

Annexure 1 – Management Schedule

Overarching Principles

The City of Greater Geraldton recognises, and requires the Lessee to acknowledge, two key Agreements relating to the cultural heritage of the sites subject to this Lease Agreement. The two Agreements are the International Council of Monuments and Sites document, 'The Burra Charter' and Museums Australia's 'National Standards for Australian Museums and Galleries'.

The Burra Charter is recognised for its significance in discussing the diversity of issues covered by the notion of Heritage. The Burra Charter includes discussions of Cultural Significance, guidelines for Conservation Policy and a Code of Ethics of Co-existence in Conserving Significant Places.

The National Standards are recognised for the practical assistance and guidance they provide to community managed museums in the areas of governance, collections management and involving people.

Structure and Scope for the National Standards

The National Standards have been developed around nine guiding Principles, with each being articulated through a series of Standards and benchmarks. Extra layers of information are provided in the form of tips and resources/references.

The Standards are structured in three parts:

'**Managing the Museum**' is concerned with the various facets of museum management, from governance to day to day operations, resource management and future planning. '**Involving People**' addresses the role of the museum in engaging and involving visitors and the wider community.

'**Developing a Significant Collection**' focuses on collection management and conservation.

Importantly, the Standards offer museums opportunities for development in the longer term, and can help museums to identify priorities and develop policies, plans and procedures that will allow them to manage their activities affectively and to achieve their goals.

Key Targets for this Agreement:

Managing the Museum:

- The Lessee shall be at all times a financially solvent, incorporated, independent and accountable entity
- The Lessee shall ensure the building and collections be available to visitors to a target of 6 days per week, 48 weeks per year, including public holidays.
- All fees collected to be expended on Museum activities, including collection acquisition and maintenance, curatorial services and advice.
- Maintain public liability insurance and volunteers insurance to a minimum of \$10,000,000 and produce the Certificate of Currency annually to the City of Greater Geraldton

- Provide Annual Reports, including Audited Accounts to the City of Greater Geraldton within three (3) months of the Annual General Meeting.
- The Lessee will be responsible for all internal cleaning and garden development/maintenance in any private areas.
- The Lessee will ensure that the Private Residence at the Greenough Pioneer Museum is available for use for the accommodation of a Resident Caretaker and his/her family.

Involving People:

- Recruit and train sufficient volunteers to meet the opening hours target set above
- Attract visitors to the Museum by way of advertising attractions and through co-operation with other similar organisations in the region.
- Keep records of visitor numbers

Developing a Significant Collection

- Maintain appropriate accession and de-accession documentation
- Maintain appropriate condition reports for all items in the collection
- Ensure the appropriate material that best explains the themes for the Museum, i.e. objects, publications, photographs, oral histories and other memorabilia
- Ensure appropriate access to the Museum building and the collection for both general public and researchers.

The Role of the City of Greater Geraldton (the "City")

- The City will be responsible for maintaining the building, outbuildings and publicly-accessed areas of the grounds as per the schedule of the lease.
- The Lessee will be responsible for all internal cleaning and garden development/maintenance in any private areas.
- The City will, for three (3) years from the date of commencement of the lease, allocate an amount of \$8000 per annum (including GST), paid quarterly to the Lessee as a Curatorial Assistance Grant to assist in ensuring the National Standards for curatorship are able to be met.
- Any details of employment, honorariums or contractor engagements clearly highlighting that they are not to form any employment or contracted link to the City and that the Lessee is responsible for all payments, liabilities or insurances for these.

Susan Smith,
Manager Libraries and Heritage
City of Greater Geraldton
PO Box 101, GERALDTON 6531

3 July 2017

Re: Lease Renewal option proposal from CGOG for Greenough Museum & gardens

Dear Susan,

Further to our letter of 29 May 2017 in which the Community Group of Greenough Inc (Lessee) gave 3 months notice to the City of Greater Geraldton (Lessor) to take up the option of a further lease for sixteen (16) years under Schedule Item 3 'Further Term' of sixteen (16) years in accordance with Section Mutual Agreements point 26 'Option to Renew' for the property described in the agreement under Schedule, Item 1. Land - Lot 1 on Diagram 4717 being the whole of the land comprised in Certificate of Title volume 507 Folio 63A. Premises - The whole of the land. The Agreement is due to expire on 30 September 2017.

In response to your email reply and request for supporting information received Monday, 19 June 2017 5:20pm we have pleasure in providing this submission with evidence that we have complied with the following points contained in the schedule.

As the current lessees we can demonstrate that during the past five years we have undertaken and adhered to the obligations as described in the Lease Agreement's Agreed Terms, Lessee Obligations based on compliance with 'Schedule A –attachment 3'. We understand this submission is for the Lands and Leasing team in preparation for Council regarding the renewal of the Museum Lease.

Key Targets

Managing the Museum

- **The Lessee shall be at all times a financially solvent, incorporated, independent and accountable entity.**
We are currently and in previous years been financially solvent. Please see attached Incorporation Certificate & CGOG annual Financial Reports presented at past AGM's
- **The Lessee shall ensure the building and collections be available to visitors to a target of 6 days per week, 48weeks per year, including public holidays.**
The Museum has excelled this target. The Museum is open to the public 7 days per week from 9am -3:30pm, including all public holidays (excluding Christmas Day)
- **All fees collected to be expended on Museum activities, including collection acquisition and maintenance, curatorial services and advice.**
The Museum can show primarily through our financial records that we have used fees collected, on; Museum activities, collection acquisitions and curatorial services. We also have supporting evidence to be found in the tabled Treasurer and Curator/Caretaker's monthly reporting to committee meetings

E.G. In 2014 \$3,750 from admission fees was used for restoration of the original wood Metters stove in the Museum house.

Also the Curator's Statement of Duties in the contract of consultancy services includes to "Develop a significant collection, interpretative centrewith a focus on the collection management and conservation"

- **Maintain public liability insurance and volunteers insurance to a minimum of \$10,000,000 and produce the Certificate of Currency annually to the City of Greater Geraldton.**

We have maintained these insurances for the specified periods, see attached our current Public Liability Insurance and Volunteers Insurance, certificates of currency.

- **Provide Annual Reports, including Audited Accounts to the City of Greater Geraldton within three (3) months of the Annual General Meeting.**

We have attached our Annual Reports and Annual Financial Statement of accounts as presented at past AGM's.

- **The Lessee will be responsible for all internal cleaning and garden development/maintenance in any private areas.**

The CGOG ensures that all internal cleaning and garden development/maintenance in any private areas of the museum is undertaken in accordance with CGOG contract of Museum Caretaker services (currently and in the past with Mr Gary Martin) and directs that 'At all times the Caretaker shall manage the operation of the museum in accordance with Schedule A of the lease Agreement and the Operating Procedures of the CGOG'.

The Museum continually receives both verbal and written positive comments from visitors finding the buildings very tidy and clean. The gardens have been designed and developed for greater access to the public and are maintained all year round making them a delight for visitors to wander through, picnic and enjoy.

- **The Lessee will ensure that the Private Residence at the Greenough Pioneer Museum is available for use for the accommodation of a Resident Caretaker and his/her family.**

The Private Residence at the Greenough Museum has been available and occupied by the Caretaker Mr Gary Martin as provided for in the CGOG Contract for Consultancy Services with the Caretaker Mr Martin,

Involving People:

- **Recruit and train sufficient volunteers to meet the opening hours target set above.**

Our CGOG Contract of Consultancy services details in the Curator statement of duties that the Curator shall recruit and train sufficient volunteers to meet the opening hours target set above. We have trained over 20 volunteers in the 5 years and maintain an average of 8 volunteers. The CGOG is a member of Volunteering WA. We have developed and implement Volunteer Guidelines.

We recently acknowledged both Museum volunteers and those of other museums and organisations in Walkaway and Greenough , through a WA Volunteer Week grant, with a free lunch, chair yoga and presentation of certificates and badges for service.

- **Attract visitors to the Museum by way of advertising attractions and through co-operation with other similar organisations in the region.**

This is detailed as duties in the CGOG Contract of Consultancy services with Mr Gary Martin who is employed as the past and current curator.

We have translated the Museum information brochure into 7 languages. We have undertaken social marketing to promote the Museum using the following;

<https://greenoughmuseum.wordpress.com/>

*www.facebook.com/GreenoughCommunityMuseum **The Greenough Happynings***

***Newsletter** distributed to the 70 GCOG members. The Museum also has a raised profile on trip advisor see <https://www.tripadvisor.com.au>*

We maintain cordial and reciprocal relationships with museums in the Midwest region including the WA Museum Geraldton and membership of the Geraldton Visitors Centre using their website and publications to promote the Museum.

We participate in the City of Greater Geraldton's Art Drive trail (our Volunteers produce the artwork) which helps promote our Museum and bring visitors.

- **Keep records of visitor numbers**

*We keep a daily record of visitor numbers to the museum which includes a breakdown of their origins as we are keen to attract both tourists from outside of Geraldton and local visitors. The following figures are for entrance fee paying visitors to the Museum (they **do not** include attendances at bi-weekly craft afternoons, 'Meet the Neighbours monthly' community events and launch, functions, workshops and visitors to the gardens only)*

Museum fee paying Visitors 2013 -2017

2013 = 2284 Adults	508 Children
2014 = 2259 Adults	461 Children
2015 = 2232 Adults	623 Children
2016 = 2611 Adults	709 Children
2017 = 862 Adults	213 Children (only 6 mths to 30 June)

Developing a Significant Collection

- **Maintain appropriate accession and de-accession documentation**

The Curator over the past 5 years Mr Gary Martin is a very qualified and experienced Museum Curator and Historian who uses best practice in Museum collection management. We have purchased specific computer software (Illyarie) designed for local regional Midwest Museums.

All accession and de accession documentation of all objects and photographs are kept on the computer database and in paper format.

- **Maintain appropriate condition reports for all items in the collection**

As part of record keeping a condition report is kept of all objects entering the collection. Since taking on the lease CGOG has undertaken significant conservation of objects in the collection e.g. the Poison Cart (2015 with help from the Men's Shed Geraldton, external farm machinery (2015 /26) working with MEEDAC and the Royce Dray (2016) with assistance from Greenough Regional Prison.

- **Ensure the appropriate material that best explains the themes for the Museum, i.e. objects, publications, photographs, oral histories and other memorabilia.**

On taking up the lease the Curator developed the Greenough Museum Collection policy to guide thematic content for the Museum. See attached policy document.

- **Ensure appropriate access to the Museum building and the collection for both general public and researchers.**

Since taking up the lease there has been a policy of creating an interactive Museum by removing many internal and external barriers allowing greater public access, freedom and interaction. This is ongoing and strong working towards achieving universal access. The Museum is recognised as a source of family history e.g. our data contains over 2,000 individual entries of people associated with Greenough.

The Curator was the recipient of a Community Heritage Grant from the National Library (2016) leading to recognition that the Maley Mill and Store Archives held by this Museum are of National Significance.

The greater part of these Archives has been catalogued and digitised resulting in making them available for research purposes.

The Committee of the Community Group of Greenough Inc is pleased to submit this detailed report as evidence of meeting our obligations as per the current 5 year agreement. The volunteer CGOG committee who oversee the management, the members, volunteers and curator are all committed to the preservation and promotion of the Museum buildings collections and gardens. We believe the Museum is truly a living museum reflecting on the past to inform the future and with much to acknowledge and celebrate. As a community run Museum we also provide a centre that fills a gap and need within the Greenough community by providing activities, learning opportunities and social interaction that impacts positively on the lives of a diverse range of people.

The CGOG is positive and enthusiastic about what we can offer as the future lessee charged with the management of the Museum with the ongoing support of the City of Greater Geraldton.

Yours sincerely

Tunya Brown pp

Ian Byers
Chairperson, Community Group of Greenough Inc.

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