



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 6 December 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>	<b>02/08/17</b>	<b>06/09/17</b>	<b>04/10/17</b>	<b>01/11/17</b>
Councillor Rob Turner (Chair)	✓	✓	✓	✓	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	A	✓	✓	A	✓	✓
Brian Barker	✓	✓	✓	A	A	✓
Chris Denny	✓	✓	✓	A	A	✓
Kate Ford	A	✓	A	✓	✓	A
Beric Henderson	✓	✓	A	✓	✓	✓
Jennifer Hutchison	✓	✓	✓	✓	A	A
Simon Luke	A	✓	✓	A	✓	A
Stacey Morgan	A	✓	✓	✓	✓	A
Willhemina Wahlin	✓	A	A	✓	A	✓
Jeffery Sharp (Director Strategy and Growth)	✓	✓	✓	✓	A	A
Lucilla Marshall (Group Manager Community Place)	✓	✓	✓	✓	✓	✓
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 6 December 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 1 November 2017 be confirmed.



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## **PRESENT**

### ***Members:***

Councillor Turner (Chair)  
Councillor Hawkins (Deputy Chair)  
Brian Barker  
Chris Denny  
Beric Henderson  
Willhemina Wahlin  
Group Manager Community Place  
Glasshouse Venue Manager

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The meeting opened at 8:02am.

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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 Kate Ford, Stacey Morgan, Simon Luke, Jenny Hutchinson and Director Strategy and Growth 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 4 October 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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### 06 Cultural Plan Progress Report

#### CONSENSUS:

A Cultural Plan Progress Report will be presented at the December 2017 meeting.

#### 0.8.01 Art Youth Grant

Lucilla Marshall Group Manager Community Place confirmed that the Art Youth Grant will be considered as part of the Cultural Plan Review.

#### 08.2 General Business – Economic Development Steering Group Collaboration

Lucilla Marshall Group Manager Community Place confirmed that a meeting between Economic Development Steering Group and the Cultural Steering Group will take place upon completion of the Cultural Plan Review.

#### 08.01 Bicentenary Program

The Cultural Steering Group discussed the draft Bicentenary Program as an agenda item.

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## **06 BICENTENARY PROGRAM 2018**

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#### CONSENSUS:

1. That the Cultural Steering Group note the proposed Bicentenary Activities.
2. That the Cultural Steering Group support a higher level of overall energy and focus on celebrating this event.
3. That the Cultural Steering Group support and encourages active involvement from the Birpai Local Aboriginal people in the bicentenary events.
4. That the Cultural Steering Group recommend to Council that a budget be allocated to support the event in both 2017/18 and 2018/19.

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## **07 CULTURAL PLAN REVIEW**

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The Cultural Steering Committee discussed the work continuing on the development of the reviewed Cultural Plan

The Cultural Steering Committee to consider appropriate and relevant measures.

The Cultural Steering Committee to ensure the new Cultural Plan aligns with Council strategies.

### **CONSENSUS:**

That the Cultural Steering Group continue the Cultural Plan Review discussion.  
Council staff to provide an update of Actions in the current Cultural Plan for the December meeting.

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## **08 GENERAL BUSINESS**

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### **08.01 GLASSHOUSE SEASON LAUNCH**

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Pam Milne, Glasshouse Venue Manager advised the Cultural Steering Group that the Glasshouse Annual Season launch is to be held in February 2018.

The Annual Season launch is a member only event with the intent to sell tickets to the season shows and this was discussed with the Cultural Steering Group to determine best approach. The intent is with tickets that it will encourage greater attendance.

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The meeting closed at 9:04am.

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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 identified land</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 subject land</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>	06/12/2017
<b>Subject:</b>	Cultural Plan Progress Report		
<b>Action Required:</b>	1. That Cultural Plan Progress Report be made a standing Cultural Steering Group agenda item.		
<b>Current Status</b>	1. The Cultural Plan Progress Report will be a standing quarterly agenda item from December 2017.		

<b>Item:</b>	07	<b>Date:</b>	06/12/2017
<b>Subject:</b>	Cultural Plan Review		
<b>Action Required:</b>	1. That the Cultural Steering Group continue the Cultural Plan Review discussion. 2. Council staff to provide an update of Actions in the current Cultural Plan for the December meeting.		
<b>Current Status</b>	1. Further discussions on the Cultural Plan Review at the December 2017 meeting. 2. A report to be presented at the December 2017 meeting.		

Reports to future meetings		
Report	Due Date	Requested
Cultural Plan Quarterly Progress Report	Dec 2017	04 Oct 17



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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 8 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 are currently being reviewed 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 Audit
- Heritage Festival review
- Creative Ageing Plan
- Cultural Tourism
- Bicentenary Planning

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

### **Attachments**

1 [View](#). 2016-2019 Cultural Plan - Report Card

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

PRIORITY AREA ONE : Leadership, Excellence and Capacity Building						
Strategy	Action	Timeframe	Measurement	Status	Comments - April 2017	Comments - September 2017
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.	PMHC Senior executive staff has recently visited the NSW State Government Ministers to discuss projects and programs
	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.	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.	Clir Turner represents PMHC as a Board member of Arts Mid North Coast. Port Macquarie Hastings Council provides an annual financial contribution to Arts Mid North Coast to deliver services in the Port Macquarie Hastings region. 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. 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. Ensure cultural indicators are measured biannually through the Councils community Survey (Micro Max)	Jun-17  Jun-17  Ongoing	Guidelines are updated and enforced Policy is adopted and guidelines endorsed. Questions are developed, submitted and included in survey.	Behind schedule Behind schedule Yet to Commence	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. 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.	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. Policy will be reviewed after the Cultural Plan review anticipated timing is June 2018 it will then go on public exhibition.
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. Establish working groups with relevant key stakeholders within the sectors to establish needs for skills development, and program development opportunities.	Ongoing  Jun-17	Minimum of 2 x workshops per year. Working group established with quarterly meetings scheduled.	On Target  Ongoing	September 2016 - Elys 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 Artists/Curator Talks and 8 workshops, all of these can assist artists in their professional development. 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 Working Group. In the interim additional working groups have been established to assist with cultural activities including Artwalk and Creative Wauchope	Port Macquarie Hastings Council is developing and piloting a new program aimed to develop business skills within our Local Arts Community. The program titled Art Smarts is designed to work with local creatives to develop and commercial their creative pursuits, providing key information and valuable insight in particular to the local market. The Program The Cultural Steering group continues to meet on a regular basis contributing to the review of the Cultural Plan.
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.  Ensure the Cultural and creative industries have a presence on Council's website.  Continue to work with the sector to develop new initiatives to increase recognition of the sector within our own community.	Jan-17  Dec-16  Ongoing	2 x cultural tourism workshops delivered. Council website updated. Review every 6 months	Achieved  Achieved  On Target	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.  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  Support of LifeFest 244. Support of Creative Ageing Festival Mid North Coast. Promotion of local workshops and activities through the LifeFest newsletter. Advice and letters of support are written to support new initiatives.	PMHC continues to work with the Creative Wauchope Group. The Group is gaining momentum with the development of Creative Wauchope Flags, Facebook site and recently linking with the Wauchope Chamber of Commerce. The group is looking to establish a weekend workshop program to be delivered in association with the April Artwalk program. PMHC has recently released the latest Eat See Do tourism campaign. Arts and Culture has strong feature in the booklet, focusing on Festival, events and creative businesses. The Destination Marketing Campaign is also spotlighting creative businesses in their video storytelling campaigns.  Additional information has been added as required.
					Continuing to work with Creative Wauchope Group to promote a weekend workshop program in 2017.	PMHC continues to work with numerous groups with the Port Macquarie Hastings region including the Creative Wauchope, Artwalk group, and Heritage Groups to develop new initiatives. Letters of support have been provided by PMHC to support grant applications for various community groups.

Jlural Plan 2016 – 2019 : Report on Progress – April 2017

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 #Youth Week Port Macquarie. Art walk has developed a Facebook page and hopes to capture people experiences through the hashtag #artwalkpmq.					
PRIORITY AREA ONE - Leadership, Excellence and Capacity Building continued									
Strategy	Timeline	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.	Annually	Applied for grant	On Target	PMHC were successful in receiving grant from Arts NSW for the Glasgohouse 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.	July Gallery - Create NSW Annual Program submitted by 3 July	PMHC council were successful in receiving funding for the Regional gallery annual program funding at the Glasgohouse			
	Jun-19	Cultural precinct plan developed	Yet to Commence	Planning in final stages for the 2017 Artwalk event including engagement/involvement with local businesses.	Artwalk event was delivered with over 60 artist and 33 businesses involved. Discussion were had with the Create NSW team identifying a "cultural precinct area" during their recent visit, highlighting commercial business, cultural facilities and outdoor spaces.				
	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.		Port Macquarie Hastings Council has commenced the ArtsSmart program which will continue for the next 5 months and culminate in Artwalk.			
	Jan-19	Number of partnerships established	Yet to Commence	Work with the Cultural Steering Group to develop future Cultural development and priority actions		Work continues 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.	Jul-17	Program launched in July 2017. Number of grants applied for.	Ongoing	Work with the Cultural Steering Group to develop future Cultural development and priority actions		Work continues with the Cultural Steering Group to develop future Cultural development and priority actions. Grants are still given out through the Community Grants program.			
	Dec-16	Guidelines reviewed and program delivered.	Ongoing	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.	Heritage incentives grants being considered as part of 1.2 LEP update. Heritage Activation Grants successful in funding multiple community heritage projects including Kendall Mural. Heritage Assistance Fund continues.	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. Heritage Activation Grant Projects include: • MNCMM Interp Signage • Kendall Historical Society heritage mural • Herons Creek Interpretive Signage • Lauriston Museum brochure No further development			
1.7 Provide leadership to foster and support the development of arts, culture and heritage in our region.	Jun-17	Guidelines reviewed and program delivered.	Completed	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					
	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					
PRIORITY AREA TWO - Access, Participation and Engagement									
Strategy	Timeline	Measurement	Status	Comments					
2.1 Celebrate and support diverse communities through the arts, culture and heritage and encourage sustainability and capacity building.	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 Glasgohouse. 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.	CMHC program has continued, expanding to include outdoor performing space on the Hay Street Forecourt. Artwalk program delivered with approximately 8500 attendees.	PMHC continues to support the Conservatorium Mid North Coast including a trial period performing outdoors in the Hay Street Forecourt. A local Artists 8th Rebellion was engaged to provide creative workshops for children as part of the 2017 findings on Hastings program. Planning for the 2018 Artwalk and Biennetnary opportunities is currently underway.			
2.2 Encourage accessibility and inclusiveness in arts and culture programs as part of everyday life.	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 Glasgohouse 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 Glasgohouse Regional Gallery offers an series of Art & Alzheimer's (Art Appreciation) Tours throughout the year.	July Gallery - Art Guiding - 6, August Gallery - Art Guiding, September - art guiding 17	The Regional Gallery continues to offer the arts and Alzheimer's tours as part of the regular programming at the Art Gallery. Planning for Seniors week in 2017 is currently underway, with a grant application submitted to support a dance program.			

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	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.	Planning has commenced. Ongoing collaboration with Birpai LALC to deliver programs and events	National Sorry Day, National Reconciliation Week and NAIDOC Week implemented with thorough collaboration with Birpai and Bunyah LALC's	Planning for Youth Week programs has commenced. PMHC in association with the Youth Advisory Committee are presenting a music event at Town Beach on the 12 December.
	Work collaboratively with Birpai & Bunyah Land Council to deliver programs and events and promote Manage and co-ordinate the Cultural Companions program.	Ongoing	Reconciliation, Sorry Day and NAIDOC week activities	On Target	Planning has commenced. Ongoing collaboration with Birpai LALC to deliver programs and events	To commence on employment of new Volunteer Coordinator.	July Gallery - Sprouts Workshop with HDRC Services - 12, Insect Workshop Support Coordinator (KFS) Angus Centre - 19, Glasshouse Theatre Education - 14 Theatre based performances + 16 Workshops/Tours/Scholarship auditions August Gallery, Youth Group workshop at Land Council (Being Two) - 25 & Printmaking workshop facilitated by local artist. 15 x 4 weeks, September - Sprouts - 50.	Inclusion of Aboriginal Dancers in the Tastings on Hastings event program. The dancers included the Birpai Miliigan Dancer - Birpai LALC led by Marilee Toomey and the Dhoongang Dancers led by Steve Denorvan. This program is currently being reviewed, with a opportunity to relaunch in Seniors week next year.
	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	Newletter developed Database established, 4 x newsletters delivered annually.	Ongoing	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).			An I create Newsletter is scheduled to go out in December. The Newsletter currently has 441 subscribers.
	Provide online access to information regarding cultural activities and events in the region.	Ongoing	No of events uploaded onto PMHC events page.	Ongoing	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			PMHC has a community events page. Cultural and Creative industry groups are encouraged to upload their event onto the PMHC event website. These events are also published on the GPW Tourism website and What's on booklet
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		On going implementation of AAUS outcomes: National Reconciliation Week, NAIDOC Week program developed and implemented	Inclusion of Aboriginal dancers in Tastings on Hastings event program 2017.
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 Conboyne Community to redevelop Hurrell House.		Conboyne Hurrell House projects continues. Holy Trinity Church project under consideration. Herons Creek Signage Stage 2 successfully implemented.	
	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.		Cultural Stroll stickers successful during peak/holiday periods. CBD walking trails under development.	Art Walk, Cultural Stroll Stickers, Wauchope Creative Walking tour, Camden Haven CBD Walking Tours, Wauchope CBD Walking Tours
2.6 Promote Port Macquarie Heritage arts, culture 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.		The recent Eat See Do guide has showcased a number of arts and cultural programs	Council's recent submission to the International Festival & Events Association saw Port Macquarie awarded 2017 'World Event & Festival City' status - presented in U.S.A last month. We were one of just a handful of cities around the world to receive this recognition.
	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.		Currently working to develop a digital audio guide about Kooloonbung Creek Stories and people.	Currently working to develop a digital audio guide about Kooloonbung Creek Stories and people. This is due to launch in early 2018.

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PRIORITY AREA THREE : Celebrating History and Heritage					
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	Heritage Festival 2017 successfully completed.
	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.
3.2 Develop initiatives and programs that acknowledge and celebrate our Aboriginal heritage.	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.
	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 <i>The Together as One</i> 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.
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.	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	<ul style="list-style-type: none"> <li>* 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.</li> <li>* 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 interpretation signage along Camden Haven foreshore to develop a brochure for walking trails and museum for the Laurieton area.</li> <li>* 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.</li> <li>* 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.</li> <li>* North Shore Progress Association in final stages of Kendall Main Street Plan development.</li> <li>* Herons Creek - support and advice for further implementation of the Herons Creek Signage Trail, stage 2 recently installed.</li> <li>* Herons Creek - support and advice for further implementation of the Herons Creek Signage Trail, stage 2 recently installed.</li> </ul>
	Undertake an audit of heritage interpretative signage across the local Government area.	Jun-17	Audit completed	Behind Schedule	Draft audit completed - final report expected by end of 2017
	Develop a heritage signage interpretation framework.	Dec-17	Framework completed	On Target	Partially pending signage review. Reviewing existing documentation and developing draft best practice guidelines. Have discussed grant opportunities with a number of community groups

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3.4 Work collaboratively with our museums and heritage sector to promote our local heritage.	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 or issues as they see fit. Recent regular meetings with groups include: regularly meeting with representatives from the Camden Haven Museum, Herons Creek & District Community Group, Conboyne Community Association, Port Macquarie Historic Courthouse Group, Wauchope District Historical Society.		Council's Heritage & Culture Officer is regularly and openly available to our community and museum groups to discuss projects or issues as they see fit. Recent regular meetings with groups include: regularly meeting with representatives from the Camden Haven Museum, Herons Creek & District Community Group, Conboyne 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 * IT21 Travel Workshop Sept 2017	* Seeking consultant for Conservation Workshops	Heritage Near Me in Feb 2017 IT21 Travel Workshop Sept 2017
<b>PRIORITY AREA FOUR: Facilities, Places and Open Spaces</b>							
4.1 Support innovative and high quality arts programs that represent best practice, achieve positive outcomes and encourage community vitality.	Action	Timeframe	Measurement	Status	Comments		
	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.		
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.	Develop criteria to enable greater access to the Glasshouse to encourage the development of innovative and high quality locally produced	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.		
	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			
4.3 Promote unique innovative arts events utilising the natural and built environment.	Investigate underutilised council sites for temporary creative hubs, public art, studios, events and exhibitions.	Jun-18	Report developed with recommendations.	Yet to Commence			
	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.		
4.4 Manage our arts and cultural venues ensuring they are appropriately resourced, maintained and equipped.	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.		
	Identify sites and commission public art installations across the region.	Jun-17	Implementation of Strategy and no of installations	Behind Schedule	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 York's Garden. 3. A public art piece has been identified to be developed at Koobong 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.		
	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 continues to provide outreach services to rural schools and community events.		
					The Glasshouse will continue to report to council twice per year on the Glasshouse Strategic Plan.		
					We continue to provide onsite and mobile Library Service. 4 Author talks held in August and September. Display of a local photograph exhibition celebrating Ageing in our place		
					We continue to provide onsite and mobile Library Service.		

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4.3 Effectively manage and promote the Port Macquarie Hastings arts, historical and cultural collections.	Undertake an audit of Council managed heritage assets and develop a management plan for all existing heritage assets.	Jun-18	Report undertaken and schedule adopted.	On Target	Under way, initially as part of the Heritage LEP review	Under way, initially as part of the Heritage LEP review
	Manage, conserve and exhibit the Port Macquarie-Hastings Council Art Collection.	Annually	No. of exhibitions featuring the Council Collection each year.	Achieved	The Glasshouse Regional Gallery has presented two exhibitions featuring the Port Macquarie Hastings Council Collection.	
<b>PRIORITY AREA FIVE: Community Events and Festivals</b>						
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 community make up encouraging multiculturalism and diversity.	Timeframe	Measurement	Status	Comments	
	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.	
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.		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.	
	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.	Planning underway for 2018 event. Five events currently being planned to be delivered on Australia Day 2018 across the LGA. These events involve various community groups and their members who volunteer to deliver these events on the day. These events include the Australia Day Aquatic Activities stage along the Hastings River; the biggest Australia Day Aquatic Event held outside of Sydney Metropolitan Area up to the Queensland Border. It is envisaged that 20,000+ people will attend the Port Macquarie celebrations
5.3 Provide opportunities for the community to participate in a range of high quality arts and cultural experiences through performances, exhibitions and workshops.		Annually	No of attendees	On Target	Planning commenced. Working with Birral Land Council to develop July event.	A successful NAIDOC Week was delivered. Support was provided to support 2 x Aboriginal Exhibitions. One at Sea Acres the Other at Jacaranda Creative Hub. A successful Family fun day event was held at Birral Land Council - with local Aboriginal dancers, artists and musicians.
	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).	2 x screenings held in April and 2 x screenings held in September 2017. All screenings well attended with the popularity of the Hastings Moonlight Movies continuing to grow. Next round scheduled for first quarter of 2018.
5.4 Provide support to arts and cultural event organisers in the community, helping facilitate growth and sustainability and contributing to vibrant community.	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.	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.	
	Performing arts program showcasing excellence in performing arts practice	Annually	Performing Arts program presented.	On Target	The Glasshouse 2017 Performing Arts Season has commenced with The Tap Pack, Dracula and All about Women	The Glasshouse 2017 Performing Arts Season presented 14 x Shows (with 28 individual ticketed performances) and 5 x Talks & Festivals (with 22 individual ticketed sessions available to the public)
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	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	July Gallery - Operation Art Workshop - 33, Operation Art Teachers Professional Development - 10, Being Two Teachers Professional Development - 10 September Gallery-Home-school workshop - Shape shifters exhibition 15. Glasshouse Theatre Education - 14 Theatre based performances + 16 Workshops/Tours/Scholarship auditions.
	Work with event and festival organisers to utilise and access public spaces.	Ongoing	No of applications processed.	On Target	1. Council supported 28 events in the 2016 calendar year with 23 events to be supported by Council during 2017.	
5.4 Provide support to arts and cultural event organisers in the community, helping facilitate growth and sustainability and contributing to vibrant community.	Provide sponsorship to new events through seed funding.	Jun-18	No of events delivered. No of applications.	On Target	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.	10 Event sponsorship events held in 2017. Allocations for events held in first half of 2018 were announced late September. Next round open in Feb 2018.

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5.5 Identify and support key special interest events and festivals that contribute to the cultural life of the Port Macquarie Hastings region.	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.	Planning for the 2017 event is underway and scheduled to be presented on Saturday 28 October.	A successful Tastings on Hastings was held over the weekend from the 27 - 29 October. The weekend featured 13 events over three days, culminating in a weekend program that devoured local produce and featured our stand out restaurants and brought our community together. 90% of the satellite events sold out with approximately 700 people attending the range of dinners, tours and tastes. The Tastings on Hastings event was anchored by the Main Event on Saturday 28th October, featuring a new format and smaller site, due to construction works on the Town Green. Crowds were entertained by high calibre artists, hot food vendors and a range of local wineries highlighted the evening. It is estimated that the overall weekend attracted over 14,000 people directly to the event.
	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.	Interactions with key Handa Sister City contacts are ongoing. This includes the Handa Working Group who continue to meet on a regular basis. 2. Sub-Committee (Working Group) successfully coordinated with Handa Higashi Senior High school the successful delivery of the 2017 Handa Study Tour in July/August 2017. Additionally, October 2017 will see a delegation of three visit Handa City at the invitation of the Mayor of Handa.	
	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		Opportunities for shared artist in Residence Opportunities can be explored through the new Cultural Steering Group
PRIORITY AREA SIX: Creative Industries and Innovation and Partnerships strategy							
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	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.		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	I-create Newsletter sent in July	Networking program has been developed as part of the Art Smart Program. These networking events are being run as trial, with feedback to be provided by attendees.
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.	Create digital storytelling projects utilising local history in libraries, historical societies and museums to	Jun-19	2 x digital storytelling projects delivered	Yet to Commence			
	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 mobile mats (pop up disabled parking, pop up access pathway to park lands and beaches)	Accessible event plan developed for 2017 Tastings on Hastings event	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 mobile mats (pop up disabled parking, pop up access pathway to park lands and beaches)
6.3 Work with creative businesses to identify opportunities for business development skills and training.	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.	PMHC delivered 2 x workshops with Creative Business Plus with 60 participants. Currently working with Local Artist and educator to develop a six month training and mentoring program	PMHC has developed the Art Smart program which will run over a 5 month period.
	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 PMO, 1 in Wauchop). 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: BICENTENARY PROGRAM**

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

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### **RECOMMENDATION**

**That the Cultural Steering Group note the proposed Bicentenary Program approach.**

#### **Discussion**

As discussed at the November 2017 Cultural Steering Group meeting, a recommendation was put to Council and the resolution was:

*RESOLVED: Turner/Hawkins*

That Council:

1. Note the currently proposed Bicentenary activities as reported to the Cultural Steering Group.
2. Support and encourage the active involvement of the Birpai people in the activities and events.
3. Consider a further report at the December Ordinary Council Meeting outlining the options for the level of involvement and resources required of Council in relation to the celebrations.

*CARRIED: 9/0*

*FOR: Alley, Cusato, Dixon, Griffiths, Hawkins, Intemann, Levido, Pinson and Turner*

*AGAINST: Nil*

Staff have developed a proposal to manage and promote the 2018 Bicentenary year.

Steering Group to discuss ideas and provide feedback.

#### **Attachments**

- 1[View](#). Draft Council report - Bicentenary Program 2018
- 2[View](#). Draft Logo for Bicentary 2018
- 3[View](#). Draft Community Program 2018
- 4[View](#). Draft Marketing Campaign Bicentenary Program 2018

## AGENDA

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Item: 0

Subject: BICENTENARY ACTIVITIES - OPTIONS FOR INVOLVEMENT AND RESOURCES

Presented by: Strategy and Growth, Jeffery Sharp

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**Alignment with Delivery Program**

2.5.1 Support cultural activities within the community.

**RECOMMENDATION****That Council:**

- endorse the recommended proposal for support of projects to mark the 2018 John Oxley Bicentenary;
- adopt the Bicentenary logo to be associated with all Bicentenary events (Council & Community) and
- re-purpose \$43,856 which currently has been allocated to the WW1 and ANZAC Commemoration which has not been allocated.

**Executive Summary**

The following report outlines a proposal for Council to commit resources to provide an inclusive opportunity to the entire LGA to participate, commemorate and celebrate their Place as part of the 2018 Bicentenary.

It is proposed that Council support and facilitate local community groups to develop and deliver a program of events that reflects the diversity of cultures and Places across the LGA and also implement a number of its own legacy projects to commemorate the Bicentenary.

The proposal will require a commitment of \$576,000 by Council. Funding opportunities will be sought to help offset this investment.

**Discussion**

2018 marks 200 years since John Oxley and his team of 15 explorers traversed the mountains from the west and surveyed our region for early European settlement. For thousands of years before, our region was inhabited by the Birpai people, the traditional custodians of our land.

Council has been working with a variety of community groups, heritage organisations, Aboriginal Land Councils, schools and Charles Sturt University to develop a program of activities to commemorate the 2018 Bicentenary of John Oxley's expedition through the region.

The Port Macquarie-Hastings is in an enviable position to be able to capitalise on both its natural beauty and extensive and widely acknowledged history, heritage,

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archaeology and character to create a year-long celebration of the 2018 Bicentenary which if packaged and marketed appropriately could act as a regional tourism drawcard and an economic development opportunity.

Bicentenary celebrations have been occurring across the state with the Bathurst program of events serving as a benchmark for other regional communities. Bathurst Regional Council allocated a \$1 million for Council-initiated B200 events in 2015, with an additional \$1 million allocated to fund the construction of a signature monument – The Macquarie Flag Staff.

The following proposal specifically addresses the 2018 Bicentennial celebrations which have been identified by a community reference group as being pertinent to the broader LGA, inclusive of the whole community and providing a positive outlook on the discovery and exploration of the region.

The 2021 Bicentenary whilst also significant is more relevant to Port Macquarie specifically and has less relevance to the broader LGA. There is also some potential for community divisiveness related to white settlement. Resources to plan any 2021 Bicentenary commemorations are included in this proposal however the costs to deliver a 2021 Bicentennial program will be subject to a further funding request based on a review of the 2018 celebrations and further input from community.

To date, Council has not allocated any specific funding to the 2018 Bicentenary commemorations. Budget load and staff time are currently being leveraged, where they can, from existing programs and positions. Efforts so far have been directed to supporting community groups to develop their own program of events.

Council representatives have met a number of times with a group of interested community, Aboriginal and educational representatives who have projects under development or who are looking to develop projects in 2018. Important outcomes of these discussions have been to ensure that Aboriginal consideration and participation is embedded across community projects from the outset, as well as fostering communication and linkages across the projects.

Community groups have been encouraged to leverage identified grant opportunities as much as possible to support their proposed activities. Council has also developed a logo for community events (subject to approval – see Attachment A) to use to ensure branding consistency across Bicentenary projects. Key projects under discussion with community groups and a draft calendar of community events is shown in Attachment B.

It is also planned that Council's regular events and activities for the year will have an overarching Bicentenary theme.

**Proposal**

Over and above the current activity outlined above, an opportunity exists for Council to:

- View the 2018 Bicentenary as an opportunity to provide a significant tourism and economic boost to the LGA.
- Develop a Bicentenary Endorsed Events program which will provide grant funding, tools and marketing support for the community to leverage the Bicentenary. These events will act as both community celebrations and a regional draw card.

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- Celebrate the contributions of community members in/from the Port Macquarie Hastings region via a Legends of Port Macquarie-Hastings program.
- Celebrate the Bicentenary by implementing significant legacy projects across the LGA. Proposed projects include:
  - 3 x walking trails across the LGA with interpretive signage and associated promotional collateral;
  - Temporary and/or permanent Public Art installations and programs across the LGA
  - A limited edition coffee table book celebrating the work of Port Macquarie artists depicting our places and people.
  - Bicentenary education kit developed against Department of Education guidelines.

The key themes of heritage and culture will guide activities for the year.

**Bicentenary Program Goal:** To provide an inclusive opportunity to the entire LGA to participate, commemorate and celebrate their Place as part of the 2018 Bicentenary.

**Bicentenary Program Objectives:**

- Community – To achieve maximum community engagement and participation in Bicentenary celebrations with the involvement of a broad cross-section of the community across the whole LGA.
- Marketing – To maximise media attention inside and outside of the Port Macquarie-Hastings as a result of the Bicentenary celebrations
- Financial – To identify funding sources and partnerships to co-fund and co-produce Bicentenary initiatives.

The proposal is therefore for Council to support community groups in their Bicentennial programming and develop, implement and promote targeted range of Bicentenary experiences and projects across the LGA, committing to a budget of \$576,000 over an 18-month period (January 2018 – June 2019).

This proposal is in line with Council's approach to build capacity within our communities and implement projects that are community-led and driven.

**Alternatives**

It is suggested that there are two alternatives to the above proposal:

1. Continue as currently with Council using existing resources to provide in-kind support to communities.

The above alternative is a low-cost, low involvement approach to the Bicentenary celebrations – the result of which would be reflected in the outcomes for the wider community – i.e. low-profile and very localised with little exposure beyond the individual community members involved. Additionally there would be little opportunity to leverage the events into a tourism opportunity for the LGA.

2. Council to develop and implement a range of Bicentenary events across the LGA in a manner similar to the Bathurst Bicentenary celebrations.

A Bicentenary program on the scale of the Bathurst Bicentenary celebrations whilst achieving significant exposure also required significant funding (approximately

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\$2million) and planning time (the program was 3 years in the making). This approach is not achievable for Port Macquarie-Hastings Council given the timeframes involved and the level of investment that would be required.

**Community Engagement & Internal Consultation**

There has been significant consultation with community groups regarding the range of projects they would like to see implemented as part of the Bicentenary celebrations – refer Attachment A. Community members were also invited to submit ideas via the Council website <http://www.pmhc.nsw.gov.au/System-Pages/Community-Event-Submissions> - which are also included in the Attachment.

**Planning & Policy Implications**

There are no planning and policy implications in relation to this report.

**Financial & Economic Implications**

The proposed activities would require funding as detailed below:

Activity/Resource	Description	Funding Required
Project Officer (18-months)	Fixed Term, part-time position (0.6) dedicated to supporting existing staff in the successful planning and implementation of 2018 Bicentenary projects and the planning of 2021 projects for Council & Community.	\$75,000 (Based on Grade 10 and including on-costs)
Graphic Design Intern (12-months)	Part-time internship (casual) for a graphic design student/graduate to assist Council and community groups to develop marketing collateral for Bicentenary projects. (0.2 part time equivalent)	\$ 16,000 (Based on Grade T10 and including on-costs)
Community Grants	Establish a grants funding round specifically for community groups to implement Bicentenary Projects through arts and cultural activities.	\$ 100,000
Legacy Projects	<ul style="list-style-type: none"> <li>3 x walking trails across the LGA</li> <li>Public art/installations across the LGA</li> <li>Bicentenary Education Kit</li> <li>Coffee Table Book</li> </ul>	\$ 90,000 ) ) ) \$ 200,000 ) )

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Legends of Port Macquarie-Hastings	Photographer/videographer and printing of portraits	\$20,000
Installation of Plaques and Civic events	As required	\$25,000
Advertising and Marketing of Program	Refer Attachment C	\$50,000
<b>TOTAL</b>		<b>\$576,000</b>

**Funding opportunities:**

1. There is an opportunity to offset some of the above costs through the re-purposing of \$43,856 which currently has been allocated to the WW1 and ANZAC Commemoration which has not been allocated.
2. Potential grant funding via Heritage and Cultural grants & Destination NSW Funding.

**Attachments**

Nil

Draft Logo for Bicentenary 2018



**Attachment B - 2018 Port Macquarie-Hastings Bicentenary Events**

Key projects currently under discussion include:

**Wauchope:**

- Many events around Wauchope around mid-October including - Return to Wauchope weekend
- Wauchope Foreshore Walk upgrade + interpretive signage trial with Wauchope District Historical Society and Lions (currently seeking funding)
- Mount Seaview Conference and exploration
- Commemorative Ball

**Laurieton:**

- Activation of Longworth Park and Holy Trinity Church
- Heritage Walking Tours

**Towns and Villages:**

- Come Back to Bonny's (Bonny Hills) weekend
- Grand Opening of Hurrell House Historic Project at Comboyne
- Hurrell Family Reunion at Hurrell House Comboyne
- Comboyne Commemorative Community Cookbook (currently under research/collation)
- Discussions around a potential sculpture at Lake Cathie
- Rolland's Plains local history project
- Dunbogan Pilot Station walking trail + grave conservation/interpretation (funding pending)

**Port Macquarie:**

- Mid North Coast Maritime Museum shipwreck trail along Town Beach foreshore (installation of plaques)
- Sunrise Rotary considering development of walking trail linking Town Beach east with Gaol Point/Rotary Park
- Westport Rotary considering reestablishment of Nobby Headland Memorial and walking track as part of Coastal Walk
- An initial development of interpretation signage/boardwalk on the Port Macquarie foreshore, with a focus on Birpai people's culture, and positioned in conjunction with the existing John Oxley Memorial at Town Beach.
- An Arts competition titled "Port Macquarie - Now and Then", where local artists can contribute works on various themes, for example Birpai peoples culture, Oxley meeting Birpai, the Port Macquarie environment, and more contemporary sections on modern day life in Port Macquarie. This would be in partnership with CSU, with a range of categories and prizes for all ages.
- A reconciliation walk, starting in town and finishing up at Charles Sturt University campus for lunch/ BBQ/ traditional foods event. This is a CSU event.
- Local youth project to cut a Birpai canoe, to showcase somewhere prominent, with interpretation boards as well.



Draft 2018 Bicentenary Events Calendar			
Month	Dates	Where	Event
Jan	1	All	New Year's Day
	26	All	Australia Day
April	7-15	All	Heritage Festival
	12-19	Port CBD	Artwalk
	25	All	ANZAC Day
May	6	Comboyne	High Tea
	26	All	National Sorry Day
	27-3	All	National Reconciliation Week
Aug	Various	Rollands Plains	Rollands Plains events
Sept	2-10	All	History Week
	22-23	Wauchope	Mount Seaview event
	29	Wauchope	Bush Dance
	30	Bonny Hills	Back to Bonny's Family Reunion Day
Oct	6	Wauchope	Governors Ball
	15-19	Camden Haven	Camden Haven events

**Attachment C - Proposed 2018 Bicentenary Marketing Program**

It is proposed that the majority of marketing activities be aimed at people within a three-hour radius of Port Macquarie-Hastings with a focus on digital marketing.

**Website**

Create a Bicentenary website (independent of the PMHC website) to provide a better event marketing platform.

**Facebook**

Use Facebook as a key platform for engaging with target groups – sharing community & Council events.

**Public Relations**

- Regular feature in Port News and Focus magazine profiling the program of events.
- Council's Community News to feature details of Bicentenary events and a call to action to view the Bicentenary online calendar of events
- Commemorative feature in the Port Macquarie News

**Postcard campaign**

A free "Visit Port Macquarie-Hastings in 2018" postcard for locals to invite their friends and families to visit and join in the Bicentennial celebrations.

**Outdoor signage**

Temporary footpath decals to celebrate the Bicentenary. Bicentenary Signage featured at all Council events.

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**Item: 08**

**Subject: CULTURAL PLAN REVIEW**

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

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**RECOMMENDATION**

**That the Cultural Steering Group continue the Cultural Plan Review discussion.**

**Discussion**

Cultural Steering Group to note that staff are continuing to develop a new Draft Cultural Plan and are working with our facilitator, Stuart Goodfellow, to assist in delivering a draft document to the committee within the month of December 2017 for review and comments.

**Attachments**

Nil

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**Item: 09****Subject: CULTURAL STEERING GROUP FUTURE MEETING DATES 2018****Presented by: Strategy and Growth, Jeffery Sharp**

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**RECOMMENDATION**

**That the Sub-Committee endorse the meeting dates for 2018 provided in this report.**

**Discussion**

As per the 2017 meetings, the proposed meetings for 2018 will be held on a Wednesday from 8.00am – 9.30am.

The following dates are proposed for 2018 Cultural Steering Group meetings:

Date	Time	Venue
7 February 2018	8.00am – 9.30am	Function Room, Council Headquarters
7 March 2018	8.00am – 9.30am	Function Room, Council Headquarters
4 April 2018	8.00am – 9.30am	Function Room, Council Headquarters
2 May 2018	8.00am – 9.30am	Function Room, Council Headquarters
6 June 2018	8.00am – 9.30am	Function Room, Council Headquarters
4 July 2018	8.00am – 9.30am	Function Room, Council Headquarters
1 August 2018	8.00am – 9.30am	Function Room, Council Headquarters
5 September 2018	8.00am – 9.30am	Function Room, Council Headquarters
3 October 2018	8.00am – 9.30am	Function Room, Council Headquarters
7 November 2018	8.00am – 9.30am	Function Room, Council Headquarters
5 December 2018	8.00am – 9.30am	Function Room, Council Headquarters

Invitations will be sent to the Cultural Steering Group following the endorsement of these dates.

**Attachments**

Nil