

Heritage Advisory Committee

Meeting Agenda

Meeting Name	Heritage Advisory Committee	Meeting No.	D-24-066527
Meeting Date	06 June 2024		
Meeting Time	4:00pm		
Meeting Location	The Greenough Room		
Attendees	DM Natasha Colliver (Presiding Member) Mayor Jerry Clune (Deputy) Cr Simon Keemink SK Cr Kim Parker KP Fiona Norling CGG - FN Bec Edwards CGG – BE Farnaz Bairaghi CGG – FB Shauni Norman (Minutes)	By Invitation	
		Apologies	
		Leave of Absence	
		Distribution	As Listed
Purpose of Committee	Refer to Committee Book		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

The Presiding Member is to refer to the following Policy, Meeting Procedures and Regulations when chairing a meeting.

[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees-V4](#)

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

- 1 Declaration Of Opening**
- 2 Acknowledgement of Country**
- 3 Welcome and Apologies**
- 4 Disclosure of Interests**
- 5 Applications for Leave of Absence**

6 Minutes of Previous Meeting – 11 March 2024

EMBEDDED ATTACHMENT

Heritage Advisory Committee

Meeting Minutes

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

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

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1 Welcome and Apologies

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

2 Acknowledgement of Country

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

3 Appointment of Presiding and Deputy Member

3.1 ELECTION OF PRESIDING MEMBER

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

DM Colliver verbally accepted the nomination for Presiding Member.

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

The results of the election:

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

FN handed over the meeting to Presiding member DM Colliver.

3.2 ELECTION OF DEPUTY PRESIDING MEMBER

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

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

The results of the election:

ELECTED UNOPPOSED: Cr Parker

Term of Office: 11 March 2024 – 18 October 2025

4 Review of Terms of Reference

The following items were suggested for review.

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

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

Altering the voting members to be eight.

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

National Trust WA to be moved to the invitees list.

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

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

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

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

COMMITTEE DECISION:

MOVED DM Colliver, SECONDED Mayor

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

CARRIED

Not Voted: 1

Against Votes: 0

For Votes: 3

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

1.1 Heritage Advisory Committee

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

Purpose:

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

Committee Members:

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

Council Members (four):

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

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

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

Other Persons/External Members

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

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

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

Heritage Organisation Representatives (two):

Heritage organisations to be appointed by Council Decision

Each organisation is responsible for nominating their own representative.

Community Representatives (two):

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

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

Other Attendees – Invitation Only (non-voting):

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

City of Greater Geraldton - support staff

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

Ex-Officio Members:

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

Council Resolutions:

Date: 28 November 2023
Item Number: CEO110

Term of Office:

Membership expires 18 October 2025 or as determined by Council.

Terms of Reference

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

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

Delegation:

There is no delegated authority.

Meeting Details (if known)

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

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

5 Disclosure of Interests

Nil.

6 Applications for Leave of Absence

Nil.

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

7 Minutes of Previous Meeting

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

COMMITTEE DECISION:
MOVED DM Colliver, SECONDED Mayor

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

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

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

SK arrived at 4:32pm

8 Meeting Scheule and Date of next meeting

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

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

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

9 Close

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

7 EOI Community Representative Assessment

The confidential Expressions of Interest was provided to the Committee under a separate cover.

8 Date of next meeting

9 Close