



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 2 August 2017

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

**time:** 8:00am

## **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.

## **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>	<b>28/06/17</b>				
Councillor Rob Turner (Chair)	✓	✓				
Councillor Geoff Hawkins (Deputy Chair)	A	✓				
Brian Barker	✓	✓				
Chris Denny	✓	✓				
Kate Ford	A	✓				
Beric Henderson	✓	✓				
Jennifer Hutchison	✓	✓				
Simon Luke	A	✓				
Stacey Morgan	A	✓				
Willhemina Wahlin	✓	A				
Jeffery Sharp (Director Strategy and Growth)	✓	✓				
Lucilla Marshall (Group Manager Community Participation and Engagement)	✓	✓				
Pam Milne (Glasshouse Venue Manager)	✓	A				
<b>Non-Voting</b>						

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

# Cultural Steering Group Meeting

Wednesday 2 August 2017

## Items of 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 28 June 2017 be confirmed.





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**PRESENT**

***Members:***

Councillor Turner (Chair)  
Councillor Hawkins (Deputy Chair)  
Brian Barker  
Chris Denny  
Kate Ford  
Beric Henderson  
Jennifer Hutchison  
Simon Luke  
Stacey Morgan  
Director Strategy and Growth  
Group Manager Community Place

***Other Attendees:***

Lisa Intemann (Deputy Mayor)

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The meeting opened at 8:09am.

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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 Willhemina Wahlin and Pam Milne be accepted.

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**03     CONFIRMATION OF MINUTES**

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CONSENSUS:

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

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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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Nil.

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#### **06 CULTURAL PLAN PROGRESS REPORT**

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CONSENSUS:

1. That the Steering Group note the information presented in this report and use it in the proposed review of the Cultural Plan.
  2. That the Steering Group consider the frequency and volume of reporting to Council on Cultural Plan progress through the Cultural Plan Review.
  3. That an electronic copy of the Community Place – Post Event Council report be distributed with the Minutes to the Cultural Steering Group.
  4. That Council staff continue gathering information and reporting on a 6 monthly basis against the current Cultural Plan until review complete and new report regime determined.
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#### **07 PMHC CULTURAL PLAN REVIEW**

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CONSENSUS:

1. That the Steering Group forward any recommendations for a facilitator to Lucilla Marshall, copying in Councillor Rob Turner and Jeffery Sharp.
  2. That Steering Group members forward their strategic pathway suggestions on the Cultural Plan Review through to Lucilla Marshall, copying in Councillor Rob Turner and Jeffery Sharp.
  3. Council staff to prepare a brief for facilitators and commence planning for initial Cultural Plan Review with aim of having something in August 2017.
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## **08 GENERAL BUSINESS**

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### **08.01 ARTS YOUTH GRANT**

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Brian Barker discussed his application for an arts youth grant to run an arts based competition and its potential inclusion in the Cultural Plan review.

#### **CONSENSUS:**

1. That Staff consider how a Youth program may develop and report back to the Cultural Steering Group July 2017 meeting.
  2. That Brian Barker forward information on this youth grant to Steering Group members.
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### **08.02 CREATE NSW**

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Councillor Turner talked to the Steering Group about his recent discussion with Create NSW, a newly formed state government body, to discuss strategic planning for Arts & Culture from a regional and state perspective. Create NSW will be in Port Macquarie on Friday 18 August 2017 and the Cultural Steering Group will be invited to attend a forum.

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The meeting closed at 9:02am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**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> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <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 <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).  <input type="checkbox"/> Associated person of councillor has interest in the land.  <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> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land.  <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <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 <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 <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain.  <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.

**Item: 05****Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

<b>Item:</b>	06	<b>Date:</b>	02/08/2017
<b>Subject:</b>	Cultural Plan Progress Report		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. That the Steering Group consider the frequency and volume of reporting to Council on Cultural Plan progress through the Cultural Plan Review.</li> <li>2. That an electronic copy of the Community Place – Post Event Council report be distributed with the Minutes to the Cultural Steering Group.</li> <li>3. That Council staff continue gathering information and reporting on a 6 monthly basis against the current Cultural Plan until review complete and new report regime determined.</li> </ol>		
<b>Current Status</b>	<ol style="list-style-type: none"> <li>1. Verbal update to be provided at the August meeting.</li> <li>2. The Community Place – Post Event Council report was distributed with the Minutes of the last Cultural Steering Group meeting.</li> <li>3. Verbal update to be provided at the August meeting.</li> </ol>		

<b>Item:</b>	07	<b>Date:</b>	02/08/2017
<b>Subject:</b>	PMHC Cultural Plan Review		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. That the Steering Group forward any recommendations for a facilitator to Lucilla Marshall, copying in Councillor Rob Turner and Jeffery Sharp.</li> <li>2. That Steering Group members forward their strategic pathway suggestions on the Cultural Plan Review through to Lucilla Marshall, copying in Councillor Rob Turner and Jeffery Sharp.</li> <li>3. Council staff to prepare a brief for facilitators and commence planning for initial Cultural Plan Review with aim of having something in August 2017.</li> </ol>		
<b>Current Status</b>	<ol style="list-style-type: none"> <li>1. Verbal update to be provided at the August meeting.</li> <li>2. Verbal update to be provided at the August meeting.</li> <li>3. Subject of a report in the agenda.</li> </ol>		

<b>Item:</b>	08.01	<b>Date:</b>	02/08/2017
<b>Subject:</b>	Arts Youth Grant		
<b>Action Required:</b>	<ol style="list-style-type: none"> <li>1. That Staff consider how a Youth program may develop and report back to the Cultural Steering Group July 2017 meeting.</li> <li>2. That Brian Barker forward information on this youth grant to Steering Group members.</li> </ol>		
<b>Current Status</b>	<ol style="list-style-type: none"> <li>1. Further discussions to be held at the August meeting.</li> <li>2. Brian Barker to distribute information prior to the August meeting.</li> </ol>		





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**Item: 06**

**Subject: CULTURAL PLAN REVIEW**

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

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**RECOMMENDATION**

**That the Cultural Steering Group review and endorse the process to undertake the Cultural Plan Review.**

**Discussion**

As discussed at previous Cultural Steering Group meetings, we are undertaking a review of the Cultural Plan. A Brief for facilitating the review sessions has been developed and will tabled and discussed at August meeting.

**Attachments**

1 [View](#). Consultancy Brief - Facilitation - Review of the Cultural Plan

Consultancy Brief – Facilitation of Culture Plan review - 2017



# Consultancy Brief Cultural Plan Review Facilitation

Proposals due by 2 August 2017

Addressed to:  
The General Manager  
Port Macquarie-Hastings Council  
PO Box 84  
PORT MACQUARIE NSW 2444

Enquiries: Lucilla Marshall  
T: 02 6581 8063  
E: [lucilla.marshall@pmhc.nsw.au](mailto:lucilla.marshall@pmhc.nsw.au)  
Date: 13 July 2017



## CONSULTANCY BRIEF – CULTURAL PLAN REVIEW 2017

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## CONSULTANCY BRIEF – CULTURAL PLAN REVIEW 2017

**1. INTRODUCTION / BACKGROUND**

Port Macquarie-Hastings Council adopted a Cultural Plan in August 2017. Council's resolution deemed it necessary to review the Cultural Plan within 12 months. The Cultural Plan was developed through comprehensive community engagement and guided by the then Heritage, Art and Culture Priority Advisory Group (HACPAG).

In March 2017 Council resolved to create a new Committee that would guide Cultural activities into the future and one of their key roles would be to review the Cultural Plan. The Cultural Steering Group (CSG) had their first meeting in May 2017.

The CSG have determined a model for review that would include:

1. Review of the appropriateness of the stated Vision as the ultimate driver of the Cultural Plan. What is it we are ultimately striving to achieve?
2. A discussion and review of the key strategic areas;
3. A discussion on the key strategies to deliver these focus areas;
4. A discussion on appropriate measure(s) that enable the CSG and Council to monitor and report on performance.

**2. PROJECT OBJECTIVES**

The objectives of the Project are:

- To facilitate the review of the Cultural Plan
- To effectively engage and communicate with the Cultural Steering Group, Port Macquarie-Hastings community and other stakeholders.

**3. PROJECT AREA**

The Cultural Plan covers the Port Macquarie-Hastings local government area.

**4. PURPOSE OF BRIEF**

Within the Project, the objectives of the consultancy described in this brief are to facilitate, guide and prepare an updated Cultural Plan in conjunction with Council staff:

- Providing facilitated sessions of the CSG to come to agreement on the visions, key strategies and actions for Culture in the LGA;
- Reviewing and providing feedback on draft versions of the Cultural Plan?

**5. SCOPE OF WORK**

1. Plan and facilitate a minimum of one to a maximum of three workshops with the Cultural Steering Group, Key Stakeholders and Council staff. These meetings



## CONSULTANCY BRIEF – CULTURAL PLAN REVIEW 2017

are likely to be held in Port Macquarie from August to end October 2017. The workshops would be a half-day sessions (3 hours).

2. Provide feedback to Project Sponsor on outcomes of each workshops and key findings to assist in the development of an updated Cultural Plan.
3. Review and provide written feedback on a pre-exhibition draft of the Cultural Plan.
4. Provide additional support to Council's project team in preparing of the Cultural Plan as required from time to time during the period of the consultancy. This may include responding to email or phone enquiries or face to face meetings if convenient.

## 6. ADDITIONAL INFORMATION

Council will provide copies of the following as background information:

1. *Port Macquarie-Hastings Cultural Plan 2016-2019*
2. *Raw data from the community engagement sessions in relation to Cultural Plan Development 2014-2016*
3. *CSG Charter and minutes of the first two meetings*
4. *Brief outline of member of the Cultural Steering group*
5. *Other Heritage, Arts and Culture or related material as required*

## 7. ADMINISTRATION AND REPORTING

### 7.1 Administration

The Project Director is Council Director of Strategy and Growth, Jeffery Sharp.

The Council Project Manager is Lucilla Marshall, Group Manager of Council's Community Place Section, telephone 02 6581 8063, email [Lucilla.marshall@pmhc.nsw.gov.au](mailto:Lucilla.marshall@pmhc.nsw.gov.au).

An initial meeting or teleconference is to be held with Council's Project Management Team following appointment of the consultant(s) to provide an overview of project status, future timings and any other administrative matters.

### 7.2 Timing

Proposal including approach/methodology are to be submitted to Council by close of business on 2 August 2017. It is anticipated that the project will be completed by February 2018.

Workshops are envisaged to occur on or around:

- 16 August 2017
- 6 September 2017
- 4 October 2017
- Others as required



## CONSULTANCY BRIEF – CULTURAL PLAN REVIEW 2017

Feedback on the draft Cultural Plan is anticipated to be required during November 2017 to January 2018.

**7.3 Reports - written**

A written report will be required outlining the outcomes of the review process, including feedback from workshop sessions with recommendation's on changes to the Cultural Plan.

**8. CONSULTANCY PROPOSAL**

The proposal to facilitate the review of the Cultural Plan is to include:

1. Outline of the consultant's understanding of Council's requirements for this project.
  2. Outline of the approach to facilitating the CSG to review the Plan
  3. A general indication of the consultant's availability to attend workshops at the indicative time, or provide additional dates to meet Council project objectives.
  4. Curriculum Vitae and details of similar work undertaken recently.
  5. Consultancy fee, including:
    - a) the basis for charges and costs separately identified and estimated for each technical advisory group meeting and draft document review;
    - b) the total cost for the project as a lump sum, including GST;
  6. Details of insurance cover;
  7. ABN number and confirmation that the consultant is registered to collect GST
- Council requires the proposal in an electronic PDF format, which can be emailed.

**9. CONDITIONS OF ENGAGEMENT****9.1 General Conditions of Engagement**

The tasks as identified in the brief are based on Council's assessment of the project. The consultant may suggest any amendments required to achieve the project objectives during the course of the work.

Council must first endorse any proposed departure from the agreed project tasks before proceeding.

**9.2 Termination**

The consultants' commission to participate in the advisory group may be subject to termination due to non-performance or inability to meet set deadlines. Letter of such termination, which will be final and not subject to further correspondence, will inform the consultant.

**9.3 Insurance**

Certificates of currency from parties undertaking the work for;

- Workers Compensation Insurance (where applicable)



## CONSULTANCY BRIEF – CULTURAL PLAN REVIEW 2017

- Motor Vehicle Insurance
- Public Liability Insurances (of at least \$20,000,000)
- Professional Indemnity Insurance (of at least \$5,000,000)

Shall be submitted to Council within one week of Council's letter commissioning the consultant to undertake the work, and in any case before commencement of the work.

Public Liability Insurance shall note the interest of Council. The Principal Consultant shall ensure that any sub consultants or other persons engaged by the Principal Consultant to assist in the study carry insurances listed above and on request shall provide certificates of currency to Council.

**9.4 Confidentiality**

Advice and written feedback will remain confidential unless, or until released by Port Macquarie-Hastings Council.

**9.5 Corrections**

Any error, ambiguity or deficiency, which becomes apparent during the course of the project, shall be referred to the consultant for correction or clarification. The consultant shall not be entitled to an additional fee where the correction or clarification arises from a fault of the consultant.

**9.6 Payment and Costs**

Council will issue a Purchase Order, and all claims for payment should quote the Purchase Order number.

Consultants are required to have an Australian Business Number (ABN) and to be registered for GST.

The consultant shall be responsible for all their own costs for travel, accommodation and any other expenses. Consultants shall provide all equipment associated with the consultancy at their own expense. Consultants will not be entitled to the use of any Council equipment, computer, vehicle, boots or uniform without written permission of the General Manager or relevant Director.

**9.7 Acceptance of Conditions**

Written confirmation of acceptance of the commission for the project, in accordance with the conditions of engagement, is required before work commences.

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**Item: 07****Subject: GRANT OPPORTUNITIES****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Cultural Steering Group consider project opportunities for grant submissions.**

**Discussion**

There is a number of grant opportunities for arts, cultural and community activities and the Cultural Steering Group should discuss and recommend projects that would benefit from support through grant applications.

Funding opportunities include:

1. Live and Local – Create NSW – for building capacity in young musicians up to \$20,000;
2. Regional Cultural Fund – NSW Government. This fund has a number of categories including:
  - a. Small scale arts and culture infrastructure \$60,000.00.
  - b. Medium scale cultural infrastructure \$60,000.00-\$1,000,000.00.
  - c. Large Scale cultural infrastructure for cultural infrastructure over \$1,000,000.00;
3. Stronger Country Communities Fund – NSW Government. The NSW Government has committed \$200 million over the next two years to support local infrastructure projects:
  - a. Building new community facilities (such as parks, playgrounds, walking and cycle pathways)
  - b. Refurbishing existing local facilities (such as community centres and libraries)
  - c. Enhancing local parks and the supporting facilities (such as kitchens and toilet blocks).
4. Aboriginal Regional Arts Fund – Create NSW. Supports arts projects that celebrate and promote Aboriginal cultural identities in regional NSW and, by doing so, make the rich and diverse Aboriginal cultures of regional NSW more visible and accessible up to \$20,000; and
5. Stronger Communities Program – Australian Government. The Stronger Communities Programme provides grants of between \$2,500 and \$20,000 to community organisations and local governments for capital projects.



These funds could support existing Actions in the Cultural Plan including:

- 1.3 Facilitate professional development opportunities to artists and industry workers and cultural groups with the community: **(e.g Live and Local grant);**  
    *> Facilitate workshops, talks and forums that enhance the professional knowledge and skills of our cultural and creative industry workers;*
- 1.5 Foster partnerships and collaborations between other government, corporate, education, community and not for profit agencies to further build capacity and identity: **(e.g Live and Local grant, regional Cultural Fund);**  
    *> Explore opportunities with business and government agencies to identify and establish a Cultural Precinct in the Port Macquarie CBD.*  
    *> Identify partnerships and opportunities to grow the creative industries sector.*
- 2.4 Develop programs that acknowledge and celebrate our Aboriginal community: **(Stronger Communities Grant; Regional Cultural Fund grant; Aboriginal Regional Arts Fund grant);**  
    *> Implement outcomes from the Aboriginal Awareness and Understanding Strategy with new public art pieces.*
- 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: **(Regional Cultural Fund; Stronger Communities Grant; Aboriginal Regional Arts Fund grant);**  
    *> Work with community groups to develop and implement place making initiatives within their area.*  
    *> Facilitate a program of activation projects with our town centres that celebrate and promote arts, culture and heritage.*
- 3.3 Continually look for ways to interpret the cultural heritage of the Port Macquarie-Hastings region, through the development of programs and partnerships with our local heritage sector: **(Stronger Communities Grant;)**  
    *> Work with the community to continue to highlight the heritage aspects of our region.*  
    *> Undertake an audit of heritage interpretative signage across the local Government area.*  
    *> Develop a heritage signage interpretation framework.*
- 4.1 Support innovative and high quality arts programs that represent best practice, achieve positive outcomes and encourage community vitality: **(Stronger Communities Grant, Regional Cultural Fund);**
  - *> Provide opportunities to showcase locally developed high quality arts programs within our community spaces such as Artwalk projection infrastructure.*
- 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: **(Stronger Communities Grant; Arts & Cultural Development Fund Regional Capital grant);**  
    *> Investigate and plan for future creative hubs, which may include revitalising existing infrastructure or strengthening existing cultural facilities.*

## **AGENDA**

**CULTURAL STEERING GROUP**  
**02/08/2017**

### **Attachments**

Nil