



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 28 June 2017

**location:** Function Room  
Port Macquarie-Hastings Council  
17 Burrawan Street  
Port Macquarie

**time:** 8:00am

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



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# Cultural Steering Group

## CHARTER

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### 1.0 OBJECTIVES

- Assist Council in the implementation and review of the Cultural Plan.
- Assist Council in monitoring the success of the Plan against established criteria.
- Engage with and provide input to Council on other Arts and Cultural matters which are relevant to the Local Government Area.
- Provide and receive two-way feedback from the community.

### 2.0 KEY FUNCTIONS

- The Cultural Steering Group will provide a forum in which Local Government and community leaders can discuss and debate, plan and progress local and regionally significant cultural and creative outcomes that continue the growth of our community and our places in the Port Macquarie Hastings Local Government Area.
- The Steering Group is to be an interactive group that provides a forum for developing the strategic community arts, culture and active spaces direction for the Local Government Area. The Steering Group is committed to collaboration, innovation and development of a 'whole-of-place' approach for the purpose of promoting community capacity building that will ensure the wellbeing of our community while developing a clear sense of and connection to our place.

### 3.0 MEMBERSHIP

#### 3.1 Voting Members

- Councillors, Economic and Cultural Development Portfolio
- Director
- Group Manager Community Participation and Engagement
- Glasshouse Venue Manager
- Community representatives, as appointed by Council

#### 3.2 Non-Voting Members

- Other members, including State and Federal Government representatives and specific constituent groups within various sectors may be invited to attend meetings or working groups on certain issues or to progress an agreed outcome, as approved by the Steering Group.

#### 3.3 Obligations of Members

- Commit to working towards advancement of the cultural endeavours within the Local Government Area.
- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of the Steering Group.
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- Comply with this Charter document at all times.

- Facilitate and encourage community engagement with Steering Group and Council initiatives to support good cultural outcomes for our community.
- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Steering Group are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of Steering Groups are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of a Steering Group or the Steering Group itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor as a member of a Steering Group or the Steering Group itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- Councillors, Council staff and members of this Steering Group must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

### **3.4 Member Tenure**

- Steering Group members will serve for a period of two (2) years after which Council will call expressions of interest for the next two (2) year period. Existing Steering Group members will be eligible to re-apply for a position and serve additional terms. Any changes in the composition of the Steering Group require the approval of Council.

### **3.5 Appointment of Members**

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Steering Group. Members of the Steering Group will be representative of cultural interests across the Local Government Area rather than a single issue. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the cultural and community sectors in the Port Macquarie Hastings region. Applications from individuals and representatives from interest groups, and who meet the selection criteria will be encouraged. Where practicable the membership will represent the geographical spread of the Port Macquarie-Hastings Local Government Area, and a diverse range of cultural, gender and age groups.
- Council, by resolution duly passed, will appoint members to the Steering Group.

## **4.0 TIMETABLE OF MEETINGS**

- Meetings will be held monthly (or more regularly if required). Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

## **5.0 MEETING PRACTICES**

### **5.1 Decision Making**

- Recommendations of the Steering Group shall be by majority of the members present at each Meeting and each member shall have one (1) vote.
- The Chairperson shall not have a casting vote.
- In the event of an equality of votes on any matter, the matter shall be referred directly to Council's Executive Group and then to Council.
- Recommendations from the Steering Group are to be made through the General Manager or the relevant Director, who will determine under delegation, the process for implementation.
- The Steering Group has no delegation to allocate funding on behalf of Council. The Steering Group may make recommendations to Council about how funding should be spent in relation to the above-mentioned objectives, however those funds will only be applied and expended following a formal resolution of Council.
- The Steering Group may establish working groups to support actions and activities within the strategies or to assist in the delivery of projects and events as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents.

### **5.2 Quorum**

- The quorum for the Steering Group will be half of the members plus one. A quorum must include a minimum of one (1) Councillor and one (1) Council staff member being present.

### **5.3 Chairperson and Deputy Chairperson**

- The Chairperson shall be the Councillor, Chair Economic and Cultural Development Portfolio.
- The Deputy Chair shall be the Councillor, Alternate Chair Economic and Cultural Development Portfolio .
- At all Meetings of the Steering Group, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson and Deputy Chair, as the Steering Group's first item of business, the Steering Group shall elect one of its members to preside at the Meeting (elected chair must be a Council representative).

### **5.4 Secretariat**

- The Director is to be responsible for ensuring that the Steering Group has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be appropriately approved and circulated to each member within three (3) weeks of a meeting being held.
- All Steering Group agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

### **5.5 Recording of explicit discussions on risks**

- The Secretariat shall record all discussions that relate to risks.



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## **6.0 CONVENING OF “OUTCOME SPECIFIC” WORKING GROUPS**

- The Steering Group can at times request a working group to be convened, for a limited period of time, for a specific action, these specifics will be minuted clearly. The working group will report back to the Steering Group with outcomes.
- These Working Groups, include, but not limited to:
  - Australia Day - To stimulate a public awareness and recognition of Australia Day and Australia Day Awards.
  - Handa Sister City - To further and implement the ideals of the relationship established in the sister city arrangement.
  - Aboriginal Advisory Group - to assist with the delivery of the Aboriginal portfolio of programs and activities and the ongoing implementation of the Aboriginal Awareness and Understanding Strategy.
  - Youth Advisory Council - to develop a voice for our youth in Council and the Community.
- Any working groups established under this Steering Group will be responsible for providing updates to the Group. The working groups will be an informal gathering with notes collected and managed by the senior staff member in attendance and will be tabled at the Steering Group meetings.

## **7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST**

- Any independent members of the Steering Group will be required to complete a confidentiality agreement that will cover the period of their membership of the Steering Group.
- Steering Group members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Steering Group meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Steering Group deliberations on the issue where the conflict of interest may exist.



**Cultural Steering Group**  
**ATTENDANCE REGISTER**

| <b>Member</b>                                                                 | <b>02/06/17</b> |  |  |  |  |  |
|-------------------------------------------------------------------------------|-----------------|--|--|--|--|--|
| Councillor Rob Turner (Chair)                                                 | ✓               |  |  |  |  |  |
| Councillor Geoff Hawkins<br>(Deputy Chair)                                    | A               |  |  |  |  |  |
| Brian Barker                                                                  | ✓               |  |  |  |  |  |
| Chris Denny                                                                   | ✓               |  |  |  |  |  |
| Kate Ford                                                                     | A               |  |  |  |  |  |
| Beric Henderson                                                               | ✓               |  |  |  |  |  |
| Jennifer Hutchison                                                            | ✓               |  |  |  |  |  |
| Simon Luke                                                                    | A               |  |  |  |  |  |
| Stacey Morgan                                                                 | A               |  |  |  |  |  |
| Willhemina Wahlin                                                             | ✓               |  |  |  |  |  |
| Jeffery Sharp<br>(Director Strategy and Growth)                               | ✓               |  |  |  |  |  |
| Lucilla Marshall<br>(Group Manager Community<br>Participation and Engagement) | ✓               |  |  |  |  |  |
| Pam Milne<br>(Glasshouse Venue Manager)                                       | ✓               |  |  |  |  |  |
| <b>Non-Voting</b>                                                             |                 |  |  |  |  |  |
|                                                                               |                 |  |  |  |  |  |

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



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# Cultural Steering Group Meeting

Wednesday 28 June 2017

## Items of Business

| Item | Subject                                     | Page      |
|------|---------------------------------------------|-----------|
| 01   | Acknowledgement of Country .....            | <u>8</u>  |
| 02   | Apologies.....                              | <u>8</u>  |
| 03   | Confirmation of Minutes .....               | <u>8</u>  |
| 04   | Disclosures of Interest.....                | <u>12</u> |
| 05   | Business Arising from Previous Minutes..... | <u>16</u> |
| 06   | Cultural Plan Progress Report .....         | <u>17</u> |
| 07   | PMHC Cultural Plan Review .....             | <u>25</u> |
| 08   | General Business                            |           |



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**Item: 01****Subject: ACKNOWLEDGEMENT OF COUNTRY**

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"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."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 03****Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Cultural Steering Group Meeting held on 2 June 2017 be confirmed.



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**PRESENT**

**Members:**

Councillor Turner (Chair)  
Brian Barker  
Chris Denny  
Beric Henderson  
Jennifer Hutchison  
Willhemina Wahlin

**Other Attendees:**

Jeffery Sharp (Director Community and Economic Development)  
Lucilla Marshall (Group Manager Community Participation and Engagement)  
Pam Milne (Glasshouse Venue Manager)

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The meeting opened at 8:36am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apologies received from Councillor Geoff Hawkins, Simon Luke, Stacey Morgan and Kate Ford be accepted.

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**03 CONFIRMATION OF MINUTES**

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Inaugural Meeting – no Minutes to confirm.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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Inaugural Meeting – no business arising to discuss.

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**06 CULTURAL PLAN PROGRESS REPORT**

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CONSENSUS:

That discussions regarding the Cultural Plan Progress Report be deferred to the next Cultural Steering Group meeting owing to time constraints.

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**07 PMHC CULTURAL PLAN REVIEW**

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The Steering Group discussed various methods for reviewing the Cultural Plan and potential areas for further improvement and inclusion.

CONSENSUS:

1. That a facilitated session take place to review the PMHC Cultural Plan.
2. That Steering Group members each nominate a suitable person, for consideration by the Chair, to assist in the Cultural Plan review.
3. That the next meeting to review the Cultural Plan be longer than one hour.
4. That Steering Group member, Chris Denny provide electronic copy of the cultural plan flowchart, as demonstrated to members, for distribution to the group with the Minutes.

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**08 GENERAL BUSINESS**

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**08.01 FUTURE MEETING DATES**

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The suitability of date and times for future Cultural Steering Group meetings was discussed.

**CONSENSUS:**

That future Cultural Steering Group meetings be held at 8.00am on the first Wednesday of each month.

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The meeting closed at 9:09am.

Item: 04  
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting: .....  
Meeting Date: .....  
Item Number: .....  
Subject: .....

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

☐

**Pecuniary:**

Take no part in the consideration and voting and be out of sight of the meeting.

☐

**Non-Pecuniary - Significant Interest:**

Take no part in the consideration and voting and be out of sight of the meeting.

☐

**Non-Pecuniary - Less than Significant Interest:**

May participate in consideration and voting.

For the reason that: .....  
.....

Name: .....

Signed: ..... Date: .....

*(Further explanation is provided on the next page)*

**Further Explanation**

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

**Pecuniary Interest**

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (section 451)

**Non-Pecuniary**

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

***Non Pecuniary – Significant Interest***

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

***Non Pecuniary – Less than Significant Interest***

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.

## SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

|                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>By</b><br><i>[insert full name of councillor]</i>                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>In the matter of</b><br><i>[insert name of environmental planning instrument]</i>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Which is to be considered at a meeting of the</b><br><i>[insert name of meeting]</i>                                                                                 |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Held on</b><br><i>[insert date of meeting]</i>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                           |
| <b>PECUNIARY INTEREST</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                           |
| Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the <b>identified land</b></i> )                           |                                                                                                                                                                                                                                                                                                                                                                           |
| Relationship of identified land to councillor<br><i>[Tick or cross one box.]</i>                                                                                        | <input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise).<br><br><input type="checkbox"/> Associated person of councillor has interest in the land.<br><br><input type="checkbox"/> Associated company or body of councillor has interest in the land. |
| <b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                           |
| Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the <b>subject land</b></i> ) <sup>iii</sup><br><i>[Tick or cross one box]</i> | <input type="checkbox"/> The identified land.<br><br><input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.                                                                                                                                                                                                              |
| Current zone/planning control<br><i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>           |                                                                                                                                                                                                                                                                                                                                                                           |
| Proposed change of zone/planning control<br><i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>     |                                                                                                                                                                                                                                                                                                                                                                           |
| Effect of proposed change of zone/planning control on councillor<br><i>[Tick or cross one box]</i>                                                                      | <input type="checkbox"/> Appreciable financial gain.<br><br><input type="checkbox"/> Appreciable financial loss.                                                                                                                                                                                                                                                          |

Councillor's Name: .....

Councillor's Signature: ..... Date: .....



**Important Information**

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative<sup>iv</sup> or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
  - ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
  - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
  - iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

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**Item: 05**

**Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

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Nil.

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**Item: 06****Subject: CULTURAL PLAN PROGRESS REPORT****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Steering Group note the information presented in this report and use it in the proposed review of the Cultural Plan.**

**Discussion**

In April 2017 a progress report was presented to Council on the Cultural plan. Over the past 6 months Council has continued to deliver on key Arts, heritage and creative actions

The timing of the actions within the plan is an area that needs consideration of the Cultural Steering Group. The priorities that have been determined in the past by Heritage, Arts and Culture Priority Advisory Group (HACPAG) should now be tested and this can be done in conjunction with the review of the Cultural Plan.

Staff consider that there are a few key projects that should be considered including;

- Public Art Strategy and Policy
- Public Art Audit
- Heritage Festival review
- Creative Ageing Plan
- Cultural Tourism

The Cultural Steering Group should note the information in this report and as included above, discuss the previously adopted actions and priorities as part of the proposed review.

**Attachments**

1 [View](#). Cultural Action Plan

ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA ONE : Leadership, Excellence and Capacity Building                                                                                              |                                                                                                                                                                                           |           |                                                                                                                                                                     |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy                                                                                                                                                      | Action                                                                                                                                                                                    | Timeframe | Measurement                                                                                                                                                         | Status          | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1.1 Maximise opportunities to establish, maintain and promote Port Macquarie-Hastings region as a centre of cultural excellence and as a leader in its field. | Advocate with regional, state and national arts and cultural organisations to continue to raise the profile of our arts, heritage and culture.                                            | Ongoing   | Meet with state and industry stakeholders 2 times per year                                                                                                          | On Target       | Meetings with LGNSW regarding Measurable Cultural Outcomes and Office Of Environment & Heritage regarding funding opportunities - Heritage Near Me program.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                                                                                               | Continue to work collaboratively with Arts Mid North Coast to raise the profile of our local arts, heritage and creative cultural sector across NSW and provide annual financial support. | Ongoing   | PMHC represented on the AMNC board. Annual report by Arts Mid North Coast presented to PMHC. Participation in LGA steering group defining regional issues annually. | On Target       | Clir Turner represents PMHC as a Board member of Arts Mid North Coast. Port Macquarie Hastings Council provides an annual contribution to Arts Mid North Coast to deliver services. An MOU Agreement was signed in 2016 continuing our ongoing partnership.                                                                                                                                                                                                                                                                                                                                  |
| 1.2 Ensure an integrated approach within the Council, identifying opportunities for arts and culture in the development of plans and major projects.          | Update our local heritage guidelines/studies to better reflect current planning and development trends.                                                                                   | Jun-17    | Guidelines are updated and enforced                                                                                                                                 | On Target       | The heritage portions (Section 5.10 - Heritage Conservation, and Schedule 5 - Environmental Heritage) of the Port Macquarie-Hastings Council 2011 LEP are currently under review.                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                               | Update Councils Public Art Policy to reflect best practice in public arts and to ensure an integrated approach across major capital works projects in our community.                      | Jun-17    | Policy is adopted and guidelines endorsed.                                                                                                                          | On Target       | Policy is currently being updated and will go up to the Port Macquarie Hastings Council meeting in June which will then go on public exhibition.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                               | Ensure cultural indicators are measured biannually through the Councils community Survey. (Micro Max)                                                                                     | Ongoing   | Questions are developed, submitted and included in survey.                                                                                                          | Yet to Commence |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.3 Facilitate professional development opportunities to artists and industry workers and cultural groups with the community.                                 | Facilitate workshops, talks and forums that enhance the professional knowledge and skills of our cultural and creative industry workers.                                                  | Ongoing   | Minimum of 2 x workshops per year.                                                                                                                                  | On Target       | September 2016 - Etsy Workshop delivered in partnership with ETC. 29 participants attended the program. The Glasshouse Regional Gallery Program July - Feb has included 4 Artists in residence. 9 Artist/Curator Talks and 8 workshops, all of these can assist artists in their professional development.                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                               | Establish working groups with relevant key stakeholders within the sectors to establish needs for skills development, and program development opportunities.                              | Jun-17    | Working group established with quarterly meetings scheduled.                                                                                                        | On Target       | A new Cultural Steering Group has been established to guide the Cultural Plan and its direction. This Cultural Steering Group will oversee the delivery of the Cultural Plan and advise of the strategic direction for Cultural Development over the next 4 years. Additional working groups have been established and will be reporting to the Cultural Steering group including Australia Day working group and Handa Sister City Working Group. In the interim additional working groups have been established to assist with cultural activities including Artwalk and Creative Wauchope |
| 1.4 Recognise, support and promote local cultural and creative industries                                                                                     | Support Cultural tourism initiatives that promote the region as a cultural and creative hub.                                                                                              | Jan-17    | 2 x cultural tourism workshops delivered.                                                                                                                           | Achieved        | 2 x Audio Guide workshop delivered by izi travel provider to local arts and cultural organisations to assist in the development of audio guides for their museums is September. PMHC is working with creative businesses in Wauchope to highlight the creative sector within the Wauchope CBD. PMHC is working with Arts Mid North Coast to support the Opening our HeARTS program, which will showcase artists studios over a weekend in November 2017.                                                                                                                                     |
|                                                                                                                                                               | Ensure the Cultural and creative industries have a presence on Council's website.                                                                                                         | Dec-16    | Council website updated. Review every 6 months                                                                                                                      | Achieved        | A new page has been created under Arts and Culture website banner. The aim of this is to update and provide information about Arts and Cultural programs, resources and information for the sector. Website updated                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                               | Continue to work with the sector to develop new initiatives to increase recognition of the sector within our own community.                                                               | Ongoing   |                                                                                                                                                                     | On Target       | Support of LitFest 244, Support of Creative Ageing Festival Mid North Coast, Promotion of local workshops and activities through the I Create E newsletter. Advice and letters of support are written to support new initiatives.                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                               | Identify opportunities to conduct social media campaigns to promote proximity, interaction and vibrancy of cultural activities.                                                           | Ongoing   | 2 x social media campaigns run each year.                                                                                                                           | On Target       | The Youth Week program this year is running a photographic competition through Instagram #ywpmq. Art walk has developed a Facebook page and hopes to capture people experiences through the hashtag #artwalkpmq.                                                                                                                                                                                                                                                                                                                                                                             |

ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA ONE : Leadership, Excellence and Capacity Building continued                                                                                               |                                                                                                                                      |           |                                                                               |                 |                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy                                                                                                                                                                 | Action                                                                                                                               | Timeframe | Measurement                                                                   | Status          | Comments                                                                                                                                                                                                                                              |
| 1.5 Foster partnerships and collaborations between other government, corporate, education, community and not for profit agencies to further build capacity and identity. | Apply for funding to support the Regional Gallery exhibition and workshop program.                                                   | Annually  | Applied for grant                                                             | On Target       | PMHC were successful in receiving grant from Arts NSW for the Glasshouse Regional Gallery and workshops program for 2017 period. An application to the Better Regions Funds has also been applied for to support the Creative Summer Program.         |
|                                                                                                                                                                          | Explore opportunities with business and government agencies to identify and establish a Cultural Precinct in the Port Macquarie CBD. | Jun-19    | Cultural precinct plan developed                                              | Yet to Commence | Planning in final stages for the 2017 Artwalk event including engagement/involvement with local businesses.                                                                                                                                           |
|                                                                                                                                                                          | Identify partnerships and opportunities to grow the creative industries sector.                                                      | Jul-18    | Number of opportunities identified.                                           | On Target       | Working in partnership with the Hastings Business Enterprise Network and Chamber of Commerce, Port Macquarie Hastings Council will be presenting a talk by Monica Davidson, Creative Business Plus on 12 May.                                         |
|                                                                                                                                                                          | Develop strategic partnerships with organisations that will enhance our skills and development of the cultural sector.               | Jan-19    | Number of partnerships established                                            | Yet to Commence | Work with the Cultural Steering Group to develop future Cultural development and priority actions                                                                                                                                                     |
| 1.6 Identify and provide funding opportunities that support the development of arts and culture and heritage practice in our local government area.                      | Support the development of arts programs and projects through an arts specific grants program.                                       | Jul-17    | Program launched in July 2017. Number of grants applied for.                  | On Target       | Work with the Cultural Steering Group to develop future Cultural development and priority actions                                                                                                                                                     |
|                                                                                                                                                                          | Review Council's heritage grants to better reflect community and sector trends                                                       | Dec-16    | Guidelines reviewed and program delivered.                                    | On Target       | Review is underway - trialling draft Heritage Activation Grant for local community groups and museums - Currently targeted at few organisations during trial period (i.e. Promotional brochures). Also continuing the Local Heritage Assistance Fund. |
|                                                                                                                                                                          | Review Council's Music Development Fund to better align with current community and industry trends and growth                        | Jun-17    | Guidelines reviewed and program delivered.                                    | On Target       | Band Equity Grants have been opened to allow for wider input but to date the same four bands have applied. Work with the Cultural Steering Group to develop future Cultural development and priority actions                                          |
| 1.7 Provide leadership to foster and support the development of arts, culture and heritage in our region.                                                                | Undertake community engagement and planning with the Cultural sector to develop a 10 year Cultural plan.                             | Jun-19    | No of community engagement sessions undertaken. Draft 10 year plan developed. | Yet to Commence | Work with the Cultural Steering Group to develop future Cultural development and priority actions                                                                                                                                                     |

ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA TWO : Access, Participation and Engagement                                                                                                                                   |                                                                                                                                                                                              |              |                                                                                                     |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Strategy                                                                                                                                                                                   | Action                                                                                                                                                                                       | Timeframe    | Measurement                                                                                         | Status          | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.1 Celebrate and support diverse communities through the arts, culture and heritage and encourage sustainability and capacity building.                                                   | Facilitate programs that encourage community participation in cultural activities                                                                                                            | Annually     | 2 x programs delivered each year.                                                                   | Achieved        | 1. PMHC through support has worked with the Conservatorium Mid North Coast to deliver the Free Friday lunch time concerts at the Glasshouse. 2. PMHC is currently in the development of the 2017 Artwalk program. This program engages local artists, businesses and the broader community. To date there are 30 sites confirmed.                                                                                                                                                                                                                                                                                                                                       |
| 2.2 Encourage accessibility and inclusiveness in arts and culture programs as part of everyday life.                                                                                       | Encourage programs that target our ageing population.                                                                                                                                        | Annually     | 2 x creative ageing programs delivered.                                                             | Achieved        | 1. Delivered 6 x 2hr seniors and iPad art workshops, culminating in 2 week exhibition in the Glasshouse Foyer to celebrate Seniors Week. 2. Creative Ageing Festival - The Big Chat - 6 hour forum for seniors highlighting the best creative programs from around the world. 3. The Glasshouse Regional Gallery offers a series of Art & Alzheimer's (Art Appreciation) Tours throughout the year.                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                            | Work collaboratively with Youth Advisory Council to develop and deliver Youth Week activities and events.                                                                                    | Annually     | 2 x Youth week programs delivered.                                                                  | Achieved        | Waves and Melodies program was delivered in October 2016 on Town Beach. The program mentored young people in event delivery, as well as providing an opportunity for young people to get music festival experience. Youth Week 2017 sees a regional music conference and opportunities planned to encourage young artists to be involved in community activities.                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                            | Work collaboratively with Birpai & Bunyah Land Council to deliver programs and events and promote program.                                                                                   | Ongoing      | Reconciliation, Sorry Day and NAIDOC week activities delivered                                      | On Target       | Planning has commenced. Ongoing collaboration with Birpai LALC to deliver programs and events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                                                                            | Manage and co-ordinate the Cultural Companions program.                                                                                                                                      | Jun-18       | No. of members participating. No of activities promoted                                             | Yet to Commence | To commence on employment of new Volunteer Coordinator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                            | Encourage programs that include engagement and participation with all sectors of the community including: people with a disability, aged, health sector, young people and the disadvantaged. | Annually     | No of program s that provided.                                                                      | On Target       | 1. Auslan Interpretation was provided at the Australia Day awards ceremony. 2. Arts and Alzheimer's program delivered throughout 2016 at the Regional Gallery. 3. People with Dementia - developing program to count the sea birds at our beaches as part of research study. 4. Seniors Expo - give 800 seniors the opportunity to join a volunteer group and access services. 4. The Glasshouse Sprouts Program runs on a Saturday morning once per month and there are additional activities in the school holidays. The program is aimed at children aged 4-9 years and is an opportunity to explore the gallery and create their own artworks in a fun environment. |
| 2.3 Ensure the community has access to up-to-date information about arts and cultural assets and activities.                                                                               | Develop an e newsletter for Arts, cultural and creative industries sector.                                                                                                                   | Dec-16       | Newsletter developed. Database established. 4 x newsletters delivered annually.                     | On Target       | I create e newsletter has been developed. The first Newsletter went out in August 2016, followed by October 2016. 4 newsletters have been sent out. The newsletter aims to promote opportunities, workshops and programs that are would support the development of the sector in our LGA. The newsletter started with 36 participants only. Promotion of the e-newsletter is going out through the Regional Gallery mailing list. At present the e newsletter has 330 people signed up and increases each week. Content is sourced from local community cultural groups, regional and state stakeholders and programs developed by the PMHC (including Glasshouse).     |
|                                                                                                                                                                                            | Provide online access to information regarding cultural activities and events in the region.                                                                                                 | Ongoing      | No of events uploaded onto PMHC events page.                                                        | On Target       | PMHC has a community events page. Cultural and Creative industry groups are encouraged to upload their event onto the PMHC event website. No of events uploaded since July 2016. 1 Jan - 30 Jun 2016 - = 65 events, 1 Jul - 31 Dec 2016 = 186, 1 Jan - 9 March 2017 = 71                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.4 Develop programs that acknowledge and celebrate our Aboriginal community.                                                                                                              | Implement outcomes from the Aboriginal Awareness and Understanding Strategy.                                                                                                                 | Jun-18       | Identified projects completed                                                                       | On Target       | Ongoing implementation of the AAUS outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.5 Facilitate and support programs that incorporate place making principles into urban & community development and enable arts and cultural programs to be experienced across the region. | Work with community groups to develop and implement place making initiatives within their area.                                                                                              | Ongoing      | 3 x Place specific initiatives developed per year.                                                  | On Target       | Community engagement with the North Shore community has occurred in regards to the Coal Wharf Reserve. A draft concept plan has been developed that encourages activation of the site, walking tours and interpretative signage. 6 x Place Making Grants received in Round 2 of the 16/17 Grant Round. PMHC is working with Comboyne Community to redevelop Hurrell House.                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                            | Facilitate a program of activation projects with our town centres that celebrate and promote arts, culture and heritage.                                                                     | By June 2019 | Program developed and initiated in Wauchope, Laurieton and Port Macquarie CBD.                      | On Target       | Art Walk, Cultural Stroll Stickers, Wauchope Creative Walking tour, developing CBD heritage walking trails across a number of our towns and villages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.6 Promote Port Macquarie Hastings arts, culture and heritage programs and events as a key feature of the regions identity.                                                               | Ensure arts, culture and heritage are identified in the Destination Management plan.                                                                                                         | Ongoing      | Arts and Culture are featured as a promotional opportunity.                                         | On Target       | Arts, culture and heritage are an identified experience themes in the existing Greater Port Macquarie Destination Management Plan (DMP) as a unique selling proposition for our region and are consistently incorporated into destination marketing and PR campaigns. They will also be a key consideration when re-developing the DMP in 2018-19.                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                            | Develop digital guides to assist in the promotion of our arts, cultural and heritage identity                                                                                                | Jun-18       | Program launched with 4 x mobile app audio guides developed. No of community audio guides produced. | On Target       | Port Macquarie Hastings Council launched a digital walking trail as part of the 2017 Art walk program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA THREE : Celebrating History and Heritage                                       |                                                                                                      |           |                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| Strategy                                                                                     | Action                                                                                               | Timeframe | Measurement                                                                                 | Status    | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.1 Ensure that our heritage is recognised, valued and maintained.                           | Facilitate Heritage Festival activities and events in collaboration with the local heritage sector.  | Annually  | No. of Heritage festival activities presented.                                              | On Target | The Heritage Festival continues to go from strength to strength with a more diverse range of community-based activities on offer in both 2016 and 2017. While planning is still under way for the 2017 event, there are currently over 20 events planned through 14 local community groups and museums.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                              | Work with community enquires about best practice to manage our heritage assets.                      | Ongoing   | No. of enquiries responded to.                                                              | On Target | Numbers to be reported at end of each financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                              | Encourage the use of Aboriginal language in interpretive, destination and public signage.            | Jun-19    | Welcome signage contains Aboriginal Language. No. of interpretive signs containing language | On Target | Guruk was utilised in the Port Macquarie Welcome Signage located at the Port Macquarie Cemetery. Additional opportunities to use aboriginal language on parks and reserves is still under investigation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.2 Develop initiatives and programs that acknowledge and celebrate our Aboriginal heritage. | Explore opportunities to highlight our local Aboriginal stories.                                     | Jun-18    | Development of Aboriginal Public Art piece.                                                 | On Target | 1. Recent Public Art Installation at Kmart. The sculpture represents one of local Aboriginal Stories and was launched by local Aboriginal dancers. 2. The permanent installation of The Together as One Sculpture at Goal Point has been finalised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                              | Undertake skills building with young Aboriginal people                                               | Annually  | 1 workshop delivered annually.                                                              | On Target | Skills building workshops are being implemented with Hastings Secondary College Port and Westport Campuses - Sista Speak mentoring programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                              | Work with the community to continue to highlight the heritage aspects of our region.                 | Ongoing   | No. of heritage projects completed by community groups.                                     | On Target | * Wauchope - assisting Wauchope District Historical Society (WDHS) to develop a Local Studies section at the Wauchope Library; a working group with WDHS and Chamber members to develop interpretive signage and walking trail through Wauchope CBD; WDHS working group to develop walking trail along Riverside Foreshore; advice/support to WDHS around the reestablishment of their local museum.<br>* Camden Haven - Camden Haven Museum (CHM)/Chamber of Commerce discussions around how to incorporate historic street trees (Avenue of Honour), Bold Street; and foreshore into future planning in the area. As well as discussions on walking trails and interpretation signage along Camden Haven foreshore to develop a brochure for walking trails and museum for the Laureilton area;<br>* Comboyne - provide guidance and assistance to community working group seeking to develop a museum in Hurrell House; discussions with community working group around developing walking trails in Comboyne region.<br>* Port Macquarie - discussions with Westport Rotary Group around potential next project; comment/input into Town Green/Town Square redevelopment for heritage interpretation; working with external Geotrail Working group seeking to develop a geology trail along the Port Macquarie Coastal Walk. Port Macquarie Museum is currently working on developing an education audio guide to assist in sharing local Museum Stories. *North Shore Progress Association in heritage opportunities for Coal Wharf Reserve redevelopment.<br>* Kendall - providing advice/support/comment to Kendall Main Street Plan<br>* Herons Creek - support and advice for further implementation of the Herons Creek Signage Trail |
| 3.4 Work collaboratively with our museums and heritage sector promote our local heritage.    | Undertake an audit of heritage interpretative signage across the local Government area.              | Jun-17    | Audit completed                                                                             | On Target | Currently underway through PMHC internal signage working group                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                                                              | Develop a heritage signage interpretation framework.                                                 | Dec-17    | Framework completed                                                                         | On Target | Currently underway, and pending signage review. Reviewing existing documentation and developing draft best practice guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                              | Meet regularly with community heritage groups.                                                       | Ongoing   | 4 x meetings per year                                                                       | On Target | Council's Heritage & Culture Officer is regularly and openly available to our community and museum groups to discuss projects. Recent regular meetings with groups include: regularly meeting with representatives from the Camden Haven Museum, Herons Creek & District Community Group, Comboyne Community Association, Port Macquarie Historic Courthouse Group, Wauchope District Historical Society.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                              | Explore and support professional learning opportunities for museum and heritage sector participants. | Ongoing   | No. of programs presented in the area.                                                      | On Target | * Heritage Near Me in Feb 2017<br>* ITZI Travel Workshop Sept 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA FOUR : Facilities, Places and Open Spaces                                                                                                                                                                             |                                                                                                                                                                                                           |                    |                                                                                                           |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategy                                                                                                                                                                                                                            | Action                                                                                                                                                                                                    | Timeframe          | Measurement                                                                                               | Status                | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4.1 Support innovative and high quality arts programs that represent best practice, achieve positive outcomes and encourage community vitality.                                                                                     | Explore opportunities to showcase locally developed high quality arts programs within our community spaces.                                                                                               | Ongoing            | No of opportunities presented.                                                                            | On Target             | 1. PMHC has a partnership with the Conservatorium to present Free Friday Lunchtime Concerts. The concerts provide opportunities for local musicians to perform, as well as provide high quality, accessible music programs for the community. We currently present 48 programs per year, with an average audience of 90 people. 2. Artwalk program has been developed to promote local arts and culture within our Port Macquarie CBD. The program aims to activate our community spaces with arts and culture. the program will run on 20 April 2017. |
|                                                                                                                                                                                                                                     | Develop criteria to enable greater access to the Glasshouse to encourage the development of innovative and high quality locally produced programs                                                         | Dec-17             | Criteria developed. Program launched.                                                                     | Yet to Commence       | 1. The Glasshouse Strategic Plan provides access to community groups via the 40% community discount. A present 19 community groups have accessed this discount since July 2016.                                                                                                                                                                                                                                                                                                                                                                        |
| 4.2 Identify and promote key sites for the development of cultural infrastructure and public art that will enhance community sense of belonging and contribute to the positioning of the region as a centre of cultural excellence. | Undertake an audit of community and council spaces and identify venues available for arts and cultural development use.                                                                                   | Aug-17             | Report developed with recommendations.                                                                    | Yet to Commence       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                     | Investigate underutilised council sites for temporary creative hubs, public art, studios, events and exhibitions.                                                                                         | Jun-18             | Report developed with recommendations.                                                                    | Yet to Commence       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.3 Promote unique innovative arts events utilising the natural and built environment.                                                                                                                                              | Investigate and plan for future creative hubs, which may include revitalising existing infrastructure or strengthening existing cultural facilities.                                                      | Jun-19             |                                                                                                           | On Target             | 1. Initial Conversations were had with Heritage Arts Cultural Priority Advisory Group members. Now awaiting formation of the Cultural Steering Group (CSG) to assist in providing guidance and direction. 2. Discussions continue with our Chambers of Commerce regarding incubation spaces for creative hubs.                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                     | Devise a region wide Public Art Strategy                                                                                                                                                                  | Dec-17             | Strategy developed and adopted                                                                            | Yet to Commence       | Awaiting adoption of Public Art Policy, which is currently in draft form and it is anticipated that it will go before Council in June 2017.                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.4 Manage our arts and cultural venues ensuring they are appropriately resourced, maintained and equipped.                                                                                                                         | Identify sites and commission public art installations across the region.                                                                                                                                 | Jun-17             | Implementation of Strategy and no of installations                                                        | On Target             | 1. PMHC held a signage design competition for the Historic Cemetery. The Competition saw 9 designers submit concepts to be etched within the new prominent signage on the Port Macquarie Historical Cemetery Site. The timeline for this may need to be reviewed to take a strategic approach. 2. The permanent installation of the Together as One Sculpture has been installed at Mrs Yorks Garden. 3. A public art piece has been identified to be developed at Kooloonbong Creek Arboretum area.                                                   |
|                                                                                                                                                                                                                                     | Work with our community to identify ways to enhance the cultural vibrancy of our Central Business Districts including our villages..                                                                      | Ongoing            | Regularly attend and contribute to discussions                                                            | On Target             | 1. Development of the Artwalk Program to enhance the Port Macquarie CBD is underway. It is expected that 25 different sites will become activated throughout the evening. 2. Discussions with the Wauchope Creative Community to encourage people to visit local creative businesses within the Wauchope CBD is underway.                                                                                                                                                                                                                              |
| 4.5 Effectively manage and promote the Port Macquarie Hastings arts, historical and cultural collections.                                                                                                                           | Implement strategies within the Glasshouse Strategic Plan                                                                                                                                                 | Ongoing            | As reported quarterly                                                                                     | On Target             | The Glasshouse will continue to report to council twice per year on the Glasshouse Strategic Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                     | Continue to provide Library services across the Local Government area.                                                                                                                                    | Ongoing            |                                                                                                           | On Target             | So far this year the three libraries have averaged over 1500 visits per day. The Library van continues to provide outreach services to rural schools and community events.                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                     | Undertake an audit of Council managed heritage assets and develop a management plan for all existing heritage assets.<br>Manage, conserve and exhibit the Port Macquarie-Hastings Council Art Collection. | Jun-18<br>Annually | Report undertaken and schedule adopted.<br>No. of exhibitions featuring the Council Collection each year. | On Target<br>Achieved | Under way, initially as part of the Heritage LEP review<br>The Glasshouse Regional Gallery has presented two exhibitions featuring the Port Macquarie Hastings Council Collection.                                                                                                                                                                                                                                                                                                                                                                     |

ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA FIVE: Community Events and Festivals                                                                                                                                    |                                                                                                                                                                                                                                                                                           |           |                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Strategy                                                                                                                                                                              | Action                                                                                                                                                                                                                                                                                    | Timeframe | Measurement                                                      | Status    | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5.1 Provide opportunities for cultural celebration through festivals events and programs which offer opportunities to showcase our community.                                         | Work with our community to highlight our changing diversity. Continue to support community events through the Community Grants programs                                                                                                                                                   | Ongoing   | No. of new initiatives                                           | On Target | Port Macquarie Library presented <i>Constance on The Edge</i> , a film program for Harmony day. Over 70 people attended the film night.                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                           | Ongoing   | No. of applications received. No of successful applications.     | On Target | Annually provide \$16000 to Christmas and New Year event development including supporting Lake Cathie and Wauchope. Funds were also provided to Laurieton to support Christmas in July event.                                                                                                                                                                                                                                                                                                  |
| 5.2 Ensure festivals and events programming has appeal throughout our community through diverse programming and ensuring accessibility through low cost and free programming options. | Coordinate the Australia Day Festival                                                                                                                                                                                                                                                     | Annually  | No of Volunteers                                                 | Achieved  | Five events were planned, staged and delivered on Australia Day across the LGA. These events involve various community groups and their members who volunteer to deliver these events on the day. Approximately 20,000 people attended the Port Macquarie celebrations.                                                                                                                                                                                                                        |
|                                                                                                                                                                                       | Coordinate NAIDOC week celebrations                                                                                                                                                                                                                                                       | Annually  | No of attendees                                                  | On Target | Planning commenced. Working with Birpai Land Council to develop July event.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 5.3 Provide opportunities for the community to participate in a range of high quality arts and cultural experiences through performances, exhibitions and workshops.                  | Present an annual moonlight movies program                                                                                                                                                                                                                                                | Annually  | No of Events delivered                                           | On Target | Last round of 3 x screenings of moonlight movies presented in September 2016. 1 rained out. Next round scheduled for April 2017 in lead up to Easter and during the school holidays. More movies to be scheduled later in the year once warmer weather returns (September onwards)                                                                                                                                                                                                             |
|                                                                                                                                                                                       | Deliver an annual exhibition program at the Glasshouse Regional Gallery that reflects the social, cultural and historical aspects that are relevant to our contemporary community. Deliver a diverse Glasshouse performing arts program showcasing excellence in performing arts practice | Annually  | Annual Exhibition program delivered.                             | On Target | The Glasshouse Regional Gallery Program has presented 18 exhibitions this financial year. There was representation from; Local artists; indigenous artists; HSC art students; The themes included; contemporary design, painting and drawing, social history, ceramics sculpture and textiles,                                                                                                                                                                                                 |
| 5.4 Provide support to arts and cultural event organisers in the community, helping facilitate growth and sustainability and contributing to vibrant community.                       | Provide public and education programs to support exhibitions and performing arts programs for audiences across the region.                                                                                                                                                                | Annually  | Performing Arts program presented.                               | On Target | The Glasshouse 2017 Performing Arts Season has commenced with The Tap Pack, Dracula and All about Women                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                       | Work with event and festival organisers to utilise and access public spaces.                                                                                                                                                                                                              | Ongoing   | 8 x public programs presented. 8 x education programs presented. | On Target | The Glasshouse Gallery conducted 17 exhibition tours and 4 workshops in it's Education Program and participants included home schoolers, primary and secondary school students and university students. The Heritage in a Box Resource Kit was sent to 3 schools. The performing Arts Program offered workshops from Circa, Bell Shakespeare ; Shake and Stir Theatre Company and Opera Australia presented the Children's Chorus, a choral development program                                |
| 5.5 Identify and support key special interest events and festivals that contribute to the cultural life of the Port Macquarie Hastings region.                                        | Provide sponsorship to new events through seed funding.                                                                                                                                                                                                                                   | Jun-18    | No of events delivered. No of applications.                      | On Target | 1. Council supported 28 events in the 2016 calendar year with 23 events to be supported by Council during 2017. Through Council's Event Sponsorship Program, 8 grants of up to \$5000 have been made available in 2017 to support local events and their out of region marketing activities.                                                                                                                                                                                                   |
|                                                                                                                                                                                       | Support the presentation of Tastings on Hastings event.                                                                                                                                                                                                                                   | Dec-17    | 2 x events presented                                             | On Target | The 2016 Tasting on Hastings event was presented in October 28 - 30. Over 20,000 people attended the event which featured local food stalls, music, entertainment and cultural offerings. The 2017 Tastings on Hastings planning has been hampered by unavailability of the Town Green Venue. Council resolved at the March 2017 Meeting that the 2017 event would be run internally by staff, and planning for the 2018 Tastings on Hastings Event is to be put to Council for consideration. |
|                                                                                                                                                                                       | Maintain the Handa Sister City relationship.                                                                                                                                                                                                                                              | Ongoing   | As reported annually                                             | On Target | 1. Interactions with key Handa Sister City contacts are ongoing. This includes the Handa Sub-Committee who continue to meet on a regular basis. Additionally, an October 2017 delegation visit is being planned with key Port Macquarie-Hastings representatives to attend. 2.Sub-Committee (Working Group) working closely with Handa Higashi Senior High school to coordinate and successfully deliver the upcoming 2017 Handa Study Tour which takes place during July/August 2017.         |
|                                                                                                                                                                                       | Investigate other opportunities for cultural exchange.                                                                                                                                                                                                                                    | Ongoing   |                                                                  | On Target | Opportunities for shared artist in Residence Opportunities can be explored through the new Cultural Steering Group                                                                                                                                                                                                                                                                                                                                                                             |

ultural Plan 2016 - 2019 : Report on Progress - April 2017

| PRIORITY AREA SIX: Creative Industries and Innovation and Partnerships                                    |                                                                                                                                                                                              |           |                                                                                    |                 |                                                                                                                                                                                                                                                                                                                                                                                  |
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| Strategy                                                                                                  | Action                                                                                                                                                                                       | Timeframe | Measurement                                                                        | Status          | Comments                                                                                                                                                                                                                                                                                                                                                                         |
| 6.1 Recognise, support and promote local cultural and creative industries                                 | Ensure the Creative Industries are part of the Economic Development Strategy.                                                                                                                | Ongoing   | Creative industries are relevant and actioned in the Economic Development Strategy | On Target       | The Creative Industries was a recognised sector in the 2013-2016 Port Macquarie Hastings Economic Development Strategy. It has again been identified in the draft 2017-2021 Strategy as an existing/emerging industry sector for action.                                                                                                                                         |
|                                                                                                           | Establish networking opportunities for the creative industries sector.                                                                                                                       | Jun-17    | 2 x networking events per year.                                                    | On Target       | Networking will form part of the Creative Business Workshops being held on 12 May. Opportunities to work with and highlight Creative Industries through Artwalk 2017                                                                                                                                                                                                             |
|                                                                                                           | 6.2 Improve access and create new markets by reviewing mechanisms to support the development of digital tools or apps that aggregate and enhance Port Macquarie-Hastings cultural offerings. | Jun-19    | 2 x digital storytelling projects delivered.                                       | Yet to Commence |                                                                                                                                                                                                                                                                                                                                                                                  |
| 6.3 Work with creative businesses to identify opportunities for business development skills and training. | Investigate ways to increase access for people with a disability to festivals and major events and for increases access to the arts through digital media.                                   | Jun-18    | New initiative trialled at 2 x events                                              | On Target       | Ongoing discussions with staff regarding opportunity to designate specific areas at community events for people with a disability in an effort to provide easy access and viewing of events. Investigating mobi mats (pop up disabled parking, pop up access pathway to park lands and beaches)                                                                                  |
|                                                                                                           | Support workshops and programs that provide skills and training for the creative industry sector.                                                                                            | Jun-18    | 4 x events supported                                                               | On Target       | Etsy Workshop delivered in partnership with ETC. Workshop on Top 10 ten tips for Creative Businesses was presented by Monica Davidson from Creative Business Plus. This is scheduled to be presented on 12 May.                                                                                                                                                                  |
|                                                                                                           | Initiate a program to encourage creative businesses to collaborate and grow.                                                                                                                 | Jun-18    | Start-Up Spaces program rolled out and delivered.                                  | Achieved        | 3 x start up incubator workshops delivered with approximately 45 attendees. These workshops were presented by Sarah Poole from Thriving Places. As an outcome 2 x start ups have piloted (1 in PMQ, 1 in Wauchope). Unsuccessful in grant application to rent an empty shop for 12 months and cycle through 12 start ups (one each month) who are mentored by business advisors. |

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**Item: 07**

**Subject: PMHC CULTURAL PLAN REVIEW**

**Presented by: Strategy and Growth, Jeffery Sharp**

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### **RECOMMENDATION**

**That the Steering Group determine a mechanism and timeframe for completing a review of the Cultural Plan.**

### **Discussion**

Council adopted a Cultural Plan in August 2016. As discussed at the last meeting there is a resolution of Council to review the Cultural Plan and it will be the responsibility of the Cultural steering group to drive this review.

At the previous Steering group meeting an approach to the review was discussed, this will include a facilitated workshop.

The group is now to determine the proposed review process of the Cultural Plan, its timing and agreement on a preferred facilitator.

### **Attachments**

Nil