



Cultural Steering Group

Business Paper

date of meeting: Wednesday 3 April 2019

location: Function Room
Port Macquarie-Hastings Council
17 Burrawan Street
Port Macquarie

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 Community Participation and Engagement
- Glasshouse Venue Manager
- Community representatives, as appointed by Council

3.2 Non-Voting Members

- Other members, including State and Federal Government representatives and specific constituent groups within various sectors may be invited to attend meetings or working groups on certain issues or to progress an agreed outcome, as approved by the Steering Group.

3.3 Obligations of Members

- Commit to working towards advancement of the cultural endeavours within the Local Government Area.
- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of the Steering Group.
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- Comply with this Charter document at all times.

- Facilitate and encourage community engagement with Steering Group and Council initiatives to support good cultural outcomes for our community.
- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Steering Group are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of Steering Groups are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of a Steering Group or the Steering Group itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor as a member of a Steering Group or the Steering Group itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- Councillors, Council staff and members of this Steering Group must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

3.4 Member Tenure

- Steering Group members will serve for a period of two (2) years after which Council will call expressions of interest for the next two (2) year period. Existing Steering Group members will be eligible to re-apply for a position and serve additional terms. Any changes in the composition of the Steering Group require the approval of Council.

3.5 Appointment of Members

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Steering Group. Members of the Steering Group will be representative of cultural interests across the Local Government Area rather than a single issue. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the cultural and community sectors in the Port Macquarie Hastings region. Applications from individuals and representatives from interest groups, and who meet the selection criteria will be encouraged. Where practicable the membership will represent the geographical spread of the Port Macquarie-Hastings Local Government Area, and a diverse range of cultural, gender and age groups.
- Council, by resolution duly passed, will appoint members to the Steering Group.

4.0 TIMETABLE OF MEETINGS

- Meetings will be held monthly (or more regularly if required). Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

5.0 MEETING PRACTICES

5.1 Decision Making

- Recommendations of the Steering Group shall be by majority of the members present at each Meeting and each member shall have one (1) vote.
- The Chairperson shall not have a casting vote.
- In the event of an equality of votes on any matter, the matter shall be referred directly to Council's Executive Group and then to Council.
- Recommendations from the Steering Group are to be made through the General Manager or the relevant Director, who will determine under delegation, the process for implementation.
- The Steering Group has no delegation to allocate funding on behalf of Council. The Steering Group may make recommendations to Council about how funding should be spent in relation to the above-mentioned objectives, however those funds will only be applied and expended following a formal resolution of Council.
- The Steering Group may establish working groups to support actions and activities within the strategies or to assist in the delivery of projects and events as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents.

5.2 Quorum

- The quorum for the Steering Group will be half of the members plus one. A quorum must include a minimum of one (1) Councillor and one (1) Council staff member being present.

5.3 Chairperson and Deputy Chairperson

- The Chairperson shall be the Councillor, Chair Economic and Cultural Development Portfolio.
- The Deputy Chair shall be the Councillor, Alternate Chair Economic and Cultural Development Portfolio .
- At all Meetings of the Steering Group, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson and Deputy Chair, as the Steering Group's first item of business, the Steering Group shall elect one of its members to preside at the Meeting (elected chair must be a Council representative).

5.4 Secretariat

- The Director is to be responsible for ensuring that the Steering Group has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be appropriately approved and circulated to each member within three (3) weeks of a meeting being held.
- All Steering Group agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

5.5 Recording of explicit discussions on risks

- The Secretariat shall record all discussions that relate to risks.

6.0 CONVENING OF “OUTCOME SPECIFIC” WORKING GROUPS

- The Steering Group can at times request a working group to be convened, for a limited period of time, for a specific action, these specifics will be minuted clearly. The working group will report back to the Steering Group with outcomes.
- These Working Groups, include, but not limited to:
 - Australia Day - To stimulate a public awareness and recognition of Australia Day and Australia Day Awards.
 - Handa Sister City - To further and implement the ideals of the relationship established in the sister city arrangement.
 - Aboriginal Advisory Group - to assist with the delivery of the Aboriginal portfolio of programs and activities and the ongoing implementation of the Aboriginal Awareness and Understanding Strategy.
 - Youth Advisory Council - to develop a voice for our youth in Council and the Community.
- Any working groups established under this Steering Group will be responsible for providing updates to the Group. The working groups will be an informal gathering with notes collected and managed by the senior staff member in attendance and will be tabled at the Steering Group meetings.

7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST

- Any independent members of the Steering Group will be required to complete a confidentiality agreement that will cover the period of their membership of the Steering Group.
- Steering Group members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Steering Group meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Steering Group deliberations on the issue where the conflict of interest may exist.

Cultural Steering Group
ATTENDANCE REGISTER

Member	05/09/18	03/10/18	07/11/18	05/12/18	06/02/19	06/03/19
Councillor Rob Turner (Chair)	A	✓	A	A	✓	✓
Councillor Geoff Hawkins (Deputy Chair)	✓	A	✓	✓	✓	A
Brian Barker	✓	A	✓	✓	✓	✓
Chris Denny	A	✓	✓	✓	✓	✓
Kate Ford	✓	A	✓	✓	A	A
Beric Henderson	✓	✓	✓	✓	✓	✓
Jennifer Hutchison	✓	✓	✓	A	A	A
Simon Luke	A	✓	A	A	✓	✓
Stacey Morgan	A	A	✓	✓	✓	A
Willhemina Wahlin	✓	A	A	✓	✓	✓
Jeffery Sharp (Director Strategy and Growth)	✓	✓	✓	✓	A	A
Holly McBride (Acting Director Strategy & Growth)					✓	✓
Lucilla Marshall (Group Manager Community Place)	✓	✓	✓	✓	✓	✓
Pam Milne (Glasshouse Venue Manager)	✓	✓	✓	✓	✓	A

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

Cultural Steering Group Meeting

Wednesday 3 April 2019

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 6 March 2019 be confirmed.

PRESENT

Members:

Councillor Turner (Chair)
Brian Barker
Chris Denny
Beric Henderson
Simon Luke
Willhemina Wahlin
Holly McBride (Acting Director Strategy and Growth)
Lucilla Marshall (Group Manager Community Place)

Other Attendees:

Skye Frost (Community Participation Officer, Creative Places)
Jenny Mead (Community Participation Officer - Community Events)
Pat Johnson (Handa Sister City Working Group)
Bruce Hardy (Handa Sister City Working Group)

The meeting opened at 8:05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Hawkins (Deputy Chair), Kate Ford, Jennifer Hutchison, Stacey Morgan, Jeffery Sharp (Acting Director Infrastructure) and Pam Milne (Glasshouse Venue Manager) be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 6 February 2019 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

CONSENSUS:

That the Business Arising schedule be noted.

06 CULTURAL ECONOMY PLAN

CONSENSUS:

That the Cultural Steering Group:

1. Note the report on the Cultural Economy Plan.
 2. Undertake a Cultural Economy Plan as outlined.
-

07 FINAL REPORT ABORIGINAL AWARENESS AND UNDERSTANDING STRATEGY 2013 - 2017

CONSENSUS:

1. That Council develop an annual report on how engagement with Birpai Land Council is continuing and present to the Cultural Steering Group.
 2. That the Birpai Land Council be invited to a Cultural Steering Group Meeting to provide an update on what activities they are planning.
-

08 ARTWALK - MONTHLY UPDATE

CONSENSUS:

1. That Council define the Artwalk Program by mid-April and present to the next Meeting in May 2019.
 2. That Council call for Expressions of Interest for the Artwalk and Art Weekend once the program is defined.
-

09 BICENTENARY - MONTHLY UPDATE

CONSENSUS:

That the Cultural Steering Group note the discussion about the Bicentenary Activities.

10 MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN

CONSENSUS:

That the Cultural Steering Group:

1. Note the progress of the Public Art Policy and Master Plan Project.
 2. Note that submissions for the Bonny Hills Mural Art Design Competition will open on 13 March 2019 and that \$1,000 prize money is available.
 3. Note that the Faces of Hastings will be exhibited in Wauchope Hastings Coop (Audio Tour included) commencing in May 2019 following the Creative Wauchope activities on 11 May 2019.
 4. Note that the Street Artz Fest 2019 will be held on 13 April 2019 as a part of the Youth Week.
 5. Note that a draft Public Art Policy to be shared with the Cultural Steering Group for further discussions.
 6. Note that the proposal of the Kmart Public Art to be sent via email to the Cultural Steering Group.
-

11 HANDA SISTER CITY

CONSENSUS:

That the Cultural Steering Group:

1. Reconsider the original Handa Gift Report at the next Meeting in April.
 2. Discuss options for Handa Sister City relationship in the future at an upcoming meeting.
-

12 CULTURAL PLAN 2018 - 2021 - ALLOCATION OF FUNDS

CONSENSUS:

That the Cultural Steering Group note the update regarding the budget allocation for 2019 - 2020 financial year and a report will be presented at the next Cultural Steering Group Meeting.

13 GENERAL BUSINESS

13.01 "PICTURE JUSTICE AUSTRALIA" PROGRAM

CONSENSUS:

That the Cultural Steering Group Committee note Wilhelmina Wahlin's program "Picture Justice Australia" and also note that submissions will be open from 1 April 2019 to 30 April 2019 for year 11 and 12 students to apply to be a part of the program.

The meeting closed at 9:33am.

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, declare the following interest:

☐

Pecuniary:

Take no part in the consideration and voting and be out of sight of the meeting.

☐

Non-Pecuniary - Significant Interest:

Take no part in the consideration and voting and be out of sight of the meeting.

☐

Non-Pecuniary - Less than Significant Interest:

May participate in consideration and voting.

For the reason that:
.....

Name:

Signed: Date:

(Further explanation is provided on the next page)

Further Explanation

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

Pecuniary Interest

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (section 451)

Non-Pecuniary

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

Non Pecuniary – Significant Interest

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships 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 a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

Non Pecuniary – Less than Significant Interest

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

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

Councillor's Name:

Councillor's Signature: Date:

Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of 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.

-
- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may 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.
- ii. Section **442** of the *Local Government Act 1993* 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 section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
- iii. 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 section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
- iv. **Relative** is defined by the *Local Government Act 1993* 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.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	07	Date:	06/03/2019
Subject:	FINAL REPORT ABORIGINAL AWARENESS AND UNDERSTANDING STRATEGY 2013 - 2017		
Action Required:	<ol style="list-style-type: none"> 1. That Council develop an annual report on how engagement with Birpai Land Council is continuing and present to the Cultural Steering Group. 2. That the Birpai Land Council be invited to a Cultural Steering Group Meeting to provide an update on what activities they are planning. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. An invitation to Birpai Land Council has been sent. 		

Item:	08	Date:	06/03/2019
Subject:	ARTWALK – MONTHLY UPDATE		
Action Required:	<ol style="list-style-type: none"> 1. That Council define the Artwalk Program by mid-April and present to the next Meeting in May 2019. 2. That Council call for Expressions of Interest for the Artwalk and Art Weekend once the program is defined. 		
Current Status	<ol style="list-style-type: none"> 1. Agenda within this report. 2. Noted. 		

Item:	10	Date:	06/03/2019
Subject:	MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN		
Action Required:	<p>That the Cultural Steering Group:</p> <ol style="list-style-type: none"> 1. Note the progress of the Public Art Policy and Master Plan Project. 2. Note that submissions for the Bonny Hills Mural Art Design Competition will open on 13 March 2019 and that \$1,000 prize money is available. 3. Note that the Faces of Hastings will be exhibited in Wauchope Hastings Coop (AudioTour included) commencing in May 2019 following the Creative Wauchope activities on 11 May 2019. 4. Note that the Street Artz Fest 2019 will be held on 13 April 2019 as a part of the Youth Week. 5. Note that a draft Public Art Policy to be shared with the Cultural Steering Group for further discussions. 6. Note that the proposal of the Kmart Public Art to be sent via email to the Cultural Steering Group. 		
Current Status	<ol style="list-style-type: none"> 1.-6. Noted. 5. Agenda item within this report. 		

Item:	11	Date:	06/03/2019
Subject:	HANDA SISTER CITY		
Action Required:	<p>That the Cultural Steering Group:</p> <ol style="list-style-type: none"> 1. Reconsider the original Handa Gift Report at the next Meeting in April. 2. Discuss options for Handa Sister City relationship in the future at an upcoming meeting. 		
Current	1.-2. Agenda item within this report.		

Status			
Item:	12		06/03/2019
Subject:	CULTURAL PLAN 2018 - 2021 - ALLOCATION OF FUNDS		
Action Required:	That the Cultural Steering Group note the update regarding the budget allocation for 2019 - 2020 financial year and a report will be presented at the next Cultural Steering Group Meeting.		
Current Status	Agenda item within this report.		

Reports to future meetings		
Report	Due Date	Requested
Review of Existing Committees Report	Deferred to May 2019	6 June 2018
Cultural Plan Quarterly Progress Report	Being superseded by a new plan and Progress Report to CSG Meeting in August 2019	4 October 2017
Glasshouse Strategic Plan	Deferred to April 2019	7 November 2018
Review of tenure process of Cultural Steering Group	Deferred to May 2019	7 November 2018
Artwalk (Infrastructure)	Deferred to August 2019	5 December 2018
Creative Hub – Requirements and management/operational model	Deferred to June 2019	5 December 2018
Destination Management Plan	May 2019	6 February 2019
Annual report on Engagement with Birpai Land Council (in line with Cultural Plan reporting)	August 2019	6 March 2019
Artwalk Program	May 2019	6 March 2019

Item: 06

Subject: ARTWALK - MONTHLY UPDATE

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the information provided and provide input into the discussion.

Discussion

A verbal update about the 2019 Artwalk event will be provided at the meeting.

Artwalk is planned for the 18 July 2019 and will continue with a small extended program of activities across the LGA until Sunday 21 July, 2019.

Attachments

Nil

Item: 07

Subject: BICENTENARY - MONTHLY UPDATE

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the discussion about the Bicentenary Activities.

Discussion

The Bicentenary working group met again in March 2019 to review current projects and proposals received.

A verbal update will be provided to the meeting.

Attachments

Nil

Item: 08

Subject: MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project.

Discussion

Council staff are continuing to work with Creative Move on the review of the Public Art Policy and Public Art Master Plan and are currently reviewing all the information that was provided.

A further verbal update to be provided to the Cultural Steering Group.

Attachments

Nil

Item: 09

Subject: GLASSHOUSE STRATEGIC PLAN - UPDATE

Presented by: Corporate Performance, Rebecca Olsen

RECOMMENDATION

That the Cultural Steering Group members note the update provided on the Glasshouse Strategic Plan.

Discussion

The Group Manager, Commercial Business Units and Glasshouse Venue Manager will provide an update to the Cultural Steering Group on the review of the Glasshouse Strategic Plan.

Attachments

Nil

Item: 10

Subject: HANDA SISTER CITY

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group:

- 1. Note the Handa Sister City report .**
- 2. Consider options for a gift to our Handa Sister City.**
- 3. Consider the future direction of the Handa Sister City relationship.**

Discussion

At the March 2019 Cultural Steering Group, Patricia Johnson and Bruce Hardy talked about the Handa Sister City Working Group as founding members and their association over the past 30 years.

It was resolved that the Cultural Steering Group:

- 1. Reconsider the original Handa Gift Report at the next Meeting in April.*
- 2. Discuss options for Handa Sister City relationship in the future at an upcoming meeting.*

The Handa Sister City working group requested additional funds for Council to purchase a Hello Koala as a gift from Council to the Handa Sister City to acknowledge the 30th Anniversary of the sister city relationship. A copy of the report is attached.

The Cultural Steering Group to discuss and consider the Handa Sister City relationship and working group matters raised at the previous meeting.

Attachments

- 1 [View](#). CSG - Item 13 - October 2018 - Request by Handa Sister City Working Group for Additional Funding for Sister City 30th Anniversary Gift
- 2 [View](#). CSG - Item 13 - October 2018 - Attachment

AGENDA

CULTURAL STEERING GROUP
03/10/2018

Item: 13

Subject: **REQUEST BY HANDA SISTER CITY WORKING GROUP FOR
ADDITIONAL FUNDING FOR SISTER CITY 30TH ANNIVERSARY
GIFT**

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Cultural Steering Group:

1. Determine priority of the request to commission a "Hello Koala" sculpture to be presented to Handa City Council in Japan in recognition of the 30th anniversary of the Port Macquarie-Hastings Handa Sister City Relationship.
2. If supported as a high priority, request additional funding from Council of \$11,000 (+GST) for the sculptural piece.

Executive Summary

The Handa Sister City Working Group would like to commission a "Hello Koala" to be presented to Handa City Council in recognition of the 30th Anniversary of the Port Macquarie-Hastings Handa Sister City Agreement taking place in 2020.

As part of the Cultural Plan Action Plan a review of the Handa Sister City relationship is one of the targeted actions. The challenge moving forward is prioritising actions in the Cultural Plan with the limited resources available.

Discussion

Handa City Council currently has three Sister Cities Relationships in place:

- Midlands, Michigan - United States of America (1981)
- Port Macquarie – Australia (1990)
- Xuzhous – China (1993)

In October 2017, at the invitation of the Mayor of Handa City Council, a small delegation from Council travelled to Handa, Japan to participate in the celebrations surrounding their quinquennial event – the Dashi Festival. This visit to Handa provided an additional opportunity to strengthen the cultural ties between our two regions.

During that visit, the delegates from Port Macquarie-Hastings had the opportunity to see the artwork that Midland's Council (USA) had presented Handa City Council in recognition of a milestone in their Sister City Relationship. Their gift to Handa City Council comprised a bronze statue (signifying the importance of family), commissioned by one of Midland's local artists, James Hopfensperger.

Upon return to Australia, Members of the Handa Working Group who had accompanied the Deputy Mayor to Handa, put forward the suggestion that Port

AGENDA**CULTURAL STEERING GROUP
03/10/2018**

Macquarie-Hastings might like to consider commissioning an artwork piece in recognition of the upcoming 30th anniversary of the Port Macquarie-Hastings Handa Sister City Agreement.

Initial discussions have been held between members of the Handa Sister City Working Group and Margaret Meagher, Project Director of the Hello Koalas Sculpture Trail, exploring opportunities available to have a Hello Koala sculpture commissioned as a gift to Handa City Council.

The initial proposal received from Margaret Meagher outlines a cost estimate of \$16,000 for the creation of the one-off sculpture. This cost estimate includes the commissioning of the artist, consultation between Hello Koalas, the artist and the Working Group, utilising the best Australian fine art materials to paint the piece, special varnishes to coat and protect the sculpture, manufacture of a custom-made plinth, photography and documentation, insurance, packaging, administration and marketing. This cost estimate does not include international freight. Margaret Meagher has indicated that any additional costs (estimated to be \$4,000) would be covered by Hello Koalas (either directly or via grant funding).

Prior to the gifting of the koala, it is anticipated that Council could showcase the koala to the Port Macquarie-Hastings community, to promote the Sister City relationship and its significant anniversary.

The Mayor has been approached directly by a member of the Handa Sister City Working Group seeking support of the proposal.

Budget

The current annual budget allocation for the Handa Sister City Working Group is insufficient to enable the commissioning of this artwork. Funds currently remaining in the 2018/2019 Handa Sister City Working Group total approximately \$5,000. These funds will remain unspent this year due to the recently-adopted changes in the format of the annual study tour for students resulting in there being no study group from Handa Higashi High School being undertaken in 2019. Educational Study tours will commence annually from March 2020.

To enable the commissioning of the artwork a request for \$11,000 (+GST) is being sought for commissioning of Hello Koala.

Note: Additional funding may be required in the 2020/2021 budget if representatives from Port Macquarie-Hastings Council to travel to Handa, Japan for the handover presentation to the Mayor of Handa City Council in 2020.

The Cultural Steering Group needs to consider this request in line with identified Cultural Plan priorities.

Attachments

1. Proposal - Hello Koala Sculpture 30th Anniversary Gift to Handa City

From: Bruce Hardy
Date: 4/04/2018 1:37:01 PM
To: rwsmith@aapt.net.au
Subject: Fwd: Hello Koalas and Handa Port Macquarie-Hastings Sister City 30th Anniversary



----- Forwarded message -----

From: Margret Meagher <info@hellokoalas.com>
Date: Wed, 4 Apr 2018 1:32 PM
Subject: Hello Koalas and Handa Port Macquarie-Hastings Sister City 30th Anniversary
To: <bruce.hardy.19@gmail.com>

Dear Bruce

Thank you for your enquiry about creating a Hello Koalas sculpture to commemorate the 30th Anniversary of the Sister City Relationship between Port Macquarie-Hastings Council and Handa City Council, Japan. What a landmark occasion. We would be proud to be involved in such a fitting and beautiful gift.

As I explained, we do not usually sell our Hello Koalas sculptures. Each sculpture is sponsored by a particular organisation. Initially the sponsorship was \$12,500 + GST for a two year period. Sponsors now pay a monthly fee on an annual basis. Arts and Health Australia is the owner of the Hello Koalas Sculpture Trail and all the sculptures.

We have undertaken several special commissions outside the Hello Koalas Sculpture Trail including Ranger Riley for NSW National Parks to undertake the role of Ambassador for Threatened Species and to promote NSW National Parks as a unique visitor experience.

Ranger Riley travels to various National Parks Visitor Centres to generate conservation interest and awareness, with the Royal National Park in Sydney the last destination over Christmas.

Ranger Riley returned to Port Macquarie for the Koala Hospital's Open Day on Easter Saturday and the Hello Koalas Festival over the June Long Weekend before embarking again on his National Parks tour.

If you visit Sea Acres now, you can see Ranger Riley and his specially painted table which provides a legend of the threatened species depicted on his back. This sculpture was painted by Pauline Roods and took over 12 months to complete, in consultation with the Save our Species team at the Office for Heritage and Environment in Sydney.

Pauline has now painted a number of our sculptures and her artwork is highly prized.

Moreover, given her family's association with Japanese connections with Port Macquarie in the past, and her understanding of Japanese culture, I believe that Pauline is the ideal local artist to undertake this commission.

We would plan for the commission to take around 12 months so that the sculpture was completed by June 2019.

We believe there are a number benefits for Port Macquarie-Hastings Council in supporting this project and it is interesting to note that Charles Sturt University recently commissioned a Hello Koalas Sculpture - Professor Eugene Eucalyptus (featured below in our email signature) - to create an iconic brand for their Port Macquarie campus and attract international students.

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Hello Koalas Sculpture Trails has been highly instrumental in strengthening the koala brand for our region in close partnership with the Koala Hospital, since the Trail was launched by the NSW Premier in September 2014.

In fact, we spent 9 months working with the Koala Hospital and our designer to create an authentic replica of a Port Macquarie koala for our sculpture design.

There are extensive costs in creating a Hello Koalas sculpture which encompasses creating the sculpture, commissioning the artist, consultations between Hello Koalas, the artist and yourself and other members of the committee, utilising the best Australian fine art materials to paint (our paints have a 100 year guarantee) and special varnishes to coat and protect the sculpture, manufacture of a custom-made plinth (we use Australian native timbers from local state forests), photography and documentation, insurance, packaging, transport, administration and marketing.

There are some unknowns in this commission, two years out including international freight.

There may also be other opportunities such as taking a small exhibition of other relevant Hello Koalas sculptures to accompany the Handa koala for the handover, including perhaps koalas which are located at CSU, Port Macquarie Museum (two sculptures sponsored by NSW Forestry including one by Wauchope Aboriginal artists), Sea Acres and the Glasshouse. This small exhibition would have a focus on our regional culture, heritage and Aboriginal community. There might be other Hello Koalas sculptures that have a relevance to Japan / Port Macquarie-Hastings eg Cassegrain Wines - which could also sponsor wine for the handover function.

For your reference, in my email signature below, you can see three relevant Hello Koalas sculptures and their sponsors - Ranger Riley, (NPWS), Woody (NSW Forestry), and Professor Eucalyptus (CSU).

In the past, I have organised travelling art exhibitions overseas to Australian embassies etc.

I can see strong interest for a Hello Koalas Art exhibition in Japan which might attract funding from the Australia Council, Japan Foundation in Australia, DFAT or Destination NSW.

I would like to propose that the Handa committee makes a commitment towards the cost of the Hello Koalas sculpture for Handa City Council of say \$4,000 + GST per year for 3 financial years (2018, 2019, 2020) and I will commit to finding whatever additional funding is required to cover all costs, which I estimate would be another \$4,000+.

You will also be the first to persuade me to pass ownership of a Hello Koalas sculpture to another entity. But I know that the Handa koala sculpture will be treasured by its new owners and well looked after.

I'd also like to suggest that if you are in agreement in principle with what I have outlined above, then Pauline and I come to your next meeting, perhaps including Sandra Wallace as well (PMHC Community Engagement), to talk to you about the ideas we have for the Handa sculpture and discuss details.

Then if you wish to proceed, we can formalise an agreement.

With thanks and best wishes

Margret

Margret Meagher

Project Director, Hello Koalas Sculpture Trail

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Telephone: 0416 641 482

Email: info@hellokoalas.com

Web: www.hellokoalas.com

Hello Koalas Festival: 7 - 11 June 2018, Port Macquarie-Hastings

Facebook: <https://www.facebook.com/hellokoalas1/>

Instagram: [#hellokoalas](https://www.instagram.com/hellokoalas)

Twitter: [@hellokoalas](https://twitter.com/hellokoalas)

TripAdvisor: [Hello Koalas](#)



TripAdvisor Ranking: #3 of 77 Things to Do in Port Macquarie

TripAdvisor Ranking #1 Port Macquarie Sights and Landmarks

Awards

Finalist 2017 Qantas Australian Tourism Awards - Cultural Tourism

Gold Winner 2017 NSW Tourism Awards - Cultural Tourism

Highly Commended 2017 NSW Tourism Awards - Tourist Attractions

Winner 2016 Greater Port Macquarie Business Awards - Tourism and Attractions

Finalist 2016 Greater Port Macquarie Business Awards - Innovation category

Bronze Winner 2016 NSW Tourism Awards, Tourist Attractions

Silver Winner 2016 North Coast Tourism Awards - Attractions Category

Gold Winner 2015 North Coast Tourism Awards - New Business Category

Bronze Winner 2015 NSW State Tourism Awards - New Business Category

Finalist 2015 Greater Port Macquarie Business Awards - Tourism and Attractions

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Attachments Preview:

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