



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 2 October 2019

**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 Economic and Cultural Development
- 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>03/04/19</b>	<b>01/05/19</b>	<b>05/06/19</b>	<b>03/07/19</b>	<b>07/08/19</b>	<b>04/09/19</b>
Councillor Rob Turner (Chair)	✓	A	✓	A	No	✓
Councillor Geoff Hawkins (Deputy Chair)	✓	✓	✓	✓	Quorum	A
Brian Barker	✓	✓	✓	✓		A
Chris Denny	✓	✓	✓	✓		✓
Kate Ford	A	A	X	X		X
Beric Henderson	✓	✓	A	✓		✓
Jennifer Hutchison	A	A	A	A		A
Simon Luke	A	A	A	A		✓
Stacey Morgan	✓	✓	✓	A		✓
Willhemina Wahlin	✓	✓	✓	✓		A
Jeffery Sharp (Director Strategy and Growth) Holly McBride (acting)	A	A	A	A		✓
Liesa Davies (Group Manager Economic and Cultural Development)	✓	✓	✓	✓		✓
Pam Milne (Glasshouse Venue Manager) Bec Washington (acting)	✓	✓	A	A		✓
			✓			

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

# Cultural Steering Group Meeting

Wednesday 2 October 2019

## 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 4 September 2019 be confirmed.



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## **PRESENT**

### ***Members:***

Councillor Turner (Chair)  
Chris Denny  
Beric Henderson  
Simon Luke  
Stacey Morgan  
Director Strategy and Growth  
Group Manager Community Place  
Glasshouse Venue Manager

### ***Other Attendees:***

Ashley Grummitt (Group Manager Commercial Business Units)  
Liesa Davies (Group Manager Economic and Cultural Development)

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The meeting opened at 8:03am.

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## **01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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## **02 APOLOGIES**

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### **CONSENSUS:**

That the apologies received from Councillor Hawkins (Deputy Chair), Brian Barker, Jennifer Hutchison and Willhemina Wahlin 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 3 July 2019 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 Develop and Empower our Region's Art and Cultural Communities and Assets

Discussions are ongoing on a site visit to the Port Macquarie Museum.

##### 07 Enrich our Community through Experiences that Embrace and Celebrate our Diverse and Unique Art and Culture

A timeline on development of the draft Public Art Policy and Masterplan to be presented at the October 2019 meeting.

##### 08 Create Community Pride and Ownership in our Cultural Brand which Promotes our Unique Heritage, People and Places

Council to report the direction of Handa Working Group and Australia Day Committee at a future Ordinary Council meeting.

##### 09 Ensure the Effective Planning, Funding, Integration and Measurement of Council's Arts and Culture Programs

Council to report back on 2020- 2021 budget requests and action plan at a future meeting.

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#### **06 PROPOSAL FROM ARTIST SHARON DAVSON**

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##### **CONSENSUS:**

That the Cultural Steering Group:

1. Invite Bridget Purtill, Gallery Curator, Glasshouse to a future meeting to discuss Council's Art Collection and policy.
  2. Note staff will provide a response to the Mayor advising of the proposed future management of the 'Journeys of Belonging' artwork.
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**07 ENSURE THE EFFECTIVE PLANNING, FUNDING, INTEGRATION AND MEASUREMENT OF COUNCIL'S ARTS AND CULTURE PROGRAMS**

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**CONSENSUS:**

That the Cultural Steering Group note the information included in the agenda and provided input into the discussion.

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**08 CREATE COMMUNITY PRIDE AND OWNERSHIP IN OUR CULTURAL BRAND WHICH PROMOTES OUR UNIQUE HERITAGE, PEOPLE AND PLACES**

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Discussion was held on the future of ArtWalk and the view that it has potential to become a signature event bringing more visitors to our region. Members encouraged continued development of partnerships with business, Chambers of Commerce and the Greater Port Macquarie Tourism Association as well as discussions with artists that participate in VIVID.

**CONSENSUS:**

That the Cultural Steering Group note:

1. The information provided.
2. That a report on Artwalk 2019 will be presented to the September 2019 Ordinary Council meeting.

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**09 ENRICH OUR COMMUNITY THROUGH EXPERIENCES THAT EMBRACE AND CELEBRATE OUR DIVERSE AND UNIQUE ART AND CULTURE**

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**CONSENSUS:**

That the Cultural Steering Group note the discussion about the actions relating to Strategic Outcome 2 of the Cultural Plan.

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**10 DEVELOP AND EMPOWER OUR REGION'S ART & CULTURAL COMMUNITIES AND ASSETS**

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**CONSENSUS:**

That the Cultural Steering Group note the discussion on Cultural Precincts, Hub and the Library Strategic Plan.

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## **11 GENERAL BUSINESS**

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### **11.01 DESTINATION MANAGEMENT PLAN**

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Liesa Davies, Group Manager Economic and Cultural Development, advised that consultation on Council's Destination Management Plan (DMP) will be held the next week.

**CONSENSUS:**

1. That the Cultural Steering Group be invited to attend the next Economic Development Steering Group meeting on Wednesday 11 September 2019.
  2. That Group members to email Liesa Davies Group Manager Economic and Cultural Development ([liesa.davies@pmhc.nsw.gov.au](mailto:liesa.davies@pmhc.nsw.gov.au)) should they require an alternative opportunity to provide input on the Destination Management Plan.
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### **11.02 DRAFT GLASSHOUSE STRATEGIC PLAN**

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Ashley Grummitt, Group Manager Commercial Business Units, advised that the draft Glasshouse Strategic Plan is progressing.

The draft Glasshouse Strategic Plan will be aligned with and link to the framework and strategic actions of the Cultural Plan.

**CONSENSUS:**

That the Group note:

1. The progress of the draft Glasshouse Strategic Plan.
  2. A revised draft Glasshouse Strategic Plan to be presented to the Group at a future meeting.
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### **11.03 LOUIS BECKE SOCIETY**

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Jeffery Sharp, Director Strategy & Growth, briefed the group on a request received from the Louis Beck Society to rename a section of the Coastal Walk from Salty Crew to Flagstaff Hill after Louis Beck, former resident.

**CONSENSUS:**

That Council staff review the request under the appropriate Council naming policy, and provide an update to the Cultural Steering Group at a future meeting.

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**11.04 CULTURAL STEERING GROUP CHARTER**

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Jeffery Sharp, Director Strategy & Growth, advised the Group that due to the organisational restructure of the Group's charter will be updated to reflect involvement of the Group Manager Economic & Cultural Development.

**CONSENSUS:**

That the proposed amendment to the Cultural Steering Group Charter be noted.

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The meeting closed at 9:30am.

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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**

<b>Name of Meeting:</b>	
<b>Meeting Date:</b>	
<b>Item Number:</b>	
<b>Subject:</b>	
<b>I, the undersigned, hereby declare the following interest:</b>	
<input type="checkbox"/> <b>Pecuniary:</b> Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> <b>Non-Pecuniary – Significant Interest:</b> Take no part in the consideration and voting and be out of sight of the meeting.	
<input type="checkbox"/> <b>Non-Pecuniary – Less than Significant Interest:</b> May participate in consideration and voting.	
<b>For the reason that:</b>	
<b>Name:</b>  <b>Signed:</b>	<b>Date:</b>
<b>Please submit to the Governance Support Officer at the Council Meeting.</b>	

*(Refer to next page and the Code of Conduct)*

## Pecuniary Interest

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will 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 you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
  - (a) Your "relative" is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (i)
  - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c)
  - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

## Non-Pecuniary

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

### Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
  - b) other relationships with persons who are affected by a decision or a matter under consideration 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 the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
  - d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
  - e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
  - f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.
- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
  - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

## SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

*This form must be completed using block letters or typed.*

*If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.*

<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 the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The 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"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</i> <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 or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest]*

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

*This form is to be retained by the council's general manager and included in full in the minutes of the meeting*

Last Updated: 3 June 2019



**Important Information**

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will 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.

"Relative" is defined by clause 4.4 of the Model Code of Conduct 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.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at 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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<sup>1</sup> Clause 4.1 of the Model Code of Conduct 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 clause 4.6 of the Model Code of Conduct.

<sup>2</sup> 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 clause 4.3 of the Model Code of Conduct has a proprietary interest

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

<b>Item:</b>	06	04/09/2019
<b>Subject:</b>	PROPOSAL FROM ARTIST SHARON DAVSON	
<b>Action Required:</b>	1. Invite Bridget Purtill, Gallery Curator, Glasshouse to a future meeting to discuss Council's Art Collection and policy.	
<b>Current Status</b>	1. The Gallery Curator will attend the October 2019 meeting.	

<b>Item:</b>	06	05/06/2019
<b>Subject:</b>	DEVELOP AND EMPOWER OUR REGION'S ART & CULTURAL COMMUNITIES AND ASSETS	
<b>Action Required:</b>	1. A potential site visit to the Port Macquarie Museum was discussed for a future date.	
<b>Current Status</b>	1. To be confirmed at a future meeting, on completion of museum masterplan.	

<b>Item:</b>	07	03/07/2019
<b>Subject:</b>	ENRICH OUR COMMUNITY THROUGH EXPERIENCES THAT EMBRACE AND CELEBRATE OUR DIVERSE AND UNIQUE ART AND CULTURE	
<b>Action Required:</b>	1. A timeline on development of the draft Public Art Policy & Masterplan be presented at the next meeting.	
<b>Current Status</b>	1. To be presented at the October 2019 meeting.	

<b>Item:</b>	09	03/07/2019
<b>Subject:</b>	ENSURE THE EFFECTIVE PLANNING, FUNDING, INTERGRATION AND MEASUREMENT OF COUNCIL'S ARTS AND CULTURE PROGRAMS	
<b>Action Required:</b>	1. That the Cultural Steering Group note the information provided Item 4.1 - that Council consider 2020 - 2021 budget requests, review Action Plan and budget required.	
<b>Current Status</b>	1. Draft 2020-2021 budget to be developed and discussed at a future Cultural Steering Group meeting.	

Discussion topics at future meetings		
	Due Date	Requested
Draft Glasshouse Strategic Plan	Future meeting	04 September 2019
Creative Hub – Requirements and management/operational model	Future meeting	5 December 2018

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**Item: 06**

**Subject: COUNCIL COLLECTION OF ART WORKS AND COLLECTION  
MANAGEMENT POLICY**

**Presented by: Corporate Performance, Rebecca Olsen**

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**RECOMMENDATION**

**That the Cultural Steering Group note the information provided regarding the Council Collection of Art Works and Collection Management Policy.**

**Discussion**

At the Cultural Steering Group Meeting held on the 4 September 2019, the Cultural Steering Group resolved:

*06 PROPOSAL FROM ARTIST SHARON DAVSON*

**CONSENSUS:**

*That the Cultural Steering Group:*

- 1. Invite Bridget Purtill, Gallery Curator, Glasshouse to a future meeting to discuss Council's Art Collection and policy.*
- 2. Note staff will provide a response to the Mayor advising of the proposed future management of the 'Journeys of Belonging' artwork.*

Council's Gallery Curator - Bridget Purtill will provide a presentation on the Council Collection of Art Works and Collection Management Policy.

**Attachments**

Nil

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Item: 07

Subject: **DEVELOP AND EMPOWER OUR REGION'S ART & CULTURAL COMMUNITIES AND ASSETS**

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

**That the Group note the update on actions relating to Strategic Objective 1 of the Cultural Plan, in particular planning for the development of the Cultural Economy Plan.**

### Discussion

This agenda item provides an update on actions relating to the **Cultural Plan Strategic Objective 1** - Develop and empower our region's art and cultural communities and assets.

#### 1.1 Cultural Economy Plan

The request for quotation for this project is being finalised and we expect a consultant will be appointed by the end of October. The project is supported by 50% grant funding under the federal government's Building Better Regions Fund. The scope of work will also cover other Cultural Plan actions, specifically:

- 1.3 Venues and Spaces
- 1.6 Cultural mapping
- 1.7 Sills Audit.

#### 1.5 Library Strategic Direction

At the 18 September 2019 Council meeting, the 2019-2021 Port Macquarie-Hastings Library Strategic Plan was endorsed. The Plan, (available as an attachment to the Council meeting report) provides the direction to manage the future of Library services in the local government area. Its vision is to provide a library service for all that provides a cultural hub for the community through access to collections, spaces and experiences. The plan focused on actions under 5 key areas (as follows) to ensure a consistent level of service but also innovation to ensure the service stays up to date with local, national and international trends:

1. People
2. Programs
3. Spaces
4. Collections
5. Technology.

### Attachments

Nil

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Item: 08

Subject: ENRICH OUR COMMUNITY THROUGH EXPERIENCES THAT  
EMBRACE AND CELEBRATE OUR DIVERSE AND UNIQUE ART AND  
CULTURE

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

That the Group note the update on actions relating to the Cultural Plan  
**Strategic Objective 2 - Enrich our community through experiences that embrace and celebrate our diverse and unique art and culture.**

## Discussion

This agenda item provides an update on actions relating to the **Cultural Plan Strategic Objective 2 - Enrich our community through experiences that embrace and celebrate our diverse and unique art and culture.**

### 2.2 - Bicentenary

#### Bicentenary Working Group

Council staff will provide a brief verbal update on the Bicentenary Working Group activities. A copy of the most recent minutes from the working group are attached.

At the 18 September Council meeting a **Bicentenary Priorities, ArtWalk Resourcing and Tastings On Hastings** report (attached) was presented to Council.

It was resolved with the following outcome:

**RESOLVED:** Turner/Dixon

*That Council:*

1. *Endorse the two-year temporary appointment of a Cultural Event Coordinator, to support the 2021 Bicentenary projects and the 2020 and 2021 Artwalk events.*
2. *Discontinue to run Tastings on Hastings as a Council event, but consider providing future support to an externally-run Tastings on Hastings event.*
3. *Recognise that Slice of Haven is likely to be the premier food and wine event in the Greater Port Macquarie area in 2020, and increase the budget for support of this event from \$5,000 to \$10,000 for 2020.*
4. *Continue to support events and activities that showcase local producers and produce, as guided by the 2019-2024 Port Macquarie-Hastings Events Plan.*
5. *Request the General Manager develop the 2021 Bicentenary event and 2020 and 2021 Artwalk events, to be signature Council-run events in line with the 2019- 2024 Port Macquarie-Hastings Events Plan.*
6. *Endorse the reallocation of the existing 2019/20 Tastings on Hastings net budget \$36,200 to support the delivery of the Bicentenary and Artwalk events.*

CARRIED: 8/0

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

Planning for the recruitment for a Cultural Events Officer is underway with advertising expected in coming weeks.

**2.3 - Cultural Vibrancy**

Under Council's Community Planning process, conversations with our communities on how to enhance cultural vibrancy across our towns and villages continue. Four draft community plans are now available on our website at <https://haveyoursay.pmhc.nsw.gov.au/>. These are for the following communities and include a range of actions relating to place vibrancy and culture:

- Bonny Hills
- Comboyne and Bybarra
- Camden Haven
- Kew, Kendall, herons Creek and Lorne.

Comment on the plans is invited by 20 October 2019.

**2.6 - Public Art Policy**

An amended draft policy with guidelines and implementation plan will be presented at the November Cultural Steering Group meeting and feedback invited. It is anticipated that the final draft Policy will be presented to the December Council meeting, followed by a period of public exhibition throughout January and February, and then back to the March 2020 Council meeting for adoption.

**Attachments**

1 [View](#). Minutes - Bicentenary Working Group Meeting - 15 August 2019



*Creating a Vibrant Future*

## Bicentenary Working Group Agenda

**Meeting Date:** 15 August 2019      **Time:** 10.30am - 11.30am

**Venue:** Function Room - Council Administration Building, Port Macquarie

**Attendees:** Cr Rob Turner, Cr Geoff Hawkins, Lucilla Marshall, John Johnstone, Janette Hyde, Glenn Dick, Debbie Sommers

**Apologies:** Janice McGilchrist, David Martin, Jeffery Sharp, Jeff Gillespie, Jeannette Rainbow, Chris Denny, Simon Luke,

### AGENDA/ACTIONS

No.	Agenda item	Actions	Who
1.	Welcome	<b>ACTION:</b> Council discuss with Jeannette Rainbow about continuing to receive minutes of the BWG meetings. <b>ACTION:</b> Council to follow up with Cultural Steering Group member regarding attendance at the BWG meetings.	Lucilla Marshall
2.	Business Arising from Minutes of Previous Meeting (Bicentenary Brainstorming Session)	<b>Considerations for the Event</b> <b>AP:</b> Determine funding requirements <b>AP:</b> Develop a communications plan for educating the community and then marketing the place and the events in the future. Once the event and projects are finally defined and have been to Council, a communication/engagement plan will be developed. <b>Discussions on Event Activities</b> <b>AP:</b> Develop a program of Community Events and Satellite activities  <ul style="list-style-type: none"> <li>Council confirmed that a Council report is being tabled at the August 2019 Ordinary Council meeting outlining the proposed Bicentenary priority projects.</li> </ul>	

#### Our meeting will be conducted as follows:

1. We start on time and finish on time
2. We all participate and contribute - everyone is given opportunity to voice their opinions
3. We actively listen to what others have to say, seeking first to understand, then to be understood
4. We follow up on the actions for which we are assigned responsibility and complete them on time
5. We give and receive open and honest feedback in a constructive manner
6. We use data to make decisions (whenever possible)
7. We strive to continually improve our meeting process and build time into each agenda for reflection.



## Bicentenary Working Group

		<ul style="list-style-type: none"> <li>Council confirmed that a report is being tabled at the September 2019 Ordinary Council meeting on the Bicentenary Coordinator and resourcing.</li> <li>Jeannette Hyde advised on her conversation with C2Hills, they were positive finding financial support. It was advised that they require a program of events prior to seeking funding opportunities.</li> <li>Debbie Sommers suggested that we include funding opportunities for community bicentenary events.</li> <li>Cr Rob Turner suggested a review of the current strategy document and to expand on priorities moving forward including funding opportunities for all 2021 activities.</li> </ul> <p><b>ACTION:</b> Develop a 2021 Strategy upon Council approval on priority projects.</p>		
3.	Community Events/Bicentenary Projects	<p>Review of the Bicentenary Projects</p> <ol style="list-style-type: none"> <li><b>Bicentenary Event - April 2021 Working Group Lead - TBA (Event Coordinator)</b> <ul style="list-style-type: none"> <li>Lead to be determined.</li> <li>It was confirmed that 10 -17 April 2021 are the dates for the Bicentenary Celebrations.</li> <li>17 April 2021 is the main event day.</li> <li>Janette Hyde noted the opportunity for involvement of technology (reference to ArtWalk).</li> </ul> </li> <li><b>Bicentenary Commemoration - Flagstaff Redevelopment Working Group Lead - Glenn Dick</b> <ul style="list-style-type: none"> <li>Glenn Dick is having an onsite meeting regarding access and viewing decking areas at Flagstaff Hill.</li> <li>Cr Rob Turner suggested that a plan is required to incorporate the work required at Flagstaff Hill.</li> <li>Glenn Dick requested that Council endorse funding to be put aside for design purposes.</li> </ul> </li> </ol> <p><b>ACTION:</b> The BWG agreed to join item 1 and 3 key projects as Flagstaff redevelopment is a key bicentenary commemoration piece.</p> <p><b>ACTION:</b> The request for design funding for \$20,000 is to be included in the Council report being tabled at the August 2019.</p> <p><b>ACTION:</b> Council to email Glenn Dicks update report on Flagstaff Hill to the BWG.</p>	All	

**Values:** Communication, Accountability, Professionalism, Integrity & Teamwork



## Bicentenary Working Group

		<p>3. Foreshore Working Group and Sculptural Trail - Town Green/Coastal Walk Working Lead - Jeff Gillespie, Janette Hyde and Debbie Sommers</p> <ul style="list-style-type: none"> <li>• Council confirmed that the Foreshore Walk noted in the Operational Plan.</li> <li>• Council confirmed that the walkway design will be completed by April 2020, construction to commence in July 2020 and completed by February 2021.</li> <li>• Cr Rob Turner asked what part of the walk do we reference as the 'Bicentenary Walk'.</li> </ul> <p><b>ACTION:</b> Debbie Sommers will distribute information on Remembrance Walk to Council.</p> <p><b>ACTION:</b> Council to clarify what part of the pathway is referenced as the 'Bicentenary Walk' through a resolution of Council and discussions with appropriate teams.</p> <p><b>ACTION:</b> Glenn Dick to write to Council on renaming to Flagstaff Walk or consideration of part of the Coastal Walk to be named "Louis Becke Walk"</p>		
		<p><b>Community Based Projects</b></p> <p>1. <b>Glasshouse Exhibitions Working Group Lead - Glenn Dick (follow up with Bridget on the timing).</b></p> <ul style="list-style-type: none"> <li>• In Progress.</li> </ul> <p><b>ACTION:</b> Further information on the Glasshouse programming to be presented at a future meeting.</p> <p>2. <b>Cultural Precinct</b></p> <ul style="list-style-type: none"> <li>• Janette Hyde, Glenn Dick, Jeff Gillespie, Kevin Williams met with Leslie William MP to discuss the historic preservation of the current Justice Curtilage.</li> <li>• Leslie Williams MP confirmed Police department would want financial exchange for the site. Further discussions needed about potential use and the police cottage.</li> <li>• Proposal provided to the BWG chair for the Council records.</li> <li>• A further update to be provided at the next meeting.</li> </ul> <p><b>ACTION:</b> Janette Hyde to hold further discussion with Cr Rob Turner on opportunities on the site moving forward.</p> <p>3. <b>Surf Museum - Glenn Dick</b></p> <ul style="list-style-type: none"> <li>• Glen Dick advised that the Surf Museum is still seeking a suitable site</li> </ul>		

**Values:** Communication, Accountability, Professionalism, Integrity & Teamwork

## Bicentenary Working Group

		<p><b>ACTION:</b> Surf Museum to write to Council requesting consideration for a lease at the Maritime Museum.</p> <ul style="list-style-type: none"> <li>• Council to send invitations to Government dignitaries to attend Bicentenary Events (save the date). Invitations to be sent by end of August 2019 once council has endorsed the Bicentenary activities</li> <li>• Council has contact Campbelltown and Bathurst Coordinators regarding the organisation of Bicentenary events in each areas. Our General Manager has also held conversations with Bathurst in relation to Bicentenary activities</li> <li>• Our General Manager has also held conversations with Leslie Williams MP in relation to Bicentenary activities.</li> </ul> <p><b>ACTION:</b> Invite Kelly O'Brien to attend the BWG to be inclusive on indigenous aspect relating to Bicentenary activities.</p> <p><b>ACTION:</b> Lucilla to attend onsite meeting at Flagstaff tomorrow if available.</p> <p><b>SPECIAL NOTE:</b> The BWG Group wish to thank Council staff on the progression in organising the Bicentenary activities to date and also for organising reports to be presented to Council in August and September 2019.</p>		
4.	General Business	<p><b>ACTION:</b> Council to provide send the Council Resolution on the Bicentenary to the BWG post the August 2019 Ordinary Council meeting.</p>	Council	
5.	Next Meeting Date	Thursday 12 September 2019 10.30am - 11.30am		

**Values:** Communication, Accountability, Professionalism, Integrity & Teamwork

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Item: 09

Subject: CREATE COMMUNITY PRIDE AND OWNERSHIP IN OUR CULTURAL BRAND WHICH PROMOTES OUR UNIQUE HERITAGE, PEOPLE AND PLACES

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

That the Group note the update on actions relating to the Cultural Plan Strategic Objective 3 - Create community pride and ownership in our cultural brand which promotes our unique heritage, people and places.

### Discussion

This agenda item provides an update on actions relating to the Cultural Plan Strategic Objective 3 - Create community pride and ownership in our cultural brand which promotes our unique heritage, people and places.

### 3.4 - Cultural Festivals

The **ArtWalk** post event report was presented at the 18 September 2019 Council meeting and was well received with the following unanimous outcome:

*RESOLVED: Dixon/Turner*

*That Council:*

- 1. Note the success of the ArtWalk 2019 event.*
- 2. Support the growth of Artwalk to become one of Council's signature events in 2020 and beyond.*

*CARRIED: 8/0*

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

*AGAINST: Nil*

As noted in the agenda item relating to Strategic Outcome 2, the same meeting, an additional report for **Bicentenary Priorities, ArtWalk Resourcing and Tastings On Hastings** was presented to Council that proposed a way forward for Council's support for 2021 Bicentenary priorities and signature ArtWalk event for the next two years.

### 3.6 - Our Aboriginal Culture

#### Local Aboriginal Land Council - Monthly Update

Representatives from the Birpai and Bunyah Land Council's are invited to provide a verbal update.

### Attachments

Nil

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Item: 10

Subject: ENSURE THE EFFECTIVE PLANNING, FUNDING, INTEGRATION  
AND MEASUREMENT OF COUNCIL'S ARTS AND CULTURE  
PROGRAMS

Presented by: Strategy and Growth, Jeffery Sharp

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## RECOMMENDATION

That the Group note the update on actions relating to the Cultural Plan Strategic Objective 4 - Ensure the effective planning, funding, integration and measurement of Council's arts and culture programs.

### Discussion

This agenda item provides an update on actions relating to the **Cultural Plan Strategic Objective 4** - Ensure the effective planning, funding, integration and measurement of Council's arts and culture programs.

### 4.7 Cultural Performance Measure

The annual **Cultural Plan - Progress Report** was presented to the 18 September 2019 Council Meeting and was well received with the following resolution:

*RESOLVED: Turner/Griffiths*

*That Council note the progress made on the 2018-2021 Cultural Plan actions.*

*CARRIED: 8/0*

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

*AGAINST: Nil*

The next progress report will be discussed with the Cultural Steering Group at the August 2020 meeting and presented at the September 2020 Council meeting.

### Attachments

Nil