



Cultural Steering Group

Business Paper

date of meeting: Wednesday 5 June 2019

location: Committee 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	07/11/18	05/12/18	06/02/19	06/03/19	03/04/19	01/05/19
Councillor Rob Turner (Chair)	A	A	✓	✓	✓	A
Councillor Geoff Hawkins (Deputy Chair)	✓	✓	✓	A	✓	✓
Brian Barker	✓	✓	✓	✓	✓	✓
Chris Denny	✓	✓	✓	✓	✓	✓
Kate Ford	✓	✓	A	A	A	A
Beric Henderson	✓	✓	✓	✓	✓	✓
Jennifer Hutchison	✓	A	A	A	A	A
Simon Luke	A	A	✓	✓	A	A
Stacey Morgan	✓	✓	✓	A	✓	✓
Willhemina Wahlin	A	✓	✓	✓	✓	✓
Jeffery Sharp (Director Strategy and Growth)	✓	✓	A	A	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 5 June 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 1 May 2019 be confirmed.

PRESENT

Members:

Councillor Hawkins (Deputy Chair)
Brian Barker
Chris Denny
Beric Henderson
Stacey Morgan
Willhemina Wahlin
Lucilla Marshall Group Manager Community Place
Pam Milne Glasshouse Venue Manager

Other Attendees:

Rebecca Olsen Director Corporate Performance
Uncle Bill O'Brien

The meeting opened at 8.08am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered by Uncle Bill O'Brien.

02 APOLOGIES

CONSENSUS:

That the apologies received from Councillor Turner (Chair), Jennifer Hutchison, Kate Ford, Simon Luke and Jeffery Sharp be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 3 April 2019 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

06 ARTWALK - MONTHLY UPDATE

CONSENSUS:

1. That the Cultural Steering Group note the information provided and provide input into the discussion.
2. The Artwalk Program and Budget report to be prepared and presented to the June 2019 meeting.
3. Note the discussion on Port Macquarie Masterbrand and plan further discussions at a future meeting.

07 BICENTENARY - MONTHLY UPDATE

CONSENSUS:

1. That the Cultural Steering Group note the discussion about the Bicentenary Activities.
2. A report to be prepared for the June 2019 Cultural Steering Group meeting outlining approach to future activities to commemorate the Bicentenary.

08 MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN

CONSENSUS:

1. That the Cultural Steering Group note the lack of progress of the Public Art Policy and Master Plan Project.
2. Draft Public Art Policy and Masterplan to be forwarded to the Cultural Steering Group as soon as it is available.
3. Staff to ensure that the project is delivered on time.

09 GLASSHOUSE STRATEGIC PLAN - UPDATE

Rebecca Olsen, Director Corporate Performance provided a verbal update on the draft Glasshouse Strategic Plan. The draft document is yet to go through the internal approval process. The draft Glasshouse Strategic Plan will not be reported to the May 2019 Ordinary Council meeting.

The group provided feedback to be considered when finalising the draft plan which included:

- The feel of the plan being less like a strategy and more like a summary.
- The strategy needing clear intentions and outcomes.
- How can Glasshouse vision be more aligned with the Cultural Plan.
- Performance indicators are good, can we add business ratios.
- Show clear linkages to the Cultural Plan actions and strategies.
- The plan currently centres around business as usual outcomes how can we shift that to be more aspirational and cultural focused.

CONSENSUS:

1. The Cultural Steering Group note the verbal feedback on the draft Glasshouse Strategic Plan.
2. The Cultural Steering Group is to provide any additional feedback on the draft Glasshouse Strategic Plan by 17 May 2019
3. An update on Council's Gallery Procedure/Policy will be provided at a future Cultural Steering Group meeting.

10 REVIEW OF EXISTING COMMITTEES

CONSENSUS:

That the item be deferred to the June 2019 Cultural Steering Group meeting.

11 GENERAL BUSINESS

11.01 PUBLIC ART

The Group were advised that Bonny Hills Public Art project has been extended to 17 May 2019.

Council staff to organise a Social Media reminder on the revised closing date.

11.02 UPDATE FROM BIRPAI LAND COUNCIL

An update from the Birpai Land Council to be added as a standing item to the Cultural Steering Group agenda, once Council report regarding tenure has been received.

11.03 CULTURAL PLAN ACTION ITEMS

Discussion was held on the Cultural Plan action items. It was agreed that the Group were to revisit the items that were worked on. Further discussions on original Cultural Plan actions items to be held at the July 2019 meeting.

The Group noted the disconnect between the draft Glasshouse Strategic Plan and the Cultural Plan

11.04 OPERATIONAL PLAN

It was noted that the Economic Development Steering Group and Town Centre Master Plan Sub- Committee were noted in the Operational Plan. The Cultural Steering Group was not mentioned, this should be rectified.

The meeting closed at 9.15am

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:	Date:
Signed:	
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:
- your interest, or
 - the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - 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:
- Your "relative" is any of the following:
 - your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - the spouse or de facto partner of a person referred to in paragraphs (i) and (i)
 - "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)
- if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - 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
 - 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 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
 - 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.
 - 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.
 - 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
 - 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
 - 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:
- 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
 - if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.
- 5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

*This form must be completed using block letters or typed.
If there is insufficient space for all the information you are required to disclose,
you must attach an appendix which is to be properly identified and signed by you.*

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the identified land)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST¹	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the subject land²)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

Councillor's Signature: **Date:**

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

Last Updated: 3 June 2019



Important Information

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

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

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

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

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

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

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

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

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	06	Date:	01/05/2019
Subject:	ARTWALK – MONTHLY UPDATE		
Action Required:	<ol style="list-style-type: none"> 1. That the Cultural Steering Group note the information provided and provide input into the discussion. 2. The Artwalk Program and Budget report to be prepared and presented to the June 2019 meeting. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. A report to be tabled at the June 2019 meeting. 		

Item:	07	Date:	01/05/2019
Subject:	BICENTENARY - MONTHLY UPDATE		
Action Required:	<ol style="list-style-type: none"> 1. That the Cultural Steering Group note the discussion about the Bicentenary Activities. 2. A report to be prepared for the June 2019 Cultural Steering Group meeting outlining approach to future activities to commemorate the Bicentenary. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. A report to be tabled at the June 2019 meeting. 		

Item:	08	Date:	01/05/2019
Subject:	MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN		
Action Required:	<ol style="list-style-type: none"> 1. That the Cultural Steering Group note the lack of progress of the Public Art Policy and Master Plan Project. 2. Draft Public Art Policy and Masterplan to be forwarded to the Cultural Steering Group as soon as it is available. 3. Staff to ensure that the project is delivered on time. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Council have received a draft of the Public Art Policy & Master Plan. Additional work is required prior to being shared with the group. 3. Noted. 		

Item:	09	Date:	01/05/2019
Subject:	GLASSHOUSE STRATEGIC PLAN - UPDATE		
Action Required:	<ol style="list-style-type: none"> 1. The Cultural Steering Group note the verbal feedback on the draft Glasshouse Strategic Plan. 2. The Cultural Steering Group is to provide any additional feedback on the draft Glasshouse Strategic Plan by 17 May 2019 3. An update on Council's Gallery Procedure/Policy will be provided at a future Cultural Steering Group meeting. 		
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Cultural Steering Group has provided feedback on the draft Glasshouse Strategic Plan. 3. An update on Council's Gallery Procedure/Policy to be provided at a future meeting. 		

Item:	10	03/04/2019
Subject:	HANDA SISTER CITY	
Action Required:	<ol style="list-style-type: none"> 1. The Cultural Steering Group noted the Handa Sister City report. 2. That the Cultural Steering Group request Council to develop future guidelines for Handa Sister City. 3. Council to write to Cassegrain and Charles Sturt University regarding future international benefits with the Handa Sister City relationship and report back to the Cultural Steering Group meeting. 4. Council to report on the Handa Sister City relationship in the future at the May 2019 meeting. 	
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Council is currently developing an approach and will return as a report at a future meeting. 3. Council is current developing communication to Cassegrain and Charles Sturt University regarding future international benefits and will report back at a future meeting. 4. Council is compiling information on the Handa Sister City relationship and will report back to a future meeting. 	

Item:	10	01/05/2019
Subject:	REVIEW OF EXISTING COMMITTEES	
Action Required:	<ol style="list-style-type: none"> 1. That the item be deferred to the June 2019 Cultural Steering Group meeting. 	
Current Status	<ol style="list-style-type: none"> 1. A report to be tabled at the June 2019 meeting. 	

Item:	11.01	01/05/2019
Subject:	PUBLIC ART	
Action Required:	<ol style="list-style-type: none"> 1. The Group were advised that Bonny Hills Public Art project has been extended to 17 May 2019. 2. Council staff to organise a Social Media reminder on the revised closing date. 	
Current Status	<ol style="list-style-type: none"> 1. Noted. 2. Social Media reminder on revised closing date was issued on the 1 May 2019. A verbal update on the project to be provided. 	

Item:	11.02	01/05/2019
Subject:	UPDATE FROM BIRPAI LAND COUNCIL	
Action Required:	<ol style="list-style-type: none"> 1. An update from the Birpai Land Council to be added as a standing item to the Cultural Steering Group agenda, once Council report regarding tenure has been received. 	
Current Status	<ol style="list-style-type: none"> 1. Expression of Interest for the Cultural Steering Group has been delayed. Birpai Land Council has been invited and accepted to attend future meetings and provide a update to the Cultural Steering Group at those meetings. 	

Item:	11.03	01/05/2019
Subject:	CULTURAL PLAN ACTION ITEMS	
Action Required:	<ol style="list-style-type: none"> 1. Discussion was held on the Cultural Plan action items. It was agreed that the Group were to revisit the items that were worked on. Further discussions on original Cultural Plan actions items to be held at the July 2019 meeting. 2. The Group noted the disconnect between the draft Glasshouse Strategic Plan and the Cultural Plan. 	
Current Status	<ol style="list-style-type: none"> 1. Further discussions on the Cultural Plan action items to be held at the July 2019 meeting. 2. Noted. The Cultural Steering Group agendas have been created to reflect Cultural Plan strategies. 	

Item:	11.04	01/05/2019
Subject:	OPERATIONAL PLAN	
Action Required:	<ol style="list-style-type: none"> 1. It was noted that the Economic Development Steering Group and Town Centre Master Plan Sub- Committee were noted in the Operational Plan. The Cultural Steering Group was not mentioned, this should be rectified. 	
Current Status	<ol style="list-style-type: none"> 1. The Cultural Steering Group is now noted in Council's Operation Plan. 	

Discussion topics at future meetings		
	Due Date	Requested
Review of Existing Committees Report	May 2019 & June 2019	6 June 2018
Destination Management Plan	June 2019	6 February 2019
Cultural Plan 2018 - 2021 Allocations of Funds	June 2019	3 April 2019
Handa Sister City	July 2019	3 April 2019
Annual report on Engagement with Birpai Land Council (in line with Cultural Plan reporting)	August 2019	6 March 2019
Cultural Plan Quarterly Progress Report	Being superseded by a new plan and Progress Report to CSG Meeting in August 2019	4 October 2017
Creative Hub – Requirements and management/operational model	Deferred to September 2019	5 December 2018

Item: 06

Subject: DEVELOP AND EMPOWER OUR REGION'S ART & CULTURAL
COMMUNITIES AND ASSETS

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the discussion on the Port Macquarie Museum Upgrade Master Plan Project.

Discussion

Item 1 - Port Macquarie Museum Upgrade Master Plan Project

Debbie Sommers has been invited to present to the Cultural Steering Group and provide a verbal briefing in regards to the Port Macquarie Museum Upgrade Masterplan.

The museum's upgrade master plan and schematic design project is supported by a \$113,965 grant from the regional cultural fund under the NSW government's \$1.6 billion regional growth fund that aims to improve economic growth and productivity, and community amenity in regional communities, and a \$10,000 community grant from Port Macquarie-Hastings Council.

Attachments

Nil

Item: 07

Subject: ENRICH OUR COMMUNITY THROUGH EXPERIENCES THAT EMBRACE AND CELEBRATE OUR DIVERSE AND UNIQUE ART AND CULTURE

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

That the Cultural Steering Group note the discussion about the Bicentenary, Bonny Hills Design Competition and Draft Public Art Policy and Master Plan Updates.

Discussion

Item 1 - Bicentenary Monthly Update

Council meets with the Bicentenary Working Group on a monthly basis. At the most recent meeting the proposed project timeframes and working groups were discussed. A copy of the Bicentenary Project Draft Timeframes and Tasks are attached outlining the approach to future activities.

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

Item 2 - Bonny Hills Amenities Design Competition - Update

Port Macquarie-Hastings Council (PMHC) and the Bonny Hills Progress Association (BHPA) invited creative designers, artists, graphic designers and students to submit artwork to be incorporated onto the facade of the Rainbow Beach Reserve amenities block in Bonny Hills.

The aim of the artwork is to add to the social amenity of the area while reducing the prevalence of graffiti at the site.

Judging of the Bonny Hills Mural Design Competition took place on Thursday 23 May with over 20 entries were received for the competition with many strong entries.

The winner was selected by a panel comprising of members of the Cultural Steering Group, members of the Bonny Hills Progress Association Community Group and Councilor Turner.

The criteria for competition was that the best submission will include adherence to the design guidelines and theme, along with the production of an imaginative design which is strong, bold and creative and can be reproduced easily for the mural production.

Kim Maclean work was selected as the winner. The winning artist will have their design translated onto the southern sides of the amenities block, as well as winning \$1000 in prize money.

It is expected that the mural design will be installed throughout July.

A copy of the winning design will be provided at the meeting.

Item 3 - Draft Public Art Policy and Master Plan Monthly Update

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 draft document was provided to staff in mid-May. Staff have provided additional feedback and will provide a copy of the document when available.

A verbal update will be provided at the meeting.

Attachments

1 [View](#). Bicentenary Project Draft Timeframes 2019-2021

2 [View](#). Draft BWG Project Tasks

Bicentenary Projects - Draft timeframes 2019-2021

A Gantt chart with draft timeframes for the Bicentenary projects has been developed for discussion with the working group. The key projects are listed below with key deliverables and a lead from the working group for each project. The lead would then establish its own working group to further develop each project and report back to the BWG.

1. Bicentenary Commemoration - PMQ - April 2021 Launch
Working Group Lead - Council

• Engagement - Site identification and design
• Design development
• Draft design engagement/exhibition
• EOI/RFQ for artist and contractor
• Appointment of artist/contractor
• Commence manufacturing art piece
• Commence construction and installation

2. Bicentenary event - April 2021
Working Group Lead - Janette Hyde with Glen Dick (sailing regatta)

• Establish a community working group
• Develop a draft event plan and program
• Engage an event coordinator
• Plan sailing regatta
• Develop a communication tactical plan
• Invited to VIPs drafted and distributed
• EOIs for event participants and satellite events
• Seek event sponsorship
• Marketing collateral developed
• Markets and stall holders
• Event Launch
• Confirmation of all artists, Musicians, Satellites, sailing, stalls
• Infrastructure requirements
• Event

3. Flagstaff Redevelopment
Working Group Lead - Glen Dick

• Working group developed
• Approval to develop the project
• Detailed design development
• Funding Opportunities researched
• Grant applications

• DA lodged
• Approvals
• Communication plan
• Construction commenced
• Launch planned
• Invited to VIPs drafted and distributed
• Launch of new Flag staff

4. Bicentennial /Remembrance Walk
Working Group Lead - Jeff Gillespie and Janette Hyde

• Establish Working group
• Seek Funding for walk and elements
• Sculptural elements - EOI
• Manufacturing of Sculptural elements
• Develop interpretive information
• Sculptural and Heritage interpretation - electronic
• Detailed design development for installation
• Installation of all pieces - Sculptures and interpretation
• Plan launch event/unveiling
• Invitations to VIPs
• Opening Event

5. Sculptural Trail - Town Green/Coastal Walk
Working Group Lead - Debbie Sommers and Janette Hyde

• Establish working group
• Determine sculptural pieces and placement
• Engage with the broader community
• Seek EOI for manufacturing approved pieced
• Manufacturing of Sculptural elements
• Develop interpretation for the sculptures
• Installation of pieces
• Launch sculptures

6. Glasshouse Exhibitions
Working Group Lead - Glen Dick and David Martin

• Confirm timing
• Curate in conjunction with GH
• Develop event around exhibitions
• Comms plan
• Invites to opening event
• Launch

Item: 08

Subject: CREATE COMMUNITY PRIDE AND OWNERSHIP IN OUR CULTURAL BRAND WHICH PROMOTES OUR UNIQUE HERITAGE, PEOPLE AND PLACES

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

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

Discussion

Item 1 - Review of Existing Committees

It is recommended that the Cultural Steering Group commence discussion on the future of pre-existing committees including Handa Sister City Committee, Australia Day Committee and the Youth Advisory Council

Council's Sub-Committee's went into recess during the 2016 Local Government election period, and subsequently Council requested that the General Manager review and provide future options on a number of Council Committees. Following completion of the review a report was considered at the Ordinary Meeting of Council, 15 February 2017.

At that meeting Council resolved to:

Work with members of the following existing Council Committees to transition them into working groups with objectives, actions and reporting lines to the Cultural Steering Group:

- Port Macquarie-Handa Sister City Sub-Committee
- Australia Day Sub-Committee
- Port Macquarie-Hastings Youth Advisory Committee

Considerations

1. How do they align with the Cultural Plan;
2. Need for the groups to continue - what is the relevance, impacts and outcomes needed for these areas of interest;
3. If they continue what is the process for reporting back to the Cultural Steering Group;
4. If the groups are to continue what are the procedures for the filling of vacancies on the Working Group;
5. Is it time to refresh the approach we having in terms of Sister City Relationships, Australia Day Celebrations and engaging or Young People.
6. 2020 marks the 30th anniversary of the Port Macquarie-Hastings Handa City Sister City Agreement.

7. Resourcing to support these groups and Cultural Priorities.

The current committee members/working groups are a very passionate group of community volunteers who are prepared to continue to work towards ensuring the continuance and expansion of the group's great work to date to showcase our region.

Options for discussion and consideration**1. Option 1**

1. That the current Australia Day Working Group and Handa Sister City Group be dissolved.
2. That Australia Day Celebrations for Wauchope, Laurieton and Port Macquarie be included in a grant funding round (Community Grants) where interested community groups, including the existing groups that currently manage the Australia Day activities, could apply for funding to deliver an Australia Day Celebration in their respective areas.

That the PMHC Australia Day Official Program be coordinated for delivery at only one of the three of the Australia Celebrations being staged each year with the program being shared across the LGA on a rotational basis. Eg., Wauchope 2020, Port Macquarie in the Bicentennial Year of 2021 and Laurieton 2022

That the Official Program with the Official Program taking place at the beginning of the proposed Australia Day Celebrations and include;

- Australia Day Addresses by Mayor and MPs
- the introduction of our Australia Day Ambassador
- the announcement of the PMHC Australia Day Award Recipients
- A Citizenship Ceremony.

That the new format be reviewed post Australia Day 2023.

3. That Council rebuild its Youth Advisory Council with a greater focus on providing information regarding the issues affecting the youth of our community and that they play a closer role with the elected officials. The Youth Council would be focused on members responsible for portfolios related to themes and groups, such as Environmental, Health and Wellbeing, Aboriginal, LGBTQ+, Arts and creativity, Political awareness and Media. Provide mentors and leadership training to build capacity within the team.
4. That Council review its approach to a sister city relationship that is better aligned with the Cultural Plan and in the meantime encourages the Handa working group to partner with a community group or school to support the student exchange program and supporting the Koala Band.

2. Option 2

1. That the Australia Day Working Group continue in its current format to collaborate with Council for the delivery of Australia Day Celebrations staged across the LGA.

That the Australia Day Working Group be advised of the ongoing support of the Mayor, Councillors and Executive Staff of Council in participating in the Australia Day Celebrations staged across the LGA.

2. That the Handa Sister City Working Group continue in its current format to work with Council to ensure the continued success of the Port Macquarie-Hastings Handa Sister City Agreement through the delivery of successful Cultural/Educational Tours.

That the Handa Sister City Working Group be advised of the ongoing support of the Mayor, Councillors and Senior Executive of Council in the continuation of the Handa Sister City Agreement.

3. That the Cultural Steering Group note and supports the purchase of a gift to recognise the 30th Anniversary of the Sister City Agreement occurs in 2020.

Financial Implications

All options listed above can be achieved through the existing budget allocation with in the Operational Plan, through Community Grants and Youth Programs. Additional Funds may be required to support a 30th Anniversary gift for anything greater than \$1000.

The Cultural Steering group to discuss options and determine an approach.

Item 2 - Visitor and Events Trends in the Port Macquarie Local Government Area

Discussion

Council's Tourism Destination Coordinator will provide a verbal overview and presentation of the recent Visitor Profiling and Satisfaction survey and discuss the process for the upcoming Destination Management plan development.

Item 3 - ArtWalk Monthly Update

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.

A draft program is below: (please note that program is subject to change and is continually being updated with additions to the program).

Thursday 18 July

6pm - 9pm - ArtWalk

- Artist markets
- Live Music
- Live Arts
- Open Businesses
- Activated Town Green Area

Friday 19 July

9am - 12pm - Exhibition Supernatural - Ultragrafix Gallery
10am - 4pm - Exhibition: Angelica Mesiti : Relay Language - Glasshouse Regional
10am - 4pm - Exhibition: Wendy Stokes: Within And Between : Glasshouse Regional
Gallery
10am - 4pm - Exhibition: Izabela Pluto : Reversal - Glasshouse Regional Gallery
10am - 2pm - 200 Years of Hastings Landscapes - Curated by David Martin
11am - 4.30pm - Pottery Wheel and Handbuilding Experience - Clay Koala
4pm - Creative Industries Networking night
4pm - 7pm - Live Music & Town Green Activation TBC
6pm - Workshop : Alcohol Ink Art - Arthouse Industries
7.30pm: Taikoz : Beauty of 8 - Glasshouse Theatre

Saturday 20 July

9am - 12pm - Exhibition Supernatural - Ultragrafix Gallery
10am - 4pm - Exhibition: Angelica Mesiti : Relay Language - Glasshouse Regional
10am - 4pm - Exhibition: Wendy Stokes: Within And Between : Glasshouse Regional
Gallery
10am - 4pm - Exhibition: Izabela Pluto : Reversal - Glasshouse Regional Gallery
10am - 2pm - 200 Years of Hastings Landscapes - Curated by David Martin
10am - 4.30pm - Pottery Wheel and Handbuilding Experience - Clay Koala
12pm - 4pm - Port Macquarie Record Fair - Dark Alley Collectables
1pm - Investigating Australian women crime writers. - Port Macquarie Library
1.30pm - Art Tours in the Gallery - Glasshouse Regional Gallery
5pm - 9pm Deadly Artist Donny Doright + Kingos Art + Graffiti Sound Lounge - Dark
Alley Collectables
7.30pm - Alice in Wonderland: Melbourne City Ballet - Glasshouse Theatre
9pm - Live Music: Benji and the Saltwater Sound System - Tapp Bar

Sunday 21 July

8am - 1pm - Laurieton Riverwalk Markets
10am - 4pm - Exhibition: Angelica Mesiti : Relay Language - Glasshouse Regional
10am - 4pm - Exhibition: Wendy Stokes: Within And Between : Glasshouse Regional
Gallery
10am - 4pm - Exhibition: Izabela Pluto : Reversal - Glasshouse Regional Gallery
4pm - Salsa by the Sea - Flynn's Beach Surf Club
11am - 6pm - Live Music - Jackson Rafferty and Leigh Anson - Beef In the Vines @
Cassegrains Wines

Upcoming Events

28 July - The Artist Markets - The Maritime Museum
4 August - Port Macquarie Museum - Free Entry
Players Theatre **

Additional programs and events are continuing to be added to the program.

Attachments

Nil

Item: 09

Subject: ENSURE THE EFFECTIVE PLANNING, FUNDING, INTEGRATION AND MEASUREMENT OF COUNCIL'S ARTS AND CULTURE PROGRAMS

Presented by: Strategy and Growth, Holly McBride

RECOMMENDATION

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

Discussion

Item 1 - Heritage Grants

In February 2019, Council applied for two grants through the Office of Environment and Heritage.

Council have just been notified that they were successful in receiving funding for the following programs.

Small Heritage Assistance Grants 2019 - 2021 (two years of funding) - \$5,500 each year.

The key beneficiaries of the Assistance Fund are expected to be:

- Owners of heritage listed properties
- Local museum and community groups

The outcomes of the Assistance Fund are expected to be:

- An increase in conservation and maintenance works projects to heritage items
- An increase in projects involving adaptive reuse and interpretation as well as urban design projects that support high quality heritage outcomes
- Supporting our local museum and heritage community groups, many of whom operate in heritage listed buildings, around maintenance and conservation projects

These are \$ for \$ matched grants to assist owners and custodians of heritage listed items in our local government area to conserve and protect and maintain these items.

Heritage Advisor Grants 2019 - 2021 (two years of funding) - \$6,000 each year

The heritage adviser funded by this grant will be expected to:

- Increase and improve the amount of professional heritage advice available to our Council organisation and local community
- Provides free technical advice to owners of heritage properties and heritage groups in the LGA

- Undertake heritage pre-planning and DA advice to building designers, architects and development proponents
- Manage heritage conservation works in the LGA
- Consults with property owners on how they may best engage with the significant fabric of the area without detracting from its heritage values
- Advocate for heritage values and significance within Council organisation
- Be involved in an expected update of our LGA-wide heritage study, originally undertaken in 1991
- Advocate for heritage strategies, policies, main street plans and DCPs within Council organisation

Council has engaged Stephen Booker from Caste Studios who will provide a monthly service to Council.

Council also submitted a grant application for the Port Macquarie-Hastings Aboriginal Cultural Heritage Study, but is still awaiting an outcome.

Attachments

Nil