



# **COMMUNITIES COMMITTEE MEETING**

## **AGENDA**

**7 JULY 2015**

*Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 7 July 2015 commencing at 12:30pm 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**  
1 July 2015

Next Meeting Date: 04.08.15

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

Councillor S J Schwarten  
Councillor C E Smith  
Councillor C R Rutherford

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

The Mayor, Councillor Margaret Strelow has tendered her apology and will not be in attendance.

Councillor Rose Swadling has requested a leave of absence from 5-8 July 2015 inclusive and will not be in attendance.

**4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 2 June 2015

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

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#### **SUMMARY**

*The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Communities Committee is presented for Councillors' information.*

#### **OFFICER'S RECOMMENDATION**

THAT the Business Outstanding Table for the Communities Committee be received.

# **BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE**

## **Business Outstanding Table for Communities Committee**

**Meeting Date: 7 July 2015**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
30 September 2014	Dump point revised budget allocation	THAT Council resolves to seek funding in the revised capital budget of \$80,000 to allow for the installation of a new dump point at the North Rockhampton Sewer Treatment Plant.	Sharon Sommerville	14/10/2014	Awaiting outcome of budget allocation through revised budget.



## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 ARTS AND HERITAGE SOLE PROVIDER PROVISION

**File No:** 7104  
**Attachments:** Nil  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

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#### SUMMARY

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

#### OFFICER'S RECOMMENDATION

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

#### COMMENTARY

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

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

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

Detailed below are the productions currently scheduled to be presented by Council, through to the end of calendar year 2016 at the Pilbeam Theatre and the major exhibitions to be presented at the Rockhampton Art Gallery over the 2015/16 and 2016/17 financial year.

Date	Company	Production / Exhibition	Supplier
<b>Theatre Performances / Productions</b>			
10/07/2015	Mikealangelo	Cave, Waits, Cohen	Regional Arts Victoria
16/07/2015	Queensland Theatre Co.	Kelly	Queensland Theatre Co.
18/07/2015	Opera Australia	The Magic Flute	Opera Australia
17/08/2015		Morning Melodies	ATA Allstar Pty Ltd
28/08/2015	Queensland Theatre Co.	Head Full of Love	Performing Lines
04/09/2015	Bell Shakespeare Company	Hamlet	Bell Shakespeare Company
19/10/2015		Morning Melodies	ATA Allstar Pty Ltd
30/11/2015		Morning Melodies	ATA Allstar Pty Ltd
19/02/2016		Deep Blue	Demand Pty Ltd
27/02/2016	Queensland Theatre Co.	The Quartet	Queensland Theatre Co.
29/02/2016		Morning Melodies	ATA Allstar Pty Ltd
11/03/2016	Director/Choreographer	Mary Poppins	Kermond Creative
11/04/2016		Morning Melodies	ATA Allstar Pty Ltd
22/04/2016	AYTP	Sugarland	Performing Lines
28/04/2016	MICF	Roadshow	MICF
27/05/2016	Shake and Stir	Wuthering Heights	arTour
22/06/2016	Queensland Theatre Co.	Country Song	Queensland Theatre Co.
27/06/2016		Morning Melodies	ATA Allstar Pty Ltd
02/07/2016	Sydney Dance Company	Double Bill TBC	Sydney Dance Company
04/07/2016	Monkey Baa Theatre Co	Peasant Prince	Arts on Tour NSW
05/08/2016	Opera Queensland	The Barber of Seville	Opera Queensland
19/08/2016	SIPCA	Winner's Recital	SIPCA
22/08/2016		Morning Melodies	ATA Allstar Pty Ltd
06/10/2016	Ellis Productions	Mother and Son	Ellis Productions
05/12/2016		Morning Melodies	ATA Allstar Pty Ltd
<b>Art Gallery Exhibitions / Programs</b>			
2015/16		Bodywork	National Gallery of Australia
		George Gittoes: I Witness	Hazelhurst Gallery
		National Photographic Prize	National Portrait Gallery
		APT Highlights	QAGOMA
2016/17		Coming into Fashion	Foundation for the Exhibition of Photography
		Da Vinci Machines	Artisans of Florence
		My Country	QAGOMA

**8.2 PERFORMANCES BY THE SAF MUSIC AND DRAMA COMPANY****File No:** 7104**Attachments:** Nil**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage**SUMMARY**

*Major Roy Cheng Khee Hion, Singapore Armed Forces Army Detachment Commander, has requested Council's financial and in-kind assistance in presenting a number of performances by the SAF Music and Drama Company in Rockhampton over the period from Thursday 8 October to Tuesday 13 October 2015.*

**OFFICER'S RECOMMENDATION**

THAT Council agrees to support the Singapore Armed Forces Music and Drama Company's performances in Rockhampton region over the period from Thursday 8 to Tuesday 13 October 2015 making a budget allocation as detailed in the report.

**COMMENTARY**

Major Roy Cheng Khee Hion, Singapore Armed Forces Army Detachment Commander, has requested Council's financial and in-kind assistance in presenting a number of performances by the SAF Music and Drama Company in Rockhampton over the period from Thursday 8 to Tuesday 13 October 2015.

Major Roy Cheng Khee Hion and representatives from the SAF Music and Drama Company met with Arts and Heritage staff at the Pilbeam Theatre on Tuesday 23 June 2015 and have proposed the following performance schedule for the visit

The proposed performance schedule is as follows:

	Venue	
Thu 8 Oct	Pilbeam Theatre	Set-up and Rehearsal
Fri 9 Oct	Pilbeam Theatre	Performance 7:30pm
Sat 10 Oct	Pilbeam Theatre	Performance 7:30pm
Sun 11 Oct	Pilbeam Theatre	Performance 3:00pm
Mon 12 Oct	Pilbeam Theatre	Schools Performance 10:00am
Tue 13 Oct	Pilbeam Theatre	Schools Performance 10:00am

Specifically, Major Roy Cheng Khee Hion has requested that Council meet the cost of:

1. Venue Hire and associated costs for all venues.
2. Production equipment hire and staff costs for the performances.
3. Marketing and Publicity for the performances.

A project budget has been prepared based on the current schedule, draft technical requirements and historical information from the group's last visit to Rockhampton in November 2012.

Item	Cost
Venue Costs	\$12,652
Production Labour	\$10,788
Consumables	\$3,624
Marketing	\$5,200
	<u>\$32,264</u>

Of this total expenditure a large proportion of these costs (approx. \$25,000) would come as Council in-kind contribution making use of the Pilbeam Theatre and utilizing existing Council full-time staff.

In the past, Council has also hosted a civic reception for invited guests, SAF officials and MDC company members held prior to the Saturday evening performance from 6:30pm in the adjacent Rockhampton Art Gallery. The Art Gallery Director has advised that spaces would be available for such a function on the evening of Saturday 10 October 2015. Food and beverage costs for this function have not been included in the above budget and would be an additional cash cost to Council.

During the proposed visit to the region the MDC will also perform at Yeppoon and these performances will be hosted by the Livingstone Shire Council.

The SAF will meet all other costs in regard to the performance schedule.

The company have again indicated that they would be happy for a gold-coin donation on the door to be collected in aid of the Central Queensland Performing Arts Foundation.

**8.3 COMMUNITY ASSISTANCE PROGRAM - ROCKHAMPTON DANCE FESTIVAL INC.****File No: 7822****Attachments: 1. Community Assistance Program -  
Recommendations and Assessment  
Comments****Authorising Officer: Michael Rowe - General Manager Community Services****Author: Cheryl Haughton - Manager Community Services****SUMMARY**

*Two applications to the Community Assistance Program have been received from Rockhampton Dance Festival Inc. and Nerimbera Brothers Football Club Inc. The applications have been assessed and recommended for funding for a total amount of \$12,466.*

**OFFICER'S RECOMMENDATION**

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

<b>Applicant</b>	<b>Purpose of Grant/Sponsorship</b>	<b>Amount</b>
Rockhampton Dance Festival	Rockhampton Dance Festival 2015	\$10,000
Nerimbera Brothers Football Club Inc.	Reconnection of Town Water to Nerimbera Brothers Football Club	\$ 2,466

**COMMENTARY**

Two applications to the Community Assistance Program have been received for a requested amount of \$14,932.33. The attached spread sheet gives details of the applications.

The applications have been assessed in accordance with the Community Grants Procedure and recommendations provided based on the assessment criteria, and the grant matrix applied to indicate the recommended funding level.

The application received from the Rockhampton Dance Festival seeks \$10,000 cash sponsorship for the dance festival held annually in Rockhampton. The festival not only offers the dance community an opportunity to develop performance skills and learn from a professional adjudicator engaged for the competition, but provides the community with an opportunity to participate in a cultural experience.

The Rockhampton Dance Festival is open to any dance school, school or community dance group throughout Australia. It is inclusive of all age groups and cultural backgrounds, and organizers anticipate 1200 participants will take part in this year's event. The application states that over the history of the event it has grown to an 11 day competition with competitors from throughout the state, and some interstate who return for the event each year.

Council sponsorship will be acknowledged in the Festival program, concert program and in any promotional material/activity. The logo will be displayed on the sponsors/supporters boards and will also be verbally acknowledged throughout the running of the Festival.

It is recommended that sponsorship of \$10,000 be provided for the Rockhampton Dance Festival.

The application received from Nerimbera Brothers Football Club Inc. is seeking to fund the full cost of Council's building application and certification fees of \$4932.33 for the installation of a new water and sewerage connection to the grounds. The Nerimbera Football Club (Magpies) is based at Pilbeam Park, and requires the reconnection following damage to the club house caused by Tropical Cyclone Marcia.

In accordance with the Community Assistance Program procedure it is recommended that 50% of the cost be funded from the program. The Parks and Recreation section is able to assist with the balance of the cost.

# **COMMUNITY ASSISTANCE PROGRAM - ROCKHAMPTON DANCE FESTIVAL INC.**

## **Community Assistance Program - Recommendations and Assessment Comments**

**Meeting Date: 7 July 2015**

**Attachment No: 1**



Community Assistance Program							
Attachment to report to Council - 7 July 2015							
Applicant	Project Name	Start Date	End Date	Total Project Cost	Amount Requested	Amount Recommended	Assessment Comments
Rockhampton Dance Festival	Rockhampton Dance Festival 2015	24/09/2015	03/10/2015	32,000	\$10,000.00 (Cash)	\$10,000	Previous sponsorship of \$8,000 in 2010-11, 2012-13, 2013-14. Significant cultural event for region.
Nerimbera Brothers Football ClubInc	Reconnection of Town Water to Nerimbers Brothers Football Club Inc	15/05/2015	15/07/2015	4,932	\$4,932.33 (in-kind)	\$2,466	Only 50% funding to be provided in accordance the Grants and Sponsorship Procedure.

**8.4 ROCKHAMPTON MUSIC BOWL**

**File No:** 1464  
**Attachments:** 1. Music Bowl Repairs  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Cheryl Haughton - Manager Community Services

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**SUMMARY**

*This information report provides a preliminary cost estimate for repair works to the Rockhampton Music Bowl.*

**OFFICER'S RECOMMENDATION**

THAT the information report outlining preliminary cost estimates for the repairs of the Rockhampton Music Bowl be received.

**COMMENTARY**

Following receipt of a report from Brown Consulting detailing the results of a structural assessment undertaken on the Rockhampton Music Bowl, Council resolved on 9 December 2014 to engage a Quality Surveyor to provide a cost estimate for the recommended repairs to the structure.

Queensland Quality Surveying was engaged to prepare this preliminary cost estimate. A copy of the completed estimate is attached, detailing a total construction order of cost at \$541,049.31. It is noted that the Cost Estimate excludes the following items:

- GST
- Cost escalation from July 2015
- Any contaminated earthworks
- Council charges
- Any asbestos related costs
- Client costs

It must be noted that the cost estimate is only for repair works to the sound shell structure. In addition to this the following items have been identified for the site:

- Repairs to perimeter fencing
- Reinstatement of electrical supply and replacement of any failed light fittings and supply points
- Maintenance and any required refurbishment of below stage areas
- Cleaning and pest control of dressing rooms and amenities
- Replacement of fire extinguishers and checking of any fire equipment still on site
- Servicing of air-conditioning plant

From an initial assessment these items are estimated to cost around \$55,000; however may be more dependent on other issues found as work is undertaken.

This estimate does not include any costs for replacement of stage lighting removed from the site when the facility was closed. This would require consideration of the intended ongoing use of the site.

The access road to the sound shell also requires significant repair with an estimate of \$62,000 supplied by Regional Services.

As well as these repair costs to reinstate use of the site there would be ongoing operational costs for servicing of plant, cleaning and pest control of facilities, electricity, grounds and fire system maintenance.

**CONCLUSION**

Preliminary estimates for the repairs recommended by a structural assessment of the Rockhampton Music Bowl indicate a cost of \$541,049.31. With cost estimates for other minor works and repair of the access road the total preliminary cost estimate for the site is \$658,049.31.

# **ROCKHAMPTON MUSIC BOWL**

## **Music Bowl Repairs**

**Meeting Date: 7 July 2015**

**Attachment No: 1**



17 Brecknell Street  
Rockhampton QLD 4700  
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2<sup>nd</sup> February 2015

QQS Ref: 0115MSBRRC

Sharon Sommerville  
Co-ordinator Facilities  
Facilities  
Rockhampton Regional Council  
PO Box 1860  
Rockhampton QLD 4700

Dear Sharon,

**RE: FEE SUBMISSION - QUANTITY SURVEYING SERVICES  
Rockhampton Music Bowl**

As requested, Queensland Quantity Surveying has completed the Preliminary Budget Cost Estimate for the Rockhampton Music Bowl Repair Works.

We have completed our cost estimate based upon the recommendations produced by Brown Consulting's Music Bowl Structural Assessment Report dated the 24<sup>th</sup> November 2015 and the site visit conducted on Friday the 30<sup>th</sup> January 2015.

We have attached the following documents:

- Project Preliminary Budget Cost Estimate
- Estimate Summary
- Estimate Trade Detail
- Site Investigation Photos

The following Preliminary Budget Cost Estimate excludes the following items:

- GST
- Cost escalation from projected tender date July 2015
- Contaminated earthworks
- Council charges
- Asbestos
- Client Costs

Please contact me should you require any further information.

Kind regards,

A handwritten signature in black ink, appearing to read 'Tim Rawkins', is written over a light blue background.

Tim Rawkins  
Director  
BSc Qty Svy AIQS



# PROJECT ORDER OF COST PRELIMINARY BUDGET ESTIMATE



Project Name:	Repair & Construction Works Rockhampton Music Bowl Facility Rockhampton Regional Council
Date of Cost Plan:	Monday, 2 February 15
QLD QS Project No:	0015MSBRRC
CLIENT Project No:	TBA
QLD Region:	Central Queensland

FECA (m²)	n/a
UCA (m²)	n/a
GFA (m²)	

ELEMENTS	\$/M² OF GFA	ELEMENT VALUE \$	TOTAL \$
<b>CONTRACT ORDER OF COST</b>			
Building Repair Works:			
DEMOLITION		\$ 105,543.00	
ABRASIVE REMOVAL		\$ 46,950.00	
STEELWORK PROTECTION & PAINTING		\$ 49,291.00	
ROOF CONSTRUCTION		\$ 116,636.00	
LANDSCAPING & SITE WORKS		\$ 25,452.00	
<b>TOTAL Building Repair Works:</b>	\$ -	/m²	\$ 343,872.00
Builders Preliminaries:			
PRELIMINARIES		\$ 51,581.00	
BUILDERS MARGIN		\$ 17,194.00	
<b>TOTAL Builders Preliminaries:</b>			\$ 68,775.00
<b>TOTAL CONTRACT ORDER OF COST</b>			<b>\$ 412,647.00</b>
Contingency:			
CONTRACT CONTINGENCY ALLOWANCE	15.0%	\$ 61,897.05	
TENDER ESCALATION ALLOWANCE (July 2015 - 1.4%)		\$ 5,777.06	
<b>TOTAL CONTINGENCY</b>			<b>\$ 67,674.11</b>
<b>TOTAL CONSTRUCTION ORDER OF COST</b>			<b>\$ 480,321.11</b>
<b>NON CONTRACT ORDER OF COST</b>			
Development Costs:			
GEOTECHNICAL INVESTIGATION		N/a	
LAND SURVEY		\$ 7,500.00	
ENVIRONMENTAL INVESTIGATION		N/a	
POWER SUPPLY CHARGES ( ERGON DESIGN FEES & CHARGES FOR INTERFACING		N/a	
HERITAGE ACT INVESTIGATION		N/a	
<b>TOTAL DEVELOPMENT COSTS</b>			<b>\$ 7,500.00</b>
Client Costs:			
FURNITURE & FITTINGS		N/a	
INFORMATION TECHNOLOGY COSTS		N/a	
EQUIPMENT COSTS		N/a	
<b>TOTAL CLIENT COSTS</b>			<b>\$ -</b>
Statutory Charges:			
OH&S FEES		N/a	
SEWERAGE & WATER FEES		N/a	
QLD FIRE SERVICE FEES		N/a	
BUILDING ACT COMPLIANCE FEES		\$ 845.37	
BUILDING SURVEYING FEES		\$ 422.68	
WORKPLACE HEALTH & SAFETY (WPHS)		\$ 660.44	
PORTABLE LONG SEERVICE LEAVE LEVY (PLSL)		\$ 2,113.41	
<b>TOTAL STATUTORY CHARGES</b>			<b>\$ 4,041.90</b>
<b>TOTAL NON CONTRACT ORDER OF COST</b>			<b>\$ 11,541.90</b>
<b>PROFESSIONAL FEES ORDER OF COST</b>			
Professional Fees:			
CONSULTANT FEES	10.0%	\$ 49,186.30	
<b>TOTAL PROFESSIONAL FEES</b>			<b>\$ 49,186.30</b>
<b>TOTAL PROFESSIONAL FEES ORDER OF COST</b>			<b>\$ 49,186.30</b>
<b>TOTAL CONSTRUCTION ORDER OF COST</b>			<b>\$ 541,049.31</b>

NOTE: ALL COSTS EXCLUDE GST.

## Trade Summary



<b>Project:</b> Rockhampton Regional Council				<b>Details:</b> Music Bowl Repairs				
<b>Building:</b> Rockhampton Music Bowl Repairs								
Code	Description	% of Cost	Quantity	Unit	Rate	SubTotal	Factor	Total
	<b>Building Repair Works:</b>							
DE	Demolition	25.58				105,543		105,543
AR	Abrasive removal	11.38				46,950		46,950
SP	Steelwork Protection	11.95				49,291		49,291
RF	Roof Construction	28.27				116,636		116,636
LS	Landscaping/Site Works	6.17				25,452		25,452
	<b>Sub-Total Building Repair Works</b>							<b>343,871</b>
PR	Preliminaries	12.51	15.00	%	343,870.93	51,581		51,581
PR	Builders Margin	4.17	5.00	%	343,870.93	17,194		17,194
	<b>TOTAL PROJECT COSTS</b>							<b>412,645</b>

## Trade Detail Summary



<b>Project:</b> Rockhampton Regional Council		<b>Details:</b> Music Bowl Repairs		
<b>Building:</b> Rockhampton Music Bowl Repairs				
Description	Code	Subtotal	Factor	Total
<b>Demolition</b>				
<b>Scaffolding</b>				
Allow to supply & install full height scaffolding to the perimeter of the building.				
Full Height Scaffolding				
Full height scaffolding		39,600		39,600
Roof Edge Protection				
Roof/Balcony Edge Protection		6,600		6,600
<b>Tiling Roof Structure Removal</b>				
Allow to remove existing tile roof finish including all aluminium capping, grout joints, deteriorated sealants etc				
RB1 9.836 radius 2.8 wide 2.0 extra		2,678		2,678
RT1 9.537 radius 1.6 wide 1.85 extra		2,951		2,951
RT2 9.063 radius 1.3 wide 1.75 extra		2,295		2,295
RT3 8.434 radius 1.1 wide 1.45 extra		1,803		1,803
RT4 7.660 radius 1.05 wide 1.25 extra		1,530		1,530
RT5 6.756 radius 0.95 wide 0.95 extra		1,202		1,202
RT6 5.736 radius 0.8 wide 0.65 extra		874		874
RT7 4.617 radius 0.7 wide 0.35 extra		601		601
Verticals		13,279		13,279
<b>Mortar Base &amp; Fibre Cement Subbase Removal</b>				
Allow to remove existing sub base & concrete base to tiles to bring back to main face as per engineers report.				
RB1 9.836 radius 2.8 wide 2.0 extra		3,161		3,161
RT1 9.537 radius 1.6 wide 1.85 extra		3,484		3,484
RT2 9.063 radius 1.3 wide 1.75 extra		2,710		2,710
RT3 8.434 radius 1.1 wide 1.45 extra		2,129		2,129
RT4 7.660 radius 1.05 wide 1.25 extra		1,806		1,806
RT5 6.756 radius 0.95 wide 0.95 extra		1,419		1,419
RT6 5.736 radius 0.8 wide 0.65 extra		1,032		1,032
RT7 4.617 radius 0.7 wide 0.35 extra		710		710
Verticals		15,677		15,677
<b>Abrasive removal</b>				
<b>Steelwork Surface Removal</b>				
Allow to remove existing surface protection to all exposed steelwork throughout the entire structure ready for future protection.				
Allow to wet abrasive blast existing steelwork to removal all paint, rust etc and bring back to original state.				

CostX  
02/02/2015 11:39:42

QLD Quantity Surveying

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## Trade Detail Summary



<b>Project:</b> Rockhampton Regional Council		<b>Details:</b> Music Bowl Repairs		
<b>Building:</b> Rockhampton Music Bowl Repairs				
Description	Code	Subtotal	Factor	Total
<b>Abrasive removal</b> (Continued)				
Wet Abrasive blasting		42,000		42,000
Cherry picker hire for duration of abrasive blasting		4,950		4,950
Duration allowed for 15working days with approximate 5-6 hours of blasting.				
<b>Steelwork Protection</b>				
<b>Steelwork Corrosion Protection System</b>				
Allow to provide a quality steelwork corrosion protection system upon removal of existing surface finish in accordance with the manufacturers recommendations.				
Allowed for etch primer & two coat epoxy coating system.				
Apply corrosion protection system to steelwork		28,323		28,323
<b>Structural Engineer Inspection/Report</b>				
Allow for engineer inspection prior to applying corrosion protection in case extra strengthening is required.		5,000		5,000
No allowance has been made for additional strengthening as no scope has been provided.				
Note that the above costings include for the repairs recommended for the covered walkway structural steel as per the engineers report.				
<b>Existing External Rendered/Masonry Painted Surfaces</b>				
Allow to paint existing rendered surface with a quality paint system and in accordance with the manufacturers recommendations. Includes for cleaning/minor preparation of existing surface.				
Apply quality paint system to existing masonry/rendered surfaces external		15,967		15,967
No allowance has been to paint existing surfaces internally.				
<b>Roof Construction</b>				
<b>New Roof/Wall Cladding System</b>				
Allow to construct new roof & wall cladding system which includes battens, flashing, sheeting, guttering				
<b>Existing Areas</b>				
RB1 9.836 radius 2.8 wide 2.0 extra				
RT1 9.537 radius 1.6 wide 1.85 extra				
RT2 9.063 radius 1.3 wide 1.75 extra				
RT3 8.434 radius 1.1 wide 1.45 extra				
RT4 7.660 radius 1.05 wide 1.25 extra				
RT5 6.756 radius 0.95 wide 0.95 extra				
RT6 5.736 radius 0.8 wide 0.65 extra				
RT7 4.617 radius 0.7 wide 0.35 extra				
Verticals				
Walkway				
<b>Total</b>				
<b>Walkway Replacement Allowance</b>				

## Trade Detail Summary



<b>Project:</b> Rockhampton Regional Council		<b>Details:</b> Music Bowl Repairs		
<b>Building:</b> Rockhampton Music Bowl Repairs				
Description	Code	Subtotal	Factor	Total
<b>Roof Construction</b> (Continued)				
Due to unknown areas requiring replacement we have included for 30m2 of existing roofing to be replaced.				
<b>Roof Battening</b>				
(Composite Rate)				
Roof Battening (No Details)		21,240		21,240
<b>Insulation &amp; Sarking</b>				
CSR Bradford R2.5		10,120		10,120
<b>Gutters</b>				
<b>Colorbond</b>				
Box gutter		7,190		7,190
Mitre Bend		4,900		4,900
Stop End		163		163
<b>Downpipes</b>				
<b>PVC</b>				
Zincalume Steel Colour Coated 150x100		3,445		3,445
Downpipe bend (Allow 3no each)		1,700		1,700
<b>Roof Sheeting</b>				
0.48mm Lysaught Custom Orb Colorbond		30,667		30,667
<b>Barge capping</b>				
Colorbond Barge Capping (500-750)		11,972		11,972
<b>Flashing</b>				
Colorbond Flashing 500		10,483		10,483
<b>Fibre Cement Boards</b>				
FC Sheeting to verticals		14,755		14,755
<b>Landscaping/Site Works</b>				
<b>Site Works</b>				
No costs have been included for clearing debris, mowing, tree removal etc as it is deemed this type of work would be carried out by local council works as part of the existing facilities maintenance scheme.				
<b>Balustrading</b>				
Allow to replace existing damaged balustrading with new compliant tubular handrail.				

CostX  
02/02/2015 11:39:42

QLD Quantity Surveying

Page 3 of 4

## Trade Detail Summary



Queensland  
Quantity  
Surveying

<b>Project:</b> Rockhampton Regional Council		<b>Details:</b> Music Bowl Repairs		
<b>Building:</b> Rockhampton Music Bowl Repairs				
Description	Code	Subtotal	Factor	Total
<b>Landscaping/Site Works</b> <span style="float: right;">(Continued)</span>				
Existing location of tubular handrails - 50dia stainless steel handrail		17,952		17,952
<b>Retaining Wall Replacement</b>				
Allow to demolish & remove existing timber retaining wall to the north east of the building as noted in the engineers report.				
Demolish & replace existing timber retaining wall with new compliant retaining wall		7,500		7,500



**Queensland  
Quantity  
Surveying**

17 Brecknell Street  
Rockhampton QLD 4700  
ABN: 51 163 405 776  
P: (07) 4921 4434  
M: 0424 423 790  
E: [admin@qldqs.com.au](mailto:admin@qldqs.com.au)  
W: [www.qldqs.com.au](http://www.qldqs.com.au)







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## 9 STRATEGIC REPORTS

### 9.1 MONTHLY OPERATIONS REPORT FOR ARTS AND HERITAGE FOR MAY 2015

**File No:** 1464

**Attachments:** 1. Monthly Operations Report for Arts and Heritage for May 2015

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

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

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#### **SUMMARY**

*The report provides information on the programs and activities of the Arts and Heritage section for May 2015.*

#### **OFFICER'S RECOMMENDATION**

THAT the Monthly Operations Report of the Arts and Heritage section for May 2015 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)

# **MONTHLY OPERATIONS REPORT FOR ARTS AND HERITAGE FOR MAY 2015**

## **Monthly Operations Report for Arts and Heritage for May 2015**

**Meeting Date: 7 July 2015**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**ARTS AND HERITAGE SECTION**  
**Period Ended 31 May 2015**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nil to report

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

The Pilbeam Theatre Box Office has issued, financial year to date, over 100,000 tickets worth over \$3 million.

## LINKAGES TO OPERATIONAL PLAN

### 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for 31 May 2015 are as below:



### All Monthly Requests (Priority 3) Arts and Heritage 'Traffic Light' report May 2015

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)		Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed											
Community Events & Arts	1	1	0	0	0	0	10	●	0.00	●	3.00	●	2.60		2.60
Heritage Village General	0	0	0	0	0	0	1	●	0.00	●	0.00	●	8.00		0.00
Showgrounds	0	0	0	0	0	0	5	●	0.00	●	0.00	●	8.67		8.50

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

### **Safety Statistics**

The safety statistics for the reporting period are:

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

### **Risk Management Summary**

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Damage to Council facilities and equipment due to non-compliance by Hirers resulting in financial loss and loss of reputation	Moderate 6	Standardization of hirer agreement process across all venues. Purchase and installation of industry standard venue hire system	30/06/15	40%	Project is with ITC – ITC have advised the project will not be completed by due date

### **Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	95%	As at 31/5/15 Council records indicate that 2 Arts and Heritage employees have not lodged copies of their current C class driver's licence with W&S – this has now been completed
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	As at 31/5/15 all Arts and Heritage employees are compliant in this regard
Overdue performance reviews	29 August 2015	100%	As at 31/5/15 Council records indicate that all Arts and Heritage performance reviews have been completed.

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>ARTS AND HERITAGE CAPITAL WORKS PROGRAM</b>					
Art Gallery Replace Track Lighting	01/10/14	30/06/15	Complete	30,000	29,454
Comment: Project complete					
Theatre - Upgrade Sound System	01/10/14	30/06/15	Complete	20,000	18,346
Comment: Project complete					
Concept Plans Art Gallery/Theatre site	01/10/14	30/06/15	Cancelled	30,000	0
Comment: Project transferred to Operational Budget and now not proceeding					
Resheet Pilbeam Theatre Stage Floor	01/01/15	30/06/15	Complete	15,000	13,467
Comment: Material to be ordered during June					
Replace AV Equipment and Screen	01/10/14	30/06/15	Complete	15,000	15,105
Comment: Project Complete					
Replace Stage Lighting Equipment	01/10/14	30/06/15	Complete	32,000	31,609
Comment: Project Complete					
Replace Screen for Twilight Movies	01/10/14	30/06/15	Underway	5,000	0
Comment: Funds to be used for other event related equipment					
Replace Security System and Rekey	01/10/14	30/06/15	Complete	35,000	38,915
Comment: Project complete – revised budget pending approval					
Box Office Kiosks & Scanners	01/10/14	30/06/15	Complete	15,000	15,153
Comment: Project completed					
Replace dishwasher – Shearing Shed	01/10/14	30/06/15	Complete	12,000	10,730
Comment: Project complete					
Install Venue Management System	01/08/14	30/06/15	Carried Over	40,000	0
Comment: ITC have advised that they will be unable to complete the project by 30/06/15					

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

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

##### **Art Gallery**

The major Gallery exhibition *Dreaming of Deco: Style in the modern age*, curated by the Gallery Director continued throughout most of May. The exhibition was developed specifically to coincide with *Beef Week* as a cultural option for visitors to the region. The exhibition features furniture and design, advertising, art and fashion that celebrate the Art Deco period from the 1920s to the 1940s. The exhibition is divided into a series of 'rooms' and includes loans from numerous private and public collections as well as works from the Gallery's permanent collection. Also as part of Beef Week, the Gallery launched the display of a significant tapestry featuring an image of cattle industry icon, the late Graeme Acton, and his horse Comet. The tapestry was created by the Australian Tapestry Workshop and commissioned on behalf of the Acton family. The tapestry is on display until mid-July.



In late May three new exhibitions opened to the public: *Moving House: Susan & Peter O'Doherty*, *Alex Seton: Last Resort* and *Shaun Tan's The Lost Thing: From book to film*. An *In Conversation* program was held on Saturday 30 May with Alex Seton and the O'Doherty's and was well attended.

The Gallery Director was selected to participate in the *Southern Great Barrier Reef Destination Leaders' Program* presented by Tourism and Events Queensland from 26-29 May. This was a fantastic opportunity to meet other tourism operators from the Capricorn, Gladstone and Bundaberg regions, experience their products and network ideas and ways to generate greater visibility and recognition of the destination, branding and marketing benefits of the SGBR brand. The Gallery will be working closely with Capricorn Enterprise to establish greater links and support for our exhibitions and programs within tourism outlets.

Image:

Children enjoying the current exhibition *Shaun Tan's The Lost Thing: From book to film*

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

###### **Campfire Dinner & Movie**

On Sunday 3 May we run campfire dinner and movie "The Man from Snowy River" for the lead up to Beef Week. The ticket sales was overwhelming with 180 attending this event and at the end of the evening there was nothing but positive feedback and question of 'when were we doing the next one?'

###### **Feedback on Facebook**

"Just wanted to say what a wonderful night my dad and I had out at the Heritage Village on Sunday for the dinner and movie – the staff out there did a brilliant job and the food was delicious. We were both very pleased to see so many people turn out for the event and would love to see more like this in the future. Brilliant job!"

###### **Trip Advisor Reviews**

"Step back in time & imagine past eras! - Fabulous to see the restored building & artefacts in a realistic setting. The volunteers do a great job - it's terrific history is able to be presented in such a living & natural way."

The Mother's Day market was held and 3443 people attended.

##### **Venue Operations**

Pilbeam Theatre



The Pilbeam Theatre was the venue for a variety of shows in May. The Queensland Ballet returned with its production of the much loved classic Coppelius. The Melbourne Comedy Festival Roadshow, a favourite of comedy lovers for more than a decade, performed in May. The Glenn Miller Orchestra made a welcome return to the Pilbeam, paying tribute to the spirit of ANZAC. Lovers of the music of Roy Orbison and the Everly Brothers were treated to a memorable tribute show when renowned artists Dean Bourne and The Robertson Brothers performed their concert.

Students of Heights College performed their annual musical at the Pilbeam Theatre in May. Described as being 'a musical adventure', Peter Pan delighted audiences.

The 80th Rockhampton Eisteddfod was held over April-June at the Pilbeam Theatre and Walter Reid Cultural Centre. The event featured all aspects of the performing arts – vocal, instrumental, piano, speech and drama and dance.

#### Walter Reid Cultural Centre

The arts groups in the Walter Reid Cultural Centre opened Reid's Gallery and Gifts during April / May, providing a great opportunity for display and purchase of locally produced arts and crafts.

#### Rockhampton Showground

Beef Australia 2015 was held in the Rockhampton Showgrounds from 4 to 9 May 2015 with attendance in excess of 95,000 visitors across the five days.

The Rockhampton Showgrounds was the venue for the popular Handmade Expo on 16 May, attracting a large number of visitors to browse locally made arts and crafts. Lifeline held its popular annual Book Fest at the Rockhampton Showgrounds on 22-24 May. Thousands of dollars was raised in support of Lifeline services. Tastes of the World was held at the Rockhampton Showgrounds on Saturday 23 May. The event celebrated the rich cultural diversity of Central Queensland

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

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
<i>Deliver an annual program of Visual Arts exhibitions and program activities, with a target of 20,000 Art Gallery visits per annum</i>	20,000	16,299
<i>Operate a range of performing arts, event and function venue in a cost effective and effective manner delivering on budget services, with a target of 100 performances at the Pilbeam Theatre per annum</i>	100	101
<i>Operate the Pilbeam Theatre Box Office as a profit centre for the unit with a target of 60,000 tickets sold per annum</i>	60,000	93,685
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 40,000 per annum</i>	40,000	33,300
<i>Deliver a range of Community events and celebrations on budget and to meet the expectations of Council and the community.</i>	90%	90%
<i>Complete all planned capital projects in accordance with agreed schedule and budget</i>	100%	90%

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

**FINANCIAL MATTERS**

Period ended 31 May 2015 report shows income and expenditure within expect trend for the unit.

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

Report Run: 23-Jun-2015 14:16:08 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	Adopted Budget (Pro Rata YTD)	EOM Commitme nts	YTD Actual	YTD Commit + Actual	Variance	On target
	\$		\$	\$	\$	\$	%	91.7% of Year Gone
<b>Arts &amp; Heritage</b>								
1 - Revenues	(4,620,003)	(4,893,515)	(4,235,003)	0	(4,700,033)	(4,700,033)	102%	✓
2 - Expenses	7,559,407	7,679,587	6,929,457	194,208	6,640,751	6,834,960	90%	✓
3 - Transfer / Overhead Allocation	111,109	108,015	101,850	0	(45,195)	(45,195)	-41%	✓
<b>Total Unit: Arts &amp; Heritage</b>	<b>3,050,513</b>		<b>2,796,304</b>	<b>194,208</b>	<b>1,895,523</b>	<b>2,089,731</b>	<b>69%</b>	<b>✓</b>
 <b>Grand Total:</b>	 <b>3,050,513</b>		 <b>2,796,304</b>	 <b>194,208</b>	 <b>1,895,523</b>	 <b>2,089,731</b>	 <b>69%</b>	 <b>✓</b>

**9.2 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

**File No:** 1464  
**Attachments:** 1. Monthly Operational Report for May 2015  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Cheryl Haughton - Manager Community Services

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**SUMMARY**

*This report provides information on the activities of the Communities and Facilities section for the month of May 2015.*

**OFFICER'S RECOMMENDATION**

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for the month of May 2015 be received.

**COMMENTARY**

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

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

The attached report contains information on the activities of these program areas for the month of May 2015.

# **COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

## **Monthly Operational Report for May 2015**

**Meeting Date: 7 July 2015**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT  
COMMUNITIES AND FACILITIES SECTION**

**Period Ended 31 May 2015**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

The relocation of the Library collection and facilities to the Mt Morgan School of Arts has allowed for the service to continue to be provided while structural repairs and some refurbishment work is undertaken on the Library building. The community has adapted to the change, appreciating that the service was still able to be accessed during this period.

The works being undertaken will provide for better access to the Library building, with the new entry ramp also addressing the concerns with the emergency exit breezeway between the two buildings.

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

# LINKAGES TO OPERATIONAL PLAN

## 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for May 2015 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days)		Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and
			Received	Completed						Current Mth	6 Months		
Cemeteries (Asset)	6	2	3	0	7	3	0	17.26	30	● 0.00	● 24.30	● 30.52	29.04
Childcare (Asset)	5	0	1	0	6	1	0	0.28	30	● 0.00	● 10.12	● 6.47	17.55
Community Halls (Asset)	13	4	12	5	16	7	0	6.61	30	● 9.60	● 9.54	● 19.56	23.42
Admin and Depots (Asset)	12	2	14	4	20	8	0	20.50	30	● 2.50	● 16.15	● 23.30	28.99
Disaster Management (DEG Buildings) (Asset)	1	0	0	0	1	0	0	0.14	30	● 0.00	● 0.00	● 40.50	12.50
Dog Pounds (Asset)	4	1	2	2	3	0	0	21.49	30	● 6.00	● 19.43	● 25.63	35.47
Gardens (Asset)	0	0	3	2	1	1	0	1.18	30	● 0.50	● 0.33	● 29.00	24.50
Libraries (Asset)	43	9	26	13	47	12	0	3.20	30	● 2.77	● 16.15	● 17.77	26.10
Leased Premises - Maintenance (Asset)	4	2	0	0	2	0	0	0.59	30	● 0.00	● 0.00	● 104.57	114.63
Sport and Recreation (Asset)	17	3	1	0	15	1	0	13.98	30	● 0.00	● 17.64	● 30.45	40.52
TV Black Spot - Reception (Asset)	0	0	0	0	0	0	0	0.00		● 0.00	● 0.00	● 0.00	0.00
Venue & Events (Asset)	54	8	31	5	72	25	0	7.77	30	● 2.80	● 20.93	● 23.00	27.61

## Comments and Additional Information

The areas showing completion times over the required standard resulted from consideration of use of the assets with some works put on hold pending final decision, some cyclone related issues, and structural issues being investigated prior to completing action.

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

### Safety Statistics

The safety statistics for the reporting period are:

	THIRD QUARTER		
	Mar	Apr	May
Number of Lost Time Injuries	1	0	0
Number of Days Lost Due to Injury	1	0	0
Total Number of Incidents Reported	1	4	0
Number of Incomplete Hazard Inspections	1	3	2

### Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Child Care Centre does not meet the National Quality Standard and is unable to operate resulting in loss of service to community, loss of income and reputation for Council.	Moderate 6	Ensure policies, procedures and programs are compliant with NQS for 2014 assessment	30/06/14	80%	Work undertaken by staff to review procedures and programs, but Department of Education and Training has not yet completed the second assessment
Council fails to maintain, train and supervise adequate numbers of volunteers to assist with operations across its sites resulting in inability to deliver some services, or injury to volunteers or public.	High 4	1. Training procedures for volunteers being updated 2. Responsibility for volunteers at some sites being transitioned to community organizations.	30/06/15	50%	Policy and procedure to be finalised
Damage or failure of Council facilities, plant and equipment resulting in injury to staff or public, potential litigation, and inability to deliver services.	Moderate 5	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year maintenance and renewal strategy based on valuations and	31/03/15	90%	Project being worked on, but hampered by lack of resource and impact of cyclone Marcia



Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
		condition assessments. 3. Develop forward budget submissions with reference to risk register, corporate plan and legislative requirements.			
Inability to retain amenity of public buildings resulting in community concern and loss of reputation, with possible injury.	High 4	1. Review cleaning and maintenance schedules. 2. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements.	30/04/15	90%	Schedules adjusted to align with current 2014-15 budget. Service levels to be developed for adoption.
Inability to comply with regulatory obligations and conservation of heritage assets, asbestos inspections and treatment, resulting in facilities being non-compliant and deemed unsafe and unusable, with loss of service to community, possible injury to staff and public, and damage to reputation of Council.	High 4	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year maintenance and renewal strategy based on valuations and condition assessments. 3. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements.	30/06/15	70%	Project being worked on as resources permit

**Legislative Compliance and Standards**

<b>Legislative Compliance Matter</b>	<b>Due Date</b>	<b>% Completed</b>	<b>Comments</b>
Outdated employee immunisations, tickets, and/or licenses	Various	96%	As at 31 May 2015 Council records indicate that 4 employees were yet to supply a copy of a license deemed necessary for the role
Outdated legislative compliance mandatory training and/or qualifications	Various	97%	As at 31 May 2015 Council records indicate that 3 employees are non-compliant in this regard
Overdue performance reviews	29/08/2014	98%	As at 31 May 2015 2 casual staff performance reviews were due to be completed
Checking of Emergency lighting in Council buildings	6 monthly	100%	Sites inspected as per Inspections Schedule
Fire systems tested in Council buildings	Monthly	100%	Sites with systems in place inspected as per contract
Fire hose reel and blankets inspected	6 monthly	100%	Sites inspected as per Inspections Schedule
Maintain staff to child ratios in accordance with the Education and Care Services National Regulations	Daily	100%	Ratios are maintained per age grouping
Engage an early childhood teacher at the Centre for at least 6 hours per day	Daily	100%	Early childhood teacher employed, with other staff with Advanced Diplomas able to cover periods of leave

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

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

\$2,363,731 for Facilities with current expenditure and committals of \$1,778,195, representing 75% committal

\$106,967 for Libraries with current expenditure of \$81,474, representing 76% committal

\$196,963 for Community Programs with current expenditure of \$39,545, representing 20% committal – there is an amount of \$140,000 included in this budget allocation for the purchase of the Child Care Centre land from the State Government.

The following abbreviations have been used within the table below:

CEO	Chief Executive Officer
SES	State Emergency Service

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>COMMUNITIES AND FACILITIES CAPITAL WORKS PROGRAM</b>					
<b>May 2015</b>					
Mt Morgan Caretaker's Cottage stabilisation	2/07/2014	16/07/2014	Completed	\$21,000	\$18,993
Comment: The building has had the damaged verandahs removed to leave the brick shell as recommended by					
Office of CEO refurbishments	14/07/2014	3/09/2014	Completed	\$75,000	\$74,085
Comment: All original scope of works and variation completed					
City Hall refurbishment	21/07/2014	30/04/2015	Completed	\$300,000	\$302,442
Comment: minor variation work to be completed					
Bauhinia House – replace box gutters	1/09/2014	05/12/2014	Completed	\$60,000	\$52,999
Comment: All original scope of works and variation completed					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Bauhinia House – resurface parquet flooring	1/09/2014	16/01/2015	Completed	\$22,000	\$15,260
Comment: resurfacing or parquet flooring to hall area					
Dooley St Administration building – replace box gutters	31/07/2014	28/02/2015	Completed	\$47,500	\$46,277
Comment: completed replacement of box gutters to prevent water ingress to building, replacement of some roof sheets, repair of damaged walls and ceilings; internal repainting commenced on 21 January					
Gracemere Admin - air-conditioning	31/07/2014	7/08/2014	Completed	\$14,000	\$10,315
Comment: replacement of air-conditioning unit to meeting room at Gracemere Administration building					
Ann St residence defects	21/07/2014	30/08/2014	Completed	\$30,000	\$29,998
Comment: works include new concrete to front of driveway to remove trip hazard; new stringers to front step; and replacement of roofing, ridge capping, barge mould, guttering, and flashing.					
Botanic Gardens – garage and workshop upgrade	28/07/2014	01/12/2014	Completed	\$35,500	\$17,733
Comment: replacement of doors, guttering, and treatment of rusted purlins completed, additional works to include installation of security cameras to depot and replacement of termite damaged retaining wall					
Botanic Gardens – workshop amenities upgrade	28/07/2014	31/05/2015	Completed	\$59,500	\$30,191
Comment: work to date has included interior repainting; installation of new kitchen, seamless flooring, new toilets, shower rails and curtains					
Botanic Gardens kiosk defect rectification	13/10/2014	02/12/2014	Completed	\$32,000	\$27,195
Comment: repair termite damaged walls and external repaint					
Tourist Information Centre	12/08/2014	05/01/2015	Completed	\$100,000	\$56,653
Comment: repaint of sides and rear of building; seamless flooring to toilets; new kitchenette; replacement of rusted air-conditioning package unit and structural roof mount,					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
rusted roof sheets, guttering, and rusted termite barrier					
James Lawrence Pavilion, Rockhampton Showground	26/08/2014	11/09/2014	Completed	\$62,000	\$49,782
Comment: removal of asbestos sheeting from parapet, soffit, patio ceiling and replacement: replacement of defective timber battens and downpipes; painting of required areas; installation of signage					
Walter Peirce Pavilion, Rockhampton Showground	01/11/2014	30/04/2015	Completed	\$135,000	\$129,878
Comment: pre-paint maintenance, external repaint, and replacement of asbestos roof					
Multimedia upgrade - Libraries	01/07/14	31/5/2015	In progress	\$20470	\$6714
Comment: upgrade of equipment					
Partition to café area Rockhampton Regional Library	01/07/2014	19/09/2014	Completed	\$20,000	\$8963
Comment: installation of folding glass doors to provide for security of area					
Rockhampton Showground Switchboard enclosure upgrade	30/09/2014	20/02/2015	Completed	\$60,000	\$57,468
Comment: high voltage switchboard and two DSB boards completed, two still to be replaced					
Old Southside Library (History Centre) – repairs to leaking roof	30/09/2014	01/05/2015	Completed	\$55,000	\$37,314
Comment: remove and replace skylights with roof sheets and exhaust fans; repair damaged ceiling and wall sheeting; install paint membrane to roof					
Pilbeam Theatre – leaking roof	01/04/2015	19/06/2015	In progress	\$75,000	\$56,462
Comment: replace rusted gutters to various areas; supply and install paint membrane to roof – some variation work being completed					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Amenities program – renew and upgrade	01/10/2014	30/04/2015	In progress	\$77,250	\$72,499
Comment: cleaning and relining old drainage pipes at Botanic Gardens amenities; installation of new AES sewage system at Kershaw Gardens to replace existing septic system which has ongoing problems with blocked pipes and failed soakage trench; repairs to Ski Gardens amenities block					
Walter Reid Cultural Centre – façade refurbishment	02/06/2015	16/10/2015	In design	\$250,000	\$7,848
Comment: tenders being evaluated					
Rockhampton Regional Library – roof over outdoor area	03/11/2014	30/04/2015	Completed	\$70,000	\$23,916
Comment: work commenced on roof cover to prevent water ingress; Building Compliance approval received					
Mt Morgan Library – structural upgrade	16/03/2015	31/07/2015	In progress	\$221,720	\$220,386
Comment: Library to operate from School of Arts building during works to commence 18 May					
Heritage Village entrance bridge and fence replacement	01/10/2014	31/03/2015	Completed	-	\$101,210
Comment: removal of damaged bridge to main entrance and replacement of perimeter fencing					
Mt Morgan SES – various defects	01/08/2014	01/10/2014	On hold	\$35,000	\$3,709
Comment: Maintenance and painting, with pre-paint maintenance completed. Work ceased due to relocation to new site.					
Cardax system Gracemere Community Hall	12/01/2015	28/02/2015	Completed	\$15,000	\$19,963
Comment: installation of Cardax access					
Gracemere Community Hall – defects to car park area	02/03/2015	30/06/2015	Completed	\$80,000	\$57,577

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Comment: existing paving blocks removed and replaced with concrete					
Heritage Village Hydrant system upgrade	01/02/2015	30/06/2015	In progress	\$240,000	\$225,129
Comment: contractor undertaking internal works					
Rockhampton Riverfront promenade	01/04/2015	30/06/2015	In progress	\$75,000	\$56,324
Comment: external repaint of shelters and boardwalk flooring					

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

As at the period ended 31 May 2015 – 91.7% of year elapsed, for funded programs:

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Home Assist	(\$1,951,082)	\$1,937,720	99.3%	<p>Client services:</p> <ul style="list-style-type: none"> <li>1393 home maintenance or minor modification services were provided during March for HAS and HACC eligible clients</li> <li>4 major home modification was completed during the period</li> <li>53 new clients were added bringing the total number of active clients to 9828 as at 31 May</li> </ul> <p>As part of the aged care reforms preparation has begun for the introduction of the My Aged Care Portal on 1 July 2015. As a CHSP service provider we will soon be managing all new client referrals through the portal, with staff attending information sessions and webinars regarding the setup of program details and an overview of the processes required for new clients.</p> <p>As part of the transition the TRACCS program a review of client records has been undertaken to archive details for clients no longer actively using the service.</p> <p>A presentation outlining the services offered were made to eligible residents at the Barmaryee Oak Tree Retirement Village on 13 May, and the HAS Supervisor attended the Community Care Network Meeting in Rockhampton on 12 May, and the Gladstone Interagency Meeting on 20 May.</p>
LAMP Program	\$87,815 Grant (\$42,849)	\$67,332	77%	<p>23 people (including 19 refugees) attended the Road and Boat Safety information session held in the Fitzroy Room. Guest speakers from the Police Service and Coast Guard presented information about road and boat safety and rules.</p>



Highlights of other program areas included the following:

### Community Assistance Program

7 applications to the Community Assistance Program were received during the month of May 2015, and following assessment all were recommended for funding for the total amount of \$25,556 as follows:

Applicant	Project	Amount
QCWA - Marmor Branch	Marmor Community Hall - hall insurance	\$500
Alton Downs Hall Association Inc.	Alton Downs Hall Association - hall insurance	\$500
Indian Association of Central Qld.	2014 Diwali Milan Festival of Lights	\$2,200
Rotary Club of Rockhampton North	2015 Rocky Swap	\$11,900
Friends of Archer Park Station and Steam Tram Museum Inc.	2015 Carriage Refurbishment	\$8,810
Endeavour Foundation	Great Endeavour Rally	\$646
2015 NAIDOC Committee Rockhampton	Community NAIDOC Expo Day	\$1,000
<b>TOTAL</b>		<b>\$25,556.00</b>

### Community Capacity Building

The Parenting program during May was 'How to talk so kids will listen' delivered in partnership with Anglicare CQ, with 39 people attending the 3 sessions.

### Libraries

During May the libraries recorded 37,099 loans and 20,322 visits. Activities offered during the months attracted 810 participants. These included the regular story time sessions for different age groups and book clubs as well as other events:

- Lively Babies - visitors to the libraries often remark to staff how much they enjoy watching the family literacy programs in action, with parents, grandparents and carers of children invited to drop in and join the sessions. In May the programs featured interactive scarf play, music, bubble-blowing, chant and response to engage and delight the youngest members and their families, with 72 participants.
- TechnoTots - this program allows for relaxed learning in new technology and encouraging familiarity in using devices for both toddlers and their parents or carers. Sessions take place at both the Rockhampton and Mount Morgan libraries
- Lively Toddler Time uses music and movement to encourage and simulate language learning, with children from the City Child Care Centre visiting the Rockhampton Regional Library during May to join in a session.
- Lively Stories – the Fitzroy Room was packed to capacity in May with the guest appearance of popular ABC children's TV character Captain Barnacle at the regular storytelling session. The visit was organised in conjunction with the Pilbeam Theatre to promote the visit of the Octonauts later in the year.
- National Simultaneous Story time was celebrated at all libraries on Wednesday 27 May with the simultaneous reading of the Aaron Blabey book *The Brothers Quibble* at 10am. The book reading about sibling rivalry and changed family dynamics was complemented by various activities including simple craft projects. Channel 7 dropped into the North Rockhampton Library to shoot footage of the special literacy event for young children.



*Captain Barnacle visit*

- The cooler winter months tends to see an increase in the numbers of knitters attending the knitting groups at both the Rockhampton and Mount Morgan libraries, as well as donations of yarn to the knitting groups. The crafters greatly enjoy their independence in self-directed craft projects utilising the donated wool and talents of the group, with beautiful objects created over the month.

**Library outreach**

- Year Nine students from the Rockhampton Girls Grammar School visited the Rockhampton History Centre twice during the month to discover the range of local history and genealogical resources available to library members.
- U3A members visited the Regional Library to learn about the resources and services available

**Romp in the Park**

The annual ROMP in the Park held at the Botanic Gardens on May 23 as part of Under 8s Week was a great opportunity to promote services to children, parents, teachers and community members. The City Childcare Centre and Library staff operated a collaborative storytelling space at the event to promote the combined services, with parents and children enrolling as library members during the morning.

**Best Start**

Parents from the City Childcare Centre were invited to an outreach session at the Rockhampton Regional Library on 23 May to explore '10 Tips to Encourage Family Literacy' as part of the Best Start Family Literacy initiative. Local early childhood educator Lindell Lutton shared practical hints and tips during the session which attracted a new audience, largely through a post on the Council Facebook page as well as the Library's Facebook page.

**Lively Cultural Dance**

The Kraatz African Drum collection was used for a drumming workshop at the Rockhampton Regional Library during May, with another drum session scheduled for June 13. The sessions have proven a popular learning opportunity for an intergenerational audience.

**Monday Morning Movies**

The 1953 movie classic *Scandal at Scourie* was screened at the Regional Library during the month, with participants enjoying the relaxed setting to watch old movies.

**Mount Morgan Library relocation**

To allow for the structural repairs and refurbishment of the Mount Morgan Library it was closed for two days in mid-May to allow for the collection and services to be moved next door to the Mount Morgan School of Arts building. The temporary relocation has already seen a steady rise in the number of visitors to the library for the month, with the generous space in the building allowing for increased browsing opportunities.

**Carpet replacement North Rockhampton Library**

The carpet in the children's section of the North Rockhampton Library was replaced following damage sustained from the cyclone. The building was closed for two days to allow for all shelving and stock in the space to be moved to allow the carpet layers to work.



Mt Morgan Library in School of Arts



Children's area North Rockhampton Library

**Digging In: The Great War and the Rockhampton Region Exhibition**

The *Digging In* exhibition continued at the Rockhampton Regional Library during May, with very positive comments noted in the Visitors' Book. These included:

- *Impressive how much has been kept*
- *I work for Endeavour Foundation and brought 3 clients with me, we all loved the display*
- *A lot of work and effort but very much appreciated to all who were here, I'm sure. Excellent job, well done. Happy to see my Dad's photo on display. Thanks*
- *Very well done. Congratulations to all involved*
- *Excellent display*
- *So many memorable displays. Well done to those who put it all together, and congratulations to the RCC for a job well done.*
- *An important and relevant display. Well done*
- *Good*
- *Excellent Display*
- *Beautiful display*
- *A lot of work, interesting and informative information regarding local people and local conditions at the time, including the cyclone and earth quake*
- *A great display*
- *Thank you for the massive amount of work to make this event possible. So wonderful for our community. Congratulations!*
- *Absolutely first class. It was inspiring to learn that Rockhampton people "did their bit", too*
- *Congratulations. A huge subject, well covered*
- *Congratulations, most interesting and informative, very well done.*
- *It is wonderful to read all stories; much appreciated the opportunity, thanks.*
- *Doomed Battalion 2/40 and 2/48*
- *I really loved the artillery horse stories. Usually said a lot about the Front Line.*
- *Uncle killed in 2nd Light Horse and another in France. At least one came home - Harold Fraser. A great tribute*
- *Pleasant. Informative*
- *Still in awe of selfless courage of our men and boys and women*
- *How very noble of all who fought.*
- *A wonderful tribute to our family members, my great grandfather Henry Bartlem and great, great uncle Hugh Bartlem.*
- *A moving display*
- *A moving and touching tribute*
- *Beautiful, truly moving*
- *A wonderful tribute to those who gave their lives for us. Many thanks for the great exhibition*
- *Great display. So many 'Australianisms' in the letters. Where is our country heading? It would be great to return the values of these days depicted here.*
- *Absolutely beautiful*

**Technology Centre**

- 2159 hours of public access was provided to 2324 clients during May
- 446 contact hours of community training was provided to 103 participants
- 18 people participated in 83 contact hours of commercial training
- Trivia.NET continues to be well attended with State of Origin being the theme in May, with all but one brave participant supporting the Maroons

**Child Care**

- With the Director Kylie Hoare taking maternity leave an existing member of staff will act in the role from 9 June until January 2016.
- Long day care utilisation remained at 100% of the 32 places available, with the 10 occasional care places having a utilisation rate of 49.52%.

**Facilities**

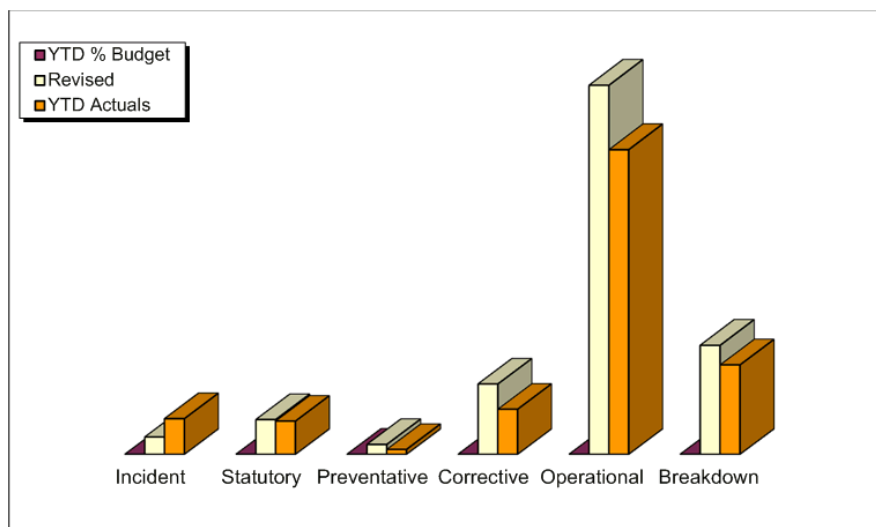
Of the 120 work orders completed during May 63 related to breakdown and incident maintenance, including:

- Installation of new water main in McLeod Park to the correct side of the RPZ valve and a new copper service
- Installation of 2 new temperature valves to hot water units at the Pilbeam Theatre for safety requirements
- Repair of broken water main at Rockhampton Showground

- Air-conditioning repairs - replacement of unit at Gracemere SES building; repairs to units at City Hall and Dooley Street Administration building
- Repairs to fire detection equipment damaged by Cyclone Marcia
- Repairs to field lighting in Victoria Park damaged by the cyclone
- Repairs to electrical point of supply at Ann St residence
- Investigation of fire detector faults at Pilbeam Theatre and Dooley St Depot; replacement of fire doors at Gracemere Administration office, detectors and emergency lights at various Council buildings
- New hard drive equipment and replacement of cameras in CCTV network

Electrical work involved traffic light inspections and repairs across the city, including realignment and repair of lights affected by the cyclone; repairs at various sites including Rigalsford Park Huish Drive, Lion's Park Bouldercombe, Queen's Park, Ski Gardens, Jim Lindley Park, and Col Brown Park.

Work continued on scoping and repair of damage to buildings as a result of Cyclone Marcia.



Activity	Revised	YTD Actuals	YTD % Budget
Incident	\$ 129,745	\$ 269,120	207.42%
Statutory	\$ 262,212	\$ 250,424	95.50%
Preventative	\$ 73,432	\$ 35,795	48.75%
Corrective	\$ 531,863	\$ 340,298	63.98%
Operational	\$ 2,769,072	\$ 2,287,228	82.60%
Breakdown	\$ 824,115	\$ 676,599	82.10%

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

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance YTD</b>
Deliver services and activities that support and build the capacity of people from CALD backgrounds to connect with and live in the local community, with a target of 400 participants per annum	100%	713 participants, 178%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	9781 participants, 130%
Provide the community with access to a collection of relevant library resources in a range of formats by maintaining an annual acquisition rate of 0.25 items per capita in accordance with the Queensland Standard	100%	0.22 per capita
Provide community access to technology and deliver 2000 contact hours of computer training each year	100%	4735 hours, 237%
Deliver child care in accordance with the National Quality Standard, with 100% utilisation rate of long day care places	100%	100%
Provide the community with access to occasional child care places with an average utilisation rate of 50%	50%	48%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	10422 hours, 90%
Deliver 5612 hours of home maintenance services for HACC eligible clients per annum	90%	11207 hours, 200%
Complete 17 major modification projects for HACC eligible clients per annum	100%	41 projects, 241%
Complete all planned capital and maintenance projects in accordance with agreed schedule and budget	90%	82%
Respond to all reactive maintenance requests in accordance with adopted response schedule, budget, availability of materials and contractor if required	90%	90%

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

## FINANCIAL MATTERS

Overall section budget is on target for this time of year. The Community and Cultural Development area is depreciation which is allocated internally.

	Adopted Budget \$	Adopted Budget (Pro Rata YTD) \$	EOM Commitments \$	YTD Actual \$	YTD Commit + Actual \$	Variance %	On target 91.7% of Year Gone
<b>COMMUNITIES &amp; FACILITIES</b>							
<b>Community &amp; Cultural Development</b>							
2 - Expenses	59,941	54,946	9,091	65,278	74,369	124%	✗
<b>Total Unit: Community &amp; Cultural Development</b>	<b>59,941</b>	<b>54,946</b>	<b>9,091</b>	<b>65,278</b>	<b>74,369</b>	<b>124%</b>	<b>✗</b>
<b>Libraries</b>							
1 - Revenues	(427,109)	(391,517)	0	(580,518)	(580,518)	136%	✓
2 - Expenses	2,930,824	2,686,589	205,707	2,400,118	2,605,826	89%	✓
3 - Transfer / Overhead Allocation	20,460	18,755	0	12,946	12,946	63%	✓
<b>Total Unit: Libraries Client Services</b>	<b>2,524,175</b>	<b>2,313,827</b>	<b>205,707</b>	<b>1,832,546</b>	<b>2,038,253</b>	<b>81%</b>	<b>✓</b>
<b>City Child Care</b>							
1 - Revenues	(736,180)	(674,832)	0	(675,309)	(675,309)	92%	✓
2 - Expenses	707,422	648,471	2,268	625,573	627,841	89%	✓
3 - Transfer / Overhead Allocation	0	0	0	151	151	0%	✗
<b>Total Unit: City Child Care</b>	<b>(28,758)</b>	<b>(26,361)</b>	<b>2,268</b>	<b>(49,585)</b>	<b>(47,318)</b>	<b>165%</b>	<b>✓</b>
<b>Community Programs</b>							
1 - Revenues	(2,103,784)	(1,928,469)	0	(2,213,161)	(2,213,161)	105%	✓
2 - Expenses	3,743,674	3,431,701	330,617	2,532,565	2,863,183	76%	✓
3 - Transfer / Overhead Allocation	32,015	29,347	0	272,575	272,575	851%	✗
<b>Total Unit: Community Programs</b>	<b>1,671,905</b>	<b>1,532,580</b>	<b>330,617</b>	<b>591,980</b>	<b>922,597</b>	<b>55%</b>	<b>✓</b>
<b>Facilities</b>							
1 - Revenues	(19,481)	(17,858)	0	(64,339)	(64,339)	330%	✓
2 - Expenses	13,105,834	12,013,681	1,151,445	9,644,032	10,795,477	82%	✓
3 - Transfer / Overhead Allocation	238,751	218,855	0	182,128	182,128	76%	✓
<b>Total Unit: Facilities</b>	<b>13,325,104</b>	<b>12,214,679</b>	<b>1,151,445</b>	<b>9,761,820</b>	<b>10,913,266</b>	<b>82%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>17,552,368</b>	<b>16,089,670</b>	<b>1,699,128</b>	<b>12,202,039</b>	<b>13,901,167</b>	<b>79%</b>	<b>✓</b>

## **10 NOTICES OF MOTION**

Nil

## **11 URGENT BUSINESS/QUESTIONS**

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



## **12 CLOSURE OF MEETING**