



ARTS AND CULTURE ADVISORY COMMITTEE REPORT

THURSDAY 1 FEBRUARY 2018 AT 9.30AM

VENUE – Balcony Bar, First Floor, Civic Theatre, Boundary Street, South
Townsville

Advisory Committee Members >>

Councillor Colleen Doyle	Committee Chair
Councillor Verena Coombe	Townsville City Council
Councillor Russ Cook	Townsville City Council
Justin Ankus	AFCM
Terri Brabon	Theatre iNQ
Dr Barbara Cheshire	Visual arts educator and practicing artist
Carol Dall'Osto	ACVC
Dr Sylvia Ditchburn	Practising artist and Art Gallery owner
Lorna Hempstead AM	Professional Arts North Qld
Judy Hunter	Barrier Reef Orchestra, NQ Opera and Music Theatre
Hilary Martin	La Luna Youth Arts
Dr Jonathan McBurnie	Umbrella Studio Contemporary Arts
Jeffrey Nielsen	Townsville Eisteddfod Inc.
Dr Anneke Silver	Practising Visual Arts
Deanna Smart	Dancenorth
Rod Wilson	Townsville Choral Society
Bjarne Ohlin	Townsville Creative Technologies College
Madonna Davies	Full Throttle
Non-member ACAC support role:	
Julie McTaggart	Meeting Facilitator, Community Development Officer, Future Cities Office, Townsville City Council
Donna Jackson	Principal Inclusive Communities, Future Cities Office, Townsville City Council

ACKNOWLEDGEMENT OF COUNTRY

The Townsville City Council would like to acknowledge the Bindal and Gurambilbarra Wulgurukaba peoples as Traditional Owners of the land on which our Council operates. We pay respect to Elders past, present and future and value the traditions, culture and aspirations of the first Australians of this land. We acknowledge and hold in great significance the valuable contribution that Traditional Owners have made and continue to make within the Townsville Community.

Goals and Objectives of Townsville City Council >>

Corporate Plan >>

Goal 1 - A Prosperous City

Deliver a strong and innovative economy for Townsville with sustainable growth and support for local jobs and businesses.

Objectives that identify our strategic intent:

- 1.1 Support local businesses, major industries, local innovation and employment growth.
- 1.2 Promote our economic and geographic strengths and market Townsville as a vibrant destination for commerce, education, research, tourism, entertainment and lifestyle.
- 1.3 Plan, support, provide and advocate for infrastructure and investment that supports innovation, residential and economic growth.
- 1.4 Maximize opportunities for economic growth by building and maintaining effective partnerships.

Goal 2 - A City for People

Enhance people's experience of Townsville as a liveable and vibrant city by providing services that support the growth of an inclusive, knowledgeable, active, safe and healthy community.

Objectives that identify our strategic intent:

- 2.1 Provide services and local infrastructure that meet community expectations, support growth and provide for the needs of our community.
- 2.2 Improve the liveability of Townsville and encourage active and healthy lifestyles by providing accessible public facilities and community infrastructure.
- 2.3 Improve the vibrancy of Townsville by supporting the community's access to, and participation in, a range of artistic, cultural and entertainment activities.
- 2.4 Enhance community knowledge of and access to council services to improve community wellbeing, health and safety.

Goal 3 - A Clean and Green City

Create a sustainable future for Townsville through the protection, maintenance and enhancement of our unique, natural and built environment.

Objectives that identify our strategic intent:

- 3.1 Plan, design and deliver sustainable development and support this by actively managing the natural environment and increasing green infrastructure, at both a city, suburb and place level.
- 3.2 Develop and implement long term solutions for the management of water and waste that are socially, financially and environmentally sound.

Goal 4 - A Simpler, Faster, Better Council

Transform the Townsville City Council into a simpler, faster and better council that is easy to work with, and for, and gains community trust by being transparent and managing its resources.

Objectives that identify our strategic intent:

- 4.1 Provide customer-focused services that meet the expectations of our community in a dynamic and adaptive manner.
- 4.2 Ensure that council's plans, services, decisions and priorities reflect the needs and expectations of the community.
- 4.3 Be a valued and committed employer who provides a productive, inclusive and respectful environment for staff and the community.
- 4.4 Improve financial sustainability and provide value and accountability to the community for the expenditure of public funds.
- 4.5 Ensure that public funds are expended efficiently and that council expenditure represents value for money whilst supporting the local economy.

Arts and Culture Advisory Committee

Purpose of the Arts and Culture Advisory Committee

The Arts and Culture Advisory Committee (ACAC) purpose is to be a peak body of community representatives to provide information and advice about current and emerging arts and culture related matters to Townsville City Council for the purpose of decision-making and planning.

The Committee will conduct much of the investigative and detailed work leading to the provision of advice that will inform the development of a recommendation to council to enable an informed decision to be made.

The Arts and Culture Advisory Committee has been established in accordance with section 264 of the *Local Government Regulation 2012* ("the Regulation").

ACAC Member interaction with media:

Media (TV or newspaper agencies) may be in attendance at meetings and may wish to speak with committee members. It is important to be aware that as a member of the ACAC you are representing and speaking on behalf of your organisation. We would advise that you seek confirmation as to your organisation's media policies, and inform the Meeting Facilitator if you have any issues / concerns.

5.8.6 Audio or video recording of a meeting – as per Townsville City Council, Code of Meeting Practice

Only authorised persons may make an audio or video recording of a meeting in accordance with Section 35 of Local Law No. 1 (Administration) 2011.

A person is authorised to make an audio or video recording of the meeting if the Chairperson consents to the recording being made. A record of the Chairperson's consent made in the minutes of the meeting (or the report of a committee meeting) is "written consent" for the purposes of Section 35 of Local Law No. 1 (Administration) 2011.

REPORT ARTS AND CULTURE ADVISORY COMMITTEE

DATE Thursday 1 February 2018

ITEMS X to X

PRESENT

Councillor Colleen Doyle	Committee Chair
Councillor Verena Coombe	Townsville City Council
Councillor Russ Cook	Townsville City Council
Justin Ankus	AFCM
Terri Brabon	Theatre iNQ
Dr Barbara Cheshire	Visual arts educator and practicing artist
Carol Dall'Osto	ACVC
Dr Sylvia Ditchburn	Practising artist and Art Gallery owner
Judy Hunter	Barrier Reef Orchestra, NQ Opera and Music Theatre
Jeffrey Nielsen	Townsville Eisteddfod Inc.
Dr Anneke Silver	Practising Visual Arts
Rod Wilson	Townsville Choral Society
Bjarne Ohlin	Townsville Creative Technologies College

Non-member ACAC:

Julie McTaggart	Meeting Facilitator, Community Development Officer, Future Cities Office, Townsville City Council
Donna Jackson	Principal Inclusive Communities, Future Cities Office, Townsville City Council
Katie Boyd	Coordinator Performing Arts, Community Engagement & Cultural Facilities, Townsville City Council
Judith Jensen	Team Manager, Libraries, Townsville City Council
Janeese Henaway	Aboriginal and Torres Strait Islander Liaison Officer, Future Cities Office, Townsville City Council

GUESTS

Stephen Beckett	General Manager, Community Engagement, Townsville City Council
Lee-Ann Joy	Creative Director Galleries, Townsville City Council
Margaret Darveniza	Team Manager Community Engagement, Townsville City Council
Mia-Bianca Vaudrey	Team Manager Public Affairs, Townsville City Council
Mark Wrobel	Team Manager Arts, Visual & Performing, Townsville City Council
Jeff Jimmieson	Special Projects Manager – 2018 Commonwealth Games, Townsville City Council

APOLOGIES

Lorna Hempstead AM	Professional Arts North Qld
Hilary Martin	La Luna Youth Arts
Dr Jonathan McBurnie	Umbrella Studio Contemporary Arts
Madonna Davies	Full Throttle
Kellie Williams	Dancenorth

Opening of meeting

The Chair, Councillor C Doyle opened the meeting at 9.25am

The Chair introduced Janeese Henaway as the new Aboriginal and Torres Strait Islander Liaison Officer in Council.

Acknowledgement to Country

The Aboriginal and Torres Strait Islander Liaison Officer provided the Acknowledgement to Country.

Apologies and leave of absence

Apologies were noted.

Confirmation of minutes

The Committee confirmed the minutes of the previous meetings held on 7 December 2018.

Business arising from the minutes

Nil

Action Register – Update on outstanding items (ACAC Meeting Facilitator)

See Attachment 1 – ACAC Agenda Submission and Meeting Action Register.

The ACAC Meeting Facilitator provided an update on the ACAC Agenda Items and the Action Register.

The ACAC Meeting Facilitator passed on thanks from Community Grants and Sponsorships Officers to Justin Ankus and Jonathan McBurnie for their co-facilitation of the recent Regional Arts Development Fund (RADF) grants application workshops for the community.

ACAC Members were encouraged to remind their networks that applications for the current round of RADF Funds are due by 5pm Monday 12 February.

Agenda Items

Item 1. Introduction - Creative Director Galleries (Lee-Ann Joy)

The Creative Director Galleries shared her background.

Item 2. Introduction – Team Manager Community Engagement (Margaret Darveniza)

The three elements of Council that are covered under the role of Team Manager Community Engagement include Administration/Management Council Venues & Spaces; Council delivered Events; and Community Programs (focus areas Sport & Recreation, Cemetery administration, Grants & Sponsorships, Human & Social Disaster Recovery, regular community events e.g. Welcoming Babies Ceremonies).

The Team Manager Community Engagement shared her background.

Item 3. Introduction – Team Manager Public Affairs (Mia-Bianca Vaudrey)

The Team Manager Public Affairs shared her background and following updates.

Public Affairs Update

Update - Review of “What’s On”

- Review of “What’s On” is a priority action for first half of 2018.
- Review includes online and print platforms.
- Stakeholder engagement and User Testing will occur as part of this review.

Update - Review of Public Website

- Review of Council’s public website is another priority action for first half of 2018.
- Will involve a complete overhaul.
- Stakeholder engagement and User Testing will occur as part of this review.

Update – Communications Team TCC

- Provided an update on the staffing in the Public Affairs team, including alignment of staff to an Arts & Culture Portfolio.

Status update requested from Committee regarding the recruitment of the Team Manager Arts, Visual, Performing. General Manager Community Engagement advised recruitment exercise is at interview stage.

ACTION – Team Manager Public Affairs contact details to be shared with committee members.

ACTION – Forward Festival 2018 webpage link to committee members.

Item 4. Update – Progress of Civic Theatre refurbishment (Mark Wrobel, Acting Team Manager Arts, Visual & Performing, Townsville City Council)

- Refurbishment commenced prior to Christmas 2017.
- Visual pictures of the refurbishment progress were shared with the committee.
- Outcome is to improve user (performer and patron) experiences.
- Increase in accessible seating has been identified.
- Discussion occurred regarding consideration of future opportunity to allow consumption of beverages within the theatre seating area, with the goal of increasing patron numbers and experience.
 - Committee members expressed some concerns and requested that learnings from the research and analysis being undertaken by Council be shared with them.
 - The Committee identified their interest to be an ongoing key stakeholder in the decision-making on this matter.

THE COMMITTEE REQUESTS/RECOMMENDS COUNCIL GIVE CONSIDERATION TO:

1. That the Townsville community be given first priority to receive any discarded items identified from the refurbishment of the Civic Theatre.
2. That fans be installed within the foyer areas/front of house spaces in the Civic Theatre to address hot uncomfortable conditions in the hot months, and thereby further improve patron experience.
3. That professional photography of the City’s premier theatre building (Civic Theatre) be captured and used to create promotional story pieces to promote new user experiences and provide a historical reflection record of the Civic Theatre.

Item 5. Update - Commonwealth Games/Arts Festival 2018 (Jeff Jimmieson, Special Projects Manager, 2018 Commonwealth Games, Townsville City Council)

- Video promotional clip of Festival 2018 was shared with ACAC Committee.
- Festival 2018 launch 31st January 2018 - receiving positive feedback from those in attendance.
- Jeff thanked Committee members and members of the Arts Community who have been involved in the creation of Festival 2018 and Festival 2018 launch.
- The ACAC Committee congratulated Jeff and the Council team on the success of the Festival 2018 launch.
- 90% of Festival 2018 will be FREE events however bookings for some FREE events will be required due to limited seating capacity.
- Ticket sales/bookings go live to the public through Ticketshop from 12th February 2018.

COMMITTEE ACTION – The Committee agreed to support the promotion of Festival 2018 to the broader community by way of sharing social media posts as they occur and spreading the word and excitement of this Festival.

Item 6. Update - ACAC Action Plan (Julie McTaggart, Community Development Officer, Future Cities Officer, Townsville City Council)

- Draft action table presented to Committee.
- Committee document title to be included into the document.
- Discussed ACAC Action Plan item – 1.2 Indigenous Arts Development – “ready to ignite” this deliverable.
- Discussed ACAC Action Plan item - 1.4 Annual Arts and Science Festival - Cr Coombe led discussion.
 - Council CEO has confirmed support for an annual arts festival.
 - Tabling item to introduce initial discussion with the Committee regarding an Arts & Science concept for the annual festival.
 - Goal is to increase/encourage growth and attraction; embrace and value add to existing Arts festivals/activities within Townsville.
 - Suggested creation of a smaller working group to meet and explore overall shaping, funding and scoping considerations to return to ACAC members at the April meeting and to support Council operational development of the Annual Arts Festival concept. Interested committee members include:
 - Terri Brabon (Theatre NQ)
 - Justin Ankus (AFCM)
 - Bjarne Ohlin (Townsville Creative Technologies College)
 - Dr Barbara Cheshire (Visual arts educator and practicing artist)
 - Lee-Ann Joy (Creative Director Galleries, Townsville City Council),
 - Judy Hunter (Barrier Reef Orchestra, NQ Opera and Music Theatre)
 - Jeffrey Nielsen (Townsville Eisteddfod Inc.)
 - Team Manager Community Engagement identified as the key operational contact in relation to the establishment of the Annual Arts Festival.

COMMITTEE ACTION – Bjarne Ohlin (Townsville Creative Technologies College) to present previous concepts of place activation associated with an Arts Festival to the Committee at the April 2018 meeting.

COMMITTEE ACTION – Cr Coombe to convene working group discussion regarding the Annual Arts Festival, and present outcomes of the working group back to the Committee at the April 2018 meeting.

COMMITTEE ACTION – Members of the committee to review and provide feedback to the ACAC Meeting Facilitator as to contents of the action table; identify deliverables of interest to you/your organisation; and/or identify deliverables which your organisation is able to lead.

COMMITTEE ENDORSEMENT – Members of the committee supported a request to hold a special meeting on 1st March 2018 to specifically discuss ACAC Action Plan forming project groups and allocating actions /deliverables to project groups/ ACAC members. Meeting facilitator will organise meeting.

Item 7. 2018 Meeting Schedule/Meeting Needs

COMMITTEE ENDORSEMENT – Committee endorsed change to meeting start time from 8.45am arrival for a 9am start and finishing at 11:30am.

Next meeting (special meeting) – Thursday 1 March 2018

Time - 9:00am - 12:00 noon

Venue – Balcony Bar, Level 1, Civic Theatre, Boundary Street, South Townsville

Next meeting (ACAC) – Thursday 5 April 2018 8:45 am for 9.00am start and finishing at 11:30am

Agenda submission close – 8 March 2018

Venue – Balcony Bar, Level 1, Civic Theatre, Boundary Street, South Townsville

The Chair closed the meeting at 12.10pm

**COUNCILLOR C DOYLE
CHAIR**

Attachment 1 – ACAC Agenda Submission and Meeting Action Register – Page 10 of 31

ACAC Agenda Submission or Meeting Action	Date received	Topic/Title	Brief Description of topic you would like discussed by ACAC	Outline how you would like topic to be resolved or supported	ACAC Meeting Date	Action to Occur	By whom	Outcome
1 Agenda Submission – Information only (no discussion necessary)	25.11.2016	Suggested Criteria for assessment of Arts Facilities	Suggested Criteria for assessment of Arts Facilities in the Expressions of Interest 1) Location (access for users and public/room for growth) 2) Practicality in terms of purpose and function 3) Implications for long-range strategic planning	Recommendation to Council to enable an informed decision to be made.	07.02.2017	Tabled as Information Only as part of this Register of Agenda Submission and Actions ACAC Meeting 07.02.17	Meeting Facilitator – Julie McTaggart	COMPLETED – No further action.
2 Agenda Submission - For Discussion/Decision	06.12.2016	Perc Tucker and Pinnacles Galleries Governance			07.02.2017	Discussed at 07.02.17 Meeting – link to Agenda Item received 02.02.17 – Creative Director Position. Progress on this matter by Council to this date has resulted in decision to establish Creative Director Position. At 06/04/17 & 06/06/17 Meetings - Updates provided by	Meeting Facilitator – Julie McTaggart & ACAC Chair – Cr Doyle	Council Operational Matter. This item to be kept as a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings. <i>Update provided by A/GM Community Resources at 06/06/17 Meeting.</i> <i>Update provided by Director Planning and Community Engagement at 03/08/17 Meeting and 03/10/17 Meeting.</i> <i>ACAC Members informed by email 10/11/17 of new</i>

							<p><i>A/General Manager Community Resources – Jeff Jimmieson. Creative Director position included in restructure of Council to commence in July 2017. Recruitment and selection will then take place. At 03/08/17 Meeting - Director Planning and Community Engagement informed that Position was to be advertised that week. At 03/10/17 Meeting Director informed that the final selection is to be completed within a couple of weeks.</i></p>		<p><i>Creative Director Galleries – Lee-Ann Joy General Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</i></p> <p>COMPLETED</p>
3	Agenda Submission - For Discussion/Decision	06.12.2016	Petition from the Arts Action Group			07.02.2017	<i>As above</i>	Meeting Facilitator – Julie McTaggar	This item to be kept as a standing agenda item and information/update from Cr Doyle

								t	(Chairperson) and Operational Staff to occur at future meetings AS ABOVE COMPLETED
4	Agenda Submission - For Discussion/Decision	15.12.2016	Delay in Council Funding Decisions	Those who applied in the September Funding round received on 15th December the following notifications: Council is undertaking a further review of grant applications received through this funding round. As part of this review process, you may be requested to provide additional information to council officers on your grant application. This review will mean that you will be notified of the outcome of your grant application outside of the advertised assessment duration of up to 10 weeks. We appreciate your patience waiting for an outcome to your grant application. We will advise you of the outcome when a funding decision has been made on your application by a meeting of Ordinary Council.	Concerns (a) if grants have been properly submitted they should be judged on the information provided. Queries/clarification should fall within the 10 week period. (b) Many grants are predicated on co-funding. Applicants with pending grants from other agencies who would have listed "mid Dec" outcome for this grant may well be disadvantaged. (c) the earliest that these could now be dealt with is the Council meeting at end January, so applicants' event planning delayed into February. Therefore, (a) why has this happened (b) and what steps are being taken to ensure that this is a one-off event.	07.02.2017	Council Community Grants Officer Arthur Schulz spoke at ACAC Meeting 07.02.17 about delay in approval of some of the recent grant applications. Councillors present also spoke at meeting – refer Meeting Minutes 7 February 2017.	Meeting Facilitator – Julie McTaggart Community Grants Officer – Arthur Schulz	COMPLETED

5	Agenda Submission - For Discussion/Decision	13.01.2017	Regional Arts Development Fund (RADF)- Community Capacity Building Workshops	<p>As mentioned in the last Orientation meeting, RADF has funds available to provide workshops/education to Townsville’s artistic community.</p> <p>Some suggestions are:</p> <p>Creating connections – How to establish partnerships, key success factors and potential pitfalls of partnerships, getting the most out of mentorships and coaching.</p> <p>- Project development – Tips for developing project plans and budgets in line with funding requirements.</p> <p>- Grant writing workshops – How to determine the right grant for you, ensuring your project is ‘grant ready’, using the right language for successful grants, information gathering and report writing, how to acquit your funds.</p> <p>- Marketing projects and Community engagement – tips and tricks to market your project and engage your target audience.</p>	Seeking input from the industry leaders on the types of subjects and information that should be provided.	07.02.2017	<p>Discussed at ACAC Meeting 07.02.17</p> <p>Working group formed to progress workshop planning - 5 ACAC Members expressed interest – refer Meeting Minutes 07.02.17.</p> <p>Working group meeting held 21/04/17.</p> <p>RADF Committee Member also included.</p> <p>Working Group reported back plans and progress at ACAC Meeting 06.06.17.</p> <p>ACAC and RADF Committee Members and Council staff collaborated to deliver further workshops on 5 & 9 September.</p>	<p>Meeting Facilitator – Julie McTaggart and ACAC Members in Working Group</p>	<p>Planning and Implementation of RADF Capacity Building Workshop – “Articulating your Idea” on 26 June 2017.</p> <p>Presenters: Kyle Page - Artistic Director Dancenorth and Dr Jonathan McBurnie - Director Umbrella Studio.</p> <p>Further working group meeting to occur July to plan and implement second workshop in August 2017. RADF funding to Council for 16/17 can be utilised until September when Funding Agreement with Arts QLD expires.</p> <p>A further workshop “RADF Grant Writing Workshop” was delivered at 2 alternative times on 5 & 9 September.</p> <p>Application by TCC for further funding in 17/18 included provision of further capacity building workshops.</p> <p>COMPLETED</p>
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6	Agenda Submission – Information only (no discussion necessary)	20.01.2017	Townsville’s dance community	Presentation and Question and Answer by Directors of Ann Roberts School of Dance on their current operations, current and future use of performing arts infrastructure.	Information for Councillors and Committee on the nature and extent of the dance community.	07.02.2017	Invited to ACAC Meeting 07.02.17 - Presentation by Jane Pirani and Andre Reynaud, Ann Roberts School of Dance.	Meeting Facilitator – Julie McTaggart	COMPLETED
7	Agenda Submission – Information only (no discussion necessary)	31.01.2017	Pop Up North Queensland	Umbrella Studios has been successful in an application for Catalyst funding for a pop up festival, and is looking to get this happening ASAP.	Giving ACAC this news and inviting their thoughts will allow each different organisation to consider if this could be an event that could benefit them, and how they might contribute to it.	07.02.2017	At ACAC Meeting 07.02.17 Dr Jonathan McBurnie, ACAC Member provided an overview of the Pop Up North QLD Festival coming up.	Dr Jonathan McBurnie ACAC Member	COMPLETED
8	Agenda Submission - For Discussion/Decision	02.02.2017	Creative Director Position	I would like to table some questions around the new position of Creative Director 1. What is the Salary? Will it attract applicants of “Director” calibre? 2. Will there be a curator to replace Eric? 3. What is the job description? 4. Who will be on the interviewing panel for applicants? 5. What will be the hierarchical relationship between the “team leader” and the “creative director”?	To be involved at every step.	07.02.2017	Discussed at 07.02.17 Meeting – link to Agenda Items received 06.12.16 – Creative Director Position. Progress on this matter by Council to this date has resulted in decision to establish Creative Director Position. At 06/04/17 &	Meeting Facilitator – Julie McTaggart	Council Operational Matter. This item to be kept as a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings. Update provided by Jeff Jimmieson A/GM Community Resources at 06/06/17 Meeting. Update provided by Eber Butron Director Planning and Community Engagement

							<p>06/06/17 Meetings - Updates provided by A/General Manager Community Resources – Jeff Jimmieson. Creative Director position included in restructure of Council to commence in July 2017. Recruitment and selection will then take place. At 03/08/17 Meeting - Director Planning and Community Engagement informed that Position was to be advertised that week. At 03/10/17 Meeting Director informed that the final selection is to be completed within a couple of weeks.</p>	<p>at 03/08/17 Meeting and 03/10/17 Meeting.</p> <p>ACAC Members informed by email 10/11/17 of new Creative Director Galleries – Lee-Ann Joy</p> <p>Stephen Beckett General Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</p> <p>COMPLETED</p>
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9	Agenda Submission - For Discussion/Decision	November 2016	NQ Arts Awards	<p>The NQ Arts Awards were developed by Townsville City Council to celebrate the achievements of all the arts across North Qld. which included Hinchinbrook Shire, Charters Towers Regional Council, Palm Island Aboriginal Shire Council and Burdekin Shire Council. The intention of the awards was to have them hosted by a different council each event which was every two years. Work was completed earlier in 2016 to try and engage other councils to host the awards, Charters Towers expressed interest but due to budget cuts at the beginning of the financial year both Charters Towers and Townsville City Council found they were not in a position to support the awards due to be held in 2017.</p>	<p>Seeking committee's views on how the Arts awards should proceed:</p> <ul style="list-style-type: none"> • The same process - all art forms celebrated in one event. • Look to hold individual events (i.e. visual, performing and literature). • Each region manages their own event. • Different model. • No awards ceremony. 	07.02.17	<p>Tabled at ACAC Meeting 07.02.17 Not enough time to discuss at 07.02.17 or 06.04.17 Meetings. Discussion to progress as action included in ACAC Action Plan being drafted by Working Group. Action Planning discussion began with ACAC members present at 06.06.17 Meeting. Working Group met 15.06.17.</p>	<p>Meeting Facilitator – Julie McTaggart</p>	<p>Included as action in ACAC Action Plan being drafted by Working Group. First draft provided to ACAC meeting 03/08/17 and 2nd draft to meeting 03/10/17. Further draft provided and workshop conducted at ACAC meeting 07/12/17.</p> <p>Febryary 2018 Update: Further draft provided at 01/02/18 meeting. Support to finalise action plan and begin projects on actions. Special meeting/ Workshop planned for 01/03/18.</p> <p>Decision on whether Arts Awards will be included as an action/project will be made by next ACAC meeting 05/04/18</p>
10	Agenda Submission - For Discussion/Decision	13.03.2017	December Grant Round	<p>Can ACAC be advised if applicants have yet received the outcomes of the Grant round that was due to be decided last December and has now been postponed to the end of March? Has this delay had an effect on the cancellation of any applicants' programmes?</p>	<p>That ACAC ensure that Council staff and Councillors fully comprehend the outcomes of such delays. It is the public funding (Local and State especially) that will underpin pitches for corporate sponsorship - as the public funding</p>	06.04.2017	<p>(Link to Agenda Item No 4 - completed) Discussed at 06.04.17 meeting - Refer Minutes of meeting. All applicants have received outcome of Grants round.</p>	<p>Meeting Facilitator – Julie McTaggart & ACAC Chair – Cr Doyle</p>	<p>Agenda Item – COMPLETED.</p> <p>Community Grants Program and Processes are under review. Information will be provided when it becomes available.</p>

					supplies a "seal of approval/ quality" to a corporate making such decisions. Further it will have shot the timelines for many activities to ribbons, I suspect. I urge Council to look to streamline this process as briefly discussed at the last meeting.		No complaints received about delays.		
11	Agenda Submission - For Discussion/Decision	20.03.2017	Creative Director Perc Tucker Gallery	I'd like to: 1/have an update on the job description of this position 2/ have an indication of which people will be on the selection panel 3/what sort of salary range is offered I'd like to see the pros and cons of these items discussed by the committee.	It is up to the ACAC to discuss and suggest and for TCC to take note of what the ACAC has to say about it.	06.04.2017	Link to previous Agenda items No 2 and 8. At 06/04/17 & 06/06/17 Meetings - Updates provided by A/General Manager Community Resources – Jeff Jimmieson. Creative Director position included in restructure of Council to commence in July 2017. Recruitment and selection will then take place. At 03/08/17 Meeting -	A/GM Community Resources – Jeff Jimmieson	Council Operational Matter. This item to be kept as a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings. Update provided by Jeff Jimmieson A/GM Community Resources at 06/06/17 Meeting. Update provided by Eber Butron Director Planning and Community Engagement at 03/08/17 Meeting and 03/10/17 Meeting. ACAC Members informed by email 10/11/17 of new Creative Director Galleries – Lee-Ann Joy

							<i>Director Planning and Community Engagement informed that Position was to be advertised that week. At 03/10/17 Meeting Director informed that the final selection is to be completed within a couple of weeks.</i>		<i>Stephen Beckett General Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</i> COMPLETED
12	Agenda Submission - For Discussion/Decision	20.03.2017	Public Art murals	https://www.pri.org/stories/2016-08-31/muralist-painting-weeds-represent-margins-society In discussion on public art murals I'd like the committee to look at this web site and discuss. (ACAC Member - Dr Anneke Silver)	Discussion	06.04.2017	Public Art Mural video shown and discussion at 6 April Meeting.	Meeting Facilitator – Julie McTaggart	Public Art Mural video shown and discussion at 6 April Meeting. Link with presentation from TCC - Galleries staff Sarah Monts and Erwin Cruz on Street Art. COMPLETED
13	Agenda Submission - For Discussion/Decision	03.04.2017	New Housing Developments - Planning for Community Facilities	The items below are from the State Development Office Business Breakfast which was held in early March. Requesting that someone from Planning at Council or someone from LendLease (Elliot Springs Project) may talk to us on: <ul style="list-style-type: none"> • How they plan for community facilities • What they see as a neighbourhood centre 	Invitation to speakers from Planning in Council or someone from Lendlease (new Elliot Springs Development) to attend next ACAC Meeting for information and discussion.	06.06.2017	<i>Chairperson deferred agenda item to ACAC Meeting 3 October 2017 as June and August meetings have priority agenda.</i>	ACAC Chair – Cr Doyle & Meeting Facilitator – Julie McTaggart	<i>Simon Walker, Regional Development Manager, Communities, Lendlease presented at ACAC Meeting 3 October 2017</i> COMPLETED

				<ul style="list-style-type: none"> How designers within LendLease (or any similar major company) source their information/do their research on what any specific area might need (for instance would one centre have a sprung wooden floor to allow for dance and exercise classes?) How might they source public art <p>Obviously our focus would be on fulfilling the cultural needs of a community.</p>					
14	Agenda Submission - For Discussion/Decision	02.05.17	Further restructuring at Gallery Services	<p>Gallery Services is on the verge of utter breakdown. A skeleton crew is holding a massive program on their shoulders, and no moves have been made to replace those that have departed or made redundant.</p>	Some action, any action, needs to be taken by TCC.	06.06.2017	<p>Links to Agenda Items 2,8 & 11. Operational matter – referred to Operational Managers when received.</p> <p>Related to Council restructure – A/GM Community Resources gave update at 06/06/17 meeting – refer to minutes. Update provided by Eber Butron Director</p>	<p>Meeting Facilitator – Julie McTaggart & ACAC Chair – Cr Doyle</p>	<p>Council Operational Matter. This item to be kept as a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings.</p> <p>Update provided by Jeff Jimmieson A/GM Community Resources at 06/06/17 Meeting. Update provided by Eber Butron Director Planning and Community Engagement at 03/08/17 Meeting and 03/10/17 Meeting.</p> <p>ACAC Members</p>

							<i>Planning and Community Engagement at 03/08/17 and 03/10/17 Meeting – refer to Minutes.</i>		<i>informed by email 10/11/17 of new Creative Director Galleries – Lee-Ann Joy</i> <i>Stephen Beckett General Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</i> COMPLETED
15	Agenda Submission – For Information and Discussion	04.05.17	Townsville City Bus Hub project	Information for Committee on this project and discussion about link with Arts groups and businesses in city and opportunities for Arts Community.	Invite Simon Ormes, Senior Project Manager – Major Projects, Engineering Services, TCC to present on “Townsville City Bus Hub” project to next ACAC Meeting 6 June 2017.	06.06.2017	<i>Simon Ormes presented to ACAC Meeting 6 June 2017 – Refer to Minutes of Meeting.</i>	Meeting Facilitator – Julie McTaggart	COMPLETED <i>Design Consultant to be invited to ACAC October Meeting so ACAC can provide further feedback.</i>
16	Agenda Submission - For Discussion/Decision	09.05.17	Update on Perc Tucker Gallery’s lack of staff	<ul style="list-style-type: none"> Please supply an update on current staffing for Perc Tucker Galleries – please indicate if there are any further redundancies, or redeployments (either in transition or not yet taken effect) – who is still at the Gallery and in what role Please explain how the balance of this year’s program and especially Strand Ephemera is being staffed and who and how are the 	To wholeheartedly support a resolution of ACAC that with the national and international reputation of Perc Tucker Gallery about to fall in tatters, that all councilors be called on to restaff PTRG properly and by the end of this year at the latest or declare what they intend to with the Gallery as an alternative.	06.06.2017	Links to Agenda Items 2, 8, 11 & 14 – Governance and staffing Perc Tucker Gallery. Operational matter – referred to Operational Managers when received. Related to Council restructure – A/GM	Meeting Facilitator – Julie McTaggart	Council Operational Matter. This item is included in a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings. <i>Update provided by Jeff Jimmieson A/GM Community Resources at 06/06/17 Meeting. Update provided by Eber Butron Director</i>

				<p>programs for 2018-2020 being advanced</p> <ul style="list-style-type: none"> Please advise what steps are being taken to fill the “promised” Creative Director position and especially the time frame and the intended process 			<p><i>Community Resources gave update at 06/06/17 meeting – refer to minutes. Update provided by Eber Butron Director Planning and Community Engagement at 03/08/17 and 03/10/17 Meeting – refer to Minutes.</i></p>		<p><i>Planning and Community Engagement at 03/08/17 Meeting and 03/10/17 Meeting.</i></p> <p><i>ACAC Members informed by email 10/11/17 of new Creative Director Galleries – Lee-Ann Joy</i></p> <p><i>Stephen Beckett General Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</i></p> <p>COMPLETED</p>
17	Agenda Submission - For Discussion/Decision	15.05.17 (via email)	Update of Performing Arts Facilities following various meetings with TCC & others	*Attachment provided – one page Agenda Item submitted. (Please see below)	To be included in update discussion at next ACAC Meeting on Performing Arts Facilities/ Feasibility Study - Concert and Recital Hall. ACAC Member Jeff Nielsen to provide feedback and include feedback from Carol Dall’Osto.	06.06.2017	<p>Include in agenda of ACAC Meeting 6 June 2017.</p> <p>ACAC Members Carol Dall’Osto and Jeff Nielsen unavailable. Defer to meeting 3 August 2017. Update provided by Eber Butron Director Planning and Community Engagement at 03/08/17</p>	Chair – Cr Doyle and A/GM Community Resources	<p>Defer Agenda Item to ACAC Meeting 3 August 2017</p> <p><i>Update provided by Eber Butron Director Planning and Community Engagement at 03/08/17 Meeting on Pure Projects Report and Feasibility Study into Concert Hall by Jennifer Bott which has been released – refer to Minutes.</i></p> <p>COMPLETED</p>

							<i>Meeting on Pure Projects Report and Feasibility Study into Concert Hall by Jennifer Bott – refer to Minutes.</i>		
18	Agenda Submission - For Discussion/Decision	12.07.17 (via email)	Request for Information on Creative Director Position	The item I would like to put is as follows: 1/ Information about the position of Creative Director at the Perc Tucker Regional Gallery. 2/When will there be action on the implementation of the position? 3/ What is the job description? 4/ Who is on the interviewing panel?	Request for information/update.	03.08.17	Links to Agenda Items 2, 8, 11, 14 & 16– Governance and staffing Perc Tucker Gallery. Operational matter – referred to Operational Managers when received. At 03/08/17 Meeting - Director Planning and Community Engagement informed that Position was to be advertised that week. – refer to Minutes. At 03/10/17 Meeting	Meeting Facilitator – Julie McTaggart & ACAC Chair – Cr Doyle	Council Operational Matter. This item to be kept as a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings. Update provided by Jeff Jimmieson A/GM Community Resources at 06/06/17 Meeting. Update provided by Eber Butron Director Planning and Community Engagement at 03/08/17 Meeting and 03/10/17 Meeting. ACAC Members informed by email 10/11/17 of new Creative Director Galleries – Lee-Ann Joy

							<i>Director informed that the final selection is to be completed within a couple of weeks.</i>		<i>Stephen Beckett General Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</i>
19	Meeting Action	03/10/17 ACAC Meeting	Lendlease Social Impact Assessment report	Simon Walker, Regional Development Manager, Communities, Lendlease presented at ACAC Meeting 3 October 2017. He was to provide Elliot Springs Social Impact Assessment Report by Lendlease and other information.	Distribution to ACAC Members	Follow up to 03/10/17. Prior to 07/12/17 Meeting	ACAC Meeting Facilitator to distribute the information provided by Lendlease to ACAC Members prior to Working Group Meetings and next ACAC Meeting 07.12.17	Meeting Facilitator – Julie McTaggart	COMPLETED
20	Meeting Action	03/10/17 ACAC Meeting	New Housing Developments – Planning for Community Facilities.	Meeting Action: That a workshop be arranged for ACAC committee representatives and other key community stakeholders to provide feedback to Lendlease in planning the community centre to be built at their Elliot Springs development.	Working group Meeting with Lendlease re opportunity to provide feedback/advice. Plan workshop with Lendlease.	07/12/17 Report Progress	Working group Meeting and workshop with Lendlease to be planned.	Meeting Facilitator – Julie McTaggart & ACAC Chair – Cr Doyle	COMPLETED
21	Meeting Action	03/10/17 ACAC Meeting	Townsville City Bus Hub Project	Simon Ormes to provide a copy of the Wayfinding Strategy developed by Planning Department in Council for the Waterfront Promenade Project.	ACAC Meeting Facilitator to distribute the Wayfinding Strategy to ACAC committee.	Follow up to 03/10/17. Prior to 07/12/17 Meeting	ACAC Meeting Facilitator to distribute the Wayfinding Strategy to ACAC committee.	Meeting Facilitator – Julie McTaggart	COMPLETED Email with information sent to members 8/11/17

22	Meeting Action	03/10/17 ACAC Meeting	Townsville City Bus Hub Project	That contact details for Simon Ormes be provided to Sylvia Ditchburn (ACAC Member) to allow discussions to occur regarding her mural that is to be undertaken in the city near the City Bus Hub site.	ACAC Meeting Facilitator to provide contact details.	Follow up to 03/10/17.	ACAC Meeting Facilitator to provide contact details.	Meeting Facilitator – Julie McTaggart	COMPLETED Contact details provided by email 08.11.17
23	Meeting Action	03/10/17 ACAC Meeting	Draft ACAC Action Plan	The Draft ACAC Action Plan be distributed to the Committee members prior to the next meeting.	ACAC Meeting Facilitator to distribute Draft Action Plan	Prior to 07/12/17 Meeting	ACAC Meeting Facilitator to distribute the latest version of Draft ACAC Action Plan to ACAC Members	Meeting Facilitator – Julie McTaggart	COMPLETED
24	Meeting Action	03/10/17 ACAC Meeting	Guest presenter at next meeting 07/12/17	That General Manager Community Engagement, Stephen Beckett be invited to attend the next ACAC Committee Meeting on 07/12/17	ACAC Meeting Facilitator to invite GM Community Engagement to next meeting.	07/12/17	ACAC Meeting Facilitator to invite GM Community Engagement to next meeting.	Meeting Facilitator – Julie McTaggart	COMPLETED 23.11.17 General Manager Confirmed he would attend 7 December Meeting
25	Agenda Submission - For Discussion/Decision	09/11/17	Update on Cultural Staffing for TCC	Could the Committee receive a briefing on changes in train or proposed for staff for Perc Tucker and Pinnacles Galleries / Civic Theatre and Riverway Arts Centre / Community Arts Officers / any other position(s) what directly or indirectly affect the cultural life of the City that are administered by TCC?	For information so that this may inform our thinking and advice to Council.	07/12/17	Links to Agenda Items 2, 8, 11, 14 & 16 & 18 – Governance and staffing Perc Tucker Gallery. Operational matter – referred to Operational Managers when received.	Meeting Facilitator – Julie McTaggart & ACAC Chair – Cr Doyle	Council Operational Matter. This item to be kept as a standing agenda item and information/update from Operational Managers and Cr Doyle (Chairperson) to occur as available at future meetings. ACAC Members informed by email 10/11/17 of new Creative Director Galleries – Lee-Ann Joy Stephen Beckett General

									<i>Manager Community Engagement and Cultural Services gave update on new positions and recruitment at ACAC Meeting 07.12.17</i>
									COMPLETED
26	Agenda Submission - For Discussion/Decision	09/11/17	TCC Cultural marketing	Could the MOST SENIOR person responsible for TCC's cultural activity marketing be invited to the December meeting to share their plans for improved marketing for 2018?	<i>While the topic of arts/cultural marketing has been devolved to a smaller working group and PANQ I feel that it is very important of the whole ACAC to understand what role TCC sees that it has in the marking of events in its facilities / supported by TCC / not supported by TCC / in order that we all understand TCC's position in regard to this matter</i>	07/12/17	ACAC Meeting Facilitator to invite GM Community Engagement to respond to this agenda item at 7 December 2018 meeting.	Meeting Facilitator – Julie McTaggart	COMPLETED General Manager, Community Engagement & Cultural Facilities attended December ACAC Meeting
27	Meeting Action	7/12/2017	Subject matter advise for community facilities infrastructure	COMMITTEE RECOMMENDATION FOR COUNCIL CONSIDERATION: 1. Committee recommends that Council continues to encourage Lend Lease Elliot Springs development to consider broad community use in their design of community	To be a key community engagement point for community facility infrastructure planning	7/12/2017	Recommendations to be taken to next Community & Cultural Development Committee (standing committee) February 2018	Meeting Facilitator	

				<p>facilities to achieve a multi-purpose use outcome and maximise community usage (ie building design that incorporates higher ceilings, spring floors, user storage facilities etc).</p> <p>2. Committee recommends that Council continues to encourage Lend Lease Elliot Springs development to consult with local Arts Community subject matter experts in their community facilities design.</p> <p>3. The Arts and Cultural Advisory Committee wishes to identify interest in, and offers to be, a key community engagement point for Lend Lease and future similar development opportunities to increase community benefit and return on community facility infrastructure.</p>					
28	Meeting Action	7/12/2017	Team Manager Arts Visual & Performing	General Manager Community Engagement & Cultural Facilities committed to circulate Team Manager Arts Visual & Performing position description to the Arts & Culture Advisory	To support distribution throughout the Arts Community.	7/12/2017	Position description to be distributed once available	General Manager Community Engagement & Cultural	COMPLETED 12/12/17

				Committee once the position is advertised.				Facilities	
29	Meeting Action	7/12/2017	TCC organisational structure/key contacts	Committee requested copy of TCC organisational chart or key contact list relevant to their area of interest to assist with understanding roles, responsibilities and new Officers.	Support knowledge and key contacts.	7/12/2017	To be distributed by email.	Meeting Facilitator	
30	Meeting Action	7/12/2017	Civic Theatre operations information during refurbishment period	Committee requested update regarding close of the Civic Theatre to understand what services will be continuing at the site during the renovation period.	Support knowledge within the community	7/12/2017	To be distributed by email.	Meeting Facilitator	
31	Meeting Action	7/12/2017	2018 ACAC meeting schedule	Endorsed by committee for 2018 meetings to continue on 1 st Thursday of the relevant meeting month (bi monthly) commencing February 2018	Confirm meetings for 2018. Confirmed meetings to be sent as calendar invites.	7/12/2018	1. Confirm dates in table. 2. Send as part of ACAC December meeting minutes. 3. Create calendar invitations	Meeting Facilitator	Dates of 2018 ACAC Meetings sent as part of ACAC December meeting minutes. Confirmed with committee at 1 February 2018 meeting. Venue to be confirmed where possible for all meetings. Calendar invitations to be sent to members. Dates to be added to Council website.
32	Meeting Action	7/12/2017	2018 meeting commencement time	Committee Member sought consideration for meeting commencement time in 2018 to be changed to 9am.	Chair and Meeting Facilitator will consider this request in planning for 2018.	7/12/2017	Confirmation will be provided in meeting notice for February 2018	Meeting Facilitator	Completed February 2018 meeting – members endorsed change to meeting start time 8.45am arrival for a 9am start
33	Agenda Submission - For Discussion/Decision	18.01.18	Review of "What's On" and Review of Townsville City Council Public Website	Councillor requested that Committee be updated on the Review of "What's On" Public Events Calendar and Townsville City Council Public Website	Invitation to relevant Council Officer/ Manager to provide update to ACAC	01.02.18	Invitation to relevant Council Officer/ Manager to provide update	Meeting Facilitator	Completed – Team Manager Public Affairs (TCC) provided updates at the February 2018 meeting

							to ACAC		
34	Agenda Submission - For Discussion/Decision	18.01.18	Refurbishment of Civic Theatre	Councillor requested that Committee be updated on Refurbishment of Civic Theatre allowing time for discussion	Invitation to relevant Council Officer/ Manager to provide update to ACAC	01.02.18	Invitation to relevant Council Officer/ Manager to provide update to ACAC	Meeting Facilitator	Completed – A/Team Manager Arts, Visual and Performing provided update at the February 2018 meeting
35	Agenda Submission - For Discussion/Decision	18.01.18	Annual Arts Festival	Councillor requested ACAC to begin discussion about support of an Annual Arts Festival from 2019 in Townsville	Initiate discussion of planning of Annual Arts Festival 2019 to follow Arts Fest 2018 – Commonwealth games	Future Meeting – 05.04.18	On agenda for next ACAC Meeting	Meeting Facilitator Cr Coombe	Progress – Cr Coombe discussed item at the February 2018 Meeting. Action – Cr Coombe to convene smaller working group meeting to continue discussion.
36	Meeting Action	01.02.2018	Team Manager Public Affairs (TCC) contact details.	Request by committee to receive contact details	Forward Team Manager Public Affairs (TCC) to ACAC members.	n/a		Meeting Facilitator	
37	Meeting Action	01.02.2018	Festival 2018 webpage link	Festival 2018 webpage link to be forwarded to ACAC members.	-	n/a		Meeting Facilitator	
38	Meeting Action	01.02.2018	Civic Theatre refurbishment	THE COMMITTEE REQUESTS/RECOMMENDS COUNCIL GIVE CONSIDERATION TO – That the Townsville community be given the first priority to receive any discarded items identified from the refurbishment.	To be presented through Community & Cultural Development Standing Committee (CCDC) process	n/a	Note on CCDC Agenda	Meeting Facilitator	
39	Meeting Action	01.02.2018	Civic Theatre refurbishment	THE COMMITTEE REQUESTS/RECOMMENDS COUNCIL GIVE CONSIDERATION TO – That fans be installed within the foyer areas/front of house spaces at the Civic Theatre to	To be presented through Community & Cultural Development Standing Committee (CCDC) process	n/a	Note on CCDC Agenda	Meeting Facilitator	

				address hot uncomfortable conditions in the hot months and further improve patron experiences.					
40	Meeting Action	01.02.2018	Civic Theatre refurbishment	THE COMMITTEE REQUESTS/RECOMMENDS COUNCIL GIVE CONSIDERATION TO – That professional photography of the City's premier theatre building (Civic Theatre) be captured and used to create promotional story pieces to promote new user experiences and provide a historical reflection record of the Civic Theatre.	To be presented through Community & Cultural Development Standing Committee (CCDC) process	n/a	Note on CCDC Agenda	Meeting Facilitator	
41	Meeting Action	01.02.2018	Festival 2018	COMMITTEE ACTION – The Committee agreed to support the promotion of Festival 2018 to the broader community by way of sharing social media posts as they occur and spreading the word and excitement of this Festival.	Committee to receive promotional material as developed.	n/a		Meeting facilitator / Special Projects Manager – 2018 Commonwealth Games / Team Manager Public Affairs	
42	Meeting Action	01.02.2018	ACAC Action Plan	ACAC Action Plan 1.4 Annual Arts and Science Festival	COMMITTEE ACTION – Bjarne Ohlin (Townsville Creative Technologies College) to present previous concepts of place activation associated with an Arts Festival to the Committee at the	April 2018 meeting	Return discussion outcomes to full ACAC committee	Bjarne Ohlin	

					<p>April 2018 meeting.</p> <p>COMMITTEE ACTION – Cr Coombe to convene working group discussion regarding the Annual Arts Festival, and present outcomes of the working group back to the Committee at the April 2018 meeting.</p>			Cr Coombe	
43	Meeting Action	01.02.2018	ACAC Action Plan	Finalisation of Action Plan and member allocation	<p>COMMITTEE ACTION – Members of the committee to review and provide feedback to the ACAC Meeting Facilitator as to contents of the action table; identify deliverables of interest to you/your organisation; and/or identify deliverables which your organisation can lead.</p> <p>COMMITTEE ENDORSEMENT – Members of the committee supported request to hold a special meeting on 1st March 2018 to specifically discuss ACAC Action Plan</p>	Special meeting to be held 1.3.2018	Organise and invite ACAC members	Meeting facilitator	

					actions/deliverables allocate to ACAC members and form project groups.				
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