

Agenda

Date: Tuesday 4 May 2021	Time: 5.15pm – 6.15pm	Venue: City Hall Chambers and walk to Newcastle Art Gallery for screening at 6.30pm for 7.00pm start
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 Andrea Rufo (Deputy Chairperson)
 Cr Kath Elliott (Councillor)
 Jeremy Bath (CEO)
 Alissa Jones (Committee Facilitator)
 Helen Payne (Committee Secretary)
 Suzie Gately (Manager Libraries & Learning)
 Delia O'Hara (Manager Civic Services)
 Kate Britton (Project Manager Cultural Event)
 Julie Baird (Director Newcastle Museum)
 Liane Morris, Newcastle Fringe Festival
 Sally Thompson, The Creative Space

Nick Rendell (Office of Sport)
 Jenny Moody (Dept of Education)
 Dr Ann Hardy (University of Newcastle)
 Michelle Frazer (Community)
 Katherine McLean (Community)
 Chris Dunstan (Community)
 Zephie Cerny, Octapod
 Lynn Duffy (Manager Parks & Recreation)
 Lauretta Morton (Director Newcastle Art Gallery)
 Matt Endacott (Senior Consultant)
 Claire Williams, Newcastle Theatre Co Inc.
 Phil Aughey, Newcastle Fringe Festival
 Shane Brandson, Oz Theatrics

Topic		Responsibility	
1	Welcome and Apologies	Chair	2 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	Chair	3 mins
3	Declaration of Conflicts of Interest	All	5 mins
4	Confirmation of Previous Minutes (see attached)	All	2 mins
5	Newcastle Theatre Company Inc. (formerly Newcastle Repertory Club)	Claire Williams	10 mins
6	Newcastle Fringe Festival	Liane Morris Phil Aughey	10 mins
7	Newcastle Theatre Industry Snapshot – “A systemic approach to unpacking the economic, structural and social challenges faced by the Newcastle theatre industry”	Shane Brandson	10 mins
8	General Business • TINA update	Chair Zephie Cerny	5 mins 5 mins
9	Annual Performance Review to Council (see attached)	Chair	5 mins
10	Closing	Chair	3 mins

Move to Newcastle Art Gallery for 6.30pm Stories of Our Town screening of:
“Lycett and Wallis: Unlikely Preservers of Aboriginal Knowledge”

Unconfirmed Meeting Minutes

Date: 2 February 2021	Time: 5.30pm – 7.30pm	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.		

1 Welcome and Introductions

1.1 Committee Members present:

Cr Carol Duncan	– Chairperson
Alissa Jones	– Committee Facilitator
Helen Payne	– Committee Secretary
Cr Andrea Rufo	– Deputy Chairperson
Jenny Moody	– Department of Education
Dr Ann Hardy	– University of Newcastle (UoN)
Michelle Frazer	– Community Representative

1.2 Apologies

Cr Kath Elliott	- Councillor
Lauretta Morton	- Director Newcastle Art Gallery
Nick Rendell	- Office of Sport
Chris Dunstan	– Community Representative
Katherine McLean	– Community Representative

1.3 Attendees

Simon Massey	- Economic Strategy & Government Relations Manager
Matt Endacott	- Senior Consultant
Kate Britton	– Project Manager Cultural Event
Leah Fawthrop	- Newcastle Art Space
Zephie Cerny	– Octapod
Delia O'Hara	- Manager Civic Services
Julie Baird	- Director Museum
Suzie Gately	– Manager Libraries and Learning
Lynn Duffy	- Manager Parks & Recreation
Geoff Frost	- Acting Director Newcastle Art Gallery (NAG)
Nicole Swilks	- NAG Audience Programs Officer
Zana Kobayashi	- NAG Audience Development & Visitor Services Coordinator

2 Acknowledgement of Country

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

3 Confirmation of Previous Minutes and Actions arising

- 3.1 Minutes of the meeting held 2 November 2020 confirmed.

3.2 Action updates

Meeting Date	Item	Action	Update	Status
7 July 2020	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. This work is related to the cultural precinct scoping study status update below.
7 July 2020	Discuss the development a new Public Art Policy	A report from the Public Art Reference Group was tabled at Council on 27/10/2020.	Unanimous support was received by Council.	Resolved by Council - Development of Policy and Framework is being actioned by Public Art Reference Group (PARG)

4 City Taskforce response for the Arts

- The Economic Strategy & Government Relations Manager presented the long-term economic opportunities as highlighted in the Economic Development Strategy. CN led a City Taskforce during COVID which included representatives from all business industries which had a significant employment premise within the LGA. Key leaders worked together to support the city during this time. See the full edition of the Newcastle Response for the Arts Sector [here](#).
- Director City Wide Services also gave a brief update on the Councillor Strategic Workshop being a great success.

5 Lord Mayoral Minute – Civic Cultural Precinct Update

- Lord Mayoral Minute of 27/10/2020 where Council resolved:
"That City of Newcastle:
 - 1 *Supports the Community and Cultural Advisory Committee and Chairperson Cr Carol Duncan who have resolved to explore the creation of a formal Civic Cultural Precinct to ensure appropriate long-term planning for the protection of the City's cultural institutions, including:*
 - *Newcastle Art Gallery*
 - *University of Newcastle's School of Music and Conservatorium*
 - *University House*
 - *City Hall*
 - *Civic Theatre*
 - *Civic Playhouse*
 - *Newcastle Region Library*
 - *Wheeler Place*
 - *Newcastle Visitor Information Centre*
 - *Newcastle Museum*
 - *Victoria Theatre*

- 2 *Includes City of Newcastle's support for the creation of a formal Civic Cultural Precinct, and the benefits of defining such a Precinct for economic development and protection of cultural heritage in Newcastle, in our submission to the Parliamentary Inquiry".*

- *The Committee received a presentation from Matt Endacott and noted an Initial draft concept plan is being prepared with the economic assessment to follow in March-April with a final report by April 2021.*

6 Flagship Cultural Event – the 'New Annual'

- 6.1 Project Manager Cultural Event provided an update on the 'New Annual' event launching Friday 12 February to Sunday 21 February for 10 days.

7 Newcastle Art Gallery – WE CAN BE HEROES – a backstage pass and 2021 Programming

- 7.1 Art Gallery staff provided an overview of the current exhibitions at the Art Gallery and of their roles as Audience Engagement Officers.

Engagement over the last few months has included:

- Filming of Toby Cedar playing and recording a song for release during NAIDOC Week.
- Live streaming of Last Fridays with invited guest hosts such as Shahmen Radha who presented.
- Last Fridays: Unprecedented Times Trivia.
- An Exploration programs and ways of engaging audiences during COVID.

The development of successful digital programs has included:

- On stillness an online exhibition that presented the collection works of seven public regional galleries – the group had 114,000 combined followers on facebook and Instagram.
- HOMEWARD BOUND: the art and life of Tom Gleghorn installation video receiving 19,000 views.
- A virtual tour featuring Pedestrian TV alongside virtual tours from the NGV and QUGOMA and a virtual catalogue (with readership nearly doubling).
- IGN Art Fair with engagement of 17,000 views.
- Instagram Live Conversation Series featuring Ben Gillies with audiences tuning in from Mexico, Ireland, US and UK.
- The summer exhibition WE CAN BE HEROES: a backstage pass opened as well as face-to-face programs Art Cart and Guided tours and Last Fridays which booted out within 12 hours.
- A partnership event with New Annual featuring Paul Dempsey also sold out in under 3 minutes.
- All programs have been very well attended showing that audiences are ready to return to the Gallery. Audience figures for December and January have returned to pre-COVID targets with the Gallery Society events and venue hire also returning.
- For further details of upcoming events and exhibitions please see www.nag.org.au/home.

8 Civic Services update

The Committee received a presentation from Manager Civic Services and noted the following:

- The Civic Theatre Season commences February 2021 under new Public Health Orders and is safely operating at 75% capacity with venue hire and bookings increasing.
- Public Programming will commence in City Hall this quarter.
- The Visitor Information Centre is liaising with local industry to develop bookable product.
- A project is underway to relocate ticket counter adjacent to the Civic Digest Café
- Installation of new hearing loops will be occurring at the Civic Theatre
- A project is underway to do a minor interior refurbishment at City Hall including new carpet window coverings and a bar refresh for major function rooms.

9 General Business

9.1 Reminder to share [New Annual event details](#)

9.2 Manager Parks & Recreation advised of that the following Masterplans will soon be scheduled for engagement:

- Gregson Park Masterplan.
- National Park Precinct.
- Newcastle Harbour Foreshore Masterplan on public exhibition at [CN's website](#).
- Carrington Greenspace Masterplan was adopted by Council on 8 December 2020 and has been published on [CN's website](#).
- The Strategic Sports Plan was presented to the CCAC on 2 November and was adopted by Council on 8 December 2020 and has been published on [CN's website](#).

10 Closing – the meeting closed at 7.20pm

10.1 Future Meeting dates:

Tuesday 4 May
Tuesday 3 August

DRAFT

REPORT TO COMMUNITY AND CULTURE ADVISORY COMMITTEE

SUBJECT: REVIEW OF COMMUNITY AND CULTURE ADVISORY
COMMITTEE PERFORMANCE

REPORT BY: CITY WIDE SERVICES / DIRECTOR CITY WIDE SERVICES

DATE: 4 MAY 2021

PURPOSE

This performance review is presented to the Community and Culture Advisory Committee (**Committee**) in compliance with clause 18 of the Guidelines for Meeting Practice – Advisory Committees.

RECOMMENDATION / OUTCOME SOUGHT

1. The Community and Culture Advisory Committee endorses the performance review at **Attachment A** and notes the Director City Wide Services will include the performance review report in the annual report to be presented to Council.

KEY ISSUES

2. It is important that CN committees operate effectively and in accordance with the terms of reference adopted by the Council.
3. Performance reviews are a mechanism of monitoring effective performance.

Performance of the Community and Culture Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2020 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. 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:

Signature:

Date:

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	TBC
Cr Andrea Rufo Councillor – D/Chair	√	X	√	X	X	√	TBC	TBC
Cr Kath Elliott Councillor	√	X	X	X	X	X	TBC	TBC
Nick Rendell Stakeholder	√	√	√	√	X	X	TBC	TBC
Jenny Moody Stakeholder	√	√	X	√	X	√	TBC	TBC
Dr Ann Hardy Stakeholder	√	√	√	X	X	√	TBC	TBC
Michelle Frazer Community Rep	√	√	X	√	X	√	TBC	TBC
Katherine McLean Community Rep	√	X	X	X	X	X	TBC	TBC
Chris Dunstan Community Rep	X	√	X	√	√	√	TBC	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