



Cultural Steering Group

Business Paper

date of meeting: Wednesday 1 July 2020

location: Via Teams

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 Economic and Cultural Development
- Glasshouse Venue Manager
- Community representatives, as appointed by Council (refer 3.5).

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, as shown below in no particular order, and who meet the selection criteria will be encouraged:
 - Birpai Local Aboriginal Land Council
 - Bunyah Local Aboriginal Land Council
 - Local creative industries
 - Local Arts Groups
 - Local Heritage Groups
 - Greater Port Macquarie Tourism Association
 - Education Institutions
- 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

- A quorum must include a minimum of one (1) Councillor or one (1) Council Executive staff member being present. The quorum for the Steering Group will be met if half of the members plus one are 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, may 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.
- 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	04/09/19	02/10/19	06/11/19	05/02/20	04/03/20	03/06/20
Councillor Rob Turner (Chair)	✓	✓	✓	✓	No	✓
Councillor Geoff Hawkins (Deputy Chair)	A	A	✓	A	Quorum	✓
Beric Henderson	✓	A	✓	✓		✓
Brian Barker	A	A	✓	✓		✓
Chris Denny	✓	A	✓	✓		✓
Debbie Sommers	-	-	-	-		✓
Marie Van Gend	-	-	-	-		✓
Skye Petho	-	-	-	-		✓
Stacey Morgan	✓	X	✓	X		✓
Wendy Haynes	-	-	-	-		✓
Willhemina Wahlin	A	✓	A	A		A
Jeffery Sharp (Director Strategy and Growth) Holly McBride (acting)	✓	✓	✓	✓		✓
Liesa Davies (Group Manager Economic and Cultural Development)	✓	✓	✓	✓		✓
Pam Milne (Glasshouse Venue Manager) Bec Washington (acting)	✓	✓	✓	✓		✓

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

Meeting Dates for 2020

5/02/2020	Function Room	8:00am
4/03/2020	Function Room	8:00am
1/04/2020	Function Room	8:00am
6/05/2020	Function Room	8:00am
3/06/2020	Function Room	8:00am
1/07/2020	Committee Room	8:00am
5/08/2020	Function Room	8:00am
7/10/2020	Function Room	8:00am
4/11/2020	Function Room	8:00am
2/12/2020	Function Room	8:00am

Cultural Steering Group Meeting

Wednesday 1 July 2020

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 June 2020 be confirmed.

PRESENT

Members:

Councillor Turner (Chair)
Councillor Hawkins (Deputy Chair)
Jeffery Sharp (Director Strategy and Growth)
Liesa Davies (Group Manager Economic and Cultural Development)
Pam Milne (Glasshouse Venue Manager)
Brian Barker
Chris Denny
Debbie Sommers
Marie Van Gend
Skye Petho
Wendy Haynes
Beric Henderson
Stacey Morgan

Other Attendees:

Mayor Peta Pinson
Jane Ellis (Destination and Cultural Development Manager)
Georgina Perri (Cultural Development Officer)

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apology from Willhemina Wahlin be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 5 February 2020 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 with the following additional information:

7. Planning For 2020/2021 Cultural Development Budget:

The adopted 2020/2021 budget to be scheduled for July 2020 CSG meeting.

06 WELCOME TO THE NEW GROUP MEMBERS AND INTRODUCTIONS

The Chair noted the breadth of skills, interest and experience as a great thing for the future work of the Group in supporting local arts and cultural outcomes.

CONSENSUS:

That the new membership and self-introductions provided be noted.

07 CULTURAL PLAN IMPLEMENTATION UPDATE

Jane Ellis, Manager Destination and Cultural Development, presented an overview of key Cultural Plan projects delivered over the past six months and those currently in progress. Highlights included the Cultural Economy Project (including local cultural mapping, skills and venue and spaces audit); development and adoption of a new Public Art Policy; Artwalk planning (COVID-safe event delivery); progress in developing 2021 Bicentenary initiatives; the Wauchope Riverwalk Sculpture Trail and Heritage Assistance Grants delivery.

CONSENSUS:

The Group noted:

1. Activity over the past 6 months in implementing the Cultural Plan and current priorities.
2. That further detail on cultural plan implementation (by strategic priority and action) will be distributed with the minutes.

08 PUBLIC ART POLICY AND RECENT PUBLIC ART/INTERPRETATION REQUESTS

Liesa Davies, Group Manager Economic and Cultural Development, talked to the development of the new Public Art Policy and current focus on the Public Art Guidelines development, with a public art masterplan and interpretation guidelines still to be developed. An overview of three current public art and interpretation requests was provided, with further discussion to occur at a future meeting.

CONSENSUS:

The Group:

1. Noted Council adoption of the new Public Art Policy at the 18 March 2020 meeting.
2. Noted the multiple recent requests from community members for new public art/interpretation for commemorative purposes.
3. Encouraged wide consultation and consideration of local place stories, to ensure that any new public art encapsulated the whole 'story of place' rather than only one aspect for that location.
4. Agree these and other requests be considered in Council's future public art planning and funding, taking into consideration Council's Public Art Policy (as finalised), Guidelines and Masterplan and Interpretation Guideline(yet to be finalised).
5. Agreed a matrix be developed as part of the Public Art Guidelines to assist with future prioritisation of public art requests.

09 PORT MACQUARIE HISTORIC COURTHOUSE CURTILAGE

The Group discussed the correspondence from the Port Macquarie Historic Courthouse Curtilage Community Group and various members offered further context around this and the desire to strengthen the value of the heritage and cultural precinct more broadly. Cr Hawkins, Jeffery Sharp, Debbie Sommers and Marie Van Gen offered to seek further information on the desired outcome to enable further discussion at a future meeting.

CONSENSUS:

That the Group:

1. Note the correspondence from the Port Macquarie Historic Courthouse Curtilage Community Group.
2. Seek further information on the desired outcome to enable further discussion at a future meeting.

10 PORT MACQUARIE MUSEUM TRANSFORMATION PROJECT

CONSENSUS:

That the item be re-scheduled to a future meeting due to time constraints.

11 GENERAL BUSINESS

11.01 ARTWALK

CONSENSUS:

That the Group:

1. Note the report to the 3 June 2020 Council Meeting proposing a new COVID-safe format and that a copy of the report be emailed to members.
2. Request further event planning updates to be provided to future meetings.

11.02 CULTURAL ECONOMY PROJECT

CONSENSUS:

That the Group note that the draft project report would be finalised this week and discussed at the July 2020 meeting.

The meeting closed at 9:31am.

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

(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.

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 the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</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.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</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.

¹ 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.

² 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

Item:	07	05/02/2020
Subject:	PLANNING FOR 2020/2021 CULTURAL DEVELOPMENT BUDGET	
Action Required:	<ol style="list-style-type: none"> Staff to circulate further details on the Create NSW grant application to the group. That the Cultural Steering Group consider Council's draft 2020/2021 budget and operational plan, to be placed on public exhibition later in the year. 	
Current Status	<ol style="list-style-type: none"> Glasshouse Gallery Program – 3-year \$300,000 funding sought 2020/21 budget discussions scheduled for August CSG 	

Item:	08	03/06/2020
Subject:	PUBLIC ART POLICY AND RECENT PUBLIC ART/INTERPRETATION REQUESTS	
Action Required:	<ol style="list-style-type: none"> Requests for new public art/interpretation for commemorative purposes be considered in Council's future public art and funding, taking into consideration Council's Public Art Policy A matrix to be developed as part of the Public Art Guidelines to assist with future prioritisation of public arts requests 	
Current Status	<ol style="list-style-type: none"> Ongoing Draft matrix and Public Art Guidelines to be discussed at future meeting. 	

Item:	09	03/06/2020
Subject:	PORT MACQUARIE HISTORIC COURTHOUSE CURTILAGE	
Action Required:	1. Further information to be sought from the Port Macquarie Historic Courthouse Curtilage Community Group on the desired outcome	
Current Status	1. Staff to arrange a meeting with Port Macquarie Historic Courthouse Curtilage Community Group to further discuss their request.	

Discussion topics at future meetings		
	Due Date	Requested
Creative Hub – Requirements and management/operational model	Future meeting	5 December 2018
Six-monthly update on Cultural Plan	Nov 2020	6 November 2019
Port Macquarie Surf Museum	1 July 2020	5 February 2020
Further Artwalk planning updates to be provided at future meetings	Future Meetings	03 June 2020

Item: 06**Subject: BICENTENARY WORKING GROUP UPDATE****Presented by: Strategy and Growth, Jeffery Sharp**

RECOMMENDATION**That the Group note:**

- 1. The Bicentenary Working Group update on planning to mark the 2021 Bicentenary of European settlement in Port Macquarie and that an update report will be presented to the 1 July 2020 Ordinary Council meeting;**
- 2. The focus on ensuring an appropriate and inclusive range of activities that focus on our past, present and future community;**
- 3. That the Flagstaff Hill Redevelopment project has not been funded to date and staff will be recommending to Council that it be included in the drafting of Council's 2021-22 budget as a key heritage project, and that we continue to pursue suitable grant opportunities to plan and deliver the project.**

Discussion

Council's Bicentenary Working Group (BWG), as a sub-Group of the Cultural Steering Group, continues to meet regularly and work with staff and a range of stakeholders to plan for the 2021 Bicentenary based on the theme '*200 Together - celebrating our past, our present, and our future*'. Council's Cultural Events Officer will present an overview on behalf of the BWG on recent, current and future focus on the Bicentenary Project priorities. A copy of the Council report on this matter will also be provided to members when the Council agenda is published.

A focus of the Council-led initiatives is developing inclusive legacy assets such as public art and education resources, whilst also providing opportunities for our community and visitors to engage directly with cultural activities including a community art exhibition at the Glasshouse, visits to historical sites and local storytelling. The Bicentenary event program also provides support for community-led initiatives to celebrate the milestone via a one-off community grants program.

The Port Macquarie Bicentennial Foreshore Walkway Project is progressing as a priority project for the Town Centre Masterplan Committee. The BWG is including as a priority, the development of sculptural elements which provide appropriate recognition for our community and its history. This will occur in consultation with the Birpai Local Aboriginal Land Council and in accordance with Council's Public Art Policy.

Despite being put forward as a budget initiative for 2020/21, the Town Beach Flagstaff Redevelopment has not been funded due to COVID-19 impacts and other priority projects. Further, at this time, there has been no positive indicators from other levels of government of funding support to start this project in the near future. Members of the Bicentenary Working Group agree that this project has the opportunity to sit outside the scope of the 2021 Bicentenary activities as its 200-year

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milestone of completed construction falls in 2024, however, they are particularly keen to ensure it is delivered as a bicentenary legacy and key historical project in the next financial year.

Attachments

Nil

Item: 07

Subject: CULTURAL ECONOMY PROJECT REPORT

Presented by: Strategy and Growth, Duncan Coulton

RECOMMENDATION

That the group note:

1. The outcomes of the Cultural Economy Project.
2. That the insights and recommendations will be used to inform Cultural Plan priorities and initiatives and inform the review of the current Cultural Plan which is scheduled for the first half of 2021.

Discussion

Identified as Action 1.1 *Development of a Cultural Economy Project (CEP)* in the Port Macquarie-Hastings Cultural Plan 2018 -2021, the CEP has now been completed.

The CEP was developed as one of the Cultural Plans strategies to '*Identify and harness the potential of our cultural economy*'.

Cultural consultants 'Positive Solutions' were contracted in late 2019 by Council to deliver the CEP through funds secured from the Australian Government's *Building Better Regions Fund*. The aim of the CEP is to maximise the social and economic potential and impact of the Port Macquarie-Hastings creative sector.

'Positive Solutions' engaged with a broad range of stakeholders within the local creative, cultural, arts, tourism, heritage and Indigenous and education sectors through a number of workshops and an online survey. Over 130 people participated in the community consultation providing significant insight into the current creative and cultural sector.

David Fishel, Director, Positive Solutions will join the meeting to present key insights from the Project.

At the heart of the CEP, is the Strategy Map; created to focus Council's role in the development of the cultural economy during the next four years. The Strategy Map identifies four main goals, supported by strategies and implementation actions.

Attachments

Nil

Item: 08

Subject: UPDATE ON PROPOSED SURF MUSEUM

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Group note the update on the proposed Surf Museum.

Discussion

It was resolved at the 05 February 2020 Cultural Steering Group meeting;

11.02 PORT MACQUARIE SURF MUSEUM

Brian Barker spoke to his concern regarding Port Macquarie Surf Museum's desire to take over Hastings Valley Fine Arts Gallery property lease at the Maritime Museum site.

Director Strategy & Growth noted it is a NSW Department of Planning, Industry & Environment (Crown Lands) site. The State Zoning for the site is "heritage groups" and the existing sub-lease is in question. There will be a land tenure audit by State Government and Council is awaiting advice on this before further discussion.

It was agreed this matter would be discussed further with the Group at an appropriate time.

Council staff have had on-going liaison with this matter with NSW Crown Lands and the Port Macquarie Surfing History Association. The current status of discussions involves investigations around the potential use of the site immediately adjacent to the Maritime Museum (east of the tennis courts and Port City Bowling Club), as a potential Surfing Museum site and not any part of the Maritime Museum site.

Council's Group Manager Recreation, Property & Buildings will join the meeting to provide an update to attendees on the investigations and requirements of Crown Lands.

Attachments

Nil