| 1. | COMMUNITY DEVELOPMENT – NOVEMBER 2005 MONTHLY REPORT | 1 |
| 2. | CAIRNS LIBRARIES – NOVEMBER 2005 MONTHLY REPORT | 18 |
| 3. | SHARPS DISPOSAL – CONTAINER PLACEMENTS | 26 |
| 4. | PARTNERSHIP AGREEMENT BETWEEN CAIRNS CITY COUNCIL AND COMMUNITY RENEWAL | 32 |
| 5. | AMENDMENT TO COMMUNITY PARTNERS FINANCIAL ASSISTANCE PROCESS AND POLICY | 38 |
| 6. | CAIRNS CULTURAL DIVERSITY POLICY DRAFT UNIQUE – CHANGING - PRODUCTIVE – VIBRANT - PEOPLE | 51 |
| 7. | CAIRNS CITY ART COLLECTION HANOVER AGREEMENT | 63 |
| 8. | CIVIC THEATRE - NOVEMBER 2005 MONTHLY REPORT | 73 |
| 9. | SPORT AND RECREATION MONTHLY REPORT FOR MONTH OF NOVEMBER 2005 | 79 |
COMMUNITY DEVELOPMENT – NOVEMBER 2005 MONTHLY REPORT

Leslie Sparkes: 1/3/83  # 1032614v6

RECOMMENDATION:

That the report of Community Development for the month of November 2005 be received and noted.

It should be noted that due to the early scheduling of the Committee Meeting in December 2005, the financial aspects of this report are not the final end of month figures.

Leslie Sparkes
Manager Community Development
### SUB PROGRAM
Community Development

### ACTIVITY:
Community & Cultural Development

| Aim | To assist in building a positive, cohesive community by successfully supporting, facilitating and implementing initiatives across a wide range of Council services that:  
|     | • Develop resources and capacities, and  
|     | • Promote a safe, productive and inclusive community. |

| Level of Service | • Respond to all internal and external customers and community enquiries within 48 hours, through various mediums, which include referral, advice, consultation, advocacy and community events.  
|                 | • Provide mechanisms for community capacity building and information dispersal by developing forums, workshops, newsletters, service directories and pamphlets, exhibitions and displays.  
|                 | • Assist the community to identify, develop and implement projects that engage local communities including activities that promote individual, family and community wellbeing towards achieving accreditation for WHO standards. |

| Officer Responsible | Manager Community Development |

| Staffing Level (FTE) | 13 full time staff |

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete (enter %)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facilitate the process of obtaining the World Health Organisation Health Accreditation for Cairns by 2010.</td>
<td>6.1.1</td>
<td>June 10</td>
<td>38%</td>
<td>✔</td>
</tr>
<tr>
<td>2. Develop partnerships and form project management team to direct WHO Safe City Program by December 2005.</td>
<td>6.1.1</td>
<td>Dec 05</td>
<td>100%</td>
<td>✔</td>
</tr>
<tr>
<td>3. Develop community plan towards addressing issues of wellbeing and cohesion by June 2006.</td>
<td>6.1.3</td>
<td>June 06</td>
<td>62%</td>
<td>✔</td>
</tr>
<tr>
<td>4. Develop Indigenous Community Relations Plan by June 2006.</td>
<td>6.2.3</td>
<td>June 06</td>
<td>50%</td>
<td>✔</td>
</tr>
</tbody>
</table>
| 5. Facilitate opportunities for community interaction and celebration including:  
|                             | 6.1.3 | June 06 | 100% | ✔  
|                             |        |         | 100% | ✔  
|                             |        |         | -    | -  
|                             |        |         | -    | -  
|                             |        |         | 25%  | -  
|                             |        |         | -    | -  
|                             |        |         | -    | -  
|                             |        |         | -    | -  
|                             |        |         | -    | -  
|                             |        |         | -    | -  
|                             |        |         | -    | -  

* Enter Yes (✔) or No (x)
<table>
<thead>
<tr>
<th>Operating Initiative Status (cont.)</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete (%)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Encourage and support progress and partnerships aimed at addressing juvenile antisocial behaviours and community dislocation, in particular multi-use facilities in Gordonvale, Edmonton and the Northern beaches by June 2005.</td>
<td>6.2.6</td>
<td>June 05</td>
<td>60%</td>
<td>✓</td>
</tr>
<tr>
<td>7. Develop a Cultural Diversity Policy by Oct 2005.</td>
<td>8.2.1</td>
<td>Oct 05</td>
<td>100%</td>
<td>✓</td>
</tr>
<tr>
<td>8. Develop a Public Art policy by Dec 2006.</td>
<td>6.6.3</td>
<td>Dec 06</td>
<td>68%</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:*
A discussion paper pertaining to Public Art has been completed by the Arts & Cultural Development Officer for Councillors. The Public Arts Policy will follow. Following engagement with relevant services the Southern and Northern Cairns plans will be put in place to address the gaps in services.

* Prospective Actions for Initiatives not on target:*
Community Development is strengthening partnerships with State Government and non Government agencies to address issues in the Northern and Southern areas. Research has been done and best practice models identified to create a framework for the Public Art Policy.
Performance Target Assessment (✔ = Satisfactory, ? = Marginal, X = Unsatisfactory)

### Grant Applications Received

<table>
<thead>
<tr>
<th>Total Grant Money Available per year</th>
<th>RADF grants</th>
<th>Arts &amp; Cultural Inkind</th>
<th>Community Development InKind</th>
<th>Arts &amp; Culture grants</th>
<th>Community Development grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250,000</td>
<td>200,000</td>
<td>150,000</td>
<td>100,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>$200,000</td>
<td>150,000</td>
<td>100,000</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>$150,000</td>
<td>100,000</td>
<td>50,000</td>
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<td>$100,000</td>
<td>50,000</td>
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<tr>
<td>$50,000</td>
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<td>0</td>
</tr>
<tr>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Performance Rating:**

- ✔ FAVOURABLE
- Reasons: Statistics will be reported on quarterly.
- Implications / Actions: Nil.

**Prospective Actions**

- ✔ FAVOURABLE
- Reasons: Grant round has closed with approvals finalised.
- Implications / Actions: This graph is designed to show funding cycles and unmet need. This quarter identifies just under $200 000 has been applied for.
Community Programs

Performance Rating:

- FAVOURABLE
  - Reasons: Additional initiatives have been planned in preparation for 2006.
  - Implications / Actions: New initiatives have resulted in a number of new partnerships.

Prospective Actions

- FAVOURABLE
  - Reasons: Planning and motivational workshops facilitated by Team Leader has assisted in improved collaboration and production.
  - Implications / Actions: Planning workshops will be put in place to secure additional partnerships and resources.
### Operational Initiatives Developed In Direct Response to Emerging Community issues. All following initiatives are currently being conducted:

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of 1000 steps for Seniors</td>
<td></td>
</tr>
<tr>
<td>Mooroobool/Manunda community safety project</td>
<td></td>
</tr>
<tr>
<td>School holiday project development for second program</td>
<td></td>
</tr>
<tr>
<td>Proposal to Gambling Community Benefit Fund for Coordinator for Access Card Project</td>
<td></td>
</tr>
<tr>
<td>Management of community service workers and students on work placement</td>
<td></td>
</tr>
<tr>
<td>Facilitation of the Yorkeys Knob, Machans and Holloways Beaches youth group network</td>
<td></td>
</tr>
<tr>
<td>Facilitation of Southern Suburbs community development planning sessions</td>
<td></td>
</tr>
<tr>
<td>Development of a document to brief Council on the Public Art strategy</td>
<td></td>
</tr>
<tr>
<td>Management of senior Housing</td>
<td></td>
</tr>
<tr>
<td>Facilitation of the handover process of senior housing</td>
<td></td>
</tr>
<tr>
<td>Facilitation of the community hubs project</td>
<td></td>
</tr>
<tr>
<td>Management of community centres and halls</td>
<td></td>
</tr>
<tr>
<td>Partnerships with Community Renewal including involvement in the Community Renewal festival</td>
<td></td>
</tr>
<tr>
<td>Safe Communities project (engulfing a number of initiatives)</td>
<td></td>
</tr>
<tr>
<td>Disability access audit ongoing</td>
<td></td>
</tr>
<tr>
<td>Disability access data base now completed</td>
<td></td>
</tr>
<tr>
<td>Team workshops to review direction and processes and to produce first ABEF requirement facilitated by Team Leader</td>
<td></td>
</tr>
<tr>
<td>Working partnerships with Street Based Outreach, Community Renewal and Qld Police to plan initiatives</td>
<td></td>
</tr>
<tr>
<td>Angels project (a group of volunteers visit senior people in Council senior housing on a regular basis to gauge needs of service provision and ensure that they are not isolated)</td>
<td></td>
</tr>
<tr>
<td>Co-Facilitation of Voices and Votes Parliamentary Committee Inquiry into young peoples participation on democracy in Queensland. Cairns School Council members attended this event.</td>
<td></td>
</tr>
<tr>
<td>Facilitated Access to Pathways submission assessments</td>
<td></td>
</tr>
<tr>
<td>Delivery of five Youth Forums across in partnership with Centacare</td>
<td></td>
</tr>
<tr>
<td>Facilitation of the National Youth Week grant submission panel</td>
<td></td>
</tr>
<tr>
<td>Participation in working party to redevelop a new model for the YACCA program in partnership with Det of Communities and other stakeholders.</td>
<td></td>
</tr>
<tr>
<td>Planning and development for a series of five youth forums across the Cairns region in partnership with Centacare.</td>
<td></td>
</tr>
<tr>
<td>Mooroobool after school sporting activities</td>
<td></td>
</tr>
<tr>
<td>Supervision of student placement and volunteers.</td>
<td></td>
</tr>
<tr>
<td>Planned and facilitated Grant writing workshop at which 90 people attended</td>
<td></td>
</tr>
<tr>
<td>Planning for International Disability Day</td>
<td></td>
</tr>
<tr>
<td>Survey in partnership with Community Renewal to gauge the communities opinion regarding the future of the Mooroobool community centre</td>
<td></td>
</tr>
<tr>
<td>Community engagement for the “Listen Here” Project in partnership with Libraries</td>
<td></td>
</tr>
<tr>
<td>Attended RADF state conference in Maryborough</td>
<td></td>
</tr>
<tr>
<td>Facilitation of the Multi Cultural Community forum 2006</td>
<td></td>
</tr>
<tr>
<td>Participation in LAMP-CAMP . Professional training in conflict resolution and diversity management</td>
<td></td>
</tr>
<tr>
<td>Planning of “Walk with me”. Multi-Cultural Community conflict resolution project</td>
<td></td>
</tr>
</tbody>
</table>

**Performance Rating:**
- **FAVOURABLE**

**Variance Report**
- **FAVOURABLE**
  - **Reasons:** Production of team high due to good morale through collaborative planning workshops.
  
**Implications / Actions:** An initiative bank has been set up that entails team members scoping all initiatives and linking into other Council Departments and outside partners.

**Prospective Actions**
- **FAVOURABLE**
  - **Reasons:** Additional initiatives planned for 2006.
  
**Implications / Actions:** Team to complete community plans in 2006 that will map service needs and create relevant initiatives and partnerships.
Five New Initiatives Developed In Direct Response to Emerging Community issues.

1. The Skillin Up not Taggin Up Program is now complete. A report detailing the results of this program will be forthcoming.

2. Council was successful in receiving funding from Department of Education and Training for $50,000 for a Public Art Program in Mooroobool. A coordinator will be engaged to develop a program employing 4 artists from the area to produce public art. We are developing a project plan for this funding and a detailed report to council will be put forward once this is finalised.

Performance Rating:

- FAVOURABLE
- Reasons: The Skillin Up not Taggin Up Project was successful.
- Implications / Actions: New major projects are planned for early 2006.

Prospective Actions

- FAVOURABLE
- Reasons: Implementation of Mooroobool Public Art Project will take place early 2006.
- Implications / Actions: Further Projects to be implemented.

Operating Budget Assessment:

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>604,766</td>
<td>833,843</td>
<td>(229,075)</td>
<td>(27)</td>
<td>• UNFAVOURABLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Reasons: Preliminary budgetary information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Implications / Actions: Nil.</td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td>1,395,453</td>
<td>1,935,097</td>
<td>539,644</td>
<td>26</td>
<td>• FAVOURABLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Reasons: Preliminary budgetary information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Implications / Actions: Nil.</td>
</tr>
</tbody>
</table>
**ACTIVITY:** Tanks Art Centre

**Aim**
To successfully establish an International Arts Centre, which develops a wide range of arts and cultural activities/events, that cater to the current and future diverse needs of the Cairns and Far North communities.

**Level of Service**
- Provide arts and cultural services that cater to the diverse socio-economic needs of the Cairns and regional communities.
- To provide a professional and quality service that meets corporate and community needs, and maximises facility use and productivity.
- Retain external funding for 4 part-time positions.

**Officer Responsible**
Manager Community Development

**Staff Level (FTE)**
- 5 FT
- 2 PT shared casual artist pool
- 3 Permanent Part Time

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete (enter %)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Offer a diversity of arts &amp; cultural activities for specific target groups.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>41.6%</td>
<td>✓</td>
</tr>
<tr>
<td>2. Produce MusiCairns and Carnival on Collins as part of Festival Cairns.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>100%</td>
<td>✓</td>
</tr>
<tr>
<td>3. Develop program of ongoing music and arts events for Far North and visitor audiences.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>41.6%</td>
<td>✓</td>
</tr>
<tr>
<td>4. Undertake 8 themed market days per year.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>100%</td>
<td>✓</td>
</tr>
<tr>
<td>5. Develop and partner a diverse and accessible exhibitions program.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>41.6%</td>
<td>✓</td>
</tr>
<tr>
<td>6. Develop and implement a diverse youth arts program both in venue and in outreach areas.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>41.6%</td>
<td>✓</td>
</tr>
<tr>
<td>7. Support and promote venue use by corporate, tourism and special event sectors.</td>
<td>6.6.5</td>
<td>Ongoing</td>
<td>41.6%</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:
Nil.

* Prospective Actions for Initiatives not on target:
Nil.
Performance Target Assessment (✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

**Arts & Cultural Programme - Workshop / Activities**

<table>
<thead>
<tr>
<th>Month</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfied Participants</td>
<td>80</td>
<td>40</td>
<td>60</td>
<td>80</td>
<td>0</td>
<td>(see comments)</td>
</tr>
<tr>
<td>Unsatisfied Participants</td>
<td>20</td>
<td>60</td>
<td>40</td>
<td>20</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Satisfaction Target</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Performance Rating:** ✓

**Variance Report**
- **UNFAVOURABLE**
- **Reasons:** Due to new manager starting, and Graft’n’ Arts moving in, surveys were not conducted during November.
- **Implications / Actions:** Survey targets will be met in oncoming months, by undertaking extra surveys.

**NUMBER OF SURVEYS CONDUCTED**

<table>
<thead>
<tr>
<th>Month</th>
<th>Survey Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1</td>
</tr>
<tr>
<td>August</td>
<td>3</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
</tr>
<tr>
<td>October</td>
<td>2</td>
</tr>
<tr>
<td>November</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>(see comments)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24</td>
</tr>
</tbody>
</table>

**Prospective Actions**
- **UNFAVOURABLE**
- **Reasons:** Due to new manager starting, and Graft ‘n’ Arts moving in, surveys were not conducted during Nov.
- **Implications / Actions:** Survey targets will be met in oncoming months, by undertaking extra surveys.
Performance Rating:

Variance Report
- FAVOURABLE
- Reasons: Facility income not complete for month due to earlier meeting date.
- Implications/Actions: Some income will not be represented this month.

Prospective Actions
- FAVOURABLE
- Reasons: Facility income not complete for month due to earlier meeting date.
- Implications/Actions: Continue promoting facility hire, and further development of program and partners.
## Development of New Initiatives Within the Programmes to Increase Gov/Non Gov Partnerships:
- Ongoing consultations and meetings with various stakeholders regarding future program development and partnership, including: various independent producers, On Extra Dance, Top Shelf Productions, Liquid Architecture, Bonemap, Kooemba Jdarra Indigenous Performing Arts, Performing Lines, Museum and Gallery Services Qld, Cairns & Region Convention Bureau etc
- Packing/archiving and moving of Graft 'n' Arts equipment, files and documentation into Tanks and storage. Cleaning and sorting of Graft 'n' Arts facility finalised.
- New Manager, Nat Trimarchi starts at Tanks.
- Attendance at various developmental meetings including Multi-cultural Advocacy Group, South Brisbane Immigration, Chinese New Year committee, Cairns Sikh community.
- Attendance at Ignition Symposium in Brisbane.
- Launch of QLD stories, Mooroobool folk tales DVD, in partnership with Earlville Library, Qld State Library and Dept of Housing.
- Site inspection, theme display with M.A.D. Events for future client.

## Business Partnerships:
- Implementation of TI House Party event in conjunction with Pegasus Consulting and ABC Radio National.
- Meeting with Hilton Cairns management regarding Community Exhibitions program in 2006.

## Events:
- Implementation of November Xmas markets
- Production of TI House Party with Seaman Dan and Friends, which was recorded by ABC radio National for future broadcast
- Hosting of Academy of TV rehearsals
- Hosting of Cairns Arts Society “artist of the North” exhibition, featuring over 300 works.
- Hosting of Affordable Art Exhibition in 2 Tanks
- Hosting of Savannah Guides 2 day training course
- Hosting of FNQ NRM annual general meeting and presentation.
- Hosting of Holloways Beach Environment group “Power to Success” presentation.
- Production of Punjabi Blast concert in partnership with Sikh community.

## Performance Rating:

| Favourable |

## Variance Report

- **FAVOURABLE**
- **Reasons:** Busy month with Graft ‘n’ Arts staff moving over to Tanks, and new Manager Nat Trimarchi starting and meeting staff. Busy month of exhibitions, events and presentations.
- **Implications / Actions:** Beginning of new era with all staff in one facility, new manager and strategic direction planning. Facility is again well utilised by various sectors of community and business sector.
Workshops:
- Weekly open workshops including Cuban Dance, African Percussion, Belly Dancing and Movement. Youth Arts workshops including Holloways Beach outreach, Circo Loco rehearsals, open Youth Circus.
- Hosting of weekly circus class with St Monica’s students.
- Hosting of weekly workshops with St Augustines students.
- Development and start of Cyclone Circus kids circus workshops.
- Weekend workshop with ‘Canteen’ (young people with cancer) workshop at Lake Tinaroo.
- Train the trainer workshops with young people from Holloways Beach
- Outreach programs in Edmonton and Yorkeys Knob.
- Circo Loco youth circus performed at Yungaburra Folk Festival and was very popular.
- Cyclone Circus workshops for kids begins in October.
- Meeting with young people from Gordonvale and YETI regarding future music programs.

Organisational Change Management, Planning, and Implementation of Improved Management Mechanisms:
- Review of operational processes by Manager and implementation of new internal processes for communication, internal monitoring and evaluation of activities
- Review of staffing, contracting, and programming and implementation of new planning process
- Staff development, interview and appointment of a new Marketing position, review of staffing needs for future and preparation of PDs
- Staff consultation and planning for input to masterplan process
- Report on Tanks acoustics, lighting and sound systems with possible solutions.
- Review of vehicle requirements for Tanks
- Inspection of electrical systems and other facility maintenance issues identified
- Upgrade of telephone system
- Moving and rebuilding of room for equipment storage, wall construction in studio, and other constructions for interim operational efficiency prior to site redevelopment
- Repair of Tank 4 bridge
- Review of cleaning services needs and preparation of new contracting arrangements
- Preparation of asset inventory
- Wide ranging review and research of facility improvement needs including events booking software, equipment for sound and lighting etc., as part of complete audit

Prospective Actions
- **FAVOURABLE**
- **Reasons:** Busy month of open and youth arts workshops.
- **Implications / Actions:** Ongoing consultation with stakeholders towards developing workshop programs for 2006.

Operating Budget Assessment:

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>336,582</td>
<td>403,862</td>
<td>(67,300)</td>
<td>(17)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>UNFAVOURABLE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Reasons:</strong> Preliminary budget information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Implications / Actions:</strong> Nil.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>631,397</td>
<td>774,276</td>
<td>142,879</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>FAVOURABLE</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>Reasons:</strong> Preliminary budget information.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Implications / Actions:</strong> Nil.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**ACTIVITY:** Southern Suburbs Support  
**NOV 2005**

| Aim | To provide support services to families, individuals, groups, communities, other services and networks in Cairns Southern Suburbs. To support, facilitate, promote and assist the implementation of initiatives, which strengthen, develop and foster community cohesion and social wellbeing. |
| Level of Service | • Hambledon House Community Centre Information Services is available 5 days per week over 35 hours.  
• Hire services available 7 days per week.  
• Support, counselling, advocacy and education is provided to families.  
• Information, assistance, services and feedback is provided to community members and groups.  
• Customer and community enquiries are responded to through consultation, referral, advice, advocacy, education and development of community events and activities.  
• Facilities are available for hire by community groups, community organisations and government agencies. |

| Officer Responsible | Manager Community Development |
| Staff Level (FTE) | 3 |

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete (enter %)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Work collaboratively with Government and Non-government agencies and community groups to identify gaps regarding access to Emergency Relief and Crisis Accommodation services in the Southern Suburbs by June 2006.</td>
<td>1.3.1</td>
<td>June 2006</td>
<td>50%</td>
<td>✔</td>
</tr>
<tr>
<td>2. Work with community members from Culturally and Linguistically Diverse Backgrounds to increase opportunities for participation in community activities and education initiatives by June 2006.</td>
<td>1.7.2</td>
<td>June 2006</td>
<td>30%</td>
<td>✔</td>
</tr>
<tr>
<td>3. Develop community plan towards addressing issues of wellbeing and cohesion by June 2006.</td>
<td>6.1.3</td>
<td>June 2006</td>
<td>50%</td>
<td>✔</td>
</tr>
</tbody>
</table>

* **Variance Report for Initiatives not on target:** Nil.

* **Prospective Actions for Initiatives not on target:** Nil.
Performance Target Assessment (✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

### Performance Rating:

- **Variance Report**
  - **FAVOURABLE**
  - **Reasons:** Above set target although figures don’t reflect the full month.
  - **Implications / Actions:** Additional bookings may increase figures in the latter half of the month.

### Prospective Actions

- **FAVOURABLE**
- **Reasons:** Centre continues to be well patronised by a diverse range of community and government groups.
- **Implications / Actions:** Continue to provide quality facilities to these and prospective groups.
Variance Report

- **FAVOURABLE**
- **Reasons:** Noticeable drop in enquiries due to Tax Help no longer operating.
- **Implications / Actions:** Figures do not reflect the full month. It is highly likely the actual figures will increase as the month progresses.

Prospective Actions

- **FAVOURABLE**
- **Reasons:** Centre continues to respond to a high demand for information and referral services.
- **Implications / Actions:** Requests for Emergency Relief and financial assistance continue to prevalent issues.
Performance Rating:

Variance Report

- UNFAVOURABLE
- Reasons: The high number of appointments are due to the high needs of people accessing Family Support and lack of services in the Southern Suburbs.
- Implications
- Actions: Family Support Worker cannot take any more new clients. Family Support Worker has a waiting list and is referring clients to other organisations.

Prospective Actions

- UNFAVOURABLE
- Reasons: Family Support Worker is unable to take on any new clients.
- Implications / Actions: Please see comments above.
Performance Rating: ✓

Variance Report

- UNFAVOURABLE
- Reasons: Family Support Worker referral levels are still at high. Referrals from Yarrabah have increased due to lack of services in the area.
- Implications / Actions: Family Support Worker has a waiting list and is referring clients to appropriate services.

Prospective Actions

- UNFAVOURABLE
- Reasons: Referral levels unmanageable.
- Implications/Actions: Please see comments above.

Operating Budget Assessment:

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
</table>
| Revenue | 42,416         | 163,830                | (121,412) | (74)    | - UNFAVOURABLE
- Reasons: Preliminary budget information.
- Implications/Actions: Nil. |
| Expenditure | 81,965      | 153,293                | 71,328    | 47      | - FAVOURABLE
- Reasons: Preliminary budget information.
- Implications/Actions: Nil. |
CAIRNS LIBRARIES – NOVEMBER 2005 MONTHLY REPORT

Kerrie Still: 1/3/83  #955136 v10

RECOMMENDATION:

That the Cairns Libraries Report for the month of November 2005 be received and noted.

It should be noted that due to the early scheduling of the Committee Meeting in December 2005, the financial aspects of this report are not the final end of month figures.

Kerrie Still
Manager Cairns Libraries
**ACTIVITY:** Cairns Libraries

**Aim**
To enrich the community through the provision of access to information and resources, regardless of format, in a manner that promotes and supports lifestyle, leisure, cultural opportunities and lifelong learning.

**Level of Service**
- Provide services through 8 libraries.
- Provide professional reference service for the Cairns Community.
- Dispatch inter-branch loans within 48 hours of receipt of request.
- Libraries currently provide 122.50 hrs per week of Council Customer Service Centre functions at four (4) branches.

**Officer Responsible**
Manager Cairns Libraries

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete (enter %)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Negotiate and relocate the Manunda library in line with the outcome of Council workshop 14/04/05.</td>
<td>1.2.2</td>
<td>28/02/06</td>
<td>35%</td>
<td>✔</td>
</tr>
<tr>
<td>2. Implement the outcomes of Council workshop 14/04/05 related to Stratford library &amp; potential Redlynch library.</td>
<td>1.2.2</td>
<td>30/6/06</td>
<td>40%</td>
<td>✔</td>
</tr>
<tr>
<td>3. Ensure compliance with SLA related to the State Library book grant.</td>
<td>1.2.2</td>
<td>30/6/06</td>
<td>50%</td>
<td>✔</td>
</tr>
<tr>
<td>4. Continue to implement adopted recommendations of the Strategic Library review regarding branch &amp; staffing requirements.</td>
<td>1.2.2</td>
<td>30/6/06</td>
<td>50%</td>
<td>✔</td>
</tr>
<tr>
<td>5. Catalogue 1,500 volumes of the Zhanjiang Sister City collection through development of the Libero system &amp; allocation of the $20,000 Strategic Development Grant 05/06.</td>
<td>6.6.3</td>
<td>30/6/06</td>
<td>55%</td>
<td>✔</td>
</tr>
<tr>
<td>6. Organise &amp; facilitate the QPLA conf 06.</td>
<td>6.6.3</td>
<td>08/6/06</td>
<td>40%</td>
<td>✔</td>
</tr>
<tr>
<td>7. Actively seek funding &amp; grants to increase library revenue throughout 05/06 &amp; ensure compliance with acquittal requirements of all grants.</td>
<td>6.6.3</td>
<td>30/6/06</td>
<td>45%</td>
<td>✔</td>
</tr>
<tr>
<td>8. Implement &amp; project manage the library database cleanup &amp; recommend an acceptable deletion schedule to Council, together with strategies for improved cataloguing efficiencies, increased fee collection, followed by an amnesty to encourage non-active members to return bookstock &amp; rejoin the library.</td>
<td>10.2.2</td>
<td>10/10/005</td>
<td>40%</td>
<td>X</td>
</tr>
<tr>
<td>9. Complete upgrade to Smithfield library &amp; relaunch upgraded facilities including new Ticketlink initiative.</td>
<td>6.6.3</td>
<td>30/06/06</td>
<td>40%</td>
<td>✔</td>
</tr>
<tr>
<td>10. Establish a new satellite library at the Babinda aged care facility &amp; continue to develop homebound strategies through FOCL.</td>
<td>6.6.3</td>
<td>28/02/06</td>
<td>55%</td>
<td>✔</td>
</tr>
<tr>
<td>11. Refurbish City Library Children’s area within budget constraints.</td>
<td>6.6.3</td>
<td>30/06/06</td>
<td>40%</td>
<td>✔</td>
</tr>
</tbody>
</table>
12. Maximise children’s long-term use of libraries by further developing the library collection, children’s activities, homework & study assistance programs and by professionally & actively marketing innovative & creative children’s services.  

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Target Date</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.3 30/06/06</td>
<td>50%</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

13. Launch the children’s mascot, exclusive library card and merchandising.  

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Target Date</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.3 24/12/05</td>
<td>70%</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

14. Actively identify, develop & implement exciting value added services & facilities to libraries to keep pace with community needs, assist in the growth of civic pride & where practicable max library revenue 05/06.  

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Target Date</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.3 30/06/06</td>
<td>50%</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

15. Professionally market Cairns libraries new innovations, technology & lifestyle facilities to the community throughout 2005/06.  

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Target Date</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.2 30/06/06</td>
<td>50%</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

16. Implement strategies that will continuously safeguard library assets against damage & maximise quality & size of the overall collection including development across all genres & for all age groups.  

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Target Date</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.6.3 30/06/06</td>
<td>50%</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

17. Seek ways to create business process efficiencies to ensure:  
1. The well being of the team,  
2. WH&S compliance  
3. Securitisation of assets  
4. Effective budget management  

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Target Date</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.2 30/06/06</td>
<td>50%</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Variance Report for Initiatives not on target:**  
Initiative 8. Amnesty report and database clean up postponed until January due to other large project priorities, and additional activities added to the scope of the project, which require the addition of further resources allocated to the project.  

**Prospective Actions for Initiatives not on target:**  
Report and recommendations regarding the library Amnesty will be submitted to Council in January 2006.

**Performance Target Assessment**  
( ✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

**Performance Rating:** ✓

**Variance Report**  
**Favourable:** During Nov Libraries regained the 1,931 visitors lost during October. 79,657 people visited libraries in Nov.  
**Reasons:** As Sept/Oct library activities were consistent with Nov, it could be considered that the business lost over those 2 months were a direct result of increased fuel prices, which dropped in November.  
**Implications Actions:** Of note the City library serviced 30,752 visitors in Nov compared to 27,731 in October.
Significant activities related to November/December 2005:

- Advice was received from SLQ 21/11/2005, that the annual library book grant for 2005/06 will increase from $544,392 (2004/05) to $556,964 (2005/06). The additional $12,572 exceeds the 2004/05 increase, of $7,500.
- On 25th November at the Earlville Library, approximately 150 invited guests attended the launch of the “Mooroobool Folk Tales” DVD, and presentation of student “film maker” awards by the Mayor.
- Manager Cairns Libraries attended the official opening of the Singapore Library and following conference “Celebrating Knowledge”. Several library tours and networking events were included in the Singapore visit, the results of which are detailed in the relevant report.
- In addition to 8 regular monthly storytimes being conducted in libraries, events are now being held for children with special needs, the latest of which was held at Babinda Library, attended and enjoyed by 5 special needs children participating in activities and supported by FOCL.
- It should be noted that the recent addition of the children’s librarian to the Library team has escalated young peoples activities to a new level, including on site school talks, organised library visits by schools, additional school holiday programs, well researched and resourced reading programs.
- During November, in addition to 150 storytime participants, 125 school children attended libraries on organised tours and educational sessions from St Francis Xavier, and Good Counsel Primary School Innisfail.
- On behalf of Libraries, G. Lehmann and L. Finkelstein delivered papers to attendees of the JCU professional Development day 2005, regarding the exchange of ideas, new innovations, and outlined developing library strategies and current community projects. K. Jones (children’s librarian) also attended.
- All libraries will be fully decorated for Christmas and are involved in planning Christmas activities and programs.
- With the exception of public holidays, all libraries will operate normal business hours over the festive season to maximise full customer service operations to patrons.

Prospective Actions
FAVOURABLE
Reasons: See significant activities October/November 2005
Implications / Actions: Nil.

Performance Rating:

Variance Report
FAVOURABLE
Reasons: New memberships continue to climb, now totalling 74,733, exceeding one per 2 capita of population.
Implications / Actions: Accumulative target for the 2004/05 year of 67,617 has been exceeded in the first half by 7,116 new members.

Prospective Actions
FAVOURABLE
Reasons: Implications.
Actions: Nil
Performance Rating:

FAVOURABLE

Reasons:
A small specific Atlas booksale (supported by FOCL) held at the City Library in Nov netted $477 for the month. This new business strategy will continue on a regular basis complimenting the larger booksales conducted off site.

Implications / Actions:

Hot speed reads are beginning to contribute consistently to library revenue, accumulating $936 since both City and Earlville launched the product. Smithfield branch will begin offering this collection to customers in December 2005.

Prospective Actions

FAVOURABLE

Reasons: Between 01/07/05 & 18/11/05, $37,276 in operational revenue has been generated, $10,095 resulting from non-traditional library fees.

Implications

Actions: The new booksale strategy trialled in Nov worked very well and will continue, & self-funding coffee machines will be installed at the City, Earlville & Smithfield Libraries in December.
Performance Target Assessment (✔ = Satisfactory, ? = Marginal, X = Unsatisfactory)
Operating Budget Assessment:

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>95,902</td>
<td>277,312</td>
<td>(181,410)</td>
<td>(65)</td>
<td>UNFAVOURABLE Reasons: Non-receipt of SLQ book grant impacting variance. Implications / Actions: Nil</td>
</tr>
<tr>
<td>Expenditure</td>
<td>1,803,371</td>
<td>2,062,403</td>
<td>259,032</td>
<td>13</td>
<td>UNFAVOURABLE Salary savings and unexpended grants have contributed to this result. Both outstanding senior positions have been reviewed and advertised, the appointment of which will adjust this variance. Grants will not be fully acquitted until final quarter of financial year.</td>
</tr>
</tbody>
</table>

Capital initiatives

<table>
<thead>
<tr>
<th>[CJA] Cairns Libraries</th>
<th>Due Date</th>
<th>Actual $</th>
<th>Budget $</th>
<th>Status</th>
<th>Implications/Actions</th>
<th>Complete</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCP6060 - S’FIELD LIBRARY REPL PAVERS</td>
<td>7/2004</td>
<td>13,235</td>
<td>10,000</td>
<td>Closed</td>
<td></td>
<td>6/2005</td>
<td></td>
</tr>
<tr>
<td>PCP6062 - S’FIELD LIBRARY AUTO DOORS</td>
<td>6/2005</td>
<td>11,300</td>
<td>20,000</td>
<td>Closed</td>
<td></td>
<td>4/2005</td>
<td></td>
</tr>
<tr>
<td>PCP6063 - S’FIELD LIBRARY REPL AIRCON</td>
<td>6/2005</td>
<td>44,000</td>
<td>66,000</td>
<td>Active</td>
<td>See notes</td>
<td>4/2005</td>
<td></td>
</tr>
<tr>
<td>PCP6064 - BAB LIBRARY WHEELCHAIR ACCESS</td>
<td>6/2005</td>
<td>18,000</td>
<td></td>
<td>Active</td>
<td></td>
<td>See notes</td>
<td></td>
</tr>
<tr>
<td>PCP6070 - CITY LIBRARY REP STLWORK &amp; PNT</td>
<td>6/2005</td>
<td>7,000</td>
<td></td>
<td>Active</td>
<td></td>
<td>See notes</td>
<td></td>
</tr>
<tr>
<td>PCP7050 BARRON/FRESHWATER LIBRARY</td>
<td>2006/07</td>
<td>TBA</td>
<td></td>
<td>C/cons</td>
<td></td>
<td>05/06</td>
<td></td>
</tr>
<tr>
<td>PCP7060 MANUNDA LIBRARY RELOCATION</td>
<td>6/2006 (TBA)</td>
<td>885,000</td>
<td>Active</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP7070 S’FIELD LIBRARY CARPET</td>
<td>6/2006</td>
<td>20,000</td>
<td>Active</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP7075 S’FIELD LIBRARY CIRCULATN DESK</td>
<td>6/2006</td>
<td>15,000</td>
<td>Active</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP7080 S’FIELD LIBRARY REPAINT INTERN</td>
<td>6/2006</td>
<td>10,000</td>
<td>Active</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP7085 LIBRARIES PHOTOCOPIERS</td>
<td>6/2006</td>
<td>26,000</td>
<td>Active</td>
<td>City</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP7090 LIBRARIES AUTOMATIC DOORS</td>
<td>6/2006</td>
<td>8,000</td>
<td>Active</td>
<td>G’vale</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP7095 LIBRARIES UPGRADE RETURN BINS</td>
<td>6/2006</td>
<td>21,000</td>
<td>Active</td>
<td>City Library</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PCP6030 LIBRARIES 04/05 STOCK PURCHASES</td>
<td>6/2005</td>
<td>544,392</td>
<td>544,392</td>
<td>Closed</td>
<td>Fully acquitted</td>
<td>6/2005</td>
<td></td>
</tr>
</tbody>
</table>
## Notes on Capital Projects

**PCP6063 - S'FIELD LIBRARY REPL AIRCON**  
Replacement of old ducting and switchboard upgrade completed at Smithfield in October. Final earth leakage device will be installed at the City Library December 2005 as part of this project, completing RCD upgrades of all library boards. Project will remain active in December.

**PCP6064 - BAB LIBRARY WHEELCHAIR ACCESS**  
Cost of internal project design expended $6,000 from original 2004/05 budget of $18k, the cost of internal works to project-completion being estimated at $35,000. Pending new quotes, the outstanding project balance of $12k will be rolled over to the 2006/07-budget year and will compliment a new budget submission for funds to complete the project 2006/07.

**PCP6070 - CITY LIBRARY REP STLWORK &PNT**  
Work postponed by Infrastructure M’ment in 2004/05 due to long term assessment of Council’s assets being completed. Capital rolled over to 2005/06 and work reassessed. Further Capital required to complete work has been assessed at $60,000 for which a Capital bid will be submitted for 2006/07.

## Loans - Three month Comparison

<table>
<thead>
<tr>
<th>Branch</th>
<th>November 2005</th>
<th>September, 2005</th>
<th>October, 2005</th>
<th>November, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babinda Branch</td>
<td>1697</td>
<td>1611</td>
<td>-5.1%</td>
<td>1225</td>
</tr>
<tr>
<td>City Branch</td>
<td>22215</td>
<td>22395</td>
<td>0.8%</td>
<td>15391</td>
</tr>
<tr>
<td>Earlville Branch</td>
<td>14612</td>
<td>14025</td>
<td>-4.0%</td>
<td>10379</td>
</tr>
<tr>
<td>Edmonton Branch</td>
<td>3596</td>
<td>3621</td>
<td>0.7%</td>
<td>2718</td>
</tr>
<tr>
<td>Gordonvale Branch</td>
<td>4778</td>
<td>4824</td>
<td>1.0%</td>
<td>3607</td>
</tr>
<tr>
<td>Homebound</td>
<td>1047</td>
<td>1091</td>
<td>4.2%</td>
<td>878</td>
</tr>
<tr>
<td>Manunda Branch</td>
<td>7634</td>
<td>7480</td>
<td>-2.0%</td>
<td>5636</td>
</tr>
<tr>
<td>Smithfield Branch</td>
<td>15890</td>
<td>14987</td>
<td>-5.7%</td>
<td>10919</td>
</tr>
<tr>
<td>Stratford Branch</td>
<td>3281</td>
<td>3533</td>
<td>7.7%</td>
<td>2426</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>74750</strong></td>
<td><strong>73567</strong></td>
<td><strong>1.6%</strong></td>
<td><strong>53179</strong></td>
</tr>
</tbody>
</table>

## Loans – Three-year comparison

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Babinda Branch</td>
<td>1501</td>
<td>1341</td>
<td>-10.7%</td>
<td>1225</td>
</tr>
<tr>
<td>City Branch</td>
<td>23912</td>
<td>21339</td>
<td>-10.8%</td>
<td>15391</td>
</tr>
<tr>
<td>Earlville Branch</td>
<td>5079</td>
<td>14811</td>
<td>191.6%</td>
<td>10379</td>
</tr>
<tr>
<td>Edmonton Branch</td>
<td>3584</td>
<td>3569</td>
<td>-0.4%</td>
<td>2718</td>
</tr>
<tr>
<td>Gordonvale Branch</td>
<td>4127</td>
<td>4730</td>
<td>14.6%</td>
<td>3607</td>
</tr>
<tr>
<td>Homebound</td>
<td>831</td>
<td>1416</td>
<td>70.4%</td>
<td>878</td>
</tr>
<tr>
<td>Manunda Branch</td>
<td>6792</td>
<td>7682</td>
<td>13.1%</td>
<td>5636</td>
</tr>
<tr>
<td>Smithfield Branch</td>
<td>15155</td>
<td>15609</td>
<td>3.0%</td>
<td>10919</td>
</tr>
<tr>
<td>Stratford Branch</td>
<td>2882</td>
<td>3200</td>
<td>11.0%</td>
<td>2426</td>
</tr>
<tr>
<td><strong>Sum:</strong></td>
<td><strong>63863</strong></td>
<td><strong>73697</strong></td>
<td><strong>15.4%</strong></td>
<td><strong>53179</strong></td>
</tr>
</tbody>
</table>
## Loans – Issues per capita

### November 2005

<table>
<thead>
<tr>
<th>Month</th>
<th>Items Issued</th>
<th>Issues per capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>September, 2005</td>
<td>74750</td>
<td>6.89</td>
</tr>
<tr>
<td>October, 2005</td>
<td>73567</td>
<td>6.77</td>
</tr>
<tr>
<td>November, 2005</td>
<td>53179</td>
<td>4.89</td>
</tr>
</tbody>
</table>

**Note:** Due to the early closure of statistics for the month of November, the final 12 working days’ results, from Friday 18th to Wednesday 30th November have been excluded from the report, impacting reported results for the month. These results will be included in the December report.
SHARPS DISPOSAL – CONTAINER PLACEMENTS

Lisa Scott LMS : 10/21/3-15: #1086276

RECOMMENDATION:

That this report be noted.

INTRODUCTION:

Cairns City Council, to encourage the health and safety for all in the community, has implemented the Sharps Management Recommendations (SACCS meeting, 12 May 2005, see Attachment 1), which outlines preventive and educational opportunities to reduce the risk of improperly discarded sharps. Further, at the September 2005 Ordinary Council meeting, a resolution was passed whereby

“Council Officers undertake an audit of where sharps containers are installed in Council facilities and under what circumstances they are installed, and identify where further sharps containers could be installed. A report should be submitted to a future Council meeting.

That Council write to the appropriate bodies requesting that they revert back to the former ideals of the needle exchange program.”

The installed sharps containers, and circumstances under which they are installed is the responsibility of City Works and Services Division, as is the installation of new disposal containers. Information regarding the needle and syringe program has been provided by the Community Safety Officer.

BACKGROUND:

City Works and Service staff maintains a network of sharps disposal bins in key public toilets (including the City Library) and monitors areas for future bin installations. Currently, locations of the sharps containers in public toilets have relied on City Works and Service Officers knowledge of ‘high usage’ areas, information from the public or reports from Officers on finding sharps unsafely disposed of.

As managers of open space, waste, and public (Council) amenities and facilities, Council has responsibilities to ensure these areas are safe. A recent Council resolution (May 2005 SACCS meeting) to strengthen and broaden current record keeping processes (including a database) will ultimately provide immediate data of the usage of sharps containers, and where improperly discarded sharps are being found.
The tool to capture this information is being developed by the City Works and Services – Gordonvale depot (with Workplace Health and Safety Officer and Community Safety Officer). Once this has been finalised, trialled, and reviewed it is hopeful City Works and Services will be able to implement the format to capture properly and improperly discarded sharps statistics. It should be noted that there is no central format nor requirement to report or capture where sharps improperly discarded are being found (eg in a Council garden).

City Works & Services have had sole responsibility for the placing of sharps disposal containers which are installed in response to reported (improperly) discarded sharps in public toilets. Future placements will be assessed with this information. A review of the information regarding sharps bins will be done, and will follow policy guidelines regarding placement of new bins.

COMMENT:

City Works and Services through Maintenance staff and Inner Cities Facilities staff have provided information on the whereabouts of current sharps disposal containers and numbers of sharps improperly discarded.

City Works and Services maintain and empty sharps disposal containers in 32 public toilets. The City Library toilets have sharps containers installed which are maintained and emptied by a contractor.

Container sites, and the number of sharps found from January – October 2005 are:

<table>
<thead>
<tr>
<th>PUBLIC TOILET WITH SHARPS CONTAINERS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spence Street</td>
<td>125</td>
</tr>
<tr>
<td>City Place</td>
<td>700</td>
</tr>
<tr>
<td>Lagoon toilets</td>
<td>N/A</td>
</tr>
<tr>
<td>MacKenzie St</td>
<td>188</td>
</tr>
<tr>
<td>Muddies toilets</td>
<td>13</td>
</tr>
<tr>
<td>Lennon Park</td>
<td>129</td>
</tr>
<tr>
<td>City library</td>
<td>17</td>
</tr>
<tr>
<td>Norman Park</td>
<td>60</td>
</tr>
<tr>
<td>Greenpatch</td>
<td>100</td>
</tr>
<tr>
<td>Boulders camping ground</td>
<td>0</td>
</tr>
<tr>
<td>Boulders picnic area</td>
<td>0</td>
</tr>
<tr>
<td>Anzac Park (Babinda)</td>
<td>10</td>
</tr>
<tr>
<td>Babinda Ck Rest Area</td>
<td>20</td>
</tr>
<tr>
<td>Bramston beach picnic area</td>
<td>2</td>
</tr>
<tr>
<td>Golden Hole picnic area</td>
<td>0</td>
</tr>
<tr>
<td>Kevin Park (Mirriwinni)</td>
<td>2</td>
</tr>
<tr>
<td>Babinda Show grounds, Football, Tennis etc</td>
<td>0</td>
</tr>
<tr>
<td>Babinda Depot</td>
<td>0</td>
</tr>
<tr>
<td>Babinda Cemetery</td>
<td>0</td>
</tr>
</tbody>
</table>
Some Maintenance, Precincts and Facilities and Inner Cities Facilities staff have reported the numbers of sharps improperly discarded on public property from January – October 2005. It is impossible to definitively state where these needles have originated from, and note these are approximate numbers:

<table>
<thead>
<tr>
<th>AREA</th>
<th>APPROXIMATE NUMBER OF SHARPS IMPROPERLY DISCARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esplanade from Muddy’s to the Fun ship</td>
<td>100</td>
</tr>
<tr>
<td>Civic Centre</td>
<td>5</td>
</tr>
<tr>
<td>Munro Martin Park</td>
<td>5</td>
</tr>
<tr>
<td>Library area (plus surrounding gardens)</td>
<td>100</td>
</tr>
<tr>
<td>Old Library site (Lake / Grafton St)</td>
<td>100</td>
</tr>
<tr>
<td>City Place</td>
<td>300</td>
</tr>
<tr>
<td>Ross &amp; Lock</td>
<td>10</td>
</tr>
<tr>
<td>Edmonton Library (rear)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Needle and Syringe Program**

In 1985 a National Drugs Summit identified that injecting drug use posed a significant risk to the community of transmission of blood born infections. The supply of sterile injecting equipment was identified as the most appropriate harm reduction strategy. Queensland Health introduced Needle and Syringe Programs (NSPs) soon after and it still incorporates the same ideals as when first started.

NSPs supply sterile injecting equipment to any who require it – injecting (illicit) drug users, those with medical needs such as diabetics, etc - while incorporating health promotion strategies aimed at improving the health and reducing risk behaviours. NSP aims to reduce HIV, Hepatitis C virus and blood borne virus levels within the community, which to date has been achieved quite successfully. It should be noted Queensland NSPs have never operated as an ‘exchange’.

The World Health Organisation, Australian Department of Health and Ageing, Australia National Drug Council, Australian National Council on Hepatitis C and Related Diseases, and Queensland Health have stated there is sufficient evidence that ready access to sterile injecting equipment does not cause an increase either in the number of intravenous drug users or in the prevalence of injecting drug use in the community.
There is an indication the establishment of Needle and Syringe Programs has led to a decrease in the number of injectors by bringing them into contact with treatment services earlier.

Another focus of NSPs has been developing partnerships with agencies, authorities and the community to respond to concerns such as inappropriate disposal of used injecting equipment. Countries that do not have needle and syringe programs (such as the USA) have extremely high rates of HIV and Hepatitis C virus among drug users, which of course can be transmitted to the (general) community. NSPs are also recognised by the World Health Organisation as being essential in preventing HIV and Hepatitis C Virus.

NSPs have sometimes mistakenly been referred to as a “Needle Exchange Program” - a misconception that clean needles would only be provided in exchange for used ones. It is recognised that operating a “1 for 1” needle exchange policy is ineffective and restrictive, and reducing or limiting the availability of syringes will increase the sharing and reuse of syringes. This will not only increase the incidence of blood borne viruses but increase the number of other injecting related infections such as abscess.

The Needle and Syringe Program is the most cost effective and successful public health measure currently operating. Unfortunately the public focus on NSPs often becomes about (illicit) drug users and not preventive aspects of NSPs nor the variety of people who could be using syringes (such as diabetics, veterinarians, tattooists). While NSPs do assist in helping people into rehabilitation programs the primary aim is as a public health measure: to reduce the number of people in the community with blood-borne viruses. This not only saves the community billions of dollars but also prevents disease from becoming more widespread. In addition, drug users attending NSPs are more likely to enter into rehabilitation programs.

In order to ensure that both unsafe disposal of used injecting equipment in public spaces and community needle stick injuries are minimised, safe disposal education and disposal facilities are mandatory components of all NSPs.

This program has never been a needle exchange program. Through a number of discussions, Council Officers have ascertained that they have no intention to put such a program in place.

**CONSIDERATIONS:**

**Corporate and Operational Plans:**

Councillors have previously endorsed best practice methods which will allow Officers to build on gathering data on the use of disposal containers, and where improperly discarded sharps are found and cleared across public spaces. This, with a suitable database to ultimately be designed, will allow for an immediate picture of which sharps disposal containers are utilised and any hotspots where a disposal container may be useful. This will complement several of Council’s Corporate Plan Goals:
• **Key Goal 6.2** Improve the quality and opportunity for use of public spaces across the city, with regard to:
  - the safety of parks and civic spaces, with special emphasis on tourists, seniors and people with a disability.

• **Key Goal 8.3** More effective relationships exist between Council and other government agencies and non-government organisations (NGOs) to undertake and share the results of public consultation activities and programs that are of benefit to the community, and of shared interest to the Council and its partner/s.

• **Key Goal 9.1:** Improvement in the quality of services provided by Council to the community through:
  - An increase in Council’s capacity to effectively respond to challenges and changes, including a capacity to better manage projects and solve problems.

• **Key Goal 9.3:** A Council workforce who are safe, capable and motivated to work cooperatively to identify and implement ways of doing things better.

• **Key Goal 10.3:** Effective strategy setting, deployment, monitoring and reporting.

• **Key Goal 10.4:** A Council that consistently performs better from an organisational governance perspective.

• **Key Goal 6.2** Improve the quality and opportunity for use of public spaces across the city, with regard to:
  - the safety of parks and civic spaces, with special emphasis on tourists, seniors and people with a disability.

• **Key Goal 9.1:** Improvement in the quality of services provided by Council to the community through:
  - Adopt of best practice systems.

Although the Needle and Syringe Program is not the direct responsibility of local government, the Needle and Syringe Program has been shown as an effective strategy to reduce the harms associated with injecting drug use without condoning such drug use. Council has previously adopted a recommendation to strengthen links with the local NSP, and to provide feedback and advice on any sharps concerns.

**Sustainability:**

The information provided has no sustainability impact.
CONSULTATION:

- Inner Cities Facilities- Manager and Maintenance officer: statistical data
- Cairns Works- District Maintenance Coordinator, Maintenance Officers: statistical data
- Coordinator – Programs and Facilities: statistical data
- Regional Needle and Syringe Program (Alcohol, Tobacco and Other Drugs) – Coordinator: information on the Needle and Syringe Program
- Queensland Needle and Syringe Program (Queensland Health) - Project Officer: information on Needle and Syringe Program
- Queensland Needle and Syringe Program – Workforce Development Officer: information on effectiveness of NSP

OPTIONS:

That this report be noted.

CONCLUSION:

As per Council recommendation, City Works and Services have provided information on current sharps disposal containers, improperly discarded sharps and details on when/where these containers are installed in response to identified needs. Community Development has reported the City Works and Services data, and also provided details on the previous needle exchange program and the current Needle Syringe Program.

Lisa Scott
Community Safety Officer

Leslie Sparkes
Manager – Community Development
PARTNERSHIP AGREEMENT BETWEEN CAIRNS CITY COUNCIL AND COMMUNITY RENEWAL

T. Golding-Claire: TG: #1089798

RECOMMENDATION:

That Council resolves to enter into a Partnership Agreement with Community Renewal to formalise and document partnership opportunities.

INTRODUCTION:

Negotiation between Council and Community Renewal has resulted in the drafting of a Partnership Agreement that aims to formalise strategic working partnership opportunities that address the needs of the Community Renewal West Cairns zone.

BACKGROUND:

Community Renewal is a Queensland Government funded program designed to improve the quality of life, image and confidence of local people of a targeted community renewal zone area. The Mooroobool 1 Public Housing Estate Project commenced in June 2004 and its predecessor, the Manoora Project operated from September 1998 to July 2004.

One of Community Renewal’s top priorities is to bring together residents, businesses, Government Departments and Council’s to tackle issues and find long term solutions which include the improvement of the quality of housing, community amenities and services. Historically Cairns City Council had a Memorandum Of Understanding with Community Renewal to ensure priorities would be met and that the working relationship would remain effective.

The proposed Partnership Agreement simply defines the requirements for a respectful cross agency collaboration. It does not bind parties to allocate funds or to commit to projects that are not part of either stakeholders core business.

COMMENT:

Currently Council is working with Community Renewal to negotiate funding options and joint initiatives. Community Renewal’s funding structure is divided into three categories that include:
• Seed funding for both major service and infrastructure projects as well as small neighbourhood projects,
• Funds to build people’s capacity to participate in the community, and
• Entering into joint funding partnerships with other Government agencies.

Community Development, being central to Council’s provision of community programs, capacity building and community engagement in the West Cairns area recognises the benefits in securing a Partnership Agreement with Community Renewal in order to create the opportunity to meet complimenting priorities and to combine resources to establish improved and sustainable delivery.

CONSIDERATIONS:

Corporate and Operational Plans:

Required outcomes stated in the Corporate Plan 04-09 are:

• 6.1 A comprehensive and coordinated approach to improving community health and safety.

• 6.1.2 Support the establishment of the West Cairns Community and Urban Renewal Project as an integral element of the WHO Safe City Program.

Statutory:

There is no legislation that impacts on Council entering into a Partnership Agreement with Community Renewal.

Policy:

There is no Policy linked to the above recommendation.

Financial and Risk:

The Partnership Agreement does not bind Council to allocate funds for projects. There are no identifiable risks associated with the Agreement as it simply defines the requirements of a professional and collaborative working relationship.

Sustainability:

A formal and strategic working agreement between Council and Community Renewal will assist an across-agency planning process to be put in place to ensure that building the capacity of the community will have long term outcomes. The Community Renewal Project’s operational life is five years. The goal is to assist the community to be self-sufficient and to gain the skills to build on their own capacities. However to bring the community to this point a partnership of resources and minds is required.
CONSULTATION:

Council and Community Renewal have entered into dialogue regarding the Partnership Agreement.

OPTIONS:

The preferred option is that Council resolves to enter into the Partnership Agreement to express its intention to embrace the vision to assist the community to be safe, sustainable and liveable.

CONCLUSION:

In conclusion, Council will benefit “in principle” by entering into the Partnership Agreement with Community Renewal as the formalising of partnerships will assist in creating a larger resource bank to ensure sustainability of the community and its people which, from a macro prospective is the most important aspect of the project.

ATTACHMENTS:

Find attached a draft copy of the Partnership Agreement between Cairns City Council and Community Renewal.

Terri Golding-Clarke  
*Team Leader, Community & Cultural Development*

Leslie Sparkes  
*Manager, Community Development*
Attachment 1: Draft copy of Partnership Agreement between Cairns City Council and Community Renewal

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**1. Acknowledgements**

Community Renewal and Cairns City Council recognise and agree that the roles of both parties seek to complement and build upon core business undertakings, not to replace these roles.

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**2. Aim of the Partnership Agreement**

This Partnership Agreement aims to:

a) Improve communication and cooperation, and enhance partnership opportunities between Cairns City Council and the Community Renewal Program.

b) Coordinate planning, policy development, infrastructure and service provision between Cairns City Council and the Community Renewal Program.

c) Strengthen the working relationship between Cairns City Council and the Community Renewal Program.

---

**3. Agreements**

Under this Partnership Agreement, both parties agree to:

a) Develop shared understandings of definitions, values and principles for working in partnership.

b) Implement the above understandings through consultation, coordinated strategic and program development, planning, implementation, co-investment, evaluation, service delivery and outcomes.

c) Utilise opportunities to explore the joint resourcing of projects and initiatives where appropriate.

d) Develop and promote skills, knowledge and good practice in the partnership relationship.
e) Continuously review organisational activities and needs, in order to identify areas where collaboration can be beneficial to the community.

f) Model a positive, productive and supportive partnership within and between Government, Council and the community.

g) Develop information sharing processes and networks to ensure each party is fully informed.

h) Ensure a coordinated response to managing community consultation.

i) Co-operate in marketing and communication strategies.

4. Responsibilities

4.1 Community Renewal agrees to:

- Deliver Community Renewal in the Cairns Zone in quality partnership with Council, through resourcing and supporting the development of community projects, services, facilities and infrastructure.

- Coordinate whole-of-government involvement in renewal activities.

- Comply with Council regulations in relation to Community Renewal activities in the Cairns zone.

- Consult, coordinate and plan the delivery of key infrastructure and services, in collaboration with Council and other key community service agencies, in response to strategic priorities and as a result of community consultation processes.

- Advise and involve Council in consultation and planning processes in the Cairns Zone that have been, or will be undertaken by the Department during the period of the Community Renewal Program.

4.2 Cairns City Council agrees to:

- Support the major goals of the Department of Housing in the Cairns Zone Community Renewal Program.

- Support the Department's administration of the Community Renewal Program through participation in agreed management and coordination arrangements.

- Share Council's local knowledge, relationships and networks, to inform the implementation of the Community Renewal Program.
Advise Community Renewal of consultation and planning processes in the Cairns Zone that have been, or will be undertaken by Council during the period of the renewal.

Represent Council and participate as key partners in Community Renewal planning processes and forums.

In collaboration with Community Renewal, monitor and evaluate the Community Renewal Program in the Cairns Zone.

5. Administration of the Partnership Agreement

5.1 Term of Agreement

This Partnership Agreement will apply for the duration of the Community Renewal Program in the Cairns Zone.

5.2 Review and Evaluation

Appropriate representatives of the Department and Cairns City Council will review and evaluate this Partnership Agreement on a six-monthly basis.

5.3 Variation to the Partnership Agreement

The Department or Cairns City Council has the right to initiate discussion and negotiation to amend this Partnership Agreement. Any variation to this Partnership Agreement requires mutual agreement, in writing and signed by both parties.
AMENDMENT TO COMMUNITY PARTNERS FINANCIAL ASSISTANCE PROCESS AND POLICY

Annie Noden: AN: 1/3/22-08 #1096840

RECOMMENDATION:

The following be amended to reflect that the Councillors attend a workshop, facilitated by the Community Development Officers, at close of each Round to assess applications received for Community Development and Arts & Cultural Financial Assistance grants.

INTRODUCTION:

This report will outline the process of holding information and assessment workshops, with Councillors, to assess grant applications received at the close of each grant round.

BACKGROUND:

It has been identified that the Community Partners Financial Assistance Grants Program, for Community Development and Arts & Culture, requires an improved process to increase efficiency and accessibility.

Currently the process is that all grant applications are made available for Councillors assessment at the close of the grant round.

Information regarding the applicant, eligibility, background and budget details are sent via email, with a hard copy of the applications made available in the Councillors room.

An assessment sheet is given to Councillors with each application involving a scoring ratio of:

0 = No Support, 1 = Low Support, 2 = Medium Support, 3 = High Support, 4 = Full Support

On completion of the fourteen-day assessment period, the relevant grant Officers collate the scores and applications are ranked from highest to lowest.

Throughout the assessment process, the opportunity is available for Councillors to have direct consultation with Grant officers on issues arising prior to the final scoring of applications.
However, often there is only a 50% average response regarding the assessment of applications. Therefore, Grant officers have difficulty short listing and collating scores.

Hence the recommendation to hold assessment workshops would give Councillors a better insight into the application and allow the Grant Officers to have input into the decision-making process.

**COMMENT:**

The current process is to be streamlined to be more effective and more user friendly to the Grant officer and Councillors.

**CONSIDERATIONS:**

The refining of these processes fall under the Principles of Business Excellence ‘to improve the outcome, improve the system and its associated processes.

**Corporate and Operational Plans:**

The recommendation of this report relates to Key Goal #6 of the Corporate Plan 2004 - 2009:

The community desires a city that:
- provides expanded opportunities for sport, recreation and cultural activity for the benefit of all.

**Policy:**

This recommendation pertains to the Community Partners Financial Assistance General Policy 1:04:16. It is in regards to Arts & Cultural & Community Development grants only.

**Financial:**

Each application recommended for funding will be considered and should meet the General Funding Criteria in the Financial Assistance Grants Guidelines. All recommended applications demonstrate the community’s capacity to increase participation in community and arts and cultural development and show sufficient community support.

The General Funding Criteria relating to Finances are:

- Potential to increase self-reliance within the community development or arts organisations and community members.

**Sustainability:**

Encouraging and facilitating environmentally sustainable economic, social and cultural development and prosperity for Cairns; or

Ensuring the operations of Council are environmentally, socially, culturally and economically sustainable.
CONSULTATION:

- Councillors.
- Community Development Officers.

OPTIONS:

1) Maintain the current System

2) That an assessment workshop for all Councillors be held to meet and discuss recommendations with the Community Development and the Arts & Cultural Officers within the 10 working days prior to the final Council report which will allow Councillors to have an understanding of each grant application, a more informed process for decision-making and ensure that all Councillors have the opportunity to participate in the assessment of grant applications.

CONCLUSION:

By adopting the recommendation Council will be actively refining the assessment process to meet identified community needs, improve community organisations and facilities, and provide increased opportunities for the community to participate in quality community and cultural development activities. In addition, the new process will promote a more comprehensive consultation process between Grant Officers, program officers and Councillors.

ATTACHMENT:

Amended Policy 01:04:16

Annie Noden
Community Planning & Development Officer

Leslie Sparkes
Manager, Community Development
Attachment 1: Amended Policy 01:04:16

Community Partners Financial Assistance Grants Program

Intent The Financial Assistance Grants Program provides financial and in-kind assistance to eligible applicants, as identified in each of the three streams Financial Assistance Grants Guidelines and Application Form.

Scope There are three Funding Streams within the program: Sport and Recreation; Arts and Cultural Development; Community Development.

Distribution of funds, allocated to the Financial Assistance Grants Program, shall only be undertaken in accordance with the guidelines as set out within this, the Financial Assistance Grants Program Policy and Guidelines and the Guidelines and Application Forms of three funding streams.

PROVISIONS

Allocation of funds from the Cairns City Council Operational Budget shall be made annually for:

1. Cash grants up to the values as detailed within each of the streams Guidelines and Application Forms and distributed in Funding Rounds as detailed in the Financial Assistance Grants Guidelines;
2. The Young People in Sport category through the Sport and Recreation stream; and
3. Internal charges for in-kind assistance up to the value of $2,000.00.

MANAGEMENT AND ADMINISTRATION

Each stream of the Financial Assistance Grants Program is to be managed and administered in an integrated approach between the:

- Grants Administration Officer;
- The Program Officers, identified as the Sport & Recreation Officer, Community Planning & Development Officer, and the Arts & Cultural Planning & Development Officer;
- The Program Managers, identified as the Manager Community Development and the Manager Precincts and Facilities;
- The General Managers City Development and City Works and Services; and
- The Councillors

Managerial and administrative responsibilities are:

- Administering Grant Rounds;
- Administering In-kind Assistance;
- Administering Grant Acquittals;
- Facilitating Sport and Recreation Advisory Group;
- Reporting and Communication;
- Budget Allocations; and
- Policy and Program Review and Assessment.

In managing and administrating the Financial Assistance Grants program, financial accountability and documentation will be in compliance with corporate and legislative requirements.
FUNDING ROUNDS

Applications cannot be accepted outside of funding rounds.

Funding Rounds must be announced open no more than eight weeks and no less than six weeks prior to their closing date.

There are to be two Funding Rounds for the Sport and Recreation stream per financial year, with Rounds closing at the close of business on the last Fridays in August (round 1) and March (round 2).

There is to be one Funding Round for the Community Development and the Arts and Cultural Streams per financial year (round 1), with the Round closing at the close of business on the last Friday in August and March.

There is to be a two-month assessment period. Applications for round 1 assessed through September and October with formal notification given in November, and applications for round 2 assessed through April and May with formal notification given in June.

Application forms must be made available through the following means:

- For collection at the Customer Service Unit at the Council’s Administration Building in Spence Street;
- Mailed to applicants; and
- For Downloading in PDF Format from www.cairns.qld.gov.au

The Customer Service Officers, Grants Administration Officer and the Program Officers shall be responsible for mailing Guidelines and Application Forms to eligible applicants upon request.

Applications must be submitted on the nominated form. Those applications, which are not on the approved form, shall not be assessed, as they will not address the grant criteria being most relevant to the proposed activity.

Eligible applicants are able to apply to all three Funding Streams in any one Funding Round.

There is to be a $5,000.00 ceiling on the amount of funding any one applicant can apply for in the Sport and Recreation stream.

The ceiling any one applicant can apply for under the Community Development and Arts & Cultural Streams shall be limited by the amount available to each category of those streams, and detailed within the Guidelines and Application Form.

Eligible applicants applying under the Community Development and Arts & Cultural streams are able to apply to more than one grant category.

Eligible applicants are able to apply for an additional Inkind grant up to an amount of $2,000.00 as detailed in the individual streams Application and Guidelines.

Eligible and ineligible applicants are detailed in the individual streams Application and Guidelines.

Assessment

The awarding of Financial Assistance Grants is a competitive process with a limited pool of funds, and as such not every compliant application can be successful.
Eligibility and determination of each application relies on:

- The application meeting criteria;
- The application being completed on the nominated form and as set out within the guidelines;
- The application being appropriately signed and containing the essential support material, as set out within the guidelines;
- Recommendation by Advisory Panel (Sport and Recreation applications only); and
- Council decision.

Responsibility for the assessment process is spread between the:
- Grants Administration Officer;
- Program Officer's;
- Records
- Voluntary Advisory Group (Sport and Recreation applications only); and
- Councillors in the Chamber.

It is the responsibility of the Program Officer to document the outcomes at each stage and the basis for decision-making.

The final decision on each application is that of Council and the Councillors in the Chamber.

**Sport and Recreation - Flow chart for promoting, processing and assessing applications within Funding Rounds**

1. Program Manager
   - Provides direction to Grants Officer and Program Officers.

2. Grants Administration Officer, assisted by Program Officers
   - Advertises round; and
   - Ensures application and guidelines are available for distribution.

3. Grants Administration Officer
   - Responds to initial queries, referring complex queries on to Program Officers.

4. Program Officer
   - Make recommendations to applicants on the development of their application.

5. Grants Officer
   - Undertakes initial screening for essential requirements of eligibility;
   - Reaches applications;
   - Prepares funding history report on each application; and
   - Forwards applications to Councillors including reasons why application is ineligible.
   - Returns ineligible applications to applicants.

6. Program Officer
   - Screens applications for eligibility
   - Prepares summary report to Advisory Group;
   - Develops assessment checklist;
   - Forwards applications, funding history and summary report to Advisory Group.

7. Program Officer
   - Facilitates assessment meeting.

8. Advisory Group
   - Meets to discuss and make recommendations for funding.

9. Program Officer
   - Prepare report to council
   - Forwards applications and reasons for recommendations to Councillors.

10. Council
    - Reviews and ratifies recommendations.

11. Program Officer
    - Provides status of applicants to Grants Officer.

12. Grants Administration Officer
    - Prepares professional response advising applicants of outcome
    - Maintains database and hard copy records of applications

13. Program Officer
    - Facilitates cheque presentation.
Community Development and Arts and Cultural - Flow chart responsibility for promoting, processing and assessing applications within Funding Rounds

1. Program Managers
   - Provides direction to Grants Officer and Program Officers.

2. Grants Administration Officer, assisted by Program Officers
   - Advertises round; and
   - Ensures application and guidelines are available for distribution

3. Grants Administration Officer
   - Responds to initial enquiries, referring complex enquiries on to Program Officers.

4. Program Officer
   - Makes recommendations to applicants on the development of their application.

5. Grants Officer
   - Undertakes initial screening for essential requirements of eligibility;
   - Receipts applications; and
   - Forwards applications to Councillors including reasons why application is ineligible.
   - Returns ineligible applications to applicants.
   - Organises Assessment Workshop for Councillors and grant Officers

6. Program Officer
   - Reviews applications, checking against criteria;
   - Prepares summary report for Councillors Assessment Workshop to Council
   - Forwards applications and report to Councillors for consideration.

7. Councillors Assessment Workshop
   - Considers applications and scores applications and recommends and makes final decision final grant recipients

8. Program Officer
   - Prepare report to Council
   - Forwards applications and reasons for recommendations to Councillors.

9. Program Officer
   - Provides status of applicants to Grants Officer

10. Grants Administration Officer
    - Prepares professional response advising applicants of outcome
    - Maintains database and hard copy records of applications

11. Program Officer
    - Facilitates cheque presentation if required
Processing Successful Applicants

Successful applicants shall be identified as Grant Recipients.

Funds will not be made available to Grant Recipients until such time that the Cairns City Council has received all necessary documentation, including registration for Australian Business Number (ABN) status, GST status and signed Funding Agreements.

It is the responsibility of the Grants Administration Officer to provide the Finance Department with required documentation for the issuing of cheques.

It is the responsibility of the Program Officer to facilitate a Cheque Presentation to Grant Recipients.

The Grant Administration Officer is responsible for the preparation of Funding Agreements.

The Funding Agreement and the Application Form, as submitted and assessed, shall form the contract under which funding is granted.

Grant Recipients must notify Council of any changes made to the project and receive consent prior to the change being implemented within the framework of the activity.

The Sport and Recreation Program Officer must present significant changes to projects to the Reference or Advisory Group for assessment and approval.

The Community Development and the Arts and Cultural Program Officer must present significant changes to projects to the General Manager City Development.

It is the responsibility of the Grants Administration Officer, as directed by the Program Officers, to formally notify Grant Recipients of the outcomes of their request.

Auditing Successful Applications

The Grants Administration Officer is responsible for the random selection of ten (10) percent of successful applications in each of the three Funding Streams submitted in Funding Rounds.

The Grants Administration Officer is responsible for providing the Program Officers with the auditing details.

The Program Officers are responsible for undertaking the audits during the life of the activity or no more than one (1) month after project completion date.

Auditing shall include:

- a visit to the venue / site of the activity; and
- an interview with Grant Recipient to determine that project activities, timeline and budget are in accordance with the funding agreement. The Project Officers may request to sight project documentation.

The Program Officers shall follow up findings of the audit with Grant Recipients as applicable.

The Sport and Recreation Program Officer shall report findings of the audit process to the Volunteer Advisory Groups.

The Community Development and the Art and Cultural Program Officers shall report findings of the audit process to the General Manager City Development.

The Program Officers shall use the finding of the auditing process in the Program Assessment Report.
Acquittal Process

Grant recipients must acquit the grant 12 weeks after the project completion date.

A grant Acquittal Kit shall be given to all successful applicants, at time of cheque presentation.

A courtesy letter is to be sent to the grantee twelve (12) weeks before the acquittal process.

Grant acquittal reports submitted without all the relevant information required will not be accepted.

For non-compliant acquittals the Grant Administration Officer will write to the grantee detailing the issues and requesting compliance with requirements and allowance of a further three weeks made to successful acquit the grant.

If an Acquittal report is not received after three (3) weeks of the due date a courtesy phone call, by the Grant Administration Officer, is made to the grantee, with the following possible outcomes:

- The contact person is unobtainable, in which case contact numbers and addresses of grantee are to be checked and a letter is to be forwarded reminding them of their acquittal obligations and advising them of the consequences of not acquitting the grant;

- The contact person is obtainable, a suitable time extension is negotiated with the grantee and approval is sought from the Program Officer.

Grant recipients who do not comply with the acquittal process shall be sent a final reminder on the third attempt of contact by the Grant Administration Officer, stating that if the acquittal report is not received within three (3) weeks of the date stated on the letter, the grantee will be ineligible to apply for a Financial Assistance Grant for five (5) years, or until such time that the grant is successfully acquitted, or legal action undertaken to recoup the funds.

EMERGENT GRANT REQUESTS

Emergent grant requests are those requests for financial assistance that 'emerge' outside of funding rounds and are dealt with on an individual basis.

Emergent Grant Requests are only available through the Sport & Recreation and Community Development streams of the program.

An annual budget allocation of $5,000.00 shall be made available. In the event that this allocation is not spent by March of the financial year then funding may be allocated to applications that were not successful in funding rounds. As funding is allocated through scoring applications against criteria, it is those applications that have scored well but have missed out due to funding round budgetary restrictions that shall be considered.

Applications for Emergent Grant Requests must be completed on the nominated application form and comply with the guidelines as set down for funding rounds. In addition, applicants must show strong evidence of why their application should be assessed outside of a funding round.

The screening of Emergent Grant Requests is the same for any applications for assistance and the eligibility rules remain the same.

It is the responsibility of the Program Officer to assess the merit of the application and the legitimacy of the 'emergent request'.

The Program Officer makes a recommendation to the Program Manager and once the Program Manager is satisfied that the application be recommended for funding a report is prepared to Council.
IN-KIND ASSISTANCE

The awarding of in-kind assistance is a competitive process with a limited pool of funds, and as such not every compliant application can be successful.

In-kind assistance is the provision of Council services and / or equipment and / or personnel at no charge to the recipient.

In-kind support is to be available throughout the year with a specific budget amount allocated.

In-kind assistance can only be provided for services that are part of Council’s normal business.

In-kind assistance cannot be provided for services that Council has contracted to private enterprises.

In-kind assistance cannot be offered for Venue Hire: a subsidised community rate is available through venue managers.

Applications for In-kind assistance must be applied for one (1) month prior to the required date.

Applications can only be assessed if they have been completed on the correct Application Form.

Council Officers must e-mail the relevant Divisional Councillor and Chair of SACCS with all ‘In-kind Assistance’ applications, including full details of costings, before allocation of funds are made or committed. Return notification from Councillors must be received within 24 hours. If the Councillor and/or Chair of SACCS fail to respond within this time frame, the answer is to be assumed in the affirmative.

Application Forms will be available through the Grants Administration Officer, Program Officers and the Council website.

Applications for In-kind Assistance that are linked to an application for financial assistance through the Financial Assistance Grants Program must be received attached to the application and submitted within the Funding Round or at the time of applying for an Emergent Request.

In-kind assistance can only be applied for and granted to the value of $2,000.00.

Funds, to cover the cost of services and / or equipment and / or personnel, are to be transferred from the in-kind Assistance budget of the Financial Assistance Program to the budget of the Council Department providing the assistance.

The Grants Administration Officer is responsible for the processing of the successful request, including the authoring of the internal work order.

The Grants Administration Officer will maintain a database and hard copy records of successful applications.

Assessment

Application for in-kind support is a competitive process with a limited pool of available funds and submission of an application is no guarantee of success.

Applications are assessed against the general eligibility of the Financial Assistance Grants Program and the specific criteria for the Funding Stream applied under, as detailed in the Financial Assistance Grants Guidelines.

Applications are assessed by the Program Officer responsible for individual Funding Streams, who make recommendations to Program Managers, as to the merit of the application.
In-kind assistance can only be granted following approval from the Program Managers, General Manager City Development or General Manager City Works and Services, and the Branch Manager providing services, equipment, resources or personal.

Flow chart of responsibility
(please note changes within chart in bold and underlined)

Acquittal Process
An acquittal report from recipients of In-kind Assistance is not required.

BUDGET ALLOCATION
An annual budget allocation from the Cairns City Council Operational Budget shall be made for each stream of the Financial Assistance Grants Program.

It is the responsibility of the Councillors in the Chambers to determine the amount of the allocation to be awarded to each of the three Funding Streams.

It is the responsibility of the Program Officers to report Program outcomes, including projected funding needs to the Program Managers and have this report made available prior to the annual budget review.

It is the responsibility of the Program Managers together with the General Managers City Development and City Works and Services to request to Council project budget needs of each Funding Stream.

It is the responsibility of the Program Officers, and the Sport and Recreation Reference Group in that instance, to determine the amount of funding to be allocated for funding rounds and in-kind support.

It is the responsibility of the Sport and Recreation Program Officer, in conjunction with the Sport and Recreation Reference Group, to determine the amount of funding available for distribution in each of the funding rounds.
SPORT AND RECREATION ADVISORY PANEL

The role of the Sport and Recreation Advisory Panel is to provide balanced and objective assessment and provide recommendations to Council on grant applications received in Funding Rounds.

The Sport and Recreation Advisory Panel assess applications according to the general and specific funding criteria, as detailed in the Financial Assistance Grants Guidelines.

The Sport and Recreation Program Officer will facilitate the coordination of the Sport and Recreation Advisory Panel.

Members

Due to the considerations of the Judicial Review Act and the need to demonstrate full objectivity, the Sport and Recreation Advisory Panel will be comprised of members of the program area Reference Group, excluding Councillors and Council Officers.

Quorum

For a quorum to be obtained, at the time of assessment, there must be no less than half plus one of the current membership of the program area Reference Group, this will exclude Councillors and Council Officers.

Expectations and Code of Conduct

Members of the Sport and Recreation Advisory Panel operate as detailed in the Terms of Reference applying to their Reference Group membership.

Members of the Sport and Recreation Advisory Panel are bound by the Code of Conduct detailed within the body of the Cairns City Council Guidelines for Reference and Advisory Groups.

The members of the Sport and Recreation Advisory Panel must agree to the conditions as set out within the 'Terms of Reference' and 'Cairns City Council Guidelines for Reference and Advisory Groups' to retain their membership.

CONFIDENTIALITY

The applications submitted within each of the funding streams address issues of potential sensitivity and contain confidential financial and other information about applicants. The Program Officers, Grant Administration Officer, Program Managers, General Managers and Councillors must respect confidentiality of any applicant and keep information and deliberations confidential.

The outcome of all applications must be kept confidential until such time that applicants have been notified of their applications status.

POLICY AND PROGRAM CONTROL

Review involves the critical analysis of the outcomes of the funding program and the processes used. The review of projects funded allows analysis of the success of the funding criteria in directing outcomes towards program priorities. Review of the process is undertaken to identify further efficiencies in administration and improvements to "client-friendliness".

The review processes is the responsibility of the Program Officers and shall be undertaken every three years to gauge if program is meeting objectives. If a full review is not required at this time then it shall be undertaken as the need arises.
COMMUNICATIONS AND MARKETING

The grant rounds shall be advertised in appropriate local print media. There shall be no less than three and no more than four advertisements placed for each round per funding stream.

The Program Officers may place a combined advertisement or alternatively they may choose to place individual advertisements. The section of the paper in which the advertisement shall be placed is left to the professional discretion of the Program Officers. Though it shall be situated in sections (i.e. public notices, sports, arts) of the paper most likely to be read by the individual streams eligible applicants.

The Program Officer shall be responsible for conducting no less than three and no more than four ‘Grant Information and Writing Workshops’ per round per funding stream. To ensure maximum ability for potential applicants to attend workshops are to be at least one workshop to be held in both the north and south of the central business district as well as one in the central business district.

The Program Officers may undertake combined workshops.

The Program Officers shall be responsible for conducting one on one assistance with grant applicants who have attended grant-writing workshops.

The Program Officers are responsible for conducting a cheque presentation.

The Program Officers shall be responsible for developing media releases regarding successful applicants prior to and following the cheque presentation.

The Program Officers with the assistance of the Grants Administration Officer may at their professional discretion promote grant rounds through mail outs to potential eligible applicants.

The Program Officers at their professional discretion may promote the Grant Rounds through local electronic media.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:  General Manager City Development

ORIGINALLY ADOPTED 10/09/2002
CURRENT ADOPTION: 25/11/2004
DUE FOR REVISION: 25/11/2008
REVOKED/SUPERSEDED:
CAIRNS CULTURAL DIVERSITY POLICY DRAFT UNIQUE – CHANGING – PRODUCTIVE – VIBRANT - PEOPLE

Deevah Melendez DM: 1/3/22-08: #1056580v1

RECOMMENDATION:

That Council adopt the Cairns Cultural Diversity Policy Draft: Unique – Changing – Productive – Vibrant - People

INTRODUCTION:

The Cultural Diversity Policy is representative of a culmination of work developed through the Council’s Local Area Multicultural Partnership program since 2000. This Policy addresses an amended strategy 8.2.1 of the Future Cairns Corporate Plan, which states that Council will consider the development of a Cultural Diversity Policy. Previously the plan stated this to be a Multicultural Community Relations Plan. This was amended during the last Corporate Plan review.

For the intent of this policy the term “cultural diversity” acknowledges that although different people may at any one point be similarly connected by location, need and aspiration, they also retain their own unique histories, cultural knowledge, language, skills, identities, perspectives, traditions and practices that are recognised and respected, by Council and each other.

BACKGROUND:

Cairns City was officially formed on 7 October 1876. Settlement and colonization occurred on the traditional lands and seas of a number of different Indigenous peoples across what was to become the city. Settlement was followed by the migration of people from all over the world. Their descendants and subsequent migrant communities, continue to make significant contributions to the cultural, social, environmental, economic and political development of our region. Some of Cairns largest industries were initially built through a diverse workforce of Indigenous and migrant communities from Chinese, European, Indian and South Sea Islander backgrounds.

Migrant and Indigenous communities have raised their families, established a significant number of industries, properties, services and businesses throughout the Far North.
Many migrant communities still maintain overseas networks, which have enabled economic development opportunities to emerge through the arts, tourism, education, business and trade.

The cultural diversity of Cairns residents is also matched by their diverse skills and knowledge. The benefits are seen through entrepreneurs and professionals from diverse cultural and linguistic backgrounds that are helping to strengthen overseas links and develop our cultural based industries through business, communications and the arts. Multi-lingual speaking residents who deliver translating and interpreting services throughout the private and public sector also provide significant economic and social benefits to our city.

Although people from diverse cultural and linguistic backgrounds are clearly making contributions, there are also groups who are disadvantaged for numerous reasons. Cultural differences, or a different understanding of Australian systems, governments, rights and responsibilities, are among the major barriers to accessing the support they require. Groups who have difficulty communicating in English face a greater disadvantage. One of the focus areas of this Policy is to enable communities from diverse cultural and linguistic backgrounds to fully participate and benefit from the opportunities and services available to them, which they may find difficult to otherwise access.

Cairns spectacular natural environment attracts over two million visitors from all over the world every year. Cairns is equally recognised for its reputation as a safe and welcoming city. This reputation is further enhanced by Council’s capacity to provide a high level and quality of service to such a culturally diverse population of both visitors and residents.

The diversity and number of residents and visitors to Cairns is rapidly growing. It is projected the Cairns residential population will grow at 1.8 per cent each year, over the next 15 years. This growth includes birth rates, overseas, interstate and out of state migration. Tourism is one of Cairns largest industries, attracting over two million international visitors per annum who come to visit the world-class heritage listed Daintree rainforest and Great Barrier Reef National Park.

The 2001 ABS census showed that 17.8 per cent of Cairns 122,192 residents were born overseas. This compares to 22.3 per cent of all Queenslanders who were born overseas. In Cairns, the five most common overseas birthplaces were: the United Kingdom, New Zealand, Papua New Guinea, Japan and the Philippines. The New Zealand statistic is largely representative of Indigenous Maori and other people from various Pacific Islander backgrounds. The most largely represented Pacific Islanders groups in Cairns are people from the Cook Islands and Samoa. Over eight per cent of the Cairns population speaks a language other than English at home. This also includes Indigenous languages. The census listed nearly one hundred languages and dialects spoken among Cairns residents; represented by over seventy different cultural groups.

Numerous refugee families arriving from different Eastern and Western African nations have successfully settled in our area. Smaller refugee groups are also arriving from Northern Thailand and are represented by Hmong people. Hmong refugees first settled in our area over fifteen years ago.
In Cairns, Indigenous persons accounted for 7.9 per cent of the total population. Approximately 51.8 per cent identified themselves as Aboriginal, 32.1 percent as Torres Strait Islanders and 16.1 per cent as both Aboriginal and Torres Strait Islanders.

**COMMENT:**

This policy provides a framework that can be applied to different contexts and situations regardless of whether people from diverse cultural and linguistic backgrounds are visiting or living within the Cairns Local Government Area boundaries.

The Cairns Cultural Diversity Policy reflects over five years of community engagement work with stakeholders from diverse cultural and linguistic backgrounds, service providers and areas of Council that provides them with support and services. Cairns City Council has been recognised for its accomplishments in this area on both a State and Federal level.

The policy serves as a tool to facilitate the integration and implementation of future and existing Council plans and policies. At present it will facilitate the implementation of three important Council documents:

- Future Cairns Corporate Plan
- Community Engagement Policy – A Two Way Street
- Creative Cairns Building Arts and Cultural Industry Policy

**CONSIDERATIONS:**

The Council's Future Cairns Corporate Plan states that it will:

- *Maintain it's unique natural and cultural environments, and*

- *Encourage and facilitate environmentally sustainable and cultural development and prosperity for Cairns.*

Council through its actions will value people by:

- *Ensuring all people have the opportunity to contribute; are considered and are respected,*

- *Encouraging adaptability, flexibility and initiative,* and

- *Promoting positive images of targeted groups – e.g. young people, older people, indigenous people, people from diverse cultural and linguistic backgrounds, people with a disability.*

1.2.2 Develop a Community Infrastructure Plan for the City and individual area plans and implement priority actions for community infrastructure including:

- *Cultural and multi-cultural facilities.*
1.3.2 Assess the implications of our changing population (with a focus on the aging, people with a disability and more culturally diverse population).

1.4.2 Apply a multi-faceted approach to the protection of local cultural heritage through:

- Building of indigenous and non-indigenous cultural heritage.

8.2.1 Ensure that all of Council’s consultation and education processes effectively engage with areas of the community that traditionally have difficulty being heard where they are stakeholders. This includes:

- Indigenous people, and
- people from diverse cultural and linguistic backgrounds

Statutory:

This policy recognises that there are obligations under a number of State and Federal Acts and Regulations that include:

- Anti Discrimination Act 1991

133 Vicarious Liability

(1) If any of a person’s workers or agents contravenes the Act in the course of work or while acting as agent, both the person and the worker or agent as the case may be, are jointly and severally civilly liable for the contravention, and a proceeding under the Act may be taken against either or both.

(2) It is a defence to a proceeding for a contravention of the Act arising under subsection (1) if the respondent proves, on the balance of probabilities, that the respondent took reasonable steps to prevent the worker or agent contravening the Act.


PART 16 Local Government Staff

46 Purpose, role of EEO and how it is to be achieved.

(2) (b) Fulfilling the social justice obligations of equity and fairness; and

(c) Increasing the effectiveness of service delivery and decision making by adopting an employee profile more accurately reflecting the community profile, and

(3) (c) establishing procedures to monitor compliance with the requirements.
• Department of Immigration Multicultural and Indigenous Affairs Charter of Public Service in a Culturally Diverse Society 1998.

“The Charter summarises seven principles central to the design, delivery, monitoring, evaluation and reporting of quality government services in a culturally diverse society: these are: access, equity, communication, responsiveness, effectiveness, efficiency and accountability.”

Policy:

• Community Engagement Policy 2005.

  Council will have regard to the following engagement principles:

  1. Council will be inclusive and connect with those in the community who are hardest to reach.

  2. Council will endeavour to find new ways to improve the ways in which Council and the community work together, focusing on solutions and making a difference.

  3. Council will listen, understand and act on experiences that may be different from our own.

  4. Council will follow ethical principles of conduct, making engagement processes open and accountable, identifying together the rules of engagement and reporting on the outcomes.

  5. Council processes will recognise the diverse range of values and interests present in the community.

• Creative Cairns – Building Arts and Cultural Industry Policy 2004.

  7.4 Provide equitable access to artistic forms and resources in order for the development and expression of the values of the City’s culturally diverse communities, which are essential to its social and economic well-being.

• Queensland Multicultural Policy 2005.

  Productive Diversity Economic Strategy.

  “Successful management of multiculturalism involves capturing the economic advantages of our cultural and linguistic diversity. Language skills, knowledge of overseas markets, overseas contacts and expertise in cultural protocols can be valuable tools to business wanting to develop a competitive advantage.”
Financial:

The costs associated with the Cultural Diversity Policy have already been embedded throughout various branches across Council, such as the Language Link Program, which was adopted in 2003. Clients are able to access free professional translators through the commonwealth funded Translating and Interpreting Services, for enquiries directly related to Council service issues.

Cross Cultural Training is offered free of charge through Multicultural Affairs Queensland (MAQ) and is offered several times a year. However the Human Resources Branch has also commissioned other paid and private local agencies to deliver this training based on demand when MAQ is not able to. Precincts and Facilities have placed the highest demand on this training.

Multi-lingual resources have been produced by various branches throughout the years that include: Libraries, Environmental Assessment and Precincts and Facilities. Costs for production have been absorbed through separate Branch budgets. These resources have targeted particular language groups identified by branch employees who interface most frequently with the public. Most of these resources have been in the form of community information brochures or notices and specifically target clients with the highest need and most frequent demand for information regarding identified Council services or requirements. Future translations will follow a similar process, based on demand and need as identified by each branch.

The costs for launching and publishing this policy in a booklet form to be distributed to the public will be absorbed by the Local Area Multicultural Partnership (LAMP) budget. Costs are yet to be determined.

Other initiatives associated with this Policy will be later identified and costed in the Cultural Diversity Action Plan.

Sustainability:

The Local Government Acts Section 1131 (1) states that if Council resolves to adopt this Policy:

“The Chief Executive Officer of a Local Government has the role of implementing the Local Government’s policies and decisions.”

Furthermore, the Policy will serve as a tool to further define Council’s role as stated in the Future Cairns Corporate plan which states that the role Council will:

- Encourage and facilitate environmentally sustainable economic, social and cultural development and prosperity for Cairns, and
- Ensure the operations of Council are environmentally, socially, culturally and economically sustainable.
CONSULTATION:

The following groups and organisations have participated in consultations and contributed to the development of this Policy.

- Council Multicultural Reference Group – Monthly meetings since 2000
- Council staff – local service providers, various cultural organisations - Policy Development workshops stage I and II – a total of sixty people participated in these workshops
- Council Branch Managers
- Department of Communities
- Anti-Discrimination Commission Queensland (ADCQ)
- Centrelink
- Migrant Settlement Services
- Multicultural Advocacy Group In Cairns (MAGIC)
- Local Government Association Queensland
- Multicultural Affairs Queensland
- Diversacare Cairns
- St John’s Community Care

OPTIONS:

That Council adopts the Policy.
That Council does not adopt the Policy.

CONCLUSION:

Cairns language and cultural diversity is vast and unique. An average of thirty people a month participate in citizenship ceremonies hosted by the Council. Council receives regular enquiries via its website with people from all over the world who are considering making Cairns their home. Cairns Sister City program has forged important international relationships with China, Papua New Guinea, Latvia, USA and Canada. Many of Cairns residents are among those represented by these countries. Most educational institutions across Cairns from primary to post graduate level have incorporated cultural diversity topics into their curriculum. A large percentage of businesses in the City’s Business Centre are owned, visited and operated by migrant communities.

This Policy recognises both the interconnectedness of people in today’s global and technology driven environments and the need to respond to changes that may happen on both a local or global level.

This Policy has been developed through an approach that not only recognises the need, but also values diversity and all that it offers. This Policy will enable Council to plan for the city’s diverse population growth to appropriately develop strategies and benefit from the opportunities offered through the active engagement and participation of people from diverse cultural and linguistic backgrounds living or visiting our region.
Council’s core business recognises its social responsibility and the vital role cultural diversity plays in today’s global and social economy. The Cairns Cultural Diversity Policy recognises and values that Cairns is a society of unique, changing, productive and vibrant people.

**ATTACHMENTS:**


Deevah Melendez

**Multicultural Planning and Development Officer**

Leslie Sparkes

**Manager Community Development**
ATTACHMENT: Draft Cairns Cultural Diversity Policy - Unique – Changing –
Productive – Vibrant - People

CAIRNS CITY COUNCIL

General Policy

Cairns Cultural Diversity Policy
Unique – Changing – Productive – Vibrant - People

Intent
Council will have an inclusive, integrated, collaborative and culturally sensitive approach to the development and delivery of Council related services, programs and initiatives that engage, involve, impact on and represents residents and visitors from diverse cultural and linguistic backgrounds.

For the purpose of this Policy people from diverse cultural and linguistic backgrounds include:

- People who were born overseas (citizens, residents, refugees)
- Descendants of people who were born overseas
- Long and short term visitors from overseas (tourists, international students, delegations, people on working visas)
- Aboriginal and Torres Strait Islander People

Scope
This policy will apply to elected Council members, employees and consultants who deliver services or engage with groups and individuals, including international visitors from culturally and linguistically diverse backgrounds.

PROVISIONS

1. Council’s Corporate Commitment Statement

Cairns City Council recognises the value of our heritage in the development of today’s diverse cultural and community environment. This diversity includes the inherent association of Australia’s Indigenous people with this land as well as the cultural richness gained through peoples from other lands.

2. Defining Principles

Council Divisions and Branches will consider the following cultural diversity principles in the implementation, operation, review, or development of existing or future Council policies, plans, initiatives, activities and programs:

2.1 Access and Equity

To adopt a coordinated all of Council approach to increase access and equity and enhance the quality and delivery of all Council services provided to people from diverse cultural and linguistic backgrounds.

Approach

2.1.1 Council Divisions and Branches will establish, where necessary internal and external cross-cultural communication strategies, mechanisms and multi-lingual and / or plain English resources that are relevant, user - friendly, appropriate and accessible to staff, residents and visitors from diverse cultural and linguistic backgrounds.

2.1.2 Council will offer and promote information in languages identified by Council staff based on the highest demand of language groups experiencing difficulty in understanding public Council Information.

2.1.3 Translating and interpreting services will be publicly promoted and provided to customers as required.
2.1.4 Council planning processes and social impact assessments will consider the cultural needs and issues of people from diverse cultural, spiritual, religious and linguistic backgrounds.

2.1.5 Identified Council staff who interface with the public will be provided with Cross Cultural Awareness Training and Working with Interpreters Training as required.

2.1.6 Council will actively encourage communities from diverse cultural and linguistic backgrounds to access its services, community facilities, grant programs and participation in cultural activities and events.

Related Policies and Procedures

- Access Policy 1:04:36
- Assistance Services Administration Instruction 2:04:01 Community Service Enhancement through the provision of Language

2.2 Community Engagement

To pro-actively and appropriately engage people from diverse cultural and linguistic backgrounds in Council decision-making processes, programs, events and initiatives that represents or impacts them or the broader community.

Approach

2.2.1 Council will draw from the internal expertise and advice of its staff and local service providers to collaboratively develop flexible and appropriate community engagement strategies, initiatives and programs to include people from diverse cultural and linguistic backgrounds.

2.2.2 Council will pro-actively maintain and initiate networks and partnerships with communities from diverse cultural and linguistic backgrounds to seek their participation, keep them informed and seek advice on Council initiatives, changes and opportunities that may affect or benefit them.

2.2.3 Council will diversify and localise its communication and engagement strategies by utilising community networks and providing out-reach support, and multi-lingual resources as required.

Related Policies and Procedures

- Community Engagement Policy – 1:05:01

2.3 Productive Diversity

To add value to Council operations and services by drawing from the strengths of a culturally diverse workforce and community by utilizing local cultural knowledge, experiences, language skills, local and global networks.

Approach

2.3.1 Council will utilise the multi-lingual skills of staff to provide general guidance to people who require language assistance.

2.3.2 The Human Resources Branch will maintain Council’s Equal Employment Opportunity Policy and reporting requirements.
2.3.3 Council will encourage the participation of local communities that have links to countries represented by Council’s Sister City partnerships and consider supporting other cultural exchanges, trade links and entrepreneurial initiatives that promote the region’s diverse human resources, knowledge and skills.

2.4 Community Relations

To encourage a balanced, diverse and inclusive approach to forming community and organisational partnerships; develop and support community education programs and cultural activities.

Approach

2.4.1 Council will engage and consult communities from diverse cultural and linguistic backgrounds on cultural heritage issues, initiatives and or public art projects.

2.4.2 Council will develop and adopt an appropriate cultural protocols strategy to improve communication and engagement processes with identified cultural groups.

2.4.3 Council publications, where relevant, will incorporate images of Cairns cultural diversity.

2.4.4 Where practical, Council initiated public and community events, initiatives, and programs will be inclusive of people from diverse cultural and linguistic backgrounds in their development, programming and promotion of events.

2.4.5 Council will support and participate in partnerships with other local service providers, community organisations, state, commonwealth, international agencies and private business in projects and initiatives that benefit people from diverse cultural and linguistic backgrounds.

2.5 Anti-Discrimination

To ensure Council protects and preserves the dignity and equality of all people, Council will be fair, inclusive, equal and just in all it’s communication with, and representation of residents and visitors it provides a service for or interacts with, regardless of their cultural and linguistic background, communication skills, spiritual or religious background.

Approach

2.5.1 Anti-discrimination legislation training will be provided for all employees to ensure Council is meeting its responsibilities under the Anti Discrimination Act.

2.5.2 Selection panel members who are interviewing applicants for Council positions will be trained in anti-discrimination training. External panel members, who have not undergone anti discrimination and Equal Employment Opportunity training, must demonstrate an understanding of anti-discrimination principles and its relevance in job selection.

2.5.3 Council has an anonymous complaints system to enable employees who experience racial discrimination on the job to seek support and advice without the fear of reprisal.

2.5.4 Council will encourage and support programs and activities that help to reduce racial discrimination in the community and in the workplace.
Related Policies and Procedures

- Administrative Instruction 2:02:62 Sexual Harassment and Anti Discrimination
- Administrative Instruction 2:02:06 Employee Assistance Program
- Administrative Instruction 2:02:07 Grievance Procedure Dispute Settlement
- Administrative Instruction 2:02:41 Induction
- Administrative Instruction 2:02:39 Investigation of Serious Issues
- Administrative Instruction 2:02:38 Reporting Issues of Concerns
- Administrative Instruction 2:02:36 Training and Development
- Administrative Instruction 2:02:28 Recruitment and Selection

3. Implementation

Council will adopt a Cultural Diversity Action Plan to facilitate the implementation of this policy.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: GM-City Development

ADOPTED:
DUE FOR REVISION:
REVOKED/SUPERSEDED:
CAIRNS CITY ART COLLECTION HANDOVER AGREEMENT
TGolding-Clarke: TG-C 1/3/22-08 #1095242

RECOMMENDATION:

The Chief Executive Officer and the Chair of the Sports, Arts, Culture & Community Service Committee be delegated authority pursuant to section 472 of the Local Government Act 1993 to finalise all matters relevant to the Cairns City Art Collection Handover Agreement and to administer that Agreement, including any variations to or resolution of disputes (whether by legal proceedings or otherwise) about that Agreement limited to the value of the financial delegation to the Chief Executive Officer from time to time.

INTRODUCTION:

Recent negotiations between Council and the Cairns Art Society has resulted in a Draft Handover Agreement that includes clauses to ensure that management and all decisions made regarding the collection in its entirety is now in the hands of Council.

BACKGROUND:

It was a requirement of Council’s auditors that Council implement a process to review the art collection managed by Council, and to ensure that there is adequate and appropriate insurances and management practices.

Council has physically held three distinct collections of art works since 1939. For the purposes of this report, only the City Collection which includes the 1930’s Collection are being discussed. Most of the collection of works is exhibited in Spence Street however some works are temporarily located at Teletalk. The works held at Teletalk are pieces from the 30’s collection, which are under negotiation to be on loan with the Cairns Courthouse.

In the last couple of months, negotiations have become formalised between Cr Cochrane, Council Officers and the Cairns Art Society, to put together an agreement that will identify clear roles and responsibilities regarding the ownership, housing, maintenance, storage, lending and insurance of the collection.

The attached Handover Agreement is a result of recent negotiations between Council and the Art Society and includes conditions that give Council the right to make decisions regarding all aspects of the collection.
The draft agreement states that the Cairns Art Society will handover the collection in its current state however Council will not be obligated to maintain or repair any of the works. A decommissioning process will be put in place to ensure that Council is not in possession of dilapidated works. This will entail the work being offered back to the Artist of origin in the first instance.

The Agreement allows Council the choice to relinquish its interest in the Art Collection at any time with the obligation to offer the Collection back to the Cairns Art Society.

It is also proposed that the Arts & Cultural Development Officer and the Cairns Regional Gallery Senior Curator will facilitate a bi-ennial audit. The audit will be documented and will ensure that all works are accounted for and assessed.

The Arts & Cultural Development Officer will also facilitate a loan process wherein a piece of work or part of the collection can be loaned to a business or organisation either long or short term, again this decision will be at the discretion of Council.

**COMMENT:**

The handover of the Cairns City Collection to Council will resolve long-standing issues regarding the financial and caretaking responsibilities. The Art Societies biggest issue is about the storage and housing of the works. They have stressed to Council that they do not have the capacity to meet these requirements.

**CONSIDERATIONS:**

Corporate and Operational Plans:

Key Goal 6.6: *Ongoing arts and cultural activities that add value to the life of residents and visitors alike.*

Statutory:

Section 472 of the *Local Government Act 1993* (LGA) provides for delegation by Council to the Chief Executive Officer. The Chief Executive Officer can further delegate to an officer under section 1132 of the LGA.

Policy:

Creative Cairns – Building Arts & Cultural Industry.

“Strategy 7.5.1 Identify the appropriate level of support and assistance to the cairns Art Society in maintaining the City collection.”

Financial and Risk:

The Cairns City Art Collection Handover Agreement does not obligate Council to fund repairs, maintenance, exhibitions or insurances of the Art Collection.
Sustainability:

The processes indicated in the Handover Agreement will ensure that the decision making role of Council remains in place until such time that Council should choose to decide to no longer manage the Art Collection.

CONSULTATION:

Cairns Art Society
Cr Cochrane
Manager of Legal Services
Arts and Cultural Development Officer

OPTIONS:

The preferred option is for Council to enter into the Cairns City Art Collection Handover Agreement and to have the right to solely make all decisions regarding the Art Collection.

CONCLUSION:

The Handover Agreement will enable both Council and the Cairns Art Society to put to bed unresolved management issues regarding the Art Collection. Council will have the opportunity to manage the collection in an appropriate and relevant manner on behalf of the people of Cairns.

ATTACHMENTS:

- Draft Handover Agreement, which includes the Draft Cairns City Collection Policy Document and the Draft Short Term and Long Term Loan Agreement.

Terri Golding-Clarke
Team Leader, Community & Cultural Development

Leslie Sparkes
Manager, Community Development
Attachment 1: Draft Handover Agreement

Cairns City Art Collection

DRAFT HANOVER AGREEMENT

THIS AGREEMENT is made the..........................day of.................................. 2005.

BETWEEN COUNCIL OF THE CITY OF CAIRNS a Local Authority duly constituted under the provisions of the Local Government Act 1936-1987 and having its office at Council Chambers, in the State of Queensland (hereinafter for itself, its successors and permitted assigns called "the Council") of the First Part AND CAIRNS ART SOCIETY Inc. (hereinafter called "the Society:") of the Second Part.

AND WHEREAS

A. The Council has accommodated the hanging of artworks described as the Cairns City Collection;
B. The Society are desirous of handing full custodianship of the Cairns City Collection to the Council to be permanently held, in its entirety, on behalf of the People of Cairns, subject to deassignmenting procedures incorporated in the Draft Collection Management Policy, which is or Council consideration.
C. The Council accepts that the Cairns City Collection Management Policy document, prepared in conjunction with this Handover Agreement, forms part of this Agreement.

NOW THIS AGREEMENT WITNESSETH the following conditions:

1. The Society agrees to handover all custodianship rights and interests in those paintings and/or artworks forming the Cairns City Collection described in the First Schedule.

2. The Council agrees to accept the Cairns City Collection in accordance with the Handover Agreement.

3. The collection will be handed over in its current state.

4. The Cairns City Collection, or parts thereof, will be made available for exhibitions or loan to interested parties as outlined in the Short/Long Term Loan Agreement pursuant to the Cairns City Collection Management Policy.

5. If at any time, the Council chooses to relinquish their interest in the Cairns City Collection then Council is to offer custodianship of the Collection to the Cairns Art Society in the first instance or thereafter a like minded not for profit organisation such as the Cairns Museum or Cairns Regional Gallery.

6. In the occurrence of any Dispute, the parties will submit any dispute that arises out of this Agreement to mediation in accordance with the Rules of the Arts Law Centro Mediation Service, a program of the Arts Law Centre of Australia, prior to having recourse to arbitration or litigation.

7. This Agreement will be constructed in accordance with the laws of Queensland.
8. This agreement constitutes the entire agreement between the parties.

Signed for and on behalf of the Society by:
Name: ..............................................
Signature: ........................................
(President)
Date: ............................

Witnessed by:
Name: ..............................................
Signature: .................................
(Chair of Handover sub committee)
Date: ............................

Signed for and on behalf of the Council by:
Name: ..............................................
Signature: ........................................
(Chief Executive Officer)
Date: ............................

Witnessed by:
Name: ..............................................
Signature: .................................
Cr. Margaret Cochrane
Date: ............................ 3.
Draft Cairns City Collection Policy Document.

It is agreed that:

- The Collection will be managed by the Cairns City Council under the direction of the Cairns City Council Art and Cultural Development Officer.

- Artworks in the collection will be only be deassessed (decommissioned) when they are considered beyond repair by the Regional Gallery Curator or an equally qualified person, in conjunction with Cairns City Council Cultural Development Officer.

- There will be an audit conducted every two years by the Cairns City Council Art and Cultural Development Officer and the Cairns Regional Gallery Senior Curator, who will recommend actions as necessary.

- The Cairns City Council Art and Cultural Development Officer will manage all arrangements for the loan of works, both short and long term, in accordance with the attached draft Short Term and Long Term Loan Agreement, facilitate the Biennial Audit, and co-ordinate all requests for relocation of the Artwork within the organisation of Cairns City Council.

- An Up to Date register of the works will be maintained. This register to include:-
  
  ..... description of Works, name of Artist
  ..... location of Works, including loan details
  ..... date of last inspection, condition of Works

- If at any time, the Council chooses to relinquish their interest in the Cairns City Collection, then Council may offer custodianship of the Collection to the Cairns Art Society in the first instance or thereafter a like minded not for profit organisation which as the Cairns Museum or Cairns regional Gallery.

- In the occurrence of any Dispute, the parties will submit any dispute that arises out of the Agreement to mediation in accordance with the Rules of the Arts Law Centro Mediation Service, a program of the Arts Law Centre of Australia, prior to having recourse to arbitration or litigation.
2

Signed for and on behalf of the Society by:

Name: ........................................

Signature: ...................................

(Chair of Handover sub committee)

Date: .................................

Witnessed by:

Name: .................................

Signature: .............................

Date: .................................

Signed for and on behalf of the Council by:

Name: ........................................

Signature: ...................................

(Chief Executive Officer)

Date: .................................

Witnessed by:

Name: .................................

Signature: .............................

Cr. Margaret Cochrane

Date: .................................
Cairns City Art Collection

DRAFT SHORT TERM AND LONG TERM LOAN AGREEMENT

This is an agreement between:

COUNCIL OF THE CITY OF CAIRNS, a Local Authority duly constituted under the provisions of the Local Government Act 1936-1987 and having its office at Council Chambers, in the State of Queensland (hereinafter for itself, its successors and permitted assigns called “the Council”) of 119-145 Spence St, Cairns Qld 4870.

And

Hereafter called “the applicant”

By which the Council agrees to lend part of the collection of artworks known as the Cairns City Collection to the applicant who agrees to display the works described in the First Schedule (“the Work”) on the following terms and conditions:

1. Period of Loan

The Council agrees to lend the works from Schedule A (being the Register of Artworks) to the applicant for a period of

……………………………………………………………………………………………………………………………..

For the purpose of hanging at the following location

……………………………………………………………………………………………………………………………..

2. Transport

The applicant:

(a) will be responsible for arranging and paying for the cost of packing, installation and transport of the Works to and/or from their current location

(b) will ensure packing, installation, and repacking are carried out by suitably qualified personnel.

(c) follow all packing instructions provided by the Council.

3. Damages

The applicant:

◆ Acknowledges the Work loaned always remains part of the Cairns City Collection and managed by its custodian.
- agrees that locations for long term loans will be equipped with adequate air conditioning, fire detection, theft protection and a security monitoring system.

- agrees that locations for short term loans will be located in an environment acceptable to the custodian preferably equipped with air conditioning, adequate security and fire detection systems.

- will endeavour to handle the Work with special care at all times to prevent damage and deterioration to the Work which is not a characteristic of the Work;

- will ensure the safe protection of the Work at all times, including but not limited to, protection from normal operations such as hazards of fire, flood, theft, dirt, food, drinks, smoking or handling by unauthorized or inexperienced personnel.

- accepts responsibility for any restoration or repairs incurred due to negligence, while the artworks are on loan or in transit.

4. **Integrity of the Work**

The applicant will not alter, modify or destroy the Work.

5. **Exhibiting the Work**

In the case of long term loans, the Council shall have access to the Work for exhibition purposes and, unless the parties have otherwise agreed in writing, shall:

- notify the applicant, in writing, one month in advance prior to the withdrawal of the Work for exhibition purposes;

- meet the freight costs of transporting the Work to and from the Council’s Administration Building, and

- be responsible for all maintenance needs arising during the period the Works are absent from the applicant.

6. **Acknowledgement**

The applicant will acknowledge the Cairns City Collection in all publicity and labelling, and any reproduction of the Work for the purposes of publicity and critical review, following consultation with the Council.

7. **Withdrawal of the Work**

In the case of long term loans the Council may, at Council cost without liability, withdraw the Work from the applicant’s premises during the period of this agreement. If they do so, they are required to notify the applicant, in writing, one calendar month prior to the date of withdrawal.

8. **Disputes**

The parties will submit any dispute that arises out of this agreement to mediation in accordance with the rules of the Arts Law Centro Mediation Service, a program of the Arts law Centre of Australia, prior to having recourse to arbitration or litigation.
9. **Entire Agreement**
This agreement constitutes the entire agreement between the parties.

7. **Jurisdiction**
This Agreement will be constructed in accordance with the laws of Queensland.

**Works on loan from Schedule A**

<table>
<thead>
<tr>
<th>Catalogue number</th>
<th>Artist</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed for and on behalf of the Cairns City Council by:

Print name of Chief Executive Officer .....................................
Signature of Chief Executive Officer .............................
Date: ........................................

Signed for and on behalf of the Applicant by:

Print name of applicant: ........................................
Signature of applicant ..................................................
Date: ........................................

Witness name (print name) ........................................
Witness signature: ..................................................
Date: ........................................
CIVIC THEATRE - NOVEMBER 2005 MONTHLY REPORT

Jo-Anne Scarini : cc : 1/3/83-01: #1099025

RECOMMENDATION:

That the report of the Civic Theatre for the month of November 2005 be received and noted.

INTRODUCTION:

This is the report of the Civic Theatre for Operational Plan Activities for the month of November 2005, including performance against budget.

CONSIDERATIONS:

Statutory:

This report highlights progress against the 2005/2006 Operational Plan.

All other considerations were reviewed and considered not relevant.

CONCLUSION:

At this time, work is progressing against the operational plan and budget.

ATTACHMENTS:


Jo-Anne Scarini
General Manager Corporate Services
**ACTIVITY**  | **Civic Theatre**  | **[AIA]**
---|---|---
**Aim** | To operate the Cairns Civic Theatre; a program of entertainment and cultural events in Cairns; and Ticket Link according to sound business practices and in a manner that promotes and develops arts and cultural activity and industry in Cairns. |
**Level of Service** | • Ensure the Civic Theatre will be available for use 7 days a week for 95% of the year.  
• Ensure the venue is available for local events for not less than 50% of this time.  
• Ensure the venue facilitates a variety of entertainment or cultural events of significant merit that would not otherwise come to Cairns.  
• Open Ticket Link for business for a minimum of 216 hours per month, excluding public holidays.  
• Have tickets available 24/7 on the internet. | |
**Officer Responsible** | Civic Theatre Manager |
**Staffing Level (FTE)** | 14.5 |

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete (enter %)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment of a Cairns Orchestra – subject to funding.</td>
<td>6.6.2</td>
<td>30/9/06</td>
<td>5%</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:*

* Prospective Actions for Initiatives not on target:*

**Performance Target Assessment (✓ = Satisfactory, ? = Marginal, × = Unsatisfactory)**

- **Performance Rating:** ✓
- **Variance Report**
  Bookings for the remainder of 2005 are close to original estimates. But it is too early to know the level of bookings in 2006.
- **Prospective Actions**
  Nil

---

**Days Booked (cumulative) - Civic Theatre**

- **Days Booked**
- **Target (185)**

---

Agenda – Sports, Arts, Culture & Community Services Committee 01/12/05 - #1099216
Events presented for the first quarter are tracking to budget and is expected to continue for the rest of the FY.

Prospective Actions
nil

Patron attendance is currently running over target due to sell out performances for several shows presented.

Prospective Actions
Nil
Performance Rating: ✔

Variance Report
Currently tracking above target for YTD.

Prospective Actions
Nil

Performance Rating: ✔

Variance Report
Tickets issued is running well above target.

Prospective Actions
Nil
### Operating Budget Assessment:

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
</table>
| **Revenue**    | 574,809        | 520,724                | 54,085  | 10      | **FAVOURABLE**  
  • **Reasons:**  
  At time of printing, the General Ledger was not finalised for November 2005.  
  **Implications / Actions.**  
  nil |
| **Expenditure**| 904,857        | 979,337                | 74,480  | 8       | **FAVOURABLE**  
  • **Reasons:**  
  At time of printing, the General Ledger was not finalised for November 2005.  
  **Implications / Actions.**  
  Nil |
| **Net Result** | (330,048)      | (458,613)              | 128,565 | 28      | **FAVOURABLE**  
  • **Reasons:**  
  At time of printing, the General Ledger was not finalised for November 2005.  
  **Implications / Actions.**  
  Nil |
### Civic Theatre cont’d

<table>
<thead>
<tr>
<th>Capital Initiatives</th>
<th>Due date</th>
<th>Actual $</th>
<th>Budget ($)</th>
<th>Status:</th>
<th>Implications/Actions:</th>
<th>Complete (enter %)</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic Theatre - Disabled access</td>
<td>1/4/06</td>
<td>0</td>
<td>$55,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>20%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Carpet repairs &amp; partial replacement</td>
<td>1/4/06</td>
<td>$59,970</td>
<td>$60,000</td>
<td>Carpet ordered – will be installed in February</td>
<td></td>
<td>50%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Office accommodation</td>
<td>1/12/05</td>
<td>0</td>
<td>$95,000</td>
<td>Planned for Feb-March 2006</td>
<td></td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Undercover walkways</td>
<td>30/12/05</td>
<td>0</td>
<td>$10,000</td>
<td>Planned for Feb-March 2006</td>
<td></td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Refurbish C02 fire prevention system</td>
<td>1/10/05</td>
<td>0</td>
<td>$18,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>50%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - New billboard sign</td>
<td>1/3/06</td>
<td>0</td>
<td>$20,000</td>
<td>Planned for early 2006</td>
<td></td>
<td>5%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Repair roof</td>
<td>1/11/05</td>
<td>0</td>
<td>$10,000</td>
<td>Scheduling of this work is yet to be confirmed</td>
<td></td>
<td>20%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Refurbish foyer</td>
<td>1/4/06</td>
<td>$7,311</td>
<td>$30,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>25%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Upgrade foyer lighting</td>
<td>1/4/06</td>
<td>0</td>
<td>$10,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>20%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Convert FOH office into coffee-bar</td>
<td>1/4/06</td>
<td>0</td>
<td>$20,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Relocate FOH control panels</td>
<td>1/4/06</td>
<td>0</td>
<td>$5,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Refurbish liquor bar</td>
<td>1/4/06</td>
<td>0</td>
<td>$50,000</td>
<td>Work scheduled for February 2006</td>
<td></td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Replacement of Elevated work platform</td>
<td>20/7/05</td>
<td>$11,907</td>
<td>$15,000</td>
<td>Completed</td>
<td></td>
<td>100%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - FOH lighting bridge #2</td>
<td>30/12/05</td>
<td>$6,747</td>
<td>$35,000</td>
<td>Further work to be completed in Feb-March 2006</td>
<td></td>
<td>30%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Project overhead costs</td>
<td>30/06/06</td>
<td>0</td>
<td>$40,000</td>
<td>Awaiting quotes</td>
<td></td>
<td>0%</td>
<td>✓</td>
</tr>
<tr>
<td>Civic Theatre - Replace stage lighting</td>
<td>1/10/05</td>
<td>$18,300</td>
<td>$24,000</td>
<td>This project is nearing completion</td>
<td></td>
<td>76%</td>
<td>✓</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$104,235</strong></td>
<td><strong>$497,000</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPORT AND RECREATION MONTHLY REPORT FOR MONTH OF NOVEMBER 2005

John Hawkes: sc: 1/3/83-01: #1095636

RECOMMENDATION:

That the report of Sport and Recreation for the month of November 2005 be received and noted.

INTRODUCTION:

This report represents an extract from the previous City Works & Services Monthly Report covering Sport and Recreation elements only.

CONSIDERATIONS:

Comment:

This report reports on performance against the 2005/2006 Operational Plan for the Sport and Recreation activities in the Precinct and Facilities subprogram.

John Hawkes
General Manager City Works & Services
### ACTIVITY  Caravan & Camping Grounds (PRCG) [EEC]

#### Aim
To coordinate an efficient and definite method of operating Council’s Caravan Parks and Camping Grounds.

#### Level of Service
- Provide a suitable number of sites at Palm Cove, Fitzroy Island, Bramston Beach and Cairns City that best meets the community’s demand within the physical capacities of each facility.
- Provide support for Council’s contract caretakers at Palm Cove and Bramston Beach.
- Implement a regular monitoring program at each facility to ensure Council’s environmental, health and infrastructure management objectives are met.

#### Officer Responsible
Manager Precincts and Facilities

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>In conjunction with key stakeholders, master plan the future development of the Fitzroy Island Camping Ground by Sep 05.</td>
<td>7.5.1</td>
<td>Sep 05</td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Provide continual camping access to Fitzroy Island Camping Ground by August 05.</td>
<td>7.5.1</td>
<td>Aug 05</td>
<td>100%</td>
<td>✓</td>
</tr>
<tr>
<td>Instigate and monitor new lease arrangement for the 10-year operation of the Cairns City caravan park by Sep 05.</td>
<td>9.1.2</td>
<td>Sep 05</td>
<td>100%</td>
<td>✓</td>
</tr>
<tr>
<td>Complete master plan report (in consultation with members of the public) that reviews Council’s options in relation to the redevelopment and upgrade of the Palm Cove Camping Ground by Dec 2005.</td>
<td>7.5.1</td>
<td>Dec 05</td>
<td>75%</td>
<td>✓</td>
</tr>
<tr>
<td>Resolve future management options for the Bramston Beach Camping Ground by Sep 05.</td>
<td>10.2.1</td>
<td>Sep 05</td>
<td>50%</td>
<td>✓</td>
</tr>
<tr>
<td>Establish contract with caravan park caretakers for administration, maintenance and regulation by Aug 05.</td>
<td>10.2.1</td>
<td>Aug 05</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:
Delay in confirming engagement of masterplanning consultant for Fitzroy Island
Delay in commencement of public consultation program for Bramston Beach

* Prospective Actions for Initiatives not on target:
Engagement of landscape architect for Fitzroy Island
Roll-out of consultation program for Bramston Beach
Performance Target Assessment (√ = Satisfactory, ? = Marginal, X = Unsatisfactory)

Variance Report
Figures reported one month behind.

Prospective Actions

Prospective Actions

Performance Rating: ✓✓ ✓✓

Variance Report

Prospective Actions

Prospective Actions

Operating Budget Assessment:

<table>
<thead>
<tr>
<th>PRCG</th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>123,043</td>
<td>120,460</td>
<td>2,583</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

| Expenditure | 159,821 | 145,807 | (14,015) | (10)    |                                      |

• **Indicator:** Compliance with lease conditions.
• **Target:** Full compliance of lease.
• **Reporting Frequency:** Quarterly
• **Performance Assessment:**

- “UNFAVOURABLE”
- **Reasons:** Consultancy review and masterplan of Palm Cove operations has impacted on Budget.
- **Implications / Actions:** 4MR will provide additional funds to compensate for expenditure in 2005/06 originally estimated to be in prior year
**ACTIVITY**  
Sport & Recreation Management (PRSA)  

**Aim**
To plan and develop future facilities and programs for proactive change reflecting community and user requirements.  
To work in partnership with the community, business and other spheres of government to assist in providing an appropriate range of sport and recreation facilities and services.

**Level of Service**
Provide a planning and management service for sport and recreation operation and development by working in partnership with, and for the betterment of, the community.

**Officer Responsible**
Manager Precincts and Facilities

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete</th>
<th>On Target</th>
</tr>
</thead>
</table>
| Implement a range of key strategic initiatives as identified from the Sport and Recreation Strategic Plan by June 06, including:-  
- Sporting precinct master planning  
- Parks to meet basic standards  
- Practice of information in and information out  
- Implement back to basic and unstructured recreation. | 6.4.1 | June 2006 | ongoing | ✓ |
| Develop and implement an effective asset inspection program to monitor Council’s sport and recreation infrastructure and risk management performance by Dec 05. | 10.2.1 | Dec 2005 | 50% | ✓ |

* Variance Report for Initiatives not on target:

* Prospective Actions for Initiatives not on target:

Performance Target Assessment (✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

- **Indicator:** Consultation levels – number of Sport & Recreation Reference Group Meetings
- **Target:** Minimum of six meetings for year.
- **Reporting Frequency:** Quarterly
- **Performance Assessment:**

**Performance Rating:** ✓

**Variance Report**

**Prospective Actions**
Performance Target Assessment ($✓✓✓✓$ = Satisfactory, $?$ = Marginal, $X$ = Unsatisfactory)

Performance Rating: ✓

Variance Report

Prospective Actions

---

Performance Target Assessment ($✓✓✓✓$ = Satisfactory, $?$ = Marginal, $X$ = Unsatisfactory)

- **Indicator:** Quantity of outgoing information publications
- **Target:** At least one per quarter.
- **Reporting Frequency:** Quarterly
- **Performance Assessment:**

---

Operating Budget Assessment:

<table>
<thead>
<tr>
<th>PRSA</th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
</table>
| Revenue| 50,911         | 63,101                 | (12,190) | (19)    | “UNFAVOURABLE”  
  *Reasons:* Commercial Recreation Permits not yet invoiced; Internal Revenue scheduled relates to future event
  *Implications / Actions:* Commercial Recreation Permits to be issued |
| Expenditure | 154,423  | 310,424               | 156,001  | 50      | “FAVOURABLE”  
  *Reasons:* Expenditure is ad hoc and therefore cannot be forecast on a short term basis; Team Leader S&R position vacant
  *Implications / Actions:* Expenditure will reflect budget as year progresses |
**ACTIVITY**  Swimming Pools (PRPO)  [EGC]

**Aim**  
To provide a range of aquatic facilities that are efficient, affordable and meet the needs of the community.

**Level of Service**  
- Provide pool facilities at Smithfield, North Cairns, Woree, Edmonton and Gordonvale.
- Establish and manage leases for the operation of the swimming pools.
- Engage a suitable level and type of management structure that ensures:
  - A prescribed minimum level of programs are being offered and are accessible to the community.
  - Facilities are being inspected to ensure compliance with lease and licence conditions.
  - All facilities meet the operating standards required

**Officer Responsible**  
Manager Precincts and Facilities

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and implement a public swimming pool customer satisfaction assurance program, incorporating a program monitoring system and opportunities for customer feedback by Dec 05.</td>
<td>6.4.2, 8.1.2</td>
<td>December 2005</td>
<td>20%</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:

* Prospective Actions for Initiatives not on target:

**Performance Target Assessment**  
(✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

**Usage Numbers for pools**

<table>
<thead>
<tr>
<th>No of Users</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004/05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005/06</td>
<td>5500</td>
<td></td>
<td></td>
<td></td>
<td>8500</td>
<td>11500</td>
<td>14500</td>
<td>17500</td>
<td>20500</td>
<td>23500</td>
<td>26500</td>
<td>29500</td>
</tr>
</tbody>
</table>

**Performance Rating:**  
?

**Variance Report**  
Figures currently only cover Tobruk and Edmonton pools.

**Prospective Actions**
Community Complaints

<table>
<thead>
<tr>
<th>No</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Performance Rating: X

Variance Report
Ongoing implementation process.

Prospective Actions

- **Indicator:** Lease compliance.
- **Target:** Full compliance with lease conditions (including reporting).
- **Reporting Frequency:** Monthly
- **Performance Assessment:** Officer inspections.

Prospective Actions

Operating Budget Assessment:

<table>
<thead>
<tr>
<th>PRPO</th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>(85,959)</td>
<td>125534</td>
<td>(211,494)</td>
<td>(168)</td>
<td>“UNFAVOURABLE”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reasons: Budgeted Capital Grant of $210,000 outstanding.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Implications / Actions: Receipt of Capital Grant will correct Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>“FAVOURABLE”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reasons: Expenditure is on an as needed basis and will reflect this as year progresses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Implications / Actions: Operation &amp; Maintenance costs have been well controlled</td>
</tr>
</tbody>
</table>

Revenue: (85,959) 125,534 (211,494) (168)

Expenditure: 523,594 570,768 47,174 8
### ACTIVITY

**Sport Facilities (PRSF) [EGE]**

**Aim**
To provide a wide range of, and facilitate the use of quality and accessible sporting facilities.

**Level of Service**
- Implement a professional level of management service at Council's key sporting facilities.
- Provide cost effective sporting and recreational facilities for community use and enjoyment.
- Develop partnerships for the development/enhancement of facilities that improve access to sporting facilities.
- Develop and implement an effective community based system of management for application across Council’s joint use facilities.

**Officer Responsible**
Manager Precincts and Facilities

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
<th>Corporate Plan Link</th>
<th>Due Date</th>
<th>Complete</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and implement a marketing plan by Dec 05 to increase number of events within Barlow Park in order to enhance participation and spectator opportunities for Cairns residents and visitors.</td>
<td>6.4.2</td>
<td>Dec 05</td>
<td>0%</td>
<td>✓</td>
</tr>
<tr>
<td>Prepare precinct masterplans for at least two (2) key sporting facilities as identified in the Sport and Recreation Strategic Plan by June 06. - Endeavour Park and neighbouring sports facilities - - Alley Park</td>
<td>6.4.1, 10.2.1</td>
<td>June 06</td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Research and report to Council by March 06 for the resolution of future management and operation of Barlow Park beyond June 2006.</td>
<td>9.1.2, 10.2.1</td>
<td>June 06</td>
<td>10%</td>
<td>✓</td>
</tr>
<tr>
<td>Develop and implement an effective sports field maintenance program at key sites, within available budget by Dec 05.</td>
<td>6.4.3, 10.2.1</td>
<td>Dec 05</td>
<td>25%</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:

* Prospective Actions for Initiatives not on target:

### Performance Target Assessment

- ✔️ = Satisfactory
- ? = Marginal
- ✗ = Unsatisfactory

**Number of individual & group users of Barlow Park**

- **Groups 2004/05**
- **Individuals 2004/05**
- **Group 05/06**
- **Individual 05/06**

**Performance Rating:**

**Variance Report**
Figures not available till later in the month.

**Prospective Actions**
Performance Rating: ✓✓ ✓✓

Variance Report

Prospective Actions

Prospective Actions

Indicator: User satisfaction

Target: 75% satisfaction

Reporting Frequency: Annual

Performance Assessment:

Operating Budget Assessment:

<table>
<thead>
<tr>
<th>PRSF</th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
</table>
| Revenue | 474,294        | 405,767                | 68,527  | 17      | • “FAVOURABLE”  
• Reasons: Capital Grant of $72K in advance of Budget schedule  
• Implications / Actions: Timing adjustment of Capital Grant will balance budget |
| Expenditure | 504,016      | 625,909                | 121,893 | 19      | • “FAVOURABLE”  
• Reasons: Operational Costs fluctuate with mtce requirements throughout the year  
• Implications / Actions: Nil |
ACTIVITY: Beach Recreation Facilities (PRRF)

Aim: To provide a quality recreation facility management service.

Level of Service:
- Operate stinger nets at nominated beaches for the stinger season of approximately November – May.
- Provide professional lifeguard services at nominated beaches, during periods of high risk and/or usage.
- Administer provision of a lifeguard service on Green Island on behalf of the Recreation Area Management Board.
- Implement an effective system of regulating commercial and exclusive use of beach sites.

Officer Responsible: Manager Precincts and Facilities

<table>
<thead>
<tr>
<th>Operating Initiative Status</th>
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<th>Due Date</th>
<th>Complete</th>
<th>On Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and establish a new contract for lifeguard services beyond 30 June 2006 by Mar 06.</td>
<td>6.4.2</td>
<td>Mar 06</td>
<td>0%</td>
<td>✓</td>
</tr>
<tr>
<td>Implement a Marlin Coast Activity Guide in reviewing existing commercial recreation opportunities on beaches across Cairns by March 06.</td>
<td>6.4.1</td>
<td>Mar 06</td>
<td>25%</td>
<td>✓</td>
</tr>
</tbody>
</table>

* Variance Report for Initiatives not on target:

* Prospective Actions for Initiatives not on target:

Performance Target Assessment (✓ = Satisfactory, ? = Marginal, X = Unsatisfactory)

- **Indicator:** Lifesaving incident level (resuscitation)
- **Target:** Lower than 2004/2005
- **Reporting Frequency:** Monthly
- **Performance Assessment:** Contract lifeguard incident reports.

<table>
<thead>
<tr>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

No. of days no swimming allowed

Performance Rating: ✓

Variance Report

Prospective Actions

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Agenda – Sports, Arts, Culture & Community Services Committee 01/12/05 - #1099216
Operating Budget Assessment:

<table>
<thead>
<tr>
<th>PRRF</th>
<th>YTD Actual ($)</th>
<th>YTD Budget Revised ($)</th>
<th>Var ($)</th>
<th>Var (%)</th>
<th>Variance Report &amp; Prospective Actions (where variance is +/- 2%)</th>
</tr>
</thead>
</table>
| Revenue   | 42,364         | 35,292                 | 7,072   | 20      | • “FAVOURABLE”  
• Reasons: Timing of invoices for National parks & Wildlife Services, Green Island lifeguard contract.  
• Implications / Actions: |
| Expenditure | 202,273       | 386,250                | 183,977 | 48      | • “FAVOURABLE”  
• Reasons: Timing of Lifeguards and Stinger Net payments not matched to Budget. New stinger net contract required before payment starts.  
• Implications / Actions: Budget smoothing to allow actuals to reflect Budgets. |