



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

Date:	22 November 2019
Venue:	Council Chambers Springsure – Boardroom
Chair:	Councillor Gail Nixon
Note Taker:	Imbi Josey – Community Development & Engagement Officer – Online Services (CD&EO)
Present:	<p>CHACAC members: Cr Gail Nixon, Kathy Hawkins, Maureen Burns, Barbara Beazley, Wendy Gibson and Associate Professor Anita Milroy.</p> <p>CHRC: Karen Newman – Arts and Cultural Officer (ACO), Leisa Shuttleworth – Emerald Art Gallery sub-committee and Imbi Josey - Community Development and Engagement Officer – Online Services (CD&EO).</p>
Apologies:	<p>CHACAC members: Cr Gail Godwin-Smith, Cr Charles Brimblecombe, Sharon Gimbert, Mellissa Chick Anna-Jane Moore, Diane Priddle, Deniece Clark, Shaunte Francis and Ruth Jones.</p> <p>CHRC: Suzanne Poulter - Manager Connected Communities and Bernardine Frawley - Coordinator Community Engagement.</p>
Meeting time:	10:14am to 1:08pm

Item	Subject	Discussions
1	<p>Welcome</p> <p>Apologies</p> <p>Ratification of previous meeting notes</p>	<p>Cr Nixon welcomed everyone and opened the meeting.</p> <p>Apologies were noted.</p> <p>Confirmation of previous CHACAC meeting on 25 October 2019, notes as true and correct:</p> <ul style="list-style-type: none"> • Moved: Maureen Burns • Seconded: Barbara Beazley
2	<p>Previous planning meeting review and actions update</p>	<p>The action table from the previous meeting notes was reviewed.</p> <p>Completed actions:</p> <ul style="list-style-type: none"> • ACO has shared CHRC Community Grant information with Rolleston contacts. • ACO spoke to Mr. Mayne to deliver feedback from CHACAC 25 October 2019 meeting. • ACO has shared the link with CHACAC members for Museums and Galleries Queensland website which contains keynote speaker presentations and photos from the Opening Doors event. – www.magsq.com.au/cms/page.asp?ID=10449 • Heritage Call Out events have been advertised. • ACO investigated livestreamed link of Arts Ablaze event for members – link has expired there are a number of YouTube clips to be found searching Arts Ablaze. • The ACO clarified that the new temporary Arts and Cultural Officer – Galleries role will focus on coordinating the Central Highlands Galleries, while also supporting the ACO. The job advertisement can be found online through a range of channels, including Seek, Jora and Facebook. It was noted that some people may have difficulty finding the position, as it's advertised by IPA rather than council. Members were encouraged to actively promote the opportunity through their networks. <p>Ongoing actions:</p> <ul style="list-style-type: none"> • ACO listed CHACAC discussed Creative Cultural Futures and Heritage – future aspirations document as agenda point for discussion at 6 monthly intervals with next discussion scheduled for January 2020. • ACO has met with General Manager of Infrastructure to discuss Herbert River Bridge project located in Duaringa. The former bridge timbers are still to be located and measured for Infrastructure Team to create scope for concept design. • ACO has started to conduct community engagement visits for the draft Creative Cultural Futures and Heritage action plan FYs 2020-2022. The 'Have Your Say' engagement model will be discussed later in today's meeting's agenda. • ACO is meeting with Youth Team next week to discuss arts, culture and heritage collaborative projects. • 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

		<ul style="list-style-type: none"> • ACO to add Metal in March introductory year targeted for March 2021 into the draft Creative Cultural Futures and Heritage Action Plan 2020-2022. • ACO is retrieving cemetery records from Duaringa Historical Association. • ACO has confirmed Emerald Library visit for CHACAC planning meeting on 13 December 2019. <p>Pending actions:</p> <ul style="list-style-type: none"> • ACO is to advise Manager Community Recreation and Facilities of Sapphire signage request and also discuss draft Cemetery Strategy. • ACO to meet with Manager Community Recreation and Facilities for an update on Beazley Park project. • ACO to discuss footpath widening with Manager Community Recreation and Facilities footpath and Mr Mayne's mural proposal. • 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. <p>Action: ACO to contact Canadian artist Cameron Cross to source a copy of the Van Gogh 'Big Easel' Sunflower painting contract copy.</p>
3	<p>Creative Cultural Futures and Heritage Action Plan - Consultation Development</p>	<ul style="list-style-type: none"> • The CDO&EO displayed the draft online consultation for the draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs on the surface hub. Members provided feedback to help shape the final product for publication on council's community engagement website, <i>Have Your Say, Central Highlands</i> (HYSCH). <p>Discussion:</p> <ul style="list-style-type: none"> • Members agreed that an overview of the strategic framework should remain on the consultation page, rather than linking to the council website. • Members requested that it be made very clear that any feedback received will be reviewed by CHACAC members and council, rather than automatically being entered into the action plan or aspirations document. • 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 if necessary. • Members agreed that they will promote the survey widely to ensure it is representative. <p>Progress Report:</p> <ul style="list-style-type: none"> • The ACO presented a progress report on the first 18 months of the Creative Cultural Futures and Heritage Action Plan 2018-2020.

Discussion:

- Members agreed that the Marg Powell Gallery should be renamed 'Old Rolleston Post Office' within the Action Plan document. This is because there is no formal recognition of the 'Marg Powell' gallery name on file. Most Rolleston locals refer to the building as the Old Rolleston Post Office.
- Cr Nixon gave an overview of how the Emerald flood markers project has evolved.
- Members discussed the need to identify a system, or software, to help with tracking heritage milestones so that these events can be planned ahead of time.
- Members discussed the cultural heritage assessment and compliance action item. It has complexities that make it difficult to stay up to date in this area, due to information privacy and cultural protocols. It was discussed that maybe this item should be removed from the action plan as it is difficult to influence or report on.
- Associate Professor Anita Milroy agreed that the Central Queensland University (Emerald Campus) could be included in the positive partnerships list identified in the draft Creative Cultural Futures and Heritage 2020-2022 FYs action plan.

11.05 am Associate Professor Anita Milroy exited the meeting.

- Members viewed and discussed the community directory located on the council website under the heading 'Community Support': <http://www.centralhighlands.qld.gov.au/communitydirectory/>
- It was noted that many groups are still not listed in the directory. CD&EO gave an overview of the promotions that have been undertaken:
 - Flyers distributed at the Emerald Sports Forum and Emerald and Blackwater Interagency Network meetings.
 - Two rounds of Facebook and Instagram posts.
 - Direct invitations (via phone and email) to specific community organisations and groups.
 - Posters pinned on community noticeboards and distributed at council offices and libraries.
- Cr Nixon suggested that a 'Regional' category would be beneficial, so that organisations that support the whole region (e.g. Central Highlands Development Corporation) don't congest pages for individual towns.
- Enhancing the existing map tool to display the whole region was discussed.
- Kathy Hawkins noted that in the Lochington community, if someone new comes to the area they are welcomed and information about Lochington is shared. The Lochington recreation club is the centre of the Lochington community.
- Discussion about the ongoing challenges experienced in GPS locations related to some areas of the Central Highlands. Kathy Hawkins referred to a Lochington example: When Lochington State School (LSS) is searched for in google maps (and perhaps other mapping?) it comes up as the Springsure library/council area. This appears to be because LSS is situated in the Lochington locality and by looking up the postal address, maps give you Springsure as the postal address is Springsure. Other towns such as Rubyvale have a problem with addresses also. The phone book gives some Rubyvale addresses as The Caves.
- Members noted that a great deal has been achieved in the current action plan.

		<p>Action: ACO to edit the Creative Cultural Futures and Heritage 2020-2022 FYs action plan draft to reflect CHACACs feedback.</p> <p>Action: ACO to add Central Queensland University Emerald Campus as positive partnership into Creative Cultural Futures and Heritage 2020-2022 FYs action plan draft.</p> <p>Draft Creative Cultural Futures and Heritage 2020-2022 FYs - Survey Questions for Have Your Say website:</p> <ul style="list-style-type: none"> • Members viewed the survey questions as part of the draft online consultation. • The ACO explained that the survey questions focus on gathering feedback on the action plan delivery and process, rather than placing a lot of emphasis on gathering future aspirations. <p>Discussion:</p> <ul style="list-style-type: none"> • Members discussed the potential benefits of having two different surveys, one for committee members and people who are familiar with the strategic side of arts, cultural and heritage delivery, and one for the general public. • CD&EO simplified the first section by reducing the number of questions from five to two, as members felt it would be more accessible to remove the scale questions. • Members requested that more information about the future aspirations document be embedded into the survey. • It was requested that Facebook and the council's Enews Bulletin be used to promote the survey, and that questions could be posed directly on feedback. It was requested that the ACO monitor comments made on Facebook to be included in the survey findings. • Maureen Burns requested that the final question be edited to say, what "could" be implemented, instead of what would you "like" to see implemented, in order to shift the focus onto what is feasible. <p>Arts and Culture webpages – council corporate website</p> <ul style="list-style-type: none"> • The ACO shared changes made to improve the arts and culture pages on the council website. <p>Action: 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/</p> <ul style="list-style-type: none"> • Members discussed options for updating the State Government Heritage Register or adding historical images to council's Montage database. It was agreed that adding images to Montage through the libraries and providing a link to state government records would be the most practical solution. The State Government Heritage Register does not feature historical images, only contemporary images of heritage facilities. • It was noted that information about cemeteries on the council website could be improved. The ACO to work with Manager Community Recreation and Facilities to consider inclusion of heritage cemeteries and lone graves. It was
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		<p>also noted that a number of the cemeteries date was incomplete. http://www.centralhighlands.qld.gov.au/facilities-recreation/cemeteries/</p> <ul style="list-style-type: none"> It was noted that the cemetery strategy is in draft and is not yet a public document. Members requested for stakeholders, including CHRC Manager Community Recreation and Facilities to be invited to a CHACAC meeting when the strategy becomes available for viewing. <p>Action: ACO to collate information from the Daringa Historical and Tourism Association and liaise with the Manager Community Recreation and Facilities so that the cemeteries webpage can be updated.</p> <p>Action: ACO to request an update to the Projects and Programs webpage to reflect current achievements. http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/projects-programs/</p> <ul style="list-style-type: none"> The ACO requested feedback about whether members who haven't yet submitted their contact details for inclusion on the CHACAC page of the council website: http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/chacac/. Maureen Burns and Kathy Hawkins noted they were happy for their details to remain on the website. <p>Action: ACO to send an email seeking a response from members about whether they want their contact details on the council website.</p> <p>Action: CD&EO to include a link to the CHACAC members page of the council website on the HYSCH consultation page.</p>
4	General Business	<ul style="list-style-type: none"> The ACO noted that the latest RADF round closes on 6 December 2019. One application has been received so far. Dr Melanie Piddocke, Central Queensland Museum Officer will be visiting the Central Highlands in December 2019 for the Central Highlands Heritage Collections Study Project.
5	Member Updates	<p>Wendy Gibson</p> <ul style="list-style-type: none"> Rolleston Coffee cart volunteer's meeting scheduled for February 2020. Their main contributor has left the area, and with only 4-5 people left, they are very stretched. There was discussion about Rolleston Painting Group volunteering to run the cart and them assisting at Carnarvon Creates. Wendy shared that not much art had been going on since Sharon Kirk left the area, and only four or five people were involved, and they were busy with the coffee cart and raising money for renovations at the park. So unable to help or support current Carnarvon Creates project during tourist season. The Festival of Small Halls went well and was attended by approximately 70 people. <p>Leisa Shuttleworth</p> <ul style="list-style-type: none"> Leisa sought feedback on graphic design options for feather street banners for the art galleries. Most members noted they didn't like the orange used, preferring brighter colours. The ACO explained that the orange is now part of the galleries' branding that the CHACAC supported earlier in the year and isn't optional. All agreed bold text is important. Members agreed on one design.

		<p>Barbara Beasley</p> <ul style="list-style-type: none"> • Plans to do further marketing for the Carnarvon Creates Artist Retreat scheduled for 26 March – 2 April 2020. • They have confirmed 10 bookings so far. • Discussion about what's involved and what was possible within the available budget. <p>Maureen Burns</p> <ul style="list-style-type: none"> • Capella Pioneer Village Museum is now on Google Maps. • The museum is now in recess for the hot 'wet' season. • A footpath between the homestead's accessibility ramp and the 'kitchen' walkway will be installed in January 2020. • The Capella Bakehouse Oven building is completed. Installations of bakehouse equipment etc. to come shortly. • Application for a CHRC community grant will be made for remediation works on the village's ablutions block. • Glencore Oaky North Coal Mine would like to donate its old Mines Rescue building to the village.
6	Meeting Close	<p>1.08pm meeting closed.</p> <ul style="list-style-type: none"> • Next meeting will be held 13 December 2019 at 12noon, to be held at the Emerald Art Gallery meeting room in the Emerald Council Building.
7	Site Visit: Springsure Hospital	<p>CHACAC members visited Former Springsure Hospital site.</p>

Disclaimer: Council minutes are public documents therefore minutes may need to be adjusted where appropriate to council formatting and publishing standards.

CHACAC Planning Meeting Action Table

Item/Project	Action	Responsible	Status	Notes
The draft Creative Cultural Futures and Heritage Action Plan – 2020-2022 FYs – community engagement	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 CD&EO to include a link to the CHACAC members page of the council website on the HYSCH consultation page.	CDO EO-OS	In progress	22/11/19 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.
Creative Cultural Futures and	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

Heritage Action Plan – 2020-2022FYs	Futures and Heritage Action Plan for 2020-2022 FYs.			Network (CQRASN) service provider 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	
Creative Cultural Futures and Heritage Action Plan – Future aspirations	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	
Creative Cultural Futures and Heritage Action Plan – 2018-2020FYs	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.
Youth Team updates	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	In progress	
	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	In progress	
The Carnarvon Gorge ‘Carnarvon Creates ...’ Artist Retreat	22/11/19 Project manager Barbara Beazley updated CHACAC members.	Sharon Gimbert Barbara Beazley	In progress	22/11/19 CHACAC members to share advertising through their networks.
Arts and Cultural mailing list	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.
Metal in March	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. 20/06/2019 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.	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. Possibility for: Plasma Cutting Workshops, heavy metal music, barbed wire workshops and other metal work.
Art Asset Gap Analysis – Arts Asset Register including public art	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	
Mr. Mayne - mural	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.
Public art Van Gogh ‘Big Easel’	25/10/19 ACO to meet with Manager Community Recreation and Facilities to discuss Van Gogh ‘Big Easel’ Sunflower painting.	ACO	In progress	

Sunflower Painting – Moreton Park	25/10/19 ACO to contact Canadian artist Cameron Cross to source a copy of the Van Gogh 'Big Easel' Sunflower painting contract copy.	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	25/10/2019 ACO to talk with GM Communities, Parks and gardens staff and GM Infrastructure. Suggestion by CHACAC members: <ul style="list-style-type: none"> • A different painting to put up there? • Find original contract. • Ongoing costs – Whole of life costs • Maybe negotiate a skin instead
Herbert River Bridge Artwork	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	
Collection Management and Digitisation project	22/11/19 Emerald Library visit confirmed for December 2019	ACO Emerald Library staff	In progress	20/06/19 CHACAC members have requested 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.
Volunteers	19/07/19 Gallery volunteer advertising.	MCC CCE ACO	In progress	6/09/19 Gallery volunteers advertised permanently on council website.
	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.
Galleries	22/11/19 ACO to email ACO-Galleries position advertisement link to CHACAC members.	ACO	In progress	
	22/11/19 ACO to contact Museums and Galleries for Arts Assts valuation project and source specialist.	ACO	Completed	
	22/11/19 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	In progress	
	19/07/19 ACO to invite Rhys Kennedy to the opening night of the 'Reasonable & Necessary' Exhibition held in Emerald.	ACO	In progress	
RADF Marketing	25/10/19 RADF Showcase planning.	CHACAC ACO	In progress	25/10/19 Ongoing until project completion.
	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.
Training	22/11/19 'Opening Doors' – Museums and Galleries Queensland conference information www.magsq.com.au/cms/page.asp?ID=10449	ACO	In progress	
	22/10/19 ACO to shared Museums and Galleries Queensland website presentations from Museums and Galleries training event.	ACO	In progress	22/10/19 ACO to collate 'Opening Doors' – Museums and Galleries Queensland conference information for CHACAC members.
	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.
RADF CIP videography project	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.
	19/07/19 ACO has shared film information with Youth Team.	ACO	In progress	
Heritage	6/09/19 ACO to assist with training for succession planning for heritage venues supported by volunteers.	ACO	In progress	
	22/11/19 Heritage Call Out media release, radio interview and advertising were completed.	ACO	Completed	22/11/19 Media release, radio interview and advertising for Bogantungan and Railway history were completed.
	25/10/19 ACO to advertise Heritage Call Out events.	ACO		

	19/07/19 ACO to continue to follow-up heritage register map update.	ACO	In progress	
Central Highlands Heritage Collections Study	22/11/19 Central Queensland Museum Development Officer (MDO) will be visiting heritage collecting groups as part of the Central Highlands Heritage Collections Study in December 2019.	ACO	In progress	
Heritage Register and planning areas	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.
Arts/ cultural facilities – Beasley Park	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.
	25/10/19 ACO to share council's Community Grant information with Rolleston contacts.	ACO	Completed	
Arts/ cultural facilities – Cemeteries	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 Duinga Historical and Tourism Association (DHTA) when next visiting Duinga.	ACO	In progress	22/11/19 ACO to share obtained information with Manager Community Recreation and Facilities.
Arts/ cultural facilities – Facilities guides	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	
Arts/ cultural facilities –	6/09/19 ACO to advise Manager Community Recreation and Facilities of Sapphire signage request for public toilets.	ACO	In progress	6/09/19 a new Manager Community Recreation and Facilities has joined council.

Sapphire signage				
Arts and cultural website feedback	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.