



# COMMUNITY SERVICES COMMITTEE MEETING

## AGENDA

**20 JULY 2016**

*Your attendance is required at a meeting of the Community Services Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 20 July 2016 commencing at 9.00am for transaction of the enclosed business.*

*R Cheesman*

ACTING CHIEF EXECUTIVE OFFICER  
14 July 2016

Next Meeting Date: 17.08.16

**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)  
The Mayor, Councillor M F Strelow  
Councillor N K Fisher  
Councillor A P Williams  
Councillor C R Rutherford

In Attendance:

Mr P Owens - Acting General Manager Community Services (Executive Officer)  
Mr E Pardon - Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Community Services Committee held 22 June 2016

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT

**File No:** 1464  
**Attachments:** 1. Monthly operational report for July 2016  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Cheryl Haughton - Manager Communities and Facilities

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#### SUMMARY

*This report provides information on the activities of the Communities and Facilities section for June 2016.*

#### OFFICER'S RECOMMENDATION

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for June 2016 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 June 2016.



# **COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

## **Monthly Operational Report for July 2016**

**Meeting Date: 20 July 2016**

**Attachment No: 1**

## MONTHLY OPERATIONS REPORT COMMUNITIES AND FACILITIES SECTION

Period Ended 30 June 2016

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### VARIATIONS, ISSUES AND INNOVATIONS

#### *Innovations*

From rowing machines strategically set up outside the entrance of the building to well-appointed information stalls positioned in the Exhibition space and foyer, the Rockhampton Regional Library was literally buzzing with activities as the venue for the inaugural Rockhampton Healthy, Wealthy and Wise Expo held on 22 June.

With over 1052 visits recorded to the library for this day alone, the Expo was an initiative of the Queensland Government Public Safety Business Agency in collaboration with Local Government to promote health and wellness initiatives, resources and programs for employees. As the first ever event held in a public library by the agencies, the organisers hailed the event a success, proving that libraries are ideally positioned as freely accessible community hubs for engagement and life-long learning.

With representatives from Queensland Health, QSuper, the Public Trustee, Medibank, Healthy Workers Initiative and other commercial fitness providers, the expo featured information seminars held centrally in the Fitzroy Room as well the School of Arts Meeting Room for Government and Council employees and their families. The range of library services and resources were highlighted during the event, with many participants discovering access to the library's extensive digital content as well as other resources such as the sports equipment and fitness collection.



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

Training was organised with the National Relay Service to give staff a better understanding of the service offered and how it can be used when dealing with customers with hearing and speech impairments. Staff from across the Community Services Department and Customer Service participated in the xx sessions offered at the Regional Library and School of Arts, and reported that they found the training very helpful.

**LINKAGES TO OPERATIONAL PLAN**

**1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS**

The response times for completing the predominant customer requests in the reporting period for June 2016 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	Avg Completion Time (days) Q4
			Received	Completed										
Cemeteries (Asset)	1	0	3	0	4	3	0	1.45	30	0.00	0.29	1.00	12.64	0.00
Childcare (Asset)	1	0	5	3	3	2	0	20.98	30	0.33	1.42	5.77	6.10	0.33
Community Halls (Asset)	2	0	4	0	6	3	0	6.08	30	0.00	0.47	6.70	7.25	0.20
Admin and Depots (Asset)	6	2	16	5	15	10	0	17.41	30	0.00	0.99	5.47	6.34	0.94
Disaster Management (SES Buildings) (Asset)	2	0	1	1	2	0	0	1.50	30	2.00	2.00	4.57	12.44	2.00
Dog Pounds (Asset)	0	0	1	0	1	0	0	10.79	30	0.00	0.67	6.34	4.00	0.67
Gardens (Asset)	0	0	0	0	0	0	0	23.29	30	0.00	0.75	9.50	9.50	0.00
Libraries (Asset)	13	4	12	4	17	7	0	12.40	30	1.00	1.29	6.18	8.97	0.42
Leased Premises - Maintenance (Asset)	0	0	0	0	0	0	0	0.00	30	0.00	0.00	0.00	0.00	0.00
Sport and Recreation (Asset)	8	0	4	1	11	3	0	14.63	30	0.00	1.37	12.81	25.02	0.50
TV Black Spot - Reception (Asset)	0	0	0	0	0	0	0	0.00		0.00	0.00	0.00	0.00	0.00
Venue & Events (Asset)	40	12	42	12	58	29	0	13.11	30	0.83	1.54	6.85	10.85	0.77

**Comments and Additional Information**

Requests received during the month of June were all completed in accordance with the standard timeline.

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

**Safety Statistics**

The safety statistics for the reporting period are:

	April 2016	May 2016	June 2016
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Total Number of Incidents Reported</b>	0	2	1
<b>Number of Incomplete Hazard Inspections</b>	1	1	1

**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	30/06/16	100%	Assessment completed with Centre receiving a Meeting National Quality Standard rating
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.	31/06/16	90%	Policy and procedure adopted by Council, training documents being updated.
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	High 4	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	30/06/16	100%	Conservation Management Plans have been completed or reviewed for heritage listed buildings, and maintenance plans implemented in line with budget. Budget submissions developed based on reference to risk register, corporate plan and legislative requirements.

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
unusable, with loss of service to community, possible injury to staff and public, and damage to reputation of Council.		assessments. 3. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements.			

#### Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	99%	As at 30 June 2016 Council records indicate that 1 employee was yet to supply a copy of a license deemed necessary for the role
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	As at 30 June 2016 Council records indicate that no employees was non-compliant in this regard
Overdue performance reviews	31/08/2014	99%	As at 30 June 2016 1 performance review was due to be completed for staff who had been on maternity leave
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%	Staff with Advanced Diplomas employed, with waiver until 31 October 2016

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

All capital projects have been completed.

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>COMMUNITIES AND FACILITIES CAPITAL WORKS PROGRAM</b>					
<b>June 2016</b>					
Walter Reid Cultural Centre storage area	1/07/2015	30/09/2015	Completed	\$153,254	\$166,065
Comment: construction of storage facility in garage area for use by Venues and Events					
Walter Reid Cultural Centre – façade refurbishment	07/09/2015	19/01/2016	Completed	\$685,000	\$684,615
Comment: repairs to render, windows, mouldings and parapet, rising and falling damp issues, fitting of pigeon deterrent devices					
Botanic Gardens – awning to workshop	13/07/2015	9/10/2015	Completed	\$30,000	\$26,940
Comment: replacement of existing unsound structure with provision for storage and outside lunch area					
Customs House roof	13/07/2015	30/11/2015	Completed	\$200,000	\$199,028
Comment: replacement of leaking roof					
Rockhampton Showground Switchboard upgrade	20/07/2015	31/03/2016	Completed	\$50,000	\$50,704
Comment: replacement of existing with new stainless steel switchboard enclosures					
Kershaw Gardens – shed demolition	30/09/2015	27/10/2015	Completed	\$27,000	\$24,233
Comment: demolition of old Foreman’s shed containing asbestos					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Mt Morgan Library – structural upgrade	16/03/2015	31/07/2015	Completed	\$40,000	\$45,625
Comment: rectification of structural defects, fitting of ducted split air-conditioning system, replacement of floor coverings, minor modifications and internal repaint					
North Rockhampton Library rear access	1/10/2015	21/12/2015	Completed	\$28,000	\$13,085
Comment: replacement of damaged pathways from emergency exit which present a major safety hazard					
Gracemere Depot Stores building	12/01/2016	3/03/2016	Completed	\$10,000	\$10,448
Comment: address issues of non-compliant access					
Rockhampton Heritage Village Shearing Shed floor	1/02/2016	16/02/2016	Completed	\$40,000	\$34,302
Comment: sand and reseal badly weathered floor					
Huish Drive RCD upgrade	1/10/2015	30/11/2015	Completed	\$12,500	\$11,065
Comment: replace existing circuit breaker with RCD protection, install 2 new switchboards including 3 phase outlet and 15amp GPOs for temporary power					
Southside Memorial Pool – timber work	1/10/2015	30/04/2016	Completed	\$20,000	\$14,547
Comment: paint timber work on perimeter wall to 50m pool					
Art Gallery – Anderson Room	29/10/2015	4/12/2015	Completed	\$30,000	\$41,380
Comment: repainting and other upgrade to room; cyclone damage issues addressed by Lend Lease (\$33,342)					

Mt Morgan Depot – shed demolition	27/10/2015	23/11/2015	Completed	\$23,000	\$24,233
Comment: demolition of old Parks shed containing asbestos					
Rose Swadling Park Amenities block	1/09/2015	20/11/2015	Completed	\$100,000	\$104,018
Comment: construction of new amenities block					
North Rockhampton Pool	7/09/2015	30/10/2015	Completed	\$160,000	\$156,368
Comment: demolition of structures damaged by cyclone					
Upgrade Library management software	14/03/2016	30/06/2016	Completed	\$15,000	\$14,300
Comment: PC and print management software for multiple sites					

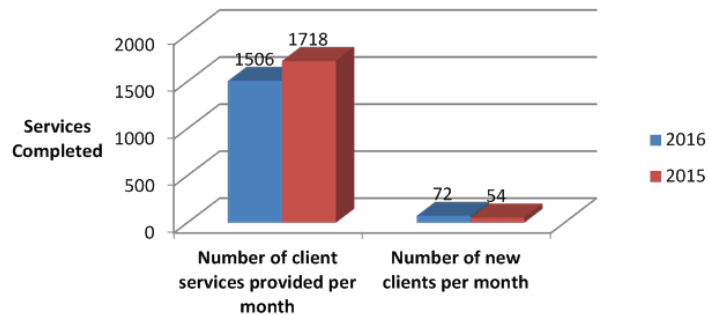


**4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME**

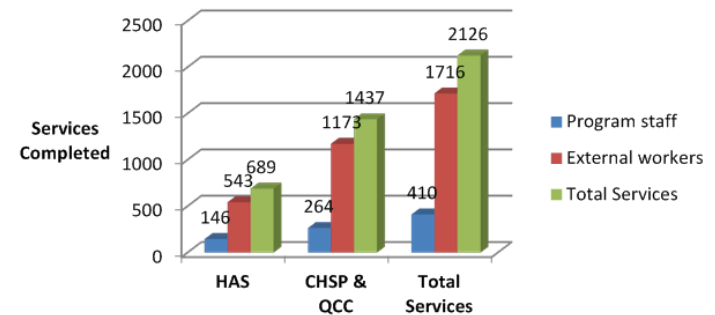
As at the period ended 30 June 2016 – 100% of year elapsed, for funded programs:

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Home Assist	(\$2,110,450)	\$2,174,708	103%	<p>CQ Home Assist staff joined other areas of Council to attend training provided by the National Relay Service. Staff gathered further tips and a more thorough understanding of this service and the benefits when dealing with calls from clients who have hearing and speech impairments.</p> <p>Lawn mowing vouchers have been created for 302 eligible clients through the CQ CHSP region in preparation for the new financial year. These are now ready for distribution.</p> <p>A Quality Assurance Audit was undertaken by the Australian Aged Care Quality Agency on the services provided by CQ Home Assist. Reporting back to us indicated that we had met 17 of the 18 standards, and this has now been officially confirmed. We had already developed an action plan to meet the one outstanding area relating to Police checks for all contractors used by the program.</p>

**Comparison of Yearly Statistics June 2016**



**Monthly Staff and Contractor Statistics June 2016**



Highlights of other program areas included the following:

### Community Assistance Program

Applications to the Community Assistance Program received during the month of June were assessed with seven funded for the total amount of \$50,124. Details of the applications are as follows:

Applicant	Purpose of Grant/Sponsorship	Amount
AM Media Consultants T/A Special Children's Parties	2016 CQ Special Children's Christmas Party	\$3,000.00
Bouldercombe Progress Association Inc.	Community Hall Insurance	\$500.00
Capricorn Helicopter Rescue	CBD Christmas Fair	\$20,000.00
Gracemere Community Voice Association	Meet and Hear Candidates standing in Flynn electorate	\$124.00
Queensland Justice Association (Rockhampton Branch)	2016 JP State Conference	\$5,000.00
Rockhampton Dance Festival	Rockhampton Dance Festival 2016	\$15,000.00
Rowing Queensland Ltd	QLD Schools Rowing Championships	\$6,500.00
		<b>\$50,124.00</b>

### Community Development

In partnership with Relationships Australia the 'Parents as Teachers' program was delivered in Mount Morgan with seven people attending.

#### Access and Equity:

Update on the Rockhampton Community Access and Equity Reference Group actions:

Issue	Action
Accessible unisex AU and ambulant toilets	Jodie Lord passed on two documents from John Mayo to the RCAERG and Council. CDO passed documents on to Council officers.
Special meeting	Jodie Lord to arrange a meeting with John Mayo.

### Multicultural

Representatives of the Department of Immigration and Border Protection were invited to visit Rockhampton and address the Community Diversity Alliance meeting regarding immigration issues. We also arranged a forum for them to meet with staff from local agencies to outline options available for immigrants experiencing domestic and family violence.

### Community Hall Hire

Facility	Total Sessions
Gracemere Community Hall	12
Mt Morgan School of Arts	9
Calliungal Youth Centre	2
Bauhinia House	24
Schotia Place	28

**CCTV**

Eight requests were received from the Queensland Police Service with footage able to be supplied for seven of those requests. One request was unable to be completed as Council does not operate cameras in the zone requested.

**Libraries**

During June the libraries recorded:

- 50,722 loans
- 21,626 visits
- 1912 people participating in programs

The regular programs included:

- **Lively Babies** – the Early Literacy Project Officer's efforts in the community has seen new parents attracted to the fortnightly babies' programming at the Libraries. The First Five Forever message about the importance of early literacy and language development is an important and recurring element through programming for families and young children.
- **Lively Stories** – a selection of quality literature guided library staff as they presented interactive literacy sessions for parents/carers and young children. The popular Storytime sessions invited participation in a relaxed, learning environment. Many new families have discovered the delights of the Lively Story sessions across all libraries. A special introduction to the StoryBox Library was presented to children from the Childcare Centre in the Library Technology Centre training room.



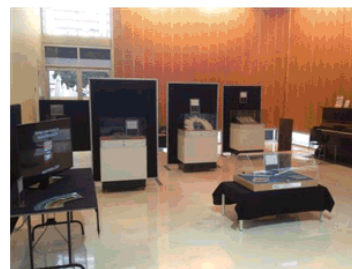
StoryBox Library

- **Lively Toddler Time** – a creative use of the sports equipment for the monthly Toddler Time session developed motor skills, cognitive skills and language development by encouraging children and carers to navigate a simple obstacle course in the large space.
- **TechnoTots** – parents, grandparents and infants learned how to use the mini iPads at the monthly TechnoTots session at Council's libraries. The extended family of older siblings visiting the library are also encouraged to learn together as devices are navigated, creating a truly inter-generational educational experience.
- **Lively Book Clubs** – themes of aboriginality and literary discourse were highlighted in this month's book club list at Rockhampton, with Louis Nowra's *Radiance* play examined at the Regional Library – and June Love's *The Shelly Beach Writer's Club* discussed at the Silver Wattle Book Club at the Mount Morgan Library.
- **Lively Knitting and Crochet** – over 110 crafters gathered at Rockhampton Regional Libraries this month to create warm items for the Homeless Connect initiative. The ladies continue to socialise over a morning 'cuppa' and their knitting and crocheting activity each week.
- **Lively Music** – the Hélène Jones piano at the Rockhampton Regional Library has been a surprisingly well-utilised addition to the library suite of services. Patrons who grew up with a piano in the home often stop and play a few tunes, with an increasing number of young people playing on a regular basis. Young musician Lachlan Preece was our guest pianist this month as part of the Lively Music program. On 10 June the Georgian Choir presented a 90 minute selection of songs from the 1950s to the 1970s, under the direction of conductor Janet Johnson, to the delight of library patrons.



The Morning Bulletin,  
11 June 2016

- **Displays** – in conjunction with the Cultural Officer at Life Without Barriers, the Rockhampton Regional Library displayed aboriginal art and craft as part of a larger Reconciliation Week activity around the City Hall precinct. Key dates in the Reconciliation journey were displayed on boards and used throughout the area leading participants into the library to view and access indigenous material and resources.



Reconciliation Week display

Coming of the Light Ceremonial Headdress

- Mahjong** – this month 32 participants enjoyed the challenging Chinese game. An extra mahjong set will be purchased for the group which meets each Thursday afternoon at the Mount Morgan Library. Chess sets at all libraries are also often set up to invite and engage library patrons in a competitive match.

Other programs offered included:

**First Five Forever (F5F)** – the Early Literacy Project officer continued to achieve strong milestones with her outreach for the First Five Forever project, including introducing new members to the library service. This month, outreach focused on the Phillip Street Health Clinic, Girls Time Out, the Gracemere Health Centre Clinic, Mount Morgan Bidjerdii and Autism Queensland, with groups invited to special sessions at the library or existing family literacy sessions at Council’s libraries.

**Tech Savvy Seniors** – the Tech Savvy Seniors outreach saw over 77 participants attending sessions on smartphones, shopping online, cyber safety, introduction to email, iPads, tablets and banking. Sessions were presented at the libraries, as well as the Alton Downs Hall, Bajool and Marmor Halls, with positive feedback received from participants.

**School Holiday Activities** – the first week of the school holidays saw a focus on science and technology, with the robotics, scratch coding and 3D printing workshops held at the libraries booked out weeks in advance. The popular art and craft workshop at the Northside Library was also heavily booked in the lead up to the school holidays. Over 128 participants attended sessions at the libraries in the last week of June. Young artists were invited to colour an entry form for the Birch Carroll & Coyle *Ice Age: Collision course* movie competition, with nearly 90 entries received across the libraries.



Lego Mindstorm robot workshop



Five year old winner, Isabella Whitby



**Author Visits** – award winning Brisbane author John Ahern presented a free travel writing and memoir workshop at the Regional Library on Saturday 18 June as part of a Queensland Writers' Centre Road Tour. In the morning prior to the workshop local authors showcased their books and writing experiences to the community at the annual Local Authors Expo. Authors included Terry Phillips, Shane Vaggs, Martin Johnson, Greg Chapman, Pam Garven, Patricia Waine, Royce Bond, David Alley, Jan Schwarzrock and John Alley. Genres included horror, fantasy, adventure, publishing, bush poetry, speculative fiction, religious and fantasy themes.

*John Ahern*

**Outreach** – a Libraries stall at the Rockhampton Agricultural Show over the three day period saw thirty-five new members welcomed. An important aspect of the outreach was highlighting services such as digital content and historical collections which library patrons may not be aware of.

Other outreach during the month included an active presence at the Queensland Government Healthy Wealthy Wise Expo held at the Rockhampton Regional Library on 22 June where the sports equipment and fitness collections at the libraries were profiled.

An evening orientation of the Regional Library for the Warripari Scout Group drew favourable comment as the tour examined various aspects of the library service including accessing historic records of the now defunct Berserker Scout group in the Rockhampton History Centre.

#### **Rockhampton History Centre**

Perfect winter weather saw 19 people assemble at the entrance of the Rockhampton Regional Library to take part in an interpretive East Street Historical Walking Tour in early June.

The walk started in front of the Library with the main discussion of the buildings, businesses and parades along East Street beginning at the new Post Office, meandering up East Street and ending at the Old Post Office. A highlight of tours such as these is the memories shared and the lively discourse between participants. The walk was well publicised through Council's Facebook page and a notice in *The Morning Bulletin*. The tour received positive feedback



*Cheryl Rickard and Heritage Village volunteer*



*Rockhampton History Centre tour*

11 ladies from the Uniting Church Women's Group were given a tour of the History Centre and Special Collections room during the month. The tour showcased the different collections of family history, house history records, personal donations and Council material that the History Centre has available. The group learnt how these various records and material are being stored in an environmentally controlled special collections room, how these collections can assist with research, and how the Centre protects collections through the donations of records to the Library.

The Rockhampton Jockey Club borrowed some items from the Jockey Club collection to put on display at their club house during the annual Racing calendar for the month. This collection is significant and is frequently used by researchers, family historians and organisations.

**Technology Centre**

Overall statistics for June:

- 553 contact hours of community training was provided to 150 participants
- 46 contact hours of professional development training was provided to 6 participants
- 4563 hours of public access was provided for 3307 sessions

June saw the introduction of a new community workshop 'Introduction to Photoshop', run by Rex Boggs with the first of the 4-hour sessions held on Saturday 25 June. The session received exceptionally favourable feedback.

The range of free community courses presented by our 18 volunteer trainers includes the following:

- How to Drive a Computer
- Files and Folders
- Windows 10 Microsoft Word 2010
- Microsoft Publisher 2010
- Emails Made Easy
- Internet Made Easy
- Personal and Computer Security
- Digital Photography

Fee for service professional development courses currently being offered by the Technology Centre trainer are:

- Microsoft Word 2010 – Introductory, Intermediate and Advanced
- Microsoft Excel 2010 – Introductory, Intermediate and Advanced
- Microsoft PowerPoint 2010 – Advanced
- Microsoft Project 2010 – Introductory

Feedback received from all courses has been very positive with a client satisfaction metric of 8.49/9. Typical comments include:

- *Training was fantastic, facilitator was great.*
- *Very well presented in terms I could understand. I have learnt some awesome new skills. Well-paced and very valuable for my 'tasks' in my current job role.*
- *Donna is a great teacher. Excellent course! I learnt lots even in areas that I already thought I knew lots about. Thank you so much.*

**Child Care****Utilisation**

Utilisation of long day care remained at 100% during June while utilisation of occasional care places was at 61.6% for the 6 places available. On Friday 17 June the preschool room was closed for the day to allow for repair works to be undertaken. As this was Show week families were able to take the opportunity for a day off with 18 long day care places and two occasional care places not filled.

**Quality Improvement Plan**

Information and suggestions received through the rating and assessment visit have been reviewed and entered into the Quality Improvement Plan for implementation.

## Facilities

June was a busy month for the unit with:

- 293 work orders were created
- 552 work orders completed

The following table gives an overview of the work completed:

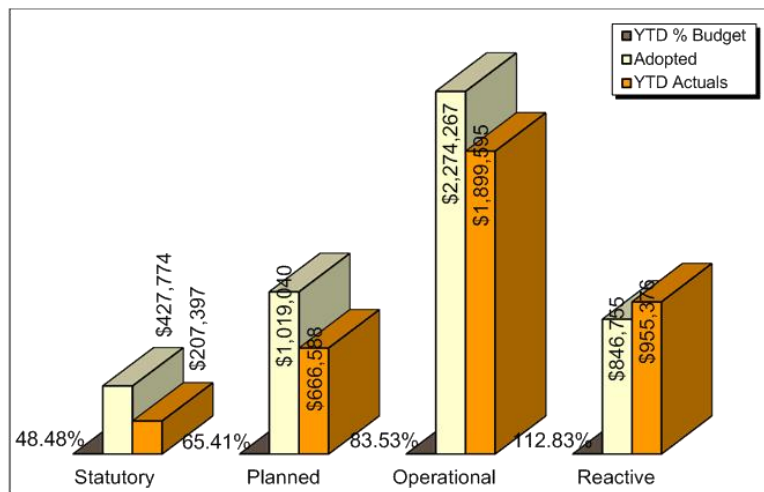
Site	Completed Task	Cost
Sound Shell amenities block	Replaced 12 x 11 litre single flush toilet cisterns with 6 litre cisterns, fitted 20 new ball valves and replaced copper line to each cistern.	\$9,075.00
Georgeson Oval	Demolished remainder of clubhouse/amenities	\$10,340.00
SES Charles Street	Replaced damaged carpet to the training room with seamless flooring	\$9,075.00
Archer Park Rail Museum	Fire systems contractor engaged to replace the Occupant Warning System (OWS) AMP in the fire panel and repair speakers around complex.	\$1,792
Dooley Street Depot Face Shed	Roller door contractor engaged to replace the roller door on the carpenter's shed.	\$1,266
CBD	Security provider engaged to carry out various testing and repairs to the CCTV network including camera repairs, replacement of switches, and testing of fibre links.	\$7,364
Mount Morgan Works Depot	Electrical contractor engaged to replace the underground sub-mains which supplies the FRW storeroom and Carpenters' shed.	\$1,880
Saleyards Park	Electrical contractor engaged to replace the consumers' mains and mains connection box which supplies the field lighting and irrigation at Saleyards Park.	\$1,442
Southside Pool Complex	Electrical contractor engaged to repair/ replace faulty floodlight lamps and lamp control gear above the 50m main pool, wet play area and around the main entrance.	\$1,764
Various	Fire systems contractor engaged to carry out fire system and emergency light breakdown repairs at various sites. Traffic light inspections and maintenance carried out on all intersections. BBQ and lighting repairs carried out at various parks. Repairs to street lighting carried out. Testing carried out for Fire detection systems and emergency lighting, RCD and switchboards Electrical testing and tagging carried out at various sites. Automatic door servicing undertaken.	\$5,982
Bauhinia House	Installed new bench top.	\$885.00
Pilbeam Theatre	Fabricated 30 fittings for door closers.	\$660.00
Pilbeam Theatre	Replaced failed front door closer nearest to the restaurant	\$2,186.80
SES Charles Street North Rockhampton	Reglazed two broken windows.	\$913.00
Workshop/Vehicles	Replacement and upgrade of tools and plant.	\$6,731.48
People's Bar Rockhampton Showground	Repaired gutters, down pipe and installed flashing over lifting beam.	\$7,568.00
School of Arts Rockhampton	Installed two duct ends with side blow diffusers to alter direction of cold air.	\$2,007.50
Mt Morgan Depot	Supplied one set of stair stringers to replace damaged ones.	\$748.00
Child Care Centre	Replaced barge capping on saw tooth roof to stop leak.	\$3,756.50

City Hall	Replaced damaged down pipe with stainless steel down pipe.	\$2,552.00
Fleet office Dooley Street	Replaced 2.5 kw split system in fleet office.	\$2,365.00

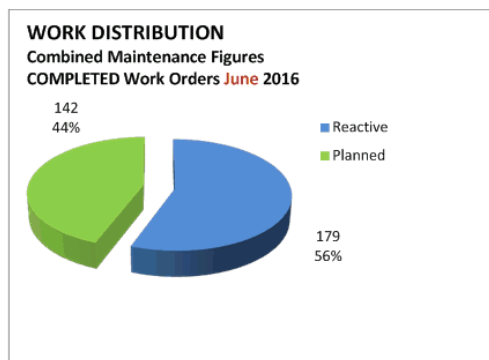
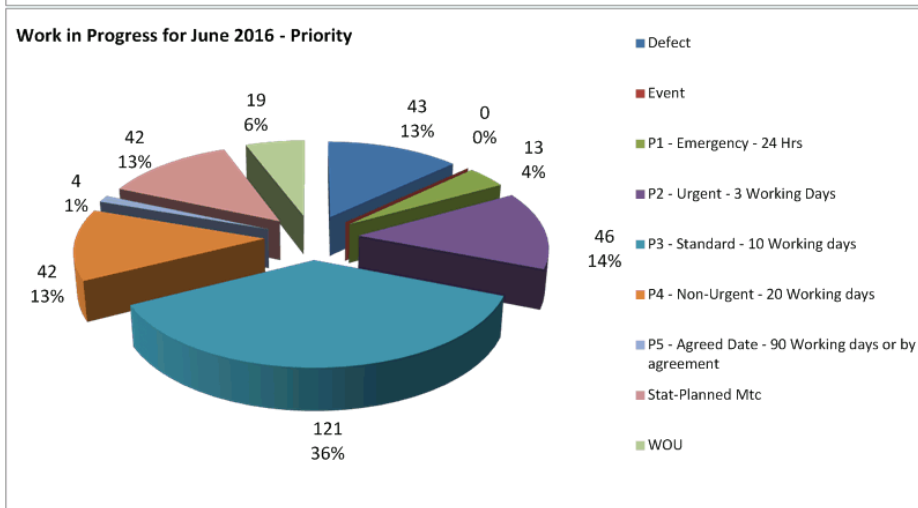
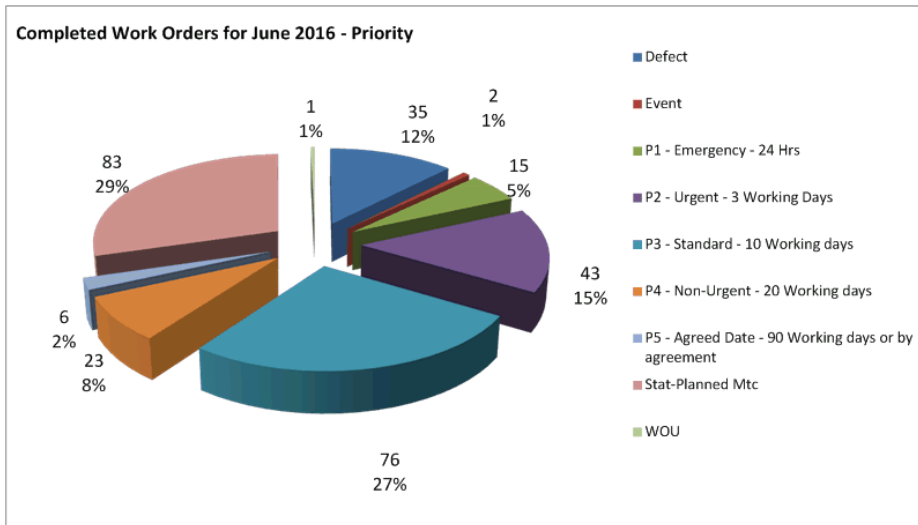
A termite infestation was discovered in the rear wall and door jambs of the preschool room at the Child Care Centre as shown by the photos below. The situation has been monitored over a period of time following termite treatments, but the colony was found to still be active and wall sheeting and cupboards had to be removed to find the entry point. The original construction of the building has left a void which allows for termite entry, with the chip bark garden area planted up against the building providing a breeding ground and covering the subfloor vents thus allowing easy entry for the white ants. This garden will be removed and replaced with a concrete slab, and regular treatments will continue to try and minimise future problems.







Activity	Adopted	YTD Actuals	YTD % Budget
Statutory	\$ 427,774	\$ 207,397	48.48%
Planned	\$ 1,019,040	\$ 666,588	65.41%
Operational	\$ 2,274,267	\$ 1,899,595	83.53%
Reactive	\$ 846,755	\$ 955,376	112.83%
Miscellaneous	\$ 55,489	\$ 36,438	65.67%
<b>Total</b>	<b>\$ 4,623,325</b>	<b>\$ 3,765,394</b>	<b>81.44%</b>



**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 YTD</b>
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%	401 participants, 100%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	13524 participants, 180%
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%	0.22 per capita
Provide community access to technology and deliver 2000 contact hours of computer training each year	100%	2055 hours, 103%
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%	42%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	14663 hours, 126%
Deliver 5612 hours of home maintenance services for CHSP eligible clients per annum	90%	20813 hours, 371%
Complete 17 major modification projects for CHSP and QCC eligible clients per annum	100%	22 projects, 129%
Complete all planned capital and maintenance projects in accordance with agreed schedule and budget	99%	100%
Respond to all reactive maintenance requests in accordance with adopted response schedule, budget, availability of materials and contractor if required	90%	100%

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

FINANCIAL MATTERS

	Adopted Budget \$	Revised Budget	Revised Budget (Pro Rata YTD) \$	YTD Actual \$	YTD Commit + Actual \$	Variance %	On target 100% of Year Gone
<b>OPERATIONS</b>							
<b>Facilities</b>							
1 - Revenues	(363,944)	(445,799)	(445,799)	(578,710)	(578,710)	130%	✓
2 - Expenses	11,553,809	11,690,372	11,690,372	11,335,273	11,695,893	100%	x
3 - Transfer / Overhead Allocation	171,811	171,811	171,811	103,334	103,334	60%	✓
<b>Total Unit: Facilities</b>	<b>11,361,676</b>	<b>11,416,384</b>	<b>11,416,384</b>	<b>10,859,897</b>	<b>11,220,517</b>	<b>98%</b>	<b>x</b>
<b>City Child Care Centre</b>							
1 - Revenues	(761,800)	(818,714)	(818,714)	(755,927)	(755,927)	92%	x
2 - Expenses	673,262	732,504	732,504	736,405	736,693	101%	x
3 - Transfer / Overhead Allocation	0	300	300	6	6	2%	✓
<b>Total Unit: City Child Care Centre</b>	<b>(88,538)</b>	<b>(85,910)</b>	<b>(85,910)</b>	<b>(19,515)</b>	<b>(19,228)</b>	<b>22%</b>	<b>x</b>
<b>Communities and Facilities Management</b>							
1 - Revenues	0	(14,470)	(14,470)	(14,470)	(14,470)	100%	x
2 - Expenses	443,512	444,338	444,338	417,084	440,528	99%	✓
3 - Transfer / Overhead Allocation	6,700	10,685	10,685	6,221	6,221	58%	✓
<b>Total Unit: Communities &amp; Facilities Management</b>	<b>450,212</b>	<b>440,553</b>	<b>440,553</b>	<b>408,835</b>	<b>432,279</b>	<b>98%</b>	<b>x</b>
<b>Library</b>							
1 - Revenues	(528,643)	(592,568)	(592,568)	(622,184)	(622,184)	105%	✓
2 - Expenses	3,042,969	3,108,516	3,108,516	2,880,851	2,987,093	96%	✓
3 - Transfer / Overhead Allocation	20,500	15,100	15,100	9,561	9,561	63%	✓
<b>Total Unit: Library</b>	<b>2,534,826</b>	<b>2,531,048</b>	<b>2,531,048</b>	<b>2,268,227</b>	<b>2,374,469</b>	<b>94%</b>	<b>x</b>
<b>CQ Home Assist</b>							
1 - Revenues	(1,976,905)	(2,096,977)	(2,096,977)	(2,110,450)	(2,110,450)	101%	✓
2 - Expenses	1,886,938	2,006,458	2,006,458	1,874,753	2,082,588	104%	x
3 - Transfer / Overhead Allocation	89,967	129,151	129,151	92,120	92,120	71%	✓
<b>Total Unit: CQ Home Assist</b>	<b>(0)</b>	<b>38,632</b>	<b>38,632</b>	<b>(143,577)</b>	<b>64,257</b>	<b>166%</b>	<b>x</b>

**Community Programs**

1 - Revenues	(117,600)	(126,173)	(126,173)	(129,690)	(129,690)	103%	✓
2 - Expenses	920,138	965,917	965,917	692,721	695,181	72%	✓
3 - Transfer / Overhead Allocation	(89,763)	(55,413)	(55,413)	116,326	116,326	-210%	✗
<b>Total Unit: Community Programs</b>	<b>712,775</b>	<b>784,331</b>	<b>784,331</b>	<b>679,357</b>	<b>681,817</b>	<b>87%</b>	<b>✗</b>
<b>Total Operations:</b>	<b>14,970,950</b>	<b>15,125,038</b>	<b>15,125,038</b>	<b>14,053,223</b>	<b>14,754,112</b>	<b>98%</b>	<b>✓</b>

**CAPITAL**

**CP450 - CAPITAL FACILITIES MANAGEMENT**

1 - Revenues	(669,500)	(669,500)	(669,500)	104,526	104,526	-16%	✗
2 - Expenses	1,612,000	1,610,797	1,610,797	1,279,907	1,308,661	81%	✓
3 - Transfer / Overhead Allocation	0	0	0	4,821	4,821	0%	✗
<b>Total Unit: Community Programs</b>	<b>942,500</b>	<b>941,297</b>	<b>941,297</b>	<b>1,389,254</b>	<b>1,418,008</b>	<b>151%</b>	<b>✗</b>

**CP530 - LIBRARIES**

2 - Expenses	85,000	80,908	80,908	53,538	64,608	80%	✓
<b>Total Unit: Community Programs</b>	<b>85,000</b>	<b>80,908</b>	<b>80,908</b>	<b>53,538</b>	<b>64,608</b>	<b>80%</b>	<b>✓</b>

**CP540 - CAPITAL CONTROL COMMUNITY PROGRAMS**

1 - Revenues	0	(3,000)	(3,000)	(3,000)	(3,000)	100%	✗
2 - Expenses	100,000	260,279	260,279	41,356	76,649	29%	✓
<b>Total Unit: Community Programs</b>	<b>100,000</b>	<b>257,279</b>	<b>257,279</b>	<b>38,356</b>	<b>73,649</b>	<b>29%</b>	<b>✓</b>
<b>Total Capital:</b>	<b>1,127,500</b>	<b>1,279,484</b>	<b>1,279,484</b>	<b>1,481,148</b>	<b>1,556,265</b>	<b>122%</b>	<b>✗</b>
<b>Grand Total:</b>	<b>16,098,450</b>	<b>16,404,522</b>	<b>16,404,522</b>	<b>15,534,371</b>	<b>16,310,377</b>	<b>99%</b>	<b>✓</b>

**8.2 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR JUNE 2016**

**File No:** 1464  
**Attachments:** 1. Arts and Heritage Monthly Operations Report for June 2016  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Peter Owens - Acting General Manager Community Services

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**SUMMARY**

*The report provides information on the programs and activities of the Arts and Heritage section for June 2016.*

**OFFICER'S RECOMMENDATION**

THAT the Arts and Heritage Monthly Operations Report for June 2016 be received.

**COMMENTARY**

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

1. Art Gallery
2. Rockhampton Heritage Village
3. Venue Operations  
(Pilbeam Theatre, Walter Reid Cultural Centre, Rockhampton Showgrounds and Rockhampton Music Bowl)

**ARTS AND HERITAGE MONTHLY  
OPERATIONS REPORT FOR JUNE  
2016**

**Arts and Heritage Monthly Operations  
Report for June 2016**

**Meeting Date: 20 July 2016**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**ARTS AND HERITAGE SECTION**  
**Period Ended 30 June 2016**

**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Arts and Heritage team member Louise Hales assisted with this project featured in the Council's internal newsletter to bring some art to East street.

## From East St

The **Arts & Heritage team** has teamed up with Strategic Planning to give East St a creative boost.

Two local artists have been commissioned to paint empty shop fronts along the street with the hope more business owners will join in the movement.

Number 75, 1 and 2 have been generously provided by the Kondalis family.



### **The Three Witches from Macbeth by Nora Hanasy-Cheers**

Their cloak and design on their body represents the gateway between our world and the spirit world.

### **Birds of a Feather by Emma Ward**

#### **What Emma says about her work...**

My painting is called 'Birds of a feather' and is inspired by my recent series of large scale bird portraits; flamboyant, vibrant, larrikin characters.

Much like our town, and our local community whom represent similar qualities. My title, as is my wish, that we, 'birds of a feather' stick together.

No matter our colour, culture or creed, we are all part of this community, and we should pride ourselves on our humour, our resilience and our larrikin attitudes.

Our brief was to brighten an empty shop front, and we have achieved that, and I hope our artwork impresses the passers-by with a sense of fun and pride in our place.

It's a wonderful thought to think, that if every local artist decorated a shop front what a wonderful showcase the East Street Mall would be!



### ***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 30 June 2016 are as below:



**All Monthly Requests (Priority 3)  
Arts and Heritage 'Traffic Light' report  
June 2016**

	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)	Avg Completion Time (days) Q4	
			Received	Completed				●	●	●	●	●	●			
Community Events & Arts	0	0	2	2	0	0	10	●	0.00	●	1.33	●	0.78	0.78	●	0.00
Heritage Village General	0	0	0	0	0	0	1	●	0.00	●	0.00	●	3.00	0.00	●	0.00
Showgrounds	0	0	0	0	0	0	5	●	0.00	●	0.00	●	0.00	0.00	●	0.00

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

### Safety Statistics

The safety statistics for the reporting period are:

	THIRD QUARTER		
	Apr	May	Jun
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	1	1	0
Number of Incomplete Hazard Inspections	0	1 *	1

\* - To be completed by W&S Safety Advisor

### 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	30/06/16	95%	Training Completed – system building underway

### Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	100%	As at 30/06/16 all Arts and Heritage employees are compliant.
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	As at 30/06/16 all Arts and Heritage employees are compliant.
Overdue performance reviews	29 August 2015	100%	As at 30/06/16 Council records indicate that all Arts and Heritage performance reviews have been completed

**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	01/01/16	30/06/16	Completed	30,000	19,980
Comment: Project completed – now also encompassing work within the Anderson gallery					
Art Gallery - Artwork acquisitions	01/07/15	30/06/16	Completed	20,000	20,550
Comment:					
Heritage Village - Replace CombiOven	01/02/16	31/03/16	-	37,000	0
Comment: Project has been deferred to 16/17 FY					
Theatre - Stage Lighting Equipment	01/10/15	01/02/16	Completed	55,000	65,282
Comment: Completed – new equipment installed March 2016					
Theatre – Add 5 flylines	01/01/16	31/03/17		25,000	0
Comment: Work likely to be delayed until December 2016					
Theatre – Follow Spots	01/10/15	30/04/16	Completed	35,000	30,817
Comment: Completed					
Theatre – Lighting Equipment	01/10/15	30/06/16	Completed	40,000	29,484
Comment: Completed					
Theatre – Masking	01/10/15	30/06/16		35,000	36,994
Comment: Orders placed – supplied delay by 2-4 weeks					
Showgrounds – PA system	01/10/15	30/06/16		25,000	23,111
Comment: Orders placed – installation delayed no to other works on site.					

#### **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**

June was kicked off with a busy exhibition opening for Central Queensland artist Patrick Connor. The opening for his exhibition *Absence, Presence: Saraji Landscapes* attracted 163 attendees. *Absence / Presence: Saraji Landscapes* was conceived by Patrick Connor in 2012 following his winning of the inaugural *Bayton Award for Central Queensland Artists*. The award included a cash prize of \$5,000 and a \$5,000 residency, generously put forward by Rockhampton Art Gallery Trust, which Connor used toward a placement at BHP Billiton/Mitsubishi Alliance's Saraji mine. The Gallery has sold nine works of art from Connor's exhibition. Also opening on the same night was *Indo Pop: Indonesian Art from APT7*, a Queensland Art Gallery | Gallery of Modern Art exhibition.



Gallery staff continued preparations for the 2016 *Gold Award* which opens on 23 July. This included obtaining images, liaising with artists, writing text, designing the exhibition catalogue, and booking flights and accommodation. The Gallery's touring exhibition *The Adventures of William Yaxley*, opened at Ipswich Art Gallery on 11 June, and will be on display until 7 August 2016.



The Gallery presented 'Dreamers and Explorers' at Stockland Rockhampton from 27 June to 1 July. This was being presented as an activity during the school holidays. For the days 27-30 June, the program attracted 750 participants. This program is being assessed as part of Arts Queensland's pilot program, 'Culture Counts'. The Gallery attracted 138 school students, either through a visit to the Gallery, or through delivering 'Dreamers and Explorers' in schools.

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

Mr Craig Barnett has joined the team in the position of Maintenance and Livestock Assistant. Craig is multi skilled and has a background in livestock, in particular, breaking and breeding horses. Craig comes to us with strong recommendations from his previous employers.

Preparation for the relocation of the main entrance to the carpark has been a focus for both staff and volunteers. Many of the building materials and items around the compound gate have found a home on the newly constructed shelving adjacent to the work sheds. The watchmaker's donga will be repositioned inside the new boundary fence line and work will shortly commence on the reconstruction of the roadway and entrance to the carpark.

The Neato teams return to the Village just in time to help set up for the next markets in July. We have also been offered assistance from the Charterhall team at Allenstown Plaza. Their employer encourages community support allowing staff to volunteer for one day each year in their local area.

Heritage Village Volunteers are currently constructing a greenhouse for the volunteers at the nursery to propagate and raise plants for the beautification of the Village and hopefully to eventually have a stall at the markets selling herbs, plants and produce. The greenhouse was donated by the family of volunteer, Dave Herman.

Trevor Duffy took a team of volunteers to the Rockhampton Show and made the most of Show Week talking to locals and visitors to promote the Village. This has resulted in a few leads for weddings and functions and greater exposure for the Village Café.

Volunteer Rhonda Nielsen represented the Village on a historic walk along East Street. Her heritage costume attracted attention, not only from the participants on the walk, but also from the shoppers and office workers in the city heart.

After several months, the cleaning and cataloguing of the Doll Museum is now completed. The Village has been offered additional dolls and teddy bears from the same collector and the family now wish to sign over the entire collection to the Heritage Village. New showcases will need to be constructed to accommodate the new additions.

The team from Bunnings has completed the painting of the Hinz Barn. One of the team was excited to find that she is a decedent of the Hinz family who originally owned the Barn.

Arnold's Store now has a new back veranda and the garden shed, made almost entirely of old doors, is nearing completion. This will provide a secure place for garden tools and sprays away from public access. The shed will have the same heritage look as the building.

The railings at the hospital have now been replaced and Neilsen's Store has been rescued from termite damage. These jobs were urgently needed due to safety issues.

The beautification of the Village continues with the gardens around the Caretaker's Cottage having been transformed all due to the amazing efforts of only one industrious volunteer.

#### Trip Advisor Reviews

Current Rating – Continue to hold the position of 3 out of 29

Trip Advisor comments for June:-

*"Well preserved history! If you are into history I strongly recommend that you spend at least half a day visiting the Rockhampton Heritage Village. An excellent collection of preserved Australiana!"*

Visited in May 2016

*"Lovely day out. Seeing such a well-kept and historical place like this make me proud to be an aussie. Thank you to all the volunteers for preserving our history."*

Visited May 2016

*"Very Friendly Staff. Great History! Loved my trip to Rockhampton Heritage Village after staying at a Motel just down the road I could not help myself and it was well worth the trip!"*

Visited June 2016

**Venue Operations****Pilbeam Theatre**

The Pilbeam Theatre's 2016 See It Live Theatre Season continued in June with a performance by the Grigoryan Brothers. For more than a decade, the pair have put their stamp on the world of classical guitar. In their Sunday afternoon concert (Sunday 19 June) performed a selection of their own compositions as well as works from other notable Australian and international composers.

The Winter Cinema Club, presented by Rockhampton Regional Council, began on 26 June with two movies Mr Turner and Once. The Winter Cinema Club is scheduled to run over three weekends in June-July, screening stage productions captured live, bio pics and modern musicals.

The popular Morning Melodies concert series continued in June with Nikki Bennet's Helen Reddy Show. Concertgoers enjoyed hearing songs such as Delta Dawn, No Way to Treat a Lady, I Don't Know How to Love Him and I am Woman. Morning Melodies is sponsored by Bolsover Radiology, with a free morning tea courtesy of Brumby's Allenstown.

The 2016 Rockhampton Eisteddfod concluded on Sunday 5 June with the annual Gala Concert, featuring the adjudicators' choice of acts from this year's event.

The Vicki Davis Academy of Dance and Performing Arts held its concert Dance Magic at the Pilbeam Theatre in June, celebrating 42 years of dance teaching.

The Pilbeam Theatre also hosted a variety of concerts from commercial hirers including:

- Graeme Connors
- Melinda Schneider
- Akmal
- Ian Moss

**Rockhampton Showgrounds**

The main event at the Rockhampton Showgrounds in June was the Rockhampton Show, organised by the Rockhampton Agricultural and Citizens Show Society. The event attracted good crowds over the three days.

**Walter Reid Cultural Centre**

In addition to regular club activities, the Royal Queensland Art Society held an acrylic workshop on 4 and 5 June at the Walter Reid Cultural Centre with Jenni Kelly, and the Chamber Music Society held an afternoon concert on 12 June.

**Program Development**

Free arts workshops at the Botanic gardens continue every Saturday. Attendance at these workshops ranges between 20-40 members each week, a huge increase over the year.

Winter Cinema Club commenced with the Gallery funding the first film Mr Turner with support from the Gallery Friends.

The East St Window displays commenced. Two local artists Emma Ward and Nora Hanasy-Cheers were commissioned to paint shop fronts. These improvements are designed to encourage interested in the CBD and reinvigorate the street in accordance with the CBD strategic development works.

Timber carving workshop by Joe Butler was held at the Botanic Gardens over two days. The eight people in attendance learnt hand carving techniques and turned a block of Botanic Garden bunya pine into an indigenous Australian animal. This project was funded by RADF as part of a number of activities creatively using the felled bunya pines from TC Marcia.

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 16,000 Art Gallery visits per annum</i>	16,000	19,064
<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	100
<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	66,519
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 32,000 per annum</i>	32,000	33,807
<i>Complete all planned capital projects in accordance with agreed schedule and budget</i>	100%	90%

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 30 June 2016 report shows income and expenditure within expect trend for the unit.

**End of Month General Ledger - (Operating Only) - ARTS & HERITAGE**  
**As At End Of June 2016**

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target  100.0% Gone
	\$	\$	\$	\$	%	
<b>Arts &amp; Heritage</b>						
1 - Revenues	(4,312,250)		(4,261,636)	(4,261,636)	98%	✘
2 - Expenses	7,086,586		6,402,250	6,402,250	90%	✓
3 - Transfer / Overhead Allocation	97,570		(26,216)	(26,216)	32%	✓
<b>Total Unit: Arts &amp; Heritage</b>	<b>2,871,906</b>		<b>2,114,398</b>	<b>2,114,398</b>	<b>79%</b>	<b>✓</b>



**8.3 ARTS AND HERITAGE SOLE PROVIDER PROVISION**

**File No:** 7104  
**Attachments:** Nil  
**Authorising Officer:** Peter Owens - Acting General Manager Community Services  
**Author:** Kerri Dorman - Administration Supervisor

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**SUMMARY**

*Council presents an annual program of exhibitions and performances for which it is necessary to resolve that it would be impractical for Council to invite quotes for the supply of the exhibition content and physical productions.*

**OFFICER'S RECOMMENDATION**

THAT Council resolve that 'it is satisfied that there is only one supplier who is reasonably available' and that 'because of the specialised nature of the services that are sought, it would be impractical for Council to invite quotes for the supply of the productions, exhibition and services' as detailed in the report.

**COMMENTARY**

Council provides for the presentation of a range of performing arts activities and performances at the Pilbeam Theatre and for a range of exhibitions at the Rockhampton Art Gallery.

The theatre performances include the productions featured in the See it Live Theatre Season, Morning Melodies - a series of morning concerts for seniors and other performances targeted at special demographic groups, such as school-aged children.

When contracting to present these productions and exhibitions it is, by the nature of the activity, not possible to obtain more than one quotation for the supply of the production or exhibition and therefore it is necessary, under Chapter 6 Part 3 Division 3 Clause 235 of the Local Government Regulation 2012 to have Council resolve both or either "that it is satisfied that there is only one supplier who is reasonably available" and "because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders".

Detailed below are the productions currently scheduled to be presented by Council, through to the end of calendar year 2017 at the Pilbeam Theatre and the major exhibitions to be presented at the Rockhampton Art Gallery over the 2016/17 and 2017/18 financial year not previously report to and approved by Council.

Date	Company	Production / Exhibition	Supplier
<b>Theatre Performances / Productions</b>			
17/03/2017	RRC Musical	Performance Rights	Hal Leonard Australia Pty Ltd
17/03/2017	RRC Musical	Director and Choreographer for Musical	Kermond Creative
17/03/2017	RRC Musical	Hire of Set and Costumes	CLOC Musical Theatre
17/03/2017	RRC Musical	Design and Production of Program and other materials	Creative Avenue
26/04/2017	Circus Oz	-	Circus Oz
29/04/2017	Queensland Theatre Company	Constellation	Queensland Theatre Company / arTour
05/05/2017	MICF	2016 Roadshow	Melbourne International Comedy Festival
12/07/2017	Opera Australia	Marriage of Figaro	Opera Australia
29/07/2017	Shake & Stir	Dracula	arTour
02/08/2017	Queensland Ballet	-	Queensland Ballet / arTour
07/10/2017	Bell Shakespeare	-	Bell Shakespeare
10/09/2017	ACO Collective	ACO Collective	ACO
03/10/2017	Monkey Baa	Diary of a Wombat	Monkey Baa
10/09/2017	Garry Ginivan Attractions	We're all going on a Bear Hunt	RAV
20/02/2017	Morning Melodies		ATA Allstar Pty Ltd
03/04/2017	Morning Melodies		ATA Allstar Pty Ltd
29/05/2017	Morning Melodies		ATA Allstar Pty Ltd
03/07/2017	Morning Melodies		ATA Allstar Pty Ltd
18/09/2017	Morning Melodies		ATA Allstar Pty Ltd
20/11/2017	Morning Melodies		ATA Allstar Pty Ltd
<b>Art Gallery Exhibitions / Programs</b>			
New for 2017/18		Playschool	National Museum of Australia

As it is this officer's understanding that the Local Government Regulations 2012 require Council to make a specific resolution in regard these decisions and that this decision making power is unable to be delegated, this report will be presented to Council on an annual basis at approximately this time each year.

**8.4 COMMUNITY ASSISTANCE PROGRAM - ADDITIONAL REQUEST FOR ASSISTANCE 2016 CONFRATERNITY AND QISSN CARNIVALS****File No:** 7822**Attachments:**

1. Letter from Mr Paul Dever dated 8 July 2016
2. Invoice for Charges for Park Hire and Waste Collection

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Peter Owens - Acting General Manager Community Services

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**SUMMARY**

*The 2016 Confraternity and QISSN Carnivals Convenor has requested that Council give consideration to providing additional assistance to the event by reimbursing the Cathedral College for unbudgeted expenses.*

**OFFICER'S RECOMMENDATION**

THAT Council agrees to the request to reimburse the Cathedral College for the charges levied as detailed in the letter from Mr Paul Dever dated 8 July 2016.

**COMMENTARY**

Mr Paul Dever, the Confraternity Carnival Convenor, has written to Council, requesting that Council reimburse the Cathedral College for charges levied by Council for the use of Voss and Victoria Parks and waste collection charges associated with conduct of the carnival.

Mr Dever states in his letter (attached) that "This expense was not one that we had budgeted for when submitting our annual application for your support"

**BACKGROUND**

In December last year Council adopted the recommendation of the Community Services committee meeting of 1 December 2016 to provide cash sponsorship of \$10,000 to the Cathedral College to support the delivery of the 2016 Confraternity and QISSN Carnivals.

**RISK ASSESSMENT**

In considering the request for additional support, Council may wish to consider that it would not be Council's normal practice to retrospectively sponsor an event especially in such circumstances as those outlined by Mr Dever in his letter.

**COMMUNITY ASSISTANCE PROGRAM  
- ADDITIONAL REQUEST FOR  
ASSISTANCE 2016 CONFRATERNITY  
AND QISSN CARNIVALS**

**Letter from Mr Paul Dever dated  
8 July 2016**

**Meeting Date: 20 July 2016**

**Attachment No: 1**



8 July 2016

Councillor Tony Williams  
Rockhampton Regional Council

Dear Tony

Once again, The Cathedral College would like to thank you and the Rockhampton Regional Council for your generous support of the 2016 Confraternity and QISSN Carnivals.

I am writing to request the reimbursement of the attached fees relating to the collection of rubbish bins and the use of Voss Park and a small area of Victoria Park Cricket Grounds. This expense was not one that we had budgeted for when submitting our original application for your support.

We have received a lot of positive feedback from people all over the State about the success of the Carnivals and how welcoming Rockhampton was. We believe that the Carnivals have provided a great injection to the local economy, increased the town's profile and highlighted our ability to be able to successfully host such large events.

If you need any more information, please let me know. Thank you for your consideration.

Regards

Paul Dever  
Confraternity Carnival Convenor  
P: (07) 4999 1300  
M: 0421 279 189  
E: [paul.dever@tccr.com.au](mailto:paul.dever@tccr.com.au)

**COMMUNITY ASSISTANCE PROGRAM  
- ADDITIONAL REQUEST FOR  
ASSISTANCE 2016 CONFRATERNITY  
AND QISSN CARNIVALS**

**Invoice for Charges for Park Hire and  
Waste Collection**

**Meeting Date: 20 July 2016**

**Attachment No: 2**



PO Box 1860  
 Rockhampton Qld 4700  
 Telephone - 1300 22 55 77  
 Facsimile - 1300 22 55 79  
 ABN - 59 923 523 766

**TAX INVOICE**

The Cathedral College  
 PO BOX 8207  
 ALLENSTOWN QLD 4700

**BOOKING INVOICE**

BOOK/PARK/3322

**Issue Date** 23 June 2016

Date	Description	GST	Amount INC GST
Confraternity Carnival Victoria Park & Voss Park			
27 <sup>th</sup> June to 1 <sup>st</sup> July 2016	Administration Fee	2.72	\$ 30.00
	Park Hire	20.18	\$ 222.00
	Cleansing of 25 General Waste bins Tuesday, Wednesday, Friday & Sunday	Nil	\$1000.00
<i>Please note where GST is applicable it is quoted above</i>			<b>TOTAL GST AMOUNT (Incl GST)</b> \$1252.00

**Please Note – This account is payable by Friday 24 June 2016**

Remittance Advice – Please detach and return with payment to above address.

The Cathedral College  
 PO BOX 8207  
 ALLENSTOWN QLD 4700

<b>Date</b>	23 June 2016
<b>Total Paid</b>	\$1252.00
<b>Booking Inv</b>	BOOK/PARK/3322
<b>CSO</b>	
<b>Date Paid</b>	
<b>Receipt No</b>	

**8.5 APPOINTMENT OF RADF GRANT ASSESSMENT COMMITTEE**

<b>File No:</b>	<b>8944</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Peter Owens - Acting General Manager Community Services</b>

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**SUMMARY**

*Council has undertaken a process calling for applications from suitably qualified and/or experienced members of the local arts community to form a new RADF grant assessment committee to be appointed from 1 August 2016.*

**OFFICER'S RECOMMENDATION**

THAT Council appoint Mr Bob Heppell, Ms Carolyn Hewitt, Mr Rod Haynes, Ms Debbie Heineman, Ms Elspeth Donlen, Mr Oliver Skrypcznski and Ms Laurel Mason to the Rockhampton RADF grant assessment committee effective 1 August 2016 for a term of four years.

**COMMENTARY**

Late in 2013 Council resolved to undertake the appointment of members to future RADF committees following receipt of written application from suitable members of the local arts community. Council also resolved that an interim committee be appointed by Council, under this new process, from 1 July 2014 for a term of two years so as to be able to align this process to that of the local government election cycle with the next elections due in 2016.

The RADF program is a partnership between Council and the Queensland Government that supports professional artists and arts practitioners living in the Rockhampton region. The program focuses on the development of quality art and arts practice for, and with, regional communities.

As was reported to Council in November 2013, the Rockhampton Regional Council (and the former Rockhampton City Council) has participated in the RADF Program since it was established in 1991.

The funding is made available to the broader community through an application process, with generally three funding rounds held across the financial year.

Applications are made under one of eight categories and assessed against established funding criteria and guidelines developed through community consultation and approved by the state government through Arts Queensland.

This assessment of grant applications is undertaken by a community-based committee established to reflect the diverse cultural and geographical make-up of the Council area, and with a general representation across broad arts portfolio areas.

Council then confirms its support of the RADF assessment committee's decisions via resolution of the Communities committee and ultimately full Council, before a funding agreement is issued and a grant of funds made to the successful applicants.

In June this year a call for nominations to the RADF committee was undertaken with a closing date of 27 June 2016. This call was made using local media and advertised on Council's website and with a paid advertisement placed in the Rockhampton Morning Bulletin.

A total of seven nomination were received – five from persons having not previously been appointed to the committee and two from members of the outgoing committee.

Council had previously re-appointed Councillor Rose Swadling to the committee bringing the total committee membership to eight.

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The community nominations are as follows:

Name	Residential Address	Area of Expertise
Mr Bob Heppell	Wandal	Theatre Music Museums and Cultural Heritage
Ms Carolyn Hewitt	Norman Gardens	Dance Festivals
Mr Rod Haynes	Allenstown	Music
Ms Debbie Heineman	Gracemere	Visual Arts Craft Festivals
Ms Elspeth Donlen	Stanwell	Visual Arts Craft
Mr Oliver Skrycznski	Park Avenue	Theatre Music Dance
Ms Laurel Mason	Gracemere	Community Cultural Development Museums and Cultural Heritage Festivals

It is noted that the expertise areas of writing, design and multimedia are not currently represented in the committee's joint areas of expertise nor does the group include a person of culturally and linguistically diverse background nor a person with a disability. These areas of expertise and demographic grouping will be targeted in future calls for nominations to the committee.

However, the individuals listed above provide a good cross section of the local arts community and this officer is confident that they, along with the Councilor also appointed to the committee, will comprise an effective and knowledgeable local RADF grant assessment committee for the Rockhampton region.

#### Committee Chair

The RADF program guidelines allow either Council to appoint the RADF grant assessment committee chair or for the committee to elect a chair from amongst its members at the first meeting.

Previously Councillor Swadling has asked that the RADF grant assessment committee select a chair from amongst its members for each meeting and accordingly no recommendation in regard to Council appointing a chair is made at this time.

**9 NOTICES OF MOTION**

Nil

## **10 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.*

## 11 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

### RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 12.1 Current valuation assessment for 241 Rockonia Road

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

## 12 CONFIDENTIAL REPORTS

### 12.1 CURRENT VALUATION ASSESSMENT FOR 241 ROCKONIA ROAD

**File No:** 1680

**Attachments:** 1. Valuation of land at 241 Rockonia Road

**Authorising Officer:** Peter Owens - Acting General Manager Community Services

**Author:** Cheryl Haughton - Manager Communities and Facilities

This report is considered confidential in accordance with section 275(1)(e), of the *Local Government Regulation 2012*, as it contains information relating to contracts proposed to be made by it.

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#### SUMMARY

*A further report with valuation assessment is presented for land owned by Council.*

**13 CLOSURE OF MEETING**