

# Lease

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Geraldton-Greenough Historical Society Inc

City of Greater Geraldton



McLeods

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

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# Details

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THIS LEASE is made

day of

## Parties

### **City of Greater Geraldton**

of Civic Centre, Cathedral Avenue, Geraldton, Western Australia  
(the Lessor)

### **Geraldton-Greenough Historical Society Inc.**

of 355 Chapman Road, Geraldton WA 6530  
(the Lessee)

## Background

- A. The Lessor (formerly identified as the Shire of Greenough) is the registered proprietor of the land described in **Item 1** of the Schedule (**the Land**).
- B. The Lessee has requested that the Lessor grant it a lease of that portion of the Land described in **Item 1** of the Schedule (**the Premises**), and the Lessor has agreed subject to the Parties entering into this agreement.

## Agreed terms

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### **1. GRANT OF LEASE**

The Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance of the Lessee's Obligations.

## **LESSEE'S RIGHTS & OBLIGATIONS**

### **2. QUIET ENJOYMENT**

Except as provided in the Lease, subject to the performance of the Lessee's Obligations the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

### **3. RENT AND OTHER PAYMENTS**

The Lessee AGREES with the Lessor:

(a) **Rent**

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule from the Commencement Date clear of any deductions whatsoever.

(b) **Outgoings**

(i) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges (if applicable), assessed or incurred in respect of the Premises:

- (A) local government services and other charges, including but not limited to rubbish collection charges and any emergency services levy;
- (B) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection; and
- (C) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.

(ii) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 3(b)(i)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

(c) **Interest**

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 35 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

(d) **Costs**

(i) To pay to the Lessor on demand:

- (A) all duty, fines and penalties payable under the Duties Act 2008 and other statutory duties or taxes payable on or in connection with this Lease;
- (B) all registration fees in connection with this Lease;
- (C) all advertising and survey costs incurred by the Lessor associated with this Lease; and
- (D) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.

(ii) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:



- (A) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
- (B) any breach of an obligation or agreement by the Lessee or a Lessee's Agent;
- (C) the preparation and service of a notice requiring the Lessee to remedy a breach of the Lease;
- (D) any work done at the Lessee's request; and
- (E) any action or proceedings arising out of or incidental to any matters referred to in this **clause 3(d)** or any matter arising out of this Lease.

#### **4. RENT REVIEW**

Not applicable.

#### **5. ACCRUAL OF AMOUNTS PAYABLE**

Not applicable.

#### **6. PAYMENT OF MONEY**

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

#### **7. INSURANCE**

##### **7.1 Insurance required**

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 7** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require; and
- (b) adequate volunteer insurances for all volunteers engaged by, or providing assistance to the Lessee, from time to time ; and
- (c) where the Lessor so requires, insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary.

##### **7.2 Details and Receipts**

In respect of the insurances required by **clause 7.1** the Lessee must:

- (a) on demand supply to the Lessor details of the insurances and give to the Lessor copies of the certificates of currency in relation to those insurances;

- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (c) notify the Lessor immediately:
  - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
  - (ii) when a policy of insurance is cancelled.

### **7.3 Not to Invalidate**

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might;

- (a) render any insurance effected under **clause 7.1** on the Premises, or any adjoining premises, void or voidable;
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

### **7.4 Reports**

Each party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person who is lawfully using or may lawfully use the Premises.

### **7.5 Settlement of Claim**

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any insurance required by **clause 7.1**.

### **7.6 Lessee's equipment and possessions**

The Lessee ACKNOWLEDGES it is responsible to obtain all relevant insurances to cover any damage and/or theft to its property. The Lessor does not take any responsibility for the loss or damage of the Lessee's property.

## **8. INDEMNITY**

### **8.1 Indemnity**

The Lessee indemnifies the Lessor and the agents, servants, employees and contractors thereof, against any liability or loss arising from and any costs, charges and expenses incurred in connection with:

- (a) any damage to the Premises, or any loss of or damage to anything on it; and
- (b) any injury to any person on the Premises,

and for which the Lessor becomes liable except to the extent that such damage or injury is caused or contributed to by the Lessor or any Authorised Person.

## **8.2 Indemnity**

- (a) The Lessee indemnifies, and shall keep indemnified, the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:
- (i) any loss whatsoever (including loss of use);
  - (ii) injury or damage of, or to, any kind of property or thing; and
  - (iii) the death of, or injury suffered by, any person,
- caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:
- (iv) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
  - (v) any work carried out by or on behalf of the Lessee on the Premises;
  - (vi) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
  - (vii) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
  - (viii) an act or omission of the Lessee.

## **8.3 Obligations Continuing**

The obligations of the Lessee under this clause:

- (i) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 8.2** will be reduced by the extent of such payment; and
- (ii) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

## **8.4 No indemnity for Lessor's negligence**

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

## 8.5 Release

- (a) The Lessee:
    - (i) agrees to occupy and use the Premises at the risk of the Lessee; and
    - (ii) releases to the full extent permitted by law, the Lessor from:
      - (A) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by; and
      - (B) loss of or damage to the Premises or personal property of the Lessee;
- except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (b) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

## 9. USE

### 9.1 Restrictions on Use

#### (a) Generally

The Lessee must not and must not suffer or permit a person to:

- (i) use the Premises or any part of it for any purpose other than for the purposes for which the Premises are held by the Lessee, as set out at **Item 6** of the Schedule; or
- (ii) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

#### (b) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

#### (c) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

#### (d) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (i) any such storage must comply with all relevant statutory provisions;
- (ii) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (iii) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (iv) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(e) **No harm or stress**

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(f) **No signs**

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(g) **No smoking**

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(h) **Sale of Alcohol**

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(i) **Removal of rubbish**

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(j) **No pollution**

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

## 9.2 No Warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or

- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

### **9.3 Premises Subject to Restriction**

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

### **9.4 Indemnity for Costs**

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, incurred by the Lessor by reason of any claim in relation to any matters set out in this clause.

## **10. CASUAL HIRE OF PREMISES**

### **10.1 Casual Hire**

The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:

- (a) such use is consistent at all times with the Permitted Purpose;
- (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
- (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion<sup>1</sup>

For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of and not more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

### **10.2 Lessee remains responsible for Premises at all times**

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

## **11. KEYS AND ACCESS**

### **11.1 No additional copies without approval**

Unless otherwise approved by the Lessor in writing, the Lessee must not:

- (a) have additional sets of keys copied or cut; or
- (b) remove the keys from the tag issued by the Lessor.

### **11.2 Notify the Lessor of lost keys**

- (a) The Lessee must notify the Lessor of any loss of keys immediately; and
- (b) To ensure all keys conform with the Lessor’s master keys, the Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee’s cost.

### **11.3 No change of locks without approval**

- (a) The Lessee must not change any of the Premises' locks, without the prior approval of the Lessor.
- (b) If the locks are changed the Lessee must provide the Lessor with keys to access all areas of the Premises.

### **11.4 Cost of re-entry**

If the Lessor requires access to the Premises pursuant to its powers under this Lease, and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all such measures to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with such measures.

## **12. MAINTENANCE, REPAIR AND CLEANING**

### **12.1 Generally**

- (a) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to, at its own cost, keep the Premises in a clean and tidy condition.
- (b) Except as otherwise provided in this Lease, the Lessor shall be responsible for the maintenance and repair, including any structural repair, of any buildings located on the Premises.

### **12.2 Maintain Surroundings**

The Lessee must maintain in good condition any part of the Premises which surrounds any buildings including but not limited to any flora, gardens lawns, shrubs, hedges and trees, which requirement shall include general mowing, pruning and watering, but shall not include:

- (a) the requirement to remove any trees from the Premises;
- (b) any works which could ordinarily only be carried out by a properly qualified tradesperson; or
- (c) any works that would materially alter or change the surroundings of the Premises.

### **12.3 Pest Control**

The Lessee must keep the Premises free of any vermin or any other recognised pests and the cost of extermination will be borne by the Lessee.

### **12.4 Responsibility for Securing the Premises**

#### **(a) Securing Premises**

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

#### **(b) Installation of Security Systems**

Subject to prior written approval from the Lessor, the Lessee may install a security system to the Premises, PROVIDED the Lessee:

- (i) pays for all costs associated with the installation and ongoing monitoring of the security system; and
- (ii) provides the Lessor with access keys or alarm codes.

### **12.5 Acknowledgement of State of Repair of Premises**

The Lessee acknowledges that it has inspected the structure of the Premises internally and externally prior to the execution of this Lease and enters into the Lease with full knowledge of the structural state and state of repair of the Premises.

### **12.6 Additional Requirements**

The Lessee shall also be responsible for such additional maintenance requirements as are identified in **Item 9** of the Schedule.

## **13. ALTERATIONS**

### **13.1 Restriction**

The Lessee must not without prior written consent from the Lessor or any other person from whom consent is required under this Lease or required under statute in force from time to time, including but not limited to the planning approval of the Lessor under a local or town planning scheme of the Lessor make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises.

### **13.2 Consent**

- (a) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 13.1** the Lessor may:
  - (i) give such consent subject to conditions; and
  - (ii) require that the works be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
  - (iii) require that any works be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
- (b) if the Lessor consents to any matter referred to in **clause 13.1**:
  - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
  - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.



### 13.3 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
- (b) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

## 14. REPORT TO LESSOR

The Lessee must immediately report to the Lessor:

(a) **Vandalism**

any act of vandalism or any incident which occurs on the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware;

(b) **Pollution**

any occurrence or circumstances on the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment;

(c) **Notices, etc**

all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor;

(d) **Defects**

any accident to or defect or want of repair in any services or fixtures, fittings, plant or equipment in the Premises and of any circumstances known to the Lessee that may be or may cause a risk or hazard to the Premises or to any person on the Premises.

## 15. PROVISION OF INFORMATION

The Lessee AGREES to provide to the Lessor, upon the Lessor's request, where applicable:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders or its rules of association during the Term; and
- (c) any information on the Lessee's membership and other information on the Lessee reasonably required by the Lessor.

## **16. ASSIGNMENT, SUBLETTING AND CHARGING**

### **16.1 No Assignment or Subletting without Consent**

The Lessee must not assign the leasehold estate in the Premises nor sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor and any other person whose consent is required under this Lease or at law.

### **16.2 Change in Ownership of Shares**

#### **Not applicable.16.3 Lessor's Consent to Assignment and Subletting**

Provided all parties whose consent is required under this Lease or at law to an assignment or subletting give their consent, then the Lessor may not unreasonably withhold its consent to the assignment or subletting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
  - (i) the proposed assignee of a deed of assignment; or
  - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the deed of assignment contains a covenant, by the assignee with the Lessor, for the assignee to pay all Amounts Payable and to perform and observe all the Lessee's Covenants or the deed of sublease contains a covenant, by the sublessee with the Lessor, for the sublessee to pay all the Amounts Payable and to perform and observe all of the Lessee's Covenants in respect of the subleased area of the Premises.

### **16.4 Consents of Assignee Supplementary**

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

### **16.5 Property Law Act 1969**

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

### **16.6 Costs for Assignment and Subletting**

If the Lessee wishes to assign or sublet the leasehold estate created by this Lease, the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
  - (b) any consents required under this Lease or at law; and
  - (c) all other matters relating to the proposed assignment or subletting,
- whether or not the assignment or subletting proceeds.

#### **16.7 No Mortgage or Charge**

The Lessee must not mortgage or charge the Premises.

#### **16.7 Caretaker Accommodation**

The Lessee may allow a portion of the Premises to be used for caretaker accommodation, provided that:

- (a) the use of the Premises by the caretaker complies with the requirements of the Lease;
- (b) the Premises is not made available for accommodation, temporary or otherwise, for any person who is not employed as a caretaker of the Museum; and
- (c) the Lessee shall remain liable for the Premises at all times.

### **17. NO CAVEAT OR OTHER INTEREST**

#### **17.1 No Caveat or other interest**

The Lessee nor any person on behalf of the Lessee must not lodge any absolute caveat, subject to claim or any other interest including any lease, sublease, mortgage, charge over the Land or Premises or part thereof, without the prior written consent of the Lessor.

#### **17.2 Removal of interest**

If any caveat or other interest is lodged without the consent of the Lessor, the Lessee irrevocably appoints the Lessor (or any person authorised by the Lessor for that purpose) jointly and severally:

- (a) for the Term;
- (b) for any holding over under this Lease; and
- (c) for a period of six (6) months after Termination of this Lease

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate;

- (d) a withdrawal of any absolute caveat lodged by or behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by on or behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease.

### **17.3 Costs of removal, Indemnity and Ratification**

- (a) The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause; and
- (b) The Lessee indemnifies the Lessor against any loss arising from any act done under **clause 17**.

## **18. STATUTORY OBLIGATIONS & NOTICES**

### **18.1 Comply with Statutes**

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 9**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

### **18.2 Indemnity if Fails to Comply**

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 18.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 18.1**.

## **19. OBLIGATIONS ON EXPIRY OR TERMINATION OF LEASE**

### **19.1 Restore Premises**

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the performance by the Lessee of the Lessee's Obligations under this Lease fair wear and tear excepted or to other such condition as the Lessor may necessarily require.

### **19.2 Remove Lessee's Property prior to Termination**

Prior to Termination, unless expressly provided otherwise by the Lessor, the Lessee must remove from the Premises all property of the Lessee including the Lessee's signs, fixtures, fittings, plant, equipment and other articles upon the Premises in the nature of trade or tenant's fixtures brought upon the Premises by the Lessee (other than air-conditioning plant and fire

equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises) and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

### **19.3 Lessor can Remove Lessee's Property on Re-Entry**

On re-entry the Lessor will have the right to:

- (a) remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing such property; or
- (b) take ownership of any property of the Lessee which has not been removed from the Premises within thirty (30) days of the expiry or Termination of this Lease.

### **19.4 Peacefully Surrender**

On Termination the Lessee must:

- (a) peacefully surrender and return to the Lessor the Premises in a condition consistent with the performance of the Lessee's Obligations under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor;

### **19.5 Obligations to continue**

The Lessee's obligations under this clause will continue, notwithstanding the end or Termination of this Lease.

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## **LESSOR'S RIGHTS & OBLIGATIONS**

### **20. PROVIDE KEYS**

The Lessor will provide the Lessee with one (1) set of keys for access to the Premises and all rooms therein upon the signing of the Lease.

### **21. LESSOR'S RIGHT OF ENTRY**

#### **21.1 Entry on Reasonable Notice**

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
  - (i) at all reasonable times;
  - (ii) with or without workmen and others; and
  - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:

- (i) to undertake property inspections to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
- (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
- (iii) to comply with the Lessor's Obligations or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
- (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this clause is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

## **21.2 Costs of Rectifying Breach**

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 21.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

## **22. LIMIT OF LESSOR'S LIABILITY**

### **22.1 No Liability for Loss on Premises**

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

### **22.2 Limit on Liability for Breach of Lessor's Obligations**

- (a) The Lessor is only liable for breaches of the Lessor's Obligations set out in this Lease which occur while the Lessor is registered as the proprietor of the Land; and
- (b) the Lessor will not be liable for any failure to perform and observe any of the Lessor's Obligations due to any cause beyond the Lessor's control.

## **23. BUILDING INSURANCE**

The Lessor shall effect and keep effected policies of insurance in relation to any risk relating to the Lessor's ownership or interest in the Land and the Premises including, without limitation, insurance for fire, Lessor's fixtures and fittings.

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## **MUTUAL AGREEMENTS**

### **24. TERMINATION OF LEASE**

Not applicable.

## **25. DAMAGE OR DESTRUCTION OF PREMISES**

If the Premises or any part of the Premises are totally or partially destroyed so as to require major rebuilding either party may within 2 months of the destruction or the damage terminate the Term with immediate effect by giving Notice to the other party and, upon such termination, the provisions of **clause 19** shall apply.

## **26. OPTION TO RENEW**

### **26.1 Exercise of Option**

If the Lessee at least 3 months, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term as specified in **Item 3** of the Schedule and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
  - (i) the payment of Amounts Payable; or
  - (ii) the performance or observance of the Lessee's Obligations,

the Lessor shall grant to the Lessee a lease for the Further Term as specified in **Item 3** of the Schedule at the Rent and on terms and conditions similar to this Lease other than this **clause 26** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

## **27. HOLDING OVER**

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

## **28. DEFAULT**

### **28.1 Events of Default**

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Obligations for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 1987*, the association is wound up whether voluntarily or otherwise;
- (c) where the Lessee is an association which is incorporated under the *Associations Incorporations Act 1987*, the Lessee passes a special resolution under the *Associations*

*Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;

- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

## **28.2 Forfeiture**

On the occurrence of any of the events of default specified in **clause 28.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 27**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Obligations or releasing the Lessee from liability in respect of the Lessee's Obligations.

## **28.3 Lessor May Remedy Lessee's default**

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Obligations,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

## **28.4 Acceptance of Amount Payable By Lessor**

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers of the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.



## 28.5 Essential Terms

Each of the Lessee's Obligations in **clauses 3** (Rent and Other Payments), **7** and **23** (Insurance), **8** (Indemnity), **9** (Use), **12** (Maintenance, Repair and Cleaning), **16** (No Assignment, Subletting and Charging) and **31** (Goods and Services Tax) is an essential term of this Lease but this **clause 28** does not mean or imply that there are no other essential terms in this Lease.

## 28.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee AGREES with the Lessor that if the Term is determined:
  - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
  - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by lapse of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the obligation set out in this **clause 28.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (e) the Lessee may deduct from the amounts referred to at **clause 28.6(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by lapse of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

## 29. DISPUTES

### 29.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from

time to time (**Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**Original Meeting**).

## **29.2 Referral of Dispute: Phase 2**

In the event the dispute is not resolved in accordance with **clause 29.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between a representative of the Lessee for the purpose of resolving the dispute.

## **29.3 Appointment of Arbitrator: Phase 3**

In the event the dispute is not resolved in accordance with **clause 29.2** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act* 1985 (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

## **29.4 Payment of Amounts Payable to Date of Award**

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid.

# **30. CONSENTS**

## **30.1 Western Australian Planning Commission's Consent**

If for any reason whatsoever this Lease requires the consent of the Western Australian Planning Commission or other consent under the *Planning and Development Act* 2005, then this Lease is made expressly subject to and conditional on the granting of that consent in accordance with the provisions of the *Planning and Development Act* 2005.

# **31. GOODS AND SERVICES TAX**

## **(a) Lessee must Pay**

If GST is payable on the Basic Consideration or any part thereof or if the Lessor is liable to pay GST in connection with the lease of the Premises or any goods, services or other Taxable Supply supplied under this Lease then, unless the Lessor is liable for the payment of a given Taxable Supply, as from the date of any such introduction or application:

- (i) the Lessor may increase the Basic Consideration or the relevant part thereof by an amount which is equal to the GST Rate; and
- (ii) the Lessee shall pay the increased Basic Consideration on the due date for payment by the Lessee of the Basic Consideration.

(b) **Increase in GST**

If, at any time, the GST Rate is increased, the Lessor may, in addition to the GST Rate, increase the Basic Consideration by the GST Adjustment Rate and such amount shall be payable in accordance with **clause 31(a)(i)**.

(c) **GST invoice**

Where the Basic Consideration is to be increased to account for GST pursuant to **clause 31(b)**, the Lessor shall in the month in which the Basic Consideration is to be paid, issue a Tax Invoice which enables the Lessee to submit a claim for a credit or refund of GST.

## **32. ADDITIONAL TERMS AND CONDITIONS**

Each of the terms and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

## **GENERAL PROVISIONS**

### **33. NOTICE**

#### **33.1 Form of Delivery**

A Notice to a person must be in writing and may be given or made:

- (a) by a delivery to the person personally; or
- (b) by addressing it to the person and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by notice to the other.

#### **33.2 Service of Notice**

A Notice to a person is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 33.1**, at the time of leaving the Notice provided the Notice is left during normal business hours; and
- (c) if by post to an address specified in **clause 33.1**, on the second business day following the date of posting of the Notice.

#### **33.3 Signing of Notice**

A Notice to a person may be signed:

- (a) if given by an individual by the person giving the Notice;
- (b) if given by a corporation by a director, secretary or manager of that corporation; or

- (c) if given by a local government, by the CEO or a person authorised to sign on behalf of the local government; or
- (d) by a solicitor or other agent of the person, corporation or local government giving the Notice.

### **34. AMENDMENTS TO LEASE**

Subject to such consents as are required by this Lease or at law, this Lease may be varied by the agreement of the parties in writing.

### **35. WAIVER**

#### **35.1 No General Waiver**

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

#### **35.2 Partial Exercise of Right Power or Privilege**

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

### **36. ACTS BY AGENTS**

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

### **37. STATUTORY POWERS**

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

### **38. FURTHER ASSURANCE**

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

### **39. SEVERANCE**

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

### **40. MORATORIUM**

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

## 41. GOVERNING LAW

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

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## DEFINITIONS & INTERPRETATION

### 42. DEFINITIONS

In this Lease, unless otherwise required by the context or subject matter:

**Amounts Payable** means the Rent and any other money payable by the Lessee under this Lease;

**Authorised Person** means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the consent or implied consent of any person mentioned in paragraph (a);

**Basic Consideration** means all consideration (whether in money or otherwise) to be paid or provided by the Lessee for any supply or use of the Premises and any goods, services or other things provided by the Lessor under this Lease (other than tax payable pursuant to this clause);

**CEO** means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

**Commencement Date** means the date of commencement of the Term specified in **Item 4** of the Schedule;

**CPI** means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics or its equivalent determined in accordance with **clause 4**;

**Encumbrance** means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

**Further Term** means each further term specified in **Item 3** of the Schedule;

**Good Repair** means good and substantial tenantable repair and in clean, good working order and condition;

**GST** has the meaning that it bears in the GST Act;

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act;

**GST Adjustment Rate** means the amount of any increase in the rate of tax imposed by the GST Law;

**GST Law** has the meaning that it bears in section 195-1 of the GST Act;

**GST Rate** means 10%, or such other figure equal to the rate of tax imposed by the GST Law;

**Input Tax Credit** has the meaning that it bears in section 195-1 of the GST Act;

**Interest Rate** means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00, which rate cannot exceed the rate prescribed by, and imposed in accordance with, section 6.13 of the *Local Government Act 1995*;

**Land** means the land described at **Item 1** of the Schedule;

**Lease** means this deed as supplemented, amended or varied from time to time;

**Lessee's Agents** includes:

- (i) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (ii) any person on the Premises by the authority of a person specified in paragraph (a);

**Lessee's Obligations** means the agreements and obligations set out or implied in this Lease or imposed by law to be performed by any person other than the Lessor;

**Lessor's Obligations** means the agreements and obligations set out or implied in this Lease, or imposed by law to be performed by the Lessor;

**Market Rent** has the meaning given to it in **clause 4** of this Lease;

**Minister** means the Minister for Lands, a body corporate under section 7 of the *Land Administration Act 1997* or any person with delegated authority;

**Museum** means the Greenough Pioneer Museum, which is located on the Premises;

**Notice** means each notice, demand, consent or authority given or made to any person under this Lease;

**Party** means the Lessor or the Lessee according to the context;

**Premises** means the premises described at **Item 1** of the Schedule;

**Rent** means the rent specified in **Item 5** of the Schedule;

**Rent Review Date** means a date identified in **Item 8** of the Schedule;

**Schedule** means the Schedule to this Lease;

**Tax Invoice** has the meaning which it bears in section 195-1 of the GST Act;

**Taxable Supply** has the meaning which it bears in section 195-1 of the GST Act;

**Term** means the term of years specified in **Item 2** of the Schedule and any Further Term; and

**Termination** means expiry by lapse of time or sooner determination of the Term or any period of holding over.

#### **43. INTERPRETATION**

In this Lease, unless expressed to the contrary:

- (a) Words using:
  - (i) the singular include the plural;
  - (ii) the plural include the singular; and
  - (iii) any gender includes each gender;
- (b) A reference to:
  - (i) a natural person includes a body corporate or local government; and
  - (ii) a body corporate or local government includes a natural person;
- (c) A reference to a professional body includes a successor to or substitute for that body;
- (d) A reference to a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
- (e) A reference to a statute, ordinance, code, regulation, award, town planning scheme or other law includes a regulation, local law, by-law, requisition, order or other statutory instruments under it and any amendments to re-enactments of or replacements of any of them from time to time in force;
- (f) A reference to a right includes a benefit, remedy, discretion, authority or power;
- (g) A reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (h) A reference to this Lease or provisions or terms of this Lease or any other deed, agreement, instrument or contract include a reference to:
  - (i) both express and implied provisions and terms; and
  - (ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
- (i) A reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
- (j) Any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;

- (k) If a Party comprises two or more persons the obligations and agreements on their part bind and must be observed and performed by them jointly and each of them severally and may be enforced against any one or more of them;
- (l) The agreements and obligations on the part of the Lessee not to do or omit to do any act or thing include:
  - (i) an agreement not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
  - (ii) an agreement to do everything necessary to ensure that that act or thing is not done or omitted to be done;
- (m) Except in the Schedule headings do not affect the interpretation of this Lease.



## SCHEDULE

### ITEM 1: LAND AND PREMISES

#### Land

Lot 1 on Diagram 40717 being the whole of the land comprised in Certificate of Title Volume 507 Folio 63A.

#### Premises

The whole of the Land.

### ITEM 2: TERM

Insert

### ITEM 3: FURTHER TERM

Insert

### ITEM 4: COMMENCEMENT DATE

Insert

### ITEM 5: RENT

Insert, payable to the Lessor annually in advance, plus any other outgoings payable under this Lease.

### ITEM 6: USE

Volunteer managed museum

### ITEM 7: PUBLIC LIABILITY INSURANCE

\$10,000,000 (Ten Million Dollars)

**ITEM 8: RENT REVIEW DATES**

**Insert**

**ITEM 9: ADDITIONAL MAINTENANCE SCHEDULE**

Not applicable.

**ITEM 10: ADDITIONAL TERMS AND CONDITIONS**

**10.1 Compliance with Management Schedule**

The Lessee shall comply with its obligations as set out in **Annexure 1** of this Lease (**Management Schedule**).

**10.2 Compliance with Board Agreement**

The Lessee shall comply with the requirements and standards established in relation to the operation and management of the Museum set out in **Annexure 2** of this Lease (**Board Agreement**).

# Execution Page

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**EXECUTED by the parties as a Deed:**

THE **COMMON SEAL** of the **CITY OF** )  
**GREATER GERALDTON** was hereunto )  
affixed by authority of Council in the )  
presence of: )

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Print full name

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
Print full name

THE **COMMON SEAL** of **GERALDTON-  
GREENOUGH HISTORICAL SOCIETY  
INC.** was hereunto affixed pursuant to the  
constitution of the Lessee in the presence  
of each of the undersigned each of whom  
hereby declares by the execution of this  
document that he or she holds the office in  
the Lessee indicated under his or her  
name-

\_\_\_\_\_  
Office Holder Sign

\_\_\_\_\_  
Office Holder Sign

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Office Held:

\_\_\_\_\_  
Office Held:

# Annexure 1 – Management Schedule

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## Overarching Principles

The City of Greater Geraldton recognises, and requires the Lessees 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 will manage the Museum under the direction of the Greenough Pioneer Museum Board of Management (“GPMB”)
- 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.
- The Lessee shall collect fees and manage expenses in accordance with the budget as per Clause 12 of the GPMA under the direction of the GPMB.
- 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:**

- In accordance with the GPMA and as directed by the GPMB, recruit and train sufficient volunteers to meet the opening hours target set above

#### **Developing a Significant Collection**

- In accordance with the GPMA and governed by the Curatorial Committee of the GPMB, create and maintain appropriate documentation regarding items to be accessioned or de-accessioned to the Museum including but not limited to;
  - Maintaining appropriate accession and de-accession documentation
  - Maintaining appropriate condition reports for all items in the collection
  - Ensuring appropriate material that best explains the themes for the Museum, i.e. objects, publications, photographs, oral histories and other memorabilia
  - Ensuring 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.

## Annexure 2 – Board Agreement

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