

# Heritage Advisory Committee

## Meeting Agenda

<b>Meeting Name</b>	Heritage Advisory Committee (HAC)	<b>Meeting No.</b>	5 - D-22-151277
<b>Meeting Date</b>	Thursday 8 December 2022		
<b>Meeting Time</b>	10.00am-11.30am		
<b>Meeting Location</b>	Randolph Stow Meeting Rooms, Geraldton Regional Library		
<b>Attendees</b>	Cr. Jerry Clune (JC) (Chair) Cr. Michael Reymond (MR) (Proxy Chair) Cr. Kim Parker (KP) Cr. Natasha Colliver (NC) Cr. Tarleah Thomas (TT) Fiona Norling (FN) Tanya Henkel (TH) Karrie Elder (KE) Trudi Cornish (TC) Denielle Riley (DR) Rose Ann Jupp (RJ) Gary Martin (GM) Rita Stinson (RS) Sam Messina (SM) Gary Warner (GW) Marilyn McLeod (MM) Annette Burton (AB) (Minutes)	<b>By Invitation</b>	
		<b>Apologies</b>	Leigh O'Brien Yvette Hollings (Acting Regional Manager – Museum of Geraldton)
		<b>Leave of Absence</b>	
		<b>Distribution</b>	As listed. National Trust (WA)
<b>Purpose of Committee</b>	Refer to <a href="#">Committee Book</a>		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

The Presiding Member is to refer to the following Policy, Meeting Procedures and Regulations when chairing a meeting.

[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

1. **Welcome & Apologies**
2. **Disclosure of Interests**
3. **Amendment to Regulations - Attending via electronic meetings**

--- EMBEDDED ATTACHMENT ---

## **Local Government (Administration) Amendment Regulations 2022**

Made by the Governor in Executive Council.

**1. Citation**

These regulations are the *Local Government (Administration) Amendment Regulations 2022*.

**2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day after that day.

**3. Regulations amended**

These regulations amend the *Local Government (Administration) Regulations 1996*.

**4. Regulations 14A and 14B deleted**

Delete regulations 14A and 14B.

**5. Regulation 14C amended**

- (1) In regulation 14C(1) insert in alphabetical order:

***natural disaster*** includes fire, flood, lightning, movement of land and storm;

***relevant period***, in relation to the proposed meeting referred to in subregulation (3), means the period of

12 months ending on the day on which the proposed meeting is to be held.

- (2) In regulation 14C(1) in the definition of **meeting** paragraph (d) delete “government.” and insert:

government;

- (3) Delete regulation 14C(2) and (3) and insert:

- (2) A member of a council or committee may attend a meeting by electronic means —

(a) if —

- (i) a public health emergency or state of emergency exists or a natural disaster has occurred; and
- (ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and
- (iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;

or

- (b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.

- (3) The mayor, president or council cannot authorise a member to attend a meeting (the **proposed meeting**) under subregulation (2)(b) if the member’s attendance at the proposed meeting under that authorisation would

result in the member attending more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, under an authorisation under subregulation (2)(b).

- (4) Subregulation (3) does not apply to a member who is a person with a disability as defined in the *Disability Services Act 1993* section 3.
- (5) In deciding whether to authorise a member to attend a meeting by electronic means under subregulation (2), the mayor, president or council must have regard to whether the location from which the member intends to attend the meeting, and the equipment that the member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.

Note: The heading to amended regulation 14C is to read:

**Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba))**

**6. Regulation 14CA inserted**

After regulation 14C insert:

**14CA. Provisions relating to attendance at meetings by electronic means (Act s. 5.25(1)(ba))**

- (1) In this regulation —  
***meeting*** has the meaning given in regulation 14C(1).
- (2) The electronic means by which a member may attend a meeting under an authorisation under regulation 14C(2) include telephone, video conference or other means of instantaneous communication, as determined by the mayor, president or council.

- (3) A member who attends a meeting under an authorisation under regulation 14C(2) by electronic means determined under subregulation (2) is, whether or not the member is physically in the State, taken to attend and be present at the meeting for the purposes of the Act and these regulations while the member is in contact by those electronic means with each other member present at the meeting.
- (4) Subregulations (5) to (7) apply if —
  - (a) a member has been authorised to attend a meeting by electronic means under regulation 14C(2); and
  - (b) the meeting, or part of the meeting, is to be closed to members of the public under section 5.23(2).
- (5) The member must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the member declares that the member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).
- (6) If the member makes the declaration under subregulation (5) and subsequently cannot maintain confidentiality, the member must leave the meeting or the closed part of the meeting.
- (7) A member's declaration under subregulation (5) must be recorded in the minutes of the meeting.

7. **Regulation 14D amended**

- (1) In regulation 14D(1) insert in alphabetical order:

***relevant period***, in relation to the proposed meeting referred to in subregulation (2A), means the period of 12 months ending on the day on which the proposed meeting is to be held.

- (2) In regulation 14D(1) in the definition of ***meeting*** paragraph (d) delete “government.” and insert:

government;

- (3) In regulation 14D(2):

- (a) delete paragraph (a)(ii) and insert:

- (ii) the mayor, president or council considers it appropriate for the meeting to be held by electronic means because of the public health emergency or state of emergency and having regard to the matters in subregulation (2B);

- (b) in paragraph (b)(ii) delete “means.” and insert:

means;

(c) after paragraph (b) insert:

or

(c) if the council otherwise authorises the meeting to be held by electronic means.

(4) After regulation 14D(2) insert:

(2A) The council cannot authorise a meeting (the **proposed meeting**) to be held under subregulation (2)(c) if holding the proposed meeting under that authorisation would result in more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, being held under an authorisation under subregulation (2)(c).

(2B) In considering whether it is appropriate for a meeting to be held by electronic means under subregulation (2)(a) or deciding whether to authorise a meeting to be held by electronic means under subregulation (2)(b) or (c), the mayor, president or council must have regard to whether the location from which each member of the council or committee intends to attend the meeting, and the equipment that each member intends to use to attend the meeting, are suitable for the member to be able to effectively engage in deliberations and communications during the meeting.

(5) After regulation 14D(4) insert:

(5) Subregulations (6) to (8) apply if —

(a) a meeting is to be held by electronic means under this regulation; and

- (b) the meeting, or part of the meeting, is to be closed to members of the public under section 5.23(2).
- (6) A member of the council or committee must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the member declares that the member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).
- (7) If a member makes the declaration under subregulation (6) and subsequently cannot maintain confidentiality, the member must leave the meeting or the closed part of the meeting.
- (8) A member's declaration under subregulation (6) must be recorded in the minutes of the meeting.

Note: The heading to amended regulation 14D is to read:

**Meetings held by electronic means (Act s. 5.25(1)(ba))**

**8. Regulation 14E amended**

- (1) In regulation 14E(1) insert in alphabetical order:

***Band 3 or 4 council or committee*** means the council of, or a committee established by, a Band 3 or 4 local government;

***Band 3 or 4 local government*** means a local government that is allocated to Band 3 or Band 4 under Schedule 1 of the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2022* published in the *Gazette* on 11 April 2022;

- (2) Delete regulation 14E(3) and insert:
- (3) If a council or a committee holds an electronic meeting, a member of the council or committee who attends the meeting by electronic means determined under regulation 14D(3) is, whether or not the member is physically in the State, taken to attend and be present at the meeting for the purposes of the Act and these regulations while the member is in contact by those electronic means with each other member present at the meeting.
- (3A) If a council or a committee holds an electronic meeting, the meeting is open to members of the public under section 5.23(1) if —
- (a) in the case of a Band 3 or 4 council or committee — the requirement to publish the unconfirmed minutes of the meeting under regulation 13(1)(a) is complied with within the applicable time period set out in regulation 13(2) or (3); or
  - (b) in any case — the council or committee publicly broadcasts the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public.
- (3) Delete regulation 14E(4)(b) and insert:
- (b) the council or committee determines at the meeting —
    - (i) in the case of a meeting held by electronic means under regulation 14D(2)(a) or (b) — that, given the public health emergency, state of emergency or direction issued under

the *Public Health Act 2016* or the *Emergency Management Act 2005*, it is not appropriate to respond to the question at the meeting; or

- (ii) in any case — to respond to the question at the meeting in accordance with the procedure determined by the council or committee.

**9. Regulation 29 amended**

Delete regulation 29(1)(bb).

**10. Regulation 31 amended**

In regulation 31(1):

- (a) in paragraph (b) delete “member.” and insert:

member; and

- (b) after paragraph (b) insert:

- (c) child care and travel costs incurred by a council member in completing the training required by section 5.126(1).

Note: The heading to amended regulation 31 is to read:

**Expenses to be reimbursed (Act s. 5.98(2)(a))**

**r. 11**

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**11. Regulation 36 amended**

In regulation 36(1):

(a) in paragraph (a) delete “either” and insert:

any

(b) after paragraph (a)(ii) insert:

(iii) the course titled *LGA50220 Diploma of Local Government - Elected Member*;

(iv) the course titled *LGASS00007 Elected Member*;

Note: The heading to regulation 32 is to read:

**Expenses that may be approved for reimbursement  
(Act s. 5.98(2)(b))**

Clerk of the Executive Council

**To:** Moana Wilson  
**Subject:** RE: DLGSC: Electronic meetings - Amendment to Regulations - effective today 9 November 2022



Department of  
**Local Government, Sport  
and Cultural Industries**



# LGAlert ))

## Electronic meetings, mandatory training course updates, and reimbursements

Following on from the LG Alert of 4 November 2022, the State Government has today introduced new provisions to enable Western Australian local governments to continue to conduct council meetings electronically.

The regulatory amendments will enable councils to continue to conduct up to half of all council meetings by electronic means from 9 November 2022.

Council members will be able to attend a council meetings or committee meetings by electronic means, with the approval of the mayor, shire president, or majority of the council. There will be a cap on the number of council meetings that a councillor can attend by electronic means, which will not apply to councillors living with a disability (as defined in the Disability Services Act 1993).

The cap applies to in-person meetings conducted from 9 November 2022 onwards. This means that meetings held entirely by electronic means, and meetings that have previously been conducted under the State of Emergency will not be counted towards the cap.

While these provisions have been introduced, and provide flexibility to the sector, local governments should, where practical, make every effort to hold their meetings in person.

The new regulations will be reviewed after a 12-month period. There will be a public consultation process, and members of the public will have the opportunity to provide feedback on how council meetings have operated under these regulations.

In addition to the provision for electronic meetings and other administrative matters, the new amendment also provides for the reimbursement of travel and childcare costs associated with mandatory training.

Local governments with any queries can contact DLGSC at [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)

## Local Government (Administration) Amendment Regulations 2022

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#### 4. Minutes of Previous Meeting

--- EMBEDDED ATTACHMENT ---

# Heritage Advisory Committee

## Meeting Minutes

<b>Meeting Name</b>	Heritage Advisory Committee (HAC)	<b>Meeting No.</b>	D-22-114872
<b>Meeting Date</b>	Thursday 8 September 2022		
<b>Meeting Time</b>	10.00am-11.30am		
<b>Meeting Location</b>	Randolph Stow Meeting Rooms, Geraldton Regional Library		
<b>Attendance by Electronic Means</b>	In accordance with the <i>Local Government (Administration) Regulations 1996 regulation 14C (2) - Attendance by electronic means in public health emergency or state of emergency (Act s.5.25(1)(ba))</i> the Mayor authorised for Cr T Thomas to attend this meeting by electronic means [Reference: D-22-010168].		
<b>Attendees</b>	Cr. Jerry Clune (JC) (Chair) Cr. Michael Reymond (MR) (Proxy Chair) Cr. Kim Parker (KP) Cr. Natasha Colliver (NC) Cr. Tarleah Thomas (TT) (by electronic means) Fiona Norling (FN) Leigh O'Brien (LO) Tanya Henkel (TH) (by electronic means) Karrie Elder (KE) Trudi Cornish (TC) (by electronic means) Sam Messina (SM) (by electronic means) Marilyn McLeod (MM) Annette Burton (AB) (Minutes)	<b>By Invitation</b>	
		<b>Apologies</b>	Denielle Riley (DR) Gary Martin (GM) Phil Melling (PM) Rose Ann Jupp (RJ) Gary Warner (GW) Rita Stinson (RS)
		<b>Leave of Absence</b>	
		<b>Distribution</b>	As listed. National Trust (WA)
<b>Purpose of Committee</b>	Refer to <a href="#">Committee Book</a>		

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[Council Policy 4.4. Operation of Advisory Committees](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

### 1. Welcome & Apologies

JC opened the meeting and welcomed those present.

### 2. Disclosure of Interests

No disclosure of interest declared.

### 3. Minutes of Previous Meeting

**RECOMMENDED** that the minutes of the Heritage Advisory Committee Meeting held on 9 June 2022 as previously circulated, be adopted as true and correct record of proceedings.

**COMMITTEE DECISION:**

**Moved: Marilyn McLeod, SECONDED: Cr Natasha Colliver**

### 4. Action Log

Items on the Action Log will be addressed in the Agenda items below.

### 5. Agenda Items

#### 5.1 Moonyoonooka Road Names – Update

LC advised that she has liaised with KE who has advised on the road naming guidelines supplied by the Landgate. LC asked if HAC committee would like to put forward suggestions towards possible names or themes.

JC asked if we could name the road as per the purpose of the road or after a family who previously lived near the area.

KE advised that it may be possible to name a road as per its purpose, as long as it meets with Landgate requirements in regard to the number of roads with that name.

KE advised that Landgate have stricter guidelines in regard to commemorative names and the process takes longer to implement.

KE advised that there may be more than one road to name and suggested that we look at a theme and to maybe look naming the roads with consultation with the Aboriginal Community.

NC asked what the timeline is regarding the naming of the roads.

KE advised that this is unknown.

**ACTION: HAC-032** to remain on the action log. KE to find out the scope and the timeline for the naming of the Moonyoonooka Roads.

#### 5.2 Time Capsule, Art Gallery Park - Update

LC advised that the Time Capsule is all packed and ready to be interned. Invitations have been sent out for the official Re-Opening of GRAG Park/Time Capsule event, Sunday 2 October, 2.15pm at the Art Gallery Park. This will coincide with "Readings in the Park" which is a Big Sky Festival event.

#### 5.3 Review of Council Policy - CP1.3 Heritage

TC advised that CP1.3 Heritage is due for Council review in November 2022. Minimal changes are proposed by officers, primarily the removal of the dates associated with the Heritage Strategy, so that the Policy will always align with the current version. Noting that the Workplace

Information still refers to the Aboriginal Heritage Act 1972, whilst the Aboriginal Cultural Heritage Act 2021 is in its 12 month transition phase. No further review items were suggested by the Committee.

#### 5.4 Review of CGG Heritage Strategy (2017-2022)

This item was tabled previously at both the March and June 2022 HAC Meetings. TC thanked all members for their feedback and asked if there are any further comments regarding the review of the Strategy. The new Strategy will encompass the years 2023-2028.

##### Action 1 Elected Member Heritage Training:

TH advised that it is important for elective members to have a good understanding of the heritage properties in their area. She would like local governments to encourage this and to include heritage information be given to elected members during their induction and to encourage elected members to attend heritage training seminars. Extensive discussion by Committee regarding this item.

##### Action 4 Review and Update of MI:

TH advised that updating the Municipal Inventory (MI) has been particularly challenging due to the very large area that the CGG covers with over 700 properties over three distinct areas, Geraldton, Greenough and Mullewa. She states there have been software, staff resources and monetary resources limitations. She would like to see a streamline process created to update the MI and to keep it up to date. Amendments need to address the changes in name from MI to Local Heritage Survey.

KE advised that updating and keeping the MI is important to the City but it is a time consuming and costly. She advises that full review is required with consultation with the community to ensure we are reflecting their needs in regard to Heritage Properties. KE advises that software is being updated and will be part of the new IBIS program.

FN advises that the first step in updating the MI is to have it as part of the Heritage Strategy. It can then be put forward as a future, proposed operational budget item.

TC asked in regard to the following, to confirm if the HAC is in agreement with the following recommendations. Agreement received.

- Action 7 – strengthen wording around digitalisation
- Action's 11 & 12 - operational and an important part of the strategy
- Action 14 – wording around disaster preparedness
- Action 19 – include wording around interpretive signage and trail booklets, technology
- Updating of images and reference material
- Updating of format to current City style guide

**ACTION:** TC to organise updates which are incorporated into a new draft document - CGG Heritage Strategy 2023-2028. For the draft to be circulated to the HAC in mid-October, EMT and Community consultation in late October – December, for Council in February 2023.

#### 5.5 Loan Agreement for Rolling Stock on display at Walkaway Station Museum – CGG and Rail Heritage WA

TC advised that a loan agreement between the City and Rail Heritage WA for historical rolling stock on display at the Walkaway Station Museum had expired. A new MOU has been drafted on the basis of items in the original loan agreement as a starting point for discussion. This

document has been sent to Rail Heritage WA for their consideration. Following its return, the draft document will be tabled at the HAC for further discussion.

## 6. General Business

### 6.1 Report from Heritage Services Coordinator

- Town Hall 1907-1984 and Banksia Ball 50th Anniversary opening night tickets are available. The Heritage Services Team have been liaising with the Geraldton Regional Art Gallery Curatorial Team since June in an attempt to deliver a historically accurate, engaging exhibition.
- Signage Project: Damaged Aboriginal midden site signs at Drummonds and Bluff Point have been reskinned. The Bluff Point Sign is on the path of a CBD Heritage walk trail.
- Signage project: Mullewa Wildflower Walk. This is not a Heritage Signage project but replacement is being coordinated by the Heritage Services team as this project requires quite immediate attention.
- CHART Grant Update: Culture, Heritage & Arts Regional Tourism funding was received in April 2022 to refresh the existing community museums brochure and pull up banners. Project is complete and congratulations has been received from CHART Grant Coordinator, Australian Museums and Galleries Association.
- Because of Him...We Can! **Exhibition**: Exhibition celebrating local Aboriginal men who have made a positive contribution to the community. On display in the Library from July to September 2022. Project coordinated by Denielle Riley and added to the Local History Collection. Positive feedback received and improved awareness of local history collection noted. Three school visits around the topic of local Aboriginal History have been booked since these posters were displayed. Three education facilities have requested copies for educational purposes plus copy requests received from proud family members.
- Bluff Point Lighthouse Keepers Cottage: site of original Bluff Point Lighthouse Keepers Cottage is receiving some maintenance coordinated by the Environment and Sustainability team. As this is a historically significant site the team have been liaising with the Heritage Services team and Heritage Services Advisor RE sensitivity. Concluded that maintenance works to remove the existing partly visible concrete path, revegetate area and remove trip hazards will not impact on historical fabrics. Heritage Services will look at potential future historical interpretative signage options
- Community Museum promotion: Internal CGG communications team will offer three community museums the opportunity to participate in a "Hidden Gems" promotion to celebrate these unique collections and to promote further engagement. Liaison has commenced with Greenough Museums and Gardens.

## 6.2 Reports from Community Museums

### 6.2.1 Greenough Museum and Gardens Community Association

GM was unable to attend the meeting and sends his apology – he submitted the following report:

This would have to be the shortest report I have presented, but its brevity is in direct contrast to the amount of work achieved here over the previous three months. Most of our activity has been in putting together the '160 years Weddings & Unions of Love' community-based exhibition. It all came to a culmination when over 30 people attended the launch on 27th August 2022. The exhibition will be on display until 10th October.

New donations include a c1911 wedding dress that was donated so it could be included in the Weddings Exhibition; and we are very fortunate in being able to acquire another 3 portraits of members of the Maley family by Anthea da Silva.

This year's Winter Solstice Bonfire on Saturday June 25th was very popular, with 52 people (including a lot of children) joining in the celebration and George Criddle held her Family History Workshop here on 6th July with 11 people attending.

Our volunteer Di has been doing amazing work in the gardens which are now looking glorious, and many thanks go to Margaret and Peta for giving the museum a thorough cleaning every Tuesday. The work of the volunteers is appreciated by all who visit the museum.

Thank you,  
Gary Martin, Curator Greenough Museum & Gardens

### 6.2.2 Walkaway Station Museum

No representative present at the meeting and no report presented.

### 6.2.3 Geraldton Historical Society

No representative present at the meeting and no report presented.

### 6.2.4 Mullewa Heritage Sub-Committee, Mullewa Community Group

SM advised they held a meeting on 29 July with 7 people in attendance. The Sub-Committee have met with the new Place Manager based at the Mullewa District Office as a means of advocating for local heritage concerns.

## 6.3 Museum of Geraldton

LO advised that a new portal created by Tourism WA called WAnderland has been launched in the hope of getting visitors to smaller museums and places of note throughout WA. The portal also connects to CollectionsWA.

[Homepage | WAnderland | Western Australian Museum \(visitwonderland.com.au\)](https://www.visitwonderland.com.au)

Museum of Geraldton currently has an exhibition in place - *Brickwrecks: Sunken Ships in LEGO Bricks*. Geraldton is the final Western Australian location where this exhibition will be held. It will run until 20 November, then move onto Sydney. The Museum of Geraldton will be

launching a free e-Book on 9 September 2022 about the Batavia. It will be available via the Museum website.

**7. Date of next meeting**

Proposed date of the next meeting is Thursday 8 December 2022, 10-11.30am, Geraldton Regional Library. Calendar invitation to be circulated.

**8. Close**

There being no further business the meeting closed at 11.11am

\_\_\_\_\_  
**Signed (Chair – Cr. Jerry Clune)**

\_\_\_\_\_  
**Date**

DRAFT

## 5. Action Log

--- EMBEDDED ATTACHMENT ---

## Heritage Advisory Committee - Action Log - 2022/2023 (D-22-152682)

Log #	Meeting Date	Agenda Item #	Action	Resp. Person	Status <small>(Ongoing / Complete / Next Agenda)</small>
For previous number sequence see D-18-092775					
HAC-029	10/03/2022	5.3 Tardun Hall, Wongoondy Hall, Devil's Creek Hall and the former Eradu Hall	Facilitate further investigation of interpretive signage to be installed at the former Eradu Hall site.	TC	<b>Completed</b> - Update provided at HAC Meeting 10 March 2022, that Tardun was to be removed, no news on Wongoondy or Devil's Creek. Follow-up on signage at former Eradu Hall is being undertaken by LC.
	9/06/2022		Report any updates with regard to Wongoondy Hall at next HAC Meeting	TH	<b>Ongoing</b>
HAC-030	10/03/2022	5.6 Recycling of heritage building materials	Follow-up on status of Maley timbers and Gould's cottage stone at Depot	TC	<b>Completed</b> - TC confirmed that stone and timber were still being held in storage at Depot. TC has followed-up again with Ian Turner at Depot and Greenough Museum & Gardens via email 20 June re this opportunity.
HAC-031	10/03/2022	5.9 Review of CGG Heritage Strategy (2017-2022)	All members of the HAC to review the Heritage Strategy (2017-2022) and submit their comments to TC for compilation and discussion at the next HAC Meeting	All members HAC	<b>Ongoing</b> - Next Agenda, 8 September 2022
HAC-032	9/06/2022	5.2 Moonyoonooka Road Names	KE/TC to circulate any new information that arises regarding this item to HAC, out of session if required	KE/TC	<b>Ongoing</b> - Update provided at HAC Meeting, 8 September 2022. KE to find out scope and timeline for the naming of the Moonyoonooka Roads.
HAC-033	9/06/2022	5.3 Wongoondy-Tardun Rd - Mullewa Drive Trail	Mullewa Heritage Sub-Committee to consider possible alternative sites for the signage	Mullewa HS-C	<b>Ongoing</b>
HAC-034	9/06/2022	5.6 Time Capsule, Art Gallery Park	Circulate list of items already approved by Council for inclusion in time capsule	TC	<b>Completed</b> - Sent by email 1 July 2022.
HAC-035	8/09/2022	5.4 Review of CGG Heritage Strategy	Organise updates which are incorporated into a new draft document - CGG Heritage Strategy 2023-2028. For the draft to be circulated to the HAC in mid-October, EMT and Community consultation in late October – December, for Council in February 2023.	TC	<b>Ongoing</b> - Awaiting return of draft document from graphic design, following which will be circulated to HAC for consideration

## **6. Agenda Items**

- 6.1 Ex-Victoria District Hospital Staff Association (NC)
- 6.2 Moonyoonooka Road Names (JC/KE)
- 6.3 Update - Mullewa Drive Trail Signage (TC)
- 6.4 Update – Mullewa Pioneer Cemetery (TC)

6.5 Loan Agreement for Rolling Stock on display at Walkaway Station Museum – CGG and Rail Heritage WA (TC)

--- EMBEDDED ATTACHMENT ---

## MEMORANDUM OF UNDERSTANDING

<b>Title:</b>	<i>Memorandum of Understanding</i>		
<b>Date Issued:</b>	<i>24 November 2022</i>	<b>Review Date:</b>	<i>24 November 2027</i>
<b>Formulated by:</b>	<i>Trudi Cornish</i>	<b>Responsibility:</b>	<i>Manager Libraries, Heritage and Gallery</i>
<b>City Reference:</b>	<i>D-22-086160</i>	<b>Folio:</b>	

This document represents an understanding between:

**City of Greater Geraldton**

and

**Rail Heritage WA.**

### 1. PARTIES AND COMMENCEMENT DATE

This Memorandum of Understanding dated 27 October 2022 is between:

**City of Greater Geraldton**

of PO Box 101, Geraldton, Western Australia, 6531

(City)

**Rail Heritage WA**

of PO Box 363, Bassendean, Western Australia, 6934

(RHWA)

### 2. BACKGROUND

2.1 The City of Greater Geraldton is the owner of the Walkaway Station Museum which is open to the public through the activities of the Walkaway Railway Station Museum Management Committee. This Committee runs a local museum in the former railway precinct.

The precinct also includes the weighbridge, horse trough and the goods shed with attendant goods platform and crane, and is located at Padbury Road, Walkaway, Western Australia.

Walkaway Railway Station played a significant role in the development of the region. It was the terminus for two rail systems: the Western Australian Government Railways (WAGR) and the privately owned Midland Railway Company (MRC).

On the 5 November 2009 the then City of Geraldton-Greenough and Rail Heritage WA entered into an agreement with regard to the restoration and periodic display at Walkaway of the former Midland Railway Company Steam Locomotive B6. This unique locomotive was, for many years, a feature in Maitland Park, Geraldton.

### **3. PURPOSE OF THE MEMORANDUM OF UNDERSTANDING**

3.1 The purpose of this MOU is to record an understanding between the City and Rail Heritage WA in relation to the loan of the following rolling stock, and the display of this stock in a secure undercover location at the Walkaway Station Museum:

Steam Locomotive B6

Steam Locomotive 0 218

Former Midland Railway Company General Manager's Inspection Coach KA 17.

### **4. HERITAGE REQUIREMENTS AND DISPLAY OF ROLLING STOCK**

4.1 The Parties acknowledge and agree that -

- (a) The loan period for each piece of rolling stock will be up to five (5) years, subject to review.
- (b) The City will provide and maintain a secure undercover location for the rolling stock at the Walkaway Station Museum precinct.
- (c) That public access to the rolling stock will be administered by the Walkaway Railway Station Museum Committee.
- (d) The City will work with the RHWA to establish a maintenance schedule for the routine care and general upkeep of the rolling stock.
- (e) That the City will provide all necessary insurances during display. RHWA will assist the City in providing any relevant information that will inform the insurance value of the rolling stock. Should significant damage occur through vandalism or other events, RHWA should be consulted with regard to repairs.
- (f) RHWA will have access to rolling stock to carry out any maintenance inspections or works which may be required.
- (g) Both parties will seek funds for an Engineers Report on the condition of Locomotive B6 prior to restoration, to ascertain a scope of works for restoration to display standard.
- (h) Both parties will continue to seek funding sources for the eventual restoration of Locomotive B6.

- (i) Should this loan agreement conclude and not be renewed, the City will cover the cost of return transport of the rolling stock to the RHWA Museum in Bassendean, WA.
- (i) Both parties are responsible for their own work health and safety (WHS), and shall have relevant WHS plans and insurances in place necessary to respond to and protect the health of workers.

## **5. ORGANISATION, COORDINATION AND MANAGEMENT OF THE AGREEMENT**

5.1 The officer at the City responsible for implementing and monitoring this MOU is-

Manager Libraries, Heritage and Gallery  
Geraldton Regional Library, 37 Marine Terrace, Geraldton, WA 6530  
E-mail: [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au) Telephone: (08) 9956 6659

5.2 The Rail Heritage WA officer responsible for implementing and monitoring this MOU is -

Secretary, Rail Heritage WA  
PO Box 363, Bassendean, WA 6934  
E-mail: [secretary@railheritagewa.org.au](mailto:secretary@railheritagewa.org.au)

## **6. MEMORANDUM REVIEW**

6.1 This MOU is conducted in the spirit of goodwill and can be varied with the signed written consent of both parties.

6.2 This MOU will be reviewed every five (5) years from the Commencement Date.

## **7. SECURITY, CONFIDENTIALITY AND PRIVACY**

The Parties agree to comply with the Information Privacy Principles set out in Section 14 of the *Privacy Act 1988* in respect of personal information received, created or held by a Party in connection with this MOU, as if the Party were an agency as defined in the *Privacy Act 1988*.

Each Party agrees to comply with the provisions of the Freedom of Information Act and advise and acquire the authorisation of the City of Greater Geraldton to release and or disclose information under this MOU.

This clause shall survive the termination or expiry of this MOU.

## **8. TERMINATION**

This MOU may be terminated by mutual agreement of both parties in writing.

## **9. DISPUTE RESOLUTION**

- 9.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties' representatives must meet to confer and negotiate within 7 days after receiving a notice from the other party setting out the nature of the dispute.
- 9.2 If the issue cannot be resolved by negotiation within 14 days of the meeting referred to in subclause (1), the CEO of the City and President of RHWA shall meet to confer and attempt to resolve the dispute.
- 9.3 If the dispute is not resolved between the parties within 14 days of the meeting between the CEO and the President pursuant to subclause (2), the parties must endeavour to settle the dispute by mediation to be conducted by a mediator independent of the parties, appointed by agreement of the parties or, failing agreement, by a person appointed by the President of the Law Society of Western Australia or her or his nominee.
- 9.4 The mediation rules of the Law Society of Western Australia are to apply to the mediation.
- 9.5 It is a condition precedent to the right of any party to arbitrate or litigate a dispute under the MOU that it first has complied with the mediation process in accordance with this clause.

## **10. COSTS**

Each party is to bear its own legal costs in relation to this MOU.

## **11. FURTHER ASSURANCE**

Each party shall promptly execute all documents and do all things that any other party from time to time reasonably requires of it to effect, perfect or complete under the provisions of this MOU and any transaction contemplated by it.

## **12. STATEMENT OF INTENT**

This MOU is a non-binding unenforceable statement of current intent.

## **13. GOVERNING LAW**

This MOU is governed by and is to be interpretation in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

## **14. RELEVANT DOCUMENTS**

- 14.1 The relevant documents which have been referenced in this MOU are –
  - (a) Letter of Agreement between The City and Rail Heritage WA (expired 5 November 2014). Copy on file, TRIM record number D-19-095314.

**15. AUTHORISED SIGNATORIES**

**CITY OF GREATER GERALDTON**

\_\_\_\_\_  
Chief Executive Officer  
Ross Robert McKim

Date: \_\_\_\_\_

**RAIL HERITAGE WA**

\_\_\_\_\_  
Rail Heritage WA President  
Philippa Rogers

Date: \_\_\_\_\_

6.6 Review of CGG Heritage Strategy (2017-2022) (TC)

## 7. General Business

7.1 Report from Heritage Services Coordinator

--- EMBEDDED ATTACHMENT ---

## Heritage Services Coordinator Report - December 2022

1. *Town Hall 1907-1984* and *Banksia Ball 50<sup>TH</sup> Anniversary* exhibitions extended to 15 January 2022 due to popularity as well as temporary access issues to upper gallery.
2. Signage Project: Midden signs re-skinned at Bluff Point and Drummond Cove.



3. Signage Project: Liaising with Eradu Progress Association RE signage at the site of the old Eradu Hall.
4. Plaque projects: Lions Club of Geraldton and Greg 'Splinter' Johnson memorial plaque installed at Lions Lookout.



5. *Elders Legacy Poems* by Nola Gregory displayed in the Library during November. Organised by Denielle Riley, the poems have been added to the Local History Collection.



6. Heritage Services support provided to Ex-Victoria District Hospital Staff Association inc. community museum RE Collections WA presence, scanning of physical catalogue and collection maintenance advice. Investigating Wanderland inclusion.
7. New Oral Histories added to the Local History Collection include OH 449 BAN *Banksia Ball Memories* with Lester Abdullah and Noreena (Livy) Livingston and OH 450 TOW *Town Hall Memories* with Phil Cooper and Rita Stinson.
8. Heritage Services Coordinator position for one year contract advertised with submissions closing 13 December 2022.

Report prepared by Lorin Cox, 23 November 2022.

# HERITAGE ADVISORY SERVICE

## REPORT TO CITY OF GREATER GERALDTON

### November 2022

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#### DEVELOPMENT & PLANNING APPLICATIONS

- 167 Fitzgerald Street, Geraldton: DA referral for proposed replacement of retaining wall to property located within the Heritage Area. Email response to SS.
- 99 Fitzgerald Street, Geraldton: DA referral for a proposed outbuilding to property located within the Heritage Area. Email response to SS.
- 111 Gregory Street, Beachlands: DA referral for proposed new garage to rear side of existing MI listed residence located within the Heritage Area. Report prepared and emailed to MS.
- 162 Fitzgerald Street, Beachlands: DA referral for proposed new residence, carport, outbuilding and retaining wall within the Heritage Area. Draft report emailed to SS noting location of both the double carport and outbuilding is inconsistent with the LPP. Finalisation of report awaiting further discussion with Planning Team.
- 92 Gregory Street, Beachlands: DA referral for proposed patio to the rear of the existing residence located within the Heritage Area. Report emailed to MS.

#### PLACE SPECIFIC ENQUIRIES

- Geraldton Town Hall Fmr: Advice in relation to contacts to undertake repairs to upper level ceiling. Also discussed progress on adjacent park and modifications to rear of the building. Site visit during September trip to photo relocated opening to rear of RHP listed building.
- Fmr Shire of Greenough Office: Liaison with CGG staff re process for preparing the Archive Record prior to demolition as per approval condition and Council policy. Meeting during September visit to discuss in more detail as well as interpretive opportunities. Reviewed draft Archive Record and provided feedback.
- Wesley Church, Greenough: Site visit during September trip noting protective tarp has dislodged from SE corner of cyclone damaged roof exposing it to the elements. Photos sent to CGG staff advising contact be made with owner NTWA to take action.
- Fmr Bakery, 48 Gregory Street: Site visit and discussion with owner and tenant of property regarding reuse of old bakery premises for extension of existing café, requiring demolition of rear lean to addition, new opening in northern wall etc. Discussed interpretive opportunities with original oven and some bakery equipment still in place etc. Provided feedback of site visit to CGG Planning Team and catalogued and emailed photos for CGG records.
- Fmr Mullewa Masonic Lodge: Discussion with CGG staff re the outcome of the recent electrical upgrades to the RHP listed building.
- Greenough Museum and Gardens: CGG staff enquiry regarding the proposed installation of a generator and associated wiring.
- Woorree Homestead: Advice sought in relation to proposed residential subdivision of the property potentially including the demolition of the MI listed house. Liaison with CGG Planning Team. Advised on the process and requirements, noting

location of the existing residence close to property boundary could easily allow for its retention.

- Maley's Bridge, Greenough: Advice sought with regards to proposed Level 2 inspection of the RHP listed convict bridge which involves drilling holes into the timber superstructure.
- Belay Homestead Group, Near Walkaway: Owner enquiry regarding deadline for HCGP grant applications.
- Bluff Point Railway Gatekeeper's Cottage, 300 Chapman Road: Owner advised of progress on heritage works as per the Heritage Agreement. Stage 1 completed however challenges confirming timeframe for Stage 2 due to busy builder.
- Geraldton Mission to Seafarers Building: Received and reviewed DA information relating to proposed demolition of rear lean-to, new ablutions and reopening of original entry. Email response to Ian Jeffery, Anglican Diocesan architect.

## **OTHER**

- MidWest Heritage Inc: Attended the 15/9 meeting.
- Mons Hawes Board Meeting: Attended the meeting on 13/10 via MS Teams.

## 7.2 Reports from Community Museums

7.2.1 Greenough Museum and Gardens Community Association

7.2.2 Walkaway Station Museum

7.2.3 Geraldton Historical Society

7.2.4 Mullewa Heritage Sub-Committee, Mullewa Community Group

## **8. Date of next meeting**

8.1 Schedule of proposed dates for 2023