



COMMUNITY SERVICES COMMITTEE MEETING

AGENDA

22 JUNE 2016

Your attendance is required at a meeting of the Community Services Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 22 June 2016 commencing at 9.00am 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
14 June 2016

Next Meeting Date: 20.07.16

Please note:

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

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1 OPENING

2 PRESENT

Members Present:

Councillor R A Swadling (Chairperson)
The Mayor, Councillor M F Strelow
Councillor N K Fisher
Councillor 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

Councillor Tony Williams previously granted Leave of Absence from 21 June 2016 to 24 June 2016 inclusive.

4 CONFIRMATION OF MINUTES

Minutes of the Community Services Committee held 18 May 2016

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR MAY 2016

File No: 1464

Attachments: 1. Arts and Heritage Monthly Operations Report for May 2016

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Peter Owens - Manager Arts and Heritage

SUMMARY

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

OFFICER'S RECOMMENDATION

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

COMMENTARY

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

1. Art Gallery
2. Rockhampton Heritage Village
3. Venue Operations

(Pilbeam Theatre, Walter Reid Cultural Centre, Rockhampton Showgrounds and Rockhampton Music Bowl)

ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR MAY 2016

Arts and Heritage Monthly Operations Report May 2016

Meeting Date: 22 June 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT
ARTS AND HERITAGE SECTION
Period Ended 31 May 2016

VARIATIONS, ISSUES AND INNOVATIONS***Innovations***

The venue operations unit will screen a series of "movie" presentation at the Pilbeam Theatre over three Sundays in June and July, to be packaged and promoted as the Winter Cinema Club.

The series will feature stage productions captured live, bio pics and modern musicals that would not normally be seen in Rockhampton at the city's commercial cinema.

Movies will be screened in two sessions, 2pm and 5pm, with a different movie at each session and will include for the first Sunday on 26 June, the bio pics ***Mr. Turner*** on the life of the British artist presented in association with the Art Gallery and the Friends of the Gallery and the contemporary Broadway musical ***Once***

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 31 May 2016 are as below:



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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Community Events & Arts	0	0	0	0	0	0	10	● 0.00	● 1.67	● 3.11	1.00
Heritage Village General	0	0	0	0	0	0	1	● 0.00	● 0.00	● 3.00	0.00
Showgrounds	0	0	0	0	0	0	5	● 0.00	● 0.00	● 0.00	0.00

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

Safety Statistics

The safety statistics for the reporting period are:

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

* - To be completed by W&S Safety Advisor

Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Damage to Council facilities and equipment due to non-compliance by Hirers resulting in financial loss and loss of reputation	Moderate 6	Standardization of hirer agreement process across all venues. Purchase and installation of industry standard venue hire system	30/06/16	85%	Installation and training to be complete 8-10 June 2016

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	95%	As at 31/05/16 one Arts and Heritage employees had failed to lodge a copy of their current driver's licence with W&S – this has now been actioned,
Outdated legislative compliance mandatory training and/or qualifications	Various	100%	As at 31/05/16 all Arts and Heritage employees are compliant in this regard
Overdue performance reviews	29 August 2015	100%	As at 31/05/16 Council records indicate that all Arts and Heritage performance reviews have been completed

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ARTS AND HERITAGE CAPITAL WORKS PROGRAM					
Art Gallery - Replace Track Lighting	01/01/16	30/06/16	Completed	30,000	19,980
Comment: Project completed – now also encompassing work within the Anderson gallery					
Art Gallery - Artwork acquisitions	01/07/15	30/06/16	Completed	20,000	20,550
Comment:					
Heritage Village - Replace CombiOven	01/02/16	31/03/16	-	37,000	0
Comment: Project has been deferred to 16/17 FY					
Theatre - Stage Lighting Equipment	01/10/15	01/02/16	Completed	55,000	65,282
Comment: Completed – new equipment installed March 2016					
Theatre – Add 5 flylines	01/01/16	31/03/17		25,000	0
Comment: Work likely to be delayed until December 2016					
Theatre – Follow Spots	01/10/15	30/04/16	Completed	35,000	30,817
Comment: Completed					
Theatre – Lighting Equipment	01/10/15	30/06/16	Completed	40,000	29,484
Comment: Completed					
Theatre – Masking	01/10/15	30/06/16		35,000	36,994
Comment: Orders placed					
Showgrounds – PA system	01/10/15	30/06/16		25,000	23,111
Comment: Orders placed					

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



May has been a steady month for Rockhampton Art Gallery, with much work going on 'behind the scenes' in preparation for exhibitions opening in June and July. Acting Curator (Thomas Degotardi), has been working with Patrick Connor in the development of his exhibition, *Absence, Presence: Saraji landscapes*. This included photographing works, and arranging matting and framing. That exhibition opens on Saturday, 4 June.

Gallery staff are also currently preparing for the 2016 Gold Award which opens on 23 July. This includes obtaining images, liaising with artists, writing text and designing the exhibition catalogue.

From 9 April to 29 May, the Gallery hosted its exhibition *The Adventures of William Yaxley*, which was very popular exhibition with local audiences. This exhibition generated national media interest, with reviews in the *Courier Mail*, the *Sydney Morning Herald*, and *Arts Hub*. The exhibition had a total visitation of 3,613. The Gallery sold 54 exhibition catalogues. This exhibition is touring to Ipswich Art Gallery, and will be on display there 11 June to 7 August 2016.

The Gallery participated in 'Romp in the Park', on Friday, 20 May. This was successful event, and the Gallery tent attracted 291 visitors. Gallery staff also commenced visiting classrooms to deliver 'Dreamers and Explorers'. This program is being assessed as part of 'Culture Counts', and has so far received 23 survey responses, which have all been positive.

Rockhampton Heritage Village

During the month of May 4467.5 hours were volunteered at the Heritage Village and 5393 attended the May Heritage Village Markets.

The ongoing beautification of the gardens moved to the surroundings of the Caretakers Cottage. Numerous truckloads of mulch have helped to transform this area which is a key entrance point for visitors on market days. Truckloads of soil are still being delivered from the new Parkhurst Shopping Centre development and are helping to improve roads, rail track and poor drainage areas. Some of the soil has been used to level out the ground for the new volunteer car park in the adjacent land used for public parking. Teams of volunteers have been cleaning up around the compound entrance to enable the watch maker's donga to be moved to make way for the new access road to the car park.

Construction of the new duck pen and donkey stable has been completed and the teams have moved on to repair the back porch at Arnolds store and replace the hospital railings.

The Friends of the Heritage Village now have the plans for the new vehicle display building which will back onto the existing Restoration Shed. Construction is planned to commence early July weather permitting. This will provide lockable permanent accommodation for some of the most valuable heritage collection.

Work on the miniature rail is progressing with documentation completed. A test run of the documentation and checklist has been successfully completed with a second round to be conducted with the Council Safety Advisor in the near future.

The CQ Amateur Radio Association lease has been approved and members are now planning activities for school visits and market days such as teaching morse code and making crystal radio sets. The First Light Horse is in the initial stages of drawing up plans for the construction of a new building to house their memorabilia and to hold meetings.

The Village Café is steadily progressing with visitation numbers gradually growing. Recruitment for additional casual staff has commenced.

Final interviews for the position of Livestock Officer are currently taking place and should be finalised within days.

The Manager Regional Promotion with a group of students from CQUniversity has approached the Heritage Village to undertake the production of a promotional phone app. Plans are now under way for hands on activities to be filmed such as sheep shearing, washing in a copper boiler and making brine corn beef.

The Today Show recently requested the use the Cobb & Co coach and Clydesdales when broadcasting live from the Great Western Hotel. The Workshop and Restoration Team Leader and volunteer Stan Webber took the reins together with five other volunteers and proved to be a great crowd pleaser for the morning.

Venue Operations

The Venue Operations Coordinator Ms. Roz Owens retired after over 30 years service with Council. Mr. John Webb has been appointed to the new role of Coordinator Major Venues and will commence with Council on 4 July 2016.

Pilbeam Theatre

The Pilbeam Theatre's 2016 See It Live Theatre Season continued throughout May with performances by Red Chair and Shake and Stir Theatre Company.

Red Chair's production of Flamenco Fire: Viva Sevilla, at the Pilbeam Theatre on 7 May, was a high energy production which mixed traditional and contemporary flamenco music, dance and song. The show featured some of Australia's finest flamenco performers - Simone Pope (dance), Andrew Veivers (guitar) and Shenton Gregory (Violin) along with visiting international guests direct from Spain - Olayo Jimenez (singer), Francesca Grima (dance) and Andrej Vujicic (percussion).

Shake and Stir Theatre Company's retelling of Emily Bronte's Wuthering Heights was performed at the Pilbeam Theatre on 28 May. The company is fast building a reputation for its quality adaptation of the classics. The company has previously performed its productions of Animal Farm and 1984 at the Pilbeam Theatre.

The Rockhampton Eisteddfod was held at the Pilbeam Theatre and Walter Reid Cultural Centre in May.

Rockhampton Showgrounds

The Saloon Car Club held its regular meet at the showgrounds in May. Lifeline held its annual book sale over 13 to 15 May in the Walter Pierce Pavilion. Thousands came to the event to grab a bag of bargain books.

While thousands attended the World Brahman Congress was held at the Rockhampton Showgrounds over 16 to 21 May. The event celebrated the worldwide achievements of Brahman cattle and included stud shows, technical conference, property tours, a trade show and social events.

The popular annual event Tastes of the World returned to the Rockhampton Showgrounds on 28 May. Eventgoers were treated to an afternoon of multicultural entertainment and a variety of foods from all over the world.

Walter Reid Cultural Centre

Arts groups housed in the Walter Reid Cultural Centre opened their gift shop, Reid's gallery and Gifts, throughout May. All items on sale were created locally by the members of the Centre's arts groups.

Program Development

During the month the For Lease space was used by the Red Cross for a display covering Volunteer weeks and the Community Wellness Festival while local wood worker Rob Girdler displayed some of his individual creations in wood.

The Shake and Stir Theatre Company ran workshops to accompany their production of Wuthering Heights and these were attended by 50 students from two local high schools. A Q&A session after the performance was available for the whole audience and attracted more students.

Sydney Dance Company teaching artists spent four days teaching workshops to students before their performance CounterMove to be presented at the Pilbeam in July.

Free arts workshops at the Botanic gardens continued every Saturday

The successful grant recipients for Round 3 of the RADF program were announced.

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

Service Delivery Standard	Target	Current Performance
<i>Deliver an annual program of Visual Arts exhibitions and program activities, with a target of 16,000 Art Gallery visits per annum</i>	16,000	17222
<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	92
<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	63,926
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 32,000 per annum</i>	32,000	32,492
<i>Complete all planned capital projects in accordance with agreed schedule and budget</i>	100%	90%

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

FINANCIAL MATTERS

Period ended 31 May 2016 report shows income and expenditure within expect trend for the unit.

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

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target 91.6% Gone
	\$	\$	\$	\$	%	
Arts & Heritage						
1 - Revenues	(4,312,250)		(3,647,921)	(3,647,921)	84%	✘
2 - Expenses	7,086,586		5,921,481	6,081,133	86%	✓
3 - Transfer / Overhead Allocation	97,570		(5,719.87)	(5,719.87)	7%	✓
Total Unit: Arts & Heritage	2,871,906		2,267,840	2,427,492	91%	✓

8.2 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT

File No: 1464
Attachments: 1. Monthly Operational Report May 2016
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

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

OFFICER'S RECOMMENDATION

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for May 2016 be received.

COMMENTARY

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

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

The attached report contains information on the activities of these program areas for May 2016.

COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT

Monthly Operational Report May 2016

Meeting Date: 22 June 2016

Attachment No: 1

**MONTHLY OPERATIONS REPORT
COMMUNITIES AND FACILITIES SECTION**

Period Ended 31 May 2016

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Advice has been received that a grant application for coding and robotics has been successful, with \$9,973.40 (exclusive of GST) to be received.

The grant offered by the State Library of Queensland is designed to:

- increase the skills of staff and the community to experiment with and use new technology
- enhance community awareness of libraries role, skills and services
- support the development of innovative public programs
- develop new relationships in the community by using new technologies to engage with more diverse community members

The Library already has Lego Mindstorm kits and provides workshops in Scratch coding, with these aimed mainly at children currently. This grant will allow for the purchase of additional robots to be used in the delivery of programs for the community, with a focus on not only involving children, but engaging with parents and the broader community to increase understanding of new technology.

Improvements / Deterioration in Levels of Services or Cost Drivers

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for May 2016 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and
			Received	Completed									
Cemeteries (Asset)	3	2	0	0	1	0	0	0.10	30	● 0.00	● 0.50	● 1.00	10.18
Childcare (Asset)	6	5	3	3	1	0	0	20.27	30	● 0.33	● 6.60	● 9.63	9.32
Community Halls (Asset)	6	6	2	0	2	2	0	5.93	30	● 0.00	● 1.71	● 8.90	8.72
Admin and Depots (Asset)	24	23	16	11	6	5	0	19.75	30	● 0.27	● 1.36	● 6.60	6.75
Disaster Management (SES Buildings) (Asset)	2	1	1	0	2	1	0	1.53	30	● 0.00	● 2.00	● 5.00	8.25
Dog Pounds (Asset)	6	6	1	1	0	0	0	10.08	30	● 2.00	● 0.57	● 6.34	4.06
Gardens (Asset)	0	0	0	0	0	0	0	23.29	30	● 0.00	● 0.75	● 9.50	9.50
Libraries (Asset)	23	17	14	6	14	5	0	12.02	30	● 0.33	● 2.50	● 6.44	8.20
Leased Premises - Maintenance (Asset)	0	0	0	0	0	0	0	0.00	30	● 0.00	● 0.00	● 0.00	0.00
Sport and Recreation (Asset)	14	6	1	0	9	1	0	18.04	30	● 0.00	● 4.26	● 12.92	22.87
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)	53	39	45	15	44	30	0	12.91	30	● 0.20	● 2.92	● 8.32	10.61

Comments and Additional Information

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

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

Safety Statistics

The safety statistics for the reporting period are:

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

Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Child Care Centre does not meet the National Quality Standard and is unable to operate resulting in loss of service to community, loss of income and reputation for Council.	Moderate 6	Ensure policies, procedures and programs are compliant with NQS for 2014 assessment	30/06/16	100%	Assessment completed with Centre receiving a Meeting National Quality Standard rating
Council fails to maintain, train and supervise adequate numbers of volunteers to assist with operations across its sites resulting in inability to deliver some services, or injury to volunteers or public.	High 4	1. Training procedures for volunteers being updated 2. Responsibility for volunteers at some sites being transitioned to community organizations.	31/01/16	90%	Policy and procedure adopted by Council, training documents being updated.
Inability to comply with regulatory obligations and conservation of heritage assets, asbestos inspections and treatment, resulting in facilities being non-compliant and deemed unsafe and	High 4	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year maintenance and renewal strategy based on valuations and condition	30/06/16	100%	Conservation Management Plans have been completed or reviewed for heritage listed buildings, and maintenance plans implemented in line with budget. Budget submissions developed based on reference to risk register, corporate plan and legislative requirements.

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

Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	99%	As at 31 May 2016 Council records indicate that 1 employee was yet to supply a copy of a license deemed necessary for the role
Outdated legislative compliance mandatory training and/or qualifications	Various	99%	As at 31 May 2016 Council records indicate that 1 casual employee was non-compliant in this regard due to only working in school holiday periods
Overdue performance reviews	31/08/2014	99%	As at 31 May 2016 1 performance review was due to be completed for staff who had been on maternity leave
Checking of Emergency lighting in Council buildings	6 monthly	100%	Sites inspected as per Inspections Schedule
Fire systems tested in Council buildings	Monthly	100%	Sites with systems in place inspected as per contract
Fire hose reel and blankets inspected	6 monthly	100%	Sites inspected as per Inspections Schedule
Maintain staff to child ratios in accordance with the Education and Care Services National Regulations	Daily	100%	Ratios are maintained per age grouping
Engage an early childhood teacher at the Centre for at least 6 hours per day	Daily	100%	Staff with Advanced Diplomas employed, with waiver until 31 October 2016

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

A number of capital projects have been completed with most others in progress.

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
COMMUNITIES AND FACILITIES CAPITAL WORKS PROGRAM					
May 2015					
Walter Reid Cultural Centre storage area	1/07/2015	30/09/2015	Completed	\$153,254	\$146,858
Comment: construction of storage facility in garage area for use by Venues and Events					
Walter Reid Cultural Centre – façade refurbishment	07/09/2015	19/01/2016	Completed	\$685,000	\$682,301
Comment: repairs to render, windows, mouldings and parapet, rising and falling damp issues, fitting of pigeon deterrent devices					
Botanic Gardens – awning to workshop	13/07/2015	9/10/2015	Completed	\$30,000	\$26,940
Comment: replacement of existing unsound structure with provision for storage and outside lunch area					
Customs House roof	13/07/2015	30/11/2015	Completed	\$200,000	\$199,028
Comment: replacement of leaking roof					
Rockhampton Showground Switchboard upgrade	20/07/2015	31/03/2016	In progress	\$50,000	\$50,704
Comment: replacement of existing with new stainless steel switchboard enclosures					
Kershaw Gardens – shed demolition	30/09/2015	27/10/2015	Completed	\$27,000	\$22,690
Comment: demolition of old Foreman's shed containing asbestos					

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

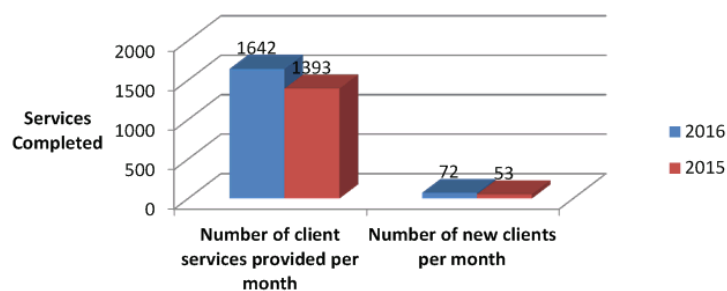
Mt Morgan Depot – shed demolition	27/10/2015	23/11/2015	Completed	\$23,000	\$24,233
Comment: demolition of old Parks shed containing asbestos					
Rose Swadling Park Amenities block	1/09/2015	20/11/2015	Completed	\$100,000	\$104,018
Comment: construction of new amenities block					
North Rockhampton Pool	7/09/2015	30/10/2015	Completed	\$160,000	\$156,368
Comment: demolition of structures damaged by cyclone					

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

As at the period ended 31 May 2016 – 92% of year elapsed, for funded programs:

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Home Assist	(\$1,976,905)	\$2,044,716	103%	<p>Client services:</p> <ul style="list-style-type: none"> 1545 home maintenance or minor modification services were provided during May for HAS, CHSP and QCC eligible clients 72 new clients were added <p>A change was made to the fleet during the month with the purchase of a van to replace a utility. This was fitted out to store materials and tools, and has made a positive difference to organisation and security on the job.</p> <p>The Team Leader attended two meetings during the month focusing on preparation and planning for the roll out of NDIS in 2018. The meetings were organised by COTA and Queensland Community Care, discussing future design of the program.</p> <p>Preparations commenced for the program Audit to be conducted by the Australian Government Aged Care Quality Agency on 28 June.</p>

**Comparison of Yearly Statistics -
May 2016**



Highlights of other program areas included the following:

Community Assistance Program

18 applications to the Community Assistance Program were received during the month of May 2016. Applications received as part of Round Three funding were assessed and recommendations presented to Council during the month.

One Small Project Scheme application was received from the Queensland Country Women's Association for assistance with morning teas and displays to promote the organization and its work. \$341 in funding was provided to the organization.

Community Development

In partnership with Relationships Australia the next monthly session of the community capacity building program "Parents as Teachers" was delivered in the Green Shed at Mt Morgan with six people attending.

The program is designed to support families in their roles as teachers of their children and not only looks at support for parents to be better prepared with the education of their children, but also try and address issues they feel are impeding education.

Access and Equity

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

Issue	Action
Mt Archer and Riverbank developments	<p>Andrew Collins and Maree Anderson gave an update and confirmed the project was on schedule, and advised that Council is developing Wi-Fi for all the CBD including the Riverbank development.</p> <p>Council is also developing an 'app' to highlight and display local history.</p> <p>Issue raised:</p> <ul style="list-style-type: none"> Tactile Indicator locations being compliant with legislation but not practical, with examples of indicators ending at a tree with no further directions or indicators of where to go. Disability toilets and the need for families to have enough room to support a family member with disabilities, and requirement for adult change tables and support with lifting equipment. Opportunities with future NDIS clients accessing the Riverbank development knowing that their needs are accommodated plus possible promotions highlighting that the location is for people with disabilities to visit and enjoy. Carparks and available ramps. Sand at the swings not being suitable for people with disabilities Suggested that the Recharge Scheme have a few locations on the Riverbank development and be included in the new app Issue of access with heritage listed buildings which are privately owned and not Council's responsibility. <p>Jodie agreed to supply information prepared by John Mayo on accessible unisex toilets, and a document on ambulant toilets.</p> <p>Representative of Queensland Building and Construction Commission, Licensed Building Certifier to be invited to next meeting.</p> <p>Andrew agreed to send latest plans to RCAERG to review and have input with regards to disabilities.</p>
Recharge Scheme	Recharge Scheme sites are located in Council's Libraries plus the Airport.

Access and Equity Risk Register/Survey	Excel sheet with information of issue and who owns the issue and the actions addressing the issue. Cheryl reminded people that all issues for Council including access and equity should go through Customer Service to ensure they are recorded and followed up. The issue will be given a reference number for RCAERG to record on the register and to monitor progress.
Rockhampton Airport toilet facilities access issue	Issues with general public not knowing how to use toilets. Opening and closing switches have been changed to touch sensors to close doors plus manual process with opening doors.
Councillors support for Access and Equity	To be carried over to next meeting.
2016 meeting dates	Future meeting dates for 2016: 12.30pm – 2.00pm Tuesday 17 May 12.30pm – 2.00pm Tuesday 16 August 12.30pm – 2.00pm Tuesday 15 November
Update and review of group's future direction and Terms of Reference (ToR)	With John Mayo unable to attend this meeting the agenda item will be carried over to a special meeting, with a date to be arranged through Jodie Lord. ToR to include membership dedicated to the RCAERG, confidentiality and role of RCAERG. ToR to be developed into a policy which will address human rights.
Public transport update	The issue of transport is not Council's business. RCAERG is to source the correct people to address transport issue and to be members of the RCAERG.
Effective Models	With John Mayo unable to attend this meeting the agenda item will be carried over to a special meeting, with a date to be arranged through Jodie Lord.
Beach Day Out	The event will be held on 16 September at Bell Park 10am – 3pm.

Community Hall Hire

Facility	Total Sessions
Gracemere Community Hall	18
Mt Morgan School of Arts	5
Calliungal Youth Centre	1
Bauhinia House	21
Schotia Place	24

CCTV

A total of 10 requests were received from Queensland Police Service in May with footage supplied for 4 of those requests. Footage was unable to be supplied for the remaining requests as the date range exceeded the time for stored footage or the requested camera was not in operation at the time.

Libraries

During May the libraries recorded 36,327 loans and 20,007 visits.

1,121 people participated in programs.

The regular programs included:

- **Lively Babies** – the regular babies' programming for parents, carers and infants continued to attract a diverse audience. The noisy and joyful sessions are as much about the social engagement of carers as the literacy learning and library experience. Older visitors to the libraries will often comment about the different programming on offer for all family members and enjoy seeing the energetic action of these sessions.

- **Lively Stories** – Story sessions feature read and told stories, songs, action rhymes, chants, finger plays and a simple craft activity. Over 224 participants joined in a range of activities designed to encourage pre-literacy development at Council's three libraries.
- **Lively Book Clubs** – themes of race relations were explored during the month with the award-winning South African novel *Sula* by Toni Morrison, with the Library and Information Week theme 'Discover more' reflected in the book choice of *1227 QI facts to blow your socks off* by John Lloyd. Both books allowed good debate and discussion at Council's two book clubs.
- **Monday Movies** – the 1935 film, *A night at the Opera* featuring the Marx brothers, proved a popular choice for movie-lovers.
- **Lively Knitting and Crochet** – fast and furious knitting action continued to build at all libraries in the lead up to the Homeless Connect initiative in July. In May 156 participants created warm jumpers, blankets and socks as part of the ongoing community project. A request from City Childcare Centre for knitted clothes for the Centre's dolls was directed to the group, with some of the ladies drafting and creating patterns for the dolls. Children from the Childcare Centre visited the group at the Regional Library to check on the progress of their knitting request, forming a delightful intergenerational opportunity for all.
- **Lively Games** – The Thursday afternoon Mahjong sessions at the Mount Morgan Library continued to captivate local players with a dedicated group of enthusiasts attending. A chess set placed in the foyer of the Regional Library provides players with the opportunity to move a piece, or engage with other players in a social setting adding to the inclusiveness of the library experience. Jigsaws set up at the libraries and adult colouring activities continue to provide patrons with different and creative ways of using the library.
- **Lively Music** – the acoustics of the Exhibition space at the Rockhampton Regional Library offer wonderful performance opportunities for local musicians. This month a talented mandolin player dropped in to share beautiful classic music for library visitors, with pianists and vocalists often contributing to the ambience.



Mandolin playing at the library

Outreach – the annual Romp in the Park during Under 8s Week was a creative outreach opportunity for the library, with a number of new members joining.

The Early Childhood Year 11 students from The Cathedral College visited the Regional Library to learn about storytelling techniques and First Five Forever messages for young children in an interactive outreach session.

•



A new library member at Romp in the Park



TCC Early Childhood students at the Regional Library

Lively History Walk – as part of the Queensland National Trust's discovery and rediscovery heritage month, a walk along East Street shared the history of some of the buildings, businesses, transport and the parades along the street. There were eighteen participants with many of their memories and stories adding to the historical picture of East Street and to the general enjoyment of all. The event was featured on WIN local news



First Five Forever (F5F) – Eighteen First 5 Forever sessions were delivered in May to 422 attendees, with 52 new members joining the library. Just over half of these sessions were outreach sessions, with three being held in the library as library orientation session for outreach partners. Feedback from the May First 5 Forever sessions included:

"I am not a reader myself, because I had a really bad library experience when I was at school, but I want more for my son" Mother completing membership for her 3 month old son, after attending a QLD Health parenting seminar, where F5F information was presented.

"I want to learn more about reading stories and singing rhymes with my grandchildren" Grandmother who attended a Read With Me session (without children - her grandchildren are in Brisbane)

"Thank you for inviting me to the session, I would not have come otherwise." Samoan mother who was visiting the library and was invited to join in with Cultural Teashop "Baby Rhymes from around the world". This session included families from the UK, Samoa, PNG, Bangladesh, Zambia, France and Japan, sharing favourite rhymes and stories from their cultures.

"[My daughter] got a bag [F5F Toolkit] last time she was here. She loves the book, and we read it a lot" Dad at Phillip Street Indigenous Health Clinic

"All the mums in our parent group are talking about Peta's Library sessions, so

I wanted to come and see" Mum attending a F5F session who had heard about F5F from a friend who had attended the parent seminar at QLD Health last month.



Morning Bulletin 3 June 2016

Dads Read Champion and Woppaburra Elder Bob Muir dropped into the Mount Morgan Library during May to read stories as part of the Dads Read program. Bob presented an engaging and thoughtful story experience for participants.

Tech Savvy Seniors – sessions were run in Mount Morgan, Gracemere, Rockhampton, Alton Downs, Stanwell and North Rockhampton during the month. Feedback continued to be overwhelmingly positive, with many seniors signing up for additional sessions and course places for June filling fast.

Many of the stories and experiences shared in course sessions by participants have continued to be related to the embarrassment caused by needing to ask for assistance, or that family and younger relatives and friends have attempted to teach digital skills, but simply gone too fast, or not explained the technology in a context easily understood. Fear of using technology has also been a major theme in anecdotes. This has encompassed both fear of embarrassment in public and private as well as the fear of damaging the technology itself. Many of the comments from those who mentioned this fear expressed relief and a renewed sense of confidence after completing course sessions.

Library and Information Week – using the LIW theme of 'Discover more' a daily Trivia competition was held at all libraries during Library and Information Week highlighting lesser known services or resources on offer to community members. Prize-winners received movie passes from Birch Carroll & Coyle.

National Simultaneous Storytime, celebrated in libraries, schools and childcare centres around Australia on Wednesday 25 May proved a popular and well-attended event at Rockhampton Regional Libraries. A group of children from a local childcare centre dropped into the Mount Morgan Library to listen to the Australian picture book *I got this hat* by Jol and Kate Temple. Cr Rose Swadling read the story at the Rockhampton Regional Library, and local author Sam Morris shared her new publication *Lily's magnificent hat* with participants at the session. NSS celebrations at the North Rockhampton Library attracted a large audience with children from Berserker State School presenting a readers' theatre interpretation of the story, with a neighbouring childcare centre also enjoying the action.



Mount Morgan Library



Rockhampton Regional Library

Multicultural Activities – this month's Cultural Teashop focused on baby rhymes and childhood chants from different nationalities perspectives. Ladies from the CQMA Women's Group shared simple rhymes from Zambia, Papua New Guinea and Bangladesh with the largely intergenerational and CALD audience at the Regional Library, with an inclusive, colourful and high energy session presented. The session also featured the First Five Forever message with a number of participants joining as a result of the outreach.




CQMA Women's Group sharing childhood rhymes

Rockhampton History Centre

A number of significant donations were received this month

- Catherine McIntosh donated postcards and photographs of her uncle Allan Foster Stubbs (1897-1985) 1st AIF, 42nd battalion during WW1.
- Jeanette Roughley donated a CD Rom that contained digital copies of photographs of the Cornes family. Thomas Glen Cornes was a prominent builder and citizen of Mount Morgan in the 1880s and 1890s, and also worked at the Mount Morgan Gold Company. His son Thomas Thompson Cornes followed in his father's footsteps and was also a councillor and Mayor of Mount Morgan.
- Helen Mitchell of Tannum Sands donated a book called *The Binaree life stories project 2004*. The book is the story of lives of residents of Binaree Lodge Boyne Island who were interviewed by students from the Tannum Sands State High School. Although not Rockhampton based, some of these older residents did live in Central Queensland before retiring to Tannum Sands.
- Mr. Colin Hamilton (OAM), a long standing hockey player in Rockhampton, started collecting newspaper articles, photographs, letters and commentary about hockey and other sports in Rockhampton about 50 years ago and has placed these articles into well organised scrapbooks. Over the years he has accumulated a vast collection of scrapbooks which provides a wealth of historical information behind Rockhampton's sporting endeavours throughout the years. Now in his 80s and unable to care for the collection, his desire was that the collection be accessible to the Rockhampton community for research and perusal, thus his decision to donate the scrapbook collection to the Central Queensland collection in the Rockhampton History Centre. Mr. Hamilton's uncle, Mr. Arthur Smith, also collected sporting newspaper articles from a variety of Australian newspapers from 1927 through the 1930s and into the late 1940's. The collection contains approximately 300 scrapbooks which fit into 30 archival boxes and sits on 12 shelves of compactus in the History Centre's archival storage room. Due to the extraordinary effort and care that Mr. Hamilton had put into the collection and his generous offer to donate his material, the media were invited to the official handover to Councillor Rose Swadling on Tuesday 31 May 2016. *The Morning Bulletin*, ABC Capricornia, WIN News and Channel 7 News interviewed Mr. Hamilton and Councillor Swadling about the collection which has received extensive media and social media coverage.



ABC Capricornia added 2 new photos.
1 June at 13:07 · 🌐

A Rockhampton local has donated more than 300 scrapbooks of local sporting history to the Rockhampton Library's History Centre!
Colin Hamilton's uncle started collecting sports clippings in 1927 and he began adding articles, photographs and letters in the 1940's.
Mr Hamilton says he donated his scrapbooks so other people could enjoy them.

ABC Capricornia Facebook post about the CQ donation

17 shares

Write a comment...

Judith Salecich Tony and I remember Col Hamilton with much fondness. The people of Rockhampton who love sport and local history will be so much the richer for this wonderful collection which Col has so generously shared.
Like · Reply · 1 June at 20:30

Rachael Speechley I'm just glad the library can preserve them. Col's hard work will be able to be seen by many and kept a lot safer than a cupboard at the clubhouse. Thank you Col for all you do to keep our history alive!
Like · Reply · 1 June at 22:22

Bronnie Jones Howlett Gosh! What a legacy to pass on to the community! Personally, I'm curious about the footy clippings (my uncles were All Blacks back in their day) & the local swimming meets (my grandfather was a swim instructor).
Like · Reply · 2 June at 01:07

Paul Hoffmann They will many memories of CQ worth reading. What a generous gift to share with everyone. Fantastic Col.
Like · Reply · 1 · 2 June at 06:40

Tanya Christensen What a wonderful person you are Mr Hamilton. Thank you for caring so much. Appreciated by many I'm sure.
Like · Reply · 1 · 1 June at 19:21

Kent Murray Mr HAMILTON you are a Champion in my eyes to keep these books for all Central Queenslanders to share.
Like · Reply · 1 June at 20:02

Matthew Ian Well done col you are a champion of a bloke. Rocky hockey is very lucky to have you
Like · Reply · 4 · 1 June at 19:02

Shirley Hick Wonder if there are any on the lady cyclists from back in the 60's? and good on you Mr. Hamilton.
Like · Reply · 1 June at 18:56

Wayne Merry There would be an enormous amount of hockey history in those books.
Like · Reply · 1 June at 18:47

Scott Deeth Well done Col you are a champion mate
Like · Reply · 2 · 1 June at 18:55

Susan Acutt Well done Mr Hamilton
Like · Reply · 2 June at 07:02

Joy Henderson Fantastic gesture. Could've sold them and made a mint.
Like · Reply · 2 June at 07:04

The *Digging In: 1916* Exhibition featured at the Rockhampton Regional Library during the month elicited some favourable comments in the Visitors' Book:

Excellent! I look forward to more displays

Thanks for sharing all this

Great display. Percy Butcher was my dad's brother. Uncle [Percy] was in the Camel Corps

Interesting Fraser history

Very sobering display

Passing on information to the future

A lovely tribute to our soldiers. Wonderful to see that so much has been kept in your collection

Thank you for a very interesting and moving display

Great display. ADG Fraser and RR Fraser were part of my mum's Fraser family

Technology Centre

Overall statistics for May:

- 530 contact hours of community training was provided to 119 participants
- 3938 hours of public access was provided for 2438 sessions

A highlight of the month was Christine Cullen winning Council's "You Make a Difference" award for staff. Christine was nominated by a fellow worker who wrote "Chris demonstrates an exceptional commitment to providing high quality service to clients in the Library Technology Centre. She goes above and beyond to offer technical assistance to customers, volunteer trainers and staff. Her ability to problem solve is excellent and the initiative she demonstrates often results in very creative solutions to solve difficult technological problems.

Her passion and commitment to ensure the successful running of the LTC is to be commended. She takes great pride in the work she does and is an extremely dedicated Rockhampton Regional Council staff member."



Child Care

Utilisation

Utilisation of long day care remained at 100% during May while demand for occasional care places showed an increase with utilisation at 64.3% for the 6 places available.

Quality Improvement Plan

All information and suggestions from the rating and assessment visit have been added into the Quality Improvement Plan. A new display has been set up to encourage family input.

Facilities

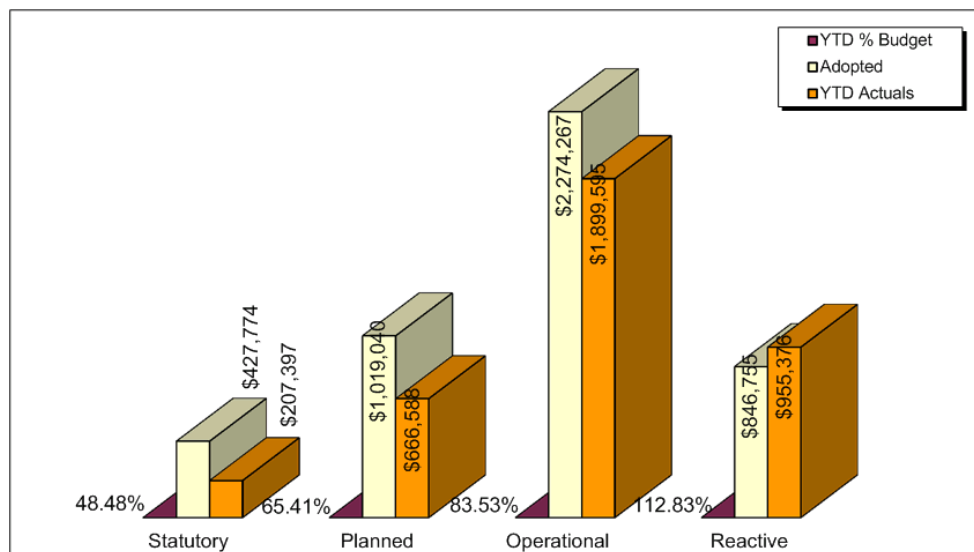
During the month of May:

- 422 work orders were created
- 443 work orders were completed

The following table gives an overview of the work completed:

Site	Completed Task	Cost
Archer Park Railway	Jet rod was used to clear a blocked storm water line.	\$1,015.00
Botanic Gardens	Cleaned and scraped down grease trap and installed 2 new baffles. Replace damaged AC unit with new split AC.	\$2,574.00 \$3,063.50
CBD	Security contractor engaged for supply and installation of a replacement full body Pelco camera at VP04.	\$2,780
City Hall	A fire systems contractor was engaged to carry out necessary additions/alterations as requested by QFES in preparation for the connection of the ASE (Alarm Signaling Equipment). This equipment enables the fire panel in City Hall to be monitored by QFES for alarms. Replaced failed AC unit with new 9.2 KW inverter split unit in office behind HR lunch room. Replace failed and aged AC with a new unit in the PPW lunch room. Removed and replaced 150 x 100 down pipe in the rear eastern void with stainless steel pipe	\$879 \$6,963.00 \$3,509.00 \$2,453.00
Customs House	Altered AC ducting to give access to ceiling hatch to allow for the servicing of fire detectors. Repaired damaged grease trap	\$4,064.50 \$3,320.00
Dooley Street Depot	Supplied new employee with working at height equipment as required	\$988.19
Gracemere Depot	Disassembled four AC units to pressure clean barrels and coils, reassembled and tested	\$638.66
History Library	Repaired and replaced flashing over AC pipe work on the plant deck on the roof	\$1,082.95
James Lawrence Pavilion	Removed and replaced 32mts of 175mm quad gutter	\$2,986.50
Kershaw Gardens Nursery	An electrical contractor was engaged to repair floodlighting in the Nursery	\$987
Mt Morgan Depot	Installed new AC in Ice room.	\$1,716.00
North Rockhampton Pool	Repaired leaking roof over the Kiosk, replaced the roof ventilators, replaced rusted fascia gutter and down pipe. Supplied and installed extra flashing over AC roof penetrations.	\$3,669.60
Northside Library	An contractor was engaged to replace the internal sensor and Dorma logic controller on the auto door at the front entrance	\$1,035
Pilbeam Theatre	Removed and replaced faulty 1.1kw VSD on condenser water pump and 1 serving the low load chiller	\$1,347.50
Robert Schwarten Pavilion	Cold room in the bar not working due to gas leak. Repaired and tested TX valve flare nut where leak was found. Replaced isolator cover found missing during service.	\$1,531.20 \$1,133.00
Rockhampton Dog Pound	Supplied 5 x 83/50 padlocks keyed to 3000 key on system KSR025	\$403.00
Rockhampton showground	Demolition of ticket box	\$4,345.00
Schotia Place	Replaced the 5kw split AC in the front office left side main entry.	\$3,404.50
Sound shell	An electrical contractor was engaged to replace pole mounted floodlighting in preparation for the recent music events. Replaced 25mm water line to the amenities with a 65mm line approx. 160 lineal meters	\$1,681 \$14,900.00

Various locations	A fire systems contractor was engaged to carry out fire system and emergency light breakdown repairs at various sites. Traffic light inspections and maintenance carried out on all intersections. BBQ and light repairs carried out at various parks. Repairs to street lighting carried out. Fire detection systems and emergency lighting testing carried out. RCD testing and switchboard inspections carried out. Electrical testing and tagging carried out at various sites. Automatic door servicing carried out.	\$9,616
Walter Reid Culture Centre	Bolt four AC units on the roof that had moved during the storm event.	\$2,596.00



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

There is approximately \$160,000 in costs in the reactive maintenance budget associated with a couple of storm events that should be covered by insurance.

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%	362 participants, 91%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	9835 participants, 131%
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%	0.20 per capita
Provide community access to technology and deliver 2000 contact hours of computer training each year	100%	4602 hours, 230%
Deliver child care in accordance with the National Quality Standard, with 100% utilisation rate of long day care places	100%	98.6%
Provide the community with access to occasional child care places with an average utilisation rate of 50%	50%	40%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	13157 hours, 113%
Deliver 5612 hours of home maintenance services for CHSP eligible clients per annum	90%	17793 hours, 317%
Complete 17 major modification projects for CHSP and QCC eligible clients per annum	100%	16 projects, 94%
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

	Adopted Budget	Revised Budget	Revised Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target 91.7% of Year Gone
	\$		\$	\$	\$	%	
OPERATIONS							
COMMUNITIES & FACILITIES							
Facilities							
1 - Revenues	(363,944)	(363,944)	(333,616)	(427,126)	(427,126)	128%	✓
2 - Expenses	11,553,809	11,650,810	10,679,909	10,218,743	10,748,090	101%	x
3 - Transfer / Overhead Allocation	171,811	171,811	157,494	92,388	92,388	59%	✓
Total Unit: Facilities	11,361,676	11,458,676	10,503,786	9,884,004	10,413,352	99%	x
City Child Care Centre							
1 - Revenues	(761,800)	(761,800)	(698,317)	(680,050)	(680,050)	97%	✓
2 - Expenses	673,262	673,262	617,157	673,034	673,400	109%	x
3 - Transfer / Overhead Allocation	0	0	0	6	6	0%	x
Total Unit: City Child Care Centre	(88,538)	(88,538)	(81,159)	(7,009)	(6,643)	8%	x
Comm & Facs Mangement							
1 - Revenues	0	0	0	(14,470)	(14,470)	0%	x
2 - Expenses	443,512	443,512	406,552	383,015	383,489	94%	x
3 - Transfer / Overhead Allocation	6,700	6,700	6,142	6,221	6,221	101%	x
Total Unit: Comm & Facs Mangement	450,212	450,212	412,694	374,766	375,241	91%	✓

Library

1 - Revenues	(528,643)	(528,643)	(484,589)	(505,442)	(505,442)	104%	✓
2 - Expenses	3,042,969	3,042,969	2,789,388	2,480,631	2,592,871	93%	x
3 - Transfer / Overhead Allocation	20,500	20,500	18,792	9,241	9,241	49%	✓
Total Unit: Library	2,534,826	2,534,826	2,323,590	1,984,430	2,096,670	90%	✓

CQ Home Assist

1 - Revenues	(1,976,905)	(1,976,905)	(1,812,163)	(2,102,919)	(2,102,919)	116%	✓
2 - Expenses	1,886,938	1,886,938	1,729,693	1,673,117	1,990,378	115%	x
3 - Transfer / Overhead Allocation	89,967	89,967	82,470	82,535	82,535	100%	x
Total Unit: CQ Home Assist	(0)	(0)	(0)	(347,267)	(30,006)	16367165%	x

Community Programs

1 - Revenues	(117,600)	(117,600)	(107,800)	(125,796)	(125,796)	117%	✓
2 - Expenses	920,138	920,138	843,459	662,468	689,798	82%	✓
3 - Transfer / Overhead Allocation	(89,763)	(89,763)	(82,283)	104,659	104,659	-127%	x
Total Unit: Community Programs	712,775	712,775	653,377	641,330	668,661	102%	x

Total Operations:	14,970,950	15,067,950	13,812,288	12,530,253	13,517,274	98%	x
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CAPITAL**COMMUNITIES & FACILITIES****CP450 - CAPITAL FACILITIES MANAGEMENT**

1 - Revenues	(669,500)	(669,500)	(613,708)	104,526	104,526	-17%	x
2 - Expenses	1,612,000	1,813,576	1,662,445	1,278,526	1,304,434	78%	✓
3 - Transfer / Overhead Allocation	0	0	0	4,821	4,821	0%	x
Total Unit: Community Programs	942,500	1,144,076	1,048,736	1,387,873	1,413,781	135%	x

CP530 - LIBRARIES

2 - Expenses	85,000	80,908	74,166	38,548	38,548	52%	✓
Total Unit: Community Programs	85,000	80,908	74,166	38,548	38,548	52%	✓

CP540 - CAPITAL CONTROL COMMUNITY PROGRAMS

1 - Revenues	0	0	0	(3,000)	(3,000)	0%	x
2 - Expenses	100,000	259,279	237,672	21,345	56,138	24%	✓
Total Unit: Community Programs	100,000	259,279	237,672	18,345	53,138	22%	✓
Total Capital:	1,127,500	1,484,263	1,360,574	1,444,766	1,505,467	111%	x
Grand Total:	16,098,450	16,552,213	15,172,862	13,975,019	15,022,740	99%	x

8.3 APPLICATIONS RECEIVED THROUGH COMMUNITY ASSISTANCE PROGRAM**File No:** 7822**Attachments:** 1. CAP Applications**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Cheryl Haughton - Manager Communities and Facilities

SUMMARY

Applications received for funding through the Community Assistance Program have been assessed with recommendations provided for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council approves the following allocations through the Community Assistance Program funding:

- Rowing Qld - \$6,500 for the Queensland Schools Rowing Championship
- Qld Justice Association (Rockhampton Branch) - \$6,500 for the 2016 JP State Conference
- \$3,000 for the Special Children's Christmas party

COMMENTARY

An application has been received from Rowing Qld. Ltd for the Queensland Schools Rowing Championship to be held at the Rockhampton Ski Gardens from 17-19 September 2016.

The organisation states that the annual event has become one of the largest school regattas in Australia, attracting over 850 athletes and racing over 2,400 seats each year. It attracts competitors from across the state and aims to foster the development of school-aged athletes by providing a competitive platform from which to gain high-level racing experience.

The organisation has requested funding of \$6,500 from Council for the event.

The second application from the Qld Justice Association (Rockhampton Branch) for the staging of the 2016 JP State Conference was received in the last round of funding and considered as part of the previous report to Council. However, the application contained some inconsistencies and was referred back for further discussion with the organisation.

Following a meeting with an organisation representative the application budget has been clarified and a recommendation made for funding of \$6,500 towards the event.

Council also requested further financial details from A.M. Media Consultants in relation to the Special Children's Christmas party to be held at the Rockhampton Showground. Details have been received and supplied to Councillors separately.

The attached spreadsheet provides details of the applications.

APPLICATIONS RECEIVED THROUGH COMMUNITY ASSISTANCE PROGRAM

CAP Applications

Meeting Date: 22 June 2016

Attachment No: 1

MINOR SPONSORSHIP					
Applicant	Project	Project Cost	Amount Requested	Amount Recommended	Assessment Comments
Queensland Justice Association (Rockhampton Branch)	2016 JP annual State Conference of the Queensland Justices Association which focuses on professional development for JPs, and is anticipated will attract around 250 participants.	\$29,000.00	\$10,000	\$6500	Discussions with the applicant organisation has clarified that incorrect budget details were included. The cost of the dinner will be funded by the ticket prices, and there will be a registration fee of \$35 per participant resulting in an income of \$8750 based on 250 participants.
Rowing Queensland Limited	Application is seeking support for the Queensland Schools Rowing Championships, which the applicant states has become one of the largest school regattas in Australia, attracting over 850 athletes and racing over 2,400 seats each year	\$34,053.24	\$6,500	\$6,500	Application mentions other sponsors but no income shown. The real expenses appear to be for catering, equipment hire, medals, first aid, security, platform set up, and sand
AM Media Consultants T/A Special Children's Christmas Parties	The 2016 CQ Special Children's Christmas Party is organised by AM Media Consultants Townsville, and is one of a series held across the state to cater for children who have life limiting illness or a physical or intellectual disability that will impact them their whole life. The event attracts children from across the CQ region, with buses operating from Gladstone and Biloela.	\$145,375.00	\$5,500	\$3,000 (In-kind for venue hire)	Financial details provided show that the major expenditure was staff costs, and toys. A number of the costs shown in the budget relate to the operation of the organisation and not specifically the event.
TOTAL		\$63,053.24	\$16,500	\$16,000	

8.4 POLICY ON THE PROVISION OF COMPLIMENTARY TICKETS FOR EVENTS AND PERFORMANCES**File No: 7104****Attachments: 1. Provision of Complimentary Tickets for Events and Performances Policy****Authorising Officer: Michael Rowe - General Manager Community Services****Author: Peter Owens - Manager Arts and Heritage**

SUMMARY

The Provision of Complimentary Tickets for Events and Performances Policy is presented for Council adoption and approval.

OFFICER'S RECOMMENDATION

THAT Council adopt and approve the Provision of Complimentary Tickets for Events and Performances Policy.

COMMENTARY

In accordance with the Community Services Committee meeting recommendation adopted by Council on 24 May 2016, the Provision of Complimentary Tickets for Events and Performances Policy has been reformatted and is now presented for adoption and approval.

POLICY ON THE PROVISION OF COMPLIMENTARY TICKETS FOR EVENTS AND PERFORMANCES

Provision of Complimentary Tickets for Events and Performances Policy

Meeting Date: 22 June 2016

Attachment No: 1



PROVISION OF COMPLIMENTARY TICKETS FOR EVENTS AND PERFORMANCES POLICY (ADMINISTRATIVE POLICY)

1 Scope:

This policy applies to the provision of complimentary tickets on behalf of Rockhampton Regional Council for events and performances held at Council's major performing arts and events venues.

The policy does not apply to the provision of complimentary tickets under the direction of a hirer or third party.

2 Purpose:

To provide clarification of the circumstances in which complimentary tickets may be issued, providing a transparent and consistent approach.

3 Related Documents:

Primary

Nil

Secondary

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy
Live Performance Australia – Ticketing Code of Practice
Memorandum of Understanding between Rockhampton Regional Council and Friends of the Theatre Rockhampton Inc.
Rockhampton Regional Council Venue Hire Agreement

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution.
Community Organisation	As per schedule 8 of the <i>Local Government Regulation 2012</i> : a) An entity that carries on activities for a public purpose; or b) An entity whose primary objective is not directed at making a profit.

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Complimentary Tickets	Admission tickets to an event or performance that are issued at no financial costs to the person attending.
Council	Rockhampton Regional Council
Councillors	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
House Seats	Seats at an event or performance made available by the hirer at no cost to the venue owner under the terms of the venue hire agreement
Mayor	The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the <i>Local Government Act 2009</i> .
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

5 Policy Statement:

Complimentary tickets to a performance or event provided under this policy may relate to one of the following circumstances:

- Council is presenting or has a direct involvement; or
- Council is not presenting and has no direct involvement, but where:
 - House seats are allocated by the hirer of the venue, in accordance with normal industry practice and the terms of the venue hire agreement; or
 - Tickets are made available to Council by presenting organisations or venue hirer.

5.1 Complimentary Tickets Where Council is Presenting or has a Direct Involvement

In circumstances where Council maintains the ticketing inventory and has control over the issuing of complimentary tickets, complimentary tickets may be provided, at the discretion of the CEO or delegate, to members listed in the categories of the following table.

The specific rationale for the offering of these tickets and composition of the categories is detailed in the table below.

No.	Category	Members of Category	Rationale
1.	Councillors	<ul style="list-style-type: none"> ▪ Mayor and Councillors of Rockhampton Regional Council 	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For advocacy
2.	CEO and general managers (GM)	<ul style="list-style-type: none"> ▪ CEO ▪ GM Community Services, GM Regional Services, GM Corporate Services 	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For advocacy
3.	Council employees and volunteers	<ul style="list-style-type: none"> ▪ Council employees and volunteers 	<ul style="list-style-type: none"> ▪ Professional development opportunities ▪ For recognition and reward

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4.	Queensland and federal elected members	<ul style="list-style-type: none"> Queensland members for Rockhampton, Keppel and Mirani Queensland Minister for the Arts Queensland Shadow Minister for the Arts Federal Member for Capricornia Federal Minister for the Arts Federal Shadow Minister for the Arts 	<ul style="list-style-type: none"> For building relationships For awareness For advocacy
5.	Queensland and Federal Public Services	<ul style="list-style-type: none"> Program Managers for the Playing Australia Program Queensland Director General and senior staff of Arts Queensland 	<ul style="list-style-type: none"> For demonstrating use of Queensland and federal funding For building relationships For awareness and advocacy
6.	Marketing and Media	<ul style="list-style-type: none"> Marketing contacts – industry and show specific Media representatives Market influencers 	<ul style="list-style-type: none"> For media awareness, coverage and promotion of the production For facilitating reviews of the production For encouraging social media coverage of the production
7.	Existing and potential sponsors, supporters and suppliers	<ul style="list-style-type: none"> Venue sponsors Event specific sponsors Sponsors of visiting companies Potential sponsors 	<ul style="list-style-type: none"> For meeting contractual arrangements under sponsorship agreements etc. For attracting future sponsorship or philanthropy
8.	Local Indigenous community	<ul style="list-style-type: none"> Elders and other key members of local aboriginal communities Other indigenous contacts 	<ul style="list-style-type: none"> For maintaining and enhancing relations with indigenous communities For ensuring visiting indigenous companies, for example Bangarra Dance Theatre feel welcome at the venue
9.	Trustees of Central Qld Performing Arts Foundation (CQPAF) and Central Qld Regional Performing Arts Foundation (CQRPAF)	<ul style="list-style-type: none"> Trustees 	<ul style="list-style-type: none"> For acknowledging commitment For providing trustees with a better understanding of activities and programs For attracting future philanthropy
10.	Existing, significant past and potential donors to CQPAF and CQRPAF	<ul style="list-style-type: none"> Existing donors Significant donors Potential donors 	<ul style="list-style-type: none"> For attracting future philanthropy to the sector
11.	Regional Arts Sector	<ul style="list-style-type: none"> Representatives of local theatre groups and small arts bodies Representatives of other performing arts venues 	<ul style="list-style-type: none"> For professional development For raising awareness of trends/benchmarks in national arts practices For relationship building for local artists and arts organisations that use the venue and connecting them with state and national organisations

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12.	Local education sector	<ul style="list-style-type: none"> Members of the group of educational practitioners that may advise the section on education programming Local education manager/officer contacts 	<ul style="list-style-type: none"> For facilitating the provision of education programming For maintaining professional links to the sector For professional relationship building
13.	Socially disadvantaged community organisations	<ul style="list-style-type: none"> Community organisations identified by the unit as having a link to the production, which then distribute complimentary tickets to their members/clients 	<ul style="list-style-type: none"> For allowing people to access live theatre who might otherwise not have the opportunity to do so
14.	Others invited at the discretion of the Mayor, CEO or delegate	<ul style="list-style-type: none"> Others invited to attend by Mayor Others identified by the CEO or delegate 	<ul style="list-style-type: none"> For achieving other strategic objectives for example stakeholder engagement, profile raising etc.

Tickets are issued on the basis of an invitation, on behalf of Council, being extended for a person falling into one of the above categories and their guest to attend the performance, as is customary.

In accordance with the Memorandum of Understanding (MOU) between Council and Friends of the Theatre Inc Rockhampton, a number of tickets per performance will be made available for use by the volunteering members of the organisation in accordance of the terms of the MOU.

Complimentary tickets will be issued by the Pilbeam Theatre Box Office.

5.2 Complimentary Tickets Where Council is Not Presenting or Has No Direct Involvement

5.2.1 Complimentary Tickets Issued as House Seats

For performances held at the Pilbeam Theatre the venue hire agreement provides for the provision of up to 12 tickets for use by Council at no cost.

In accordance with the MOU between Council and Friends of the Theatre Rockhampton Inc., up to six tickets per performance will be made available for use by the volunteering members of the organisation in accordance with the terms of the MOU.

The remaining tickets may be issued for the direct or indirect use (offered as a gift to a third party) by the Mayor, Chairperson of the Community Services Committee and the CEO or delegate.

Tickets not issued as detailed above, prior to 48 hours before the performance or event, will be returned to the ticketing inventory and may be sold with all ticket proceeds payable to the venue hirer in accordance with the venue hire agreement.

Tickets issued as house seats to the Mayor and/or Community Services Committee Chairperson for use under this clause will be recorded and reported in accordance with Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy with the value of the tickets issued to be recorded as the face value of the appropriate ticket buyer type.

5.2.2 Complimentary Tickets Otherwise Made Available by Presenting Organisations or Venue Hirer

Tickets to a performance or event otherwise made available to Council by the presenting organisations or venue hirer, shall be distributed as directed by the presenting organisation or venue hirer. In such circumstances where no explicit instruction on ticket distribution has been provided, the

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complimentary tickets will be made available as determined by the CEO or delegate.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Arts and Heritage
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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8.5 APPROVAL TO CHARGE ADMISSION FOR THE TOWERS OF TOMORROW EXHIBITION AT THE ROCKHAMPTON ART GALLERY

File No: 468
Attachments: Nil
Authorising Officer: Peter Owens - Manager Arts and Heritage
Michael Rowe - General Manager Community Services
Author: Diana Warnes - Gallery Director

SUMMARY

The Rockhampton Art Gallery Acting Director is seeking approval to charge an entrance fee for a special exhibition to be held as part of the Rockhampton Art Gallery's 50th year anniversary season.

OFFICER'S RECOMMENDATION

That Council approve the admission charges for the exhibition *Towers of Tomorrow* as detailed in the report.

COMMENTARY

Towers of Tomorrow with LEGO® Bricks is a travelling exhibition from Sydney Living Museums, which will be on display at Rockhampton Art Gallery from 3 December to 5 March 2017. This is one of three special exhibitions associated with the Gallery's 50th anniversary year, and is expected to attract visitation of 12,300.

This exhibition combines architecture and design in an interactive space. The exhibition features skyscrapers from Asia and Australia ranging from Singapore's iconic Marina Bay Sands to Q1 on the Gold Coast. The towers have been constructed from LEGO bricks with architectural detail and accuracy by the Southern Hemisphere's only certified LEGO professional, Australia's Ryan McNaught. Visitors are invited to create their own 'towers of tomorrow' with over 200,000 loose LEGO bricks featured in hands-on construction areas.

The exhibition is open to ages 3 years and up, and all children under the age of 16 must be supervised by an adult. It is planned that entry will be \$5 per person with three sessions daily: 10am – 11.30pm; 12.00pm – 1.30pm; and 2.00pm – 3.30pm. It is also planned to offer five evening sessions for adults at \$20 entry per person.

This exhibition occurs at Rockhampton Art Gallery over the school holidays, which is most popular visitation period for the gallery. The exhibition can accommodate 50 people per session. Taking into consideration the anticipated visitor numbers, plus the hands-on making element of the exhibition, the gallery requires a ticketed entry system.

Peter Owens, Manager Arts & Heritage, has confirmed the Pilbeam Theatre can manage the bookings. The sessions will be managed by visitors pre-booking their ticket through the Pilbeam Theatre box office. Visitors will present their ticket at the gallery entry, and then be given a coloured lanyard to wear for the duration of the session. Each session will have a different colour.

As the exhibition is an interactive space with ticketed entry, a dedicated gallery staff member will need to be present for each session to oversee gallery patrons and to control the space and this will be funded by the admission charge levied.

The gallery has planned for three sessions daily:

- 10am – 11.30am
- 12.00pm – 1.30pm
- 2.00pm – 3.30pm

The gallery will be closed on Christmas Day, Boxing Day, New Year's Day, and Australia Day.

Five sessions of Lego After Dark including food and drink from 6 – 8pm:

- 9 December 2016
- 16 December 2016
- 20 January 2017
- 10 February 2017
- 24 February 2017

BUDGET IMPLICATIONS

Anticipate ticket sales and income:

- 50 tickets per session x 3 sessions per day = 150 tix per day
- 82 days x 150 tickets = 12,300 tix
- 12,300 tix @ \$5 per tix = \$61,500
- 250 Adult Lego @\$20 per tix = \$5,000

TOTAL ANTICIPATED INCOME \$66,500

Staffing costs:

- 1 staff x 82 days @ 6hrs per day casual rate \$40.89 = \$20,117.08
- 2 staff x 5 Lego After Dark sessions @ 3.5 hours casual rate \$40.89 = \$1,431.15

TOTAL STAFF COST \$21,549.03

Exhibition fee:

- Payment 1 2015/2016 financial year = \$14,000
- Payment 2 2016/2017 financial year = \$14,000

TOTAL EXHIBITION FEE \$28,000

STAFFING IMPLICATIONS

The exhibition requires a casual gallery officer to manage 50 visitors for three sessions daily, working from 9.30am – 4.30pm. The casual gallery officer would oversee the exhibition including:

- Welcoming visitors and validating ticketed entry
- Monitoring the exhibition across two galleries, in particular safe keeping of the exhibited objects
- Handle visitor enquiries and complaints
- Timing each session, and making public announcements

The gallery will utilise existing volunteers, plus recruit new volunteers to support the gallery officer in overseeing the exhibition. This includes assisting with monitoring the exhibition across two galleries and 'breaking' up Lego constructions between each session.

CONCLUSION

The proposal of charging \$5 entry per person to view *Towers of Tomorrow with LEGO® Bricks*, and \$20 entry per person for Lego After Dark (over 18) is required to manage the anticipated number of visitors to *Towers of Tomorrow*.

9 NOTICES OF MOTION

Nil

10 URGENT BUSINESS/QUESTIONS

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

11 CLOSED SESSION

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

RECOMMENDATION

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

12.1 Rockhampton Art Gallery Trust Future Actions

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

12.2 Offer of Purchase for Council owned land

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

12 CONFIDENTIAL REPORTS

12.1 ROCKHAMPTON ART GALLERY TRUST FUTURE ACTIONS

File No: 465

Attachments:

1. Letter from Dr Gray dated 4 May 2016
2. Previous Report to Establish the Rockhampton Art Gallery Gift Fund

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)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

SUMMARY

A report on the future operations of the Rockhampton Art Gallery Trust is presented for Council's consideration.

12.2 OFFER OF PURCHASE FOR COUNCIL OWNED LAND**File No:** 1680**Attachments:** Nil**Authorising Officer:** Michael Rowe - General Manager Community Services**Author:** Cheryl Haughton - Manager Communities and Facilities

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

SUMMARY

An offer of purchase has been received for land owned by Council.

13 CLOSURE OF MEETING