services and will be expected to leverage resources, existing initiatives or partnerships, to achieve the required outcomes for culturally diverse Queenslanders, and monitor needs and opportunities across the geographical area.

An Expression of Interest has not been submitted on behalf of Council.

9 STRATEGIC REPORTS

9.1 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

SUMMARY

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

OFFICER'S RECOMMENDATION

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

COMMENTARY

The Communities and Facilities section has responsibility for the following community service 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 October 2014.

COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT

Communities and Facilities Monthly Operational Report

Meeting Date: 2 December 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
COMMUNITIES AND FACILITIES SECTION
Period Ended 31 October 2014

VARIATIONS, ISSUES AND INNOVATIONS***Innovations***

We are reviewing the use of voltage power optimisation for Council buildings to reduce power consumption and increase the life of plant and equipment.

Improvements / Deterioration in Levels of Services or Cost Drivers

- The Electoral Commission Queensland is utilizing the Calliungal Youth Centre in Mt Morgan as its electoral office for the division of Mirani for the period from November to May 2015. A tenancy agreement has been signed off with the Commission paying a weekly rental plus all outgoings for the 6 month period. This not only gives a regular income from the Centre, but creates wider awareness of the building within the community, and potentially reduces the risk of vandalism with the site being used on a more regular basis.
- The work required to remove the damaged bridge and provide a new crossing at the entry to the Heritage Village, and new front perimeter fencing, was not included in the current budget so will require a revised budget allocation.

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for October 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
			Received	Completed									
Cemeteries (Asset)	1	0	1	1	1	0	0	6.55	30	● 0.00	● 13.40	● 27.05	27.22
Childcare (Asset)	1	0	5	3	3	2	0	0.61	30	● 5.33	● 3.53	● 14.48	18.91
Community Halls (Asset)	12	2	7	2	14	4	0	9.43	30	● 4.00	● 10.75	● 23.36	23.46
Admin and Depots (Asset)	4	1	2	1	4	1	0	18.97	30	● 6.00	● 14.28	● 25.31	25.71
Disaster Management (SED Buildings) (Asset)	0	0	0	0	0	0	0	0.00	30	● 0.00	● 0.00	● 0.00	0.00
Dog Pounds (Asset)	1	0	1	1	1	0	0	36.20	30	● 32.00	● 20.33	● 20.11	24.20
Gardens (Asset)	0	0	0	0	0	0	0	0.82	30	● 0.00	● 72.00	● 54.00	54.00
Libraries (Asset)	15	1	25	18	21	7	0	0.37	30	● 2.67	● 3.81	● 7.41	12.75
Leased Premises - Maintenance (Asset)	6	0	0	0	6	0	0	0.40	30	● 0.00	● 22.67	● 33.20	36.20
Sport and Recreation (Asset)	10	2	6	3	11	3	0	13.26	30	● 2.67	● 12.33	● 20.45	20.24
TV Black Spot - Reception (Asset)	0	0	0	0	0	0	0	0.00		● 0.00	● 0.00	● 0.00	0.00
Venue & Events (Asset)	36	8	24	10	42	13	0	10.50	30	● 5.40	● 22.02	● 23.51	29.34

Comments and Additional Information

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

Safety Statistics

The safety statistics for the reporting period are:

	SECOND QUARTER		
	Oct	Nov	Dec
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	1		
Number of Incomplete Hazard Inspections	0		

Risk Management Summary

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

Potential 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 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	70%	Project being worked on, but hampered by lack of resource

Potential 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"> 1. Review cleaning and maintenance schedules. 2. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements. 	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"> 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 condition assessments. 3. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements. 	31/12/14	70%	Project being worked on as resources permit

Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	99%	As at 31 October 2014 Council records indicate that 1 employee is yet to supply a copy of a license deemed necessary for the role
Outdated legislative compliance mandatory training and/or qualifications	Various	98%	As at 31 October 2014 Council records indicate that 2 employees are non-compliant in this regard
Overdue performance reviews	29/08/2014	97%	As at 31 October 2014 3 casual staff performance reviews 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

With the addition of rollovers the section has a capital budget as follows:

\$3,076,433 for Facilities with current expenditure and committals of \$1,100,632, representing 33% committal

\$84,154 for Libraries with current expenditure of \$8697, representing 10% committal

\$130,000 for Community Programs with current expenditure of \$9724, representing 7% 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)
COMMUNITIES AND FACILITIES CAPITAL WORKS PROGRAM					
October 2014					
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	Completed	\$75,000	\$74,085
Comment: All original scope of works and variation completed					
City Hall refurbishment	21/07/2014	11/12/2014	In progress	\$300,000	\$263,093
Comment: amenities upgrades completed; 90% painting completed; and flooring to Finance area to be installed in late November					
Bauhinia House – replace box gutters	1/09/2014	05/12/2014	In progress	\$60,000	\$49,611
Comment: order has been placed for work, with variation to replace aged skylights and fix roof with galvanized roof screws; minor works commenced					
Dooley St Administration building – replace box gutters	31/07/2014	30/11/2014	In progress	\$47,500	\$45,823

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Comment: completed replacement of box gutters to prevent water ingress to building, replacement of some roof sheets, repair of damaged walls and ceilings; repainting scoped with order to be placed					
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	01/12/2014	In progress	\$35,500	\$16,938
Comment: replacement of doors, guttering, and treatment of rusted purlins completed, additional works to include installation of security cameras to depot and replacement of termite damaged retaining wall					
Botanic Gardens – workshop amenities upgrade	28/07/2014	31/12/2014	In progress	\$59,500	\$29,409
Comment: work to date has included interior repainting; installation of new kitchen, seamless flooring, new toilets, shower rails and curtains; additional work being scoped					
Botanic Gardens kiosk defect rectification	13/10/2014	02/12/2014	In progress	\$32,000	\$20,765
Comment: work order placed for repair various defects and repaint of exterior					
Tourist Information Centre	12/08/2014	05/01/2015	In progress	\$100,000	\$54,856
Comment: repaint of sides and rear of building; 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	Completed	\$62,000	\$49,782
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					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Multimedia upgrade - Libraries	01/07/14	31/5/2015	In progress	\$20470	\$4530
Comment: upgrade of equipment					
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					
Rockhampton Showground Switchboard enclosure upgrade	30/09/2014	20/02/2015	In progress	\$60,000	\$57,468
Comment: supply and install replacement enclosures, including high voltage switchboard and sump pump					
Old Southside Library (History Centre) – repairs to leaking roof	30/09/2014	01/05/2015	In progress	\$55,000	\$12,957
Comment: remove and replace skylights with roof sheets and exhaust fans; repair damaged ceiling and wall sheeting; install paint membrane to roof					
Pilbeam Theatre – leaking roof	01/04/2015	19/06/2015	Sourcing quotes	\$75,000	\$205
Comment: replace rusted gutters to various areas; supply and install paint membrane to roof					
Walter Reid Cultural Centre - CCTV	24/11/2014	19/12/2014	Awaiting advice from IT re fibre optic cabling	\$15,000	\$137
Comment: install CCTV to monitor main entry and garage area; possibly link to existing CCTV network					
Amenities program – renew and upgrade	01/10/2014	28/02/2015	In progress	\$77,250	\$15,301
Comment: cleaning and relining old drainage pipes at Botanic Gardens amenities; installation of new AES sewage system at Kershaw Gardens to replace existing septic system which has ongoing problems with blocked pipes and failed soakage trench; repairs to Ski Gardens amenities block					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Walter Reid Cultural Centre – façade refurbishment	02/06/2015	16/10/2015	In design	\$250,000	\$5,485
Comment: heritage architect engaged to undertake design					
Rockhampton Regional Library – roof over outdoor area	03/11/2014	22/12/2014	Order placed	\$70,000	\$18,727
Comment: designed and sourced quotes for roof cover to prevent water ingress; awaiting advice from Building Compliance					
Mt Morgan Library – structural upgrade	16/03/2015	22/06/2015	In design	\$221,720	\$5,450
Comment: structural report and design completed; planning to commence for library operation during this period					
Heritage Village entrance bridge and fence replacement	01/10/2014	31/12/2014	In progress	-	\$30,621
Comment: removal of damaged bridge to main entrance and replacement of perimeter fencing					
Mt Morgan SES – various defects	01/08/2014	01/10/2014	On hold	\$35,000	\$13,720
Comment: Maintenance and painting, with pre-paint maintenance completed, awaiting further advice on future of site					

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

As at the period ended 31 October 2014 – 33.3% of year elapsed, for funded programs

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Home Assist	(\$1,951,082)	\$770,304	39%	<p>Client services:</p> <ul style="list-style-type: none"> 780 home maintenance or minor modification services were provided during October for HAS and HACC eligible clients 3 major home modifications were completed, with 16 occupational therapist assessments completed for review and prioritisation 76 new clients were added, bringing the total number of active clients to 11062 <p>Entry of client records and service information into the TRACCS database continued, with data for the quarterly reporting to funding bodies able to be sourced from the system.</p>
LAMP Program	\$87,815 Grant (\$42,849)	\$26,622	30%	<p>The cultural morning tea organized in collaboration with MDA attracted 32 people from 13 different cultural backgrounds, including 18 refugees. An Indonesian lady shared her story as a refugee and speakers from CQ Hospital and Health Services and Family Planning Queensland provided information about health and pregnancy. Participants also viewed the 'Catching Fire' fire safety DVD.</p> <p>A draft survey was developed in conjunction with the Rockhampton Region Cultural Diversity Reference Group to provide information for a proposal seeking the delivery of training for people interested in providing translation services in the area.</p> <p>Assistance was provided to the ABS to organize consultation regarding multicultural involvement in the next national Census to be undertaken in 2016.</p>

Highlights of other program areas included the following:

Community Assistance Program

5 applications to the Community Assistance Program were received during the month of October 2014. The applications were assessed and 4 were recommended for funding for the total amount of \$1,094 as follows:

Applicant	Project	Amount
Multicultural Development Association	2014 Walk Together	246
C&K nGundanoo Community Childcare Centre	Protecting our Sand Project	200
Gracemere Lake Golf Club	Clubhouse Garden Beautification	250
Queensland Country Women's Association Marmor Branch	Contribution towards insurance costs for community halls	398

Community Capacity Building Program

Sessions presented during the month of October included:

- 'How to talk so kids will listen' – the last of three sessions delivered in partnership with Anglicare and designed to provide parents with tips on practical, effective methods of communication to make relationships with young people less stressful
- 'Depression: the pathway to freedom' – offered in partnership with NEWSTART Psychology and Counselling this workshop looked at factors to help overcome depression. 12 people attended the session, with very positive feedback, and Channel 7 reporting on the event in their local News bulletin. <O:\Communities\CCDev\Programs\CDT\Annual Programming\Seven Local News - Depression the Pathway to Freedom 7.10.14.wmv>
- 'Personal and Cyber Safety' – delivered in partnership with Family Planning Queensland this workshop encouraged parents and carers to think about their children's online and personal safety, with tips on how to promote safe behaviours.
- 'White Ribbon Day' - in partnership with the Queensland Police Service, Anglicare Central Queensland and Women's Health Centre, sessions are being offered to provide information about Domestic and Family Violence. Officers from these agencies will be available to provide advice and information to victims, perpetrators, friends or family on Tuesday 25 November 2014, 10am - 12pm Fitzroy Room Rockhampton Regional Library, and 1.30pm – 3pm Gracemere Community Hall

Libraries

During October the libraries recorded 34,812 loans and 19,941 visits. Various activity programs offered during the month attracted 728 participants. Programs included the following:

Early Literacy programs

- Nearly 200 participants attended the Lively Babies' program taking part in language based learning for infants and carers in a literary setting. Some sessions linked into other community programs being offered in the space with over 111 of the participants also hearing about the BreastScreen program at Queensland Health, as well as the Australian Breastfeeding Association in Rockhampton.
- Members of the Central Queensland Indian Association visited the Rockhampton and North Rockhampton Libraries and shared stories associated with the Diwali celebrations for young storytelling participants and their families.
- A 'Wild Thing' theme proved perfect with lots of roaring, growling, howling and whispering to accompany scary tales for toddlers this month. A jungle theme at the North Rockhampton Library further extended language learning opportunities for toddlers and parents.
- A set of iPads has proved a popular addition to Techno Tots programming. Toddlers and parents or grandparents are provided with devices loaded with age appropriate apps to stimulate learning at the monthly session. The bubble wrap popping app was complemented by the use of some real bubble wrap for little fingers to squeeze and pop.

School Holiday Challenges

- Featured some activities targeting primary and high school aged students, with a wii Tournament for teens held at the North Rockhampton Library proving a resounding success with positive feedback and many families looking for other social gaming activities for their teens.
- A Maker Space set up in the Mount Morgan Library during the school holidays featured interesting retro items and craft supplies to stimulate creative modelling attracting artistic response from visitors. Students were also able to watch a mahjong game in action and pick up some gaming tips from the players. A keen group of players meets at the library every Thursday to play and share their love of the game with any community members.
- Children attending workshops at the North Rockhampton Library during the school holidays created mini felted jungle animal finger puppets; with Bill van Wees from Fitzroy River Water presenting a series of water-based experiments for children as part of National Water Week outreach and promotion in the community.
- *Gone Girls* Competition - Birch Carroll & Coyle once again provided family passes to the screening of the movie *Gone Girls*. Winners were selected from an online post competition on the Rockhampton Regional Libraries Facebook page.

Library visits

Children and carers from Elfin House visited the North Rockhampton Library to learn about the range of resources and services on offer. Children from the Rockhampton Grammar School after school program explored the Rockhampton Regional Library on 7 October, with CALD adults from a CQU English language unit visiting the Regional Library on 30 October to find out more about the essential services the library provides to the community.

Multicultural programs

- 26 people joined in the Conversational Corner sessions held at the Regional Library this month. Topics of discussion are varied with the group forming a welcoming friendship circle.
- The trending popularity of Bollywood dancing was shared with library visitors at the Regional Library, with members of the Central Queensland Indian Association teaching some simple dance moves as part of the monthly Lively Cultural Dance program.

Living Literature

- Horror genre author Greg Chapman charmed a local audience at the Regional Library with a talk about his style of writing on the cusp of Halloween. The author spoke about the online community and the support he receives from an international writing fellowship, while Children's author Royce Bond presented a writing workshop for children at the North Rockhampton Library during the school holidays, attracting keen young authors.
- Ex-Rockhampton author Amy Andrews (Alison Ahearn) presented a full day writing workshop at the Regional Library on 25 October on the theme 'Bodice ripper: Writing romance fiction'. As a popular Mills and Boon author of over 40 titles, she was able to give the participants a greater understanding of writing strategies to tap into this lucrative market. The workshop was offered in partnership with the Queensland Writers Centre regional program.

Rockhampton History Centre

A post graduate research student writing on the history of water supply in Rockhampton was able to draw on records from the Rockhampton City Council archives; the Central Queensland collection books, photos and Vertical Files to build an historical picture of hydrography in the region. A series of photographs of the Mt Charlton water works taken by construction worker James Furzeman in the 1920s were recently donated to the CQ collection by a member of the Furzeman family. This has greatly added to the collection.



Construction of the Mt Charlton water works c 1920s (CQ Collection)

Technology Centre

- 135 people participated in 718 contact hours of training during the month, with 25 students attending corporate training conducted in Advanced Word; Introductory, Intermediate and Advanced Excel, realising \$6250 in revenue. Feedback from attendees has been exceptionally good and evaluation forms completed by all students rate their overall satisfaction at an average level of 8.34 on a nine point scale. All students have been asked to promote our corporate training program to others, both within their workplace and to external colleagues in an endeavour to boost student numbers in 2015.
- 13 students undertook Pearson Vue examinations, and the Halloween Trivia.NET was well attended with 15 participants getting into the spirit of "everything spooky".
- Another new volunteer trainer came on board bringing the total number of volunteers to 19. She will be providing assistance to our 'Over 60s' group and to the general public each Monday morning. Cathy has just completed a Business Management degree with an IT major, and her skills will enhance the overall quality of service provision to the community programs.
- We commenced a joint program with the Rockhampton Photography Group by cooperatively running "Take Your Best Shot" workshops on a monthly basis. The workshops are being run by our Digital Photography trainer on the last Saturday of each month and are designed to improve the photography skills of the general public when using point-and-shoot cameras. The first workshop attracted 16 participants and the feedback was exceptionally positive from all attendees.
- 1479 people utilized the public access facilities.

Child Care

Utilisation - long day care remained at 100% with the increase to 32 places available. The number of occasional care places was reduced to 10 with an increase in utilisation to 55.22%. Bookings are already flooding in for next year, and again all available long day care places should be filled.

Facilities

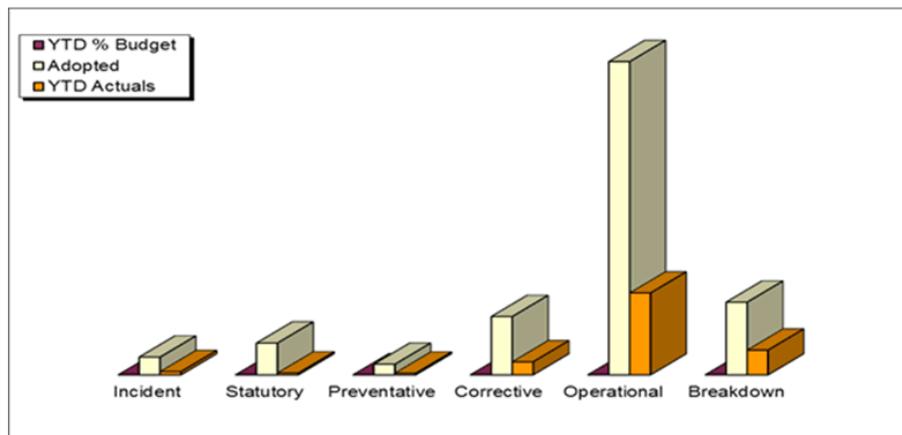
Of the 137 work orders completed during October 72 related to breakdown and incident maintenance with items including:

- Replacement of seals in Shearing Shed oven
- Installation of new air-conditioning unit to IT Services area in City Hall
- Removal of termite infested power pole at Kalka Shades
- Steel entry arch to Athelstane Bowls Club
- Holes in walls at Queens Park toilets
- Repairs following break-in at Mt Morgan pool
- Replacement of section of box gutter at Walter Reid Cultural Centre
- Clearing of dump point at Music Bowl

As well as general electrical work in parks and City Hall; street light repairs and traffic light maintenance; electrical staff installed and tested signage for the Fitzroy River bridge, installed Christmas lighting in Mt Morgan, temporary distribution boards for the 'Rocky River Rev' event, and had oversight of the installation of conduit for the new landfill access and hoist at the Heritage Village.

The corrective work program included repairs to the rotunda at Cedric Archer Park.

Brown Consulting was engaged to undertake a structural assessment of the Music Bowl stage, and Regional Services are installing the new crossing at the entry to the Heritage Village.



Activity	Adopted	YTD Actuals	YTD % Budget
Incident	\$ 160,361	\$ 19,229	11.99%
Statutory	\$ 287,631	\$ 60,066	20.88%
Preventative	\$ 95,741	\$ 12,160	12.70%
Corrective	\$ 527,901	\$ 59,134	11.20%
Operational	\$ 2,836,735	\$ 548,271	19.33%
Breakdown	\$ 657,846	\$ 171,471	26.07%

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%	70%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	48%
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%	0.08 per capita
Provide community access to technology and deliver 2000 hours of computer training each year	100%	2330 hours, 116%
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%	55%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	3551 hours, 31%
Deliver 5612 hours of home maintenance services for HACC eligible clients per annum	90%	2891 hours, 52%
Complete 17 major modification projects for HACC eligible clients per annum	100%	13 projects, 76%
Complete all planned capital and maintenance projects in accordance with agreed schedule and budget	90%	33%
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 section budget is on target for this time of year.

	Adopted Budget \$	Adopted Budget (Pro Rata YTD) \$	YTD Actual \$	YTD Commit + Actual \$	Variance %	On target 33.3% of Year Gone
COMMUNITIES & FACILITIES						
Community & Cultural Development						
2 - Expenses	499,941	166,647	19,980	27,550	6%	✓
Total Unit: Community & Cultural Development	499,941	166,647	19,980	27,550	6%	✓
Libraries						
1 - Revenues	(427,109)	(142,370)	(214,939)	(214,939)	50%	✓
2 - Expenses	2,875,824	958,608	867,400	967,555	34%	✗
3 - Transfer / Overhead Allocation	20,460	6,820	4,995	4,995	24%	✓
Total Unit: Libraries Client Services	2,469,175	823,058	657,455	757,610	31%	✓
City Child Care						
1 - Revenues	(736,180)	(245,393)	(257,904)	(257,904)	35%	✓
2 - Expenses	707,422	235,807	242,734	244,423	35%	✗
Total Unit: City Child Care	(28,758)	(9,586)	(15,170)	(13,481)	47%	✓
Community Programs						
1 - Revenues	(2,103,784)	(701,261)	(1,169,239)	(1,169,015)	56%	✓
2 - Expenses	3,358,674	1,119,558	904,824	1,270,367	38%	✗
3 - Transfer / Overhead Allocation	32,015	10,672	31,755	31,755	99%	✗
Total Unit: Community Programs	1,286,905	428,968	(232,659)	133,107	10%	✓
Facilities						
1 - Revenues	(19,481)	(6,494)	(5,369)	(5,369)	28%	✗
2 - Expenses	13,105,834	4,368,611	3,347,001	4,793,392	37%	✗
3 - Transfer / Overhead Allocation	238,751	79,584	58,163	58,163	24%	✓
Total Unit: Facilities	13,325,104	4,441,701	3,399,795	4,846,187	36%	✗
Grand Total:	17,552,368	5,850,789	3,829,402	5,750,974	33%	✓

9.2 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR OCTOBER 2014

File No: 1464
Attachments: 1. Arts and Heritage Monthly Operations Report for October 2014
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the Monthly Operations Report of the Arts and Heritage section for October 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)

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

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

Meeting Date: 2 December 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
ARTS AND HERITAGE SECTION
Period Ended 31 October 2014

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 October 2014 are as below:



**All Monthly Requests (Priority 3)
Arts and Heritage 'Traffic Light' report
October 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) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed				●	●	●	●			
Community Events & Arts	0	0	0	0	0	0	10	● 0.00	● 1.00	● 1.33			1.33	
Heritage Village General	1	1	0	0	0	0	1	● 0.00	● 16.00	● 16.17			24.00	
Showgrounds	1	0	0	0	1	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 one incomplete request listed above relates to a 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		
	Oct	Nov	Dec
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	0
Number of Incomplete Hazard Inspections	0	0	0

Risk Management Summary

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

Potential 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	20%	Project is with ITC – specification has been developed

Legislative Compliance & Standards -

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	100%	As at 31/10/14 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 31/10/14 all Arts and Heritage employees are compliant in this regard
Overdue performance reviews	29 August 2014	100%	As at 31/10/14 Council records indicate that all Arts and Heritage performance reviews have been completed.

- some of the above data was not available at the time of preparing this report – the Manager Arts and Heritage may provide an update at the time of the meeting.

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ARTS AND HERITAGE CAPITAL WORKS PROGRAM					
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	13,815
Comment: One order placed further orders to be issued					
Concept Plans Art Gallery/Theatre site	01/10/14	30/06/15		30,000	
Comment: Brief and Scope of works developed for release 11/2104					
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	13,715
Comment: Order placed					
Replace Stage Lighting Equipment	01/10/14	30/06/15		32,000	28,187
Comment: Order placed					
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: Quotations received – order to be issued 11/2014					
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	10,730
Comment: Quote placed					
Install Venue Management System	01/08/14	30/06/15		40,000	
Comment: Specification developed with ITC – procurement to comment 2/2015					

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

October saw the official opening of the major travelling exhibition *Reality in flames: Modern Australian art and the Second World War* at the Gallery. Due to funding cuts from the Department of Veteran Affairs, the Australian War Memorial (AWM) has cancelled all touring exhibitions from their collection to the regions. The Gallery Director, Cr Swadling and Michelle Landry MP sent letters to the Director of the AWM and Minister for Veteran Affairs to successfully lobby for the exhibition to continue to Rockhampton as the final venue for the tour before returning to Canberra.

Cream: Four decades of Australian Art the Gallery's national travelling exhibition continued its tour to regional venues in October. The exhibition closed at the Western Plains Cultural Centre, Dubbo on October 19 where the exhibition was viewed by 11,380 visitors. The Gallery Curator travelled as courier with the exhibition from Dubbo to Caloundra Regional Gallery and assisted with exhibition installation, completed artwork condition reporting and presented talks to volunteers and visitors. To date the exhibition has been seen by 35,374 people. The companion program for central Queensland children – *Art in a basket* – continues to be popular with the program being utilised by 3,294 children in the CQ region.

The Gallery Director was invited to speak at a seminar at the University of Queensland Art Museum titled *Public Value in Galleries and Museums*; in late October. The presentation was titled *Rocky's Renaissance* and was attended by approximately 70 people.

Rockhampton Heritage Village

The month of October has shaped up to be a busy month with staff and volunteers working together despite depleted numbers due to illness. On 28 October alone there was a visit from the Army, a Country Music Morning Tea (206 attended) and two tours booked of the village. Also during the month 522 Singapore Armed Forces troops visited the Village over three days.

The two sessions for Halloween on 31 October were once again sold out. Screams could be heard throughout the Village as groups were guided through the cottages and buildings. Children were soon squealing with delight as collected their bag of "treats" as they left the Village

The Village was nominated for two categories in the Best in Business Awards – Tourism, Customer Service and the Friends Association was nominated for the Best Not for Profit Organisation.

Tresswell and Lochington State School recently visited the Village and below is an email that was received after the visit. The schools are both one-teacher schools and are situated the other side of Clermont. The tour consisted of two teachers, nine children and nine parents.

I am writing on behalf of Tresswell and Lochington State Schools to thank you for a wonderful day last Wednesday. We are all in awe of the immaculate state of the Heritage Village which is maintained by a volunteer staff. You do an amazing job and we do hope this continues as its contribution to the education of our children is invaluable.

Our students enjoyed every minute of the day while learning a lot at the same time. I have to give a huge commendation to your "teacher". I have taken students to many old classrooms over the years and none have been as authentic (and hilarious) as this and the children will never forget it.

So, once again, thank you very much for your friendly and dedicated contribution to the education of our children.

*Tine KEYS
Principal
Tresswell State School*

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 October.

In Council's 2014 See it Live Theatre Season, The Bell Shakespeare Company performed Henry V, one of the Bard's most popular histories while the Queensland Ballet performed the popular traditional ballet Cinderella to a sold out house.

Morning Melodies (presented by Rockhampton Regional Council and Bolsover Radiology) was performed in October. Popular singer Rhonda Burchmore entertained audiences with songs from a variety of hit musicals.

The latest movie of Rockhampton's Alex Russell, Believe Me, was screened at the Pilbeam Theatre in October to several hundred theatregoers. Proceeds from the ticket sales went to the Central Queensland Performing Arts Foundation.

Queensland Theatre Company's play about Indigenous soldiers in the First World War, Black Diggers, was simulcast to the Pilbeam Theatre. The Pilbeam Theatre's display case also served for a display featuring local Indigenous soldiers.

Comedian Anh Do performed his stage version of his best selling book The Happiest Refugee at the Pilbeam Theatre. The show combined standup comedy with real life stories.

Local productions at the Pilbeam Theatre in October included Rockhampton State High School's MADD (Music Art Drama and Dance), a showcase of performing and visual talent at the school; and the Rockhampton Grammar School's Music Festival. Rockhampton Musical Union Choir began its season of Legally Blonde at the Pilbeam Theatre in late October.

The Pilbeam Theatre Box Office (and website) sold tickets for two external events during September. These were: The Plush Dust Cocktail Party (At Flamingo Nightclub) and The Capricorn Food and Wine Festival (at Mercure Capricorn Resort).

Showgrounds

The Rockhampton Showgrounds hosted the Speedway, Handmade Expo and Twilight Handmade Expo.

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

Service Delivery Standard	Target	Current Performance
<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	5,460
<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	41
<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	28,201
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 40,000 per annum</i>	40,000	18,917
<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%	25%

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 31 October report shows income and expenditure within expect trend for the unit.

End of Month General Ledger - (Operating Only) - ARTS & HERITAGE

As At End Of October

Report Run: 31-Oct-2014 15:02:55 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	Adopted Budget (Pro Rata YTD)	EOM Commitments	YTD Actual	YTD Commit + Actual	Variance	On target 33.3% of Year Gone
	\$		\$	\$	\$	\$	%	
Arts & Heritage								
1 - Revenues	(4,620,003)	0	(1,540,001)	0	(1,739,281)	(1,739,281)	38%	✓
2 - Expenses	7,559,407	0	2,519,802	0	2,174,973	2,174,973	29%	✓
3 - Transfer / Overhead Allocation	111,109	0	37,036	0	35,652	35,652	32%	✓
Total Unit: Arts & Heritage	3,050,513		1,016,838	0	471,345	471,345	15%	✓
Grand Total:	3,050,513		1,016,838	0	471,345	471,345	15%	✓

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