



Cultural Steering Group

Business Paper

date of meeting: Wednesday 5 August 2020

location: Via MS 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	02/10/19	06/11/19	05/02/20	04/03/20	03/06/20	01/07/20
Councillor Rob Turner (Chair)	✓	✓	✓	No	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	A	✓	A	Quorum	✓	✓
Beric Henderson	A	✓	✓		✓	✓
Brian Barker	A	✓	✓		✓	✓
Chris Denny	A	✓	✓		✓	✓
Debbie Sommers	-	-	-		✓	✓
Marie Van Gend	-	-	-		✓	✓
Skye Petho	-	-	-		✓	✓
Stacey Morgan	X	✓	X		✓	✓
Wendy Haynes	-	-	-		✓	✓
Willhemina Wahlin	✓	A	A		A	✓
Jeffery Sharp (Director Strategy and Growth) Duncan Coulton (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 5 August 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 1 July 2020 be confirmed.

PRESENT

Members:

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

Other Attendees:

David Fishel (Director, Positive Solutions)
Liam Bulley (Group Manager Recreation Property and Buildings)
Jane Ellis (Destination and Cultural Development Manager)
Georgina Perri (Cultural Development Officer)
Linden Duke (Cultural Events Officer)

The meeting opened at 8:00am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Nil.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 3 June 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 and the identified priorities from the Cultural Steering Group COVID-19 Recovery Group to be discussed at August 2020 Cultural Steering Group meeting.*
 8. *Public Art Policy, recent requests for public art/interpretation and the petition to remove the Edmund Barton statue to be discussed at August 2020 Cultural Steering Group meeting.*
 9. *Discussion on Port Macquarie Historic Courthouse Curtilage to take place at a future meeting.*
-

SUSPENSION OF STANDING ORDERS

CONSENSUS:

That Standing Orders be suspended to allow Items 8 and 7 to be brought forward and considered in that order for guests to speak to items.

08 UPDATE ON PROPOSED SURF MUSEUM

Liam Bulley, Group Manager Recreation Property and Buildings, gave the meeting a summary of the Port Macquarie Surf Museum's search for a permanent location in Port Macquarie. The group has previously approached Council and Crown Lands regarding a number of sites along Town Beach and the current Maritime Museum site. These have been discounted as options and current consideration is focused on a Crown Lands vacant land site between the Maritime Museum and the tennis club on Pacific Drive. This approach would require the group apply for a DA and obtain funding, if the site is considered suitable. Liam commented that the use of the proposed site on Pacific Drive could help create a vibrant cultural precinct, noting the need to consider view lines to Oxley Beach.

The Group noted that at this point there was an absence of information on the Surf Museum vision, strategic direction or its collection and it would be good to learn more in due course.

Willhemina Whalin suggested the Surf Museum could approach the Port Macquarie Museum to discuss options in the short term. Debbie Sommers commented that the Surf Museum had not been in contact to date to discuss their plans for a museum.

CONSENSUS:

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

07 CULTURAL ECONOMY PROJECT REPORT

David Fishel, Director, Positive Solutions delivered a presentation on the recently completed Cultural Economy Project (CEP). David's comprehensive presentation of the findings of the CEP sparked good discussion by members. Marie Van Gend suggested an addendum be considered for CEP in the light of COVID-19 developments.

All participants engaged in the development of the CEP will be contacted and thanked for their involvement.

CONSENSUS:

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.
3. The full CEP report will be circulated to CSG members as a [Commercial](#) in Confidence document, with public project details being added to the Council website.
4. Staff will bring a report to the next meeting on the recovery priorities identified by Council's COVID-19 Recovery Working Group.

06 BICENTENARY WORKING GROUP UPDATE

Liesa Davies, Group Manager Economic and Cultural Development, informed the Group that an updated report on Bicentenary priority projects would be presented to the 1 July 2020 Council meeting, and that the report will be circulated to CSG members.

Linden Duke, Cultural Events Officer, updated the Group on the extensive planning taking place for the nine-day event program to take place in April 2021. The theme of the project is '200 Years Together - Past, Present, Future.' The Group was also briefed on the bicentenary legacy projects (Bicentennial Foreshore Walkway and Flagstaff redevelopment), with further funding required. It was recommended that the Flagstaff redevelopment should be considered an interpretation/public art project, rather than heritage.

CONSENSUS:

That the Group:

1. Note the update from the Bicentenary Working Group.
2. Request another update at a future meeting.

Item 07 Cultural Economy Project Report, has been addressed previously within the meeting.

Item 08 Update on Proposed Surf Museum, has been addressed previously within the meeting.

06 GENERAL BUSINESS

06.01 GLASSHOUSE

Pam Milne, Glasshouse Venue Manager, informed the meeting that the final draft Glasshouse Plan will be presented to the 15 July 2020 Ordinary Council meeting, following extensive consideration of the feedback received while it was on public exhibition. Pam will circulate the report to the Cultural Steering Group when available.

Pam announced that the Glasshouse is now partially opened for business after being impacted by COVID-19.

The meeting closed at 9:40am.

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:	06.01	01/07/2020
Subject:	GLASSHOUSE	
Action Required:	1. Glasshouse Plan to be circulated to CSG Group after adoption at the 15 July 2020 Ordinary Council Meeting.	
Current Status	1. Endorsed Glasshouse Plan to be sent to group with 5 August 2020 agenda	

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
Further ArtWalk planning updates to be provided at future meetings	Future Meetings	03 June 2020
Update on the Bicentenary Working Group	Future Meetings	1 July 2020
Planning for 2020/21 Cultural Development Budget and the identified priorities from the CSG Covid-19 Recovery Group to be discussed	Sept 2020	1 July 2020
Public Art Policy, recent requests for public art/interpretation and the petition to remove the Edmund Barton statue	Oct 2020	1 July 2020
Discussion on Port Macquarie Historic Curtilage (following meeting with the group and members of CSG & TCMP scheduled for 21 August 2020)	Sep 2020	1 July 2020

Item: 06

Subject: CODE OF CONDUCT

Presented by: Strategy and Growth, Liesa Davies

RECOMMENDATION

That the Group note the Port Macquarie Hastings Council Code of Conduct and their obligations as Steering Group members to comply with the applicable provisions of Council's Code of Conduct.

Discussion

Council's Group Manager Governance will brief members on their obligations under Council's Code of Conduct, which is available on Council's [website](#).

Attachments

Nil

Item: 07**Subject: DRAFT PUBLIC ART GUIDELINES AND MASTERPLAN****Presented by: Strategy and Growth, Liesa Davies**

RECOMMENDATION**That the Group:**

- 1. Note the development of the draft Public Art Guidelines and**
- 2. Review the guidelines and provide feedback to staff.**

Discussion

The draft Public Art Guidelines have been developed to support Council's recently adopted Public Art Policy and provide further detail on the processes and procedures for Council and Community interests in regards to the implementation of the Public Art Policy. The Public Art Policy was adopted by Council in March 2020, this process was overseen by CSG, the document exhibited and formally adopted by Council - see attached.

Council seeks review and input from the Cultural Steering Group to assist with finalisation of the guidelines. A Public Art Masterplan for our region is in development pending the finalisation of the guidelines, it will be presented to the CSG for input at an appropriate stage of drafting.

Attachments

- 1 [↓](#). PMHC Public Art Policy - Adopted 0320
- 2 [↓](#). Draft Public Art Guidelines - 28 July 2020



Authorised by: Council
Authorised date: 18/03/2020
Effective date: 19/03/2020
Next review date: 2024
File Number: D2020/063319

Council Policy PUBLIC ART POLICY

1. INTRODUCTION

Port Macquarie-Hastings Council recognises that vibrant public art and dynamic local creative industries are intrinsic to Council's cultural vision for the region. Public art plays an important role in creating connected, effective and empowered communities. Council is committed to integrating high quality public art into infrastructure and urban design projects and to enabling communities across the Local Government Area to express their character and identity through public art. This policy is supported by Council's Public Art Guidelines and Master Plan.

2. POLICY STATEMENT AND SCOPE

Public art in the Port Macquarie-Hastings is integral to our region's cultural brand and central to our sense of place. We want our growing collection to be celebrated locally and recognised nationally.

Public art delivers a unique sense of place and time and enhances tourism opportunities for the region. Exciting, dynamic and vibrant artworks help enrich our public places with historical and community significance, and foster a special sense of belonging. Identifying and creating contemporary public art narratives (Indigenous and non-Indigenous) shares community stories with residents and visitors.

Council will ensure that public artworks are relevant, meaningful and physically appropriate to local communities. Building the capacity of our local arts industry and enabling local communities to undertake artistic projects enhances local creative industries. The Public Art Policy details the framework of program parameters, decision-making, funding, procurement and, management for public art throughout the Port Macquarie-Hastings region.

When planning new public art, Council is committed to collaboration and consultation with the community, professional artists, architects, landscape designers, planners and developers, and other professionals.

2.1 Objectives

This Policy aims to:

- ☐ Enhance the Port Macquarie-Hastings Council's 'Cultural Brand' with high quality public art that contributes to its recognition as a cultural leader.
- ☐ Provide clarity regarding the acquisition and management of public art for Council, developers, artists, project partners and the broader community.
- ☐ Develop artistically innovative and environmentally sustainable well-maintained public art.
- ☐ Recognise and promote the region's local culture and character (including the indigenous cultural history and traditions and European heritage and contemporary culture) and natural and environmental assets, to enhance a distinctive sense of place.
- ☐ Encourage local artists and creative industry participation in public art projects.
- ☐ Encourage partnerships and collaborations with other agencies, governments, the private sector and our community to extend existing resources to create a significant public art collection.

2.2 The Nature of Public Art

Council will support a diverse range of public artworks that are most suited to the nominated site, and shaped by the following themes:

- ☐ Our Environment - engaging with and showcasing the diversity of our natural environment and the unique features of this land.
- ☐ Our Community - the histories and stories of Indigenous and non-Indigenous peoples.
- ☐ Our History and Heritage - our rich and diverse history and these journeys in time and landscapes.
- ☐ Our Seasons and Culture - recognising agriculture, tourism, and a thriving cultural and festival economy.

Public artwork may include, but is not limited to the following types:

- ☐ Decorative;
- ☐ Iconic;
- ☐ Integrated/functional;
- ☐ Site specific;
- ☐ Interpretive;
- ☐ Commemorative; and
- ☐ Temporary.

Public artworks will be considered in the following type of projects in accordance with Council's Public Art Masterplan:

- ☐ Council infrastructure projects and digital corridors;
- ☐ Gateways and thresholds (transport nodes) - arterial corridors / cycleways and walkways;
- ☐ Streetscape projects - laneways and community spaces / leisure and entertainment precincts;

Green spaces – eg. open space, play space; nature reserves and pathways;

- ☐ Festivals, events and celebrations;
- ☐ Private developer projects; and
- ☐ Community and artist led projects.

2.3 Funding

The Public Art Program will be funded via a range of opportunities, including:

- ☐ Council Investment - specific allocations considered via the annual budget process and as a component of key capital projects (to be defined);
- ☐ Private development - as outlined in the Port Macquarie-Hastings Development Control Plan or Voluntary Planning Agreements;
- ☐ Grants and Philanthropy;
- ☐ Community or business-led initiatives or collaborations.

2.4 Procurement of Public Art

Public Art will be procured via a range of methods, and in accordance with the processes identified in Council's Public Art Guidelines. These include:

- ☐ Council commissioning via open competition, limited tender and direct commission. These commissions will be subject to consistent public art assessment criteria.
- ☐ Donations by artists and members of the community, on the basis that they are professional artworks and meet the donations guidelines;
- ☐ Community initiated and Social Engagement Public Art Projects, that is, where an individual, community group or other external party create and or fund a piece of public art.

Each procurement will be assessed against Council's Public Art Assessment Criteria. Council's Public Art guidelines will detail the appropriate assessment body, which may include Council staff, the Cultural Steering Group and/or Council's Professional Reference Group.

The key criteria include:

1. Public Art Policy and Planning Alignment;
2. Artistic Merit, Integrity and Engagement;
3. Place and Site;

4. Design Life - Context Compliance, Access and Viability.

2.5 Managing and Maintaining Public Art

All procured artwork will be added to Council's asset register and detail a description of the artwork, maintenance/restoration requirements and considerations for decommissioning. Where circumstances change and an artwork is rendered inappropriate or requires relocation, Council will consult with the artist and consider requirements regarding insurance, risk assessment, valuation, engineering and legal, before making a decision on the future management/location of the artwork.

3. RESPONSIBILITIES AND AUTHORITIES

- Group Manager Economic & Cultural Development: will oversee the implementation, compliance with and review of this policy.
- Cultural Steering Group: will act as a reference Group to support assessment of proposed new artworks in accordance with the Public Art Guidelines.
- Professional Reference Group: a panel of highly qualified arts and cultural practitioners and urban development professionals, to be convened as required, to provide advice on and assess proposed new artworks (particularly those being undertaken by private developers), in accordance with the Public Art Guidelines.

4. REFERENCES

The Port Macquarie-Hastings Public Art Policy and Plan (2019–2024) draws upon the following Council documents, in respect of both governance and vision for public art in the Port Macquarie-Hastings region:

- Port Macquarie-Hastings Council Cultural Plan (2018-2021)
- Port Macquarie-Hastings Development Control Plan 2013
- Greater Port Macquarie Destination Management Plan
- Aboriginal Awareness and Understanding Strategy (2013–2017)
- Port Macquarie-Hastings Council Towards 2030 Community Strategic Plan
- Economic Development Strategy 2017-2021.

5. DEFINITIONS

- Public art: art in any visual media that is planned and executed to be seen in the public domain, usually outside the traditional gallery/museum system and accessible to all. Public art can adopt a wide range of art forms and can be permanent, temporary or movable, or installations such as street banners, performance-based work, or lighting and multi-media installations utilising photographic, digital or illuminated imagery.
- Public Art Guidelines: provide further detail to assist with decisions around the acquisition, management and disposal of public art.
- Public Art Masterplan: outlines a five-year plan for Council's Public Art including strategic placement opportunities for public art across the local government area.
- Group Manager: 3rd tier management position and titled assuch;
- Council officer: A member of Council staff.

6. PROCESS OWNER

The Group Manager Economic & Cultural Development is responsible for the Public Art Guidelines that provide more detail on the processes supporting this policy.

7. AMENDMENTS

N/A.

Public Art Policy Guidelines

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Section 1

Introduction

Art enhances our quality of life. Port Macquarie-Hastings Council (PMHC) believes access to and participation in the arts is vital to a productive, healthy and creative community.

Public art plays a vital role in reflecting our community's values and experiences; telling stories and connecting us to our place. Public art can be thought provoking, challenging our perceptions. Public art can help us to look differently at the everyday.

Purpose

The purpose of the Port Macquarie-Hastings Council Public Art Policy Guidelines is to provide Council and the community with a framework for the commissioning, acquisition, donation, management, maintenance and assessment that reflect best practice in public arts. The Guidelines sit adjacent to Councils Public Art Policy (adopted by Council in March 2020) - and together their development forms a key actions of the Cultural Plan 2018-2021.

Scope

These guidelines apply to any public art installation (current and prospective) in the PMHC local government area and to:

- All Council employees
- Advisory/committee members
- Councillors
- Businesses
- Residents
- Community groups and organisations
- Community members?

The Public Art Guidelines are guided by the principles of the Public Art Policy that enable Council to deliver on the strategic objectives of the Cultural Plan to *Enrich our community through experiences that embrace and celebrate our diverse and unique art and culture.*

Artworks within the scope of the Public Art Guidelines are:

- PMHC public art assets on public land;
- Memorials with an artistic element;
- Temporary and community public art.

The following are outside the scope of these guidelines:

- Memorials that do not have an artistic element (e.g. plaques, roadside memorials).
- Fountains that do not have an artistic element.
- Architectural features incorporated as part of a larger building or landscape project or architectural ornamentation (e.g. railings, light fixtures, tiles).
- Relocatable artworks displayed inside Council buildings and facilities, referred to as PMHC Art Collection.
- Public art owned by another Australian Government agency/non-government agency such as ANZAC memorials, or commissioned for commercial or privately owned land.

Section 2

This section outlines guidelines for the commissioning, acquisition, donation and management and maintenance of public art in the Port Macquarie-Hastings local government area.

Commissioning Public Art

An artwork specially commissioned for a specific public site. The artwork is generally inspired by and responds to the spatial, cultural and historical context of the site.

Commissioning Process

Prepare an Artist's Brief

An Artist's Brief should outline the scope of the project; provide background and/or contextual information and a summary of the budget, lifespan and conditions of the commission. The Brief should highlight the particular constraints associated with locating artwork externally, such as the need to use robust materials that can withstand exposure to weather and vandalism, minimise ongoing maintenance as well as address public safety concerns. The document should also include project selection criteria and timeframes.

The Artist's Brief should not be too prescriptive, and give artists the opportunity to express their creativity and respond to the site.

Appoint a selection panel

A selection panel should be appointed if a number of artists are asked to respond to the Artist's Brief.

The selection panel should include a Council representative from the business unit responsible for the commission and consist of members with appropriate professional knowledge and experience to judge the artistic, aesthetic and practical qualities of artists' proposals. Cultural Development staff may be able to assist as part of the selection panel and if requested, can provide recommendations for suitable panel members.

The panel should be available to provide additional professional input as required throughout the commission's development.

Determine and undertake procurement

Procurement of public art can occur through open competition, limited tender, direct commission, donation or other.

A two-stage tender process may be appropriate for large-scale commissions. This involves an open public call for expressions of interest from artists followed by a short-listing of applicants. In a two-stage tender process, short-listed artists are required to develop their initial concept design and costing and to present their work to the selection panel during an interview. Where possible, Council supports the remuneration of short-listed artists as payment for concept design development.

Determine and obtain relevant approvals

Certain public art proposals may be exempt from the need for development approval. However, other proposals may require development or works approval and/or building approvals. Councils Development Assessment Group should be contacted to assess and determine whether a Development Application is necessary.

Structural certification from an appropriately qualified engineer may also be necessary in addition to development or works approval, and or, building approval. Other specialist input may be required from electrical engineers and access consultants.

Consultation with utility providers is recommended to ensure that the site location does not conflict with established utility infrastructure or associated access spaces. The services of a specialist underground utility locator may also be required. Visit the 'Dial before You Dig' website (www.1100.com.au) for more information.

Develop contract documents and engage the artist

The artist's contract documents should clearly state the conditions of the commission including insurance responsibilities, copyright and reproduction arrangements, budget guidelines including a schedule of remuneration, decommissioning and relocation guidelines, ownership of maquettes, and other conditions as required.

Where required, a Risk Management Plan should also be completed to identify risks associated with the artwork proposal and to document their management.

Unlike typical construction contracts, artists may require payment upfront for materials purchase followed by payments on milestones achieved. It is important that commissioning agents are mindful that most artists only occasionally take on complex commissions and may not have access to the business support structures possessed by other design and construction professionals.

The contract requirements should ensure that the artist(s), the project leader and the selection panel are in regular dialogue throughout the work's development. A visit to the artist's studio is recommended part way through artwork fabrication.

A contract template 'Commissioning Agreement for Public Artworks' from the Arts Law Centre of Australia is available for use. The broad content of the template allows for the development of a customised contract for every commission. The template outlines detailed processes required for development through a commissioning process, providing transparency, communication and protection for all parties.

Fabrication of the artwork

The fabrication of the artwork, including all costs, is the responsibility of the artist. These costs should be budgeted for in all proposals and contract documentation.

The artist will:

- provide design advice on the preferred approach to installation of the artwork, including materials and layout;
- provide design documentation for fabrication including specifications, plans, elevations, construction details and fabrication notes as required;
- provide a fabrication progress report including photographs;
- provide a final design report including an artist's statement describing the proposed works;
- arrange certification of the artwork components by an appropriately qualified Australian certified professional engineer, such as a Certificate of Structural Sufficiency;
- fabricate, insure and freight the artwork to the designated site;
- insure and provide storage prior to installation if required.

A visit to the artist's studio is recommended part way through artwork fabrication. Council may refuse to accept the artwork should it not appear on delivery, as described in the approved submission.

Installation of the artwork

The site locations of public art on Port Macquarie-Hastings land will be determined by the Council with consideration of advice from the artist on the preferred presentation of the artwork. The site may already be identified and relevant information provided in the Artist's Brief.

Artworks to be placed in urban open space require consultation with and approval from appropriate Council department heads in the early stage of the project. Artworks to be installed near roadways may need approval from Transport for NSW.

In order to seek and receive approval, considerable time must be allowed to thoroughly investigate all regulatory services and agreements. This may extend to pedestrian studies and roadside surveys.

Artist contracts should clearly outline the artist's responsibility for transportation of an artwork to the installation site and for ensuring secure storage if site readiness occurs later than delivery, as well as insurance prior to acceptance of the artwork on site. The artist's responsibility for the cost of artwork installation should also be included in the artist's contract, as appropriate.

The lighting of each public artwork will be considered on a case-by-case basis.

Artists should be credited on an artwork plaque located in a highly visible location adjacent to the artwork. A launch event may be organised by Council at its discretion.

Acquisition of Public Art

The purchase of a pre-existing artwork. Any artwork on consideration must be evaluated using the Public Art Assessment Criteria.

In addition, ensure the following information should also be requested:

- a description of the conceptual basis of the artwork (artist's statement);
- artist's curriculum vitae including exhibition history (if applicable);
- advice on the preferred approach to the installation of the artwork including materials, layout and lighting; and
- certification of the artwork components by an appropriately qualified Australian certified professional engineer (e.g. Certificate of Structural Sufficiency).

Donations of Public Art

From time to time, artists and members of the community offer to donate artworks to the Council, many with the expectation that the works will be cared for and suitably displayed in the public domain/Council premises. The Cultural Steering Group (CSG) or a specially appointed Selection Panel will assess offers of donations on a case-by-case basis. Based on the Public Art Guidelines and Assessment Criteria the reference group will make a recommendation to Council regarding acceptance or rejection of the artwork.

The Council will only accept artwork created by professional artists, or a professional working as part of a multidisciplinary team.

Public Art Assessment Criteria

The Public Art Assessment Criteria ('criteria') is utilised to achieve consistency across Council's public art program. The criteria assists Council evaluate projects and proposals in a transparent and equitable manner.

Public art projects will be assessed using the following criteria.

- 1. Public Art Policy**
How does the artwork meet the objectives of the Public Art Policy?
- 2. Planning Alignment**
How does the artwork align with Council's planning?
- 3. Artistic Merit, Integrity and Engagement**
The proposed artwork must demonstrate high quality, innovative work with high artistic merit, design and fabrication integrity and be relevant and appropriate to the local community in which it is situated.
- 4. Place and Site**
Offers relevance, appropriateness and responsiveness to the proposed place and site. Spatiality compatible whilst enhancing the viewer's understanding/experience and context of the site.
- 5. Design Life - Context Compliance, Access and Viability**
The artwork's design allows for a safe, successful and viable outcome that is sound and durable, requires little or no maintenance, and will have a substantive lifespan.

Memorials with an Artistic Element

Memorials differ from public art because the main intent of the object is to commemorate either a person or an event. The commissioning of a memorial needs to be dealt with sensitively and will involve consultation with stakeholders and the community.

Please note the following:

- Council specifies that there are to be no memorials to private individuals or animals on PMHC public land (with the exception of seats approved under Council's Memorial Benches Policy);
- Plaques should not carry the text 'in memoriam' or similar.

Temporary and Community Art

Temporary art refers to public artworks designed and created for a short life span. The duration of a temporary public artwork may be as brief as minutes, hours or days or as long as weeks or months.

For the purpose of the Port Macquarie-Hastings Public Art Guidelines, this means:

- artworks intended to have a lifespan of less than one year including but not restricted to performance, ephemeral and time-based sculptural installations, temporary installations of durable artworks, light art, sound art, video projections, poster art, broadcast art and other media arts, flash mobbing and/or moveable artworks; and

- community art refers to public artwork of community significance that involve the active participation of community members in its design or creation, often facilitated by an artist or a community arts worker. Community art may be temporary, semi-permanent or permanent.

Council encourages ephemeral and temporary and community art in public places that considers the following:

- Does the artwork comply with public safety requirements?
- Does the artwork raise security issues in accordance with crime prevention objectives?
- Does the artwork contain content that may offend?

Community initiated public art projects

Community initiated refers to any proposal by an individual, community group or other external party to create and or fund a piece of public art. Community initiated public art projects do not automatically become assets for which Council is responsible.

All proposals will be added to Council's Public Art/Commemorative Register to allow Council to record, access and prioritise submissions.

Based on the Public Art Guidelines and Assessment Criteria, proposals will be reviewed by members of Councils Cultural Steering Group (CSG) who will make a recommendation to Council regarding acceptance or rejection of the proposal. The proposal should include details of the project's design, timeframes and project management and outline the artist's/applicant's ability to complete the project to a high standard.

Each proposal will require a tailored agreement that outlines the roles and responsibilities of Council and the applicant.

Working with Aboriginal communities and artists

Observing appropriate protocols when working with Aboriginal and Torres Strait Islander peoples and communities is critical to establishing positive and respectful relationships.

It is common practice (and Council encourages) Aboriginal artists to seek approval from the appropriate community for public art-based projects in any particular 'country' within Australia. If the artwork relates to Aboriginal cultures or sites, the proposed work must be assessed by the relevant communities (or their nominated representatives) as to its appropriateness for ownership by the Port Macquarie-Hastings Council. Similarly, for public art instigated by Council, engagement with traditional owners and local Aboriginal community will occur early in the process to ensure art appropriately interprets, reflects and communicates traditional owners or Aboriginal history and stories.

Section 3

Management and Maintenance

It is recognised that Council is obliged to maintain our public assets, including public artworks. Any ongoing management, maintenance and repair of Council owned public artworks becomes the responsibility of Council. All public artworks will be identified on Council's Asset Register with each listing to include all maintenance

requirements and considerations for decommissioning. Where possible, consultation will occur with the artist prior to any restoration/repair work being carried out.

Development of, and funding for, a monitoring and assessment schedule for the public art collection will ensure works are conserved and maintained in a sustainable way for the long-term future. Council will consider a funding allocation in the annual budget process.

Relocation and Decommissioning of Public Art

Circumstances sometimes arise where redevelopment of a site or changed uses require a public artwork to be relocated or decommissioned.

Being outdoors exposed to all weathers, public art is subject to daily wear and tear, as well as being vulnerable to vandalism. Consequently, public artworks can begin to look tired, out of context or lose meaning or relevance for a site.

If it is deemed necessary to relocate or decommission an artwork, Council must consult with the artist before preparing a report addressing insurance, risk assessment, valuation, engineering and legal. If, after making reasonable enquiries the Council cannot identify or locate the artist (or the artist's representative), then the Council

Some reasons to relocate or decommission an artwork include:

- The physical condition of the work is no longer of an acceptable quality
- It possesses faults of construction or materials, that are un-repairable
- It requires excessive or unreasonable ongoing maintenance
- It is damaged irreparably, or to an extent where the repair is unreasonable or impractical
- A suitable place for display no longer exists
- It represents an unacceptable risk to public safety due to deterioration
- A written request from the artist(s) has been received, that seeks removal of the work, return of the work to the artist, or for extensive repair of the work
- Changes to the environment impact on the integrity of the work, affecting the artist's original intent or moral rights.

Disposal of Artworks

Under the provisions of the Copyright (Moral Rights) Amendment Act 2000, Council has a number of legal obligations to the artist when decommissioning a public artwork. Disposal of public art must be done with the knowledge and in consultation with the artist, where possible. If, after making reasonable enquiries the Council cannot identify or locate the artist (or the artist's representative), then the Council may dispose of the public artwork as it sees fit. All decisions and actions should be fully documented.

Council may consider selling the artwork. A sale price would be based on an independent valuation with the artist having first opportunity to purchase, then to other institutions or the public, or at an auction.

Funds from any decommissioned public artwork should be reused for new/ or upgraded public art within the region. Objects that are destroyed should be disposed of in a responsible manner.

DRAFT

Item: 08**Subject: PUBLIC ART DONATIONS - PORT MACQUARIE FISHERMANS WHARF****Presented by: Strategy and Growth, Liesa Davies**

RECOMMENDATION**That the Group note:**

- 1. The donation of a sculpture created by Roberto Giordani to Port Macquarie-Hastings Council.**
- 2. That plans are in place for inclusion of the sculpture as part of the Town Centre Masterplan (TCMP) beautification works along the Port Macquarie foreshore, specifically the Fisherman's Wharf section.**
- 3. Note Council has been approached regarding a second sculpture donation, also proposed for the Port Macquarie foreshore.**

Discussion

In early 2019 the Artists Blacksmiths Association of NSW exhibited a range of works at the Glasshouse in an exhibition titled 'Discovery FE26'. The exhibition was a success, receiving high visitation and overwhelmingly positive feedback. It included a satellite sculpture created by Roberto Giordani in 2018 as part of a masterclass programme at Everleigh Works, Redfern Sydney. The sculpture has since been offered as donation by Matt Everleigh to Council.

Roberto Giordani is an internationally recognised artist, designer and teacher with thirty years' experience, he founded the international Academy Arts Factory, producing artworks for public and private clients. His artwork is on display in several cities in Italy and around the world.

Consultation and discussion with the TCMP and Crown Lands delivering beautification works along the Port Macquarie foreshore has identified a site for inclusion of this sculpture - at the western end of the new Fisherman's Wharf, currently under construction by NSW Crown Lands (refer illustrations overleaf).

Provisions have been made to install the artwork, with costs being accounted for in the TCMP Project and Public Art Maintenance and Implementation budgets. Contact has been made with the artist to discuss proposed installation including any necessary considerations this presents. Formal documentation including a Deed of Gift and a maintenance manual will be exchanged prior to installation.

Further, during the 'Discovery FE26' exhibition, the Artist Blacksmith Association provided a public demonstration that produced a sculpture that is also being offered as a donation to PMHC for display along the region's coastline. The sculpture is a whimsical representation of a ball of seagulls squabbling over chips. Consideration is being given to an appropriate location on the foreshore.



Attachments

- 1 [1](#). TCMP Fishermen's Wharf Upgrade Plan



Item: 09**Subject: PORT MACQUARIE MUSEUM TRANSFORMATION PROJECT****Presented by: Strategy and Growth, Liesa Davies**

RECOMMENDATION

That the Group note the Port Macquarie Museum Transformation Project and its potential significant value as a key cultural and tourism asset for our region.

Discussion

On 04 March 2020, some members of the Group received a presentation from Debbie Sommers and Clive Smith representing the Port Macquarie Museum, on the Museum Transformation Project.

The Museum was established in 1957 and officially opened in 1960. Supported by a Council community grant, the Museum Board has developed a masterplan for the Museum site which will completely transform the museum (including multi-storey expansion behind the current State Heritage listed museum building). The project and concept plans were viewed by members in attendance very positively and it was suggested it be discussed further at the next Cultural Steering Group meeting.

The Museum Project is noted as a priority in Council's recently adopted Destination Management Plan under "Destination Experience Development":

2.11 Support the heritage sector to collaborate and to enable the growth and development of contemporary and integrated heritage experiences including the proposed development of the Port Macquarie Museum site.

Attachments

Nil

Item: 10

Subject: COVID RECOVERY WORKING GROUP PRIORITIES - CULTURE SUB-GROUP

Presented by: Strategy and Growth, Liesa Davies

RECOMMENDATION

That the Group note the recommendations from the COVID Recovery Working Group, Culture Steering Group Sub-Group, which will be considered (along with a range of other identified priorities) by Council for COVID recovery funding allocation at the 12 August 2020 Ordinary Council meeting.

Discussion

On 15 April 2020, Council resolved that the General Manager establish a COVID-19 Recovery Working Group (RWG) to:

1. Provide and receive two-way feedback from the community on the most appropriate approaches and initiatives to assist the Local Government Area (LGA) to recover from the impacts of the COVID-19 shutdowns. These approaches and initiatives need to encompass economic, social and cultural aspects of the recovery.
2. Recommend to Council, appropriate approaches and initiatives in relation to recovery from the COVID-19 shutdowns, noting that the Working Group is not a decision-making body and can only make recommendations through the General Manager to Council for formal consideration.
3. Ensure that any approaches and initiatives to assist the LGA to recover from the COVID-19 shutdowns are done in line with any State and / or Federal government directives that may be applicable.

Taking into consideration some of the key topics discussed at early RWG meetings, three sub-working Groups were formed to focus on specific issues. Additionally, some issues were referred to Council's existing Steering Groups (with expanded memberships to include additional RWG members for this period), such as the Economic Development Steering Group (EDSG) and the Cultural Steering Group (CSG), noting this was during the previous CSG membership term. The groups established were as follows:

Sub/Steering Group & Chair	Focus
Tourism (Janette Hyde, President, Greater Port Macquarie Tourism Association)	Focused on initiatives to support tourism industry recovery and bring back domestic tourists in a very competitive domestic tourism market. This group included representatives from hospitality, accommodation, and tours and attractions operators and related businesses.
Community Wellbeing (Jane Evans, EDSG)	Focused on resilience, mental health, domestic & family violence, aged persons, persons with disability,

Sub/Steering Group & Chair	Focus
member and Adjunct Senior Lecturer, Charles Sturt University)	indigenous community support, youth, vulnerable, volunteers and incorporating the key theme of creating a feeling of safety.
Learning (Kate Wood-Foye, Director External Engagement, Charles Sturt University Port Macquarie)	Focused on learning and development opportunities, employment pathways, and in particular supporting the newly unemployed and the underemployed.
Cultural Steering Group (Cr Rob Turner)	Focused on how we support local creative industries who have been particularly hard hit by the pandemic, and encourage our community and visitors to support them moving forward
Economic Development Steering Group (Cr Rob Turner)	<p><u>Capital Works:</u> With a focus on what projects are currently planned and what projects could potentially be brought forward into 20-21 & 21-22 to further stimulate our economy, along with considerations as to how we can build infrastructure that is sustainable and takes into account social benefit and our environment.</p> <p><u>Support for Local Business:</u> This was about all industry sectors (including retail & hospitality) and issues such as procurement and support for local suppliers, cutting red tape, and ensuring opportunity for outdoor dining.</p> <p><u>Township Beautification:</u> Linked to capital works, the focus of these discussions have been around beautification works around the entire LGA.</p>

The CSG Sub-Group identified the following priorities to support recovery in local arts, culture and creative industries. These have been noted by Council and at the 12 August 2020 meeting, Council will consider which projects will be funded under available COVID recovery funds.

Rank	Project	Proposed action	Est funding required
1	Grant writing workshops for industry	Council funded/facilitated professional development on Grant writing	\$15,000
2	Advocacy for Grants	Provide/advocate and facilitate grants and funding to support the region's small to medium sized creative and cultural businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development, and develop creative content.	-
3	Content development and marketing	Support and promote local artists and creatives through content development and positive messaging, amplify to targeted audiences locally and across Destination marketing channels and activities. Develop content profiling local artists and creatives, encourage all local creative businesses to	\$80,000

Rank	Project	Proposed action	Est funding required
		creative free website listings and to collaborate with other creative and tourism related businesses for cross promotion.	
4	Artwalk delivery	Support the development and delivery of ArtWalk as a key activation to provide economic and development opportunities for creative and cultural businesses and individuals in the region. For 2020, this additional funding would support the early activation of vacant shopfronts in the lead up to and during the event. For 2021, further development of the event concept and delivery. 2020 Artwalk funding required \$20,000, 2021 Artwalk funding required \$20,000	\$20,000 (for next 2 years)
5	Networking and mentoring	Facilitate opportunities under the iCreate program for local networking events for cultural sectors to support mentoring, local affordable business skills programs and business development advisory services, including at creative hubs.	\$50,000
6	Creative and Arts Trails development	Development of themed regional creative and art trails, including development of functionality and featuring on the destination website. Deliver a springboard Arts Trail Event/Weekend to launch the Arts Trail/s and support artists and creatives before Christmas.	\$45,000
7	Program to encourage use of vacant commercial spaces	Support use of vacant commercial spaces and under-utilised Council assets for pop up exhibitions and sales outlets for local creatives. Develop a 'Renew' program to encourage access to vacant premises, encourage and facilitate networks and connections between Commercial shop owners and local creatives across the LGA for 12 months.	\$80,000

Attachments

Nil