



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 2 September 2020

**location:** Via MS Teams

**time:** 8:00am

## **Cultural Steering Group**

### **CHARTER**

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#### **1.0 OBJECTIVES**

- Assist Council in the implementation and review of the Cultural Plan.
- Assist Council in monitoring the success of the Plan against established criteria.
- Engage with and provide input to Council on other Arts and Cultural matters which are relevant to the Local Government Area.
- Provide and receive two-way feedback from the community.

#### **2.0 KEY FUNCTIONS**

- The Cultural Steering Group will provide a forum in which Local Government and community leaders can discuss and debate, plan and progress local and regionally significant cultural and creative outcomes that continue the growth of our community and our places in the Port Macquarie Hastings Local Government Area.
- The Steering Group is to be an interactive group that provides a forum for developing the strategic community arts, culture and active spaces direction for the Local Government Area. The Steering Group is committed to collaboration, innovation and development of a 'whole-of-place' approach for the purpose of promoting community capacity building that will ensure the wellbeing of our community while developing a clear sense of and connection to our place.

#### **3.0 MEMBERSHIP**

##### **3.1 Voting Members**

- Councillors, Economic and Cultural Development Portfolio
- Director
- Group Manager Economic and Cultural Development
- Glasshouse Venue Manager
- Community representatives, as appointed by Council (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	06/11/19	05/02/20	04/03/20	03/06/20	01/07/20	05/08/20
Councillor Rob Turner (Chair)	✓	✓	No	✓	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	✓	A	Quorum	✓	✓	✓
Beric Henderson	✓	✓		✓	✓	✓
Brian Barker	✓	✓		✓	✓	A
Chris Denny	✓	✓		✓	✓	✓
Debbie Sommers	-	-		✓	✓	✓
Marie Van Gend	-	-		✓	✓	✓
Skye Petho	-	-		✓	✓	A
Stacey Morgan	✓	X		✓	✓	A
Wendy Haynes	-	-		✓	✓	✓
Willhemina Wahlin	A	A		A	✓	✓
Jeffery Sharp (Director Strategy and Growth) D Coulton / L Davies (acting)	✓	✓		✓	✓	✓
Liesa Davies (Group Manager Economic and Cultural Development) Amanda Hatton (acting)	✓	✓		✓	✓	✓
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 2 September 2020

## Items of Business

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07	Wauchope Bicentenary Sculpture Trail.....	<u>21</u>
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11	General Business	

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

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"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

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**Item: 02****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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

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**RECOMMENDATION**

That the Minutes of the Cultural Steering Group Meeting held on 5 August 2020 be confirmed.



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## **PRESENT**

### ***Members:***

Councillor Rob Turner (Chair)  
Councillor Geoff Hawkins (Deputy Chair)  
Beric Henderson (Community Representative)  
Chris Denny (Community Representative)  
Debbie Sommers (Community Representative)  
Marie Van Gend (Community Representative)  
Wendy Haynes (Community Representative)  
Willhemina Wahlin (Community Representative)  
Acting Director Strategy and Growth (Liesa Davies)  
Glasshouse Venue Manager (Pam Milne)

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

Destination and Cultural Development Manager (Jane Ellis)  
Cultural Development Officer (Georgina Perri)  
Acting Group Manager Economic and Cultural Development (Amanda Hatton)  
Group Manager Governance (Michael Ferguson)

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The meeting opened at 8:00am.

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## **01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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## **02 APOLOGIES**

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### **CONSENSUS:**

That the apologies from Brian Barker, Stacey Morgan and Skye Petho be accepted.

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### **03 CONFIRMATION OF MINUTES**

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CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 1 July 2020 be confirmed.

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### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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CONSENSUS:

That the Business Arising Schedule be noted with no new additions.

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### **06 CODE OF CONDUCT**

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Michael Ferguson, Group Manager Governance, presented an overview of Council's Code of Conduct for Steering Group members. Michael explained that all Council committee members are bound by the Code of Conduct, and further provided examples and details of General Conduct Obligations, Conflicts of Interest, disclosures of pecuniary and non-pecuniary interests, and gifts and benefits.

CONSENSUS:

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.

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**07 DRAFT PUBLIC ART GUIDELINES AND MASTERPLAN**

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The Destination and Cultural Development Manager and Cultural Development Officer talked to the development of the Draft Public Art Guidelines which have been informed through research from other Councils around Australia and by our own Public Art Policy.

Feedback from those in the group who had reviewed the draft guidelines, was that it is an 'easy to read' and comprehensive document. CSG members agreed to take another week to review the draft guidelines and provide feedback to Council to enable the document to be finalised in the near future. It was noted that the guidelines could be reviewed and updated at an appropriate time, and as we take on board learnings from their implementation.

Councillor Hawkins mentioned that the TCMP had shown interest in reviewing the draft guidelines and requested that a copy be made available for circulation at their next meeting.

**CONSENSUS:**

That the Group:

1. Note the development of the draft Public Art Guidelines.
2. Further review the draft guidelines and provide feedback to staff by COB 12 August 2020.

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**08 PUBLIC ART DONATIONS - PORT MACQUARIE FISHERMANS WHARF**

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Council's Destination and Cultural Development Manager shared background information on the donation of the shark sculpture and a possible second sculpture to Council and the proposed installation in the new Fisherman's Wharf development.

It was noted that the donation of these sculptures was a historical agreement made prior to the development of the Public Art Policy and the Draft Public Art Guidelines. Any subsequent offers of public artwork to Council would be considered in line with the Public Art Guidelines and Assessment Criteria.

Councillor Hawkins noted that the TCMP committee would be very interested to view the sculpture proposal and this will be made available for their next meeting.

Staff to circulate images of the proposed sculptures to CSG members for their information.

**CONSENSUS:**

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 Master Plan (TCMP) beautification works along the Port Macquarie foreshore, specifically the Fisherman's Wharf section which is being delivered by Crown Lands.

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3. Council has been approached regarding a second sculpture donation, also proposed for the Port Macquarie foreshore.
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## **09 PORT MACQUARIE MUSEUM TRANSFORMATION PROJECT**

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Debbie Sommers, Port Macquarie Historical Museum President, provided an update on the Port Macquarie Museum Transformation Project. Debbie explained the project processes to date, and the Museum's current focus on finalising its fundraising strategy to raise the estimated \$1 million required to begin stage one of the project. The project's public engagement strategy will begin in early 2021 with an overall estimated project completion date in 2025.

CSG members congratulated Debbie and her team on their fantastic vision for the Museum and the greater impacts the project will have on Clarence Street and the CBD for visitors and locals alike.

The Museum's Transformation Project schematics and design documents to be circulated to CSG members.

### **CONSENSUS:**

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.

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## **10 COVID RECOVERY WORKING GROUP PRIORITIES - CULTURE SUB-GROUP**

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The Acting Director Strategy and Growth updated the Group on the progress of the COVID Recovery Working Groups and the list of priorities developed by the Culture Sub-Group.

The significant amount of time put in by members of the Recovery Working Group was acknowledged and the list of recommended recovery/stimulus projects to be now considered for funding by Councillors at the next Council meeting on 12 August 2020.

### **CONSENSUS:**

That the Group note:

1. 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.
  2. Strongly endorse the projects identified by the COVID-19 Cultural Sub-Group as being an essential component of a balanced community recovery and a long-term community benefit.
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## **11 GENERAL BUSINESS**

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### **11.01 CULTURAL PLAN - REVIEW**

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Chris Denny enquired when the Cultural Plan review may take place. The Acting Director Strategy and Growth noted that the review/redevelopment of the Cultural Plan commence in late 2020 or early 2021.

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The meeting closed at 9:34am.

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Item: 04  
Subject: DISCLOSURES OF INTEREST

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**RECOMMENDATION**

That Disclosures of Interest be presented

**DISCLOSURE OF INTEREST DECLARATION**

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

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

## Pecuniary Interest

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

## Non-Pecuniary

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

### Managing non-pecuniary conflicts of interest

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

## SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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

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

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

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

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

Last Updated: 3 June 2019



**Important Information**

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

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

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

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

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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<sup>1</sup> Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

<sup>2</sup> A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest

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**Item: 05****Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

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<b>Item:</b>	<b>09</b>	<b>Date</b>	01/07/2020
<b>Subject:</b>	Port Macquarie Historic Curtilage		
<b>Action Required:</b>	1. Update to be provided following meeting with the working group on 21 August 2020.		
<b>Current Status</b>	1. To be covered in General Business.		

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	Oct 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

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Item: 06

Subject: PLANNING FOR COMMUNITY EVENTS UPDATE

Presented by: Strategy and Growth, Liesa Davies

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## RECOMMENDATION

**That the Cultural Steering Group note plans to redefine the way we deliver Council's Community Bushfire Recovery Thank You, Countdown to Christmas event and Australia Day celebrations, as a result of the ongoing COVID-19 restrictions relating to public gatherings.**

## Discussion

It has been an extremely difficult period for our community, with drought, bushfires and COVID-19. Given the ongoing uncertainty with regard to COVID-19 restrictions and the likely inability to hold mass gathering events, it has been necessary to revise the format of three of Council's planned community events being a Community Bushfire Recovery Thank You, and the annual Countdown to Christmas and Australia Day celebrations.

Work is now progressing on a new approach to these celebrations and expressing gratitude as a community as we move close to the end of 2020.

### Countdown to Christmas and Community Bushfire Recovery Thank You

In lieu of the traditional Countdown to Christmas event comprising the street parade, Town Green concert, fireworks and tree lighting, a redefined event will be delivered so as to not encourage large gatherings of people but to still offer the opportunity for our community across the LGA to celebrate this time of year. These celebrations will be combined with the Community Bushfire Recovery Thank You with a focus on a gratitude theme and to express thanks for all who have supported our community during the difficult past year. An array of activities are being planned which will include:

- Local artists painting of gratitude murals in prominent public locations in fire affected communities.
- Gratitude walls/boards: temporary chalkboard installations which will allow community members to add who/what they are grateful for in the lead-up to the main 'event'. This will enable these sentiments to be showcased/included in reflection during the event commentary.
- A virtual gratitude event (90mins in duration) streamed on-line and showcasing:
  - The Mural Project: unveil each using latest technology to "unwrap" each mural.
  - Christmas carols/ songs/ stories - Filming of performances by professional artist/groups at significant locations across the LGA.
  - Indigenous elements - potentially, a local didgeridoo player and a song in Gathang language.

- Santa travelling in RFS truck - footage as part of the event
- Community thank yous;
- Countdown to the lighting of the CBD Christmas Tree
- Finish with a thank you to all volunteers involved with the fires last summer and Christmas message from The Mayor
- It is proposed that this film piece will showcase the region and parts of it will be suitable to also use in destination promotion.

While it is proposed the Christmas tree is still 'lit', we do not propose to include any 'fanfare' around this specifically, so as to avoid any perception of encouraging a gathering. A Community survey will also be undertaken after the event to gauge views on a 'whole of region' event delivered this way.

### Australia Day Celebrations

In addition to the ongoing COVID-19 restrictions and the need to not be encouraging large gatherings, this year Council engaged with our community to gather some current information on community sentiments around existing and potential future events.

The community survey was helpful in prompting thinking around our future direction of Australia Day and the results showed the importance that the community places on the acknowledgement of Australia Day and the way they like to celebrate. In particular, they told us that Australia Day celebrations should be 'local' (close to home). Many who took the survey also told us they don't attend celebrations as there has been nothing on offer that appealed to them and they would like a broader range of activities

Noting our community's desire for a greater number of activities across the LGA and our need to plan for smaller COVID-safe activities, we will be inviting local organisations/groups to apply for Council support for Australia Day celebrations, via our next round of community grants which are opening this month in forming a revised format.

In regard to the official citizenship and Australia Day Awards Ceremony; we are proposing that three ceremonies will occur, potentially with a focus on invitees and one guest, in an effort to be COVID safe.

In summary, whilst it has been necessary to redefine these three community celebrations, Council is committed to offering a unique format and encouraging as many community members as possible across the LGA to participate in these celebrations in a safe environment.

### **Attachments**

Nil

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**Item: 07****Subject: WAUCHOPE BICENTENARY SCULPTURE TRAIL****Presented by: Strategy and Growth, Liesa Davies**

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**RECOMMENDATION**

**That the Cultural Steering Group note the Wauchope Bicentenary Riverwalk Sculptural Trail Project progress and its value as a key cultural and tourism asset for our region.**

**Discussion**

In 2018, PMHC received \$196,140 through the NSW Government's Stronger Country Communities Fund, to establish a Bicentenary Wauchope Riverside Sculptural Trail along the popular Rocks Ferry Reserve walk on the Hastings River. The trail will include six artworks that express aspects of Wauchope's history - Aboriginal, European and natural - and tell stories of life along the river.

The Trail presents a unique opportunity to tell community stories in a creative, respectful manner that will result in a legacy to the Wauchope community. It will contribute to the suite of walking trails available across the region, encouraging residents and visitors to actively engage with history and art in a non-traditional setting.

After some initial project delays, this project has progressed well since the appointment of a Project Manager (Denis Juelicher) in April. A Reference Group of local community stakeholders was formed in May 2020 and the EOI process commenced in June 2020 for five sites (a sixth site was reserved for a community arts project). In total 39 submissions were considered by a selection panel in July 2020. The resulting selections are an exciting mix of contemporary works of different materials and styles. The community arts project will be a collaboration between local artist Jo Davidson and the Bunyah Local Aboriginal Land Council. Two sites awarded to artists from outside the region will include delivery of mentoring and/or industry development as part of their artwork development and installation.

Of the six artwork, four are located in Rocks Ferry Reserve, and two along Rocks Ferry Road on the riverbank. This project has also highlighted the need to develop a robust and cohesive set of documents, guidelines and processes for development and maintenance of public art in the region. This includes comprehensive EOI's, commissioning agreements, maintenance manuals, asset management plans and inclusion in Councils Assets Register to ensure ongoing cross Council ownership of these assets and maintenance.

**Attachments**

Nil

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**Item: 08****Subject: DRAFT PUBLIC ART MASTER PLAN****Presented by: Strategy and Growth, Liesa Davies**

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**RECOMMENDATION**

**That the Cultural Steering Group note the update on the Draft Public Art Master Plan.**

**Discussion**

The Draft Public Art Master Plan aims to improve social amenity through public art and identified objectives that will guide delivery and list opportunities for future public art inclusion. It is the final document in the suite of planning for public art within our LGA and follows on from the development of the Public Art Policy and Public Art Guidelines.

The objective in developing the Master Plan is to embed public art into the Port Macquarie-Hastings Council framework and policies and achieve broad cross-Council support and understanding of the importance of public art in our community.

The Acting Group Manager Economic and Cultural Development and Destination and Cultural Development Manager will present to the Group on the initial Draft Public Art Master Plan and invite feedback from the Group.

**Attachments**

Nil

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**Item: 09**

**Subject: UPDATE FROM THE HANDA SISTER CITY WORKING GROUP**

**Presented by: Strategy and Growth, Liesa Davies**

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### **RECOMMENDATION**

**That the Cultural Steering Group note the information presented by Handa Working Group members in relation to the Handa Sister City Relationship.**

### **Discussion**

This year marks the 30<sup>th</sup> Anniversary since the signing of the sister city agreement between Port Macquarie-Hastings Council and Handa City in Japan.

In 2017, the Handa Sister Working Group transitioned from a Sub-Committee of Council, to a Working Group under the banner of the Cultural Steering Group. The Group continues to work to ensure the ongoing success of the sister city relationship with Handa City.

Mr Bruce Hardy and Ms Patricia Johnson, two of the founding members of Sub-Committee/Group will present on the Group's continued efforts including its aims, objectives and focus for the future.

### **Attachments**

Nil



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**Item: 10****Subject: CULTURAL PLAN IMPLEMENTATION UPDATE****Presented by: Strategy and Growth, Liesa Davies**

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**RECOMMENDATION**

**That the Cultural Steering Group note the update on implementation of the 2018-2021 Cultural Plan to be reported to the September 2020 meeting of Council and provide feedback.**

**Discussion**

At the September 2018 Ordinary Council meeting, Council adopted the 2018-2021 Cultural Plan that identified the strategies, frameworks and actions to drive and support cultural development within the Port Macquarie-Hastings region. In doing so, Council resolved that 'an annual report on implementation of the Plan will be presented to each September Ordinary Council meeting for the duration of the Plan'.

Further to an update provided to the Cultural Steering Group at the June 2020 meeting, Council's Acting Group Manager Economic and Cultural Development and Destination and Cultural Development Manager will present an overview of recent actions under the current plan and future priorities to be reported to Council at their September 2020 meeting.

**Attachments**

1 [📄](#). 2018-2021 Cultural Plan Implementation Update - Progress Matrix



## 2018 – 2021 – Cultural Priorities Plan:

Objective 1: Develop and empower our region's art & cultural communities and assets									
STRATEGY	ACTION	OUTPUT	LINKS TO OTHER COUNCIL PLANS	COUNCIL ROLE	LINKS	INTERNAL LEAD RESPONSIBILITY	PARTNERS	OUTCOMES	COMMENTS 3 <sup>rd</sup> June 2020
STRATEGY: IDENTIFY AND HARNESS THE POTENTIAL OF OUR CULTURAL ECONOMY	1.1 Cultural economy plan Develop and deliver a cultural economy plan to grow and diversify our region's economy through creative enterprises. The cultural economy plan will help to position our region as a hub for the creative industries, and identify opportunities to resource cultural development.	Cultural Economy Plan developed with actions and priorities to increase opportunities for the development and strengthening of creative industries.	Economic Development Strategy  Public Art Master Plan  Glasshouse Strategic Plan  LEP	LEAD	1.2 1.3 1.4 1.6 1.7	Community Place Economic Development	Arts Mid North Coast Economic Development Steering Group (EDSG) Chambers of Commerce Tourism Association Creative Industry	Increased percentage growth of people employed in Creative Industries. Attraction and retention of artists and cultural enterprises in the region.	COMPLETE
	1.2 Creative precincts and hubs Investigate, plan and advocate for future creative precincts and cultural hubs designed to connect, build on the capabilities of, and showcase our significant cultural assets and the work of our local creative practitioners, with a key focus on developing a Port Macquarie CBD cultural precinct plan.	Report & identifying potential creative hubs/precincts across the LGA and recommendations for development.	Town Centre Master plan  Economic Development Strategy  LEP	LEAD PARTNER ADVOCATE	1.1	Community Place Economic Development Land Use and Planning	Glasshouse Town Centre Master plan Committee Port Macquarie Museum Chambers of Commerce PM Historic Courthouse Arts Mid North Coast PM Observatory Community Groups	More local accessible places and spaces alive with a calendar of diverse cultural activities	Funding secured for Cultural Precinct Planning delivery in 20/21
STRATEGY: CREATE, DEVELOP AND MAINTAIN VIBRANT CULTURAL SPACES AND PLACES TO MAXIMISE OPPORTUNITIES FOR OUR COMMUNITY TO PARTICIPATE IN CULTURAL ACTIVITIES ACROSS THE REGION	1.3 Venues and spaces Identify community and Council venues and develop a plan for revitalising and strengthening existing cultural facilities across our towns and villages so everyone can access arts and culture locally. Identify opportunities for commercial, unused spaces to become vibrant creative spaces.	Report on existing cultural facilities and potential spaces presented to the Cultural Steering Group with recommendations for the future development		LEAD PARTNER	1.1	Community Place	Arts Mid North Coast Glasshouse	A greater number of collaborative working environments that support the development of local creatives.	COMPLETE Insights from the CEP identified a potential education and activation program working with community halls and venues.  Glasshouse - Council's 2020-2021 Schedule of Fees and Charges includes: additional Studio and Podium venue hire options with reduced fees offering more flexibility for venue hirers; New 30% venue hire discount for Studio hire to assist local performing arts organisations and local performance artists to access this performance space.

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STRATEGY: RAISE THE SKILLS AND CAPACITY OF OUR LOCAL CREATIVES TO FOSTER A VIBRANT CULTURAL COMMUNITY	1.6 Cultural mapping Undertake a cultural mapping process to identify information about all existing arts and cultural individuals, organisations, assets, activities and events to assist with building a cultural calendar; develop a comprehensive cultural database for networking & marketing purposes and as a resource for measurement information as the implementation of the Cultural Plan progresses.	Database and report developed.		LEAD	1.7 1.3 1.2 1.1	Community Place Glasshouse	Arts Mid North Coast Cultural Organisations	More local and accessible places and spaces alive with a calendar of diverse cultural activities and events.	COMPLETE Cultural Mapping Process completed through the CEP including compilation of a Creative Sector database.
	1.7 Skills audit Undertake a skills audit of our local creatives and cultural sector to identify current strengths and future opportunities for skills development and capacity building.	Survey undertaken with report.		LEAD PARTNER CAPACITY BUILDER	1.6 1.3 1.2 1.1	Community Place Economic Development	Arts Mid North Coast	Attraction and retention of artists and cultural enterprises in our region.	COMPLETE The Skills Audit was included in the delivery of the CEP and has informed insights and actions within this body of work.
	1.8 Professional development opportunities Support our local creative and creative enterprises to develop the skills, networks and profile to enable them to thrive, by developing a program of activity which may include workshops, master classes, networking events and mentoring programs.	Professional Development programs delivered and implemented. Inclusion of recommendations form part of the Cultural Economy Plan.		LEAD FACILITATE CAPACITY BUILDER	1.7 1.1	Community Place Glasshouse Economic Development	Arts Mid North Coast Chamber of Commerce Business Networks	Attraction and retention of artists and cultural enterprises in our region.	Glasshouse Gallery June to March delivered; poetry workshop, series of painting and drawing masterclasses, silk dying workshop and craft and cocktails sessions and The Makers Market featuring local makers and artisans. Meet the Artist Videos: participating Northern Exposure Six (NE6) artists were virtually mentored and learned how to create their own video from home. It was offered to all 63 artists and 23 artists participated by producing 1 minute videos published on the Glasshouse website, social media and YouTube channels. Online engagement - over 8,720 views; Make a movie on your I-phone - an online resource available to all artists and shared specifically with NE6 artists - 85 views; Short in house produced videos showcasing exhibiting artists from our Artist in Residency program, Laura Jones: Arcadia & Asher Milgate: duality. An

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STRATEGY: IMPROVE SOCIAL AMENITY THROUGH PUBLIC ART	2.5 Public art audit Undertake an audit of Council's existing Public Art and develop a maintenance/replace schedule.	Public Art audit undertaken with recommendations for maintenance. Maintenance program developed and implemented.	Recreation Action Plan Local Environment Plan Asset Management Plan	LEAD CUSTODIAN	2.6 2.7	Community Place Parks and Recreation Assets		A coordinated approach to public art across our towns and villages in our LGA that is relevant to our communities and encourages people to explore and look after their communities.	The Public Art Audit process has been completed internally by Council. This provides the opportunity to run a report on high priority maintenance projects to inform maintenance projects for the FY. Work will be done to collate information and add all artworks to the Council Asset Register.
	2.6 Public art policy Develop and implement a Public Art Policy and Guidelines which provides a framework for commissioning, developing and managing public art (including integration into our major infrastructure projects) that reflects best practice in public arts.	Public Art Policy adopted by Council.  Percentage for Art established as part of internal capital infrastructure projects.		LEAD PRODUCER	2.5 2.7	Community Place Parks and Recreation Assets	Developers HCIA	A coordinated approach to public art across our towns and villages in our LGA that is relevant to our communities and encourages people to explore and look after their communities.	COMPLETE
	2.7 Public art master plan Develop and implement as appropriate an LGA-wide Public Art Master Plan which identifies suitable sites for public art and encourages residents and visitors to look at our towns and villages in new and unexpected ways.			FACILITATE PRODUCER	2.5 2.6 3.3 1.1	Community Place Parks and Recreation Assets Economic Development Asset owners (Capital projects)	Developers HCIA	A coordinated approach to public art across our towns and villages in our LGA that is relevant to our communities and encourages people to explore and look after their communities.	The Draft Public Art Guidelines and the Master Plan are currently being reviewed.
<b>Objective 3: Create Community pride and ownership in our Cultural brand which promotes our unique heritage, people and places.</b>									
STRATEGY: FOSTER COLLABORATION	3.1 Collaborative partnerships Partner and collaborate with businesses, arts sector organisations and all levels of government to drive and strengthen our cultural assets, programs and facilities.	No. of partners engaged to assist with the delivery and promotion of cultural activities.	Glasshouse Strategic Plan Economic Development Strategy Library Strategic Plan	PARTNER		Community Place Glasshouse Economic Development	Create NSW Arts Mid North Coast Australia Council	Increased collaborations, partnerships and networking across the arts and cultural sector.	On-going  Glasshouse: Annually develop and deliver partnerships with commercial, community, council and NFP organisations (7 x commercial e.g. Rydges, WIN, 2 x community e.g. CMNC, 1 x NFP e.g. Mid Coast Connect and 1 x Council) with the objective of ensuring the long-term sustainability of cultural programming and community engagement.

<p>As at 30 June 2020 there were over 1,170 Glasshouse Members registered for the 2020 Season. In light of COVID-19 and the cancellation of the 2020 Theatre Program, current 2020 memberships have been extended until December 2021.</p> <p>Launched a digital marketing campaign during venue closure "From Our House to Yours" to inform audiences and maintain engagement during the venue closure.</p> <p>Glasshouse partnership with Destination North Coast (Destination NSW) to attract business events to the region. Submitted conference proposals for Landcare Australia Conference, Conference Works and The Local Government Conference 2021.</p> <p>ArtWalk - The Longest Footpath Art Gallery: 86 artist/business locations in total broken down as;</p> <ul style="list-style-type: none"> <li>- 68 in PMQ</li> <li>- 9 in Wauchope</li> <li>- 9 in Laurieton/Dunbogan</li> </ul> <p>Roughly 1 x artist and 1 x business contact at each location = 172 participants</p> <p>ArtWalk Satellite Events: 44 events to be conducted across the region from Friday 24 Sept to Sunday 11 October.</p> <p>ArtWalk Artist Markets: 55 stallholders in total broken down as;</p> <ul style="list-style-type: none"> <li>- 25 stallholders in PMQ</li> <li>- 17 stallholders in Laurieton</li> <li>- 13 stallholders in Wauchope</li> </ul> <p>Funding support secured through Destination NSW Flagship Funding and Bushfire Recovery Fund Stream 1</p> <p>16 participating businesses and artists filmed and photographed for ArtWalk and Destination promotion purposes and to raise the profile of the local creative industries.</p>									
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STRATEGY: IDENTIFY AND DEVELOP OPPORTUNITIES TO PROFILE AND PROMOTE CULTURE AT ALL LEVELS – LOCAL TO INTERNATIONAL	3.2 Cultural marketing & communications plan Develop and implement a PMHC Cultural Marketing & Communications Plan.	Cultural Marketing and Communication developed.	Destination Marketing Plan	LEAD PARTNER	1.1 3.3	Community Place Economic Development	Arts Mid North Coast GP Tourism EDSG CSG Media Partners Cultural Organisations	Increased awareness of the range of cultural activities available in the region, residents and visitors accessing our heritage places to understand our history and local stories.	The Destination Brand Review and marketing strategy development will include consideration and engagement with Culture and Creative Industry stakeholders.
	3.3 Cultural tourism In partnership with key stakeholders, develop and implement a cultural tourism plan that promotes our culture and builds our reputation as a destination offering diverse cultural experiences.	Cultural Tourism Program developed and delivered.	Destination Marketing Plan	LEAD PARTNER FACILITATE	3.2 2.7 3.4	Community Place Economic Development	Arts Mid North Coast GP Tourism Museums	Percentage growth in cultural tourism	The Destination Brand Review and marketing strategy development will include consideration and engagement with Culture and Creative Industry stakeholders.
	3.4 Cultural festival Building on the success of Council's ArtWalk event, undertake strategic planning to develop a sustainable cultural festival celebrating our local arts, heritage and culture that will promote Port Macquarie-Hastings region as a centre of cultural excellence.	Creative Producer engaged. Cultural festival delivered	Destination Marketing Plan	FACILITATE PRODUCER	3.3 1.1	Community Place Economic Development Glasshouse Libraries		Signature cultural events and festivals that are sustainable; attract new audiences and bring people to our region.	The ArtWalk COVID Safe programme 'Longest Footpath Gallery' is endorsed by Council and planning for event delivery well progressed. See insights noted in 3.1 Collaborative Partnerships comments.
STRATEGY: WORK COLLABORATIVELY WITH THE CULTURAL COMMUNITY SECTOR TO DELIVER IDENTIFIED HERITAGE OUTCOMES	3.5 Heritage and management audit Assess and map the visual character and cultural significance of our landscape and built environment, including undertaking an audit of heritage interpretive signage. Council and community-managed heritage assets and collections, leading to further policy and guidance for the future management and protection of these unique places and development of a heritage signage interpretation framework.	Aboriginal and local Heritage management Plan developed. Heritage Signage Interpretation framework developed.	LEP plan Heritage Plan	LEAD CUSTODIAN	3.6 3.3	Community Place – Heritage Officer Land use and Planning Assets Parks & Recreation	OHE Birpai Land Council Bunyah Land Council	Increased awareness of the range of cultural activities available in the region, residents and visitors accessing our heritage places to understand our history and local stories.	An Aboriginal Heritage Study will commence once the proposed Aboriginal stakeholder group has been formed. Project inception and planning, project completion by 2022.  Interpretive Signage Strategy is being funded through the COVID Recovery fund.



	<b>3.6 Our Aboriginal culture</b> Develop a long-term plan for Aboriginal heritage and culture in the region that includes a commitment to the development and promotion of our local Aboriginal artists.	Aboriginal and Heritage and management Plan developed.  Ensure Aboriginal heritage and culture are featured in Cultural Economy and Tourism Plan.	Community Inclusion plan Heritage plan	PARTNER CUSTODIAN	2.1 1.1 1.8 3.3 3.4 3.5	Community Place Parks and Recreation	Birpai Land Council Bunyah Land Council OHE	Greater recognition of our Indigenous heritage and culture	An Aboriginal Heritage Study will commence once the proposed Aboriginal stakeholder group has been formed. Project inception and planning, project completion by 2022.  Aboriginal heritage and culture will be considered as part of the Destination Brand Review and marketing strategy development process.
<b>STRATEGY: PROMOTE OPPORTUNITIES FOR CULTURAL EXCHANGE</b>	<b>3.7 Handa sister city</b> Review the Handa Sister City relationship to identify further potential for cultural exchange.	Sister City program reviewed with recommendations presented to Council.	Community Inclusion Plan	PARTNER	3.8	Community Place Economic Development	EDSG GPM Tourism Charles Sturt University Handa Sister City Handa Working Group	Greater recognition of our local creatives and their products/service.	30 <sup>th</sup> Anniversary visit to Handa postponed due to COVID-19.

Objective 4: Ensure the effective planning, funding, integration and measurement of Councils art and cultural programs.								
STRATEGY	ACTION	OUTPUT	LINKS TO OTHER COUNCIL PLANS	COUNCIL ROLE	LINKS	INTERNAL LEAD RESPONSIBILITY	PARTNERS	OUTCOMES
STRATEGY: IDENTIFY FUNDING OPPORTUNITIES TO SUPPORT CULTURAL OUTCOMES	4.1 Funding Identify potential funding streams (including grants, corporate funding and partnerships) to support the ongoing implementation of actions from the Cultural Plan.	Grants applications identified and applied for.  Review distribution of Section 94 contributions and distribution of funds.		PARTNER	4.2 1.2 1.3 1.4	Community Place Glasshouse Economic Development Section 94 Contributions	Create NSW Arts Mid North Coast CIMP State & Federal Government CSU	An increased level of funding received from external bodies to implement actions from this plan.
								Glasshouse Regional Gallery: Create NSW annual funding was successful for 2020 (\$70K). The gallery has submitted an application for Create NSW Triennial Funding to support the gallery program. Create NSW have advised the decision on grant awards has been delayed again, no date provided.  Council committed \$295,000 COVID Recovery actions for Cultural Development, projects include: · Arts, Culture & Creative Industries content development and marketing \$80,000 · Cultural industries - Networking and mentoring \$50,000 · Creative and Arts Trails development \$45,000 · Program to encourage use of vacant commercial spaces \$80,000 · Artwalk delivery 40,000 (over 2 years)  Consideration will be given to future funding bids beyond this FY.
	4.2 Grants program Support the development of arts programs and projects across the LGA by establishing a Community Cultural Development Grants program.	Art & Cultural Grants and Sponsorship program implemented and projects delivered.		FACILITATE SUPPORT	4.1	Community Place	Cultural Steering Group	An increase in the level of funding available to community organisations to deliver community led cultural projects.
STRATEGY: INTEGRATE AND ALIGN THE CULTURAL PLAN WITH RELEVANT COUNCIL DOCUMENTS (PLANS, STRATEGIES AND POLICIES)	4.3 Glasshouse Strategic Plan Provide input into the development of Council's Glasshouse Strategic Plan to ensure the delivery of high-quality cultural, community activities which reflect the social and cultural aspects	Glasshouse Strategic plan developed that responds to the Cultural aspirations of the region and approved by the CSG.	Community Inclusion Plan	LEAD FACILITATE SUPPORT HOST PRODUCER	1.3 1.4 1.8 2.1 2.2 2.4 3.1 3.3 3.6 4.1 4.7	Glasshouse Community Place	Cultural Steering Group Arts Mid North Coast	Planning more closely reflects community aspirations.
								Council endorsed The Glasshouse Plan 2020-2022 at the July 2020 Council meeting. It aligns with the Cultural Plan and the Glasshouse will continue to present bi-annual reports to council in February and August each year.

that are relevant to our community.	LEP updated	Heritage Plan	LEAD	3.6 3.5	Strategy	State Government	Appropriate protection for built heritage within the PMH LGA.	Project initiation awaiting approval.
<b>4.4 Heritage guidelines</b> Update Council's local heritage guidelines/studies to better reflect current planning & development trends.	Community engagement undertaken and reported upon.		LEAD	4.7	Community Place	Whole of Community	Planning more closely reflects community aspirations.	Based on the engagement and insights gained through the Cultural Economy Project staff recommend this process be undertaken internally.
<b>4.5 Community engagement</b> Undertake a comprehensive community engagement process for the development of the 2021-2024 Cultural Plan.	Economic Development Strategy developed.	Economic Development Plan	SUPPORT ADVOCATE	1.1	Community Place Economic Development Glasshouse	Cultural Steering Group EDSG GPM Tourism		To be considered in terms of next step from CEP and COVID Recovery Actions.
<b>4.6 Economic Development Strategy</b> Provide input into the development of Council's Economic Development Strategy to ensure alignment with the cultural economic outcomes identified within the Cultural Plan, in particular, the development of our creative industries and cultural tourism.	Cultural measures identified and reported on annually		LEAD	4.5	Community Place Glasshouse	Cultural Development Network Arts Mid North Coast Create NSW	An ability to demonstrate measureable outcomes from this plan that can be benchmarked against comparable local government bodies.	An evaluation framework has been developed through the Cultural Economy Project process and will be applied to planning for the Cultural Plan.
<b>4.7 Cultural performance measure</b> Develop a relevant set of cultural performance measures based on recognised cultural indicators to allow benchmarking of cultural activity. Develop a process to allow for evaluation of actions against these measures.								
<b>STRATEGY:</b> <b>IDENTIFY MEASURE AND RAISE AWARENESS OF THE ECONOMIC AND SOCIAL VALUE OF CULTURE TO OUR COMMUNITY</b>								