



Cultural Steering Group

Business Paper

date of meeting: Wednesday 27 October 2021

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	24/02/21	28/04/21	23/06/21	28/07/21	25/08/21	29/09/21
Councillor Rob Turner (Chair)	✓	✓	✓	✓	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	✓	✓	X	A	A	A
Beric Henderson vacant	A	✓	A	✓	✓	-
Brian Barker vacant	A	-	-	-	-	-
Chris Denny	A	✓	✓	✓	✓	✓
Debbie Sommers	✓	✓	✓	✓	✓	✓
Marie Van Gend	✓	A	✓	✓	✓	✓
Skye Petho	✓	✓	✓	✓	X	✓
Stacey Morgan	✓	A	✓	✓	A	✓
Wendy Haynes	✓	A	✓	✓	✓	✓
Willhemina Wahlin	✓	✓	✓	✓	✓	A
Jeffery Sharp (Director Strategy and Growth) D Coulton / L Davies (acting)	A	✓	✓	✓	✓	✓
Liesa Davies (Group Manager Economic and Cultural Development) Amanda Hatton (acting)	✓	✓	✓	✓	✓	✓
Pam Milne (Glasshouse Venue Manager) Bec Washington (acting)	✓	✓	✓	✓	✓	A

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

Meeting Dates for 2021

27/01/2021	Function Room	8:00am
24/02/2021	Function Room	8:00am
24/03/2021	Function Room	8:00am
28/04/2021	Function Room	8:00am
26/05/2021	Function Room	8:00am
23/06/2021	Function Room	8:00am
28/07/2021	Function Room	8:00am
27/10/2021	Function Room	8:00am
24/11/2021	Function Room	8:00am

Cultural Steering Group Meeting

Wednesday 27 October 2021

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 29 September 2021 be confirmed.

PRESENT

Members:

Councillor Rob Turner (Acting Chair)
Chris Denny (Community Representative)
Debbie Sommers (Community Representative)
Marie Van Gend (Community Representative)
Skye Petho (Community Representative)
Wendy Haynes (Community Representative)
Stacey Morgan (Community Representative)
Director Strategy and Growth (Jeffery Sharp)
Group Manager Economic and Cultural Development (Liesa Davies)

Other Attendees:

Chief Executive Officer (Dr Clare Allen)
Group Manager Commercial Business Units (Ashley Grummit)
Destination and Cultural Development Manager (Jane Ellis)
Cultural Development Officer (Georgina Perri)
Cultural Projects Officer (Linden Duke)
Economic Development Officer (Marissa Clift)

Cred Consulting Representatives (Agenda Item 7):

April McCabe, Associate Director Policy and Strategy
Elise O’Ryan, Associate Director Community Planning and Design
Claudio Holzer
Abinaya Rajavelu

Economic Development Steering Group Members (Agenda Item 7):

Kellon Beard
Paul Dawson
Michelle Love
Tony Thorne
Kate Wood-Foye

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies from Councillor Geoff Hawkins, Pam Milne (Glasshouse Venue Manager) and Willhemina Wahlin (Community Representative) be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 25 August 2021 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Business Arising From Previous Minutes schedule be noted.

06 RESIGNATION OF BERIC HENDERSON

CONSENSUS:

That the Cultural Steering Group:

1. Note the recent resignation of Steering Group Member Beric Henderson
2. Formally thank Beric Henderson for his commitment and contribution to the Cultural Steering Group.

07 CBD CULTURAL PRECINCT PLAN DEVELOPMENT

The Cultural Development Officer welcomed members of the Economic Development Steering Group to the meeting and introduced April McCabe, Associate Director Policy and Strategy and Elise O’Ryan, Associate Director Community Planning and Design from Cred Consulting. Cred Consulting will be undertaking the development and creation of the Port Macquarie CBD Cultural Precinct Plan (CPP). April and Elise explained the desktop research completed to date, with the engagement phase to begin shortly with key stakeholders including the aboriginal community. The Group’s ideas and feedback on a number of topics were captured, with discussion including the parameters of the potential project site boundary and the Port Macquarie ‘city heart’. April spoke of the importance of aligning the CPP with Council’s other strategic plans and providing a solid framework to ‘talk’ to future potential funding opportunities.

CONSENSUS:

That the Group participate in discussions with Cred Consulting to help inform the development of the Port Macquarie CBD Cultural Precinct Plan and note next steps in the project.

08 GENERAL BUSINESS

08.01 CONFIDENTIAL MATTER

The Group Manager Economic and Cultural Development flagged a matter confidential with Cultural Steering Group members and noted the intention to fully brief the Group when the relevant information was publicly available.

08.02 PROFESSIONAL DEVELOPMENT PROJECT UPDATE

The Cultural Development Officer updated the Group on Council’s COVID Recovery Funded program of professional development, networking and mentoring for local creatives. A series of face-to-face and online seminars had taken place over the last 6 months covering business and finance skills, navigating social media and marketing and networking. Recently a hands-on Mural Masterclass was delivered for 10 local artists interested in pursuing future public art commissions. Participants were mentored by experienced mural artist Mike Shankster over the course of the week, culminating in a 3-wall mural on the Town Beach Breakwall HQ/amenities building. Further sessions and programs are planned including how to establish a local creative networking group, an intensive marketing session, and further hands-on workshops.

The meeting closed at 9:22am.

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 Chief Executive Officer, such a disclosure is to be made to the staff member's manager. In the case of the Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer, 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 Chief Executive Officer 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:	09		02/12/2020
Subject:	DRAFT PUBLIC ART MASTERPLAN		
Action Required:	1. Support engagement with the local Aboriginal community to explore development of a cultural artwork in 2021 at an appropriate location.		
Current Status	1. Discussion commenced with Council's Aboriginal Reference Group at 30 August meeting. Update to be provided to CSG following further discussions with representatives from this Group.		

Item:	05		24/02/2021
Subject:	CREATIVE HUB - REQUIREMENTS AND MANAGEMENT/OPERATIONAL MODEL		
Action Required:	1. The Cultural Economy Project identified affordable and accessible workshop, exhibition, performance and rehearsal space as a major priority for the local creative community.		
Current Status	1. Updates to be provided to CSG as available.		

Discussion topics at future meetings		
	Due Date	Requested
Petition to remove the Edmund Barton statue	Future Meeting	1 July 2020
Update on Port Macquarie Historic Court House Curtilage	Future Meeting	2 September 2020
Forestry Corporation be invited to address a future meeting to talk about the nature based tourism precinct <i>Guulabaa - Place of Koala</i> located in Cowarra State Forest	Future Meeting	25 August 2021

Item: 06**Subject: LOST AT SEA PROJECT****Presented by: Strategy and Growth, Jeffery Sharp**

RECOMMENDATION**That the Cultural Steering Group:**

- 1. Participate in a discussion that will help inform the development of the Lost at Sea Project scope and plan.**
- 2. Note the Lost at Sea project will be a permanent, accessible site specific art installation commemorating lives lost in our oceans.**

Discussion

Council is regularly contacted by the families and friends of loved ones who have been lost at sea requesting a permanent memorial to honour their loved one, and to provide a location where they can visit to reflect and grieve. The heartbreaking situation for many of the families and friends impacted is that their loved one may never be recovered to be able to be put to rest.

Council acknowledges that nothing can ever replace the loss of a loved one. The inclusion of a memorial place/space will give family members and friends a place to visit for personal reflection, and will serve as a permanent mark of respect for those who are tragically lost at sea.

Staff are currently developing the scope and plan for delivery of this project. This includes selection of an appropriate project site, undertaken in collaboration with Council's Parks and Recreation team. Community engagement and communications plans are being prepared with Council's Engagement and Communications teams to allow for timely and widespread community consultation and communication.

A Public Art Professional Reference Panel will be established to review Expression of Interest documents and assess project submissions.

At this meeting we will take the Group through the draft project outline for discussion and input to the planning.

Attachments

Nil

Item: 07

Subject: DRAFT PUBLIC ART MASTERPLAN PRIORITY SITES AND LOCATIONS

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Cultural Steering Group note:

1. The identification of priority sites and locations for future public art in the Draft Public Art Masterplan and provide input and feedback on the initial outline.
2. That community engagement on the Draft Public Art Masterplan will take place in the coming months.
3. Further updates will be provided in upcoming meetings.

Discussion

The Draft Public Art Masterplan Plan (PAMP) responds to the Port Macquarie-Hastings Cultural Plan 2021-2025 (the 'Cultural Plan'), Public Art Policy and Public Art Guidelines, and will *'enrich our community through experiences that embrace and celebrate our diverse and unique art and culture'*.

The PAMP aims to identify public art projects that align with relevant Council strategies and plans, improve social amenity through public art, and set objectives that will guide delivery and opportunities for future public art inclusion. The PAMP is designed to be a "living" document that can evolve with changing times, priorities and trend as needed.

Recognising public art as a specialised skill, Council's role will thus be to initiate, facilitate and influence public art outcomes across as many areas of Council operations as possible.

Community engagement will be undertaken over the coming months (including Councils Aboriginal Advisory Group) with an updated draft to come back to this committee for review.

Key internal stakeholders will be invited to review the draft PAMP and provide expert feedback on the draft to date.

Attached is the initial scoping of potential sites and locations. Staff have reviewed current Council plans to determine existing identified Public Art inclusions and opportunities to maximise Council priorities and potential funding. We will be seeking input and feedback from the Group on the current outline.

Attachments

- 1  Public Art Masterplan Priority Sites & Locations

PMHC DRAFT Public Art Masterplan

Potential sites and locations

Identification of priority sites and locations (for discussion at AAG and CSG)

Objectives and Actions taken from PMHC Community Plans (CP), Masterplans, etc.:

- **Port Macquarie CBD Cultural Precinct Plan** – Currently in development and provide frameworks and recommendations to enhance connections and cohesion within the Port Macquarie CBD.
- **Bonny Hills CP** - Mural at Rainbow Beach amenities block - project complete
- **Bonny Hills Reserves Masterplan** – Proposed Reserves Sculpture Trail
- **Laurieton Town Centre Masterplan** – Main Themes: Identity and Aesthetics, *Inclusion of public art, including Aboriginal art*, Foreshore – *Incorporation of public art*, Heritage and Aboriginal Heritage – *Incorporate the Aboriginal flag, totems and stencilling into town*
- **Kew, Kendall, Herons Creek and Lorne CP**
Objective 4.1 *Retain Kendall's and Kew's village character*. Provide funds for and paint murals on existing buildings.
Objective 4.2: *Preserve and celebrate our rich history*
Action 4.2.3: Install Nancy Bird Walton replica at the iKew Centre.
- **Kew Main St Masterplan** – Opportunity to commission some public art elements that celebrate Nancy Bird Walton.
- **Kendall Main St Masterplan** – Many creative and public art elements have been included in the staged masterplan document, including the creation of a gateway feature on River Street, bespoke sculptural play elements and sculptural fencing.
- **Comboyne and Byabarra CP**
Objective 2.1: *Improved public spaces for community to gather and connect*
Action 2: Create a concept design to upgrade Pioneer Park - Park equipment, BBQ, sculptures, Comboyne native plants.
Action 4: Beautify mural outside super market - project underway
- **Telegraph Point and surrounds CP**
Objective 1: *To retain and build upon the village character through beautification, restoration works and acknowledgment of village history through signage/artworks.*
Action 5: Explore options for murals on the Wilson River Bridge pylons, similar to the silo murals seen around rural Australia.
Action 7: Development of a sculptural trail along the river.
Objective 5.1: *The entrance into our village is attractive and well maintained*
Action 5.1.1: Develop a beautification design concept for the northern and southern entrances to the village and the village areas both sides of the bridge.
- **Hastings Hinterland CP**
Objective 1.1: *To encourage beautification of the village and surrounds and promote our unique history*
Action 1.1.4: Develop a beautification design concept (including maintenance schedule) to enhance entrances into the Long Flat village.
- **Wauchope CP**
Objective 3.1: *To ensure the history and heritage of our region is protected, whilst actively identifying opportunities to produce and promote new tourism and cultural products.*

PMHC DRAFT Public Art Masterplan

Potential sites and locations

Action 3.1.5: Advocate for public artworks around town.

- **Beechwood Gateway Signage** for a new multi-tenure (National Parks & Wildlife NSW, Forestry Corporation, Kempsey Shire Council and PMHC) cross border tourist drive experience - *Banda Banda Adventure Route* – Beechwood marks the designated start or finish of the route.
- **Boundary Street Upgrade** – Cultural staff have suggested major public art elements for consideration/inclusion in detailed design. Currently staff are seeking project funding.
- **Under embargo** - we have received funding for 3 projects:
 1. Town Beach Amphitheatre,
 2. Westport Park Destination Playground (Leslie Williams electorate)
 3. Bain Park Master Plan Implementation (Melinda Pavey electorate)
- **Confidential** - Tacking Point Lighthouse Access Boardwalk - DRAFT Concept Design - Community Engagement to commence late October 2021.

Opportunities

- Town Centres offer priority sites for public art, particularly those where master planning has begun, and where Masterplan Leadership Teams/ implementation groups are advocating for public art.
- Gateways into townships and villages / Entry / Statement
- Graffiti prone sites including water tanks
- Roundabouts
- Parklands undergoing improvements offer excellent art opportunities as points of engagement, for play and whimsy, particularly for children.
- Laneways and courtyards
- Interpretive / Discovery works - heritage
- Pathways / connections / Journeys - CPP may identify but otherwise those that locals and visitors use like the Breakwall, Beach to Beach etc.
- Creative interpretation of project infrastructure/Functional artwork - water bubblers, tree grates, bin surrounds, seating, lighting, amenities treatments/partitions/murals, concrete etching, etc.

Future opportunities:

- Health and Education Precinct
- New Port Macquarie Aquatic Centre
- Port Macquarie Airport Masterplan - Port Macquarie Airport Business and Technology Park - (multi-year project)
- Hastings Sporting Fields
- Thrumster Sporting Complex
- Kew Main Street upgrade
- Bain Park, Wauchope
- Laurieton Town Centre Masterplan
- Bonny Hills Reserves Masterplan
- Rainbow Beach Sports Fields
- Port Macquarie CBD - TCMP
- Port Macquarie Coastal Walk - Town Beach MP, CWMP
- Laurieton & hinterland including Kendall and Kew -
- Wauchope & hinterland including Comboyne -

PMHC DRAFT Public Art Masterplan Potential sites and locations

- Lake Cathie and Bonny Hills -
- Rural and village locations
- Blackmans Point

Item: 08**Subject: PUBLIC SPACES INTERPRETATION STRATEGY & GUIDELINES****Presented by: Strategy and Growth, Jeffery Sharp**

RECOMMENDATION

That the Group participate in a discussion that will help inform the development of the Public Spaces Interpretation Strategy and Guidelines.

Discussion

This Project proposes the engagement of a consultant to develop a Port Macquarie-Hastings Public Spaces Interpretation Strategy and Guidelines.

Port Macquarie-Hastings Council is responsible for a range of different sign types in the public domain. These include wayfinding, walking trail, interpretation and tourism signage. In 2017 Council developed a Wayfinding Signage Strategy to ensure consistency of message and design for on and off-road walking and cycling facilities in Port Macquarie, Wauchope and Laurieton, and Port Macquarie Coastal Walk. We have also developed and continue to roll out new Towns and Village entrance signage.

The third component of signage, that requires attention, is interpretation signage (or other forms of interpretation in our public spaces, this could be sculpture, or the use of digital technology). Historically signage, particularly interpretation signage, has been a series of one off projects without an underpinning positioning.

Increasingly, staff are receiving representations from community and stakeholder groups advocating for interpretation in our public spaces (eg Geotrail, Beach to Beach, recognition of persons of significance) and we do not have an overarching strategy or approach to guide how and where this appropriately occurs.

Further, upgrades to the Coastal Walk as per the adopted Master Plan, the staged roll-out of the Towns and Villages Signage and adoption of a Wayfinding Strategy with subsequent roll-out of wayfinding signage across Port Macquarie, Laurieton, Wauchope and the Coastal Walk has created the right environment for Council's interpretation projects to be considered.

It is timely and necessary to provide appropriate consistent signage guidelines, and a clear process for the assessment of signage/interpretation requests across the LGA. At this meeting we will take you through the drafted scope, project objectives, deliverables and engagement for discussion and input.

Attachments

Nil