



Heritage & Museums Sub-Committee

Business Paper

date of meeting: Tuesday, 11 September 2012

location: Glasshouse Small Function Room, 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 Councils 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**

Heritage & Museums Sub-Committee

ATTENDANCE REGISTER

Member	13/03/12	08/05/12	10/07/12			
Camden Haven Historical Society	X	X	✓			
Douglas Vale Conservation Group	✓	✓	✓			
Friends of Port Macquarie Historic Courthouse	✓	✓	✓			
Kendall Heritage Society	A	X	✓			
Mid North Coast Maritime Museum	✓	✓	✓			
National Parks and Wildlife Service (Roto House)	A	X	✓			
Port Macquarie & Districts Family History Society	✓	✓	✓			
Port Macquarie Historical Society	✓	✓	✓			
St Thomas' Church	X	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, 11 September 2012

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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 10 July 2012 be confirmed.

PRESENT

Members:

Camden Haven Historical Society
Douglas Vale Conservation Group – Brian Bucket
Friends of Port Macquarie Historic Courthouse – Veronica Heath
Kendall Heritage Society
Mid North Coast Maritime Museum – Jan Howison, Bob Bradley
National Parks and Wildlife Service (Roto House)
Port Macquarie & Districts Family History Society – Rex Toomey
Port Macquarie Historical Society – Leonie Laws
St Thomas' Church
Wauchope District Historical Society – Jeanette Rainbow
Heritage Advisor - Stephen Booker

Other Attendees:

Director Community & Cultural Development - Lesley Atkinson
Regional Museum's Curator - Liz Gillroy

The meeting opened at 2.40pm.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Roto House (Debbie Sommers,) and Douglas Vale (Ian Cupit and Norrie Doyle) be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Heritage & Museums Sub-Committee Meeting held on 8 May 2012 be confirmed with the correction to the spelling of Rex Toomey's name.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

06 LOCAL HERITAGE ASSISTANCE FUND

CONSENSUS:

That the information in the Local Heritage Assistance Fund July 2012 report be noted.

07 BRASS LETTERINGS IN WILLIAM STREET FOOTPATH

Discussion occurred regarding the brass letterings in the William Street footpath, and the possibility of having them removed, stored and then included in the Kooloonbung Creek footbridge. It was agreed that the Heritage Advisor would photograph and document the brass lettering presently in the footpath along William and Short St prior to development of the Food for Less (1968) site. The possibility of Council engineers plotting the present locations of the letterings was also considered. The Museum's Curator agreed to consider temporary storage and consideration to be given by groups as to the future of the letters. Initial ideas included re-implementation of the lettering on site into the new development or in a public place such as Town Green.

CONSENSUS:

That the Sub-Committee members discuss with their organisation members the Brass letterings in the William Street footpath and provide advice as to where the items could be relocated to.

08 MUSEUMS

The Regional Museum's Curator explained that the mezzanine level of the Glasshouse is booked for a Heritage Festival display. We are awaiting the theme of the next Festival to be announced but the initial thoughts are to use this space as an introduction to the theme and act as a signpost for visitors to encourage visiting other heritage areas in the LGA. There was some discussion regarding where the 2013 Festival official opening would occur, with the Glasshouse being mentioned. It was agreed that all present would take this matter back to their groups for consideration and discussion at the next Sub-Committee meeting.

Significance training held in Port Macquarie in March was very well attended, with a follow up session planned for 13 and 14 September 2012. These sessions will be held in Macksville and Port Macquarie respectively, and are aimed at one on one object file assessment. Participants will need to supply an object file a week or so prior to the session. Depending on available funding, Ms Kylie Winkworth will be attending and instructing those who attend. Ms Winkworth will also be a guest speaker at a Glasshouse Coffee Morning during History Week on 14 September, talking about the Australian Dress Register.

Heritage in the Hastings booklet is being reprinted after circulation to all groups for changes and editing. This should be done by the end of July. All present at the meeting checked the available copy for comment.

The current exhibition at the Glasshouse, called 'Of Love & War' will be held at the Glasshouse. There are two public programs that have been developed in association with the Exhibition that subcommittee members are encouraged to attend.

9th August – 'Sharing Your Family Stories' presented by Family History Society.

25th August – Australian War Memorial 'Bring in your Memorabilia'.

CONSENSUS:

1. That the information in the Museums report July 2012 to the sub-Committee be noted.
2. That all Sub-Committee members discuss with their respective organisations where they would like the location of the official opening for the 2013 Heritage Festival to be held.

09 HERITAGE ADVISOR'S REPORT

Council's Heritage Advisor noted that inspections had been held at the following locations:

1. 18- 20 Clarence St (Bob Todd site) for DA amendments-
2. At the site of the new Youth Centre in Horton St next to Wesleyan Chapel
3. Heron's Creek cemetery regarding the state of the headstones.
4. Bellangry House Mortons Creek, assessment for possible listing (c1859 structure).
5. Hamilton House & School – the State heritage listing has an incorrect image.

The Heritage Advisor suggested that extra copies of the Community based heritage study, 1996 be made available for the Library, Council planners, Parks and Recreation, Building Services and Community Halls Officer, if not already available.

CONSENSUS:

That the information in the Heritage Advisor's July 2012 report to the subcommittee be noted.

10 GENERAL BUSINESS

10.01 Mid North Coast Maritime Museum:

It was reported that the Open day very successful, and special thanks were given to Douglas Vale and the Family History Society for their support. Profits from this day will be directed to the re-roofing and re-painting of no 6 cottage. The pilot boatshed has been refreshed. Department of Lands is undertaking renovation works of walkway and wharf around the Boatshed. The Committee are now seeking grants for some lighting in the middle cottage. The ground near boatshed is subsiding.

Future diary dates: Model Boat Show on 3rd, 4th & 5th August at Panthers
Fund raiser at Bunnings on the 12th August.

10.02 Wauchope District Historical Society:

Members of the committee are starting the planning for the Centenary celebration of the Wauchope Railway by meeting with Taree Rail Centenary Committee. A Working party will be established in the near future for local celebration events. It is anticipated that the celebrations will be at a number of sites around the LGA, not just Wauchope.

10.03 Family History Society:

The Family History group is now meeting in the Library on the 2nd Saturday of the month. A Family History Fair is being organised for 18 May 2013 at Panthers called 'Back to Port Macquarie'

10.04 Port Macquarie Historical Society:

The newly installed LED lighting throughout the Museum has shown a \$200 saving this quarter. The latest exhibition 'Missing You' has opened and has been developed in association with Of Love & War.

10.05 Douglas Vale:

Funding is now being sought for the restoration of the cellars, pruning of vines has been recently undertaken with the harvest being down by 1 ton this year.

10.06 Building and content insurance:

There was general discussion regarding the cost of insurance for the different groups, and the Museum's Curator agreed to provide an update at the next meeting regarding on the status of Royal Australian Historical Society building & content insurances

CONSENSUS:

That the Regional Museum's Curator follow up with the Royal Australian Historical Society regarding building & content insurances on behalf of a number of the organisations attending the subcommittee meeting.

10.07 Next Meeting:

CONSENSUS:

That the next meeting 11 September 2012 at 2.30pm in Function Room of Council.

The meeting closed at 4.00pm.

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

Item:	08	Date:	11 September 2012
Subject:	Heritage Festival Feedback		
Action Required:	Committee members to put forward recommendations regarding which organisation will host the 2013 Heritage Festival		
Current Status:			

Item: 06

Subject: HERITAGE ADVISORS REPORT

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Sub Committee consider the tabled report.

The Heritage Advisor's Report will be presented at the meeting for discussion by the Sub Committee.

Attachments

Nil



Item: 07

Subject: HERITAGE FESTIVAL 2013

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Subcommittee confirm the host of the official opening of the 2013 Heritage Festival.

The Sub Committee will need to agree on which organisation will host the official opening of the Heritage Festival 2013, and should also discuss the co - ordination arrangements of the event.

Attachments

Nil



Item: 08

Subject: MUSEUMS

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That Museum insurance, co-ordination of the 2013 Heritage Festival, and communication expectations be discussed.

- 1. Update on Museum insurance**
- 2. Co-ordination of the 2013 Heritage Festival**
- 3. Communication expectations from the Sub Committee**

Attachments

1 [View](#). IMAGinE Awards 2012



Community

Item 11: Nominate for the IMAGinE Awards 2012

The Awards are a way to celebrate the achievements of council's museum, gallery or keeping place and gain recognition amongst the broader museum and gallery sector.

The LGSA are proud to be partnering with Museums and Galleries NSW on the 2012 IMAGinE awards. The Awards acknowledge exhibitions, programs and projects that occurred in the period 1 July 2011 to 30 June 2012.

The IMAGinE awards

- Celebrate the excellence of a museum or gallery, whether it's volunteer-run or staff paid.
- Promote the significant contribution that volunteers and paid individuals in museums, galleries and Aboriginal cultural centres make to their communities.
- Promote and benchmark best practice in collection management, exhibitions, education and public programs.
- Provide opportunities to forge links with other museums, galleries and Aboriginal cultural Centres.

Who can enter the IMAGinE awards?

Public museums and galleries in NSW, Aboriginal keeping places and cultural centres, not-for-profit organisations such as artist-run initiatives and volunteer run museums and galleries are welcome to nominate. Nominees must be directly linked with an ongoing exhibiting or collecting space.

Nomination categories

The following categories are broken down into four sections depending on the size of your organisation:

- Collection Management.
- Exhibitions and Public Engagement.
- Education and Audience Development.
- Individual Achievement.

Organisation sizes

Level A: Volunteer-run and staffed organisations.

Level B: Organisations with 1-4 paid staff in the entire organisation.

Level C: Organisations with 5-20 paid staff in the entire organisation.

Level D: Organisations with more than 21 paid staff in the entire organisation.

The IMAGinE awards, an initiative of Museums & Galleries NSW, have been developed in collaboration with the LGSA, Regional & Public Galleries NSW and Museums Australia NSW. The IMAGinE awards are made possible by the support of the NSW Government through Arts NSW, and the Australian Government through the Australia Council, its arts funding and advisory body.

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Website

http://mgnsw.org.au/sector_development/imagin_e_awards_2012/

The 2012 IMAGinE awards night
White Rabbit Gallery, Chippendale
on 23 November 2012.

Open for Nominations until
5pm, Friday 7 September

IMAGinE awards enquiries

Museums & Galleries NSW
Regional NSW freecall: 1800 114
311
02 9358 1760
imagine@mgnsw.org.au

Ref: R11/0027 CB