

Heritage Advisory Committee

Meeting Minutes

Meeting Name	Heritage Advisory Committee	Meeting No.	1 – D-24-030473
Meeting Date	Monday, 11 March 2024		
Meeting Time	4:00pm – 5:00pm		
Meeting Location	Civic Centre – The Greenough Room		
Attendance by Electronic Means	<i>Nil</i>		
Attendees	Mayor Jerry Clune JC Cr Natasha Colliver NC Cr Simon Keemink SK Cr Kim Parker KP Fiona Norling FN Trudi Cornish TC Annette Burton AB Farnaz Bairaghi FB Shauni Norman (Minutes)	By Invitation	Margot Adam/Katrina Wheeler
		Apologies	Lorin Cox LC
		Leave of Absence	
		Distribution	
Purpose of Committee	Refer to Committee Book		

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-V4](#)

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

1 Welcome and Apologies

FN welcomed the members to the Committee and noted SK will arrive after 4:25pm.

2 Acknowledgement of Country

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

3 Appointment of Presiding and Deputy Member

3.1 ELECTION OF PRESIDING MEMBER

Tabled at the meeting a nomination for DM Colliver on behalf of Cr Parker.

DM Colliver verbally accepted the nomination for Presiding Member.

The election of the Presiding Member of the Heritage Advisory Committee was conducted in accordance with the provision of section 5.12, section 4.55 Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995.

The results of the election:

ELECTED UNOPPOSED: DM Colliver
Term of Office: 11 March 2024 – 18 October 2025

FN handed over the meeting to Presiding member DM Colliver.

3.2 ELECTION OF DEPUTY PRESIDING MEMBER

Tabled at the meeting a nomination for or on behalf of himself Cr Parker.

The election of the Deputy Presiding Member of the Heritage Advisory Committee was conducted in accordance with the provision of section 5.12, section 4.55 Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995.

The results of the election:

ELECTED UNOPPOSED: Cr Parker

Term of Office: 11 March 2024 – 18 October 2025

4 Review of Terms of Reference

The following items were suggested for review.

Update wording through the document to list the new CGG Heritage Strategy 2023-2028.

Change the voting members to be two Community Representatives and two Heritage Organisations. Both categories of members will be required to meet selection criteria.

Altering the voting members to be eight.

Change the Museum of Geraldton to be an Ex-officio Member, noting this is a State Government agency.

National Trust WA to be moved to the invitees list.

ACTION: FN to confirm if there are any differences between the members and invitees, in terms of the Policy for payment to Committee members.

Alter item J. aim to hold at least one meeting at an alternative site per year.

Remove other general administrative information which covered under the Committee Procedures Policy.

Meeting details to be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

COMMITTEE DECISION:

MOVED DM Colliver, SECONDED Mayor

RECOMMEND that the following changes be made to the Terms of Reference.

CARRIED

Not Voted: 1

Against Votes: 0

For Votes: 3

Name	Vote (For or Against)
Mayor Clune	For
DM Colliver	For
Cr. Keemink	NOT PRESENT
Cr Parker	For

1.1 Heritage Advisory Committee

Click here to return to the [Quick Reference by Committee](#)

Purpose:

Provide advice to Council on the development and implementation of the Heritage Strategy, 2017-2022 **2023-2028.**

Committee Members:

All members appointed by a Council Decision have full voting rights.

Council Members (four):

1. Mayor J Clune
2. Deputy Mayor Cr N Colliver
3. Cr S Keemink
4. Cr K Parker

Appointments of Chair / Deputy Chair to occur at the first meeting.

Council Endorsement is required for Other/Community representatives to be voting Members.

Other Persons/External Members

Nominations for Heritage Organisation and Community Representation on this Committee is to be via an expression of interest process, which includes set criteria that must be addressed.

~~One Representatives from the following groups/agencies (five):~~

~~Walkaway Station Museum Inc.
Greenough Museum and Gardens Community Association Inc
Geraldton Historical Society Inc.
Museum of Geraldton
Mullewa Heritage Sub-Committee~~

Heritage Organisation Representatives (two):

Heritage organisations to be appointed by Council Decision

Each organisation is responsible for nominating their own representative.

Community Representatives (two):

*One Community Representative to be appointed by Council Decision
One Community Representative to be appointed by Council Decision*

*Voting Members : ~~Eleven~~ **Eight***

Other Attendees – Invitation Only (non-voting):

Other attendees may be invited from time to time, according to business that is arising.

City of Greater Geraldton - support staff

Director of Community and Culture or delegate, including:
Manager Libraries, Heritage and Gallery ~~Services~~
Coordinator Heritage Services
Coordinator Strategic Planning, Urban and Regional Development
Aboriginal Engagement Officer
Administration Support Officer

Ex-Officio Members:

City Heritage Advisor
~~Regional Manager, Museum of Geraldton~~

Council Resolutions:

Date: 28 November 2023
Item Number: CEO110

Term of Office:

Membership expires 18 October 2025 or as determined by Council.

Terms of Reference

SET the Terms of Reference of the Heritage Advisory Committee (HAC) to be:

- a. The quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of officers (whether vacant or not) of member of the Committee;
- b. Appoint four Council Members to this Committee;
- c. ~~Councillor will be the elected Chair;~~
- d. ~~Appoint five External Members representing local heritage groups and museums;~~
- e. ~~Community nominees will address specific criteria when nominating for membership of the Committee;~~
- f. ~~Nominations for Other Persons/External Membership~~ community membership will be assessed by the HAC ~~Council Members~~, who which will make recommendations to Council for the appointment of ~~two heritage organisations~~ and two ~~community~~ representatives; ~~and~~
- g. ~~Where a member is absent without notice and reasonable grounds throughout three consecutive meetings within any 12 month period, the continuance of that membership position shall be automatically terminated in order to ensure the effective operation of the Committee;~~
- h. ~~Minutes of meetings will be circulated within five working days following the meeting;~~
- i. ~~With the prior approval of the Chairperson, any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the Heritage Advisory Committee;~~
- j. ~~At least one meeting per year will be held at Mullewa, Greenough or Walkaway.; and~~ Endeavour to hold at least one meeting offsite each year.
- k. ~~Members will abide by the City of Greater Geraldton's Code of Conduct.~~

Delegation:

There is no delegated authority.

Meeting Details (if known)

~~Meetings will be held on triannual basis with the start time and venue being determined by the Advisory Group.~~

Meetings shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

5 Disclosure of Interests

Nil.

6 Applications for Leave of Absence

Nil.

NOTED to advise the Committee minute secretary when submitting leave of absence to Council to also align and complete for the Committee.

7 Minutes of Previous Meeting

RECOMMENDED that the minutes of the Heritage Advisory Committee, Meetings held on 29 June 2023 and notes from 21 September 2023 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:
MOVED DM Colliver, SECONDED Mayor

RECOMMEND that the following changes be made to the Terms of Reference.

CARRIED
Not Voted: 1
Against Votes: 0
For Votes: 3

Name	Vote (For or Against)
Mayor Clune	For
DM Colliver	For
Cr. Keemink	NOT PRESENT
Cr Parker	For

Heritage Advisory Committee

Out of Session Meeting Notes

Meeting Name	Heritage Advisory Committee (HAC)	Meeting No.	D-23-127029
Meeting Date	Thursday 21 September 2023		
Meeting Time	1.00pm – 2.00pm		
Meeting Location	Randolph Stow Meeting Rooms, Geraldton Regional Library		
Attendance by Electronic Means	<i>In accordance with the Local Government (Administration) Regulations 1996 regulation 14C (2) - Attendance has been authorised by the Mayor for Cr Michael Reymond to attend this meeting by electronic means.</i>		
Attendees	Cr. Jerry Clune (JC) (Chair) Cr. Michael Reymond (MR) Cr. Kim Parker (KP) Fiona Norling (FN) Tanya Henkel (TH) (electronic attendance) Karrie Elder (KE) Trudi Cornish (TC) Farnaz Bairaghi (FB) Gary Martin (GM) Leigh O'Brien (LO) Marilyn McLeod (MM) Annette Burton (AB (Minutes)	By Invitation	Leanne Brass (NTWA) Luke Bolton (NTWA)
		Apologies	Cr. Natasha Colliver (NC) Cr. Tarleah Thomas (TT) Sam Messina (SM) Denielle Riley (DR) Shiree Hamersley (SH) Gary Warner (GW) Rita Stinson (RS)
		Leave of Absence	
		Distribution	As listed.
Purpose of Committee	Refer to Committee Book		

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1 Welcome & Apologies

JC opened the meeting and welcomed those present, including Leanne Brass and Luke Bolton from the National Trust of WA.

Apologies from Cr. Natasha Colliver (NC), Cr. Tarleah Thomas (TT), Sam Messina (SM) and Denielle Riley (DR) were accepted.

JC advised that this will be the last HAC meeting with the current Committee members and thanked all for the contributions they have made over the last two years.

JC also noted that we recognise the recent passing of Paul Connolly who was a strong advocate for heritage matters, a City of Geraldton Councillor and Deputy Mayor (1999-2005) and a member of the Heritage Advisory Committee from 2013-2019.

2 Acknowledgement of Country

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

3 Disclosure of Interests

Nil

4 Applications for Leave of Absence

Nil.

5 Minutes of Previous Meeting

RECOMMENDED that the minutes of the Heritage Advisory Committee Meeting held on 29 June 2023 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

MOVED: Cr Michael Reymond, SECONDED: Marilyn McLeod

Quorum not met.

Not Voted: 7

No Votes: 0

Yes Votes: 5

Name	Vote
Cr Clune	FOR
Cr Reymond	FOR
Cr Parker	FOR
Cr Colliver	NOT PRESENT
Cr Thomas	NOT PRESENT
Gary Martin	FOR
Rita Stinson	NOT PRESENT
Gary Warner	NOT PRESENT
Leigh O'Brien	AGAINST
Marilyn McLeod	FOR
Shiree Hamersley	NOT PRESENT
Sam Messina	NOT PRESENT

6 Action Log

Action Log Item – Wongoondy Hall.

TH advised that she doesn't have a report on this item at this time and for it to remain on the Action Log for consideration by the new Committee.

Action Log Item HAC-037 Innovate RAP 2023-25.

FN advised that the internal working group have addressed initial recommendations made regarding the draft RAP and are now waiting for further feedback from Reconciliation Australia.

Action Log Item HAC-040 Plaques Program for State Registered Places.

TC advised that she has begun the process and lodged a query on how to receive virtual plaques.

7 National Trust of WA Central Greenough update

Leanne Brass and Luke Bolton from the National Trust of WA gave a presentation on the Archaeological Survey and the Ethnographic Survey the Trust has been conducting at Central Greenough. More details will be shared with the Committee following the conclusion of the study period.

8 Mullewa Town Hall Conservation Plan

TC advised that Hocking Heritage and Architecture have been engaged by the City to research and deliver a Conservation Management Plan for the future care and maintenance of the Mullewa Town Hall. A site visit was conducted by Officer on 13 September. The Town Hall was constructed in 1935 and is still in remarkable condition.

MR asked whether costings for the works would accompany the Conservation Management Plan (CMP).

TH advised that the CMP will provide a comprehensive assessment of the condition of the building and recommend remedial works needed. The CMP will prioritise works so that future planning and budget decision making can be informed.

9 Stock Route / E.T. Hooley Collection

TC and FB provided an update on recent collection development work undertaken with regard to the history of the De Grey-Mullewa Stock Route. TC mentioned that the Committee had provided a considered and extensive response when asked to provide feedback to the proposed State Heritage Listing of the Stock Route. The Route was State Heritage Listed in December 2022. FB advised that the E.T. Hooley Collection has been digitized by Heritage Services and in the process of being catalogued so that it can be made available to the public.

ACTION: FB to advise when the E.T. Hooley Collection has been catalogued and is available to the public.

10 Scoping Study: Future Storage Needs of CGG Cultural Collections

TC advised that the Scoping Study included in the Tabled Documents for this meeting was the result of two years of research and writing by Tanya Henkel and Trudi Cornish. The purpose of the Study was to document the extent of the Cultural Collections which are owned and managed by the City of Greater Geraldton, with the view to understanding the current and future storage needs of these collections. The Cultural Collections owned by the City are namely the Local History and Civic Archive Collections and the City's Art Collection.

GM requested change of photo under Appendix VII.

MR asked if the Study included the future storage needs of the Community Museums.

TC advised that the scope of the Study did not include analysis of the Community Museums as these collections are not owned by the City.

TC advised that these collections are cared for by the following volunteer community organisations – Greenough Museum and Gardens, Geraldton Historical Society and the Walkaway Station Museum. However, during the research phase, all three sites were visited and a brief analysis was conducted and included in the Report to assist with possible future further investigation.

FN further advised that Community Museums future requirements fell outside of the scope of the Study as was set for investigation in the 2021-22 Capital Works budget.

JC recommended that the item remain on the Agenda and that further discussion be made at the next meeting.

ACTION: TC to include "Scoping Study: Future Storage Needs of CGG Cultural Collections" on Agenda for the next HAC Meeting.

11 Mullewa Drive and Walk Trails Update

TC advised that Kulbardi Hill Consulting have undertaken the legacy job which is the renewal of signage on the Southern and Northern Loops and In-town Walk Trail Network. This work was included in the 2023-24 Capital Works Budget. It includes the renewal some 86 signs. The job went into production early September and will hopefully be ready for installation by December.

This job also includes the relocation of decommissioned site “Get Big” to a new site identified on the Mingenew-Mullewa Rd and updates to the former Tardun Hall site sign, referencing the loss of this building following Cyclone Seroja.

12 HAC Term Highlights

TC recapped on highlights from the current Committee term, including:

Getting the budget funding for the update of the Mullewa Trails.

- Renewal of the Mullewa Drive and Walk Trails network
- Research, review and design of some 20 heritage signs, including the release of the CBD Heritage trails booklet, and the creation of a new trail through Rocks which included an audio component.
- Time Capsule installed in GRAG park.
- Town Hall and Banksia Ball Exhibition.
- Pioneer Cemetery works and plaque request process initiated.
- Hosted Department Planning, Land and Heritage Regional Heritage Workshop in May 2023.
- Completion of Scoping Study Report for Future Storage Needs of CGG Cultural Collections.
- CGG Heritage Strategy renewed for a new period, 2023-2028.

13 General Business

13.1 CGG Heritage Advisor

September 2023 report tabled by TH.

TH asked if there are any questions regarding the report.

JC asked how the Woorree Homestead subdivision application is going?

KE advised that the Planning Team have made recommendations as per the Council resolution to the WA Planning Commission which have been passed onwards to the applicant. The applicant has been asked to either redesign or supply more information regarding their application.

13.2 Report from Heritage Services Coordinator

Report tabled by FB.

LO asked how the *Geraldton Guardian* newspapers ended up at the Walkaway Station Museum?

TC provided the following background information. In 2016 the *Geraldton Guardian* approached the Library with regard to their extensive historical collection of original newspapers.

The *Guardian* was moving to new offices at the time and no longer wished to keep the collection at their offices, as they no longer had the space. The *Guardian* advised it was likely the collection would be moved to Perth. The collection previously been stored in their old Beachlands premises in a room known as the Gary Warner Room.

The Library contacted many organisations to try to find a new local home for this collection, as there was no storage available at the Library.

The Walkaway Station Museum Committee generously offered to take the collection as a loan, to keep it intact and to help preserve the history of the district. The Collection continued to remain in the ownership of West Australian Newspapers Ltd.

Over the years, volunteers have carefully packaged the newspapers in protective wrapping. Many of the newspapers are extremely rare, with likely only 1 hard copy remaining in existence in Australia (at the State Library of WA).

With the change of the Walkaway Station Museum Committee (Museum) in 2023, it became apparent that formal record of the loan between the Museum and WA Newspapers Ltd had either not occurred, or if it had occurred, these records could not be located. Heritage Services (Library) assisted the new Committee to properly audit and catalogue to collection,

so that a record of its location could be formalised. Any movement of the collection from the Museum premises must be advised by the Museum to the Editor at the *Geraldton Guardian* offices.

13.3 Reports from Community Museums and Groups

Greenough Museum and Gardens Community Association

Presented by Gary Martin

The new Universal access toilets were completed 19th July. Many thanks to the City of Greater Geraldton and J. Hine & Son for their installation.

Had a promotional stall at the Cruise Shorex B2B event held at the Gerald Hotel on 21st July. We will hopefully begin getting visits from Cruise Ship tours in the summer of 2024/25.

We are now creating Virtual Exhibitions on our webpage, these are based on in-house exhibitions previously held in the Community Hub and include - "Flour Milling," "Creating a Garden," "Only at Greenough," and "Baby – from Birth to Baptism."

Our well attended AGM was held on 26th August. Necessary changes to our constitution were passed so we can now complete our application for Deductible Gift Recipient (DGR) Status with the ATO. Life membership was granted to our two patrons, Dr Nan Broad and James Maley OAM.

New donations include Maude Ahearn's cot and sewing machine from the Lynch family; turkey platter and infant clothing from Connie Sullivan; one of Geraldton's first TVs from Roger Leever and old calendars from Bowerbird.

In this period, we have assisted CVHS by lending them our book scanner, and lent Criddle items to Dr George Criddle for display in the Geraldton Library.

Three artworks have been sent to Perth to undergo conservation. The cost is being covered by a donation from Dr Nan Broad. In recognition of her generosity, Nan's name has been placed on our Benefactor's Board for 2023.

In the Community Hub we have Jaye Allan's exhibition "Wild..." which is on show until 7th October. Coming up we have Dr George Criddle's book launch on 29th September and the opening of the "Tree Appreciation Art Exhibition" on 21st October.

The GM&GCA made it to the semi-finalist round in the Woolworths Community Group of the Year Award.

Thank you,

Gary Martin, Curator Greenough Museum & Gardens

Looking at other ways of promoting the museum - David Barajas from Colombia placed a video of the museum on YouTube 9th July.

[Greenough Museum and Gardens, An Oasis in the middle of the flats of Western Australia. - YouTube](#)

Walkaway Station Museum

Nil.

Geraldton Historical Society

Nil.

Mullewa Heritage Sub-Committee, Mullewa Community Group

Nil.

14 Close

There being no further business the Chair closed the meeting at 2.27pm

Signed: _____

SK arrived at 4:32pm

8 Meeting Scheule and Date of next meeting

The meetings of the Heritage Advisory Committee shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

Meetings to be held on Tuesday's after 3:30pm where possible for greatest attendance of Councillors.

Next meeting to be held after the EOI's have closed and been prepped for the Committee to review.

9 Close

There being no further business the Presiding Member closed the meeting at 4:37pm