



# **COMMUNITIES COMMITTEE MEETING**

## **AGENDA**

**4 AUGUST 2015**

*Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 4 August 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**  
29 July 2015

Next Meeting Date: 01.09.15

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

Councillor R A Swadling (Chairperson)  
The Mayor, Councillor M F Strelow  
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**

**4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 7 July 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**

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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#### **SUMMARY**

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

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

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

# **BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE**

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

**Meeting Date: 4 August 2015**

**Attachment No: 1**

Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
03 February 2015	Rockhampton Art Gallery Future Directions	THAT the report be received and Council conduct a workshop on the matter.	Tracy Cooper-Lavery	17/02/2015	
07 July 2015	Rockhampton Music Bowl	THAT the information report outlining preliminary cost estimates for the repairs of the Rockhampton Music Bowl be received, and the matter lay on the table pending an inspection to return to the Communities Committee Meeting on 4 August 2015.	Cheryl Haughton	21/07/2015	



## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 TRAVEL ASSISTANCE FOR ROCKHAMPTON ART GALLERY CURATOR

**File No:** 3147

**Attachments:** 1. Diana Warnes Travel Proposal - 2015 Venice Biennale

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

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

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#### **SUMMARY**

*Rockhampton Art Gallery Curator, Ms Diana Warnes is requesting Council assistance to take-up a volunteer position at the Australian Pavilion at the 2015 Venice Biennale.*

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

THAT Council agrees to provide financial assistance of \$1,000 towards travel costs to allow Ms Diana Warnes to take-up a volunteer position at the Australian Pavilion at the 2015 Venice Biennale.

#### **COMMENTARY**

Please find attached a travel proposal from Diana Warnes to attend the 2015 Venice Biennale as a volunteer representative at the Australian Pavilion.

These volunteer positions are highly sought within the Australian visual arts community and Diana's acceptance into the program will provide her with an important professional development opportunity.

Rockhampton Art Gallery Director, Ms Tracy Cooper-Lavery supports Ms Warnes request to Council for assistance with these travel costs. If granted the \$1,000 financial assistance requested could be funded from the travel budget of the Rockhampton Art Gallery.

In accordance with Council's Travel Policy all international travel requires the approval of Council.

# **TRAVEL ASSISTANCE FOR ROCKHAMPTON ART GALLERY CURATOR**

## **Diana Warnes Travel Proposal - 2015 Venice Biennale**

**Meeting Date: 4 August 2015**

**Attachment No: 1**

The Venice Biennale is the world's large contemporary visual arts festival, where countries from around the world are 'represented' by the work of a leading contemporary artist. In 2015, Australia is represented by Adelaide-based artist, Fiona Hall. In 2014, with the support of the Gallery Director, I applied to the Australia Council for the Arts (the Council) for the position of Volunteer Gallery Assistant at the 2015 Venice Biennale. From 220 applicants, I was one of 22 visual arts professionals selected for this voluntary position (see attached). Conditions of this employment are:

- Appointment as a Gallery Assistant from 26 October to 23 November 2015
- This is an unpaid position
- The Australia Council provides accommodation for the duration of the appointment
- The Australia Council provides a per diem of \$70AUD
- The Australia Council does not provide assistance with any other costs incurred through this position, including flights and travel insurance

Undertaking the role of Volunteer Gallery Attendant is a unique opportunity to participate in promoting contemporary Australian art to an international audience. During my time as a Volunteer, I anticipate learning a variety of skills, including: exhibition display; curatorial decision making; participatory audience engagement, networking and how to communicate with diverse audiences and backgrounds. Working in an international content also provides the chance to develop contacts with contemporary artists; dealers; other galleries; and curators which may result in future partnerships with Rockhampton Art Gallery. I perceive the culmination of these skills attained would be applied in my day-to-day role as Curator at Rockhampton Art Gallery.

At the request of the Gallery Director, I will be providing a weekly written report of my time at Venice. This will be posted on the Gallery's website, and promoted via the Gallery's Facebook page. I will also provide a written report to Rockhampton Regional Council, and to Regional Galleries Association of Queensland (RGAQ). I have also agreed to speak at the Friends of the Gallery 'Good Brew Chats', a monthly conversation about visual arts topics to the general public.

In addition to volunteering at the Biennale, I intended to take personal leave before and after the appointment, to spend time in London and Rome. My proposed travel dates are:

Annual leave	10 to 25 October 2015
Volunteering	26 October to 23 November 2015
Annual leave	24 to 29 November 2015

I have been given a \$500 bursary from RGAQ (see attached), and will contribute personal funds towards this trip. On the recommendation of the Gallery Director, I am proposing that Rockhampton Regional Council make a contribution of \$1000 toward the cost of flights. Economy flights from Rockhampton/London, then Rome/Rockhampton (quote sourced from Qantas.com) is \$2055.00. A summary of financial contributions are:

RGAQ	\$500
RRC	\$1000
Personal	\$550 + (cost of London/Venice flight)



17 April 2015

Dear Diana

**Re: Application for organisational RGAQ Professional Development Bursary**

Thank you for your application for an Individual Professional Development Bursary provided by the Regional Galleries Association of Queensland.

The assessment panel is pleased to approve the requested amount of \$500.00 to assist with your opportunity to be a Volunteer Gallery Attendant at the Australian Pavilion of the 2015 Venice Biennale.

In acquittal of the bursary, you are required to submit a brief report (no more than two A4 pages) by **31 December 2015**. The report should demonstrate how the funding was of benefit to your institution, community and to the regional gallery sector in Queensland. You should include a short summary of the items of expenditure that were covered by the Bursary. Copies of receipts should be retained in case we request to see them.

Regarding payment of your bursary, please arrange for an invoice to be sent to Regional Galleries Association of Queensland for the amount of \$500.00 as soon as possible. As you have requested the funds to be paid to Rockhampton Art Gallery, as the organisation is registered for GST, please add \$50.00 to cover GST (invoice total \$550.00). Organisations registered for GST must provide a compliant Tax Invoice with an itemised list of costs detailing the GST component. Payment will be processed immediately upon receipt of the invoice.

We trust that your volunteers will enjoy the opportunity. We look forward to hearing all about it later on in the year.

Kind regards

Natasha Lewis Honeyman  
**Membership Officer**  
**Regional Galleries Association of Queensland**

Level 3, 381 Brunswick Street, Fortitude Valley Qld 4006  
Phone 07 3215 0820 Email [membership@magsq.com.au](mailto:membership@magsq.com.au)



## Venice Biennale 2015 – Volunteer Exhibition Attendant Agreement

Dear Diana,

Thank you for your interest in assisting the Australian representation at the Venice Biennale 2015 in the role of Volunteer Exhibition Attendant.

Every year volunteers like you help the Australia Council. The Australia Council values this commitment from volunteers to enrich our nation by supporting and promoting the practice and enjoyment of the arts. My staff and I appreciate the energy, skills and experience that volunteers bring to art and cultural experiences. I hope you experience a sense of satisfaction from helping to maintain our Pavilion and exhibition in Venice, and to promote and communicate to an international audience the distinctive features of Australia's culture.

Our volunteering arrangements carry statutory and common law obligations. These guidelines tell you about your rights and responsibilities as a volunteer. If you decide to join as a volunteer, you will be required to enter into a Volunteer Agreement and you will also be required to sign a medical declaration.

Please don't hesitate to contact us if you need advice or assistance. I trust that you will enjoy volunteering with the Australia Council and I look forward to hearing about the results of your project.

Regards,

Judith Butler  
Director Human Resources



## Venice Biennale 2015 – Volunteer Exhibition Attendant Agreement

### Guidelines for Volunteers

#### **Prior agreement about the type of work**

As a volunteer you can expect rewarding and often challenging work. Before you start we'll discuss the details of your project with you and plan out a work program. Your Volunteer Agreement will record the results of this discussion. It will include a description of your project and an agreed estimate of how long it will take you.

Before you start, you must complete and sign the Volunteer Agreement.

#### **Assistance and guidance while working**

We'll provide you with information about where you'll be working and any special conditions that apply to your work. You'll be supervised by a person who has enough experience to provide you with any assistance, guidance or additional training that you may need to complete each task.

#### **Essential equipment and facilities**

We'll provide the equipment and facilities that you need to do the work. However, we recommend that you ask your supervisor what you may need to bring before you sign the Volunteer Agreement.

#### **Safe working conditions**

While you are working in the Australian Pavilion, the Australia Council will provide insurance cover for accidents which may occur within Australia Council work spaces.

You can expect safe and healthy working conditions, in line with standards required for paid staff. Your on-site induction will occur as soon as it is reasonably practicable upon commencement of duties. This will include demonstration of any equipment you will need to use and any relevant processes which may have an impact on yours or other's safety, including risk assessments. Your Volunteer Agreement will include advice of WH&S and safety issues.

#### **The right to stop**

By signing this agreement you commit to fulfil this position from the date of commencement to the finish date indicated below. If you wish to terminate this agreement, you must give us at least four weeks' notice in writing.

#### **Fitness for duty**

Before you start, and while working for us, you must disclose any medical condition that you may have that could affect your duties or your ability to travel for this Volunteer project.



## Venice Biennale 2015 – Volunteer Exhibition Attendant Agreement

### Health and safety compliance

You must follow any reasonable directions that your supervisor or an authorized member of Australia Council staff gives in relation to health and safety. You must consider your own safety and wellbeing, as well as that of others. You must tell your supervisor if you have any concerns about the work or the working conditions. You must tell your supervisor as soon as practicable if you incur an injury.

### Compliance with basic conditions of work

Your supervisor or an authorised member of staff will outline your volunteer work requirements, including working hours and breaks, any requirement for you to attend training sessions, security arrangements and restrictions on the use of equipment.

### Ethical behaviour

You are expected to perform the work in accordance with our Code of Conduct Policy and best practice principles. In particular, you are reminded that during the course of your volunteering arrangement with us, you may have access to information of a confidential nature. Confidential information must not be disclosed or divulged to any other party before, during or after your volunteer project. Further, you must not incur expenditure or make any statements on behalf of the Australia Council, including social media, without prior consent from an Australia Council staff member who holds authority to do so.

### Team work

Team work is highly valued in our agency. It is important that as a volunteer you work as a team member, as well as respect the functions and demands of paid staff.

### Accommodation

The Australia Council will provide you with accommodation for the duration of your Volunteer position at the Australian Pavilion. Accommodation is selected and booked by the Australia Council. It will be shared accommodation with other Volunteers (you will have your own room). Further details of your accommodation will be provided with your induction.

Please note that as the accommodation is provided on a shared basis, in respect of your colleague, guests and partners are not to stay with you.

### Per Diem

You will be provided with a per diem of \$70 AUD per day from the Australia Council for the duration of your Volunteer position. This is a contribution towards your on-the-ground expenses, including transport, food, beverages and any other incidentals. The per diem will be paid to your nominated bank account four weeks prior to your position commencement date on receipt of a valid tax invoice. Please refer to the attached Invoicing requirements when preparing your invoice.





## Venice Biennale 2015 – Volunteer Exhibition Attendant Agreement

### Travel

You will arrange and pay for your own travel to and from Venice. Please contact Bronwyn Papantonio (Project Coordinator, Venice Biennale) at [b.papantonio@australiacouncil.gov.au](mailto:b.papantonio@australiacouncil.gov.au) or (02) 9215 9324 to confirm dates before you book your travel and please forward your travel details to Bronwyn once your plans are confirmed.

Please note that the **Date of commencement** as listed below is the day that you will need to arrive in Venice and the **Finish Day** is the day that you will need to leave the apartment (you may be rostered to work on this day).

### Travel Insurance

You are expected to take out, at your own cost, international travel insurance for the duration of your Volunteer position. You will need to forward evidence of your travel insurance to Bronwyn Papantonio and it is recommended that you do so at the time you send your travel details.

**NAME** Diana Warnes

**ADDRESS** Rockhampton Art Gallery, 62 Victoria Parade, Rockhampton QLD 4700

### PROJECT DESCRIPTION

#### Volunteer Exhibition Attendant, Australian Pavilion, Venice Biennale 2015

This role involves invigilating the Australian Pavilion at the 2015 Venice Biennale.

### WEEKLY HOURS

You will be required to undertake a volunteer role in a full-time capacity at the Pavilion, which is open to the public Tuesdays to Sundays, 10am to 6pm. You will be rostered on for 5 days each week.

### DESIGNATED SUPERVISOR

The Exhibition Team Leader, the Pavilion Supervisor (Diego Carpentiero), and the Australia Council Project Team



## Venice Biennale 2015 – Volunteer Exhibition Attendant Agreement

By signing this agreement you commit to fulfil this volunteer position from the date of commencement to the finish date indicated below. If you wish to terminate this volunteer agreement, you must give at least four weeks' notice in writing

**DATE OF COMMENCEMENT:** Sunday 25 October 2015

**FINISH DATE:** Monday 23 November 2015

### DUTIES (INCLUDING ANY SPECIAL CONDITIONS)

- Monitoring the exhibition and security of the artworks, the venue and technology at all times. Exhibition Attendants are required to report any changes to the conditions of the artworks on display immediately to the Exhibition Team Leader
- Provide high level customer service to VIPS and visitors to the Australian exhibition at the Venice Biennale 2015 including providing information on the exhibition and Australian visual arts generally
- Maintain clear and ongoing communications with the Exhibition Team Leader
- Establish daily priorities with the Exhibition Team Leader which includes day-to-day exhibition and venue maintenance such as timely opening and closing of the Australian pavilion, giving tours, cleaning and making front of house presentable
- Accurately record visitor statistics to the Australian Pavilion
- Create, edit and upload engaging written content for the Australia Council's online communication channels including websites/blogs, e-news, Venice Biennale social media (Facebook, Twitter) and Australia Council social media (Facebook, Twitter, Instagram). All content and posts must abide by the Council's social media protocols
- Support the Exhibition Team Leader in the organisation and hosting of a monthly networking event with your team and attendants from other pavilions
- Research exhibiting artist Fiona Hall's practice and be familiar with the central themes of her practice
- Acting as an Ambassador for your particular State/Territory and Australia by positively representing Australian cultures to visitors and stakeholders at all times
- Strive to position the Australian Pavilion as a destination, a 'must see' exhibition at the Venice Biennale
- Undertake other duties as required by the Exhibition Team Leader, Pavilion Supervisor and the Australia Council project team
- Provide feedback in a participant survey to allow the Australia Council to evaluate the success of the program



## Venice Biennale 2015 – Volunteer Exhibition Attendant Agreement

### SIGNATURES

**I have read and understood the Guidelines for Volunteers and that I will receive an induction. I have read the Australia Council Code of Conduct Policy and agree to abide by its provisions and these Guidelines.**

#### **Important Note**

We reserve the right to end your engagement as a volunteer by written notice if you do not abide by these guidelines.

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

**I understand my responsibilities and duty of care to this volunteer, as detailed in the Australia Council Volunteer Guidelines, Volunteer Policy, and this Volunteer Agreement.**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**8.2 2016 SHOW PUBLIC HOLIDAY**

**File No:** 456  
**Attachments:** Nil  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*Each year the Queensland Government Attorney General writes to Council inviting Council to nominate a date for the granting of a special public holiday for the holding of the annual agricultural show. The management committee of the Rockhampton Agricultural and Citizens Show Society has advised Council of its preferred date for this holiday in 2016.*

**OFFICER'S RECOMMENDATION**

THAT Council directs the Chief Executive Officer to write to The Hon Yvette D'Ath MP, Attorney-General and Minister for Justice, requesting that the Attorney-General appoint a special agricultural show holiday for the Rockhampton Regional Council region for Thursday 16 June 2016.

**COMMENTARY**

The office of the The Hon Yvette D'Ath MP, Attorney-General and Minister for Justice, via the CEO of Queensland Shows, has advised that the Attorney-General will shortly write inviting Council to nominate a special holiday for the 2016 agricultural show.

It is understood that this request from the Attorney-General will require a response from Council no later than 4 September 2015.

As Councillors would be aware, Council has this year transitioned the operational management of the Rockhampton Show to the newly formed Rockhampton Agricultural and Citizens Show Society.

The society has advised that the 2016 Rockhampton Show will be held over three days commencing on Wednesday 15 June 2016 and as a result has asked that Council write to the Attorney-General requesting a special holiday for the 2016 Rockhampton Agricultural Show be granted for Thursday 16 June 2016.

**CONCLUSION**

As this decision is critical to the forward planning for the 2016 show, it is recommended that Council support the work of the Rockhampton Agricultural and Citizens Show Society, directing the Chief Executive Officer to write requesting the granting of Thursday 16 June 2016 as a public holiday for residents of the Rockhampton Regional Council area.

## 9 STRATEGIC REPORTS

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

**File No:** 1464

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

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

THAT the Monthly Operations Report of the Arts and Heritage section for June 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 JUNE 2015**

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

**Meeting Date: 4 August 2015**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT  
ARTS AND HERITAGE SECTION  
Period Ended 30 June 2015**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nil to report

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

Nil to report

## LINKAGES TO OPERATIONAL PLAN

### 1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for 30 June 2015 are as below:



### All Monthly Requests (Priority 3) Arts and Heritage 'Traffic Light' report June 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)	Avg Completion Time (days) Q4	
			Received	Completed												
Community Events & Arts	0	0	2	1	1	0	10	●	1.00	●	2.33	●	2.33	3.29	●	2.33
Heritage Village General	0	0	0	0	0	0	1	●	0.00	●	0.00	●	8.00	0.00	●	0.00
Showgrounds	0	0	0	0	0	0	5	●	0.00	●	0.00	●	8.67	8.50	●	0.00

The outstanding item above has since been resolved and did not relate to an Arts and Heritage area of responsibility



## 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	30/06/16	40%	Project is with ITC – due date has been revised and budget rolled over at the request of ITC

### **Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	95%	As at 30/6/15 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 30/6/15 all Arts and Heritage employees are compliant in this regard
Overdue performance reviews	29 August 2015	100%	As at 30/6/15 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 rolled over for use at Rockhampton Art Gallery					
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	Complete	5,000	0
Comment: Final expenditure did not meet Capital threshold – now funded as operational expense in 14/15					
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 exhibitions Moving House: Susan & Peter O'Doherty, Alex Seton: Last Resort and Shaun Tan's The Lost Thing: From book to film all continued at the Gallery throughout June. Several school groups visited the Gallery to see the Shaun Tan exhibition and contributed greatly to the overall visitation. During the first week of school holidays the Gallery partnered with the Australian Centre for the Moving Image (ACMI) to present Animating Utopia workshops based on the Shaun Tan exhibition. The participants learnt how the animation process works and created their own short film. These films have now been uploaded to the ACMI website. Overall the response to this exhibition has been extremely positive from children, educators and families.

The Gallery Director travelled to Sydney in late June to participate in the final workshop for the Audience Engagement Program funded by the Australia Council. This year-long program has been extremely valuable for the Gallery staff and various stakeholders in establishing a set of value propositions for the Gallery, identifying audience personas, developing potential program and project ideas to encourage new and repeat visitation, and deepen the visitor experience. The final outcome will be an Audience Engagement Plan to be completed by August, which can be utilised for future planning.

The travelling exhibition Cream: four decades of Australian art closed at Gladstone Regional Gallery and Museum on June 20 with 3530 visitors attending the exhibition. The total visitation to date for the tour is now 59,852. The exhibition was due to travel to the Outback Regional Gallery and Museum, Winton in mid-July but due to extensive fire damage to the venue this part of the tour was cancelled. The exhibition has been sent to secure offsite storage in Brisbane due to lack of storage facilities at the Gallery and will recommence the tour at Artspace Mackay in early September.



Image: Participants in the Animating Utopia workshops with ACMI staff

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

The annual Heritage Festival was held during June and despite a miserable rainy day, 64 people attended the Bush Poet's breakfast and 476 attended the main event, Simply Bushed, who delivered their usual high standard of entertainment in the Shearing Shed. Any visitors who braved the wet conditions were able to visit demonstrations in the Village such as shearing and blacksmith demonstrations, the Lighthorse display and animal feeding, all proved popular.

## Facebook comment

*"Despite the rain, the festival was amazing. Can't believe how much history there is. It really is like walking back in time. Kids loved it but adults loved it more. Highly recommend and take your change to donate to keep the place going. Spectacular"*

## Trip Advisor Reviews

*"Special Place - What a hidden gem! Beautiful surroundings. It's wonderful (and very much appreciated) to see our heritage and history lovingly restored and maintained. The volunteers and staff who looks after this Village are the true GEMS!"*

*"Suitable for the entire family!! Very educational!! I loved learning about Rockhampton history and how each building told a special story."*

## Country Music Morning Tea

Eighty people once again enjoyed the entertainment provided by the Country Music Association at the morning Tea held in the Shearing Shed.

**Venue Operations**

## Rockhampton Showgrounds

The Rockhampton Showgrounds was busy with a number of events in June. The Rockhampton Show – the first organised by the Rockhampton Agricultural and Citizens Show Society – was held from 10 to 12 June 2015. Other events included the Handmade Expo, Antiques Fair and the Sports Health Expo.

## Pilbeam Theatre

The Pilbeam Theatre was the venue for a variety of shows in June.

Commercial shows included:

- ABBA Gold, described as being 'the ultimate ABBA tribute
- Adam Harvey with special guests The Sunny Cowgirls and Luke O'Shea
- John Paul Young's The Vanda Young Project
- Local entertainers Busby Marou, who performed to a sellout crowd
- Elvis: I'll Remember You performed by one of the world's top Elvis tribute artists

Rockhampton Regional Council, along with sponsor Bolsover Radiology, presented Morning Melodies, starring evergreen entertainer John MacNally, in June. For the young and the young at heart, Rockhampton Regional Council presented the stage adaptation of Andy Griffiths and Terry Denton's best-selling book, The 26 Storey Treehouse. Two schools shows were almost sold out, and one evening show was very well attended.

The 80<sup>th</sup> 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. The Eisteddfod concluded on 6 June with the Eisteddfod Gala Concert.

## Walter Reid Cultural Centre

Rockhampton Little Theatre performed Black Comedy at the Walter Reid Cultural Centre in June.

Local performers created and starred in their own production Redfoot Cabaret at the Walter Reid Cultural Centre in early June.

**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	17,785
<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	115
<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	101,771
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 40,000 per annum</i>	40,000	34,560
<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%	95%

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

**FINANCIAL MATTERS**

Period ended 30 June 2015 report shows income and expenditure within expect trend for the unit.

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

Report Run: 24-Jul-2015 08:21:50 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target
	\$	\$	\$	\$	%	100% Gone
<b>Arts &amp; Heritage</b>						
1 - Revenues	(4,620,003)	(5,005,003)	(5,072,287)	(5,072,287)	110%	✓
2 - Expenses	7,559,407	8,189,358	7,558,985	7,558,985	100%	✓
3 - Transfer / Overhead Allocation	111,109	120,368	(46,377)	(46,377)	-42%	✓
<b>Total Unit: Arts &amp; Heritage</b>	<b>3,050,513</b>	<b>3,304,723</b>	<b>2,440,321</b>	<b>2,440,321</b>	<b>80%</b>	✓
 <b>Grand Total:</b>						
	<b>3,050,513</b>	<b>3,304,723</b>	<b>2,440,321</b>	<b>2,440,321</b>	<b>80%</b>	✓

**9.2 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

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

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**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

- Community Programs
- Libraries
- Home Assist Secure
- Child Care
- Facilities

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

# **COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

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

**Meeting Date: 4 August 2015**

**Attachment No: 1**



**MONTHLY OPERATIONS REPORT**  
**COMMUNITIES AND FACILITIES SECTION**  
**Period Ended 30 June 2015**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

A new chemical and dispenser unit which controls the chemical and water mix for cleaning is being trialled to assess the saving to Council.

A consultant has been engaged to review the air-conditioning maintenance contract specifications in preparation for tendering.

***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 June 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) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and	Avg Completion Time (days) Q4
			Received	Completed										
Cemeteries (Asset)	4	3	0	0	1	0	0	21.24	30	● 0.00	● 19.56	● 26.35	27.07	● 9.44
Childcare (Asset)	3	3	2	1	1	1	0	0.29	30	● 2.00	● 26.19	● 15.68	11.87	● 2.86
Community Halls (Asset)	12	5	5	0	12	5	0	8.69	30	● 0.00	● 8.10	● 19.08	22.29	● 11.55
Admin and Depots (Asset)	14	6	10	6	12	4	0	23.08	30	● 2.67	● 11.29	● 18.94	21.03	● 8.40
Disaster Management (BEO Buildings) (Asset)	0	0	0	0	0	0	0	0.14	30	● 0.00	● 1.00	● 27.67	1.00	● 2.00
Dog Pounds (Asset)	2	2	0	0	0	0	0	25.87	30	● 0.00	● 32.57	● 31.11	31.11	● 6.00
Gardens (Asset)	1	1	0	0	0	0	0	7.40	30	● 0.00	● 5.25	● 5.00	5.00	● 7.00
Libraries (Asset)	31	12	16	7	28	6	0	3.74	30	● 5.14	● 15.67	● 18.52	22.72	● 8.80
Leased Premises - Maintenance (Asset)	2	2	0	0	0	0	0	0.77	30	● 0.00	● 0.00	● 111.33	111.33	● 0.00
Sport and Recreation (Asset)	11	4	4	1	10	3	0	16.25	30	● 3.00	● 16.50	● 28.22	30.50	● 11.58
TV Black Spot - Reception (Asset)	0	0	0	0	0	0	0	0.00		● 0.00	● 0.00	● 0.00	0.00	● 0.00
Venue & Events (Asset)	43	19	32	11	45	21	0	7.54	30	● 6.36	● 18.12	● 21.09	23.99	● 6.83

### Comments and Additional Information

All requests received during the month of June were completed in accordance with the standard timeline. 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		
	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	4	0	3
Number of Incomplete Hazard Inspections	3	2	1

### Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Child Care Centre does not meet the National Quality Standard and is unable to operate resulting in loss of service to community, loss of income and reputation for Council.	Moderate 6	Ensure policies, procedures and programs are compliant with NQS for 2014 assessment	30/06/14	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	100%	Asset Management Plan developed by Asset Services; 10 year capital works budget submission made.

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	100%	Schedules reviewed and service levels specified in contracts.
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	94%	As at 30 June 2015 Council records indicate that 5 employees were yet to supply a copy of a license deemed necessary for the role
Outdated legislative compliance mandatory training and/or qualifications	Various	93%	As at 30 June 2015 Council records indicate that 6 employees are non-compliant in this regard
Overdue performance reviews	29/08/2014	98%	As at 30 June 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

End of financial year figures have not yet been finalised.

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					
Bauhinia House – resurface parquet flooring	1/09/2014	16/01/2015	Completed	\$22,000	\$15,260
Comment: resurfacing or parquet flooring to hall area					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
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, rusted roof sheets, guttering, and rusted termite barrier					
James Lawrence Pavilion, Rockhampton Showground	26/08/2014	11/09/2014	Completed	\$62,000	\$49,782

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
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	Completed	\$4,530	\$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	Completed	\$75,000	\$75,749
Comment: replace rusted gutters to various areas; supply and install paint membrane to roof – some variation work being completed					
Amenities program – renew and upgrade	01/10/2014	30/04/2015	Completed	\$77,250	\$52,446
Comment: upgrade sewage system at Mt Morgan Cemetery; security upgrade to Huish Drive toilet block; design for new AES sewage system at Kershaw Gardens to replace existing septic system which has ongoing problems with blocked pipes and failed soakage trench; repairs to Ski Gardens amenities block					



Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Walter Reid Cultural Centre – façade refurbishment	02/06/2015	16/10/2015	Tender	\$250,000	\$8,402
Comment: tenders evaluated, work carried over to 2015-16 year					
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	\$226,624
Comment: rectification of structural defects, fitting of ducted split air-conditioning system, replacement of floor coverings, minor modifications and internal repaint					
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.					
AV Equipment Rockhampton Regional Library	01/05/2015	22/06/2015	Completed	\$10,000	\$12,718
Comment: replacement of microfilm scanning unit					
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
Comment: existing paving blocks removed and replaced with concrete					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Upgrade furniture and fittings - Libraries	01/05/2015	30/06/2015	Completed	\$30,000	\$43,109
Comment: replacement of shelving deemed unsafe due to height					
RFID system upgrade, major branches	01/02/2015	25/06/2015	Completed	\$48,803	\$42,972
Comment: upgrade of system functionality					
Heritage Village Hydrant system upgrade	01/02/2015	30/06/2015	Completed	\$240,000	\$225,517
Comment: contractor undertaking internal works					
Rockhampton Riverfront promenade	01/04/2015	30/06/2015	Completed	\$75,000	\$58,512
Comment: external repaint of 3 promenade shelters and boardwalk flooring					

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

As at the period ended 30 June 2015 – 100% of year elapsed, for funded programs:

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Home Assist	(\$1,951,082)	\$1,974,611	101%	<p>Client services:</p> <ul style="list-style-type: none"> <li>1718 home maintenance or minor modification services were provided during June for HAS and HACC eligible clients</li> <li>14 major home modification was completed during the period</li> <li>54 new clients were added bringing the total number of active clients to 9845 as at 30 June</li> </ul> <p>As part of the aged care reforms preparations were completed for the introduction of the My Aged Care Portal on 1 July 2015. As a CHSP service provider we will be required to manage all new client referrals through the portal.</p> <p>Lawn mowing vouchers were created for 396 eligible clients. Following reprioritisation of need and costs 12 vouchers will be supplied to each client instead of 9 as in previous years.</p>
LAMP Program	\$87,815 Grant (\$42,849)	\$67,332	82%	<p>7 people (from India, Zimbabwe, Nepal and Philippines) attended the Grant preparation workshop held in the Fitzroy Room. The workshop was facilitated by a representative of the Multicultural Development Association from Brisbane, and offered participants information about grants available and how to address the aims and objectives to secure funding.</p> <p>18 people (from Serbia, Slovenia, Romania, Philippines, Czech Republic, and Australia) attended the Cultural Teashop held in June, taking the opportunity to learn about Filipino culture and traditions.</p>

As end of financial year figures have not yet been finalised the % of budget expended is an estimate only.

While the figures for Home Assist show over expenditure, this will be drawn from approved carryover funding held in reserve from the previous financial year.

Highlights of other program areas included the following:

### **Community Assistance Program**

1 application to the Community Assistance Program was received during the month of June 2015 for the Challenge the Mountain project, and was funded for the total amount of \$17,290.

### **Community Capacity Building**

The Parenting program session held during June was 'Winning my Child's Heart' delivered in partnership with Newstart Psychology and Counselling. Further sessions on parenting topics are planned for the remainder of the year.

### **Libraries**

During June the libraries recorded 39,404 loans and 20,001 visits. Activities offered during the months attracted 945 participants. These included the regular story time sessions for different age groups and book clubs as well as other events:

- Lively Babies - the program continues to attract great interest with parents enjoying the chance to play and learn with their babies in a relaxed setting. An increasing number of dads are joining in the sessions, which attracted over 155 participants during June.
- TechnoTots - grandparents, parents and children at the Mount Morgan Library on the first day of the school holidays engaged in a hands-on learning session with iPad minis. The session was informal and allowed participants to practice handling the device and using a variety of educational and appealing apps. The session was well received, with requests for future training sessions with different age groups.
- Lively Toddler Time - the Kids Cove proved a colourful venue for the June session at the Regional Library, with a range of movement based activities linked to language learning through music, song and dance, creating a stimulating environment for toddlers and carers.
- Lively Stories - stories relating to the 'Farm' and 'Queensland Week' featured at story sessions at the libraries in June, with over 200 participants attending to join in the free sessions.
- As part of the Best Start program, preschool children from the City Childcare Centre visited the Regional Library to take part in a family literacy and story time session.
- Monday Morning Movies - a cold rainy morning provided an ideal opportunity to spend time in the Fitzroy Room watching old movies on the TCM Foxtel channel. The Monday Morning Movies are screened once a month, with some clients making a special visit to the library to watch the movies on the big screen.
- Mahjong at the Mount Morgan Library - members of the Mahjong group enjoy their regular Thursday afternoon game at the Mount Morgan Library, with other people visiting the library encouraged to observe the game and join in.
- Year One students from St Mary's Primary School visited the North Rockhampton Library to learn about services and resources.
- Young songwriter and musician Casey Austin presented a morning of acoustic guitar, piano playing and singing at the Rockhampton Regional Library on Saturday 8 June. The exhibition space and Helene Jones piano were ideal for the informal performance.



- A story session was presented to residents at Azar House, Leinster Place linked to reminiscence storytelling. Props such as a set of old kitchen scales, table cutlery, simple machines and photographs were used to tell and retell stories from the residents. An oral history story was captured on video with Cr Rose Swadling telling the story of a soap grinder and crusher.

- Lively Knitting and Crochet - Cr Rose Swadling visited the Mount Morgan and Rockhampton Regional Libraries this month to officially receive donated items created by the Lively Knitting and Crochet groups. An informal morning tea provided the opportunity to discuss the Homeless Connect initiative and showcase the donated items.
- Lively Cultural Dance - the Capricorn Dance Exchange shared multicultural dance and drumming at the Regional Library on a Saturday afternoon in June. Feedback was favourable, with participants coming from Mount Morgan, Biloela and Garnant to join in this free library activity.



- Local Author Expo - the author 'expo' held on Saturday 20 June at the Regional Library attracted a good response from authors and participants. Authors included Brian Taylor, Royce Bond, John Cunningham, Bev Floyd, Don Bambrick, Neil Davies, Thea Hayes, Allan Briggs, Ann Farrow, TC Phillips, Sara West, Carmen Gray, Tim Connolly and Greg Chapman represented a diverse range of genres, with each having the opportunity to sell copies of their books and speak about their writing journey in an 'open mic' session. Channel 7 featured interviews with the authors over two nights with *The Morning Bulletin* also running a series of interviews with authors in the lead up to the event. The 'expo' gave emerging authors the opportunity to learn from published authors who provided tips and strategies on marketing their work. The network potential of such an event proved advantageous, with a number of authors booking tables for the next event in late November.
- Brisbane-based author Emily Craven presented a special writing workshop at the Regional Library on 15 June featuring the 'Aspiring Author'. The session was part of the Queensland Writer's Centre regional program and was completely booked out. Much of the discussion focused on social media marketing campaigns and digital publishing initiatives.

#### Technology Centre

- 3649 hours of public access was provided to 3132 clients during June
- 418 contact hours of community training was provided to 112 participants
- 26 people participated in 195 contact hours of commercial training
- Trivia.NET celebrated Social media day with participants learning about tweets and hash tags, profiles and pinning, Facebook and Twitter, Linked In and Pinterest
- The Careers Expo on 3 June provided an opportunity to promote the professional training courses offered

#### Child Care

- Four staff will attend free Professional Development training from ACECQA in August relating to Quality Area One of the National Quality Standard while three are registered for free Best Start Professional Development training involving Language and Literacy.
- A hard roofed shade structure will be installed rather than a shade sail, with money obtained from a Sun Smart grant.
- Utilisation - long day care remained at 100% during June, with a drop in occasional care to 43% with school holidays

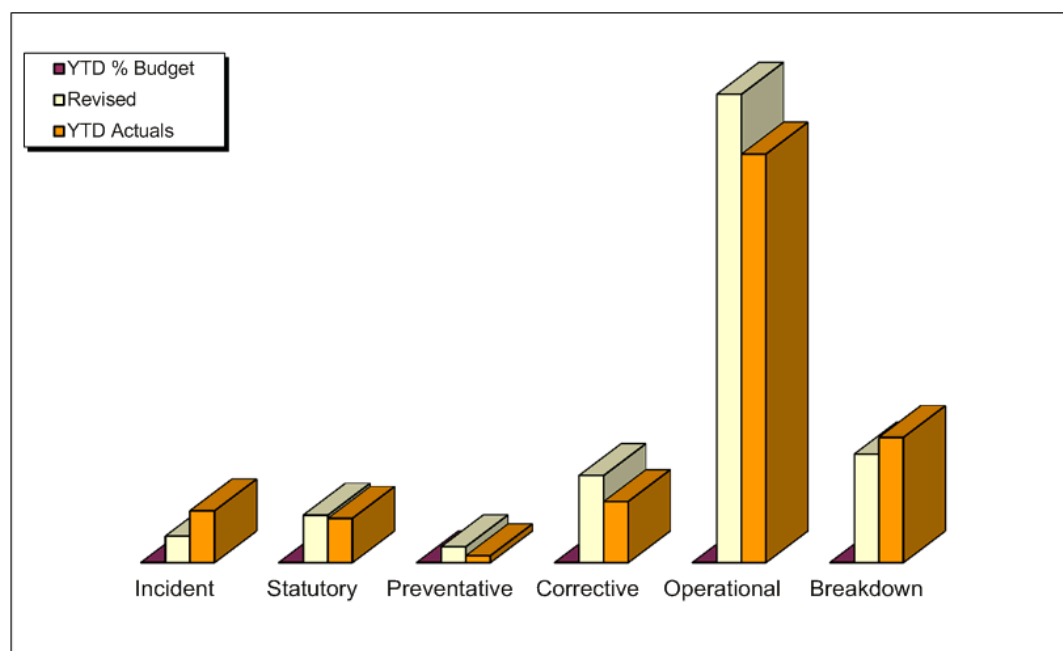
## Facilities

Of the 130 work orders completed during June 57 related to breakdown and incident maintenance, including:

- Installation of new shut off valves to water line at Memorial Gardens
- Unblocking of toilets at Leichardt and Jardine parks
- Installation of new sink taps, waste pipes and water lines in kitchen at 2 Byrnes parade, Mt Morgan
- Repair loose and raised paving in Art Gallery amphitheatre and paths
- Replace air-conditioning unit in Gracemere IT server room
- Replace condenser motor fan in cold room at Robert Schwaren Pavilion
- Replace contactor in dehumidifier system at History Centre
- Installation of new apron flashing and repair of other flashing to roof at Heritage Village Administration and Reception buildings
- Remove and replace flexible ducting to air-conditioning split systems in reception area at Heritage Village
- Repairs to air-conditioning unit at Walter Reid Cultural Centre auditorium
- Replace unit head pressure controller in air-conditioning unit at Agnes Street IT backup site
- Replacement of motor to roller door at Dooley Street sign shed
- Replacement of mirror lights in Pilbeam Theatre dressing rooms

Electrical work involved traffic light inspections and repairs across the city; repairs to street lighting at various sites and lighting in various parks; installation of additional power outlets in City Hall IT server room; testing of fire detection systems, emergency lighting, switchboards and RCDs across Council buildings.

A new cleaning tender was awarded for a two year term with 12 month renewal options.



Activity	Revised	YTD Actuals	YTD % Budget
Incident	\$ 160,360	\$ 313,696	195.62%
Statutory	\$ 287,631	\$ 268,109	93.21%
Preventative	\$ 95,741	\$ 41,368	43.21%
Corrective	\$ 527,901	\$ 370,253	70.14%
Operational	\$ 2,836,735	\$ 2,474,752	87.24%
Breakdown	\$ 657,846	\$ 758,875	115.36%

Table includes \$88,057 demolition charge for Mt Morgan Railway Bridge that could not be capitalized, and estimated \$179,000 to be recovered for insurance repairs post cyclone.

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

Service Delivery Standard	Target	Current Performance YTD
Deliver services and activities that support and build the capacity of people from CALD backgrounds to connect with and live in the local community, with a target of 400 participants per annum	100%	738 participants, 185%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	10726 participants, 143%
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%	0.25 per capita
Provide community access to technology and deliver 2000 contact hours of computer training each year	100%	5348 hours, 267%
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%	12240 hours, 105%
Deliver 5612 hours of home maintenance services for HACC eligible clients per annum	90%	13964 hours, 249%
Complete 17 major modification projects for HACC eligible clients per annum	100%	55 projects, 324%
Complete all planned capital and maintenance projects in accordance with agreed schedule and budget	90%	90%
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

Councillors should note in reading this report that numerous end of financial year transactions such as accrued expenses are yet to be processed, which will influence the final financial results for 2014/15

	Adopted Budget	Revised Budget	Adopted Budget (Pro Rata YTD)	EOM Commitments	YTD Actual	YTD Commit + Actual	Variance	On target 100% of Year Gone
	\$		\$	\$	\$	\$	%	
<b>COMMUNITIES &amp; FACILITIES</b>								
<b>Community &amp; Cultural Development</b>								
2 - Expenses	59,941	46,000	59,941	0	69,112	69,112	115%	✗
<b>Total Unit: Community &amp; Cultural Development</b>	<b>59,941</b>	<b>46,000</b>	<b>59,941</b>	<b>0</b>	<b>69,112</b>	<b>69,112</b>	<b>115%</b>	<b>✗</b>
<b>Libraries Client Services</b>								
1 - Revenues	(427,109)	(519,309)	(427,109)	0	(689,333)	(689,333)	161%	✓
2 - Expenses	2,930,824	3,170,819	2,930,824	191,593	2,721,741	2,913,334	99%	✓
3 - Transfer / Overhead Allocation	20,460	14,094	20,460	0	14,897	14,897	73%	✓
<b>Total Unit: Libraries Client Services</b>	<b>2,524,175</b>	<b>2,665,604</b>	<b>2,524,175</b>	<b>191,593</b>	<b>2,047,305</b>	<b>2,238,898</b>	<b>89%</b>	<b>✓</b>
<b>City Child Care</b>								
1 - Revenues	(736,180)	(740,296)	(736,180)	0	(741,388)	(741,388)	101%	✓
2 - Expenses	707,422	708,192	707,422	508	689,110	689,618	97%	✓
3 - Transfer / Overhead Allocation	0	0	0	0	151	151	0%	✗
<b>Total Unit: City Child Care</b>	<b>(28,758)</b>	<b>(32,104)</b>	<b>(28,758)</b>	<b>508</b>	<b>(52,128)</b>	<b>(51,620)</b>	<b>180%</b>	<b>✓</b>
<b>Community Programs</b>								
1 - Revenues	(2,103,784)	(2,136,339)	(2,103,784)	0	(2,224,986)	(2,224,986)	106%	✓
2 - Expenses	3,743,674	3,883,696	3,743,674	216,233	2,960,207	3,176,440	85%	✓
3 - Transfer / Overhead Allocation	32,015	15,928	32,015	0	282,460	282,460	882%	✗
<b>Total Unit: Community Programs</b>	<b>1,671,905</b>	<b>1,763,285</b>	<b>1,671,905</b>	<b>216,233</b>	<b>1,017,681</b>	<b>1,233,914</b>	<b>74%</b>	<b>✓</b>
<b>Facilities</b>								
1 - Revenues	(19,481)	(269,123)	(19,481)	0	(225,924)	(225,924)	1160%	✓
2 - Expenses	13,105,834	16,720,397	13,105,834	636,069	10,760,892	11,396,961	87%	✓
3 - Transfer / Overhead Allocation	238,751	219,699	238,751	0	189,294	189,294	79%	✓
<b>Total Unit: Facilities</b>	<b>13,325,104</b>	<b>16,670,973</b>	<b>13,325,104</b>	<b>636,069</b>	<b>10,724,261</b>	<b>11,360,330</b>	<b>85%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>17,552,368</b>	<b>21,113,758</b>	<b>17,552,368</b>	<b>1,044,403</b>	<b>13,806,231</b>	<b>14,850,634</b>	<b>85%</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**