

Meeting Minutes

Date: 3 September 2019	Time: 5.30pm – 7.00pm	Venue: City Hall Level 1 Mulubinba Room
Meeting Objective: Community and Culture Advisory Committee – Meeting # 1		

1 Welcome

1.1 Committee Members present:

Cr Carol Duncan	– Chairperson
Cr Andrea Rufo	– Deputy Chairperson
Cr Kath Elliott	– Councillor
Cr Declan Clausen	– Deputy Lord Mayor
Nick Rendell	– Office of Sport
Jenny Moody	– Department of Education
Ann Hardy	– University of Newcastle
Michelle Frazer	– Community Representative
Katherine McLean	– Community Representative
Alison Murphy	– Committee Facilitator
Helen Payne	– Committee Secretary

1.2 Apologies

Chris Dunstan	– Community Representative
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1.3 Attendees

Lynn Duffy	– Manager Parks and Recreation
Suzie Gately	– Manager Libraries and Learning
Delia O'Hara	– Manager Civic Services
Keri Neveltsen	– Governance Coordinator

1.4 Introductions

Cr Duncan welcomed everyone to the first Community and Culture Advisory Committee meeting. Attendees introduced themselves.

2 About the Community and Culture Advisory Committee

2.1 Alison Murphy provided an overview of CN Advisory Committees. Further details are available on City of Newcastle's (CN) website www.newcastle.nsw.gov.au/Council/About-Council/Committees

An overview of the City Wide Services Directorate was also provided.

2.2 Terms of Reference

Provided to members with meeting agenda and available on CN website. There was no further discussion or questions.

2.3 Governance Briefing

CN Governance Coordinator (Keri Neveltsen) provided an overview of guidelines and procedures for Council Advisory Committees (see **Attachment A**).

3 The Library Strategy

- 3.1 Suzie Gately provided an update on [The Library Strategy](#). The Library has been undergoing a Service transformation and is moving from a repository for books to being people focused, providing spaces that are activated and are great places to meet, connect and study.

4 Strategic Sports Plan

- 4.1 Lynn Duffy provided a presentation that outlined the role that CN Parks and Recreation plays in supporting the wellbeing of the community through the provision of places and spaces for passive and active recreation. CN also supports the protection of the natural environment.

Lynn also provided an overview of the Strategic Sports Plan that is currently being developed. The Sports Plan aims to address future demand and inform the ongoing supply, maintenance and upgrade of sporting infrastructure.

Community and Culture Advisory Committee will have input during the engagement phase of the plan later this year/early next year.

5 General Business

5.1 Notice of Motion 27/08/19 – Florence Austral – Our Forgotten Diva

Council resolved on 27/08/19

“That Council request that the Community and Culture Advisory Committee consider appropriate mechanisms for recognising the contributions of Florence Austral to both Newcastle and the broader arts community”.

Committee members provided background information on “Florence Austral”.

Hillary Oliver has a Florence Austral Society established. Ann Hardy suggested an invitation be extended to Hillary Oliver to bring recorded music to next meeting.

Further background information will be distributed for discussion at the next meeting.

Action: AM

5.2 Next meeting

Lauretta Morton (Art Gallery Director) and Delia O’Hara (Manager Civic Services) be invited to the next meeting to present on Art Gallery Expansion and Civic Services.

Action: HP

6 Closing

- 6.1 Next meeting will be held **Monday** 4 November 2019
Please note change of date due to Melbourne Cup
- 6.2 Meeting closed at 6.45pm.

Attachment A follows

GOVERNANCE

- Terms of Reference and Guidelines for Meeting Practice**
provided to members and available on CN's website (key guiding document) – last adopted 11 December 2019
- Authority**
advisory committee only
- Reporting**
annual report to the elected Council
- Appointment of Chair**
Council normally appoints Chair when appointing Councillor members
- Facilitator/Secretary**
prepare agenda, maintain committee registers, prepare, disseminate and publish minutes on CN's website
- Information about the committee**
available on CN's website – <http://www.newcastle.nsw.gov.au/Council/About-Council/Committees>
- Distribution of agenda/ meeting papers**
you will receive these 5 business days prior to a meeting to allow you sufficient time to read and understand
- Minutes**
draft minutes to be circulated within 10 days after the meeting, adopted by the committee at the next meeting and placed on CN's website
- Conduct** - Code of Conduct for Council Committee Members, Delegates of Council and Council Advisors:
<http://www.newcastle.nsw.gov.au/Council/Our-Responsibilities/Code-of-Conduct>
- Conflict of interests**
decisions of the committee which may conflict with private interests (financial and non-financial (relationships))
- Public comment**
CN's Media Policy – Lord Mayor/CEO – members do not have authority to make public comment on behalf of the Council or the committee – be aware of posts on social media

- CONDUCT**
- Comply with the law
- Be ethical
- Do not discriminate or treat others adversely
- Be honest and respectful as well as fair and equitable
- Conflicts of Interest**
Pecuniary
Non-pecuniary, significant
Non-pecuniary, non-significant

