



# Cultural Steering Group

## Business Paper

**date of meeting:** Wednesday 6 February 2019

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

**time:** 8:00am

## **Cultural Steering Group**

### **CHARTER**

---

#### **1.0 OBJECTIVES**

- Assist Council in the implementation and review of the Cultural Plan.
- Assist Council in monitoring the success of the Plan against established criteria.
- Engage with and provide input to Council on other Arts and Cultural matters which are relevant to the Local Government Area.
- Provide and receive two-way feedback from the community.

#### **2.0 KEY FUNCTIONS**

- The Cultural Steering Group will provide a forum in which Local Government and community leaders can discuss and debate, plan and progress local and regionally significant cultural and creative outcomes that continue the growth of our community and our places in the Port Macquarie Hastings Local Government Area.
- The Steering Group is to be an interactive group that provides a forum for developing the strategic community arts, culture and active spaces direction for the Local Government Area. The Steering Group is committed to collaboration, innovation and development of a 'whole-of-place' approach for the purpose of promoting community capacity building that will ensure the wellbeing of our community while developing a clear sense of and connection to our place.

#### **3.0 MEMBERSHIP**

##### **3.1 Voting Members**

- Councillors, Economic and Cultural Development Portfolio
- Director
- Group Manager Community Participation and Engagement
- Glasshouse Venue Manager
- Community representatives, as appointed by Council

##### **3.2 Non-Voting Members**

- Other members, including State and Federal Government representatives and specific constituent groups within various sectors may be invited to attend meetings or working groups on certain issues or to progress an agreed outcome, as approved by the Steering Group.

##### **3.3 Obligations of Members**

- Commit to working towards advancement of the cultural endeavours within the Local Government Area.
- Act honestly and in good faith.
- Act impartially at all times.
- Participate actively in the work of the Steering Group.
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances.
- Comply with this Charter document at all times.

- Facilitate and encourage community engagement with Steering Group and Council initiatives to support good cultural outcomes for our community.
- As per Section 226 (c) of the NSW Local Government Act 1993, the Mayor is the principal spokesperson for the governing body and Councillors that are members of a Steering Group are to obtain the Mayor's agreement to make media and other statements. Further, only the Mayor, or a Councillor with the Mayor's agreement and otherwise in accordance with Council policies and procedures, may release Council information through media statements or otherwise, and the release of such information must be lawful under the Council adopted Code of Conduct. Council officers that are members of Steering Groups are bound by the existing operational delegations in relation to speaking to the media.
- A Councillor as a member of a Steering Group or the Steering Group itself has no delegation or authority to make decisions on behalf of Council, nor to direct the business of Council. The only decision making power open to Councillors is through formal resolutions of Council.
- A Councillor as a member of a Steering Group or the Steering Group itself cannot direct staff and must abide by the decisions of Council and the policies of Council.
- Councillors, Council staff and members of this Steering Group must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

### **3.4 Member Tenure**

- Steering Group members will serve for a period of two (2) years after which Council will call expressions of interest for the next two (2) year period. Existing Steering Group members will be eligible to re-apply for a position and serve additional terms. Any changes in the composition of the Steering Group require the approval of Council.

### **3.5 Appointment of Members**

- A formal Expression of Interest process will be undertaken across the Local Government Area as a way of determining the independent representatives on the Steering Group. Members of the Steering Group will be representative of cultural interests across the Local Government Area rather than a single issue. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the cultural and community sectors in the Port Macquarie Hastings region. Applications from individuals and representatives from interest groups, and who meet the selection criteria will be encouraged. Where practicable the membership will represent the geographical spread of the Port Macquarie-Hastings Local Government Area, and a diverse range of cultural, gender and age groups.
- Council, by resolution duly passed, will appoint members to the Steering Group.

## **4.0 TIMETABLE OF MEETINGS**

- Meetings will be held monthly (or more regularly if required). Meetings will generally be held at the main administration office of Port Macquarie-Hastings Council.

## **5.0 MEETING PRACTICES**

### **5.1 Decision Making**

- Recommendations of the Steering Group shall be by majority of the members present at each Meeting and each member shall have one (1) vote.
- The Chairperson shall not have a casting vote.
- In the event of an equality of votes on any matter, the matter shall be referred directly to Council's Executive Group and then to Council.
- Recommendations from the Steering Group are to be made through the General Manager or the relevant Director, who will determine under delegation, the process for implementation.
- The Steering Group has no delegation to allocate funding on behalf of Council. The Steering Group may make recommendations to Council about how funding should be spent in relation to the above-mentioned objectives, however those funds will only be applied and expended following a formal resolution of Council.
- The Steering Group may establish working groups to support actions and activities within the strategies or to assist in the delivery of projects and events as deemed appropriate. All projects are to be aligned with Council's suite of Integrated Planning and Reporting documents.

### **5.2 Quorum**

- The quorum for the Steering Group will be half of the members plus one. A quorum must include a minimum of one (1) Councillor and one (1) Council staff member being present.

### **5.3 Chairperson and Deputy Chairperson**

- The Chairperson shall be the Councillor, Chair Economic and Cultural Development Portfolio.
- The Deputy Chair shall be the Councillor, Alternate Chair Economic and Cultural Development Portfolio .
- At all Meetings of the Steering Group, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson and Deputy Chair, as the Steering Group's first item of business, the Steering Group shall elect one of its members to preside at the Meeting (elected chair must be a Council representative).

### **5.4 Secretariat**

- The Director is to be responsible for ensuring that the Steering Group has adequate secretariat support. The secretariat will ensure that the business paper and supporting papers are circulated at least three (3) days prior to each meeting. Minutes shall be appropriately approved and circulated to each member within three (3) weeks of a meeting being held.
- All Steering Group agendas and minutes will be made available to the public via Council's web site, unless otherwise restricted by legislation.

### **5.5 Recording of explicit discussions on risks**

- The Secretariat shall record all discussions that relate to risks.

## **6.0 CONVENING OF “OUTCOME SPECIFIC” WORKING GROUPS**

- The Steering Group can at times request a working group to be convened, for a limited period of time, for a specific action, these specifics will be minuted clearly. The working group will report back to the Steering Group with outcomes.
- These Working Groups, include, but not limited to:
  - Australia Day - To stimulate a public awareness and recognition of Australia Day and Australia Day Awards.
  - Handa Sister City - To further and implement the ideals of the relationship established in the sister city arrangement.
  - Aboriginal Advisory Group - to assist with the delivery of the Aboriginal portfolio of programs and activities and the ongoing implementation of the Aboriginal Awareness and Understanding Strategy.
  - Youth Advisory Council - to develop a voice for our youth in Council and the Community.
- Any working groups established under this Steering Group will be responsible for providing updates to the Group. The working groups will be an informal gathering with notes collected and managed by the senior staff member in attendance and will be tabled at the Steering Group meetings.

## **7.0 CONFIDENTIALITY AND CONFLICT OF INTEREST**

- Any independent members of the Steering Group will be required to complete a confidentiality agreement that will cover the period of their membership of the Steering Group.
- Steering Group members must declare any conflict of interests at the start of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest should be appropriately minuted.
- Where members or invitees at Steering Group meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from Steering Group deliberations on the issue where the conflict of interest may exist.

**Cultural Steering Group**  
**ATTENDANCE REGISTER**

<b>Member</b>	<b>04/07/18</b>	<b>01/08/18</b>	<b>05/09/18</b>	<b>03/10/18</b>	<b>07/11/18</b>	<b>05/12/18</b>
Councillor Rob Turner (Chair)	✓	A	A	✓	A	A
Councillor Geoff Hawkins (Deputy Chair)	✓	✓	✓	A	✓	✓
Brian Barker	✓	✓	✓	A	✓	✓
Chris Denny	✓	✓	A	✓	✓	✓
Kate Ford	✓	✓	✓	A	✓	✓
Beric Henderson	✓	A	✓	✓	✓	✓
Jennifer Hutchison	✓	✓	✓	✓	✓	A
Simon Luke	✓	A	A	✓	A	A
Stacey Morgan	A	A	A	A	✓	✓
Willhemina Wahlin	A	✓	✓	A	A	✓
Jeffery Sharp (Director Strategy and Growth)	✓	✓	✓	✓	✓	✓
Lucilla Marshall (Group Manager Community Place)	✓	✓	✓	✓	✓	✓
Pam Milne (Glasshouse Venue Manager)	✓	✓	✓	✓	✓	✓

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

# Cultural Steering Group Meeting

Wednesday 6 February 2019

## Items of Business

Item	Subject	Page
01	Acknowledgement of Country .....	<u>8</u>
02	Apologies.....	<u>8</u>
03	Confirmation of Minutes .....	<u>8</u>
04	Disclosures of Interest.....	<u>12</u>
05	Business Arising from Previous Minutes.....	<u>16</u>
06	Alban Elliot Recognition .....	<u>18</u>
07	Artwalk - Monthly Update .....	<u>24</u>
08	Bicentenary - Monthly Update.....	<u>25</u>
09	Monthly Update - Draft Public Art Policy & Masterplan.....	<u>26</u>
10	General Business	

---

**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 Cultural Steering Group Meeting held on 5 December 2018 be confirmed.



---

## **PRESENT**

### ***Members:***

Councillor Geoff Hawkins (Deputy Chair)  
Brian Barker  
Chris Denny  
Kate Ford  
Beric Henderson  
Stacey Morgan  
Wilhelmina Wahlin  
Director Strategy and Growth – Jeffery Sharp  
Group Manager Community Place – Lucilla Marshall  
Glasshouse Venue Manager – Pam Milne

### ***Other Attendees:***

Community Participation Officer - Skye Frost

---

The meeting opened at 8:09am.

---

---

## **01 ACKNOWLEDGEMENT OF COUNTRY**

---

The Acknowledgement of Country was delivered.

---

## **02 APOLOGIES**

---

### **CONSENSUS:**

That the apologies received from Councillor Rob Turner (Chair), Jennifer Hutchison, Simon Luke be accepted.

---

### **03 CONFIRMATION OF MINUTES**

---

#### **CONSENSUS:**

That the Minutes of the Cultural Steering Group Meeting held on 7 November 2018 be confirmed.

---

### **04 DISCLOSURES OF INTEREST**

---

There were no disclosures of interest presented.

---

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

---

#### **CONSENSUS:**

1. That the Business Arising schedule to be noted.
  2. That a report be presented to the Cultural Steering Group in March 2019 regarding the Creative Hub, its requirements and management/operational model.
  3. That Council staff will investigate how a 30<sup>th</sup> Anniversary Gift for Handa Sister City can be aligned with the Summer Festival or the Artwalk.
- 

### **06 MONTHLY UPDATE - ARTWALK**

---

#### **CONSENSUS:**

1. That the Cultural Steering Group note the progress to date with the development of ArtWalk 2019.
  2. That a participant workshop to be held on how to develop a CSU sponsorship program to target a larger group of exhibitors.
  3. A report be presented to the Councillors regarding the Artsmart progress and opportunities for the future.
  4. Consideration be given to have some consultation received by a Copyrights Specialist to support the program (Arts law) for the Artsmarts program in the future.
  5. That a report about the Artwalk infrastructure will be presented to a future meeting.
- 

### **07 MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN**

---

#### **CONSENSUS:**

1. That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project.
-

- 
2. That a robust criteria and process for public art to be developed and included in the Public Art Master Plan.
  3. That education and capacity building program be developed in the future to create more public art for the Greater Port Macquarie Hastings.
- 

## **08 ARTS MID NORTH COAST**

---

### **CONSENSUS:**

1. That the Steering Group note the information provided by Kevin Williams. The handout provided will be sent out to the Cultural Steering Group members.
  2. That future relationships and new actions to be discussed in a future meeting to find new ways to vitalise public art in the area.
- 

## **09 GENERAL BUSINESS**

---

### **09.01 MATAMORPHOSIS EXHIBITION**

---

#### **CONSENSUS:**

That the group note the invitation received for the Metamorphosis Exhibition at CSU on 7 December 2018.

---

### **09.02 ALBAN ELLIOT PLAQUE**

---

#### **CONSENSUS:**

That a report be presented to the Cultural Steering Group regarding the Alban Elliot plaque, its background and recommendation for a resolution, at the February meeting.

---

The meeting closed at 9:26am.

---

---

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: .....  
.....

Name: .....

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. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (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 identified land</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 subject land</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 Name: .....

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<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..
- 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

Item:	05	Date:	5/12/2018 and 7/11/2018
Subject:	<b>BUSINESS ARISING FROM PREVIOUS MINUTES</b>		
Action Required:	<ol style="list-style-type: none"> <li>1. That a report be presented to the Cultural Steering Group in March 2019 regarding the Creative Hub, its requirements and management/operational model.</li> <li>2. That Council staff will investigate how a 30<sup>th</sup> Anniversary Gift for Handa Sister City can be aligned with the Summer Festival or the Artwalk.</li> <li>3. That Council staff will review the process for tenure of the Cultural Steering Group and provide an update to the group in the new calendar year.</li> </ol>		
Current Status	<ol style="list-style-type: none"> <li>1. A report will be presented to the CSG Meeting in May 2019.</li> <li>2. Underway and subject to report arising for CSG Meeting in April 2019.</li> <li>3. Underway and subject to report arising for for CSG Meeting in March 2019.</li> </ol>		

Item:	06	Date:	5/12/2018
Subject:	<b>MONTHLY UPDATE - ARTWALK</b>		
Action Required:	<ol style="list-style-type: none"> <li>1. That a participant workshop to be held on how to develop a CSU sponsorship program to target a larger group of exhibitors.</li> <li>2. A report be presented to the Councillors regarding the Artsmart progress and opportunities for the future.</li> <li>3. Consideration be given to have some consultation received by a Copyrights Specialist to support the program (Arts law) for the Artsmarts program in the future.</li> <li>4. That a report about the Artwalk infrastructure will be presented to a future meeting.</li> </ol>		
Current Status	<ol style="list-style-type: none"> <li>1. Discussions with CSU to be continued and an independent meeting with CSU representatives to be arranged.</li> <li>2. A report will be presented to the Ordinary Council Meeting in May 2019.</li> <li>3. Noted and will be added to future program.</li> <li>4. A report will be presented after initial consultation with the Town Centre Master Plan Sub-Committee.</li> </ol>		

Item:	07	Date:	5/12/2018
Subject:	<b>MONTHLY UPDATE - DRAFT PUBLIC ART POLICY &amp; MASTERPLAN</b>		
Action Required:	<ol style="list-style-type: none"> <li>1. That a robust criteria and process for public art to be developed and included in the Public Art Master Plan.</li> <li>2. That education and capacity building program be developed in the future to create more public art for the Greater Port Macquarie Hastings.</li> </ol>		
Current Status	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Noted.</li> </ol>		



<b>Item:</b>	08	<b>Date:</b>	5/12/2018
<b>Subject:</b>	<b>ARTS MID NORTH COAST</b>		
<b>Action Required:</b>	1. That the Steering Group note the information provided by Kevin Williams. The handout provided will be sent out to the Cultural Steering Group members. 2. That future relationships and new actions to be discussed in a future meeting to find new ways to vitalise culture.		
<b>Current Status</b>	1. Complete. 2. Noted.		

<b>Item:</b>	09.02	<b>Date:</b>	5/12/2018
<b>Subject:</b>	<b>ALBAN ELLIOT PLAQUE</b>		
<b>Action Required:</b>	That a report be presented to the Cultural Steering Group regarding the Alban Elliot plaque, its background and recommendation for a resolution, at the February meeting.		
<b>Current Status</b>	A report will be presented to the Cultural Steering Group Meeting in February 2019.		

<b>Reports to future meetings</b>		
<b>Report</b>	<b>Due Date</b>	<b>Requested</b>
Review of Existing Committees Report	Deferred to April 2019	6 June 2018
Cultural Plan Quarterly Progress Report	Being superseded by a new plan and Progress Report to CSG Meeting in August 2019	4 October 2017
Cultural Economy Plan	Deferred to February 2019	7 November 2018
Glasshouse Strategic Plan	Deferred to April 2019	7 November 2018
Review of tenure process of Cultural Steering Group	March 2019	7 November 2018
Alignment Handa Sister City with Summer Festival or Artwalk	April 2019	5 December 2018
Artwalk (Infrastructure)	March 2019	5 December 2018
Alban Elliot Plaque	February 2019	5 December 2018
Creative Hub – Requirements and management/operational model	March 2019	December 2018

---

**Item: 06****Subject: ALBAN ELLIOT RECOGNITION****Presented by: Strategy and Growth, Holly McBride**

---

**RECOMMENDATION**

**That the Cultural Steering Group consider the request by Ian Thomson regarding formal recognition of Alban C Elliot.**

**Discussion**

In 2017, Council planned works around the John Oxley memorial which included a new monument/plaque to Alban C Elliot. At this time Council removed the John Oxley memorial. After community feedback the original John Oxley Memorial was reinstated. As part of the reinstatement it was proposed to place a plaque to Alban C Elliot within the site. The memorial has been reinstated but the associated Alban Elliot Plaque has not been.

Alban C Elliot was a veteran of World War I and World War II and was also Port Macquarie's longest standing Mayor. In 2017 Alban Place and Elliot Way in the Town Beach area were named in his honour.

The family has requested that plinths be constructed and placed as per the original proposal, and that a community and family unveiling take place.

For consideration by the Cultural Steering Group.

**Attachments**

1 [View](#). Information on Alban Elliot

2 [View](#). Plan of Memorial

**Mayor, Major, Military Cross**  
**Alban Charles Elliot**

- \* Born 7 June 1892 the Son of Captain Charles Sinclair Elliot of the Royal Australian Navy and Florence Louisa Dudley. Married to Fanny Compton Atherton on the 14th of May 1919.
- \* Enlisted at Bathurst for the First World War 6 September 1915.
- \* Served on the Western Front.
- \* Promoted to the rank of Lieutenant 53<sup>rd</sup> Battalion on the 26 January 1917.
- \* Appointed Adjutant of the 53<sup>rd</sup> Battalion.
- \* Wounded in action on the 7 March 1917.
- \* Again wounded in action of the 17 April 1918.
- \* Gassed on several occasions.
- \* Awarded the military cross at the battle of Polygon Wood. Quote Military Records AIF - For conspicuous gallantry and devotion to duty. He led his men in an attack and insured direction was kept, although twice badly shaken by bursting shells. When the objection was reached he twice organised and conducted parties to bring up ammunition through heavy shell fire. He also organised and led the party to bring in enemy machine guns and ammunition, which were used against the enemy. He showed great courage and initiative throughout the operations.
- \* Promoted to Hon Captain 23 April 1919.
- \* Alban's Brother was killed in action at Gallipoli 2 May 1915 (John Amyand Elliot).
- \* Alban Elliot has numerous mentions for being a fearless and great Soldier.
- \* Quote taken from the book the Whale Oil Guards 53<sup>rd</sup> Battalion Australian Inf B, JJ Kennedy published by the National and Military Press Imperial War Museum London. Quote our new Adjutant Lieutenant Elliot, universally known as Bull, was a very capable young officer. Strong and fearless as a lion, he stood the wear and tear of that trying winter and spring, and became more efficient as the dreary week crawled on.
- \* Bull Elliot was the nickname from the Diggers from the 53<sup>rd</sup> Battalion that followed Alban for the rest of his days.
- \* Alban Elliot has three commendations from the C.O in the back of the same book.
- \* Alban also has dispatch mentions from operation s at Bellicourt. Quote: This officer throughout the operations near Bellicourt during the period 30 September to 2 October displayed great zeal, organising ability and devotion to duty while acting in capacity as Adjutant. He personally supervised the loading and issuing of SAA,

bombs and ration etc, making several journey to the front line under heavy fire at grave personal risk in order to see same delivered. It is considered that this officer's untiring energy contributed largely to the success of the operations.

\* The 53<sup>rd</sup> Battalion fought at Fromelles and Somme Valley. The 53<sup>rd</sup> Battalion participated in the advance that followed the German Retreat to the Hindenburg Lin. The 53<sup>rd</sup> Battalion operations then switched to Ypres in Belgium. The 53<sup>rd</sup>'s major battle here was Polygon Woods on the 26 September 1917. The 53<sup>rd</sup> actions at Anvil Wood were critical to the capture of Peronne. The 53<sup>rd</sup> Battalion entered its last major battle on the 29 September 1918 along the ST Quentin Canal. The 53<sup>rd</sup> earned the nickname the Whale Oil Guards because Lieutenant Colonel Oswald Croshaw ordered the troops to polish their helmets with Whale Oil, used normally for the treatment of trench foot.

\* Alban practised as a local Solicitor.

\* After the War, Alban was elected Port Macquarie Mayor in 1925.

\* He is still Port Macquarie's longest serving Mayor, 1925-1936 consecutive.

\* Alban was known as the Mayor that was involved in everything. He was the head of the Port Macquarie RSL Sub Branch. He administered Surf and Football clubs. Captained golf, tennis, and cricket and fishing clubs. He would attend Church regularly.

\* When Alban left Port Macquarie to take up an important position at the Crown Solicitors office, he was given a tremendous send off. Nearly everyone in the town came to farewell Alban. This was in appreciation of his whole hearted service to Port Macquarie.

\* Alban became the Head of the NSW Country Rugby League

\* Alban enlisted to serve in the Second World War at Paddington on the 20 January 1941.

\* He was promoted to Major on the 18 December 1941. He was then appointed to serve as a Military Judge for the AIF.

\* Alban suffered from the gassing he received in the war for all his life.

\* Alban passed away on the 3 August 1978. In his obituary in the Port News Friday September 1 1978 the paper states he was one of the most notable personalities ever to live in Port Macquarie. To see him in action in Port Macquarie, it is easy to see the leadership qualities that won him the Military Cross the Port News states.

\* His ashes are buried in the Port Macquarie Cemetery with his wife and son.

\* Alban's Port Macquarie residence was moved from William Street to 7 Fernhill Road in 1970.

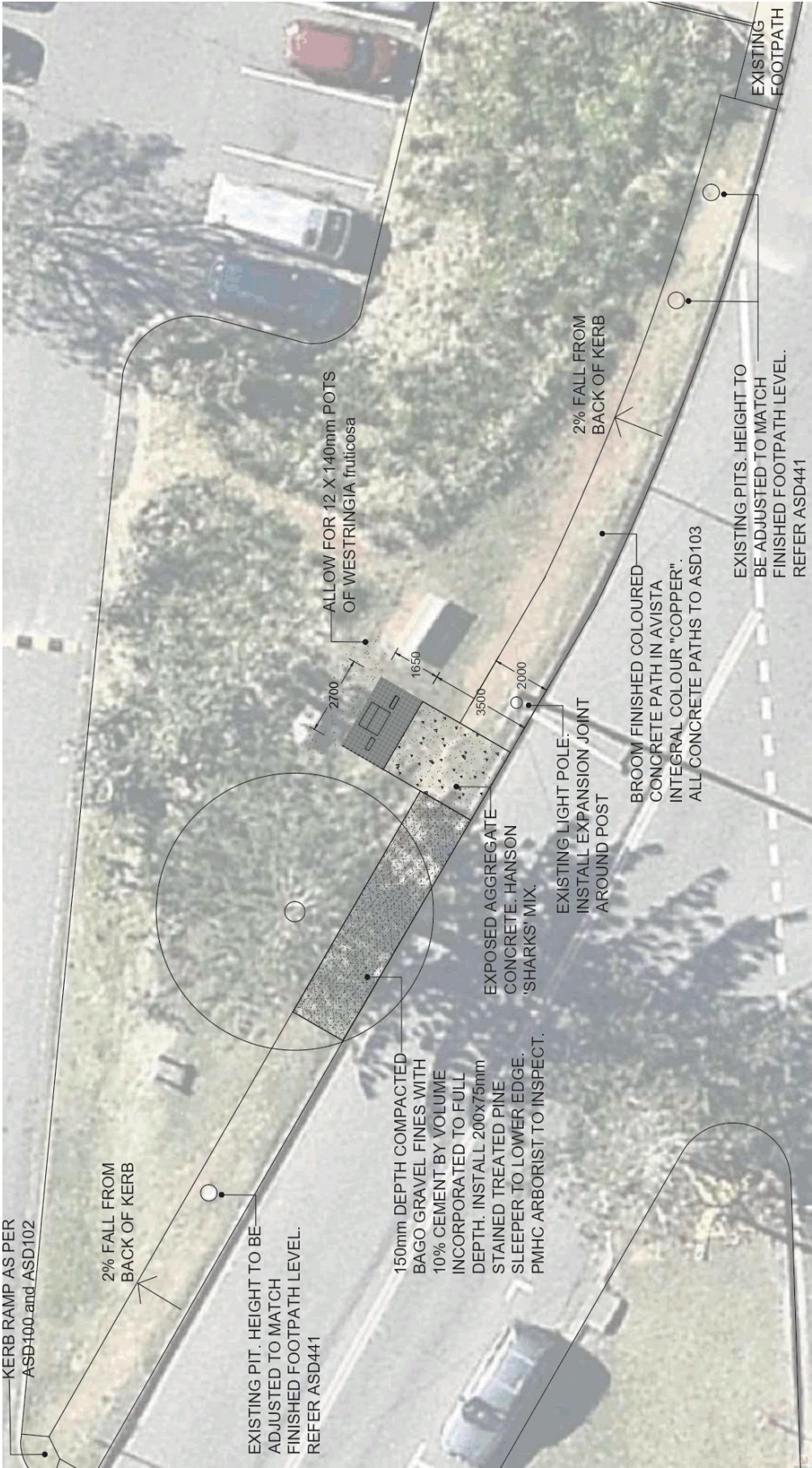
\* Quote from the Whale Oil Guards: With regard to the 53<sup>rd</sup> Battalion, no words from me could fully convey what I feel is due to them for their magnificent gallantry during this year's fighting. During the Peronne operations, they did magnificent work, and accomplished what appeared to be almost the impossible. Notwithstanding their

very severe losses on that occasion, within a month they were fit and ready again and engaged in fighting of the most desperate nature.

\* Quote from the Whale Oil Guards: Others have gone beyond, but white crosses mark their resting places on the Western Front. A few have returned to Australia maimed and crippled. The medals they wear bear testimony to their gallantry. Let us hope that their Countrymen will honour them for what they have achieved and that the Australian Government will be benignly zealous for the comfort of those battered heroes who have won glory for the Southern Cross.

\* One day I hope the current generation will recognise Alban Charles Elliot including Community Leaders for the service he gave Port Macquarie and Australia.



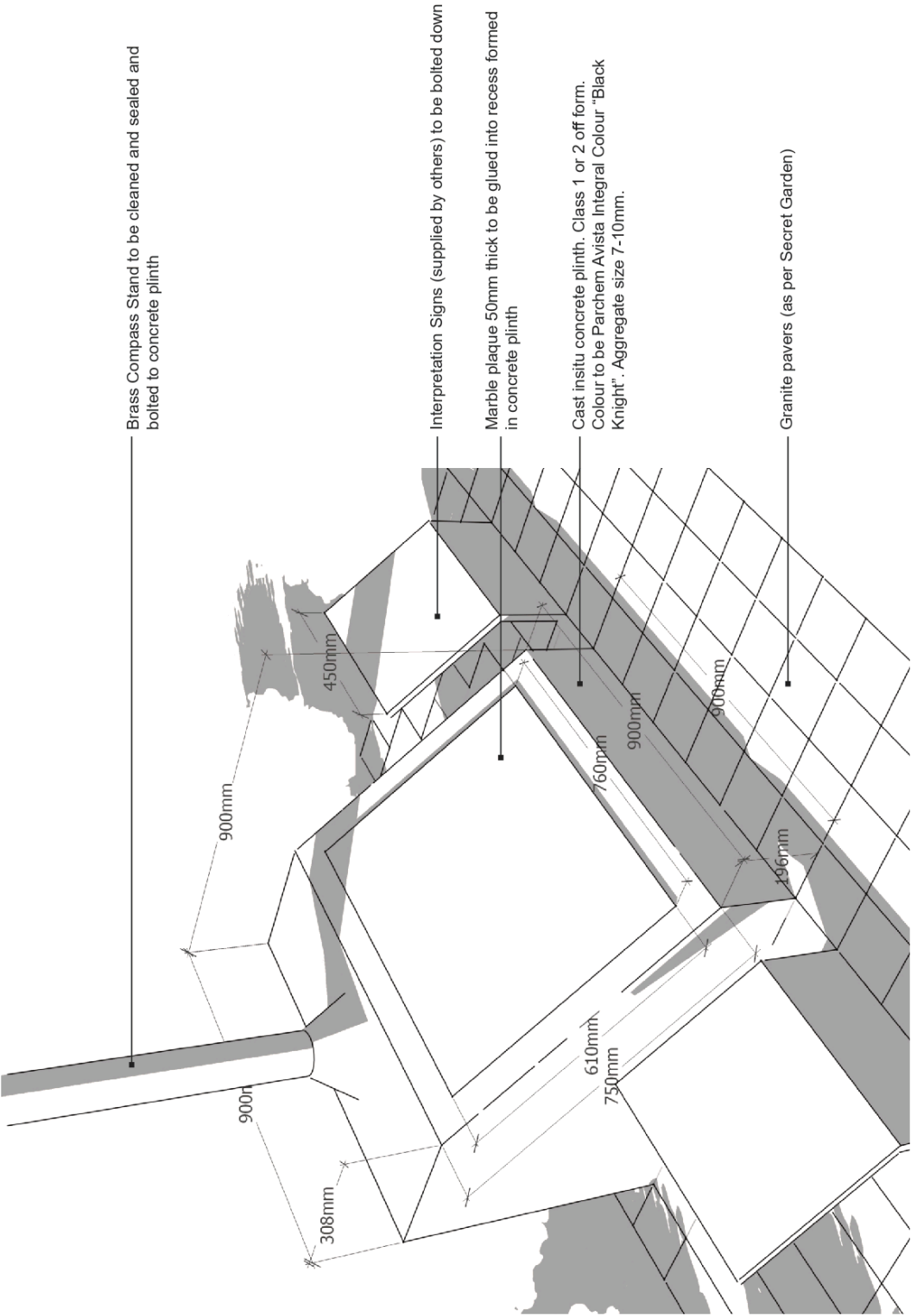


- Notes:
- All Setout to be confirmed on site with landscape architect prior to construction
  - All services to be located and Dial Before you Dig conducted by the contractor prior to excavation. Services shown on this plan are indicative only
  - Refer to ASD100, ASD102 and ASD441 for construction details related to pit adjustments, concrete paths and kerb ramps

REINSTATEMENT OF JOHN OXLEY MONUMENT

P1/2

20.7.2018 Scale 1:125@A3



P2/2

REINSTATEMENT OF JOHN OXLEY MONUMENT

Not to scale

20.7.2018

---

**Item: 07**

**Subject: ARTWALK - MONTHLY UPDATE**

**Presented by: Strategy and Growth, Holly McBride**

---

**RECOMMENDATION**

**That the Cultural Steering group note the information provided and provide input into the discussion.**

**Discussion**

At the September 2018 Cultural Steering Group meeting it was resolved:

---

**06 MONTHLY ARTWALK REPORT**

---

**CONSENSUS:**

- 1. That the Cultural Steering Group note the progress to date with the development of ArtWalk 2019.*

A verbal update on the progress on the planning for the 2019 Artwalk Event will be provided at the meeting.

Artwalk is planned for the 18 July and will continue with an extended program of activities across the LGA until Sunday 21 July, 2019.

**Attachments**

Nil



---

**Item: 08**

**Subject: BICENTENARY - MONTHLY UPDATE**

**Presented by: Strategy and Growth, Holly McBride**

---

**RECOMMENDATION**

**That the Cultural Steering Group note the discussion about the Bicentenary Activities.**

**Discussion**

The Bicentenary working group met again in December 2018 to discuss the groups focus for 2019.

A verbal update will be provided to the meeting.

**Attachments**

Nil

---

**Item: 09****Subject: MONTHLY UPDATE - DRAFT PUBLIC ART POLICY & MASTERPLAN****Presented by: Strategy and Growth, Holly McBride**

---

**RECOMMENDATION**

**That the Cultural Steering Group note the progress of the Public Art Policy and Master Plan Project.**

**Discussion**

John Stafford from Creative Move after consulting with key stakeholders including members of the Cultural Steering group has provided Council with draft documentation to review in early January.

Council staff are continuing to work with Creative Move on the development of the Public Art Policy and Public Art Master Plan and are currently reviewing all the information that was provided. A further verbal update to be provided to the Cultural Steering Group.

**Attachments**

Nil