



Cultural Steering Group

Business Paper

date of meeting: Wednesday 1 May 2019

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

time: 8:00am

Cultural Steering Group

CHARTER

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

Member	03/10/18	07/11/18	05/12/18	06/02/19	06/03/19	03/04/19
Councillor Rob Turner (Chair)	✓	A	A	✓	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	A	✓	✓	✓	A	✓
Brian Barker	A	✓	✓	✓	✓	✓
Chris Denny	✓	✓	✓	✓	✓	✓
Kate Ford	A	✓	✓	A	A	A
Beric Henderson	✓	✓	✓	✓	✓	✓
Jennifer Hutchison	✓	✓	A	A	A	A
Simon Luke	✓	A	A	✓	✓	A
Stacey Morgan	A	✓	✓	✓	A	✓
Willhemina Wahlin	A	A	✓	✓	✓	✓
Jeffery Sharp (Director Strategy and Growth)	✓	✓	✓	A	A	A
Holly McBride (Acting Director Strategy & Growth)				✓	✓	
Lucilla Marshall (Group Manager Community Place)	✓	✓	✓	✓	✓	✓
Pam Milne (Glasshouse Venue Manager)	✓	✓	✓	✓	A	✓

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

Cultural Steering Group Meeting

Wednesday 1 May 2019

Items of Business

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

"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."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Cultural Steering Group Meeting held on 3 April 2019 be confirmed.

PRESENT

Members:

Councillor Turner (Chair)
Councillor Hawkins (Deputy Chair)
Brian Barker
Chris Denny
Beric Henderson
Stacey Morgan
Willhemina Wahlin
Lucilla Marshall - Group Manager Community Place
Pam Milne - Glasshouse Venue Manager

Other Attendees:

Uncle Bill O'Brien - Birpai Local Aboriginal Land Council
Amos Donovan - Bunyah Local Aboriginal Land Council
Kelly O'Brien - Community Participation Officer - Aboriginal Liaison
Skye Frost - Community Participation Officer - Creative Places

The meeting opened at 8:04am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered by Uncle Bill O'Brien.

02 APOLOGIES

CONSENSUS:

That the apologies received from Jennifer Hutchison, Simon Luke, Jeffery Sharp and Kate Ford be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 6 March 2019 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Business Arising schedule be noted.

Item 07 Final Report Aboriginal Awareness and Understanding Strategy 2013 - 2017

Birpai and Bunyah Local Aboriginal Land Council provided an update on activities at the Cultural Steering Group meeting. It was agreed to implement an annual plan/program on activities being held by both Land Council's. The attending representatives Uncle Bill O'Brien and Amos Donovan were also invited to continue to attend the Cultural Steering Group meetings to ensure ongoing involvement.

Item 11 Handa Sister City

A report of future directive of Handa Sister City relationship and guidelines as to how it may function be brought to the May 2019 meeting.

Item 12 Cultural Plan 2018 - 2021 - Allocation of Funds

A report on the budget allocation for 2019 - 2021 financial year to be presented at the May 2019 meeting.

06 ARTWALK - MONTHLY UPDATE

CONSENSUS:

1. That the Cultural Steering Group note the information provided and provide input into the discussion.
 2. Expression of Interest for Artwalk is being distributed the week commencing 15 April 2019.
 3. Council to confirm expanding the Artwalk budget to \$40,000 at a future meeting.
 4. A report to the Town Centre Master Plan Sub-Committee regarding infrastructure and technology requirements to be presented at a future meeting.
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07 BICENTENARY - MONTHLY UPDATE

CONSENSUS:

1. That the Cultural Steering Group note the discussion about the Bicentenary Activities.
 2. That the Cultural Steering Group meeting note the key projects and that planning is underway. Key Projects are as follows;
 - Bicentenary Event April 2021
 - Wauchope Riverwalk
 - Port Macquarie 200 Commemoration Project
 - Glasshouse Exhibitions
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08 MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN

CONSENSUS:

1. That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project.
 2. A draft of the Public Art Policy & Masterplan to be sent to the Cultural Steering Group prior to the May 2019 meeting.
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09 GLASSHOUSE STRATEGIC PLAN - UPDATE

CONSENSUS:

1. That the Cultural Steering Group members note the update provided on the Glasshouse Strategic Plan.
 2. A copy of the draft Glasshouse Strategic Plan to be sent to the Cultural Steering Group meeting prior to the May 2019 meeting.
 3. Further discussions on the draft Glasshouse Strategic Plan to be held at the May
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- 2019 meeting.
4. The draft Glasshouse Strategic Plan to be reported at the May Ordinary Council meeting if supported by the Cultural Steering Group.

10 HANDA SISTER CITY

CONSENSUS:

1. The Cultural Steering Group noted the Handa Sister City report.
2. That the Cultural Steering Group request Council to develop future guidelines for Handa Sister City.
3. Council to write to Cassegrain and Charles Sturt University regarding future international benefits with the Handa Sister City relationship and report back to the Cultural Steering Group meeting.
4. Council to report on the Handa Sister City relationship in the future at the May 2019 meeting

11 GENERAL BUSINESS

11.01 TENURE OF THE CULTURAL STEERING GROUP

CONSENSUS:

1. A report to be presented to the May Ordinary Council meeting to roll over tenure of current memberships for a further 12 months to May 2020 and include additional membership from Birpai and Bunyah Local Land Councils.
2. A copy of the Expression of Interest for Cultural Steering Group Committee membership to be sent to the Birpai and Bunyah Local Aboriginal Land Councils.

The meeting closed at 9:43am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

I, declare the following interest:

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

Non-Pecuniary - Significant Interest:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Less than Significant Interest:
May participate in consideration and voting.

For the reason that:
.....

Name:

Signed: Date:

(Further explanation is provided on the next page)

Further Explanation

(Local Government Act and Code of Conduct)

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

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

Pecuniary Interest

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

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

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

Non-Pecuniary

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

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

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

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

Non Pecuniary – Significant Interest

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

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

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

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

Non Pecuniary – Less than Significant Interest

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

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
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.
MATTER GIVING RISE TO PECUNIARY INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <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^{iv} 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

Item:	05	Date:	03/04/2019
Subject:	FINAL REPORT ABORIGINAL AWARENESS AND UNDERSTANDING STRATEGY 2013 - 2017		
Action Required:	<ol style="list-style-type: none"> 1. Birpai and Bunyah Local Aboriginal Land Council provided an update on activities at the Cultural Steering Group meeting. It was agreed to implement an annual plan/program on activities being held by both Land Council's. 2. The attending representatives Uncle Bill O'Brien and Amos Donovan were also invited to continue to attend the Cultural Steering Group meetings to ensure ongoing involvement. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. An invitation Uncle Bill O'Brien and Amos Donovan has been sent to attend the Cultural Steering Group meetings for the rest of 2019. 		

Item:	05	Date:	03/04/2019
Subject:	CULTURAL PLAN 2018 - 2021 - ALLOCATION OF FUNDS		
Action Required:	<ol style="list-style-type: none"> 1. A report on the budget allocation for 2019 - 2021 financial year to be presented at the May 2019 meeting. 		
Current Status	<ol style="list-style-type: none"> 1. A report will be presented after the Council budget is adopted at the June 2019 Ordinary Council meeting. 		

Item:	06	Date:	03/04/2019
Subject:	ARTWALK – MONTHLY UPDATE		
Action Required:	<ol style="list-style-type: none"> 1. That the Cultural Steering Group note the information provided and provide input into the discussion. 2. Expression of Interest for Artwalk is being distributed the week commencing 15 April 2019. 3. Council to confirm expanding the Artwalk budget to \$40,000 at a future meeting. 4. A report to the Town Centre Master Plan Sub-Committee regarding infrastructure and technology requirements to be presented at a future meeting. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Expression of Interest for Artwalk was distributed week commencing 15 April 2019. 3. Update to be provided at the May 2019 meeting. 4. A report to the Town Centre Master Plan Sub-Committee is listed at a future meeting. 		

Item:	08	Date:	03/04/2019
Subject:	MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN		
Action Required:	<ol style="list-style-type: none"> 1. That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project. 2. A draft of the Public Art Policy & Masterplan to be sent to the Cultural Steering Group prior to the May 2019 meeting. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Council is yet to receive a draft of the Public Art Policy & Masterplan. As soon as it is available we will forward to the 		

	Cultural Steering Group.
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Item:	09	Date:	03/04/2019
Subject:	GLASSHOUSE STRATEGIC PLAN - UPDATE		
Action Required:	<ol style="list-style-type: none"> 1. That the Cultural Steering Group members note the update provided on the Glasshouse Strategic Plan. 2. A copy of the draft Glasshouse Strategic Plan to be sent to the Cultural Steering Group meeting prior to the May 2019 meeting. 3. Further discussions on the draft Glasshouse Strategic Plan to be held at the May 2019 meeting. 4. The draft Glasshouse Strategic Plan to be reported at the May Ordinary Council meeting if supported by the Cultural Steering Group. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2-4 Discussions to be held at the May 2019 meeting. 		

Item:	10	Date:	03/04/2019
Subject:	HANDA SISTER CITY		
Action Required:	<ol style="list-style-type: none"> 1. The Cultural Steering Group noted the Handa Sister City report. 2. That the Cultural Steering Group request Council to develop future guidelines for Handa Sister City. 3. Council to write to Cassegrain and Charles Sturt University regarding future international benefits with the Handa Sister City relationship and report back to the Cultural Steering Group meeting. 4. Council to report on the Handa Sister City relationship in the future at the May 2019 meeting. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Council is currently developing an approach and will return as a report at a future meeting. 3. Council is current developing communication to Cassegrain and Charles Sturt University regarding future international benefits and will report back at a future meeting. 4. Council is compiling information on the Handa Sister City relationship and will report back to a future meeting. 		

Item:	11.01	Date:	03/04/2019
Subject:	TENURE OF THE CULTURAL STEERING GROUP		
Action Required:	<ol style="list-style-type: none"> 1. A report to be presented to the May Ordinary Council meeting to roll over tenure of current memberships for a further 12 months to May 2020 and include additional membership from Birpai and Bunyah Local Land Councils. 2. A copy of the Expression of Interest for Cultural Steering Group Committee membership to be sent to the Birpai and Bunyah Local Aboriginal Land Councils. 		
Current Status	<ol style="list-style-type: none"> 1. A report to be presented to the May Ordinary Council meeting. 2. A copy of the Expression of Interest for Cultural Steering Group Committee membership has been sent to the Birpai and Bunyah Local Aboriginal Land Councils. 		

Reports to future meetings

Report	Due Date	Requested
Review of Existing Committees Report	May 2019 & June 2019	6 June 2018
Visitor and Events Trends in the Port Macquarie Local Government Area	June 2019	6 February 2019
Destination Management Plan	June 2019	6 February 2019
Artwalk (Infrastructure)	Deferred to July 2019	5 December 2018
Annual report on Engagement with Birpai Land Council (in line with Cultural Plan reporting)	August 2019	6 March 2019
Cultural Plan Quarterly Progress Report	Being superseded by a new plan and Progress Report to CSG Meeting in August 2019	4 October 2017
Creative Hub – Requirements and management/operational model	Deferred to September 2019	5 December 2018

Item: 06

Subject: ARTWALK - MONTHLY UPDATE

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the information provided and provide input into the discussion.

Discussion

A verbal update about the 2019 Artwalk event will be provided at the meeting.

Artwalk is planned for the 18 July 2019 and will continue with a small extended program of activities across the LGA until Sunday 21 July, 2019.

At the 6 March 2019 Cultural Steering Group meeting it was resolved:

08 ARTWALK - MONTHLY UPDATE

CONSENSUS:

1. *That Council define the Artwalk Program by mid-April and present to the next Meeting in May 2019.*
2. *That Council call for Expressions of Interest for the Artwalk and Art Weekend once the program is defined.*

At the 3 April 2019 Cultural Steering group meeting it was resolved:

06 ARTWALK - MONTHLY UPDATE

CONSENSUS:

1. *That the Cultural Steering Group note the information provided and provide input into the discussion.*
2. *Expression of Interest for Artwalk is being distributed the week commencing 15 April 2019.*
3. *Council to confirm expanding the Artwalk budget to \$40,000 at a future meeting.*
4. *A report to the Town Centre Master Plan Sub-Committee regarding infrastructure and technology requirements to be presented at a future meeting.*

Attachments

Nil

Item: 07

Subject: BICENTENARY - MONTHLY UPDATE

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the discussion about the Bicentenary Activities.

Discussion

The Bicentenary working group deferred its April meeting 2019

At the 3 April 2019 Cultural Steering Group meeting it was resolved:

07 BICENTENARY - MONTHLY UPDATE

CONSENSUS:

1. *That the Cultural Steering Group note the discussion about the Bicentenary Activities.*
2. *That the Cultural Steering Group meeting note the key projects and that planning is underway. Key Projects are as follows;*
 - *Bicentenary Event April 2021*
 - *Wauchope Riverwalk*
 - *Port Macquarie 200 Commemoration Project*
 - *Glasshouse Exhibitions*

A verbal update will be provided to the meeting.

Attachments

Nil

Item: 08

Subject: MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project.

Discussion

Council staff are continuing to work with Creative Move on the review of the Public Art Policy and Public Art Master Plan and are currently reviewing all the information that was provided.

Unfortunately, we are yet to receive the draft document and are unable to provide to the group at this stage. As soon as it is available we will forward to the Cultural Steering Group.

At the 3 April 2019 Cultural Steering Group meeting it was resolved:

08 MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN

CONSENSUS:

1. *That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project.*
2. *A draft of the Public Art Policy & Masterplan to be sent to the Cultural Steering Group prior to the May 2019 meeting.*

A further verbal update to be provided to the Cultural Steering Group.

Attachments

Nil

Item: 09

Subject: GLASSHOUSE STRATEGIC PLAN - UPDATE

Presented by: Corporate Performance, Rebecca Olsen

RECOMMENDATION

That the Cultural Steering Group members provide input into the ongoing development of Council's Glasshouse Strategic Plan 2019 - 2022 to ensure the delivery of high-quality cultural, community and commercial activities which reflect the social and cultural aspects that are relevant to our community.

Discussion

The Glasshouse Venue Manager will lead a discussion on the current status of the draft Glasshouse Strategic Plan 2019 - 2022 with a view to Cultural Steering Group members providing feedback to assist in the finalisation of the draft Strategic Plan prior to briefing Councillors and reporting to a future meeting of Council.

Attachments

Nil

Item: 10

Subject: REVIEW OF EXISTING COMMITTEES

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group commence discussion on the future of pre-existing committees including Handa Sister City Committee, Australia Day Committee and the Youth Advisory Council.

Discussion

Council's Sub-Committee's went into recess during the 2016 Local Government election period, and subsequently Council requested that the General Manager review and provide future options on a number of Council Committees. Following completion of the review a report was considered at the Ordinary Meeting of Council, 15 February 2017.

At that meeting Council resolved to:

Work with members of the following existing Council Committees to transition them into working groups with objectives, actions and reporting lines to the Cultural Steering Group:

- *Port Macquarie-Handa Sister City Sub-Committee*
- *Australia Day Sub-Committee*
- *Port Macquarie-Hastings Youth Advisory Committee*

Considerations

1. How do they align with the Cultural Plan;
2. Need for the groups to continue - what is the relevance, impacts and outcomes needed for these areas of interest;
3. If they continue what is the process for reporting back to the Cultural Steering Group;
4. If the groups are to continue what are the procedures for the filling of vacancies on the Working Group;
5. Is it time to refresh the approach we having in terms of Sister City Relationships, Australia Day Celebrations and engaging or Young People.
6. 2020 marks the 30th anniversary of the Port Macquarie-Hastings Handa City Sister City Agreement.
7. Resourcing to support these groups and Cultural Priorities.

The current committee members/working groups are a very passionate group of community volunteers who are prepared to continue to work towards ensuring the continuance and expansion of the group's great work to date to showcase our region.

Options for discussion and consideration*Option 1*

1. That the current Australia Day Working Group and Handa Sister City Group be dissolved.
2. That Australia Day Celebrations for Wauchope, Laurieton and Port Macquarie be included in a grant funding round (Community Grants) where interested community groups from each area could apply for funding to deliver an Australia Day Celebration in their respective area in accordance with the funding criteria.

That the PMHC Australia Day Official Program be coordinated for delivery at only one of the three of the Australia Celebrations being staged each year with the program being shared across the LGA on a rotational basis. Eg., Wauchope 2020, Port Macquarie in the Bicentennial Year of 2021 and Laurieton 2022

That the Official Program with the Official Program taking place at the beginning of the proposed Australia Day Celebrations and include;

- Australia Day Addresses by Mayor and MPs
- the introduction of our Australia Day Ambassador
- the announcement of the PMHC Australia Day Award Recipients
- A Citizenship Ceremony.

That the new format be reviewed post Australia Day 2023.

3. That Council rebuild its Youth Advisory Council with a greater focus on providing information regarding the issues affecting the youth of our community and that they play a closer role with the elected officials. The Youth Council would be focused on members responsible for portfolios related to themes and groups, such as Environmental, Health and Wellbeing, Aboriginal, LGBTQ+, Arts and creativity, Political awareness and Media. Provide mentors and leadership training to build capacity within the team.

Option 2

1. That the Australia Day Working Group continue in its current format to collaborate with Council for the delivery of Australia Day Celebrations staged across the LGA.

That the Australia Day Working Group be advised of the ongoing support of the Mayor, Councillors and Executive Staff of Council in participating in the Australia Day Celebrations staged across the LGA.

2. That the Handa Sister City Working Group continue in its current format to work with Council to ensure the continued success of the Port Macquarie-Hastings Handa Sister City Agreement through the delivery of successful Cultural/Educational Tours.

That the Handa Sister City Working Group be advised of the ongoing support of the Mayor, Councillors and Senior Executive of Council in the continuation of the Handa Sister City Agreement.

3. That the Cultural Steering Group note and supports the purchase of a gift to recognise the 30th Anniversary of the Sister City Agreement occurs in 2020.

Financial Implications

All options listed above can be achieved through the existing budget allocation with in the Operational Plan, through Community Grants and Youth Programs.

Attachments

Nil