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 March 2020
At 11.30am

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

Scott Mason
Chief Executive Officer
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1 PRESENT

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES

4 LEAVE OF ABSENCE

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Minutes - Communities Standing Committee Meeting - 11 February 2020
Communities Standing Committee Meeting

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

Tuesday, 11 February 2020
Commenced at 11.30am
CENTRAL HIGHLANDS REGIONAL COUNCIL

COMMUNITIES STANDING COMMITTEE MEETING

TUESDAY 11 FEBRUARY 2020

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ACKNOWLEDGEMENT OF COUNTRY
Cr Daniels commenced the meeting with an Acknowledgement of Country

APOOLOGIES
Nil

LEAVE OF ABSENCE
Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING
Communities Standing Committee Meeting: 21 January 2020
Resolution:
Cr Godwin-Smith moved and seconded by Cr Brimblecombe “That the minutes of the previous Communities Standing Committee Meeting held on 21 January 2020 be confirmed.”

CSC 2020 / 02 / 11 / 001 Carried (6-0)

BUSINESS ARISING OUT OF MINUTES
Nil

OUTSTANDING MEETING ACTIONS
Cr Brimblecombe requested an update regarding the Willows Hall project.

REVIEW OF UPCOMING AGENDA ITEMS
Nil

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

Attendance
Manager Connected Communities S. Poulter and Arts and Cultural Officer K. Newman attended the meeting at 11.33am
DECISION ACTION REPORTS

Communities

Central Highlands Arts and Cultural Advisory Committee (CHACAC) 22 November 2019 and 13 December 2019 meeting notes

Executive Summary
This report presents the meeting notes of the Central Highlands Arts and Cultural Advisory Committee (CHACAC) planning meetings held in Springsure on 22 November 2019 and in Emerald on 13 December 2019 to be 'received' by the Central Highlands Regional Council.

Resolution:
Cr McIndoe moved and seconded by Cr Godwin-Smith “That the Communities Standing Committee receive the meeting notes from the Central Highlands Arts and Culture Advisory Committee planning meetings held 22 November and 13 December 2019, specifically noting:

1. Draft Creative Cultural Futures and Heritage Action Plan 2020-2022 updates;
2. Central Highlands Heritage Collections Study project update; and
3. Marketing improvements for regional arts promotion.”

CSC 2020 / 02 / 11 / 002
Carried (6-0)

Attendance
Manager Connected Communities S. Poulter and Arts and Cultural Officer K. Newman left the meeting at 11.35am
Manager Customer Service R. Brosnan attended the meeting at 11.35am

INFORMATION REPORTS

Customer and Commercial Services

Customer and Commercial Services – Departmental Update

Executive Summary
The following report provides an update on key activities for the Customer and Commercial Services department.

Resolution:
Cr Sypher moved and seconded by Cr McIndoe “That Central Highlands Regional Council receive the Customer and Commercial Services departmental update report, highlighting key activities for the month of January 2020.”

CSC 2020 / 02 / 11 / 003
Carried (6-0)

Attendance
Manager Customer Service R. Brosnan left the meeting at 11.43am
Manager Connected Communities S. Poulter and Coordinator Libraries K. Nuss attended the meeting at 11.44am
Executive Assistant Communities B. Pusey left the meeting at 11.46pm
Executive Assistant Communities B. Pusey attended the meeting at 11.49pm
Communities


Executive Summary
The Central Highlands Regional Council’s Library Strategy and Action Plan 2019-2021 outlines Council’s commitment to the delivery of quality services to the community and a way to progress library services regionally.

The purpose of this report is to present Council a summary of progress made on the action plan between July and December 2019.

There are five priority areas that are the framework to deliver on the library strategy outcomes identified through the action plan. The priority areas are listed below with the percentage of actions complete against each:

1. Library Staff Learning and Training 50% achieved
2. Library Branding and Marketing 60% achieved
3. Library Community Partnerships 87% achieved
4. Library Community Events, Programs and Services 60% achieved
5. Library Facilities 42% achieved

This report details progress made on each of these in the report.

The delivery target for the library strategy and action plan progress for the July to December 2019 period is 50%. The delivery achieved was 66%.

Resolution:
Cr Godwin-Smith moved and seconded by Cr Brimblecombe “That the Communities Standing Committee receives the Library Strategy and Action Plan 2019-2021 biannual progress report from July - December 2019."

CSC 2020 / 02 / 11 / 004  
Carried (6-0)

Attendance
General Manager Customer and Commercial Services M. Webster left the meeting at 12.09pm
Coordinator Libraries K. Nuss left 12.18pm
Supervisor Community Development L. Connell and Community Development Officer L. Spackman attended the meeting at 12.18pm


Executive Summary
The Central Highlands Regional Council’s Reflect Reconciliation Action Plan (RAP) 2019-2020 outlines Council’s commitment to advance reconciliation.

The Reflect RAP outlines actions that all areas of Council will work on collectively with stakeholders. We share the responsibility to deliver the RAP and contribute to improving the wellbeing and quality of life for Aboriginal and Torres Strait Islander peoples in the Central Highlands.

The purpose of this report is to present Council a summary of progress made on the Reflect RAP from January to December 2019.

There are four strategic priority areas that provide a framework to deliver on the RAP outcomes identified in the action plan. The strategic priority areas are listed below, with the percentage of actions completed
agains each. The goal was for each area to be at a 100% completion rate within this reporting cycle.

1. Relationships 70% achieved
2. Respect 65% achieved
3. Opportunities 20% achieved
4. Tracking and progress 50% achieved

The delivery target for the Reflect RAP progress for the January to December 2019 period is 100%. The delivery achieved was 52%. Achieving 52% is a great result, given the key role responsible for delivery of the action plan was vacant from 15 February 2019 to 21 January 2020.

Resolution:
Cr McIndoe moved and seconded by Cr Godwin-Smith "That the Communities Standing Committee receives the Reflect Reconciliation Action Plan 2019-2020 annual progress report for the period of January to December 2019."

CSC 2020 / 02 / 11 / 005

Carried (6-0)

Attendance
Supervisor Community Development L. Connell and Community Development Officer L. Spackman left the meeting at 12.33pm
Arts and Cultural Officer K. Newman attended the meeting at 12.33pm

Creative Cultural Futures and Heritage Action Plan 2018-2020 FYS Biannual Progress Report
(July-December 2019)

Executive Summary
The Central Highlands Regional Council’s Creative Cultural Futures and Heritage Action Plan (CCFHAP) 2018-2020 FYs outlines Council’s commitment to arts, cultural and heritage services regionally.

This action plan fulfils multiple Council commitments. These include; meeting the Arts Queensland Regional Arts Development Fund (RADF) agreement that provides Council with annual grant funding and council’s corporate and operational plan outcomes related to arts, culture, history and heritage.

This purpose of this report is to present a summary of progress made on the action plan items from July and December 2019.

The CCFHAP outlines activities to match the six objectives within Council’s Creative Cultural Futures Strategy 2016-2026 and seven categories within the Heritage Management Framework. The action plan utilises the objectives from the Creative Cultural Futures Strategy 2016-2026 to organise its content.

The CCFHAP strategic priority areas are listed below with the percentage of actions completed against each:

1. Consolidation and Revitalisation 50% achieved
2. Community and Celebration 85% achieved
3. Regional identity and Sense of Place 60% achieved
4. Positive Partnerships 90% achieved
5. Celebrate Diversity 80% achieved
6. Future Direction 85% achieved

This report details progress made on each of these in the report.

The delivery target for the CCFHAP progress for the July to December 2019 period is 50%. The delivery achieved was in fact 75%.
Resolution:
Cr Brimblecombe moved and seconded by Cr Godwin-Smith “That the Communities Standing Committee receive the Creative Cultural Futures and Heritage Action Plan 2018-2020 FYs biannual progress report for the period of July - December 2019.”

CSC 2020 / 02 / 11 / 006

Carried (6-0)

Attendance
Arts and Cultural Officer K. Newman left the meeting at 12.48pm
Councillor G. Sypher left the meeting at 12.48pm
Senior Youth Development Officer H. Hogan and Youth Development Officer S. Wilesmith attended 12.48pm
Councillor G. Sypher attended the meeting at 12.50pm


Executive Summary
The Central Highlands Regional Council’s Youth Strategy and Action Plan 2018-2023 outlines Council’s commitment to young people and a way to progress youth services regionally. It fulfils Council’s corporate and operational plan outcomes to ‘Implement the regional youth action plan’.

The purpose of this report is to present Council a summary of progress made on the action plan between July and December 2019.

There are five strategic priority areas that provide a framework to deliver on the youth strategy outcomes identified in the action plan. The strategic priority areas are listed below with the percentage of actions completed against each:

1. Youth Development 80% achieved
2. Planning and Advocacy 70% achieved
3. Youth Participation 85% achieved
4. Youth Connections 50% achieved
5. Place Activation 80% achieved

The delivery target for the youth strategy and action plan progress for the July to December 2019 period is 50%. The delivery achieved was 73%.

Resolution:
Cr Brimblecombe moved and seconded by Cr McIndoe “That the Communities Standing Committee receives the Youth Strategy and Action Plan 2018-2023 Biannual Progress Report for the period of July to December 2019.”

CSC 2020 / 02 / 11 / 007

Carried (6-0)

Attendance
Manager Connected Communities S. Poulter, Senior Youth Development Officer H. Hogan and Youth Development Officer S. Wilesmith left the meeting at 1.10pm

Communities Departmental Update

Executive Summary
The following report provides an update on key activities for the Communities department.
Resolution:
Cr Sypher moved and seconded by Cr Brimblecombe “That the Communities Standing Committee receive the Communities Departmental update report, highlighting key activities for the month of January.

CSC 2020 / 02 / 11 / 008
Carried (6-0)

GENERAL BUSINESS

Nil

CLOSURE OF MEETING

There being no further business, the Chair closed the meeting at 1.17pm.

CONFIRMED

CHAIR

DATE
6 BUSINESS ARISING OUT OF MINUTES

7 REVIEW OF OUTSTANDING MEETING ACTIONS

8 REVIEW OF UPCOMING AGENDA ITEMS

9 MATERIAL PERSONAL INTEREST, CONFLICT OF INTEREST, PERSONAL GIFTS AND BENEFITS
10 DECISION ACTION REPORTS

10.1 Communities

10.1.1 Central Highlands Arts and Cultural Advisory Committee Meeting 7 February 2020..... approx 15 mins

**EXECUTIVE SUMMARY:**

This report presents the meeting notes of the Central Highlands Arts and Cultural Advisory Committee planning meeting held in Emerald on 7 February 2020.

**OFFICER RECOMMENDATION:**

That the Communities Standing Committee receives the 7 February 2020 Central Highlands Arts and Culture Advisory Committee planning meeting notes.

**REPORT:**

The Central Highlands Arts and Cultural Advisory Committee (CHACAC) is a council committee established to encourage participation and optimum service delivery for council communities, particularly regarding 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.

This purpose of this report is for council to receive the meeting notes of the CHACAC planning meeting held on 7 February 2020 in Emerald.

The next CHACAC planning meeting is scheduled for 17 April 2020, to be held in Emerald.

**CONSIDERATIONS / IMPLICATIONS:**

*Corporate/Operational Plan Reference:*

1. Strong Vibrant Communities;
   1.1 - Corporate Plan Strategy: Strong diverse communities
   1.2 - Corporate Plan Strategy: Respecting our cultures
   1.3 - Corporate Plan Strategy: Active and inclusive 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:
Terms of Reference
CHACAC Terms of Reference (endorsed 7/08/2018)

Communication/Engagement:
The CHACAC conduct planning and community engagement meetings throughout the region each financial year.

Risk Assessment:
There are no specific risks related to the presentation of these meetings notes.

Timings/Deadlines:
It is considered best practice to present CHACAC planning meeting notes to council as soon as is practicable after their meeting.

Alternatives considered:
Not applicable.

SUMMARY:
This report presents CHACAC planning meeting notes from 7 February 2020.

ATTACHMENTS:

1. CHACAC Meeting Notes - 7 February 2020 [10.1.1.1 - 14 pages]

– END OF REPORT –
Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting Notes

Date: 7 February 2020

Venue: Emerald Art Gallery Meeting Room

Chair: Cr Gail Nixon

Note taker: Narisa Kerr (CHRC)

Present: CHACAC Members: Councillor Gail Nixon, Maureen Burns, Kathy Hawkins and Sharon Gimbert. Professor Anita Milroy arrived at 11.48 am.
CHRC: Karen Newman – Arts and Cultural Officer (ACO), Bernardine Frawley - Coordinator Community Engagement (CCE), Narisa Kerr - Administration Officer Communities (AOC), Nikki Pickering – Arts and Cultural Officer – Galleries (ACOG). Suzanne Poulter - Manager Connected Communities (MCC) arrived at 11.52 am.

Apologies: CHACAC Members: Councillor Charles Brimblecombe, Councillor Gail Godwin-Smith, Barbara Beazley, Mellissa Chick, Wendy Gibson and Shaunte Frances

Meeting Time: 11.43am to 1.20pm

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<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open meeting</td>
<td>The chair welcomed everyone to the meeting and apologies were noted.</td>
</tr>
<tr>
<td></td>
<td>Welcome and apologies</td>
<td>CCE introduced ACO – Galleries, Nikki Pickering who is working for council on a temporary six-month contract. Members welcomed her.</td>
</tr>
<tr>
<td></td>
<td>Welcome new Arts and Cultural Officer – Galleries</td>
<td>This position has been appointed to meet the increasing expectations of the community in the delivery of arts, culture history and heritage.</td>
</tr>
</tbody>
</table>
Members unanimously agreed that they support the ACOG position.

Professor Anita Milroy advised she will provide a letter supporting this position on behalf of Central Queensland University (CQU).

2 Confirmation of previous meeting notes

Confirmation of previous CHACAC Planning Meeting notes from 22 November and 13 December 2019 as true and correct.

Moved: Kathy Hawkins
Seconded: Professor Anita Milroy

2 Actions update from previous meeting

The actions table from the previous meeting notes was reviewed. Progress achieved on these actions are listed below. Full details on the history of each item are detailed in the action table at the conclusion of these minutes.

ACO advised the following:

- Creative Cultural Futures and Heritage Action Plan (CCFHAP) 2019-2020 FY
  - A report will be presented to council next week advising 75% of the CCFHAP 2019-2020 FY actions are complete. The remaining 25% includes big projects involving other departments.
- Draft CCFHAP 2020-2022
  - Online engagement has been conducted seeking feedback on the draft. No formal responses were received, however, various hits to the site were recorded.
  - ACO visited Comet and Blackwater CRG meetings as part of the draft engagement.
  - Any member feedback on the draft is requested by Friday 14 February 2020.
  - Draft actions will be written in a brief one-line description. New actions will only be included if they are achievable with existing resources.
- Arts and Cultural mailing list
  - Sharon Gimbert reiterated the CHACAC member contact list is available on the Regional Art Development Fund (RADF) page. Members can direct RADF enquirers to this webpage.
  - ACO advised the galleries mailing list is being integrated and will be updated as members change.
- Carnarvon Creates
  - CHACAC members attending this event may seek expressions of interest from artists attending to participate in the Metal in March event in 2021.
- “Van Gogh” Big Easel
  - Council did not approve budget for desktop review in the 2019-2020 FY budget.
  - Currently council assets and facilitates team are looking at the frame’s condition.
  - A budget proposal to be re-submitted.
- Herbert River Bridge Artwork
This is currently in the CCFHAP for 2019-2020 FY.
- Officers are unable to find original stored bridge timbers, therefore no concept plan can be made.
- ACO will speak to Duaringa community member Carol Finger and request assistance.
- If the timber can’t be found, this project can be closed.

- Volunteer recruitment for the Gallery is ongoing
- RADF showcase
  - Will be deferred for inclusion in “Arts Around August 2020”.
  - Date to be determined.
- Videography project
  - Project was discussed at RADF Round 3 2019-2020 FY assessment meeting.
  - Lou Petho has moved to Rockhampton and has full time work, limiting his availability.
  - Sharon Gimbert to discuss with Lou potential to conduct a workshop in Capella on a weekend. The Committee is thankful to Sharon progressing this item whilst ACO is on leave.
- Collection Management project
  - Dr Melanie Piddocke will return in March 2020 to finalise the Central Highlands Heritage Collection study.
- Local Heritage Register
  - Liaison is required with council’s planning department to progress this item.
  - Councils ‘Local Heritage Register List’ is available on its website.
- Beazley Park
  - Facilities at Beazley Park are being investigated. Council’s community recreation and facilities team will be briefed on this project to progress it.
- Cemeteries Strategy
  - This is still in draft.
- Arts/cultural facilities
  - Council’s community recreation and facilities team will be briefed on this project to progress it.

3 General Business

ACO provided an update on the following items:
- Community Call Out Days
  - Bogantungan event ‘Call Out’ days were conducted through council Libraries in December 2019 for Bogantungan as well as Central Railway history.
  - Libraries have received some content.
  - Councillor Nixon has some memorabilia at home, which she will bring in.
  - ACO confirmed some beautiful memorabilia is available for display.
  - Connected Communities team is hosting an exhibition to commemorate the 60th anniversary of the Medway Creek Rail Disaster at the Emerald library.
  - The official opening is 26 February 2020 11am.
Guest speakers at the opening will be Myra Stanton and Rosemary McLeod. Myra whose father was on the train and wrote a poem about the event, will read out the poem. Rosemary to speak on the Central Railway.

- **Central Highlands Galleries**
  - ACOG is organising community gallery training.
  - Trudie Leigo from Central Queensland Regional Arts Services Network (CQ RASN) has provided a quote to deliver this training.
  - Flying Arts also provide similar training.
  - This budget item must be expended before 30 June 2020.

**Members Updates**

**ACOG**
- In the process of updating council’s arts asset register.
- Sourcing quotes from Museums and Galleries valuers to progress project.
- Art asset register is split between four regions: Emerald, Blackwater, Springsure and Capella.
- Members viewed each page of the Arts Asset Register on the Surface hub.
- Emerald Art Gallery - “Reasonable & Necessary” exhibition. Created by artists with complex disabilities, includes some very powerful images. Opening night is Friday 14 February 2020.

**Sharon Gimbert**
- Provided an update on the Carnarvon Creates Artist Retreat.

**Kathy Hawkins**
- Has hung paintings and collection of various works around her house and studio, but has not done any painting lately.

**Maureen Burns**
- An internal/external cleaning program is required for the new Capella Bakehouse Oven Preservation project building.
  - Dr Melanie Piddocke attended and completed CH heritage studies survey on Capella Pioneer Village.
  - Rectification works have been carried out at the steps and landing of the cinema building.
  - A concrete path is in train to the amenities block near the Peak Downs homestead.
  - This year’s ‘Heritage Day’ is 12 September 2020.
Live shows at the Capella Cultural Centre for 2020:
- 14 Feb – Mr Snot bottom, 10am
- 15 Feb – The Swinging Martinis, 7.30pm
- 6 Mar – Buddy – The Concert, 7.30pm
- 23 Apr – Lost Legends Showcase, 7.30pm
- 16 May – The Best of Bandstand, 7.30pm
- 06 Jun – Faulty Towners Dining Experience, 7.30pm
- 15 Jul – The Big Country Show, 7.30pm
- 10 Aug – Blues Brothers Rebooted, 7.30pm
- 12 Sep – Waist Watchers – the musical, 7.30pm
- 17 Oct – Darren Coggins Campfire, 7.30pm
- 27 Oct – Dirty Dicks 50th anniversary dinner, 6.30pm
- 13 Nov – Battle of the Voices – Tribute to Roy Orbison and Gene Pitney, 7.30pm
- 28 Nov – Carols by Candlelight, 7pm

Professor Anita Milroy
- CQU hosting graduation 11 February 2020 in conjunction with Woorabinda Arts Exhibition.
- There is also an art cube project from CQ RASN.
- There are 48 graduates and 18 are from Woorabinda
- All are welcome to attend 4-6pm Gallery opening at CQU Capricorn Highway Qld 4720
- Exhibition will be there for a month or so.

Arts Around August
- Arts in August has been rebranded to “Arts Around August”
- ACO to confirm 2019-2020 FY budget and what will be submitted for consideration in 2020-2021 FY.
- Members agreed to progress marketing for this event now, pending budget availability.

Meeting Close
- Next meetings:
  - Next CHACAC planning meeting scheduled for Friday 17 April 2020 – 10.00 am to 1.00 pm. Nominated agenda item to include Arts Around August.
  - RADF Round 4 assessment meeting is scheduled for Friday 8 May 2020.
- Meeting closed 1.20 pm.
## CHACAC Actions Table

<table>
<thead>
<tr>
<th>Item/Project</th>
<th>Action</th>
<th>Responsible</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs</td>
<td>13-12-19 ACO to continue to conduct community consultation face to face visits for Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs.</td>
<td>ACO / Members</td>
<td>In progress</td>
<td>07-02-2020 Online engagement conducted. No formal responses. New actions will only be included if they are achievable with existing resources.</td>
</tr>
<tr>
<td></td>
<td>22-11-19 ACO to conduct community consultation face to face visits for Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs.</td>
<td>ACO</td>
<td>Completed</td>
<td>22-11-19 ACO has attended Blackwater and Comet for community consultation.</td>
</tr>
<tr>
<td></td>
<td>25-10-19 ACO to edit the Creative Cultural Futures and Heritage 2020-2022 FYs action plan draft to reflect CHACACs feedback.</td>
<td>ACO</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22-11-19 ACO to send email seeking a response from members about whether they want their contact details added onto the council website.</td>
<td>ACO</td>
<td>In progress</td>
<td>22-11-19 Email confirmation of details required.</td>
</tr>
<tr>
<td></td>
<td>22-11-19 ACO to conduct community consultation face to face visits for Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs.</td>
<td>ACO</td>
<td>In progress</td>
<td>22-11-19 CHACAC members agreed they will conduct stakeholder engagement with local groups and organisations when the findings of the survey have been collated. This will enable them to discuss and validate the findings with relevant stakeholders.</td>
</tr>
<tr>
<td></td>
<td>25-10-19 ACO to edit the Creative Cultural Futures and Heritage Action Plan – Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs.</td>
<td>ACO</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>

### Creative Cultural Futures and Heritage Action Plan – Future aspirations

<table>
<thead>
<tr>
<th>Item/Project</th>
<th>Action</th>
<th>Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-12-19 ACO is listing Creative Cultural Futures and Heritage – future aspirations document bi-annual review in the draft Creative Cultural Futures and Heritage Action Plan 2020-2022 FYs.</td>
<td></td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>25-10-19 ACO to add Creative Cultural Futures and Heritage Action Plan – Future aspirations review biannually to Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022 FYs</td>
<td></td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>Creative Cultural Futures and Heritage Action Plan – 2018-2020FYs</td>
<td>13-12-19 ACO to present biannual report to council</td>
<td>ACO</td>
<td>In progress</td>
</tr>
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</tr>
<tr>
<td>2018-2020FYs</td>
<td>22-11-19 ACO to add Central Queensland University (Emerald Campus) to Positive Partnerships section of Creative Cultural Futures and Heritage Action Plan – draft for 2020-2022FYs</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>The Carnarvon Gorge ‘Carnarvon Creates …’ Artist Retreat</td>
<td>07-02-2020 Sharon Gimbert advised they continue to work on preparations for this project and all is going well</td>
<td>Sharon Gimbert Barbara Beazley</td>
<td>In progress</td>
</tr>
<tr>
<td>2018-2020FYs</td>
<td>13-12-2019 Project managers Sharon Gimbert and Barbara Beazley updated CHACAC members</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>2018-2020FYs</td>
<td>Advertising has been through CQ RASN networks and Museums and Galleries Queensland</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>2018-2020FYs</td>
<td>22-11-2019 Project manager Barbara Beazley updated CHACAC members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts and Cultural mailing list</td>
<td>22-11-19 ACO advised will follow up that Completed Additional consideration will be given for new gallery mail lists.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>2018-2020FYs</td>
<td>6-09-19 ACO to work with ACC to resend an email inviting individuals and groups to register on the arts and culture mailing list.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>Metal in March</td>
<td>07-02-2020 CHACAC members attending Carnarvon Creates Artist Retreat may seek expressions of interest from artists attending to participate in Metal in March event 2021.</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Responsible Party</td>
<td>Progress</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>13-12-2019</td>
<td>ACO to add Metal in March introductory target for March 2021 into the draft Creative Cultural and Futures Heritage action plan 2020-2022 FYS</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>25-10-19</td>
<td>Metal in March to be added to CCFHAP for 2021.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>20-06-2019</td>
<td>Metal in March concept explained to CHACAC visitors.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-19</td>
<td>Metal in March - Further discussions on project and linking to gallery exhibitions from workshops. 20-06-2019 Metal in March – Professor Anita Milroy offered artist suggestion and shared with contact information with ACO. 31-01-2019 It is an aim this event to be held in 2020 in Springsure and Rolleston however to be run by a community group.</td>
<td>CHACAC</td>
<td>In progress</td>
</tr>
<tr>
<td>07-02-2020</td>
<td>ACO Galleries is currently undertaking this project.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>13-12-19</td>
<td>ACO has contacted Museums and Galleries Queensland for advice on specialists in this field. Recommended service providers will be asked to quote for the project. ACO will work with new ACO – Galleries to progress this project as an opportunity for their professional development and to understand council’s arts’ assets.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to engage Arts Asset Valuation specialist for Arts Asset Gap analysis</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>07-02-2020</td>
<td>ACO obtained recommended service provider details.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>6-09-19</td>
<td>Members to send to the ACC the GPS location, photos and details of any public artworks they are aware of to be considered for the Art Assets Register and Cultural Tourism.</td>
<td>CHACAC</td>
<td>In progress</td>
</tr>
</tbody>
</table>

Art Asset Gap Analysis – Arts Asset Register including public art
13-12-19 ACO has contacted Museums and Galleries Queensland for advice on specialists in this field. Recommended service providers will be asked to quote for the project. ACO will work with new ACO – Galleries to progress this project as an opportunity for their professional development and to understand council’s arts’ assets.

22-11-19 ACO to engage Arts Asset Valuation specialist for Arts Asset Gap analysis

07-02-2020 ACO obtained recommended service provider details.
### Public Art

**Van Gogh 'Big Easel' Sunflower Painting (Morton Park)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-10-19</td>
<td>ACO to contact Canadian artist Cameron Cross for Big Easel Van Gogh Sunflower painting contract.</td>
<td>In progress</td>
<td>07-02-2020 Currently CHRC assets and facilitates department are looking at frame. A budget proposal to be re-submitted</td>
</tr>
</tbody>
</table>
| 25-10-2019     | ACO to talk with GM Communities, Parks and gardens staff and GM Infrastructure. Suggestion by CHACAC members:  
• A different painting to put up there.  
• Back can done by Council, can we just change the painting  
• Finds original contract.  
• Ongoing costs – Whole of life costs  
Maybe negotiate a skin instead | In progress |                                                                                           |
| 6-09-19        | ACO to liaise with the original Canadian artist and the Community Recreation and Facilities Team, about the restoration of the Sunflower Easel Artwork and discuss adding it into the Action Plan 2020. | In progress |                                                                                           |

### Herbert River Bridge Artwork

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
</table>
| 07-02-2020     | Officers unable to find original stored bridge timers, therefore no concept plan can be made  
ACO will speak to Duaringa community member Carol Finger and request assistance.  
If the timber cannot be found, this project can be closed. | In Progress |
<p>| 22-11-19       | ACO has discussed project with General Manager Infrastructure bridge timber is still to be located and measured to inform scope for document for concept design. | In progress |
| 6-09-19        | ACO to investigate further into the old timber from the Herbert Creek Bridge that is stored in the Duaringa Depot and discuss the Herbert Creek Bridge Timber Artwork idea. | In progress |</p>
<table>
<thead>
<tr>
<th>Collection Management and Digitisation project</th>
<th>07-02-2020 Dr Melanie Piddocke will return in March 2020 to finalise the Central Highlands heritage Collection Study.</th>
<th>Dr Melanie Piddocke</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-12-19 Emerald Library visit</td>
<td>ACO Emerald Library staff</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>20-06-2019 ACO advised CHACAC members library staff to get Blackwater Herald sent to State Libraries.</td>
<td>ACO</td>
<td>In progress</td>
<td>20-06-2019 Blackwater staff flagged Blackwater Herald conservation as a priority and wish to flag significance of this collection’s conservation.</td>
</tr>
<tr>
<td>14-02-2019 ACO to work with libraries on digitisation project. Other digitisation discussion areas deferred to September 2019.</td>
<td>ACO</td>
<td>Deferred until September 2019</td>
<td>6-09-19 Budget to be found for project</td>
</tr>
<tr>
<td>14-02-2019 ACO to investigate with State Library Queensland and State Records Queensland re: Blackwater Herald newspaper</td>
<td>ACO</td>
<td>In progress</td>
<td>14-02-2019 ACO is working with Blackwater library staff and officers to send Blackwater Herald to State Libraries.</td>
</tr>
<tr>
<td>20-06-2019 CCE to proceed with volunteer project</td>
<td>CCE</td>
<td>In progress</td>
<td>20-06-19 Co-ordinator Community Engagement leading volunteer project indicated to CHACAC members</td>
</tr>
<tr>
<td>14-02-2019 ACO to discuss volunteer capacity to assist with digitisation work with coordinator of libraries.</td>
<td>ACO</td>
<td>In progress</td>
<td>No action required – Deferred to October 2019</td>
</tr>
<tr>
<td>Volunteers</td>
<td>06-09-2019 Gallery volunteers advertised permanently on council website.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>19-07-2019 Gallery volunteer advertising</td>
<td>MCC CCE ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>Galleries</td>
<td>13-12-2019 ACO-Galleries position has been appointed. ACO to work with new ACO-Galleries with further changes to council’s galleries pages. Specifically find the best way to identify on the council website which artworks have been sold.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
<td>Owner</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------------</td>
</tr>
<tr>
<td>22-11-2019</td>
<td>ACO to email ACO-Galleries position advertisement link to CHACAC members</td>
<td>ACO</td>
<td>Completed</td>
</tr>
<tr>
<td>19-07-2019</td>
<td>ACO to invite Rhys Kennedy to the opening night of the “Reason &amp; Necessary” Exhibition held in Emerald</td>
<td>ACO</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>RADF Marketing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07-02-2020</td>
<td>Showcase RADF at the time of Arts Around August</td>
<td>ACO</td>
<td>Ongoing</td>
</tr>
<tr>
<td>25-10-19</td>
<td>Ongoing until project completion</td>
<td>ACO</td>
<td>Ongoing</td>
</tr>
<tr>
<td>25-10-19</td>
<td>RADF Showcase planning</td>
<td>ACO</td>
<td>Ongoing</td>
</tr>
<tr>
<td>6-09-19</td>
<td>ACO to investigate dates for the RADF Showcase Event for discussion at the October 2019 RADF meeting.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-2019</td>
<td>ACO to add RADF showcase event to the list of 2019-20 promtional activities</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-2019</td>
<td>CHACAC members to obtain good quality images of RADF activities and workshops and use for RADF marketing material.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-2019</td>
<td>ACO to invite Rhys Kennedy to the opening night of the ‘Reasonable &amp; Necessary’ Exhibition held in Emerald.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-09-19</td>
<td>ACO to assist with training for succession planning for heritage venues supported by volunteers.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-2019</td>
<td>ACO to continue to investigate gallery training options and discuss at next CHACAC meeting.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>Date</td>
<td>Task Description</td>
<td>Responsible</td>
<td>Status</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to share film information with CHACAC members.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-19</td>
<td>ACO to progress RADF CIP videography project</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>19-07-2019</td>
<td>ACO to continue to follow-up heritage register map update</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>07-02-2020</td>
<td>Liaison with council’s planning department to progress this item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to meet with Manager Community Recreation and Facilities for an update on the Beazley Park project.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>20-06-19</td>
<td>ACO continuing work with planning department on a local heritage register review.</td>
<td>ACO</td>
<td>Ongoing</td>
</tr>
<tr>
<td>6-09-19</td>
<td>ACO to action RADF program website changes with communications team</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to meet with Manager Community Recreation and Facilities for an update on the Beazley Park project.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to collate information and liaise with the Manager Community Recreation and Facilities so that the cemetery webpages can be updated.</td>
<td>ACO</td>
<td>In progress</td>
</tr>
<tr>
<td>Date</td>
<td>Task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-09-19</td>
<td>ACO to discuss with the Community Recreation and Facilities Team about developing a practical guide to the region’s community halls and historical facilities and sites.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-09-19</td>
<td>ACO to discuss the Rolleston Post Office project with the Manager Community Recreation and Facilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19-07-2019</td>
<td>ACO to retrieve cemetery records from Duaringa Historical and Tourism Association (DHTA) when next visiting Duaringa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-12-19</td>
<td>Multiple projects and programs needed to be added and existing projects and programs content enhanced.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to collate information and liaise with the Manager Community Recreation and Facilities so that the cemetery webpages can be updated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25-10-19</td>
<td>ACO to work with the communications team to find the best way to identify on the council website which artworks have been sold: <a href="http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/bauhinia-bicentennial-art-gallery-springsure/">http://www.centralhighlands.qld.gov.au/facilities-recreation/art-galleries/bauhinia-bicentennial-art-gallery-springsure/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-02-2020</td>
<td>Council’s community recreation and facilities team will be brief on this project to progress it.</td>
</tr>
<tr>
<td>22-11-19</td>
<td>ACO to shared information with Manager Community Recreation and Facilities</td>
</tr>
<tr>
<td>07-02-2020</td>
<td>ACO continues to work on the ‘Projects and Program’ page</td>
</tr>
<tr>
<td>22-11-19</td>
<td>Multiple changes necessary refer minutes content. ACO to invite Manager Community Recreation and Facilities to CHACAC meeting when Cemetery Strategy is complete.</td>
</tr>
<tr>
<td>13-12-19</td>
<td>ACO to work with new ACO-Galleries with further changes to council’s Galleries pages.</td>
</tr>
</tbody>
</table>
### Central Highlands Arts and Cultural Advisory Committee (CHACAC) Planning Meeting

20-06-19 All members are requested to review the Arts and Culture page on the council website and bring back comments and suggestions. Project review to be conducted quarterly and added to CCFHAP

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHACAC</td>
<td>Ongoing</td>
</tr>
<tr>
<td>20-06-19 Members have requested changes to the Arts and Culture pages on the council website. Members are to review and provide feedback to ACO at next meeting.</td>
<td></td>
</tr>
</tbody>
</table>

- **Arts Around August**
  - 07-02-2020 ACO to confirm what budget remains in 2019-2020 FYR and what will be included in the 2020-2021 FYR.
  - To progress marketing the event

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO</td>
<td>To do</td>
</tr>
</tbody>
</table>
**DECISION REPORT**

**Date:** 10 March 2020  
**Presentation Duration:** Approx. 15 mins

**To:** Communities Standing Committee Meeting

**Author:** Bernardine Frawley, Coordinator Community Engagement

**Authorising Officer:** John McDougall, General Manager Communities

**File Reference:** ECM # 1511085

---

**EXECUTIVE SUMMARY:**

This report puts forward the Central Highlands Arts and Cultural Advisory Committee’s recommendations regarding applications for Regional Arts Development Fund Round 3 2019/20 financial year for council to consider for endorsement.

**OFFICER RECOMMENDATION:**

That the Communities Standing Committee endorse the Central Highlands Arts and Cultural Advisory Committee’s recommendations on the following Regional Arts Development Fund Round 3 applications 2019/20 financial year:

<table>
<thead>
<tr>
<th>Individual applications</th>
<th>Project Description</th>
<th>Amount</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lachlan Grierson</td>
<td>Art workshops at Carnarvon Creates Artist Retreat 2020</td>
<td>$829.00</td>
<td>Approved</td>
</tr>
<tr>
<td>Charmaine McKeon-Parlett</td>
<td>Art workshops at Carnarvon Creates Artist Retreat 2020</td>
<td>$825.00</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group applications</th>
<th>Project Description</th>
<th>Amount</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miners Common Museum,</td>
<td>A Taste of Africa – Take Two drumming workshops</td>
<td>$5600.00</td>
<td>Re-submit Round 4</td>
</tr>
<tr>
<td>Arts and Cultural Centre Inc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs Kate Legge</td>
<td>Harmony day activities including cooking and painting a mural</td>
<td>$5000.00</td>
<td>Unsuccessful</td>
</tr>
</tbody>
</table>

**Total Round 3**  

$1654.00  
Funding recommended

**REPORT:**

The Regional Arts Development Fund (RADF) is a partnership between Queensland Government and Central Highlands Regional Council. The program’s aim is to invest in quality arts, cultural and heritage experiences in regional Queensland.

The RADF grant program is offered to community over four rounds in financial year 2019/20. The program’s objectives are to:

- Support local artists and arts and cultural activity to deliver value for local communities.
- Provide opportunities for local communities to participate in arts and cultural activities.
- Invest in locally determined priorities delivered through arts and cultural activity.
- Contribute towards current arts, cultural and heritage priorities.

In the 2019/20 financial year, RADF grant applications were open over three rounds:

- Round 1 - Closed 18 October 2019
- Round 2 - Closed 6 December 2019
- Round 3 - Closed 31 January 2020
This grant program is overseen by the Central Highlands Arts and Cultural Advisory Committee (CHACAC). On 7 February 2020, the CHACAC met to assess six applications. Results of these assessments are detailed in the table below.

<table>
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</thead>
<tbody>
<tr>
<td>Lachlan Grierson</td>
<td>Art workshops at Carnarvon Creates Artist Retreat 2020</td>
<td>$ 829.00</td>
<td>Successful</td>
</tr>
<tr>
<td>Charmaine McKeon-Parlett</td>
<td>Art workshops at Carnarvon Creates Artist Retreat 2020</td>
<td>$ 825.00</td>
<td>Successful</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group applications</th>
<th>Project Description</th>
<th>Amount</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miners Common Museum, Arts and Cultural Centre Inc</td>
<td>A Taste of Africa – Take Two drumming workshops</td>
<td>$5600.00</td>
<td>Re-submit Round 4</td>
</tr>
<tr>
<td>Mrs Kate Legge</td>
<td>Harmony day activities including cooking and painting a mural</td>
<td>$5000.00</td>
<td>Unsuccessful</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project amendments</th>
<th>Project Description Change</th>
<th>Amount</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Highlands Art Trail Booklet</td>
<td>Build and maintain a website as well as paper booklet.</td>
<td>-</td>
<td>Amendment successful</td>
</tr>
<tr>
<td>Videography Project</td>
<td>Change to time, date, venue and training facilitator.</td>
<td>-</td>
<td>Amendment successful</td>
</tr>
</tbody>
</table>

Total Round 3 $1654.00 Funding recommended

This report puts forward CHACAC’s recommendations regarding RADF applications received in Round 3 2019/20 financial year, for Council to consider for endorsement.

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 - 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.
1.3 - Corporate Plan Strategy: Active and inclusive communities.
1.3.2 - Lead and influence community participation in healthy and active lifestyles.
1.3.3 - Facilitate opportunities for learning, social activities, community events, grants and funding programs.

3. Supporting our Local Economy;
3.1 Corporate Plan Strategy: Facilitate investment and employment opportunities.
3.1.2 - Promote the Central Highlands as a region for tourism and development opportunities.

Budget/Financial/Resourcing:
In 2019/20 financial year Arts Queensland have granted $36,000.00 and Council contributed $26,667.00, making a combined RADF budget of $62,667.00 to fund council’s program.

If recommendations in today’s report are endorsed $54,000.00 of the budget will remain unspent.

As there are unspent funds remaining after Round 3 assessment, a fourth round will be made available in 2020, closing on 1 May 2020 to provide opportunity to utilise remaining budget.

Legal/Policy/Delegations:
Arts Queensland and CHRC RADF agreement (State)
Arts and Cultural Policy (CHRC)
Creative Cultural Futures Strategy 2016-2026 (CHRC)
Creating Queensland’s Future: 10-Year Roadmap for the arts, cultural and creative sector (State)
Arts and Cultural Investment Framework 2016 - 2019 (State)
Australia Council Strategic Plan 2014 -2019 (National)
Convention of Protection and Promotion of the Diversity of Cultural Expression UNESCO (International)
Article 27 of the Universal Declaration of Human Rights (International)

**Communication/Engagement:**
Arts Queensland and Council media release protocols were followed in marketing the council’s RADF program. The RADF media plan was followed. The community was consulted through CHACAC meetings and community consultations.

**Risk Assessment:**
Council endorsement is sought to disburse funds so projects can be expended. Delay in disbursement may lead to applicants being unable to deliver in a timely manner.

**Timings/Deadlines:**
It is considered best practice to present the CHACAC’s RADF grant assessment results to council as soon as is practicable after their assessment meeting.

**Alternatives considered:**
The RADF grant program conditions are set in an agreement between Arts Queensland and council therefore, no alternatives were considered viable.

**SUMMARY:**
This report seeks Council’s endorsement of the CHACAC’s recommendation to fund RADF Round 3 2019/20 financial year applications to a total of $1654.00.

**ATTACHMENTS:**

1. RADF Round 3 2019-2020 FY - Assessment Meeting Minutes - 7 February 2020 [10.1.2.1 - 7 pages]

– END OF REPORT –
Central Highlands Arts and Cultural Advisory Committee (CHACAC)
Regional Arts Development Fund (RADF) Round 3 2019-20 FY Assessment Meeting Minutes

<table>
<thead>
<tr>
<th>Date:</th>
<th>Friday 7 February 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue:</td>
<td>Gallery Meeting Room, Emerald Administration Building</td>
</tr>
<tr>
<td>Chair:</td>
<td>Bernardine Frawley (CHRC)</td>
</tr>
<tr>
<td>Note taker:</td>
<td>Narisa Kerr (CHRC)</td>
</tr>
<tr>
<td>Present:</td>
<td>CHACAC Members: Maureen Burns, Kathy Hawkins and Sharon Gimbert. Councillor Gail Nixon arrived at 11.07 am. CHRC: Karen Newman – RADF Liaison Officer (RLO), Bernardine Frawley - Coordinator Community Engagement (CCE), Narisa Kerr - Administration Officer Communities (AOC).</td>
</tr>
<tr>
<td>Apologies:</td>
<td>CHACAC Members: Councillor Charles Brimblecombe, Councillor Gail Godwin-Smith, Barbara Beazley, Mellissa Chick, Wendy Gibson, Professor Anita Milroy and Shaunte Frances. CHRC: Suzanne Poulter - Manager Connected Communities (MCC).</td>
</tr>
<tr>
<td>Meeting time:</td>
<td>10.00am to 11.30am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Subject</th>
<th>Discussions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open meeting Welcome and apologies</td>
<td>The chair welcomed everyone to the meeting. Apologies were noted.</td>
</tr>
</tbody>
</table>
| 2    | Confirmation of previous meeting minutes | Confirmation of previous RADF meeting notes as true and correct.  
  - Moved: Maureen Burns  
  - Seconded: Sharon Gimbert |
<table>
<thead>
<tr>
<th>Actions update from previous meeting</th>
<th>Previous meeting action table was reviewed. See updated action table below.</th>
</tr>
</thead>
</table>
| 3 RADF Applications Assessments     | **Individual Applications:**  
Lachlan Grierson – Project: Carnarvon Creates 2020  
- Sharon Gimbert declared a conflict of interest in this application and abstained from participating in the assessment of this application.  
Discussion:  
- RADF grant guidelines confirm that individual applications are eligible.  
- Application met criteria.  
- Applicant participates in numerous community groups and will share knowledge learned through these.  
RADF Grant: $829  
Outcome: Approved  
Moved: Maureen Burns  
Seconded: Kathy Hawkins  
Charmaine McKeon-Parlett – Project: Carnarvon Gorge Artist Retreat  
Discussion:  
- RADF grant guidelines confirm that individual applications are eligible.  
- Application met criteria.  
- Applicant will share knowledge learned through work in schools and community workshops/programs.  
RADF Grant: $825  
Outcome: Approved  
Moved: Kathy Hawkins  
Seconded: Maureen Burns  
**Group Applications:**  
Discussion:  
Application is incomplete:  
- ABN number not provided  
- Artist sheet information not complete  
- Application does not meet criteria as it is schools based  
- In principle, the application had merit and value to the community
### Application's budget does not include accommodation for workshop facilitator. Does accommodation need to be included.
- Training venue to be confirmed.
- Members recommended applicant to address feedback and resubmit in Round 4
- Members nominated Barbara Beazley to assist applicant with resubmission

**RADF Grant:** $5600  
**Outcome:** Re-submit in Round 4  
**Moved:** Kathy Hawkins  
**Seconded:** Maureen Burns  

**ACTION:** Barbara Beazley to meet and assist applicant with resubmission in Round 4.

Mrs Kate Legge, Capella State School – Project: “Together at Capella”

**Discussion:**
- Application includes a mural for a school project, located within the school grounds not publicly accessible.
- School projects, materials and food are currently not RADF guidelines.
- Application does not meet criteria.

**RADF Grant:** $5000  
**Outcome:** Not approved  
**Moved:** Maureen Burns  
**Seconded:** Sharon Gimbert  

**ACTION:** RLO to provide feedback to Kate Legge regarding application.

### Council Initial Projects (CIPs)

- Sharon Gimbert advised there is $54,034 left in the 2019-2020 RADF budget.
- Kathy Hawkins suggested in Round 4, to submit a CIP of an arts program aimed at school aged children within a community.
- Suggested to hold program at community venues e.g. Town Halls.
- Members discussed various ideas such as:
  - Hosting an arts program at the Lochington Recreational Club or Gemfest.
“Come and Try” days of the different forms of art i.e. making musical instruments with bottle tops. It would be difficult to organise programs in different areas, however, would work if different community groups came forward and submitted a RADF application.

- To progress this idea and to find groups to participate, members agreed:
  - Kathy Hawkins to approach the Lochington Recreational Club.
  - Maureen Burns to approach community groups in Capella.
  - Sharon Gimbert to approach groups in Blackwater.

The purpose of this activity is to seek ideas and identify who may potentially facilitate. RADF applications would be the result.

Members to provide their feedback to Sharon Gimbert for review. Projects identified that meet criteria will be written up and presented as a CIP in Round 4.

**ACTION:**
- Kathy Hawkins, Maureen Burns and Sharon Gimbert to approach local community groups to source ideas to inform a CIP application.
- Sharon Gimbert and Barbara Beazley to write CIP application for appropriate projects identified for consideration in Round 4.

**General discussion on funding guidelines**

- RADF guidelines no longer pay for artists to facilitate programs at schools. This may impact local schools.
- RLO advised a review of council’s RADF guidelines to consider these issues would be beneficial.

**4 RADF Project Proposals**

**Discussion:**

- Sharon Gimbert advised the Blackwater Patchwork Group is interested in hosting an art textural workshop with quilting or sewing. This project could potentially be a future CIP.
- Melissa Chick did not submit an application for ‘Alternate Arts Festival’. This idea was in a budget range of approximately $5,000 which was very expensive.
- Members agreed to showcase RADF as part of the annual ‘Arts Around August’ program.
- All agreed:
  - RADF 2019-2020 Round 4 applications to be submitted by Friday 1 May 2020 and assessment meeting to be the following Friday 8 May 2020.
  - Community proposals for potential CIP applications are to be submitted to Sharon Gimbert by Saturday 29 February 2020. This will assist her drafting the CIP application for the next round.
- Noted that Round 4 advertising will be implemented.

**ACTION:** Council officers to advertise and promote RADF Round 4.

**RADF project amendments:**

**Central Highlands Art Trail Booklet project:**
- Sharon Gimbert provided an update.
- Project being amended to align with information provided by artists.
- A website is being considered to transform the booklet into a sustainable living document.
- Confirmed they have a volunteer who is willing to update the website regularly.
- Project to be staged over three years.
- An amended project plan has been completed titled ‘Central Highlands Art and Cultural Trail Project Plan # 2.’
- This project is a collaboration with Emerald Community Reference Group.

**Videography project update:**
- Lou Petho is now working fulltime in Rockhampton and only available on weekends. This is the reason he could not cover the Australia Day event.
- Members agreed there is demand for videography workshop and suggested Capella Pioneer Village as a suitable workshop location.
- Members may need to identify other videography tutors.

**ACTION**
- Sharon Gimbert and Maureen Burns to write a Videography project plan.
- Sharon Gimbert will contact Lou Petho in Rockhampton next month. Sharon Gimbert will arrange videography workshop details if possible.

### Meeting Close
- Next RADF Assessment meeting scheduled for Friday 8 May 2020 – 10am
- No items were nominated for the agenda.
- Meeting closed 11.30 am
### Action Table

<table>
<thead>
<tr>
<th>Item/Project</th>
<th>Action</th>
<th>Responsible</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>November and December 2019 RADF Meeting notes</td>
<td>Presented to council for endorsement</td>
<td>RLO</td>
<td>Completed</td>
<td>07-02-2020 Completed 21 January 2020</td>
</tr>
</tbody>
</table>
| RADF Applicants | Advise the following RADF Round 2 applicants of their results once endorsed by council:  
- CTM Links – Capella  
- Michelle Gray and Raelene Bock | RLO         | Completed     | 07-02-2020 RLO has worked with CTM links to amend application.         |
<p>|               |                                                                        |             | In progress   | 13-12-2019 RLO to issue official letter to Michelle Gray and Raelene Bock providing feedback on their application. |
| RADF Round 2 Project Proposals | 13-12-2019 Jet James proposal – Sharon Gimbert to collaborate with Jet and complete formal application on behalf of Central Highlands artists. | Sharon Gimbert | In progress | 07-02-2020 Sharon is sending an application and continues to work on this. Was unable to complete to date due to break over the Christmas period and people being away. |
|               | 13-12-2019 Emerald Patchwork and Quilting Group proposal – CHACAC to provide support. | Sharon Gimbert | In progress | 07-02-2020 Sharon continues to work with the group on their proposal and application. |</p>
<table>
<thead>
<tr>
<th><strong>Videography Project</strong></th>
<th>07-02-2020 To progress CIP project for Lou Patho to facilitate a videography workshops and gather information to supply to the members.</th>
<th>Sharon Gimbert / Maureen Burns</th>
<th>In progress</th>
<th>07-02-2020 Sharon Gimbert and Maureen Burns to meet and write a project plan. Sharon Gimbert will contact Lou Petho when in Rockhampton next month to find out his availability, secure a date and arrange a package for him to facilitate a videography workshop.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RADF Review</strong></td>
<td>13-12-2019 RLO to progress review as per CHACAC discussions.</td>
<td>RLO</td>
<td>In progress</td>
<td>13-12-2019 RLO to send the link to the Scenic Rim website to members for their feedback.</td>
</tr>
<tr>
<td><strong>Carnarvon Creates</strong></td>
<td>07-02-2020 Emerald Art Group Incorporated will auspice the $5000 Videography workshop that Barb Beazley is facilitating at Creative Connections Retreat.</td>
<td>Sharon Gimbert</td>
<td>To do</td>
<td>07-02-2020 Emerald Art Group Inc to raise an invoice to CHRC for the $5000.</td>
</tr>
<tr>
<td><strong>Miners Common Museum, Arts &amp; Cultural Centre Inc</strong></td>
<td>07-02-2020 assist applicant to re-submit for 2019-2020 Round 4.</td>
<td>Barbara Beazley</td>
<td>To do</td>
<td></td>
</tr>
<tr>
<td><strong>Mrs Kate Legge</strong></td>
<td>07-02-2020 RLO to provide feedback to Kate Legge regarding application.</td>
<td>RLO</td>
<td>To do</td>
<td></td>
</tr>
<tr>
<td><strong>CIP</strong></td>
<td>07-02-2020 Approach local community grants to obtain ideas to inform a CIP application. Sharon Gimbert and Barbara Beazley to write a CIP for RADF Round 4 2019-2020 FYR.</td>
<td>Kathy Hawkins Maureen Burns Sharon Gimbert</td>
<td>To do</td>
<td></td>
</tr>
<tr>
<td><strong>RADF Round 4 2019-2020 promotions</strong></td>
<td>07-02-2020 Advertise and promote RADF Round 4 via Facebook, website, community newsletters, E-News and school newsletters.</td>
<td>Council Officers</td>
<td>To do</td>
<td></td>
</tr>
</tbody>
</table>
11 INFORMATION REPORTS

11.1 Customer and Commercial Services

11.1.1 Customer and Commercial Services - Departmental Update ..... approx. 10 mins

DEPARTMENTAL UPDATE REPORT

Date: 10 March 2020                                       Presentation Duration: Approx. 10 minutes
To: Communities Standing Committee Meeting
Author: Rebecah Brosnan, Manager Customer Service
Authorising Officer: Michelle Webster, General Manager Customer and Commercial Services
File Reference: Nil

EXECUTIVE SUMMARY:

The following report provides an update on key activities for the Customer and Commercial Services department.

OFFICER RECOMMENDATION:

That the Communities Standing Committee receive the Customer and Commercial Services departmental update report, highlighting key activities for the month of February 2020.

REPORT:

1. CUSTOMER SERVICE AND AREA SUPPORT

- Customer Service and Area Support team assisted Accounts Payable with triaging and tasking of invoices in preparation for payment.
- The Short Term Staffing Solution officer allocated to the department has been appointed as Acting Area Office Coordinator Capella/Tieri.
- Customer Service staff attended SeeChange T.E.A.M sessions (20 and 21 February 2020)
- Customer Service and Area Support together with other frontline staff participated in Violent and Hostile People Training (25-27 February 2020).
**Customer Request Management (CRM) Statistics**

- 1,448 customer requests logged in February 2020, up 9% from January 2020.
- 758 requests were completed in February with rates enquiries up by 1%, planning and building up 30% and water supply down 30% from the previous month.
- 32% increase in completed CRMs from the previous month with the majority related to rates.
- Of the 5,150 requests in the system, 30% are currently ‘Active’.

**OneCouncil Request Module Statistics (February 2020)**

**Totals**

- **New**: 436
- **In Progress**: 254
- **Completed**: 758

<table>
<thead>
<tr>
<th>Table 1 – Total requests by request type – Top 10 (February 2020)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Type</td>
<td>New</td>
</tr>
<tr>
<td>Animals</td>
<td>130</td>
</tr>
<tr>
<td>Council Buildings and Housing</td>
<td>68</td>
</tr>
<tr>
<td>Footpath</td>
<td>42</td>
</tr>
<tr>
<td>Parks and Gardens</td>
<td>66</td>
</tr>
<tr>
<td>Planning and Building Issues</td>
<td>136</td>
</tr>
<tr>
<td>Public Health</td>
<td>79</td>
</tr>
<tr>
<td>Rates and Valuation</td>
<td>272</td>
</tr>
<tr>
<td>Roads</td>
<td>129</td>
</tr>
<tr>
<td>Waste</td>
<td>78</td>
</tr>
<tr>
<td>Water Supply</td>
<td>242</td>
</tr>
</tbody>
</table>
Table 2 – Monthly comparative of request volumes by status (New, In Progress, Completed)

<table>
<thead>
<tr>
<th></th>
<th>Dec-19</th>
<th>Jan-20</th>
<th>Feb-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>195</td>
<td>574</td>
<td>496</td>
</tr>
<tr>
<td>In Progress</td>
<td>129</td>
<td>277</td>
<td>254</td>
</tr>
<tr>
<td>Completed</td>
<td>324</td>
<td>512</td>
<td>758</td>
</tr>
<tr>
<td>Total received</td>
<td>648</td>
<td>1313</td>
<td>1448</td>
</tr>
</tbody>
</table>

**OneCouncil Request Module statistics** (As at 28 February 2020)

**Total Requests**: 5,144  
**Total Active Requests**: 1,563  
**Total Inactive Requests**: 3,581
Contact Centre Statistics

- 1,528 total calls received in February 2020, up 10% from previous month.
- Percentage resolved at first point of contact down 2% from 94% in January 2020.
- Comparatively to the same time last year, 432 fewer calls were received in February 2020 with the percentage of calls resolved at first point of contact up 11 from 81%.
- First point of contact breakdown reflects increase in volume of calls logged as customer requests for rates enquiries and weather-related requests for service for the roads, water and parks teams.

Resolved at first point of contact (FPC)

Benchmark: Resolved 70-80% CRM 10% Referred 10%

February – Resolved 63.5% (970 calls) CRM 28% (429 calls) Referred 8% (129 calls)

FPC % = Resolved + CRM divided by Total Calls x 100

February FPC = 92%

Table 3 – Monthly Contact Centre Statistics
Table 4 – Monthly Contact Centre Statistics (3mth comparative analysis)

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Calls</td>
<td>1036</td>
<td>921</td>
<td>1787</td>
<td>1362</td>
<td>1960</td>
<td>1528</td>
</tr>
<tr>
<td>Resolved</td>
<td>751</td>
<td>735</td>
<td>1156</td>
<td>1123</td>
<td>1423</td>
<td>970</td>
</tr>
<tr>
<td>Resolved (return to customer)</td>
<td>210</td>
<td>97</td>
<td>368</td>
<td>85</td>
<td>367</td>
<td>129</td>
</tr>
<tr>
<td>CRIM</td>
<td>75</td>
<td>89</td>
<td>263</td>
<td>154</td>
<td>170</td>
<td>429</td>
</tr>
<tr>
<td>Resolved at 1st point of contact</td>
<td>80%</td>
<td>90%</td>
<td>80%</td>
<td>94%</td>
<td>81%</td>
<td>92%</td>
</tr>
</tbody>
</table>

Rates & Water Cycle Summary (Total Calls)

Graph and table provide a comparative analysis of calls received during specific periods during a rates and water billing cycle.

Graph 1. Current billing cycle

*Total number of calls received (1,021) includes calls received during December 2019 and January 2020 due to the discount period being extended to 60 days.

Graph 2. Previous billing cycle
### Table 1. Current billing cycle

<table>
<thead>
<tr>
<th>Period (during current billing cycle)</th>
<th>Total Calls</th>
<th>Calls Resolved</th>
<th>CRM (Requests Logged)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Issued (Aug 2019)</td>
<td>560</td>
<td>461</td>
<td>31</td>
</tr>
<tr>
<td>Rates Due (Sept 2019)</td>
<td>622</td>
<td>578</td>
<td>27</td>
</tr>
<tr>
<td>Water Notice Delayed (Oct 2019)</td>
<td>542</td>
<td>431</td>
<td>17</td>
</tr>
<tr>
<td>Water Notice Due (Jan 2020)</td>
<td>1,021</td>
<td>936</td>
<td>56</td>
</tr>
<tr>
<td>Reminder Notice Water (Dec 2019)</td>
<td>281</td>
<td>256</td>
<td>18</td>
</tr>
<tr>
<td>Rates Issued (March 2020)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates Due (TBA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Notice Issued (TBA)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 2. Previous billing cycle

<table>
<thead>
<tr>
<th>2018/19 Billing Cycle</th>
<th>Total Calls</th>
<th>Calls Resolved</th>
<th>CRM (Request Logged)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates Issued (Aug 2018)</td>
<td>448</td>
<td>406</td>
<td>21</td>
</tr>
<tr>
<td>Rates Due (Sept 2018)</td>
<td>558</td>
<td>515</td>
<td>19</td>
</tr>
<tr>
<td>Water Notice Issued (Oct 2018)</td>
<td>756</td>
<td>636</td>
<td>78</td>
</tr>
<tr>
<td>Water Notice Due (Nov 2018)</td>
<td>879</td>
<td>788</td>
<td>54</td>
</tr>
<tr>
<td>Reminder Notice Water (Dec 2018)</td>
<td>261</td>
<td>210</td>
<td>9</td>
</tr>
<tr>
<td>Rates Issued (February 2019)</td>
<td>242</td>
<td>231</td>
<td>11</td>
</tr>
<tr>
<td>Rates Due (March 2019)</td>
<td>466</td>
<td>379</td>
<td>12</td>
</tr>
<tr>
<td>Water Notice Issued (Apr 2019)</td>
<td>176</td>
<td>61</td>
<td>10</td>
</tr>
<tr>
<td>Water Notice Due (Ext)</td>
<td>384</td>
<td>315</td>
<td>33</td>
</tr>
</tbody>
</table>
**Peak Services**

- 53 calls received in February 2020 with the majority of calls related to road conditions and water leaks.
- 11% calls were referred to the next business day.
- Grade of service not available at time of reporting.

Table 5. December 2019 – February 2020 After hours summary by type (nature of call)

<table>
<thead>
<tr>
<th></th>
<th>December</th>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referred to Next Business Day</td>
<td>12</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Water</td>
<td>19</td>
<td>16</td>
<td>31</td>
</tr>
<tr>
<td>Rangers</td>
<td>10</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Roads</td>
<td>3</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Facilities</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Parks &amp; Gardens</td>
<td>4</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Grade of Service</td>
<td>84%</td>
<td>89%</td>
<td>7%</td>
</tr>
</tbody>
</table>

Pie Charts - After-hours call-outs (By Type)

**ATTACHMENTS:**

Nil

– *END OF REPORT* –
11.2 Communities

11.2.1 Communities - Departmental Update..... approx. 15 mins

DEPARTMENT UPDATE REPORT

Date: 10 March 2020 Presentation Duration: Approx. 15 minutes

To: Communities Standing Committee Meeting

Author: Communities Department

Authorising Officer: John McDougall, General Manager Communities

File Reference: Not applicable

EXECUTIVE SUMMARY:

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

OFFICER RECOMMENDATION:

That the Communities Standing Committee receive the Communities departmental update report, highlighting key activities for February 2020.

REPORT:

Key Activities Summary

Planning and Environment

- LGAQ Natural Resource Management Strategy Meeting
- Meeting with CHRRUP around Retro Slider protection project
- Petpep at Bauhinia school
- Rural land meeting to be held in Emerald
- Development & Planning new starters
- Infrastructure charges recovery project
- Local Government Illegal Dumping Hotspot Grants-Illegal Dumping Prevention and Intervention Project-LGIDH023
- Local Government Illegal Dumping Partnership Program
- Regional Recycling Transport Assistance Package
- Planning Scheme Amendment – Business Improvement and Innovation
- Planning Scheme Amendment – Local Government Infrastructure Plan (Amendment 2)
- Training for the Future Amendments
- Planning for a Low Carbon Future
- Environmental Health resourcing
- Mosquito management

Connected Communities

- Youth development program
- Central Highlands Youtheinc Facebook Statistics
- Indigenous development program
Agenda - Communities Standing Committee Meeting - 11 February 2020

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New wheeled shelving .............................................................................8
Library Facebook Statistics .....................................................................8
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Botanic Gardens Storm Damage .............................................................9
Healthy Active Highlanders Program 2020 ...........................................9
Club Development Workshops ...............................................................9
Planning and Environment

**LGAQ Natural Resource Management Strategy Meeting**
On 11 and 12 February 2020, Ranger services officers attended Rockhampton to participate in the Local Government Association of Queensland (LGAQ) Natural Resource Management Strategy meeting. This meeting was hosted in Rockhampton and speakers from various agencies including Department of Agriculture and Fisheries, Department of Natural Resources Mines and Energy, Department of Environment and Science, Commonwealth Scientific and Industrial Research Organisation and LGAQ.

Discussions on topics including control options for Giant Rat’s tail grass, impacts of catchment management activities on drinking water treatment and supplies, Priority setting approaches for species, ecosystems and climate adaptation. All ending with a workshop involving participants around NRM priorities and needs and how LGAQ can facilitate in delivery.

**Meeting with CHRRUP around Retro Slider protection project**
On 13 February 2020, Ranger services met with Central Highlands Regional Resource Use Planning (CHRRUP) to discuss concerns around the up and coming project to protect the Retro Slider and its habitat located in the Capella area. Discussions focused on council concerns around the impediment to the stock route and how management of the habitat will be services. A second meeting was held 18 February 2020, between CHRRUP, Ranger Services and Department of Environment and Science (DES) representative to discuss the next steps in the habitat protection process, an invitation was extended to the DES representative to attend Emerald and present at the up and coming rural land meeting.

**Petpep at Bauhinia school**
On 13 February 2020, Rangers attended Bauhinia primary school and delivered a discussion around responsible pet ownership and safety around dogs to the children. As usual this was met with childish enthusiasm and fun was had by all in the process of learning.

**Rural land meeting to be held in Emerald**
The next rural land meeting has been booked in for Friday 20 March 2020, presenters from Department of Agriculture and Fisheries, CHRRUP, Department of Natural Resources Mines and Energy and Fitzroy Basin Association will all be in attendance. Ranger services will provide an update on activities in the council area and stock routes including the reviewed stock route management plan for consultation prior to renewal.

**Development & Planning new starters**
February has seen the commencement of three new staff in the Development & Planning team, including:
- A Para Planner (contract) to provide coverage for the vacant full-time position whilst recruitment is undertaken.
- Two Compliance Officers (contract) to progress the infrastructure charges recovery project.

**Infrastructure charges recovery project**
Significant progress has been made in the last month on the infrastructure charges recovery project. The original audit of charges undertaken last year identified approximately $50 million dollars levied. Further data cleansing has been carried out with the new revised figure estimating between $3 million to $23 million outstanding. Further audit work and inspections need to be completed before this large range can be reduced to a more accurate figure.

Council is currently consulting with other local governments to finalise a draft policy and procedure to recover the outstanding monies.

**Local Government Illegal Dumping Hotspot Grants-Illegal Dumping Prevention and Intervention Project-LGIDH023**
Department of Environment Science (DES) has approved funding application for Illegal Dumping Prevention and Intervention Project (LGIDH023) under Local Government Illegal Dumping Hotspot Grants Program. The total grant funding is $60,000 excluding GST. The project aims to reduce illegal dumping and littering across the Central Highlands region by implementing intervention strategies mainly though school...
education and awareness trainings; implementing regional approach on media awareness campaign to disseminate consistent and effective message on penalties; educating communities to report illegal dumping incidents and informing community about negative impacts on illegal dumping as well as installation of signs and surveillance cameras at illegal dumping hotspots.

**Local Government Illegal Dumping Partnership Program**

Council’s grant application for the Local Government Illegal Dumping Partnership Program was not successful. Maximum amount of grant available under this program was $200,000 per council. It was mainly a collaborative program with neighbouring councils to reduce and prevent illegal dumping across the region. Funding provided was to employ illegal dumping compliance field officers who focus on investigating illegal dumping events and involve in activities that prevent illegal dumping across the region. In addition, funding was also eligible to purchase vehicle; installation of signage; as well as purchase and installation of surveillance equipment. Council had requested to utilise funding to hire part time compliance officer and installation of surveillance cameras at and around waste facilities.

**Regional Recycling Transport Assistance Package**

Council has applied for Regional Recycling Transport Assistance Package. This package support council to promote recycling by sharing transportation cost for recycling. The maximum amount of grant available under this program is $250,000 per council. Funding period will be until 30 June 2021. Council has applied for both inbound and outbound freight cost of recyclable resources (kerbside comingle recyclables, expansion of comingle recyclable and cardboard from other centres; and transportation cost of tyre) from Emerald to Rockhampton and other receiving entity. However, due to competitive nature of submission, the Department of Environment and Science propose to support only outbound freight cost from Rockhampton MRF to other receiving entity. Revised funding amount is $173,644 in total. Council has agreed on the revised project scope and revised grant funding and is currently waiting for the outcome of the assessment.

**Planning Scheme Amendment – Business Improvement and Innovation**

On 4 February 2020, a Notice (including the required material) was issued to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) in accordance with Chapter 2, Part 4, Section 16.5 of the Minister’s Guidelines and Rules (MGR). This notice informed DSDMIP of the proposed planning scheme amendment (No. 6) to the Central Highlands Regional Council Planning Scheme (Major amendment – Business improvement and innovation). For more information, please refer to ECM# 1504273.

The State (DSDMIP) will now undergo the first State Interest Review. The Minister must, within 60 days of receiving the notice, give notice of the outcome of the state interest review (i.e. any amendments required to reflect state interests); and provide a communications strategy for implementation.

**Planning Scheme Amendment – Local Government Infrastructure Plan (Amendment 2)**

The first Compliance Check of the draft Local Government Infrastructure Plan (LGIP) was completed by Integrated Infrastructure Planning on 20/12/2019. The proposed amendment was finalised and a resolution (2020/01/21/007) sought prior to requesting a State review.

On 3 February 2020, a Notice was issued to the Minister of the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) in accordance with the Planning Act 2016 and the Ministers Guidelines and Rules requesting the state review the draft LGIP.

Once the Minister has completed the review, DSDMIP will advise whether council can proceed to public consultation of the proposed amendments (with or without conditions).

**Training for the Future Amendments**

On 26 February 2020, the new Coordinator of Strategic Land Use - attended the one day course “Advancing Aboriginal & Torres Strait Islander Knowledge, Culture and Tradition Through Planning”. This course provided a greater understanding of how to reflect Indigenous interests in the planning scheme-making process which is now a requirement under the purpose statement of the Planning Act 2016. It covered subjects such as the complexities and nuances of Indigenous planning; some suggestions on how
the Planning Act’s purpose could be applied; and the importance of engagement, native title and cultural heritage in developing robust planning outcomes.

Planning for a Low Carbon Future
Building upon the great work from the Clean Growth Choices program, CHRC facilitated a presentation from LO3 Energy regarding a process through which Council can, through the existing power grid, provide surplus solar energy from Council housing that has solar panels for utilisation in other Council assets such as sewerage or water treatment plants. Attendees included representatives from DSDMIP, Energy Qld (Retail), Fraser Coast Sustainability Hub (FCSH) and Energy Skills Qld. The proposed project also demonstrates how three departments within Council can collaborate to implement a transformative project that will have multiple benefits to Council over the lifecycle of the project.

Environmental Health resourcing
Environmental health is currently experiencing significant staffing challenges with staff on maternity and unplanned leave. Replacing full time environmental health staff with contractor staff has been difficult due to contractor availability.

Recruitment has been undertaken to replace the two staff on maternity leave. These replacement staff should commence by mid March.

Mosquito management
Due to wet weather, we are experiencing a higher volume of mosquito complaints. Council undertook a 360 procurement process to engage a contractor who will be appointed in week beginning 9 March 2020. Once onboard, the contractor will complete fogging activities in Capella, Blackwater, Emerald and Rolleston. Fogging activities typically occur in the early mornings and communications will be distributed to ensure the communities are aware in advance Queensland Health Public health Unit has also been actively engaging with Council on any potential Public Health impacts. In the meantime, our EHO has been actively engaging with affected landowners who have contacted Council. Furthermore, Council’s media team have commenced social media posts to suggest some tips about minimising the pesky mosquitoes around their own homes.

Connected Communities

Youth development program
Central Highlands Youthinc Facebook Statistics
There were 5 individual posts on the youth development Facebook page from 28 January 2020 to 24 February 2020, with a reach of 4082 people.

Regional Youth Alliance Network (RYAN)
The Regional Youth Alliance Network meeting was held on 25 February 2020 with eight attendees representing six organisations. The next RYAN meeting is scheduled for 24 March 2020.

Blackwater Youthinc
Blackwater Youthinc group is planning events and activities, such as discos and movie nights at the aquatic centre. The group’s membership has increased and in now at capacity. An additional meeting time has been scheduled for Monday afternoons, to support those who were not able to attend Wednesday meetings. There have been three meetings held with good attendance:
1. 7 February 2020 - 22 attendees
2. 12 February 2020 - 25 attendees
3. 19 February 2020 - 33 attendees.

Emerald Youthinc
Some young Emerald locals aged between 18-25 years of age have expressed the need for more activities or opportunities to connect with a similar age group. Youth development officers have been working with these young people to develop their ideas. There have been three meetings held with good attendance:
1. 4 February 2020 - two attendees
2. 17 February 2020 - four attendees
3. 21 February 2020 - five attendees.

Blackwater school engagement
The Blackwater youth development officer has commenced regular engagements in local schools. This includes:
- fortnightly lunchtime engagements in Blackwater State and Blackwater North State School
- fortnightly working a day from the Blackwater State High School
- regular attendance at primary school breakfast clubs.

These engagements assist relationship development with new teachers, students and parents and support staff and students with inquiries.

The Green Space - grand opening
Green Space held its grand opening on the 7 February 2020. It is located upstairs at the Emerald Police-Citizens Youth Club (PCYC). Over 100 young people, their families and friends attended to view the space between 3.30 pm and 7.00 pm. Following official speeches from council’s Mayor Kerry Hayes, Branch Manager, Emerald PCYC - Julia Henderson, Coordinator, Anglicare Central Queensland - Hayley Mattson-Finge and member of headspace Youth Reference Group - Cody Gissel, a ribbon was cut to officially open the Green Space. Green Space will be open every Friday from 3.30 pm to 5.30 pm.

Youth events and activities
Past events:
The youth development team delivered/supported four activities across the region with 335 attendees.
Activities include:
- official opening – 100 attendees
- (11-17 years age group) – 70 attendees
- pizza afternoon in partnership with PCYC - 60 attendees
- (11-17 years age group) – 105 attendees.

Future events:
- 28 February – Springsure Skate jam
- 3 March - Blackwater Primary School afternoon event
- 6 March - Blackwater Aquatic Centre movie night
- 20 March – Blackwater community disco
- March – dates to be confirmed for road trip and camp out in Bluff, Dingo and Duaringa.

Indigenous development program
On 29 February 2020, local Aboriginal Elder, storyteller and artist, Eunice Day presented an art workshop at the Sapphire Hall with 17 participants learning about traditional aboriginal art. The workshop provided an opportunity to learn aspects of aboriginal culture, talk about bush remedies, share stories and the importance of knowing where you come from to people of all cultures. Community interest was so high in this workshop plans are underway to host a similar activity in Emerald soon.

Writing Fellowship Competition
The community development team promoted State Library of Queensland’s black & write fellowship competition. Each year the two fellowships are offered to unpublished Aboriginal and/or Torres Strait Islander writers. A community development and engagement officer has been working with aforementioned Elder Eunice Day, to enter her three unpublished stories. Eunice has developed artwork to accompany her. The competition closed 28 February 2020.

Have Your Say Central Highlands
Active registrations:
593 - increase of four since February 2020 report.
Site visits: 16,123 - increase of 464 since February 2020 report.

Recently Concluded:
Name: Arts and Cultural Policy Review
Open: 20 January - 20 February 2020
Submissions: 3

Name: Library Service Satisfaction Survey 2019
Open: 6 December 2019 - 14 February 2020 (extended)
Submissions: 58

Ongoing Consultations:
Name: Regional Economic Development Incentive Policy Review
Link: https://haveyoursay.chrc.qld.gov.au/REDI-policy-review
Open: 29 January 2020 - 28 February 2020
Submissions: 0

**Art Gallery Visitor Statistics**
- Emerald Art Gallery has averaged 180 visits per week.
- Bauhinia Bicentennial Art Gallery has averaged 13 visits per week.
- As part of ongoing improvements, electronic recording systems are being implemented in Emerald and Springsure galleries, to assist with future reporting.

**Emerald Art Gallery**
Emerald Art Gallery's latest exhibition titled "Reasonable & Necessary" will be on display until 22 March 2020. The exhibition features work created by artists with complex physical disabilities. Facilitated by Artel, the creative studio of Choice, Passion, Life (CPL) located in Redcliffe, south-east Queensland. Artel provides the necessary tools, space and instruction to support artists to creatively express themselves. The exhibition was officially opened 14 February 2020. Guest speaker for the opening was artist Louise Taylor. Louise shared personal stories regarding how she worked with artists to express themselves using visual mediums.

**Art Workshop**
Complimentary to the "Reasonable & Necessary" exhibition, visiting artist Louise Taylor facilitated a print workshop on the 15 February 2020. The workshop was hosted by Marist College Emerald. The workshop’s 25 participants learnt how to create prints using dry-point etching techniques.

**Bauhinia Bicentennial Art Gallery - Springsure**
- The "Our Strength During the Drought" exhibition is on display at the Bauhinia Bicentennial Art Gallery, Springsure until the end of March 2020. The exhibition showcases work of photographers from the Barcaldine region. Images on exhibit were captured as part of Anne Smith’s PhD research project that looks at how images impact building resilience, wellbeing and capacity during the drought.
- There are plans for the Springsure State School to hold a student art exhibition to celebrate their 150 year anniversary. The official opening night is scheduled for 2 April 2020.
- Springure Library (adjacent to the gallery) renovations are scheduled to commence on 27 April 2020. The gallery will be closed during these renovations.

**Emerald and Springsure Art Galleries Facebook**
- The Emerald and Springsure Art Galleries Facebook page has been renamed “Central Highlands Regional Galleries” as part of the galleries re-branding.
- Between 28 January and 21 February 2020, the Central Highlands Regional Galleries Facebook page:
  - published 6 posts
received 57 likes
reached 4,881 people
engaged with 893 people.

Reach and traffic has increased with the arts and culture officer- galleries (temporary position) proactively administering this page.

**Blackwater Interagency**
Interagency provides a platform for local service providers and community groups to meet every three months. During these meetings members exchange essential information, provide sector updates and discuss possible solutions for their community. The Blackwater Interagency met 25 February 2020, it was attended by 14 representatives from nine organisations.

**Digital Health Literacy Workshop**
The Australian Digital Health Agency, in partnership with Australian Library and Information Association, State Library of Queensland and our library service will be hosting a Digital Health Literacy Workshop at the Mayfair Ridge Tavern in Emerald, on Thursday 5 and Friday 6 March 2020 from 9.30am to 3.00pm. This workshop is aimed at providing information and resources to library staff and other health care professionals from across the region help their communities navigate and manage online government health services such as My Health Record.

**Medway Creek Rail Disaster 60th Anniversary Commemoration**
At 11.00am on Wednesday 26 February 2020, Emerald Library hosted a morning tea to commemorate the 60th anniversary of the Medway Creek rail disaster. Donated memorabilia from community members was displayed. Guest speakers included Myra Stanton and Rosemary McLeod and the Master of Ceremonies was Councillor Gail Nixon. The event was very well supported with 103 people in attendance. Attendees shared their stories regarding this historic event, that continues to impact on our community. The exhibition will remain available for the public to view until Saturday 28 March 2020.

**Library school holiday statistics**
The December 2019 - January 2020 school holidays have proved to be very successful with all libraries offering activities. A total of 47 sessions were offered, with 170 adults and 469 children attending.

**New wheeled shelving**
During March and April 2020 staff from Emerald Library will be travelling to Gemfields, Dingo, Tieri and Duaringa libraries to install wheeled shelving. This new shelving will mean our library spaces can be more flexible as shelving wheels can be unlocked and wheeled into different arrangements. The timeline for the installation is:
- Wednesday 25 March 2020 - Gemfields Library
- Thursday 26 March 2020 - Dingo Library
- Wednesday 8 to Thursday 9 April 2020 - Tieri Library
- Monday 20 to Wednesday 22 April 2020 - Duaringa Library

**Library Facebook Statistics**
Between 28 January and 14 February 2020, the Library Facebook page published 19 posts, reached 9376 users, engaged with 485 users and received 126 likes.

**International Women's Day 2020**
International Women's Day is Sunday 8 March 2020. The theme for this year is 'I am Generation Equality: Realising Women's Rights'. Libraries across the region will be holding morning teas to celebrate this event during the two weeks surrounding the day.

**Community Recreation and Facilities**

**The Sport and Active Community Strategy**
Work has progressed to provide a total strategic solution to the range of outdated plans, documents and viewpoints regarding sport and recreation delivery within the Region.
A review of the current strategic framework associated with sport and recreation infrastructure across the Central Highlands region is nearing finalisation. The review covered 10 key plans/strategies with a key finding that the historic approach was that plans were being developed without regard to an overarching strategic framework.

The scope is to inform our way forward to identify key issues and opportunities associated with the planning, management, maintenance and renewal of Council assets and, to renew thinking in the active recreation space. The scope provides recommendations for future strategic direction and internal processes associated with the provision of sport and recreation infrastructure.

Provision of Camping at the Showgrounds
Work has progressed in line with the recommendations of the Earth Check options paper and councils resolution 2019/03/26/024. The scope of works is detailed and includes requirements for strategic consultation with commercial operators.

It is anticipated works will commence at the end of March 2020 on this activity.

Blackwater Skate Park Concept and Funding Advocacy Outcome
Under the active community infrastructure council officers submitted an EOI to propose the Blackwater Skate Park as a possible contender for the funding round. The outcome of this EOI has been for the proposal to be accepted and approved by the State Government.

The design concept has progressed to a final draft for submission to council.

Botanic Gardens Storm Damage
The Botanic Gardens incurred serious damage during the recent storm events requiring closure for a one week period. Over this time the team worked tirelessly with the support of Infrastructure Services and a team from Rockhampton Regional Council.

This work had placed increased work load given the growth rate of vegetation across our parks in the Region and it was greatly appreciated to have the support of a neighbouring council to alleviate some of the fatigue issues associated with the task.

The gardens were opened once more with some areas partially closed due to overhanging branches which were unable to be removed within the week. However, it is anticipated the works will be fully finalised by 5 March 2020.

Formal acknowledgement of the Parks Teams is set to occur given the volume of material removed and the conditions in which they had to work.

Healthy Active Highlanders Program 2020
Healthy Active Highlanders Program is a free 12-week program that encourages males and females across the region to get active. The program commenced on 24 February 2020, delivering 16 fitness classes by qualified instructors to Capella, Emerald, Blackwater and Springsure and had over 200 participants in the first week.

Club Development Workshops
Council hosted club development workshops on 29 February 2020. Over thirty participants from a range of clubs across the region attended sessions on club planning, planning projects for grants and financial management. The workshops addressed the KPIs under the Game Plan Tenure Framework but were an upskilling tool for all clubs and organisations. The clubCOACH website and functions was promoted in the sessions and gave clubs an overview of future development and an opportunity to provide feedback.
12 CLOSED SESSION

12.1 Nil Reports
13 GENERAL BUSINESS

14 LATE AGENDA ITEMS

15 CLOSURE OF MEETING