

Heritage Advisory Committee

Meeting Agenda

Meeting Name	Heritage Advisory Committee	Meeting No.	D-25-006659
Meeting Date	Thursday 6 February 2025		
Meeting Time	3.30pm – 4.30pm		
Meeting Location	Geraldton Regional Library Randolph Stow Meeting Room 1 and 2		
Attendees	Cr. Natasha Colliver (NC) (Presiding Member) Cr. Kim Parker (Deputy) Mayor Jerry Clune (JC) Cr. Simon Keemink (SK) Marilyn McLeod (MM) Michael Reymond (MR) Gary Martin (GM) Shiree Hamersley (SM) Fiona Norling (FN) - CGG Karrie Elder (KE) - CGG Denielle Riley (DR) - CGG Farnaz Bairaghi (FB) - CGG Trudi Cornish (TC) - CGG Annette Burton – CGG (minutes)	By Invitation	
		Apologies	Tanya Henkel (TH) Heritage Advisory Leigh O'Brien (LO) Museum of Geraldton
		Leave of Absence	
		Distribution	National Trust (WA)
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](#)

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

[Council Policy 4.12 Independent Committee Member Fees and Reimbursements](#)

1 Declaration Of Opening

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 Welcome & Apologies

4 Disclosure of Interests

Michael Reymond declared an Impartiality Interest in items 10 & 11 as he is a president of the Geraldton RSL and is on the Geraldton Cemetery Board.

- 5 Applications for Leave of Absence**
- 6 Minutes of Previous Meeting held on 31 October 2024**
- 7 Action Log**
- 8 *Zeewijk* and *Batavia* Anniversaries (NC)**
- 9 Cultural Collections Scoping Study (TC/NB)**
- 10 Birdwood House (TC)**
- 11 Use of Historic Non-active Cemeteries and Burial Grounds – Future Policy Development (TC)**
- 12 Upcoming Signage Projects (TC)**
- 13 Ex-Victoria District Hospital Staff Association Collection (NB)**
- 14 Edith Cowan Statue Update (TC)**
- 15 Reports to be Received**
 - 15.1 CGG Heritage Advisor Report
 - 15.2 Heritage Services Coordinator Report
 - 15.3 Community Museum Reports
- 16 General Business**
 - 16.1 Rail Heritage Sign (JC)
- 17 Date of next meeting**
- 18 Close**

Heritage Advisory Committee

Meeting Minutes

Meeting Name	Heritage Advisory Committee	Meeting No.	D-24-145033
Meeting Date	Thursday 31 October 2024		
Meeting Time	3.30pm – 4.30pm		
Meeting Location	Geraldton Regional Library Randolph Stow Meeting Room 1 and 2		
Attendees	Cr. Natasha Colliver (NC) (Presiding Member) Cr. Kim Parker (Deputy) Mayor Jerry Clune (JC) Marilyn McLeod (MM) Gary Martin (GM) Greenough Museum and Gardens Tanya Henkel (TH) Heritage Advisory (via electronic means) Leigh O'Brien (LO) Museum of Geraldton Fiona Norling (FN) - CGG Denielle Riley (DR) - CGG Farnaz Bairaghi (FB) – CGG (minutes) Trudi Cornish (TC) - CGG	By Invitation	
		Apologies	Michael Reymond (MR) Cr. Simon Keemink (SK) Shiree Hamersley (SM) Karrie Elder (KE) - CGG Annette Burton – CGG
		Leave of Absence	
		Distribution	National Trust (WA)
Purpose of Committee	Refer to Committee Book		

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

[Council Policy 4.12 Independent Committee Member Fees and Reimbursements](#)

1 Declaration Of Opening

The Presiding Member declared the meeting open at 3:35pm.

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 Welcome & Apologies

Presiding Member welcomed the members and apologies were noted from:

Cr Simon Keemink, M Reymond, S Hamersley, K Elder and A Burton.

4 Disclosure of Interests

Nil

5 Applications for Leave of Absence

Cr N Colliver – 12/11/2024 – 29/11/2024

6 Minutes of Previous Meeting held on 25 July 2024

RECOMMENDED that the minutes of the Heritage Advisory Committee held on 25 July 2024 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

MOVED Cr. Parker, SECONDED Mayor Clune

CARRIED 5 / 0

Not Voted: 0

Against Votes: 0

For Votes: 5

Name	Vote (For or Against)
DM Colliver	For
Cr K Parker	For
Cr S Keemink	Not Present
Mayor Clune	For
M McLeod	For
M Raymond	Not Present
G Martin	For
S Hamersley	Not Present

7 Action Log:

St. John of God Sub Centre (T Cornish)

The Geraldton Sub Centre first held meetings in 1907. However, the 100-year anniversary may be marking the supply of the first motorised ambulance in the district in 1925, part-funded by the Council and stored in the Municipal Works Yard.

ACTION: T Cornish to research the location of the Works Yard in 1925.

Eradu Interpretive Signage

Further to previous action, allocated to Mayor Clune, on the viability of holding a launch to commemorate the site, T Cornish reported on the former committee's wish to install a standard park bench, with potential seating and shade. The Committee is currently in the process of receiving quotes based on various design options intended for the site with remaining funds.

ACTION: No further action at this stage. Item to be removed until further notice.

Ex Victoria District Hospital Staffing Association (T Cornish)

Item to be addressed in the main agenda.

T Henkel joined meeting via Teams at 3:43pm

8 Ex-Victoria District Hospital Staffing Association (FB)

Geraldton Regional Hospital (GRH) has accepted the collection permanently, including the collection of books. F Bairaghi and L O'Brien are in the process of finalising the transfer.

9 Nomination for State Heritage Awards (TC)

An entry was submitted on 16 October 2024, for the State Heritage Awards in the “conservation or adaptive re-use of a State Registered place” category, celebrating recent work at Greenough Museum and Gardens.

10 Council Policy 1.3 Heritage (TC)

Council Policy 1.3 v5 has been adopted by Council at the meeting held on 29 October 2024 with no significant changes.

ACTION: T Cornish to include a link of the updated Policy in the HAC Meeting Minutes. Note: at the time of printing these minutes the link was not yet available on the City website. The link will instead be emailed to members by T Cornish when it can be accessed.

11 Yellow Submarine (FB)

Installed on 14 October 2024, along the Esplanade, the submarine will soon have a sign detailing its history and crayfish collection efforts, expected to be in place by mid-November.

12 Heritage Buildings Update (TC)

Bluff Point Light House Keepers Cottage

The Cottage lawns have been damaged by high traffic due to their use as a temporary parking spot near the church and school. The City plans to install additional bollards and will send a letter to the school to discourage using the lawns as a pick-up/drop-off area.

Geraldton Regional Art Gallery

The Gallery is exploring creative solutions to prevent vandalism on the external windows. Installing shutters that match the heritage profile is being considered for both protection and to complement the aesthetics of the building.

13 Reports to be Received

13.1 CGG Heritage Advisor Report (T Henkel)

The report was marked as received by the Committee.

Highlights from report:

The demolition Mullewa Infant Welfare Centre has been approved by Council. The project funded by DFES Cyclone Seroja grant will convert the area into a social gathering/meeting space with handmade bricks from the building potentially being used as part of the landscape (subject to condition assessment).

The City is working towards a plan for reactivating the Masonic Lodge in Mullewa for public access, with T Henkel collaborating with Heritage Services to conserve cultural items inside.

13.2 Heritage Services Coordinator Report (F Bairaghi)

The report was marked as received by the Committee.

Highlights from the report:

Subsidy of \$1100 received from Australian Memorial Museum in support of the school engagement program.

Recently added oral history recordings to the Local History collection, available for loan.

Globe Brewery Signage now complete.

13.3 Community Museum Report

The report was marked as received by the Committee.

Highlights from the report:

Acknowledge The passing of patron James Maley

Chris Bolton's exhibition opening included 70 people who attended.

13 Date of next meeting

The date of the next meeting to be advised.

14 Close

There being no further business, the Presiding Member closed the meeting at 4:14pm.

Heritage Advisory Committee - Action Log - 2024/2025 (D-24-082931)

Log #	Meeting Date	Agenda Item #	Action	Resp. Person	Status (Ongoing / Complete / Next Agenda)
For previous number sequences see D-18-092775, D-22-152682					
HAC 043	25/07/2024	#7 St. John of God Sub Centre	T Cornish to research information about the inauguration and location of the sub centre, and any other relevant material	Trudi Cornish	Ongoing
HAC 044	25/07/2024	#9 Eradu Interpretive Signage	Mayor Clune to research the viability of holding a launch to commemorate the site and acknowledgement of the Interpretive Sign.	Mayor Clune	Ongoing
HAC 045	25/07/2024	#10 Ex-Victoria District Hospital Staffing Association (ex-VDHSA)	Item is to remain on the agenda to see through to resolution	Trudi Cornish	Next agenda, 6/2/25
HAC 046	25/07/2024	#12.1 CGG Heritage Advisor Report	The future of the Union Bank Building, that the Department of Housing remains unoccupied since the fire in 2023. K Elder to be requested to provide the meeting with any updates as to the proposed future of this building, if they may be available.	Karrie Elder	Ongoing



City of
Greater Geraldton
a vibrant future



SCOPING STUDY

**An examination of the
future storage needs of
locally held cultural collections**

November 2024 - *Researched and written by*
Tanya Henkel (Heritage Advisory Service) and
Trudi Cornish (Manager Libraries, Heritage and Gallery)

The City of Greater Geraldton respectfully acknowledges the **Yamatji Peoples** who are the **Traditional Owners** and **First People** of the land on which we stand, the **Nhanhagardi, Wilunyu, Naaguja** and pays our **respect** to the **Elders** past, present and future for they hold the **memories**, the **traditions**, the **culture** and **hopes** of the **Yamatji Peoples**.

Thanks to Lorin Cox, Gary Martin, Rita Stinson, Rose Ann Jupp and Patricia Shaw for their assistance in preparing this report.



Geraldton Regional Art Gallery. [Courtesy Geraldton Regional Library]

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1. EXECUTIVE SUMMARY

The aim of this Scoping Study was to review the status of the Cultural Collections owned and managed by the City of Greater Geraldton in order to have better insight into the current and future storage requirements of those collections. A review such as this has not been undertaken for many years and it was therefore timely to assess the collections in terms of the adequacy of their storage conditions as well as to quantify the capacity of the collection spaces to accommodate expansion into the future. The findings and recommendations can be used to inform Council decision-making with regards to the future care of the City's significant Cultural Collections.

Since the last review of the collections in 2003, many changes have occurred including the acquisition of new buildings, the relocation of services, changes to and expansion of venues, increased collection size and the introduction of policies and procedures relating to collection management. It was therefore essential to gain a current and concise understanding of the extent of the City's Cultural Collections, where and how they were being accommodated and whether there was scope for expansion, either on or off-site.

The extent of the Scoping Study comprised the diverse range of cultural materials in the City's possession, including manuscripts, rare photographs, memorabilia, artefacts, oral histories, film, artworks, old newspapers, documents, serials, maps and books. The assessment of the current collections involved a comprehensive inspection of the following locations – Geraldton Regional Library, Geraldton Regional Art Gallery, Queens Park Theatre, Civic Centre, Mullewa District Office, Mullewa Masonic Lodge and the Royal Wolf Storage Facility.

While the study was focused on the City-owned cultural collections, it also acknowledged there are a number of general and special interest collections managed publicly, privately or by community groups whose specific needs should be canvassed to determine any future management issues. To this end site visits and questionnaires were conducted at the City's three community-run local museums – Walkaway Station Museum, Greenough Museum and Gardens and the Bluff Point Lighthouse Keeper's Cottage.

The Scoping Study concluded that the City's current collection storage spaces are nearing full capacity and will not be adequate to continue to accept new acquisitions in the near future. In addition a number of the venues were found to be deficient in terms of environmental and storage conditions and as such were placing some items at risk of damage and deterioration.

The Study provides specific recommendations for each collection location as well as more general recommendations for the Cultural Collection as a whole. These recommendations include actions which can be carried out in the immediate term with minimal financial investment such as culling excess copies of items and/or digitising archives; items which can be undertaken in the medium term with some budgetary input such as purchasing and installing new shelving or rectifying existing building issues as well as actions which should be considered in long-term planning and which will necessitate a significant investment such as retro-fitting an existing building or constructing a new purpose-built facility to accommodate the City's Cultural Collections.

1.1 Recommendations for Future Storage Options

Priorities	What is Required/Considerations	Potential Costing (approximate)	Suggested Timeframe
URGENT ACTIONS			
1. Mitigate damage on the collections by pests, vermin and building deficiencies	<p>Attend to potential entry points into storage spaces to prevent damage to the collections. (eg. Pests noted at Mullewa Masonic Lodge and evidence of vermin in QPT Basement Information Management Storeroom.)</p> <p>Attend to any building deficiencies which could impact on the condition of collection items. (eg Rising damp in the Art Gallery Ground Floor Storeroom 1, flaking ceiling paint in the Art Gallery First Floor Storeroom 1)</p>	<p>\$2,000 p/a</p> <p>Flag issue with Building Maintenance for attention</p> <p>Incorporated into Capital Budget request for interior refurbishment of GRAG, over 2 years</p> <p>\$155,000</p>	<p>2024-25</p> <p>Commence planning and design 2025-2026</p> <p>Delivery in 2026-27</p>
SHORT-TERM ACTIONS			
1. Reduce collection sizes by removing multiple copies.	Conduct an audit of the collections and set aside multiple copies of material for assessment, culling and/or reallocation. Excess copies may be sent to other collecting institutions such as the State Library WA and local museums if applicable.	<p>\$5,000 (Casual Heritage Officer or Contractor) to assist existing Coordinator (1 x FTE) and existing Heritage Officer (1 x FTE).</p> <p>Operational budget request</p> <p>Archival equipment/materials (within existing budget)</p>	Commence in 2025-26, ongoing
2. Digitise archives and records.	<p>Assess collection items to establish a priority list for digitisation. Ensure that condition monitoring is included in this assessment (eg. Rates Record Books poorly stored in the Civic Centre Archive Room and deteriorating microfilms and fragile maps and plans stored at the Geraldton Regional Library.)</p> <p>Following digitisation, and adhering to the correct significance assessment procedures, the original items may then be discarded and/or reallocated to free-up additional storage space.</p>	Costing incorporated with Short Term Action, Item 1	Commence in 2025-26, ongoing
3. Deploy environmental monitors in some or all of the existing storage spaces as well as proposed new spaces.	Collect data on the environmental conditions of the existing and proposed storage spaces. The results will inform decision-making regarding whether certain spaces should continue to be used if found to be deficient for collection storage purposes.	<p>Condition monitoring equipment is already in place at the Library and Art Gallery.</p> <p>\$700 - Additional equipment, one-off cost Operational budget request</p>	<p>Already partially in action.</p> <p>Additional monitoring commences 2025-26</p>

1.1 Recommendations for Future Storage Options [cont]

Priorities	What is Required/Considerations	Potential Costing (approximate)	Suggested Timeframe
SHORT-TERM ACTIONS [cont]			
4. Minimize the acceptance of new collection items.	Strictly adhere to OP019 Local History Collection Development Policy in dealing with any donations.	No additional cost	Already in action, ongoing
5. Identify alternative Mullewa storage venue.	With reuse options for the Mullewa Masonic Lodge progressing, an alternative storage space will need to be identified for the collection housed therein.	No additional cost in planning/investigation phase.	Prioritise investigation in 2025-26 Potential Capital budget request in 2026-27.
6. Conduct an audit of the collection located in the Mullewa District Office Fire Proof Safe Room.	Conduct an audit and establish a master catalogue of the Mullewa Community History Collection, including items stored within the Fire Proof Safe Room and off-site at the Rodeo Shed at the Mullewa Recreation Ground. Allocate a staff member to have oversight and ensure enhanced management of the collection.	Costing incorporated with Short Term Action, Item 1	Partially commenced already. Prioritise in 2026-27
7. Following the undertaking of above Short-Term actions, conduct reassessment of Collection Storage needs.	Reassess Collection storage needs following completion of Short-Term actions to understand any impacts made on Medium and Long Term recommendations. Make any adjustments to Medium and Long-Term Action recommendations as required.	Costing incorporated with Short Term Action, Item 1	2026-27
MEDIUM-TERM ACTIONS			
1. Maximise the use of existing Collection storage spaces by refurbishing or upgrading existing facilities.	Install purpose-built or designed storage solutions to maximise the storage potential of existing spaces. (eg Install additional shelving to the QPT Archive Room and utilise full wall space to Art Gallery Ground Floor Storage Room, possible additional display options at the Mullewa Masonic Lodge)	\$15,000 - \$40,000 One-off cost, Capital budget request	2026-2027
2. Assess, and possibly remediate other existing spaces within CGG for storage purposes.	Investigate spaces within CGG owned buildings for collection storage potential. (eg QPT Basement Information Management Storeroom which includes an existing compactus and the QPT Basement Archive Room which requires a better shelving solution and organisation.) Both of these options may necessitate mitigating the possible flood hazard to the Basement.	No additional cost to survey options. Survey will inform future costs.	2026-2027

1.1 Recommendations for Future Storage Options [cont]

Priorities	What is Required/Considerations	Potential Costing (approximate)	Suggested Timeframe
MEDIUM-TERM ACTIONS [cont]			
3. Relocate inappropriately stored materials.	Determine the correct collection items to be stored in each space and relocate surplus materials to an appropriate location. (eg Visitor Centre brochures in the Art Gallery First Floor Storeroom 1, books and catalogues in the Art Gallery Ground Floor Storeroom 1 and boxed sellable book stock in the Royal Wolf Storage Facility.)	Costing incorporated with Short Term Action, Item 1	2026-2027
4. Create new display opportunities.	Instigate visible storage solutions which involve arranging items in displays behind glazing to maintain proper preservation conditions while also allowing more of a collection to be on display to the public in appropriate locations (eg Geraldton Regional Library, QPT Foyer and Civic Centre.) One item of note to consider for this treatment is the ceremonial wheelbarrow stored in the QPT Basement.	\$10,000 One-off cost, Capital budget request	2026-2027
LONG-TERM ACTIONS			
1. Expanded use of off-site commercial storage.	Consider expanded use of the commercial off-site storage facility, which is already utilised for certain CGG records.	\$5,000 - \$10,000 p/a Operational budget request	Annually, commencing 2027-28
2. Repurpose City owned properties for potential full or partial refurbishment and reuse as an archive storage facility.	Issues to consider in determining whether a property may be suitable for this purpose include the existing design and functionality of the building and whether it can be retrofitted with the necessary atmospheric control systems for cultural collection storage.	\$150,000 - \$250,000 One-off cost , Capital budget request	2027-28
3. Purpose-built archival storage facility.	Purpose-built archival storage facility on an appropriate, well located City owned site. Designed by a suitably experienced architect to a project brief which stipulates all the necessary considerations.	\$1-2 Million One-off cost, Capital budget request	2029-30

2. INTRODUCTION

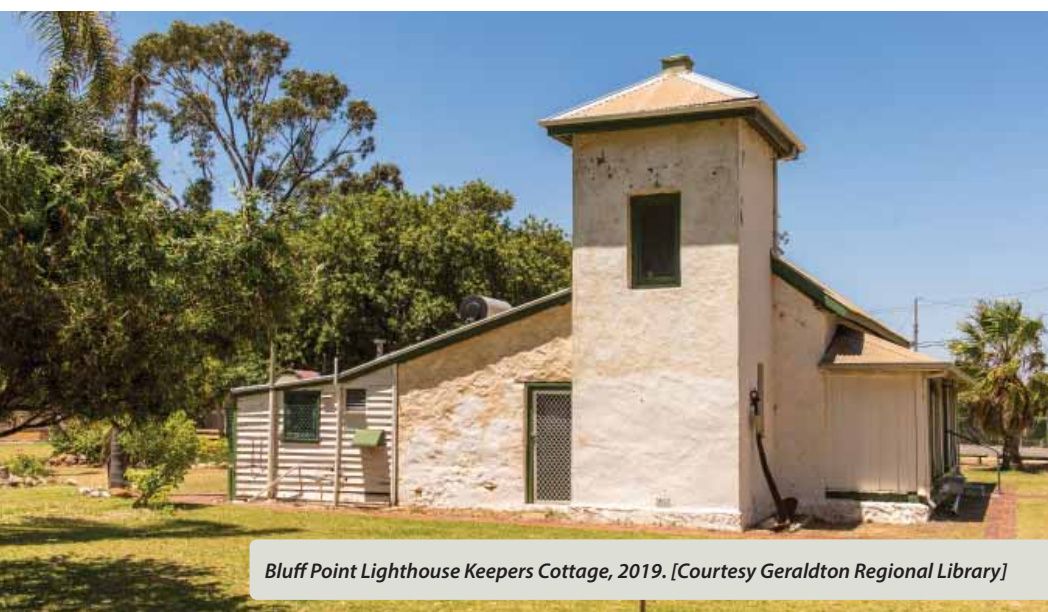
The purpose of this Scoping Study is to document the extent of Cultural Collections which are owned and managed by the City of Greater Geraldton (CGG), with a view to understanding the current and future storage needs of these collections. The title “Cultural Collections” refers to the Local History, Community and Civic Archives which have been amassed by the Local Government Authority over many years, along with the City of Greater Geraldton Art Collection.

Cultural Collections are also known as Community Archives or Community History Collections. They represent significant social and economic investment and bring together a diverse range of arts and cultural materials, making these readily available to the community, whilst preserving this material for future generations. These collections are a vital link in telling the full story of our heritage and contain locally significant materials and knowledge. In some circumstances, materials are of state or even national heritage significance. Items in these collections are sometimes confronting, such as records of past treatment of minority groups. Collections must respect cultural protocols, particularly with regard to Aboriginal Cultural materials, and apply these principles in their storage and access.

Materials held within cultural collections may include manuscripts, rare photographs, memorabilia, artefacts, oral histories, film, artworks, old newspapers, documents (including those born digital), serials and books.

The CGG Cultural Collections are housed at the following locations:

- Local History Collection, Geraldton Regional Library, 37 Marine Terrace, Geraldton
- CGG Art Collection, Geraldton Regional Art Gallery, 24 Chapman Road, Geraldton
- Civic Archives Collection, Queens Park Theatre Basement and Upper Floor, Civic Centre, 63 Cathedral Avenue, Geraldton
- Community Archives Collection, Royal Wolf Storage Facility, 20 Box Street, Webberton
- Mullewa Community History Collection, Mullewa District Office, Corner Padbury and Thomas Street, Mullewa and the Masonic Lodge (former), 43 Jose Street, Mullewa



Bluff Point Lighthouse Keepers Cottage, 2019. [Courtesy Geraldton Regional Library]



Greenough Museum and Gardens

In addition to the Cultural Collections listed above there are also a number of general and special interest collections held within the City which are owned publicly, privately and by community groups. Whilst these are not within the scope of this report, they present an opportunity for future consideration in terms of possible expansion of this report scope.

The three Community Museums are located at:

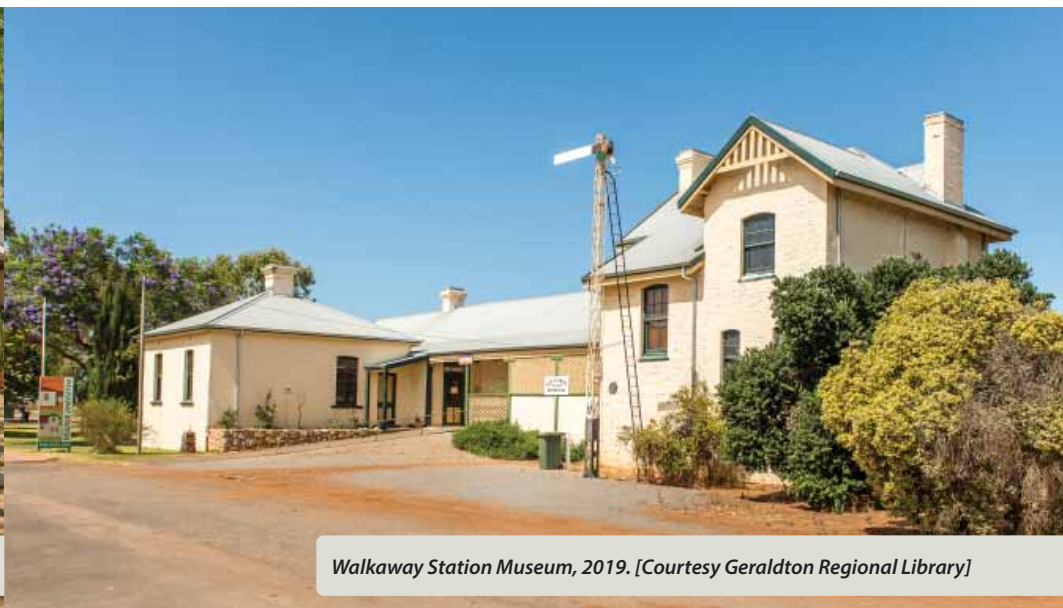
- Greenough Museum and Gardens, 11 Phillips Road, Greenough
- Walkaway Station Museum, 2 Padbury Road, Walkaway
- Bluff Point Lighthouse Keeper's Cottage, 355 Chapman Road, Bluff Point

The Museum of Geraldton is located at 2 Museum Place, Geraldton, and is owned and operated by the State Government.

Other local general and special interest collections include the Birdwood Military Museum, Old Gaol Museum and Craft Centre, Ex-Victoria District Hospital Staff Medical Memorabilia Display, Geraldton Cultural Trust, Bundiyarra Aboriginal Corporation, Yamaji Art, Geraldton Family History Society, the Monsignor Hawes Heritage Centre Museum in Geraldton and the Monsignor Hawes Priest House Museum in Mullewa.



and Gardens, 2019. [Courtesy Geraldton Regional Library]



Walkaway Station Museum, 2019. [Courtesy Geraldton Regional Library]

3. CONTEXT

3.1 History of Cultural Collections in Geraldton

The history of libraries and collecting institutions in Geraldton dates back to 1860's, with the activities of the Geraldton Mechanics' Institute. Their purpose was to educate the "working man" and this was achieved through the provision of meeting rooms and a library. A subscription-based lending library was established by the Institute in 1897, with the aid of a government grant of a block of land between Marine Terrace, Durlacher Street and Chapman Road (then known as Eleanor Street). Unfortunately, on 18 January 1900 the Library caught fire and was destroyed. The Mayor (Robert D. Hutchinson) saw this as an opportunity to activate the disused, original Geraldton Railway Station on Marine Terrace and a new library was formally opened within the single storey building on 8 August 1900.

However, it was soon found that the building was far too small for its new use and a second storey was added to the building with work completed in January 1910. The enlarged building included the Library, a public Reading Room and accommodation for the Librarian, and was officially opened by James Mitchell, Minister for Agriculture, on the 24 February 1910. The Library operated by the Geraldton Mechanics' Institute (renamed Cultural Trust in 1960) remained in popular use through the years at this location, relocating in 1975 to the former Residency and District Maternity Home along Marine Terrace towards the Port.

In 1949, one of Western Australia's greatest benefactors, Sir Claude Hotchin (1898-1977), donated 22 substantial art works to the people of Geraldton. These works included an early painting by West Australian artist Robert Juniper, and other paintings by Kathleen O'Connor, and Allan William Baker, and landscapes by Hans Heysen and Harold Septimus Power. Hotchin expressed his hope at the time that his gift would be the basis of a district art centre to which he and others could make suitable additions. In 1960 the Town of Geraldton commissioned West Australian artist and writer Elizabeth Durack (1915-2000) to produce a body of artworks of the Geraldton area, including Dongara,



Northampton and out to Carnamah. This collection, along with the Hotchin Collection, formed the beginnings of the CGG Art Collection which today holds 414 artworks.

A public meeting was held on 29 July 1954 in the Mayor's offices (Dr James McAleer) to form a branch of the Western Australian Historical Society under the name of the Victoria District Historical Society, with the intention that this branch would act as headquarters for outlying towns. In 1963 at the instigation of the Mayor (Charles Stewart Eadon-Clarke), the branch was reformed with Victor Askew being elected as the President. The Historical Society was later instrumental in establishing the three local Community Museums which are referenced in this report.

On 31 July 1968, the Town of Geraldton officially opened the new Geraldton Public Library at the Civic Centre, Cathedral Avenue. A suggestion that the Library should become a repository for historical records of the town and surrounding district was put forward from the Council to the State Librarian, Library Board of Western Australia, and in 1969 the Council passed a sum of \$3,500, which was money in Trust left over from canteens run during World War II, to purchase equipment and resources to establish a Local History Collection in the Geraldton Public Library.

Some five years later, the forerunner to the Museum of Geraldton, and then known as the Geraldton Maritime Museum, was opened by the Premier of Western Australia, J. T. Tonkin. The Museum was opened 3 March 1973 and was located on Marine Terrace (in the building currently occupied by Revolutions). The "Yellow Submarine", a former submersible machine, featured as a memorable entry statement for the Museum. In 1985 the WA Museum relocated to the original Geraldton Railway Station, before moving to its current premises at the Geraldton Marina in December 2000.



3.2 Previous investigations into the storage needs of local Cultural Collections

In 2003 the idea of establishing an Archive Repository for the Midwest was proposed by City of Geraldton, following lengthy discussions between the Geraldton Regional Library, WA Museum Geraldton, Geraldton Regional Art Gallery (then managed by the Art Gallery WA), Mid West Heritage Inc. and Museums Australia Mid West. At the time, the Federal Department of Communications, Information Technology and the Arts (DCITA) was investigating regional collection management in the form of Regional Hubs. Grants were available to support Community Archive Groups and on 16 October 2003 the City of Geraldton Administration and Finance Committee endorsed the recommendation that the City act as administrator of the DCITA grant monies on behalf of the Community Archive Group.



The decision was made to convert the vacant former Geraldton Maritime Museum exhibition building on Marine Terrace into the Repository. A significant portion of the City's historical collection remained in situ at this location from 2007 until 2013, when the old exhibition building was sold by the State to private owners.

The subsequent need to vacate this property meant that new storage needed to be found for a substantial 30 cubic metres of archival material. Various options throughout the City were investigated. An extensive stocktake was undertaken by the City's Heritage Services Team, and fragile and valuable items were transferred to the compactus at the Geraldton Regional Library and the basement at the Queens Park Theatre (QPT). With no other remaining options available, the remainder of the collection was placed in storage in a sea container at the Webberton-based Royal Wolf Storage Facility in July 2013.

In 2010 the Geraldton Regional Library shifted from its original location at the Civic Centre to new premises at 37 Marine Terrace, the site of a former supermarket. The new Library provided increased storage options for the City's collection of local history photographs and records and included a purpose-built local history section, with compactus, reference shelves and desks, microfilm, scanning, computers and other facilities.

Following extensive building renovations to the former Mullewa Masonic Lodge, in 2014 the City approached Cathy Day of Heritage TODAY to conduct a significance assessment of the Community Collection stored within the old Lodge building. An inventory was developed with regard to the items stored in this building, following a community busy bee supervised by City Heritage Staff in 2015 and a proposal was developed for suggested future uses of the collection.

In 2019, following an extensive stocktake of the Local History and Art Collections, the CGG Libraries, Heritage and Gallery Team coordinated an in-house study of the Local History, Civic Archives and Art Collections, to understand the physical storage space already in use in the City's facilities. The study included storage areas in the QPT Basement where the Civic Archives are located and the Community Archives sea container at the Royal Wolf Storage Facility.

In 2021, the Geraldton Visitor Centre was co-located with the Geraldton Regional Art Gallery (GRAG), meaning that additional racking stocked with brochures, merchandise, cruise ship promotional material and other miscellaneous items was required to be accommodated in the upper-level storage area at GRAG.

3.3 Community Collections for the Future

Caring for our Community Collections into the future is supported in the following plans and strategies that have been endorsed by the City of Greater Geraldton Council.

CGG CORPORATE PLAN

Community - Our culture and heritage is recognised and celebrated. We are creative and resilient. We can all reach our potential.

1.1.2 Provide library services, community facilities and engagement programs to meet the lifelong learning and leisure needs of the community.

CGG STRATEGIC COMMUNITY PLAN

Community - Our culture and heritage is recognised and celebrated. We are creative and resilient. We can all reach our potential.

1.10 A place where people have access to, engage in and celebrate arts, culture, education and heritage.

CGG HERITAGE STRATEGY 2023-2028

Protecting – Understanding statutory controls and policies and adhering to best practice is vital to creating a positive environment which values and protects our region's heritage.

GERALDTON REGIONAL ART GALLERY STRATEGIC PLAN 2023-2026

Goal 3 – Improve, promote and conserve the City of Greater Geraldton Art and Public Art Collections. Community Collections make a number of distinct positive impacts.

Impact 1: Cultural Capital Gains

Cultural resources used for personal and community development have been described as 'cultural capital.' Community archives make a significant contribution to cultural capital and community archives and do this in a way that isn't usually observed in the mainstream heritage sector.

- Young and old people meet and work closely together, developing a sense of mutual respect
- Heritage and history are re-balanced in favour of under-voiced communities
- Activities bring about a sense of belonging. Once people are engaged with community archives, they have the opportunity to meet and work with others. Working alongside others from a variety of backgrounds like this can create community cohesion and, potentially, stronger and safer communities, as a result.

Impact 2: More Attractive Communities

Participation in community archives can improve the 'livability' of an area, by bringing into focus factors which make a place more interesting and tolerable to live in. A sense of social companionship may lead to the perception of improved safety in an area.

Impact 3: Opportunities for Lifelong Learning

Community archives provide people with significant opportunities for learning new skills.

Impact 4: Community Events and Activities

Community Collections can be the basis of events and activities which engage groups in all sectors of the community, both tourists and locals. Some examples include drive and walk trail development, exhibitions, workshops and meetings, publishing, social media promotions, collecting sessions, hosting school visits and online research assistance.

4. City's Cultural Collections - Present

4.1 Main Uses and Activities Conducted

The City of Greater Geraldton Cultural Collections are made up of five collections of items, art works, objects, records and archives accommodated at seven separate locations within the City's jurisdiction. The Collections are catalogued using the SirsiDynix Library Management System. The different collections comprise of the following:

- Local History Collection, Geraldton Regional Library
- City of Greater Geraldton Art Collection, Geraldton Regional Art Gallery
- Civic Archives Collection, Queens Park Theatre and Civic Centre
- Community Archives Collection, Royal Wolf Storage Facility
- Mullewa Community History Collection, Mullewa District Office and Masonic Lodge (former)

Local History Collection

Accommodated at the Geraldton Regional Library, the Local History Collection comprises a large variety of records and items which are relevant to the history and historical development of Geraldton and its surrounding districts. Of the five collections owned and managed by the City of Greater Geraldton, the Local History Collection is the most readily accessible to the public and can be visited in person during opening hours at the Geraldton Regional Library for viewing and research purposes. The majority of items within the Collection require staff retrieval and/or supervision to view and handle. The Collection is fully catalogued. Meanwhile a large component of the Local History Collection has been, and continues to be, digitised. As such the Collection is increasingly accessible in an online format, reducing any risks associated with handling fragile and significant original records.

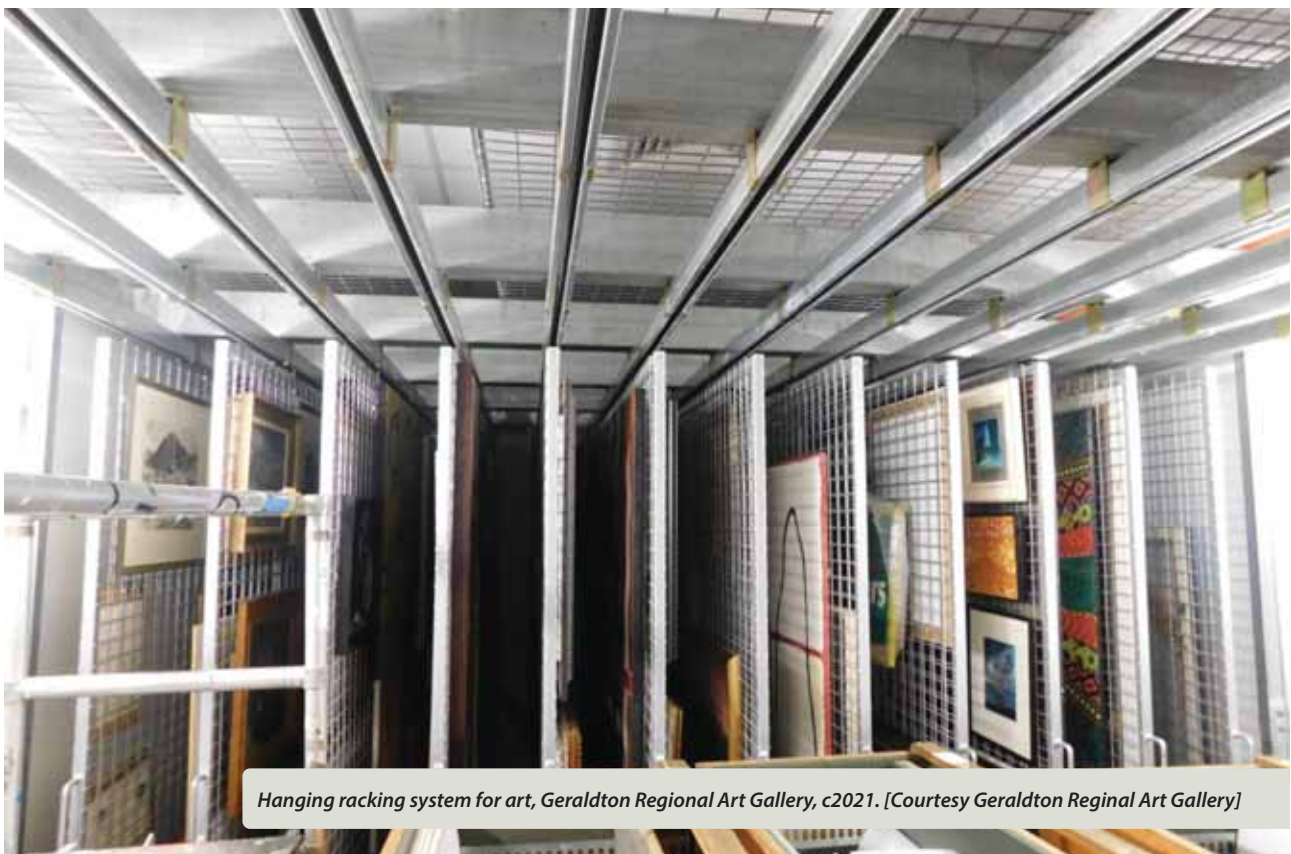


Geraldton Regional Library. [Courtesy Geraldton Regional Library]

The Local History Collection is utilised by a wide variety of people including members of the public, secondary and tertiary students. Individual or groups of objects and/or items from the Collection are regularly put on display in secure cases within the Local History Collection space to mark special events and commemorations. This serves to widen the reach of the Collection and encourage the general public to have a sense of ownership of, and connection with, the Collection. Members of the wider Geraldton community are encouraged to utilise the Local History Collection via a range of different initiatives and activities. In February 2015 this collection was valued by Robert Muir Old and Rare Books at \$401,142.

City of Greater Geraldton Art Collection

The Art Collection is housed at the Geraldton Regional Art Gallery within a State Registered historic building which also accommodates the Visitor Centre. The Collection comprises 414 varied art works, many of which have relevance and connection to Geraldton, its surrounds and Western Australia, with additional pieces determined by an acquisition policy. The Art Collection is only accessible in part to the general public, depending on the exhibitions being mounted in the Gallery spaces which are open to the public during the set opening times and during art exhibitions and events. However, the art works on public display in the Gallery only comprise a very small proportion of the total Art Collection. The majority of the Collection is held in storage in three secure areas within the Geraldton Regional Art Gallery which are only accessible to members of staff. The climatic conditions at the Gallery are maintained at a very high standard in order to retain the A-Class Regional Gallery status which was put in place in 1984. The Collection is fully catalogued and work is ongoing to digitise the entire Geraldton Art Collection to ensure its reach to a wider audience. In May 2019 this collection was valued by Banziger Hulme Fine Art Consultants at a market value of \$574,620, (insurance value \$1,378,250).



Hanging racking system for art, Geraldton Regional Art Gallery, c2021. [Courtesy Geraldton Regional Art Gallery]

Civic Archives Collection

This diverse collection of objects, items and archives are stored in several locations within the Civic Centre and the adjacent Queens Park Theatre. The individual storage locations range from secure, temperature and light controlled environments with compactus style shelving systems, to cramped areas with no climate control. The Civic Archives Collection is not accessible to the general public in its present locations and format. Microfilming of Rates Record books, which take up a lot of space due to their bulk, has been occurring which will not only widen the potential reach of these records but also allow for the original archives to be stored elsewhere. It should be noted however that digitisation of the records would be preferable to microfilming for the long term and to harness the potential of the internet, allowing these documents to be made fully available online.

Community Archive Collection

Established as a temporary storage measure in July 2013 to accommodate the Community Archive Collection, the single shipping container is located on a site in the suburb of Webberton which houses a large number of similar containers. The Community Archive is fully catalogued and contains various records donated by local community organisations. Lack of digitisation of items in the off-site storage situation limits the accessibility of the items to the public via the Geraldton Regional Library. The Community Archive is not promoted given the physical limitations of the storage space which is close to capacity and therefore additional donations of material would be challenging to manage.

Mullewa Community History Collection

The varied items which comprise the Mullewa Community History Collection are stored in two separate locations; the fire proof safe at the Mullewa District Office and the state heritage listed former Masonic Lodge. Although largely uncatalogued the archives, records and items stored in the District Office are accommodated in secure, fairly constant atmospheric conditions whereas the diverse historic objects partly on display at the Masonic Lodge are in an uncontrolled, dusty environment at risk from pests. An audit of items in storage within the Masonic Lodge was conducted in 2014. There is currently no public access to this Collection.



Mullewa Community Collection, former Mullewa Masonic Lodge, 2014. [Courtesy Geraldton Regional Library]

4.2 Acquisition of Collection Items

Acquisition, or the addition of new items to the Collection, is largely by donation, although a small budget is maintained by the Geraldton Regional Library for the purchase of new books. The CGG Heritage Services team is responsible for applying *Operational Policy OP 019 Local History Collection Development* for items collected for the Local History, Community and Civic Archives. The historical items at Mullewa were gathered for the most part prior to OP019 and for many years gathered in an ad hoc manner. However, in recent times significant improvements have been made in this area. Items are collected by the Geraldton Regional Art Gallery (GRAG) under the guidance of *Operational Policy OP017 GRAG Collection Policy*. When historical items are donated, a Donor Receipt Form must be completed and signed by the donor, which mirrors the Deed of Gift form for artworks.

The Collection Development Policies are essential to the ongoing management of collections. They determine the scope of items which can be included in the collection, in what format the item should be accepted and the method of how to document the process. Importantly they provide clarity as to what should not be accepted and provide the organisation with criteria for discarding materials if needed.

This is important given that the City's current storage capacity for its Cultural Collections is very near full capacity and in some cases lacking the suitable atmospheric and storage conditions necessary for archives and significant records and items. This is evident in the case of the Royal Wolf Storage Facility which houses the Community Archive. While the City currently accepts donations of archival material from community organisations and stores them in this sea container, this is not promoted widely owing to the fact that the storage facility is almost at capacity and the conditions are not ideal. Added to that are the challenges of staffing resources to properly catalogue and digitise these records. Consideration should be given to the acceptable standard of records, in terms of documentation and format, accepted for inclusion in the Community Archive.



4.3 Existing Collection Storage Situation

Each separate Collection location was inspected and assessed, and detailed findings are attached in the Appendices. Below is a summary of the main points and issues identified.

The Collections are accommodated over different spaces in varied conditions ranging from optimal atmospheric archival conditions to locations at risk of damage from inadvertent knocks or infrequent flood events, and other sites where fluctuations in temperature and dust ingress could impact on items.

Two important parts of the Collection are housed in heritage listed buildings which present their own challenges in terms of working within planning restrictions and responding to unique place-based circumstances such as the need to maintain existing window openings.

The majority of the Collections are covered under existing security systems, with the former Masonic Lodge in Mullewa and the sea container at the Royal Wolf Storage Facility being obvious exceptions.

Almost all of the Collections are nearing capacity in terms of remaining storage space left to fill. Access to, and the effective use of, some storage areas has been compromised by the impact of co-storage whereby disparate items have been introduced into the spaces due to lack of storage elsewhere. While some elements of the Collections can benefit from reorganisation and minor culling, the future proofing of collection storage is reaching an urgent stage whereby management decisions will be required and possibly some investment in the near future. This may include increasing resources for the digitisation of sections of the Collection.

Only a small part of the Collection is accessible to the general public via the Geraldton Regional Library. Exhibition spaces at the Art Gallery are rotated on a regular basis, including both visiting and local exhibitions. However, many of the collection items remain in storage for the most part. Some elements of the Collection have special requirements such as the Art Collection whereby the movement of art works, particularly off-site, should be minimised in order to prevent any damage to the pieces. In addition, the functions of the spaces should be factored in eg workspace for repairing artworks.

The majority of the Collections have been catalogued and operate under a Collection Management Policy, however some items still require attention in this regard.

Items at Mullewa were gathered for the most part prior to OP019 and for many years gathered in an ad hoc manner. However, in recent times significant improvements have been made in this area. Items are collected by the Geraldton Regional Art Gallery (GRAG) under the guidance of *Operational Policy OP017 GRAG Collection Policy*. When historical items are donated, a Donor Receipt Form must be completed and signed by the donor, which mirrors the Deed of Gift form for artworks.

Snapshot of Storage Currently Utilised

Figures sourced from GRL and GRAG Cultural Collection Storage Review.

(Appendix I – Table of Findings)

	Storage available (m ³)	Approximate number of physical items stored	Storage capacity utilised (%)
Local History Collection, Geraldton Regional Library	90.75m ³	67,345	90%
CGG Art Collection, Geraldton Regional Art Gallery	364.40m ³	1,750	78%
Civic Archives Collection, QPT Basement Cupboard	18m ³	170	90%
Shipping Container, Community Archives, Webberton	20 foot container with inbuilt shelving	1,500	90%
Mullewa Masonic Lodge (former)	1 x chamber, 1 x back room	700	70%



Readings at the Big Sky Festival 2022, surrounded by exhibits from the Local History and other collections, held at the Geraldton Regional Art Gallery. [Courtesy Geraldton Regional Library]

4.4 Engagement with Local Community Museums

The project included liaison with the three local community museums; the Bluff Point Lighthouse Keeper's Cottage, the Greenough Museum and Gardens and the Walkaway Railway Station Museum. Although they operate independently from the City, all three museums are located in City owned properties. All three museums are State Heritage listed and house significant collections which are accessible to the public during specified opening times according to the capacity of each volunteer group, who determine their own opening hours. As such it was considered judicious to engage with each of the museum committees in order to understand their current collection storage management and determine any future needs and concerns that may arise. This consultation included on site meetings with key stakeholders as well as the completion of a survey seeking information about each of the Collections. Important questions about Collection Significance Assessments and Management Policies were posed along with disaster preparedness. Of particular relevance to CGG, the survey also asked whether any significant priority items within the three local museum collections would benefit from proper off-site archival storage conditions. While the full results of both the site meetings and the surveys are attached as appendices, a brief summary of the main findings is provided below:

The three local community museums are at very different stages in terms of the documentation, assessment and management of their collections. While the Greenough Museum and Gardens is very advanced, the other two museums have considerable work to undertake in thoroughly cataloguing their collections and carrying out significance assessments of the items therein. Reflecting this disparity in collection management, the Greenough Museum and Gardens was able to identify several items within their Collection which would benefit from off-site archival quality storage conditions, whereas the other two museums failed to identify any items. Furthermore, challenges may impact on the future operations of the Bluff Point Lighthouse Keeper's Cottage and the Walkaway Railway Station Museum with an aged volunteer base at the former and a brand new committee at the latter which may result in a lack of continuity of knowledge in the short term. It should be noted that all three local community museums stated their willingness to be part of any Disaster Preparedness training to try and safe guard their collections in the event of a natural disaster.

In terms of this Scoping Study it is recommended that the City should take into account the three local community museums in determining the future storage needs of its Cultural Collections. While only one of the three museums has identified specific archival materials which would benefit from archive quality storage conditions, given time to conduct the necessary significance assessments and collection management policy work, it is likely that there would be additional material that may also require such a solution. The City supports the community museums through Action 15-4.3 Supporting in the CGG Heritage Strategy 2023-2028. In addition, all three museums have a nominated representative who attends the City run Heritage Advisory Committee.

5. RESEARCH FINDINGS

5.1 Ideal Conditions for Cultural Collections Storage

Storage facilities which accommodate Cultural Collections, such as museums, archives and art storage facilities, require special design consideration to ensure the optimal environment for the preservation, protection and study of the collection. A number of factors need to be taken into account including temperature, moisture, light, pest control, dust, pollutants, storage solutions, accessibility, occupant comfort and safety.

The general standard for interior temperature and relative humidity (RH) for museums, archives and art storage facilities is 20 degrees Celcius (+- 2 degrees) and 50% (+- 5%). While achieving the ideal temperature and RH levels is important for the storage of Cultural Collections, maintaining stable and constant conditions is to some degree more crucial than the levels themselves. Different materials have varying ideal storage conditions, and as such by limiting the fluctuations in temperature and RH, the stresses in the materials due to thermal and moisture related expansion and contraction are reduced. This in turn limits premature degradation of the materials.

One of the most common sources of damage to Cultural Collections is via fenestration - the existence, location of, and type of coverage to, windows and/or skylights. The inappropriate location or management of fenestration can result in issues such as UV/light penetration, condensation, security breach points, weather and pest ingress, etc. Ideally a Cultural Collection storage facility would not have any, or at least very limited and controlled, fenestration in its design.

A purpose-built storage facility would also ideally limit the impact of moving internal airstreams which can be the result of poorly designed air conditioning systems and pressure control schemes. Maintaining a consistent control over interior conditions will serve to reduce heat and moisture variations which could compromise the Collection.

In many cases, Cultural Collections are accommodated within converted heritage buildings which often have little or no insulation, inefficient fenestration systems and restrictive planning controls within which to operate. The retro-fitting of thermal and UV protective systems to a heritage building can be problematic and challenging.

The way in which a cultural collection is stored within the storage facility is also very important in order to best conserve, protect and access the Collection. Overcrowded storage can result in narrow, confined circulation paths for staff and jeopardize the safe retrieval of objects/items. Limiting the over-handling of precious and sometimes fragile items is a further consideration and as a result off-site storage is sometimes not the recommended approach. Optimised storage can also make an essential difference in times of an emergency event such as fire, flooding etc.



5.2 Recommendations for Future Storage Options

EXISTING CULTURAL COLLECTION LOCATIONS

For the short term there are opportunities to maximise existing storage spaces by undertaking some or all of the following:

1. Culling existing materials such as multiple copies, items deemed not within the collection policies or indeed deaccessioned items such as several artworks still stored at the Art Gallery. Culling may also follow on from the much-needed cataloguing of some elements of the collections which appear to have been overlooked to date (eg the Civic Centre Planning Archive shelving & QPT storerooms containing theatre records).
2. Digitisation of archives and records which, following correct significance assessment procedures, may then be discarded to free-up more space.
3. Relocating inappropriately stored materials such as the Visitor Centre brochures in the Art Gallery First Floor Storeroom 1 (FFS1) and the books and catalogues in the Ground Floor Storeroom 1 (GFS1) to a more suitable location. This will also facilitate better staff circulation through both areas, minimise the chance of damaging items during retrieval and possibly allow for the option of the introduction of a small workshop area upstairs where artworks can be attended to.
4. Maximising existing spaces via the installation of purpose-built or designed storage solutions (eg additional shelving to the QPT archive room or utilising wall space to Art Gallery Ground Floor storage room.) A further creative, but possibly expensive approach is visible storage which involves arranging items in displays behind glazing to maintain proper preservation conditions while also allowing more of a collection to be on display to the public.
5. Securing existing storage areas against the threat of pests and potential flooding to allow for the expanded and full use of current space. This is particularly applicable to the QPT Basement Information Management Storeroom which has an existing compactus installed and is an ideal environment in terms of lack of light, constant atmospheric conditions and security.

It should be noted that the continuing use of the Royal Wolf Storage Facility should only be considered as a short-term option given the potential detrimental impact on archival records caused by extreme temperature fluctuations combined with the security issues. In the meantime, every effort should be made to secure more ideal storage facilities to accommodate the Community Archive. This may require additional funding and be subject to future available budget.

Meanwhile it may be beneficial to deploy environmental monitors in some of the existing storage spaces to measure relative humidity, temperature fluctuations, visible light and UV radiation, with regular calibration to ensure accuracy of readings. The resulting data will help to inform whether certain spaces should continue to be used as well as the timeline for decision-making, especially if some storage conditions are found to be deficient.



*Nude Figure, Norman Lindsay, 1879-1968 (Acc 186).
[Courtesy Geraldton Regional Art Gallery]*

OTHER STORAGE LOCATIONS AT THE CIVIC CENTRE & QUEENS PARK THEATRE:

During the site inspection phase of the project several areas within Queens Park Theatre and the Civic Centre were identified as potential locations for storage of the expanding CGG Cultural Collection, noting further investigation of these options is recommended:

1. Queens Park Theatre Basement – Information Management Storeroom: This small, secure room contains an existing compactus with some items stored therein including some original Rates Records. The space has fairly constant atmospheric conditions and is not impacted by UV light ingress. If this space were to be utilised for the storage of items from the CGG Cultural Collection two issues that would need to be addressed are pest control (given the evidence of mice droppings on the compactus shelving) and based on previous events, potential flooding of the QPT basement.
2. Queens Park Theatre Basement – Archive Room: This small, lockable room off the main basement area has open metal shelving which currently stores labelled lever arch files containing QPT financial information, press releases and listings of productions (2006 - 2013) etc as well as a box of brochures from the opening of the QPT. The current storage is somewhat haphazard and disorganised and, when taken in conjunction with the QPT Upstairs Shelving Area, may reveal duplication of materials which could warrant culling. When this occurs, this space may become available for additional storage of the expanding CGG Cultural Collection.

ADDITIONAL STORAGE LOCATIONS:

Two existing storage areas within the Civic Centre and Queens Park Theatre were identified as requiring urgent attention to secure the items currently accommodated therein, with potential to free up space for other items to be stored there if needs be.

1. Queens Park Theatre Upstairs Shelving: Currently accommodates unsealed cardboard boxes containing organizational and promotional material for productions and movies (1997 – 2015) on open shelving as well as a box of movie posters. Almost at full capacity, this area is an uncontrolled environment subject to fluctuations in temperature and dust ingress. As such it is not an appropriate space for housing items from the CGG Cultural Collection.
2. Civic Centre Planning Archive (Downstairs): Several open shelves house a variety of plans, lever arch files and documents in a haphazard and disorganized manner resulting in damage to some of the material which could possibly be of value.

Attention to the cataloguing and optimum storage conditions of the materials in both of the above areas is required at a minimum to ensure they are not damaged. However, the possibility of creating additional space for Council records etc, may allow for the relocation of items from the Civic Centre Archive Room which don't require optimum archival storage conditions.

EXPANDED USE OF OFF-SITE PRIVATE STORAGE:

One option to consider is the expanded use of the commercially offered storage facility, which is already utilised for certain CGG records. The benefits of this option need to be weighed against the negatives which include the annual costs, the lack of autonomy over the management and accessing of the facility with the possibility that it could even be closed down at some point in the future. Additionally, a privately owned facility would not meet the criteria for funding assistance.

OTHER CITY OWNED PROPERTIES:

Existing City owned properties should be investigated for potential full or partial refurbishment and reuse as an archive storage facility. Issues to consider in determining whether a property may be suitable for this purpose include the existing design and functionality of the building, if required and whether it can be retro-fitted with the necessary atmospheric control systems if required. Buildings which are secure, have minimal or at least controlled fenestration to reduce light infiltration and offer flexibility in the items which can be stored therein may be favourably considered. An example of this method of storage in the National Archives of Australia purpose built storage located in Francis Street, Northbridge.

PURPOSE-BUILT ARCHIVAL STORAGE FACILITY:

Possibly the most expensive but optimal option would be a purpose-built archival storage facility on an appropriate, well located City owned site. Designed by a suitably experienced architect to a project brief which stipulates all the necessary considerations, the facility would ideally take into account the following important design considerations:

1. Storage of archived materials to maximise efficiency, best utilising the building's cubic space to respond to the items to be stored and the frequency of use/access to those stored materials.
2. Flexibility for change of mission; including accommodating new materials to be stored and responding to technological advances such as electronic media and digital materials.
3. Provision for expansion of archives; vertically and/or horizontally.
4. Protection of archived materials being the principal design focus for this building design.
5. Compartmentalised storage areas to limit losses in the event of a catastrophic event such as a fire or system failure.
6. Fire protection of stored materials.
7. Security for all archival materials and building as a whole, including controlled access to archive storage areas and public/researcher access.
8. Safety of all staff and visitor occupants.
9. Secure and safe loading and receiving areas.

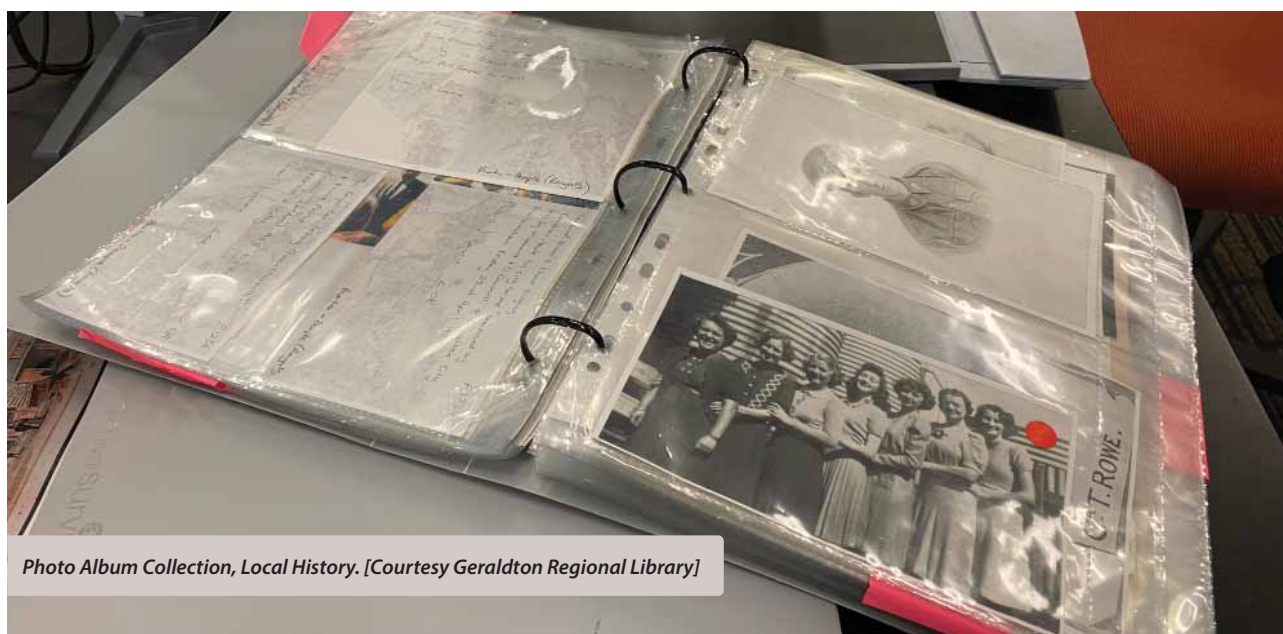


Photo Album Collection, Local History. [Courtesy Geraldton Regional Library]

5.3 Recommendations for Disaster Preparation and Recovery

Disasters, such as flood events and fires, can have a catastrophic impact on Cultural Collections and result in the irretrievable loss of significant items. During the COVID-19 Pandemic a Preparedness and Return to Services Plan was created. In addition, there is an updated Business Continuity Plan for the Libraries, Heritage and Gallery team in place.

A Disaster Preparedness and Recovery Plan for the City's Cultural Collections is in place which includes a list of prioritised items for emergency removal in the event of a disaster.

There are a range of actions which could be further introduced in order to minimise the impact of disasters, including the following:

1. Optimise the existing storage conditions for collections in order to ensure the protection of items. This can include the use of appropriate shelving, compactus as well as storage boxes which are both fire and waterproof.
2. Maintain good access to the collections to allow for ease and timeliness of retrieval during what would be a stressful environment at the time of a disaster.
3. Resolve existing issues that could potentially impact on the condition of the collections, including flood proofing the Queens Park Theatre basement and ensuring that pest control is maintained as a regular mitigating action.
4. Conduct significance assessments of the collections continue to identify which items are of the highest value and should therefore be prioritised for urgent retrieval in the event of a disaster. Those items should be readily identifiable by CGG staff and easily accessed for safe storage elsewhere in an agreed location.
5. Maintain ongoing, up-to-date Disaster Preparedness Plans for the entire Cultural Collection, including a clear chain of command to identify who is responsible for recovery and relocation of items and recommendations on alternative sites for temporary storage, and review these plans at least biennially.
6. Ensure that valuation of both historical and art collections is up-to-date and included on the City's insurance schedule.



Archival Storage, Local History. [Courtesy Geraldton Regional Library]

6. RELEVANT WORKPLACE INFORMATION

- ART05 – Deed of Gift – Geraldton Regional Art Gallery
- Branch Business Continuity Plan – Libraries, Heritage and Gallery, D-22-009191
- CGG Corporate Plan
- CGG Heritage Strategy, 2023-2028
- CGG Strategic Community Plan
- Council Policy CP1.3 Heritage
- Geraldton Regional Art Gallery Strategic Plan, 2023-2026
- Geraldton Regional Library, Local History Collection, Disaster Preparedness and Recovery Plan, Updated March 2023, D-19-091663
- GRL and GRAG Cultural Collection Storage Review, D-19-054795
- HER02 – Local History Collections – Item Receipt form
- HER03 – Yamaji Yanda Donation of Images
- Mullewa Archives – Historical Collection Register, D-19-021787
- Mullewa Community Heritage and Masonic Collection, Mullewa Masonic Lodge, -21-141862
- Operational Policy OP005 Library Collection Management
- Operational Policy OP017 Geraldton Regional Art Gallery Collection Policy
- Operational Policy OP019 Local History Collection Development



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Midwest Ports Shipping Register Collection. [Courtesy Geraldton Regional Library]

APPENDIX I

Current Collection Storage (Physical Items) - Geraldton Regional Library and Geraldton Regional Art Gallery - 2021 (D-23-051507)					
Storage Unit	Location	Description of Collection	Space Footprint (L x W x H = m ³)	No. of Physical Items (est.)	Unit Fullness (%)
LIBRARY					
<i>Local Studies Collection</i>					
Compactus	Geraldton Regional Library	Books, Photographs, Reports, AudioVisual, Ephemera, Newspapers	7.8x2.4x1.53 =28.64m ³	53000	90%
Map cabinet	Geraldton Regional Library	Maps and plans	1.4x1.49x.95 =1.98m ³	400	95%
Microfiche	Geraldton Regional Library	Microfiche	.36x.33x.44=.05m ³	6500	100%
Grey cupboard	Geraldton Regional Library	Equipment and preservation material	.90x1.8x.45 =.73m ³	715	95%
Workroom compactus	Geraldton Regional Library	Bookshop stock, preservation equipment and ephemera	1.3x1.25x2.2 =3.58m ³	5750	95%
White cupboard	Geraldton Regional Library	OH equipment and stationary	1.1x2.75x.38 =1.15m ³	120	90%
Bookshop shelving	Geraldton Regional Library	Books and files	2.23x2.28x.38 = 1.9m ³	390	85%
Work bench storage	Geraldton Regional Library	Archival boxes	1.5x.4x.95 =.57m ³	60	90%
<i>Community Archive</i>					
Sea Container	Royal Wolf, Webberton	Ephemera, Community Group Reports/Minutes, Newspapers, Community Newsletters, Books. This collection was previously housed in the old Museum Building on Marine Terrace (near Visitor Centre)	20' GP Shipping Container with shelving both sides, 6m L x 2.5m W x 3m H = 45m ³	264 catalogue records (multiple items per catalogue record)	80%

Current Collection Storage (Physical Items) - Geraldton Regional Library and Geraldton Regional Art Gallery - 2021 (D-23-051507)					
Storage Unit	Location	Description of Collection	Space Footprint (L x W x H = mm ³)	No. of Physical Items (est.)	Unit Fullness (%)
LIBRARY					
<i>Civic Archive</i>					
Open Shelves, within locked cupboard	QPT Basement	Ephemera, Artifacts, Gifts, Photographs	3m L x 1.4m W x 3m H = 7.2m ³	146	100%
ART GALLERY					
<i>CGG Art Collection</i>					
Groundfloor racks	Geraldton Regional Art Gallery	Paintings	12 racks = 3m L x 3m W x 2.4m H = 21.6m ³	98	95%
Groundfloor transit area	Geraldton Regional Art Gallery	Moveable scaffold, exhibition crates, framing materials, piano	3.5m L x 3.6 W x 3.2m H = 40.2m ³	-	Variable Usually 25%
Groundfloor storage drawers	Groundfloor storeroom GRAG	Sculptures	1m L x .7m W x 2.1m H = 1.47m ³	120	50%
Upstairs storeroom	GRAG Upstairs Storeroom	Artworks, CGG Collection storage shelves, Geraldton Visitor Centre brochures, plinths, trolleys, small tables, benches, white board, extension leads	Part A 13.5m L x 8.4m W x 3m H = 340.2m ³	25	80%
Upstairs metal shelving	Geraldton Regional Art Gallery upstairs storeroom	Framed & glassed artworks	5.9m L x 1m W x 3m H = 18.29m ³	285	90%
2 sets x metal drawers	Geraldton Regional Art Gallery upstairs storeroom	Small sculptures & installation materials	2 x (.8m L x 1.9m W x 1.4m H) = 2.2m ³	65	40%
<i>CGG Reference</i>					
Bookshelf	Groundfloor storeroom GRAG	Art & reference Books	.3m L x 1.2m W x 1.8m H = .65m ³	350	80%

APPENDIX II

City of Greater Geraldton Art Collection

GERALDTON REGIONAL ART GALLERY

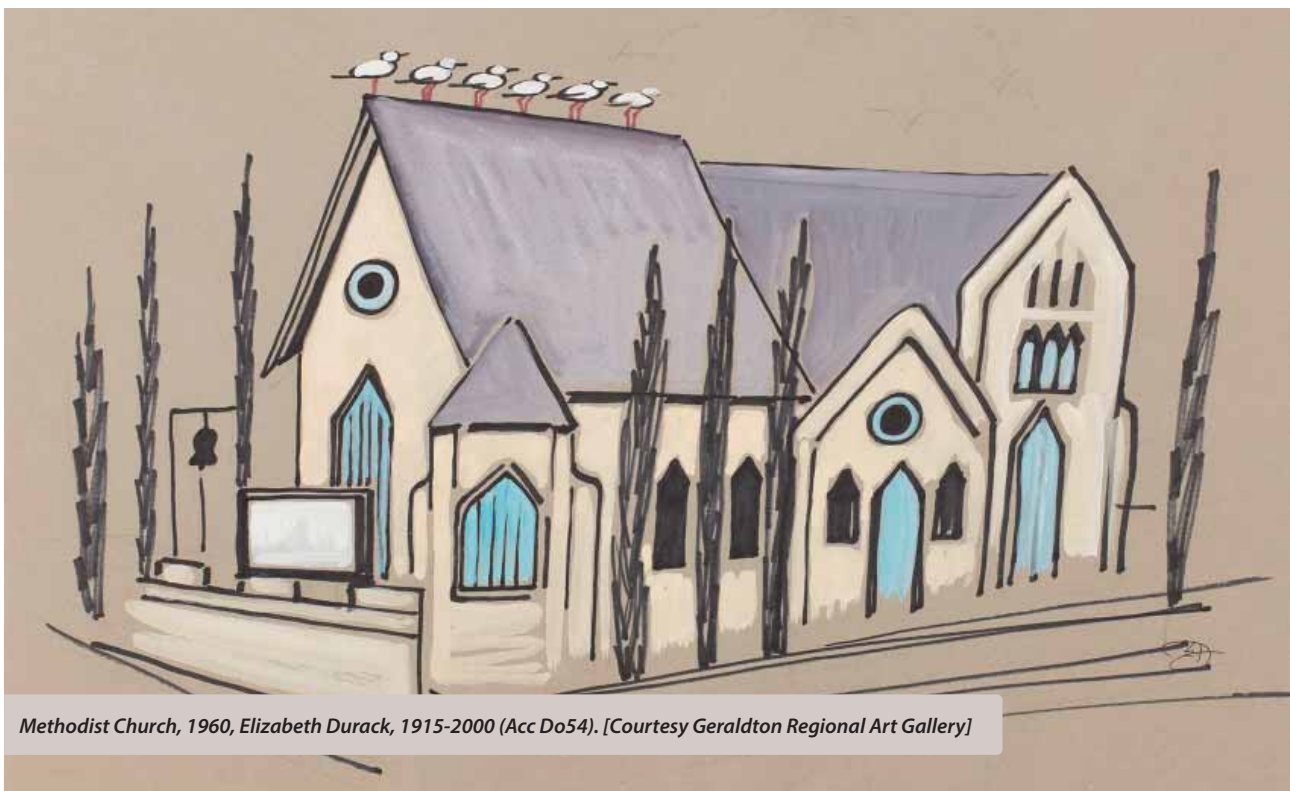
24 Chapman Road, Geraldton

Background: Site visit conducted on 26/4/2022 in the company of Lorin Cox (Geraldton Regional Library Heritage Services Coordinator) and Marina Baker (Coordinator Gallery and Public Art). The collection accommodated in the Geraldton Regional Art Gallery comprises of 414 artworks; paintings, prints and sculptures; stored in three different locations within the building under varied storage and atmospheric conditions.

The Geraldton Regional Art Gallery has an Operational Policy in place which outlines the overarching collection principles around acquisitions, de-accessioning and collection management. The collection has been catalogued, with all items tagged and their locations recorded in a master spreadsheet. A considerable amount of the collection has been digitized with some of it publicly accessible via the GRAG website and the on-line Geraldton Library catalogue.

It should be noted that the Geraldton Regional Art Gallery is housed within a State Registered heritage building which presents a number of challenges in terms of Collection Management. While the interiors have been modified to allow for seamless wall hanging space the issue of heat transfer where the original windows are located remains an issue. Furthermore structural changes to the place must be referred to the Heritage Council of WA for their consideration.

Another special consideration of the GRAG Collection is the challenges of moving artworks with potential for damage from over handling or inadvertent accidents. Therefore minimizing the moving of artworks if recommended and as such the continued storage of the collection complete and on site is preferable.



Methodist Church, 1960, Elizabeth Durack, 1915-2000 (Acc Do54). [Courtesy Geraldton Regional Art Gallery]

GROUND FLOOR STOREROOM 1

What: Paintings are stored vertically in racks to one end of the room while numerous catalogues and books, as well as other items such as trolleys, are also accommodated within the space.

Issues:

- i. While the room is relatively controlled in terms of atmospheric conditions, the use of the room as a thoroughfare to access different areas of the building can be problematic. This is especially relevant during exhibit transfer when the room and its contents can be impacted by temperature fluctuations and dust ingress due to exterior doors being open.
- ii. The location of the trolleys in front of the racks prevent quick and direct access to, and retrieval of, the artworks. This could be problematic in case of an emergency such as a natural disaster, especially if the artworks need to be removed quickly.
- iii. The present stacking of catalogues and books on a trolley is somewhat disorganised and haphazard and prevents easy perusal of the Collection.
- iv. There is some evidence of rising damp in the walls.
- v. This storeroom is reaching capacity.

Recommendations:

- i. While the Coordinator has installed temporary drop sheets with bull clips in order to try and mitigate the impacts of dust and temperature fluctuations on the artworks, a more permanent and effective measure should be investigated and installed to effectively seal the art racks from dust ingress. This could include the remodeling of this space and the adjoining GFS2.
- ii. An appropriate location needs to be found to shelve the collection of catalogues and books to ensure the condition of the items is maintained as well as the organisation and accessibility to them.
- iii. The rising damp should be investigated and efforts made to minimise any fretting of the render/plaster and resultant dust caused.



APPENDIX II [cont]

GROUND FLOOR STOREROOM 2

What: This room contains a disparate variety of items including a tall metal cabinet housing a collection of artworks.

Issues:

- i. While this room affords fairly optimal atmospheric conditions in terms of ambient temperature, light and dust control it is presently underutilised for storage of the Collection, aside from one metal cabinet and its contents. This reflects the lack of effective storage space elsewhere in the building for functional items used on a regular basis (eg for cleaning purposes).

Recommendations:

- i. Investigate options for installing shelving to create optimal storage, including book shelving for the catalogues and books currently stacked in GFS1.
- ii. Consider relocating the Visitor Centre items currently stored in FFS1. Meanwhile the existing metal cabinet housing artworks could then be relocated to FFS1 to minimize the spread of the Collection throughout the building.



Still Life, Kathleen O'Connor, 1876-1968 (Acc 053). [Courtesy Geraldton Regional Art Gallery]

FIRST FLOOR STOREROOM 1:

What: A large metal storage unit located along one wall contains various catalogued artworks in organised bays, while a freestanding shelving unit accommodates sculptural pieces. Several artworks awaiting deaccessioning are stored in one corner of the room. Other disparate material is also housed in the space including two shelves full of publications from the Visitor Centre, light fixtures and even furnishings.

Issues:

- i. The entrance door to the Storeroom does not enclose the space, with a small gap underneath and a large gap above.
- ii. There is evidence of flaking ceiling paint which could drop and impact on artworks.
- iii. FFS1 is reaching capacity. The current space does not allow room for a work table to carry out minor repairs to artworks especially given the unrelated items currently stored herein.

Recommendations:

- i. Investigate options for enclosing the FFS1 area properly via the installation of a new custom full size door to ensure optimal conditions and security of its contents.
- ii. Repair and repaint the ceiling.
- iii. Effectively action the deaccessioning of artworks currently stored in the corner of the storeroom.
- iv. Relocate Visitor Centre items to a separate location to free up this area for the Art Collection and its management. One option would be to utilize GFS2.



APPENDIX III

Local History Collection

GERALDTON REGIONAL LIBRARY

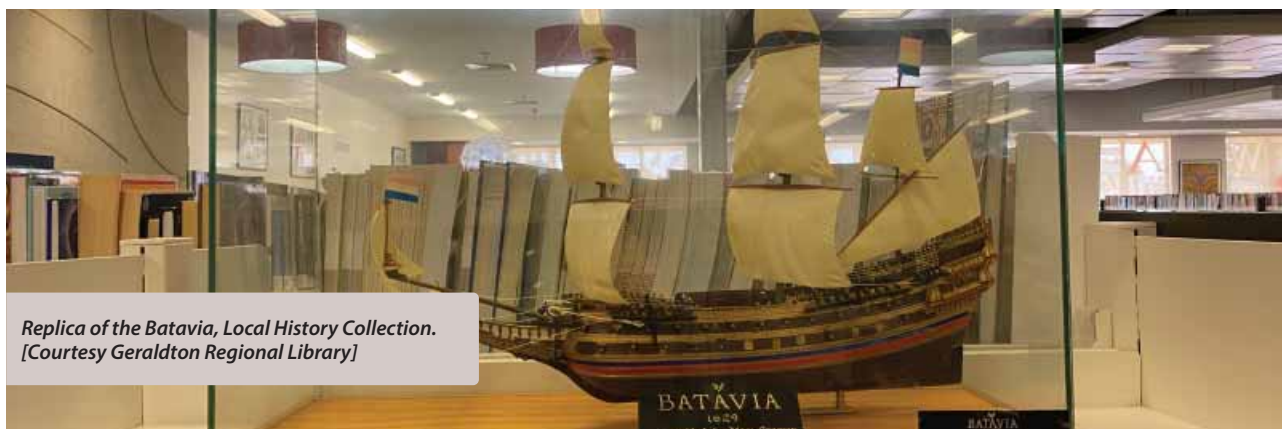
37 Marine Terrace, Geraldton

Background: Site visit conducted on 20 July 2022 in the company of Lorin Cox (Geraldton Regional Library Heritage Services Coordinator). The Local History Collection is publically accessible under supervised conditions and located in the south east corner of the Library premises. As such its contents are protected by good security provisions with appropriate temperature moderation. The Local History Collection contains a wide diversity of materials ranging from maps and plans, to microfiche and films, oral histories, books, local newsletters as well as memorabilia and photographs. The collection is very well curated and catalogued and is managed under the *Operational Policy 019 Local History Collection Development (May 2021)* as well as the *Geraldton Regional Library Local History Collection Disaster Preparedness and Recovery Plan (Reviewed October 2021)*.

What: The maps and plans are stored in metal cabinets with historically valuable items in the locked section. The microfiche collection is stored in a small metal drawer on a desk within the Local History Section. The microfilm collection is stored on library shelves as well as within the compactus. A variety of items are stored within the compactus including the Yamatji Collection, vertical file biographies, oral histories – tapes and transcripts, local history books, multimedia, serials, local newsletters, the Geraldton Guardian Photographic Collection, Port Shipping Registers, as well as oversize boxes of memorabilia, objects and photographs.

Issues:

- i. Maps and Plans cabinets: It is estimated that the cabinets are at 85% capacity. Efforts to encapsulate the items to protect them is ongoing but slow due to limited staff resourcing while only a small proportion of the maps and plans have been digitized given the expense. Therefore this work is usually actioned as part of special projects.
- ii. Microfilms: The microfilms have been partially transferred to disk and digitised. It was noted that some of the microfilms are deteriorating and as such their usability and legibility could potentially be compromised.
- iii. Compactus: The storage potential of the compactus is nearing capacity. Storage space for the oversize boxes containing objects and memorabilia is becoming particularly pressing.
- iv. Randolph Stow Collection: Highly valued by the local community, the valuation of this collection is out of date.



Replica of the Batavia, Local History Collection.
[Courtesy Geraldton Regional Library]

- v. Pest Control: Mice droppings were recently discovered within the Local History Collection with appropriate measures taken to ameliorate the issue.

Recommendations:

- i. Maps and Plans Cabinets: Future proofing of the storage of maps and plans will require attention in the near future, especially if further items are to be relocated from the Civic Centre Planning Archive which is in urgent need of organisation and cataloguing. (Refer to Civic Centre Site Visit Summary, 26 April 2022). Work to encapsulate maps and plans should be progressed, especially those which are identified as being significant, fragile or regularly accessed by Library patrons. Similarly digitisation of the items could afford the option of off site storage and limit the impact of handling original materials.
- ii. Microfilms: Priority should be afforded to ensuring that the digitization of fragile and deteriorating microfilms is actioned. Further digitising of older formats, including videos and microfiche, could also assist with maximising storage space within the Collection.
- iii. Compactus: A decision will need to be made in the near future about whether or not to extend the existing compactus, which could be readily undertaken but would impact on the operations of the Library space. Alternatively it may be sufficient to undertake a cull and/or reorganisation of its contents. In the short term one option would be to remove surplus copies of books which would free up some space for new items. If an off-site storage facility becomes available, consideration should be given to relocating some of the oversize boxes containing objects and memorabilia, especially those of limited reference potential.
- iv. Collection Revaluations: The Randolph Stow Collection has been identified as needing to be revalued by an appropriate expert professional. This is important for not only insurance purposes but also for the ongoing management of the Collection. Indeed the entire CGG Cultural Collection would benefit from this attention.
- v. Pest Control: Regular investigation and oversight should be carried out to watch for any pest infiltration with appropriate measures introduced to prevent any unwanted pests.



APPENDIX IV

Civic Archives Collection

CIVIC CENTRE & QUEENS PARK THEATRE
63 Cathedral Avenue, Geraldton

Background: Site visit conducted on 26 April 2022 in the company of Lorin Cox (Geraldton Regional Library Heritage Services Coordinator) and Deidre Winner (Information Management Officer) within the Civic Centre and Andrew Frith (QPT Team Leader) and Alexander Dick (QPT Events & Senior Technical Officer) within Queens Park Theatre. The Civic Archives Collection is accommodated in several different locations within the Civic Centre and the adjacent Queens Park Theatre under varied storage and atmospheric conditions as follows:

CIVIC CENTRE CORRIDOR LINK BETWEEN NORTH AND SOUTH WINGS

What: Various items including the Sydney 2000 relay torch, old canon, photographs and awards; some of which are stored in glass cabinets.

Issues:

- i. The disbursement of the Civic Archives Collection in different locations could inadvertently lead to the misplacement and potential loss of valuable items.

Recommendations:

- i. Conduct an audit of all of the items indicating their significance, condition, location and any security issues.



Amsterdam Admiralty; Henricus Meurs Canon, 1615. On loan from Museum of WA. [Courtesy Geraldton Regional Art Gallery]

CIVIC CENTRE ARCHIVE ROOM (UPSTAIRS):

What: Council records accommodated in two compactus storage systems, including Rates Records and Cards, Council Minutes etc., managed by the Information Management team. Boxed and unboxed Rates Record Books stacked on floor and on table, some awaiting microfilming pending budget allocation. Locked room with limited access ensures security of contents. Controlled atmospheric conditions with air conditioning running at a constant 16 degrees celcius, no UV light, fire alarms installed and two fire extinguishers on hand.

Issues:

- i. The Civic Centre Archive Room affords optimum storage conditions in terms of constant temperature, no UV light ingress and security. As such the space is ideal for the storage of significant and fragile items and documents.
- ii. This storage location is almost at full capacity requiring some CGG Records to be stored off site at a private Market Creations storage facility whereby a fee is charged to both store and retrieve items.
- iii. The disbursement of Rates Record Books in various locations could result in potential loss of significant Council archives. A project to microfilm Rates Record Books is temporarily on hold pending budget allocation however the books have been left in situ resulting in a disorderly appearance of the area. Currently stacked on the floor, on top of an adjacent table, book case and metal cabinet as well as in a Queens Park Theatre Information Management Storeroom compactus, the haphazard storage could potentially result in damage, misplacement and even loss of valuable documentary heritage.

Recommendations:

- i. An assessment should be undertaken to determine whether the current items stored in the Archive Room warrant being in optimum atmospheric conditions or should be relocated to an alternative site to allow for other items to be relocated here.
- ii. Consideration should be given to increasing the temperature of the Civic Centre Archive Room to 20 degrees Celcius which is the general standard for archive storage facilities.
- iii. All City of Greater Geraldton documentary archive material, including Rates Record Books, should be stored in a central and appropriate location to ensure its optimum organisation, long term condition and viability.
- iv. While the microfilming of archives is supported, this method has a limited lifespan. As such the preferable option is to digitise archives when possible.



APPENDIX IV [cont]

CIVIC CENTRE VARIOUS LOCATIONS:

What: Large canvas photographs of local sites hanging on various walls around the Civic Centre. Items are not catalogued into any collection.

Issues:

- i. Although located within a generally controlled atmosphere, wall hanging pictures can still be impacted by pests, dust and accidental damage.

Recommendations:

- i. Inspect all hanging artworks on an annual basis; clean and make good any damage.



QUEENS PARK THEATRE BASEMENT – CIVIC ARCHIVES COLLECTION ROOM:

What: Diverse items including framed materials, artwork, photographs, trophies, gifts etc. All items are accommodated on open wall mounted shelving in a small secure storeroom immediately off the theatre change room. The items have been fully catalogued (on the Library database system) and where necessary packaged in envelopes or bubble wrap for protection. The room remains at a fairly constant temperature with no UV light ingress.

Issues:

- i. Even though this section has been catalogued, the disbursement of the Civic Archives Collection across multiple sites could lead to misplacement and potential loss of items.
- ii. This storage area is a small, cramped space which is both difficult to access and safely retrieve items from. This is particularly of concern in the case of a disaster, such as a flood event, when items may need to be relocated in a timely, organised manner. Please note that the basement has been subject to flooding in the past.
- iii. The storage space is nearing full capacity.

Recommendations:

- i. Ideally all components of the Civic Archives Collection should be stored in a central and appropriate location to ensure its optimum organisation, long term condition and viability.



QUEENS PARK THEATRE BASEMENT – BOX ADJACENT TO REAR EXIT:

What: Historic wheelbarrow, used by Governor Weld during the turning of the first sod for the Geraldton to Northampton Railway Line in 1874, stored in large wooden box. The item and location is catalogued in the Library database system (SirsiDynix) as well as being recorded on the City Art Asset Register.

Issues:

- i. The location of the storage box appears somewhat random, potentially disrupting activities and thoroughfare through the basement and with no justification and/or correlation with its surroundings.
- ii. The basement has been known to flood in the past. A repeat of this could potentially impact the condition of the historic item stored in the box.

Recommendations:

- i. Ideally a more appropriate storage location should be found for this historic item. Meanwhile, if the box is to remain in situ, the causes of flooding to the basement should be investigated and ameliorated.
- ii. Investigate opportunities to display the wheelbarrow together with appropriate interpretive material in a safe and secure manner.



APPENDIX IV [cont]

QUEENS PARK THEATRE FOYER WALLS (MAIN AND LOWER LEVELS):

What: Mounted posters of performances and productions over a period of 40 years.

Issues:

- ii. Wall space capacity will soon be reached with current horizontal hanging alignment of mounted posters.
- iii. Current hanging position is accessible to members of the public with potential risk of damage and/or theft.

Recommendations:

- ii. Conduct an audit of the mounted posters identifying which are significant, damaged or duplicates.
- iii. Consider alternative display arrangements on the same or different walls within foyer area, or the rotation of posters, to allow for additional posters to be accommodated of current and future productions. However please note that the latter solution would require appropriate storage of those mounted posters not on display.
- iv. Mounted posters should be inspected for any signs of deterioration (including fading, pest damage, dust etc) on an annual basis and made good as required.



APPENDIX V

Mullewa Community History Collection

MULLEWA DISTRICT OFFICE & FORMER MASONIC LODGE

Cnr Padbury and Thomas Streets, 43 Jose Street, Mullewa

Background: Site visit conducted on 28 April 2022 in the company of Cassandra Young (Mullewa Community Partnership Officer), Samantha Messina and Catherine Park (Representatives of the Mullewa Heritage Group). The collection is accommodated in two separate locations within the town; both owned by the City. The Mullewa District Office houses a range of different records stored in a secure, fire proof room. The former Masonic Lodge a State Registered heritage building, houses a diverse range of items in an under-utilised space which has no security provisions, no temperature control and is quite dusty. There are a number of original artworks on display throughout the building. These are listed on the CGG Art Collection Register.

FIRE PROOF SAFE ROOM:

What: The contents comprise of various historical documentation stored in a combination of plastic sleeves, envelopes and archive boxes including the Register of Burials, copies of the Mullewa Mail (1978-2019), Shire cash books, newspaper cuttings, random donated photograph albums as well as records from the Mullewa Country Women's Association and the Mullewa Agricultural Society. The room, which is secure with open shelving along three walls, has no natural light, remains at a fairly constant temperature, is quite dust proof and has room to expand if necessary.

Issues:

- i. The collection was previously very well organised with proper storage materials and a master index in a separate file itemising all the contents. Unfortunately this file has been misplaced.
- ii. New items have been added to the collection in an ad hoc, haphazard manner. Currently there is no system to accession and file new items.
- iii. It was noted that several larger sized historic items, such as a gate and railway station relics, are stored in the Rodeo Shed at the Mullewa Recreation Ground. With no master catalogue of Mullewa's Community History Collection, including the recording of location details, significant local items could get overlooked, misplaced or lost.

Recommendations:

- i. If possible, locate the missing Master Index. Alternatively the collection will need to be indexed again to determine its contents.
- ii. Assign a staff member to take responsibility for the accessioning of any new local archives, including the completion of a document originating record (as per photograph below) and a donor acceptance form. A system must be established to prevent staff turnover from impacting the ongoing and future management of the collection.
- iii. Compile a master catalogue of Mullewa's Community History Collection to ensure ongoing management and sound oversight of all items.



APPENDIX V [cont]

MASONIC LODGE FMR:

The main hall houses Freemasonry furniture and furnishings including chairs, tables and pedestals as well as several framed photographs. The ante-room contains numerous disparate items ranging from agricultural relics and blacksmithing implements to telecommunications objects and a small collection of items from the old Mullewa Hospital. A significance assessment of the collection was conducted by Cathy Day of Heritage TODAY in 2014, at which time some culling occurred of duplicate/multiple items and objects which had no relevance to the Mullewa district. This work also included developing an inventory of the Masonic Lodge collection.

Issues:

- i. The atmospheric conditions are quite problematic for housing significant and/or fragile items, with no temperature or light control. In particular dust is a problem which needs to be addressed as well as pest control.
- ii. The building has been vacant for some time and potential reuse options need to be investigated. This may ultimately necessitate removing some or all of the contents currently housed in the building.
- iii. It was noted that several Freemasonry timber pews/benches have been relocated for use at the Mullewa Town Hall. The loaning of items from the Masonic Lodge Collection could lead to future misplacement if oversight is lost.



Recommendations:

- i. While much of the furniture is covered in dust sheets the whole area needs a thorough clean and measures need to be taken to seal gaps between the walls and the ceiling to reduce ongoing and further dust ingress.
- ii. Given that the Freemasonry furnishings contribute considerably to the heritage values of the State Registered heritage place, any future decision to remove them from the building needs to be carefully considered. The protection of the symbolic floor feature will require particular attention.
- iii. While some significance assessment and culling of the collection has occurred several years ago, detailed cataloguing and item accessioning needs to be actioned of all the items to ensure currency of information.
- iv. A Collection Management Policy needs to be prepared to guide the conservation, interpretation and future acquisition of items in the collection.
- v. The loaning of items from the Masonic Lodge Collection, such as the timber pews, needs to be properly managed and documented to prevent misplacement and potential loss.



Mullewa Masonic Lodge. [Courtesy Geraldton Regional Library]

APPENDIX VI

Community Archives Collection

ROYAL WOLF STORAGE FACILITY

20 Box Street, Webberton

Background: Site visit conducted on 20 July 2022 in the company of Lorin Cox (Geraldton Regional Library Heritage Services Coordinator). The storage facility comprises of a single metal shipping container located to the rear of a lot which accommodates a large grouping of similar containers. Housing the Community Archives Collection as well as some other unrelated items, the container has been in use since July 2013 as a temporary storage measure. The storage potential of the container is at capacity, it has limited security provisions and has no temperature moderation. The Community Archives Collection is covered by the Cultural Collection Disaster Preparedness and Recovery Plan (Reviewed May 2023), and oversight of the stored items is fairly irregular.

The interior of the container has open metal shelving along the two side walls containing the Community Archives Collection, which consists of a variety of documentary records donated by local community organisations. The records are stored in a combination of plastic and cardboard boxes as well as lever arch files, most of which are labelled and relate back to a partially complete catalogue. In addition to the Community Archives there are also some boxes of backup stock, including publications from the Library shop, which are not able to be accommodated elsewhere at the present time.

Issues:

- i. There are security concerns for the site which is fairly remote, lacks regular oversight, with no security system or perimeter security fencing in place. In the recent past the container was broken into, however fortunately no items appeared to have been stolen or damaged at the time. Since then the container door has been better secured, however it was noted that the adjacent low wire perimeter fence would not prevent unwanted access from the rear vacant block onto the property.
- ii. Although the interior space of the container has no natural light ingress, is water tight and relatively dust proof, it is subject to large temperature fluctuations and the impacts of humidity which is problematic for the storage of archives and therefore should not be entertained as a long term solution.
- iii. The storage potential of the container is at capacity. Additional items have been stored in boxes on the floor making access to items on some of the shelving difficult. Items not related to the Community Archives, such as the boxed sellable book stock from the Library, are currently stored in the space due to no suitable alternative location.
- iv. Additional work needs to be undertaken to complete the cataloguing of the Community Archives. While some items of the collection have been scanned and digitised much more work remains to be actioned.
- v. The Geraldton Regional Library has a general policy to accept donated records and materials from local community organisations; however this is not publicly advertised given both the limited capacity to suitably store the items and also the lack of resources to physically catalogue and digitise the items.

Recommendations:

- i. Complete cataloguing the current contents of the Community Archives. Continue digitising the Collection.
- ii. Prepare a Collection Management Policy for the Community Archives which addresses the following issues:
 - Clearly identifies what items will be accepted as part of future donations from local community organisations.
 - Outlines the conditions of how items will be accepted (ie indexed, organised, suitably boxed etc).
 - Provides guidance as to what happens to the original records once digitization has occurred (ie retain or remove).
- iii. The use of the container for storage of the Community Archives should be considered only as a temporary measure with alternative, long term options considered as a priority.
- iv. If use of the container is to continue for the foreseeable future, environmental monitors should be installed to measure the atmospheric conditions of the space.



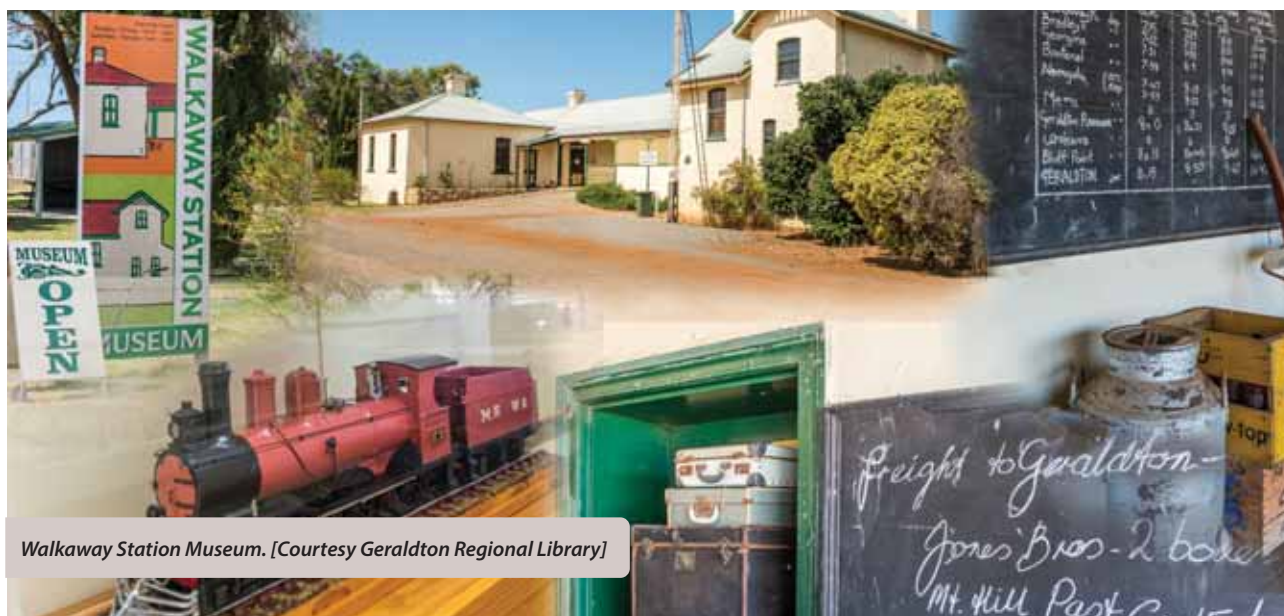
APPENDIX VII

LOCAL MUSEUM SURVEY - WALKAWAY STATION MUSEUM Lot 46610, 2 Padbury Road, Walkaway

Site visit conducted on 17 February 2023 in the company of Rose Ann Jupp (President of the Museum Committee) and Bob Taylor (Volunteer). The collection is accommodated within the group of buildings which comprise the Walkaway Station Museum Precinct, including the one and two storey former station building, the grounds, the Goods Shed and the display shed to the north. Several specific locations of the collection are detailed below:

General Museum:

The various rooms of the museum display objects and items relevant to different themes relating to the historic development of the district. It was agreed that the museum collection has room to increase, with space available within the large building for additional items, particularly of a smaller scale. The ambient temperature remains fairly constant within the stone heritage building, although the museum is closed over the summer months when the hottest temperatures would be recorded. The majority of the spaces have fairly muted natural light with a combination of blinds and curtains to window openings. However UV light from the uncovered skylight located in the small corridor to the main entrance has impacted on display materials on the eastern wall and has resulted in the fading of a couple of photographs hanging there. There is a security system installed to the main building with the hub located within the work room. While pest control is generally managed by the City, rats are accessing the building and are currently being baited. Pigeons remain an ongoing year-round problem within the precinct while flocks of corellas have been known to cause seasonal damage to the building fabric.



Newspaper Archive Room:

Located in the single storey section of the main building, off the work room this space accommodates the local newspaper archive. Including originals of the Geraldton Express and Geraldton Guardian, the newspapers are stored in archival plastic sleeves in open shelving as well as in bound books in metal cabinets. The room has a fairly constant temperature and has limited natural light ingress. Gloves are worn by researchers accessing the newspapers who can use a small table at the centre of the room. This collection is in the process of being shifted to a different storeroom at the Museum.



Display Shed & Goods Shed:

Both of these buildings allow for the storage of large items of rolling stock such as a railway carriage and two railway trikes. In addition, the large space accommodates other temporary exhibits of an agricultural nature such as two old harvesters and a chaff cutter. Due to the unsealed and open style of construction of the display shed, which is open to the public, pigeons have been entering the interior and their droppings are impacting on the exhibits and display material. Although not open to the public, the Goods Shed has the same problem. Recent repairs were undertaken on the display shed to prevent birds entering and a cleanup of droppings has been organised.



APPENDIX VII [cont]

CGG Cultural Collections Scoping Study

LOCAL MUSEUM SURVEY & COLLECTION ASSESSMENT

Walkaway Station Museum

Question	Circle	Comments
How many items are in the Collection?		If not known, provide an estimate. Unknown
Briefly explain the range of items in the Collection.		<p>Furnishings: Various items throughout the museum including desks, tables, dressing tables, cots, chairs, school desks and cabinets.</p> <p>Paintings: There are several framed paintings and plans on display in the different rooms of the museum.</p> <p>Photographs: There are numerous photographs, many framed, on display throughout the museum, including portraits of local historic identities hanging on the walls of the dining room.</p> <p>Archives (inc maps/diaries/personal papers etc): The Newspaper Archive contains numerous original local newspapers such as the Geraldton Express and Geraldton Guardian.</p> <p>Costumes/Fabrics: Some items of clothing on display on dummies in the upstairs rooms along with fabrics.</p> <p>Other: Various historic objects, items and records associated with the railways, education, homewares, saddlery items etc</p>
Is the Collection catalogued?	No	
Is the Collection digitised?	No	If No, are you working towards this? Do you require digitisation guidance? Ideally but there are challenges associated with the future of the committee and the number of volunteers to do the work involved.
Do you have a Collection Significance Assessment?	No	If No, are you aware of significant priority items within the Collection? Yes, but this is knowledge held by several individuals on the committee who may not be involved in the longer term.
Do you have a Collection Management Policy?	No	If No, how do you decide what to collect? Are items accessioned? How do you determine what items to discard from the Collection? No policy in place. System is fairly ad hoc. No donation forms.
Do you have a Disaster Preparedness Plan?	No	If No, are you working towards this? Do you know which significant priority items should be removed for safe-keeping? Original framed portraits on display in Dining Room.
Of the Significant Priority Items within the Collection would any benefit from the following:		
Atmospheric Control (temperature, moisture, light)	No / Yes	If Yes, any items in particular?
Enhanced Security	No / Yes	If Yes, any items in particular?
Archival Storage Conditions	No / Yes	If Yes, any items in particular?
Would you consider storing valuable material which is susceptible to deterioration off site in an archive facility?	No / Yes	If Yes, any items in particular? Any conditions and/or requirements?

APPENDIX VIII

LOCAL MUSEUM SURVEY - GREENOUGH MUSEUM AND GARDENS

Lot 1 of CG 142, Phillips Road, Greenough

Site visit conducted on 27 April 2022 in the company of Gary Martin (Curator of the Greenough Museum). The collection is accommodated within the main former residential building, the adjacent garage and the community hub to the rear. Several locations within the Greenough Museum where the collection is stored are detailed below:

Archive Room:

Located within the main building this room accommodates the Maley Archives which are stored in archive boxes in a bookcase along an internal wall. Other objects and documentation are stored in plastic boxes and lever arch files on the shelves. Textiles and costumes are stored in boxes which are quite bulky. Several framed artworks and photographs are stored in a small alcove, formerly a fireplace. There is also a desk where accessioning and documentation of the Museum Collection takes place.

This small rather cramped room acts as a thoroughfare between the front foyer/office and the courtyard to the rear. This is not an ideal situation for the storage of archival materials given that the atmospheric conditions of the space cannot be maintained at a constant level. While there is minimal natural light and no direct sunlight due to the south facing orientation of the room, there is an exterior door which is often open allowing bugs/pests and dust to enter. An additional factor is that visitors traverse through this room which raises questions about the security of the archival collection.



Garage:

Situated immediately to the east of the main building this timber framed and zincalume sheet clad building has been fully lined with insulated panels in an effort to moderate the temperature fluctuations of the space and achieve very low natural light levels; although it is unknown whether the internal conditions are monitored. Shelving along the walls accommodates numerous labelled plastic and cardboard boxes containing a variety of items from the collection.



APPENDIX VIII [cont]

Store Room (Fmr Meat Room):

Located within the bathroom wing of the complex, this small room has a combination of metal shelving and timber storage cabinets on both side walls which accommodate an array of miscellaneous items awaiting accessioning. The cramped space is unsealed, dusty, and has direct natural light infiltration from the east facing window. The haphazard storage of items constrains access to the room and surveillance of its contents.



Greenough Museum and Gardens. [Courtesy Gary Martin]

CGG Cultural Collections Scoping Study

LOCAL MUSEUM COLLECTION SURVEY & SITE VISIT SUMMARY

Greenough Museum & Gardens

Question	Circle	Comments
How many items are in the Collection?		If not known, provide an estimate. Approximately 3,000 (not including photographs)
Briefly explain the range of items in the Collection.		Furnishings: 45 items of furniture made at Greenough from the 1870s onwards. Paintings: 40. Photographs: 1300 (not all originals) Archives (inc maps/diaries/personal papers etc): Over 1500 (including Maley Mill and Store Archives, Maley wedding certificates). Costumes/Fabrics: 145 from 1920s to the 1980s (including Stokes' bedspread c1860s, doilies and other embroideries). Other: Royce Cart and Rockinghorse, Leverman tools.
Is the Collection catalogued?	No / Yes	If Yes, in what format? Is it fully or partly catalogued? (ie what percentage?) Accession Books, Accession Files and Database. 90%.
Is the Collection digitised?	No / Yes	If Yes, what program has been used? Is it fully or partly digitised? (ie what percentage?) History Database. 90%.
Do you have Collection items listed on-line at Collections WA?	No / Yes	If Yes, how many items are listed? Will you continue to add more? 275 Items. Yes.
Do you have a Collection Significance Assessment?	No / Yes	If Yes, date and author of report: Museum Collection, January 2020, Gary Martin. Maley Archives, January 2017, Dr Joanna Sassoon.
Do you have a Collection Management Policy?	No / Yes	If No, are you working towards this? January 2020, Gary Martin.
Do you have a Disaster Preparedness Plan?	No / Yes	If No, are you working towards this? Do you know which significant priority items should be removed for safe-keeping? Yes, Yes.
Of the Significant Priority Items within the Collection would any benefit from the following:		
Atmospheric Control (temperature, moisture, light)	No / Yes	If Yes, any items in particular? Maley Mill & Store Archives, 1888 Flood Sketch, John Knapp drawing, Maley Wedding artefacts.
Enhanced Security	No / Yes	If Yes, any items in particular? All of the above.
Archival Storage Conditions	No / Yes	If Yes, any items in particular? All of the above.
Would you consider storing valuable material which is susceptible to deterioration off site in an archive facility?	No / Yes	If Yes, any items in particular? Any conditions and/or requirements? All of the above.

APPENDIX IX

LOCAL MUSEUM SURVEY - BLUFF POINT LIGHTHOUSE KEEPER'S COTTAGE

Lot 1760, 355 Chapman Road, Bluff Point

Site visit conducted on 17 February 2023 in the company of Rita Stinson (President of the Geraldton Historical Society). The collection is accommodated mostly within the main stone heritage building, with some other miscellaneous items of limited value stored in a shed and sea container located along the northern boundary of the property. Some items such as the Photograph Collection are held off-site. Several locations within the Museum where the collection is either stored or on display are detailed below:

Library:

Located in one of the front rooms of the building, the Library accommodates the reference book collection on bookshelves, numerous objects stored in open and glass enclosed cabinets as well as records and original documents locked in cabinets. In addition there are several framed photographs and paintings hanging on the walls. A large table is centred in the room and provides for a useful workspace for committee members and visiting researchers.

Although not strictly archival conditions the Library affords an acceptable solution for the storage of records, objects and documents given it has a fairly constant ambient temperature and minimal natural light ingress from the single window which is mostly covered. Although the room provides access to the light tower, it is not in regular use as a thoroughfare and it has no exterior door.



Shed and Sea Container:

Located along the northern boundary of the property and quite removed from the main Museum building, the shed and sea container provide storage room for a range of miscellaneous items including pieces of furniture, a map drawer, fans, old books and linen. While minimal natural light invades the interior spaces of the shed and container the contents are potentially impacted by the fluctuations of temperature. The existing museum security system does not extend to include these structures nor does the sensor security lighting. The shed window facing Chapman Road has been smashed and the sea container was reportedly broken into in late 2022 but no items were identified as stolen or damaged. Meanwhile the sea container is very difficult to open and access which would impact on checking on and retrieving items stored therein.



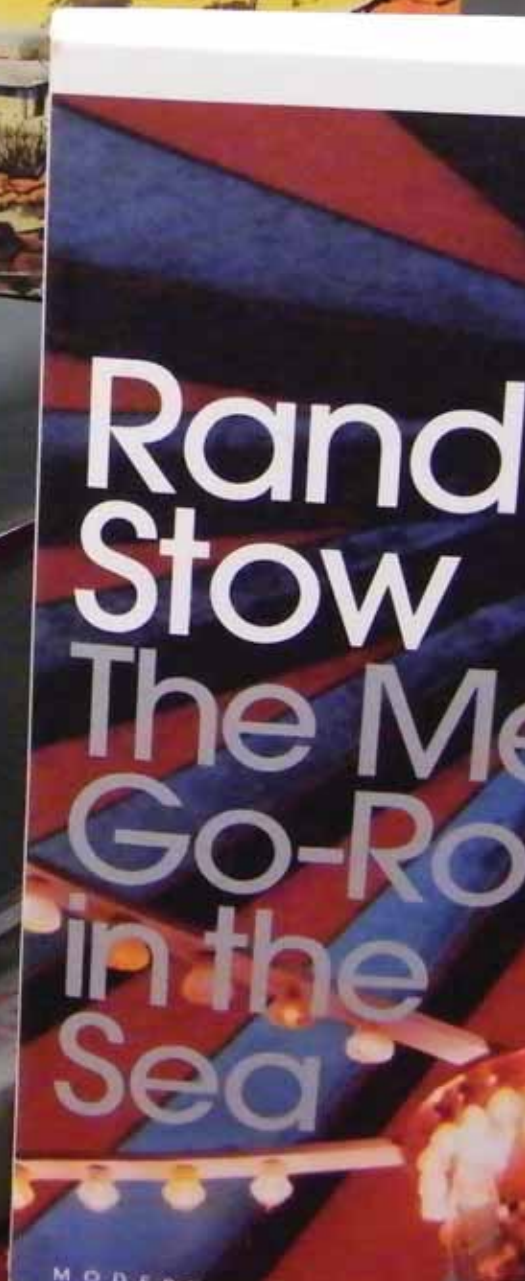
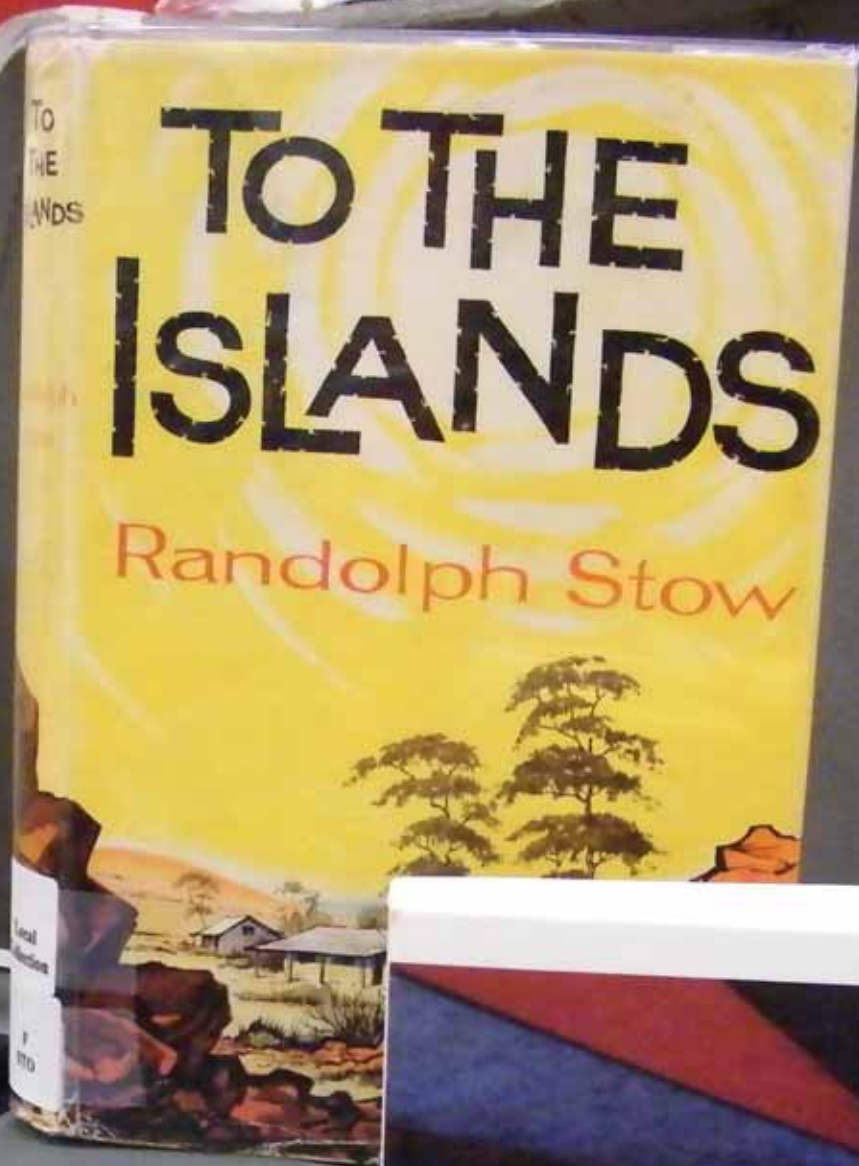
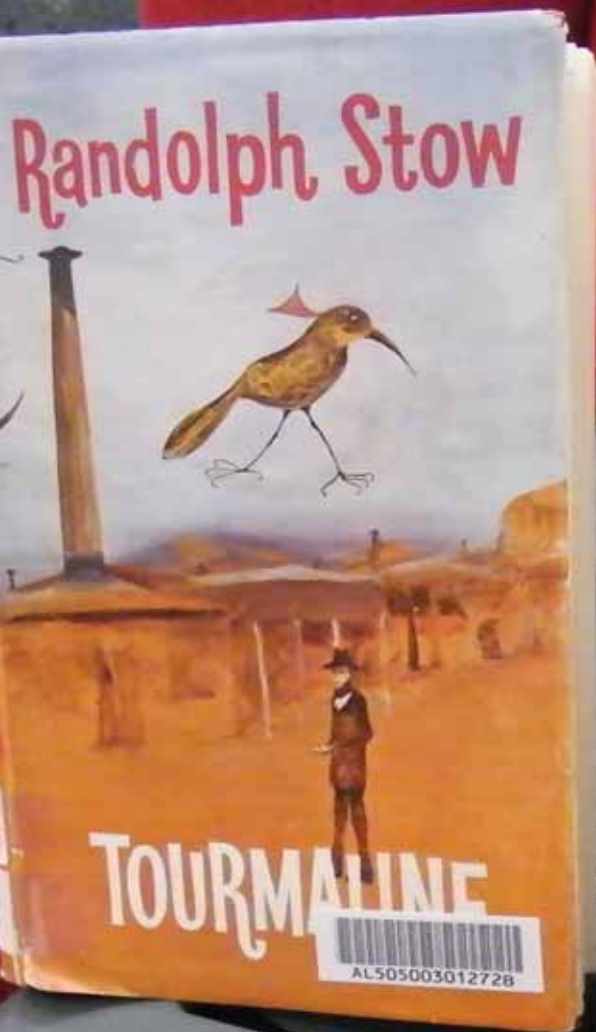
Bluff Point Lighthouse Keeper's Cottage. [Courtesy Geraldton Regional Library]

APPENDIX IX [cont]

Question	Circle	Comments
How many items are in the Collection?		If not known, provide an estimate. Unknown. Difficult to estimate given that items are missing since the relocation of much of the collection from the fmr Greenough Pioneer Museum several years ago.
Briefly explain the range of items in the Collection.		<p>Furnishings: Various items of furniture on display throughout the museum including a dresser, desk, kitchen dressers, high chairs etc.</p> <p>Paintings: There are a several framed paintings on display in the different rooms of the museum.</p> <p>Photographs: Most of the photograph collection is stored off-site at a committee member's residence. It is mostly digitised. Some framed photographs on display within the museum</p> <p>Archives (inc maps/diaries/personal papers etc): The Collection includes a variety of original records such as the Duboulay Diaries.</p> <p>Costumes/Fabrics: Items of clothing are either on display on dummies or are packed away in clothing archive boxes stored in the fmr bathroom.</p> <p>Other: The old lighthouse light, old cameras, gramophones, bibles, lamps, kitchen wares etc.</p>
Is the Collection catalogued?	Partly	If Yes, in what format? Is it fully or partly catalogued? (ie what percentage?) The book collection is accessioned. Considerable work had taken place to catalogue and digitise the collection however there have been issues with the computer program which is no longer operational. Some printed lists still exist.
Is the Collection digitised?	Partly	If Yes, what program has been used? Is it fully or partly digitised? (ie what percentage?) Ideally digitisation of the collection would take place but with limited volunteers this task is quite challenging. Assistance would be appreciated.
Do you have a Collection Significance Assessment?	Yes	If Yes, date and author of report: Cathie Day.
Do you have a Collection Management Policy?	Yes	If Yes, date and author of report: Yes, but needs reviewing. There are minimal records of donors to the collection.
Do you have a Disaster Preparedness Plan?	No	If No, are you working towards this? Do you know which significant priority items should be removed for safe-keeping? Would be interested to participate in a regional workshop held by the Chapter to prepare a Disaster Preparedness Plan. Have a very general idea of what items should be prioritised for retrieval in the event of a disaster. However no set process to follow or place identified for safe storage of items.
Of the Significant Priority Items within the Collection would any benefit from the following:		
Atmospheric Control (temperature, moisture, light)	No	The main building stays at a fairly constant temperature and most windows have blinds/curtains to block our UV natural light.
Enhanced Security	No	Since the installation of the security system at the museum there have not been any security issues with the main building. Security screens are in place on several openings and sensor lights are installed at the rear of the building. Furthermore original documents are stored in secure, locked cabinets in the Library. <i>Note: the storage container located at the northern end of the site was broken in to during September 2022 however no items of value are stored in there.</i>
Archival Storage Conditions	No	No, not really necessary.
Would you consider storing valuable material which is susceptible to deterioration off site in an archive facility?	No	No, not really necessary.



Back cover image: Randolph Stow Collection items at the Geraldton Regional Library. [Courtesy Geraldton Regional Library]

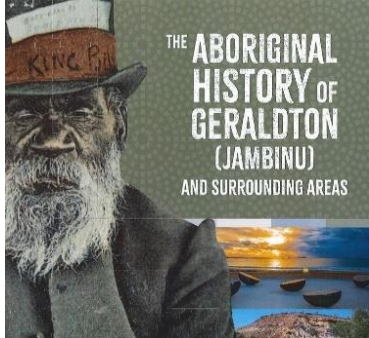


City of
Greater Geraldton
a vibrant future



Heritage Coordinator report for HAC – 06 February 2025:

1). Aboriginal History of Geraldton (Jambinu) and surrounding areas, along with Yamaji Drive Trail



The newly designed cover and layout of the booklet has been drafted and will be made available at the HAC meeting, should anyone wish to preview. The accompanying pamphlet, Yamaji Drive Trail, will also be revised and designed to complement the 'Aboriginal History of Geraldton (Jambinu)' booklet.

2). Yellow Submarine – Official Unveiling on 21 November 2024



From this event, Mr. Shane Rowe kindly agreed to share an oral account of his recollections growing up with the Yellow Submarine in his backyard, what it meant to his father in particular, and the broad icon this piece has become for Geraldton.

3). Heritage Services Stats from July – December 2024

Heritage Services has been trying to actively reach a broader population via the social media accounts and other media platforms.

Particularly in the past month, regular 'Throwback Thursday' posts have reached 1000 likes with over 10k post engagements (comments, shares etc). and a reach of over 64k accounts on Facebook, much thanks to Ben

Marsh (Heritage Services officer). Below are some more stats from July to December 2024.

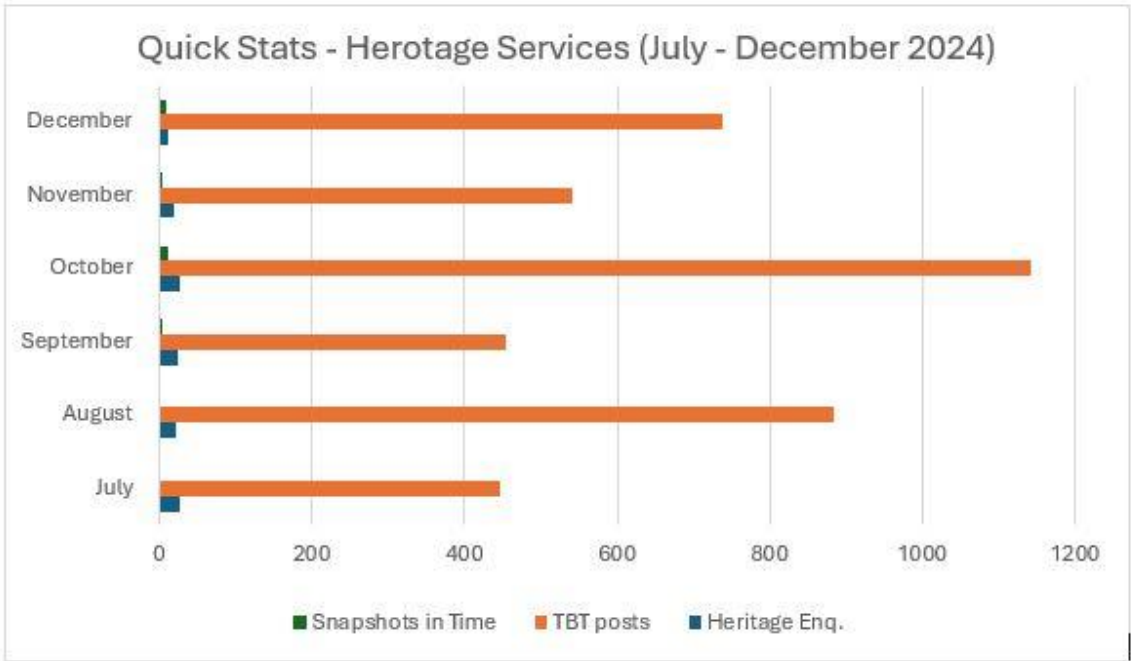


Chart in Microsoft Word

	A	B	C	D	E	F	G
1		Heritage Enq.	TBT posts	Snapshots in Time			
2	July	28	446	0			
3	August	22	883	0			
4	September	24	453	2			
5	October	26	1142	11			
6	November	20	542	3			
7	December	11	739	8			
8							
9							
10							
11							

Greenough Museum & Gardens Report to CGG HAC for 6/02/2025

Museum Opening & Future Planning – In December a decision was made in consideration of the health of volunteers and visitors, to close the museum when temperatures exceed 39°. The committee also decided to close the museum during February, as this is usually our hottest and quietest month.

We won't, however, be idle. GM&GCA have appointed Wendy O'Shaughnessy to research and prepare a Marketing Plan for our museum encompassing objectives/actions for:-

- Day to day operations of the museum and gardens
- Tourism product
- Corporate and community meeting space
- Corporate sponsorships and
- Volunteer recruitment.

As well on 7th February the committee of GM&GCA will be holding a Strategic & Operational Planning workshop, at which Wendy will be attending.

Events

- ✓ 7/11 - Geraldton Project visit (5) & Care Group morning tea (8)
- ✓ 30/11 - GM&GCA Christmas function (17)
- ✓ 3/12 – a farewell morning tea for Margaret and Peta to thank them for their diligent work in cleaning the museum every week for 11 and 4 years (10)
- ✓ 15/12 – Trancedance – drug & alcohol free disco (5)

The Geraldton Tree Canopy Advocates Art Exhibition was on display in the Community Hub up to 29/11. We are currently showing a collection of antimacassars embroidered by Margaret Jones.

New donations include George Wilson's WWII medals from Michael Cahill; brass lamp, glass, china and EPNS-ware belonging to Sara Maley from Margaret Sheedy; a 1970s lawnmower from Wendy and a BSA motor from Bruce Townsend. I also donated numerous documents relating to Greenough's history or associated with my time living at the museum.

Maintenance –

- City in Colour finished painting the building on 29/11. Everybody agrees they have done a fantastic job.
- The corrugated iron water tank in the courtyard developed a leak and drained all the water. As we cannot get a similar tank made, consultation has been undergoing with CGG for our group to purchase a 3000l Slimline Terrace tank to be placed on the other side of the courtyard's south stone wall.
- GM&GCA employed think water Geraldton to upgrade the aged and partially non-functioning reticulation set-up.

Thank you,

Gary Martin, Curator Greenough Museum & Gardens