



**Central Highlands Arts and Cultural Advisory Committee (CHACAC)  
Planning Meeting Notes**

<b>Date:</b>	13 December 2019
<b>Venue:</b>	Emerald Art Gallery Meeting Room
<b>Chair:</b>	Karen Newman - Arts and Cultural Officer (ACO)
<b>Note Taker:</b>	Maddie Fitzpatrick – Administration Assistant Communities (AAC)
<b>Present:</b>	<p><b>CHACAC members:</b> Cr Gail Nixon, Kathy Hawkins, Maureen Burns, Sharon Gimbert, Barbara Beazley, Mellissa Chick and Anna-Jane Moore.</p> <p><b>CHRC:</b> Karen Newman – Arts and Cultural Officer and Maddie Fitzpatrick - Administration Assistant Communities.</p> <p><i>Note: Kathy Hawkins excused at 1:29pm</i></p>
<b>Apologies:</b>	<p><b>CHACAC members:</b> Cr Gail Godwin-Smith, Cr Charles Brimblecombe, Wendy Gibson, Ruth Jones.</p> <p><b>CHRC:</b> Suzanne Poulter - Manager Connected Communities and Bernardine Frawley - Coordinator Community Engagement.</p>
<b>Meeting time:</b>	12:27pm to 1:34pm

Item	Subject	Discussions
1	<p><b>Welcome</b></p> <p><b>Apologies</b></p> <p><b>Ratification of previous meeting notes</b></p>	<p>The chair welcomed everyone to the meeting.</p> <p>Apologies were noted.</p> <p>Previous CHACAC meeting notes from 22 November 2019:</p> <ul style="list-style-type: none"> <li>• Presented to be noted as true and correct.</li> <li>• Members advised these meeting notes needed some clarifications.</li> <li>• ACO to share minutes for CHACAC members to provide their perceived clarifications for consideration.</li> <li>• Moved: Mellissa Chick.</li> <li>• Seconded: Kathy Hawkins.</li> </ul>
2	<p><b>Previous planning meeting review and actions update</b></p>	<p>The action table from the previous meeting notes was reviewed. Progress achieved on these actions are listed below. Full details on the history of each item are detailed in the action table at the conclusion of these minutes.</p> <p>Completed actions:</p> <ul style="list-style-type: none"> <li>• ACO has met with Youth team to discuss arts, culture and heritage collaborative projects.</li> <li>• ACO has advised Manager Community Recreation and Facilities of Sapphire signage request.</li> <li>• ACO discussed footpath widening with Manager Community Recreation and Facilities footpath and Mr Mayne’s mural proposal. ACO also advised Mr. Mayne to submit a formal request to council for this Botanic Gardens improvement request.</li> <li>• CDO&amp;EO published the draft online consultation for the draft Creative Cultural Futures and Heritage Action Plan-2020-2022 FYs on council’s community engagement website, <i>Have Your Say, Central Highlands</i> (HYSCH).</li> <li>• CHACAC members to visit Emerald Library after CHACAC planning meeting on 13 December 2019 (today).</li> </ul> <p>Actions in progress:</p> <ul style="list-style-type: none"> <li>• ACO is to list Creative Cultural Futures – future aspirations document bi-annual review into the draft Creative Cultural Futures and Heritage Action Plan-2020-2022 FYs. Next discussion date is scheduled for January 2020.</li> <li>• ACO to add Metal in March introductory year target for March 2021 into the draft Creative Cultural Futures and Heritage Action Plan-2020-2022 FYs.</li> </ul>

- ACO to add Central Queensland University Emerald campus as a positive partnership in the draft Creative Cultural Futures and Heritage Action Plan-2020-2022 FYs.
- ACO has started to conduct community engagement visits for the draft Creative Cultural Futures and Heritage Action Plan-2020-2022 FYs. The 'Have Your Say' engagement model will be discussed later in this meeting's agenda.
- CHACAC and ACO will conduct engagement with local groups and organisations when the findings of the survey have been collated. This will enable them to discuss and validate the findings with relevant stakeholders.
- ACO has met with General Manager of Infrastructure to discuss Herbert River Bridge project. The former bridge timbers are still to be located and measured for Infrastructure Team to create scope for concept design.
- ACO has investigated to Arts Assets Valuation specialists with Queensland Museums and Galleries contacts. ACO will work with new ACO-Galleries to progress this project.
- ACO is retrieving cemetery records from Duinga Historical Association when visiting Duinga.
- ACO has confirmed Emerald Library visit for CHACAC planning meeting on 13 December 2019.
- ACO is to advise Manager Planning & Environment and the Manager Community Recreation and Facilities of discussions surrounding draft Cemetery Strategy. ACO to collate information and liaise with the Manager Planning & Environment and the Manager Community Recreation and Facilities so that the cemeteries webpage can be updated.
- ACO met with Manager Community Recreation and Facilities and the Beazley Park project further discussion is pending.
- ACO updating projects stories for the Projects and Programs webpage to reflect current achievements. <http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/>
- ACO to work with council's corporate communications team to identify best practice method to track artwork sold in council galleries: <http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/bauhinia-bicentennial-art-gallery-springsure/> ACO will work with new ACO-Galleries to progress this project.

Pending actions:

- ACO to share film information with all CHACAC members (including Winton Film Festival).
- ACO to meet with Manager Community Recreation and Facilities to discuss Big Easel Van Gogh Sunflower painting.
- ACO to contact Canadian artist Cameron Cross for Big Easel Van Gogh Sunflower painting contract copy.

3	<b>Current Planning:</b>	<p><b>The draft Creative Cultural Futures and Heritage Action Plan (CCFHAP) 2020-2022 – Have Your Say survey</b></p> <p>ACO handed the members, the package prepared to commence the online consultation using the Have Your Say Central Highlands website.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• This engagement’s purpose is to obtain feedback of the draft Creative Cultural Futures and Heritage action plan 2020-2022 FYs.</li> <li>• Members requested the online engagement content to be shortened. This was not possible as it was already published online.</li> <li>• Members requested that a shortened question segment be offered online via social media on Council’s Facebook page. ACO advised as holidays were commencing this could not be undertaken to coincide with existing Have Your Say survey that was already published.</li> </ul> <p>ACO advised that 79% of the actions have been completed to date in the Creative Cultural Futures and Heritage Action plan 2018-2020 for 2019.</p> <ul style="list-style-type: none"> <li>• The outstanding actions are currently being handled in partnership through other departments within Council.</li> <li>• Members discussed ‘Cemeteries’ will be time consuming to complete.</li> </ul>
4	<b>Heritage discussions</b>	<p><b>Council’s arts and cultural website - heritage content</b></p> <p>Members discussed various aspects that need to be added to the content of the heritage section in council’s website.</p> <p><b>Central Highlands Heritage Collections Study Project</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Central Highlands Heritage Collections Study Project is currently being conducted by Central Queensland Museum Development Officer (MDO) Dr Melanie Piddocke.</li> <li>• 18 groups or private collections have been nominated to be invited to participate in the collection study project.</li> <li>• ACO accompanied MDO to Tom Wills’ collection study visit.</li> </ul> <p><b>Tom Wills’ Collection located at Minerva, Springsure Central Highlands</b></p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• ACO advised that completing a series of oral history interviews with Tom Wills, will assist with essential management requirements for this significant family collection. This collection is potentially of national significance.</li> </ul>

		<ul style="list-style-type: none"> <li>• ACO discussed there are Wills' families' diaries, full of stories, names, dates, social history and information on the early pioneers in Australia.</li> <li>• Members discussed the idea of a stand-alone project to share the Wills family story and their collections.</li> <li>• ACO advised there was a lady who spent four years documenting the Tom Wills' collection. She catalogued ten years-worth of their historic family stories. This work represents a small portion of the entire Wills' family history.</li> <li>• Tom Wills himself holds a great deal of his family history and knowledge, passed on to him by family members who have passed away, that he has memorised. These memories hold significant history, that would be of benefit to be recorded before they are lost.</li> <li>• Members agree it is a priority to preserve the Wills' family local history.</li> <li>• Strategic planning will be required to obtain the history and be able to record it accordingly. Funds to complete this work would need to be sought.</li> <li>• Members discussed the possibility of doing a videography / documentary project to help record information.</li> </ul> <p><b>Action:</b> ACO to investigate possibilities to assist future management support for the Wills family history.  <b>Action:</b> ACO to investigate possibilities to manage knowledge of the Wills family history e.g. oral history interviews.</p> <p><b>Videography Project – Heritage Collections (From Regional Arts Development Fund FY 2018/2019)</b></p> <ul style="list-style-type: none"> <li>• Discussion was held regarding this previously approved Council Initiated Project.</li> <li>• Members requested multiple videography workshops to be held between now and May 2020.</li> <li>• Members raised the idea of Lou Petho (videography workshop instructor) to also do a small project prior to Australia Day 2020. These workshops were to have an outcome for the annual Australia Day heritage talk planned in Emerald.</li> <li>• Members indicated oral histories could be enhanced with videography. Existing action plan measure is for 10 oral histories to be added to Montage over the two-year plan. This action item is in progress. Members would like to see more histories loaded as soon as possible but understand resource constraints.</li> </ul> <p><b>Action:</b> Members to send their Heritage videography project ideas to ACO.  <b>Action:</b> ACO to discuss a videography workshop schedule with Lou Petho and progress requested project discussion.  <b>Action:</b> ACO to organise a possible timeline with the goal for a presentation on Australia Day 2020.</p>
--	--	--

<p><b>5</b></p>	<p><b>General Business</b></p>	<p><b>Galleries update</b></p> <ul style="list-style-type: none"> <li>• ACO advised members that interviews had been conducted for the temporary position of Arts and Cultural Officer – Galleries and a candidate had been selected.</li> </ul> <p><b>Members Updates</b></p> <p><b>Maureen Burns</b></p> <ul style="list-style-type: none"> <li>• The Capella Bakehouse Oven Preservation project is complete. CHRC to attend to drainage issues as funds become available.</li> <li>• Capella Community Reference Group supported the Capella Pioneer Village’s request for its support for a Capella Pioneer Village (\$10 000) application to the CHRC’s Community Grant program for the \$15 000 remediation works on the Capella Pioneer Village ablution block.</li> <li>• Dr Melanie Piddocke is visiting the Capella Pioneer Village on Friday 13 December at 3.00pm, as part of the Central Highlands Heritage Studies project.</li> </ul> <p><b>Kathy Hawkins</b></p> <ul style="list-style-type: none"> <li>• The Lochington children’s tea towels have been released.</li> <li>• The children performed a musical Christmas concert for the community. The young children played ukuleles, and the older children played guitars. Kathy expressed how beautiful the concert was.</li> </ul> <p><b>Carnarvon Creates</b></p> <ul style="list-style-type: none"> <li>• Sharon Gimbert and Barbara Beazley have been receiving several bookings recently. They are on track for the targeted number of participants.</li> <li>• They are awaiting confirmation from the Emerald State School regarding catering.</li> </ul> <p><b>Former Springsure Hospital Conservation Management Plan</b></p> <ul style="list-style-type: none"> <li>• ACO advised members who were not in attendance at the last meeting on the 22 November 2019, that members visited the Former Springsure Hospital site. Multiple aspects of the Conservation Management Plan were discussed.</li> </ul>
-----------------	--------------------------------	---

		<p><b>Library visit</b></p> <ul style="list-style-type: none"> <li>Members proceeded to the Emerald library located at Borilla Street. This was in response to requests made at previous meetings to investigate multiple systems relevant to arts, culture, heritage and history.</li> </ul>
<b>6</b>	<p><b>Close of Meeting</b></p> <p><b>Next Meeting Date</b></p>	<p>Meeting closed 1:34pm</p> <p>Next Meeting: Members proposed the possibility of a meeting to be held 10 January 2020. Next meeting in 2020 to be confirmed.</p>

### CHACAC Planning Meeting Action Table

Item/Project	Action	Responsible	Status	Notes
<b>The draft Creative Cultural Futures and Heritage Action Plan – 2020-2022 FYs – community engagement</b>	22/11/19 ACO to conduct community consultation face to face visits for draft Creative Cultural Futures and Heritage Action Plan –2020-2022 FYs.	ACO	In progress	
	25/10/19 ACO to edit the draft Creative Cultural Futures and Heritage 2020-2022 FYs action plan to reflect CHACACs feedback.	ACO	In progress	
	22/11/19 “Have Your Say” online engagement to be published considering CHACAC feedback. CD&EO-OS to include a link on the HYSCH consultation page to the CHACAC member contact page on council’s website (instead of adding profiles to the consultation page).	CDO EO-OS	In progress	22/11/2019 Community Development & Engagement Officer – Online Services (CD&EO-OS) attended CHACAC meeting and received CHACAC feedback directly.
	22/11/19 ACO to send email seeking a response from members about whether they want their contact details added onto the council website.	ACO	In progress	22/11/19 Email confirmation of details required.
	22/11/19 “Have Your Say” online engagement will include a link on the Have Your Say Central Highlands (HYSCH) consultation page.	ACO CDO EO-OS	In progress	22/11/19 CHACAC members agreed that they will conduct stakeholder engagement with local groups and organisations when the findings of the survey have been collated. This will enable them to discuss and validate the findings with relevant stakeholders. 25/10/2019 Do a positive promo on what we do, allow people have comment on the arts projects, public platform and feedback to the arts space.
<b>Creative Cultural Futures and</b>	22/11/19 ACO to add Central Queensland University (Emerald Campus) to Positive Partnerships section of the draft Creative Cultural	ACO	In progress	22/11/19 Central Queensland University are the Central Queensland Regional Arts Services Network (CQRASN) service provider



<b>Heritage Action Plan – 2020-2022FYs</b>	Futures and Heritage Action Plan for 2020-2022 FYs.			for Arts Queensland to Central Queensland local government areas.
	22/11/19 ACO to consider CHACAC members feedback into draft Creative Cultural Futures and Heritage 2020-2022 FYs action plan.	ACO	In progress	
<b>Creative Cultural Futures and Heritage Action Plan – Future aspirations</b>	13/12/19 ACO is listing Creative Cultural Futures and Heritage – future aspirations document bi-annual review in the draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs. Next discussion scheduled for January 2020.	ACO	In progress	13/12/19 ACO is listing Creative Cultural Futures and Heritage – future aspirations document bi-annual review in the draft Creative Cultural Futures and Heritage action plan 2020-2022 FYs. **Next discussion scheduled for January 2020 will be added as an agenda item to the next CHACAC planning meeting.
	25/10/19 ACO to add Creative Cultural Futures and Heritage Action Plan –Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022FYs.	ACO	In progress	
<b>Creative Cultural Futures and Heritage Action Plan – 2018-2020FYs</b>	13/12/19 ACO to present bi-annual Creative Cultural Futures and Heritage Action Plan for 2018-2020 FYs report to council.	ACO	In progress	13/12/19 Creative Cultural Futures and Heritage Action Plan for 2018-2020FYs biannual report is to go to council in February 2020.
	22/11/19 The draft Creative Cultural Futures and Heritage Action Plan for 2018-2020 FYs update was presented to CHACAC members.	ACO	In progress	22/11/19 CHACAC members noted that a lot had been completed in the current Creative Cultural Futures and Heritage Action Plan for 2018-2020 FYs.
<b>Youth Team updates</b>	13/12/19 ACO has met with the Youth team in November 2019 to discuss arts, culture and heritage collaborative projects.	ACO	Completed	Note: CHACAC may see Youth Team updates in the Communities Standing Committee Departmental Update reports each month.

	22/11/19 ACO met with Youth team and discuss the draft Creative Cultural Futures and Heritage Action Plan –2020-2022 FYs partnership projects.	ACO		
	25/10/19 ACO is to meet with Youth team and discuss the draft Creative Cultural Futures and Heritage Action Plan – 2020-2022 FYs partnership projects.	ACO		
<b>The Carnarvon Gorge 'Carnarvon Creates ...' Artist Retreat</b>	13/12/19 Project managers Sharon Gimbert and Barbara Beazley updated CHACAC members.	Sharon Gimbert Barbara Beazley	In progress	13/12/19 Advertising through CQRASN networks and Museums and Galleries Queensland.
	22/11/2019 Project manager Barbara Beazley updated CHACAC members.	Sharon Gimbert Barbara Beazley	In progress	22/11/19 CHACAC members to share advertising through their networks.
<b>Arts and Cultural mailing list</b>	6/09/19 ACO to work with ACC to resend an email inviting individuals and groups to register on the arts and culture mailing list.	ACC ACO	In progress	22/11/19 ACO advised will follow up if completed. Additional consideration will be given for new gallery mail lists.
<b>Metal in March</b>	13/12/19 ACO to add Metal in March introductory target for March 2021 into the draft Creative Cultures and Futures Heritage action plan 2020-2022 FYs.	ACO	In progress	
	25/10/19 Metal in March to be added to draft CCFAHAP for 2021.	ACO	In progress	25/10/2019 Lynda Connell is also getting quotes in for a funding application for a barbed wire workshop for Rolleston. Announcement in December 2019 of results. (separate project).
	19/07/19 Metal in March - Further discussions on project and linking to gallery exhibitions from workshops.	CHACAC	In progress	19/07/2019 Further discussions. 20/06/2019 Further discussions. 31/01/2019 Cr Godwin-Smith has had initial discussions with some of the suggested arts tutors regarding barbed wire art workshops.

	20/06/19 Metal in March – Professor Anita Milroy offered artist suggestion and shared with contact information with ACO. 31/01/2019 It is an aim this event to be held in 2020 in Springsure and Rolleston however to be run by a community group.			Possibility for: Plasma Cutting Workshops, heavy metal music, barbed wire workshops and other metal work.
<b>Art Asset Gap Analysis – Arts Asset Register including public art</b>	13/12/19 ACO will work with new ACO – Galleries to progress this project.	ACO	In progress	13/12/19 ACO – Galleries position has been appointed.
	22/11/19 ACO to engage Arts Asset Valuation specialist for Arts Asset Gap analysis.	ACO	In progress	13/12/19 ACO has contacted Museums and Galleries Queensland for advice on specialists in this field. Recommended service providers will be asked to quote for the project.
	6/09/19 Members to send to the ACC the GPS location, photos and details of any public artworks they are aware of to be considered for the Art Assets Register and Cultural Tourism.	CHACAC ACC	In progress	
<b>Mr. Mayne - mural</b>	22/11/19 Mural issue. ACO to deliver feedback to Mr. Mayne.	ACO	Completed	22/11/19 ACO has given feedback to Mr. Mayne regarding mural project and footpath widening request.
<b>Public art Van Gogh ‘Big Easel’ Sunflower Painting – Moreton Park</b>	25/10/19 ACO to meet with Manager Community Recreation and Facilities to discuss Van Gogh ‘Big Easel’ Sunflower painting.	ACO	In progress	
	25/10/19 ACO to contact Canadian artist Cameron Cross for Big Easel Van Gogh Sunflower painting contract.	ACO	In progress	
	6/09/19 ACO to liaise with the original Canadian artist and the Community Recreation and Facilities Team, about the restoration of the Sunflower Easel Artwork and discuss adding it into the Action Plan 2020.	ACO	In progress	25/10/19 ACO to talk with GM Communities, Parks and gardens staff and GM Infrastructure. Suggestion by CHACAC members: <ul style="list-style-type: none"> <li>• A different painting to put up there.</li> <li>• Back can done by Council, can we just change the painting</li> </ul>

				<ul style="list-style-type: none"> <li>• Finds original contract.</li> <li>• Ongoing costs – Whole of life costs</li> <li>• Maybe negotiate a skin instead</li> </ul>
<b>Herbert River Bridge Artwork</b>	22/11/19 ACO has discussed project with General Manager Infrastructure bridge timber is still to be located.	ACO	In progress	13/12/19 The former bridge timber is still to be located and measured to inform scope document for concept design.
	6/09/19 ACO to investigate further into the old timber from the Herbert Creek Bridge that is stored in the Duaringa Depot and discuss the Herbert Creek Bridge Timber Artwork idea.	ACO	In progress	
<b>Collection Management and Digitisation project</b>	13/12/19 Emerald Library visit	ACO Emerald Library staff	Completed	13/12/19 CHACAC members were provided the opportunity to formally visit the Emerald Library.
	20/06/19 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.	ACO	In progress	20/06/19 Blackwater staff flagged Blackwater Herald conservation as a priority and wish to flag significance of this collection's conservation.
	14/02/19 ACO to work with libraries on digitisation project. Other digitisation discussion areas deferred to September 2019.	ACO	In progress	6/09/19 Budget to be found for project.
	14/02/19 ACO to investigate with State Library Queensland and State Records Queensland re: Blackwater Herald newspaper.	ACO	In progress	14/02/19 ACO is working with Blackwater library staff and officers to send Blackwater Herald to State Libraries.
	20/06/19 CCE to proceed with volunteer project.	CCE	In progress	20/06/19 Co-ordinator Community Engagement leading volunteer project indicated to CHACAC members.
	14/02/19 ACO to discuss volunteer capacity to assist with digitisation work with coordinator of libraries.	ACO	In progress	No action required – Deferred to October 2019.
<b>Volunteers</b>	19/07/19 Gallery volunteer advertising.	MCC CCE ACO	In progress	6/09/19 Gallery volunteers advertised permanently on council website.

	20/06/2019 CCE to proceed with volunteer project.	CCE	In progress	20/06/19 Co-ordinator Community Engagement leading volunteer project indicated to CHACAC members.
<b>Galleries</b>	13/12/19 ACO-Galleries position has been appointed. ACO to work with new ACO-Galleries with further changes to council's Galleries pages. Specifically, find the best way to identify on the council website which artworks have been sold: <a href="http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/bauhinia-bicentennial-art-gallery-springsure/">http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/bauhinia-bicentennial-art-gallery-springsure/</a>	ACO	In progress	
	22/11/19 ACO to email ACO-Galleries position advertisement link to CHACAC members.	ACO	In progress	
	19/07/2019 ACO to invite Rhys Kennedy to the opening night of the 'Reasonable & Necessary' Exhibition held in Emerald.	ACO	In progress	
<b>RADF Marketing</b>	25/10/19 RADF Showcase planning.	CHACAC ACO	In progress	25/10/19 Ongoing until project completion.
	22/11/19 CHACAC members to share through their networks.	CHACAC ACO	Completed	
	6/09/19 ACO to investigate dates for the RADF Showcase Event for discussion at the October 2019 RADF meeting.	ACO	In progress	
	19/07/19 ACO to add RADF showcase event to the list of 2019-20 promotional activities.	ACO	In progress	25/10/19 Has to be after local government elections - May or June.
	19/07/19 CHACAC members to obtain good quality images of RADF activities and workshops and use for RADF marketing material.	ACO	In progress	
	20/06/19 RADF local marketing.	CHACAC ACO	In progress	20/06/19 RADF local marketing requirements still to be determined.
<b>Training</b>	22/10/19 ACO to share link to Museums and Galleries Queensland website which contains	ACO	Completed	22/11/19 'Opening Doors' – Museums and Galleries Queensland conference information <a href="http://www.magsq.com.au/cms/page.asp?ID=10449">www.magsq.com.au/cms/page.asp?ID=10449</a>

	keynote speaker presentations and photos from Museums and Galleries training event.			
	19/07/19 ACO to continue to investigate gallery training options and discuss at next CHACAC meeting.	ACO	In progress	
	22/11/19 ACO to share film information with CHACAC members.	ACO	In progress	25/10/19 CHACAC discussed Winton Film Festival as a training opportunity.
<b>RADF CIP videography project</b>	13/12/19 CHACAC members to send their Heritage videography project ideas to ACO.	CHACAC	In progress	13/12/19 Lou Petho's training options were revised by CHACAC members.
	13/12/19 ACO to discuss a videography workshop schedule with Lou Petho and progress requested project discussion.	ACO	In progress	
	13/12/19 ACO to organise a possible timeline with the goal for a presentation on Australia Day 2020.	ACO	In progress	
	19/07/19 ACO to progress RADF CIP videography project.	ACO	In progress	22/11/19 ACO advised CHACAC members that many film and video service providers had been in contact for a variety of project proposals. ACO has shared these with the Youth team.
<b>Heritage</b>	13/12/19 Central Queensland Museum Development Officer (MDO) assessed succession planning for heritage collecting groups as part of the Central highlands Heritage Collections Study.	ACO	In progress	
	6/09/19 ACO to assist with training for succession planning for heritage venues supported by volunteers.	ACO	In progress	
	25/10/19 ACO to advertise Heritage Call Out events.	ACO	Completed	22/11/19 Media release, radio interview and advertising were completed.
	19/07/19 ACO to continue to follow-up heritage register map update.	ACO		

<b>Central Highlands Heritage Collections Study</b>	13/12/19 ACO to investigate possibilities to assist future management support for the Wills family history.	ACO	In progress	13/12/19 The Wills historically significant collection was discussed.
	13/12/19 ACO to investigate possibilities to manage knowledge of the Wills family history e.g. oral history interviews.	ACO	In progress	
<b>Heritage Register and planning areas</b>	20/06/19 ACO continuing work with planning department on a local heritage register review.	ACO	In progress	
	6/09/19 ACO to follow up heritage register map updates for council webpage changes.	ACO	In progress	9/05/19 Old state and local heritage register items are listed on council website. Further updates pending Local Heritage Register review.
<b>Arts/cultural facilities – Beasley Park</b>	13/12/19 Beasley Park project update is still pending.	ACO	In progress	
	22/11/19 ACO to meet with Manager Community Recreation and Facilities for an update on the Beasley Park project.	ACO	In progress	6/09/19 ACO to discuss the Rolleston Post Office project with the Manager Community Recreation and Facilities.
<b>Arts/cultural facilities – Cemeteries</b>	13/12/19 ACO was unable to attend Duaringa visit with MDO this week. MDO has obtained cemetery records from Duaringa Historical Association and will be sharing with ACO.	ACO	In progress	13/12/19 ACO to share obtained information with Manager Planning and Environment and Manager Community Recreation and Facilities.
	22/11/19 ACO to collate information and liaise with the Manager Community Recreation and Facilities so that the cemetery webpages can be updated.	ACO	In progress	22/11/19 Multiple changes necessary refer minutes content. ACO to invite Manager Planning and Environment and Manager Community Recreation and Facilities to CHACAC meeting when Cemetery Strategy is complete.
	19/07/2019 ACO to retrieve cemetery records from Duaringa Historical and Tourism Association (DHTA) when next visiting Duaringa.	ACO	In progress	22/11/19 ACO to share obtained information with Manager Community Recreation and Facilities.



<b>Arts/ cultural facilities – Facilities guides</b>	6/09/19 ACO to discuss with the Community Recreation and Facilities Team about developing a practical guide to the region’s community halls and historical facilities and sites.	ACO	In progress	
<b>Arts/ cultural facilities – Sapphire signage</b>	13/12/19 ACO has advised Manager Community Recreation and facilities of Sapphire signage request.	ACO	Completed	
	6/09/19 ACO to advise Manager Community Recreation and Facilities of Sapphire signage request for public toilets.	ACO		
<b>Arts and cultural website feedback</b>	13/12/19 ACO to request an update to the Arts and Culture Projects and Programs webpage to reflect current achievements. <a href="http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/">http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/</a>	ACO	In progress	13/12/19 Multiple projects and programs to be added and existing projects and programs content to be enhanced.
	22/11/19 ACO to collate information and liaise with the Manager Community Recreation and Facilities so that the cemetery webpages can be updated.	ACO	In progress	22/11/19 Multiple changes necessary refer minutes content from November planning meeting notes. ACO to invite Manager Community Recreation and Facilities to CHACAC meeting when Cemetery Strategy is complete.
	20/06/19 All members are requested to review the Arts and Culture page on the council website and bring back comments and suggestions.	CHACAC	In progress	20/06/19 Members have requested changes to the Arts and Culture pages on the council website. Members are to review and provide feedback to ACO at next meeting.

*Key – Items highlighted in grey are completed actions.*