

Agenda

Date: Thursday 17 February 2022	Time: 5.30pm – 7.00pm	Venue: City Hall Chambers
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		

Invited:

Cr Nuatali Nelmes (Lord Mayor)	Dr Ann Hardy (University of Newcastle) Stakeholder
Cr Carol Duncan (Chairperson)	Matt Endacott (Wren Street Consulting)
Cr Margaret Wood (Deputy Chairperson)	Shane Brandson (Oz Theatrics)
Cr Jenny Barrie	Zephie Cerny, Octapod
Jeremy Bath (CEO)	Lauretta Morton (Director Newcastle Art Gallery)
Alissa Jones (Committee Facilitator)	Lynn Duffy (Manager Parks & Recreation)
Helen Payne (Committee Secretary)	Adrian Burnett (New Annual Senior Producer & Curator)
Suzie Gately (Manager Libraries & Learning)	Delia O'Hara (Manager Civic Services)
Julie Baird (Director Newcastle Museum)	Ashlee Abbott (Mgr Community Strategy & Innovation)
	Petria Jukes (Community Planning & Development Mgr)

Topic	Responsibility
1 Welcome - Apologies - Introductions - Declaration of Conflicts of Interest	Chairperson 5 mins
2 Acknowledgement of Country - I would like to begin by acknowledging the Awabakal and Worimi people, traditional custodians of the land on which we meet today and pay my respects to their elders past and present	Chairperson 5 mins
3 Confirmation of Previous Minutes of 1 November 2021 (attached)	All 5 mins
4 About the Community and Culture Advisory Committee • Terms of Reference (attached) • 2021 Annual Report (attached)	Chairperson 10 mins
5 Draft Social Infrastructure Strategy and Social Strategy	Ash Abbott & Petria Jukes 15 mins
6 Draft Cultural Plan	Matt Endacott 15 mins
7 Priorities for 2022 • New Annual, cultural events and CONDA • Implementation of Cultural Precinct Plan • Illuminating Cities • Library Strategy	Chairperson 15 mins
8 Working Parties for 2022 • Cultural Precinct • Cultural Events	Chairperson 15 mins
9 Meeting Schedule for 2022 • 5 April • 2 August • 1 November	Chairperson 5 mins

Unconfirmed Meeting Minutes

Date: 1 November 2021	Time: 5.30 – 7.30pm	Venue: Remotely via Teams
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 Andrea Rufo – Deputy Chairperson
- Alissa Jones – Committee Facilitator
- Helen Payne – Committee Secretary
- Nick Rendell – Office of Sport
- Katherine McLean – Community Representative
- Jennifer Moody – Department of Education

1.2 Apologies

- Cr Nuatali Nelmes – Lord Mayor
- Dr Ann Hardy – University of Newcastle (UoN)
- Michelle Frazer – Community Representative

1.3 Attendees

- Zephie Cerny – Octapod
- Geoff Frost – Acting Director Newcastle Art Gallery (part meeting)
- Suzie Gately – Manager Libraries and Learning
- Leonie Wallace – Manager Civic Theatre
- Julie Baird – Director Museum
- Lynn Duffy – Manager Parks & Recreation
- Kelly Arnott – CN Corporate Planning & Performance Manager
- Rebecca Allen – CN Corporate Planner
- Matt Endacott – Wren Street Consulting

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.

4 Confirmation of Previous Minutes and Actions arising

4.1 Minutes of the meeting held 3 August 2021 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.	Ongoing. The Cultural Strategy will be replaced by the Cultural Precinct Plan once adopted by Council. It is anticipated that this work will be presented to the elected Council when finalised.
1 Nov 21	City of Sydney Events	Investigate Event Flowchart		
1 Nov 21	Gregson Park Masterplan	Investigate Cycleways complimentary to the Park		

5 Briefing – Newcastle 2040

5.1 A further Briefing was provided to the Committee by Kelly Arnott and Rebecca Allen on Newcastle 2040, the Community Strategic Plan (CSP) that sets the vision for on what we value and will drive the delivery of projects over the next 10 years. Feedback was provided to be considered with finalising the plan.

The Committee discussed the importance of the reference to Bold Creative Programs which complimented the document and the theme of Creative.

The Committee also discussed the importance of linking the Creative theme in the CSP to key flagship events such as New Annual. Comment was made that the City of Sydney incorporate a flow chart for events to assist businesses that are nearby so that complimentary offerings can be made within the event space and surrounds. AJ advised this would enhance "Culture near me".

Action: Investigate City of Sydney Event Flowchart

6 Briefing – Draft Cultural Precinct Plan

6.1 A Briefing was provided to the Committee by Wren Street Consulting (Matt Endacott) on the Draft Cultural Precinct Plan for the CBD being aligned with CN's Destination Management Plan. The engagement of this work is running alongside the Community Strategic Plan objectives and will be presented to the new Council in early 2022.

7 Briefing – Gregson Park

- 7.1 A Briefing was provided to the Committee from Lynn Duffy on the draft Gregson Park Masterplan which was also presented to Councillors at a Workshop on 17 August 2021. The aim of the Masterplan is to look at local recreational needs and maintaining critical heritage significance with the need to make open spaces work for the community as the city grows. There have been two phases of community engagement held with the feedback forming the draft Masterplan which has been on public exhibition for 42 days with a report for adoption going to the Ordinary Council Meeting on 23 November.

Key findings from the plan focussed on plants and aboriginal culture, an enhanced James Street entry and pedestrian facilities, new tree planting, re-aligned path with seating opportunities, possible new kiosk, new halfcourt, new accessible pathway making playspace inclusive and lots of shaded areas with upgraded amenities building. Strong feedback was received in the community to retain the tennis club building retained.

The Committee asked whether access for kids on bikes had been considered in the development of the plan.

Action: Confirm proposed cycleways in Cycling Strategy

8 General Business

- 8.1 Councillor Duncan thanked all participants for their contributions being the last meeting prior to Council elections. Council inductions and the new process for the Committee will commence in early 2022.

9 Closing

- 9.1 The meeting closed at 7.30pm

COMMUNITY AND CULTURE ADVISORY COMMITTEE

TERMS OF REFERENCE



GOVERNING BODY / APPROVED BY Council
FUNCTIONAL ALIGNMENT City-Wide Services

SHORT DESCRIPTION

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.

COMMUNITY STRATEGIC PLAN ALIGNMENT

Creative Newcastle

Our city is vibrant, inclusive and creative. Newcastle is a destination known for its culture, heritage, entertainment and innovative ideas.

We are excited about the city's opportunities in the areas of jobs, education and the economy.

Multiculturalism, Aboriginal culture, diverse communities and the arts are celebrated. Locals and visitors gather for events and cultural experiences and to feel part of the community.

Newcastle is driven by city-shaping partnerships that enhance our opportunities and attract people to live, play and invest in our city.

The following priorities have been identified as key to achieving a Creative Newcastle:

- Vibrant and creative city
- Opportunities in jobs, learning and innovation
- Celebrating culture
- City-shaping partnerships

PURPOSE

1. To provide advice on development of strategies to ensure Council has appropriate community and cultural programs that promote social inclusion, social justice and sustainability;
2. To provide advice on cultural planning for integrated community services and oversee the implementation of Council's social strategies and related management plans and operations;
3. To provide advice and guidance on policies that support the progress and development of arts, culture and learning to make the LGA a culturally rich and vibrant community;
4. To provide advice on the development of programs and strategic partnerships that foster a strong sense of local identity, distinctiveness, belong, and community spirit.

**COMMUNITY AND CULTURE ADVISORY COMMITTEE
TERMS OF REFERENCE**



MEETING SCHEDULE

Introductory meeting on 17 February 2022 and other meetings scheduled for first Tuesday of April, August and November 2022 commencing at 5.30pm.

MEMBERSHIP

1. Up to three Councillors;
2. Representatives from Stakeholder Organisations, determined by the Committee (Chairperson with the assistance Facilitator); and
3. Up to three Community Representatives.

CHAIRPERSON

One Councillor appointed by Council from among the Councillor members.

DEPUTY CHAIRPERSON

One Councillor appointed by Council from among the Councillor members.

MEMBERS

Chairperson – Cr Carol Duncan

Deputy Chairperson – Cr Margaret Wood

Councillor Member - Cr Jenny Barrie

Councillor Member – Lord Mayor, Cr Nuatali Nelmes

Stakeholders are currently being confirmed

Community Representative members are to be finalised following EOI

COMMUNITY AND CULTURE ADVISORY COMMITTEE
ANNUAL PERFORMANCE REVIEW

DISTRIBUTED UNDER SEPARATE COVER

Performance of the Community and Culture Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)

1. Did the Community and Culture Advisory Committee (**Committee**) report to the Council as required?
 - At the Ordinary Council Meeting held on 11 December 2018, Council resolved to establish the Community and Culture Advisory Committee.
 - The Community and Culture Advisory Committee Annual Performance Review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.

2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for Meeting Practice – Advisory Committees.
 - Four meetings per year.

3. Detail the number of meetings held in 2019, 2020 and 2021, that were quorate.
 - A quorum was met at every meeting except for the meeting of 2 November 2020. In accordance with the Section 10 Quorum of the Guidelines for Meeting Practice the Chairperson decided to proceed with the meeting on the 2 November 2020.

Year	Proposed Meetings	Held Meetings	Comments
2019	3 September 4 November	3 September 4 November	
2020	7 April 7 July 29 September 2 November	7 July 29 September 2 November	7 April cancelled due to COVID-19
2021	2 February 4 May 3 August	2 February TBC TBC	Fourth meeting for 2021 to be scheduled post Council elections

4. The Guidelines for meeting practice – Advisory Committees require Members of the Committee to conduct themselves in accordance with the Code of Conduct. All Members have conducted themselves in accordance with the Code of Conduct and actively participate in the item discussion at each meeting and are asked whether any conflicts of interest are present before tabling items at the meeting and during the meeting.

5. Do Business papers of meetings:

- a) Include relevant background information necessary to enable Members to make informed decisions
 - Yes.
- b) Are distributed to Members in accordance with the required timeframe
 - Yes.

6. Do minutes of meetings:

- a) Contain a summary of the decisions
 - Yes.
- b) Are adopted by the Committee at a subsequent meeting
 - Yes.
- c) Are distributed to Members in the required timeframe
 - Yes.

7. Attach annual attendance details.

See Attachment 1.

8. Have all Community Representatives attended induction?

Yes.


9. Summary of key business items.

- See Attachment 2.

Approval

Committee Facilitator

Name: Alissa Jones

Signature: 

Date: 27 April 2021

Legal Service Unit

Name: Jessica Groth

Signature: 

Date: 19 July 2021

ATTACHMENT 1 – ANNUAL ATTENDANCE FOR MEETINGS – COMMUNITY AND CULTURE ADVISORY COMMITTEE

MEMBERSHIP NAMES	3/9/2019	4/11/2019	7/7/2020	29/9/2020	2/11/2020	2/2/2021	4/5/2021	3/8/2021
Cr Carol Duncan Councillor - Chair	√	√	√	√	√	√	√	TBC
Cr Andrea Rufo Councillor – D/Chair	√	X	√	X	X	√	X	TBC
Cr Kath Elliott Councillor	√	X	X	X	X	X	X	TBC
Nick Rendell Stakeholder	√	√	√	√	X	X	√	TBC
Jenny Moody Stakeholder	√	√	X	√	X	√	√	TBC
Dr Ann Hardy Stakeholder	√	√	√	X	X	√	√	TBC
Michelle Frazer Community Rep	√	√	X	√	X	√	√	TBC
Katherine McLean Community Rep	√	X	X	X	X	X	X	TBC
Chris Dunstan Community Rep	X	√	X	√	√	√	X	TBC

ATTACHMENT 2 – SUMMARY OF KEY BUSINESS ITEMS

DATE OF MEETING	BUSINESS ITEM
3 September 2019	<ul style="list-style-type: none"> • Community and Culture Advisory Committee Terms of Reference • Community and Culture Advisory Committee Governance Briefing • The Library Strategy • Newcastle Sports Strategy
4 November 2019	<ul style="list-style-type: none"> • Notice of Motion 27/08/2019 – Florence Austral – Our Forgotten Diva • Newcastle Art Gallery Expansion Project • Civic Services Update
7 July 2020	<ul style="list-style-type: none"> • CN Grants and Sponsorship Program • Independent Creative Alliance Newcastle (ICAN) and Accessible Arts • Creative Kids (Create NSW) • “New Annual” Event • Hunter Living Histories • General business discussion: <ul style="list-style-type: none"> - Cultural Strategy - Public Art - Captain Cook Fountain
29 September 2020	<ul style="list-style-type: none"> • Victoria Theatre Project • Newcastle Youth Council • Social Infrastructure Strategy • Strategic Sports Plan • Digital Programming and Civic innovation during COVID-19
2 November 2020	<ul style="list-style-type: none"> • Newcastle Art Space Programming • Newcastle Museum • Public Art Reference Group • Library Infrastructure Satisfaction Survey • “New Annual” Event (12 to 21 February 2021)
2 February 2021	<ul style="list-style-type: none"> • Task Force response for Arts • Lord Mayoral Minute – Civic Cultural Precinct Update • “New Annual” Event (12 to 21 February 2021) • Newcastle Art Gallery “WE CAN BE HEROES – a backstage pass” and 2021 Programming • Civic Services
4 May 2021	<ul style="list-style-type: none"> • Newcastle Theatre Company • Newcastle Fringe Festival • Newcastle Theatre Industry Snapshot • Advisory Committee Annual Performance Review to Council • General business discussion: <ul style="list-style-type: none"> - TINA update