



# **COMMUNITIES COMMITTEE MEETING**

## **AGENDA**

**2 SEPTEMBER 2014**

*Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 September 2014 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**  
28 August 2014

Next Meeting Date: 30.09.14

**Please note:**

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

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**1 OPENING**

**2 PRESENT**

Members Present:

Councillor R A Swadling (Chairperson)  
Councillor C E Smith  
Councillor C R Rutherford

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

Leave of Absence for the meeting was previously granted to Mayor Margaret Strelow  
Councillor Stephen Schwarten tendered his apology and will not be in attendance.

**4 CONFIRMATION OF MINUTES**

Minutes of the Communities Committee held 5 August 2014

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

## 6 BUSINESS OUTSTANDING

### 6.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

**File No:** 10097

**Attachments:** 1. Business Outstanding Table for Communities

**Responsible Officer:** Ross Cheesman - Acting Chief Executive Officer

**Author:** Ross Cheesman - Acting 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**

**Meeting Date: 2 September 2014**

**Attachment No: 1**

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Date	Report Title	Resolution	Responsible Officer	Due Date	Notes
01 July 2014	Assessment of signage for key attractions across our region.	THAT the Chair identify needed signage pointing to key attractions across our region and present a report identifying needed signs with an estimated cost to Council.	Michael Rowe	08/07/2014	



## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 COMMUNITY ENTERTAINMENT FUND - FUNDING RECOMMENDATIONS ROUND 2 / 2014

**File No:** 7822

**Attachments:** 1. Community Entertainment Fund Outcome  
Table for Round 2 of 2014

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

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

#### SUMMARY

*Applications received for the second round of the 2014 Community Entertainment Fund have been assessed and seven are recommended for funding for a total amount of \$9,500.*

#### OFFICER'S RECOMMENDATION

THAT Council approves the following applications for funding from the Community Entertainment Fund:

Applicant	Project Name	Grant
Oasis New Life Centre	Oasis Family Fun Day	\$1,000
Jireh Josephs	OffQuayJams	\$1,200
Kate Dyne	The Handmade Expo Market - Twilight Markets	\$900
Kindysport Pty Ltd. ATF The Hanrahan Family Trust	Junior Sports Expo "Discover your Child's Game"	\$1,500
Mount Morgan Promotion and Development Incorporated	Mount Morgan Silver Wattle Day	\$2,000
Kylie Drew	Luna Markets	\$2,000
Armstrong Street Community Garden Inc	Sunday Socials	\$900

and approves the allocation of \$4,000 from the fund to assist with the presentation of the Cosmos simulcast as detailed in the report.

#### COMMENTARY

From the program guidelines

*The Community Events Fund's primary focus is to increase public utilisation of parks and open spaces within the Rockhampton Region by activating these spaces through the provision of free or low cost music / entertainment / performing arts / fun activities for the community*

*While a priority will be given to activities that meet the needs of the widest possible sections of our community, activities that are designed to target specific groups within our community such as young people, will be considered where the applicant can demonstrate a community need and an overall value in the activity being funded.*

*The program is available for not-for-profit incorporated and non-incorporated organisations, groups, individuals and private enterprise to deliver activities on a non-commercial basis i.e. admission fees and ticket pricing shall generally not apply to any event offered to the public.*

*Where a fee or paid admission is required, the applicant must demonstrate how Council's support has significantly reduced the cost to participate in the activity.*

*Events meeting the following criteria:*

- *Safe increased use of public spaces through music / entertainment / performing arts / fun activities*
- *Focus on delivering the widest possible community participation so as to enhance the overall lifestyle afforded to Rockhampton Region residents*
- *Having defined and discernible event or project outcomes*
- *Are new and unique events in the Rockhampton Region*

*may be provided with the following Council assistance:*

- *Provision of event based funding to a maximum of \$4,000 per application.*
- *Access to location specific services e.g. electricity, water and refuse receptacles*
- *Supply of additional services to facilitate the event e.g. Refuse receptacles and collection, traffic management plans and temporary barricades.*

Seven applications were received for a requested amount of \$25,800 in this the second and final round of the program.

An assessment committee comprising, Mayor Strelow; Councillor Rose Swadling and General Manager Community Services, Mr Michael Rowe have assessed the applications and recommends to Council that funding be approved as per the attached spreadsheet.

At the request of the Manager Arts and Heritage, the committee also recommended the allocation of \$4,000 from the Community Entertainment Fund to support a simulcast of the program Cosmos by the Queensland Symphony Orchestra in Riverside Park on Saturday 8 November 2014.

# **COMMUNITY ENTERTAINMENT FUND - FUNDING RECOMMENDATIONS ROUND 2 / 2014**

## **Community Entertainment Fund Outcome Table for Round 2 of 2014**

**Meeting Date: 2 September 2014**

**Attachment No: 1**

**Community Entertainment Fund Assessment Outcomes Round 2**

Round	App.	Project Name	Applicant	Request	Granted
2	R2/A10	Oasis Family Fun Day	Oasis New Life Centre	\$4,000	\$1,000
2	R2/A11	OffQuayJams	Jireh Josephs	\$4,000	\$1,200
2	R2/A12	The Handmade Expo Market - Twilight Markets	Kate Dyne	\$2,000	\$900
2	R2/A13	Junior Sports Expo "Discover your Child's Game"	Kindysport Pty Ltd. ATF The Hanrahan Family Trust	\$4,000	\$1,500
2	R2/A14	Mount Morgan Silver Wattle Day	Mount Morgan Promotion and Development Incorporated	\$3,800	\$2,000
2	R2/A15	Luna Markts	Kylie Drew	\$4,000	\$2,000
2	R2/A16	Sunday Socials	Armstrong Street Community Garden Inc	\$4,000	\$900

**8.2 BEEF 2015 SHOWGROUNDS CURFEW****File No:** 10486**Attachments:** 1. Letter Beef Australia re Showgrounds Curfew Beef 2015**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*Beef Australia is requesting that Council amend the existing 10:30pm curfew for events to be held at the Rockhampton Showgrounds from Monday 4 May to Saturday 9 May, 2015 for Beef 2015.*

**OFFICER'S RECOMMENDATION**

THAT Council endorse the application of the standard Rockhampton Showgrounds curfew as detailed at Clause 5c of the venue Hire Agreement for the Beef 2015 event to be held at the Rockhampton Showgrounds from Monday 4 May to Saturday 9 May 2015.

**PREVIOUS DECISIONS**

At the Council meeting held on 12 August 2014, Council resolved to adopt the recommendation of the Communities Committee of 5 August 2014, endorsing the tabled Memorandum of Understanding and Hire Agreement for the conduct of BEEF 2015 adding the requirement that the agreement 'Stipulate hours of amplified sound able to be audible outside of the Robert Schwarten Pavilion'.

The Hire Agreement for the Beef 2015 was amended such that clause 5c now reads:

*You must ensure that all events at the venue concluded by 10:30pm each day with the exception of events held completely within the enclosed Robert Schwarten Pavilion in which all events must conclude by 12:00 midnight each day. You must ensure that you and your guests leaving the grounds, after your events, do so in a quiet and orderly manner so as to minimize the impacts on the neighbouring community and so as to be completely off the site no later than 60 minutes after the conclusion of your event.*

**COMMENTARY**

Mr Denis Cox, Chief Executive of Beef Australia Limited has written to Council (letter attached) requesting 'an extension of the standard curfew within the Showgrounds from 10:30pm to 11:00pm Monday May 4, 2015 to Wednesday May 6, 2015 and from 10:30pm to 12:00am Thursday, May 7, 2015 to Saturday, May 9, 2015.'

Mr Cox suggests that the 10:30pm curfew Monday to Friday will have an 'impact on the revenue for not only Beef Australia but also the catering & bar outlets' operating on the Cremorne Lawn and that a concert featuring 'a high end professional act for Thursday Night' is dependant on securing a 11:00pm curfew for that evening.

The Showgrounds is set in a predominately residential area and as such it is recommended that the curfew remain at 10:30pm. Mr Cox's suggestion that the success of a proposed concert on the Thursday evening is dependant on the event securing a 11:00pm curfew is not supported by history on the site, where separate concerts by Powderfinger and Cold Chisel have attracted audiences of many thousands despite being required to adhere strictly to a 10:30pm curfew. Again the success of the proposed Friday evening Professional Bull Riding (PBR) event is unlikely to be significantly impacted by a 10:30pm curfew.

Mr Cox goes on to advise that an outdoor curfew of 12:00 midnight is required for the evening of Saturday 9 May 2015 to allow his organisation to consider moving the Beef 2015 Gala Ball from the indoor Robert Schwarten pavilion to the Showgrounds Centre Ring Arena to accommodate more guests.

Council has previously set a 12:00 midnight curfew for the evening of the event Gala Ball on the basis that this function is held indoors within the Robert Swarten Pavilion. Again being mindful of the residential location of the Rockhampton Showgrounds it is recommended that a 12:00 midnight curfew be granted for Saturday 9 May 2015 only on the basis that the Gala Ball is held within the Robert Swarten Pavilion and that if the Gala Ball is to be held outdoors the standard 10:30pm curfew would apply.

Mr Cox also states that his organisation is 'mindful of the local residents and our new Venue Manager, Grant Mathers will work with the local community and RRC to minimise their inconvenience.'

### **CONCLUSION**

In conclusion and while mindful of significant positive benefit that the Beef 2015 event will have for the Rockhampton region economy and the commitment of Beef Australia to minimize any inconvenience for the local community, it is recommended that Council endorse the application of the standard Rockhampton Showgrounds curfew as detailed at Clause 5c of the venue Hire Agreement.

# **BEEF 2015 SHOWGROUNDS CURFEW**

## **Letter Beef Australia re Showgrounds Curfew Beef 2015**

**Meeting Date: 2 September 2014**

**Attachment No: 1**





August 14, 2014

Mr. Peter Owens  
Manager Arts and Heritage  
Rockhampton Regional Council  
PO Box 1860  
Rockhampton QLD 4700

Dear Peter,

I write to you regarding Clause 5C in the Terms & Conditions of the Rockhampton Showgrounds Hire Agreement in relation to Beef Australia 2015.

Beef Australia requests an extension of the standard curfew within the showgrounds from the 10:30pm to 11:00pm Monday, May 4, 2015 to Wednesday, May 6, 2015 and from 10:30pm to 12:00am Thursday, May 7, 2015 to Saturday, May 9, 2015.

Beef Australia 2015 activity proposed (as at 14/8/14)

Cremorne Lawn

- Monday to Friday - Nightly Entertainment - 9:00am in the morning to 11:00pm at night. This area will be the main hub for entertainment, food and beverages. A curfew earlier than 11:00pm will impact on the revenue for not only Beef Australia but also the catering & bar outlets.
- Saturday – Pre dinner drinks – Beef Ball – 6.00pm to 7.00pm

Centre Ring Arena

- Thursday Night – Concert - Beef Australia is exploring a high end professional act for Thursday Night which is dependant on the ability to extend curfew past 10:30pm.

The current proposed schedule includes:

- Local supporting act 7:30pm
- High profile support act 8:20pm
- Main act 9:15pm to 10:45pm
- Possible encore lasting 15min

- Friday Night – Professional Bull Riding (PBR) 7:30pm to 11:00pm
- Saturday Night – Gala Ball 6:00pm to 12:00am (currently to be held in the Robert Schwarten Pavilion) but exploring the option of conducting the Beef Ball in the Centre Ring Arena to accommodate more guests to be able to attend)

We are mindful of the local residents and our new Venue Manager, Grant Mathers will work with the local community and RRC to minimise their inconvenience.

The Beef Australia Expos have grown over the past 26 years to become an International Event which not only puts Rockhampton on the World Stage but in 2012 attracted a record 85,000 patrons.  
It is estimated \$31M was spent in CQ as a result of the Expo.

In 2012 RRC extended the curfew and I hope that in 2015 thy can also assist to ensure the success of our event. I look forward to your response.

Yours Sincerely,



Denis Cox  
Chief Executive  
Beef Australia Limited

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Beef Australia Limited  
134 – 136 William St., Rockhampton  
Postal Address: PO Box 199, Rockhampton. Q. 4700  
Telephone: 07 4922 2989 Facsimile: 07 4921 3787  
Email: [beefexpo@beefaustralia.com.au](mailto:beefexpo@beefaustralia.com.au) - Website: [www.beefaustralia.com.au](http://www.beefaustralia.com.au)

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**8.3 RADF QUICK RESPONSE APPLICATION****File No:** 8944**Attachments:** 1. RADF Assessment Table for meeting held 20 July 2014**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*One application was received to the Regional Arts Development Fund – Developing Regional Skills. This application was assessed by the Regional Arts Development Fund Committee and has been recommended for funding for the amount of \$1,018*

**OFFICER'S RECOMMENDATION**

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

Applicant	Purpose of Grant	Grant Recommended
Jillian Rose	Workshops with national and international tutors at the Tribal and Trance Festival in Sydney	\$1,018

**COMMENTARY**

The Regional Arts Development Fund is a joint program of the Queensland Government (administered by Arts Queensland) and the Rockhampton Regional Council that focuses on the development of quality art and arts practice in our region.

One application was received for a requested amount of \$1,018 for Regional Arts Development Fund Quick Response Funding. As per the guidelines for the Regional Arts Development Fund, Quick Response grants may be approved to assist applicants to attend professional development opportunities outside of the prescribed funding rounds.

The RADF Committee has assessed the application and recommends to Council that funding be approved for \$1,018 as per the attached spreadsheet. The application fulfils the eligibility criteria and is recommended as a worthwhile project.

# **RADF QUICK RESPONSE APPLICATION**

## **RADF Assessment Table for meeting held 20 July 2014**

**Meeting Date: 2 September 2014**

**Attachment No: 1**

**REGIONAL ARTS DEVELOPMENT FUND  
2014-15 QUICK RESPONSE APPLICATION 1**

APPLICANT	CATEGORY OF FUNDING	PROJECT NAME	PROJECT DESCRIPTION	PROJECT LOCATION	ART FORM	PROJECT START DATE	PROJECT END DATE	COMMITTEE ASSESSMENT COMMENTS	TOTAL PROJECT COST	RADF GRANT REQUESTED	AMOUNT APPROVED
Jillian Rose	Developing Regional Skills	Tribal and Trance Festival, Sydney	Workshops with national and international tutors at the Tribal and Trance Festival in Sydney	Metropolitan Interstate	Dance	10/10/2014	12/10/2014		\$1,570	\$1,018	\$1,018

## 9 STRATEGIC REPORTS

### 9.1 MONTHLY OPERATIONS REPORT FOR ARTS AND HERITAGE FOR JULY 2014

**File No:** 1464

**Attachments:** 1. Monthly Operations Report for Arts and Heritage for July 2014

**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 2014.*

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

THAT the Monthly Operations Report of the Arts and Heritage section for July 2014 be received.

#### **COMMENTARY**

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

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

# **MONTHLY OPERATIONS REPORT FOR ARTS AND HERITAGE FOR JULY 2014**

## **Monthly Operations Report for Arts and Heritage for July 2014**

**Meeting Date: 2 September 2014**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**ARTS AND HERITAGE SECTION**  
**Period Ended 31 July 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

A "Tried and True Recipes of the Rockhampton Heritage Village" book, compiled by staff and volunteers went on sale at the Heritage Village for \$12.50.

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

The attendance and delivery of the Public Programs of the Rockhampton Art Gallery continue to be impacted by the loss of the Public Programs Officer position.



## 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 July 2014 are as below:



#### All Monthly Requests (Priority 3) Arts and Heritage 'Traffic Light' report July 2014

	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 incomplete)
			Received	Completed						Green	Yellow	Green	Yellow	Green	Yellow	
Community Events & Arts	0	0	1	1	0	0	0	5.89	10	Green	1.00	Green	1.00	Green	2.33	2.33
Heritage Village General	1	0	1	1	1	0	0	1.51	1	Red	11.00	Red	13.25	Red	12.40	30.00
Showgrounds	2	0	3	1	4	0	0	177.54	5	Green	4.00	Red	6.67	Red	5.60	32.00

#### Comments & Additional Information

There are now no outstanding customer requests for Arts and Heritage.

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

### *Safety Statistics*

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	1		
Number of Incomplete Hazard Inspections	0		

### *Risk Management Summary*

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

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	10%	

### *Legislative Compliance & Standards*

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	100%	As at 31 July 2014 Council records indicate that no Arts and Heritage employees are yet to obtain/complete immunisations, tickets, and/or licenses deemed necessary for their roles
Outdated legislative compliance mandatory training and/or qualifications	Various	83%	As at date Council records indicate that 10 Arts and Heritage employees are non-compliant in this regard #
Overdue performance reviews	29 August 2014	100%	As at 31 July 2014 Council records indicate that no Arts and Heritage performance reviews are yet to be finalised

Note: # - this represents nine casual employees with overdue annual Fire Evacuation training and one employee who has since completed annual CPR training

**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		20,000	
Comment: Quotes being sourced					
Concept Plans Art Gallery/Theatre site	01/10/14	30/06/15		30,000	
Comment: Brief to be developed					
Resheet Pilbeam Theatre Stage Floor	01/01/15	31/01/15		15,000	
Comment: Work schedule for January 2015					
Replace AV Equipment and Screen	01/10/14	30/06/15		15,000	
Comment: Quotes being sourced					
Replace Stage Lighting Equipment	01/10/14	30/06/15		32,000	
Comment: Quotes being sourced					
Replace Screen for Twilight Movies	01/10/14	30/06/15		10,000	
Comment: Quotes being sourced					
Replace Security System and Rekey	01/10/14	30/06/15		35,000	
Comment: Project not commenced					
Box Office Kiosks & Scanners	01/10/14	30/06/15		15,000	
Comment: Project not commenced					
Replace dishwasher – Shearing Shed	01/10/14	30/06/15		12,000	
Comment: Project not commenced					

**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 second installment of the \$50,000 *Gold Award* for contemporary painting was announced on July 4. *The Gold Award* is Queensland's richest painting prize and this year eight artists from around Australia were invited to participate. The Judge was Glenn Barkley, independent curator and former Senior Curator of the Museum of Contemporary Art. The winner of the Award was NSW-based artist Imants Tillers for the work *Epiphany*. A work in acrylic and gouache produced on 25 canvas boards, *Epiphany* continues the artist's signature tradition of appropriation and, in this case the work of the late Queensland artist Ian Fairweather. Tillers is a significant addition to Rockhampton Art Gallery's collection and continues the Gallery's aim to collect the best in contemporary painting for the Region.

During the school holidays the Gallery presented two days of free children's activities that were well attended. However our monthly statistics show that our program attendance has now halved to that of the previous year when the Gallery had a program/education staff member to implement the program on a regular basis.

The *Art in a basket* outreach program has been well supported with three early childhood centres and pre-schools booking the program during July.

**Rockhampton Heritage Village**

The July markets were held with 3991 people attending while 1416 attended the School Holiday activities held over 6 days in late June and early July. The Emergency Services Day returned to the Heritage Village this year after an absence in 2013 due to funding cuts with over 2,500 of the region's residents visiting the site.

**Pilbeam Theatre**

The Pilbeam Theatre was busy with a wide range commercial, local and Council presented events, appealing to a wide variety of tastes in July.

Rockhampton Regional Council presented the Sydney Dance Company's critically acclaimed work, *2 One Another* at the Pilbeam Theatre in July. Choreographed by the company's Artistic Director, Rafael Bonachela, the show was part of the Pilbeam Theatre's 21015 See It Live Theatre Season.

Emmaus College performed the Stephen Sondheim musical *Into the Woods* and among the commercial shows that performed at the Pilbeam Theatre were: *Mother Africa*, Graeme Connors and *The Wizard of Oz Show*.

Rehearsals continued for the Rockhampton Chorus of *La bohème* throughout July. Project Puccini, as it is known, enables a chorus of Rockhampton singers to take part in the Opera Queensland production of *La bohème* at the Pilbeam Theatre in August.

**Events**

On Friday 4 July, as part of the Twilight Movie program the movie "Madagascar 3" attracted an audience of approximately 100 at Rockhampton. The movie was screened at the Walter Reid auditorium due to rain.

The final meeting of the Show Reference Group was held on 16 July 2014 with work now continuing to handover the event to the newly formed Rockhampton Agricultural and Citizen's Show Society.

**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	1,281
<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	10
<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	5,883
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 40,000 per annum</i>	40,000	8,651
<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%	10%

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 July report includes committal for full financial year – this distorts percentage year to date expenditure.

**Budget Management Report OPCHART - ARTS & HERITAGE****As At End Of July**

Report Run: 20-Aug-2014 09:25:25

	Adopted Budget \$	Revised Budget \$	Total Committals \$	Budget Variance %	
<b>ART GALLERY</b>					
Revenues	(31,100)	0	(1,531)	5%	x
Expenses	845,810	0	77,707	9%	x
Transfer / Overhead Allocation	1,000	0	2,208	221%	x
<b>Total ART GALLERY</b>	<b>815,710</b>	<b>0</b>	<b>78,384</b>	<b>10%</b>	<b>x</b>
<b>SHOWGROUNDS OPERATIONS AND SHOW</b>					
Revenues	(685,880)	0	(12,737)	2%	x
Expenses	412,350	0	52,719	13%	x
Transfer / Overhead Allocation	10,300	0	608	6%	x
<b>Total SHOWGROUNDS OPERATIONS AND SHOW</b>	<b>(263,230)</b>	<b>0</b>	<b>40,589</b>	<b>-15%</b>	<b>x</b>
<b>VENUES AND EVENTS OPERATIONS</b>					
Revenues	(1,318,300)	0	(89,464)	7%	✓
Expenses	2,844,881	0	296,426	10%	x
Transfer / Overhead Allocation	40,744	0	1,235	3%	✓
<b>Total VENUES AND EVENTS OPERATIONS</b>	<b>1,567,325</b>	<b>0</b>	<b>208,197</b>	<b>13%</b>	<b>x</b>
<b>HERITAGE OPERATIONS</b>					
Revenues	(544,723)	0	(66,397)	12%	✓
Expenses	1,029,424	0	216,811	21%	x
Transfer / Overhead Allocation	59,065	0	4,111	7%	✓
<b>Total HERITAGE OPERATIONS</b>	<b>543,766</b>	<b>0</b>	<b>154,525</b>	<b>28%</b>	<b>x</b>
<b>Total Arts and Heritage</b>	<b>2,663,571</b>	<b>0</b>	<b>481,695</b>	<b>18%</b>	<b>x</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 July 2014.*

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

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 July 2014.

# **COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT**

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

**Meeting Date: 2 September 2014**

**Attachment No: 1**



**MONTHLY OPERATIONS REPORT**  
**COMMUNITIES AND FACILITIES SECTION**  
**Period Ended 31 July 2014**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nothing to report for this month

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

The free 'Tax Help' service commenced on 27 July with ATO trained volunteers assisting eligible people to complete their tax returns. Appointments are available each Wednesday and Thursday at the Rockhampton Regional Library.

Assistance has been provided to a number of clients needing to access the new 'MyGov' website which has amalgamated Medicare, e-health records, Centrelink, ATO, Child Support, National Disability Insurance Scheme and Department of Veterans' Affairs sites. Many of our community clients need to access this site and have been required to create their own individual MyGov account. In a large number of cases people affected by this change are novice computer users and require staff assistance to be able to access these necessary services for the first time.

An annual maintenance schedule has now been put in place to ensure the ongoing operation of high voltage transformers and switch gear following failure of the Centre Ring main at the Rockhampton Show grounds just prior to the annual show.

## LINKAGES TO OPERATIONAL PLAN

## 1.COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for July 2014 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)		Avg Completion Time (days) Current Mth		Avg Completion Time (days) 9 Months		Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed												
Cemeteries (Asset)	4	2	4	1	8	3	0	14.53	1		6.00		31.67		22.50	30.65
Childcare (Asset)	3	0	0	0	3	0	0	0.49	1		0.00		7.50		23.19	22.18
Community Development (Asset)	8	6	22	17	8	5	0	12.92	1		4.71		20.06		27.96	26.06
Customer Service (Asset)	5	1	3	3	4	0	0	10.81	1		11.33		27.09		36.44	36.14
Disaster Management (Asset)	0	0	0	0	0	0	0	0.00	1		0.00		0.00		0.00	0.00
Dog Pounds (Asset)	0	0	0	0	0	0	0	26.74	1		0.00		32.00		23.22	23.22
Gardens (Asset)	1	0	0	0	1	0	0	0.83	1		0.00		0.00		42.00	38.75
Libraries (Asset)	3	3	1	1	0	0	0	3.46	1		0.00		20.00		18.00	18.00
Open Space - (A) PARKS/RESERVE TOILETS & SHELTERS	7	0	8	4	11	4	0	18.97	1		4.50		3.69		6.54	12.40
Leased Premises - Maintenance (Asset)	7	4	2	1	4	1	0	16.03	1		4.00		46.33		52.18	57.89
Sport and Recreation (Asset)	6	1	5	3	7	2	0	9.31	1		5.33		18.28		20.48	21.76
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)	59	17	23	13	52	10	0	8.17	1		5.54		24.03		28.77	35.20

## Comments and Additional Information

These requests all relate to Council assets and completion times can be dependent on budget allocations, sourcing of materials or contractors to undertake the required work.

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

### Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	0		
Number of Days Lost Due to Injury	0		
Total Number of Incidents Reported	1		
Number of Incomplete Hazard Inspections	0		

### Risk Management Summary

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

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Child Care Centre does not meet the National Quality Standard and is unable to operate resulting in loss of service to community, loss of income and reputation for Council.	Moderate 6	Ensure policies, procedures and programs are compliant with NQS for 2014 assessment	30/06/14	80%	Work undertaken by staff to review procedures and programs, but Department of Education and Training has not yet completed the second assessment
Council fails to maintain, train and supervise adequate numbers of volunteers to assist with operations across its sites resulting in inability to deliver some services, or injury to volunteers or public.	High 4	1. Training procedures for volunteers being updated 2. Responsibility for volunteers at some sites being transitioned to community organizations.	30/06/14	50%	Policy and procedure still to be finalised
Damage or failure of Council facilities, plant and equipment resulting in injury to staff or public, potential litigation, and	Moderate 5	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year maintenance and	31/12/14	60%	Project being worked on, but hampered by lack of resource

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
inability to deliver services.		renewal strategy based on valuations and 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.	30/06/14	80%	Schedules adjusted to align with current 2014-15 budget. Service levels to be developed for adoption.
Inability to comply with regulatory obligations and conservation of heritage assets, asbestos inspections and treatment, resulting in facilities being non-compliant and deemed unsafe and unusable, with loss of service to community, possible injury to staff and public, and damage to reputation of Council.	High 4	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year maintenance and renewal strategy based on valuations and condition assessments. 3. Develop forward budget submission with reference to risk register, corporate plan and legislative requirements.	31/12/14	60%	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	98%	As at 31 July 2014 Council records indicate that 2 employees are yet to obtain/complete immunisations, tickets, and/or licenses deemed necessary for their roles
Outdated legislative compliance mandatory training and/or qualifications	Various	89%	As at 31 July 2014 Council records indicate that 10 employees are non-compliant in this regard
Overdue performance reviews	29/08/2014	0%	All performance reviews due on 29 August 2014
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

The section has a capital budget as follows:

\$2,355,220 for Facilities with current expenditure of \$403,230, representing 17% committal

\$55,000 for Libraries with current expenditure of \$14097, representing 26% committal

\$85,000 for Community Programs with current expenditure of \$8512, representing 10% committal

The following abbreviations have been used within the table below:

EHP	Department of Environment and Heritage Protection
CEO	Chief Executive Officer

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
<b>COMMUNITIES AND FACILITIES CAPITAL WORKS PROGRAM</b>					
<b>July 2014</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	In progress, 95% complete	\$75,000	\$72,260
Comment: Most works have been completed, awaiting EHP approval for removal of wall; and polishing of parquet flooring once wall is removed.					
City Hall refurbishment	21/07/2014	11/12/2014	In progress	\$300,000	\$212,465
Comment: Includes amenities upgrades, painting and floor coverings					
Bauhinia House – replace box gutters	1/09/2014	30/09/2014	Orders placed	\$60,000	\$39,318
Comment: orders have been placed for materials, awaiting installation					

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
Dooley St Administration building – replace box gutters	31/07/2014	30/08/2014	In progress	\$47,500	\$22,764
Comment: replacement of box gutters to prevent water ingress to building					
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	In progress	\$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 -	28/07/2014	01/09/2014	In progress	\$35,500	\$15,040
Comment: repairs to garage and workshop amenities and lunchroom					

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

As at the period ended 31 July 2014 – 8.5% of year elapsed.

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Community Assistance Program	\$673,131	\$90,723	13%	4 applications to the Community Assistance Program were received during the month of July with 3 recommended for funding for the total amount of \$966.
Community Programs	\$165,558	\$18,360	11%	Three sessions of the "1-2-3 Magic and Emotion Coaching" program to assist parents and carers to manage difficult behaviour in children from 2-12 years were delivered with 15 people attending. The NAIDOC Flag Raising ceremony was held on 7 July with approximately 100 people attending the event, with dancers, 'Welcome to Country', and address from the Mayor. The Access and Equity Reference group meeting
Library Services	\$2,274,175	\$234,334	10%	<b>Client Services</b> Libraries recorded 23,658 visits and 38,299 loans during July. There were 637 participants in the various activities offered, with the school holiday activities attracting 240 participants. As well as the regular programs offered, special events during the month included a food writing workshop, session on publishing where a literary agent shared information with local authors interested in publishing their work, and an 'Elders Memory Day' held as part of NAIDOC week celebrations, where digital stories were captured and visitors toured the History Centre. The Cultural Dance program for July featured the CQ Nepalese Association with beautifully costumed dancers sharing their culture and dance steps. The Lively Conversational Corner program is now utilizing literacy games as well to enhance the learning experience. <b>Collections and Systems</b> 1625 new items were added to the collection. Donations to the Central Queensland collection included conservation reports about the historic Southside Cemetery and Eisteddfod programs.
Technology Centre	\$180,973	\$12,721	7%	The Intermediate and Advanced Excel Corporate Training courses proved popular with extremely positive feedback. These courses for 20 participants generated over \$5000 in revenue. With the community training provided as well there were 132 participants in 609 hours of training, and 1570 uses of the public access facilities.
Home Assist	(\$1,951,082)	\$229,767	11.78%	1353 client services were provided during July, with 386 for HAS clients and 967 for HACC eligible clients. The program also received one-off funding late last financial year for the Under 65s to assist eligible clients with spring cleaning to aid in storm



				preparation around their homes, and this will be promoted in coming months.
Facilities	\$11,269,884	\$1,761,801	15.68%	Breakdowns made up the largest percentage of the 159 work orders completed during July. The dump point at the Music Bowl had to be unblocked on several occasions during the month at a cost of \$1100, and urgent repairs costing \$11,713 were required to repair a fault in the high voltage system in the centre ring main at the Rockhampton Show grounds. Additional power and lighting had to be installed to accommodate the relocation of IT Services staff to the mezzanine level of City Hall.
Child Care	(\$28,758)	(\$1,550)	5%	Long day care remained at 100% utilisation with demand still for additional places.

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

Service Delivery Standard	Target	Current Performance
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%	11%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	10%
Provide the community with access to a collection of relevant library resources in a range of formats by maintaining an acquisition rate of 0.25 items per capita in accordance with the Queensland Standard	100%	0.24 per capita
Provide community access to technology and deliver 2000 hours of computer training each year	100%	492 hours
Deliver child care in accordance with the National Quality Standard, with 100% utilisation rate of long day care places	100%	100%
Provide the community with access to occasional child care places with an average utilisation rate of 50%	50%	55.3%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	568 hours
Deliver 5612 hours of home maintenance services for HACC eligible clients per annum	90%	458 hours
Complete 17 major modification projects for HACC eligible clients per annum	100%	3 projects
Complete all planned capital and maintenance projects in accordance with agreed schedule and budget	90%	10%
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 budget is tracking as expected with slight variance reflecting committals entered for the first quarter.

Operational Budget for July 2014

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target
COMMUNITIES & FACILITIES	\$	\$	\$	\$	\$	%	8.3% of Year Gone
<u>Community &amp; Cultural Development</u>							
Expenses	59,941	0	0	4,995	4,995	8.33%	✗
<b>Total Unit: Community &amp; Cultural Development</b>	<b>59,941</b>	<b>0</b>	<b>0</b>	<b>4,995</b>	<b>4,995</b>	<b>8.33%</b>	<b>✗</b>
<u>Libraries Client Services</u>							
Revenues	(427,109)	0	0	(5,862)	(5,862)	1.37%	✗
Expenses	2,875,824	0	79,319	187,874	267,193	9.29%	✗
Transfer / Overhead Allocation	20,460	0	0	1,602	1,602	7.83%	✓
<b>Total Unit: Libraries Client Services</b>	<b>2,469,175</b>	<b>0</b>	<b>79,319</b>	<b>183,614</b>	<b>262,934</b>	<b>10.65%</b>	<b>✗</b>
<u>City Child Care</u>							
Revenues	(736,180)	0	0	(52,348)	(52,348)	7.11%	✗
Expenses	707,422	0	1,089	50,077	51,166	7.23%	✓
<b>Total Unit: City Child Care</b>	<b>(28,758)</b>	<b>0</b>	<b>1,089</b>	<b>(2,270)</b>	<b>(1,181)</b>	<b>4.11%</b>	<b>✗</b>
<u>Community Programs</u>							
Revenues	(2,103,784)	0	223	(730,713)	(730,490)	34.72%	✓
Expenses	3,358,674	0	218,368	233,596	451,964	13.46%	✗
Transfer / Overhead Allocation	32,015	0	0	6,555	6,555	20.47%	✗
<b>Total Unit: Community Programs</b>	<b>1,286,905</b>	<b>0</b>	<b>218,591</b>	<b>(490,562)</b>	<b>(271,971)</b>	<b>-21.13%</b>	<b>✓</b>
<u>Facilities</u>							
Revenues	(19,481)	0	0	(2,709)	(2,709)	13.91%	✓
Expenses	11,050,614	0	1,124,088	629,351	1,753,440	15.87%	✗
Transfer / Overhead Allocation	238,751	0	0	16,070	16,070	6.73%	✓
<b>Total Unit: Facilities</b>	<b>11,269,884</b>	<b>0</b>	<b>1,124,088</b>	<b>642,713</b>	<b>1,766,801</b>	<b>15.68%</b>	<b>✗</b>
<b>Total Section: COMMUNITIES &amp; FACILITIES</b>	<b>15,057,148</b>	<b>0</b>	<b>1,423,087</b>	<b>338,490</b>	<b>1,761,577</b>	<b>11.70%</b>	<b>✗</b>
<b>Grand Total:</b>	<b>15,057,148</b>	<b>0</b>	<b>1,423,087</b>	<b>338,490</b>	<b>1,761,577</b>	<b>12%</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 CLOSED SESSION

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

### RECOMMENDATION

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

#### 13.1 Rockhampton 2015 Show Memorandum of Understanding

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

## 13 CONFIDENTIAL REPORTS

### 13.1 ROCKHAMPTON 2015 SHOW MEMORANDUM OF UNDERSTANDING

**File No:** 6530

**Attachments:** 1. Memorandum of Understanding for the delivery of the 2105 Rockhampton Show

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

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

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

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#### SUMMARY

*Manager Arts and Heritage is seeking Council endorsement of the Memorandum of Understanding developed between Council and Rockhampton Agricultural and Citizen's Show Society for the conduct of the 2015 Rockhampton Show.*

## **14 CLOSURE OF MEETING**