



City of
Greater Geraldton
a vibrant future



GERALDTON SAILORS AND SOLDIERS' MEMORIAL INSTITUTE

ANNUAL GENERAL MEETING MINUTES

18 FEBRUARY 2026

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GERALDTON SAILORS AND SOLDIERS' MEMORIAL INSTITUTE

ANNUAL GENERAL MEETING
TO BE HELD ON WEDNESDAY 18 FEBRUARY 2026 AT 1:00PM
THE GREENOUGH ROOM
CITY OF GREATER GERALDTON, CATHEDRAL AVENUE, GERALDTON

MEETING AGENDA

1 DECLARATION OF OPENING

The Chair, Mayor Jerry Clune declared meeting open at 1:07pm.

2 RECORD OF ATTENDANCE AND APOLOGIES

Attendees:

Mayor Jerry Clune, *Trustee and Chairperson*
Karl Edwards, *RSL Trustee*
Paul Shearer, *Community Representative*
Barry Stinson, *Community Representative*

City of Greater Geraldton Officers:

Nita Jane, *Chief Financial Officer*
Shaun Krause, *Minor Works Projects Supervisor*
Rebecca Bohannan, *Treasury Officer*
Larisa Maldea, *Manager Corporate Compliance*

Apologies:

Ken Morris, *RSL Trustee*
Paul Radalj, *Director Corporate Services*
Stacey Pratt-King, *Coordinator Land and Leasing*

3 CONFIRMATION OF PREVIOUS MINUTES

Recommendation:

That the minutes of the Geraldton Sailors and Soldiers' Memorial Institute AGM held on 4 February 2025 as attached (Attachment No. 1) be accepted as a true and correct record of proceedings.

**GSSMI DECISION:
MOVED K Edwards, SECONDED B Stinson**

That the minutes of the Geraldton Sailors and Soldiers' Memorial Institute AGM held on 8 February 2025 as attached (Attachment No. 1) be accepted as a true and correct record of proceedings.

CARRIED 4/0



City of
Greater Geraldton
a vibrant future



GERALDTON SAILORS AND SOLDIERS' MEMORIAL INSTITUTE

ANNUAL GENERAL MEETING MINUTES

4 FEBRUARY 2025

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GERALDTON SAILORS AND SOLDIERS' MEMORIAL INSTITUTE

ANNUAL GENERAL MEETING
TO BE HELD ON TUESDAY 4 FEBRUARY 2025 AT 10:00AM
THE GREENOUGH ROOM
CITY OF GREATER GERALDTON, CATHEDRAL AVENUE, GERALDTON

MEETING AGENDA

1 DECLARATION OF OPENING

The Chair declared the meeting open at 9:58am.

2 RECORD OF ATTENDANCE AND APOLOGIES

Attendees:

Mayor Jerry Clune, *Trustee and Chairperson*
Barry Stinson, *Community Appointed Trustee*
Ken Morris, *RSL Trustee*
Karl Edwards, *RSL Trustee*

City of Greater Geraldton Officers:

Paul Radalj, *Director Corporate Services*
Shaun Krause, *Minor Works Projects Supervisor*
Rebecca Bohannan, *Treasury Officer*
Brooke Rafferty, *Treasury Officer*
Jacqui McLean, *Senior Management Accountant/Analyst*

By Invitation:

Nil

Apologies:

Ross Davies, *Community Appointed Trustee*
Kasy Symes, *Contracts & Facilities Supervisor*

3 CONFIRMATION OF PREVIOUS MINUTES

Recommendation:

That the minutes of the Geraldton Sailors and Soldiers' Memorial Institute AGM held on 8 February 2024 as attached (Attachment No. 1) be accepted as a true and correct record of proceedings.

GSSMI DECISION:

MOVED K Edwards, SECONDED B Stinson

That the minutes of the Geraldton Sailors and Soldiers' Memorial Institute AGM held on 8 February 2024 as attached (Attachment No. 1) be accepted as a true and correct record of proceedings.

CARRIED 4/0

4 ITEMS FOR THE TRUSTEES REVIEW

4.1 APPOINTMENT OF TRUSTEES

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Yes (x1) Geraldton City RSL – AGM Minutes 25 August 2024

EXECUTIVE SUMMARY:

The purpose of this report is to formally appoint trustees to the Geraldton Sailors and Soldiers' Memorial Institute.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 4 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. APPOINT Mr Ross Davies and Mr Barry Stinson as Community Trustees; and
2. APPOINT Mr Ken Morris as the RSL Trustee for a two-year term and Mr Karl Edwards for one-year term.

BACKGROUND:

In accordance with section 4 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* (the Act), the Geraldton Sailors and Soldiers' Memorial Institute is made up of the Mayor of the City of Greater Geraldton, two (2) RSL appointed trustees and two (2) community appointed trustees.

The Mayor of the City of Greater Geraldton, Mayor Jerry Clune, is one of the trustees and the Chairman of the Geraldton Sailors and Soldiers' Memorial Institute by virtue of section 4(2) of the Act.

As per the Geraldton City RSL Sub-branch minutes from the Annual General Meeting held on 25 August 2024 (Attachment No. 2), Mr Karl Edwards and Mr Ken Morris are appointed RSL Trustees for the 2024 calendar year. Mr Karl Edwards has one year remaining on his current appointment, with Mr Ken Morris appointed for a two (2) year term.

As Mr Ross Davies is no longer a community representative, Mr Paul Shearer and Mr Barry Stinson have nominated themselves to continue as Community Trustees with one (1) year of term remaining. No further nominations have been received.

GSSMI DECISION:

MOVED Chair, **SECONDED** B Stinson

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 4 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

- 1. APPOINT Mr Paul Shearer and Mr Barry Stinson as Community Trustees;
and**
- 2. APPOINT Mr Ken Morris as the RSL Trustee for a two-year term**
- 3. NOTE Mr Karl Edwards has one-year remaining on his term as RSL Trustee.**

CARRIED 4/0

4.2 2024 FINANCIAL STATEMENTS

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	2024 Financial Statement

EXECUTIVE SUMMARY:

The purpose of this item is to report on financial investments undertaken on behalf of the Geraldton Sailors and Soldiers' Memorial Institute (GSSMI) for the period ending 31 December 2024.

CHEQUE ACCOUNT ACTIVITIES:

At 1 January 2024, the GSSMI's Cheque Account had a balance of \$23,176.63.

At 31 December 2024, the GSSMI's Cheque Account balance is \$31,838.45.

Current Bank Account Signatories:

Mr Jeremiah Clune	Mayor, City of Greater Geraldton & Chairperson of the Trust
Mr Paul Radalj	Director of Corporate Services, City of Greater Geraldton
Mrs Nita Jane	Chief Financial Officer, City of Greater Geraldton
Mrs Jacqueline McLean	Senior Management Accountant, City of Greater Geraldton

INVESTMENT ACTIVITIES:

At 1 January 2024, the GSSMI Investment had a balance of \$31,486.87.

The following outlines the reinvestment profiles up to 31 December 2024:

- 1 March 2024 - \$31,490.80 invested for 3 months @ 0.05% p.a.
- 1 June 2024 - \$31,494.77 invested for 3 months @ 0.05% p.a.
- 1 September 2024 - \$31,498.74 invested for 3 months @ 0.05% p.a.
- 1 December 2024 - \$31,502.66 invested for 3 months @ 0.05% p.a.

Current Term Deposit Signatories:

Mr Jeremiah Clune	Mayor, City of Greater Geraldton & Chairperson of the Trust
Mr Paul Radalj	Director of Corporate Services, City of Greater Geraldton
Mrs Nita Jane	Chief Financial Officer, City of Greater Geraldton
Mrs Jacqueline McLean	Senior Management Accountant, City of Greater Geraldton

It is proposed that at maturity of the current investment, that GGMSI look at other Term Deposit opportunities and invest for a nine-month term for maturity December 2025.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 5(b) of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. AUTHORISE the Investment signatories to investigate the rates of the Term Deposit account;
2. AUTHORISE the Bank Account signatories to investigate a newer account type with less fees;
3. AUTHORISE a \$10,000 transfer from the Cheque Account to the Investment Account on the 1st March 2025; and
4. PRESENT the minutes of the GSSMI Annual General Meeting to a future meeting of the City of Greater Geraldton Council.

BACKGROUND:

In accordance with section 11 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* (the Act), the trustees are required to present to the City of Greater Geraldton annually a financial statement certified by the City's Chief Executive Officer or auditor, and a report of their proceedings and operations during the year.

GSSMI DECISION:

MOVED K Edwards, SECONDED Ken Morris

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 5(b) of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. **AUTHORISE the Investment signatories to investigate the rates and determine rates/term of no greater than nine-months for the Term Deposit account;**
2. **AUTHORISE the Bank Account signatories to investigate a newer account type with less fees;**
3. **AUTHORISE a \$10,000 transfer from the Cheque Account to the Investment Account on the 1st March 2025; and**
4. **PRESENT the minutes of the GSSMI Annual General Meeting to a future meeting of the City of Greater Geraldton Council.**

CARRIED 4/0



City of
Greater Geraldton
a vibrant future



Geraldton Sailors & Soldiers' Memorial Trust

01 January 2024 - 31 December 2024

2024

MEMORIAL TRUST CHEQUE ACCOUNT

Opening Balance at 01/01/2024	23,176.63
INCOME (exclusive of GST)	
City of Greater Geraldton	8,000.00
TOTAL INCOME	8,000.00
EXPENDITURE (exclusive of GST)	
Bank Account Servicing Charges	138.18
ATO GST Return	-
TOTAL EXPENSES	138.18
GST on Income	800.00
GST on Expenditure	-
Balance Carried Forward	31,838.45

MEMORIAL TRUST TERM DEPOSIT

Opening Balance	31,486.87
Interest Earned	15.79
City of Greater Geraldton	
Balance Carried Forward	31,502.66

GERALDTON SAILORS & SOLDIERS' MEMORIAL TRUST BALANCE 63,341

Signed by:
Ross McKim

Certified by Chief Executive Officer:

6F978598FA9G40D.....

19 March 2025 | 12:41 PM AWST

Date:

4.3 CAPITAL WORKS PRESERVATION PLAN

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Yes (x1) MOU between City of Greater Geraldton (CGG) and Geraldton Sailors and Soldiers' Memorial Institute Trust (GSSMI) – D-24-015218

EXECUTIVE SUMMARY:

The purpose of this report is to seek a decision from the trustees to review the Birdwood House Conservation Plan and clarify responsibility for actions to be carried out in 2025.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVES to:

1. REQUIRE the RSL to review and update the Birdwood House Conservation Plan in associated with Bruce Sherwood Architects; and
2. REQUEST that the City's Property Services Team develop a 3-year rolling Capital Works Preservation Program upon review and update of the Birdwood House Conservation Plan.

BACKGROUND:

The Memorandum of Understanding (MOU) executed on 20 February 2024, has been developed on the foundation to both recognise the cultural and heritage significance of Birdwood House and to ensure the future and financially sustainable preservation of this built asset.

This MOU between the City of Greater Geraldton (City) and Geraldton Sailors and Soldiers' Memorial Institute (GSSMI) defines its purpose, formalizes the roles and responsibilities of the parties involved and related process protocols.

The MOU context was for the City to fund and manage all related maintenance works listed in the services under the MOU including works defined as other or ad hoc.

Due to the legislative framework and core statutory elements that are part of Trust and are established under a State Government Act, the City already recognises Birdwood House on its Asset and Insurance Registers. Parts of this new proposed MOU will effectively formalise what is already in place and being financially and resource supported. One of the significant additions is to formalise and incorporate Birdwood House into existing City building related services contract.

The MOU has the following key objectives:

- The preservation of the built asset being Birdwood House and the use of the premises is for the purpose of a clubhouse for the lessee being the Returned and Services League of Australia Geraldton Sub-Branch;
- Clear definition of GSSMI and City roles and responsibilities in the maintenance and renewal of Birdwood House; and

- The administrative and procedural arrangements agreed between the parties in respect to the above.

The core elements of the MOU are aimed to achieve the following:

- City responsibility around maintenance and what that covers. Process around this.
- Capital building works joint responsibility of the City & GSSMI. Process around this.
- Operations GSSMI or Lessee (RSL) responsibility.
- Replacement or additions to fixtures and fittings either GSSMI or Lessee responsibility.

One of the key requirements of the MOU and in the development of a 3-year rolling Capital Works Preservation Program, is to firstly review and update Birdwood House Conservation Plan. This Plan will guide the rolling program of preservation works.

GSSMI DECISION:

MOVED B Stinson, SECONDED Ken Morris

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVES to:

1. **REQUIRE** the RSL to review and update the Birdwood House Conservation Plan; and
2. **REQUEST** that the City's Property Services Team develop a 3-year rolling Capital Works Preservation Program upon review and update of the Birdwood House Conservation Plan.

CARRIED 4/0

4.4 BIRDWOOD HOUSE MAINTENANCE / REPAIR WORKS	
AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	No

EXECUTIVE SUMMARY:

The purpose of this report is to provide an overview of maintenance/repairs works undertaken to date under the MOU.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVES to:

1. NOTE schedule of maintenance and works undertaken by the City in the 2024 calendar year; and
2. REQUEST the asbestos removal program for Birdwood House be included in the City's 2025-26 Annual Budget (anticipated cost \$16,650).

BACKGROUND:

The City of Greater Geraldton (City) are responsible under the Memorandum of Understanding (MOU) for the maintenance and repairs associated with the RSL assets.

Replacement of assets related to fixtures/fittings and equipment is the Trusts responsibility.

The City of Greater Geraldton manages the following scheduled servicing for Birdwood RSL:

Air conditioning services	Services performed July 2024 (Quarterly), September 2024 (6 monthly), January 2025 (annually) and March 2025 (Quarterly).
Supply of plumbing maintenance services	Annual urinal servicing. This schedule was newly created in early January 2025 (previously nothing in place) and therefore the first inspection will not be taking place until February/March 2025. This inspection will be to identify the unit and its condition to therefore work out appropriate inspection dates.
Electrical maintenance services	RCD testing, emergency lighting and exit sign testing and smoke alarm testing are scheduled annually. RCD testing, emergency lighting and exit sign testing is due January 2025. Smoke alarms were not added to the tender until November 2024; the smoke alarms are attached to the security system and therefore the security contractor actioned the testing in November 2024 and were non-compliant. Replacement was directly assigned back to Geraldton RSL.
Alarm monitoring and maintenance	Monthly monitoring service, guard response to alarms and annual maintenance.

	Monthly monitoring is completed remotely (this is purely a monitoring service, and no physical action is taken), guard response is as required when the security alarm is activated, and annual maintenance is due January 2025.
Supply pest control services	Annual pest control and annual termite inspections performed September 2024.
Servicing of fire protection systems and equipment	6 monthly inspection and testing of fire equipment completed <i>in May and October 2024</i> .

Other works completed in 2024:

Option Refrigeration	Service and complete asset list for new City asset, completed April 2024.
Clayton Galipo	Maintenance on latch to rear door and leak in kitchen serving area completed in May and June 2024.
City	Painted the western windows, door frames and metal downpipes and boxes of Birdwood House at a cost of \$2,406.93
City	The asbestos sheeting on the portico roof was removed and re-sheeted with Klip Lok Spandek profile metal roof under the advice of Bruce Sherwood and registered with Department Planning Land and Heritage (DPLH). Cost was covered by the City's Asbestos Removal Program at a cost of \$16,909.20

GSSMI DECISION:

MOVED B Stinson, SECONDED Ken Morris

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVES to:

- 1. NOTE schedule of maintenance and works undertaken by the City in the 2024 calendar year; and**
- 2. REQUEST the asbestos removal program for Birdwood House be included in the City's 2025-26 Annual Budget (anticipated cost \$16,650).**

CARRIED 4/0

4.5 GRANTS

AUTHOR:	R Bohannan, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Yes (x2)
	A. 61SHG2025 Birdwood House (RSL Hall) – Restoration & Maintenance – Executed Grant Agreement - D-25-002220
	B. 55SHG2025 Birdwood House (RSL Hall) – Conservation Management Plan – Executed Grant Agreement - D-25-004827

EXECUTIVE SUMMARY:

The purpose of this report is to recognise the awarding of two (2) heritage grants by the Department of Planning, Lands and Heritage to the Trust and the related funding contributions.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 5(b) of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. AUTHORISE \$2,864 disbursement from GSSMI cheque account to cover the expenditure shortfall in the review and update of the Conservation Management Plan;
2. AUTHORISE \$8,884 disbursement from GSSMI cheque account as a financial contribution towards the cost of the Restoration Brickwork and Damp Remediation Project; and
3. AUTHORISE the City's Treasury/Grants Team to liaise with the Funding Body when required and ensure that milestone and reporting requirements are met.

BACKGROUND:

The Property Services Team assisted with two (2) grant submissions for the Trust to Department of Planning, Lands and Heritage (DPLH) in August 2024 for funding to update the conservation management plan and heritage maintenance work for Birdwood House.

Funding was confirmed by DPLH in November 2024 for the following projects:

- **Conservation Management Plan** - \$11,456 grant has been awarded. The Trust is required to contribute \$2,864 being the balance of costs, as per the funding agreement

Claims are required to be submitted by the following dates:

Progress Claim/Report	30 June 2025
Final Claim/Report	30 November 2025

- **Restoration Brickwork and damp remediation project** - \$23,338 grant has been awarded. The Trust will contribute \$8,884 towards the project and the balance of costs (\$20,000) will be funded by the City of Greater Geraldton.

Claims are required to be submitted by the following dates:

Initial Claim (Development Application Approved)	31 March 2025
Progress Claim/Report	30 June 2025
Final Claim/Report	30 November 2025

GSSMI DECISION:

MOVED K Edwards, SECONDED K Morris

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 5(b) of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

- 1. AUTHORISE additional disbursement from GSSMI cheque account to cover the expenditure shortfall in the review and update of the Conservation Management Plan;**
- 2. AUTHORISE \$8,884 disbursement from GSSMI cheque account as a financial contribution towards the cost of the Restoration Brickwork and Damp Remediation Project; and**
- 3. AUTHORISE the City's Treasury/Grants Team to liaise with the Funding Body when required and ensure that milestone and reporting requirements are met.**

CARRIED 4/0

4.6 DRAFT LEASE OF BIRDWOOD HOUSE, LOT 1118 (NO. 46) CHAPMAN ROAD, GERALDTON

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Yes (x1) Draft Lease – version 21 January 2025

EXECUTIVE SUMMARY:

The purpose of this report is to seek approval from the trustees of the draft lease for Birdwood House between Geraldton Sailors and Soldiers' Memorial Institute (GSSMI) and the RSL.

EXECUTIVE RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 6(6) of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. APPROVE the draft lease between The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute and The Returned & Services League of Australia WA Branch Incorporate for Birdwood House, Lot 1118 (No. 46) Chapman Road, Geraldton as attached.

BACKGROUND:

The current Birdwood House lease ends 30 June 2025.

On 27 January 2025, Katrina Wheeler (Property Officer) at the City of Greater Geraldton emailed members of the GSSMI the draft lease document between GSSMI and the RSL for Birdwood House. The draft lease was compiled by the City's lawyers, McLeod's.

When the draft lease has been reviewed / approved by the Trustees, City Officers will send it back through to McLeod's as they will need to obtain Ministerial consent before the lease can be executed.

GSSMI DECISION:

MOVED K Edwards, SECONDED B Stinson

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 6(6) of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. DEFER and seek further feedback from The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute and The Geraldton City RSL Sub - Branch in relation to the draft lease.

CARRIED 4/0

5 GENERAL BUSINESS LATE ITEM

6 MEETING CLOSURE

There being no further business the Chair closed the meeting at 10:43am.

4 ITEMS FOR THE TRUSTEES REVIEW

4.1	APPOINTMENT OF TRUSTEES
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AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	22 January 2026
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Yes (x1) Geraldton City RSL – AGM Minutes 28 September 2025

EXECUTIVE SUMMARY:

The purpose of this report is to formally appoint trustees to the Geraldton Sailors and Soldiers' Memorial Institute.

RECOMMENDATION:

That the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 4 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVE to:

1. APPOINT Mr Paul Shearer and Mr Barry Stinson as Community Trustees; and
2. APPOINT Mr Ken Morris as the RSL Trustee with one year of term remaining (2026) and Mr Karl Edwards as the RSL Trustee for a two-year term (2026 and 2027).

BACKGROUND:

In accordance with section 4 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* (the Act), the Geraldton Sailors and Soldiers' Memorial Institute is made up of the Mayor of the City of Greater Geraldton, two (2) RSL appointed trustees and two (2) community appointed trustees.

The Mayor of the City of Greater Geraldton, Mayor Jerry Clune, is one of the trustees and the Chairman of the Geraldton Sailors and Soldiers' Memorial Institute by virtue of section 4(2) of the Act.

As per the Geraldton City RSL Sub-branch minutes from the Annual General Meeting held on 28 September 2025 (Attachment No. 2), Mr Karl Edwards and Mr Ken Morris are appointed RSL Trustees for the 2026 calendar year. Mr Ken Morris has one year remaining on his current appointment, with Mr Karl Edwards appointed for a two (2) year term.

Mr Paul Shearer and Mr Barry Stinson have nominated themselves to continue as Community Trustees for a two (2) year term. No further nominations have been received.

GSSMI DECISION:

Moved K Edwards, SECONDED B Stinson

That Mr Paul Shearer and Mr Barry Stinson be appointed as Community Trustees.

That the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Section 4 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

- 1. APPOINT Mr Paul Shearer and Mr Barry Stinson as Community Trustees; and**
- 2. APPOINT Mr Karl Edwards as the RSL Trustee for a two-year term (2026 and 2027).**
- 3. NOTE Mr Ken Morris has one-year remaining on his term as RSL Trustee.**

CARRIED 4/0

GERALDTON CITY R&SL SUB-BRANCH

ANNUAL GENERAL MEETING MINUTES 28th SEPTEMBER 2025

Minutes Silence - All present stand and observe a minute's silence to the fallen.

Meeting opened 1106 hours.

Present (23)	B Stinson	K Edwards	K Morris	M Marsh	M Reymond
	Ray Baldock	W Nathan	P Shearer	J Morris	J Morgan
	K Ross	P Morgan	B Lapham	J O'Donoghue	K Lawson
	N Norman	P Nevill	J M ^c Cagh	T Yaksich	B Bray
	K Forrest	C Christensen	J Glen		

Apologies (6)	G Sharp	D Hoare	G Law	R Davies	S Norman
	S Morgan				

Disclaimer: Potential conflict of interest exists in that **B Stinson** as RSL Sub-Branch Treasurer is also Birdwood Military Museum Society Inc. President with additional dual committee member(s) being **M Marsh & Karl Edwards**.

Minutes from the previous meeting - The minutes of the previous AGM was tabled by the President and read by all present. **B Stinson** moved that they be accepted as a true and accurate record, **T Yaksich** seconded, motion carried.

Business arising from previous minutes

- Nil

President's Report (Outgoing)

Thanks to all for coming.

Highlights that I am proud that have been achieved this year include:

Advocacy

- I've been passionate about promoting the main aim of our Branch and that is to ensure that we get the maximum benefits and entitlements for our members from DVA. To that end, I've had John Link, the RSL Advocate from Perth and a DVA team visit us and help us get white cards and provide information for our members. Our Welfare Officer, Paul Shearer and Treasurer Barry Stinson have also been assisting with advice.

Sociability Achievements

- I've been keen to improve the social experience and camaraderie at our Branch. This year, with the help of Natalie Norman and other volunteers, I arranged that:
 - We had two special ladies-only events
 - We have more varied theme night meals (including one I prepared)
 - We trialed meat packs at \$5 each
 - We had the Perth Hills and Wheatbelt band give us a great night's entertainment
 - Our raffle prizes are far more valuable and are at no expense to the club
 - We provide free salads with meals on Friday evenings
 - We now have a sponsor willing to financially assist our other social events.

- Thanks to our maintenance team, there have been numerous other continuous improvements in and outside our buildings (new chairs/fans/lights/air conditioners, etc.)
- This year, the Christmas party was well received by the kids
- Our bar prices were reviewed and are still probably the cheapest in Geraldton, whilst allowing us to make the minimum profit to support the club.

Ceremonials

- I have received reports that this year's ANZAC Day ceremony was the largest and best in recent times. I co-chaired many planning meetings with the City of Geraldton and all parties involved to achieve this great result.
- Our other annual ceremonies and functions throughout the year, such as Veterans Day, HMAS Sydney II commemoration, Remembrance Day, Poppy Day, Voyager Memorial, were all successful and well organised.
- This year, we recently held our annual dinner with Kirilee Warr MLC as our special guest.

Governance Changes

- I asked Ken Morris to be the Governance Officer for the Committee this year, which he has served with distinction. Unfortunately, Ken will be stepping down from this role due to health reasons.
- We are in the process of formalising the recognition of a Liquor Licence Trustee for a non-incorporated Body as required under the Racing, Gaming and Liquor Act.
- The Lease for Birdwood House was recently reviewed in conjunction with the City and renewed.

Finances

- Our financial situation has significantly improved this year thanks to the continued financial support from a generous sponsor. Lower interest rates in the future will have a minor negative impact on future finances.

Membership

- Our Membership Officer, Mike Marsh, has been tirelessly updating our membership records from outdated records provided by RSLWA some time ago. Now, RSLWA have finally got their new membership management system (SwiftFox) up and running. It provides a Member Portal for individuals to manage their details, subscriptions, invoices, receipts, and provide communications on news and events. More details to follow in the coming months.
- Our social membership increased significantly this year, with the Ladies Dart Club members becoming members of the RSLSB.

Communications

- I have tried to improve the communications and information that members are receiving. In this endeavour, I have been greatly assisted by Natalie Norman. Any informative material from various sources that is considered of interest to veterans is being compiled and sent out along with timely notices of events. This information is being sent out as emails produced and distributed by Mailchimp. The Birdwood Bugle has also been very well received. Thanks to Natalie and all contributors.

The Future

- I hope next year to investigate:

- improving the “family friendliness” of the club and in particular, look at facilities for children to help attract young members with families to come to the Club.
- More special events.
- Reviving the submission for a new club house

Finally

- Thanks to everyone on the committee. You are all volunteers, and all have your own styles of participation. But in the end, it's teamwork, not individualism, that gets the best results.

Mike Raymond

President 2024 - 2025

Annual Financial Report

- **B Stinson** presented and tabled the Financial Report for Financial Year 2024-2025. Financial Year 2024-2025 SELF audit completed citing that we are financially compliant in accordance with ATO Not-For-Profit legislation.
- It was noted that balances are generally up thanks to ongoing bar sales and members continued support through attendance.
- Annual Sub-Branch Financial Report will be sent to RSLWAHQ now that the AGM has been held and Sub-Branch Annual Financials have been accepted by Sub-branch members present.

Moved **P Morgan** and seconded **K Morris** that the Financial Reports be accepted, unanimously approved.

Committee Elections - Nominees

- Returning Officer: **Warren Nathan** (MNZM).
- Committee Officers with one year of term remaining: **Karl Edwards** (Vice President), **Mike Marsh** (Membership Officer), **Ken Morris** (Warden) - Resigning.
- Committee Members with one year of term remaining: **Barry Lapham, Tanya Yaksich**.
- Elected positions are for a term of two years. Valid nominations for vacant positions are:
- President: **Mike Raymond, Karl Edwards**.
- Vice President: **David Hoare**.
- Treasurer: **Barry Stinson**.
- Secretary: **Nil** - Nominations will be accepted from the floor.
- Welfare Officer: **Nil** - Nominations will be accepted from the floor.
- Membership Officer: **Mike Marsh**.
- Warden: - Nominations will be accepted from the floor.
- 1 - 5 x Committee Members: **Nil** - Nominations will be accepted from the floor.

Committee Elections - Elected

- **Karl Edwards** voted into position of President.
- **David Hoare** nominated uncontested and voted into position of Vice President.
- No nominations received for Secretary position. **Karl Edwards** continuing to *fill the billet* until suitable candidate can be found.
- **Mike Marsh** nominated uncontested and voted into position of Membership Officer.
- **Paul Shearer** nominated uncontested and voted into position of Welfare Officer.
- **Warren Nathan** nominated uncontested and voted into position of Warden.

- **Ken Lawson** nominated uncontested and voted for position of Committee.
- **Natalie Norman** nominated uncontested and voted for position of Committee.
- **Jennifer Glen** nominated uncontested and voted for position of Committee.

NB*Management Committee has ability to nominate officers for positions throughout the year.

Post election Geraldton City Sub-Branch Committee members for the upcoming year (2025-26) are:

Karl Edwards	President	2 Year term
David Hoare	Vice President	2 Year term
Barry Stinson	Treasurer	2 Year term
Void	Secretary	2 Year term
Barry Lapham	Committee	1 Year of term remaining
Tania Yaksich	Committee	1 Year of term remaining
Ken Lawler	Committee	2 Year term
Natalie Norman	Committee	2 Year term
Jennie Glen	Committee	2 Year term
Mike Marsh	Membership Officer	2 Year term
Paul Shearer	Welfare Officer	2 Year term
Warren Nathan	Warden	2 Year term

Sailors Soldiers and Airmen’s Memorial Trust (2 Trustee and 2 Community Representatives)

Elections - Nominees

- Trustee with one year of term remaining: **Ken Morris**.
- Community Representatives with one year of term remaining: **Nil**.

NB*Community representatives are accepted at the RSL AGM and ratified by the SS&AT Trust at the next SS&AT AGM.

Elections - Elected

- **Karl Edwards** nominated uncontested and voted into position of Trustee.
- **Paul Shearer & Barry Stinson** nominated and voted into position of Community Representatives.

Post election Sailors Soldiers and Airmen’s Memorial Trustees for the upcoming year (2025-26) are:

Ken Morris	Trustee	1 Year of term remaining
Karl Edwards	Trustee	2 Year term
Paul Shearer	Community Representative	2 Year term
Barry Stinson	Community Representative	2 Year term

President’s Report (Incoming) - Verbally Presented

Thanked attendees for their commitment to the RSL and attendance at the AGM, and for putting their trust in him as Sub-branch President. Thanked outgoing committee for their work, continuing committee members for their continued support and welcomed the new committee members. Returning Officer (W Nathan) thanked for attendance and conducting duties diligently.

Karl Edwards

President Geraldton City Sub-Branch

General Business

- Maintenance Schedule: Birdwood House - 2025-26 Maintenance schedule to be compiled

and submitted to CGG so that appropriate funds can be allotted from the City's annual budget (Action: **B Stinson**).

- SS&AT/CGG/RSL Rental Agreement revised, overhauled/revised, submitted and accepted by SS&AT/CGG/RSL representatives.
- Lighting Power Issue - Issue identified (bar fan), being replaced shortly.
- Nissen Hutt Enclosure - Work in Progress. Being conducted *in-house* by Committee Member Volunteers.
- RSL Membership Portal - **Mike Marsh** delivered an update on the new RSL Membership Portal encouraging RSL Members to log in and confirm that their registered membership details are correct.

Upcoming Meetings

- **Committee Meeting** - Monday 13th October @ 1700 hours.
- **Annual General Meeting** - Date TBC

Meeting Closed 1150 hours.

4.2 2025 ANNUAL FINANCIAL REPORT

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Yes (x1) Geraldton Sailors and Soldiers 2025 Financial Statement

EXECUTVE SUMMARY:

The purpose of this item is to present the annual financial report for the year ending 31 December 2025.

RECOMMENDATION:

That the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Sections 5(b) and 11 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. AUTHORISE the following changes to account signatories:
 - a. Remove Mrs Jacqueline McLean from the Bendigo and ANZ Bank Accounts; and
 - b. Add the person holding the position of Senior Management Accountant for the City of Greater Geraldton as a signatory to the accounts;
2. AUTHORISE the Account Signatories to investigate the available term deposit rates and re-invest the funds;
3. PRESENT the minutes of the GSSMI Annual General Meeting, including the Annual Financial Report for 2025, to the March 2026 meeting of the City of Greater Geraldton.

BACKGROUND:

In accordance with section 11 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* (the Act), the trustees are required to present to the City of Greater Geraldton annually a financial statement certified by the City's Chief Executive Officer or auditor, and a report of their proceedings and operations during the year.

CHEQUE ACCOUNT ACTIVITIES:

At 1 January 2025, the GSSMI's Cheque Account had a balance of \$35,438.45

At 31 December 2025, the GSSMI's Cheque Account had a balance of \$51,146.49

Current Bank Account Signatories:

Mr Jeremiah Clune	Mayor, City of Greater Geraldton & Chairperson of the Trust
Mr Paul Radalj	Director of Corporate Services, City of Greater Geraldton
Mrs Nita Jane	Chief Financial Officer, City of Greater Geraldton
Mrs Jacqueline McLean	Senior Management Accountant, City of Greater Geraldton

INVESTMENT ACTIVITIES:

At 1 January 2025, a term deposit of \$31,494.77 was held with ANZ.

The ANZ Term Deposit was closed on 3 June 2025, during which period interest earned was \$15.84.

As authorised at the AGM held in February 2025, alternative options for investment were investigated.

A Term Deposit was made with Bendigo Bank on 3 June 2025 for \$41,510.52 for a period of 9 months, maturing 3 March 2026. The applicable interest rate is 3.7%pa. It is estimated that the total interest at maturity will be \$1,151.92.

Current Term Deposit Signatories:

Mr Jeremiah Clune	Mayor, City of Greater Geraldton & Chairperson of the Trust
Mr Paul Radalj	Director of Corporate Services, City of Greater Geraldton
Mrs Nita Jane	Chief Financial Officer, City of Greater Geraldton
Mrs Jacqueline McLean	Senior Management Accountant, City of Greater Geraldton

It is proposed that at maturity of the current investment, that GGMSI look at other Term Deposit opportunities.

GSSMI DECISION:

MOVED B Stinson, SECONDED K Edwards

That the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority pursuant to Sections 5(b) and 11 of the *Geraldton Sailors and Soldiers' Memorial Institute Act 1929* RESOLVES to:

1. **AUTHORISE** the following changes to account signatories:
 - a. **Remove Mrs Jacqueline McLean from the Bendigo and ANZ Bank Accounts; and**
 - b. **Add the person holding the position of Senior Management Accountant for the City of Greater Geraldton as a signatory to the accounts;**
2. **AUTHORISE** the Account Signatories to investigate the available term deposit rates and re-invest the funds;
3. **PRESENT** the minutes of the GSSMI Annual General Meeting, including the Annual Financial Report for 2025, to the March 2026 meeting of the City of Greater Geraldton.

CARRIED 4/0



Geraldton Sailors and Soldiers' Memorial Trust

01 January 2025 - 31 December 2025

2025

MEMORIAL TRUST CHEQUE ACCOUNT	
Opening Balance at 01/01/2025	35,438.45
RECEIPTS (exclusive of GST)	
City of Greater Geraldton	4,400.00
DPLH	38,328.40
Interest Earned on Deposits	2.74
Term Deposit	31,510.61
TOTAL RECEIPTS	74,241.75
PAYMENTS (exclusive of GST)	
Bank Account Servicing Charges	44.19
ATO GST Return	1,227.00
Transfer to Term Deposit	41,510.52
Transfer to City of Greater Geraldton	15,752.00
TOTAL PAYMENTS	58,533.71
GST on Income	3,884.40
GST on Expenditure	1,342.00
Balance Carried Forward	51,146.49

Closing Balance at 31/12/2025

MEMORIAL TRUST TERM DEPOSIT - ANZ	
Opening Balance	31,494.77
Interest Earned	15.84
Funds Withdrawn	31,510.61

Account Closed

MEMORIAL TRUST TERM DEPOSIT - BENDIGO BANK	
Opening Balance	41,510.52
Interest Earned (3.7%pa for a 9 month term) expiring March 2026	-
City of Greater Geraldton	
Balance Carried Forward	41,510.52

GERALDTON SAILORS AND SOLDIERS' MEMORIAL TRUST BALANCE	92,657
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Certified by City of Greater Geraldton, Chief Executive Officer:

Signed by:

 6F979598FA9CA0D...

Date: 30 January 2026 | 11:56 AM AWST

4.3 BIRDWOOD HOUSE MAINTENANCE / REPAIR WORKS

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	22 January 2026
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	Birdwood House Conservation Management Plan

EXECUTIVE SUMMARY:

The purpose of this report is to provide the updated Birdwood House Conservation Management Plan to the trustees.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVE to:

1. RECEIVE the updated Birdwood House Conservation Management Plan;
2. NOTE the work that has been undertaken in the 2024/25 financial year;
3. ACKNOWLEDGE the proposed Capital Works for inclusion in the City's 2026/27 Capital Works Program; and
4. REQUEST that the City's Property Services Team to continue to propose Capital Works in line with Conservation Management Plan for inclusion the City's annual and forward works plan.

BACKGROUND:

During 2025 the Birdwood House Conservation Management Plan was updated to ensure that the current heritage significance of a place is properly understood and protected.

The City of Greater Geraldton (City) are responsible under the Memorandum of Understanding (MOU) for the maintenance and repairs associated with the RSL assets.

Replacement of assets related to fixtures/fittings and equipment is the Trusts responsibility.

The City manages the following scheduled servicing and maintenance for Birdwood RSL.

Scheduled servicing:

Air Conditioning Servicing	Quarterly services carried out in January & July, 6-monthly service in October, and Annual service in April.
Plumbing Maintenance Services	Urinal inspection schedule requires follow up to determine frequency.
Electrical Maintenance Services	Annual RCD, emergency lighting, and exit sign testing carried out in August.
Alarm Monitoring Services	Monthly monitoring service, annual maintenance carried out as per schedule. Guard response for alarm activation as required.

Pest Control Services	Quarterly rodent services carried out in February, May, August, and December. Annual termite inspection carried out in September.
Fire Equipment Servicing	6 Monthly inspection and testing of equipment carried out in April and November.

Reactive Maintenance:

Safe Master Roof Access	Roof access safety system inspection to determine requirements for working on the roof carried out in January
City Maintenance Team	Hanging of honour roll in January
City Maintenance Team	Faulty side entrance door repaired in March
Elite Electrical	Faulty exit light replaced in June
Elite Electrical	Faulty bar light tripping RCD reported - fault found in ceiling fan and replaced in October
Garraway Plumbing	Blocked men's urinal repaired in November
Central Fumigation	Cockroaches and silverfish reported and ad hoc service carried out in November
Elite Electrical	Faulty LED forecourt lighting repairs requested in November

Heritage Maintenance – Birdwood House

Completed Works (Second Half of 2025)

The Property Services team successfully delivered a series of heritage restoration works at Birdwood House, including:

- Brick repointing and replacement of three terracotta vent bricks
- Rebuilding of four bulging windowsills and reconstruction of sections of window reveals
- Replacement of rusted saddles and clips
- Repairs and repainting of the office ceiling
- Repairs and repainting addressing moisture damage in the office wall, entrance foyer, and dining hall
- Cracked masonry repairs to the Porte cochere and north-western gable

Update from Shaun Krause, Minor Works Projects Supervisor

In the first half of 2025, the Property Services team coordinated the procurement, appointment, and acceptance of the updated **Birdwood House Conservation Management Plan**.

This updated plan ensures the heritage significance of the site is clearly understood and properly protected. It supports compliance with current legislation, guides more effective maintenance and project planning, identifies risks early, reduces avoidable costs, and enhances opportunities for funding—ultimately helping managers make informed decisions that preserve the site's long-term value.

Planned Works (Early 2026)

Asbestos removal works in the ladies' toilets are scheduled for the first few months of 2026. The Property Services team will work closely with the RSL to minimise disruption, with the project targeted for completion ahead of ANZAC Day.

GSSMI DECISION:

MOVED P Shearer, SECONDED B Stinson

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVE to:

- 1. RECEIVE the updated Birdwood House Conservation Management Plan;**
- 2. NOTE the work that has been undertaken in the 2024/25 financial year;**
- 3. ACKNOWLEDGE the proposed Capital Works for inclusion in the City's 2026/27 Capital Works Program; and**
- 4. REQUEST that the City's Property Services Team to continue to propose Capital Works in line with Conservation Management Plan for inclusion the City's annual and forward works plan.**

CARRIED 4/0

4.4 REPORT ON GRANTS

AUTHOR:	R Bohannon, Treasury Officer
DATE OF REPORT:	28 January 2025
FILE REFERENCE:	FM/23/0002
ATTACHMENTS:	

EXECUTIVE SUMMARY:

The purpose of this report is to provide an update on current grants.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVE to:

1. RECEIVE the report on grant application submitted and received
2. ACKNOWLEDGE the work undertaken to identify grant opportunities and prepare applications; and
3. THANK City Officers for undertaking the delivery of grant funded works and management.

BACKGROUND:

The Property Services Team assisted with two (2) grant submissions for the Trust to Department of Planning, Lands and Heritage (DPLH) in August 2024 for funding to update the conservation management plan and heritage maintenance work for Birdwood House.

The Property Services Team assisted with a grant application in December 2025 for the Trust to Defence West through the Department of the Premier and Cabinet through the Veterans Facilities Fund Round 2025/26.

Conservation Management Plan - \$11,456 ex GST was awarded by DPLH.

The Trust contributed \$2,864 to cover the balance of the costs as per the Funding Agreement. The project came in over budget at \$26,750 and the City agreed to contribute the difference of \$12,430.

The Final Claim/Report was submitted four (4) months early, and the project has since been successfully acquitted and closed by the City's treasury officer.

Heritage Maintenance - \$23,338 ex GST was awarded by DPLH.

The total project cost came in at \$52,254.33 and the City contributed the difference of \$28,916.33 towards the project.

The Final Claim/Report was submitted on time in November 2025, and the project has since been successfully acquitted and closed by the City's treasury officer.

Birdwood House Restoration and Revitalisation – The Trust requested \$200,000 in funding through the Veterans Facilities Fund for upgrades across the Birdwood House Facility, including repairing and painting windows, recoating entrance steps, replacing gable cladding and installing new museum flooring. Structural improvements included

replacing steel trusses and applying protective treatments to the covered patio. Electrical and plumbing works to add ceiling fans, connect a commercial dishwasher and replace refrigeration units. External enhancements feature new fencing, boundary enclosure reinforcement, parking lot resealing, and line marking. Additional works include constructing a cover to the tank and restoration to the memorial area.

Grant applications are still being assessed with no outcome date provided, and no public disclosure has been made.

GSSMI DECISION:

MOVED P Shearer, SECONDED B Stinson

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVE to:

- 1. RECEIVE the report on grant application submitted and received**
- 2. ACKNOWLEDGE the work undertaken to identify grant opportunities and prepare applications; and**
- 3. THANK City Officers for undertaking the delivery of grant funded works and management.**

CARRIED 4/0

4.5 LOT 200

AUTHOR: N Jane, Chief Financial Officer
DATE OF REPORT: 27 January 2026
FILE REFERENCE: FM/23/0002 and A9436
ATTACHMENTS:

EXECUTIVE SUMMARY:

The purpose of this report is to update the Trustees on ownership of Lot 200 on Plan P054455, vested in the Trustees of the Geraldton Sailors and Soldiers Memorial Institute (GSSMI) and recent requests relating to this property.

RECOMMENDATION:

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVES to:

1. ACKNOWLEDGE the assistance of City Officers to update the Landgate ownership records for Lot 200; and
2. REQUEST the City provide assistance to meet the costs associated with 50% fencing contributions as and when they are received.

BACKGROUND:

The City of Greater Geraldton regularly receives enquiries about private roads within its boundaries, most commonly from adjoining landowners seeking to install boundary fencing or acquire some or all the adjoining road. Fencing matters are civil issues between adjoining landowners.

Lot 200 on Plan P054455 is located within an area bounded by Waldeck Street, Johnson Street and Eastern Road, Geraldton.

There are two current issues relating to Lot 200 that need to be resolved.

Land Ownership

Landgate identifies the registered proprietor of Lot 200 as the Sailors and Soldiers' Memorial Institute Incorporated of Marine Terrace, Geraldton (XA K151924), an entity that has been defunct since 1929.

City Officers established that the Sailors and Soldiers' Memorial Institute Incorporated was superseded by the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute (GSSMI) under the Geraldton Sailors and Soldiers' Memorial Institute Act 1929. The subsequent Geraldton Sailors and Soldiers' Memorial Institute Lands Vesting Act 1933 vested certain lands in the GSSMI and formally recognised that the earlier incorporated institute was a defunct entity. The vested land included what is now Lot 200 on Plan P05455, meaning GSSMI are the rightful owners however, despite the 1933 Act confirming the earlier institute was defunct at the time of vesting and stating the land is vested in the GSSMI, the Certificate of Title still records the defunct entity as the registered proprietor.

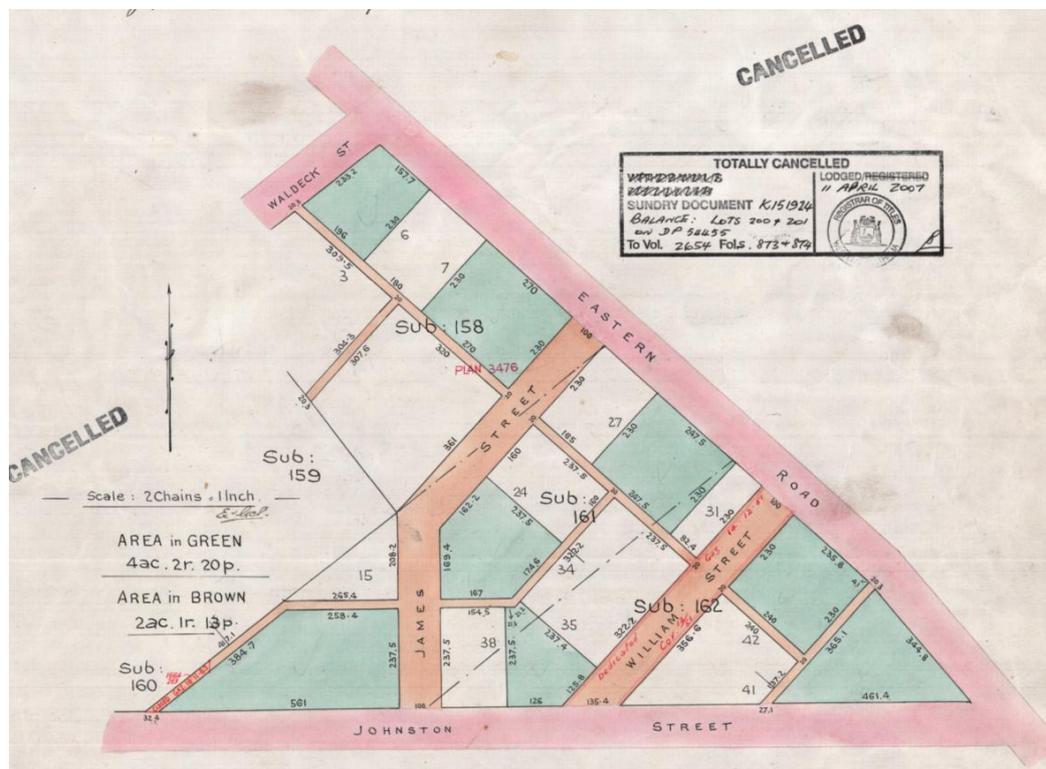
GSSMI representatives advised that they have divested ownership of Lot 200 however, no documentation has been provided to support this claim and City Officers have been unable to verify it.

Previous attempts by the City to assist the trustees with a change of ownership through Landgate (in 2006) were unsuccessful. City Officers are in the process of requesting this documentation from Landgate. Landgate advice states 'A review of the history of the land now contained in certificate of title 2654-874 indicates there was an attempt to change the legal owner of land back in 2006, by Application J782149. Since this time, I cannot locate any further attempts to update the legal owner of the land.'

Geraldton Sailors and Soldiers' Memorial Institute Lands Vesting Act 1933, Section 2:

Certain lands vested in Trustees of the Geraldton Sailors and Soldiers' Institute

All those pieces of land, being portions of Geraldton suburban lots 158, 161, 162, and being part of the land on plan 3476, and being lots 4, 5, 8, 9, 10, 21, 22, 23, 28, 29, 30, 43, 44, 45, and 46, standing in the register book in the Office of Titles 4 in the name of Sailors and Soldiers' Memorial Institute, Incorporated (now defunct) 2, are hereby vested for an estate in fee simple in possession, free of all charges and encumbrances (including statutory charges or encumbrances in favour of the Crown), in the Trustees of the Geraldton Sailors and Soldiers' Memorial Institute, a body corporate incorporated under the provisions of the Geraldton Sailors and Soldiers' Memorial Institute Act 1929.



The Record of Certificate of Title describes the land as Lot 200 on Deposited Plan 54455 and the Registered Proprietor as Sailors and Memorial Institute Incorporated of Marine Terrace, Geraldton (XA K151924).

The Geraldton Sailors and Soldiers' Memorial Institute Act 1929, section 3

Incorporation dissolved

The incorporation of the Sailors and Soldiers' Memorial Institute under the Association Incorporation Act 1895, is hereby dissolved: Provided that any and every deed, contract, agreement, act, matter, or thing heretofore executed or done by such association shall have and take effect as if such corporation had been regular and in accordance with the said Act.

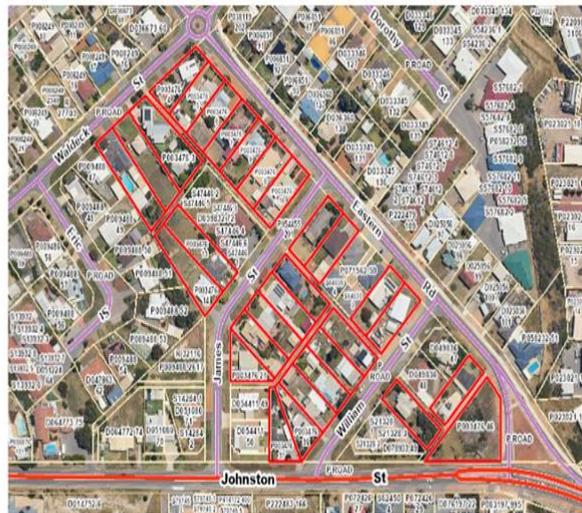
Several titles have been carved out from the original plot of landed vested in the Trustees of the GSSI. Please see below a snip of the cancelled title:

748/85 (Cancelled)

Title Details Plan Details

General Details

Plan Identifier	Plan 3476
Plan Type	Plan
Plan Purpose	Subdivision



[Click to Launch Map Viewer Plus](#)

Corrective action will need to be undertaken by the owners to ensure the land is vested in the correct entity. The City may need to assist the GSSMI once again to resolve this issue.

Landowner Obligations under the *Dividing Fences Act 1961*

Under the *Dividing Fences Act 1961*, GSSMI is liable for fencing costs associated with Lot 200 as the legal landowner.

In 2025, two owners on Waldeck and James Streets, adjoining Lot 200, contacted the City seeking a financial contribution as an adjoining landowner to fence their properties. These requests prompted Officers to confirm that Lot 200 is owned by the GSSMI.

Section 7 of the *Dividing Fences Act 1961* states that “owners of adjoining lands not divided by a sufficient fence are liable to join in or contribute in equal proportions to the construction of a dividing fence between those lands”. The definition of “owner” under the Act excludes “any trustees or other persons in whom land is vested as a public reserve, public park or for such other public purposes as may be prescribed, or a person

who has the care, control and management of a public reserve, public park or land used for such other public purposes as may be prescribed”.

None of these exclusions apply to the GSSMI and therefore, the obligations of an owner under the Act apply to them.

There is approximately 1,200m of common boundary between Lot 200 and adjoining land. Approximately 1,000m is currently fenced, leaving approximately 200m unfenced. Fencing contribution requests are most likely to come from owners of land that is currently unfenced, however other landowners may also seek contributions to replace existing fencing as it deteriorates over time. A typical boundary fence (1.8m high colourbond) is estimated to cost between \$200 and \$300 per metre. The difference in cost is due, in part, to some parts of Lot 200 being steep, which would make fencing those parts more expensive than other areas.

The Trustee’s contribution to fencing of the unfenced parts of Lot 200 (50% of the total cost) would therefore range between \$20,000 and \$30,000. Fencing/re-fencing the whole of Lot 200 would cost between \$120,000 and \$180,000. It is noted that fencing requests are likely to be infrequent and these contributions would therefore be made across multiple decades.

The estimated contribution (50% of the total cost) for the two lots where landowners have been in contact is \$4,000 to \$6,000. The City may consider providing financial assistance.

There are approximately 40 properties within that area that abut Lot 200.



The City executive recently considered this situation and are supportive of City Officers helping the Trustees to correct ownership records with Landgate for Lot 200 on Plan P054455.

Note – Mr K Edwards provided recent photographs of portions of Lot 200 to meeting attendees. These are included as an attachment to the minutes.

GSSMI DECISION:

MOVED K Edwards, SECONDED P Shearer

That The Trustees of the Geraldton Sailors and Soldiers' Memorial Institute by Simple Majority RESOLVES to:

- 1. ACKNOWLEDGE the assistance of City Officers to update the Landgate ownership records for Lot 200; and**
- 2. REQUEST the City provide assistance to meet the costs associated with 50% fencing contributions as and when they are received.**

CARRIED 4/0

5 GENERAL BUSINESS

In accordance with the *Geraldton Sailors and Soldiers' Memorial Act 1929*, the official name of the organisation is '**Geraldton Sailors and Soldiers Memorial Institute**'. The use of the term '**Airmen**' is not correct under the legislation and should not be used in reference to the organisation.

6 MEETING CLOSURE

There being no further business the Chair, Mayor Jerry Clune closed the meeting at 1:40pm.

