



Heritage & Museums Sub-Committee

Business Paper

date of meeting: Tuesday, 8 May 2012

location: Function Room, PMHC, Port Macquarie

time: 2.30pm

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE
HASTINGS**

Heritage & Museums Sub-Committee

CHARTER

- a) Provide advice to Council on the management of heritage matters by the Council.
- b) Raise community awareness of our local heritage through publications, seminars, public displays and exhibitions & awards & festivals.
- c) Show leadership in the collecting and documenting of local heritage material including artefacts and undertake continuing research to increase the knowledge of heritage sites & collections.
- d) Make recommendations on the nomination and deletion of items from the Heritage Schedule in Hastings LEP 2001 and any other future Local Environmental Plans.
- e) Consider reports and comments by Council's Heritage Advisor.
- f) Make recommendations to Council on the management of Council's Local Heritage Fund.
- g) Provide a forum to facilitate commercial and tourism related opportunities associated with Heritage promotion within the Hastings.
- h) Liaise with Council's Heritage Advisor to provide information, & advise regarding heritage issues in the LGA.
- i) Facilitate co-ordination and co-operation between Hastings museums, heritage groups & groups with similar objectives, through information sharing and collaboration on joint projects.

Meeting Guidelines

This meeting will be conducted in accordance with Hastings Council Code of Meeting Practice - Code No. C016.

- a) A quorum consists of half the Committee plus one.
- b) The chairperson has no second or casting vote.
- c) Council staff and members of public authorities are not entitled to vote.
- d) Meeting dates and times shall be determined by the Committee to meet the Committee's needs.
- e) Pecuniary interests should be declared in accordance with Part 6 of the Code of Meeting Practice.

Committee Guidelines

- a) If it is necessary to defer a meeting because of administrative problems the meeting will be deferred for a period of four (4) weeks.
- b) A formal meeting notice will be circulated during the week before the scheduled committee meeting.
- c) The Chairperson may abandon a meeting if a quorum is not present within half an hour of the starting time shown on the meeting notice. In such cases, a further meeting will be called at the same time and venue four (4) weeks later.



**PORT MACQUARIE
HASTINGS**

Attendance Register

Heritage & Museums Sub-Committee

| Member | 13/03/12 | | | | | |
|---|----------|--|--|--|--|--|
| Camden Haven Historical Society | X | | | | | |
| Douglas Vale Conservation Group | ✓ | | | | | |
| Friends of Port Macquarie Historic Courthouse | ✓ | | | | | |
| Kendall Heritage Society | A | | | | | |
| Mid North Coast Maritime Museum | ✓ | | | | | |
| National Parks and Wildlife Service (Roto House) | A | | | | | |
| Port Macquarie & Districts Family History Society | ✓ | | | | | |
| Port Macquarie Historical Society | ✓ | | | | | |
| St Thomas' Church | X | | | | | |
| Wauchope District Historical Society | ✓ | | | | | |
| Heritage Advisor - Stephen Booker | ✓ | | | | | |

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Heritage & Museums Sub-Committee Meeting

Tuesday, 8 May 2012

Items of Business

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**PORT MACQUARIE
HASTINGS**

Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 03**Subject: CONFIRMATION OF PREVIOUS MINUTES**

RECOMMENDATION

That the Minutes of the Heritage & Museums Sub-Committee Meeting held on 13 March 2012 be confirmed.

PRESENT

Members:

Wauchope Historical Society - Jeanette Rainbow
Port Macquarie Historical Society - Leonie Laws
PM Historic Courthouse – Veronica Heath, Brenda Peberdy
PM & Districts Family History Society – Rex Toomey
Douglas Vale Homestead & Winery – Norrie Doyle
MNC Maritime Museum - Jan Howison
Stephen Booker – Council’s Heritage Advisor
Jeff Stonehouse – Library (Council)
Liz Gillroy – Glasshouse (Council)

Other Attendees:

Beth Flynn – Council

The meeting opened at 2.35pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

Consensus:

That the apologies received from Debbie Sommers (Roto House), Betty Boyd (Kendall Heritage Society), Ian Cupit (Douglas Vale) & Lesley Atkinson (Council) be accepted.

03 CONFIRMATION OF MINUTES

Consensus:

That the Minutes of the Heritage & Museums Sub-Committee Meeting held on 8 November 2011 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Wauchope Historical Society reported back that the AGM was held and the Executive were all returned, the Lindsay publication has been published and was well received and a celebration for the centenary of the All Saints Church Pappinbarra was attended by 100 people.

06 MUSEUMS

Beth Flynn (Community Development) facilitated a reflective session considering the future direction of the Heritage & Museums Sub-Committee.

Full notes are attached but below are the 3 actions identified as priorities.

What we will do:

1. Share knowledge of heritage issues & opportunities within the group.
eg plaques in the footpath at Food for Less
2. Co-ordinate research & publishing of collection info and histories.
3. Collaboration & info sharing across the groups.

How we will do it:

1. Agenda item to be added – all welcome to add items to the agenda.
eg Food for Less building and the plaques in the footpath
 2. Themed projects – work on aspects across the groups.
eg Migration Heritage Project
 3. Workshops listing of groups/volunteers in community directory & council's website, volunteer expo.
-

08 HERITAGE ADVISORY REPORT

The Heritage Advisor provided a report on meetings and inspections held earlier in the day and during his previous visit.

Kendall Cemetery : A recommendation was provided about issues of 2 pine trees causing damage to graves.

Hamilton Green : A request for exception to comply with Disabled Access regulations.

Historic Courthouse : Roof completed and recommendation to produce a concept design for the grounds to enliven the space.

Second Burying Ground : Council is in correspondence with the Heritage Council about landscape works to the Gordon Street frontage.

An application has been received for rezoning of land behind the Kew Hotel and Police Station.

St Agnes' Presbytery has an application for units above the triple garage.

Old School House has new owners and a plan to include a pool and tennis courts.

Herons Creek Church: Development of a Masterplan for the church to be a community facility with exterior display of large local artefacts.

632 Ocean Drive North Haven: Meeting with a possible new owner.

Progress report on painting and deck work at St Joseph's Convent Wauchope –all on track
Noted the attached summary reports from the Office of Environment & Heritage: Heritage funding & time spent 2006 -2011.

09 HERITAGE

The program of the 2012 Heritage Festival was discussed noting an error in times with event on page 42 please change time to 9am **NOT** 7.30pm.

Liz passed congratulations to the working group who produced the program and all agreed it was a great outcome. The size and design were well received.

Thanks to Shona Russell for her co-ordination efforts.

Reminder about the website as information portal as well www.heritagefestival.com.au

10 GENERAL BUSINESS

10.01

Douglas Vale organisations for the opening event at the Heritage Festival is well underway with a number of official guests attending. Any help with supply of marquees would be appreciated.

10.02

Wauchope Historical Society highlighted their tour in the program and encouraged attendance. Also the 3237 steam train event is now cheaper with tickets at \$20 adults, \$10 children, \$50 family with trips from Wauchope to Kendall or Telegraph Point. The Wauchope Show was also noted.

10.03

Next meeting 8 May 2012 at Council.

The meeting closed at 4.15pm.

Attachment to Minutes for item 06

What I like about the Heritage Working Group

ALL IDEAS:

Research & knowledge base
Knowledge

People
Meeting colleagues
Network
Networking
Contact with other groups of like aims
Help to advertise our group

Info sharing
Information
Exchange info in & out
Info exchange
Sharing ideas
Data sharing & collaboration
Potential for community opinion & input

Discussion
Discussion
Communication
Co-ordination of ideas
Communication
Reports planning forward planning for events

Possible contacts for guest speakers
Area familiarity & historical roots
Interesting
Encouraging
Interesting
Informative
Updating opportunities
Heritage
Heritage Grants

No one else wanted to come along

What would we like to achieve from this meeting?

ALL IDEAS:

Publicly highlight issues of concern
Collaborative planning for future events
Tours events
Tours
Funding
Promote
Promote the history of the Hastings/Camden haven
Active & engaged membership
Grants for future projects
Shared knowledge
Let the community know of our group
Conciliate with the community
Workshops
Educate
Publish
Recognise the History of Aborigines in the area
Co-operation on joint projects – Heritage week etc
Heritage growth
Greater knowledge of wider heritage issues/opportunities
Aid for special occasions
Heritage written down & recorded
Share ideas
Communication between group
Make community more aware
Tourism involvement
Mixing of personnel
More volunteers
Gain more volunteers
Share volunteers
Give support to each other
Share relevant
Info that maybe in a back room cupboard
Big Story not always so family focussed
Project/theme based research
Work together
Co-ordinate events and efforts
Co-ordinate effort without duplication
Co-operation
Co-operation across projects

5 priority points – 2 groups

1. Increase community involvement & tourism
2. Share knowledge of heritage issues and opportunities within the group
3. get more volunteers & sharing of volunteers across the groups
4. Promote heritage & recording of it
5. Co-operation on joint projects eg heritage week

1. Co-ordination & co-operation between groups
2. Finding out about grants
3. Promotion & education of our local heritage
4. Research and publish collections & histories
5. Act as a voice in the community around heritage issues

OUTCOMES:

What we will do

4. Share knowledge of heritage issues & opportunities within the group
5. Co-ordinate research & publishing of collection info and histories
6. Collaboration & info sharing across the groups

How we will do it

1. Agenda item to be added – all welcome to add items to the agenda eg Food for Less building and the plaques in the footpath
2. Themed projects – work on aspects across the groups
3. Workshops listing of groups/volunteers in community directory & council's website, volunteer expo

Feedback comments

Productive, thought provoking
Good ideas
Different but not boring
Very interesting should be more of it
Helpful
Useful
Advanced different ideas
Interesting, productive
Intriguing
Thought provoking
Good sharing info
Return to TAFE days

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:
Meeting Date:
Item Number:
Subject:
.....

I, declare the following interest:

Pecuniary:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Significant Conflict:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Insignificant Conflict:
May participate in consideration and voting.

For the reason that:
.....

Signed: Date:

(definitions are provided on the next page)



Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (LG Act s442 and s443).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (LG Act s451)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.



Item: 06

Subject: HERITAGE ADVISORS REPORT

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Heritage Advisor's report be noted.

Discussion

The Heritage Advisor will attend the meeting to provide a verbal report on inspections/ issues being worked upon in the LGA.

Attachments

Nil



Item: 07

Subject: REPORT ON HERITAGE WEEK

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the members table their reports on Heritage Week.

Attachments

Nil

Item: 08

Subject: HERITAGE FESTIVAL FEEDBACK

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Wauchope Historical Society representative provide feedback on the Heritage Festival.

Attachments

Nil

Item: 09

Subject: HERITAGE FESTIVAL

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Committee Sub - Committee members evaluate the Heritage Festival 2012

Discussion

Now that the Heritage Festival has been completed, it is timely to review the process to suggest improvements for next year. Committee members to provide completed evaluation forms for review and discussion.

Attachments

Nil

Item: 10

Subject: MUSEUMS

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Sub Committee consider the following items for discussion and consideration.

Discussion

Council's Regional Museum's Curator will update the meeting on the following items:

- 1. Feedback from 2012 Heritage Festival**
- 2. Organisations involvement/ participation in the Migration Heritage Research project**
- 3. Invitation to AccessibleARTS Community Forum on May 30th**
- 4. Museums Australia National Conference 24th – 28th September at Adelaide University**
 - 1. And seek any feedback on the outcomes of the last meeting during which the group participated in a facilitated discussion about the merits/value of the Sub Committee**

Attachments

Nil