



# **AGENDA FOR SIR HENRY PARKES MEMORIAL MANAGEMENT COMMITTEE ("JOINT COMMITTEE") THURSDAY 1 SEPTEMBER 2022**

Dear Councillor, notice is hereby given pursuant to Clause 7(1) of Council's Code of Meeting Practice that an a **Sir Henry Parkes Memorial Management Committee ("Joint Committee")** will be held in the Timbarra Training Room, Council Administration Building, 247 Rouse St, Tenterfield , on **Thursday 1 September 2022** commencing at **2.00 pm** .

## **Aboriginal Recognition Protocol**

*"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders both past and present of the Jukemba, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."*

## **BUSINESS**

1. Welcome
2. Acknowledgement of Country
3. Disclosure of Interests
4. Apologies
5. Confirmation of Minutes (*Meeting of 11 March 2022*)
6. Reports from Officers
7. Next Meeting

Daryl Buckingham  
**CHIEF EXECUTIVE**

**CONFLICT OF INTERESTS**

**What is a "Conflict of Interests"** - A conflict of interests can be of two types:

**Pecuniary** - 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 or another person with whom the person is associated.

**Non-pecuniary** - a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

**Remoteness**

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 a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

**Who has a Pecuniary Interest?** - A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below).

**Relatives, Partners**

A person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

**No Interest in the Matter**

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

**Disclosure and participation in meetings**

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
  - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
  - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** - A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

**Participation in Meetings Despite Pecuniary Interest (S 452 Act)**

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

**Non-pecuniary Interests** - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

**Disclosures to be Recorded (s 453 Act)**

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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Our Community No. 18 Cont...

## AGENDA

**1. WELCOME**

**2. ACKNOWLEDGEMENT OF COUNTRY**

*"I would like to acknowledge the traditional custodians of this land that we are meeting on today. I would also like to pay respect to the Elders both past and present of the Jukembal, Kamilaroi and Bundjalung nations and extend that respect to other Aboriginal people present."*

**3. DISCLOSURE OF INTEREST**

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES**

***Recommendation***

That the Minutes of the following Meeting of Tenterfield Shire Council:

A. Council Meeting held on Thursday 11 March 2021

as typed and circulated, be confirmed and signed as a true record of the proceedings of that meeting.

**6. BUSINESS ARISING FROM MINUTES**

**7. REPORTS FROM OFFICERS**

**OUR COMMUNITY**

(ITEM COM18/22) SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS SERVICES REPORT .....4

**8. GENERAL BUSINESS**

**9. NEXT MEETING**

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|                      |                                                                 |
|----------------------|-----------------------------------------------------------------|
| <b>Department:</b>   | <b>Office of the Chief Executive</b>                            |
| <b>Submitted by:</b> | Manager Arts Culture & Library Services                         |
| <b>Reference:</b>    | <b>ITEM COM18/22</b>                                            |
| <b>Subject:</b>      | <b>SIR HENRY PARKES MEMORIAL SCHOOL OF ARTS SERVICES REPORT</b> |

|                                                               |                                                                                                                                                       |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK</b> |                                                                                                                                                       |
| <b>CSP Goal:</b>                                              | <b>Community</b> - Tenterfield Shire is a vibrant, inclusive, and safe community where diverse backgrounds and cultures are respected and celebrated. |
| <b>CSP Strategy:</b>                                          | Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities.           |

### SUMMARY

The purpose of this report is to provide a summary on the Sir Henry School of Parkes Memorial School of Arts (SHPMSoA) services and activities.

### OFFICER'S RECOMMENDATION:

#### That Council:

**That the Manager Arts, Culture and Library Services Report for the Sir Henry Parkes Memorial School of Arts Services be received and noted.**

### BACKGROUND

Summary of activities and operations for the Sir Henry Parkes Memorial School of Arts complex detailing historical statistic and financial reporting prior to operational impacts of Covid-19 and up to and including the 2022 financial year reporting period. Library statistics and activities are included for information only and to give an overarching summary of all maintenance, infrastructure and operational activity of the SHPMSoA complex.

### CURRENT POSITION

Overall visitation shows a trend of peaks and troughs since the 2018 financial year period (prior to Covid-19) with visitation to the Museum, Cinema and Theatre collectively averaging 8K visitors per annum. The extraordinary spike in FY21 Museum visitation numbers is reflective of visitation statistics also recorded at the Visitor Information Centre. It is estimated this was due to the lifting of Covid-19 border and travel restrictions stimulating a surge in out-of-town visitor economy.

In addition to providing continued services and programs across all areas of SHPMSoA operations, Council staff are reviewing and implementing systems improvements in line with councils Delivery Plan and Operational Plan; and local government governance requirements. The aim of the operational systems review is to identify ways to improve efficiency, reduce risk and enhance service provision whilst ensuring compliance with public cultural facility industry standards and local, state and federal regulatory requirements.

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In consideration of Council's current financial circumstances no new significant exhibition, program development activities or infrastructure works are in planning.

### **Museum**

The SHPMSoA venue continues to be a popular regular bus and tour group destination welcoming over 50 groups in the last 2022 reporting year.

A Museum Audit is in progress including a review of collection items and collection management procedures. As part of this process, Independent Museum Advisor Elizabeth Newell was requested to provide an updated Museum Audit report in follow-up to a report undertaken in 2017 for Museums & Galleries NSW. Elizabeth Newell has been providing Museum advisory services for the SHPMSoA and Tenterfield Shire Council since 2011 and is engaged under a joint funded Museums and Galleries NSW Museum Advisor program.

The 2022 SHPMSoA Museum Audit Report is included as an attachment to this report and includes recommendations in relation to Museum services and operations. Implementation of any recommendations are dependent on available resourcing.

A review of the Museum Collection inventory is also in progress by Council staff in consultation with Elizabeth Newell and Rebecca Pinchin, Collections Manager - The National Trust (NSW). Final collection inventory listings will enable migration of up to date data to a digital catalogue system for ongoing collection management in line with industry standards. After consultation with Rebecca Pinchin it was identified eHive would be the most suitable catalogue system to be implemented. eHive is a light, web-based version of The National Trust's catalogue system (Vernon) and will also enable capability to publish the SHPMSoA collection items online and be accessible to the public via The SHPMSoA website and eHive portal. The eHive annual subscription of \$440 AUD can be accommodated within the SHPMSoA operational budgets. The Museum Collection inventory and establishment of the eHive web-based catalogue system is estimated to be completed over a 12 month period pending available resourcing.

A future opportunity once the SHPMSoA Collection is setup on eHive would be to extend the system to other local Volunteer Managed Museums to manage their collections and make available to online audiences. This would require grant funding to implement and support the Volunteer museums in documenting, cataloguing and digitising their collections.

### **Cinema / Theatre**

A program of Live Events has been re-established post-Covid lockdowns with attendance varied. Popular Box Office events included Melbourne Comedy Festival attracting record attendance among the regional roadshow venues with 120 ticket sales; and the Top Gun Maverick film screening attracting over 300 admissions across 5 screenings. The Bush and Broadway event attracted over 200 attendees and The Winter Music School series of events were also well attended during July 2022.

In partnership with Tenterfield Shire Council's Community Advisor, funding was secured to run a series of special School Holiday Screenings in association with National Youth Week celebrations attracting 130 young people to the cinema over a two day event in April 2022.

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Upcoming programs scheduled include Snow White and the Seven Cool Dudes interactive kids performance event, the Manhattan Short Film Festival and Women Like Us stand-up comedy show; and The Friends of the School of Arts special function and screening of the Sir Henry Parkes 2022 Oration event.

Dedicated storage for the Theatre A/V equipment has been established in the Theatre back-of-house. The Arts and Culture Officer in consultation with Council's IT Officer is in the process of recording all SHPMSoA digital and A/V assets on a centralised asset register on Council's Altus document management system.

An online facility bookings and venue management software is currently being explored to streamline venue hire and booking processes. This system would support the development of corporate event packages to strategically promote the SHPMSoA venue to local and out of town event organisers.

### **Marketing/Promotion**

Internal media channels are being streamlined under the SHPMSoA brand to enhance promotional activities across web, social media, eNews and printed promotional material. The Cinema and Theatre webpage user interface has been refreshed to include an 'Events' page listing to capture and promote all programs across the SHPMSoA Venue.

Two smart device tablets have been acquired and will be placed at front-of-house locations in the Library and School of Arts to collect visitor survey data. This data will provide valuable feedback to inform strategic development of SHPMSoA programs, services and facilities for community and visitors to the Tenterfield Shire.

### **Volunteer Program**

The on boarding, training and development of the SOA volunteer program is being updated to align with Council induction procedure and include additional industry standards pertaining to heritage item care and collection management. New volunteer recruitment is planned once the update of the on-boarding and training resources are actioned later in this calendar year.

### **Library**

The library has secured \$198K in grant funding from the State Library of NSW for an upgrade to the public area of the Tenterfield Public Library to enhance community access and use of library facilities and services. The revitalised design is currently being scoped in consultation with the State Library. Once this process is completed consultation will commence with the property owner, The National Trust Australia (NSW) for review/approval of the upgrades. No permanent or building infrastructure works are involved in this project.

The Library has secured public program funding to present a Tech Savvy Seniors program involving a series of 25 workshops in the use of smart devices including photo and video creation and protection from online/text message scams. The program is currently being finalised and scheduled to run from October 2022 to May 2023.

### **Facility Maintenance**

Maintenance in the last financial year reporting period included the servicing and replacement of emergency spitfire lighting across the full facility; major servicing of the

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Air Conditioning system for the Theatre and Museum and regular security system maintenance.

A near miss incident occurred on 10 August 2022 with a mains electrical fuse failure for the Theatre/Cinema electrical mains box causing a large proportion of lights to fail in the theatre, museum and foyer. The electrical fuse sparked causing the fuses and wiring to burn but no full ignition of flame. Rectification of the fault is in progress and an incident report submitted to Council’s risk officer.

The front external building was damaged due to vandalism resulting in the dislodgement of 3-4 bricks and grate. Council’s heritage consultant provided assessment and report for reparation works. The original bricks and grate have been retained and a ‘make safe’ cover has been fitted to the damaged area pending funding for reparation works. Notification of the incident was reported to Gerry Hayes from the National Trust (NSW) by email on 13 July 2022.

**Visitation**

Historical summary of visitation statistics for the SHPMSoA Complex from 2018 up to last financial year reporting period:

| <b>Financial Year</b> | <b>Museum</b> | <b>Cinema</b> | <b>Event Bookings</b> | <b>SoA sub-total</b> | <b>Library</b> | <b>SHPMSoA Complex Totals</b> |
|-----------------------|---------------|---------------|-----------------------|----------------------|----------------|-------------------------------|
| <b>FY18</b>           | 2589          | 5519          | 253                   | <b>8361</b>          | 6578*          | 14939                         |
| <b>FY19</b>           | 2757          | 7738          | 520                   | <b>11015</b>         | 20099          | 31114                         |
| <b>FY20</b>           | 1520          | 4756          | 273                   | <b>6549</b>          | 14236          | 20785                         |
| <b>FY21</b>           | 4894          | 3677          | 137                   | <b>8708</b>          | 13580          | 22288                         |
| <b>FY22</b>           | 2284          | 4067          | 180                   | <b>6531</b>          | 11580          | 18111                         |

**Note:** \* Library figures for information only. FY18 Library figures document partial reporting period between March – June 2018.

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**COUNCIL IMPLICATIONS:**

**1. Financial (Annual Budget)**

Summary of financial reporting for the SHPMSoA Complex from 2018 up to last financial year reporting period:

| SHPMSoA Financial Reporting         | 17/18 YTD Actuals June | 18/19 YTD Actuals June | 19/20 YTD Actuals June | 20/21 YTD Actuals June | 21/22 YTD Actuals June | 22/23 Full Year Budget |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Cost to Council TOTAL (O/D)</b>  | <b>668,571</b>         | <b>532,644</b>         | <b>821,947</b>         | <b>586,618</b>         | <b>601,895</b>         | <b>702,732</b>         |
| <b>Library Services</b>             | <b>460,182</b>         | <b>419,712</b>         | <b>405,552</b>         | <b>380,971</b>         | <b>410,009</b>         | <b>482,542</b>         |
| 1. Operating Income                 | (41,448)               | (34,031)               | (66,979)               | (66,948)               | (68,379)               | (70,139)               |
| 2. Operating Expenditure            | 481,468                | 460,743                | 478,702                | 465,838                | 485,122                | 545,681                |
| 3. Capital Income                   | 0                      | (7,000)                | (19,329)               | (19,329)               | (19,329)               | (216,215)              |
| 4. Capital Expenditure              | 20,162                 | 0                      | 13,158                 | 1,410                  | 12,594                 | 216,215                |
| 6. Liabilities                      | 0                      | 0                      | 0                      | 0                      | 0                      | 7,000                  |
| <b>Theatre &amp; Museum Complex</b> | <b>208,389</b>         | <b>112,932</b>         | <b>416,395</b>         | <b>205,647</b>         | <b>191,887</b>         | <b>220,190</b>         |
| 1. Operating Income                 | (129,431)              | (160,142)              | (98,153)               | (102,823)              | (99,410)               | (168,316)              |
| 2. Operating Expenditure            | 362,211                | 380,075                | 303,767                | 259,156                | 287,396                | 294,365                |
| 3. Capital Income                   | (33,000)               | (107,000)              | (61,036)               | 31,036                 | 0                      | 0                      |
| 4. Capital Expenditure              | 8,610                  | 0                      | 271,817                | 18,278                 | 3,901                  | 94,141                 |

**Daryl Buckingham  
Chief Executive**

Prepared by staff member: Lee Mathers  
 Approved/Reviewed by Manager: Daryl Buckingham, Chief Executive  
 Department: Office of the Chief Executive  
 Attachments: **1** SHMPSoA Museum Audit 2022 - Tenterfield Shire Council-FINAL-2 3 Pages