

Confirmed Meeting Minutes

Date: 5 April 2022	Time: 5.30 – 7.30pm	Venue: City Hall Chamber
Meeting Objective: To provide advice and guidance on the development of strategies, and identification of challenges and opportunities, in relation to cultural planning, arts and cultural opportunities, community pride and local identity, and community involvement which encourages a sense of belonging within the LGA.		

1 Welcome and Introductions

1.1 Committee Members present:

Cr Carol Duncan	– Chairperson
Cr Margaret Wood	– Deputy Chairperson
Cr Jenny Barrie	– Councillor
Dr Ann Hardy	– University of Newcastle, Stakeholder Member
Matt Endacott	– Wren Street Consulting, Stakeholder Member
Dr Shane Brandson	– Community Member
Alissa Jones	– Committee Facilitator
Helen Payne	– Committee Secretary

1.2 Apologies

Cr Nuatali Nelmes	– Lord Mayor
Lauretta Morton OAM	– Director Newcastle Art Gallery
Lynn Duffy	– Manager Parks & Recreation
Janice Musumeci	– Community Member
Anna Hombsch-	– Community Member
Jasmine Fletcher-	– Community Member

1.3 Attendees

Dr Lynda Kelly	– Lynda Kelly Networks
Zephie Cerny	– Octapod
Julie Baird	– Director Museum (via Zoom from London)
David Hampton	– Acting Director Museum (Content)
Suzie Gately	– Manager Libraries and Learning
Delia O'Hara	– Manager Civic Theatre
Glenn Mahood	– Manager Property & Facilities
Ashlee Abbott	– Manager Community Strategy & Innovation (via Zoom)
Katerina Skoumas	– Festival Director, Big Picture Fest
Mitchell Reese	– Curious Legends

2 Acknowledgement of Country

- 2.1 Councillor Duncan acknowledged the Awabakal and Worimi peoples and welcomed attendees to the meeting.

3 Declaration of Conflicts of Interest

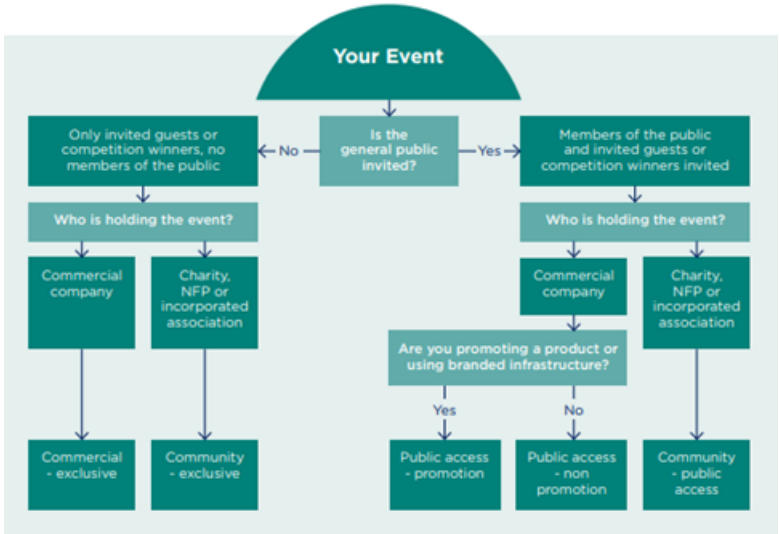
- 3.1 There were no conflicts of interest declared.

Community and Culture Advisory Committee

4 Confirmation of Previous Minutes and Actions arising

4.1 Minutes of the meeting held 17 February 2022 were confirmed.

4.2 Action updates

Meeting Date	Item	Action	Update	Status
7 July 20	Cultural Strategy 2016-2019	Seek further advice on programs and objectives and seek more advice to be ascertained for input.	A significant review of objectives and discussions have occurred with Community Strategy and Innovation (CSI) on incorporating the elements on the Cultural Strategy.	Action Ongoing. The Draft Cultural Precinct Plan has been presented to the CCAC several times for consultation and stakeholder feedback. The Draft Plan will be presented to the Council in 2022.
1 Nov 21	City of Sydney Events	Investigate Event Flowchart. Details attached. Action closed.		
1 Nov 21	Gregson Park Masterplan	Investigate Cycleways complimentary to the Park	<p>The Newcastle Cycling Plan has Actions that require investigation and planning for more cycle ways which can complement Gregson Park.</p> <p>Objective 2 of the Cycling Plan says that CN will "Establish a bike network that provides safe, convenient connections between our centres, key attractors and homes. And underpinning this are Actions 2.1 and 2.2 which further define how this will be delivered and planned.</p> <p><i>Actions 2.1 Upgrade, expand and connect cycling facilities (in accordance with the Safe System approach).</i></p> <p><i>Actions 2.2 Undertake feasibility studies to determine route alignments for key gaps in the network and sections requiring significant upgrade</i></p>	Action Closed. Further updates will come from the Newcastle Cycling Plan within CN's Our Budget and CSP Objectives.

5 April	Meeting with Mitchell Reese and Dr Shane Brandson	Meeting to be scheduled with Manager CSI		
5 April 2022	Meeting with DCWS and CCAC Councillor members to meet community members.	Meeting to be scheduled for 26 April		

5 Newcastle Museum Visitation Strategy

- 5.1 Dr Lynda Kelly provided an overview on the operating environment for Museums and Galleries with key facts and figure comparisons for audiences noted. Newcastle Museum Director Julie Baird was also acknowledged for her work with the skateboarding community in Museum Park.

6 Libraries & Learning Update

- 6.1 Suzie Gately provided an overview on the new Integrated Library Management System and the Lambton Library and OPEN+ Technology recently installed. Lambton Library OPEN+ enables library members to access the library space and collections from 7am to 9pm seven days per week even when their visit it outside of staffed hours. Onsite CCTV also maintains the safety of patrons during accessible hours. Library staff members will be on site Mondays, Tuesdays and Fridays between 2pm and 4pm.

7 External Presenters

7.1 The Big Picture Fest 2022 - Katerina Skoumbas

An overview was provided for [the Big Picture Fest 2022](#). The Festival is set in five locations across three states coming to Newcastle for its second year over 30 September to 2 October (October long weekend being the final weekend of New Annual). Street art has an ability to make spaces feel safer and brings pride to the city revitalisation and cultural spaces. The Big Picture Fest for 2022 will involve eight new walls added to the City as well as QR codes linked to each mural and Augmented Reality (AR). Focus will also be given to aligning the works to [pin-the-city's-art](#) website for a digital display.

7.2 Grant Funding

Mitchell Reese (Curious Legends) and Dr Shane Brandson (Oz Theatrics) discussed challenges that exist within the cultural space for organisations, individuals or groups to apply for grant funding. Often there are many talented individuals or groups that cannot execute their ideas into grant applications and submissions due to process and submission challenges. Discussion centred on how Mitchell Reese and Dr Shane Brandson can work with CN officers to improve education and awareness of CN Grants, offer a workshop and educate on other available grants to assist other arts and cultural organisations in seeking grant funding and working collaboratively.

Action - Manager Community Strategy and Innovation Ashlee Abbott offered to meet with Mitchell Reese and Dr Shane Brandson to discuss progressing this

8 Community Members Expression of Interest (EOI)

- 8.1 A meeting was held 4 April with Councillors, Director City Wide Services and Executive Assistant to Director City Wide Services to discuss and assess Community EOI applications. Anna Hombsch, Dr Shane Brandson, Janice Musumeci and Jasmine Fletcher were successful in their applications as community members and Dr Ann Hardy and Matt Endacott were confirmed as Stakeholder members. It was also confirmed that Zephie Cerny from Octopod would be an invited guest to all meetings given her ongoing and valuable contributions both with Octopod and as an active meeting participant.

Action: Meeting is to be scheduled with the four new community members on 26 April

9 Operating Procedures for Working Parties (attached)

- 9.1 Cultural Precinct – Working Party - Terms of Reference, proposed membership and focus of working party to be discussed after meeting with community members on 26 April.
- 9.2 Cultural Events – As above same to apply.

10 Meeting Schedule for 2022

- 2 August
- 31 October

The meeting closed at 7.30pm

Working Party Operating Procedures

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1 Interpretation

- 1.1 **Act** means the *Local Government Act 1993* (NSW).
- 1.2 **Advisory Committee** means the advisory committee that by resolution established the working party.
- 1.3 **CEO** means Chief Executive Officer of the City of Newcastle and includes their delegate or authorised representative.

References to the Chief Executive Officer are references to the General Manager appointed under the *Local Governance Act 1993* (NSW).
- 1.4 **Chairperson** means the person who will chair the meetings of the working party.
- 1.5 **City of Newcastle (CN)** means Newcastle City Council.
- 1.6 **Coordinator** means the Coordinator of the working party.
- 1.7 **Council** means the elected Council.

2 Establishment and dissolution

- 2.1 Working parties are established by resolution of an advisory committee to investigate and make recommendations on defined topics or carry out specific tasks.
- 2.2 A resolution of an advisory committee establishing a working party shall set out the following:
 - 2.2.1 The terms of reference of the working party;
 - 2.2.2 The working party chairperson and coordinator(s);
 - 2.2.3 The resources, if any, that the advisory committee will allocate to the working party;
 - 2.2.4 The members of the working party;
 - 2.2.5 Any other matters relevant to the working party.
- 2.3 A working party will disband and cease to function on the earlier of:
 - 2.3.1 The date provided in the resolution establishing it; or
 - 2.3.2 The day prior to the ordinary Council election in 2020.

3 Membership

- 3.1 The advisory committee shall appoint the members of the working party when establishing the working party including:
 - 3.1.1 The advisory committee members who will be working party members;
 - 3.1.2 The non-advisory committee member working party membership including:
 - (a) persons who will be invited to be working party members (by name or by group/association); or
 - (b) the number of non-advisory committee members to be invited to be working party members by an expressions of interest process.

4 Conduct of members

- 4.1 Members must conduct themselves in accordance with CN's Code of Conduct.

- 4.2 Conflicts of Interest must be declared and managed in accordance with the Code of Conduct. A record of a declared conflict of interest in the minutes is sufficient.
- 4.3 Pecuniary or significant, non-pecuniary conflicts of interest must be managed by the Member excluding themselves from the meeting during the discussion of the relevant agenda item. Such exclusion should be recorded in the minutes.
- 4.4 Members who are Community Representatives must also comply with CN's Volunteer Framework

5 The Chairperson

- 5.1 The working party **Chairperson** shall be appointed by the advisory committee from among the members of the working party.
- 5.2 The Chairperson shall be:
 - 5.2.1 A Councillor;
 - 5.2.2 If a Councillor is not a member of the working party, a member of the advisory committee; or
 - 5.2.3 If a member of the advisory committee is not a member of the working party, any other member of the working party.

6 The Coordinator

- 6.1 The working party **Coordinator** shall be an advisory committee member, working party member, or CN officer.
- 6.2 CN officers may only be appointed as Coordinator with the consent of the advisory committee Facilitator or Director with functional responsibility for the committee.
- 6.3 CN officers appointed as Coordinator will be members of the working party but will not be voting members.
- 6.4 The Coordinator will:
 - 6.4.1 Administer the working party;
 - 6.4.2 Schedule meetings of the working party;
 - 6.4.3 Prepare agendas and business papers and provide them to working party members and the advisory committee Secretary;
 - 6.4.4 Arrange for minutes to be taken at working party meetings and provide those minutes to the working party members and the advisory committee Secretary in a timely manner;
 - 6.4.5 Facilitate discussion at working party meetings;
 - 6.4.6 Focus the working party on its terms of reference and agenda items;
 - 6.4.7 Act as the primary communication link between the working party and the advisory committee;
 - 6.4.8 Act as the primary communication link between the working party and CN; and
 - 6.4.9 Make agendas, minutes and working party business papers available to working party members, Councillors and relevant CN officers.
- 6.5 If the Coordinator is unable to attend any working party meeting, he or she must re-schedule the meeting or arrange for an appropriate CN officer to act as substitute coordinator for that meeting.

7 Meeting agendas and business papers

- 7.1 The Coordinator will ensure that notice of meetings, including the agenda and business papers, are provided to the working party in advance of the meetings. These may be transmitted electronically.

8 Reports to advisory committee

- 8.1 The Coordinator and Chairperson will be responsible for reporting to the advisory committee as required, at least annually.

9 Public comment

- 9.1 The Lord Mayor and CEO are the official spokespeople for CN, in accordance with CN's Media Policy, and no Members should speak to the media or members of the public on behalf of CN, the advisory committee, or the working party.