



Heritage & Museums Sub-Committee

Business Paper

date of meeting: Tuesday, 12 March 2013

location: Function Room,
Port Macquarie-Hastings Council,
17 Burrawan Street,
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**

Heritage & Museums Sub-Committee

ATTENDANCE REGISTER

Member	11/09/12	12/03/13				
Councillor Trevor Sargeant (Chairperson)						
Councillor Lisa Intemann (alternate)						
Camden Haven Historical Society	minutes					
Douglas Vale Conservation Group	not					
Friends of Port Macquarie Historic Courthouse	recorded					
Kendall Heritage Society						
Mid North Coast Maritime Museum						
National Parks and Wildlife Service (Roto House)						
Port Macquarie & Districts Family History Society						
Port Macquarie Historical Society						
St Thomas' Church						
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, 12 March 2013

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 November 2012 be confirmed.

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.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>) ⁱ	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTERESTⁱⁱ	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

Councillor's Signature: **Date:**



Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

-
- i. Section 443 (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
 - ii. Section 442 of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448 of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
 - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section 443 (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest—see section 448 (g) (ii) of the *Local Government Act 1993*.
 - iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

NIL



Item: 06

Subject: REVIEW OF SUB COMMITTEE MEMBERSHIP

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the membership and meeting times of the Heritage & Museums Sub - Committee be confirmed.

Council's Heritage & Museums Sub Committee has been meeting regularly for the last four year, and prior to that existed as two separate groups who met with Council's Museum's Curator.

With the recommencement of meetings now that a Councillor has been delegated as the Chair (Councillor Sargeant, with the alternate being Councillor Intemann) it is timely to consider the membership of the Sub Committee, the Terms of Reference, the meeting schedule and the administration of the minutes.

The group has met on the second Tuesday of the month, bi monthly, and from 2.30 - 3.30pm at Council offices.

Attachments

Nil

Item: 07

Subject: UPDATE ON COUNCIL'S MUSEUMS CURATOR POSITION

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Sub Committee note the information regarding the Museum's Curator position at Council.

Discussion

In November 2012, the position of Museum's Curator at the Glasshouse was made redundant. Since that time there have been a number of discussions (both within Council and with some community members) regarding how Council will continue to be involved in Heritage matters.

Discussions have taken place with the Mayor and consideration is being given to inclusion of Heritage in the 13/14 Operational Plan and Budget.

Attachments

Nil



Item: 08

Subject: 2013 HERITAGE FESTIVAL

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the information regarding the 2013 Heritage Festival be noted.

The 2013 Heritage Festival is scheduled for 20 April - 5 May, with the theme "Community Milestones"

This annual Festival is a collection of events that occur throughout the Local Government Area, coinciding with the annual National Trust Heritage Festival. As in previous years, Council has worked with the Sub Committee to generate a publication which records all the events that will occur during the Festival.

The final draft document is close to publishing and organisations will be advised when it is available for distribution. It is anticipated that this will be in the last week of March at the latest.

Attachments

Nil

Item: 09

Subject: BICENTENARY CELEBRATIONS 2021

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Committee:

1. Approve the concept of a year long celebration/events calendar for 2012.
2. Support the creation of a Committee to guide the planning of the celebrations.
3. Confirm the important date of the 17/18 April as the prime celebration dates.

Discussion

Council has been approached by a community member keen to start the planning for the Bicentenary of Port Macquarie in 2021. Discussions were held this week with the Mayor, who is in full support of the concept which was proposed.

In general, the idea is to plan a year long calendar of events, with emphasis on the 17/18th April 2021 for re-enactment events etc.

Initially, this report is for information only. The Committee is asked to discuss and confirm that this is the right weekend to choose as the one for the main celebrations, and to also consider holding the Heritage Festival around this weekend - this may mean holding the event outside of the National Trust timelines.

It is anticipated that Expressions of Interest will be called to establish a planning committee to support the idea of the celebrations.

Attachments

Nil

Item: 10

Subject: HERITAGE ADVISORS REPORT

Presented by: Community & Cultural Development, Lesley Atkinson

RECOMMENDATION

That the Heritage Advisor's report for March 2013 be noted.

Discussion

The Heritage Advisor will attend the meeting to table his report for the discussion of the Sub Committee.

Attachments

Nil

