

Agenda

Date: Tuesday 5 April 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) Cr Carol Duncan (Chairperson) Cr Margaret Wood (Deputy Chairperson) Cr Jenny Barrie Jeremy Bath (CEO) Alissa Jones (Committee Facilitator) Helen Payne (Committee Secretary) Suzie Gately (Manager Libraries & Learning) Julie Baird (Director Newcastle Museum through Zoom) Dr Lynda Kelly (LyndaKellyNetworks) Ashlee Abbott (Manager Community Strategy & Innovation through Zoom)	Dr Ann Hardy (University of Newcastle) Stakeholder Matt Endacott (Wren Street Consulting) Dr Shane Brandson (OzTheatrics) Zephie Cerny (Octapod) Laurreta Morton OAM (Director Newcastle Art Gallery) Lynn Duffy (Manager Parks & Recreation) Janice Musumeci (Business Improvement Associations) Delia O'Hara (Manager Civic Services) David Hampton (Acting Museum Director – Content) Katerina Skoumas, Big Picture Fest Mitchell Reese, Curious Legends Kathleen Hyland, Interim Director Strategy & Engagement Glenn Mahood, Manager Property & Facilities
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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 17 February 2022 (attached)	All 10 mins
4 Newcastle Museum Visitation Strategy	Lynda Kelly 15 mins
5 Libraries & Learning Update • Library Management System • Lambton Library and OPEN+	Suzie Gately 15 mins
6 External Presenters • Festival Director – Big Picture Fest Newcastle • Curious Legends • OzTheatrics	Katerina Skoumbas 5 mins Mitchell Reese 5 mins Dr Shane Brandson 5 mins
7 Community Members EOI	Chairperson 10 mins
8 Operating Procedures for Working Parties - Cultural Precinct and Cultural Events	Chairperson 10 mins
9 Meeting Schedule for 2022 • 2 August • 1 November	Chairperson 5 mins

Unconfirmed Meeting Minutes

Date: 17 February 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

Cr Duncan welcome all to the meeting with new Councillors in attendance. Attendees introduced themselves.

1.1 Committee Members present:

Cr Carol Duncan – Chairperson
 Cr Margaret Wood – Deputy Chairperson
 Dr Jenny Barrie – Councillor
 Dr Ann Hardy – (University of Newcastle) Stakeholder
 Alissa Jones – Committee Facilitator
 Helen Payne – Committee Secretary

1.2 Apologies

Cr Nuatali Nelmes – Lord Mayor
 Julie Baird – Director Museum

1.3 Attendees

Matt Endacott – Wren Street Consulting
 Zephie Cerny – Octapod
 Dr Shane Brandson – OzTheatrics
 Adrian Burnett – New Annual Senior Producer & Curator
 Suzie Gately – Manager Libraries and Learning
 Delia O'Hara – Manager Civic Theatre
 Lynn Duffy – Manager Parks & Recreation
 Laretta Morton OAM – Director Newcastle Art Gallery
 Ashlee Abbott – Manager Community Strategy & Innovation
 Petria Jukes – Community Planning & Development Manager

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 1 November 2021 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.	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 About the Community and Culture Advisory Committee

5.1 An overview of the purpose of the Committee was provided to all members. The Terms of Reference and Committee objectives were discussed including details of the Terms of Reference. The Terms of Reference are available on City of Newcastle's (CN) [website](#).

5.2 The 2021 Annual Report for the Committee and associated achievements were tabled and discussed. The 2021 Annual Report was also resolved by Council. Please refer to the attached documentation for details on the Report.

6 Draft Cultural Precinct Plan

6.1 A Briefing was provided to the Committee by Wren Street Consulting on the Draft Cultural Precinct Plan (DCPP) for the CBD. Strong alignment exists between the DCPP and CN's Destination Management Plan which arose from a Lord Mayoral Minute. The engagement of this work is running alongside the Community Strategic Plan objectives and will be presented to the new Council in 2022.

7 Draft Local Social Strategy and Social Infrastructure Strategy

7.1 A Briefing was provided to the Committee from Ashlee Abbott and Petria Jukes (attached). Social Planning Frameworks are created under the Community Strategic Plan and will roll out under Newcastle 2040. Please see [Draft Newcastle 2040 Community Strategic Plan](#). Further details on finalising the Local Social Strategy can be found at [link](#).

8 Priorities for 2022

- 8.1 New Annual, cultural events and CONDA
- 8.2 Endorsement, and adoption by Council of the Draft Cultural Precinct Plan
- 8.3 Review and support for Illuminating Cities to align with recommendations in the Draft Cultural Precinct Plan and to beautify and attract people safely to the City.
- 8.4 CN's Library [Strategy 2019-2029](#)

9 Working Parties for 2022

- 9.1 Cultural Precinct
- 9.2 Cultural Events

10 General Business

- 10.1 Expressions of Interest for community members being advertised from Monday 21 February closing at 5pm Sunday 20 March 2022. For details and how to apply please see [link](#).

10.2 New Annual 2022

Adrian Burnett commenced in September as CN's New Annual Senior Producer & Curator.

With new acts, new locations and a new date on the events calendar, CN's flagship arts festival will return in September with a vibrant showcase of performing and visual arts.

Spanning across a ten-day period from 23 September to 2 October and featuring more than 50 events across the city, New Annual will showcase local and visiting artists sharing music, dance, theatre, performance, and visual art in a celebration of creativity.

The festival supports and champions local artists while fostering creative networks that reach beyond the city, with a signature works program that will offer some of the most exciting cultural events situated outside the capital cities of Australia.

11 Meeting Schedule for 2022

- 5 April
- 2 August
- 1 November

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.