



# Heritage Advisory Committee Meeting

## 14 February 2024

Commencing at 4:00 PM

## AGENDA

The next Heritage Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at [ceo@toodyay.wa.gov.au](mailto:ceo@toodyay.wa.gov.au) at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

  
Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER



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**ATTACHMENTS** can be found in the Attachments Paper on the Council website alongside this agenda.

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**1 DECLARATION OF OPENING****1.1 ANNOUNCEMENT OF VISITORS****1.2 RECORD OF ATTENDANCE AND APOLOGIES****1.3 DISCLOSURE OF INTEREST****2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****Minutes of Meeting held on 6 December 2023****OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Heritage Advisory Committee Meeting held on 6 December 2023 be confirmed.

**2.2 REVIEW OF STATUS REPORT****2.2.1 Status Report and Minutes of MAC meeting**

Attachments:	<ol style="list-style-type: none"><li>1. HAC Minutes from meeting held on 6 Dec 2023; <a href="#">↓</a></li><li>2. Status Report; and <a href="#">↓</a></li><li>3. Committee Member Reporting Form. <a href="#">↓</a></li></ol>
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The MAC Minutes from 6 December 2023 are provided for confirmation purposes.

The MAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the committee meeting, and email completed forms to [execsec@toodyay.wa.gov.au](mailto:execsec@toodyay.wa.gov.au)

*Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.*



## Heritage Advisory Committee Meeting

6 December 2023

# Minutes

To: Heritage Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Heritage Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

Hugo de Vos  
**Executive Manager Development and Regulation**

On behalf of  
Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**



HERITAGE ADVISORY COMMITTEE MEETING MINUTES

6 DECEMBER 2023

**Preface**

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

**Unconfirmed Minutes**

These minutes were approved for distribution on 8 December 2023.

Hugo de Vos  
**Executive Manager Development and Regulation**

On behalf of  
Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 14 February 2024.

Signed: .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

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**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****6 DECEMBER 2023****1 DECLARATION OF OPENING**

Mr H de Vos, Executive Manager Development and Regulation Chairperson, declared the meeting open at 2.37pm.

**1.1 Election of a Chairperson**

Date of Report:	29 November 2023
File Reference:	COC4
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	Nil

**PURPOSE**

To elect the position of Presiding Member of the Heritage Advisory Committee (HAC).

**BACKGROUND**

At an Ordinary Council Meeting held on 22 November 2023, Council resolved to appoint membership to the committee (Resolution No. OCM281/11/23) as follows:

That Council:

1. Determines to rename the Museum Advisory Committee as the Heritage Advisory Committee.
2. Appoints the following elected members to the Heritage Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr McCormick
3. Determines existing community members to remain on the committee until the new terms of reference has been adopted by Council.
4. Requests the CEO to update the 2024 Council and Committee meeting schedule and adopted committee book to include the Heritage Advisory Committee.
5. Requests the CEO to bring the revised terms of reference to the February 2024 OCM for consideration and adoption.

At the same meeting Council endorsed a Committee Book for the Shire of Toodyay.

**Legal and Statutory Information**

*s.5.12 of the Local Government Act 1995.*

**COMMENTS AND DETAILS**

The CEO or her representative will preside over the meeting until the election of the Presiding Member has been completed.

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If there is more than one nomination for either position, then members are to vote on the matter by secret ballot as if they were electors voting at an election.

Section 5.12(2) of the *Local Government Act 1995* states that members of a committee **may** elect a deputy presiding member from amongst themselves but any such election is to be in accordance with the Act.

A deputy chair has not been officially appointed before for the MAC therefore, it is not recommended at this stage that the HAC Members appoint a deputy chair, unless the committee decides otherwise.

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Cr McCormick nominated Cr Dival as Presiding Member.

Cr Dival accepted the nomination.

<b>OFFICER'S RECOMMENDATION: DECLARATION – HAC PRESIDING MEMBER 1</b>
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That the Heritage Advisory Committee elects Cr Dival as Presiding Member.
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Cr Dival assumed the Chair at 2.41pm.

**1.2 ANNOUNCEMENT OF VISITORS**

Nil.

**1.3 RECORD OF ATTENDANCE AND APOLOGIES**

Members

Cr S Dival	Deputy Shire President
Cr S McCormick	Councillor
Mr B Keens	Community Representative

Staff

Mrs T Prater	Planning and Compliance Officer
Mrs K Hardie	Economic Development Coordinator
Mr H de Vos	Executive Manager Development and Regulation

Visitors

Nil

Apologies

Ms J Edgecombe	Community Member
Mrs E Frayne	Community Representative

**1.4 DISCLOSURE OF INTEREST**

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.



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6 DECEMBER 2023

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1 Minutes of meeting held on 7 June 2023****OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC001/12/23****MOVED** Cr S McCormick**SECONDED** Mr B Keens

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 7 June 2023 be confirmed.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0****2.1.2 Minutes of meeting held on 6 September 2023****OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC002/12/23****MOVED** Mr B Keens**SECONDED** Cr S McCormick

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 6 September 2023 be confirmed.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0****2.2 REVIEW OF STATUS REPORT****2.2.1 Status Report and Minutes of MAC meeting**

Attachments:	1. Updated Status Report
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*The status report was reviewed.*

HERITAGE ADVISORY COMMITTEE MEETING MINUTES

6 DECEMBER 2023

**2.3 INWARD/OUTWARD CORRESPONDENCE**

**2.3.1 MEMBERSHIP APPLICATION**

Mr Philip Roberts submitted an expression of interest in September 2023.

It is attached to consider making a recommendation to Council.

Mr Barry Keens has been the person who requested this matter be discussed at this meeting. Shire Officers have contacted Mr Roberts who indicated that he is still interested in being a member of the Heritage Advisory Committee.

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC003/12/23**

**MOVED** Cr S McCormick

**SECONDED** Cr S Dival

That the Heritage Advisory Committee recommends to Council the following:

That Council appoint Mr Philip Roberts as a community member on the Heritage Advisory Committee.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0**

**Attachments**

- 1 Expression of interest from Mr Roberts - **CONFIDENTIAL**

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OFFICER REPORTS**

**4.1 Heritage Advisory Committee Update**

Date of Report:	24 August 2023
File Reference:	COC4/MUS1
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Executive Manager Corporate and Community Services
Attachments:	Nil

**PURPOSE**

To provide information on current activities involving the Shire museums and its collections.

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**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****6 DECEMBER 2023****BACKGROUND**

This update was presented as part of the agenda for the meeting of the Museums Advisory Committee held on 6 September 2023 but was not considered as the meeting was cancelled due to lack of a quorum. The update follows on from a verbal report presented at the June 2023 Museum Advisory Committee meeting.

**COMMENTS AND DETAILS**

This report is on current activities – no further actions are recommended.

**Collections**

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- Transcriptions
  - Register of Prisoners in the Newcastle/Toodyay Gaol 1901-1929 commenced.
  - Collection of Newgain farm diaries spanning the years 1909 – 1932, Proof reading of transcriptions ongoing.
- Collections WA: Data about the museum collection continues to be uploaded to this online platform.
  - 2,163 records now shared. Ten completed and checked transcriptions of Newgain farm diaries for years 1909, 1910, 1911, 1913, 1915, 1918, 1919, 1920, 1922, 1924 uploaded.

**Newcastle Gaol Museum precinct**

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- Cultural immersion workshops by Robert Miles from the Noongar Kaartidijin Aboriginal Corporation were held at this site in July & August for external groups: Itch Recruiting Perth & Chalice Mining. A third is proposed in late September for staff from the District Education Office.
- Extracted information from Cemetery Master excel worksheet to create a folder containing a simple listing of names, death dates, ages & cemetery location for public access at the goal site.

**Volunteers**

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- Photography and documentation of more intact items from the archaeological collection is ongoing.
- Condition assessment and review of storage of maps undertaken.
- The Toodyay Local Government Virtual Portrait Gallery project (undertaken by museum volunteer Beth Frayne) to celebrate the 150<sup>th</sup> anniversary of local government in 2021 has been concluded with the printing of two sets of booklets about the people whose names are on the Toodyay Road Board and Newcastle/Toodyay Municipal Council honour boards.

The capacity of the Shire to upload this information to its website has changed since the project was first proposed in 2019. Research undertaken for the third honour board will not be published but will still be available upon application. One set of booklets will be donated to the Toodyay Historical Society.

**Promotion**

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- Toodyay Herald p.4 historic photographs from the museum collection in July and September editions

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- Toodyay Herald news on Shire page
- Social media (Facebook) posts

**Public programs / public engagement**

- NAIDOC week activity run by Toodyay District High School titled, “Our Truth Telling” involved tracking down answers on a worksheet found at the gaol site as well as Duidgee Park
- Pre-booked gaol tours: Harman Park Community Centre Belmont, Montessori School Kingsley, Koorda Primary School, Harrisdale Senior High School

**Displays**

- Planning for a temporary exhibition next year at the Newcastle gaol about the Sisters of Mercy at Toodyay has commenced.

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC004/12/23****MOVED** Mr B Keens**SECONDED** Cr S McCormick

That the Heritage Advisory Committee recommends to Council the following:

That Council receives the Museum update report on current Activities – Shire Museum and its Collections as at 23 August 2023.

Voted For: Crs S Dival, S McCormick and B KeensVoted Against: Nil**MOTION CARRIED 3/0**

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**4.2 Terms of Reference - Heritage Advisory Committee**

Date of Report:	29 November 2023
File Reference:	COC4
Author:	M Rebane – Executive Assistant T Prater – Planning and Compliance Officer
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	1. Museum Collection and Conservation Management Policy; 2. Current Delegation CS9;

**PURPOSE**

- To consider terms of reference for the renamed Heritage Advisory Committee (HAC);
- To consider a change to the Museum Collection and Conservation Management Policy and a revocation of Delegation CS9 Accession of Artefacts into Museum Collection.

**BACKGROUND**

At an Ordinary Council Meeting held on 22 November 2023, Council resolved, as per Resolution NO. OCM281/11/23) the following:

That Council:

1. Determines to rename the Museum Advisory Committee as the Heritage Advisory Committee.
2. Appoints the following elected members to the Heritage Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr McCormick
3. Determines existing community members to remain on the committee until the new terms of reference has been adopted by Council.
4. Requests the CEO to update the 2024 Council and Committee meeting schedule and adopted committee book to include the Heritage Advisory Committee.
5. Requests the CEO to bring the revised terms of reference to the February 2024 OCM for consideration and adoption.

The membership composition that had been in the Committee Book for the MAC is below.

**Membership Composition**

- (a) an upper limit of one third of elected members be appointed (covering both primary and deputy positions)
- (b) Up to four community members - A pre-requisite to being appointed as a community member will be the applicant's commitment to museum promotion, heritage conservation, and preservation of historical artefacts.

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- (c) Supporting Officers
- i. Executive Manager Development and Regulation
  - ii. Economic Development Coordinator
  - iii. Museum Curator / Cultural Heritage Officer

It is proposed that the Committee considers updating the terms of reference for the Heritage Advisory Committee and make a recommendation to the December Ordinary Council Meeting. This will enable the first scheduled meeting of the Heritage Advisory Committee in 2024 to be held on 14 February 2024.

**COMMENTS AND DETAILS**Museum Collection and Conservation Management Policy.

At the heart of any policy regarding museum collection is the identity and purpose of the museum. The museum collection is a focus of the Shire's and the Museum's mission. Defining a museum's purpose helps to identify what is significant about and for the collection. The mission statement, or the museum's key objectives that flow from it, should be used as a preamble to give the background to, and the rationale for, the acquisition and deaccession policy.

The name change of the Museum Advisory Committee will necessitate the review of the Museum Collection and Conservation Management Policy (the Policy) – **Attachment 1**.

The Policy Statement of the current policy states that:

*"The Museum Advisory Committee is to be consulted on acquisition and deaccession of objects to and from the Museum."*

However, the policy also states that

*"Objects will only be accepted into the museum in accordance with the International Council of Museums Code of Ethics for Museums and in accordance with Local, State and Federal laws regarding our National Heritage."*

It is therefore recommended that the Policy be updated to reword the Policy statement so it reads:

*"The Heritage Officer will use their discretion on the acquisition and deaccession of objects to and from the Museum in accordance with this policy."*

The current delegation is attached for reference (**Attachment 2**). It is recommended that the delegation be revoked only if the changes to policy are accepted by Council.

The change being requested is due to the fact that accession and deaccession of artefacts is and always has really been in the realm of being an operational task of the Officer whose role it is to manage the Museums. With the name change to the Heritage Advisory committee, it is intended that the Committee will focus on strategic documents and policy.

Procedurally, any decisions made by the Heritage Officer to bring items into the collection are recorded through the creation of an electronic record in the Museum Collection database that would have its own unique identifiable number in accordance with the Shire of Toodyay Record Keeping Plan and Record Keeping Policy.

It is also up to the Heritage Officer to find a place for items to be stored and make a record of that place on the abovementioned electronic record.

Terms of Reference for Heritage Advisory Committee

The purpose of the Museum Advisory Committee (MAC) was:

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*“To provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.”*

Shire Officers informally created, for the purposes of stakeholder engagement, a ‘Heritage Working Group’ which operated through a Microsoft Office Teams environment as well as some face-to-face workshopping. The working group’s main focus was the review of the Central Toodyay Heritage Policy. The participants were members of the MAC, the Planning and Compliance Officer, the Museum and Cultural Heritage Officer, and the Shire’s Heritage Advisor.

The MAC also had a Microsoft Office Team that has been renamed to the HAC.

The benefit of having a Heritage Advisory Committee means that the purpose of the committee can be expanded to include broader heritage matters.

From a compliance perspective the State Heritage Office requires that local governments understand:

- the basic principles for local government inventories; and the
- the criteria for the Assessment of Local Heritage Places and Areas.

In addition, there are lots of exciting things happening in the heritage space, including:

- the upcoming review and update of the Municipal Inventory and Heritage List;
- the ongoing review of the Central Toodyay Heritage Precinct Policy; and
- development of a Shire wide Heritage Policy;
- the upcoming review of our existing overarching heritage strategies (Heritage Strategy 2014 and Heritage Master Plan 2015).

In the Shire’s *Plan for the Future – Council Plan 2023-2033*, the Markyt survey indicated that the community held the Shire’s museums in very high regard.

A sample terms of reference for the Heritage Advisory Committee is provided below for the Committee’s consideration and recommendation to Council.

**Purpose**

*To provide guidance and advice to Council on a broad range of heritage matters including, but not limited to:*

- *the development, review and implementation of the Museums and Heritage Strategy;*
- *the review and update of the Municipal Inventory and Heritage List;*
- *the review of the Central Toodyay Heritage Precinct Policy; and*
- *the development and review of any future policy development around elements of heritage.*

**Membership Composition**

- (a) *2 elected members be appointed (for primary and deputy positions)*
- (b) *Up to five external community members representing local museums and/or heritage groups, or with knowledge of local heritage issues and an understanding of the role Local Government plays in heritage matters.*
- (c) *Supporting Officers*

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- iv. *Executive Manager Development and Regulation Services*
- v. *Planning and Compliance Officer*
- vi. *Economic Development Coordinator*
- vii. *Heritage Officer*

**Committee Rules**

- (a) *Appointment of Committee Members shall be in accordance with Section 5.10 of the Local Government Act 1995 and Shire of Toodyay Standing Order 17.6.*
- (b) *Community nominees will address specific criteria as described below when nominating for membership of the Committee and responses to each criterion should be no more than 50 words:*
  - i. *Describe your interest in and knowledge of local heritage issues.*
  - ii. *What is your general understanding of the role Local Government plays in heritage matters?*
  - iii. *Outline your understanding of community needs, concerns and issues relating to Heritage in the Shire of Toodyay.*
- (c) *Nominations for community membership will be assessed by the HAC which will make recommendations to Council for the appointment of two representatives*
- (d) *Where a member is absent without notice and reasonable grounds throughout three consecutive meeting within any 12 month period, the continuance of that membership position shall be automatically terminated in order to ensure the effective operation of the Committee.*
- (e) *With the prior approval of the Chairperson, any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the Committee.*
- (f) *Members will abide by the Shire of Toodyay's Code of Conduct for Council Members, Committee Members and Candidates.*

**Frequency of Meetings**

The Heritage Advisory Committee meets at 4.00 pm on the 2<sup>nd</sup> Wednesday of the months of February, May, August and November unless otherwise determined by the Presiding Member unless otherwise determined at the discretion of the Presiding Person. as explained under "1.1 Meetings under the heading Rules in respect to Committees of Council."

**Annual Evaluation of Committee's Effectiveness**

*The Committee may annually undertake an internal review to evaluate its effectiveness, and as a guide the following should be determined:*

- *Is the purpose of the Committee being met?*
- *Is the committee's effectiveness improving or deteriorating?*
- *Are committee members regularly attending meetings?*

*The Committee may recommend to Council, changes to its terms of reference.*

It is recommended that the above be used as a base, and that the Committee considers and make amendments to the terms of reference, where applicable, before making a recommendation to Council.



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**Strategic:*****Plan for the Future: Shire of Toodyay Council Plan 2023-2033******Outcome 9. Responsible and effective leadership and governance.****09.1. Provide strong, clear and accountable leadership.***Policy related:**

Committee Book.

Council's Museum Interpretation and Exhibition.

Council's Museum Collection and Conservation Management Policy.

**VOTING REQUIREMENTS**

Simple Majority

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Cr McCormick moved the Officer's Recommendation 1.

Clarification was sought.

Cr Dival foreshadowed an alternate motion and provided a draft terms of reference for consideration.

B Keens seconded the motion.

Further clarification was sought.

The motion was put.

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC005/12/23****MOVED** Cr S McCormick**SECONDED** Mr B Keens

That the Heritage Advisory Committee recommends to Council the following:

That Council:

1. Requests the Chief Executive Officer amend the Policy Statement of the Museum Collection and Conservation Management Policy to read as follows:  
*"The Heritage Officer will use their discretion on the acquisition and deaccession of objects to and from the Museum in accordance with this policy."*
2. Requests the Chief Executive Officer revoke the instrument of delegation CS9 Accession of Artefacts into Museum Collection.
3. Adopts the terms of reference for the HAC as follows:

**Purpose***To provide guidance and advice to Council on a broad range of heritage matters including, but not limited to:*

- *the development, review and implementation of the Museums and Heritage Strategy;*
- *the review and update of the Municipal Inventory and Heritage List;*

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- *the review of the Central Toodyay Heritage Precinct Policy; and*
- *the development and review of any future policy development around elements of heritage.*

**Membership Composition**

- (a) *2 elected members be appointed (for primary and deputy positions)*
- (b) *Up to five external community members representing local heritage groups and museums.*
- (c) *Supporting Officers*
  - i. *Executive Manager Development and Regulation Services*
  - ii. *Planning and Compliance Officer*
  - iii. *Economic Development Coordinator*
  - iv. *Heritage Officer*

**Committee Rules**

- (a) *Appointment of Committee Members shall be in accordance with Section 5.10 of the Local Government Act 1995 and Shire of Toodyay Standing Order 17.6.*
- (b) *Community nominees will address specific criteria as described below when nominating for membership of the Committee and responses to each criterion should be no more than 50 words:*
  - i. *Describe your interest in and knowledge of local heritage issues.*
  - ii. *What is your general understanding of the role Local Government plays in heritage matters?*
  - iii. *Outline your understanding of community needs, concerns and issues relating to Heritage in the Shire of Toodyay.*
- (c) *Nominations for community membership will be assessed by the HAC which will make recommendations to Council for the appointment of two representatives*
- (d) *Where a member is absent without notice and reasonable grounds throughout three consecutive meeting within any 12 month period, the continuance of that membership position shall be automatically terminated in order to ensure the effective operation of the Committee.*
- (e) *With the prior approval of the Chairperson, any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the Committee.*
- (f) *Members will abide by the Shire of Toodyay's Code of Conduct for Council Members, Committee Members and Candidates.*

**Frequency of Meetings**

*The Committee meets at least four times per year unless otherwise determined at the discretion of the Presiding Person. as explained under "1.1 Meetings under the heading Rules in respect to Committees of Council."*

**Annual Evaluation of Committee's Effectiveness**

*The Committee may annually undertake an internal review to evaluate its*

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*effectiveness, and as a guide the following should be determined:*

- *Is the purpose of the Committee being met?*
- *Is the committee's effectiveness improving or deteriorating?*
- *Are committee members regularly attending meetings?*

*The Committee may recommend to Council, changes to its terms of reference.*

Voted For: Nil

Voted Against: Crs S Dival, S McCormick and B Keens

**MOTION LOST 0/3**

*The reason why the above motion was lost was that the terms of reference did not reflect the resolution of Council and the intent of the new Committee.*

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC006/12/23**

**MOVED** Cr S Dival

**SECONDED** Mr B Keens

That the Heritage Advisory Committee (HAC) recommends to Council the following:

That Council and the HAC Members workshop the draft terms of reference for the HAC, on 14 February 2024 prior to deciding on the terms of reference for Council consideration and approval at the February 2024 OCM.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0****Attachments**

1 DRAFT Terms of Reference.

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**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

Nil.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Heritage Advisory Committee is scheduled to be held on 14 February 2024 commencing at 4:00pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 3.17pm.

**HAC STATUS REPORT**  
 Heritage Advisory Committee

*Supporting Officer*  
 Executive Manager Development &  
 Regulation



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
6/12/2023	Membership Application	That Council appoint Mr Philip Roberts as a community member on the Heritage Advisory Committee.	ASAP			
6/12/2023	Heritage Advisory Committee update	That Council receives the Museum update report on current Activities – Shire Museum and its Collections as at 23 August 2023.	ASAP			
6/12/2023	Terms of reference – Heritage Advisory Committee	That Council and the HAC Members workshop the draft terms of reference for the HAC, on 14 February 2024 prior to deciding on the terms of reference for Council consideration and approval at the February 2024 OCM.	ASAP			



### Committee Member Reporting form

#### Committee Member Details

Name(s): \_\_\_\_\_

Organisation representing  
(if applicable): \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Request Details

I request for the item noted below to be discussed at the next:

- |                                     |   |  |
|-------------------------------------|---|--|
| Committee Meeting:<br>(please tick) | <input type="checkbox"/> Audit & Risk Committee               | <input type="checkbox"/> Bushfire Advisory Committee |
|                                     | <input type="checkbox"/> Environmental Advisory Committee     | <input type="checkbox"/> Heritage Advisory Committee |
|                                     | <input type="checkbox"/> Local Emergency Management Committee |  |

Date of Committee Meeting: \_\_\_\_\_

Item Name: \_\_\_\_\_  
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting?     Yes  No     Copy attached

#### Background Information OR if you only wish to ask questions please do so (if not enough room please use reverse side of this page)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed recommendation required?     Yes  No    *write some wording below*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.



## 4 OFFICER REPORTS

### 4.1 Terms of Reference - Heritage Advisory Committee

Date of Report:	9 February 2024
File Reference:	COC4
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	1. DRAFT Terms of Reference. <a href="#">↓</a>

#### PURPOSE

To consider terms of reference for the renamed Heritage Advisory Committee (HAC).

#### BACKGROUND

At an Ordinary Council Meeting held on 22 November 2023, Council resolved, as per Resolution NO. OCM281/11/23) the following:

That Council:

1. Determines to rename the Museum Advisory Committee as the Heritage Advisory Committee.
2. Appoints the following elected members to the Heritage Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr McCormick
3. Determines existing community members to remain on the committee until the new terms of reference has been adopted by Council.
4. Requests the CEO to update the 2024 Council and Committee meeting schedule and adopted committee book to include the Heritage Advisory Committee.
5. Requests the CEO to bring the revised terms of reference to the February 2024 OCM for consideration and adoption.

The membership composition that had been in the Committee Book for the MAC is below.

#### Membership Composition

- (a) an upper limit of one third of elected members be appointed (covering both primary and deputy positions)
- (b) Up to four community members - A pre-requisite to being appointed as a community member will be the applicant's commitment to museum promotion, heritage conservation, and preservation of historical artefacts.
- (c) Supporting Officers
  - i. Executive Manager Development and Regulation
  - ii. Economic Development Coordinator

## iii. Museum Curator / Cultural Heritage Officer

This report is seeking that the Committee update the terms of reference (TOR) for the Heritage Advisory Committee and make a recommendation to Council that will be considered at the February 2024 Council Meeting.

**Strategic:*****Plan for the Future: Shire of Toodyay Council Plan 2023-2033*****Outcome 9. Responsible and effective leadership and governance.**

*O9.1. Provide strong, clear and accountable leadership.*

**Policy related:**

Committee Book.

Council's Museum Interpretation and Exhibition.

Council's Museum Collection and Conservation Management Policy.

**COMMENTS AND DETAILS**

The purpose of the Museum Advisory Committee (MAC) was:

*"To provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum."*

A Council Workshop was held on 7 February 2024. At this workshop a new TOR was drafted (refer to **Attachment 1**).

It is recommended that the HAC make a recommendation to Council in regard to the terms of reference.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION 1**

That the Heritage Advisory Committee recommends to Council the following:

That Council adopted the terms of reference for the Heritage Advisory Committee as follows:

**Purpose**

The Heritage Advisory Committee will provide leadership and direction on the functions and responsibilities listed below.

**Functions**

The main functions of the Committee are to:

1. Provide guidance and assistance to the Council on matters relating to the selection, interpretation, display of artefacts and promotion of the museums and displays in the Shire of Toodyay.
2. Provide input to Council on policy and strategy aimed at the conservation of heritage places and areas.
3. promote a wider appreciation of the Shire's indigenous and post-settlement heritage including but not limited to cultural, spiritual, educational, environmental, and economic terms and all things that make up the Shire of Toodyay's identity such as

spirit and ingenuity, historic buildings and our unique living landscapes.

4. provide input to Council on the maintenance, restoration, and promotion of heritage sites under the control of the Council.
5. identify places that the community recognises as being of heritage significance within the Shire of Toodyay and to encourage their inclusion on recognised heritage lists.
6. provide input to the Council and the community on matters relevant to heritage preservation, restoration, education, and promotion.
7. identify heritage related opportunities within the Shire of Toodyay requiring further research and action.
8. liaise and seek input, when necessary, from the community, and other groups and organisations including community groups who share similar heritage related values/interests/concerns or issues.
9. liaise with Shire administration to investigate sources of funding for specific heritage projects.
10. provide advice on marketing, branding and promotion of heritage related tourism within the Shire.

#### **Powers of the Committee**

This Committee does not have delegated authority. The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### **Membership Composition**

The Heritage Advisory Committee Membership will consist of the following:

- An upper limit of one third of elected members;
- Cultural Heritage Officer of the Shire of Toodyay; and
- Up to six representatives from the broader community with knowledge or interest in the preservation and promotion of heritage of the Shire of Toodyay.

#### **Support Staff**

- The Executive Manager of Development and Regulation, or nominee, shall provide appropriate advice and support to assist the Committee.
- The Planning and Compliance Officer, Economic Development Officer and Community Development Officer shall provide advice and support to assist the committee.

## Heritage Advisory Committee (HAC)

### History

The HAC was previously known as the Museum Advisory Committee whose purpose was to provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.

The name change occurred at a meeting held on 22 Nov 2023 (CRN: OCM281/11/23).

*A Heritage Working Group (Microsoft Office Teams) was operating informally regarding the review of the Central Toodyay Heritage Policy. Some members from the MAC, the Planning and Compliance Officer, the Museum and Cultural Heritage Officer and the Shire's Heritage Advisor were involved in this review.*

### Purpose

The Heritage Advisory Committee will provide leadership and direction on the functions and responsibilities listed below.

### Functions

The main functions of the Committee are to:

1. Provide guidance and assistance to the Council on matters relating to the selection, interpretation, display of artefacts and promotion of the museums and displays in the Shire of Toodyay.
2. Provide input to Council on policy and strategy aimed at the conservation of heritage places and areas.
3. promote a wider appreciation of the Shire's indigenous and post-settlement heritage including but not limited to cultural, spiritual, educational, environmental, and economic terms and all things that make up the Shire of Toodyay's identity such as spirit and ingenuity, historic buildings and our unique living landscapes.
4. provide input to Council on the maintenance, restoration, and promotion of heritage sites under the control of the Council.
5. identify places that the community recognises as being of heritage significance within the Shire of Toodyay and to encourage their inclusion on recognised heritage lists.
6. provide input to the Council and the community on matters relevant to heritage preservation, restoration, education, and promotion.
7. identify heritage related opportunities within the Shire of Toodyay requiring further research and action.
8. liaise and seek input, when necessary, from the community, and other groups and

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organisations including community groups who share similar heritage related values/interests/concerns or issues.

9. liaise with Shire administration to investigate sources of funding for specific heritage projects.
10. provide advice on marketing, branding and promotion of heritage related tourism within the Shire.

#### **Powers of the Committee**

This Committee does not have delegated authority. The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### **Membership Composition**

The Heritage Advisory Committee Membership will consist of the following:

- An upper limit of one third of elected members;
- Cultural Heritage Officer of the Shire of Toodyay; and
- Up to six representatives from the broader community with knowledge or interest in the preservation and promotion of heritage of the Shire of Toodyay.

#### **Support Staff**

- The Executive Manager of Development and Regulation, or nominee, shall provide appropriate advice and support to assist the Committee.
- The Planning and Compliance Officer, Economic Development Officer and Community Development Officer shall provide advice and support to assist the committee.

#### **Frequency of Meetings**

The Heritage Advisory Committee meets at 4.00 pm on the 2<sup>nd</sup> Wednesday of the months of February, May, August and November unless otherwise determined by the Presiding Member unless otherwise determined at the discretion of the Presiding Person. as explained under "1.1 Meetings under the heading Rules in respect to Committees of Council."

#### **Annual Evaluation of Committee's Effectiveness**

The Committee may annually undertake an internal review to evaluate its effectiveness, and as a guide the following should be determined:

- Is the purpose of the Committee being met?
- Is the committee's effectiveness improving or deteriorating?

#### **Committee Book**

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- Are committee members regularly attending meetings?

The Committee may recommend to Council, changes to its terms of reference.

**Committee Book**

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**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Heritage Advisory Committee is scheduled to be held on 8 May 2024 commencing at 4:00 PM.

**7 CLOSURE OF MEETING**

The Chairperson will close the meeting.