CITY LIFE SERVICES
MONTHLY REPORT – APRIL 2000

City Life presents the following report for the month of April 2000.

CAIRNS REGIONAL GALLERY

The final quarterly contribution for 1999/2000, $143,750, was paid to the Cairns Regional Gallery on 1 April, 2000 as per the three year funding agreement between the Gallery and Council.

A request was made for Council to accept responsibility for expenditure for fire extinguisher maintenance. This request does not comply with the conditions of the funding agreement and therefore was refused.

A reminder has been sent to the Gallery to provide a report on its activities for July to December 1999 as per the funding agreement. This information has not yet been received.

CIVIC THEATRE

Council funded shows presented during April.

<table>
<thead>
<tr>
<th>Show</th>
<th>Description</th>
<th>Audience Response</th>
<th>Total Attendance</th>
<th>% Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simon Gallaher</td>
<td>A Morning Melodies concert primarily for senior citizens. (1 performance only)</td>
<td>Positive</td>
<td>634</td>
<td>90%</td>
</tr>
<tr>
<td>Secret Bridesmaids Business</td>
<td>A comedy play produced by Melbourne’s Playbox Theatre Co. (3 performances). (The costs of travel, freight and accommodation were funded by Playing Australia)</td>
<td>Very positive</td>
<td>1,125</td>
<td>56%</td>
</tr>
</tbody>
</table>
Other Events at the Civic Theatre in April

* **Joseph 2000**  
  Peace Lutheran College school musical

* **Rags to Riches, Talent Quest**  
  Trinity Bay High School

* **Cairns Celebration of Film**  
  Film Festival

* **The Elements**  
  Piano recital

* Community group meetings in the foyer

* Continuing work on installation of a new air conditioning chiller

Ticket Link

The following events at other venues have been on sale during April:

* **Tokyo Shock Boys**  
  (Cairns Convention Centre)

* **Savage Garden**  
  (Cairns Convention Centre)

* **Slim Dusty**  
  (Cairns Convention Centre)

* **Lucky Dube**  
  (The Next Nightclub)

* **The Whitlams**  
  (The Nest Nightclub)

* **Rollins Band**  
  (The Playpen)

* **Regurgitator**  
  (The Playpen)

* **Jimeoin Live & The Cooking Show**  
  (Sports Bar Nightclub)

* **The Anastasia File**  
  (Rondo Theatre)

* **Cats**  
  (Cairns Hockey Fields)

This has been a record-breaking month for Ticket Link. There are many popular shows currently on sale, but the latest interest has been in:

* Andrew Lloyd-Weber’s **Cats**

* St Petersburg Ballet with **Swan Lake**, presented by Micheal Edgley, and

* **Savage Garden**

On Monday 10 April, **Cats** went on sale simultaneously throughout Queensland for seasons of the show in Brisbane, Toowoomba, Mt Isa, Gladstone, Rockhampton, Mackay, Townsville and Cairns. On that day, Ticket Link, Council’s ticketing service, sold more tickets to **Cats** than anywhere in Queensland, including Brisbane.

On that same day, there was also a huge demand for tickets for **Swan Lake** and **Morning Melodies** among others. As a result, 25% of turnover for the entire month, took place on that one day, which is a great credit to all Ticket Link staff.

Cairns Celebration of Film

The 3rd annual Film Festival was presented at the Civic Theatre this year. This was the first time that the Civic Theatre had been used for such an event. It proved that the venue is well suited to showing art-house movies at times when no live shows are booked.

Fire Safety Inspection

The Civic Theatre passed a Queensland Fire Service inspection of fire safety systems and procedures on 19 April. All systems and records complied with legal requirements and the inspecting officer advised that the Civic Theatre level of compliance is among the top 2% of all properties inspected.
Budget Performance
The payroll budget for the financial year is $661,716, of which $550,542 has been expended. This is on target for the period to date. In percentage terms, 83.2% of the annual wages budget has been expended in 10 months, which represents 83.34% of the calendar year.

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure</td>
<td>2,109,819</td>
<td>1,623,957</td>
<td>76.98%</td>
</tr>
<tr>
<td>Less Revenue</td>
<td>1,748,408</td>
<td>1,384,397</td>
<td>79.18%</td>
</tr>
<tr>
<td>Net Total</td>
<td>361,411</td>
<td>239,560</td>
<td>66.29%</td>
</tr>
</tbody>
</table>

This table indicates that only 66.29% of the net budget has been expended with 83.34% of the year lapsed. However no accurate figure of current commitments is available at this time, so it is expected that by 30 June, the Civic Theatre will be on target.

It should be noted that Council’s net contribution of $361,411 includes full cost pricing expenditure of $444,713 and a contribution of $363,227 revenue for community service obligations. Council’s actual contribution is therefore $363,227 + $361,411 = $724,638, which represents 34% of the Civic Theatre's total expenditure of $2,109,819. The remaining 66% of funding is derived from trading activity, sponsorships and grants.

<table>
<thead>
<tr>
<th>Summary of Activity for February</th>
<th>Council Funded Shows</th>
<th>Hired Shows</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of days booked at Theatre (including rehearsals)</td>
<td>4</td>
<td>14</td>
<td>18</td>
</tr>
<tr>
<td>Number of performances at Theatre</td>
<td>4</td>
<td>22</td>
<td>26</td>
</tr>
<tr>
<td>Total attendances</td>
<td>1,759</td>
<td>2,297</td>
<td>4,056</td>
</tr>
<tr>
<td>Total tickets sold (including events at other venues)</td>
<td>13,414</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TANKS ART CENTRE

General Administration
* Due to weather constraints, April was the first month of 2000 that the Tanks was able to host any large-scale events. French Cultural influences have been the focus. The “French Connection” Exhibition by Don Antwis & Christonides in the Gallery and the Alliance Francais themed event “Asterix & Obelix”, featured a locally produced written musical farce “Tragicomix & Panacea”.

* The Cairns Film Festival hosted a youth film night called “RYPE” in the outdoor Amphitheatre on one of the few dry evenings, featuring the full moon, and all agreed the atmosphere was perfect with potential for growth in 2001.

* Drainage and the leaking roof in Tank 3 is still creating logistical problems. The largest event for this year had to be cancelled in Tank 3 and transferred at the last minute to Tank 5. Debris clearing is continuing after Cyclone Steve but the gardens are finally starting to regrow.
The regular hirers workshop classes – Dance Dance Dance, Saving Grace, Footnotes, and Golden Vision Studio Art Studio are ever expanding, and all appreciate the support and publicity they have been receiving from the Tanks’ newsletters, emails and print advertising.

Tanks Website is almost completed.

1 volunteer assisted Tanks for 14 hours.

Venue Hire
* Co-ordinated hire of site with 13 organisations/individuals.
* Alliance Francais – 245 participants
* “Humbug” Designs in Studio – 8 participants
* Dance – Dance – Dance – 73 participants
* Footnotes – 180 participants
* Saving Grace – 5 participants
* Edge Hill Primary School Dance Session – 50 participants
* Arts Law – 6 participants
* Golden Vision Studio Art School – 109 participants
* Private Rehearsals – 3 participants
* French Connections Art Exhibition – 190 participants
* Wedding – 90 participants
* Cairns Celebration of Film “Rype” Film Awards – 70 participants
* Tragicomix & Panacea Rehearsals – 470 participants

Gallery
* French Connections Art Exhibition
This was our first exhibition in the gallery for 2000. It is unfortunate that the gallery cannot be operated earlier due to the climatic conditions and effect it may have on artworks.

Customer Satisfaction
* Visitors Book comments of the efforts of Tanks staff and the appreciation of the improvements on the site.
* Positive Radio & TV and press releases regarding activities at Tanks.

Performance Indicators
* Venue hire with 13 organisations/individuals – 1,499 attended
* 20 information packs were sent out in April 2000
* 28 site inspections in April 2000

WINDARRA CHILD CARE CENTRE

Centre Utilisation
The centre operated at an average of 63.7% during April.

Centre
Due to a cyclone warning, the centre closed at 1.00pm, Thursday 6 April (Cyclone Vaughan) and re-opened Friday, 7 April. Photo session for parents/children was also cancelled.
Centre Closure
On Wednesday, 18 April, Lorna Humphreys officially informed the staff of the closure of the Centre. She also advised that parents would receive written notice of the closure.

RECOMMENDATION:

This report is for noting only.

Lorna Humphreys
Executive Officer, City Life
COMMUNITY SERVICES COMMITTEE

24 MAY 2000

DR:AB : 10/1/3-01 : 179790

CLAUSE NO: 2

NATIONAL RECONCILIATION WEEK - 26 MAY - 3 JUNE 2000

ISSUE:

To provide Council with further information on National Reconciliation Week and to seek final approval to hold a range of events.

INTRODUCTION:

As previously advised, National Reconciliation Week will be held this year between 26th May and the 3rd June. This year’s theme is *Corroboree 2000 – Sharing our Future*. The proposed events are recommended, pending a resolution of the full Council on Monday 22nd May.

PROPOSED CAIRNS CITY COUNCIL EVENTS FOR NATIONAL RECONCILIATION WEEK:

Pledge Books

The Council for Aboriginal Reconciliation, in collaboration with the Australian Local Government Association, will be circulating Pledge Books to Councils throughout Australia for the recording of commitments to reconciliation. Between May and September Councils are encouraged to promote the Pledge Books as a way of progressing the General Assemblies of Local Government National Agenda which states an overwhelming support for the reconciliation process. It is proposed that Cairns City Council make the Pledge Books available for signing from a variety of locations including library points and the Draper Street Customer Service Centre. The Pledge Books can form part of a display that also incorporates additional National Reconciliation Week material. The public will be informed about the Pledge Books via the Cairns Post and the Cairns Sun. Money exists within the Community Services budget to meet these advertising costs.

Distribution of Reconciliation Material

Council could play an important role in distributing material on National Reconciliation Week to community groups and the general public. This material will be forwarded to Cairns City Council by ALGA and the Council for Reconciliation and will include posters, leaflets, stickers and bookmarks. This material could form part of a proposed small National Reconciliation Week display at some libraries and in the Customer Services Centre.
Flag-Raising Ceremony

Raising the Aboriginal and Torres Strait Islander flags during National Reconciliation Week is a highly symbolic gesture that conveys understanding, support and good will. A low key flag raising ceremony proposed to be held in City Place on the morning of 26 May will send a clear message to the Cairns community that Council is prepared to take a leadership role on the issue of Reconciliation. This will provide a very positive media opportunity.

Indigenous Reference Group Building Partnerships Subcommittee Proposal

The Indigenous Reference Group Building Partnerships subcommittee will soon forward a “building partnerships workshop” proposal to Council for approval. The workshop aims to:

- Provide a forum for the exchange of information on key issues where Council and indigenous people share a common interest. These issues include housing, public space use, celebrations and land matters.
- Identify areas within Cairns City Council where communication with and service delivery to indigenous peoples can be more effective.
- Enable workshop participants to meet one another and start to strengthen working relationships.
- Assist Cairns City Council to gain recognition for its ongoing commitment to reconciliation through a partnership approach. Council could announce its intention to work collaboratively with the Indigenous Reference Group during National Reconciliation Week.

It is proposed that this workshop be announced during Reconciliation Week and held at a date to be confirmed shortly thereafter.

Format for the “Building Partnerships Workshop”

The proposal for the workshop is a panel style presentation followed by general discussion on the services that Council provides. The emphasis will be on the positive with strong facilitation to guide the discussion. A final agenda will be forwarded to the full Council for approval.

Budget Ramifications

The costs associated with the above suggestions are minimal and include:

- Some small signage for displays, cost to Graft ‘n’ Arts up to $100
- Catering for “building partnerships” workshop not expected to exceed $200
- Independent facilitation for “building partnerships” not expected to exceed $140.

Total cost of all activities $440. This amount is well covered within the existing Community Services budget.
RECOMMENDATION:

1. That Cairns City Council makes Pledge books available for signing in a variety of locations across the Shire.

2. That Council operates as a distribution point for National Reconciliation Week material and that this material, in some instances, be incorporated into a National Reconciliation Week display.

3. That Council raises the Aboriginal and Torres Strait Islander flags in the City Place on the morning of the 26th May before an invited audience of community representatives.

4. That the “building partnerships” subcommittee be granted approval to proceed with planning of the “building partnerships” workshop in consultation with the Council representatives on the Committee (a final agenda to be forwarded to the full Council for approval).

5. That Council announces, during National Reconciliation Week 26 May – 3 June, that it is happy to continue working collaboratively with the Indigenous Reference Group.

Desley Renton
Youth Development and Indigenous Liaison Officer

Cathy Boorman
Manager, Community Services
CLAUSE NO: 3

VISITS TO SITES RELEVANT TO THE COMMUNITY SERVICES COMMITTEE

Issue: To propose a schedule of visits to sites relevant to the Community Services Committee.

Background:

At its meeting held on 10 of May, the members of the Community Services Committee asked that a schedule be prepared to enable them to visit the sites managed by officers reporting to that Committee.

It was requested that officers arrange for a minivan to be available to transport Councillors between the venues and that all Councillors be offered the opportunity to participate.

Proposal:

A draft schedule of inspections has been prepared for the Committee’s consideration. This schedule seeks to co-ordinate visits by geographic location ie. North, North/City, City, South/City and South. Whilst dates have not been confirmed it is proposed that the visits occur on the Monday and Wednesday of the Council and Committee meetings in an attempt to suit Councillors schedules. Visits are planned to leave the chambers at 9:00am and return by 2:00pm. Lunch will be provided as shown on the attached schedule.

RECOMMENDATION:

1. That Councillors consider the proposed schedule of site inspections and confirm preferred dates.

Cathy Boorman
Manager – Community Services
## PROPOSED SCHEDULE OF VISITS TO SITES RELEVANT TO THE COMMUNITY SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>Possible Dates</th>
<th>City</th>
<th>North/City</th>
<th>North</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Monday 5(^{th}) June)</td>
<td>(Wednesday 7(^{th}) June)</td>
<td>(Monday 19(^{th}) June)</td>
<td>(Wednesday 7(^{th}) June)</td>
<td></td>
</tr>
<tr>
<td><strong>9:00 – 9:30am</strong></td>
<td>Tanks</td>
<td>Bella Vista Community Centre</td>
<td>Ellis Beach, Palm Cove Caravan Park and Jetty</td>
<td>Woree</td>
</tr>
<tr>
<td><strong>9:45 – 10:15am</strong></td>
<td>Theatre</td>
<td>Yorkey’s Community Centre and Besthaven aged housing units</td>
<td>Clifton Beach Community Centre (via Palm Cove and Clifton Beach foreshores)</td>
<td>Woree Community Centre</td>
</tr>
<tr>
<td><strong>10:30 – 11:00am</strong></td>
<td>Graft’n’Arts</td>
<td>Holloways Beach Community Centre</td>
<td>Kewarra Beach Community Centre</td>
<td>Fretwell</td>
</tr>
<tr>
<td><strong>11:15 – 11:45am</strong></td>
<td>City Place</td>
<td>Manunda Library</td>
<td>Smithfield Pool and Recreation Centre</td>
<td>Edmonton</td>
</tr>
<tr>
<td><strong>12:00 – 1:00pm (Incl. Lunch)</strong></td>
<td>City Library</td>
<td>West Cairns Community Renewal area</td>
<td>Smithfield Library</td>
<td>Hambleton and Library</td>
</tr>
<tr>
<td><strong>1:15 – 1:30pm</strong></td>
<td>Barlow Park</td>
<td>Pease, Charles and Grove St aged housing units</td>
<td>Stratford Library and Community Centre</td>
<td>Sugarwater</td>
</tr>
</tbody>
</table>
CLAUSE NO: 4

REVIEW OF COUNCIL OWNED COMMUNITY HALLS AND CENTRES

THE ISSUE:

An audit of existing Community Halls and Centres was undertaken by the Community Services Branch between August 1999 and December 1999. As a result of the review, recommendations for future sustainable maintenance and management procedures were made.

BACKGROUND:

The Council owns fourteen (14) community centres and halls throughout the Cairns Region, namely:-

* Aloomba Community Hall
* Babinda Community Centre and Kindergarten
* Bellenden Ker Memorial Hall
* Brinsmead Bella Vista Community Centre
* Clifton Beach Community Hall
* Edmonton Playgroup Hall
* Edmonton Pensioner’s Community Hall
* Gordonvale Community Hall
* Holloways Beach Community Hall
* Kewarra Beach Community Hall
* Meerawa Community Hall
* Stratford Community Hall
* Woree Community Hall
* Yorkeys Knob Community Hall

These community centres and halls are of varying ages and standards. A number of these facilities are managed by volunteer community based management committees with Council officers managing the others.

Council’s management of community facilities occurs within the provisions of the Local Government Act 1993. This Act indicates that community facility provision is a core function of Council, which should occur within a planned approach that involves other parties and the community.

INTRODUCTION:

A review was undertaken by Jill Maybir, a James Cook University student during her final placement as a social worker, to identify a broad range of issues concerning Council’s involvement in facility provision. This review focused on Council owned
community halls and community centres and does not encompass sport or cultural facilities.

The Manager of the Community Services Branch requested this report be prepared in response to an identified need to assess the current situation of Council owned community halls and centres and to improve service provision in the new millennium. This request is in accordance with the Community Services – Service Plan, which states that it will establish and enhance mechanisms to improve, co-ordinate and integrate the provision of community infrastructure and services in Cairns and seek where possible, to promote community management of such facilities.

To date the Cairns City Council owned community halls and centres have operated under varying types of management models and maintenance regimes. There are no written agreements between Cairns City Council and management boards or user groups, and no standard procedures as to responsibility for payment of maintenance and operational costs.

The review offers various recommendations designed to:

* Streamline processes of service delivery, such as maintenance and repairs, thereby saving time and money for Cairns City Council.

* Increase autonomy for communities to self determine management practices and policies thereby reducing reliance upon Council.

* Clarify Council’s intentions in regard to the provision, use, charges and management of community facilities.

* Enhance opportunities for communities to develop viable local centres to meet and carry out safe, enjoyable activities, and build community identity.

COUNCIL RESPONSE:

The recommendations have been considered by officers from Asset Management, Maintenance and Construction, Parks and Recreation, and Technical Support Services. These Officers are developing responses and recommendations relevant to their area of operation including work plans and budget applications for 200/2001, which will be considered by Council in subsequent forums.

RECOMMENDATIONS:

It is recommended that:

1. The Community Halls and Centres Report be received.

2. That members of the Community Services Committee visit each centre / hall as part of the proposed schedule of inspections.

3. That funds for essential maintenance works be considered in the 2000 / 2001 budget.
4. That officers provide additional reports for Council approval as specific recommendations of the Review are prioritised and responses developed.

Leslie Sparkes  
Team Leader Community and Cultural Development

Cathy Boorman  
Manager, Community Services
CITY SAFE STATISTICS

ISSUE:
To advise Council of the activities of the City Safe system for March and April 2000.

STATISTICS:
The following statistics summarise the activities of the City Safe system for March and April 2000.

Table 1: Type of intervention conducted by Monitoring staff.

<table>
<thead>
<tr>
<th>AGENCY CALLED</th>
<th>Call Group 4 Securitas</th>
<th>Call Bark Security</th>
<th>Call Police</th>
<th>Call Council/Other</th>
<th>Call Diversionary Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2000</td>
<td>158</td>
<td>16</td>
<td>42</td>
<td>9</td>
<td>52</td>
</tr>
<tr>
<td>April 2000</td>
<td>155</td>
<td>13</td>
<td>44</td>
<td>4</td>
<td>23</td>
</tr>
</tbody>
</table>

Table 2: Type of Alleged Incidents Observed by Monitoring Staff

<table>
<thead>
<tr>
<th></th>
<th>Public Drunkenness &amp; Drinking in Public</th>
<th>Sleeping In Public</th>
<th>Disturbance</th>
<th>Assault</th>
<th>Theft From Person</th>
<th>Theft From Vehicle/ Premises</th>
<th>Property Damage (including Vandalism)</th>
<th>Urinating in Public</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2000</td>
<td>49</td>
<td>36</td>
<td>47</td>
<td>5</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td>April 2000</td>
<td>34</td>
<td>30</td>
<td>37</td>
<td>9</td>
<td>3</td>
<td>2</td>
<td>9</td>
<td>27</td>
<td></td>
</tr>
</tbody>
</table>

[Other: skateboarding, busking without a permit]
Table 3: Requests Received from Police and Public

<table>
<thead>
<tr>
<th></th>
<th>Police Request Tape</th>
<th>Police View Tape</th>
<th>Police to Station Officer</th>
<th>Other</th>
<th>% of Requests Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2000</td>
<td>2</td>
<td>3</td>
<td>-</td>
<td>4</td>
<td>100%</td>
</tr>
<tr>
<td>April 2000</td>
<td>-</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

INTERPRETATION OF STATISTICS:

No marked increase in any of the alleged offence areas for both March and April in comparison to data this time last year is apparent. However, an increase in Police requests for access to the monitoring room and surveillance vision has been recorded in comparison to this time last year.

The advent of the mobile transport service for the Diversionary Centre has contributed to increased safety within the Cairns CBD. Police and security also report that the mobile unit has proven effective in this regard. The number of calls being lodged to the mobile unit has been steadily increasing since the service commenced though a slight decrease was observed in April. The number of people being voluntarily transported to the Diversionary Centre is an encouraging indicator of the unit’s successful approach to clients, particularly those dealing with substance abuse issues.

The level of co-operation between Council’s contracted security services, Police and the Diversionary Centre demonstrates a strong commitment by agencies to respond in a collaborative manner to safety issues.

UPDATE:

New cameras will be operational by the 12th of May, 2000. Locations for these cameras include the corner of Grafton & Shields Streets, the corner of Hartley and Lake Streets and the corner of Shields and McLeod Streets. Part of this expansion has been funded by the State Government Security Improvement Program.

The value of the City Safe System in terms of apprehension of offenders, successful prosecution and perception of safety has not been formally evaluated since the system commenced. Anecdotal evidence however, strongly suggests that the City Safety System has proven effective. As recently as the past three weeks, vision from the system provided Police with evidence to apprehend offenders involved in a number of violent robberies, and has assisted Police investigations in regard to other significant matters.

To improve data records for the City Safe System’s eventual evaluation, Police have offered to provide Council with feedback on successful prosecutions made possible by vision obtained through the City Safe System.
RECOMMENDATION:

That the report be noted.

Cathy Boorman
Manager, Community Services

Jo Buchanan
Community Safety Officer

Stephen Devlin
Technical Support Services Manager
CLAUSE NO: 6

CIVIC THEATRE REFERENCE GROUP

ISSUE:

To establish Civic Theatre Reference Group.

BACKGROUND:

On 28/6/99, Council adopted a Statement of Intent (Attachment 2), and a Business Plan (Attachment 3) for the Civic Theatre.

The Business Plan specifies that a Theatre Reference Group will be formed to make recommendations to Council on:

a. The Civic Theatre's operating policies
b. A development and funding plan for Theatre improvements
c. The formation of a fundraising committee to assist in funding the recommended building improvements

It was subsequently resolved by Council on 13/12/99 that the objectives and procedures of the Theatre Reference Group would be those detailed in Attachment 1.

CURRENT STATUS:

Business Plan Timelines
The Business Plan timelines have been updated to reflect the current status, and a revised set of timelines is detailed in Attachment 4.

Theatre Reference Group
Council called for expressions of interest in the Theatre Reference Group and received written responses from the following (in alphabetical order):

This group was matched against the following criteria which were listed in the Information Kits sent to all of the above:

* Quality: intellect, integrity, expertise, experience, and achievement.
* Availability of time.
* Interest in and vision for the Civic Theatre and in the performing arts in this region.
* Team skills – cooperativeness (for harmony and consensus decision-making)
* Absence of conflict of interest
* Equal opportunity
From the *limited* information supplied by the applicants, their match with the selection criteria is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Quality</th>
<th>Availability</th>
<th>Vision</th>
<th>Team skills</th>
<th>No conflict of interest</th>
<th>Equal opportunity</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>C J (Jimmy) Barton</td>
<td>✓</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>4</td>
</tr>
<tr>
<td>Margaret Cossins</td>
<td>✓</td>
<td>Not stated</td>
<td>Not stated</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>4</td>
</tr>
<tr>
<td>Gretchen Dickins</td>
<td>✓</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>5</td>
</tr>
<tr>
<td>John Genge</td>
<td>✓</td>
<td>Not stated</td>
<td>Not stated</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>3</td>
</tr>
<tr>
<td>Bernie MacKenzie</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>5</td>
</tr>
<tr>
<td>John O'Donnell</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>5</td>
</tr>
<tr>
<td>Danny Sale</td>
<td>✓</td>
<td>Not stated</td>
<td>Not stated</td>
<td>✓</td>
<td>Not stated</td>
<td>✓</td>
<td>3</td>
</tr>
<tr>
<td>Kevin Shorey</td>
<td>✓</td>
<td>✓</td>
<td>Not stated</td>
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Based on this selection process, the 6 applicants with the highest score are considered to be the most suitable for the Theatre Reference Group.

However, the objectives and procedures which have been adopted by Council, for the Reference Group state that: *Without an appropriate variety and quality of expertise, the Reference Group will not be able to function effectively. Between them, members should have a sound knowledge of business, tourism, marketing, fundraising, the performing arts and Local Government.*

To complete the Reference Group, it remains for:

* Council to nominate 2 Councillors for the Reference Group and
* The Mayor and CEO to nominate 2 community members, one of whom will be appointed to the position of Chairperson.

To provide the desired expertise and balance required in the Reference Group, it would be desirable for these nominated community members to have the following attributes which have not identified as strengths of the above group, namely: *business, tourism, marketing, and fundraising.*

**RECOMMENDATION:**

a. That the revised Business Plan timelines be adopted.


c. That the Mayor and CEO nominate the Chair and one other member of the Theatre Reference Group. These individuals will ideally have strengths in business, tourism, marketing, and fundraising.
d. That the following people be invited to join the Theatre Reference Group:

* C J (Jimmy) Barton
* Margaret Cossins
* Gretchen Dickins
* Bernie MacKenzie
* John O'Donnell
* Kevin Shorey

Phil Finkelstein
Manager, Civic Theatre
CLAUSE NO: 7

RE: AUSTRALIAN SPORTS MEDAL

ISSUE:

Council's consideration of nominations for the 'Australian Sports Medal'.

BACKGROUND:

Correspondence has been received from the Hon. Terry Machenroth MP stating that the Commonwealth Government is producing a commemorative medal, known as the Australian Sports Medal, to celebrate Australia's sporting achievements. This medal is only being issued during the year 2000. National peak sporting bodies have been designated the majority of Medals for allocation. However, the Sports Minister of each State and Territory has been designated a number of Medals for allocation. Each Local Government Authority in Queensland has also been nominated an allocation of Medals.

DISCUSSION:

Council has been allocated nine (9) medals. The medals are not restricted to athletes or performance at the elite level only, but rather to celebrate the Nation's wider sporting achievements. The selection criteria for nominees is outlined in attachment one.

Officers are of the opinion that this program would be an appropriate avenue to recognise its local sporting talent and achievements, and therefore suggest that nomination suggestions be requested at the next Sport and Recreation Reference Group meeting of 23 May 2000. (nominations are to be received by Sport and Recreation Queensland from Council no later than 31 May 2000).

Officers therefore recommend that Council participate in this program and call for nominations at the next Sport and Recreation Reference Group meeting.

RECOMMENDATION:

It is recommended that:


Kate Dhosi
Sport and Recreation Development Officer

Ian Lindsay
Manager, Parks and Recreation Services
COMMUNITY SERVICES COMMITTEE

24 MAY 2000

CLAUSE NO: 8

RE: TALINAY PTY LTD - WOREE POOL, SUB-LEASE TO SHABON PTY LTD

ISSUE:

Further consideration of Council permitting Talinay Pty Ltd, the current lessee of the Woree Pool, to sub-lease the remainder of their lease, to Shabon Pty Ltd, commencing on 1 July 2000.

BACKGROUND:

The Lessee of the Woree Pool, Talinay Pty Ltd, submitted a proposal to Council outlining the conditions of which it intends to Sub-Lease the remainder of their Lease, commencing 1 July 2000, to Shabon Pty Ltd. Council at its meeting of 17 April 2000 considered this matter and resolved as follows;

1. Council consent to the Sub-Lease of Lease from Talinay, ACN 010 777 778 to Shabon Pty Ltd ACN 091 929 163, over land described as Lot 1 on RP 746469, being all that land contained in title reference 21356041, and known as the lease of the Woree Swimming Pool, subject to the following conditions, in accordance with clause 13.1 of the Lease:
   a. That the Lessee will pay Council's proper costs (including legal costs of a solicitor to own client basis) charges and expenses incurred by Council of and incidental to providing its approval;
   b. That the Lessee will have paid all rent and other monies due or payable as at the date of the Sub-lease, and that there will be no existing unremedied breach of any term, convenants, conditions and restrictions contained therein which have not been waived by Council.

2. That Council request an amendment to the existing Head Lease with Talinay, to include a GST clause, as part of its consent to the Sub-Lease.

3. That the matter determining amendment of the Head Lease to include a GST clause be delegated to the Chief Executive Officer.

4. That Officers obtain legal advice on the matter to implement appropriate conditions to ensure there is no financial gain to the lessee through the sub-lease.
DISCUSSION:

Officers advised Talinay Pty Ltd in writing of Council's resolution, which, on receipt of this correspondence have disputed items two and four of the resolution. Officers, as resolved by Council, and as a result of the Lessees unfavourable response to the resolution, sought legal advice regarding Council's ability to enforce these conditions.

It is the advice of Council's legal advisers that Council cannot legally enforce a GST condition in the Head Lease. Council's resolution of 17 April 2000 simply suggested that it 'request' an amendment to the existing Head Lease.

In reference to resolution number four, it is the advice of Council's legal advisers that such a condition may be unreasonable. Legal advisers have therefore advised that Council cannot reasonably withhold its consent if it imposes such conditions to the Sub-Lease and cannot therefore enforce such a condition.

Based on the above advice sought from Council's legal advisers, Officers have advised Talinay to proceed with the Sub-Lease accordingly.

RECOMMENDATION:

It is recommended that:

1. This report be noted by Council.

Kate Dhosi
Sport and Recreation Development Officer

Ian Lindsay
Manager, Parks and Recreation Services
CLAUSE NO: 9

RE: SPORT AND RECREATION REFERENCE GROUP

ISSUE:

Council consideration of the future direction of the Sport and Recreation Reference Group (SRRG).

BACKGROUND:

The SRRG first met in February 1996 and was established as a result of a recommendation from a Sport and Recreation Forum held in 1995.

The (SRRG) consists of nine (9) community representatives to advocate and advise on the planning development, management and assessment of existing and new sport and recreation facilities, services and programs for Cairns residents. The group also consists of two (2) non-voting Council staff, one (1) non-voting representative from the Queensland Office of Sport and Recreation and two (2) non-voting Councillors.

Members of the Sport and Recreation Reference Group are appointed by public nomination.

DISCUSSION:

The SRRG currently considers significant sport and recreation issues identified or perceived within the Cairns community in partnership with Council staff and other key players where applicable. Recommendations are then presented to Council for their consideration and resolution.

Expanding on the above the SRRG terms of reference include the following responsibilities:
- Providing advice and recommendations on the implementation and promotion of Council’s Sport and Recreation Strategic Plan to ensure the Plan remains responsive to the Cairns community.
- The ongoing two-way communication and information distribution between Council and the community on issues relating to Sport and Recreation.
- Evaluating significant proposals both spontaneous and planned, eg funding, sponsorships, new facilities, joint ventures for sport and recreation development relevant to the city with Cairns City Council staff presenting recommendations to Council.
- Advising Cairns City Council on the range, type and function of sport and recreation facilities required to meet the current and future needs of Cairns residents (and visitors).
- Providing representative community input on the development of Sport and Recreation Policy, strategic planning, funding guidelines, development and promotion of sport and recreation, consideration of grants and public consultation.
- Advise Council of known changes to club/group/association contact details to assist in the maintenance of Council's Sports and Recreation database and inventory compilation.
- Support the development of a booklet containing information on clubs, venues, facilities, grants, funding, submissions and training development.

**CONSIDERATION:**

Taking the above into consideration, Officers request that Council determine the future direction that they wish the group to take and also their future roles and responsibilities.

Officers have suggested the following options for the future direction for Council's consideration:

**Option one**
The roles and responsibilities of the current group remain (refer to attachment one for a copy of the terms of reference). Please note that all of the existing members are due to retire from the group, however it is suggested that to ensure continuity, at least three members remain and the other six positions be advertised.

**Option two**
The membership requirements of the group remain, however, the role of the group to be more specifically aimed at planning and assisting with the implementation of specific sport and recreation projects and facilities, rather than simply an advisory role. Should Council consider this option appropriate, it need then be mindful of the additional financial resources that would be required to support the Group and implement projects.

**Option three**
Disband the group. This option is however, not recommended by Officers as the group has proved a valuable avenue for community input and advice.

**CONCLUSION:**

Officers are of the opinion that the group should remain based on its effectiveness to date, however wish to obtain Council's input as to the direction it sees the group taking.

Officers will therefore recommend option two, with a view to advertising requests for public nomination for the group as soon as approval is received from Council. Please note that it is also Officers intent to hold a Sport and Recreation Forum in either July or August of this year, therefore have determined that this be an appropriate time to induct new members to the group and introduce the Group to the wider Sport & Recreation Community.
RECOMMENDATION:

It is recommended that:

1. Council adopt option two as follows, "The membership requirements of the group remain, however, the role of the group to be more specifically aimed at planning and assisting with the implementation of specific sport and recreation projects and facilities, rather than simply an advisory role". (Should Council consider this option appropriate, it need then be mindful of the additional financial resources that may be required to support the group).

2. Council permits Officers to proceed with the advertising of requests for public nomination to the group.

3. An amended Terms of Reference for the Group be drafted and presented to Council for consideration and adoption.

Kate Dhosi
Sport and Recreation Development Officer

Ian Lindsay
Manager, Parks and Recreation Services
COUNCILLOR REPRESENTATION ON COMMITTEES

ISSUE
To consider Councillor representation on committees.

BACKGROUND
As a means of enhancing community input into program development and decision making. Council has previously endorsed the establishment of a number of reference groups. Council is represented on these groups at both a staff and Councillor level.

COMMITTEES
1. Arts and Cultural Reference Group

   The role of the Arts and Cultural Reference Group is to:-

   * Be familiar with the information and procedures in Council’s Financial Assistance Grants program as they apply to the Arts and Cultural Development funding stream.

   * Undertake assessment of Arts and Cultural Development funding applications including the RADF (Regional Arts Development Fund). Money for RADF projects is provided by Council in partnership with Arts Queensland.

   * Assist in preparing the bid for Council’s annual RADF allocation.

   * Take an active role in formulating and developing arts and cultural policy on behalf of Council and in consultation with the broader community.

   * Act as an advisory group to Council in relation to various other Council policy and program initiatives such as cultural planning and mapping, cultural industry development, cultural tourism development, public art initiatives.

The Arts and Cultural Reference Group is broadly representative of arts and cultural activity in the Cairns City Council area. Currently, members include amateur and professional arts workers across artform areas (e.g. music, theatre, visual arts, new media arts, film, ceramics) and across geographic spread of the Council area from Trinity Park in the north to Gordonvale in the south.
The RADF program, which successfully operates across Queensland as a partnership between Arts Queensland and Local Government, requires that a local committee is established and maintained, in order that the initiative for and decisions about funded arts activity are made by people in the local community. In Cairns, the Arts and Cultural Reference Group fulfils this requirement of the RADF program.

The Arts and Cultural Reference Group is currently chaired by Council’s Arts and Cultural Planning and Development Officer and includes two nominated Councillors who can attend regular meetings of the Group but are not involved in the grant assessment process. The recommendations of the Reference group are forwarded to Council for final consideration and endorsement.

2. **Multicultural Reference Group**

The Multicultural Reference Group was recently established as a requirement of the Local Area Multicultural Partnership Program. This is a State Government program which seeks to improve access to Council and Government services by people from non-English speaking backgrounds and to enhance community relations.

3. **Community Safety Committee**

Established in 1994, the Cairns Community Safety Committee was one of the first comprehensive crime prevention strategies initiated at the local government level.

The structure of the program includes a “steering” committee referred to as the “Cairns Community Safety Committee”, and a number of sub-committees established to focus on specific crime/s and community safety issues.

The Mayor has traditionally Chaired the Cairns Community Safety Committee (CCSC) with an additional two elected members of Council represented on the Committee. Sub-Committees of the CCSC also have Councillor representation, including:

* City Safe Sub-Committee of Review (previously Chaired by the Mayor).
* Community Safety Alert Sub-Committee, and
* Planning and Development Sub-Committee

It is anticipated (following endorsement by the CCSC and or Council) the proposed Sub-Committee to address issues regarding liquor, gaming and prostitution will also have Councillor representation.

**RECOMMENDATIONS:**

1. That Council nominates a representative(s) to the Arts and Cultural Reference Group.

2. That Council nominates a representative(s) to the Multicultural Reference Group.
3. That Council nominates a representative(s) to the Community Safety Committee.

Cathy Boorman
Manager, Community Services
COMMUNITY SERVICES COMMITTEE

24 MAY 2000

IL rmcd 1/58/10-01 180314

CLAUSE NO: 11

RE: PARKS & RECREATION SERVICES
MONTHLY REPORT FOR APRIL 2000

Sport & Recreation:

Manoora Leisure Plan:

The Manoora Leisure Plan has been completed. Officers intend to present the Plan to the Community Services Committee in June for consideration.

West Cairns Community Recreation Officer:

The West Cairns Community Recreation Officer has continued to implement the immediate outcomes of the Manoora Leisure Plan in terms of establishing links with community groups and initiating programs within the community.

Swimming Pools:

Officers continue to progress the following:

Smithfield Swimming Pool Capital Works Developments;
New Lease arrangements for Babinda and Gordonvale Swimming pools;
Woree Swimming Pool Sub-Lease.

Sport & Recreation Grants:

Round 2 of the Sport & Recreation Grants have closed and applications are currently being assessed. Officers intend to present the outcomes of assessment to the Community Services Committee in June.

Lifeguards:

Officers continue to monitor Lifeguard Services to ensure compliance with the contract.

Action Officer: Verda Clayton

RECOMMENDATION:

This report is for noting.

Mr. Ian Lindsay
Manager Parks & Recreation Services
Introduction

The format for the Community Services report is in need of modification. As the business planning process emerges in line with the Corporate and Operational Plans it is expected that monthly formats will be adjusted accordingly.

1. Status of Projects

1.1 Community Planning and Development Officer (Beth Mitchell)

The Community Planning and Development Officer undertook the following activities in pursuit of the objectives set out in the position description during the months of March and April 2000.

1.1.1 Establish mechanisms to monitor community needs and trends within the Cairns area.

* Liaised with Disabilities Queensland and DATSIPAD regarding information sources and data collections available in their sectors for needs analysis.

* Assisted the City Librarian in the construction of a survey to ascertain the future needs of the library service.

* Devised a matrix which enables comparison of human service provision against specific target groups to determine the adequacy of, and gaps within social infrastructure throughout, the Local Government Area and began to develop information within the cells of the matrix to inform needs based planning.

* Liaised with the Arts and Cultural Planning and Development Officer and Multicultural Officer regarding the collection of information regarding services and facilities within their specific areas.

* Commenced the organisation required to host a “Needs Based Planning” workshop, to be held in May 2000, which aims to assist community organisation staff and committee members to acquire an understanding of the
processes and the potential of adopting such an approach to improve planning and monitoring of their services.

* Continued to provide support and advice to the Community Jobs Placement involved in the preparation of a revision of the Vital Link directory.

* Prepared a summary of needs and issues from the consultation phase of the Community Action Plan and constructed a table of issues by location.

1.1.2 Support initiatives which improve the co-ordination of relevant community agencies.

* Participated in a one day community development workshop focused on the non-clinical services provided to people suffering from mental illnesses, facilitated one of the workshop groups and provided a presentation of the groups findings.

* Met with John Booth from Townsville City Council to provide contacts within Cairns and update on current social issues.

* Attended an event to acknowledge the success of the Babinda Taskforce in securing funding for a community development officer and the development of a community office from the Rural Communities Programme.

* Assisted in the review of the Community Services Service Plan progress and outcomes.

* Attended further Community Reference Group meetings for the Kuranda Range Transport Study and participated in workshops which contributed to the Social and Transport impact assessment processes and in the multi-criteria analysis process and the development of the weightings to be used in the Impact Assessment Study.

* Participated in the debriefing session for Cyclone Steve.

* Provided input into the DPI, Rural Development Taskforce Pilot Study focused on the “Innisfail and surrounds study area” and contributed information regarding the issues and initiatives existing in the southern area of the Cairns City Council area.

* Provided advice to a group on the construction of a funding submission from the findings of a research paper into the suitability of a Friendship Centre for the Cairns area and provided advice upon possible sources of financial support.
1.1.3 Provide social policy, planning and technical advice to Council, government and community agencies.

* Attended further meetings of the Housing Affordability working group sub-committees and assisted the full working group in the process of developing the final action plans for the Strategy topic to be presented to the Implementation Coordination Group for the FNQ Regional Planning Project.

* Participated in the grants panel to assess the Community contribution award, presented by the Cairns Division of General Practice.

* Provided intensive advice to four grant applicants and information to a five groups intending to submit applications to Council’s financial assistance programme under the Community Development stream.

* Liaised with the Community Safety Officer to provide comment on three development assessment applications.

* Attended the FNQ 2010 Social Development working group and provided a report on the progress of social planning activities in Council, in relation to the Regional planning processes.

* Contributed to a half day workshop regarding the establishment of working groups to assist in the monitoring of strategy areas within Council’s Operational Plan and agreed to participate as a member of the “Sustainable growth and development strategy” group.

* Undertook the initial analysis of the applications submitted to the Community Development stream of the financial assistance programme in round 2 of the 1999-2000 financial year. Provided advice upon the impact of GST on the grants and sought clarification from the eligible applicants regarding their tax position.

* Undertook site inspections to assist in the provision of comments on a number of development applications.

1.1.4 Facilitate the development and implementation of a Community Action Plan which responds to priority needs in the Cairns area.

* Prepared and delivered a presentation regarding the Plan process to the Statistical Liaison Officers meeting seeking support and additional data.
* Prepared a phase one, supporting material document for consideration by the Technical Reference Group.

* Prepared and presented information to the Regional Managers Forum social policy sub-committee regarding the Community Action Plan process and sought assistance in obtaining data and information from State departments regarding the services which they provide or fund.

* Held a regular meeting of the Technical Reference group to consider a progress report on the project and agree on further information gathering processes.

* Attended a meeting with Dr Wendy Earles from the School of Social Work and Community Welfare at the Cairns Campus of the JCU to explore the potential for support and input into the Plan process and to capitalise on the potential linkages which could be developed between the University and Community Services.

1.2 Community Safety Officer (Jo-Anne Buchanan)

1.2.1 Community Safety Committees (CSC)

Venue Managers Association – Cairns Hoteliers & Cabaret Managers

* Next Meeting scheduled for 4th May

* Key items on the agenda include:-
  - Review Of the Code of Conduct and recent promotions.
  - Compliance issues regarding elements of the Liquor licensing Act – 19AB.
  - Introduction of the Cairns Liquor Industry Accord.

**Media Sub-Committee**

* New Community Service Announcement to air this week – with the theme “Cairns – putting the lid on crime”

* Working on a Domestic Violence Community Service Announcement (CSA). The Committee has agreed to dedicate resources to this after a presentation by Inspector Rolf Straatemeier.
New CSC Sub-Committee (Liquor, Gaming & Prostitution)

* Committee has given in principle support to establishing an additional sub-committee to respond to these emergency issues.

1.2.2 General Activities

Security Services

* Security Officers from Group 4 (Esplanade patrols), Bark Security (City Place) and Council’s Security Officer (City Place) have undergone Cultural Awareness training provided by the Department of Aboriginal and Torres Strait Islander Policy Development (DATSIPD). Officers were extremely positive about the content of the training and recognised that the information could be applied to their work to reduce conflict and to improve security / public liaisons.

* Group 4 officers undertaking foot patrols along the Cairns Esplanade will perform duties on bikes full-time next week.

Proposed future:

- Security services review - contractual compliance and CBD business review of services.
- Develop procedure with Group 4 to improve current call-out system (CSO on call-out on 24 hour basis)

City Safe Surveillance System

* Detailed report to be presented to the Community Services Committee on 24th May.

West Cairns Safety Audit Update

* Audit results compiled into report and distributed to Safety Audit Steering Committee.

* Meeting with Design Services Branch of Council regarding timelines for works to commence.

* Meeting with Ergon Energy – very encouraging.

Crime Prevention Through Environmental Design (CPTED) Seminar

* Officers from the Crime Prevention Unit (CPU) of the Queensland Police Service (based in Brisbane) have been invited to Cairns to run a number of seminars and to
work in conjunction with Council officers in undertaking audits of specific sites.

* An all day seminar on CPTED is being provided by the Police Service. Council officers within relevant departments (Development Assessment, Building Services, Design Services, Outside workers, etc) will be attending along with invited community members.

* The seminar will be facilitated by Senior Sergeant John Goldsworthy and will include theoretical information about CPTED and pictorial examples of safe and unsafe sites that exist within Cairns. The seminar also aims to provide attendees with a greater understanding of the key principles of CPTED, its relevance to town planning and urban development, crime reduction benefits will also be reviewed along with opportunities to enhance the public’s sense of safety.

Graffiti Management Policy

* A detailed report will be presented to Council in June.

1.2.3 Liquor, Gaming and Prostitution Sub-Committee (proposed)

* Issues

- Number of gaming applications Council is being requested to comment upon – need to consider an effective tool to gauge community feedback.
- Need to develop strategic approach to licensing permits and other liquor related issues
- Large number of enquiries from potential applicants wishing to operate brothels in Cairns – again, a need to develop a strategic approach

* Membership could include:-

- Council’s CEO (or representative).
- Development Assessment representative.
- Liquor Licensing.
- Venue Manager.
- Queensland Hotels Association President.
- Community Safety Officer.
- Member for Cairns.
- Councillor.
- Sex industry representative.
- Gaming / Gambling industry representative and or Counsellor.
* Reach Out!

The Youth Development Officer has co-ordinated a meeting of community service workers and residents to provide an opportunity for them to have input into the REACH OUT! project. Reach Out is an initiative of the Inspire Foundation and aims to provide young people contemplating suicide with information, assistance and referral via the internet. The Reach Out tour of remote and regional areas in Qld. aims to assist and strengthen communities and to gain feedback from service users. Reach Out has the support of the LGAQ and Councils across Australia. Staff will be returning in late June to speak with groups of young people.

* Youth Week

Youth Week was held between 3-7 April 2000. Youth Action Committee activities during Youth Week included a display in the City Library, a rerun of the Youth Action Committee Community Service Announcement on Ten Queensland and a two page spread in the Cairns Post positively featuring our regions’ young people.

* Evaluation of the Youth Action Committee Community Service Announcements

This evaluation highlights the positive impact these announcements have had. The report will be distributed to Councillors in May. Queensland Health’s Youth People at Risk program (YAPAR) part funded these announcements. YAPAR have again offered financial support to the Youth Action Committee for a new community service announcement.

* Evaluation of the Helping Friend’s Program

An evaluation of the Helping Friends peer Support Training has been completed and will be circulated to Councillors via an update. Follow up training will be provided for both Gordonvale and Babinda students in May and June.

* Youth Service Models Conference – Adelaide, March 2000

The Youth Development and Indigenous Liaison Officer presented a workshop on Youth Participation in Local Government at the International Youth Service Models Conference in Adelaide during the week of the 12th March. Each day three of the presentations were posted onto the internet as examples of good practice. Cairns received the following write up, Youth Action Committee, Cairns, an excellent model of youth
empowerment by a local government authority, a simple inclusive process to involve young people. Establishment of specific reference groups – Youth Sector Strategic Plan. Feedback from other delegates and conference organisers was extremely positive. Many organisations have since requested a copy of the Cairns and District Council Youth Sector Strategic Plan.

* Grant Application

Youth Action Committee members have submitted a Gaming Machine Fund Community Grant Scheme for funds to reprint the Youth Info Card. Cairns Anglican Youth Services have sponsored the Youth Action Committee, as Council is not eligible to apply.

* LGAQ - Marisa Menin visit

The Youth Development and Indigenous Liaison Officer met with Marisa Menin, Aboriginal and Torres Strait Islander Policy Officer with the LGAQ to strengthen Council’s relationship with this department. The LGAQ has recently received funding to undertake a Native Title project with Queensland Councils. Marisa will be returning to Cairns in August with Greg Hallam, LGAQ Executive Director, to discuss this further. It is suggested that a meeting time be arranged to bring together LGAQ, Indigenous Reference Group members and Council Executive during this visit.

* Community Cultural Heritage Incentive Program

The Youth Development and Indigenous Liaison Officer collaborated on an expression of interest to the Environment Protection Authority (EPA) with Debbie Wellington from Council’s Strategic Planning unit. The application requested funds of $10,000 to undertake a project to incorporate indigenous cultural heritage into the Cairns City Council Development Assessment Plan. The two-phase project aims to provide the following outcomes:-

- List relevant indigenous groups and peak representative bodies.

- Strengthen partnerships between Cairns City Council and local indigenous people and organisations.

- Develop a framework for consulting with indigenous groups that includes referral triggers for development and.

- Sensitivity mapping that prioritises areas of importance.
The Expression of Interest has been successful. Officers will be meeting shortly with JCU staff and Indigenous Reference Group members to commence action on this project.

* Indigenous Reference Group

Work is progressing on Indigenous Reference Group projects including planning activities for National Reconciliation Week. These projects will soon come to Council for support and approval.

1.4  

West Cairns Community Co-ordinator & Youth Support Worker (Mareja Bin Juda & Lee Storck)

1.4.1 Support of ongoing Community Action Plan projects including:

- Graft 'n' Arts (Public Art) projects.
- Police camp.
- Leisure Plan.
- Community grants.
- Community calendar.
- Small business support.
- Playgroup support.
- Community calendar.
- Safety audit.
- Employment and training projects (TAFE).
- Community Focus Group.

1.4.2 Networking with:

- Manoora Community Centre (Annual General Meeting).
- Untapil (meeting and support of office bearers).
- JPET (Steering Committee).
- Alternative campus (information sharing).
- TAFE (training opportunities).
- Groundworker Team Meetings (service co-ordination).
- Community Focus Group (CAP implementation).
- Challenge Employment and Training (training programs).
- Recreation Officer (service development).
- Family Support Project (service development).
- YACCA (targeting young offenders).
- Boys to Men (working with young people at risk).
- Queensland Housing (program development).
- Response Group meeting (CAP implementation).
- Youth Services Network meeting (information sharing).
- Youth Suicide Prevention meetings.
- Community Renewal Network (teleconference).

* The Community Co-ordinator also attended cross-cultural training program for four days – RHTU.
* Presentations have been delivered to Cairns West School teachers.

* Community Renewal office setup
  - Moving of office from Festival Faire to Manoora Community Centre.
  - Arranging office material, equipment and processes.

1.5 YACCA Project Officer (Peter Clarke)

* The months of March and April saw the YACCA Officer continue to try to build up a rapport with a few groups of young people in the target area. These include a group of about six to eight youths who reside near, and often hang around the Festival Faire Shopping Centre (some who are participants of the Consortium of School “Boys To Men” project). A group of older boys are under community orders to attend weekly group sessions set up by Family Services (of which five or so live in the western suburbs), as well as a few of the Alternate Education Campus students who also have become involved in YACCA after school activities.

* The YACCA Officer is also trying to re-establish some ongoing contact with youths who hang-out and near the Community centres at Manoora and Mooroobool.

* Most of the activities and programs conducted during March were of an informal nature, with emphasis on trying to gain trust and respect between the YACCA Officer and young people involved. While trying to develop regular and ongoing contact with these young people, the YACCA worker is also trying to find out what their needs and interests are, and work out ways to involve them in more formal and skills-based activities and programs.

* Activities and programs for March included:
  - Continued involvement with a group of older boys on probation, through the Family Services section of the Department of Families Youth and Community Care, attending regular Monday night meetings and activities. This group stabilised somewhat, compared to January and February which saw a significant turnover of participants. The youth disco, co-planned with a similar group at Mossman, was held in March and was deemed a success with over one hundred (100) in attendance and good feedback from the majority of them. The next activity for this group is for a three day camp. This will probably be held in late April or early May.
- After school activities are on two to three afternoons / evenings a week. The main after-school activity for March and April was fishing. Small groups of four to seven (boys and girls) were keen to go to a couple of local fishing spots to try their luck. A few fish were caught each day, which the successful anglers took home. As well as feeling good about catching fish, there was also the added bonus of helping to supply food for their families, most of which struggle financially. As well as participating in a number of outside activities, many of these youths regularly visit the YACCA office to chat and use the computers available.

- Attended monthly meetings of the Manoora and Mooroobool Community Centres, advising of YACCA initiatives and activities, while trying to elicit local support and assistance for YACCA programs.

- Held regular talks with the Western Suburbs Youth Development Officer, Manoora Urban Renewal Sport & Recreation Officer and Manoora Urban Renewal Community Co-ordinator, discussing community and youth issues and programs. Also held further talks with Graft 'n' Arts discussing art and craft programs for Western Suburbs young people at local venues.

- The YACCA Officer is still waiting on a reply from the Festival Faire Shopping Centre Management following the YACCA request regarding use of vacant space in the centre for youth programs.

- Attended a statewide YACCA Network four day conference at Great Keppel Island.

- Attended and helped supervise a three day youth camp at “Outlook” Experiential Camp at Tinaroo, with boys from Boys To Men Project and Trinity Bay High School.

- Began after school sewing workshops at Mooroobool Community Centre.

- Began after school arts and crafts program at Mooroobool Community Centre.
1.6  

**Community Support Co-ordinator (Kareen Pillar)**

March 2000

* The Community Support Co-ordinator was on five weeks leave in March and part of April. Kellie Parkinson, Family Support Worker, was placed on higher duties during this time and supervised management of the centre.

* Quarterly figures for January, February and March have now been collated and presented. A comparison to other quarterly reports has been included.

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April 2000

The Community Support Co-ordinator was absent on leave from 14th April to 2nd May, hence a shorter report this month.

1.6.1  **Aim**

To strengthen and develop the Southern Suburbs community by providing support and assistance.

1.6.2  **Objectives met in April 2000**

Monitor community needs within the target area and co-ordinate the response to these needs.

* Worked with Cairns Song Writers and Musicians Network to finalise details and program for the Choose Life Festival to be held in Ravizza Park in May.

* Ongoing participation of the Southern Transport & Land Usage Consultation with two meetings this month.

* Workshops were held for community leaders for the development of the Stress Inoculation Community Training kit, in conjunction with Cairns City Council, JCU, Cairns District Recovery Committee and IDNDR. The evaluations from the two workshops held in the Northern & Southern Suburbs, indicated that the training kit will be a very useful resource for community leaders.
* Consultation was held on the housing needs of the residents of the Gordonvale Caravan Park. Report compiled and directed to Bryan Ottone.

* Assisted the Community Planning & Development Officer with the planning of the integration of the Southern Suburbs Community Profile into a whole of Cairns profile.

Ensure Hambledon House Community Centre functions effectively and responds to priority community needs.

* The development of the Resident Information System Database of the Southern Suburbs is progressing well. Any regular users of the system will be noticing the continuing growth of information available specific to the Southern Suburbs of Cairns.

Recruit, supervise and support centre staff and volunteers.

* The Community Support Co-ordinator participated in the IMM Challenge representing Cairns City Council in the Far North Finals at Cairns. An excellent program that develops a range of work and personal development skills. I gained a great deal through this opportunity.

1.7 Family Support Worker (Kellie Parkinson)

March 2000

1.7.1 Aim

To strengthen families in the Southern Suburbs area by providing assistance and support to people before problems become insurmountable.

Objectives met March 2000

Provide direct service to families:-

* Eight (8) new referrals have been received in March.
* Four (4) were self referrals.
* Two (2) were made by state schools.
* One (1) was made by a private school.
* One (1) was made by a community agency.

1.7.2 Work Co-operatively with Council Officers and other family support services and related agencies

* Supervision of Hambledon House Community Centre whilst Community Support Co-ordinator takes annual leave.
* Participated in annual performance appraisal of Family Support Worker for first twelve months.

* Assisted with Disaster Recovery operations following Cyclone Steve at Hambledon House Community Centre’s One Stop Shop.

* Attended Community Centre’s and Family Support Network meeting hosted by Hambledon House Community Centre.

* Attended Family Support Network where ways of working co-operatively were discussed. A combined promotion of Family Support Services is planned. A number of grant applications have been made.

* Attended a Youth Services Network Meeting which included a presentation of the Cairns and District Youth Sector Strategic Plan.

* Commenced facilitating Parents as Tutors of Children (PATCH) program along with Learning Support Teachers and Guidance Officer at Hambledon State School.


* Attended Relationships Australia’s Advanced Counselling Skill Course.

1.7.3 Contribute to networking and community development processes to ensure the needs of families are addressed

* Liaison with Just Ask Counselling about providing an outreach service from Hambledon House Community Centre.

* Liaison with Relationships Australia about providing a series of information sessions from Hambledon House Community Centre on relating more effectively, intimacy and conflict resolution.

* Liaison with Schizophrenia Fellowship, Townsville about Schizophrenia Awareness Week and an information session to be offered at Hambledon House Community Centre.

* Liaison with Playgroup Association of Qld regarding a “Mad Hatters Tea Party” for young children and parents in Ravizza Park during Under 8’s Week.
* Attended International Women’s Day celebrations at the Women’s Centre and provided information about services offered at Hambledon House Community Centre.

* Attended Edmonton and White Rock Safety House Committee Annual General Meeting.

* Attended Multiculture 2000 Cross Cultural and Service Information Workshop coordinated by Migrant Settlement Services.

1.7.4 *Develop preventative strategies for individuals, families and community.*

* Parents Matter II – Looking After You. Five week parent information sessions now concluded. Topics included: Having the Life You Want, Putting Yourself First, Relating With Others More Effectively, Well Being and Being Well and Relaxation and Stress Relief. Participation by Cairns Women’s Information and Referral Centre, Relationships Australia, Adult Community Mental Health and Easy Lifestyle Relaxation. Feedback from information sessions was very positive and all sessions were well attended.

* Commencement of Parents Matter II – For Parents of Teenagers. Contribution to information sessions by Family Planning Association of Qld, Education Qld, Early Intervention Service, Centrelink and Youth Suicide Prevention Project, University of Queensland.

* Co-ordinated Parents Matter II Morning Tea. A gathering for parents who have previously participated in Parents Matter II sessions. This will become a regular event.

* Preliminary discussion with Trish Berrill, Regional Domestic Violence Unit about activities in the Southern Suburbs for Prevention of Domestic Violence Week.

April 2000

The Family Support Worker is currently absent on annual leave.

1.8 *Neighbourhood Liaison Officer (Marcia Miller)*

March 2000

* Eight (8) workers performed 12175 hours of work during March 2000. There were twenty (20) working days, of which it rained on five (5) days and workers were sent home.

Costed out figures are:-
8 Workers – 121.75 hours x $15.93 = $1939.48

* Duties performed during the month included:-
  - Picking up litter.
  - Raking and cleaning the Ronto play area.
  - Mowing and whippersnipping lawn at the Project Office.
  - Mowing lawn at the Manoora Community Centre.
  - Whippersnipping and cleaning one easement from Rambutan Close to Murray Street.
  - Painting out graffiti on both bridge and side walk.

* Comment:-

When I returned to work on 6th March after being away for ten weeks, the whole area required a lot of work. Cyclone Steve brought down many branches and quite a few trees.

Graffiti throughout the park was / is very bad and still requires a lot of work. Litter was everywhere. With the return of drier weather, slow progress is being made and the park is slowly returning to normal.

April 2000

* Seven (7) workers performed 109 hours of work during April. There were thirteen (13) working days and it rained for five (5) of these days and workers were sent home.

Costed out figures are:-

7 Workers – 109.25 hours x $15.93 = $1740.35

* Duties performed during the month included:-
  - Picking up litter.
  - Raking and cleaning the Ronto play area.
  - Painting out graffiti.
  - Mowing and whippersnipping at the Project Office and the Manoora Community Centre.

* Comment:-

Slowly the park is getting back into shape. Several factors are helping this. The rain has stopped, the “green season” is over so grass is not growing as quickly and I have some very good workers at present. The park should be back in shape by the time I retire.
1.9 City Place (Glenda McAuliffe & Team)
1.9.1 Key Performance Indicators

March 2000

* City Place has showcased a wide variety of entertainment during the month of March with twenty-seven (27) events taking place. The Cairns Maui Multicultural Group performed ten (10) free evening concerts.

* Eighty-one (81) people signed our book expressing their appreciation of the City Place entertainment.

April 2000

* City Place has showcased a wide variety of entertainment during the month of April with seventeen (17) events taking place. Due to the number of public holidays during April, City Place hosted a decreased number of events. The Cairns Maui Multicultural Group performed eight (8) free evening concerts and the Cairns Cook Island Christian Church Inc. Cultural Dancers performed seven (7) free evening concerts.

* Seventy-four (74) people signed our book expressing their appreciation of the City Place entertainment.

1.9.2 Community Groups / Schools – Evening Concerts

* Cairns Christian Centre performed in City Place on Saturday, 8th April, and the Cairns Evangelistic Committee performed a concert on Saturday, 15th April. Trinity Anglican School performed an evening concert on Tuesday, 11th April.

1.9.3 City Place Easter Party

* City Place hosted a children’s Easter party on Wednesday, 19th April, which was attended by a very large crowd of little people who were entertained on stage by Laurie Rabbit, Nikki the Clown and Di the Easter Bunny. The Lady Mayoress of Cairns, Mrs Amanda Byrne presented Certificates to the students of Yorkeys Knob Primary School for their Easter drawings. The Zone Playgroup Association and Graft ‘n’ Arts combined with City Place to provide a morning of art, craft and baby chickens.

1.9.4 Security

March 2000
* City Place security graphs show that the incidents of unacceptable behaviour were down by eight for the month of March.

**April 2000**

* The continued wet weather has caused the itinerants to shelter in City Place during the month, causing the Security to be particularly busy. No serious incidents have been recorded for the month.

1.10  *Graft’n’Arts (Marie Peart & Team)*

1.10.1  *Youth and Community Art Workshops*

**March 2000**

* YouthArts Workshops Centre based x 6 various multi arts workshops.

* Outreach workshops x 2 Murals, stilt walking and expression music.

* Adult workshops x 5 includes Capoera, African drumming.

**April 2000**

* Workshops - Centre based - 10 per week

* Young people attendances = 497

* Adult attendances = 180

1.10.2  *Special Projects and Events*

**March 2000**

* World Beat
* Black Knights
* Bumma Night
* Cook Island young people Dance competition

**April 2000**

* Special Education Project “Dessert Island Adventure” - 4 artists worked with four people, from four different Special Education Units throughout Cairns to create a performance which featured in the School’s Cultural Festival at City Place.
* Graft ‘n’ Arts has begun consultation to seek appropriate artists and trainees for the Public Art component of the Manoora Community Renewal Project.

1.10.3 Arts and Cultural Policy Launch for Young People

* The Minister for the Arts and Attorney General, Matt Foley launched the Arts Qld policy on the 28th March which was a huge success. Graft ‘n’ Arts was recognised for it’s innovative approach, development and implementation of Youth arts and cultural activities.

1.10.4 Planning and In Progress

Projects under planning are:-

* Community Renewal public Art Program / Multicultural program.
* Special Education project "Dessert Island".
* School Holiday program.
* MusiCairnS Festival.
* Weaving Boundries Multicultural Project.
* Digital media projects x 2.

1.10.5 Support and Partnerships

* Cairns Chinese Association.
* Cairns Festival of Film.
* Kick Arts.
* TAFE.
* Yarrabah PCYC.
* YACCA.
* Digit Arts.

1.10.6 Other

* Marie Peart, Manager attended the Youth Arts Queensland (YAQ) Strategic planning weekend and also the AGM, was appointed chair of YAQ for a second year.

* Michelle Leenders, Youth Arts Development Officer, was appointed to the YAQ Panel for the Youth Arts Mentoring Program.

1.10.7 Multimedia Workshops

* In conjunction with Digitarts, Graft ‘n’ Arts is running a free, six week workshop in web designing for the community. Negotiations, advertising and bookings commenced in April with workshops starting in May.

1.10.8 Weaving Boundaries
A public launch was held at Graft ‘n’ Arts for members of the multi-cultural communities to introduce them to this Australia Council funded project.

1.10.9 Outreach Projects

Yarrabah workshops continue with a core of 35 young people attending mural, stilt-walking and physical theatre weekly workshops.

The mural project culminated with the new youth space “Expressions” in Babinda. Graft ‘n’ Arts held a launch which included 4 local youth bands, 2 from Babinda, 1 Innisfail and 1 band from Cairns. We are continuing with weekly puppet building and stilt-walking workshops linked to the Babinda Harvest Festival.

Attended meeting with Rural Youth Development Officer to reignite interest from the Mossman Community for young people to be involved in the Port Douglas Village Carnivale.

1.10.10 MusiCairns Project

Planning is going as scheduled, an indepth update will be attached in the next monthly report.

1.10.11 School Holidays Program

“Hooray for Bollywood” was a Cairns Celebration of Film event. Fourteen young people in attendance for a three day program and significant media were in attendance for the Launch of the Spaghetti Western movie “Colorama”.

1.10.12 Project Artists Employed During April

Twenty project artists have been employed during April completing a total of 368.5 hours.

1.11 Arts and Cultural Planning and Development Officer (Barbara Smith)

1.11.1 Arts and Cultural Development Assistance Program

March 2000

* Met with visual artist Kevin Mayo to resolve issues regarding the ‘Among Flowers’ project acquittal.

* Met with representatives of the Mooroobool Community Centre to discuss grant support for a NAIDOC week celebration.
* Met with dance teacher, Lisa Harper, to discuss a draft grant application.

* Met with Morag Gane at Smithfield State High School to discuss a youth arts festival grant proposal.

* Met with representatives of the ATSI Deaf Dance group to discuss a grant proposal.

* Met with Trevor Willis of Cairns Showband to advise on grant acquittal requirements on 16th March.

* Advised Scott Waterson of the Music Teachers' Association on a grant proposal.

* Met with Helmut Katterl to discuss a digital media grant proposal.

* Met with Sharyn Marshall (Acting Co-ordinator, Choose Program, Youthlink) to discuss grant management and acquittal responsibilities re the Choose Life Festival at Edmonton on 7 May.

* Met with Kieran Moran (President, Cairns Songwriters and Musicians Network) to discuss resolution of confusion about roles and responsibilities for the Choose Life Festival at Edmonton.

* Met with Joanna Starr to discuss a draft visual arts grant application.

* Met with Julie Poulsen to discuss draft visual arts grant application.

* Met with Alvin Duffin to discuss a music industry grant proposal.

* Met with Heru Godwin to discuss a draft music/professional development grant application.

* Met with Jo Hardy to discuss a visual arts grant proposal.

* Met with Sharon Pacey to discuss a grant proposal involving fashion industry workshops for indigenous designers.

1.11.2 Arts and Cultural Reference Group

* Provided in-service training re grant guidelines and assessment for Kieran Moran.
Regular meeting held at the City Library Meeting Room on 8th March. The Reference Group negotiated a Code of Conduct in accordance with the Financial Assistance Grants Policy Manual recommendations.

1.11.3 Professional Development / Seminars / Training

* Attended a full day seminar on GST and the New Taxation System presented by QCOSS.

* Attended a half day seminar presented by the Australian Dance Council concerning dance and related industry issues in Cairns.

1.11.4 Group Meetings

* With Alice Ann Boylan (Director, Cairns Regional Gallery) and Michael Marzik (Exhibitions Manager, CRG) regarding the Cairns City Art Collection, Mulgrave Collection and the 1930s Collection. Subsequently established a financial assets file (no. 17/43/5-01) for matters relating to these Collections.

* Attended the Queensland Arts and Cultural Policy Review Forum at the Rondo Theatre.

* Attended the Cultural Heritage Review Public Forum.

1.11.5 Meetings

* Met with Marcia Muir regarding her position at Graft ‘n’ Arts as Project Officer for “Weaving Boundaries”.

* Met with Ana Benedito and Puo Remedio to discuss project development for a possible grant proposal from the Cook Island community in Cairns.

1.11.6 Consultations

* Convened a meeting on 1st March for community input into the CBD Landscape Masterplan Revision. Also in attendance were Phil Drurey (consultant - Siteplan), Peter Clarke (YACCA Project Officer), Maria Friend (Museum Development Officer), Kass Gardiner (City Librarian), Phil Finkelstein (Manager, Civic Theatre), Harry Mamers (Visual Arts Association), Alice Ann Boylan (Director, Cairns Regional Gallery) and Michael Marzik (Cairns Regional Gallery).

* Attended a feedback session on the CBD Landscape Master Plan Revision with the Siteplan consultant and other Council Officers.
1.11.7 **Attended**

* After Cyclone Steve, assisted with service provision at the Disaster Recovery One Stop Shop at Graft ‘n’ Arts.

* The launch of Queensland’s Cultural Policy for Young People at Graft ‘n’ Arts.

* The official opening of Arts Queensland’s FNQ Aboriginal and Torres Strait Islander Unit at 29 Grafton Street, Cairns.

1.12 **Libraries (Kass Gardiner & Team)**

1.12.1 **Performance Against Budget**

March / April 2000

* On target as per review.

1.12.2 **Status Reports**

1.12.2.1 **Library Service**

March 2000

* Smithfield Library Meeting Room was used as a “Disaster Recovery One Stop Shop” for the first week of March. The Library Service provided the facilities and staff were available as required. However the impact on the library’s core business was minimal. On 2\textsuperscript{nd} March City Librarian Kass Gardiner did one shift of being the Community Service Branch senior presence at the Graft’n’Arts “Disaster Recovery One Stop Shop”.

* Gordonvale Library - Interior painting of the Library is being negotiated with the Works Department. This will necessitate the closure of the Library for one Saturday morning (Saturday 28\textsuperscript{th} April?). Notices will be posted in the libraries three weeks before, and in the Cairns Post prior to the closure.

* 29\textsuperscript{th} March - three Librarians, Wendy Christie, Lee Finkelstein and Amanda Johnston, attended a ROC Meeting of Librarians at Innisfail.

April 2000
* 6 April 2000 - Cyclone Vaughan - Following advice from the Bureau of Meteorology, and in line with other public facilities, all branches of the Library Service closed at midday on Thursday 6 April.

* 28-29 April 2000 – Gordonvale Library was painted internally. Acting South Team Leader, Wendy Christie, organised the details of the project, while Gordonvale staff, Susanne Travers and Barry Norris, did the bulk of the actual shifting work. Staff had previously replaced fixed wooden shelving with "old but better" metal shelving from the old City Library thus improving the display and housing of the Gordonvale collection. These initiatives demonstrate Council commitment to improving service and facilities in the branches, encourage staff, and, have produced positive comments from customers.

1.12.2.2 Overtime

March 2000

* Overtime claims in this program include customer service opening hours in libraries.

April 2000

* Overtime claims in this program include customer service opening hours in libraries.

1.12.2.3 Training

March 2000

* On 2nd March Librarians Amanda Johnston, Lee Finkelstein and Kass Gardiner were trained in-house on "customer purchase request" procedures.

April 2000

* On-going in-house training.

1.12.2.4 Staffing

March 2000

* Vacancies:
Collections Team Workroom Co-ordinator Level 3 – currently filled by acting appointment; Library Assistant Level 1-2 – currently filled from Casual Pool.

* On 3rd March - City Librarian, Kass Gardiner, assisted in the selection process for a Rates Assistant in the Rates Section.

April 2000

* Collections Team:-

Workroom co-ordinator – Level 3 – currently filled by acting appointment.
Library Assistant – Level 1-2 – jobshare - currently filled from Casual Pool.

1.12.3 Performance Indicators

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1.13 **Museums Development Officer (Maria Friend)**

March 2000

The major areas of work addressed by the Museum Development Officer in March 2000 were as follows.

1.13.1 **RSL Cairns**

* Two meetings with the curator of the collections. The organisation plans to arrange a travelling exhibition for FNQ schools (‘Museum in a Box’), which will present Australian military history of the last century.

* Assistance has been provided with writing the Centenary of Federation grant application, clarifying the budget items and writing a support letter.

1.13.2 **Show Movement Museum, Cairns Showground**

* The officer met the manager of the Cairns Show Association to discuss a proposal for the Show Movement Museum to be housed in the refurbished Cairns Showground grandstand. The aim of the proposed Museum is to preserve and display historical material documenting the history of the Cairns Show Movement. The organisation applied for funding to the Century of Federation grant program.

1.13.3 **Museum of Maritime Archeology, Cairns**
* The MDO held a meeting with Philip Holt, a member of the organisation, in regard to the organisation’s plan to apply for the Centenary of Federation grant. The organisation plans to take on a ten year loan for Ben Cropp’s collection from the Port Douglas Shipwreck Museum, for which the owner will be paid approximately $325,000.00, while retaining full ownership rights.

The Museum Development Officer consulted the Senior Maritime Curator at the Qld Museum, who confirmed the opinion that from the museological point of view, Ben Cropp’s collection has little significance. The Officer did not support this project for the Centenary of Federation funding.

1.13.4 Cairns Historical Museum

* The Officer had three meetings with the President of the Cairns Historical Association and the Museum Curator, Mr Les Sim. Discussed the program of the forthcoming exhibitions for 2000 as well as various possibilities for a long-term program of the Museum’s development.

1.13.5 Regional Museum of FNQ

* The Officer held a meeting with Bob Manning and Frank Spannenburg of Cairns Port Authority, regarding the plans for the future Regional Museum to be housed in the White Shed in the Cairns Seaport area. The procedure for developing such a project has been discussed as well as the parameters of the feasibility study to be undertaken by the Cox Rayner company.

1.13.6 Co-operation with Johnstone Shire Council

* The Officer had a meeting with the Manager of Community Services in Innisfail to discuss the possibility of reaching an official co-operation agreement with the Johnstone Shire. The potential local institutions interested in joining the program have been identified as well as various areas of their activity in which the MDO could assist. The matter is to be presented for the approval of the Johnstone Shire Council.

1.13.7 Museums Australia (Qld) Conference, Bundaberg, 15-20 March 2000

* The Museums Development Officer (MDO) attended the annual major gathering of Queensland Museums, during which a number of issues pertinent to small community museums have been addressed. Acting on behalf of Mr Les Sim, President of the Cairns Historical Society, the
MDO submitted a proposal to organise the next Museums Australia (Qld Branch) Conference in Cairns during 2001. The decision will be made in July this year.

During the Conference, the MDO had the opportunity to discuss briefly, the proposal of a Regional Museum for Far North Queensland with Matt Foley, Qld Minister for the Arts.

1.13.8 Meeting of Museum Development Officers

* Prior to the Museums Australia (Qld) Conference in Bundaberg, the MDO participated in a two day meeting with museum development officers from other parts of Queensland. Discussed were matters relevant to the MDO’s responsibilities as well as organisation of training programs. Various approaches in providing assistance to local museums have been compared.

April 2000

Between 17\textsuperscript{th} – 28\textsuperscript{th} April the Officer was absent on recreation leave. The major areas of work addressed by the Museum Development Officer in April 2000 were as follows.

1.13.9 Preparation of Grants and Funding Workshop for Museums

* The workshop on identifying suitable funding programs for museums and writing effective grant applications took place on 6\textsuperscript{th} – 7\textsuperscript{th} May. In April, the Officer worked on organising the program of the event and invited the following speakers to participate in the program:

- Nusch Herman, The Principal Consultant for Museums at Arts Qld; AliceAnn Boylan, the Director of the Cairns Regional Gallery; Barbara Smith, Arts & Cultural Planning and Development Officer, Cairns City Council; John Waldron, Director, Australian Sugar Industry Museum at Mourilyan; Cate Harley, Tyrconnell Historic Gold Mine.

1.13.10 Museum Newsletter

* The MDO prepared the first issue of an occasional newsletter, which is sent to all community museums of FNQ, informing them about forthcoming events, grant opportunities, new web sites, etc. The first issue of the newsletter has been sent to fifty-five museums in the region.

1.13.11 Heritage Trails – FNQ Projects
The MDO has been invited to join the Technical Reference Group, acting as an advisory body to the recently appointed Co-ordinator of Queensland Heritage Trails Network for FNQ.

The first meeting of the group took place on 5th April at the Office of the Department of the Premier and Cabinet. The general parameters of the program have been discussed, as well as the management principles of individual projects.

1.13.12 Cominos House Display

* The officer had two meetings with the work group organising a display on the history of Cominos House, to be presented at the first floor of the building. Relevant objects and documents have been identified and the major sections of the display have been discussed. Some objects require conservation treatment. The work will resume in July.

1.13.13 Mulgrave Settlers Museum, Gordonvale

* The MDO attended the monthly meeting at the Museum, during which current matters relevant to the Museum’s work have been discussed. One of the major concerns is the advanced age of the volunteers which limits the possibility of undertaking new projects. A recruitment of new volunteers to work in the organisation is one of the priorities of the museum programs.

1.14 Community Relations Officer (Deevah Melendez)

1.14.1 Develop a project plan to address community relations and access and equity issues. To develop an appropriate project plan, it will first be necessary to participate and consult with various committees and community groups associated with multicultural issues within the community.

March 2000

Students:-

* Spoke to students at the Edge Hill State School explaining the meaning of “multiculturalism”. Introduced two traditional artists from Brazil and Africa who spoke about their experiences as immigrants living in Cairns.

Grants:-

* Assisted applicants in their submission to the Council grants program.
Cross Cultural Training:-

* Consulted a representative of the Council’s Indigenous ATSI Reference Group on how to ensure Indigenous issues were appropriately addressed in the planned cross cultural training workshops program. An invitation to participate in the Peace Week activities was made.

Olympic Youth:-

* As a member of the Olympic Youth Camp Committee, the Community Relations Officer has been canvassing multicultural communities to nominate their young people to participate in a youth friendship event through contributing an editorial to the Migrant Settlement Service newsletters and correspondence to the community.

* Accepted an invitation from Arts Queensland to sit on the assessment panel for their Community Cultural Development Grants program.

April 2000

This officer was on leave from 10 April to 3 May, 2000.

The Community Relations Officer undertook the following activities in accordance to the purposed objectives described in the position description during the month of April.

Centenary of Federation (CF):-

* Attended a meeting with Queensland’s Events Co-ordinator for the CF celebrations to discuss community development opportunities for people from non-English speaking backgrounds to participate in events, scheduled for September 2001, upon Council approval.

* Participated in an initial community meeting with representatives from the Arts and Cultural industries in Cairns to discuss Cairns’ level of participation.

* Accepted an invitation to join a Centenary of Federation Steering Committee to help establish and advise community reference groups.

1.14.2 To implement, document and evaluate the LAMP project plan.

Peace Week:-
* Through Council’s endorsement of Peace Week, five other Council departments have offered to participate or are providing their support via activities or sharing of resources as outlined below. Attended two community group meetings to discuss the progress of the planned events.

- Parks and Recreation have offered to create a floral display in the garden display box in front of the Council building of the UN Culture of Peace logo design.

- City Place has offered their services for multicultural community performance events.

- The Tanks Art Centre is supporting the event at their regular market day with a Multicultural Peace Week concert.

- Graft ‘n’ Arts has offered support by making available their media lab and site.

- All eight Council libraries will prepare a “UN International Year of the Culture of Peace” display.

Workshops:-

* Attended the Council Training and Development Strategic Plan workshop, recommending that Cross Cultural training for all Council staff be included in the Plan.

* Met with People Services to discuss the Multicultural Affairs (MAQ) sponsored Cross Cultural Training workshops scheduled for August for external organisations and internal Council staff.

* Represented Desley Renton on the Cross Functional team for developing Council’s Corporate Plan. The opportunity enabled cross-cultural issues to be appropriately addressed in the draft proposal.

* Attended a community services industry workshop organised by the Migrant Settlement Services and funded by Department of Immigration and Multicultural Affairs (DIMA). The purpose of the workshop was to create networking opportunities and to address issues of access and equity in the services to people from non-English speaking backgrounds, living in the Cairns region.
* Participated in a workshop of the Council Corporate Draft Plan. Accepted the invitation to sit as a committee member for the Corporate Plan Implementation Team
which will facilitate the implementation of the Corporate Plan upon approval from Council.

1.14.3 To establish and/or support processes to identify and monitor current and emerging ethnic community needs to inform in the development of a project plan.

Timorese Association:-

* Attended the first board committee elections meeting of the Timorese Association in Cairns to explain my position as the Community Relations Officer in Council and to offer support and advice on the Council Community Grants Program.

CCC Multicultural Reference Group:-

* The LAMP programs’ Multicultural Reference Group was fully endorsed by the new Council. Letters of acceptance were sent with an invitation to the first meeting to be held in May.

MAQ Cross Cultural Training Workshops:-

* An information package was sent to nine external agencies/organisations which are accessed by people from NESB’s, with an invitation to participate in the workshops. Included in the list were the local police, private security companies, airport customs department, banks, community legal services and Department of Immigration and Multicultural Affairs.

1.15 Team Leader Community and Cultural Development (Leslie Sparkes)

1.15.1 Develop and implement systems for coordinating, supporting and developing staff within the Community and Cultural Development Team.

* Individually met with all members of the Community and Cultural Development Team to gather information on programs, goals, objectives, responsibilities, reporting requirements, challenges and opportunities for improvement.

* Participated in the Community Reference Group Meeting chaired by the Community Planning and Development Officer.

* Accompanied the Community Planning and Development Officer to meet with and support the Babinda Task Force leaders on their successful funding to establish a new Community Development position in Babinda.
1.15.2 Facilitate goal setting, evaluation and effective debriefing processes which support the effective provision of services by team members of the Community and Cultural Development Team.

* Assisted the Safety Officer in establishing priorities for goals and developing time management techniques.

1.15.3 To develop and implement systems that which deliver improved customer service for users of Council’s aged housing units and community centres.

* The Manager, Community Services has completed a review of Council’s aged housing complexes. The results of this review will be presented to Council in June for consideration.

* Toured aged housing units and inspected facilities for damage and maintenance requirements.

* Reviewed documents and processes in coordinating aged housing with Acting Aged Housing Manager.

* Worked with the following Babinda groups and individuals in assisting with and identifying local needs for the community centre:-

  Babinda Kindergarten, Babinda Kids Club, Pensioners League, Babinda Playgroup, Neighbourhood Watch, Task Force representatives, and Babinda Harvest Festival representatives.

1.15.4 To support and/or develop programs which identify and respond to community and cultural needs. To prepare monthly reports, operational plans, budget statements and other reports in accordance with Council procedures and timelines.

* Attended the Cairns CBD Affordable Housing Forum.

1.16 Homelessness

* The Manager of Community Services has continued to meet with key State Government and community agencies to develop, deliver and monitor responses to homelessness. The major focus presently is on the development of a new purpose built diversionary centre for the City.
Recommendations

That this report be noted.

Cathy Boorman
Manager, Community Services
COMMUNITY SERVICES COMMITTEE MEETING

24 MAY 2000

LH:KG #181831 1/58/10-01

CLAUSE NO: 13

Windarra Day Care Centre Disposal of Equipment

ISSUE:
To dispose of equipment from Windarra Day Care Centre

BACKGROUND:
As per a previous decision of Council, Windarra Day Care Centre is to cease operation on 2 June, 2000. Furniture and equipment in use at the Centre, was purchased using Centre funds under Council’s agreement with the federal government. It is therefore necessary to dispose of such items as soon as possible after closure. Revenue gained from this disposal must be credited to the Centre and will then assist to offset the operating deficit.

To ensure compliance with transparency requirements, it is planned to hold a public auction on site, using the services of Quaid Auctioneers, a recognised agent. As the costs of this service are expected to be less than $10,000, under Council’s Purchasing Policy, there is no requirement to seek formal quotations. The auction will be held before 30 June, 2000.

RECOMMENDATION:
It is recommended that officers be instructed to arrange for this auction to be held before 30 June, 2000.

Lorna Humphreys
Executive Officer, City Life