



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 4 November 2020

**location:** Via MS Teams

**time:** 8:00am

# Cultural Steering Group

## CHARTER

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### 1.0 OBJECTIVES

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

### 2.0 KEY FUNCTIONS

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

### 3.0 MEMBERSHIP

#### 3.1 Voting Members

- Councillors, Economic and Cultural Development Portfolio
- Director
- Group Manager Economic and Cultural Development
- Glasshouse Venue Manager
- Community representatives, as appointed by Council (refer 3.5).

#### 3.2 Non-Voting Members

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

#### 3.3 Obligations of Members

- Commit to working towards advancement of the cultural endeavours within the Local Government Area.
- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of the Steering Group.

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

### **3.4 Member Tenure**

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

### **3.5 Appointment of Members**

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Steering Group. Members of the Steering Group will be representative of cultural interests across the Local Government Area rather than a single issue. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the cultural and community sectors in the Port Macquarie Hastings region. Applications from individuals and representatives from interest groups, as shown below in no particular order, and who meet the selection criteria will be encouraged:
  - Birpai Local Aboriginal Land Council
  - Bunyah Local Aboriginal Land Council
  - Local creative industries
  - Local Arts Groups
  - Local Heritage Groups
  - Greater Port Macquarie Tourism Association
  - Education Institutions
- Where practicable the membership will represent the geographical spread of the Port Macquarie-Hastings Local Government Area, and a diverse range of cultural, gender and age groups.
- Council, by resolution duly passed, will appoint members to the Steering Group.

## **4.0 TIMETABLE OF MEETINGS**

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

## **5.0 MEETING PRACTICES**

### **5.1 Decision Making**

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

### **5.2 Quorum**

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

### **5.3 Chairperson and Deputy Chairperson**

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

### **5.4 Secretariat**

- The Director is to be responsible for ensuring that the Steering Group has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be appropriately approved and circulated to each member within three (3) weeks of a meeting being held.

- All Steering Group agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

### **5.5 Recording of explicit discussions on risks**

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

### **6.0 CONVENING OF "OUTCOME SPECIFIC" WORKING GROUPS**

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

### **7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST**

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

**Cultural Steering Group**  
**ATTENDANCE REGISTER**

Member	04/03/20	03/06/20	01/07/20	05/08/20	02/09/20	07/10/20
Councillor Rob Turner (Chair)	No	✓	✓	✓	✓	A
Councillor Geoff Hawkins (Deputy Chair)	Quorum	✓	✓	✓	✓	✓
Beric Henderson		✓	✓	✓	✓	✓
Brian Barker		✓	✓	A	✓	A
Chris Denny		✓	✓	✓	✓	✓
Debbie Sommers		✓	✓	✓	✓	✓
Marie Van Gend		✓	✓	✓	✓	✓
Skye Petho		✓	✓	A	✓	✓
Stacey Morgan		✓	✓	A	✓	✓
Wendy Haynes		✓	✓	✓	✓	✓
Willhemina Wahlin		A	✓	✓	✓	✓
Jeffery Sharp (Director Strategy and Growth) D Coulton / L Davies (acting)		✓			✓	
Liesa Davies (Group Manager Economic and Cultural Development) Amanda Hatton (acting)		✓	✓		✓	
Pam Milne (Glasshouse Venue Manager) Bec Washington (acting)		✓	✓	✓	✓	

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

**Meeting Dates for 2020**

5/02/2020	Function Room	8:00am
4/03/2020	Function Room	8:00am
1/04/2020	Function Room	8:00am
6/05/2020	Function Room	8:00am
3/06/2020	Function Room	8:00am
1/07/2020	Committee Room	8:00am
5/08/2020	Function Room	8:00am
7/10/2020	Function Room	8:00am
4/11/2020	Function Room	8:00am
2/12/2020	Function Room	8:00am

# Cultural Steering Group Meeting

Wednesday 4 November 2020

## Items of Business

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

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

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

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**RECOMMENDATION**

That the apologies received be accepted.

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

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**RECOMMENDATION**

That the Minutes of the Cultural Steering Group Meeting held on 7 October 2020 be confirmed.



**PRESENT**

**Members:**

Councillor Geoff Hawkins (Deputy Chair)  
Acting Director Strategy and Growth (Liesa Davies)  
Beric Henderson (Community Representative)  
Chris Denny (Community Representative)  
Debbie Sommers (Community Representative)  
Marie Van Gend (Community Representative)  
Skye Petho (Community Representative)  
Stacey Morgan (Community Representative)  
Wendy Haynes (Community Representative)  
Willhemina Wahlin (Community Representative)

**Other Attendees:**

Acting Group Manager Economic and Cultural Development (Amanda Hatton)  
Destination and Cultural Development Manager (Jane Ellis)  
Alan Jeffery (Port Macquarie Surf History Association)

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The meeting opened at 8:07am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apologies from Councillor Rob Turner, Brian Barker and Georgina Perri be accepted.

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### **03 CONFIRMATION OF MINUTES**

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CONSENSUS:

That the Minutes of the Cultural Steering Group Meeting held on 2 September 2020 be confirmed.

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### **04 DISCLOSURES OF INTEREST**

There were no disclosures of interest presented.

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### **SUSPENSION OF STANDING ORDERS**

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CONSENSUS:

That standing orders be suspended to allow Items 06 and 07 to be brought forward and considered next to allow presentations to the meeting.

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### **06 PORT MACQUARIE SURF MUSEUM - PLANNING UPDATE**

Alan Jeffery, President of the Port Macquarie Surfing History Association, provided an update on the Port Macquarie Surf Museum project. Alan highlighted the Committee's vision for the museum, their preferred location for a new building to facilitate the museum and ongoing consultation in relation to this site and the facility with adjoining neighbours, project stakeholders and the broader community.

Alan answered questions from the Group regarding the Museum's Business Plan and proposed operating model and invited CSG members to visit the museum's current temporary location in Horton Street.

CONSENSUS:

That the Group note the update on the Port Macquarie Surf Museum.

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## **07 CULTURAL PLAN IMPLEMENTATION UPDATE**

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The Destination and Cultural Development Manager presented to the Group on the progress of actions implemented from within the Cultural Plan during the past 12 months. The presentation highlighted key achievements to date and presented focus areas for delivery for the next 12 months. It was noted that a progress report will also be tabled at the October 2020 meeting of Council to provide an overview of the implementation of the Cultural Plan.

In considering the Plan's implementation the Group discussed various issues including:

- The opportunity to further consider and workshop recommendations from the Cultural Economy Project to determine their inclusion in the updated Cultural Plan;
- An interest in hearing more detail on the Artwalk post-event debrief;
- A keenness to understand the Destination Brand Review process at a future meeting.

The Group noted the excellent achievements to date from implementation of the Cultural Plan and acknowledged that the Cultural sector within the community plays an important role in contributing to our local economy, including through the integration and collaboration with other local industry sectors.

### **CONSENSUS:**

That the Cultural Steering Group note the update on implementation of the 2018-2021 Cultural Plan to be reported to the October 2020 meeting of Council and congratulate staff on the excellent achievements to date.

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

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### **CONSENSUS:**

That Business Arising Schedule be noted.

Item 06 Port Macquarie Surf Museum - Planning Update, has been addressed previously within the meeting.

Item 07 Cultural Plan Implementation Update, has been addressed previously within the meeting.

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**08 GENERAL BUSINESS**

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**08.01 FUTURE DISCUSSION ON PERFORMING ARTS**

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The Acting Director Strategy and Growth proposed the Group have a specific discussion on local performing arts at an upcoming meeting, with the intention of understanding on-going challenges as a result of COVID, and considering opportunities to support this sector, noting the predominant focus had been more on public and visual arts (largely as a result of COVID-19 impacts).

**CONSENSUS:**

That a discussion on local performing arts be added to an upcoming meeting agenda.

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The meeting closed at 9:33am.

**Item: 04**  
**Subject: DISCLOSURES OF INTEREST**

**RECOMMENDATION**

**That Disclosures of Interest be presented**

**DISCLOSURE OF INTEREST DECLARATION**

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

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

**Pecuniary Interest**

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- 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.*

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

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

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

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

Last Updated: 3 June 2019



**Important Information**

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

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

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

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

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

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

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

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



Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

<b>Item:</b>	09	02/09/2020
<b>Subject:</b>	<b>DRAFT PUBLIC ART MASTERPLAN</b>	
<b>Action Required:</b>	1. CSG Group to identify priority sites and locations for future public artworks to discuss at October CSG meeting.	
<b>Current Status</b>	1. To be discussed at November meeting.	

Discussion topics at future meetings		
	Due Date	Requested
Creative Hub – Requirements and management/operational model	Future meeting	5 December 2018
The petition to remove the Edmund Barton statue	Feb 2021	1 July 2020
Update on Port Macquarie Historic Court House Curtilage	Future meeting	2 September 2020

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Item: 06

Subject: ARTWALK 2020

Presented by: Strategy and Growth, Liesa Davies

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## RECOMMENDATION

That the Cultural Steering Group:

1. Note the COVID-safe ArtWalk 2020 was delivered successfully across the region between 1 - 8 October.
2. Provide feedback on the event for consideration by the team and inclusion in the debrief report.
3. Note a full event debrief report will be provided to the Group at the 2 December 2020 meeting.

## Discussion

ArtWalk 2020 was transformed from the usual one-night street festival to a COVID safe week-long event where residents and visitors alike took to the streets and into local businesses in the Port Macquarie-Hastings region. There was an amazing amount of creative and inspiring experiences that ranged from individual art gallery exhibits to live paintings and artist run workshops.

The key program element, the creation of the Longest Footpath Art Gallery, offered 107 locations in Port Macquarie, Wauchope, Laurieton and Dunbogan where artists used shop front windows of local businesses as their very own art gallery to be viewed in the day and night.

The ArtWalk 2020 program also included three artists markets in each CBD location attracting over 25 local artisan stallholders at each market and a collective attendance of 1,597 visitors. There were also 44 satellite events listed throughout the event week, 20 of which were located in areas outside of Port Macquarie CBD, and all offering a diverse range of creative works and experiences.

Preliminary survey results depict 30% of attendees visited between 6-10 venues and 40% attended a specific satellite event. Additionally, the focus on website development to support promotion and visitation to the region yielded 22,570 unique page views on pages dedicated to activities and maps of the surrounding region.

The inclusion of dedicated izi.TRAVEL guides developed for each CBD location for the Longest Footpath Art Gallery sites and satellite events were also identified as being very useful by 76% of survey respondents.

Initial anecdotal feedback via ArtWalk social media channels show extremely positive responses to the event format and engagement with local creatives. This included the winner for the #favartwalkpmq competition being Rachel Stephan of Her.Art + Her.Art Space taking home the prize as the most tagged participant this year. Her work featured at Saltwater Wine on Horton Street as part of the Longest

Footpath Art Gallery and she was involved in delivering multiple satellite events at Little Shack on Town Green.

The project team will finalise both the participant and attendee survey results in the coming weeks and prepare a final ArtWalk 2020 Event Report for the CSG meeting on 2 December 2020 with a considered recommendation for 2021 event date/s. In the meantime, any feedback and/or insights from the Group in relation to this year's event format is welcomed.

**Attachments**

Nil

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Item: 07

Subject: BICENTENARY WORKING GROUP UPDATE

Presented by: Strategy and Growth, Liesa Davies

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## RECOMMENDATION

That the Cultural Steering Group note:

1. The Bicentenary Working Group update on planning to mark the Port Macquarie-Hastings Bicentenary 2021;
2. That a further update report will be provided to the Ordinary meeting of Council on 18 November;
3. The development of a revised Vision and Actions Matrix to ensure an inclusive COVID safe range of Bicentenary activities.

## Discussion

Council's Bicentenary Working Group (BWG), as a sub-Group of the Cultural Steering Group, has continued to meet regularly and work with staff and a range of stakeholders to plan for the Port Macquarie-Hastings Bicentenary 2021, including the development of a revised event program.

The focus of the Council-led initiatives continues to be the development of legacy assets such as public art and education resources, whilst also providing opportunities for our community and visitors to engage directly with activities that encourage discovery of place and stories that weave together to form the Port Macquarie-Hastings region. The Council-led activities will be supported by a range of community satellite events.

Key considerations of the revised program were an outcome of a facilitated discussion in September 2020 with Rhonda Radley, Birpai Elder and Birpai Local Aboriginal Land Council Board member. Rhonda led attending BWG members and Council staff through a planning process to ensure the continued development of the Bicentenary program is inclusive of the cultural diversity of the region, actively supports inclusion and multi-generational storytelling, and considers the region's future generations.

The framework of the revised program has considered the following significant influences:

- We expect COVID-19 gathering restrictions will continue to impact event planning and delivery in April 2021. Consequently, the program provides for event planning with minimal impact on delivery in a fluid regulatory environment.
- Funding opportunities from Austrade Bushfire Tourism Recovery Fund and PMHC COVID Recovery Projects have been leveraged to extend reach of identified projects and amplify investment.

- Lumiere Port Macquarie is centered as a key delivery of the program, off which hangs supplementary programs of Council-led and Council-supported activities and initiatives that contribute to the revised Vision.
- Incorporating Gathang language and Aboriginal design across Bicentenary branding and marketing platforms to support cultural inclusivity in the event program.

Council's Acting Group Manager Economic and Cultural Development will present an overview on behalf of the BWG on the recently revised Vision and Actions Matrix.

**Attachments**

Nil

**Item: 08**

**Subject: PERFORMING ARTS DISCUSSION**

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

**RECOMMENDATION**

**That the Cultural Steering Group:**

- 1. Note the alignment of goals and strategies within the Cultural Economy Project that will support the future growth of the performing arts sector;**
- 2. Note current and future Council supported or led initiatives to support the revitalisation of the performing arts sector in the region.**
- 3. Provide feedback and discuss other needs and opportunities for local Performing Arts.**

**Discussion**

With COVID-19 restrictions easing in recent months, and feedback from this Group in regards to support and further activation of performing arts within our region, it is an opportune time to review and discuss the current and future initiatives to encourage the recovery of this industry sector, including alignment with the Cultural Economy Project.

The Cultural Economy Project sets out a roadmap for development of the Creative Industries sector which can generate and sustain employment and economic activity within the LGA and will inform the development of our updated Cultural Plan. According to the Cultural Economy Project, 10% of businesses within our region’s cultural economy are in the sub-sector of performing arts. Further to this, a number of key findings within this report relate to feedback we have also received through this Group regarding performing arts in our region. With this in mind, the Cultural Economy Project findings informed a Strategy Map to focus on development of the cultural economy over the next four years. It identified a number of goals and strategies that will support the growth of the cultural sector, including the following which are aligned to previous considerations raised by the Group:

<b>Goal</b>	<b>Strategy</b>
Build a skilled and capable creative community.	<ul style="list-style-type: none"> <li>• Target professional development;</li> <li>• Provide networking, collaboration and partnerships.</li> </ul>
Provide infrastructure which supports a healthy cultural economy,	<ul style="list-style-type: none"> <li>• Accessible creative hubs and workspaces;</li> <li>• Affordable and accessible performance, exhibition and selling space.</li> </ul>

Council’s Economic and Cultural Development team continue to focus on delivery of the above strategies in collaboration with internal Council business units and external industry stakeholders. Further to this longer-term planning, there are recent and upcoming initiatives, emerging activities and unique events which Council have been supporting and/or leading to encourage the revitalisation of the performing arts sector as outlined in the following table.

Council Business Unit	Initiative
Destination and Cultural Development Team	<ul style="list-style-type: none"> <li>• Creative Industries Content Development - “Local Live Revive”</li> <li>• Use of vacant spaces - programming with creative industries</li> <li>• Creative Industries professional development, networking and mentoring</li> </ul>
Glasshouse Team	<ul style="list-style-type: none"> <li>• PMPA Showcase x 2 and Musical x 3 (September)</li> <li>• La Vive Showcase (October Plug and Play)</li> <li>• Theatre Oz x 3 (November) plus End of Year Showcase (December) based on 30% discount for commercial local performing arts companies in the Glasshouse Studio.</li> <li>• Dance schools are finalising their bookings for end of year - Coastal Performing Arts, All Stars Studio and La Vive - offered a fixed price ‘Plug and Play’ Local Dance School Package to be financially viable with capacity and ticket price.</li> </ul>
Events Team	<ul style="list-style-type: none"> <li>• Engagement of Tim Madren/Got Ya Back Productions to film performing artists in forming Council’s 2020 online Christmas celebration package.</li> <li>• Liaising with an event organiser proposing a COVID safe music event in Port Macquarie in December.</li> <li>• Supporting of performing artists through Council’s Event Sponsorship Program - Port Macquarie Folk Festival/Acoustic Festival and The Dark Alley Sessions (online music event).</li> </ul>

Further to the above, insights are invited from the Group regarding the consideration of future needs to support the revitalisation of Performing Arts within our region.

**Attachments**

Nil

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**Item: 09**

**Subject: CULTURAL STEERING GROUP MEETING DATES FOR 2021**

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

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**RECOMMENDATION**

**That the Cultural Steering Group members accept the proposed dates for the 2021 Cultural Steering Group meetings.**

**Discussion**

In planning for 2021 meetings, it is proposed that the meetings be moved from the first Wednesday of the month, to the fourth Wednesday of the month. Meeting dates would be as follows:

Wed 27 Jan 8.00 - 9.30am

Wed 24 Feb 8.00 - 9.30am

Wed 24 Mar 8.00 - 9.30am

Wed 28 Apr 8.00 - 9.30am

Wed 26 May 8.00 - 9.30am

Wed 23 Jun 8.00 - 9.30am

Wed 28 Jul 8.00 - 9.30am

No meetings in August or September due to PMHC Local Government election

Wed 27 Oct 8.00 - 9.30am

Wed 24 Nov 8.00 - 9.30am

**Attachments**

Nil