

## Arts & Cultural Development

Meeting Date: 28/02/2012 - Arts & Cultural Development

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Item 00

Subject NOTICE OF THE ARTS AND CULTURAL DEVELOPMENT  
COMMITTEE MEETING TO BE HELD ON TUESDAY 28 FEBRUARY  
2012

Director LESLEY ATKINSON

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### RECOMMENDATION



PORT MACQUARIE  
HASTINGS

Notice is given that the next Arts and Cultural Development Committee Meeting  
will be held on Tuesday 28 February 2012  
in the Small Function Room at the Glasshouse  
commencing at 4.00pm

#### Order of Business:

1. Acknowledgement of Country
2. Apologies
3. Confirmation of Minutes
4. Disclosure of Interests
5. Business Arising from Previous Notes
6. Consideration of Reports
7. General Business
8. Next Meeting

Signed: Lesley Atkinson, Director of Community & Cultural Development

*Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from this Paper before the meeting not be such as to presume the outcome of consideration of the matters therein.*

**Tasks & Objectives  
of the Arts and Cultural Development Committee**

- (a) Steer the development of comprehensive Cultural Planning.
- (b) Advise on strategies for fostering community engagement with and active participation in arts and cultural programmes and projects.
- (c) Facilitate information flow between Port Macquarie-Hastings Council, cultural organisations and the wider community.
- (d) Facilitate partnerships and links to establish Port Macquarie-Hastings as a major cultural tourism destination.
- (e) Promote and support creative industries.

**FREQUENCY OF MEETINGS:**

The Committee will meet at least once every three (3) months.

**CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS:**

The Committee shall convene outcome specific working groups from time to time.

Working Groups to consist of:

- \* At least one (1) Arts & Cultural Development Committee member
- \* Relevant Port Macquarie-Hastings Council staff
- \* Other co-opted community members relevant to the working group's focus.

Working Groups will have a Terms of Reference and report to the Arts & Cultural Development Committee on progress and outcomes.

PORT MACQUARIE-HASTINGS COUNCIL

**Member Attendance Register  
Arts and Cultural Development Committee**

Member	05/05/09	28/07/09	22/09/09	01/12/09	23/02/10	27/04/10
Heather Rawson	X	✓	A	✓	✓	✓
Jo Davidson	X	✓	✓	✓	A	A
Krissa Wilkinson	X	✓	✓	X	X	✓
Marg Duffy	X	✓	A	X	A	X
Vana Ford	X	✓	A	✓	✓	A
Richard Holloway Arts Mid North Coast	X	A	✓	✓	A	✓
Jenny Hooper	✓	X	✓	✓	✓	✓
Jenny Hutchison						
Suzie West						
Kim Staples						

Member	23/11/10	15/03/11	24/05/11	23/08/11	13/12/11	
Heather Rawson	✓	✓	✓	✓	A	
Jo Davidson	✓	A	A	A	A	
Krissa Wilkinson	✓	A	✓	✓	✓	
Marg Duffy	A	X	X	X	X	
Vana Ford	X	X	X	X	✓	
Rodney Howard Arts Mid North Coast	✓	✓	A		✓	
Jenny Hooper	✓	✓	✓	✓	✓	
Jenny Hutchison	✓	✓	✓	✓	✓	
Suzie West	X	A	X	X	X	
Kim Staples	X	✓	A	A	✓	
Sheree Munday					X	

**Key:** A = Absent With Apology                      X = Absent Without Apology  
           ✓ = Present    R = Resigned

**Observers**

Lesley Atkinson                      (Director Community & Cultural  
 Development)  
 Joe Conneely                              (Manager Glasshouse)  
 Liz Gillroy                                  (Museums Curator)  
 Kelly O'Brien                              (Aboriginal Community & Cultural  
 Development Officer)  
 Sharni Lloyd                                (Regional Gallery Director)  
 Belinda Gibson                            (Performing Arts Manager)

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---

Item 01

Subject ACKNOWLEDGEMENT OF COUNTRY

Director LESLEY ATKINSON

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### RECOMMENDATION

That Acknowledgement of Country be delivered.

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

## Arts & Cultural Development

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Item 02  
Subject APOLOGIES  
Director LESLEY ATKINSON

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### RECOMMENDATION

That the apologies be received.

## Arts & Cultural Development

Meeting Date: 28/02/2012 - Arts & Cultural Development

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Item 03

Subject CONFIRMATION OF MINUTES OF THE ARTS AND  
CULTURAL DEVELOPMENT SUB-COMMITTEE MEETING HELD ON  
13 DECEMBER 2011  
Director LESLEY ATKINSON

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*To confirm the Minutes of the previous Arts and Cultural Development Sub-Committee Meeting.*

### RECOMMENDATION

That the Minutes of the Arts and Cultural Development Sub-Committee Meeting held on 13 December 2011 be confirmed.

## Arts & Cultural Development

Meeting Date: 28/02/2012 - Arts & Cultural Development

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Item 04  
Subject DISCLOSURE OF INTERESTS  
Director LESLEY ATKINSON

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For Committee members to disclose any interests in relation to items on the Agenda.

### RECOMMENDATION

That any disclosures be listed.



### DISCLOSURE OF INTEREST

Meeting Date: .....

Item Number: .....

Subject: .....

I, ..... declare the following interest:

**Pecuniary:**

Must leave Chamber, take no part in the discussion and voting.

**Non-Pecuniary - Significant Conflict:**

Recommended that affected person leaves Chamber, takes no part in discussion and voting.

**Non-Pecuniary - Insignificant Conflict:**

Affected person may choose to remain in Chamber and participate in discussion and voting.

For the reason that: .....

.....

Signed: ..... Date: .....  
(Definitions are provided on the next page)

**Definitions**

(Local Government Act and Code of Conduct)

**Pecuniary** - An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated.

*(Local Government Act, 1993 Sections 442 and 443).*

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or other member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter.

*(Section 451)*

**Non-Pecuniary** - A private or personal interest the council official has that does not amount to a pecuniary interest as defined in the Act (for example; a friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

If you have declared a non-pecuniary conflict of interest you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways.

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, Council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in Section 451(2) of the Act apply (particularly if you have a significant non-pecuniary conflict of interest).



## Arts & Cultural Development

Meeting Date: 28/02/2012 - Arts & Cultural Development

---

Item 05

Subject BUSINESS ARISING FROM PREVIOUS MINUTES

Director LESLEY ATKINSON

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*To discuss business arising from the Minutes of the previous Meeting.*

### RECOMMENDATION

Listed for discussion.

## Arts & Cultural Development

Meeting Date: 28/02/2012 - Arts & Cultural Development

---

Item 06  
Subject PLAYRITES  
Director LESLEY ATKINSON

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### RECOMMENDATION

For discussion.

#### Discussion

Krissa Wilkinson will bring the Sub-Committee up-to-date with where the 2012 PlayRites Festival of Theatre is up to.

## Arts & Cultural Development

Meeting Date: 28/02/2012 - Arts & Cultural Development

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Item 07  
Subject GENERAL BUSINESS  
Director LESLEY ATKINSON

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*To list any General Business items.*

### RECOMMENDATION

That any General Business items be considered.

## Arts & Cultural Development

*Meeting Date:* 28/02/2012 - Arts & Cultural Development

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**Item 08**  
**Subject** NEXT MEETING  
**Director** LESLEY ATKINSON

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### RECOMMENDATION

That the Sub-Committee confirm the date of the next meeting.

**Time:** 4pm  
**Venue:** Glasshouse Small Function Room  
**Date:** Tuesday 24 April 2012