Central Highlands Regional Council

COUNCIL AGENDA

Communities
Standing Committee Meeting

Notice is hereby given pursuant to the provisions of the *Local Government Regulation 2012*, that the next Meeting of the Central Highlands Regional Council will be held in the **Council Chambers, 65 Egerton Street, Emerald** on

Tuesday, 10 July 2018
At 10.15 am

For the purpose of considering the items included on the Agenda.

Scott Mason
Chief Executive Officer

OUR VISION
A progressive region creating opportunities for all

OUR MISSION
We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities

OUR VALUES
Respect and Integrity
Accountability and Transparency
Providing Value
Commitment and Teamwork

OUR PRIORITIES
Strong, vibrant communities
Building and maintaining quality infrastructure
Supporting our local economy
Protecting our people and our environment
Leadership and governance
Our organisation

Central Highlands Regional Council

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1 PRESENT

2 APOLOGIES

3 LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - Communities Standing Committee Meeting - 12 June 2018

Central Highlands Regional Council

Communities
Standing Committee Meeting

Meeting of the Central Highlands Regional Council held in the **Council Chambers, 65 Egerton Street, Emerald** on

Tuesday, 12 June 2018
Commenced at 10.17am

COUNCIL MINUTES

unconfirmed

CENTRAL HIGHLANDS REGIONAL COUNCIL

COMMUNITIES STANDING COMMITTEE MEETING

TUESDAY 12 JUNE 2018

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unconfirmed

MINUTES – COMMUNITIES STANDING COMMITTEE MEEETING
HELD AT 10.17AM TUESDAY 12 JUNE 2018 IN THE CENTRAL HIGHLANDS REGIONAL COUNCIL CHAMBERS, EMERALD OFFICE

PRESENT
Councillors
Councillors (Crs) K. Hayes (Mayor), M. Daniels (Chair)
Councillors (Crs) G. Godwin-Smith (Deputy Mayor), A. McIndoe, C. Brimblecombe, G. Sypher

Officers
General Manager Communities D. Fletcher, Minute Secretary B. Pusey

Observers
Cr G. Nixon

APOLOGIES
Nil

LEAVE OF ABSENCE
Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Communities Standing Committee Meeting: 15 May 2018

Resolution:
Cr Godwin-Smith moved and seconded by Cr Brimblecombe "That the minutes of the previous Communities Standing Committee Meeting held on 15 May 2018 be confirmed."

CSC 2018 / 06 / 12 / 001 Carried (6-0)

Business Arising Out of Minutes
Nil

Outstanding Meeting Actions
Nil

Review of Upcoming Agenda Items
Nil

PETITIONS (IF ANY)
Nil

MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS
Nil

unconfirmed

COMMUNITIES

Australian Smart Communities Association Conference

Executive summary:
This report is a summary of the Australian Smart Communities Association conference held in Melbourne on the 10 – 11 May 2018 which Councillor Megan Daniels and General Manager Communities attended on behalf of Council.

Considered by Council

DEPARTMENTAL UPDATES

Departmental Updates

Executive summary:
The following information provides an update on key activities for the Communities Department.

1. Volunteer Week – Gemfields Community Day
2. Gems of the Outback' photography competition, exhibition and convention
3. Emerald Art Gallery art exhibition and competition
4. Community call out for Springsure Hospital Museum
5. Anti-domestic violence march
6. Community Reference Group's Project Planning
7. Heritage training workshops
8. Springsure State School exhibition - Bauhinia Bicentennial Art Gallery
9. Regional Art Awards exhibition showcase
10. School Visits
11. Rolleston Transfer Station underway
12. Waste contracts
13. Bob Marshman Trainee of the Year
14. Bauhinia community library support
15. Author talk by Jenny Old
16. Record attendance at Kidstime

Considered by Council

Attendance:
Manager Planning and Environment K. Byrne attended the meeting at 10.37am

GENERAL BUSINESS

Cr Daniels:
- Discussed the Strategic Document Register that was presented in Strategy Meeting held on 11 June 2018 and requested any comments or questions about the status of documents.

Cr McIndoe:
- Noted the Parthenium outbreak at the East side of the Emerald Cemetery (spraying required)
- Five Mile Creek Reserve (spraying required) new contractor required
- Fernlees update on weed spraying report. (July meeting)

unconfirmed

Cr Godwin-Smith:

- Willows Cactus outbreak at Springsure (spraying required)

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 10.47am

CONFIRMED

CHAIR

DATE

unconfirmed

5 BUSINESS ARISING OUT OF MINUTES

6 REVIEW OF OUTSTANDING MEETING ACTIONS

7 REVIEW OF UPCOMING AGENDA ITEMS

8 PETITION

8.1 To be tabled (if any)

9 MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS

10 COMMUNITIES

10.1 Draft Heritage Management Framework

DECISION REPORT

Date: 29 June 2018

To: Communities Standing Committee Meeting

Author: Karen Newman, Arts & Cultural Officer

Authorising Officer**:** Daniel Fletcher, General Manager Communities

File Reference: ECM Document ID# 981180

EXECUTIVE SUMMARY:

This report presents the draft Central Highlands Regional Council heritage management framework to council for endorsement. The heritage management framework outlines the various heritage sectors within the Central Highlands region. There has not previously been any document in place to recognise the scope and extent of our region's heritage. Awareness of the breadth and depth of our region's heritage will inform council, so they can be more strategic in their future heritage management.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council endorse the Heritage Management Framework.

REPORT:

The draft heritage management framework outlines the various heritage sectors within the Central Highlands region. There has not previously been any document in place to recognise the scope and extent of our region's heritage. Awareness of the breadth and depth of our region's heritage will inform council, so they can be more strategic in their future heritage management.

In development of council's Creative Cultural Futures Strategy 2016-2026 it became apparent that there was a gap in council's knowledge of the region's heritage related assets. Council has limited documentation that recognises its numerous, varying and significant heritage areas.

Given this information deficit, council has not been able to effectively plan for or manage their heritage assets to the manner their status might require or mandate.

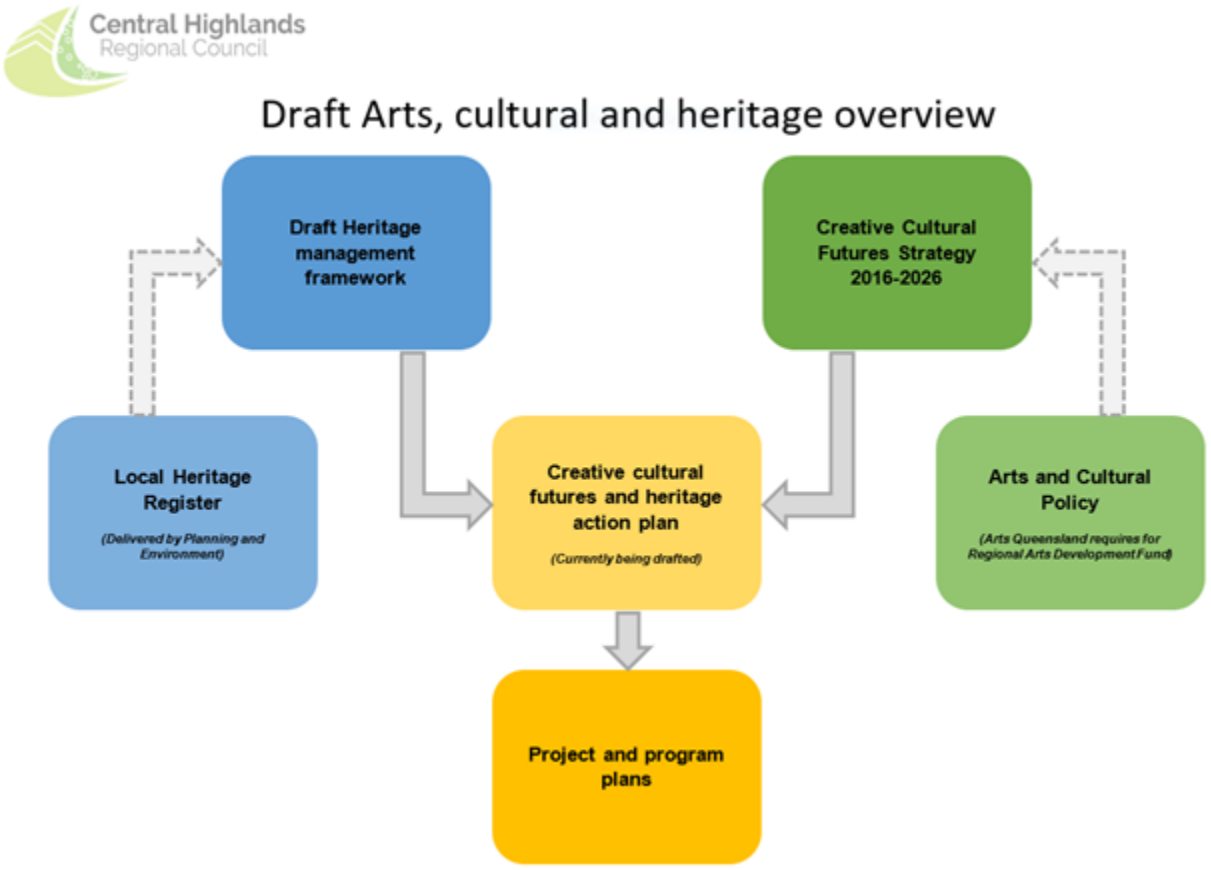
As a result, Central Highlands' heritage related assets were audited as an action within the FY 17/18 Operational Plan. The information learned throughout this detailed examination of our region's heritage resulted in the draft heritage management framework being developed.

The heritage management framework breaks heritage areas into seven categories:

1. Consolidation and preservation
2. Cultural identity and sense of place
3. Natural heritage
4. Community access
5. Community programs and celebrations
6. Heritage projects
7. Governance and cultural heritage

This framework is intended to communicate the breadth and depth of our region's heritage areas. It will be an invaluable reference to improve future planning and management within the seven identified heritage categories.

To provide context as to where the draft heritage management framework fits into council's strategic direction, the draft arts, cultural and heritage overview was prepared and is displayed below.



As indicated in the draft arts, cultural and heritage overview, the draft heritage management framework works alongside the Creative Cultural Futures Strategy 2016-2026 to inform the creative cultural futures and heritage action plan that is currently being developed.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference:
1. Strong Vibrant Communities;
1.1 - Corporate Plan Strategy: Strong diverse communities
1.1.1 - Provide and maintain accessible community services and facilities that meet the needs of our diverse communities.
1.1.2 - Position the community at the heart of the advocacy strategy.
1.2 - Corporate Plan Strategy: Respecting our cultures
1.2.1 - Preserve, maintain and provide access to our region's history.
1.2.2 - Promote the heritage, arts and cultures of our communities.

4. Protecting our People and our Environment;
4.2.1 - Collaborate with stakeholders to manage our built and natural environment.

Budget/Financial/Resourcing:
As projects are identified within the Heritage Management Framework, they will be prioritised into the Creative Cultural Futures and Heritage Action Plan. Budget to fund these propriety projects will be requested for consideration in the annual budget process, or if urgent, presented at budget review. Where appropriate grant funding will be sought.

Legal/Policy/Delegations:
Australian Heritage Strategy 2015 (National)
Australia Council of the Arts Strategic Plan 2014-2019 (National)
Arts for All Queenslanders Strategy 2014-2018 (State government)
Arts and Cultural Investment Framework 2015 (State government)
Central Highlands Regional Council Creative Cultural Futures Strategy 2016-2026
Cultural heritage (various)
Environmental heritage (various)

Communication/Engagement:
Engagement was conducted during the development of both the Community Plan 2022 and CHRC Creative Cultural Future Strategy 2016-2026. Regular requests for history and heritage service delivery are received by council from the community through Community Consultation attendees, Community Reference Groups, the Central Highlands Arts and Cultural Advisory Committee, other council departments and the Central Highlands Development Corporation.

Council's response to this report will be communicated utilising the various council communication tools, these include, the Have Your Say Central Highlands website, corporate website, Facebook and via email distribution utilising the Arts and Cultural collective email list.

Risk Assessment:
Addressing Risks:
Reasonably Effective and Risk Consequence Table: Social – Minor, Economic- Minor, Environmental – Minor WH&S – Insignificant, Service delivery – Insignificant.

Timings/Deadlines:
There is no particular time sensitivity around the endorsement of this report, however, it would be best practice to have a Heritage Management Framework in place so council can start strategically managing its heritage assets as soon as possible.

Alternatives considered:
Nil

SUMMARY:
The heritage management framework outlines the various heritage sectors within the Central Highlands' region to enable council to be more strategic in its heritage management. This report presents the draft Central Highlands Regional Council heritage management framework to council for endorsement.

ATTACHMENTS:

1. Draft Heritage Management Framework **[10.1.1]**

– END OF REPORT –

Draft Heritage management framework

1. Consolidation and preservation

National Heritage Register:
- Emerald Railway Station
- Rainworth Fort Springsure
- Springsure Hospital Museum
- Capella Pioneer Village (recognised but not registered)

State Heritage Register:
- Lilyvale Stand Monument
- Tieri War Memorial
- Tomahawk Creek Huts

Local Heritage Register:
- Link to 22+ sites

Cemeteries, Monuments & Cenotaphs:
- To be determined

2. Cultural identity and sense of place

Place-based research of local stories and sites:
- Bushrangers
- Rewan police remount station
- Cobb n Co. wagon tracks
- Bogantungan
- WW2 spotter locations
- War insignia in local cemeteries
- Honour boards and RSL collections
- Cultural tourism signage project
- Oral histories (audio and video)

*Note: Sites may include sacred first nation sites with restricted access

3. Natural heritage

Natural Features:
- To be determined

National Parks:
- To be determined

*Indigenous cultural heritage sites:
- To be determined

Heritage walks and sites:
- To be determined

4. Community access

Storage, catalogue and public access

Online links, educational resources

Technology to support activities eg. recorders

Best practice community collection support

5. Programs and celebrations

Partnerships:
- Networks
- Volunteers
- Historical Societies
- Local interest groups
- Museum and galleries services
- Government

Cultural Tourism:
- Heritage walks and sites
- Heritage locations and collections

Events:
- ANZAC events
- National Heritage Week
- Capella Pioneer Village open day
- CHRC heritage milestones - Link to sites

6. Heritage projects

Conservation Management Plans (CMP) for facilities
- Link to sites

Significance assessments for collections:
- Link to sites

Staff and community education in conservation, preservation and maintenance of facilities and collections.

Council libraries and history spaces:
- Dingo, Emerald, Springsure and Blackwater

Digital preservation

Disaster management plans

Augmented/virtual reality

7. Governance and cultural heritage

Indigenous cultural heritage and protocols

National heritage legislation

State heritage legislation

Cultural heritage searches

*Global Information Satellite (GIS) overlay:
- National, state and local, natural features and parks
- National, state and local people-made, natural features listed online

*Indigenous cultural heritage: Keeping places, art, scar trees and other sites

10.2 Central Highlands Regional Council (CHACAC) planning meeting minutes

DECISION REPORT

Date: 29 June 2018

To: Communities Standing Committee Meeting

Author: Karen Newman, Arts & Cultural Officer

Authorising Officer: Daniel Fletcher, General Manager Communities

File Reference: ECM Document ID#1255355, #1228421 and #1228420

EXECUTIVE SUMMARY:

This report presents meeting notes and minutes of Central Highlands Arts and Cultural Advisory Committee planning meetings held 24 November 2017, 23 February 2018 and 20 April 2018 to be 'received' by Central Highlands Regional Council.

OFFICER RECOMMENDATION:

That the Central Highlands Regional Council receive the meeting notes from council's Central Highlands Arts and Cultural Advisory Committee (CHACAC) meetings held 24 November 2017, 23 February 2018 and 20 April 2018, and the actions from these meetings have been outlined in the report below.

REPORT:

The Central Highlands Arts and Cultural Advisory Committee (CHACAC) is a council committee established to encourage the participation and optimum service delivery for council communities, particularly in regard the areas of arts, cultural and heritage programs, projects and activities.

The CHACAC operates under a Terms of Reference which is annually reviewed to align with Arts Queensland and local changes of the arts, cultural and heritage program.

Central Highlands is home to many diverse communities who value and respect differences of cultural background, artistic expression and lifestyle which is reflected and celebrated by the many arts, cultural and heritage groups throughout the region.

The council recognises the relationship between the cultural, economic and social development that arts, culture and heritage provides for our region. The arts, cultural and heritage sectors enrich community wellbeing, encourage social and community development and contribute to economic and tourism growth for our region.

Attached to this report are recent planning minutes from CHACAC meetings held 24 November 2017, 23 February 2018 and 20 April 2018, actions from these meetings have been outlined below:

Friday 24 November 2017 – Dingo history room site visit and Duaringa CHACAC planning meeting.

1. Arts and Cultural Officer to compile recorded deaths register in digitisation project for family histories
2. Central Highlands Arts and Cultural Advisory Committee to identify champions for 'Remember When …'project.
3. Arts and Cultural Officer and the Central Highlands Arts and Cultural Advisory Committee Heritage subcommittee to create a heritage management template suite and heritage management guides.
4. Central Highlands Arts and Cultural Advisory Committee and guests attending to send the Arts and Cultural Officer information on significant heritage stories for inclusion into council's library service heritage collection.

Friday 23 February 2018 – Sapphire Gemfields CHACAC planning meeting.

1. Arts and Cultural Officer to submit requests regarding current heritage collection management planning items into council budget for consideration in council's FY 2018-19 budget.
2. Arts and Cultural Officer to ensure the region's local history collections are included in council's collection management records to be developed in partnership with council libraries.
3. Arts and Cultural Officer to facilitate creation of a digitised recorded deaths register to allow public access online.

Friday 20 April 2018 – Springsure CHACAC planning meeting.

1. Arts and Cultural Officer to investigate process to share all Central Highlands Arts and Cultural Advisory Committee minutes (including planning meetings) and implement.
2. Central Highlands Arts and Cultural Advisory Committee Heritage sub-committee to follow up actions pending from Duaringa heritage meeting:
    - Create heritage storage standards.
    - Investigate Dingo Hall history.
3. Arts and Cultural Officer to add Collection Management for libraries to the action plan as a proposed project.
4. Arts and Cultural Officer to add proposed cemeteries project to Creative Cultural Futures Action Plan.
5. Central Highlands Arts and Cultural Advisory Committee to provide video content and Central Highlands Arts and Cultural Advisory Committee overview for the council website.
   Arts and Cultural Officer to populate the Creative Cultural Futures Action Plan with all existing information and share with committee for additions.

The CHACAC planning minutes from 22 June 2018 will be presented to be received at the 7 August 2018 Communities Standing Committee.

The next CHACAC planning meeting is scheduled for 19 July 2018.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference:
1. Strong Vibrant Communities;
1.1 - Corporate Plan Strategy: Strong diverse communities
1.1.1 - Provide and maintain accessible community services and facilities that meet the needs of our diverse communities.
1.2.1 - Preserve, maintain and provide access to our region's history.
1.2.2 - Promote the heritage, arts and cultures of our communities.

3. Supporting our Local Economy;
3.1.2 - Promote the Central Highlands as a region for tourism and development opportunities.

Budget/Financial/Resourcing:
CHACAC meetings are budgeted for as part of the annual operating budget.

Legal/Policy/Delegations:
Central Highlands Arts and Cultural Advisory Committee Terms of Reference
CHRC Creative Cultural Futures Strategy 2016-2026
Arts for All Queenslanders 2017-22 (State government)
Arts and Cultural Investment Framework 2016 (State government)
Australia Council Strategic Plan 2012 (National government)
Convention of Protection and Promotion of the Diversity of Cultural Expression UNESCO
Article 27 of the Universal Declaration of Human Rights

Communication/Engagement:

The Central Highlands Arts and Cultural Advisory Committee conduct systematic planning and community engagement meetings throughout the region each financial year. The attached minutes are a record of these meetings.

Risk Assessment:
There are no particular risks related to the presentation of these minutes, however, it is considered best practice to share these to be 'received' by council.

Timings/Deadlines:
There is no time sensitivity around presentation of these minutes.

Alternatives considered:
Not applicable

SUMMARY:
This report presents minutes of Central Highlands Arts and Cultural Advisory Committee planning meetings held 24 November 2017, 23 February 2018 and 20 April 2018 to be received by Central Highlands Regional Council.

ATTACHMENTS:

1. Minutes - Central Highlands Arts and Cultural Advisory Committee Planning Meeting - 24 November 2017 **[10.2.1]**
2. Minutes - Central Highlands Arts and Cultural Advisory Committee Planning Meeting - 23 February 2018 **[10.2.2]**
3. Minutes - Central Highlands Arts and Cultural Advisory Committee Planning Meeting - 20 April 2018 **[10.2.3]**

– END OF REPORT –

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

Location:	Duaringa Community Centre, Duaringa
Date:	Friday 24th November 2017
Time:	11:10am to 12:30pm
Chair:	Cr. Charles Brimblecombe (CHRC)
Minute Taker:	Karen Newman (CHRC) **(**recorded meeting – attendees advised)
Present:	**CHRC:** Cr Charles Brimblecombe (CHRC), Cr Gail Nixon (CHRC), Karen Newman Arts & Cultural Officer (ACO) and RADF Liaison Officer (RLO) CHACAC Members: Maureen Burns, Barb Beazley
Apologies:	Cr Gail Godwin Smith (CHRC), Suzanne Poulter Manager Community Development, Emerald Gallery Incorporated, Anna-Jane Gordon, Sharon Gimbert, Leaonie Hinsbey and Kathy Hawkins
Guests:	Carol Finger, and Lyn Challacombe attended. Guest apologies were noted from Robyn Fletcher and Michael Forrest

Dingo Library and Inga Ellis Collection Site Inspection attendees:

Cr. Charles Brimblecombe, Cr Gail Nixon, Karen Newman, Maureen Burns, Barb Beazley, Robyn Groundwater, Jenni Henderson, Mary Henderson and Selma Draper

Meeting documents were distributed via email to all committee members for addition to their CHACAC Arts and Cultural folders (distributed at the 13 October 2017 meeting)	• CHACAC CHRC RADF Round 1 minutes, 13 October 2017 • New CHACAC Terms of Reference which were adopted by Council at the Community Standing Committee on 14 November 2017 • A folder containing CHRC Creative Cultural Futures Strategy 2016-2026, Animating Spaces to Create Welcoming Spaces and CHRC Local Heritage Register was given to Carol Finger for the Duaringa Historical and Tourism Association (DHTA).	

	Item	Discussions	ACTIONS
1.	**Welcome**	• Cr. Brimblecombe welcomed everyone to the meeting and apologies were noted	

2.	**Action planning arising from the Dingo visit**	• Visit to Dingo History Room and Dingo Hall housing Inga Ellis Collection
		• Brain Storming session to produce Action Plan for Dingo Heritage Collection
		• Dingo Hall and collection management was discussed
		  ○ Storage for library and insulation for Inga Ellis Collection area (minimum insulation of windows)
		  ○ Low light necessary to preserve photographs and documents
		  ○ Block-out or night and day blinds required	

		• Light and heat regulation are a priority to preserve the Inga Ellis Collection • Discussion regarding providence of building and not losing integrity of the architecture • Possible art project of a free standing wall art feature in playground space to enhance shade and heat stress factors to collection. • Storage cases for the collection are currently cases from ANZAC "Gone but Not Forgotten" exhibition, better storage solutions are necessary. Current cases would be better with storage or Perspex in base. Standards for collection storage require development for all housed heritage items. • Maureen suggested utilising CQ Museum Development Officer (MDO), Dr Melanie Piddocke to access collections and offer recommendations on its significance. Suggestion to get MDO to conduct a Significance Assessment of the Inga Ellis Collection	ACO to investigate history of building Heritage Collection storage standards need to be developed by ACO
3.	**Cultural Tourism and Collection Management discussions**	• Bushranger discussion - Frank Gardiner was at Apis Creek and Kenniff's – these significant historical figures are claimed as CHRC region bushrangers and suggested for recognition in CHRC Heritage Stories for Cultural Tourism. • Coach Road as a historical pathway was discussed, the bushranger hold ups and also Bedford Weir and Gold Escort robbery. Coach Road is indicated in early survey plans that DHTA has sighted during investigation for Duaringa Heritage Walk. • Oscar Munns from Woorabinda and his bravery is a story linking the Midlander Derailment and Rescue at Bogantungan needs to be recognised. TROVE recommended research tool.	Reference Derm Stower Oral History about significance people in the area TROVE and history research recommendation list to

		• Frank Gardiner alias Frank Christie is unique to Duaringa and Dingo area for Cultural Tourism. • DHTA working with Lisa Jones from Queensland Police Museum • Cecil Hill (history of Cecil Hill ex Police Officer of Duaringa area). Cecil Hill is not on police memorial record of 'In Line of Duty' deaths. Cecil was speared and then hit on head with a nula nula (According to what his brother wrote in a book). Moura Police are interested in his story too. Shannonvale (Coombibalara?) is possible burial site. • Queensland Police Museum and CHRC partnered for Bedford Weir project which recognises first Police deaths in Queensland of the two troopers who escorted gold from Clermont to Rockhampton and were killed by the then Police Commissioner who was with them. • Duaringa Aerial Ambulance that crashed at Lemon Tree • Bomber crash - Kittyhawk crash (part of plane at Duaringa Store Yards) • Herbert River Bridge timbers are to repurposed as a public Art piece • Herbert River Bridge Sign • CWA Sign • Duaringa War memorial boards are to go up in Duaringa Office or library (possible collection space) • All WW1 soldiers listed on Duaringa Honour Boards have had their stories written (DHTA community collection) – WW2 to be done also	be developed by ACO in Partnership with CHRC libraries Herbert River Bridge Sign still not delivered to DHTA, ACO to re-action and check timbers are still here

		• Collection Management Plan – What do you have now? – How do we going to look after it? – Forward planning for the future? • Digitisation Project for all collections in all areas of CHRC • Cemetery Records – multiple cemetery records (including previous towns) to be digitised • DHTA on cemetery – ground radar found approximately 900 voids- plague cemeteries are in area which is why they shouldn't be disturbed • Capella old cemetery can't be found – may be near the government well which may need ground radar too • Boolburra Cemetery – one grave slipping into river • Discussion regarding Cemetery Management • Recommendation - if there is no designated gravesite and proof of burial, over 100 years and there are no headstones, records only will be maintained for family history purposes – people are buried in lots of places and unrecognised, known lone graves and property burials may register records for the digitisation project and family history research purposes – it unanimously suggested that Memorial Walls (Tambo or Rolleston example) are a way to recognise burial records evidence – Burial Records and evidence based locations only to be recognised • Professional Digitisation Project • Clermont has a state of the art digitisation machine. Clermont Museum could be visited as part of CHRC Collection Management Plan best practice example	Recorded deaths register in digitisation project for family histories Burial Record template to be developed Digitisation Project of existing collections and pest control first priority

		• *Remember When* Facebook pages for all CHRC — make sure all names are with photos • ACO asked what support DHTA would like – templates to assist cataloguing would be beneficial • CHRC Operational Plan has CHRC Heritage Management Plan focusing on Manmade Structures and Heritage Collections Audit *Discussion to be transferred as actions into CHRC Heritage Management Plan and CHRC Collection Management Plan* • A CHACAC Heritage Subcommittee was formed – Maureen Burns, Cr Brimblecombe, Cr Nixon, Carol Finger, Bard Beazley and ACO	CHCAC to identify champions for Remember When * Heritage Template suite and heritage preservation guides are to be developed by CHACAC Subcommittee, ACO to assist
4.	**CHRC Creative Cultural Futures Action Planning regarding Placemaking**	• Duaringa, Bogantungan, Tieri, Capella, Acadia are the 'Gateways' on the edges of the region entering the Central Highlands • *Bridge Timbers Project previously mentioned for Placemaking* • Woorabinda and culture to be developed in Duaringa CWA • Significant Duaringa Historical items were in the "Objects" exhibition that was held in Emerald Gallery in 2010 • Significant Stories – breastplate – Piebald racehorse – Barnard family • Aurasma linkages for stories also a consideration • Historical books to be digitised as part of library collection especially local family histories • Consideration of Oral Histories and Family Histories	Feedback on gateway ideas to be shared with ACO Graves near CWA for Burial register Significant Heritage Stories to be sent to ACO ACO to organise an Aurasma meeting and process once new CDO – Digital

		• Template suite again recognised as important in all areas – photos essential element of templates	Engagement officer is in place.
5.	**CHRC Arts and Cultural Booklet**	• ACO discussed CHRC Arts, culture and heritage booklet being first introduced as an app, then a booklet, as number of artist statements are presented for inclusion	ACO to resend CHRC Arts and Cultural Booklet template to Carol Finger
6.	**General Business**	• Emerald Gallery Incorporated report is an apology due to committee changes • The Rolleston Painting Group will be facilitating the Springsure and Rolleston Competition for the Bauhinia Bicentennial Art Gallery's 30 years and Entry Forms have been distributed.	
7.	**RADF Planning Meeting Dates**	CHACAC Planning Meeting dates: • 25 February 2018 (Gemfields Sapphire Multipurpose Centre) • 20 April 2018 (Springsure Bauhinia Bicentennial Art Gallery) • *22 June 2018 (Emerald Art Gallery Meeting Room)* • *RADF Bid Meeting Date – TBA* *CHACAC Heritage Subcommittee Meeting* • *18 May 2018 (Duaringa TBA)*	
8.	**Member Updates**	• Carol - DHTA are happy to share conduct details dhta@bigpond.com • Maureen - Capella Pioneer Village have Darkroom Exhibit ready • ACO is investigating possible Capella History Book Budget with council finance. Jenny Lanyon is available to complete the book. Bill Gannon has also indicated availability.	

		• Maureen - John White Oral History to be located • Cr Nixon suggested follow up meeting in six months date • Cr Nixon Springsure History about to print second Over Eighties Book for area. • Maureen - advised contacting MDO for cataloguing advice	ACO to add suitable May date for Duaringa Heritage follow up meeting avoiding Show circuit
9.	**Close of Meeting** **Next Meeting Date**	• Meeting closed 12:29 • Next meeting CHACAC 23 February 2018 • Venue: **Sapphire Hall not** Sapphire Multipurpose Centre as previously indicted	
10.		• Lunch and DHTA visit	

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

Location:	Sapphire Hall, Sapphire
Date:	Friday 23rd February 2018
Time:	10:10am to 1:50pm
Chair:	Cr Gail Godwin-Smith (CHRC)
Minute Taker:	Karen Newman (CHRC)
Present:	**CHRC:** Cr Gail Godwin Smith (CHRC), Cr Charles Brimblecombe (CHRC), Cr Gail Nixon (CHRC), Karen Newman Arts & Cultural Officer (ACO) and RADF Liaison Officer (RLO) **CHACAC Members**: Barb Beazley, Maureen Burns, Sharon Gimbert, Anna-Jane Gordon, Kathy Hawkins and Leaonie Hinsbey
Apologies:	Suzanne Poulter (CHRC)
Guests:	Fran Underhill (aspiring author) and Helen Killian (Illustrator) [joined meeting 10:40am], Peter Brown (Rubyvale Progress Association, Gemfields Interpretive Trail Steering Committee and Gemfields Community Reference Group) [joined meeting 11:15am] and Ewen Letts (Gemfields Interpretive Trail Steering Committee and Gemfields Community Reference Group) [joined meeting 11:20am] attended.

Meeting documents were distributed to all committee members for addition to their CHACAC Arts and Cultural folders (distributed at the 13 October 2017 meeting)	• CHACAC CHRC Planning Meeting Agenda – Sapphire 23 February 2018
	• CHACAC CHRC Planning Meeting Notes - Duaringa 13 November 2017
	• New CHRC Arts and Cultural Policy which were adopted by Council at the Community Standing Committee on 23 January 2018
	• New CHRC RADF Advertising template
	• Festivals Australia Grant Fund Guidelines and FAQs
	
	CHACAC folders currently contain:
	• CHRC Creative Cultural Futures Strategy 2016-2026
	• Animating Spaces to Create Welcoming Spaces (CHACAC Place Making Action Planning document)
	• CHRC Local Heritage Register listings
	• Marketing Support document
	• CHRC Arts and Cultural Policy
	• New CHRC RADF advertising model
	• CHACAC Minutes and Agendas
	  ○ CHACAC RADF Round 4 Meeting Minutes - Emerald 1 June 2017
	  ○ CHACAC RADF Round 1 Meeting Agenda and Minutes - Emerald 13 October 2017
	  ○ CHACAC Planning Meeting Notes (including formation of CRC Heritage subcommittee and initial Heritage Action Planning for western area of CHRC) – Duaringa 24 November 2017	

	○ CHACAC Planning Meeting Agenda – Sapphire 23 February 2018	

	Item	Discussions	ACTIONS
1.	**Welcome**	• Cr. Gail Godwin-Smith welcomed everyone to the meeting and it was noted all current CHACAC members were in attendance. • Notes/Minutes of previous meeting were moved as correct by Maureen Burns, seconded Cr. Gail Nixon	Minutes of CHACAC Planning Meetings to be shared with all councillors as addition to email list.
2.	**Previous Duaringa Planning Meeting Actions Update**	• Dingo History Room conservation and management planning suggestions to be added to CHRC Heritage Collection Action Plan (that is currently being developed) for Dingo Inga Ellis Collection housed in Dingo Hall. Heritage Action Planning as part of CHRC Creative Cultural Futures Action Plan and CHRC Heritage Collection Management Plan • Dingo Hall and Inga Ellis collection management ○ Storage for library items and Inga Ellis Collection ○ Insulation for Inga Ellis area (minimum insulation of windows) ○ Block-out or night and day blinds required, low light necessary to preserve photographs and documents	ACO to include current heritage collection management planning items into CHRC budget for consideration by council's FY 18/19 budget Heritage Collection storage standards are to be developed by CHACAC Heritage Sub Committee

		○ Storage cases for the collection [Standards for collection storage require development for all housed heritage items].	
		• Note: Consideration regarding providence of building and not losing integrity of the current Dingo Hall architecture	ACO to investigate history of Dingo Hall
		• Free standing wall art feature in playground space to enhance shade and heat stress factors to collection to be added to CHRC Creative Cultural Futures Strategy 2016-2026 Action Planning document and Animating Spaces to Create Welcoming Spaces (CHACAC Place Making Action Planning document).	
		• Significance Assessment of the Inga Ellis Collection utilising CQ Museum Development Officer (MDO), Dr Melanie Piddocke to access collection and offer recommendations on its significance.	Quote for Dingo/Duaringa History Collection Significance Assessment to be obtained by ACO
		• Regular cleaning schedule and maintenance planning and budget considerations necessary for all CHRC Heritage Collections – (Springsure Hospital Museum and collections within CHRC Libraries) Currently all libraries are cleaned as spaces. • Community Collections need to be reviewed on a case by case basis (some of these locations are not cleaned regularly)	ACO to ensure Springsure Hospital Museum cleaning is completed regularly Members to look at how community collections locations can be cleaned

3.	**Cultural Tourism and Collection Management**	• Significant historical figures and stories in Central Highlands – possible future project with CHRC Libraries to be included within the CHRC Local History Collections – CHRC libraries are now part of the Community Development team and Local History is a part of their libraries charter - Local history list from Duaringa Planning Meeting to be shared with CHRC libraries • Frank Gardiner alias Frank Christie is unique to Duaringa and Dingo • Duaringa Historical and Tourism Association (DHTA) CHRC Heritage Collection Management partner have excellent existing programs which can partner with local libraries • 'History Bring' Days for CHRC libraries – this can be planned for – Library Strategic Planning Day is scheduled for 26 March – this could be an activity for FY 18/19 • Derm Stower Oral History transcript has been approved by Derm and will become part of CHRC Oral History Collection – Kerry Parkes transcript and interview not approved for release or sharing	Regional local history collections to be included in CHRC Collection Management developed in Partnership with CHRC libraries - Local history list from Duaringa Planning Meeting list of Significant historical figures and stories to be shared with CHRC libraries. Significant Heritage Stories to be collected – 'Bring' Days for libraries Hard copy of transcript to be sent to Derm Stower

		• Duaringa Heritage Walk progressing with 20 signs soon to be summited for printing. Maureen gave update of HP Reveal – former Arusma logo changes?	Aurasma change of ownership to HP Reveal to be investigated by ACO
		• Aurasma – Stats – analytical data – report • Advertising moved to general business • CHRC Heritage Collections Digitisation Project necessary for all collections in all regional areas of CHRC	Digitisation Project – requires a project plan to be created by heritage sub-committee – prioritised list of what is to be digitised over time - CHRC library Collections a priority

		• On 7 Feb 2018 Clermont Historical Museum was visited by Maureen Burns and ACO as part of CHRC Heritage Collection Management Planning
		  ○ Thank to Isaac Regional Council for this opportunity
		  ○ Collection storage is still being developed in Clermont
		  ○ Digitalisation equipment is comparable to Queensland State Library – currently underutilised and a possible future partnership project between the two councils for future heritage grants partnerships and planning
		  ○ Currently 1 trainee in Isaac for their digitalisation project
		  ○ Emerald Photographic Club have Les Walkling - possible photographic training opportunity for heritage photos	

		○ It was noted that Clermont Digitisation Project of existing collections had the benefit of regular pest management control priorities for their collections • Cemeteries, memorials and lone graves to be part of CHRC Heritage Collection records - Graves near former Duaringa CWA for Burial register • Maureen noted Capella also has a memorial wall to add to list • Remember When Facebook pages for all CHRC Communities – – encourage best practice and include known names with photos ○ Separate Remember When : CHRC Arts and Cultural website page for existing links ○ Goal was Remember When: Managed by individuals not council ○ Administrator rights need to be considered, Maureen suggested CHRC become an least an administrator on each page ○ Leaonie said 'ownership' of pages causes issues ○ Not all pages are the same "I Grew Up In…pages" limit those that lived in a place for many years or worked there and Identify with the town	Recorded deaths register to be digitised, possible project for libraries local history collections ACO to work with CHRC Comms Team to Create a Remember When:… CHRC Arts and Cultural website page and advertise the initiative

			Cultural Tourism update for Duaringa • Duaringa a 'Gateways' for regional cultural tourism on the edge of the region entering the Central Highlands – Bridge Timber Public Art Piece suggested by General Manager Infrastructure unable to proceed without locating the original source material • Herbert River Bridge Sign and timbers are unable to be located • Woorabinda council now own former Duaringa CWA site and are developing it into a Cultural Knowledge Centre • Further heritage planning and template designs for heritage subcommittee meeting discussion – Maureen has kindly provided one of the Capella Pioneer Village template models – • Reminder - CHACAC Heritage Subcommittee was formed at Duaringa Planning Meeting – Maureen Burns, Cr Brimblecombe, Cr Nixon, Carol Finger, Barb Beazley and ACO confirmation of 18 May 2018 Heritage Sub-committee Meeting date in Duaringa • CHRC Operational Plan has CHRC Heritage Management Plan objective focusing on Manmade Structures and Heritage Collections Audit for CHRC libraries • CHRC Heritage Management Framework still to be presented for adoption by council.	ACO to discuss options with Communications team Lone graves outside of CWA - Historical Burial Record template to be considered – Carol Finger to advise * Heritage Template suite and heritage preservation guides are to be developed by CHACAC Subcommittee, ACO to assist ACO to present the Heritage Management Framework to Council by next meeting

		• CHRC Heritage Collections Management Action Plans will be in stages and CHRC Collection Management for local history collections is a partnership with CHRC Libraries which is being developed • Rainworth Fort Project budget is to be reallocated to Community Heritage Training. Maureen suggested contacting MDO Dr. Melanie Piddocke for a Heritage Management Strategy - Audit designed to provide direction to community groups and volunteers.	ACO to source quote from MDO for Heritage Management Strategy and submit for consideration in the FY 18/19 budget
4.	**CHRC Creative Cultural Futures Action Planning**	• Aurasma linkages for stories to be a consideration and it was noted that CHRC Libraries also wish to use Aurasma as a reporting tool. • Historical books to be digitised as part of library collection especially rare, older local history books • Consideration of Oral Histories and Family Histories • Template suite again recognised as important in all areas – photos essential element of templates • Budget discussion – moved to General Business • CHRC – website update	ACO to organise an Aurasma meeting with new CDO – Digital Engagement Officer. ACO to source quote for scanner to digitise and submit for FY 18/19 budget consideration CHACAC members still to provide video content and CHACAC overview to ACO
5.	**Fran Underhill – Presentation – Children's Book**	Fran Underhill was invited to be a guest speaker by ACO Fran gave a background to the development of her picture book, Edward and Tuesday - Edward's Ozzie Outback Adventures, which she had first	ACO was requested to assist with Fran's RADF application -

		written for her grandchildren. Edward is a teddy bear that Fran has had since her own childhood and Tuesday is a chocolate Labrador. Fran shaped Tuesday's character based on prior experience Fran and her husband Rick had previously helping with guide dogs. The Emerald Art Gallery did a call out for an expression of interest for a local illustrator to come forward which is how Fran met Helen Killian. Helen has completed the sketches and brought Fran's characters to life just as she had envisaged and both were present at the Sapphire meeting. Illustrations and snippets were shared with the CHACAC. Fran had a Melbourne publisher who was interested in printing the book at a cost of $8,000 to publish. Fran also had interest from an American publisher again with a cost of $3,500 to herself. Fran also approached local business woman Glenda Henry who has offered a publishing cost of $2,000 for 250 copies. The committee discussed possible RADF options (Start-up fund – artist loan – RADF Application) and were happy to support a local author, local illustrator and local publisher to complete the project.	Leaonie to assist Fran on RADF application
6.	**CHRC Arts and Book Cultural Booklet to App update**	• ACO discussed CHRC Arts, culture and heritage booklet being changed to an app. Booklets date quickly and need to be regularly updated • Request to invite Andrea Ferris to next RADF Round 2 Meeting to discuss project with CHACAC • RADF Out of Round moved to general business	ACO to invite Andrea Ferris to next meeting

7.	**Official Guests – Ewen Letts and Peter Brown**	**Ewen Letts** Ewen introduced himself and provided an overview of a few of the Gemfields projects that he has been involved in since coming to the Gemfields. Ewen explained the background to the Gemfields Interpretive Trail Project which contains: the signature art piece 'Skying the Stone', 30 interpretive panels located throughout the Gemfields and nodes at the townships and beneath the signature art piece at a rough cost of $600,000. Promotion of Gemfields Interpretive Trail is a priority as part of the 'The Great Inland Way' and they are revamping the old Gemfields Map. A new brochure is to be developed including the whole region and west to Bogantungan with one page specially allocated to the Sapphire Wetlands. Further additions to the Sapphire Wetlands Project is in development and CHRC GIS Anthony Rea was praised by Ewen for his support with the additions to this project. Ewen also discussed the evolving Puddler Project, which involves a 100 year old piece of mining equipment. It was initially developed for gold mining and adapted for gem mining as horse drawn mining equipment which was later adapted to a motorised version. The Puddler is planned to be a Cultural Tourism display in Koolguloo Park. The Puddler has hand-made rivets and interpretive panels explaining the history of the equipment would be aa part of the project to fence the historic equipment. This is a demonstration of a place based cultural tourism project with significant links to the Gemfields. Ewen looking for support for fencing the equipment at an approximate cost of $5,000. Maureen suggested also covering the Puddler by putting a roof over the equipment to prolong the life of the object. It was suggested that a	ACO to provide a Letter of Support to kanya2@bigpond.com for the Puddler project if confirmed as required by Ewen

		combination between a CHRC community grant and RADF grant which be possible for the project. Visitor Information Centre – Peter Grigg will have pamphlets containing all updated visitor experiences for the Gemfields region. Ewen invited any members of the CHACAC to come to the Gemfields CRG meetings. **Peter Brown** Peter Brown who has lived and worked at the Gemfields for 42 years and is a member of many local Gemfields organisations including the Rubyvale Progress Association introduction his concept idea for a Community Orchard/ Sculptural /Exercise Trail. This trail would wind from the Rubyvale tennis courts to Australia Miner Heritage Museum and reclaim the disused land of the previous 60's and 70's mining. The project has some significant major inclusions. 1. Using reclaimed mining land from the 60 and 70's – approx. 10 hectares – a Landcare project – a community orchard (which has less maintenance than a community garden) 2. Environmental - Panting of trees and partnering with 2PH, macadamia and other local farms thus profiling local knowledge and resourcing 3. Education platform for children – Anakie School – walking trail including sculptural trail 4. Exercise equipment to provide additional interest to local residents and visiting tourists Draft letter of project is being put forward to council Community and regional tourists – destination tourism – restore disused community dam for the project for irrigation old Buddies dam – terraced feed water catchment - Community development and place making project	

		Cr. Godwin-Smith thanked both Ewen and Peter for their presentations and this was reiterated by the entire committee.	
8.	**Member Updates**	Members Update **Leaonie Hinsbey** • Commented that today's meeting has been a positive meeting and gave the Emerald Gallery Incorporated (EGI) update • SLA signed on December – still many additional actions to be finalised. • Processes to be developed – Sales Process – SitePass – and others • Emerald Art Award costs $12,000 to run • Public Liability, Professional Indemnity Insurance, Committee Insurance is currently costing $8,000 • Gallery committee are seeking sponsorship for various events • Lightning and sound are a major problem to address – Glenda Henry (EGI President) has approached original designers for suggestions • Maureen suggested artwork for sound buffer • Kathy suggested lowering the ceiling • Leaonie thanked CHACAC for Gallery Training • Sally Marshall exhibition extended to 10 March 2018. **Kathy Hawkins** • Gave an update on behalf of the Rolleston Painting Group (RPG) for the Bauhinia Bicentennial Gallery. The 30 Years Bauhinia Bicentennial Art Gallery Competition was very well attended with popular judge, Mark Coombe and his wife present at the event and everyone welcomed the rain which concluded the night. The	

		resulting exhibition will be in place until 23 March 2018. The Rolleston Painting Group AGM is soon and the group will not be renewing the Service Level Agreement for 2018-19. The RPG are looking to link with other Rolleston groups such as the photographers in the future as a new model combining Rolleston Painting Group and Rolleston Photography Group. Kathy advised she felt that that the Game Plan has put off volunteers. **Sharon Gimbert** • Gave an update of the Emerald Art Group working with local arts groups and the Sunflower Festival Committee as the next Emerald Art Gallery exhibition. • Sharon also updated the committee regarding the Mosaic tables in the Emerald Library Park of which three tables have been completed. Sharon is awaiting the Photography Club and Dance Club designs. • APH to complete edging and is to visit next week. The project has been delayed due to many reasons including winter, rain and illnesses. Each table takes approximately two full weeks to complete. **Maureen Burns** updated the Capella projects**:** • Capella.com.au website has been updated linking to CHRC website • Pole Murals, the Flexible Funding will be redirected to repairs and maintenance in Capella Village if artist cannot be sauced. • Capella Pioneer Village will open after ANZAC Day. **Barbara Beazley** • Updated committee regarding Emerald Photography Group 'Gems of the Outback' Photography Convention – advertising will be distributed throughout multiple networks	

		• Competition Forms available at Emeraldphotographicclub.org website and Emerald Photographic Club Facebook page **ACO** • Has booked former Springsure resident Lionel Kavanagh for a May Exhibition in the Bauhinia Bicentennial Art Gallery who was recently highly successful at a National Competition. • Springsure Hospital Museum Inventory of their collection has been completed. **Cr. Nixon** • Indicted that the Springsure Arts Council as inactive for 12 months as there is difficulty attracting volunteers at present. **Anna-Jane Gordon** • Added to 'Gems of the Outback' update highlighting visiting photographers Steve Parish, Les Walkling and Ken Drake and 68 bookings to date. • Gala Exhibition is the Queenslander Exhibition which has been on display in Brisbane and is all Emerald photographers. • The "Gems of the Outback' is showcasing local Central Highlands produce. It was suggested to advertise the event on Peter Grigg's Friday Radio Show. **Cr. Brimblecombe** • Discussed Duaringa Historical Signage Project which has local Rosewood posts unlike the Comet's heritage walk, Comet Tales and Walking Trails' which has rail gauge signposts. Arusma changes are to be updated with Duaringa project lead Carol Finger.	
9.	**General Business**	Advertising	

		Leaonie suggested that the advertising should be as frequent and include same budget as Community Grants. ACO stated Outreach Program has encompassed promotion with face-to-face place based meetings and will be reintroduced in a new format. Leaonie requested Communications Team assistance and regular schedule. CHDC events calendar has been difficult to access at times. RADF Rounds CHACAC Members advised they felt that RADF doesn't work in current format and more rounds are needed. Timeframes between round closure and council consideration need to be shortened and it is suggested that meetings are assessed 10 days after RADF Round date closure. Leaonie has Tricia Roust and another potential Emerald Gallery submission but needs more time to complete these. The guest speakers today also have potential applications. Sharon submitted an application for a workshop with Erin Dunne which is subject to amendment as further information is obtained. Sharon also indicted that the Emerald Pottery Group need kiln training as the former president has left the group and no one else knows how to operate the kiln. ACO confirmed that the current two Rounds doesn't fit well with ArTour performance considerations for Arts in August and other times during the year. CHACAC members agreed that there needs to be more rounds possibly August, November, and March are the suggestions. Maureen suggested that ACO to set dates for new 2018-19 RADF calendar and dates are to be provided as a recommendation to the next meeting. Three RADF Rounds are to be put into place for the CHRC RADF 2018-19 FY. Moved Maureen Burns, seconded Barb Beasley	ACO to visit regions quarterly to support Arts, Culture and Heritage Outreach Program regionally – where possible link to CHACAC meetings ACO to set dates for new 2018-19 RADF calendar and dates are to be provided as a recommendation to the next meeting.

		Anna-Jane suggested extension of current closure date to 9th March 2018. Anna-Jane Gordon moved 9 March 2018 Round 2 closure extension, Leaonie Hinsbey seconded vote carried by all. Current CHRC RADF Bid is being compiled and will be for the maximum amount as in previous years with a similar community and council breakdown. Budgets are currently being considered, ACO to add current indicated Heritage Action Plan items to budget. RADF Bid as per last year's model. Pole banners were a suggested budget item.	ACO to market the RADF extension date to community
10.	**RADF Planning Meeting Dates**	CHACAC Planning Meeting dates: • *16 March 2018 RADF Round 2 Meeting with Arts, cultural and heritage app guest speaker and RADF Bid Discussion* • 20 April 2018 (Springsure Bauhinia Bicentennial Art Gallery) • *22 June 2018 (Emerald Art Gallery Meeting Room)* *CHACAC Heritage Subcommittee Meeting* • *18 May 2018 (Duaringa TBA)*	
11,	**Close of Meeting Next Meeting Date**	• Meeting closed 1:50pm • Next meeting CHACAC and RADF Round 2 Meeting 16 March 2018 • Venue: Emerald Art Gallery Meeting Room	

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

Location: Central Highlands Regional Council boardroom, Springsure

Date: Friday 20 April 2018

Time: 10:35am to 2:40pm

Chair: Cr. Gail Godwin-Smith (CHRC)

Minute Taker: Karen Newman (CHRC)

Present: **CHRC:** Cr Gail Godwin Smith (CHRC), Cr Charles Brimblecombe (CHRC), Karen Newman Arts & Cultural Officer (ACO) and RADF Liaison Officer (RLO).

CHACAC Members: Barb Beazley, Maureen Burns, Sharon Gimbert and Kathy Hawkins.

Apologies: Cr. Gail Nixon, Suzanne Poulter Manager Community Development and Anna-Jane Gordon.

Meeting documents were distributed to all committee members for addition to their CHACAC Arts and Cultural folders including revised CHRC RADF documents for 2018-19	• CHACAC Central Highlands Regional Council (CHRC) planning meeting minutes Sapphire 23 February 2018 (amended) • CHACAC CHRC RADF Round 2 and app meeting March 2018 minutes • CHRC RADF 2018-19 Individual application • CHRC RADF 2018-19 Group application • CHRC RADF 2018-19 Guidelines	

	• CHRC RADF 2018-19 Terms of Reference (TOR) (new draft for feedback)	

	Item	Discussions	ACTIONS
1.	**Welcome**	• Cr. Gail Godwin-Smith welcomed everyone to the meeting and apologies were noted.	
2.	**Previous Gemfields Planning Meeting Actions Update**	• Minutes of all CHACAC meetings (including planning meetings) to be shared with all councillors. • Dingo history room conservation and management planning added to council 2018-19 budget for consideration by council • Heritage collection storage standards need to be developed by CHACAC heritage sub-committee. • ACO to investigate history of Dingo Hall building. • Note: Consideration regarding providence of building and not losing integrity of the current Dingo Hall architecture. • Quote for Dingo/Duaringa history collection significance assessment to be obtained. • Regular cleaning for the Springsure Hospital Museum has commenced MDO assisting by providing training video and training new cleaners for museum. • Regional local history collections are recognised in the council Operational Plan 17/19 which will result in a list of collections	ACO to identify process and implement Pending Duaringa heritage sub-committee meeting Pending Duaringa heritage sub-committee meeting Quote to be obtained from Central Queensland Museum Development Officer (MDO) by ACO

		• Collection management for local history in council libraries is to be assessed. Template suite to be developed and recognised as important in all areas – photos essential element of templates.	ACO to add to Collection Management for libraries to the action plan as a proposed project. Particularly for noting is Duaringa /Dingo historical figures - to be compiled by the Duaringa Historical and Tourism Association.
		Libraries are a budget consideration with a front facing platform for historical data. Arts cultural and heritage app will hold some content but bigger platform is needed for digitised books and other historic information. Libraries are currently conducting a survey for feedback for the library strategy utilising Engagement HQ.	ACO to send links to Library Survey to CHACAC.
		• 'Bring' days or 'community callout' days are to be conducted in Rolleston to bring in local heritage stories and items.	
		• Springsure Hospital Museum 'community callout' will be conducted in May.	ACO to advise dates when finalised with MDO

		• Oral history discussion and Bauhinia transcript project is with CDO – Bernardine Frawley. Derm Stower has requested his transcript.	CDO Bernardine Frawley to pass Derm Stower his transcript ACO to check status of transcripts with CDO Bernardine Frawley from last year
		• Duaringa heritage walk has 20 signs that are shortly to be sent to Armsigns for printing, which are awaiting HP Reveal clarification (formerly Aurasma).	ACO to discuss with Carol Finger to complete
		• Brief update from ACO and Maureen Burns regarding their visit to Clermont Heritage Village. A possible future partnership project for digitisation of historical books and other documents. Digitisation is a priority for preserving our local heritage and history items as many older historical resources are no longer available. • Historical books are to be digitised, especially rare/older local history books which are part of library collection. Consideration of oral histories and family histories.	ACO to add proposed project to action plan
		• Cemeteries, memorials and lone graves to be recognised as heritage places. Heritage planning is a part of the CHRC Creative Cultural Futures action plan. Rolleston Cemetery Project is an example of a Cemeteries project. This project is a former RADF project and great community initiative.	ACO to add the proposed cemeteries project to action plan

		• Remember When information by town webpage is requested to be added to council's website - arts and cultural section. Community groups operate some Facebook pages, however council can supply a list of appropriate heritage links for community reference.	ACO to action with council communications team ACO to make list of links to post on the remember when council page
		• Community training surrounding Facebook sites for individuals, groups and all community.	ACO to note request for Facebook Training to identify future training opportunities in training action plan
		• Duaringa Cultural Knowledge Centre and animating spaces document will be discussed at Duaringa heritage sub-committee meeting.	All Cultural tourism elements will be added to action plan by ACO
		• Heritage templates will be part of Duaringa heritage sub-committee meeting.	
		• Heritage management framework is scheduled to go to the Executive Leadership team (ELT).	ACO to summit to ELT
		• Heritage management including collection management will be included in CHRC Creative Cultural Futures action plan	ACO to include all heritage projects in the Action Plan
		• Update on Fran Underhill's children's book by ACO and Maureen Burns. Fran is already working on a second book. ACO thanked	ACO to bring book to future meeting

		Maureen for her additional assistance to Fran. Fran to be a RADF Case Study interview with Andrea.	ACO to arrange interview for loading on council website
		• Arts, culture and heritage app was well received and supported by committee at last meeting. Thank you to Andrea Ferris for the excellent presentation and explanation of the design possibilities.	ACO to provide more information on the app for June meeting
		• Cr Godwin-Smith enquired about Ewen Letts 'Puddler project'. Maureen B, Kathy H and ACO have all emailed with no response. Concerns that email may be wrong. Maureen thanked Kathy for her valuable history contribution regarding associated mining equipment and earlier Gemfields residents. Both RADF and council community grants could be utilised for this project.	ACO to contact Ewen to discuss potential funding sources to support his project
		• Peter Brown also has a project suitable for a community project	ACO to contact Peter to discuss potential funding sources to support his project
		• ACO to organise an Aurasma meeting with new CDO – digital engagement. Meeting has happened and budget considered for HP Reveal changes. Council libraries also wish to use platform as a reporting tool.	ACO to work with council libraries to progress use of Aurasma
		• ACO to reinstate quarterly arts, culture and heritage outreach program regionally.	ACO to action

		• ACO to set dates for new 2018-19 RADF calendar and dates are to be provided as an attachment subject to Arts Queensland timelines.	ACO to action dates and share with CHACAC and website
3.	**CHRC Creative Cultural Futures Action Planning**	CHRC Creative Cultural Futures 2016-2026 action plan including heritage planning previously submitted Action plan areas: Consolidation and revitalisation • Review galleries spaces (Emerald Art Gallery and Bicentennial Art Gallery) and adjacent operational • Blackwater artist space – Doon Street • Capella Pioneer Village – extra land • Dingo history room – installation and conservation of Inga Ellis collection • Emerald Pioneer Cottages • Rolleston – Marg Powell gallery (old post office) – requirements to make it a suitable gallery space • Community halls audit and review for those facilities particularly audio/visual and security • Council libraries review of spaces and needs • Cemeteries audit and review – online records • Arts, cultural and heritage precinct – develop precinct master plan – consider space for groups, meetings and storage – review School Lane and current artist precinct area behind Emerald library Cultural – consider cultural tourism, eco-tourism and heritage – art and heritage (history) – stories Community and celebration • Annual CHACAC and community training • RADF program • Update arts and cultural pages on council website	CHACAC members still to provide video

		• Aim to include more demographic representation in CHACAC • Arts, culture and heritage app – develop and promote – Woodworkers, metal workers and linkages to Men's Sheds • Community committee support toolkit – executive education – availability of information and education for all group members • Volunteer register – linked to regions – Community Reference Groups (CRGs)? Regional identity and sense of place • Animating spaces reference • Public art Action plan to be developed from current content as well as former heritage planning and CHACAC action items Positive partnerships Celebrate diversity Future direction	content and CHACAC overview ACO to create action plan, populate with existing information and share with committee for additions
4.	**Member Updates**	Members Update Kathy Hawkins • Gemfields heritage discussion – committee wishes for more stories from Kathy's family – possible lid for 'Puddler' with stories hanging from as cultural tourism Barbara Beazley • Gems of the Outback 5-7 May – Gems of the Outback competition closes on 27 April 2018 – also Sydney Writer's Festival online event 4-7 May 2018 - attended Event/project management, marketing, planning and promotion 13-14 April 2018 with Arts Reach	

		Sharon Gimbert • Erin Dunne workshops 16-17 June 2018 – pottery group have local tutor for kiln training and pottery techniques – patchwork group are selecting tutors – Springsure yarn bombing project discussion with Debbie Johnson Maureen Burns • Capella Cultural Centre 25 years event highly successful – new caterer - Johnny Cash tribute – Capella CRG has three project plans submitted for consideration: Bakehouse oven project, Capella history book project and Capella signage for town entrances – community grant replacement wall is underway – Capella Pioneer Village will be opening late this season Cr. Brimblecombe • Duaringa historical signage project has local Rosewood posts unlike the Comet's heritage walk, Comet Tales and Walking Trails' which has rail gauge signposts. HP Reveal/Aurasma changes are to be updated with Duaringa project lead Carol Finger. ACO • Expression of interest to Arts Queensland regarding arts and cultural service delivery update
5.	**General Business**	Emerald Art Gallery discussion with concerns surrounding lack of reporting, member updates, insurance expenditure, transparent financials and pending Emerald Art Award.
6.	**CHRC RADF rounds and planning meeting dates**	CHACAC 2018-19 meeting dates: *Draft Calendar attached*
7.	**Close of Meeting Next Meeting Date**	• Meeting closed 2:30pm • Next meeting CHACAC Planning Meeting 22 June 2018 at 10am • Venue: Emerald Art Gallery meeting room

10.3 Community Planning Advisory Group Minutes

DECISION REPORT

Date: 29 June 2018

To: Communities Standing Committee Meeting

Author: Bernardine Frawley, Community Development

Authorising Officer**:** Daniel Fletcher, General Manager Communities

File Reference: ECM Document ID# 1267565

EXECUTIVE SUMMARY:

This report presents meeting notes from council's Community Planning Advisory Group meeting held in Emerald on Tuesday 22 May 2018 and to be 'received' by council.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the meeting notes of the Community Planning Advisory Group held 22 May 2018 and note the following actions:

1. That electronic town and road maps be uploaded to the CH2022 website.
2. That hard copies of the town and road maps be made available at Community Reference Group meetings when required.
3. That the councillor representation and attendance protocol documents are updated and shared with councillors.
4. That the Community Reference Group minutes template be updated to include an action table and disclaimer.
5. That the Community Reference Group Regional Projects table is updated made available via council's Docs on Tap platform and Enterprise Content Management (ECM) system.
6. That Community Development Officers advise Community Reference Groups regarding the status of their submitted projects and assist Community Reference Groups to track their project's progress.
7. That Regional Planning Summit plan suggestions are incorporated into the Regional Summit plan.
8. That content from the CH2022 website is migrated to Engagement HQ and that once migration is complete, the CH2022 website is to be phased out.
9. That Community Development Officers work with the Gemfields Community Reference group to ensure successful acquittal of their Public Space Art project.
10. That Community Development Officers liaise with councillors regarding their availability to attend Community Reference Group meetings scheduled.

REPORT:

The Community Planning Advisory Group's (CPAG) purpose is to provide a forum for councillors and staff to discuss Community Reference Group (CRG) related issues and identify opportunity to make operational efficiencies and improvements.

The group guide and steward the ongoing implementation of the Central Highland 2022 Community Plan by providing strategic support to CRGs assisting them to achieve goals and outcomes. This is achieved by members attending and participating in CPAG meetings held quarterly, or as required.

CPAG operates under the Terms of Reference endorsed by council on the 12 September 2017.

CPAG last met on the 22 May 2018 and this report provides a copy of the meeting notes to be 'received'.

The next CPAG meeting is scheduled to be held in Emerald on Monday 30 July 2018 at 3pm.

CONSIDERATIONS / IMPLICATIONS:

Corporate/Operational Plan Reference:
1. Strong Vibrant Communities;
1.1 - Corporate Plan Strategy: Strong diverse communities
1.3.1 - Lead active community planning and engagement by encouraging community participation and input into council's decision making.

5. Leadership and Governance;
5.1. - Corporate Plan Strategy: Leadership and communication

Budget/Financial/Resourcing:
CRGs are funded through council's annual operational budget and no further considerations are required in this report.

Legal/Policy/Delegations:
Community Planning Advisory Group Terms of Reference
The Central Highlands 2022 Community Plan

Communication/Engagement:
CRG meetings are held quarterly in each of the 13 Central Highlands communities. Councillors and staff of Central Highlands Regional Council attend these meetings to engage with CRG members. Additional to this CRG members communicate with council online, face to face and via the telephone as required. Minutes of CRG meetings are recorded and are publicly accessible through the website CH2022.com.au

Risk Assessment:
There are no particular risks related to the presentation of these minutes, however, it is considered best practice to share these to be 'received' by council.

Timings/Deadlines:
There is no time sensitivity around presentation of these minutes

Alternatives considered:
Not applicable

SUMMARY:
This report submits meeting notes of the last Community Planning Advisory Group meeting held in Emerald on Tuesday 22 May 2018 to be 'received' by Central Highlands Regional Council.

ATTACHMENTS:

1. Minutes - Community Planning Advisory Group - 22 May 2018 **[10.3.1]**

– END OF REPORT –

Central Highlands Regional Council

Community Planning Advisory Group (CPAG)
Meeting Notes

Location: Emerald Gallery Meeting Room

Date: Tuesday 22 May 2018

Time: 1:06pm to 3.00pm

Chair: Councillor Charlie Brimblecombe

Minute Taker: Imbi Josey (Community Development Officer- CDO)

Present: Suzanne Poulter (Manager Community Development), Bernardine Frawley (Coordinator Community Engagement), Imbi Josey (CDO), Councillors - Mayor Kerry Hayes, Charlie Brimblecombe, Megan Daniels, Gai Sypher, Gail Godwin-Smith

1.39pm Cr Alan McIndoe entered the meeting

Apologies: Scott Mason (CEO), Daniel Fletcher (General Manager Communities), Councillors - Gail Nixon, Paul Bell, Christine Rolfe

Item #	Item	Discussions	Actions
1	**Introduction**	• Suzanne welcomed all attendees, providing the following update on new positions: • Bernardine, previously Community Development Officer – Community Reference Groups (CRGs) has recently been promoted to Coordinator Community Engagement (CCE). Bernardine will be leading community engagement across council. • Bernardine's CDO - CRG position, along with Senior Youth Officer and Youth Development Officer's positions have been advertised. • Congratulations to Cr Brimblecombe, in his new role as chair of the CPAG.	
2	**Welcome & Apologies**	• Cr Brimblecombe welcomed all to the meeting. • Apologies were noted.	Suzanne to contact Cr Nixon and Cr Rolfe to update them on the meeting.

3	**Confirmation of previous minutes and review actions**	**Previous meeting actions:** • **CRG letterheads, member nominations and templates:** complete, all added to the CH2022 website. • **Printing:** to date no concerns have been raised by CRG members regarding access to printing facilities for printing meeting templates. CDOs to monitor. • **GIS maps:** This is a work in progress, interactive maps not yet available. In the meantime, static maps of each town and a map showing roads and zones were presented. These will be added to the CH2022 website and be printed and laminated on A3 for meeting use. • **Whole of life costs (WOLC):** complete, Suzanne provided a handout with come WOLC examples. • **CRG quarterly dates:** complete, emailed to Councillors. • **Councillor availabilit**y: refer to agenda no 4 below. • **Regional Strategic Directions matrix**: complete, emailed to Councillors. • **Regional Summit feedback**: complete, no feedback was received. • **Minutes Confirmation**: Minutes of the previous meeting notes dated 29 January 2018, were confirmed by all. Moved: Mayor Hayes Seconded: Cr Sypher.	CDO to upload static town and road maps to CH2022 and continue to pursue online options enabling viewers to zoom in and out. CDO to laminate hard copy maps for reference at CRG meetings that can be used as an interim.
4	**Councillor Representative Process**	• Councillor representation and attendance at CRG meetings was discussed. • The importance of at least one councillor attending each CRG meeting was discussed as an essential part of relationship building between council and community. • It became apparent councillors differ in their understanding of their responsibilities regarding roles and attendance. • Cr Daniels suggested assigning councillors as ‘lead’ or ‘support’ for CRGs does not reflect current practice. It was agreed to remove these roles. • Allocation of councillor representation on CRGs was discussed.	CDOs to update the councillor representation list and email to Crs. CDO to adjust ‘CRG Attendance Protocol for Councillors’ document and email to Crs. Cr representation to be revisited at the next CPAG.

Unconfirmed

		• Cr Sypher nominated to represent at Tieri, alongside Cr McIndoe. It was agreed that for the time being the Emerald and Comet CRGs will only have one councillor representative. • Councillors agreed to work collaboratively so that wherever possible a councillor would attend each quarterly CRG meeting. • A draft protocol for councillor attendance was workshopped to provide clarity on best practice.	
5	**CRG minutes template update**	• Disclaimer on the CRG minutes' template was presented to ensure quality control of minutes, noting these are public documents shared on the CH2022 website. • The disclaimer states 'Council minutes are public documents therefore minutes may need to be adjusted where appropriate to council formatting and publishing standards'. • Cr Daniels recommended that meeting actions be placed in a separate table instead of listed down the right hand column. The intent is easier tracking of ongoing projects, and reduced duplication of details in the minutes of each meeting. • All agreed with disclaimer and actions table being implemented.	CDO to upload updated minute templates x 13 (with disclaimer and changes to actions format) to CH2022.com.au
6	**CRG Strategic Direction Priority Projects for 2018**	• Suzanne presented a draft process for the CRG Strategic Direction Priority Projects for 2018. • The CRG project tracking xls was displayed with all CRG projects. Note: both of these documents were previously presented in budget meetings. • Cr Sypher complimented the clarity and user friendly design of the internal tracking document. • The group discussed the value of compiling all CRG projects in one central place, to be available for consideration when funding opportunities arise. Council's grants officer would be provided with the list for this purpose. • Discussed the process for council to respond to CRGs regarding Project Plans submitted. • How the proposed CRG Regional Project Funding will be made accessible (if approved 18/19 FY) was also discussed.	CDO to share the CRG Regional Funding Table and draft process on Docs on Tap and register these on ECM. CDOs to confirm with each CRG (as per step 3 of the process) the status of their submitted project.

Unconfirmed

	Project Planning with Leisa Donlan	• Bernardine provided an update of consultant Leisa Donlan's recent visit to the Central Highlands 9-11 May 2018. • Leisa met with seven communities (Blackwater, Bluff, Emerald, Gemfields, Dingo, Duaringa, and Capella) and assisted them in drafting 14 project plans.	Bernardine to add additional projects to the CRG Regional Funding Table as appropriate.
7	**2018 Regional Community Summit Planning update**	• The 2018 Regional Summit will be hosted by Emerald CRG. • To be held at the Maraboon Tavern on 1 September 2018. • Helen Everingham is booked to be the guest speaker. • CDOs have been liaising with CRG members regarding their presentations and table displays. • Themes for the day were discussed and the following additional suggestions were made: - Make the table displays a part of the day's program, as CRG members work hard on their displays and they should be acknowledged. Explore whether CRGs could speak in front of their table displays instead of on stage. - Set up a visible timer to prevent speakers from going over time.	CDOs to incorporate suggestions in Regional Community Summit planning.
8	**Online engagement**	• Imbi provided an overview of council's new engagement website 'Have Your Say Central Highlands', which is hosted on Engagement HQ. • The purpose of having a community engagement website, and how it will complement council's current engagement practices was discussed. • http://CH2022.com.au and an example of how the same content would look set up in Engagement HQ was displayed. • The fact that CH2022 is static (not interactive) was discussed as a cause for the lack of CRG engagement on it. • Councillors agreed unanimously that Engagement HQ was an appropriate online platform to transfer CRGs online presence to, and for CH2022.com.au to be phased out.	Imbi to migrate the contents from CH2022.com.au into Engagement HQ.
9	**Flexible funding projects reports**	• Bernardine provided an update of the flexible funding projects. The majority have been completed, those pending are being closely monitored to ensure completion asap.	CDOs to track pending projects closely.

Unconfirmed

		• It was raised that a prior Gemfields CRG project titled 'Public Space Art: The Last miners Common signage' is complete, however, the project's acquittal requires review.	Imbi to follow up Gemfields CRG acquittal with Gemfields CRG member Kim Tompson.
10	**Councillor Reports**	**Mayor Kerry Hayes** • All is good. **Cr Charlie Brimblecombe** • Everything is going very well at Duaringa CRG. • Thank you to Annette Burton (CDO) for all her support at the CRG meetings. • Attendance at all CRG meetings has been good. **Cr Alan McIndoe** • All is good. **Cr Megan Daniels** • Focusing on trying to refresh and recruit new CRG members. • Raised the issue that all councillors have with competing commitments and priorities. **Cr Gai Sypher** • Everything is going really well. • Beth Baker has organised a meeting regarding an aged care facility. • Currently working with Cr Bell, in support of Capella CRG, who are advocating to improve opening hours, services and facilities at Capella Health Clinic. **Cr Gail Godwin-Smith** • The next Bauhinia CRG meeting is scheduled for this Thursday 24 May 2018. • Everything is going well. • Will also be attending a number of meetings about the coming major event for Rolleston – 'Wings, Wheels, Rugby'.	CDO to review CRG meeting dates with Cr Daniels

Unconfirmed

11	**Close and next meeting**	• All agreed to secure the following CPAG meeting dates for the remainder of 2018:
		  ○ Monday 30 July 2018, 3pm to 5pm
		  ○ Thursday 25 October 2018, 2pm to 4pm
		• Meeting closed at 3.00pm	

Unconfirmed

11 DEPARTMENTAL UPDATES

11.1 Communities

DEPARTMENTAL UPDATE REPORT

Date: 29 June 2018

To: Communities Standing Committee Meeting

Author/s: Communities Management Team

Authorising Officer: Daniel Fletcher General Manager Communities

File Reference: N/A

EXECUTIVE SUMMARY:

The following report provides an update on key activities for the Communities department.

OFFICER RECOMMENDATION:

That Central Highlands Regional Council receive the Communities departmental update report, highlighting key activities for the month of June.

REPORT:

Key Activities Summary

1. Commencement of new Coordinator for Ranger Services
2. Capella Show
3. Ranger Services attended Emerald Show
4. Meeting held with CQ pet rescue
5. Meetings held between Ranger Services and local vets
6. Monitoring of Emerald washdown facility
7. Inspection undertaken of Fernlees for Mother of Millions
8. PetPep St Patricks school
9. 1080 baiting season commenced
10. Weed Identification day
11. Drover on the move
12. Landfill rehabilitation site tour
13. Engagement of consultant for Kerbside Collection contract
14. Attendance at Rolleston CRG
15. Rolleston Transfer Station project
16. Development of Local Law (Waste Management)
17. Levy ready facilities
18. Cultural Intelligence Training
19. NAIDOC Week 2018
20. Indigenous women’s leadership workshop
21. Central Highlands Youth Week
22. Parkwave Festival
23. Suicide workshops
24. Have Your Say Central Highlands
25. Heritage training workshops
26. Springsure Hospital Museum 150 years exhibition
27. Springsure Hospital Museum Conservation Management Plan
28. Arts Queensland - Regional Arts Service Network update

29. Emerald Dance Eisteddfod
30. Community development training
31. Sister City Student Exchange Visit to Japan
32. Youth Officer recruitment update
33. Emerald Interagency
34. 2018 Annual Emerald Art Awards
35. First5Forever Funding
36. First5Forever Outreach
37. Talk, Talk, Talk at Emerald library
38. New programs at Springsure and Blackwater libraries
39. International Year of the Reef
40. Get out Get Active – Healthy Active Highlanders
41. Library School Holiday Program Fees
42. Creative Cultural Futures and Heritage Action plan draft update
43. St John Ambulance Closure
44. Tidy Towns

1. **Commencement of new Coordinator for Ranger Services**
   On 28 May 2018, May Ranger Services welcomed a new Coordinator for Ranger Services, bringing a diverse range of experience with a background in Law enforcement techniques and animal management

2. **Capella Show**
   On 25 May 2018, the ranger Services Team hosted a stall at the Capella show with a Ranger and the Manager of Planning and Environment in attendance. The stall was intended to showcase Ranger Services and promote animal management and pest control. Due to the highly political nature of animal management relating to roaming dogs and animal registrations within Capella over the past eight (8) months, it was critical for Council to host a stall and be there to address community concern. Although this is a positive and proactive approach to animal management, the interest received was poor and not reflective of the concerns that have been raised. Over the course of the day there were less than 15 visitors to the stall.

3. **Ranger Services attended Emerald Show**
   On 5 and 6 June 2018, representative from CHRC including members of Ranger Services team and the Manager Planning and Environment attended the Emerald Show showcasing services offered by all departments. Rangers were present to help inform residents and attendees on the services provided by Rangers Services with respect to animal management and Local Law compliance.

4. **Meeting held with CQ pet rescue.**
   On 15 June 2018, the Ranger Services team held a meeting with CQ pet rescue so that CHRC and CQ pet rescue could understand what each organisation is attempting to achieve for the future. Ranger Services reassured CQ pet rescue that although animal management concerns will see an increase in enforcement activity it should not impact on the current level of rehoming success experienced and any alterations to that success is anticipated to be minimal.

5. **Meetings between Ranger Services and local Vets.**
   On 22 and 27 June 2018, Rangers Services met with Maraboon and Gray Street vets respectively to meet and greet and discuss moving forward with business as usual and coming to an understanding with Rangers Services operational requirements related to animal collections and other services that may require veterinarian assistance. Topics discussed included animal welfare concerns, pound facilities at Emerald, collection of stray animals from vet practices and Euthanasia costs and service.

6. **Monitoring of Emerald washdown facility.**
   On 19 June 2018, the Ranger Services staff met with an external agent to assess the current state of the washdown facility at the Emerald saleyards. Current facilities appear to be inadequate with respect to the volume of traffic that is utilising the facility and in turn breakdowns are resulting. This meeting was held to identify any way that this can be minimised and how to approach any upgrades or restructuring.

7. **Inspection undertaken of Fernlees for Mother of Millions**
   On 20 June 2018, Rangers attended Fernlees reserve to carry out an assessment of the area with regard to the presence of Mother of Millions weeds and work out a plan of addressing the problem. On 7 August 2018, a report will be tabled at the Communities Standing Committee as requested by Councillors.

8. **PetPep St Patricks school**
   On 12 June 2018, one of our Rangers attended St Patricks School and presented talks to the children outlining responsible pet ownership issues and appropriate ways to introduce yourself to strange dogs. Rangers were entertained by approximately 75 students and in turn kept the children entertained and amused having taken along a fury companion to assist in delivering the message of animal safety and

responsible ownership.

9. 1080 baiting season commenced

On 11 and 19 June 2018, Rangers and Department of Agriculture and Fisheries staff participated in a number of 1080 baiting sessions. Over the past month, the Ranger Services team have observed an increase in the number of inquiries related to 1080 baiting requests.

10. Weed Identification day

On 15 June 2018, Ranger Services attended and participated in a Weed identification session held in Capella. Topics included spraying techniques and weed identification in the region. From reports from the Ranger attendee, the session was a success with attendance and with key learnings from the day.

11. Drover on the move

On 25 June 2018, we saw the arrival of the first Drovers in the region with approximately 1,000 head each on the move. The Ranger Services team are on alert for the associated hazards represented by the moving of cattle around the various stock routes in the area and the impact and management that goes with this activity. In conjunction with Council's Communications team, a media release was published on 22 June 2018 and social media post to advise the community of the volume of stock.

12. Landfill rehabilitation site tour

On 14 June 2018, Council's Project Officer Resource Recovery undertook a landfill site tour with the consultant from Resource Innovations undertaking the financial modelling for waste within the region. On 24 July 2018, a workshop is planned for the Strategic and Briefing session to provide an update for Councillors on the matter.

13. Engagement of consultant for Kerbside Collection contract

CHRC in conjunction with Isaac Regional Council engaged a consultant to progress the kerbside collection contract for the region.

14. Attendance at Rolleston CRG

On 27 June 2018, the Manager Planning and Environment attended the Rolleston CRG to speak to the group members and provide a status update on the Rolleston Transfer Station project. The meeting provided the community group members with the opportunity to discuss planning and compliance matters in general business and afterwards.

15. Rolleston Transfer Station project

The project is on track to completion by early July 2018. On 3 July 2018, the Manager Planning and Environment and project team will be undertaking a site inspection to check the scope of works (this is in addition to regular site inspections from Council staff). As of 27 June 2018, the following status update can be provided:

- Concrete slabs have been poured on Tuesday and is now curing
- Electrical work has been reinstated with STP returning to mains power
- Sewer main isolated with new cut in installed
- Pavement and main earthworks are complete
- Concrete barriers to be delivered by 29 June 2018.
- Fencing to be completed by 29 June 2018.

16. Development of Local Law (Waste Management)

On 12 June 2018, Council resolved to make Local Law 6 (Waste Management). The Local Law has been publically notified with the public notification period expiring on 28 June 2018. A report will be taken to Council to adopt the Local Law.

17. Levy ready facilities

The Acting Coordinator Environment and Waste has been undertaking an audit on Council's 18 waste facilities to determine the amount of fencing and surveillance required. The State Government is yet to announce the grant funding available to levy affected Councils to become 'levy ready'. Submissions

were expected to be required by 29 June 2018 however as at 28 June 2018, an announcement has not been made regarding funding.

18. Cultural Intelligence Training

As part of the reconciliation journey, Mr Alan West conducted two workshops on Cultural Intelligence with the community development staff and community agencies.
The training provided insight into individual's cultural/personal composition, as well as the four quadrants associated with the cultural intelligence framework. The four quadrants are: cultural drive, cultural knowledge, cultural strategy and cultural action. Individual survey results are compared to global norms and it was pleasing that the community development staff scored slightly higher than global norms in their abilities of cultural strategy and cultural action.

19. NAIDOC Week 2018

Community development staff have been working with Emerald and Blackwater planning committee for the events in July. The theme for 2018 is "Because of her, we can!"
The following activities have been planned:

Emerald:

- Monday 9 July 2018
  - 10am Flag raising ceremony and morning tea in council forecourt
- Thursday 12 July 2018
  - 2pm – 4.30pm Afternoon tea at Emerald Neighbourhood Centre
- Friday 13 July 2018
  - 1pm - 3pm Laser tag for youth at Emerald PCYC
  - 3pm - 5pm Deadly 3's at Emerald PCYC
- Tuesday 31 July 2018
  - Elders lunch prepared by Emerald State High School students

Blackwater:

- Wednesday 18 July 2018
  - 5.30pm Movie hosted by Blackwater State High School students
- Friday 20 July 2018
  - 9.00am Breakfast at the Community Centre followed by Health checks provided by Bidgerdii's mobile service.
  - 12.30pm March from Rotary Park to Lions Park for flag raising ceremony
- Saturday 21 July 2018
  - CQ Touch football clinic and health checks provided by Bidgerdii, Hunter Street
  - 2pm Indigenous All Starts football event with four games at Blackwater Crushers, Hunter Street

20. Indigenous women's leadership workshop

Approximately 22 women attended the Indigenous women's workshop on the 2 June 2018 in Blackwater. The workshop was held from 9am to 9pm. Participants travelled from Barcaldine, Woorabinda, Emerald and Blackwater.

Presentations included:

- Wheel of Wellbeing activity (meditation, mind, body and spirit and mother earth),
- Engaging parents to improve education outcomes.
- Singing in language and indigenous dance
- Discussion on two worlds project (Suzanne Thompson - Regional Australian Institute finalist)
- How to start up your business (Janelle Evans a Wadja women)
- Yarning circle run by Rosity Tilly (Kiwi Rose)

21. Central Highlands Youth Week

Central Highlands Youth Week was celebrated between Friday15 June 2018 to Sunday 24 June 2018. The week included 8 events held across the region to celebrate the positive contributions of youth in our communities.

The community development team acknowledges the contributions of the following partners to deliver events:

- Blackwater and Emerald Police Citizen Youth Clubs
- Capella Tieri Middlemount Community Support Network
- Emerald Skate Mates
- Blackwater Laser Skirmish

Youth Week was delayed from its original date in April 2018 due to the Commonwealth Games being held in Queensland and the Building Better Regions Funding attached to the opening event.

Participant numbers at each event:

- Parkwave Festival – 1300
- Emerald Laser Skirmish – 60
- Dingo Laser Skirmish – 20
- Emerald Skate Workshops – 20
- Bluff skate competition and BBQ – 20
- Community Movie Night Blackwater – 28
- Amazing Race Tieri -12
- Laser Skirmish Rolleston – 40

Planning for Youth Week 2019 will commence in November 2018.

22. Parkwave Festival

Parkwave Festival was Central Highlands Youth Week's opening event. The event was hosted at Blackwater Lions Park on Friday 15 June 2018 and funded by Building Better Regions Fund, BMA Blackwater Mine and council. Parkwave was a festival themed event celebrating youth and community culture by creating a safe and interactive environment.

The event itself showcased 12 performers over two stages which included a selection of local and emerging talent as well as established bands. There were 25 market stall holders from Rockhampton through to the Gemfields, nine food and drink stalls set up as a mini 'Eat Street', a multi talent ground act who performed stilt walking and fire twirling, as well as a number of other attractions on the night aimed at broadening the events atmosphere.

The event attracted 1300 participants and received outstanding feedback both on the night and through council’s Youthinc Facebook page.

The dedication and enthusiasm displayed by the Youthinc. Team showcased youth are a valuable asset to the region and why events like this are important. The dedicated group of young people utilised their talents through managing stages, entry checking in, picking up litter, assisting stall holders and keeping the venue safe.

Thank you to a considerable number of council staff for their assistance including Parks and Facilities, Environmental Health, Safety and Compliance and Community Development & Engagement teams.

23. Suicide workshops

With the support of Uniting Care, a “Let’s Talk Suicide” workshop was conducted in Tieri on 26 June 2018 and at Sapphire on Wednesday 27 June 2018.

24. Have Your Say Central Highlands

The roll out of the online community engagement tool Have Your Say Central Highlands continues. Community engagement staff attended local shows at Springsure and Emerald to showcase the new community engagement website and encourage registration. The Community engagement team aim to

attend future community events to get the message out to community that council wants to hear what they have to say and encourage community to register.

382 people have now registered to the site, jumping from 337 to 382 in just one week with the Creative Cultural Futures and Heritage Action Plan engagement underway.

25. Heritage training workshops

On 13 and 14 July 2018 Central Queensland Museum Development Officer Dr Melanie Piddocke will conduct a two days of heritage training workshops in Rolleston.

Day 1 on 13 July will consist of 'Writing, updating and using Collection Policies' and 'Assessing Significance'.

Day 2 on 14 July will consist of 'Techniques for preparing exhibitions and displays' and 'How to document and catalogue your Collection'.

26. Springsure Hospital Museum 150 years exhibition

Dr Melanie Piddocke will be at the Springsure Hospital Museum on 16, 17 and 18 July 2018 to set up the Springsure Hospital Museum 150 year anniversay exhibition. As part of the planning process for this exhibition Dr Piddocke has been researching the history of the hospital over the past 12 months. A community callout is also underway seeking additional resources to assist the curator to ascertain if any additional items, photographs or documents can be found to further enhance the exhibition and/or collection.

27. Springsure Hospital Museum Conservation Management Plan

Conservation specialist Peter Todd visited the Springsure Hospital Museum during the first week of June 2018 to conduct an inspection of the Springsure Hospital Museum to create a Conservation Management Plan of this site.

The Springsure Hospital Museum is listed on the national, state and local heritage registers and is recognised as significant to the Central Highlands region. The Conservation Management Plan’s recommendations will guide future action planning for projects and programs associated with the Springsure Hospital Museum into the future.

28. Arts Queensland - Regional Arts Service Network update

Council have been informed that Creative Regions have declined Arts Queensland’s financial offer regarding their Expression of Interest to deliver the Regional Arts Service Network based on it not being adequate to provide services. Further updates will be provided upon further liaison with Arts Queensland.

29. Emerald Dance Eisteddfod

The Emerald Dance Eisteddfod event is running from Friday 29 June 2018 until and including Saturday 8 July 2018, showcasing the talents of dancers in the Central, Western, Southern and Northern Queensland regions. Dancers will be competing in the styles of ballet, jazz, tap, hip hop, song and dance, cabaret, acrobatics, improvisation, contemporary and lyrical dance. The event includes three sessions a day and will be held at the Emerald Town Hall.

30. Community development training

Council’s Community Development Unit (CDU) attended a two day "Community Development Workshop" in Tieri on 31 May and 1 June 2018. The workshop was funded and hosted by Capella Tieri Middlemount Links, Oaky Creek Coal Glencore and Central Highlands Regional Council. Community Praxis Co-op delivered the training.

Councillor Paul Bell and CDU staff attended the workshop, along with other participants from Middlemount, Capella, Emerald, Tieri and the Gemfields. The focus was on building skills in community development practice and a developmental approach to social change.

31. Sister City Student Exchange Visit to Japan

The sister city student exchange group will depart Emerald for Japan on Saturday 30 June 2018 and return to Emerald on Friday 13 July 2018. The group has been busy over the past six months

preparing, learning and fundraising for the visit. A group farewell will be held at the Blackwater International Coal Centre from 4pm on Friday 29 June 2018.

During their visit the exchange students will experience and visit memorable places in our sister city; Ichinoseki and Fujisawa; as well as wider Japan. On the itinerary for Ichinoseki and Fujisawa is a meeting with Mayor Katsube, visiting the Australia Japan Friendship Park, Geibikei Gorge, Sahara Glass Park, Ichinoseki Museum, Ark Farm, Iwate Safari Park, Begonia Centre, Genbi Gorge, Chusonji Temple, Yu-Gen-do (Limestone cave), Hydrangea Park and visiting four schools. They will also visit Tokyo Tower, Universal Studios, Hiroshima A Dome, Hiroshima Peace Memorial Park and Peace Museum.

The group of ten student are well prepared for the visit and thankful to all the sponsors and the council for supporting the exchange. Student chaperones are 2 x council employees. Students on the exchange include Mikaela Bannan, Reade Conaghan, Katie Cooke, Cameron Jackson, Amelia Knapman, Hope Knapman, Britney Roberts and Elissa Russell.

Council will host a reciprocal visit from 27 July – 3 August 2018, when our sister city visit the Central Highlands.

32. Youth Officer recruitment update

Recruitment for Youth Development Officers to support implementation of the Youth Strategy and Action plan is underway. The Youth Development Officer position originally projected for location at Springsure has been advertised for Springsure/Capella to cast our recruitment net more broadly. Interviews are currently underway for this position. The Senior Youth Development Officer position located in Emerald has been re-advertised after an unsuccessful recruitment round.

33. Emerald Interagency

At the 14 June 2018 Emerald Interagency meeting Council's Youth Development Officer attended as a guest speaker to talk about Council's Youth Strategy and Action plan 2018-2023. The presentation was enjoyed by 27 enthused attendees. During the meeting attendees also complimented council for hosting the recent Indigenous Women's Leadership workshop held in Blackwater, as well as the Get Out Get Active and Health Active Highlanders programs that are benefiting the community.

34. 2018 Annual Emerald Art Awards

The 2018 Annual Emerald Art Awards exhibition is scheduled to be open from 14 July 2018 until 24 August 2018 in the Emerald Art Gallery. The opening night will be held on 14 July 2018 at 6pm.

35. First5Forever Funding

State Library of Queensland has extended funding for the First5Forever programme for another 4 years.
From 2015 – 2017 within the CHRC region library staff have conducted an extra 134 children's sessions compared to 2014.

This is a 56% increase in programs for children from 0-5 years of age. Due to the extended programming, libraries have recorded an additional 3,024 people through our doors to take part in these children's programs.

Staff have conducted 87 outreach programs reaching 3,690 participants. The First5Forever funding has allowed staff the opportunity to create new programs and to be more active within the community. Going forward our plan is to continue reaching out to our communities and actively promote the First5Forever programs and its main goal to increase childhood literacy.

36. First5Forever Outreach

Barefoot in the park

On the 1 June 2018, Library Officers facilitated the Barefoot in the Park event at Emerald Centenary Park. Approximately 160 people stopped by the First5Forever stand and 41 reading kits were handed out to new parents.

Under 8's Day at Rolleston library

Library staff from Rolleston and the First5Forever officer from Emerald have an exciting under 8's day planned on Friday 29 June 2018 for our junior library customers. This day is being supported by several community groups from the Rolleston area. It is expected that Orion State School, Lochington State School, Springsure State School and Rolleston Kindergarten and Playgroup will attend, as well as local families.

Central Highlands Mums

On Monday, 14 June 2018, the first5Forver Officer attended Central Highlands Mums at the Emerald Uniting Church to talk about the First5Forever program and the importance of literacy to a group of new Mum's and their babies.

37. Talk, Talk, Talk at Emerald library

Olwen Forker from Back Chat Speech Pathology visited Emerald Library on Friday 22 June 2018 to conduct a free workshop on the importance of 'Talk, Talk, Talk' with babies. Approximately 30 parents attended this session, which was organised as part of the First5Forever program. Olwen is a successful speech pathologist who travels the state sharing her knowledge with parents.

38. New programs at Springsure and Blackwater libraries

Springsure library has commenced a new program with Baby Rhyme Time kicking off the last week of June and running every second Wednesday from 9:30 am. The next session well be the 11 July 2018. Blackwater library has been trialling a Sensory Play session on the first Monday of each month from 10:00am using sand, pasta, rocks etc. As the session won't run during the school holidays the next session will be Monday 6 August 2018.

39. International Year of the Reef

2018 is International Year of the Reef. Council's Library Service will be creating displays in each library celebrating our reef and are asking children to contribute their drawings to the display. Our Story Time programs will have focused stories and activities on our oceans and reefs and several activities over the school holidays will be reef themed to further celebrate.

40. Get out Get Active - Healthy Active Highlanders

The 12-week Healthy Active Highlanders for women kicked off around the region on Monday 2 July with over 50 people attending in the first day of classes. Council have engaged highly qualified group fitness instructors and fitness professionals that will be delivering a range of classes targeted at women of all fitness levels in Emerald, Springsure, Blackwater and Capella. For more information visit the website http://www.centralhighlands.qld.gov.au/facilities-recreation/sport-leisure/healthy-active-highlanders.

41. Library School Holiday Program Fees

Library Services are implementing the new FY 18/19 School Holiday Program Fee of $2 per child per program attended. This fee will be changed starting from the September 2018 school holidays. This will provide families time to adjust to this change, given the July school holidays scheduled from 2-13 July 2018 are so close to the beginning of the financial year.

42. Creative Cultural Futures and Heritage Action Plan draft update

The Creative Cultural Futures and Heritage Action Plan is currently being developed. The online Have Your Say, Central Highlands community engagement was extended to 29 June 2018. Feedback from this engagement process, the Central Highlands Arts and Cultural Advisory Committee and additional councillor feedback will be taken into consideration in the draft action plan which will be presented to council in August 2018.

43. St John Ambulance Closure

St John Ambulance (QLD) is a self-funded charitable organisation dedicated to helping people in sickness, distress, suffering or danger. They also offer training, supplies and equipment.

Over the last 3 years St John's has commenced a reduction of overheads and to minimise the losses being made by the business. In January 2018, the Board of Directors signed off on a transformation of the Event Health Services Programs. This project saw the regionalisation of the larger regional and

metropolitan membership and the restructuring of Divisions. In addition to this, regional/rural divisions were measured against specific criteria, including financial viability, and many were earmarked for closure. This meant that the organisation would close Event Health Services in specific areas and release members from the organisation. This affects all volunteer Event Health Services in Queensland including the one located at the Hunter Street Sports Complex in Blackwater which will be closed effective 30 June 2018. Staff from St John Ambulance will be on site on Monday 2 July 2018 to remove all equipment and signage from the council owned facility. This will affect local events where council has previously hired St John's to be the first aid responders.

44. Tidy Towns

Tidy towns is a program of Keep Queensland Beautiful that aims to recognise and reward work occurring in towns across Queensland. Accreditation provides participating towns with a 1 to 5 star rating, based on progress in key focus areas – Environmental Innovation and Protection, Heritage and Culture, Community Spirit, Litter Action, Resource Recovery, Waste Management, Water Conservation and Energy Efficiency.

Tidy Towns accreditation provides formal recognition of the hard work that communities are already carrying out to foster long-term environmental and social health.

- Boost community morale
- Encourage positive social change
- Promote local businesses, community groups, unique natural environment and cultural heritage
- Encourage tourism
- Enhance the reputation of the town as a great place to live
- Receive supporting feedback from judges

Council was recently notified by Chief Executive Officer of Keep Queensland Beautiful, David Curtain that Blackwater's accreditation has increased from 2 stars to a 5 star rating. The first ever 5 star Queensland Tidy Town. Keep Queensland Beautiful are currently preparing artwork and a media release. Attached is the list of nominations that were submitted for each category.

ATTACHMENTS:

1. Planning and Environment Monthly Report May 2018 **[11.1.1]**
2. Overview of Communities Administration Team **[11.1.2]**

– END OF REPORT –

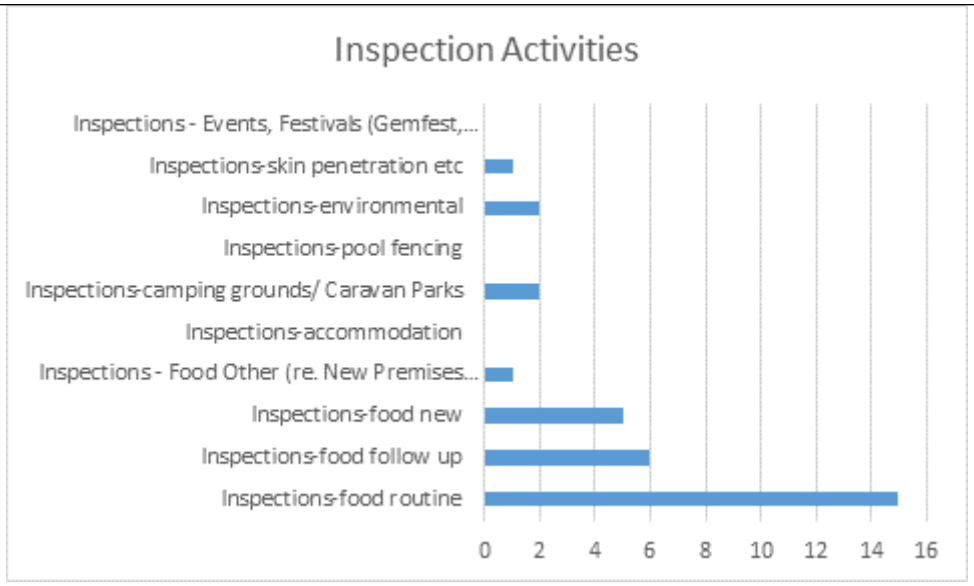
COUNCILLOR PORTAL REPORT

Authorising Officer: Daniel Fletcher, General Manager Communities

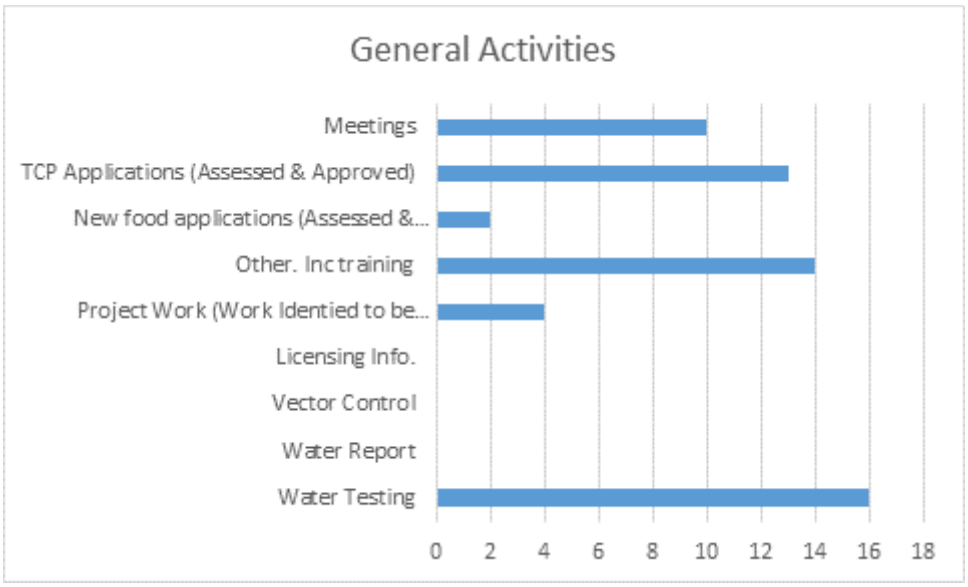
REPORT:

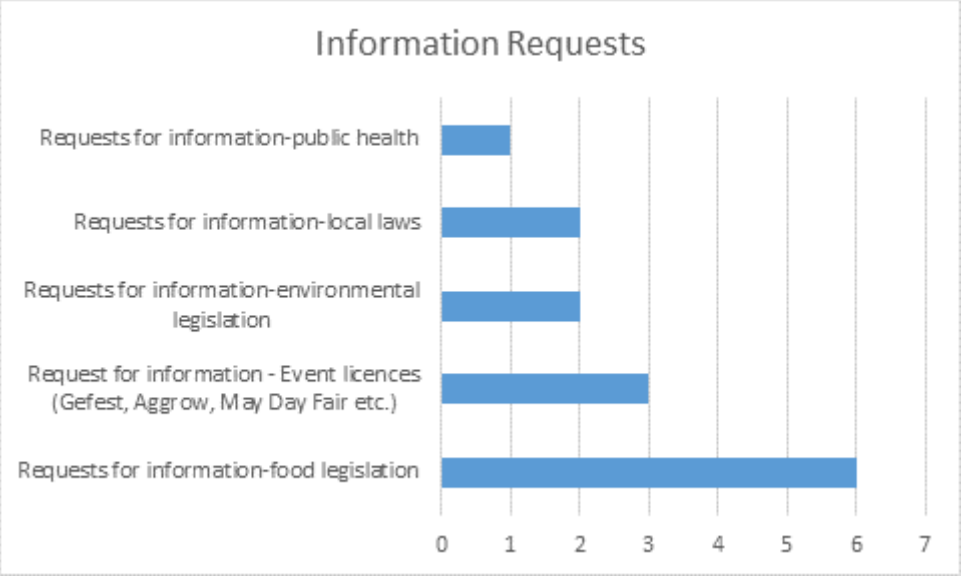
Manager, Planning and Environment	**Achievements for the Month – May 2018** • Attendance at the Waste 2018 conference – Coffs Harbour. • Finalisation of the budget process. • Ongoing recruitment for the Ranger Services team. • Finalisation of the 2018/19 budget. • Finalisation of the 2018/19 Operational Plan. • Leave targets for staff with excess leave plans in place for staff flagged. • Commencement of the Standard Conditions for DA. • Finalisation of Memorandum of Understanding – Internal referrals. **Targets for next month – June 2018** • Resolution of the Communities Plan on a Page. • Delivery of all Operational Plan items for 2017/18 • Finalisation of the Major Amendment to send back to the State for review • Delivery and review of the Standard conditions for DA • Finalisation of Memorandum of Understanding – Internal referrals.

Waste and Environmental Services	**Achievements for the Month - May** • Contractor engaged for Rolleston Transfer station Construction • Contract Meeting with JJ Richards • Pre-lodgement meeting held for Capella boundary realignment • Kerbside collection tenders assessed • Recycling contract extension discussions commenced • Waste Local law development commenced • Engagement of consultant to undertake full cost price modelling of waste services • Water sampling conducted for all towns in CHRC. • Complaints handling: 19 complaints handled (refer the Customer Requests chart below). • There has been an increase in temporary caterer's permits occurring in CHRC. • Waste area all sites levy ready quotes (including signage, fencing & gates, camera estimates). • Quotes received for Emerald transfer station compliance upgrade. • Emerald transfer station - Landscaping work commenced, signage ordered, general repairs and maintenance quotes received, and camera upgrade audit undertaken. • Lochlees Landfill – signage upgrade and camera audit undertaken, and litter screens used to create Drum Muster storage compound.


Inspection Activities
Inspections - Events, Festivals (Gemfest,...
Inspections-skin penetration etc
Inspections-environmental
Inspections-pool fencing
Inspections-camping grounds/ Caravan Parks
Inspections-accommodation
Inspections - Food Other (re. New Premises...
Inspections-food new
Inspections-food follow up
Inspections-food routine
0 2 4 6 8 10 12 14 16

Customer Requests
Complaints-drainage
Complaints-waste
Complaints-food
Complaints-vector
Complaints-noise
Complaints-accommodation
Complaints-local law
Complaints-...
Complaints-public health (water, housing etc)
Complaints-planning
0 1 2 3 4 5 6 7 8


General Activities
Meetings
TCP Applications (Assessed & Approved)
New food applications (Assessed &...
Other. Inc training
Project Work (Work Identied to be...
Licensing Info.
Vector Control
Water Report
Water Testing
0 2 4 6 8 10 12 14 16 18



Targets for next month - June:

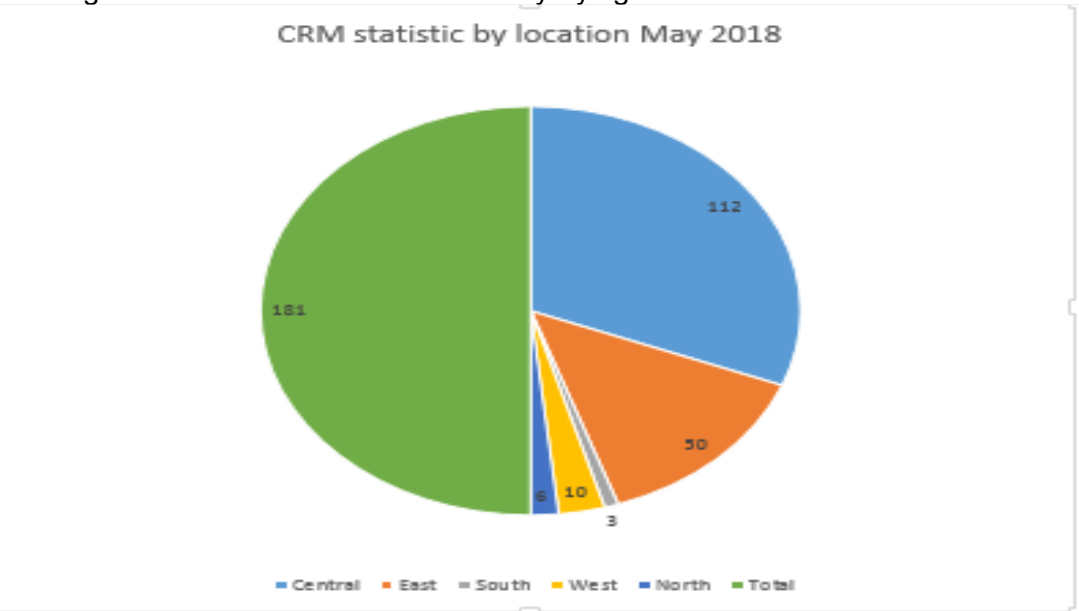
- Landfill rehabilitation site tour
- Meeting with Cleanaway to promote interest in upcoming contracts
- Commence construction of Rolleston transfer station
- Engagement of Consultant for Kerbside and Bulk bin collection contract
- Development of concrete crushing tender
- Blackwater fencing completed
- Continue the assessment and approval of Temporary Entertainment Events and Caterers Permits.
- Respond to CRM and ECM tasks.
- Focus on food premises inspection to achieve to meet targets.
- To evaluate all quotes for upgrade and levy ready works for all sites.
- Prepare business case for truck tipper / flat bed / digger combination.

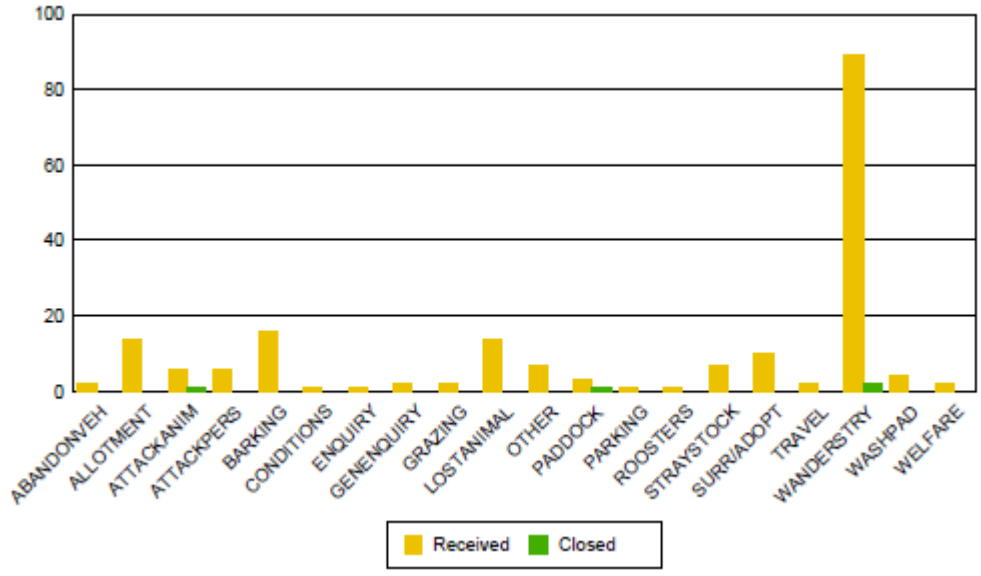
Ranger Services

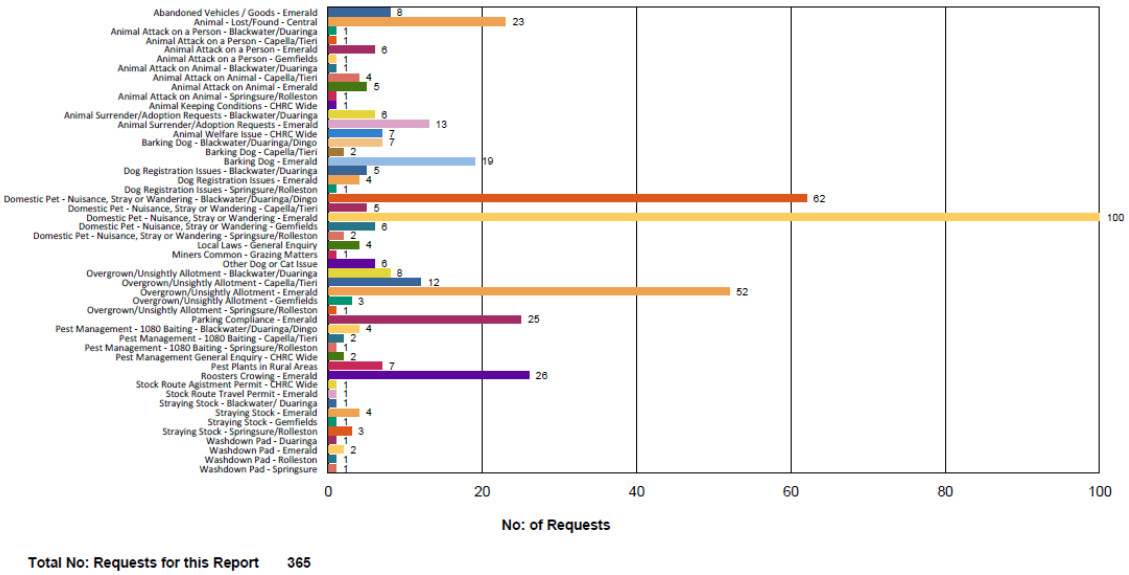
Statistics

Customer Requests

Ranger Services received 181 new customer requests for the month of May 2018. These were in addition to routine pest management activities which include weed spraying, biological control, and 1080 baiting. There are a total of 365 active and open investigations of which the team are busily trying to resolve.







Total No: Requests for this Report 365

Impounded Animals A total of 59 animals were collected during the month of May 2018

which was an increase of 25 more than the 34 impounded for April 2018. Of these, 16 were impounded with 12 being adopted out after release period. 23 Animals were released back to the owner/responsible person with a total of five (5) euthanised.

2018 May	New Animals:		Impounded:		Adopted:		Released:		Euthanised:	
Blackwater	13	18%	4	25%	3	25%	2	9%	1	20%
Emerald	45	82%	12	75%	9	75%	21	91%	4	80%
Total:	59	100%	16	100%	12	100%	23	100%	5	100%

Achievements for the Month

Appointment of Coordinator Ranger Services
CHRC Ranger Services welcomed the arrival of newly appointed Coordinator for Ranger Services. Council will be seeing a lot more of our Coordinator with upcoming reports to Council regarding the Ranger Services initiatives, Rural Services Meetings, updates on the Miners Common and the Fernlees Wed Spraying project.

Capella Show
On 25 May 2018, one of Council's Rangers and the Manager Planning and Environment hosted a stall at the Capella Show to showcase Ranger Services with an information stall. Due to the highly political nature of animal management relating to roaming dogs and animal registrations within Capella over the past eight (8) months, it was critical for Council to host a stall and be there to address community concern.

Although this is a positive and proactive approach to animal management, the interest received was poor and not reflective of the concerns that have been raised.

Animal Management
Ranger Services continue to act on all animal management concerns in the region. With Rangers in both the Central and Western areas receiving reports of animal attacks for investigation. Consequently Rangers are quick to respond to reports of roaming dogs in the attempt to minimise the likelihood of attacks occurring. Which in turn results in the impoundment of any roaming animals that the Rangers do in fact locate. Ranger Services continue to address the reports received in the attempt to lower the number of open/active customer requests related to Animal management and other matters addressed by Ranger Services.

Continued weed spraying at Five Mile Reserve
Due to staff constraints no Rangers were able to participate in this activity and an external contractor was enlisted to attend to this matter with a total of eight (8) days of spraying completed. After which this external contractor terminated interest in continuing contract with CHRC.

Ranger Services Team bat dispersal
Nil reports have been received with regard to flying fox arrival in the region therefore no dispersal has taken place nor has any monitoring been required.

1080 Baiting
On 14 May 2018, Rangers and Biosecurity officers Baited at Dingo and then on 18 May 2018 at the Springsure Tambo Road.

Staff Training
One of Council's Rangers Doughty attended and completed a Humane destruction of animal's course in Rockhampton. This course was cost effective and allows our staff to increase professional development.

PetPep
Ranger Services attended Comet Primary school and delivered PetPep content with regard to responsible pet ownership.

Logo staffing

	To manage workload during the turnover of staff within the Ranger Services team, Council appointed two LoGo officers. On 11 May 2018, one officer terminated his tenure and on 25 May 2018, the second LoGo recruit finished up at Council. **Targets for Next Month - June** **PetPet Education Program** Rangers will visit St Patricks Primary school delivering an education program to prep students. Topics to be covered included what Ranger Services does, animal owners responsibilities, and what to do if attacked by an animal. This program is formulated by the Australian Veterinary Association and is designed in a way that young children can relate to and learn from it. **1080 Baiting** CHRC is beginning to receive interest in baiting in the area with some applications being received and upon return of staff from leave baiting will commence. **Emerald Show** On 5 June 2018, the Ranger Services team will assist in the manning of a stall at the Emerald Show. Information on all CHRC services will be on show including responsible pet management. **Reduction of outstanding reports and delivering improved customer service** With the arrival of Ranger Services Coordinator it is anticipated that Ranger Services will be able to deliver on reducing time delays in officer response to customer enquiries and reduce the back log of CRMs. **Recruitment of the Senior Ranger and vacant Ranger position** On 25 June 2018, the recruitment of the vacant Ranger role will close. The Ranger Services team are optimistic about a successful round despite a number of recruits withdrawing from the last round. By end of June, recruitment is expected to be finalised for the maternity leave contract for the Senior Ranger position.

Development & Planning

Achievements for the Month – May

Strategic Land Use

- Continue to progress the Blackwater Revocation process.
- The Liveability Strategy and Major Amendment 1 (rezoning) are due for completion on 30 June 2018. Work on these is continuing.

Development Assessment

- Our Development Assessment team continue to work hard to meet statutory deadlines with five (5) applications decided in May.
- We are working on formulating standard conditions which can be applied to approvals which will improve consistency across the approvals and streamline the Development Assessment process.
- CRM's are up to date.

Targets for Next Month - May

- To fill currently vacant staff positions (Coordinator Strategic Land Use and Principal Planner Strategic Land Use).
- To continue to improve response times for CRM's.
- To continue to work on fact sheets, to provide clear and concise information for members of the public regarding what activities are and are not provided for in each zone.

Strategic Planning

- To continue to work to progress strategic planning processes, including the Liveability Strategy, Major Amendment 1 (rezoning) and the Blackwater Revocation process
- Local Government Infrastructure Planning project is ongoing with the Infrastructure and Utilities Department and will require input from strategic planning.
- Gemfields project in conjunction with the Department of Natural Resources Mines and Energy (DNRME) is still ongoing.

Development Assessment

- To continue to streamline processes to enable staff to maximise productive time.
- Investigate training options for staff to improve professional skills.

Statistics – Customer Requests – Development & Planning

AUTHORITY

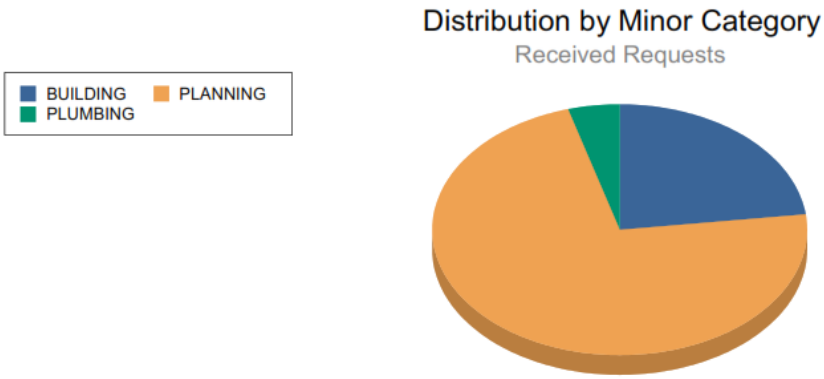
CENTRAL HIGHLANDS REGIONAL COUNCIL

CRM Statistics

Period Ending: 6/1/2018

Print Date: 6/1/2018 6:30:52AM

Development & Compliance

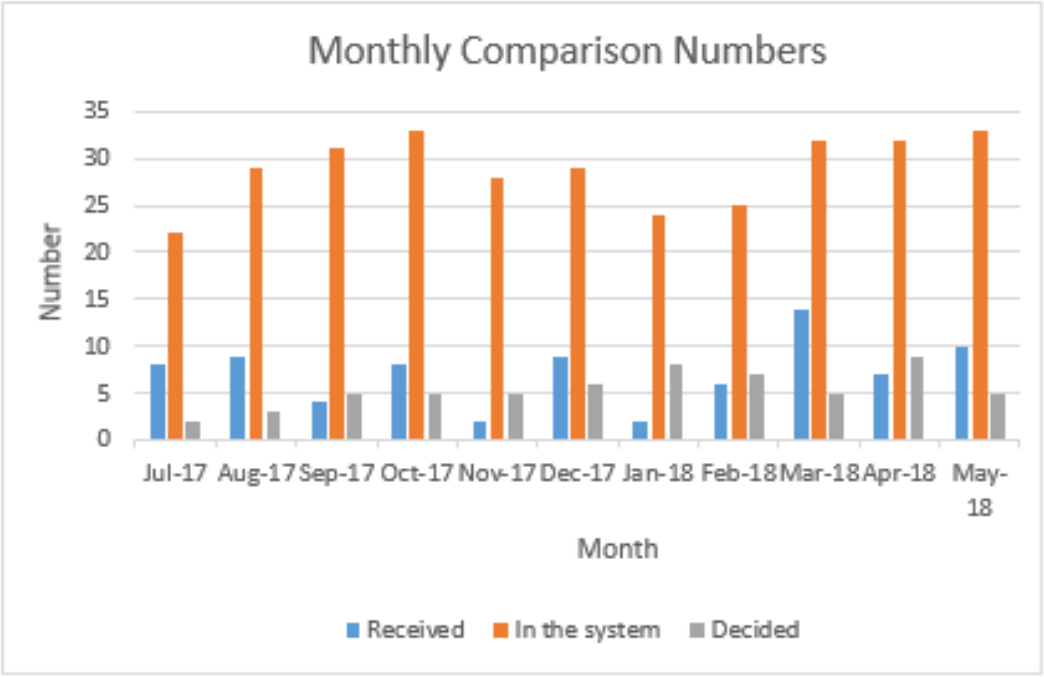


Period Ending: 6/1/2018

Print Date: 6/1/2018 6:30:52AM

CATEGORY CODE	Received	Closed	Within Tgt	Overdue	%
BUILDING	**16**	**16**	**16**	**0**	*0*
ENQUIRY	**16**	**16**	**16**	**0**	*0*
PLANNING	**50**	**35**	**38**	**12**	*24*
APPLICAT	**5**	**2**	**4**	**1**	*20*
COMPLIANCE	**6**	**5**	**4**	**2**	*33*
ENQUIRY	**38**	**27**	**29**	**9**	*24*
MEETAPLNER	**1**	**1**	**1**	**0**	*0*
PLUMBING	**3**	**2**	**3**	**0**	*0*
COMPLIANCE	**1**	**1**	**1**	**0**	*0*
ENQUIRY	**2**	**1**	**2**	**0**	*0*
Totals for this Report	**69**	**53**	**57**	**12**	

Statistics – Development Assessment



Development & Planning

Building

Statistics

Inspections by Council Certifier May 2018	
Pool Compliance Inspections	1
Pool Compliance Re-Inspections	1
Inspections (on behalf of Private Certifiers)	0
Boundary Relaxations	1
CHRC Applications - Inspections	1
Other (Sheds, Carport, Dwellings, Frame, Footings etc.)	6
Audit Inspections	3
Total Inspections for April 2018	**13**

Council Building Approvals – May 2018

Description of Structure	$ Value	Location
New Shed	20,000	Blackwater
Patio Extension to Existing Shed	13,000	Emerald
New Carport	2,500	Emerald
New Shed	13,000	Emerald
Training Room Extension to Existing SES Facility	189,829	Duaringa
Relocate Garage	4,500	Emerald
Relocation of Dwelling	17,600	Springsure
New Patio	13,000	Emerald

Privately Certified Building Approvals – May 2018

Description of Structure	$ Value	Location
Tenancy Fit out - Smokemart	147,500	Emerald
New Warehouse, Office, Carport, Truck Parking Bay	310,000	Emerald
New Shed	7,773	Emerald
New Carport - Site 20 – Ski Club	2,000	Emerald
New Dwelling	239,000	Emerald
New Carport	11,000	Emerald
Refurbishment of Shops	12,000	Emerald
New Shed for Storage & Filling of Sandbags during a disaster	76,563	Emerald
New Dwelling	247,000	Emerald
New Garage	19,370	Emerald
Tenancy Fit out – Nicer Nails	35,000	Emerald
New Dwelling	224,000	Emerald

Development & Planning

Plumbing

Statistics

Plumbing Applications – May 2018	
Description	**Quantity**
Residential - New	2
Residential - Alterations	1
Commercial - New	0
Commercial - Alterations	2
Services - New	1
Services - Alterations	0
Mining Camps	1
Disconnections	0
Form 4 Applications (QBCC)	15

Plumbing Inspections – May 2018	
Inspection Type	**Quantity**
Under-slab	2
Rough In	2
House Drain	6
Plumbing Final	10
Elevated Drain	2
Audit/TW	4
Other	85
Meetings	74
TOTALS	**185**

ATTACHMENTS:
Nil

– END OF REPORT –

Communities Administration Team

A look at what we do…

Meet Our Team!

Belinda Pusey
Executive Assistant
EA to the General Manager Communities and Supervision of Administration Team

Peta Lewis & Aidan Arnold
Administration Assistant
Development and Planning - Building

Lyndell Wilson
Administration Assistant
Development and Planning - Plumbing

Fiona Young
Administration Assistant
Environmental Health and Waste Services

Kayla Holloway
Administration Assistant
Community Development and Engagement

Breannen Anderson
Administration Assistant
Community Recreation and Facilities

Natasha Jurd
Administration Assistant
Ranger Services and General Administration Support

Who are we?

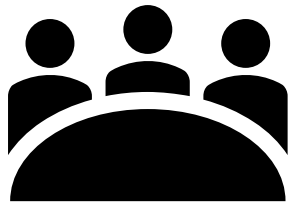
- The Communities Administration team is a multifunctional team responsible for assisting the whole of the Communities department with a wide variety of tasks, priorities and processes

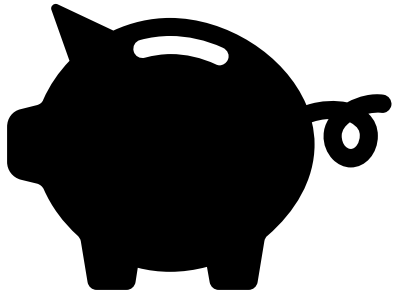
- The team works together to facilitate ease of workflow for not only the communities department but other departments of council to develop the desired outcomes expected

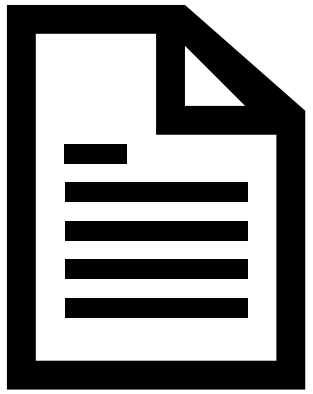
- Providing a high level of customer service to a variety of external stakeholders via phone, email or face to face

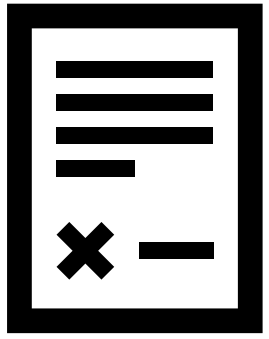
- The Community Administration team service and support a variety of areas within the Council. Areas that include Waste, Environment and Health, Ranger Services, Customer Service, Plumbing, Building, Parks & Gardens, Recreation & Facilities and Community Planning & Engagement.

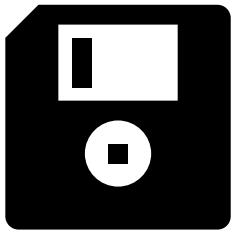
What do we do? … a snapshot

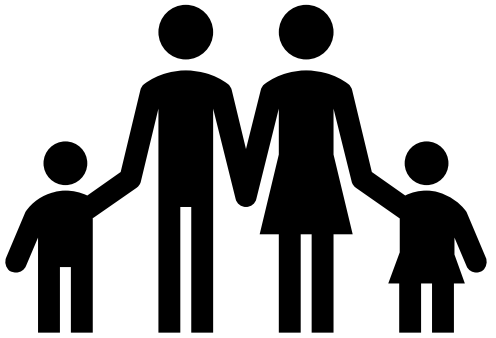




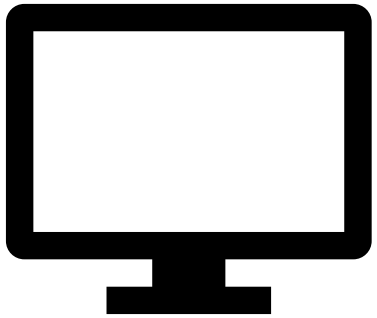


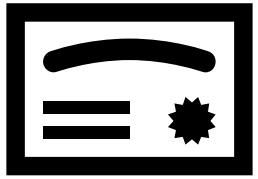


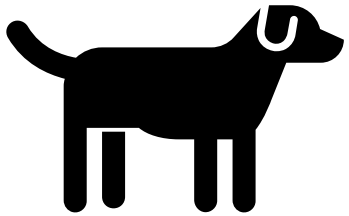


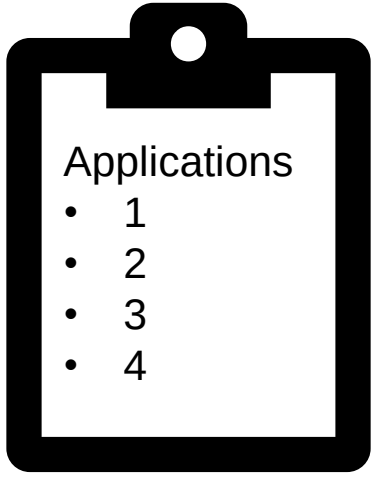


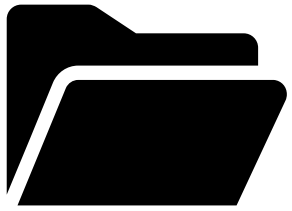
What do we do? … continued











Key Priorities

TOTO:

The Communities Administration have been working hard since the beginning of the one council implementation. The Communities team have a huge involvement as Module Champions, Change Champions and Key Users for the implementation of TOTO. Being identified as content experts the team has over 8 modules between them including:

Waste Management	Cemeteries	Open Spaces (Parks and Rec)
Animal Management	Applications (Building, Plumbing & Planning)	Certificates permits and licences
Infringements and enforcements	Trade Waste	Works Processes and Elements of CRM

Data Cleansing:

In conjunction with TOTO the team are currently identifying improvements needed to current records and working to streamline processes prior to go live

Project Delivery:

Working closely with relevant teams, the communities admin team provides integral support to ensure delivery of capital projects and grants

Legislative Compliance:

Ensure compliance is met for relevant Acts and Local Laws, EHP Waste Transport Certificates, Queensland Waste Data Systems (QWDS), drumMUSTER, Building and Plumbing Enforcements, Environmental Health, Animal Infringements (SPER).

THANK YOU

Central Highlands
Regional Council

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centralhighlands.qld.gov.au

12 GENERAL BUSINESS

13 CLOSED SESSION

13.1 Nil Reports

14 LATE AGENDA ITEMS

15 CLOSURE OF MEETING