



COMMUNITIES COMMITTEE MEETING

AGENDA

4 FEBRUARY 2014

Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 4 February 2014 commencing at 9:00 am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the printed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
28 January 2014

Next Meeting Date: 04.03.14

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....	1
6	BUSINESS OUTSTANDING	2
6.1	BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE.....	2
7	PUBLIC FORUMS/DEPUTATIONS	5
	NIL	5
8	OFFICERS' REPORTS.....	6
8.1	REGIONAL ARTS DEVELOPMENT FUND.....	6
8.2	WALTER REID CULTURAL CENTRE LEASE RENEWALS.....	9
8.3	NEW WALTER REID CULTURAL CENTRE GROUND FLOOR TENANCY AGREEMENTS.....	10
9	STRATEGIC REPORTS.....	15
9.1	INFORMATION BULLETIN FOR ARTS AND HERITAGE FOR NOVEMBER AND DECEMBER 2013.....	15
9.2	MONTHLY OPERATIONAL REPORT FOR NOVEMBER AND DECEMBER 2013 - FACILITIES MANAGEMENT UNIT	22
9.3	INFORMATION BULLETIN COMMUNITY AND CULTURAL DEVELOPMENT	48
10	NOTICES OF MOTION.....	67
	NIL	67
11	URGENT BUSINESS/QUESTIONS	68
12	CLOSED SESSION	69
13.1	NEW REGULATORY SYSTEM - COMMUNITY HOUSING	69
13	CONFIDENTIAL REPORTS.....	70
13.1	NEW REGULATORY SYSTEM - COMMUNITY HOUSING	70
14	CLOSURE OF MEETING	71

1 OPENING

2 PRESENT

Members Present:

Councillor R A Swadling (Chairperson)
The Mayor, Councillor M F Strelow
Councillor C E Smith
Councillor C R Rutherford
Councillor S J Schwarten

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 19 November 2013

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 Committee

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 Committee

Meeting Date: 4 February 2014

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
05 March 2013	Showground Signage	That pavilion identification signage be erected on the rear of the showground pavilions	Michael Rowe	24/04/2013	Signage design and fabrication commissioned.
07 May 2013	Infrastructure Projects Unit Monthly Report - March 2013 - Communities Committee	THAT 1. The Infrastructure Projects Unit monthly report for March 2013 for the Communities Committee be 'received'; and 2. A further report be presented to the Communities Committee regarding the relocation of the 'Mafeking Bell' in Mount Morgan.	Cheryl Haughton	06/05/2014	Development of plans for proposed new building is progressing pending costing estimate from the Quantity Surveyor.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 REGIONAL ARTS DEVELOPMENT FUND

File No: 8944

Attachments: 1. Regional Arts Development Fund -
Recommendation from quick response
application R1314/Q/2

Responsible Officer: Michael Rowe - General Manager Community Services

Author: Peter Owens - Manager Arts and Heritage

SUMMARY

One application was received to the Regional Arts Development Fund – Developing Regional Skills. This application was assessed by the Regional Arts Development Fund Committee and has been recommended for funding for the amount of \$667.

OFFICER'S RECOMMENDATION

THAT Council approve the following application for funding from the Regional Arts Development Fund:

Applicant	Purpose of Grant	Grant Recommended
Derek Lamb	Attendance at the Codex Australia 2014 Symposium and Book Fair - Melbourne	\$667

COMMENTARY

The Regional Arts Development Fund is a joint program of the Queensland Government (administered by Arts Queensland) and the Rockhampton Regional Council. In the 2013-14 financial year each party is contributing \$39,705 to the available funding pool of \$79,410 to be distributed over three rounds.

One application was received for a requested amount of \$667 for Regional Arts Development Fund Quick response funding.

The RADF Committee has assessed the application and recommends to Council that funding be approved for \$667 as per the attached spreadsheet. The application fulfills the eligibility criteria and is recommended as a worthwhile project.

REGIONAL ARTS DEVELOPMENT FUND

Regional Arts Development Fund - Recommendation from quick response application R1314/Q/2

Meeting Date: 4 February 2014

Attachment No: 1

APPLICANT	CATEGORY OF FUNDING	PROJECT NAME	PROJECT DESCRIPTION	PROJECT LOCATION	ART FORM	PROJECT START DATE	PROJECT END DATE	COMMITTEE ASSESSMENT COMMENTS	TOTAL PROJECT COST	RADF GRANT REQUESTED	AMOUNT APPROVED
Derek Lamb	Developing Regional Skills	Codex Australia 2014 Symposium and Book Fair - Melbourne	Codex Australia 2014 Symposium and Book Fair - Melbourne	Metropolitan Interstate	Visual Arts	28/02/2014	02/03/2014	Valuable professional development and networking opportunity for applicant	\$1,343	\$667	\$667

8.2 WALTER REID CULTURAL CENTRE LEASE RENEWALS

File No: 2210
Attachments: Nil
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Peter Owens - Manager Arts and Heritage

SUMMARY

Following Council's decision to relocate staff to the second floor of the Walter Reid Cultural Centre a number of tenants have also been relocated within the building and will require new leases over their exclusive use spaces within the building. All other tenant leases in the building have expired and require renewal.

OFFICER'S RECOMMENDATION

THAT Council enter into new leases with the current Walter Reid Cultural Centre tenants as detailed in the report.

COMMENTARY

Following Council's decision to relocate staff to the second floor of the Walter Reid Cultural Centre a number of tenants have also been relocated within the building and will require new leases over their exclusive use spaces within the building.

The following existing tenants are relocating within the building

- CQ Contemporary Artists from Room 2.4 to 1.4 (formerly Large Meeting Room)
- Rockhampton Chamber Music Group from Room 2.7 to 1.3 (formerly occupied by RLT)
- Rockhampton Youth Orchestra from Room 2.8 to 1.5 (formerly dance rehearsal space)
- Rockhampton Little Theatre from Room 1.3 to Ground Floor Garage.

The Rockhampton Little Theatre have had exclusive use of a room on the first floor since moving to the centre following their forced eviction from their former clubroom on the site of the now Rockhampton Regional Library. This tenancy was not covered by a formal lease but included in a licence agreement that also provided for non-exclusive use to other spaces within the centre including the auditorium and rehearsal room. The Rockhampton Little Theatre have now relocated to a ground floor space in the garage formally used as a recreational climbing centre and referred to as 'the cage'.

All tenants in the building including those not directly impacted by these forced relocations are currently on periodic month-to-month agreements.

Therefore it is proposed to offer a new lease to all current tenants, for their existing or new space, for a period of three calendar years from 1 March 2014 to 29 February 2016 at the current lease fee increased for CPI. As the space to be leased to the Rockhampton Little Theatre has not been leased recently and based on the fees being paid by other groups in the building it is proposed to set the lease fee for this space at \$600 per annum increasing on an annual basis with CPI.

8.3 NEW WALTER REID CULTURAL CENTRE GROUND FLOOR TENANCY AGREEMENTS**File No:** 2210**Attachments:** 1. **Walter Reid Cultural Centre Ground Floor New Tenancies****Responsible Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

SUMMARY

Following the completion of the redevelopment of a little used section of the ground floor of the Walter Reid Cultural Centre, Council's approval to establish tenancy agreements for the groups that will take up these new spaces created by the Grittier Places project is now required.

OFFICER'S RECOMMENDATION

THAT Council enters into tenancy agreements with Officina Athelstane, Capricornia Arts Mob and Capricornia Printmakers' Collective for the ground floor spaces at the Walter Reid Cultural Centre as detailed in the report.

COMMENTARY

Following Council's successful application to Arts Queensland under the Grittier Places funding program to redevelop a little used section of the ground floor of the Walter Reid Cultural Centre (formerly referred to as the Retail Space) Council approval is requested to establish tenancy agreements with three tenants that will occupy the new work spaces.

The total area comprises approximately one-third of the ground floor of the building that had remained largely unoccupied since the building redevelopment in 2003.

The objective of the Grittier Places funding program was to provide access to dedicated spaces for the creation and presentation of arts and cultural work to address demand from artists, arts and cultural workers, and communities.

The Grittier Places grant of \$65,000, the maximum available under that program, was matched by a similar capital budget allocation from Council in the 2012/13 financial year.

The proposed plans for the redevelopment were presented to Council in December 2012 and work was completed in late 2013 with the new tenants now expected to take-up residence from late February 2014.

In 2013, three organisations were identified by Creative Capricorn as potential new "Companies in Residence" at the Walter Reid Cultural Centre. The selection was based on an expression of interest process conducted at the end of 2012 and these three companies were selected based on:

- The development of an annual program of work to increase participation in the arts and to build the profile of the Walter Reid Cultural Centre
- Attendance at professional development opportunities

The three organisations selected were:

- Capricornia Printmakers' Collective
- Capricornia Arts Mob
- Keppel Coast Arts

The agreement also allowed access to spaces within the Walter Reid Cultural Centre on an "in kind" basis with the first two groups potentially taking up longer-term tenancies in refurbished ground floor studios subject to final Council approval.

As the Keppel Coast Arts involvement with Walter Reid Cultural Centre is now concluded and as there had been no discussion of a longer-term tenancy for this organisation it is now proposed that Officina Athelstane (printmaker Derek Lamb) be included with the Capricornia Arts Mob and Capricornia Printmakers' Collective as the new tenants on the ground floor

Officina Athelstane is being relocated from the second floor as a result the redevelopment of this space for Council offices. The nature and type of the tenancy agreement that can be offered to Officina Athelstane is currently under review due to the fact that this is essentially an artist working as a sole-trader despite the fact that the venture is far from what would be in anyway considered a commercial enterprise.

Given the delay in accessing these spaces it is proposed to offer the three groups use of the spaces for 2014 at no cost after which a rental charge would be levied that is commensurate with the charges paid by the other visual arts groups resident in the building. It is proposed that the tenancy agreement would cover the period from 1 January 2014 to 31 December 2016.

In addition to Creative Capricorn funding, Creative Regions is holding approximately \$40,000 for professional development and training initiatives related to the Company in Residence program at the Walter Reid Cultural Centre that is to be carried over into 2014.

It is anticipated that the three new tenants would, as a condition of their respective tenancy agreements, be required to commit to being actively involved in driving professional development activities through the Regional Training Fund moneys held by Creative Regions and that Rockhampton Regional Council and Creative Capricorn be listed as key sponsors of these tenants on all promotional collateral and in any publication regarding their work during 2014.

Based on the current lease payments made by other visual arts group in the Walter Reid Cultural Centre, the useable floor area of the new spaces and the prominent ground floor location the following new annual lease charges are proposed.

Existing Tenants	Area sq.m.	Rent pa	pa per sq.m.
Royal Queensland Arts Society	254.69	\$831.65	\$3.27
Rockhampton Fibre Arts	87.07	\$359.25	\$4.13
CQ Contemporary Art Workshop	195.52	\$574.09	\$2.94
		Average	\$3.44
New Tenants			Proposed pa
Officina Athelstane (Derek Lamb)	46.21	\$159.08	\$300.00
Capricornia Printmakers' Collective	141.56	\$487.32	\$600.00
Capricornia Arts Mob	56.07	\$193.02	\$300.00

The attached floor plan shows the new spaces in question.

Access to Darkroom

During the development of the project, due to budget constraints, it was necessary to delete from the project a much-needed darkroom and etching workspace. Such a space already exists within the building within the office space currently used by Council's internal audit section.

It is understood that as a result of the de-amalgamation staff restructure this large office is currently occupied by only the internal auditor.

Investigation into how this officer might be accommodated either on this site or another, to allow the three new ground floor tenants access to this much needed darkroom and work space are ongoing.

NEW WALTER REID CULTURAL CENTRE GROUND FLOOR TENANCY AGREEMENTS

Walter Reid Cultural Centre Ground Floor New Tenancies

Meeting Date: 4 February 2014

Attachment No: 1

9 STRATEGIC REPORTS

9.1 INFORMATION BULLETIN FOR ARTS AND HERITAGE FOR NOVEMBER AND DECEMBER 2013

File No: 1464
Attachments: 1. Information Bulletin for Arts and Heritage for November and December 2013
Responsible 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 November and December 2013.

OFFICER'S RECOMMENDATION

THAT the information bulletin reporting on the programs and activities of the Arts and Heritage section for November and December 2013 be received.

COMMENTARY

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

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

INFORMATION BULLETIN FOR ARTS AND HERITAGE FOR NOVEMBER AND DECEMBER 2013

Information Bulletin for Arts and Heritage for November and December 2013

Meeting Date: 4 February 2014

Attachment No: 1

ARTS AND HERITAGE

1. Art Gallery

Exhibitions

Continuing Exhibitions:

- *Under my skin: Australian photography from the Corrigan collection*

New Exhibitions:

- *Ever Present: Photographs from the collection 1850–1975*
- *Lynley Dodd: A Retrospective*

The Gallery completed the year with a record-breaking annual attendance and the launch of two significant travelling exhibitions of photography and children's book illustration.

Rockhampton Art Gallery was the first venue for the Queensland Art Gallery | Gallery of Modern Art exhibition *Ever Present*. The exhibition explores the early years of the development of photography through to seminal images by some of the world's leading 20th century photographers including Henri Cartier-Bresson, Edward Muybridge, Brassai and Andre Kertesz. The Director of the QAGOMA, Mr Chris Saines officially opened the exhibition on November 29.

Lynley Dodd: A retrospective officially opened on Saturday 30 November with Dame Lynley Dodd Mr Martin Welsh, the New Zealand Consul-General for New South Wales and Queensland, Mayor Margaret Strelow and Ms Penny Jackson, Director of Tauranga Art Gallery all in attendance. The official proceedings were followed by the *Hairy Maclary and Friends Family Day* and the launch of the exhibition to the public. Activities included the *Out of the Gate Artspace*, book readings by Martin Welsh and Mayor Strelow, balloon animals, face painting and a sausage sizzle fundraiser by Friends of Rockhampton Art Gallery. Dame Lynley also took part in a book-signing event at Stockland Rockhampton.

On Sunday 1 December, in conjunction with Alma Street Veterinary Hospital, the Gallery presented *Get Active with Schnitzel Von Krumm* a dog walk and morning tea event that was extremely well attended by people and pooches alike. Dame Lynley and Penny Jackson also participated in an *In Conversation* as the final program for the exhibition's opening weekend. Gallery staff had planned for an increase in attendance but were overwhelmed with the response the exhibition had. For the opening weekend 1093 visitors participated in programs, events and attended the exhibition.

The exhibition continues to receive high visitation with a significant increase in primary school, kindergarten and day care groups. The increase is greatly due to the *Out of the Gate Artspace* and associated activities that allow children to have a participatory experience while enjoying the original drawings and material in the exhibition. The success of this exhibition is in part due to the hardwork and dedication of acting Public Programs Officer in developing the activities and concept for this children's space.

Gallery attendance for 2013 was well above the previous year's figures with a total of 23,734 visitors attended the Gallery, its programs and travelling exhibitions exceeding the 2012 attendance of 19,311.

Public Programs

Participation

Program	Nov-Dec 2013	2013-14 YTD	2012-13 YTD
Rockhampton Art Gallery			
Exhibitions	3829	9086	6513
Programs		2437	1490
- Education/school groups (15)	559		
- Adult tour groups (4)	165		
- Good Brew Tuesday	8		

- Toddler Artscapades	20		
- Stay n Play Saturdays	12		
- Artists' talk – <i>Under their skin</i>	21		
- Christmas shop sale	36		
- Get Active with Alma Street	25		
- In Conversation Lynley Dodd & Penny Jackson	55		
Total visits	4730		
Outreach programs			
<i>Lynley Dodd book signing, Stockland</i>	127	407	1443
Total participation	4857	11930	9442

2. Heritage Services

Archer Park Rail Museum

With no Expressions of Interest received to operate the Archer Park Rail Museum and the retirement of Dennis Sheehan the site is currently operating Sunday to Thursday 10am to 3pm daily under the control of casual employee Ross Carter.

Mount Morgan Railway Museum

The museum was handed over to Mount Morgan Promotional and Development in late December with the transfer of Narelle Housman and Andrew Simpson to the new Livingstone Shire Council.

Rockhampton Heritage Village

The annual Halloween event was again held at the Heritage Village with 550 people attending over the two sold out sessions. Once again staff and volunteers participate in costume on the night with ticketing for the event again provided at no cost by the Pilbeam Theatre Box Office.

The last markets for the year attracted 4869 people through the gates and was attended by 252 stall holders.

The NEATO Work for the Dole team has commenced work at the Heritage Village with already a vast improvement to the gardens in the site car parks resulting.

The Friends of the Village received \$3,000 from Council for additional entertainment to be provided for the Australia Day markets.

The construction of an extension to the Carpenter's Shed has commenced.

During the period staff members Angela Scott, Andy Benton and Greg Fox transferred to the new Livingstone Shire Council with Deb Mansfield being appointed to the part-time Administration and Tourism support position and Simon Black commencing as the part-time Livestock and Maintenance Assistant.

Visits to Heritage sites

Program	Nov-Dec 2013	2013-14 YTD	2012-13 YTD
Archer Park			
Tour groups	0	3	13
General visitors	135	1156	2198
Other Events	0	2	2
Tram rides	0	969	1279
Total visits	135	2023	2588
Mt Morgan			
Tour groups	0	6	13

General visitors	189	1287	1526
Other Events	0	2	2
Trolley rides	32	329	458
Total visits	189	5734	8110
Rockhampton Heritage Village			
Tour groups	7	66	47
General visitors	267	2032	2094
Markets	3	3	3
Other events	1	11	14
Total visits	5949	24173	32642
Total Visits Heritage sites	6273	31930	43440

Shearing Shed

Measure	Nov-Dec 2013	2013-14 YTD	2012-13 YTD
Functions	9	34	38
Participants	1514	5053	5332

3. Venue Operations**Pilbeam Theatre****See It Live**

The 2014 See it Live Theatre Season was launched in November. The season contains ten shows covering a wide cross section of tastes. The season includes performances by Shake & Stir Theatre Company, Avan Yu, Deckchair Theatre, Sydney Dance Company, Grace Barbé, Circus Oz, Bell Shakespeare, Queensland Ballet, Bangarra Dance Theatre, and Rockhampton Regional Council's 2014 musical, Jesus Christ Superstar.

Matthew Robinson

Former Rockhampton singer, actor, composer and lyricist Matthew Robinson returned to Rockhampton in November to perform a concert of his own work. Matthew is not only a successful singer and actor with an extensive list of credits, but also a composer and lyricist, with his compositions attracting worldwide attention. Last year, readings of his latest musical were held in New York City for Stephen Schwartz (composer and lyricist for Wicked, Godspell, Pippin), Disney Theatrical Productions and Cameron Mackintosh Ltd. His musicals include Metro Street, Happy People, and, most recently, Atlantis. Matthew was accompanied by another former local, Sharnee O'Donnell, who is currently studying music theatre in Sydney.

Morning Melodies

The popular Morning Melodies concert series concluded its 2013 season with a performance of Christmas favourites by the Gaslight Company.

On the Big Screen

The Pilbeam Theatre's big screen presentations of international high quality plays continues to draw audiences. In November, Kenneth Branagh and Alex Kingston starred in Macbeth, and in December the National Theatre of Great Britain's 50th anniversary production was screened. The program continues in 2014 with Coriolanus and War Horse in February and April respectively.

Commercial Hirers

The Pilbeam Theatre was busy with hirers during November and December.

Some of the commercial hires included: Jessica Mauboy, Celtic Illusion, Smokie, Kitty Flanagan, Luke Kennedy and the Ten Tenors, just to name a few.

Community Hires

The end of the year is traditionally the time for end of year school and dance studio presentations at the Pilbeam Theatre. This year these included performances by: Debbie's Dance Studio, Dance Star Studio, Pulse8 Dance Studio, and Capricorn School of Dancing.

Walter Reid Cultural Centre

With Council's decision to redevelop the second floor of the Walter Reid Cultural Centre for office accommodation the Venue Operations staff have been working with displaced and relocating tenants to move to alternate spaces within the building and in some cases find new spaces to rent in the city. The loss of the rehearsal and meeting rooms of the first floor will have a negative impact on the local arts community and on the operational budget of the unit with in excess of \$20,000 earned income lost to the centre.

The tenants have again held a very successful "Reid Shop" during the weeks leading up to Christmas with the tenants selling their artworks and craft product to the general public from the ground floor gallery space.

Rockhampton Showgrounds

With the transfer of long-term RRC employees Meegan and Jason Armstrong to the new Livingstone Shire Council, Venue Operations staff have taken responsibility for this site. Events staff, Lacey Milzewski and Bev Armstrong are now based at the Showgrounds to facilitate the deliver of the 2014 Rockhampton Show. Stella McMahon has joined the Venue Operations team to assist with the coordination and operation of the Showgrounds site while working also as a duty manager at the Pilbeam Theatre.

It is planned to advertise a new Tender for Catering Rights for the Robert Schwaren and James Lawrence pavilions from from 1 July 2014 during February.

Statistics

Program	Nov-Dec 2013	2012-13 YTD	2011-12 YTD
Pilbeam Theatre			
Performances	16	71	75
Attendances	10256	31446	30268
Box Office			
Tickets sold	6935	35533	38721
Walter Reid Cultural Centre			
Venue hires	136	517	506
Rockhampton Showgrounds			
Venue hires	12		

4. Events

Anzac Day

The first meeting of the Anzac Day organising committee was held on 8 November. Representatives from twelve organisations attended. The committee reviewed the 2013 Anzac Day debrief notes and discussed recommendations for 2014. The group also discussed some forward planning for the 2015 centenary celebrations. The committee is keen to increase the number of schools participating and has invited school bands to play along the route if unable to play whilst marching. Five schools have since accepted.

Twilight Movie

The final Twilight Movie for 2013 was screened at Conaghan Park Gracemere on November 15th. An audience of approximately 150 people viewed the movie.

East Street Christmas Fair

The RRC events team assisted the East Street traders with coordinating the inaugural Christmas Fair on 30 November. Market stalls and attendance numbers were fewer than organisers anticipated due to an afternoon storm and very hot weather. The crowd of approximately 4000 was entertained from 2pm by a variety of performances including The Rocky Rockers, Duo Velocity and a fashion parade. Approximately half of the local businesses in the East Street shopping precinct remained open until 7pm with some offering retail specials. The event concluded with the lighting of the Christmas tree lights.

Rockhampton Show

The show is progressing well. A show reference group meeting was held on 5 December. Items discussed included an update on the establishment of the Rockhampton Show Society. Section schedules, site forms, sponsorship letters and the entertainment program are on-going.

Carols By Candlelight

An audience of approximately 3,200 people attended Carols by Candlelight at Victoria Park in December. 2013 Charity recipients The Ring Pull Association received \$6000 from donations, including gate entry and merchandise sales.

Australia Day

The Salvation Army Band, Eminence Dance Group and a screening of the Sapphires will entertain families at Conaghan Park, Gracemere on Australia Day. The Gracemere Lions club will cater the event with a free BBQ sponsored by Gracemere Woolworths. The movie will be relocated next door in the community hall in the event of wet weather

Community Arts

With transfer of Community Arts Officer, Judy Couttie to the new Livingstone Shire Council the unit's Community Arts program has been concluded.

6. Volunteers

Hours volunteered

Site	Nov-Dec 2013	2013-14 YTD	2012-13 YTD
Art Gallery	474	1383	1164
Archer Park Rail Museum	864	3056	3536
Mt Morgan Rail Museum	963	3960	
Rockhampton Heritage Village	5424	15993	21888
Pilbeam Theatre	785.5	3243.75	
Total hours	8510.5	11642.75	

**9.2 MONTHLY OPERATIONAL REPORT FOR NOVEMBER AND DECEMBER 2013 -
FACILITIES MANAGEMENT UNIT**

File No: 1464
Attachments: 1. Operational report FMU Nov - Dec 2013
Responsible Officer: Cheryl Haughton - Manager Community and Cultural Development
Michael Rowe - General Manager Community Services
Author: Sharon Sommerville – Coordinator Facilities

SUMMARY

This report provides information for Councillors on the operational activities of the Facilities Management Unit during November and December 2013.

OFFICER'S RECOMMENDATION

THAT the Facilities Management Unit Monthly Operational Report be received.

MONTHLY OPERATIONAL REPORT FOR NOVEMBER & DECEMBER 2013 - FACILITIES MANAGEMENT UNIT

Operational report FMU Nov - Dec 2013

Meeting Date: 4 February 2014

Attachment No: 1

Activity	Completed Tasks	Progress
Contracts	<ul style="list-style-type: none"> • Pest control Tender has been evaluated and awarded to Amalgamated Pest Control – servicing commencing February 2014 • Janitorial contract is WIP still with procurement department – with change of staff need to follow up with Procurement. • Rockhampton Southside Library CCTV camera now installed – waiting on cabling to be carried out to the Council Server room then IT will be able to go live to CCTV room and School of Arts monitor • Southern Cross Security Contract awarded plus 1 year from 23 December 2013. 	
Breakdown and Incident Maintenance	<p>A general overview of the various Breakdown and Incident maintenance activities attended to cover the period of November. Due to exceeding budget targets for incident and breakdown maintenance, a list of deferred maintenance tasks is provided within the report. The maintenance tasks will be prioritised and actioned within future monthly targets:</p> <ul style="list-style-type: none"> • \$4061.00 was spent on replacing an air conditioner in the in the Admin section at the Pilbeam Theatre The aged unit was not repairable. • \$2894.00 was spent on labour and materials required to install one new urinal induct cistern, one new induct toilet cistern and to install a standard toilet system at Duthie Park, The old systems were not serviceable anymore and unable to buy parts for these out units. • \$6460.00 was sent on Septic tank pump outs pump outs throughout the region predominantly Causeway East and Fisherman's Beach Emu Park. • An electrical contractor was engaged to replace fluorescent lamps and floodlight lamps at the Cooee Bay Pool at a cost of \$2,500.00 • A fire systems contractor was engaged to repair emergency lights and fire detectors at various sites around Council at a cost of \$5,012.00 • A catering equipment contractor was engaged to replace the glass washer at the Pilbeam Theatre at a cost of \$2,290.00 • Our Electrical staff Routine Breakdown budget was exceeded this month due to the number of requests for general power and light repairs. Stand-out jobs were: Saleyards Park Floodlighting, Ann Street residence hot water and Memorial Gardens power and light repairs. • \$21,935 on storm damaged shade sails throughout the regional. Now waiting on Swains Canvas to finish the last shade sail which is Alex Chisolm Park, Completed by the 22/11/13 • Other incident maintenance - graffiti at Huish Drive public amenities block. 	Information only
Electrical	<ul style="list-style-type: none"> • Christmas lighting and fairy lighting was installed for Communities in the East Street Precinct, Queens Park, Mt Morgan, and Fitzroy River Bridge. Assistance was also provided in the assembling and operation of the Christmas Tree in the East/ Denham St's roundabout. • Statutory testing was carried out on switchboards, auto doors and pool earth bonding. • Work was carried out for Parks department including; Kershaw Gardens Nursery lights, Kershaw Gardens Waterfall, lighting at various sites, and the installation of an additional light fitting at the John Leak Memorial. • CCTV monitors were replaced at the Rockhampton Police Station along with various camera repairs. 	Information
Facilities	<ul style="list-style-type: none"> • Working with consultant on delivering report and options for the Mt Morgan Railway Bridge – reported on separately at Parks and Recreation Committee. Invitation to quote document prepared by Cardno to be advertised in January. • Working with Marketing and Engagement, Cr Rutherford to deliver community consultation for the Caretakers Cottage Mt 	

	<p>Morgan. Engaging Structural Engineer to advise on structural integrity of building and confirm ability to remove verandas without impacting on main structure.</p> <ul style="list-style-type: none"> • Working on program to prepare 14/14 minor capital and operational budgets. • Identified that façade of Walter Reid Cultural Centre is starting to fail. A lift was hired through QFRS to reach the damaged section and remove the unstable piece of façade. A specialist rendering consultant engaged to inspect and report on building render condition. Consultant provided report and recommended rising and falling damp specialist to inspect to advise on damp issues. This consultant to attend in January. Once both consultant details delivered, scoping of works will be prepared and submitted for capital consideration. • Facilities Project Manager scoping and arranging movements of existing tenants and relocation options for Strategic Planners. 	
--	---	--

The Facilities Management Unit's Operational Budget is broken down into Incident, Statutory, Preventative, Corrective, Operational and Breakdown maintenance for budget and planning purposes. Over the next six months the Facilities Monthly Operational report will aim to provide the Councillors and the Communities Committee with some insight on the operational functions required to deliver the planned and unplanned maintenance to service Council's building assets.

Operational Maintenance obligations for the Facilities Management Unit

This month's report provides an overview of types of statutory maintenance, service frequency and resource requirements. Typically the Operational Maintenance Function of the Facilities Management Unit relates to cleaning, security, pest control treatment and utilities expenditure.

The spreadsheet below details operational program and expenditure items that have been identified as being required to be maintained under the Operational Maintenance program. It also advises if the service is currently funded or if funding will be requested from 14/15 budget onwards.

Asset	Service Frequency	Performed by	Funded 13/14	Proposed 14/15
Cleaning	Daily	Field Staff at Dooley Street, Regional Library and City Hall	100%	100%
Cleaning Contracts	Daily or as per service level arrangements	Two main service contracts, one for buildings and one for public amenities. Minor agreements for Westwood and Bouldercombe Lions Park	100%	100%
Electricity	Monthly/Quarterly	For all non-commercial building/park assets where amenities are included in site assets	100%	100%
Security Contract	As per agreement including patrols, CCTV monitoring Friday and Saturday nights, repairs to CCTV infrastructure, cash carrying for Customer Service	Service Contract	100%	100%
ADT Fire Panel Monitoring	Back to base monitoring of fire panels	ADT	100%	100%
Fire Equipment	6 Monthly	Appropriately Qualified or BSA	100%	100%
Lift Maintenance	Quarterly	Service contractor	100%	100%
Registerable Plant licencing	Annual registration of lifts	Service Contractor	100%	100%

General and Water Rates	Six monthly	RRC	100%	100%
Sanitary Services for Sanitary Bins and Sharps Containers	As per service agreement	Service Contract	100%	100%
City Hall Generator Monitoring	24 hour monitoring	Bigmate Service	100%	100%
Pest Control service	As per schedule	Service Contract	100%	100%
Cleaning Consumables		RRC funded	100%	100%
Lock up Mt Morgan SOA and CBD Toilets	Nightly	Service Agreement	100%	100%
Lease fees	Annual	CBD CCTV Room	100%	100%

Facilities requested \$3,568,153 in the 13/14 Operational budget to deliver this program, however Facilities only received a budget of \$2,894,436. As a result service contract cleaning and security service delivery has been reduced to meet the reduced targets. A KPI of Facilities is to ensure service levels are met. Some services have been reinstated which will impact on the remaining budget. Consideration for next year's budget will include new assets, asset upgrades, CPI, new service maintenance contracts, wages increase etc.

Deferred Maintenance Work

This section will be submitted monthly to provide insight to works deferred due to budget target restraints. The items will remain on the list until they are completed. Strikethrough indicates work has now been completed and will be removed the following month or put forward at revised budget. Additionally, any works that appear that are outside the scope the maintenance will be reported and prioritised through the corrective maintenance program or referred for minor capital consideration.

SERVICE TYPE	DATE	WORK ORDER	SITE	CONTRACTOR	QUOTE No.	AMOUNT	REASON FOR DEFERRING
Install RCD protection in switchboards	31/05/13	2013-027756	Northside Library	Staff	N/A	\$3,000	Budget
Clean and replace pelmet lighting	04/06/13	2013-028393	Schotia Place	Staff	NA	\$2,200	Budget
Air Conditioning	20.05.13		Botanical Gardens	McMasters	S050145A	\$ 971.96	Budget
Air Conditioning	20.05.13		Botanical Gardens	McMasters	S050145	\$ 601.65	Budget
Air Conditioning	22.05.13		Gracemere Hall	McMasters	S050154	\$ 775.50	Budget
Air Conditioning	21.05.13		Heritage Village	McMasters	S050147A	\$ 1,151.70	Budget
Air Conditioning	21.05.13		Heritage Village	McMasters	S050147B	\$ 313.50	Budget
Air Conditioning	12.06.13		Nth Rton Library	McMasters	S050183	\$ 456.50	Budget
Air Conditioning	13.06.13		Pilbeam Theatre	McMasters	S050189	\$ 417.48	Budget
Air Conditioning	31.10.12		Southside Library	McMasters	S04957	\$ 962.50	Budget
Air Conditioning	24.10.12		Tourist Info Centre	McMasters	S04944	\$ 730.40	Budget
Air Conditioning	9.04.13		Walter Reid	McMasters	S04956A	\$ 548.51	Budget
Air Conditioning	31.08.12		Walter Reid	McMasters	S04887	\$ 801.65	Budget
Air Conditioning	21/10/13		Gracemere Admin	McMasters	S050320	\$ 11,500.00	Budget

Variations to be approved

Below table details variations requiring additional funding to be provided to the MP450 cost centre in order to include in maintenance program. These are works that were not identified as part of the maintenance preparation for 13/14 financial year. As a result there are no funds available in the MP450 budget to complete the works. These works will be scoped and presented for revised budget.

New Assets Found or Service required	Annual Cost	Service Frequency	Type	Contractor or Field Staff	Risk Associated	Date
Additional Sanitary bin Southside Library	\$59.40 Total \$1319.22	Monthly	Sanitary	JJ Richards & Sons	Health & Safety	
Additional sanitary bin Pilbeam Theatre	\$59.40 Total \$13,136.82	Monthly	Sanitary	JJ Richards & Sons	Health & Safety	
Southern Cross Protections Variation	Decreased contract by \$2,420.00 total now \$209,616.08	annual	Security	Southern Cross Protections	Deleted Rocky Recycle Building from contract as requested by Waste	
<i>Southern Cross Protections Variation</i>	<i>Increased by \$9576.00 total now \$221,612.08</i>	<i>Annually</i>	<i>Security</i>	<i>Southern Cross Protections</i>	<i>Service required by Communities, funded by their budget - lock up and unlock Walter Reid Cultural Centre</i>	
<i>Southern Cross Protections Variations services reduced</i>	<i>Reduced by \$92 727.92 total now \$212 036.08</i>	<i>Annually</i>	<i>Security</i>	<i>Southern Cross Protections</i>	<i>Budget requirements</i>	
<i>Southern Cross Protections Variation</i>	<i>Increased by \$1685.97 total now \$223 298.05</i>	<i>Annually</i>	<i>Security</i>	<i>Southern Cross Protections</i>	<i>Service required by Facilities cancelled in error and needs to be reinstated Yeppoon public amenities</i>	
<i>Southern Cross Protections Variation</i>	<i>Increased by \$10 85.76 total now \$233 483.81</i>	<i>Annually</i>	<i>Security</i>	<i>Southern Cross Protections</i>	<i>Service required by Facilities cancelled in error and needs to be reinstated Conaghan Park public amenities</i>	
<i>Quality Cleaning Solutions Qld</i>	<i>Reduced by \$11 049.02 total now \$36 676.17</i>	<i>Annually</i>	<i>Cleaning</i>	<i>Quality Cleaning Solutions Qld</i>	<i>Budget requirements</i>	
<i>Buddy's</i>	<i>Increased by \$88.00 total to \$5,624.00</i>	<i>Annually</i>	<i>Fire Extinguisher Servicing</i>	<i>Buddy's</i>	<i>Added facilities buildings back to Facilities Contract</i>	
<i>Gracemere Admin Fire Doors - 8 Sets</i>	<i>\$210</i>	<i>Annually</i>	<i>Statutory</i>	<i>Contractor</i>	<i>Compliance of fire Door safety</i>	<i>Aug 13</i>
<i>Telegraph Poles</i>	<i>To be scoped and priced</i>	<i>4 yearly</i>	<i>Statutory</i>	<i>Contractor</i>	<i>i) Aging infrastructure particularly in Mt Morgan</i>	<i>July 13</i>

					<i>ii) There has been recent history of poles collapsing & Council & private property being damaged</i>	
<i>Thermostatic Mixing Valves required only in disabled toilet facilities based on plumbing and drainage code</i>	<i>To be priced</i>	<i>Yearly</i>	<i>Statutory</i>	<i>Contractor</i>	<i>National Plumbing and Drainage Code, Microbial Control and BCA requirements</i>	<i>July 13</i>
<i>Earth Bonding – Pools to start with.</i>	<i>To be priced</i>	<i>Annually</i>	<i>Statutory</i>	<i>Field Staff</i>	<i>i) Where earth bonding has been installed as part of the construction process; bonding needs to be tested to ensure public safety when an electrical risk is present</i>	<i>July 13</i>
<i>Roller Doors</i>	<i>Preparing scope and inviting other sections/departments to prepare their own portion and put out to ITQ.</i>	<i>Annual</i>	<i>Statutory - Recommended</i>	<i>Garage door contractor</i>	<i>i) Minimise costly repair bills due to early detection of wear and tear ii) Reduce insurance premiums iii) Minimise safety risks to staff.</i>	<i>July 13</i>
<i>Gantry Crane Service City Hall</i>	<i>\$950</i>	<i>Annually</i>	<i>Statutory</i>			<i>July 13</i>
<i>Thermal Imaging – VERO nominated sites</i>	<i>Estimate \$15K</i>	<i>Annually</i>	<i>Statutory</i>		<i>Recommended by Council's Risk Assessor for high profile sites ie City Hall, Airport, Pilbeam Theatre & Art Gallery, Dooley St, Regional Library, SOA, Customs House, Showgrounds and WRCC</i>	<i>July 13</i>
<i>Septic Systems</i>	<i>Being scoped and priced</i>	<i>3 Yearly</i>	<i>Recommended</i>			<i>July 13</i>
<i>bolts on roofs</i>	<i>To be priced</i>	<i>Annually</i>	<i>Statutory</i>		<i>Building Code of Australia</i>	<i>July 13</i>
<i>Building Management Systems (BMS)</i>	<i>Estimate \$10-15K</i>		<i>Recommended</i>		<i>These systems manage the control of various building elements ie, failures and control of lighting, temperature control. Located at Gracemere Admin, Pilbeam Theatre, Regional Library.</i>	<i>July 13</i>
<i>Backflow</i>	<i>To be scoped and priced – may include other sections/departments to set up portions for ITQ.</i>	<i>Annually</i>	<i>Statutory</i>		<i>Plumbing and drainage act</i>	<i>July 13</i>
<i>Lanotech protection</i>	<i>Sites to be determined, costs to be estimated.</i>	<i>Annually</i>	<i>Preventative</i>	<i>Field Staff</i>	<i>Preserve structural members in highly volatile environments to prevent premature failure and replacement needs.</i>	<i>July 13</i>

Corrective Program for November and December 2013 from Pathways

Request	Site location	Description	W/O	Comments
224588	Walter Reid	frayed carpet repaired	2013-001658	This is covered by Minor Capital through Darren Toohey
	Mount Morgan swimming pool	install membrane to sodium Hypochlorite bunding	2013-002654	This is not required
226341	Walter Reid Centre	Floorboards sanded and polished	2013-002834	A0123769.302.
	City Hall	Floor slippery when wet	2013-008213	A0123701.302. Purchase order sent, CQ floors
250203	Tourist Information Centre	Repair guttering	2013-014657	A0134694.302
	Dooley street Depot	Washdown bay annual camera inspection	2013-041737	A0123779.300 rescheduled for Feb-14
	Botanical Gardens	Ann Street Dwelling	2013-049195	A0134871.302 Rescheduled for Feb-14

Corrective Program for September 2013 Defects identified

Asset ID	Asset Description	Defect Notes	Comments
717925	Swimming Pool Change Rooms / Amenities - 36 Thompson Avenue - Mount Morgan	There is no hand basin in the male amenities. Please provide a hand basin for hygienic requirements.	Completed by Langdon Plumbing Dec-2013
994120	Dog Pound Wash Shed	The roofing iron to the building is rusting on the sheet laps and has rusted through in a couple of places, the roof is also covered with rocks. Please patch the holes in the roof and secure all loose spring head nails and remove all rocks and debris	In Progress
994120	Dog Pound Wash Shed	The posts to the building are rusting at ground level more so on the eastern side where the soil has built up around the post. Please remove the soil from around the posts, clean and treat the bottom of all the posts and provide concrete collars	In Progress
994120	Dog Pound Wash Shed	One of the drains is damaged where it exits the wall on the western side of the building and the spoon drain needs cleaning. Please repair the damaged waste pipe so that the waste water is diverted into the spoon drain and clean out the spoon drain.	In Progress
717889	Canteen, Amenities, and Changerooms - 1-45 John Street - Allentown	The security grill to the female amenities is loose. Please secure the grill to prevent entry to the amenities.	In Progress will be completed Jan-13
960012	Shade Shelter (Behind tennis courts facing Huish Dr)	The posts x 2 to the south east corner, south west corner and north east corner are rotten at the bottom of the posts and where the bracing is checked into the posts. Some of the posts have tie down strap that are not secured to the posts and missing on	Job in progress, will be completed Jan-14
960012	Shade Shelter (Behind tennis courts facing Huish Dr)	The fascia board to the south east corner is rotten and there is some minor damage to the north east corner and the bottom timber roof batten on the south east corner is rotten at the hip end. Please replace the rotten timber roof batten and the rotten	Job in progress, will be completed Jan-14
951649	Shade Shelter Sandstone (Vietnam Memorial.) Kershaw Gardens	Five timber posts to the building are termite damaged and one needs to be repaired, and all of the fret work to the top of the posts is missing or	Job completed Dec-13 By Field staff

		damaged. Please replace the five damaged posts with treated hardwood posts , repair the one damaged posts	
951649	Shade Shelter Sandstone (Vietnam Memorial.) Kershaw Gardens	The roof of the building is covered with tree debris. Please remove all tree debris and trim all trees against and over the roof of the building.	Job completed Dec-13 By Field staff
951649	Shade Shelter Sandstone (Vietnam Memorial.) Kershaw Gardens	The sandstone walls and posts have graffiti on them and there are cobwebs all over the rafters at the top of the walls making the building untidy in appearance. Please remove all graffiti and clean the cobwebs of the rafters.	Job completed Dec-13 By Field staff
1018881	Glass house Botanical Gardens	The opening leavers and bolts for the sky windows are rusted along with the locking chains at each end, this could cause extensive damage if there is a breakage in these components. Please clean / treat and paint all rusted opening leavers and replace	Materials ordered, will be completed Jan 14
946532	Office/Amenities & Store East Street Rockhampton City	The seamless flooring to both the amenities is worn more so in the male amenities. Please replace the seamless flooring in both amenities. Seamless flooring (preparation and replacement). Approx 46m2 x \$66 pm = \$3036	Rescheduled for Feb-14
988992	Restoration shed Heritage village	The cold water tap handle in the vanity unit is loose and the toilet is leaking water into the toilet bowl. Please service the taps in the hand basin and repair the leaking toilet.	Will be completed Jan-14
986733	Pilbeam theatre	The roofing iron and flashing to all of the rooves has areas of surface rust and there is places where fixing rivet and screws are causing rust. Please remove any loose fixing rivet / screws causing rust to the roof and treat all areas of the roof	Needs to be raised as a minor capital or tender
986739	Art Gallery	The roofing iron and flashings has areas of surface rust visible. Please treat all rusted areas and paint all roofing iron and flashings.	Needs to be raised as a minor capital or tender
988964	Heritage village Wool Sheering shed	The timber flooring to the complete hall is marked and worn looking. Please sand and varnish the complete hall floor. (Approximately 1000 m2 x \$ 26 Pm2 = \$26000)	Minor capital raised for 13-14, did not get approved
884654	Amenities Block - Showgrounds Road - Mount Morgan	The paint work to the fascia boards / barge flashings and privacy screen is faded and chalky looking. Please repaint all previously paint surfaces.	
997220	Gracemere works Depot	The ice making machine is located in the southern end of the demountable building , the machine has limited ventilation and additional ventilation has been provided to the room however it may not be adequate , there is also water on the floor of the building	In Progress McMasters investigating water leak
688454	Amenities Block - Pilbeam Park - North Rockhampton	There is a tree overhanging the roof of the amenities building which is leaving debris on the roof. Please trim the tree away from the amenities building.	Was sent to parks on the 28/10/13 not reply, will follow up Jan-14
1007027	Memorial Gardens, Administration	The doors to the kitchen cabinets and the door to Maureen's desk are binding and off the hinges. Please refit the door to Maureen's desk and adjust the doors on the kitchen cabinets.	This has been completed Dec-13
1007026	Memorial Gardens, Administration	The paver on the western side of the building at the northern end are uneven and a trip hazard, and one of the pavers at the southern doorway is damaged, while some of the pavers along the eastern side have sunk	Rescheduled for Feb-14

		allowing water to pond against the build	
637971	Dwelling (Ann Street Gates) - 100 Spencer Street - West Rockhampton	The power point in the kitchen is broken and dangerous, the light switch in the upstairs toilet is faulty, and the power point in the rumpus room on the northern wall is also faulty. On the floor joists at the entry to the rumpus room an electrical cable	Rusty fans, check condition and replace if required
1007045	Memorial gardens, Machinery Shed	The roofing iron is loose on the sheet lap about the center of the shed on the southern side and many of the roof screws are rusted, the gutter is also damaged in this area. Please replace all rusted and loose roofing screws and the damaged section of	Rescheduled for Feb-14
1007030	Memorial gardens, Awning over pump station	The paint work to the building is marked and faded and the steel lifting beams are rusting. Please clean and treat all rusted steel work and paint all previously paint surfaces.	Rescheduled For Feb14
1007036	Memorial gardens	The chemical garden shed door and bottom rail to the opening is rusted. Please the front panel including the doors.	Rescheduled For Feb14
718093	Amenities Demountable (Disabled Access) - 38 Lion Creek Road - Wandal	The floor waste has fallen out of the disabled amenities and vent pipe is not connected to the elbow. Please refit the floor waste and vent pipe to the elbow.	Rescheduled For Feb14
717922	Swimming Pool Canteen - 36 Thompson Avenue - Mount Morgan	The paint work to the building is faded and chalky looking and paint is flaking of the fascia boards. Please repaint all previously painted surfaces.	Rescheduled for Sept-14
716995	Swimming Shed (behind wading pool) - 36 Thompson Avenue - Mount Morgan	The paint work to the building is marked and has paint flaking off and is in poor condition. Please repaint all previously painted surfaces. PLEASE NOTE Lead paint may be present.	Put up for minor Capital 14-15
974057	Site Grounds Inspection - Youth Centre Mt Morgan	The bottom plate of the wall frame on the western side of the shed in the kitchen is rotten or has termite damage; there is also possible damage to the second office as well. There appears to be no physical termite barrier provided and the shed is not sea	Will put up for minor capital 14-15
974057	Site Grounds Inspection - Youth Centre Mt Morgan	The upright electric stove in the kitchen has no anti tilt bracket fitted which could cause injury if the stove tilts forward. Please fit an anti tilt bracket to the stove.	Will put up for minor capital 14-15
974057	Site Grounds Inspection - Youth Centre Mt Morgan	The hot water service is plugged into a 10amp GPO and should be hard wired on its own circuit. Please have an electrician inspect and repair.	Will put up for minor capital 14-15
974057	Site Grounds Inspection - Youth Centre Mt Morgan	The windows to the shed have no flashing fitted to the window heads which will allow water to penetrate the building. Please provide flashing to the windows.	Will put up for minor capital 14-15
974057	Site Grounds Inspection - Youth Centre Mt Morgan	Please provide some form of termite management system to the building.	Will put up for minor capital 14-15
717916	Structure Inspection - Stand 1 - Swimming Pool (West) - 36 Thompson Avenue - Mount Morgan	The posts to the Grand stand on the western side of the pool are severely rusted and there is several place where termites can gain access to the timber members, the soil built up around some of the posts will need to be removed and the post inspected	Put up for minor capital 14-15

688344	Site Grounds Inspection - Amenities Block - 5 Lawrie Street - Gracemere	The pavers around the amenities building are uneven and there are some tiles missing at the entry of the ladies toilets. Please level any uneven pavers where required and replace the missing tiles.	Put up for minor capital 14-15
946899	Structure Inspection - Promenade and Lookout shelters x3 Quay Street Rockhampton City	There is surface rust visible through the paintwork on the shelter. Please clean and treat all rusted areas and repaint all previously painted surfaces	Put up for minor capital 14-15
952165	Structure Inspection - Promenade and Lookout shelters x3 Quay Street Rockhampton City	There is surface rust visible on the shelter and the paint is marked and faded. Please clean and treat all rusted areas and repaint all previously painted surfaces.	Put up for minor capital 14-15
953342	Structure Inspection Bus Shelter Rockonia Rd Outside unilodge	The Paintwork to the shelter is faded with some Graffiti. Please repaint all previously painted surfaces.	Will reschedule in 2014
953381	Structure Inspection Bus Shelter Lakes CK RD & Bawden St	The paintwork to the shelter is faded and chalky looking and there are some areas of rust on the back roof purlin. Please clean and treat all rusted areas and repaint all previously painted surfaces.	Will reschedule in 2014
953360	Structure Inspection Bus Shelter Lakes CK RD & Tucker St	The paintwork to the shelter chalky looking and faded Please repaint all previously painted surfaces	Will reschedule in 2014
953345	Structure Inspection Bus Shelter Opposite Mt Archer School Wiltshire	The paintwork to the shelter is faded and covered in Graffiti. Please repaint all previously painted surfaces to the shelter.	Will reschedule in 2014
953339	Structure Inspection Bus shelter 342 Rockonia Rd	The paintwork to the shelter is faded with some Graffiti. Please repaint all previously painted surfaces.	Will reschedule in 2014
953495	Structure Inspection, Shade shelter Botanical Gardens	The truncated girder trusses at each hip end are fitted the wrong way, leaving no support for the top cords of the hip / creepers and jack trusses, there is also no framing anchors securing any of the trusses to the lintels on the hip end on the south east	Will reschedule in 2014
953417	Structure Inspection Bus shelter Norman RD & Springfield DR	The paintwork to the shelter is faded and chalky looking. Please repaint all previously painted surfaces.	Will reschedule in 2014
953414	Structure Inspection Bus shelter Norman RD at Nursing home entrance	The paintwork to the shelter is faded and chalky looking. Please repaint all previously painted surfaces.	Will reschedule in 2014
953405	Structure Inspection Bus shelter Yaamba RD & Farm St Glenmore High	The paintwork to the shelter is faded and covered with graffiti. Please repaint all previously painted surfaces	Will reschedule in 2014
953289	Tung Yeen St Bus Shelter	The paintwork to the shelter is faded and chalky looking. Please repaint all previously painted surfaces.	Will reschedule in 2014
953378	Structure Inspection Bus Shelter 188-194 Musgrave St (Centrelink)	The paintwork to the shelter is marked, faded and covered with graffiti. Please repaint all previously painted surfaces.	Will reschedule in 2014

953390	Structure Inspection Bus shelter Withers St at Alexandra gardens	The paintwork to the shelter is faded and chalky looking. Please repaint all previously painted surfaces.	Will reschedule in 2014
953402	Structure Inspection Bus shelter Maloney St at Sholom village	The paintwork to the shelter is faded and chalky looking. Please repaint all previously painted surfaces.	Will reschedule in 2014
953357	Structure Inspection Bus Shelter 385 Duthie Street	The paintwork to the shelter is faded looking with some graffiti on the walls. Please repaint all previously painted surfaces.	Will reschedule in 2014
953393	Structure Inspection Bus Shelter outside Deweld in Alexandra St	The paintwork to the shelter is peeling and in poor condition. Please repaint all previously painted surfaces.	Will reschedule in 2014
953384	Structure Inspection Bus Shelter High St & Bauhinia House	The paintwork to the shelter is faded and in poor condition. Please repaint all previously painted surfaces.	Will reschedule in 2014
953426	Structure Inspection Bus shelter Yaamba RD at Country Club Caravan park	The paintwork to the shelter is faded / marked and has graffiti to the underside of the roof. Please repaint all previously painted surfaces.	Will reschedule in 2014
954170	Structure Inspection Bus shelter Creek St & Razorback Rd Baree	The paintwork to the shelter is in poor condition with graffiti to most of the shelter. Please repaint all previously painted surfaces.	Will reschedule in 2014

Electricity

The report will focus on electrical consumption anomalies and what action taken to investigate over consumption and actions to reduce the consumption. The last twelve months reports have provided Councillors with an insight to those sites that have high electricity consumption, and Facilities have submitted funding applications for Pilbeam and Art Gallery, City Hall Precinct and Dooley Street Depot for the installation of Voltage Power Optimisation Units to reduce the consumption and impact on plant and equipment. Advice received from CEEP Program that RRC was unsuccessful in obtaining funding for these programs. Further advice in report for revised Capital Budget.

Site Name	Month Paid	Anomaly	Reason
RRC Library	December	Slowly increasing	
Dooley Street	December	Increased	Previous months were estimated – no fault to customer
Southside Pool	December	Increasing slightly over the last 3-4 months	
Showgrounds	November, December	Large decrease	Possible due to less organised shows etc.
Kershaw Gardens Waterfall	December	High consumption in July. Increase in readings for this meter.	Electricians have investigated this issue and it looks like the Sub Contractor for Ergon has been estimating the reading for the past 5 months. The average usage should be approx. \$8000 per month. This is still quite high and we will ask Contracts to investigate the possibility of putting this on Contestable Account.

Statistics for Pathway Requests Work Orders for 2013/14

	Requests Created	Requests completed	Work Orders Created	Work Orders Completed
2012/13 total	0	0	0	0
July	200	183	154	257
August	190	190	630	178
September	178	156	370	159
October	152	142	429	151
November	162	130	544	133
December	150	127	338	73

Created Work Orders by Activity

	Incident	Statutory	Preventative	Corrective	Operational	Breakdown	Other
2012/13 total	0	0	0	0	0	0	0
July	46	141	6	29	30	246	16
August	26	255	13	30	46	245	15
September	32	84	7	22	25	181	9
October	37	76	23	28	39	201	25
November	22	235	4	49	41	175	18
December	17	70	1	55	39	143	13

Completed work orders by Activity

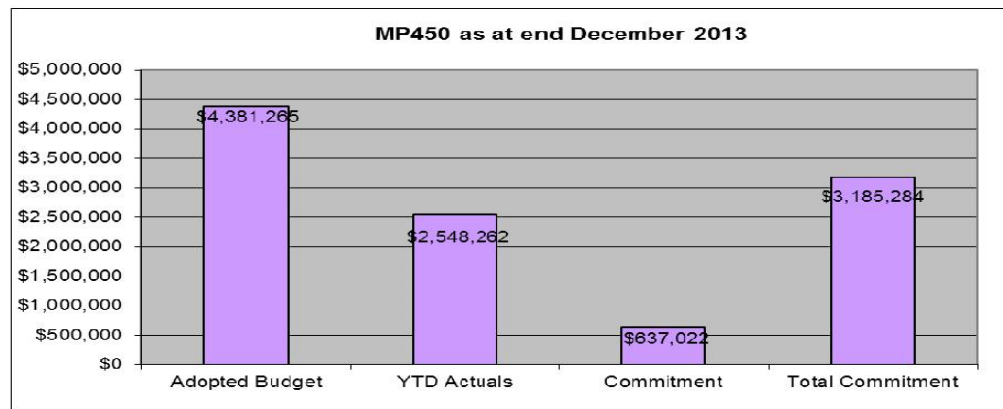
	Incident	Statutory	Preventative	Corrective	Operational	Breakdown	Other
2012/13 total	0	0	0	0	0	0	0
July	33	41	1	13	27	132	10
August	15	6	6	10	23	112	6
September	18	51	5	2	17	57	9
October	21	4	8	8	17	83	10
November	10	32	1	20	19	49	2
December	4	3	1	12	11	34	8

Statistics for Purchase Orders for Facilities 2013/14

	Purchase Orders Raised	Purchased Orders Delivered
2012/13 total	0	0
July	68	204
August	50	196
September	38	229
October	58	202
November	73	261
December	59	174

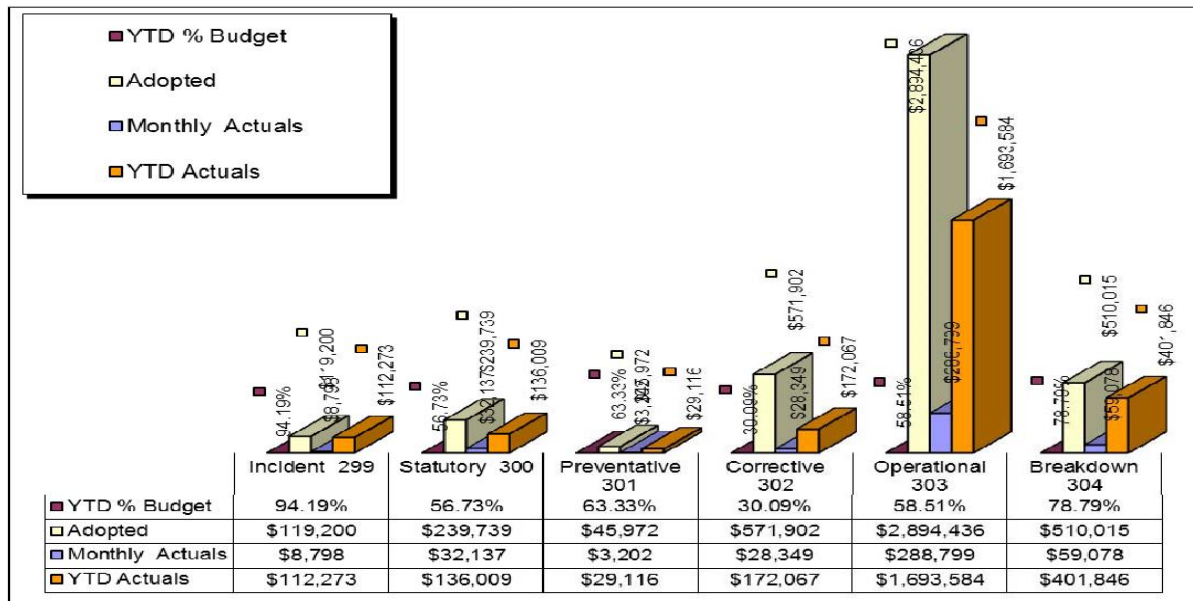
Operational Spend

Maintenance Program (MP450) YTD Actual + Committals indicates that Maintenance Budget has reached 58.16% overall budget expenditure for 2013/14 year.

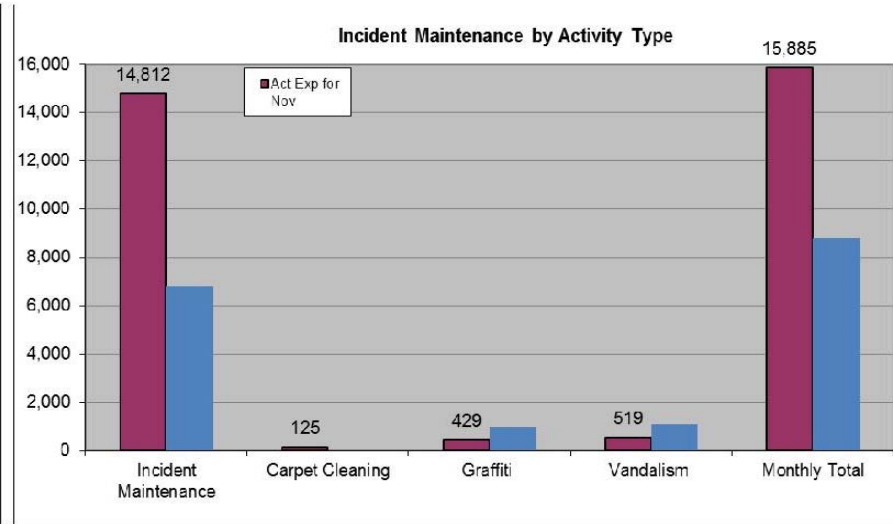
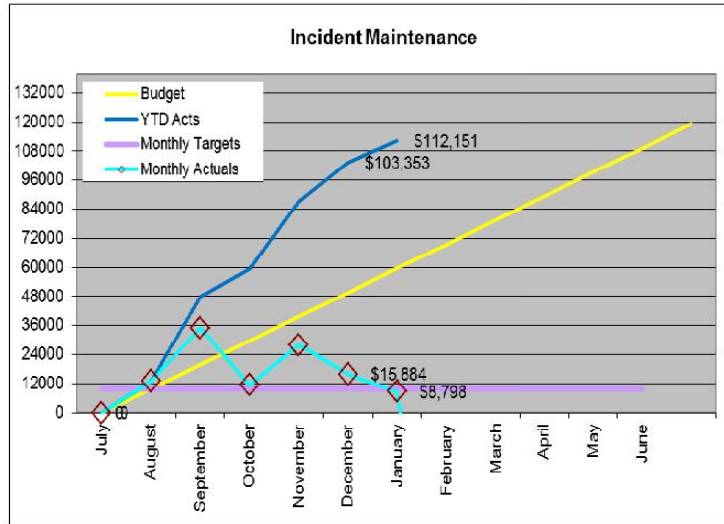


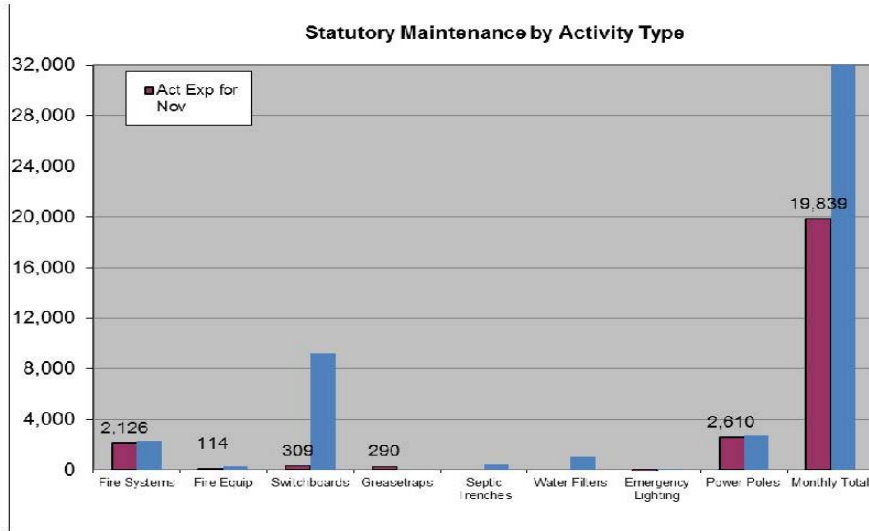
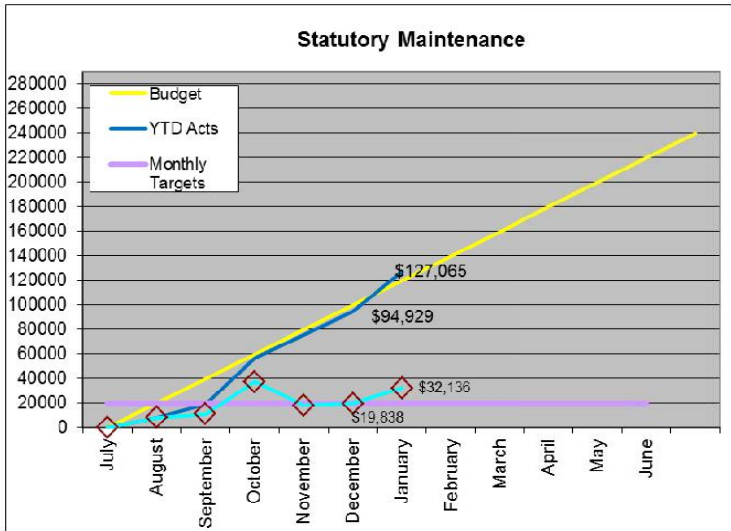
The commitment figures are based on contracts through to 31 December 2013. These contracts include cleaning, security, fire systems/equipment, air conditioning and other statutory/preventative maintenance contracts. These are set up to assist the officers to review costs and manage budget forecasting. In addition to the main contract order some contractors have additional works orders set up on three to six month terms based on historical expenditure. Corrective and incident maintenance orders are set up per activity. The incident budget is at 94% however, some incidents have been submitted through the Property and Insurance Section to recover costs.

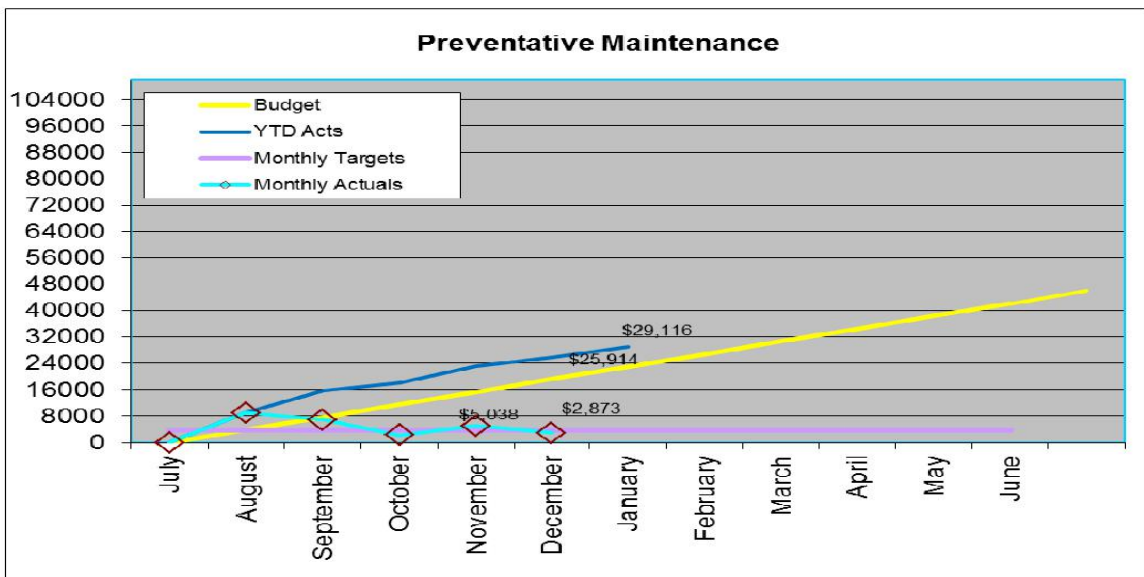
Based on the current trend in the table below, it would appear that the MP450 Budget will exceed the adopted budget, with further review required of the remaining service of the CRRC maintenance program once all December expenditure captured to determine remaining budget cash flow forecast to June 2014.

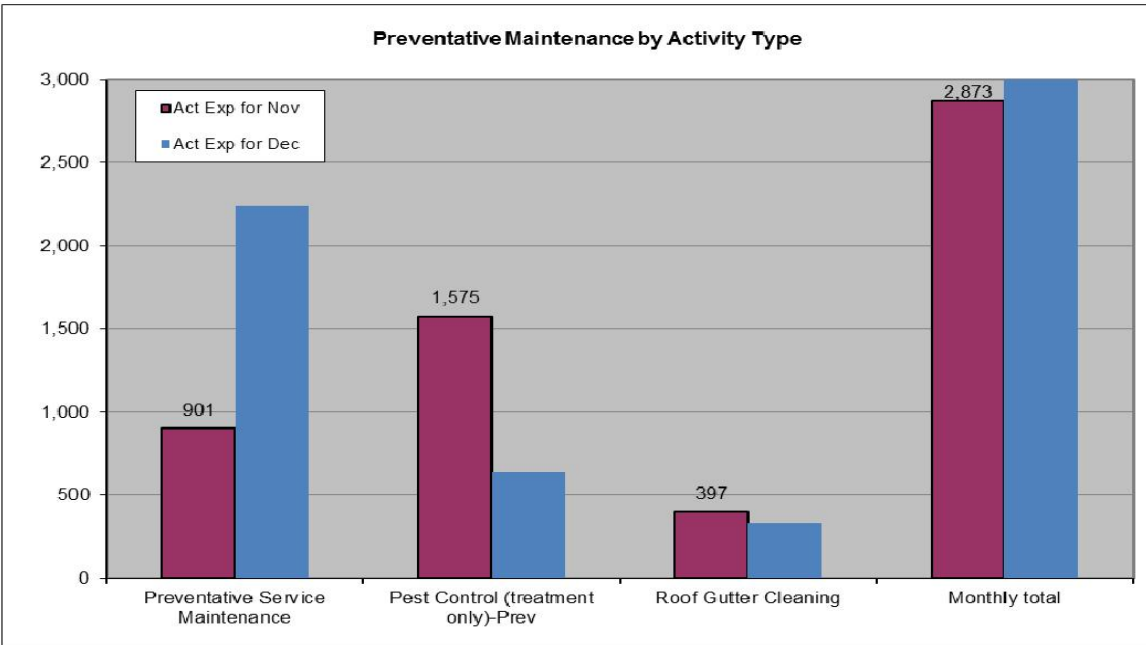


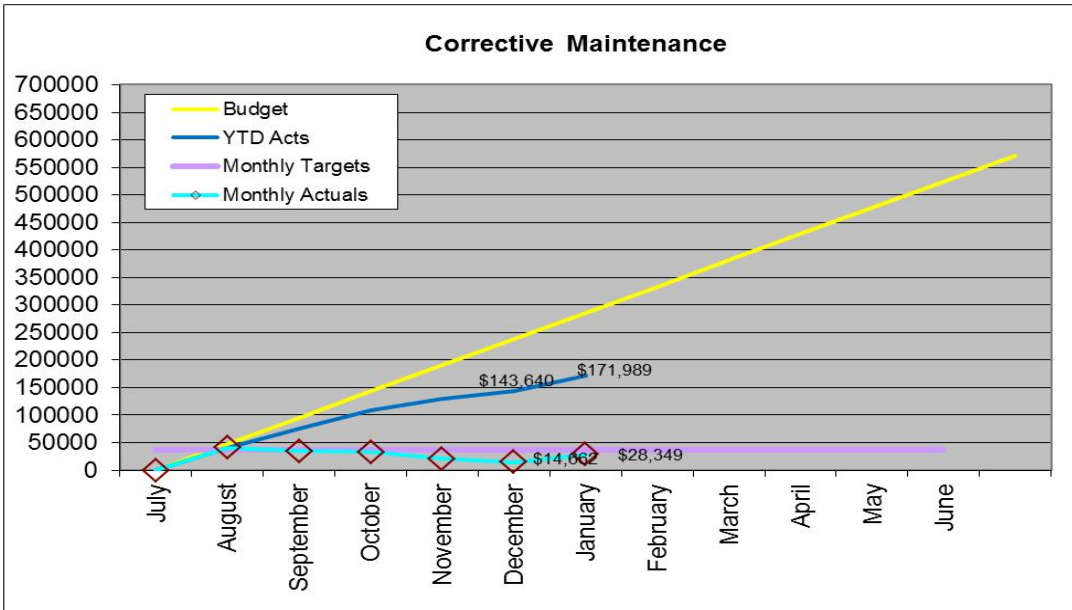
Note: The first column of each of the Activity Type graphs includes items of a general nature that are not captured as a separate activity cost. For example incidents that relate specifically to graffiti have their own activity number. If it does not fall into a category listed on the graph it will be included with the general nature column.

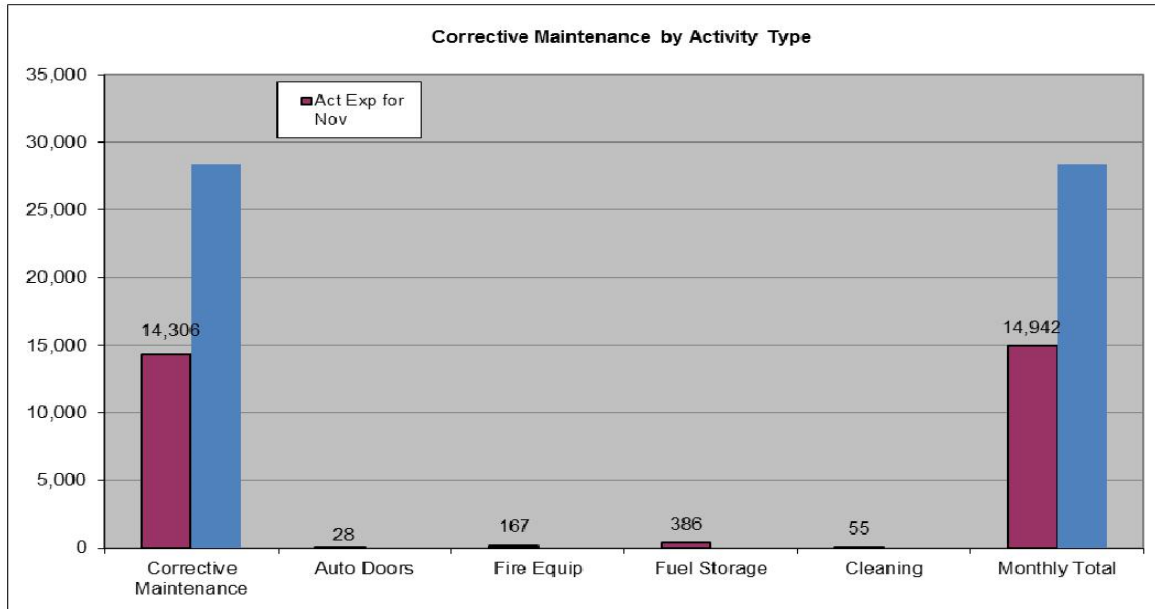


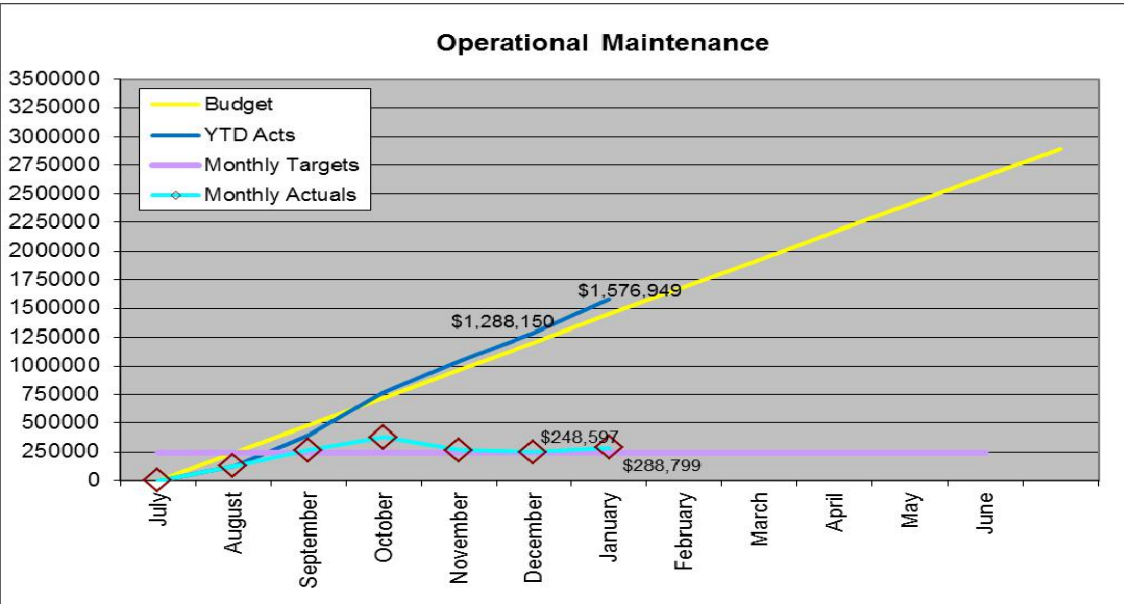


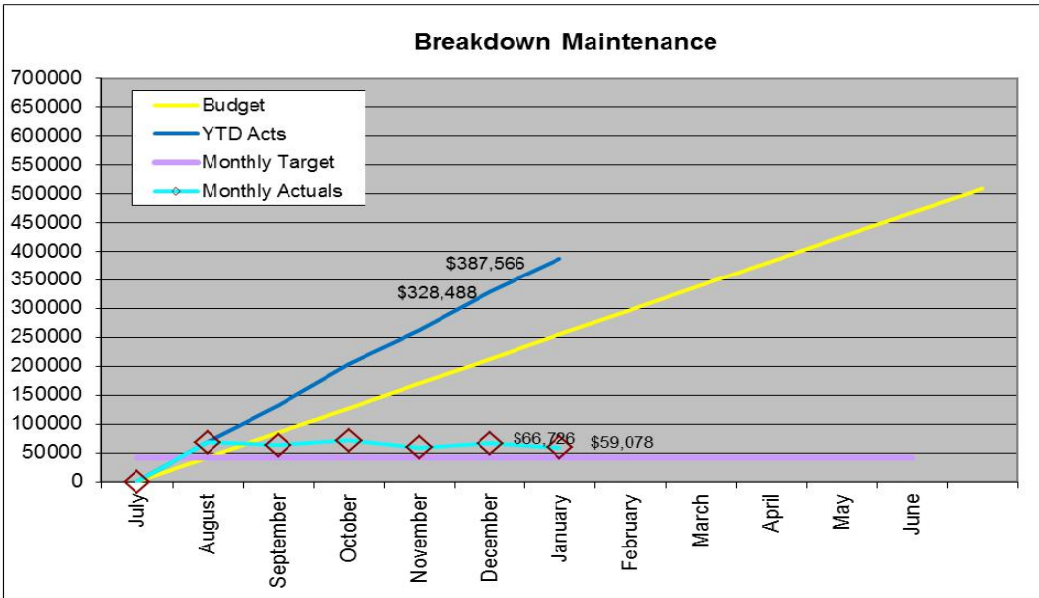


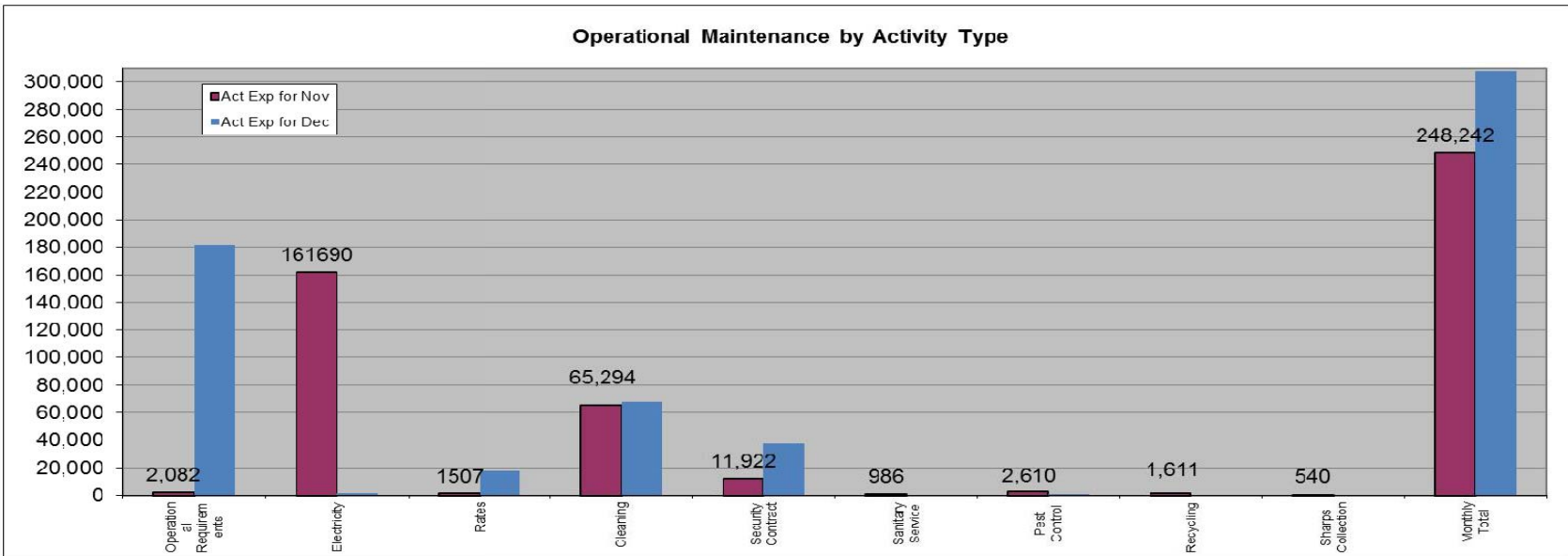


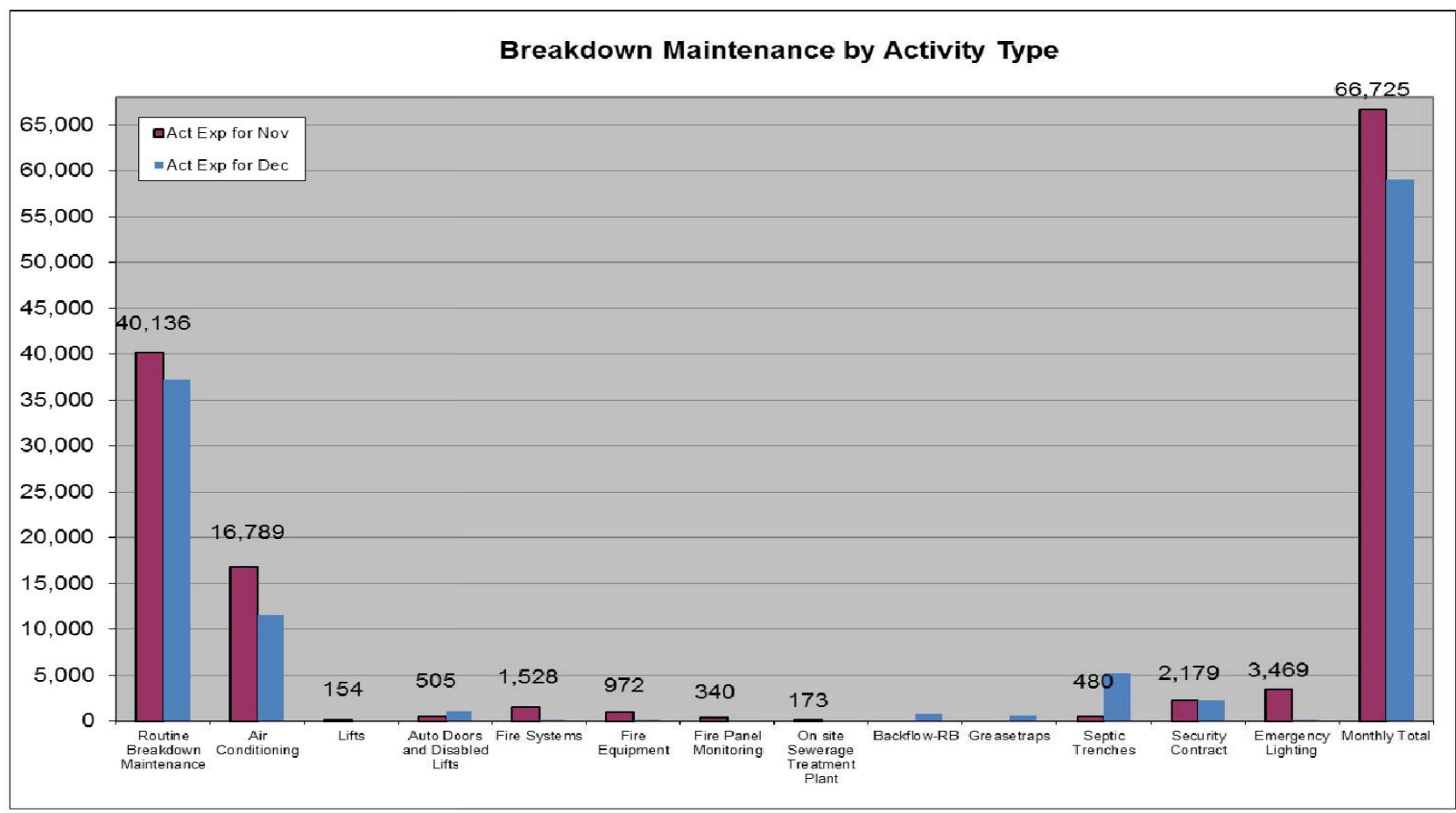












Facilities Capital Works Program Update - The Livingstone projects will be removed from this Capital Program from January reporting.

Communities Projects for 2013/14						
Adopted Budget	Cost Centre	Project Title	YTD Actual	Committals	Total Committals	% Complete
\$ -	0943086	[U] Heritage Village Hydrant System Upgrade	\$ 2,891	\$ -	\$ 2,891	
\$100,000	0976028	[R] Queen Street Hall Yeppoon Repair	\$ 8,008	\$ -	\$ 8,008	5%
\$50,000	0976052	[R] Rton Showgrounds Toilet Upgrade Exhibition	\$ 1,711	\$ 22,202	\$ 23,912	
\$60,000	0976085	[R] Rton Showgrounds Switchboard enclosure	\$ 40,500	\$ 7,650	\$ 48,150	10%
\$60,000	0976093	[U] Walter Reid Install RCD Protection	\$ 12,829	\$ 520	\$ 13,349	100%
\$100,000	0976100	[R] Disabled Lift CDC 78 John Street Yep	\$ 529	\$ 13,710	\$ 14,239	5%
\$35,000	1017162	[R] Rton Showgrounds Toilet Upgrade Main	\$ 32,862	\$ -	\$ 32,862	100%
\$65,880	1017164	[N] Voltage Power Optimisation Unit (CEEP-Pilbeam & Art Gallery)	\$ -	\$ -	\$ -	
\$37,770	1017166	[R] Replacement of Air Condition units (CEEP) Yeppoon Library	\$ -	\$ -	\$ -	
\$50,000	1017167	[R] Replace Roof on Dog Kennel Pavilion	\$ 55,578	\$ 100	\$ 55,678	100%
\$60,000	1017168	[R] Pilbeam Theatre - Repairs to damaged downpipes	\$ 10,453	\$ 24,950	\$ 35,404	5%
\$50,000	1017169	[R] WRCC Air Conditioning Access	\$ 10,111	\$ 1,553	\$ 11,665	5%
\$30,000	1017170	[R] Regional Library Air Conditioning Access	\$ 10,135	\$ -	\$ 10,135	100%
\$120,000	1017174	[N] Storage Shed - Cambridge St	\$ -	\$ -	\$ -	
\$ -	0943076	Yeppoon SES Group-Building Extension	\$ 22,813	\$ -	\$ 22,813	
\$ -	0971866	City Hall Façade Repairs & Referbishment	\$ 248,218	\$ 58,708	\$ 306,925	10%
\$120,000	0976040	[R] Gracemere Depot Plant Washdown Area	\$ 40,750	\$ -	\$ 40,750	60%
\$47,180	0983908	[R] Customer Service Renewal Program	\$ -	\$ -	\$ -	
\$90,000	0983910	[R] Facilities Management Renewal Program	\$ 2,626	\$ 12,397	\$ 9,771	
\$60,000	0987829	[U] Local Disaster Coordination Centre	\$ -	\$ -	\$ -	
\$25,000	0988005	[R] Cordingley Street Mechanics Workshop	\$ 11,052	\$ -	\$ 11,052	100%
\$120,000	0988051	[R] New fuel bowsers Cordingley St Depot	\$ 42,120	\$ -	\$ 42,120	
\$111,263	1017163	[N] Voltage Power Optimisation Unit (CEEP-CityHall)	\$ -	\$ -	\$ -	
\$55,940	1017165	[N] Voltage Power Optimisation Unit (CEEP-Dooley St)	\$ -	\$ -	\$ -	
\$50,000	1017171	[R] Refurbish Fleet Office Cordingley St	\$ 4,221	\$ 30,575	\$ 34,796	5%
\$139,503	1017173	[R] Marlborough SES Building	\$ 20	\$ -	\$ 20	
\$818,650		Total Capital Expenditure	\$ 552,174	\$ 172,365	\$ 724,540	

9.3 INFORMATION BULLETIN COMMUNITY AND CULTURAL DEVELOPMENT

File No: 1464
Attachments: 1. Information Bulletin for February Meeting
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Community and Cultural Development

SUMMARY

This report provides information on the activities of the Community and Cultural Development section for the period November and December 2013.

OFFICER'S RECOMMENDATION

THAT the information bulletin reporting on the activities of the Community and Cultural Development section for the period November and December 2013 be received.

COMMENTARY

The Community and Cultural Development section has responsibility for the following areas:

1. Administration
 - Community Assistance program
 - Community Hall hire
 - Community Safety
2. Libraries
 - Community programs
 - Collections
 - Client Services
 - Technology Centre
3. Community Programs
 - Community Development
 - Strengthening Family Connections
 - CQ Home Assist
 - Seniors Centres
4. Child Care

The attached report contains information on the activities of these program areas for the period November and December 2013.

INFORMATION BULLETIN COMMUNITY AND CULTURAL DEVELOPMENT

Information Bulletin February 2014

Meeting Date: 4 February 2014

Attachment No: 1

COMMUNITY SERVICES

1 ADMINISTRATION

1.1 Community Assistance Program

7 applications to the Community Assistance Program were received during the months of November and December 2013. The applications were assessed and all were recommended for funding for the total amount of \$25,400.

Details of the successful applications were as follows:

Applicant	Project	Amount
November 2013		
Capricorn Helicopter Rescue Service	CBD Christmas Fair	\$19,000
Blue Care CQ Allied Health	BlueCare CQ Allied Health Client Christmas Party	\$300
Women's Health Centre	Happy Families = Happy Communities Project	\$200
Capricorn Coast Community Events	Carols by the Beach 2013	\$200
December 2013		
Music Broadcasting Society of Queensland	Silver Memories Nostalgia Radio Service launch	\$200
Friends of the Rockhampton Heritage Village Association Inc.	Steam engine reconstruction	\$5,000
Bajool School of Arts Committee Inc.	Community Halls Insurance - Bajool School of Arts	\$500
TOTAL		\$25,400

1.2 Community Hall hire

Facility	November 2013	December 2013
Gracemere Community Hall	13	6
Mt Morgan School of Arts	9	4
Calliungal Youth Centre	4	4

1.3 CCTV

A total of 16 requests were received from the Queensland Police Service for the months of November and December with footage able to be supplied for 12 of the requests. Maintenance work was undertaken on several of the cameras during the period.

2 LIBRARIES

2.1 Community Programs

Lively Book Clubs

The hauntingly lyrical novel *Still Alice* by Lisa Genova proved perfect fodder for book discussion at the Rockhampton Regional Library's Lively Book Club in November, with Isabel Allende's excellent *Daughter of fortune* also making for interesting analysis at the Mount Morgan Library's Silver Wattle Book Club.

The final book club sessions for 2013 took place at the Mount Morgan Library and Rockhampton Regional Library on December 2 and December 11 respectively. Members of the Silver Wattle Book Club at the Mount Morgan Library focused on Andrew Nicholl's sweet and quirky *The good mayor* (2008), and decorated an entry for the Christmas Tree competition at the Mount Morgan School of

Arts in December. Lively Book Club members at the Rockhampton Regional Library discussed favourite Christmas books, and voted for great books for the group to read in 2014.

Lively Babies

Bouncy babies and wriggly toddlers joined in a range of literary activities at the Rockhampton Regional Libraries in November as part of the regular Lively Babies program. Sessions held at the Yeppoon Library, North Rockhampton Library and Rockhampton Regional Library attracted good attendance figures.

The final babies' program at the North Rockhampton Library and Rockhampton Regional Library for the year saw a number of babies graduating and farewelled from their first library program. Baby graduates are encouraged to attend the Lively Storytelling sessions at the libraries targeting children aged 5 years and under.

Living Literature

Dutch-born Biloela author Peter Rutten returned from a recent visit to Holland to speak about his newly translated work *Hostages of Makonda* at both the Rockhampton Regional and Yeppoon Libraries. The true story focused on Dutch and Belgium missionaries taken hostage by Congolese Simba rebels in Africa in 1964.

Lively Stories

Some story session themes are perennial favourites with young audiences, with the Dinosaur/Dragon Lively Story sessions held at the Emu Park, North Rockhampton and Mount Morgan libraries in November proving extremely popular. A 'Spooky' story theme tied in to the Halloween activity at the Heritage Village also proved popular for this age group.

The final Family Storytelling session for the year took place at the North Rockhampton Library with Kirsty from the CQLGA sharing stories about recycling to coincide with National Recycling Week with the primary school age audience. The session proved popular attracting positive feedback.

Lively Saturday Storytelling

Christmas parties were held at all libraries to celebrate the end of the year Lively Storytelling program, with Santa dropping in to delight the young audience. At the Rockhampton Regional Library Santa arrived on the back of a Harley Davidson motorcycle with an escort of bikes to complete the Christmas festivities. A group of musicians from Schotia Place entertained storytime participants with popular Christmas songs and music at the Regional Library.

School Holiday Activities

Lively Christmas Craft workshops held at the North Rockhampton Library during the start of the Christmas holidays made front page coverage in *The Morning Bulletin*. Primary school age children were delighted to make Christmas tree decorations at the free workshops. Further activities targeting primary and high school age students are planned at all libraries for January.

Friday Morning Classic Movies

In November patrons enjoyed the screening of *Greta Garbo: the temptress and the clown* on Foxtel's TCM (Turner Classic Movies) in the Fitzroy Room at the Rockhampton Regional Library. In December participants enjoyed the classic musical *High society* (1956) featuring Bing Crosby and Grace Kelly on Friday 27 December. Movies were also screened in this room during the Christmas/New Year period.

Lively Knitting and Crochet Book Clubs

To encourage further donations of yarn and wool to the library's knitting projects, the Rockhampton Lively Knitting and Crochet Book Club donated warm items to the homeless in the community. The items were accepted by Cr Rose Swadling and Homeless Connect partners the Salvation Army and the Red Cross at an informal ceremony held at the Rockhampton Regional Library on 27 November. Cr Swadling also presented Certificates of Appreciation to members of the club who have been busily stitching since April 2013. After the official presentations, the group organised a shared Christmas lunch with a Secret Santa for all participants. The group will continue meeting over the Christmas period and the New Year.



Lively Knitting and Crochet Book Club members Merle and Aimee

The Lively Knitting and Crochet Book Club at the Emu Park Library donated rugs made to veterans at the Cockscomb Veterans Retreat with the Emu Park organisation bussing in members to a special lunch at the facility on 9 November to acknowledge their efforts and contribution. The Emu Park knitting group continues to attract new members with a strong core of committed crafters.



Emu Park Lively Knitters at the Cockscomb Veterans Retreat

The Mount Morgan Knitting group held a small Christmas morning tea on 29 November to celebrate their achievements over the past eight months. This group consists of a strong group of local stitchers as well.

The knitting groups at all libraries continued to meet right up to the Christmas break with informal Christmas parties taking place.

Living History

Members of the 1956 Olympic Torchbearers Association donated six copies of the book *Carrying the torch* by Marcus Mardsen to Cr Rose Swadling for the Rockhampton Regional Libraries at a special Living History event in November. The date of the handover coincided with the exact day that the torch was carried through the region over 57 years ago. Members of the group retold fascinating stories relating to the historical event and donated copies of the association's newsletter to the CQ Collection.



1956 Torchbearer's at the Rockhampton Regional Library

St Andrew's Day Scottish Afternoon

The Rockhampton Regional Library was filled with the music of bagpipes, the skirl of tartan and the distinctive smell of haggis on Sunday 1 December as over 164 people joined in festivities linked to St Andrew's Day activities. The resources of the Rockhampton Highland Lassies Pipe Band were used as a starting point in the celebrations, as the collection had been donated to the Central Queensland collection at the Rockhampton History Centre earlier in the year. An afternoon of Scottish celebrations proved an extremely popular event to engage with the community.



The Rockhampton Pipe Band set the scene with stirring renditions of well-known Scottish tunes on the bagpipes and drums accompanied by the Rockhampton Highland Dancers performing graceful highland flings and reels. The Capricornia Dance Exchange shared Scottish country dances while attendees enjoyed a traditional Scottish afternoon tea of shortbread and fruit cake.

Participants were further challenged by Scottish trivia questions throughout the afternoon before enjoying a traditional Scottish sing-along with Chris Goodman on the piano accordion featuring tunes such as 'Scotland the brave' and 'Ye canny shove yer granny aff a bus'. The classic Robert Burns poem 'Ode to a haggis' was read while a plump and well-cooked haggis was ceremoniously carried into the Fitzroy Room by a tartan-clad Adam Brinsley from the Capricornia Medieval Guild - and then toasted with a choice of either whisky or apple juice.

Participants had the chance to taste morsels of the haggis as part of the experience. A number of people were quite moved by the activities and memories connected to the proceedings, and have asked for a similar event again next year.



Members of the Rockhampton Highland Lassies Pipe Band at the St Andrew's Day event

An exhibition was curated leading into the event highlighting the Scots' influence in the Rockhampton region. 'The Scots in Rockhampton' exhibition featuring 22 interpretive panels, with props and Scottish memorabilia was displayed during the month with positive feedback from the community. These are some of the comments from the Visitor's Book:

ADDRESS	CLAN AFFILIATION	COMMENTS
Mayfield Heights	Ballantine	Excellent exhibition
Tungamull	Fraser / Macfarlane	All these thick woollen suits, costumes, kilts etc.... and no deodorant in those days!
Rockhampton	-	Great and informative showcase
Allenstown	Edgar/ Mofatt, Dumfries	Great to see family still in Rocky
Frenchville	Ramsay/ Lindsay	Very interesting
Overseas	Munro Campbell and Fraser	Excellent display. St Andrews Day very well organised and enjoyable
Park Avenue	Reid, Miller	St Andrews Day celebrations and display most enjoyable - excellent, congratulations! Great community interaction.
Kabra	-	Very interesting
Yeppoon	-	Colourful
Gracemere	Ancestors are Scottish	Would like to find out more about my Scottish side of the family
Koongal	Graham	Wonderful display
Park Avenue	Macglashan	enjoyed
Park Avenue	Wallace and MacDonald	great
North Rockhampton	Mitchell	Married 27 March 2013 in Glasgow after studying ancestry
Rockhampton	McLeod of Lewis	Both sides of family Airdrie and Lochinwinch near Glasgow. Grandma born at sea on way out.
Mt Gambier, SA	McKinley	Awesome people!
North Rockhampton	Hay / Buchanan/ Keith	great

Donate if you're late

The annual initiative to retrieve long overdue items from library members resulted in 10 boxes of donated food items at Rockhampton Regional Libraries during the three week amnesty period. Clients were encouraged to donate an item of non-perishable foodstuff with an overdue library item in lieu of payment of overdue fines. Red Cross Australia (Rockhampton branch) was the recipient of the donation.

Welcome to Community

A brief introduction to the Rockhampton Regional Libraries and access to language learning databases was shared as part of the multicultural Welcome to Community event held at the Rockhampton Regional Library on 23 November.

Art4Agriculture

An 'Archibull' made by art and agriculture students at the Rockhampton State High School was displayed at the Rockhampton Regional Library as part of the Art4Agriculture project highlighting agricultural initiatives in the community. The striking sculpture was positioned in the foyer of the library effectively showcasing the project and the school. The regional 'Archibull' winner will contend the Art4Agriculture national honour.

Displays

Display	Library
Donate if You're Late	All Libraries
Crescent Lagoon State School (Models of historic architecture)	North Rockhampton
Hungry for a good book? (Cookery)	Mount Morgan
U3A Rockhampton	Rockhampton Regional
Art4Agriculture	Rockhampton Regional
Recycling Week	North Rockhampton
Halloween	Yeppoon
Welcome to Livingstone	Yeppoon
Yeppoon Choral Society	Yeppoon
Summer Reading Club	Emu Park
Walter Reid Shop	North Rockhampton
Walter Reid Centre Craft Shop	North Rockhampton Library
Christmas	North Rockhampton Library
The Scots in Rockhampton	Rockhampton Regional Library

Rotary Book Fair

The final second-hand book club fair hosted by the Rotary Club (Emu Park) at the Emu Park Community Hall on 8 - 10 November proved popular with a number of complementary events held in the local area during this time. Proceeds from the book sale will be shared between the Rockhampton Regional Council Libraries and the Rotary Club.

CAPSLAQ Orientation

Members of the local teacher-librarian network held their monthly meeting at the North Rockhampton Library this month to discover the resources and space afforded by the branch library. The CAPSLAQ group meets at various school and public libraries in the local area providing an opportunity to learn more about libraries and resources in the community.

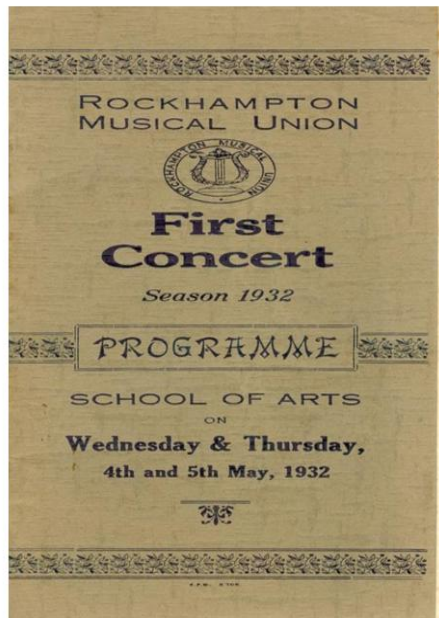
Participation

Program	Library	Date	Participants
Lively Knitting and Crochet	Mount Morgan	1/11/13	5
Lively Knitting and Crochet	Emu Park	1/11/13	10
Lively Stories	Mount Morgan	4/11/13	6
Lively Book Club	Mount Morgan	4/11/13	4
Lively Babies	Rockhampton Regional	6/11/13	82
Lively Knitting and Crochet	Rockhampton Regional	6/11/13	12
Lively Stories	Emu Park	7/11/13	48
Lively Stories	North Rockhampton	7/11/13	25
Lively Knitting and Crochet	Emu Park	8/11/13	10
Lively Knitting and Crochet	Mount Morgan	8/11/13	7
Happy Gathering	Mount Morgan	12/11/13	12
Living History – Olympic Torchbearers	Rockhampton Regional	13/11/13	29
Lively Knitting and Crochet	Rockhampton Regional	13/11/13	15
Lively Book Club	Rockhampton Regional	13/11/13	12
Lively Babies	North Rockhampton	13/11/13	23
Lively Knitting and Crochet	Emu Park	15/11/13	6
Lively Knitting and Crochet	Mount Morgan	15/11/13	5
Lively Knitting and Crochet	Rockhampton Regional	20/11/13	27
Lively Babies	Rockhampton Regional	20/11/13	83
Lively Knitting and Crochet	Emu Park	22/11/13	12
Lively Knitting and Crochet	Mount Morgan	22/11/13	6
Lively Babies	North Rockhampton	27/11/13	17
CAPSLAQ	North Rockhampton	28/11	8
Living Literature –Peter Rutten	Rockhampton Regional	29/11/13	3
Lively Babies	Yeppoon	29/11/13	24
Friday Morning Classic Movies	Rockhampton Regional	29/11/13	4
Lively Knitting and Crochet	Emu Park	29/11/13	8
Lively Knitting and Crochet	Mount Morgan	29/11/13	5
Living Literature	Yeppoon	30/11/13	5
Family History – Introduction	Rockhampton Regional	30/11/13	12
Lively Stories	Mount Morgan	2/12/13	2
Lively Book Club	Mount Morgan	2/12/13	4
Lively Knitting and Crochet	Rockhampton Regional	4/12/13	20
Lively Stories	North Rockhampton	4/12/13	28
Lively Knitting and Crochet	Mount Morgan	6/12/13	5
Lively Babies	North Rockhampton	11/12/13	11
Lively Book Club	Rockhampton Regional	11/12/13	8
Lively Stories	Rockhampton Regional	14/12/13	53
Lively Stories	Mount Morgan	16/12/13	2
Lively Craft	North Rockhampton	17/12/13	48
Lively Knitting and Crochet	Rockhampton Regional	19/12/13	10
Lively Knitting and Crochet	Mount Morgan	20/12/13	7
TOTAL			723

2.2 Collections

Donations

Recent additions to the Central Queensland collection include Rockhampton Musical Union programs from the 1920 - 1930s donated by Mayor Cr Margaret Strelow; and a collection of poetry by a visiting Irish family researcher.



Staff from the Library and other Council sections continues to save fliers, newsletters, posters and brochures from their local community for inclusion in the Central Queensland collection at the Rockhampton History Centre. This type of ephemera provides a valuable record of community events, which is often quite transient and easily lost.

Rockhampton History Centre

The computer usage in the Rockhampton History Centre continues to rise, with good use made of free online databases such as *Ancestry Library Edition* and *Find My Past* – as well as access to CDROMS from NSW, VIC, QLD and SA.



The Rockhampton History Centre

Introduction to Family History Information Seminar

The Local and Family History Officer presented an information seminar and general introduction to family history and the Rockhampton History Centre on Saturday 30 November. Held in the Fitzroy Room at the Rockhampton Regional Library, the session attracted interest from a new audience, with an effective outreach targeting new community members.

Stock Statistics

Format	Accessions		Withdrawals		Total Stock as at 31/12
	Nov	Dec	Nov	Dec	
Books - lending	852	553	1418	1161	202892
Books – nonlending (includes special collections)	3	4	31	4	23458
Audiovisual	195	297	35	24	25241
Nonbooks (eg toys, sports equipment)	0	0	67	53	714
Electronic books	0	0	0	0	2349
Total Stock	1050	854	1551	1242	254654

2.3 Utilisation**Visits**

Library	Recorded visits	
	Nov	Dec
Rockhampton Regional	12826	11359
History Centre	149	103
North Rockhampton	5023	3450
Mount Morgan	1990	1865
Yeppoon	7899	6878
Emu Park	3699	2752
Byfield	125	120
Marlborough	11	12
Ogmore	0	5
Stanage	17	15
Mt Chalmers	7	7
TOTAL	31746	26566

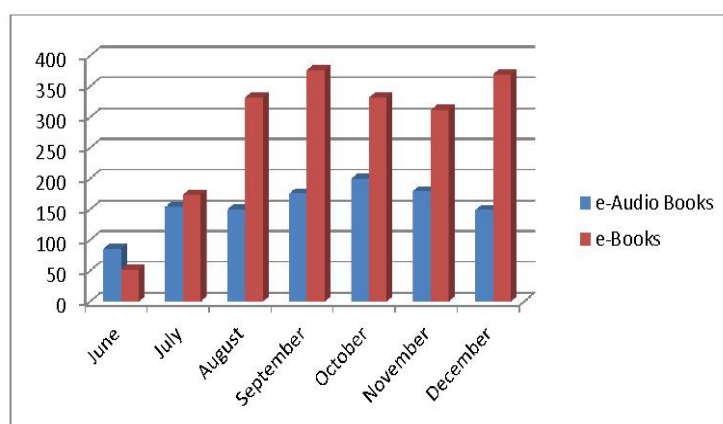
Loans and Membership

Library	Loans		New members		Active members	
	Nov	Dec	Nov	Dec	Nov	Dec
Byfield	404	206	1	0	108	108
Emu Park	3531	2315	9	13	1913	1927
Mount Morgan	1844	1426	6	9	661	665
North Rockhampton	12276	8816	34	25	7186	7100
Rockhampton Regional	23704	20650	125	119	12903	12785
Yeppoon	12664	9712	50	30	7523	7524
Marlborough	68	69	0	0	24	24
Ogmore	135	142	0	0	67	67
Stanage	217	218	2	0	72	72
Mt Chalmers	40	39	0	0	13	13
TOTAL	54883	43632	227	196	30470	30285

Reservations and Inter-library loans

Library	Inter-library loan		Reservations	
	Nov	Dec	Nov	Dec
Byfield	0	0	8	2
Emu Park	3	3	257	86
Mount Morgan	22	28	177	0
North Rockhampton	36	32	527	247
Rockhampton Regional	41	26	639	263
Yeppoon	17	19	742	117
OPAC			894	760
TOTAL	119	108	3244	1475

eBook loans



2.4 Technology Centre

Training

Intermediate level Excel corporate training was conducted in December and received very positive feedback. The Migrant ESL/technology program also continued with plans for continuation into 2014

The Trivia.NET sessions have proved extremely popular and will continue on a monthly basis as a fun way of getting people involved in using technology.

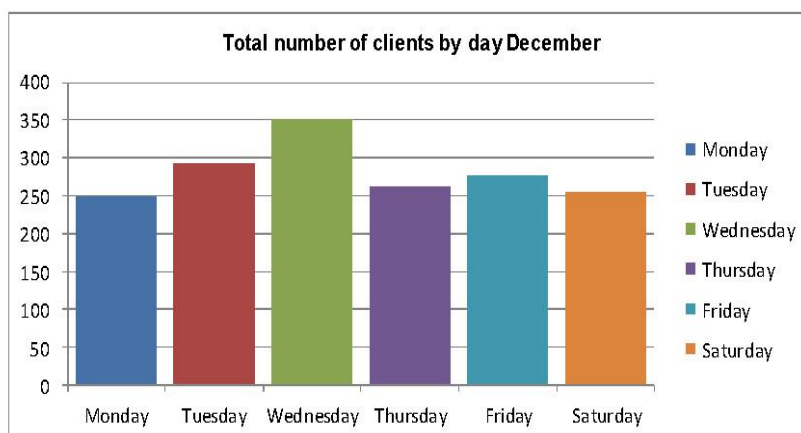
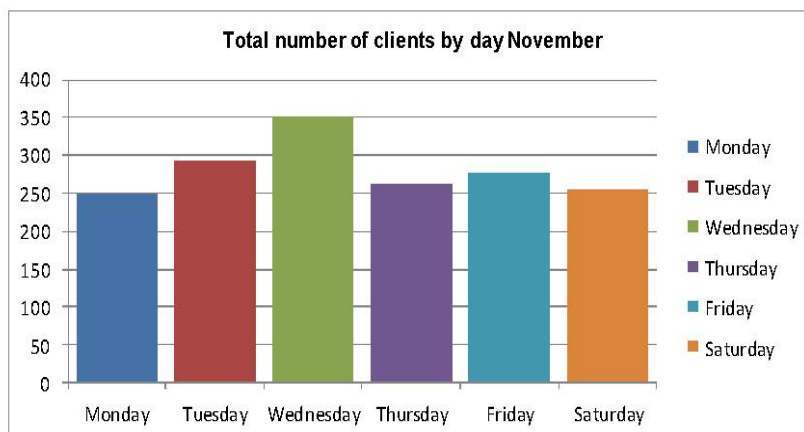
Course	November		December	
	Contact Hours	Participants	Contact Hours	Participants
Community Training				
Using Windows 7	64	15	0	0
Introduction to Word 2007	60	9	0	0
Windows 8 Workshop	88	44	16	8
Personal Computer Security	70	8	0	0
Email Made Easy	72	10	16	8
Keyboard and Mouse	12	6	0	0
TOTAL Community	366	92	32	16
Commercial Training				
Excel 2010 Intermediate	37	5	37	5
OVERALL TOTAL	403	97	69	21

Skills Assessment

Software	November Participants	December Participants
Word 2003	1	0
Excel 2003	1	0
Outlook 2003	1	0

Public Access

Client group	November Participants	November Hours of use	December Participants	December Hours of use
Public Access PC's	1686	980	1686	980
Cerebral Palsy League	14	28	0	0
60s and Better	13	60	10	40
U3A	17	34	9	18
CQLUG	15	30	5	10
ABC Capricornia	0	0	12	24
Total	1745	1132	1722	1072

Graph showing usage by day

3. COMMUNITY PROGRAMS

3.1 Community Development

Community Capacity Building Program

Council partnered with Family Planning Queensland to deliver the Understanding and Promoting Protective Behaviours in Children Information Session in November and December in Mount Morgan and Rockhampton.

Access and Equity

The quarterly Rockhampton Community Access and Equity Reference Group Meeting was held in November with the following issues raised

Issue	Date	Action	Responsibility
Rockhampton			
Allenstown Plaza disability car parks and other issues with access	06/11/13	Coordinator Infrastructure Operations and the Planning Officer advised that number of disabled car parks was signed off by a Private Certifier, and Council does have the authority to follow up on this issue. CIO has advised the outstanding matters will be dealt with.	Development Assessment
Request for briefing on the Revitalisation of the Riverfront development, why it was not proceeding, and any issues with regards to access	06/11/13	To organise a reply to the inquiry for a 2014 meeting	Communities and Facilities
Recharge Scheme	06/11/13	Contacted the RECHARGE Scheme to gain more information for Council to investigate the introduction of the RECHARGE Scheme.	Communities and Facilities
Chair standing down at next meeting		Consideration of future of Reference group	Communities and Facilities

Multicultural

A Multicultural Morning Tea was held on 31 October with a representative from the Office of Fair Trading as guest speaker giving information in relation to establishing associations, fundraising/charities, buying second hand cars and scams. Participants came from 16 CALD communities.



An Introduction to Justice of the Peace and Commissioner for Declarations Information Session was also held with 21 people from 7 nationalities attending. Basic information on how to become a Justice of the Peace or Commissioner for Declarations was provided to the attendees.

A Welcome to the Community Morning Tea and Information Session was run in collaboration with representatives from Council's Local Laws and Library teams, Emergency Management, Queensland Transport and the local Police. 14 people attended from 6 different nationalities.



Christmas Cultural Afternoon Teas were held in November and December where representatives of the Bangladesh community and Umbrella Network were guest speakers with many CALD community members attending and participating.



Youth Development Program

A total of 67 youths attended the 4 Creative Sessions where they created their own Christmas centrepieces, and the 4 'Zantangle This' sessions where they used easy methods to create beautiful images from structured patterns.

Community Development Centre Yeppoon

Activities for November and December included:

- Seven senior computer skills sessions were held during November with 32 participants, and 4 sessions during December with 13 participants
- The Volunteer Literacy Program Conversation Group held 3 sessions with 14 participants.
- Creative Writing - 2 weeks of a 4 week workshop held during the month with 10 participants.
- The quarterly Capricorn Coast Interagency Network Meeting was held on Wednesday 13 November 2013 with 28 people attending representing 26 agencies. The Umbrella Network provided a presentation of their service and The Smith Family Saver Plus program was explained. Details were also shared of how agencies can support the Tenants' Union of Queensland.
- On Friday 29 November 2013 the CDC Tenants Christmas Party was held with approximately 40 people attending. The University of the 3rd Age – Singing for the Brain Group lead those present in singing some Australian Christmas carols.

Room hire – Community Development Centre Yeppoon

Room Hire	Nov 2013	December	2013 – 14 YTD	2012 – 13 YTD
Number of hires	251	193	1384	1116
Participants	2252	1596	10779	9208

Statistics

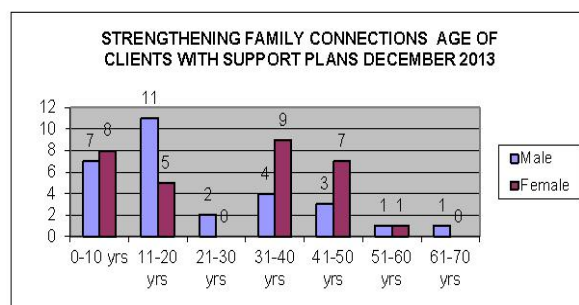
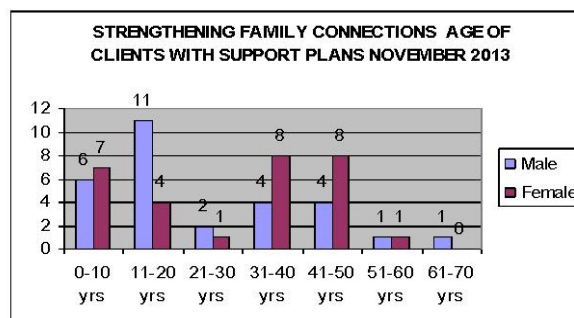
Area	Occasions of service		Events/Activities		Participants	
	Nov	Dec	Nov	Dec	Nov	Dec
Community Development	389	5	1	1	10	2
LAMP	57	84	3	2	60	192
Youth services	9		8		67	
Community Development Centre	588	387	15	7	75	50
Total	1043	476	27	10	212	244

3.2 Strengthening Family Connections

431 hours and 54 minutes of client direct service delivery output hours were recorded in November with 346 hours and 8 minutes during December. There were 112 distinct individuals (clients) accessing the service, with 58 clients in November and 59 in December being case managed receiving counselling. 7% of families attending SFC identified as culturally and linguistically diverse (CALD) and 14% of families identified as Aboriginal and Torres Strait Islanders (ATSI) and Australian South Sea Islanders (ASSI). Feedback from three month client reviews continued to be excellent with many families reporting that the service had been extremely helpful, assisting them to cope with many difficult life situations and providing them with opportunities to learn new ways of coping.

Statistics

Measure	Nov	Dec
Number of clients with support plans/case management	58	59
Number of output hours	309.00	346.08



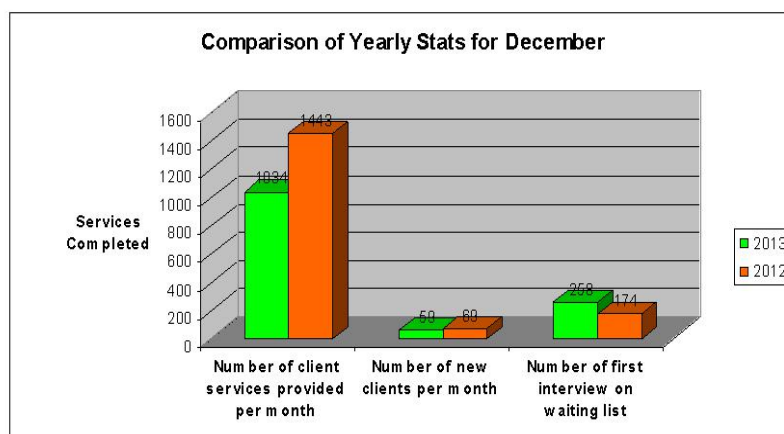
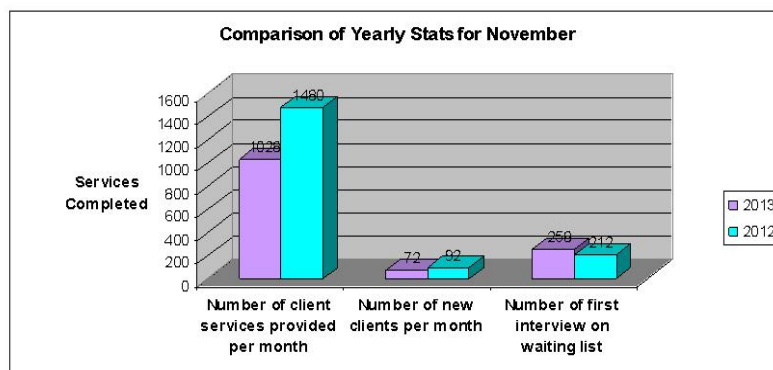
3.3 Home Assist Secure

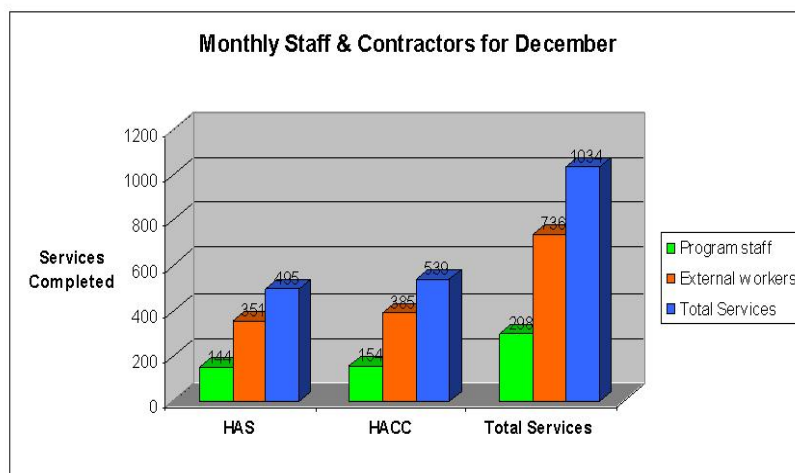
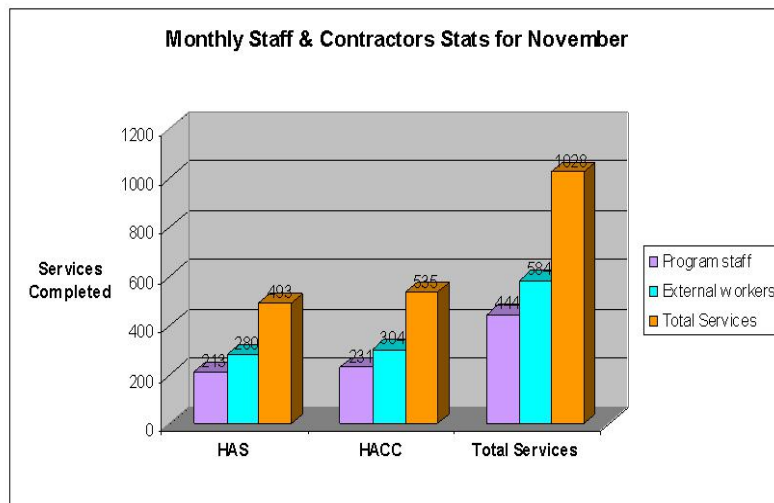
The introduction of the new TRACCS software system and entry of data has been a lengthy process with the system now due to go live in January. Procedure manuals have been developed to guide the process of entering existing and new client information and work requests on the system.

Services provided – HAS and HACC Minor modifications

Service	November 2013	November 2012	2013 – 14 YTD	2012 – 13 YTD
Incoming calls	1700	1892	7662	10247
Outgoing calls	3306	3103	14155	7527
Jobs completed	1028	1480	6720	8627
New clients	72	92	349	544
Total active clients	11114	NA until Jan 13		

Service	December 2013	December 2012	2013 – 14 YTD	2012 – 13 YTD
Incoming calls	1180	1481	8842	11728
Outgoing calls	2182	1888	16337	9415
Jobs completed	1034	1443	7754	10070
New clients	59	69	408	613
Total active clients	11135	NA until Jan 13		





HACC Major Home Modification services

Service	November 2013	November 2012	2013 – 14 YTD	2012 – 13 YTD
Referrals received	11	2	55	61
OT assessments	11	2	38	38
Jobs completed	5	4	21	27
Funding provided	\$ 15,711.96	\$ 28,037.00	\$ 88,239.72	\$ 236,561.00
Client contribution	\$ 15,711.96	\$ 28,037.00	\$ 107,739.72	\$ 250,710.60

Service	December 2013	December 2012	2013 – 14 YTD	2012 – 13 YTD
Referrals received	7	4	62	65
OT assessments	4	4	42	42
Jobs completed	2	4	23	31
Funding provided	\$ 4,551.93	\$ 31,238.82	\$ 92,791.65	\$ 267,799.82
Client contribution	\$ 4,551.93	\$ 31,238.82	\$ 112,291.65	\$ 281,949.42

3.4 Seniors Centres

Services

Service provided	November 2013		November 2012		December 2013		December 2012	
	SP	BH	SP	BH	SP	BH	SP	BH
Client support	507	265	404	117	175	194	422	359
Client support – HACC	49	25	46	29	28	15	37	38
Club activities	21	26	12	10	21	12	27	
Participants	763	1073	549	639	429	653	1170	1207

4 CHILD CARE

National Quality Standard

In line with the requirements of this standard an Early Childhood Teacher will commence at the Centre in 2014. We are also reviewing the Quality Improvement plan to implement better programming techniques in preparation for our next ratings assessment.

Capital Grant

The finalisation date for the grant acquittal has been extended until March 2014 to allow completion of work for outdoor flooring, with approval given for the remaining balance of the grant to be spent on this work.

Utilisation

Long day care remained at 100%, with Occasional Care figures down during December due to school holidays

Hours	November 2013		November 2012	
	Long day care 21 days	Occasional care 21 days	Long day care 22 days	Occasional care 22 days
Places	27	15	20	22
Hours available	6237	2835	4840	4356
Hours utilised	6237	1629	4840	2907
Utilisation rate	100%	57.46%	100%	66.73%

Hours	December 2013		December 2012	
	Long day care 15 days	Occasional care 15 days	Long day care 15 days	Occasional care 15 days
Places	27	15	15	22
Hours available	4455	2025	3300	2790
Hours utilised	4455	873	3300	1458
Utilisation rate	100%	43.1%	100%	52.25%

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 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.

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.

13.1 New Regulatory System - Community Housing

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage .

13 CONFIDENTIAL REPORTS

13.1 NEW REGULATORY SYSTEM - COMMUNITY HOUSING

File No: 220
Attachments: 1. NRSCH Evidence Guidelines
Responsible Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Community and Cultural Development

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

SUMMARY

A new regulatory system for community housing is being implemented from January 2014 and Council will be required to register and comply with the code if it wishes to continue to deliver community housing using funding from the State Government. This report details options for Council consideration.

14 CLOSURE OF MEETING