



COMMUNITIES COMMITTEE MEETING

AGENDA

2 FEBRUARY 2016

Your attendance is required at a meeting of the Communities Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 February 2016 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
27 January 2016

Next Meeting Date: 01.03.16

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 S J Schwarten
Councillor C E Smith
Councillor C R Rutherford

In Attendance:

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

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 1 December 2015

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 NOVEMBER AND DECEMBER 2015

File No: 1464

Attachments: 1. Arts and Heritage Monthly Operations Report for November and December 2015

Authorising Officer: Cheryl Haughton - Acting General Manager Community Services

Author: Peter Owens - Manager Arts and Heritage

SUMMARY

The report provides information on the programs and activities of the Arts and Heritage section for November and December 2015

OFFICER'S RECOMMENDATION

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

ARTS AND HERITAGE MONTHLY OPERATIONS REPORT FOR NOVEMBER AND DECEMBER 2015

Arts and Heritage Monthly Operations Report for November and December 2015

Meeting Date: 2 February 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT
ARTS AND HERITAGE SECTION
Period Ended 31 December 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Nil to report

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil to report

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

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



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

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Under Long Term Investigation	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q2	
			Received	Completed												
Community Events & Arts	0	0	2	2	0	0	10	●	0.50	●	0.50	●	3.00	1.11	●	0.50
Heritage Village General	0	0	0	0	0	0	1	●	0.00	●	3.00	●	3.00	0.00	●	0.00
Showgrounds	0	0	0	0	0	0	5	●	0.00	●	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		
	Oct	Nov	Dec
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	0
Total Number of Incidents Reported	0	0	3
Number of Incomplete Hazard Inspections	1	0	0

Risk Management Summary

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

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Damage to Council facilities and equipment due to non-compliance by Hirers resulting in financial loss and loss of reputation	Moderate 6	Standardization of hirer agreement process across all venues. Purchase and installation of industry standard venue hire system	30/06/16	80%	Project is await ISSG meeting for approval

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	95%	As at 31/12/15 two Arts and Heritage employees had failed to lodged copies 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 31/10/15 all Arts and Heritage employees are compliant in this regard
Overdue performance reviews	29 August 2015	100%	As at 31/10/15 Council records indicate that all Arts and Heritage performance reviews have been completed

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

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (incl committals)
ARTS AND HERITAGE CAPITAL WORKS PROGRAM					
Art Gallery - Replace Track Lighting	01/01/16	30/06/16		30,000	19,980
Comment: Project underway – now also encompassing work within the Anderson gallery					
Art Gallery - Artwork acquisitions	01/07/15	30/06/16	Ongoing	20,000	15,641
Comment:					
Heritage Village - Replace CombiOven	01/02/16	31/03/16		37,000	0
Comment: Project has been delayed to 16/17 FY to accommodate other high priority projects					
Theatre - Stage Lighting Equipment	01/10/15	01/02/16		55,000	0
Comment: Specification under development					
Theatre – Add 5 flylines	01/01/16	31/05/16		25,000	0
Comment: Work to be undertaken in April					
Theatre – Follow Spots	01/10/15	30/04/16		35,000	0
Comment: Order to be places by 31/03/16					
Theatre – Lighting Equipment	01/10/15	30/06/16		40,000	0
Comment: Quotations being requested from potential suppliers					
Theatre – Masking	01/10/15	30/06/16		35,000	0
Comment: Quotations being requested from potential suppliers					
Showgrounds – PA system	01/10/15	30/06/16		25,000	0
Comment: Preliminary discussions held with possible supplier and main users of grounds PA					

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 Gallery continued to be closed to the public throughout November to allow for refurbishment work due to TC Marcia. This closure has provided Gallery staff with the opportunity to instigate back-of-house projects that would not normally be possible. The refurbishment includes a polished concrete slab floor, internal walls removed, plasterboard replacement, painting and lighting upgrades.

To better empower the staff to manage the collections and the exhibitions of the Gallery; in 2014 the Gallery Director negotiated with senior management at the University of Adelaide to develop the inaugural internship program with students from the Master of Art (Museum and Curatorial Studies) course. This provides a four week internship for post-graduate students to work with Gallery staff and gain experience in a regional gallery environment. It also provides Gallery staff with additional assistance to complete collection-based research and cataloguing projects. The second intern from the program, Anna Jug, worked closely with staff during November and completed research and writing for exhibition labels, artwork copyright enquiries, as well as selecting ceramic works for the upstairs display cabinet.

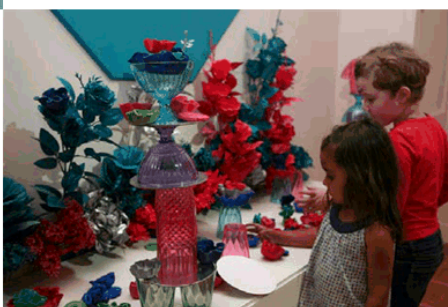
The newly refurbished Anderson Gallery and upstairs foyer was opened on December 11 with an exclusive preview for Friends of the Gallery, Christmas party and shopping night. The event also coincided with the launch of two new exhibitions Fantastic Worlds and Right here, right now both curated and organised by Rockhampton Art Gallery staff and featuring some of Australia's most exciting contemporary artists.



On Saturday 12 December the Gallery held a free family day which included the launch of *Zombified: infected*, a kids' book written and illustrated by local artist Carmen Gray; as well as children's activities and face painting. The re-launch of the Gallery was extremely successful with 337 visitors attending the two events.

2015 SNAPSHOT FOR ROCKHAMPTON ART GALLERY

Total Exhibitions	15
New Acquisitions	23
Value of new acquisitions	\$33,450
Travelling exhibition visitors	27,266
Total Audience for 2015	45,462



Rockhampton Heritage Village

During the month of December volunteers contributed 2,485 hours to the maintenance and operation of the Heritage Village.

Deb Drinan received a warm welcome from staff and volunteers alike as she stepped into the shoes of Jan Wallace as Heritage Village Supervisor.

In the Shearing Shed the last Country Music Morning Tea for 2015 was held with numbers slightly down due to the heat. The Friends of the Heritage Village held their Christmas break up and the functions catered for the RRC Christmas Party which proved a great success with compliments and positive feedback flowing from staff.

The costume department has been busy not only making colonial costumes, but also drafting patterns and sourcing fabrics faithful to the period.

The NEATO Work for the Dole team has made a significant contribution enhancing the landscaping and irrigation for the gardens around the entrance. A new fence has been erected by a volunteer at the entrance to the Village which now isolates the "creek" from the general public and any mishaps. A tree lopping contractor and the Workshop Team Leader removed several trees damaged in a recent hail storm. One large gum tree narrowly missed Dingley Cottage.

Thanks to the dedicated attendance of volunteers in Reception, the Village remained open over the Christmas period with 145 people visiting the Village and a further 57 people seeking tourist information.

Trip Advisor Reviews

The Village now has a 4.5 (out of 5) rating on Trip Advisor and is listed as the number two (out of 23) attraction in Rockhampton.

"Do not drive past this one!"

Fantastic place with friendly volunteers that had a wealth of information to offer. We absolutely love museums like this, ones that bring in old buildings from around the vicinity and show collections from around the time period. It makes learning about the past of an area not only easy and accessible to people of all ages, but also makes the experience fun. DO NOT MISS THIS MUSEUM!

The Travlin Family

Venue Operations

The Pilbeam Theatre was the venue for a variety of shows in November and December.

Morning Melodies, the popular concert series for seniors continued in November with Karen Beckett's show, From Hollywood to Broadway. Karen entertained audiences with songs from the legends of stage and screen.

Carols by Candlelight was held at the Pilbeam Theatre and Music Bowl in December. The Music Bowl concert was rained out but was rescheduled to 19 December. Both concerts attracted good crowds. It was the first time since 2011 that Carols by Candlelight had been performed at the Music Bowl. The events raised \$10,956 for the Rockhampton Women's Shelter.

Work has commenced on the annual music theatre project, Mary Poppins and after a hugely successful audition process, where the number of audition places had to be extended twice to cater for demand, it seems that Mary Poppins is going to be big! Going on sale before Christmas and promoted as the perfect gift, over 1,200 tickets have already been sold for the musical.

Wickety Wak returned for their 40th anniversary concert in November at the Pilbeam Theatre. The popular group performed some of their most loved songs from their 40 years in show business.

The months of November and December are traditionally the time for end of year performances by local dance studios. Dance Infusion, Dance Star Studios, Capricorn School of Dance, Debbies Dance Studio and Puls8 Dance Studio all performed their concerts at the Pilbeam Theatre during this time.

The Cathedral College and Rockhampton Girls Grammar school held their respective speech nights during November

The Rockhampton Showgrounds was used for a wide variety of activities and events in November-December including: Children in Care Christmas Party, Tow-Ed Driver Training, Special Children's Christmas Part and the Handmade Expo. MEM 500cc bike championships were also held at the Showgrounds in December.

At the Walter Reid Cultural Centre during the period and in addition to tenant organisations' regular classes, displays and activities, the centre also played host to an exhibition by Central Queensland Contemporary Artists titled Colour, which ran October to November. Colour, allowed artists to embrace the vibrancy of colour and create works in their own style.

The tenant arts groups also held their popular Reid's Gallery and Gifts shop over November and December. The shop displayed and sold arts and crafts that were created by members of the groups in the Walter Reid Cultural Centre. The Rockhampton Chamber Music Society held two concerts at the Walter Reid Cultural Centre in November-December – Musical Celebrations and a Christmas Concert.

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	8,515
<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	67
<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	42,372
<i>Operate the Rockhampton Heritage Village, with a target total site visitation of 32,000 per annum</i>	32,000	21,139
<i>Complete all planned capital projects in accordance with agreed schedule and budget</i>	100%	15%

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 December 2015 report shows income and expenditure within expect trend for the unit.

End of Month General Ledger - (Operating Only) - ARTS & HERITAGE**As At End Of 31 December 2015**

	Adopted Budget	Adopted Budget (Pro Rata YTD)	YTD Actual	YTD Commit + Actual	Variance	On target 33.3% Gone
	\$	\$	\$	\$	%	
Arts & Heritage						
1 - Revenues	(4,312,250)		(2,348,972)	(2,348,972)	54%	✓
2 - Expenses	7,086,586		3,235,903	3,621,138	51%	✗
3 - Transfer / Overhead Allocation	97,570		9,987	9,987	10%	✓
Total Unit: Arts & Heritage	2,871,906		896,919	1,282,153	45%	✓
 Grand Total:	 2,871,906		 896,919	 1,282,153	 45%	 ✓

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Morning The Bulletin



A spoonful of Mary Poppins auditions P5

AT WORK: Choreographer Kate Kermond and director Wayne Scott Kermond during audition for Mary Poppins PHOTO: ALLAN REINIKKAROK711ISAPOPPINS

AROUND OZ IN 60 DAYS
WHAT DID THESE BOYS GET UP TO IN CQ?
PAGE 3

HOT ROCKY DRUMMER ROLLS WITH COLD CHISEL
PAGE 4

SURFER SAVES YOUNG BOYS



UNEXPECTED HERO:
Ellis Brown

“ I guess you don't really think about it at the time, you just do it.”

Wreck Point rip carries brothers away, so Ellis Brown turns life saver **P3**

END OF MONTH CLEARANCE ~ SAVE UP TO 50% **FLOOR AND WAREHOUSE STOCK**

Webbers <i>As Local as You!</i> North Rockhampton Aquatic Place PH 49280199	Fisher's Paykel 5KG DRYER FREE DELIVERY PRICED TO GO SAVE \$91 \$358	TECO 32" (81cm) HIGH DEFINITION LED TV FOR ONLY \$338	beko 8KG FRONT LOAD WASHER • Daily Quick Wash • 1400Rpm • European Made BE QUICK ONLY \$748
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PRACTICALLY PERFECT: Auditions begin for local version of family favourite

Musical will impress

Michelle Gately

michelle.gately@cpnews.com.au

SHE'S a household name with a reputation for being practically perfect.

It may not be Cherry Tree Lane, but Pilbeam Theatre will welcome Mary Poppins next March when the hit Broadway musical takes to the stage.

The iconic nanny has captured Rockhampton's attention already, with more than 140 people signing up to audition this week.

Director Wayne Scott Kermond and choreographer Katie Kermond have returned to Rockhampton for the production, after the success of *Evita* earlier this year.

Mr Kermond said it was good to return and work with the friends he made during *Evita*.

"I think in a wonderful community like this, you all become very close because we're all trying to achieve the same goal," he said.

Mr Kermond last week finished performing as Moonface Martin in the national tour of *Anything Goes*.

He said working in Rockhampton again was a "lovely opportunity" to teach and learn from locals.

Auditions started yesterday and he said he was impressed by the talent of children trying for a role.

"The lovely thing auditioning kids is that they're so honest," he said.

"You never quite know what they're going to say,

There's some great roles, it's a beautiful story, it has great choreography...

what they're going to do and it's a joy.

"All of us on the panel have a smile from ear to ear and it's a privilege to see them come in because some of them are quite shy, but within five or ten minutes of them being involved ... that's when their personalities come to life."

"Then you get some that come in and are completely open to it and just love it and their imagination is running wild."

Mr Kermond said the number of people auditioning was not surprising given the popularity of *Mary Poppins*.

"The response has been overwhelming," he said.

"It's been terrific. I think everybody's so familiar with the piece and it's such a wonderful family show that we've got a lot of interested people that want to be a part of it."

"There's some great roles, it's a beautiful story, it has great choreography, fantastic songs and the story of a family basically coming back together again."

"There's fantastic talent in this part of the world and that's the reason Katie and I have come back, to be part of it."



EXCITED DUO: Mary Poppins choreographer Katie Kermond and director Wayne Scott Kermond take a break between auditions for the production at Rockhampton's Pilbeam Theatre.

PHOTO: ALLAN REINIKKA ROK071115APOPPINS

High demand pushes out Rockhampton's Mary Poppins auditions

WHEN a friend suggested Amber Oliver start auditioning for musicals, she didn't expect to fall in love with them.

She's since been involved in five Rockhampton Regional Council productions

and is hoping Mary Poppins will make it six.

Auditioning for the ensemble, Amber said the show was a family favourite she grew up watching.

A beauty therapist by day, Amber said performing kept

life interesting and had introduced her to many new friends. She said as opening nights for shows approached, it was important to just focus on the show.

Rockhampton Regional Council arts and heritage

manager Peter Owens said the show was so popular, auditions had to be extended.

Peter said 50 children and teenagers aged 10 to 16 tried out, with a further 90 adults.

"It's the biggest we've

seen in a very long time," he said.

Peter said this was because of the popularity of the musical, as well as Wayne Scott Kermond and Katie Kermond returning to the stage after *Evita*.

8.2 FUTURE USE OF GRACEMERE COMMUNITY CENTRE

File No: 11039
Attachments: 1. Gracemere Community Centre
Authorising Officer: Catherine Hayes - Acting General Manager Community Services
Author: Cheryl Haughton - Manager Communities and Facilities

SUMMARY

A further report is presented on future use of the Gracemere Community Centre.

OFFICER'S RECOMMENDATION

THAT Council considers the options for the use of the Gracemere Community Centre and resolves to:

- (i) Retain the operation of the Centre making it available for general community hire and does not enter into a lease arrangement with a community organisation; and
- (ii) Advises the community organisation that space is available for general hire within the Centre for delivery of its programs, on a non-exclusive basis.

COMMENTARY

Following a report presented to Council on 8 December 2015 it was requested that a further report be presented on the future use of the Gracemere Community Centre.

As outlined in the previous report the main complex of the Community Centre in Barry Street Gracemere consists of the hall area, kitchen facilities and four meeting rooms, three of which are separated by an operable folding door. The attached plan shows the layout.

The hall area and meeting rooms are all available for hire with charges detailed in Council's adopted Schedule of Fees and Charges. The Centre is regularly used with some hirers using the hall and meeting rooms on a weekly basis. In the 2014-15 financial year the facility had some 300 hires delivering an income of over \$12,500. In the period July – December 2015 there have been 146 hires, with an income of \$7,429, indicating potential income of around \$15,000 for the financial year. These figures are based on single hire for a booking and do not include the use of multiple spaces by a hirer as is sometimes the case.

One of the meeting rooms is also used by SES for weekly training sessions, given that the SES shed is located on the same site.

The building is generally in good condition with the car park area being concreted in 2015 to replace the previous pavers which presented a safety hazard, and the installation of a Cardax system to facilitate better control of access.

In late 2015 an approach was received from a community organisation with an interest in leasing the Centre to deliver its programs in Gracemere. The organisation wished to lease the entire Centre so that it had exclusive use, but could offer spaces for hire to other groups or individuals when those spaces were not required for its use. It would retain all payments received for such hire.

As the Centre is located on land reserved for local government purposes it would seem that Council has two options for use of the complex, unless it wishes to purchase the land and convert to freehold.

Analysis of options

Option 1

Council could enter into a community lease for the Centre to be operated by a community organisation. This could be achieved by an expression of interest process or direct negotiations with a suitable organisation.

Under such arrangement the community organisation would be expected to pay an annual lease fee as well as all outgoings for the following:

- Electricity
- Cleaning
- Statutory servicing
- Pest control
- Security

These outgoings would amount to approximately \$16,800 per year (based on current costs).

The community organisation would control all access to the Centre, administer all bookings, and retain all hire fees. Council would still be responsible for the structural maintenance of the Centre.

With this scenario the availability of space for general community hire would be determined by the lessee and obviously subject to its use of the space for its own programs. The lessee would also determine the charges to be levied for such community hire.

The perceived advantages of this option would be that:

- Council would benefit from not having to meet the operational costs. With the loss of income from hire this would see a net saving of less than \$2,000 per annum.
- The interested community organisation's programs could be delivered in Gracemere

However, Council would still be responsible for the maintenance of the Centre, and with the anticipated usage this cost may increase. In particular, the type of usage intended by the interested community organisation could contribute to additional costs.

It would also place some limitations on the availability of the facilities for general community usage as the needs of the lessee would come first, and Council would have no control over the fee structure imposed for such hire or the type of hire permitted.

Option 2

Council could continue to operate the Centre as per the existing arrangement, making the facility available for general community hire in accordance with the adopted Schedule of Fees and Charges.

This is in line with the purpose for which the site was originally intended, both when the original School of Arts hall opened in May 1907 and when the new hall was constructed and opened in December 1984, and extended in 2008 with a \$300,000 grant through the Queensland 150th Legacy Infrastructure Program (Q150LIP). As noted previously the Centre has been used by a diverse group of individuals and community organisations over the years for a range of events and activities, leading to a sense of community ownership of the site.

The community's desire to change this arrangement appears to have not been tested at this stage. The organisation which approached Council regarding the lease of the building advised that it had surveyed parents at the local schools regarding the proposal to deliver its programs in Gracemere, and had received a positive response from about 70 people.

The advantage of this option would be that Council retained control of the usage of the Centre and received all income generated by hire. It would also mean that the facilities would be more generally available for community access and available for any Council usage as required. It is noted that the Centre has been used for a number of Council activities and as a polling place for elections.

Under this scenario Council would retain responsibility for operational as well as maintenance costs, but would also have full control of the permitted activities to be held in the Centre.

This option would not preclude the use of the facilities for the delivery of programs such as that delivered by a community organisation, as it would still be possible for this to be achieved through general hire of relevant spaces.

CONCLUSION

While the two options considered still allow for the delivery of community programs, it is suggested that Council operation of the Centre allows for greater community access and council usage as required. As any lease could only be a community lease the return to Council would be minimal.

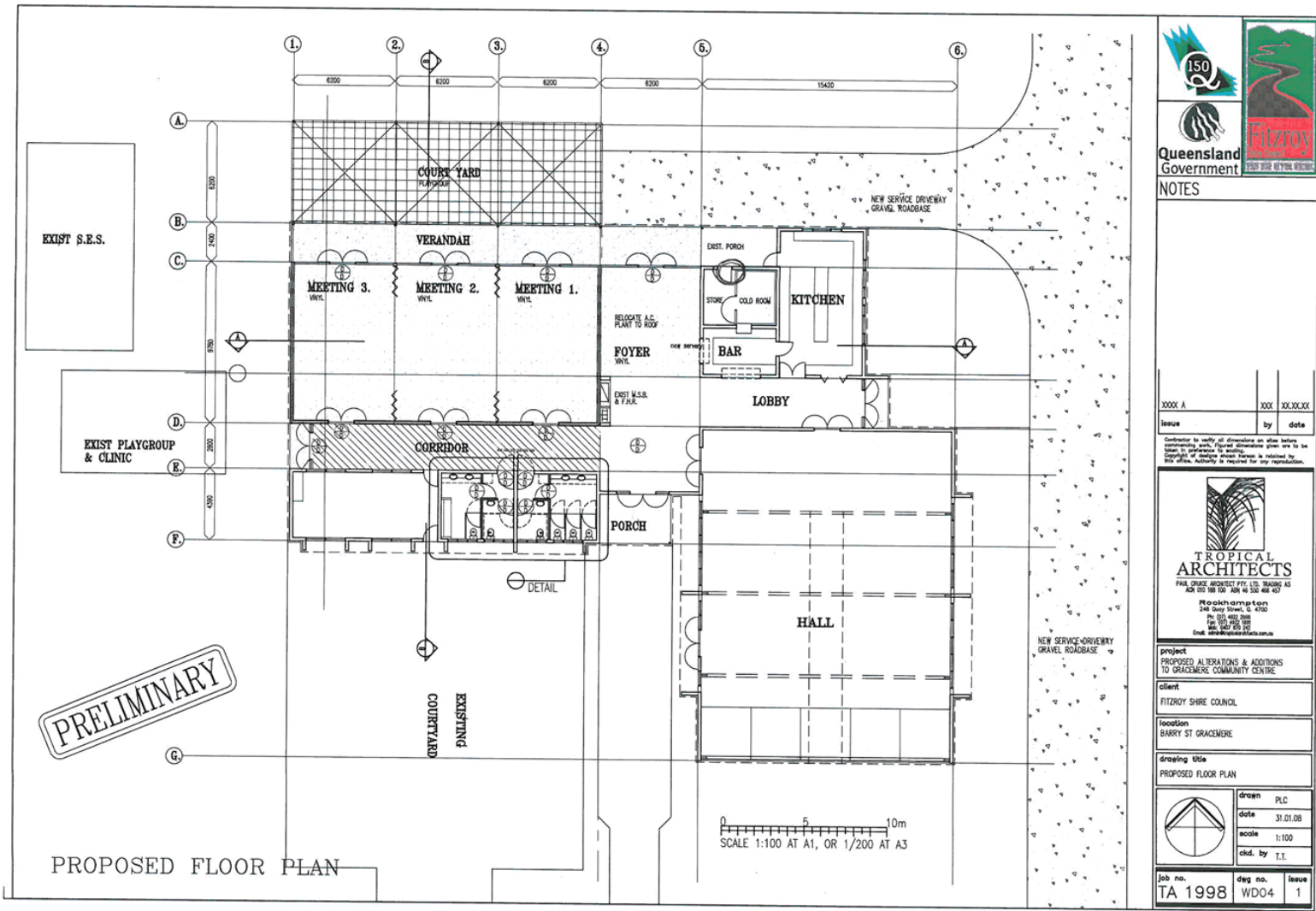
As outlined, the interested community organisation could still hire the Centre for delivery of its programs, or may be able to pursue use of other facilities under State Government control for its activities.

FUTURE USE OF GRACEMERE COMMUNITY CENTRE

Gracemere Community Centre

Meeting Date: 2 February 2016

Attachment No: 1





Queensland Government



FITZROY

NOTES

XXXX A			
Issue	by	date	

Contractor to verify all dimensions on site before commencing work. If any dimensions given are to be changed, the contractor is responsible for notifying this office. Authority is required for any reproduction.



TROPICAL ARCHITECTS
 PAUL CRISP ARCHITECT PTY LTD. TRADING AS
 Rockhampton
 248 Grey Street, G. 4700
 Ph: (07) 4621 8888
 Fax: (07) 4621 8891
 Email: info@tropicalarchitects.com.au

project PROPOSED ALTERATIONS & ADDITIONS TO GRACEMERE COMMUNITY CENTRE			
client FITZROY SHIRE COUNCIL			
location BARRY ST GRACEMERE			
drawing title PROPOSED FLOOR PLAN			



drawn PLC
date 31.01.08
scale 1:100
chk. by T.T.

job no. TA 1998	dwg no. WD04	issue 1
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9 STRATEGIC REPORTS

9.1 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT

File No: 1464

Attachments: 1. Monthly Operations Report - Communities and Facilities Section

Authorising Officer: Catherine Hayes - Acting 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 the months of November and December 2015.

OFFICER'S RECOMMENDATION

THAT the report on the operational activities of the Communities and Facilities section for the months of November and December be received.

COMMENTARY

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

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

The attached report contains information on the activities of these program areas for the months of November and December 2015.

COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT

Monthly Operations Report - Communities and Facilities Section

Meeting Date: 2 February 2016

Attachment No: 1

MONTHLY OPERATIONS REPORT
COMMUNITIES AND FACILITIES SECTION
Period Ended 31 December 2015

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

The Library Service has been successful in obtaining grant funding of \$16,250 through the Tech Savvy Seniors Queensland Program, a partnership between the Queensland Government and Telstra. The program aims to encourage more seniors to embrace information technology with the objectives of increasing digital inclusion, helping to reduce social isolation, increasing access to electronic government information and services, and improving awareness and resilience to online fraud and financial abuse.

Funding is provided to provide training through selected public libraries across the state including courses on the use of computers, tablets and smartphones to assist seniors with 'everyday' online tasks relating to shopping, banking, business, access to services, communication and recreation.

The grant will enable us to build on what is already offered at the Library's Technology Centre by delivering sessions for seniors in other locations across the Council area.

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 December 2015 are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and	Avg Completion Time (days) Q2
			Received	Completed										
Cemeteries (Asset)	0	0	1	0	1	1	0	20.47	30	0.00	3.00	21.53	21.30	4.00
Childcare (Asset)	1	0	4	1	4	2	0	5.63	30	0.00	4.83	20.72	16.51	0.43
Community Halls (Asset)	3	0	4	0	7	4	0	25.44	30	0.00	10.33	20.73	22.10	5.09
Admin and Depots (Asset)	10	0	11	0	21	10	0	23.00	30	0.00	9.69	15.92	18.50	2.06
Disaster Management (SEG Buildings) (Asset)	0	0	0	0	0	0	0	0.13	30	0.00	11.00	8.00	8.00	0.00
Dog Pounds (Asset)	9	2	2	0	9	1	0	6.79	30	0.00	11.40	20.12	23.54	13.71
Gardens (Asset)	0	0	0	0	0	0	0	22.45	30	0.00	15.33	11.30	11.30	0.00
Libraries (Asset)	19	4	22	6	30	14	0	7.23	30	2.83	9.72	21.18	22.29	5.88
Leased Premises - Maintenance (Asset)	0	0	0	0	0	0	0	0.00	30	0.00	0.00	0.00	0.00	0.00
Sport and Recreation (Asset)	10	0	15	1	24	12	0	17.32	30	0.00	21.57	23.71	30.39	10.55
TV Black Spot - Reception (Asset)	0	0	0	0	0	0	0	0.00		0.00	0.00	0.00	0.00	0.00
Venue & Events (Asset)	37	4	24	3	54	20	0	8.74	30	4.07	13.23	22.44	20.79	8.00

Comments and Additional Information

Requests received during the months of November and December 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:

	SECOND QUARTER		
	Oct	Nov	Dec
Number of Lost Time Injuries	0	0	1
Number of Days Lost Due to Injury	0	0	3
Total Number of Incidents Reported	0	1	3
Number of Incomplete Hazard Inspections	1	3	3

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	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.	31/01/16	50%	Policy and procedure to be finalised
Inability to comply with regulatory obligations and conservation of heritage assets, asbestos inspections and treatment, resulting in	High 4	1. Complete the process of incorporating maintenance plans into Asset Register and Management Plan. 2. Develop a 5-10 year	30/06/16	70%	Project being worked on as resources permit

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
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.		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.			

Legislative Compliance and Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
Outdated employee immunisations, tickets, and/or licenses	Various	99%	As at 31 December 2015 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 December 2015 Council records indicate that 1 employee was non-compliant in this regard due to maternity leave
Overdue performance reviews	31/08/2014	100%	As at 31 December 2015 no performance reviews were due to be completed
Checking of Emergency lighting in Council buildings	6 monthly	100%	Sites inspected as per Inspections Schedule
Fire systems tested in Council buildings	Monthly	100%	Sites with systems in place inspected as per contract
Fire hose reel and blankets inspected	6 monthly	100%	Sites inspected as per Inspections Schedule
Maintain staff to child ratios in accordance with the Education and Care Services National Regulations	Daily	100%	Ratios are maintained per age grouping
Engage an early childhood teacher at the Centre for at least 6 hours per day	Daily	100%	Early childhood teacher employed, with other staff with Advanced Diplomas able to cover periods of leave

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

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	In progress	\$658,341	\$669,222
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	\$173,974
Comment: replacement of leaking roof					
Rockhampton Showground Switchboard upgrade	20/07/2015	31/03/2016	Order placed	\$50,000	\$30,451
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	Order placed	\$40,000	\$29,884
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					
Upgrade furniture and fittings - Libraries	07/09/2015	29/01/2016	Not yet started	\$20,748	\$0
Comment: replacement of shelving deemed unsafe due to height					
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)					

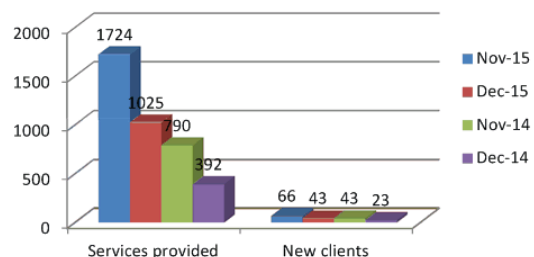
Storage facility - Library	1/09/2015	26/02/2015	Not yet started	\$22,242	\$0
Comment: provision of facility for secure storage of exhibition crates, shelving and other bulky items					
Gracemere Community Hall – defects	10/08/2015	31/08/2015	Completed	\$15,000	\$0
Comment: replacement of damaged floor covering in kitchen and bar area with seamless flooring					
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	In progress	\$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

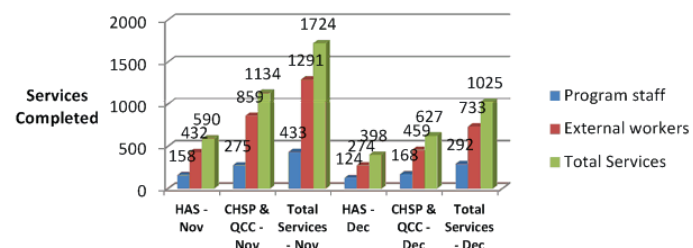
As at the period ended 31 December 2015 – 50% of year elapsed, for funded programs:

Project	Revised Budget	Actual (incl. committals)	% budget expended	Explanation
Home Assist	(\$1,976,905)	\$1,358,269	68.7%	Client services: 1724 home maintenance or minor modification services were provided during November for HAS and CHSP eligible clients 1025 home maintenance or minor modification services were provided during December for HAS and CHSP eligible clients 66 new clients were added in November 43 new clients were added bringing the total number of active clients to 8592 as at 31 December We hosted the Community Care Services Network meeting on 25 November with 40 participants from a range of service providers around the region. Two staff from Department of Social Services spoke about issues and improvements with My Aged Care Portal and changes to service types with Activity Reporting/Work Plans, and answered specific questions raised by staff. Housing and CHSP reports were successfully submitted during November and December. Client services requests continued to be received right up until the week of Christmas, with non-urgent jobs being deferred until the new year due to contractor shut down over the period.

Comparison of Yearly Statistics - November and December 2015



Monthly Staff and Contractor Statistics - November and December 2015



Highlights of other program areas included the following:

Community Assistance Program

3 applications to the Community Assistance Program were received during the month of November 2015, with one funded for the total amount of \$18,600.00, and two deemed ineligible. 25 applications were received during the month of December 2015, with 24 recommended for funding for the total amount of \$139,396.48. One application was deemed ineligible.

Details of the successful applications are as follows:

Applicant	Purpose of Grant/Sponsorship	Amount
Motorcycling Australia	Queensland 500cc Solo Championships (Sponsorship) (No application) – (Sponsorship)	18,600.00
Capricorn Community Development Association	CQ Rockhampton Youth Week 2016	4,000.00
Caribee Amateur Swimming Club	Caribee Swim Club's Annual CAPRICORN 13 & UNDER Swim Meet	300.00
Central Qld Family History Association Inc.	Extension to Incorporate a Meeting/Seminar Room combined with Kitchen Facilities for the Central Qld Family History Association Ltd	6,964.85
Central Queensland Life Education Centre Inc.	Life Education for Pre-schools Rockhampton	1,719.00
Central Queensland Multicultural Association Inc.	Taste of the World	1,280.00
Challenge the Mountain	Challenge The Mountain 2016	17,290.00
Crime Stoppers Queensland Limited	Community Utility Trailer - Crime Stoppers Rockhampton	3,758.00
Diggers Memorial Bowls Club Inc.	Conversion of Shower Room to Unisex Disabled Toilet	10,000.00
Friends of the Theatre Rockhampton Inc.	Pilbeam Theatre Digital Billboard Display	10,000.00
Lazy Acres Rodeo Events Committee	Bulls, Bikes and Music hosted by Lazy Acres	15,000.00
Mount Morgan Rodeo Association Inc.	Mount Morgan Rodeo and Free Family Fun Day	5,000.00
QCWA - Marmor Branch	Hall Insurance	500.00
Region Women's Network CQ Inc.	Region Women's Network CQ Inc.	250.00
Rockhampton & District Softball Association	Grandstand Seating for Fields	7,180.00
Rockhampton Eisteddfod Association Inc.	81st Rockhampton Eisteddfod	20,000.00
Rockhampton Touch Association Inc.	Clubhouse (Dressing Room) Upgrade Project	1,528.50
Rockhampton Water Polo	Bring Polo to the Pool: Expanding Northside Pool Community Programs	1,698.13

Rotary Club of Rockhampton South Inc.	Rockhampton South Rotary - Athelstane House Proposed Disabled Unisex Toilet	10,537.00
The Cathedral College	Hosting the 2016 Confraternity Carnival and Independent Netball Carnival	10,000.00
The Umbrella Network	Walk with Umbrellas	1,000.00
There4U Limited	Battle Of The Bands	4,681.00
Uniting Care Community (t/a Lifeline)	Lifeline Rockhampton Bookfest 2016	5,210.00
Wycarbah Hall and Sports Association Inc.	Hall Insurance	500.00
Zonta Club of Rockhampton	International Women's Day (IWD) 2016	1,000.00
		\$157,996.48

Community Development

Access and Equity

The Rockhampton Community Access and Equity Reference Group met on with the following actions coming from the meeting:

Issue	Action
Mt Archer and Riverbank developments	Organise RCAERG meeting with Executive Manager Regional Development to follow up on Council's developments/projects
Recharge Scheme	RCAERG to support the Recharge Scheme promotions by letters to other organisations such as the Hospitals and shops
Access and Equity Risk Register/Survey	Discuss need for an Access and Equity Risk Register/Survey - to be on agenda for 17 February 2016 meeting Look at Facebook or web page to promote and support Risk Register/Survey - to be on agenda for 17 February 2016 meeting
Councillors support for Access and Equity	Meeting with Councillors to inform and gain support regarding Access and Equity issues in the region - on agenda for 17 February 2016 meeting Discuss need for a public Access and Equity Forum to consult, inform, confirm and identify gaps with results from survey - on agenda for 17 February 2016 meeting
Beach Day Out	Successful event at Emu Park with over 3000 people attending, twice as many from last year, with future events to be held in Emu Park
2016 meeting dates	Set RCAERG meeting dates for 2016, on the third Wednesday of the month 12.30pm – 2pm Wednesday 17 February 12.30pm – 2pm Wednesday 18 May 12.30pm – 2pm Wednesday 17 August 12.30pm – 2pm Wednesday 16 November

Community Hall Hire

Facility	Total Sessions November 2015	Total Sessions December 2015
Gracemere Community Hall	12	9
Mt Morgan School of Arts	7	4
Calliungal Youth Centre	3	3
Bauhinia House	12	12
Schotia Place	18	13

CCTV

A total of 3 requests were received from Queensland Police Service for the month of November 2015 with footage able to be supplied for 2 requests, as the dates required for the third request exceeded the date range of stored footage. 3 requests were also received in December, with footage was supplied where possible due to faults with cameras.

Libraries

During November the libraries recorded 34,753 loans and 19,350 visits.

During December the libraries recorded 35,154 loans and 13,828 visits.

852 people participated in programs during the month of November, with 517 participating in December. The regular programs included:

- **Lively Babies** – even though weather became much warmer, parents, carers and babies continued to make regular visits to the library to take part in the Lively Babies sessions. The last sessions for the year held in early December featured a Christmas theme and old fashioned songs, finger plays and stories shared with the group. Staff received many favourable comments from patrons of all ages about the noisy, bouncy action taking place in the library. The aim of the sessions is to encourage and develop a love of reading and a passion for using the library. Over 209 babies and carers enjoyed the library sessions in November and December with corresponding loans of board books, toys, picture books and other resources by families.

- **Lively Stories** – a plethora of age appropriate stories, rhymes, songs and activities were used to entice and delight over 200 participants and their carers at the libraries in November. Themes included 'Numbers', 'Teddis', 'Birthdays' and 'Monkeys' with a simple craft activity to complete the story session. The ToddlerTime session at the Regional Library focused on songs and rhymes linked to the creation of cardboard box cars for the session. A group of young parents from the Girls Time Out visited the library for an orientation during the month.



Story time at the North Rockhampton Library

The end of year program focused on celebrations for Christmas and Santa made a special guest appearance to read a book and answer questions from the audience about his busy pre-Christmas schedule. Parents and carers at both sessions spoke of their appreciation for the engaging display for the children.



Reading Santa letters

- **Lively Toddler Time** – participants joined in the active play at the Rockhampton Regional Library as part of the regular Lively Toddler Time program. Toddlers and parents joined in interactive parachute and rhyme play in the Fitzroy Room.
- **TechnoTots** – a recent collaborative activity between children attending Kindy Care and residents at the John Cani Estate Aged Hostel at Mount Morgan proved an engaging and delightful learning opportunity for all. A set of mini-iPads used for the TechnoTots program at the libraries was used as an intergenerational learning tool for residents of the home in conjunction with young children from the neighbouring childcare centre. Children and residents enjoyed bubble and scarf play before the serious business of playing with the devices began. Young children sat with the elderly residents and demonstrated how to use the simple games installed on the devices and how to 'pinch', 'swipe' and 'click' their way through the programs. The TechnoTots (with seniors) session finished with a rousing rendition of the 'Hokey Pokey'. Many of the elderly residents expressed their pleasure



Intergenerational digital learning at John Cani Estate Aged Hostel

at the liveliness of the program at the hostel and looked forward to further intergenerational activities.

- **International Games Day** – a range of games were displayed at the libraries on Saturday 21 November as part of International Games Day activities. These included chess, Jenga, Citadels, Paizo and 3D jigsaws.
- **Robogals** – students from the University of Queensland's Robogals program presented three free robotics workshops at the Regional and North Rockhampton Libraries in November. The sessions proved a positive and interactive learning experience for students exploring science, maths and engineering with excellent feedback received. Homeschooling students were targeted for the daytime session at the Regional Library which was filled to capacity.



Robot challenge

- **Lively Book Clubs** – a classic mystery and a psychological thriller were discussed at the book clubs in November. Ed Chatterton's *A dark place to die* was shared at the Silver Wattle Book Club at the Mount Morgan Library, with Lionel Shriver's *We need to talk about Kevin* analysed at the Regional Library's Book Club.

A compelling and shocking saga from the pen of Iceland's Yrsa Sigurbardottir was discussed by Silver Wattle Book Club members at the Mount Morgan Library in December. *Silence of the Sea* proved a fascinating crime thriller for discussion. Members of the group also decorated a Christmas tree to include in the annual Mount Morgan Christmas Tree Party in the School of Arts building.

Matthew Ames personal story of triumph in *Will to live* linked to International Day of People with a Disability in December proved a challenging point of discussion for Book Club members at the Rockhampton Regional Library. The group has already started on the first book set on the reading list for January 2016.

- **Tax Help** – up to 120 clients accessed the free Tax Help service with our two dedicated volunteers at the Rockhampton Regional Library over the last four months. The introduction of the MyGov portal for tax returns has increased the requirements for community members to be digitally competent, highlighting the need for services such as that offered by the Library Technology Centre.
- **Lively Knitting and Crochet Clubs** – the knitting clubs at both the Mount Morgan and Rockhampton Regional Library continued to operate all year round with some very keen stalwarts maintaining and recruiting crafters for the library program. The clubs provide an inclusive and welcoming program for all ages and abilities and continually welcome new members at both the Rockhampton and Mount Morgan libraries.

The Rockhampton knitters held a special Christmas party in early December with two of the ladies greatly enjoying the chance to organise a shared luncheon in the Fitzroy Room with all the festive trimmings.



The Rockhampton Knitters' Christmas party

- **Mahjong at the Mount Morgan Library** – games of strategy continued to be well supported at the Mount Morgan Library, with a chess set recently purchased providing an avenue for challenging play. The mahjong group has continued to grow in numbers with the addition of another games table to accommodate demand.
- **Morning Movies** – a range of old-fashioned movies were screened in the Fitzroy Room in the lead up to Christmas Day and also in the week between Christmas and New Year. Musicals and comedies on Foxtel's TCM proved especially popular for visitors during this period.



Lively Music – patrons enjoyed listening to music in the foyer of the Rockhampton Regional Library in the lead up to Christmas. Musicians used the Hélène Jones piano, acoustic guitar and violin to share Christmas songs and some impromptu jazz pieces.

Cultural Teashop

The final Cultural Teashop for the year at the Rockhampton Regional Library proved a resounding success, with nearly 60 people participating. AMEP students from English language courses at Central Queensland University presented their stories of migration and shared simple foods from their country at morning tea. Participants learnt about Iran, Sudan, Afghanistan and North Africa. A number of students took the opportunity of joining the library at the conclusion of the event. Cr Swadling dropped into the session to chat to participants.



Donate if you're late

Eight boxes of non-perishable goods were collected at the libraries in December as part of the 'Donate if you're late' initiative. The two week initiative aimed to encourage clients with overdue items to return them to any Rockhampton library branch during this period with a donation of canned food. Sharon Pabis from AnglicareCQ accepted the items from Cr Swadling to be used for Christmas hampers for vulnerable families in the Rockhampton region.

Presentation to AnglicareCQ



International Day of People with a Disability

Patrons had the chance to have free hearing checks at the North Rockhampton and Rockhampton Regional Libraries on Wednesday 2 December as part of international Day of People with a Disability activity. An officer from Australian Hearing set up a mobile screening station at both libraries which a number of patrons accessed during the day.

A free drumming workshop held during the evening at the Rockhampton Regional Library on December 2 proved an engaging and inclusive activity for our audience. Chantelle, Tony and Nicholai shared some simple African drum rhythms using the Kraatz African Drum collection.

Especially signposted Recharge Scheme™ signage was also placed in the Rockhampton Regional Library to highlight access to a power supply for clients using mobility scooters or wheelchairs. Information about the scheme was provided on both the Council and Library Facebook pages.

Recharge Scheme™ station



Author Expo

The annual Local Author Expo held at the Rockhampton Regional Library on the evening of Wednesday 25 November attracted a good number of authors and participants. Authors included Alan Watchman, Alyssa James, Verena Strathearn, Royce Bond, Lyn Lawrence, Belinda O'Brien, T.C. Phillips, J. Mary Masters, Shelley Nolan, Craig and Shirley Marr, U3A Writers, Martin Johnson, Sandy Curtis, Nyssa Marxsen and Rita Diplock covering genres such as speculative fiction, romance, historical fiction, non-fiction, poetry, children's, memoir and steampunk. The event affords the authors an opportunity to network with other literary creators as well as sell their books to community members in the lead up to Christmas.

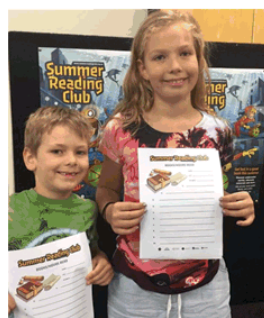


Author Alyssa James

A new journal of speculative fiction was launched at the Regional Library in November. With contributions from writers across Central Queensland *Specu18* will encompass a variety of genres, including horror, sci-fi, fantasy and speculative fiction. A 'NaNoWriMo' writing workshop was held at the library as part of National Novel Writing Month following the launch.

Summer Reading Club

175 participants enjoyed a range of activities as part of the Summer Reading club program held at the libraries during the school holiday period. The reading incentive program was launched at the Regional Library in mid-December, with children encouraged to register, read and be rewarded for their reading efforts over the next four to five weeks. The national program has a large digital component with children encouraged to try a variety of engaging activities linked to digital awareness and the chance to win major prizes.



Summer Reading Club launch

School holiday activities

An Encyclopaedia Britannica online scavenger hunt proved a popular activity conducted at both the Rockhampton and North Rockhampton libraries with 38 participants taking part in the challenge. Participants had to find answers to six simple questions using the online database.

Craft activities once again proved extremely popular at the North Rockhampton Library and Mount Morgan Library with nearly 80 primary school participants and their families trying their hand at making retro recycled festive decoration.



An anime and manga drawing session held at both Rockhampton branch libraries proved a cool reprieve for our young artists to share illustrative skills in a relaxed and collegiate atmosphere.

Birch Carroll & Coyle once again donated movie passes and merchandise for colouring competitions linked to movies released in December. Winners were very excited to pick up prizes at all libraries for this promotion.

A Song Creator iPad Writing Workshop held at the Rockhampton Regional Library for young adults during the school holidays saw some creative and well-written songs crafted with music facilitator Fran Vaux over three hours. Students learnt how to create an original song, through guided process of lyric writing, composing and recording layers of music using the Garage Band app on iPads which were provided by the facilitator. Participants learnt how to express meaning, find rhythm, rhyme and form during the informal workshop – and were able to keep an .mp3 of their recordings. Music created during the workshop was uploaded to Sound Cloud, with an example of one student's instrumental work found here:

<https://soundcloud.com/triple-a-music-academy/sarabs-song>. The workshop was part of the Steampunk program developing multimedia capabilities of the region's young people.

Exhibitions

Exhibitions during the November and December included:

- Domestic Violence Awareness Week display at the Rockhampton Regional Library
- Local Author Expo and display at the Rockhampton Regional Library
- Recycling Week display at the North Rockhampton Library

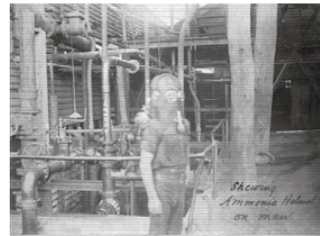


Recycling Week display

History Centre

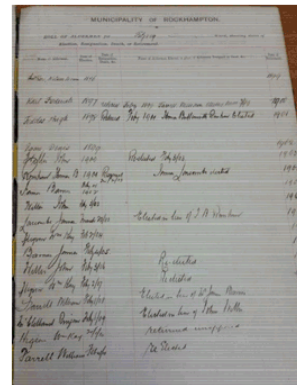
History Centre staff focused on digitizing images in the CQME archival collection held in the Central Queensland collection during November. The collection is quite significant, encompassing a range of printed documents, photographs and other ephemera. Further listing of contents held in the collection will aid the location of specific data for researchers.

Photograph from CQME Collection, Central Queensland collection



The process of archival investigation often takes many years involving generations of family talking and sharing news about family history. Local author Mark Svendsen was able to share information about a photographic album in the Anders Nielsen collection donated to the Rockhampton History Centre by a family member many years ago. The photographs related to Nielsen's second marriage to Daisy Gray, with images of her immediate family.

A large leather-bound book from the CEOs office containing names of Mayors and Aldermen of Rockhampton City Council and Rockhampton Regional Council from 1887 to 2004 was recently deposited in the library's archival collection.



A substantial collection of 1129 colour slides taken by Clyde Munns during the period 1960 to 1971 was also donated during the month, representing a fascinating snapshot of Australian life during this decade. The images include Rockhampton landscapes and the Yeppoon Parade Sun Girls as well as scenery throughout Australia.

Technology Centre

The 2016 schedule of training courses and workshops was established and marketed. With five new trainers coming on board additional courses including the new "Internet Made Easy" course will be launched in February. With the success of the Tech Troubles sessions, this program will be expanded in 2016 to offer sessions at the Northside Library as well.

Positive client feedback received included:

- *I feel so privileged to be able to join such a professional and helpful group of tutors and your patience in helping with difficult tasks is really appreciated.*
- *Thank you all so much for a most enjoyable six weeks. I have learnt a great deal and look forward to joining your team in any future courses you may run.*
- *Good, supportive and patient team. Enjoyed my time. Felt lucky having a position to attend the course. A big thank you to all.*
- *The trainer and assistants were excellent; very helpful and accommodating with genuine knowledge and experience. In a word, the course is OUTSTANDING.*
- *Excellent course – would be hard to get better trainers.*

A Christmas break-up luncheon was held for the volunteer trainers where participants demonstrated their extensive knowledge of Christmas carols with some impromptu karaoke.

Overall statistics for November:

- 304 contact hours of community training was provided to 74 participants
- 315 contact hours of professional development training was provided to 42 participants
- 4904 hours of public access was provided for 3384 sessions

Overall statistics for December:

- 62 contact hours of community training was provided to 21 participants
- 4013 hours of public access was provided for 2853 sessions

Child Care

Utilisation of long day care remained at 100% during November and December while utilisation of Occasional care places was at 39.76% and 25% for the 10 places available. While December is always a little quieter as school holidays have started there is just not the same demand for occasional bookings anymore, with the number of places available to be reduced to 6 in 2016.

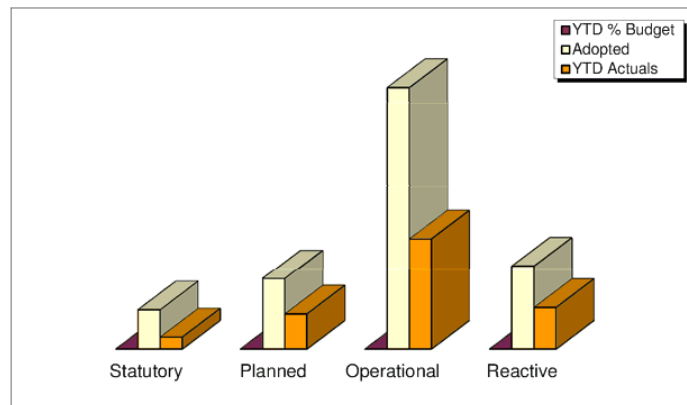
The worm farm is growing the fattest of worms, with the children feeding them their left over fruit scraps. The Centre Christmas party was again well attended by families with around 220 people attending.

Facilities

279 work orders were completed during November and 123 in December. The following table gives an overview of the work completed:

Site	Completed Task
	Install new PRZ, repair hose reel and move copper water service; alter potable water line; install new 125mm shut off valve to non-potable water
Archer Park Railway Station	Repaired broken tap and hole in 50mm water service line; replaced air conditioning unit damaged in storm, installed walkway to and around unit
Art Gallery	Reset DDC button on air conditioners; chiller faulting, bled lines, checked over 3 days; electrical contractor engaged to fault find and repair Amphitheatre lighting
Botanic Gardens	Electrical contractor engaged to replace switchboard in workshop and install RCD protection in office
CBD	Contractor engaged to carry out repairs to CCTV; telecommunications cable contractor engaged to test optic fibre cables for network
City Hall	Replaced rusted heritage down pipe in western void with new stainless steel pipe work; checked ducting for mould/smell, all okay
Customs House	Contractor engaged to carry out repairs to the roller grille
Dean St - Kerrigan St Intersection	Alteration of traffic signals
Dooley St Admin Building	New condenser fan motor and fan for strong room and lunch room unit
Fleet Services	Installation of power outlets in the Mt Archer communications room, grinder repairs, disconnection/reconnection of band saw and RCD testing of asphalt paver
Heritage Village	Fix three trip hazards in the pathway to reception and relay sandstone paving on the veranda of the administration building
History Centre	Replace faulty air conditioner circuit board and noisy condenser fan; repaired refrigerant leak found on capillary line before evaporator
IT Services	Installation of power in Dooley St server room and lighting on the mezzanine level of City Hall
James Lawrence Pavilion	Replaced timber step treads on stairs to upper floor
Leanne Hinchcliffe Park	Pumped out septic tank and line to extend upgrade time
Mount Morgan	Fairy lights installed in centre median of Morgan St;
East St Rockhampton	repaired vandalised fairy lights in precinct along with installation of Christmas Tree for festival
North Rockhampton Library	Extract water, dry out and steam clean carpet after storm
Parks	Park lighting to Riverside Park, Kele Park, Anzac Park, Anzac Park Mount Morgan, Queens Park and Fraser Park; electrical work at Kershaw waterfall and Rockhampton Cricket Ground
Pilbeam Theatre	Repair zip hydro tap; supply and install thermostatic mixing valve on hot water supply
Regional Services	Street lighting repairs in East St Precinct, Huish Dr, Quay St and Glenmore Road; installation of power for Vector Control Bio Facility and repairs to Riverside Park Cathodic Protection.
Robert Schwarten Pavilion	Remove incorrectly installed water waste pipe and refit to required standard.
Rockhampton Dog Pound	Unblock drains using a jet rod
Schotia Place	Repair damaged edges to the laminated bench tops as specified through environmental health inspection
Sound Shell	Water feed to non-potable water altered and potable water tap moved to 18m from dump point
Southside Pool	Electrical contractor engaged to carry out repairs to lighting
Spencer Street House	Replaced seized air conditioner compressor unit

Various sites	Gutter cleaning; automatic control contractor engaged to carry out repairs to auto doors; contractor engaged to carry out repairs on roller doors; contractor engaged to carry out repairs to fire systems/emergency lighting; electrical contractor engaged to assist Council electrical staff with repairs and maintenance. Traffic light inspections carried out.
Walter Pierce Pavilion	Install new 902kw unit to replace old spit air conditioning unit that was not working due to circuit board failure
Walter Reid Cultural Centre	Repair water leaks around air conditioner pipe work



Activity	Adopted	YTD Actuals	YTD % Budget
Statutory	\$ 393,713	\$ 121,028	30.74%
Planned	\$ 709,716	\$ 353,200	49.77%
Operational	\$ 2,637,892	\$ 1,115,644	42.29%
Reactive	\$ 839,273	\$ 418,993	49.92%
Unallocated	\$ 97,000	\$ 31,955	32.94%
Total	\$ 4,677,594	\$ 2,040,820	43.63%

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%	165 participants, 41.25%
Deliver a range of family literacy, learning and development programs to 7500 participants per annum	100%	4568 participants, 61%
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%	0.11 per capita
Provide community access to technology and deliver 2000 contact hours of computer training each year	100%	2864 hours, 143.2%
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%	38.09%
Provide 11625 hours of home maintenance services to eligible Home Assist clients per annum	90%	7867 hours, 67.67%
Deliver 5612 hours of home maintenance services for CHSP eligible clients per annum	90%	9717 hours, 173%
Complete 17 major modification projects for CHSP and QCC eligible clients per annum	100%	8 projects, 47%
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	Adopted Budget (Pro Rata YTD) \$	YTD Actual \$	YTD Commit + Actual \$	Variance %	On target 50% of Year Gone
COMMUNITIES & FACILITIES							
Facilities							
1 - Revenues	(363,944)	(363,944)	(181,972)	(67,916)	(67,916)	19%	x
2 - Expenses	11,553,809	11,650,810	5,776,905	5,371,599	6,150,635	53%	x
3 - Transfer / Overhead Allocation	171,811	171,811	85,906	68,003	68,003	40%	✓
Total Unit: Facilities	11,361,676	11,458,676	5,680,838	5,371,687	6,150,722	54%	x
City Child Care Centre							
1 - Revenues	(761,800)	(761,800)	(380,900)	(362,407)	(362,407)	48%	x
2 - Expenses	673,262	673,262	336,631	341,203	341,768	51%	x
3 - Transfer / Overhead Allocation	0	0	0	165	165	0%	x
Total Unit: City Child Care Centre	(88,538)	(88,538)	(44,269)	(21,039)	(20,474)	23%	x
Comm & Facs Mangement							
1 - Revenues	0	0	0	(14,470)	(14,470)	0%	✓
2 - Expenses	443,512	443,512	221,756	206,545	206,735	47%	✓
3 - Transfer / Overhead Allocation	6,700	6,700	3,350	3,690	3,690	55%	x
Total Unit: Comm & Facs Mangement	450,212	450,212	225,106	195,765	195,956	44%	✓
Library							
1 - Revenues	(528,643)	(528,643)	(264,322)	(256,361)	(256,361)	48%	x
2 - Expenses	3,042,969	3,042,969	1,521,484	1,326,859	1,432,860	47%	✓
3 - Transfer / Overhead Allocation	20,500	20,500	10,250	4,030	4,030	20%	✓
Total Unit: Library	2,534,826	2,534,826	1,267,413	1,074,528	1,180,529	47%	✓
CQ Home Assist							
1 - Revenues	(1,976,905)	(1,976,905)	(988,453)	(1,197,644)	(1,197,644)	61%	✓
2 - Expenses	1,886,938	1,886,938	943,469	875,671	1,284,096	68%	x
3 - Transfer / Overhead Allocation	89,967	89,967	44,984	43,549	43,549	48%	✓
Total Unit: CQ Home Assist	(0)	(0)	(0)	(278,424)	130,001	65000435%	x

Community
Programs

1 - Revenues	(117,600)	(117,600)	(58,800)	(51,627)	(51,627)	44%	✕
2 - Expenses	920,138	920,138	460,069	376,625	389,546	42%	✓
3 - Transfer / Overhead Allocation	(89,763)	(89,763)	(44,882)	29,493	29,493	-33%	✕
Total Unit: Community Programs	712,775	712,775	356,387	354,492	367,413	52%	✕
Total Operations:	14,970,950	15,067,950	7,485,475	6,697,008	8,004,147	53%	✕

CAPITAL
COMMUNITIES & FACILITIES

CP450 - CAPITAL FACILITIES MANAGEMENT

1 - Revenues	(669,500)	(669,500)	(334,750)	104,526	104,526	-16%	✕
2 - Expenses	1,612,000	1,813,576	806,000	974,462	1,218,667	76%	✕
3 - Transfer / Overhead Allocation	0	0	0	1,448	1,448	0%	✕
Total Unit: Community Programs	942,500	1,144,076	471,250	1,080,435	1,324,640	141%	✕
2 - Expenses	85,000	80,908	42,500	38,548	38,548	45%	✓
Total Unit: Community Programs	85,000	80,908	42,500	38,548	38,548	45%	✓

CP540 - CAPITAL CONTROL COMMUNITY PROGRAMS

1 - Revenues	0	0	0	(3,000)	(3,000)	0%	✓
2 - Expenses	100,000	259,279	50,000	21,345	21,345	21%	✓
Total Unit: Community Programs	100,000	259,279	50,000	18,345	18,345	18%	✓
Total Capital:	1,127,500	1,484,263	563,750	1,137,328	1,381,533	123%	✕
Grand Total:	16,098,450	16,552,213	8,049,225	7,834,336	9,385,680	58%	✕

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 Trustee Lease at Rockhampton Heritage Village with 1st (CQ) Light Horse Regiment- Rockhampton Historical Squadron & Museum (Inc).

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.

13.2 Use of Pilbeam Theatre for concert by the National Boys Choir of Australia

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 TRUSTEE LEASE AT ROCKHAMPTON HERITAGE VILLAGE WITH 1ST (CQ) LIGHT HORSE REGIMENT- ROCKHAMPTON HISTORICAL SQUADRON & MUSEUM (INC)

File No: 4308

Attachments: Nil

Authorising Officer: Cheryl Haughton - Acting 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.

SUMMARY

Council's approval is sought to enter into a Trustee Lease with the 1st (CQ) Light Horse Regiment - Rockhampton Historical Squadron & Museum Inc. covering a portion of land currently contained within the site of the Rockhampton Heritage Village.

13.2 USE OF PILBEAM THEATRE FOR CONCERT BY THE NATIONAL BOYS CHOIR OF AUSTRALIA**File No:** 7104**Attachments:** Nil**Authorising Officer:** Cheryl Haughton - Acting 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.

SUMMARY

The National Boys Choir of Australia has contacted Council requesting assistance in presenting a concert in partnership with the Rockhampton Musical Union Choir Youth Choir at the Pilbeam Theatre on 17 September 2016.

14 CLOSURE OF MEETING