



City of
Greater Geraldton
a vibrant future



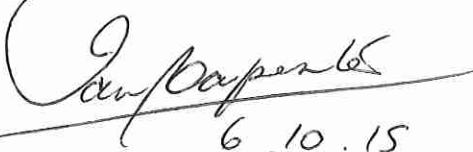
Meeting Agenda

Version No. 1

Soldiers, Sailors and Airmen Memorial Trust

Meeting Name	Soldiers, Sailors and Airmen Memorial Trust	Meeting No	1 - 2015
Meeting Date	Friday 25 September 2015		
Meeting Time	3:00 pm		
Meeting Location	City of Greater Geraldton, South Wing Conference Room		
Attendees	Mayor Ian Carpenter, <i>Chairperson</i> Steve Butler, <i>RSL Trustee</i> Graham Dodds, <i>RSL Trustee</i> Ross Davies, <i>Community Appointed Trustee</i> Barry Stinson, <i>Community Appointed Trustee</i> Paul Radalj, <i>Manager Treasury & Finance</i> Brooke Rafferty, <i>Treasury Officer</i>	By Invitation	
		Apologies	
		Distribution	As above

- 1. Open Meeting**
Meeting declared open at 3:00pm
- 2. Welcome and Apologies**
The chair welcomed all to the meeting.
- 3. 2014 / 15 Financial Investments**
- 4. State Heritage Council – Birdwood House added to the State Register of Heritage Places**
- 5. Tenancy Agreement**
- 6. City of Greater Geraldton Service Agreement**
- 7. General Business**
- 8. Close Meeting**
Meeting declared closed at 3:20pm


6.10.15



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2014 / 2015 FINANCIAL INVESTMENTS

AUTHOR: P Radalj, Manager Treasury and Finance
DATE OF REPORT: 22 September 2015
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: Yes

BACKGROUND:

Report on financial investments undertaken on behalf of the Sailors, Soldiers and Airmen Memorial Trust for the period ending 30 June 2015.

INVESTMENT ACTIVITIES:

At 1 July 2014, the Geraldton Sailors & Soldiers Memorial Investment had a balance of \$23,865.28.

The following outlines the reinvestment profiles up to 30 June 2015.

- 1st September 2014 - \$24,166 invested for 6 months @ 3.05%
- 1st March 2015 - \$24,531.55 invested for 3 months @ 2.45%

1st September 2015 - \$29,229.24 invested for 3 months @ 2.15% (this includes the City of Greater Geraldton's 2015 / 16 contribution)

Current Term Deposit Signatories:

Ian Carpenter Mayor – Chairperson of the Trust
Cheryl Wood Former Director of Corporate and Commercial Services

Proposed Current Term Deposit Signatories:

Ian Carpenter Mayor – Chairperson of the Trust
Bob Davis Director of Corporate and Commercial Services
Paul Radalj Manager of Treasury and Finance
Auke Van der Weij Financial Accountant
Brooke Rafferty Treasury Officer

CHEQUE ACCOUNT ACTIVITIES:

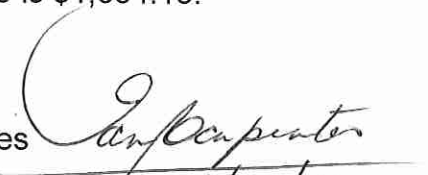
At 1 July 2014, the Memorial Trust's Cheque Account had a balance of \$36.13.

- The Memorial Trust received the 13/14 and 14/15 allocation of \$4,400 from the City of Greater Geraldton's Recurrent Community Grants on the 26th September 2014.
- The Memorial Trust reimbursed the Geraldton City RSL \$2,926 for costs incurred from Blacktop Consulting Engineers for structural engineering services on 16 December 2014.
- The Memorial Trust received a GST refund from the ATO of \$124 on 20 February 2015.

The balance of the Memorial Trust's Cheque Account at 30 June 2015 is \$1,634.13.

Current Bank Account Signatories:

Ian Carpenter Mayor – Chairperson of the Trust
Bob Davis Director of Corporate and Commercial Services


6/10/15



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Paul Radalj
Auke Van der Weij

Manager of Treasury and Finance
Financial Accountant

RECOMMENDATION:

That the Committee endorse the following signatories for the Geraldton Sailors & Soldiers Memorial Term Deposit:

Ian Carpenter	Mayor – Chairperson of the Trust
Bob Davis	Director of Corporate and Commercial Services
Paul Radalj	Manager of Treasury and Finance
Auke Van der Weij	Financial Accountant
Brooke Rafferty	Treasury Officer

COMMITTEE DECISION:

MOVED: Ross Davies

SECONDED: Steve Butler

ENDORSE the following signatories for the Geraldton Sailors, Soldiers Memorial Term Deposit:

Ian Carpenter	Mayor – Chairperson of the Trust
Bob Davis	Director of Corporate and Commercial Services
Paul Radalj	Manager of Treasury and Finance
Auke Van der Weij	Financial Accountant
Brooke Rafferty	Treasury Officer

With two signatories required for adding to or bringing back from Term Deposit.

CARRIED

Ian Carpenter
6/10/15



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STATE HERITAGE COUNCIL – BIRDWOOD HOUSE ADDED TO STATE REGISTER OF HERITAGE PLACES

AUTHOR: P Radalj, Manager Treasury and Finance
DATE OF REPORT: 22 September 2015
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: Yes

BACKGROUND:

The State Heritage Office has recently undertaken a draft assessment of Birdwood House to establish its cultural heritage significance.

The draft assessment was presented to the Heritage Council Register's Committee at its June 2015 meeting where the Committee resolved that the place is of cultural heritage significance. Therefore the State Heritage Office is seeking comments on the proposed entry of Birdwood House, Geraldton in the State Register of Heritage Places.

ADMINISTRATIVE COMMENT:

The draft assessment presented to the Heritage Council Register's Committee was based on the 2008 Conservation Plan. The State Heritage Office is seeking comments based on whether or not the physical evidence accurately describes the place and whether or not we support the proposal to enter Birdwood House into the State Register.

If there have been any changes to Birdwood House since 2008, documentation (including photographs if available) detailing works undertaken and / or the declining condition of certain elements needs to be provided to be incorporated into the assessment documentation.

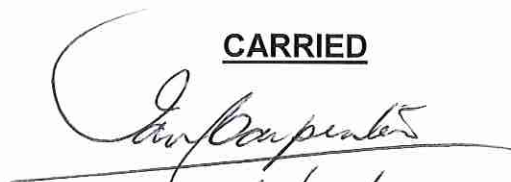
RECOMMENDATION:

Geraldton City RSL provide documentation to State Heritage Office detailing changes to Birdwood House since 2008 as discussed at the Geraldton Sailors, Soldiers & Airmen Memorial Trust meeting on 25 September 2015.

COMMITTEE DECISION:

Brooke Rafferty to liaise with The State Heritage Office regarding comments on the *Documentation of Places for Entry in the Register of Heritage Places* as provided to the Soldiers, Sailors and Airmen Memorial Trust.

CARRIED


6/10/15



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TENANCY AGREEMENT

AUTHOR: P Radalj, Manager Treasury and Finance
DATE OF REPORT: 22 September 2015
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: Yes

BACKGROUND:

The Tenancy Agreement between the Geraldton Sailors and Soldiers Memorial Institute Trust and The Returned Services League Geraldton City Sub Branch ceased 30 June 2013

ADMINISTRATIVE COMMENT:

The new Tenancy Agreement between the Geraldton Sailors and Soldiers Memorial Institute and The Returned Service League Geraldton City Sub Branch has been drawn for a period of five (5) years to commence 1 July 2015 and conclude 30 June 2020.

RECOMMENDATION:

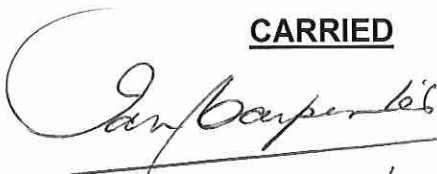
The new Tenancy Agreement be accepted and signed.

COMMITTEE DECISION:

Tenancy Agreement accepted on the basis of an agreement of five (5) years, with the option to renew for a further five (5) years and then an additional five (5) years.

The new Tenancy Agreement will be signed by Mayor Ian Carpenter (Chairperson) and Paul Radalj (Secretary) of the Trustees of the Geraldton Sailors' Memorial Institute and Ian Heberle (President) and Steve Butler (Secretary) of the Returned and Services League Geraldton City Sub-Branch.

CARRIED


6.10.15



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CITY OF GREATER GERALDTON SERVICE AGREEMENT

AUTHOR: P Radalj, Manager Treasury and Finance
DATE OF REPORT: 22 September 2015
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: Yes

BACKGROUND:

Geraldton Soldiers, Sailors and Airmen Memorial Trust had been successful in securing Recurrent Community Grant funding of \$2,000 per annum from the City of Greater Geraldton. 2014 / 15 was the final year for this funding, and we have been advised that the Recurrent Community Grants will no longer be offered into the future.

The City of Greater Geraldton would however like to offer the Geraldton Soldiers, Sailors and Airmen Memorial Trust a Service Agreement for the delivery of core services to the community.

ADMINISTRATIVE COMMENT:

To ensure the continuation of services provided by the Geraldton Soldiers, Sailors and Airmen Memorial Trust, the City of Greater Geraldton has presented a Service Agreement for \$4,000 funding which will be reviewed annually.

RECOMMENDATION:

That the City of Greater Geraldton's Service Agreement be accepted and signed.

COMMITTEE DECISION:

That the City of Greater Geraldton's Service Agreement be accepted and signed.

CARRIED

Jan Carpenter
6/10/15



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GENERAL BUSINESS

AUTHOR: P Radalj, Manager Treasury and Finance
DATE OF REPORT: 22 September 2015
FILE REFERENCE:
APPLICANT / PROPONENT: Not Applicable
ATTACHMENTS: No

This item relates to current actions outstanding from previous meetings and new items for discussion.

Date	Officer	Action	Status
June 2011	R Davies	To draft MOU ready to be approved once Geraldton Sub Branch of the RSL has been incorporated	Draft MOU completed for review Hold in abeyance until RSL Constitution Review Advised that there will not be a Constitution Review for sub branches. R Davies to seek the advice of the RSL legal officers in regards to sub branches holding land
October 2014	R Davies P Radalj	Install solar panels to Birdwood House	Project completed with the assistance of CGG
October 2014	B Stinson	Paint portico and exterior of Birdwood House in time for Centenary of ANZAC	Combine plastering and painting as one project. Submit application into Lotterywest to fund the painting and plastering of Birdwood House Received CGG Community Grant to enable the painting of the external Masonry and timber features of Birdwood House
October 2014	P Radalj	Investigate liability issues surrounding boundary building and properties	CGG Safety Officers reviewed boundary with RSL representatives and concluded no significant liability issues exist
October 2014	B Stinson	Replastering walls in main hall	Combine plastering and painting as one project. Submit application into Lotterywest to fund the painting and plastering of Birdwood House RSL to investigate the cost of replastering the walls in the main hall, and the office ceiling
October 2014	B Stinson	Blacktop Consulting Engineers Structural Inspection Report	Investigate the costs for recommended works. Review funding once have received further information Correspondence received from Heritage Council re listing on State Register <i>Note: Birdwood House and associated</i>

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6/10/15



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			<i>property has been recently valued and identified on the City's Asset Register.</i>
September 2015	B Stinson	Replacement of male toilet cisterns	Identified as a future issue as parts for the current system are no longer available and have had to improvise to ensure toilets are operational.

CARRIED

Jan Carpenter
6/10/15