



# Heritage Arts & Culture Priorities Advisory Group

## Business Paper

**date of meeting:** Thursday 25 June 2015

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

**time:** 10.00am

**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.



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# Heritage, Arts and Culture Priorities Advisory Group

## CHARTER

Adopted: Ordinary Council 19/02/14

### 1.0 INTRODUCTION

The Heritage Arts & Culture Priorities Advisory Group (HACPAG) will provide a forum in which all aspects of Heritage Arts and Culture matters may be discussed, supported and/or facilitated.

The HACPAG will progress actions consistent with ensuring the long-term sustainability of the Heritage, Arts and Culture sector of the LGA which will provide positive benefit to the liveability of the LGA.

The HACPAG may make recommendations to Council.

It should be noted that the HACPAG has no delegation to allocate funding on behalf of Council.

The HACPAG may make recommendations to Council to advocate, support or facilitate projects, programs or other action in relation to the objectives contained within this Charter. Funds determined by formal resolution of Council are to be applied and expended according to the resolution.

### 2.0 OBJECTIVES

***The short-term (within 3 months) objectives of the HACPAG are to:***

- 2.1 To represent community interest and organisations in the formulation of Councils policies relating to arts, culture and heritage.
- 2.2 To facilitate formal and informal communication and consultation processes with local arts, cultural and heritage organisations, practitioners, advisors and the wider community.
- 2.3 To advise on strategies for fostering greater community engagement and active participation in arts, cultural and heritage programs/projects/policy.

***The ongoing objectives of the HACPAG are to:***

- 2.4 To work with Council to establish the Port Macquarie-Hastings LGA as an heritage, arts and cultural destination.
- 2.5 To promote and support local creative industries and initiatives and facilitate partnerships or links between Council and the community and associate service providers.
- 2.6 Examine the need for skills development workshops to increase the sustainability of the heritage, arts and cultural sector.



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### **3.0 MEMBERSHIP**

A formal Expression of Interest (EOI) process across the local government area will be undertaken as a way of calling for the independent members on the ACHC. Independent members (to a maximum of seven (7) members) will be required to demonstrate a background, thorough understanding and/or qualifications in two or more of the following areas:

- Finance
- Governance
- Arts
- Heritage
- Culture
- Entertainment
- Change Management
- Strategic Business Planning

Other Voting members will be:

- Two (2) Councillors (Chairperson and Alternate - only one of whom can vote at each meeting)

Other non-voting members including other Councillors, senior council staff, State and Federal Government representatives and specific constituent groups or individuals within various sectors may be invited to attend meetings on certain issues to progress agreed actions as approved by the HACPAG.

The number of members appointed to the HACPAG will be made up as outlined above (ie two (2) Councillor (Chair and Alternate) and up to seven (7) Independent Community Members.

Members of the HACPAG will at all times be required to represent the interests of the broader community and be focussed on ensuring the future and ongoing sustainability of the heritage, arts and cultural sector, in line with the Council adopted strategic direction of the Advisory Group.

### **4.0 QUORUM**

The quorum for the HACPAG will be half of the members plus one for any one meeting and must include one (1) Councillor.

### **5.0 TERM**

The initial term of the HACPAG will be for a period of twenty four (24) months, from the date of the first meeting, with a review to take place at the twelve (12) month period to ensure relevance to the ongoing aims of the HACPAG.

### **6.0 APPOINTMENT OF CHAIRPERSON and MEMBERS**

The HACPAG Chairperson, Councillor representatives and independent members shall only be appointed via a Council resolution.

## **7.0 ADMINISTRATIVE ARRANGEMENTS**

Meetings will be held monthly (or more regularly if required) commencing in March 2014.

Administrative support will be provided to the HACPAG by PMHC.

All HACPAG agendas and minutes will be made available to the public via Council's website.

## **8.0 OBLIGATIONS OF MEMBERS**

In performing their HACPAG duties, members of the HACPAG shall:

- 8.1 Commit to representing the wider community interest in the formulation of council policies relating to heritage, arts and culture.
- 8.2 Provide input into current heritage and cultural strategic planning and resourcing options.
- 8.3 Advise Council on the development of comprehensive cultural strategies.
- 8.4 Represent community interest and organisations in the formulation of Council Policies relating to heritage, arts and culture.
- 8.5 Advise on strategies for fostering community engagement with an active participation in heritage, arts and cultural programs/ projects/ policy.
- 8.6 As individual members of the Advisory Group, facilitate information flow between Port Macquarie-Hastings Council, heritage and cultural organisations and the wider community.
- 8.7 As community members, facilitate partnerships and/or links to establish Port Macquarie-Hastings as a major heritage and cultural destination.
- 8.8 Promote and support local creative industries and initiatives
- 8.9 Adhere to the obligations as set out in Council's Code of Conduct.



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## Heritage, Arts and Culture Priorities Advisory Group

### ATTENDANCE REGISTER

Member	20/05/14	26/06/14	17/07/14	21/08/14	25/09/14
Councillor Trevor Sargeant (Chair)	✓	✓	✓	✓	✓
Councillor Lisa Intemann (Alternate)	✓	✓	✓	✓	✓
Gay Luarance-Daniel	✓	✓	✓	✓	✓
Jenny Hutchison	✓	✓	✓	✓	✓
Margret Meagher	✓	✓	A	✓	✓
Pam Vernon	✓	✓	✓	✓	✓
Lesley Atkinson	✓	✓	A	✓	A
Beau Spry	✓	A	✓	A	✓
<b>Observers</b>					
Robbie Lloyd					A
Debbie Sommers					✓

Member	26/02/15	30/04/15			
Councillor Trevor Sargeant (Chair)	✓	✓			
Councillor Lisa Intemann (Alternate)	✓	✓			
Gay Luarance-Daniel	✓	✓			
Jenny Hutchison	✓	✓			
Margret Meagher	✓	✓			
Pam Vernon	✓	✓			
Patricia Philp	✓	X			
Mitch McKay	✓	A			
Robbie Lloyd	✓	✓			
Lucilla Marshall	✓	✓			
Beau Spry	✓	✓			
Skye Frost	X	X			

**Key:** ✓ = Present  
**A** = Absent With Apology  
**X** = Absent Without Apology



**PORT MACQUARIE  
HASTINGS**

# Heritage Arts & Culture Priorities Advisory Group Meeting

Thursday 25 June 2015

## Items of Business

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**Item: 01**

**Subject: ACKNOWLEDGEMENT OF COUNTRY**

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"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."

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**Item: 02**

**Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 03**

**Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Heritage Arts & Culture Priorities Advisory Group Meeting held on 30 April 2015 be confirmed.



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**PRESENT**

***Members:***

Councillor Trevor Sargeant (Chair)  
Councillor Lisa Intemann (Alternate)  
Gay Luarance-Daniel  
Jenny Hutchison  
Margret Meagher (arrived at 10.15am)  
Pam Vernon  
Robbie Lloyd

***Other Attendees:***

Tricia Bulic (Director - Community and Economic Growth)  
Lucilla Marshall (Group Manager - Community Place)  
Beau Spry (Place Facilitator)

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The meeting opened at 10.06am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That the apology received from Mitch McKay be accepted.



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### **03 CONFIRMATION OF MINUTES**

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#### **CONSENSUS:**

That the Minutes of the Heritage Arts & Culture Priorities Advisory Group Meeting held on 26 February 2015 be confirmed with the following amendments:

1. That a correction be made in the Minutes to remove Debbie Sommers as an apology and show that Debbie's status as an Observer is no longer applicable.
2. That Margaret Meagher's disclosure of interest be amended to read 'Australian Centre for Arts and Health'.

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### **04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

Councillors Intemann and Sargeant highlighted that members could disclose both ongoing and specific interests by completing a Disclosure of Interest form attached to the Agenda of meetings. HACPAG members are encouraged to seek further advice or clarification from both Councillors and Council staff.

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### **05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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#### **11.1 Maintenance Issues around Public Art at Cowarra Dam:**

Patricia Philp raised the issue of deterioration and need for maintenance of the public artwork at Cowarra Dam. Patricia Philp highlighted the need for attention to be paid to the materials used with an eye to sustainability and longevity of the artwork as well as a consideration for ongoing maintenance.

Councillor Sargeant enquired what the current status of this artwork was.

Council's Group Manager Community Place, Lucilla Marshall, indicated that the artworks at Cowarra Dam were in the process of being updated with a new project under the direction of Council's Water and Sewerage section.

Council's Director Community and Economic Engagement, Tricia Bulic, highlighted that Council's draft Public Art Policy contained provisions to encourage durability of material, sustainability of artwork and ongoing maintenance.

#### **CONSENSUS:**

That:

1. That Patricia's comments be noted.
2. The above comments be referred to Council's Water and Sewerage Project Officer Kim Freeman, who has responsibility for the Cowarra Dam art project.

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## **06 HERITAGE, ARTS & CULTURE PRIORITIES ADVISORY GROUP - MEMBERS SURVEY RESULTS**

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Chairman, Councillor Trevor Sargeant spoke to the survey and highlighted the following:

- That participation in HACPAG was a two-way street and collaboration amongst members and between members and Council was essential.
- That HACPAG members have a number of mechanisms to make a contribution to the Agenda: a) through General Business; b) by contacting Councillor Lisa Intemann or Trevor Sargeant or Council's Director Community and Economic Engagement, Tricia Bulic, with a suggestion; c) by providing progress reports on their own initiatives to the group.
- That Council staff were provided to support the activities of HACPAG, not necessarily initiate or drive them.
- That HACPAG members are expected to provide a link between community and Council, and are encouraged to draw on the expertise, activities and opportunities of HACPAG and notify their contacts and networks of HACPAG's expertise, activities and opportunities.
- The importance of the HACPAG Charter as the foundation for the group and the need to focus on the objectives highlighted in the Charter.

Councillor Sargeant also expressed that he was encouraged by the direction and activities of HACPAG, and highlighted the initiation of the Cultural Plan as a good outcome. A completed Cultural Plan will better enable HACPAG to develop its own action plan and begin to delegate responsibilities to members.

Councillor Lisa Intemann supported the survey and Trevor's comments. Councillor Intemann emphasised that HACPAG can only achieve if all members want to achieve - issues relevant to HACPAG must be raised during meetings and that participation of all members is vital. HACPAG must be a member and community driven committee.

There was general consensus among HACPAG members that the survey process was a good one and was welcomed. Dr. Robbie Lloyd emphasised that now was a good opportunity for the group to move forward, while Pam Vernon thanked the group and Council staff for their good advice and for their assistance in working with her group. Margaret Meagher highlighted that HACPAG works well with the Place Making team and encouraged more Place Making initiatives from HACPAG and increased collaboration between HACPAG and the Place Making team.

Council's Director Community and Economic Engagement, Tricia Bulic, highlighted that there were many opportunities coming into Council's multiple Sections and Divisions, many of them not principally driven by cultural outcomes. Part of her role as Director was as an enabler and a facilitator and to proactively support Councillors, staff and the goals of HACPAG to work across Council and the community to encourage arts, heritage and cultural outcomes. Tricia highlighted that there was an opportunity to demonstrate to Council that the Port Macquarie-Hastings LGA had vibrant and dynamic arts, cultural and heritage sectors and a community that was actively engaged in them.

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**CONSENSUS:**

That:

1. The results of the survey be noted, especially the need for cooperative action between HACPAG members and staff, and the group continue to be informed by the results of the survey.
2. HACPAG acknowledges satisfaction with the survey process.

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**07 HERITAGE, ARTS & CULTURAL PRIORITIES MEETINGS PROCEDURE**

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Council's Director Community and Economic Engagement, Tricia Bulic, spoke to the items and highlighted the desire for meeting proceedings to run as smoothly as possible.

The procedure for Agenda's, Minutes and record taking was discussed. The wording of the consensus decision for each agenda item will be worked through in detail by the members. Every effort is to be made to reach agreement on the decision by wording the proposed decision so everyone can agree.

It should be noted that if a member does not advise they disagree with a proposed consensus, it will be assumed that they agree with the wording. If 100% agreement cannot be found, the outcome is to be recorded as 'no consensus was reached'. If this happens on a matter considered important to get a decision, the matter will be referred to Council for determination.

**CONSENSUS:**

That:

1. The procedure as revised be noted and the agreed procedure be reported in the next Agenda.
2. Where possible, a call-out for HACPAG members to present Agenda items is to go out to the group three (3) week prior to the meeting date.
3. That HACPAG note the procedure as revised and the agreed procedure to be reported in the next Agenda.

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## **08 CULTURAL PLAN UPDATE**

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Council staff provided a briefing on the progress of the Cultural Plan. A workshop for key industry and community stakeholders is planned for 26 May 2015 at the Glasshouse under the direction of Arts Mid North Coast RDO Kevin Williams.

### **CONSENSUS:**

That:

1. That the Cultural Plan briefing provided in this report be noted.
2. That the Draft Port Macquarie-Hastings Creative Places Strategy - HACPAG Workshop foundations document be noted.
3. That the 18 December Cultural Plan Workshop Minutes be noted.
4. That Heritage, Arts and Cultural Priorities Advisory Group members consider how they can become involved in the development of the Cultural Plan.
5. Council staff provide the May 26 Cultural Plan workshop details to HACPAG members as soon as they are finalised.
6. HACPAG members are to disseminate the workshop details to their contacts.

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## **09 GENERAL BUSINESS**

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### **09.01 Resignation of Gay Daniel:**

Gay Daniel submitted her resignation from HACPAG, effective immediately, due to her moving to Sydney. HACPAG members thanked Gay for her positive contribution and wished her luck. Gay's resignation creates a vacancy that will be filled through the standard EOI process required for PMHC Committees and Advisory Groups.

### **09.02 Community Use of Glasshouse:**

Dr. Robbie Lloyd highlighted some issues concerning use of the Glasshouse by community groups as experienced by a number of disability, mental health community initiatives that he is involved in. Dr. Lloyd indicated that there were a number of opportunities for disability and mental health groups to get involved in creative and cultural activities, but that the costs to utilise space at the Glasshouse was prohibitive for many of these groups.

Dr. Lloyd expressed the view that the Glasshouse needed to soften its approach towards community use.

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The meeting closed at 11.36am.

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 Interest:**

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

☐

**Non-Pecuniary - Less than Significant Interest:**

May participate in consideration and voting.

For the reason that: .....  
.....

Signed: ..... Date: .....

*(Further explanation is provided on the next page)*

### **Further Explanation**

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

### **Pecuniary Interest**

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. (section 451)

### **Non-Pecuniary**

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

### ***Non Pecuniary – Significant Interest***

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

### ***Non Pecuniary – Less than Significant Interest***

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.

**SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION**

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of land in which councillor or an associated person, company or body has a proprietary interest ( <i>the <b>identified land</b></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.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST</b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP ( <i>the <b>subject land</b></i> ) <sup>iii</sup> <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.

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- 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<sup>iv</sup> 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.

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**Item: 05**

**Subject: BUSINESS ARISING FROM PREVIOUS MINUTES**

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Nil.

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**Item: 06**

**Subject: HERITAGE, ARTS & CULTURAL PRIORITIES MEETING PROCEDURE**

**Presented by: Community & Economic Growth, Tricia Bulic**

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## **RECOMMENDATION**

**That the new procedures for Heritage, Arts & Cultural priorities Advisory Group meetings agreed at the April 30 meeting be noted.**

### **Discussion**

A new set of meeting procedures were discussed and adopted at the 30 April HACPAG meeting. These procedures are detailed below:

1. Agendas will be distributed one week prior to the meeting, where possible.
2. Minutes will be distributed within one week of the meeting, where possible.
3. The wording of the consensus decision for each agenda item will be worked through in detail by the members. Every effort is to be made to reach agreement on the decision by wording the proposed decision so everyone can agree.

It should be noted that if a member does not advise they disagree with a proposed consensus, it will be assumed that they agree with the wording. If 100% agreement cannot be found, the outcome is to be recorded as 'no consensus was reached'. If this happens on a matter considered important to get a decision, the matter will be referred to Council for determination.

4. Any concerns that members or staff have regarding meeting procedures or the conduct of meetings are to be raised with the Chair, Alternate Chair or Director of Community & Economic Growth, preferably at the meeting, or via email after the meeting if deemed particularly sensitive.

### **Attachments**

Nil

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**Item: 07**

**Subject: CULTURAL PLAN UPDATE**

**Presented by: Community & Economic Growth, Tricia Bulic**

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## **RECOMMENDATION**

**That the Cultural Plan briefing provided in this report be noted.**

### **Discussion**

The Cultural Plan is currently being developed by Port Macquarie-Hastings Council with support from Arts Mid North Coast.

A stakeholder workshop was recently held on May 26 which had over 40 attendees generating feedback across thirty (30) A0 pages, sixteen (16) dot-ocracy images and eighteen (18) surveys. Council staff are currently collating and processing this information.

The next steps are to seek broader community feedback through a series of workshops and engagement activities, as well as continuing to seek stakeholder input.

Council staff are happy to receive feedback from HACPAG members including input, comments, research, summaries and community, network or stakeholder feedback.

### **Attachments**

Nil

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**Item: 08**

**Subject: MITCH MCKAY PRESENTATION - HERITAGE ISSUES,  
INTERPRETIVE SIGNAGE AND PUBLIC ART POLICY**

**Presented by: Community & Economic Growth, Tricia Bulic**

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### **RECOMMENDATION**

**That the presentation by HACPAG member Mitch McKay be noted.**

#### **Discussion**

HACPAG has previously had discussions around the draft PMHC Public Art Policy. HACPAG member Mitch McKay has indicated a desire that the draft policy consider interpretive signage and its ongoing maintenance. Mitch has provided the Hawkesbury City Council 2010 Interpretive Signage and Public Art Policy as an example for discussion.

Mitch would also like to discuss the maintenance of Council's heritage assets in general, and has provided a brief around the topic.

#### **Attachments**

1 [View](#). 20150625 - HACPAG - Interpretive Signage and Public Art Policy -  
Hawkesbury City Council

2 [View](#). 20150625 - HACPAG - McKay Briefing - Questions



Hawkesbury City Council  
Policy

Interpretive Signage  
and Public Art Policy  
Telling Hawkesbury  
Stories

Hawkesbury City Council

Adopted by Council at the  
Ordinary Meeting Held on  
31 August 2010







HAWKESBURY CITY COUNCIL POLICY  
ADOPTED Interpretive Signage and Public Art Policy:  
Telling Hawkesbury Stories

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## HAWKESBURY CITY COUNCIL POLICY

ADOPTED Interpretive Signage and Public Art Policy:  
Telling Hawkesbury Stories

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**1. PURPOSE**

- 1.1 To broadly define Hawkesbury City Council's approach to the commissioning, design, planning and installation of interpretive signage to inform residents and visitors of the natural and cultural heritage of the City of Hawkesbury.
- 1.2 To establish a framework to assist the community to form reasonable expectations about how Council can support the design and installation of interpretive signage and public art.
- 1.3 To provide guidelines for the design, location and installation of interpretive signage and public art within the City of Hawkesbury which reflects best practice design principles, and conforms with Council's Asset Management Policy and asset management objectives and the provisions of the Disability Discrimination Act.

**2. OBJECTIVES**

- 2.1 The aim of this policy is to establish guidelines for the development of interpretive signage and public art projects which are aimed at communicating information about the landscapes, history and culture of the City of Hawkesbury to assist visitors and residents appreciate and understand these values. The Policy has been enacted to;
  - (a) support the creation of enriching and engaging public spaces which explore Hawkesbury themes and tell Hawkesbury stories;
  - (b) encourage the development of well-researched interpretive trails which can most effectively promote understanding of the Hawkesbury's significant sites and landscapes within their geographic and cultural context;
  - (c) reinforce the meanings and appeal of interpretive trails through the use of public art and/or the incorporation of specific design elements to everyday objects within the public domain - public seating, footpaths, bridge railings, lighting - which may be located along these trails;
  - (d) promote a consistent approach to the installation of interpretive and directional signs through the application of 'good practice' principles as they apply to the design, location and construction of these signs; having particular regard to the needs of people with disabilities;
  - (e) clarify the responsibilities of Council, community members and other stakeholders in relation to the investigation and commissioning of interpretive signage and public art projects.

**3. BACKGROUND**

- 3.1 Interpretive Signage is a tool to communicate information to help visitors appreciate and understand the environment, history and culture of a site or location. It differs from ordinary factual directional signage in that it incorporates an 'interpretive' element.
- 3.2 The subjects of interpretive signage can include buildings; an area of countryside; a landscape; a facet of cultural life; a streetscape or town; an object or collection of objects; an industry; a historical event or period; an activity, or other important aspects of an area's natural and cultural heritage.
- 3.3 The most effective interpretive signage forms part of an integrated interpretive strategy. In this context, interpretive signs are not 'stand alone' signs which present information in isolation, but are part of well-researched interpretive trail whose content has been developed with the visitor in mind. Interpretive trails create a link between the past and the present so that the visitor can



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make connections between their own experiences and new information being presented. Interpretive signs present this information in an accessible and meaningful way using metaphors, stories and illustrations.

- 3.4 Interpretive trails are routinely employed to add value to visitor experiences and provide a focus for tourist visitation. A good interpretive trail orientates a visitor to a place or exhibit and then guides them around it by using an integrated sequence of interpretive signs, way-finders, and directional signs supported by electronic and paper based narrative guides.
- 3.5 Public Art is also an effective tool for interpreting and strengthening the identity of a place. It can provide unique insights into a place and is widely used to enrich and enliven public spaces. In many places, interpretive signage is combined - in a thematic way - with public art through the incorporation of specific design elements to everyday objects i.e. fencing, public seating, the incorporation of motifs on bridge or footpath railings, engravings on footpaths, and lighting.
- 3.6 Council has identified a requirement to develop an effective interpretive signage strategy to assist the community to relate the unique identities and history of the Hawkesbury's towns, villages and rural landscapes and to preserve the different memories and stories of its peoples.
- 3.7 There are significant variations in the quality, design and content of existing interpretive signs, panels and plaques within the Hawkesbury. Council has been receiving increasing requests for the installation of interpretive signs. It is appropriate that Council develop a policy to reasonably manage these requests, within its available resources, in conformance with Plans of Management for particular sites, and in ways that complement the objectives of the Hawkesbury Community Strategic Plan & Hawkesbury Cultural Plan.

#### 4. DEFINITIONS

- 4.1 Interpretive Signage - signs, panels, plaques and other structures which are primarily used to communicate information to residents and visitors about the natural and cultural environment of an area. Interpretive Signage incorporates descriptive or narrative details to present information about a place, object or event to reveal new insights and understandings about that place, object or event by linking and referencing what visitors may already know with the new information presented.
- 4.2 Interpretive Trail - a thematic exploration of a place, object or event which orientates a visitor to a place or exhibit and then guides them around it by using an integrated sequence of interpretive and directional signs designed to facilitate self-exploration by allowing a visitor to take control of their own experiences along an interpretive trail. Interpretive trails generally employ a hierarchy of signs which may include a trail head sign to provide an overview and map of an interpretive trail located at key entry points to the trail; interpretive panels which provide themed information and are located at key sites along the trail; path-markers which locate and identify a trail and direct visitors along it, usually in conjunction with directional signs indicating distance and direction to key destinations along the trail.
- 4.3 Way-finding - paper-based, audio or electronic guides generally consisting of maps, descriptions and narratives which assist visitors to navigate their way along an interpretive trails by locating and interpreting sites along the trail in their geographic and cultural context.
- 4.4 Public Art - refers to works of art in any media that has been planned and executed with the specific intention of being sited or staged in the public domain, usually outside and accessible to all. The term is also applied to include any art which is exhibited in a public space including publicly accessible buildings. Public Art can take the form of monuments, memorials, civic statuary, fountains, architectural detail, sculpture, street furniture, graffiti, murals, installation art, plaques, signage and other capital works such as roundabouts



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- 4.5 Plan of Management - refers to a plan which sets out objectives for the use of an area of community land and the uses permitted on that land.
- 4.6 Cultural Significance - refers to the aesthetic, historic, scientific, social or spiritual value that a site may hold for past, present or future generations. Cultural significance can be embodied by the site itself, or by its fabric, setting, use, associations, meanings, records, related places and related objects (Definition derived from the International Council of Monuments and Sites- ICOMOS).
- 4.7 Interpretation - Interpretation means all the ways of presenting the cultural significance of a place. The cultural significance of many places is not readily apparent, and should be explained by interpretation. Interpretation should enhance understanding and enjoyment, and be culturally appropriate (Definition derived from ICOMOS).

**5. PRINCIPLES**

- 5.1 Council acknowledges that in historical, cultural and environmental terms, the City of Hawkesbury is an area of state and national significance. This position is reflected both in the relatively high number of historical signs and plaques that exist within its townships, and the aspirations of its residents to preserve the memories and stories of the Hawkesbury through the use of these structures.
- 5.2 Council accepts that there may be different stories arising from the same historical event, or different perceptions about the significance of an aspect of the Hawkesbury's cultural and natural heritage and that these different stories and perceptions each have a place in interpreting and understanding the history and development of the Hawkesbury.
- 5.3 As a local government authority, Council may share responsibility for sites of cultural, historical and environmental significance within the City of Hawkesbury. It will therefore have a role to play in promoting the natural and cultural values of these sites so that residents and visitors have the opportunity to appreciate and enjoy them. Council accepts that the significance of site may not always be captured by the site itself and that signage can assist in interpreting and explaining an area's significance.
- 5.4 Council recognises that interpretive signage and public art can be effective catalysts for heritage conservation, tourism, sustainable environmental practice and economic development. The incorporation of interpretive signs and public art into well-designed and researched interpretive trails carries the potential to deliver substantial benefits in raising community awareness about key heritage and environmental issues (as identified in the Community Strategic Plan) and in achieving the tourism, township renewal, and infrastructure linkage strategies in the Plan.
- 5.5 Council notes that the installation of effective interpretive trails, based on good design principles, may represent a significant public infrastructure investment in both capital (initial installation) and ongoing funding (repairs and maintenance). Accordingly, Council will, subject to available resources, work with community partners to further the knowledge and understanding of residents and visitors about a site, object or event through the use of interpretive signage, public art and/or way-finding guides where;
  - 5.5.1 information about the site, object or event can be used to tell a broader story about the cultural and natural heritage of the Hawkesbury and its people and can be thematically linked with other sites, objects or events through an interpretive trail;
  - 5.5.2 the proposed interpretive signage or public art is to be located in a prominent and accessible public space which will complement the existing functions and uses of that space;
  - 5.5.3 the interpretation of the site, object or event can be supported and enhanced by paper-based, audio or electronic guides sourced from readily available historical records



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and/or contemporary research; and supplemented by the use of adaptive (assistive) technology to meet the needs of people with a print disability (as recommended by Vision Australia);

- 5.5.4 the proposed location of interpretive signage or public art is consistent with any applicable Plans of Managements for the site;
- 5.5.5 the site, object or event is assessed to be a place of environmental, historical and/or cultural significance by Council's professional staff, or where Council staff have identified important natural or cultural conservation values that need to be communicated, and/or where the site, object or event is listed or noted in state or local heritage registers;
- 5.5.6 there is a good possibility that an external source of funding may be able to be secured to fund the design and installation of interpretive signage or public art;
- 5.6 Council will only install interpretive signage (as provided for in Clause 5.5) where:
  - 5.6.1 construction is of durable materials which are generally tamper and vandal proof and include provision for removable panels or other devices to facilitate easy cleaning, repair and updating;
  - 5.6.2 design is consistent with Council's guidelines regarding the use of fonts, formats, content style and texts and where the information presented is relevant and attractive to the visitor and is provided at level appropriate to the general public; including provision for the use of adaptive (assistive) technology to assist people with a print disability;
  - 5.6.3 content has been developed, as far as possible, in consultation with stakeholders who have been provided with an equal opportunity to contribute their ideas and to reach consensus;
  - 5.6.4 interpretations of indigenous sites have been developed in conformance with applicable guidelines for interpreting indigenous culture and country;
  - 5.6.5 the accuracy of the content has been reviewed by Council's Local Studies and Community Outreach Librarian, the Gallery and Museum Curator or other relevant staff;
  - 5.6.6 Hawkesbury City Council branding is used (having regard to the overall design of the signage, its content and location);
  - 5.6.7 required approvals have been obtained from the Roads and Traffic Authority and/or other agencies where signs are to be installed on land controlled by the RTA and/or other agencies;
  - 5.6.8 the proposed signage conforms with Council's signage policy, development controls and risk management processes;
  - 5.6.9 Council's asset management principles have been applied to assess the capital and ongoing costs of installing signage to ensure that appropriate financial provision can be made for the maintenance and replacement of signage.
- 5.7 Council will not ordinarily consider individual requests for the installation of interpretive signage that fall outside of the provisions of this policy. However, community groups seeking to install an interpretive sign are encouraged to apply for financial assistance under Council's Community Sponsorship Program. It would be the responsibility of the community group to seek and obtain relevant approvals which may be required to install the sign. Council will not generally support the installation of interpretive signage on Council land which may conflict with the provisions of this Policy.



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- 5.8 Council recognises that the development of an interpretive trails or public art is an important community undertaking. In supporting the design and installation of an interpretive trail or public art which highlights aspects of the Hawkesbury's cultural or natural heritage considered to be of significance to a community group, it will be important for stakeholders involved to understand Council's broad obligations to the wider community as detailed in its Community Engagement Policy, Plans of Management, Community Strategic Plan, Cultural Plan and other policies and plans.

**6. Application**

- 6.1 The following operational and management framework will be applied to the commissioning, design, planning and installation of interpretive signage and public art;
- 6.2 In practice, proposals for the design and installation of interpretive signage or public art will ordinarily be generated in conjunction with the implementation of the actions and strategies within Council's adopted Management Plans, Section 94A Contributions Plan, Cultural Plan, Community Strategic Plan and tourism strategies. In this context, Council staff will be required to assess the feasibility of interpretive signage or public art projects either prior to seeking the General Managers approval to lodge any associated grant applications, or in conjunction with the preparation of Council's Draft Financial Estimates and Operational Plans. Where proposals are approved, Council staff will consult with relevant stakeholders on options for the design and location of interpretive signage and public art in accordance with Council's Community Engagement Policy and/or Deeds of Agreement (as they relate to the operations of the Hawkesbury Cultural Precinct) and/or the Constitutions of relevant Council Committees.
- 6.3 Community groups with proposals for the installation of interpretive signage or public art on land controlled by Council, should, in the first instance, discuss their proposal with Council staff prior to any contact with stakeholders or government agencies. Initial enquiries can be directed to the Manager, Cultural Services.
- 6.4 Where a proposal for the installation of an interpretive sign or public art (received from a community group), has been assessed by Council staff as falling outside the provision of Councils Interpretive Signage and Public Art Policy, the community group will be encouraged to seek financial support under Council's Community Sponsorship Program or other relevant non-Council funding programs. While Council staff will be available to provide advice to the community group on appropriate design and materials for the proposed sign, it will be the responsibility of the community group to procure the sign, and seek the necessary approvals for the installation of the sign.
- 6.5 Where a proposal for the installation of an interpretive sign or public art has been assessed by Council staff as complying with the provisions of Clause 5.5 of Councils Interpretive Signage and Public Art Policy, Council may establish a reference group (or such other consultative mechanism as provided for under Council's Community Engagement Policy) to investigate and further develop the proposal. As provided for in Clause 6.2 of this Policy, the responsible Council staff will be required to prepare a report on the feasibility of the proposed project prior to seeking the General Managers approval prior to lodge a grant application for an interpretive signage or public art project (where funding for the project is to be derived from external sources).

**7. Delegations**

- 7.1 The delegations and responsibilities of Council staff in relation to the implementation of this Policy will be as determined by the General Manager.



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**References and Governing Policies & Documents**

1. *Hawkesbury Cultural Plan 2006-2011*, Hawkesbury City Council, Adopted 30 May 2006.
2. *Hawkesbury Community Strategic Plan*, Hawkesbury City Council, Adopted 13 October 2009
3. *Community Engagement Policy*, Hawkesbury City Council, Adopted 26 June 2007.
4. *Sponsorship Policy*, Hawkesbury City Council, Adopted 13 May 2007.
5. *Cultural Collections Policy*, Hawkesbury City Council, Adopted 14 August 2007
6. *Asset Management Policy*, Hawkesbury City Council, Adopted 29 September, 2009



# QUESTIONS FOR HACPAG

April 2015

## Port Macquarie-Hastings Council Public Art Policy Guidelines (DRAFT 12-5-2014)

### 7 Curatorial Responsibilities

The PMHC Curator will be responsible for curatorial matters relating to the works and will provide advice regarding maintenance and conservation based on an annual condition report.

### 8 Maintenance

Permanent artworks commissioned by PMHC will become part of PMHC Collection.

PMHC will fund ongoing maintenance and conservation requirements from funds dedicated to the artwork at inception. Maintenance and conservation will be advised by the PMHC Curator.

### QUESTION

*While we talk about public art and its maintenance where does interpretive signage fit in in Council's plans:*

- *Port Macquarie - Remembering our Convict Heritage 1821-1847 (13 signs)*
- *Hibbard/Hamilton (4 signs)*
- *Bonny Hills (4 signs)*
- *Tacking Point Lighthouse (approx. 5 signs)*

*How are these to be maintained?*

*Can interpretive signage be included in the Public Art Policy or will this be a separate policy?*

## QUESTIONS FOR HACPAG

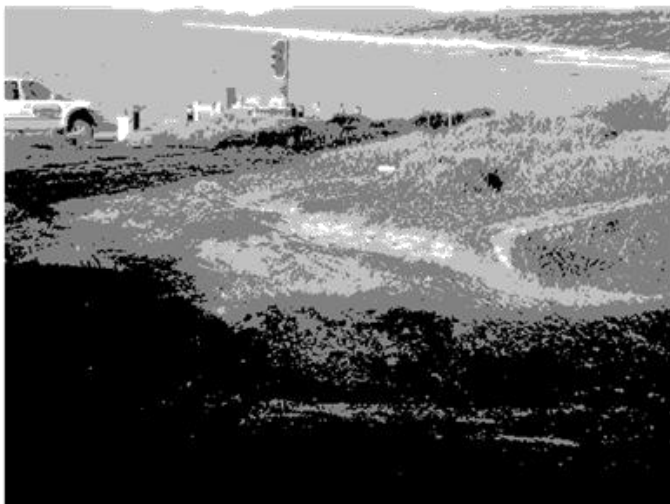
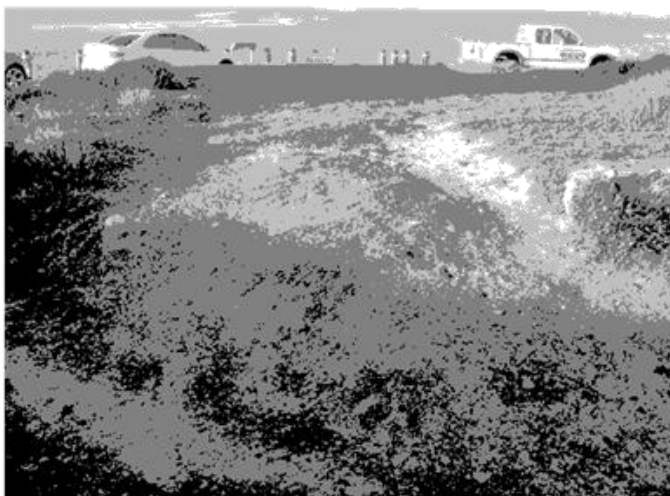
April 2015

### Maintenance of Council owned or managed heritage places

#### Remains of former Tacking Point Lighthouse Keeper's Dwelling House

Part 3 Archaeological sites Port Macquarie-Hastings LEP 2011

A055 - Local



Photographs showing tyre tracks over archaeological remains

## QUESTIONS FOR HACPAG

April 2015

### Maintenance of Council owned or managed heritage places

#### Port Macquarie Second Burying Ground (aka Historic Cemetery)

Part 1 Heritage items Port Macquarie-Hastings LEP 2011

I003 - State



Photographs showing dislodged bricks

## QUESTIONS FOR HACPAG

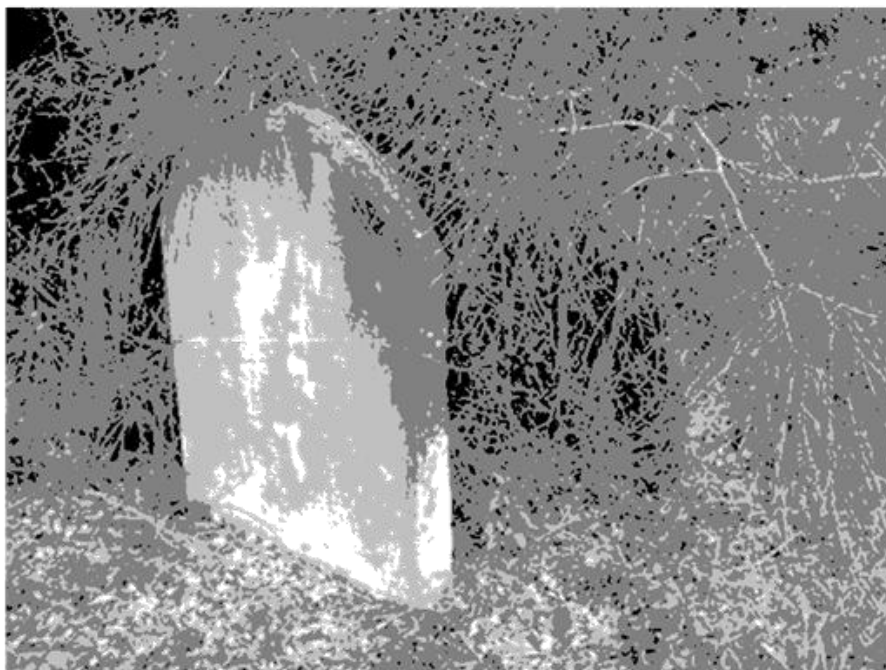
April 2015



Photographs showing fallen foot stone and missing grave surround spear and dislodged spear within grave surround

## QUESTIONS FOR HACPAG

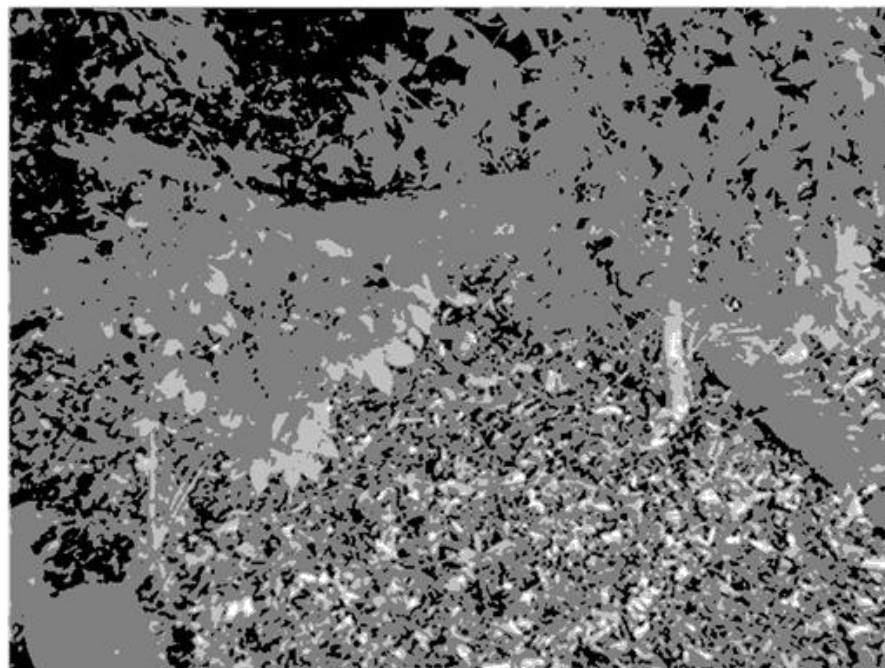
April 2015



Photographs showing trees starting to grow within grave surrounds or in close proximity to graves

## QUESTIONS FOR HACPAG

April 2015



Photographs showing large tree and then off-shoots from same tree starting to grow within grave surround



## QUESTIONS FOR HACPAG

April 2015



Photograph showing tarpaulin and clothes of a person who has taken up residence in the cemetery