



## Heritage Advisory Committee Meeting

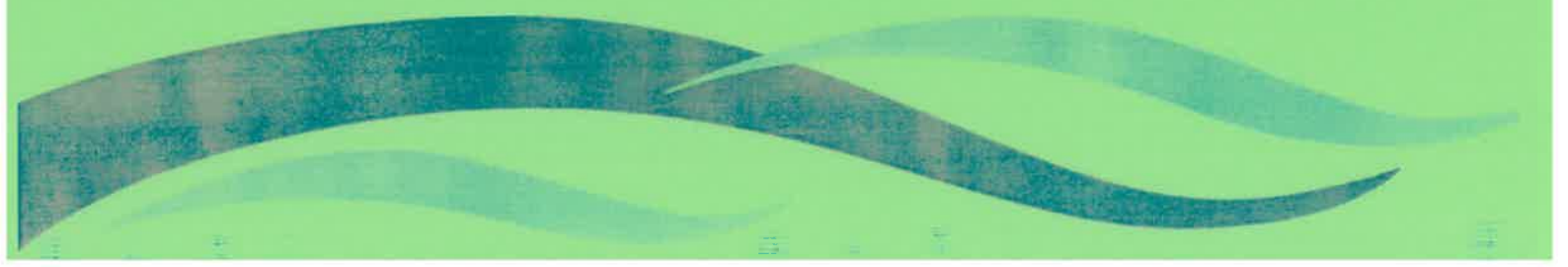
14 February 2024

# 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.

  
Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**



### 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 15 February 2024.



Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**

### Confirmed Minutes

These minutes were confirmed at a meeting held on 8 May 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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**1 DECLARATION OF OPENING**

Cr S Dival, Chairperson, declared the meeting open at 4.14pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr S Dival Deputy Shire President (Chair)

Mr B Keens Community Representative

Mrs E Frayne Community Member

Staff

Mrs K Hardie Economic Development Coordinator

Mr H de Vos Executive Manager Development and Regulation

Visitors

Nil

Apologies

Cr S McCormick Councillor

Mrs T Bateman Executive Manager Corporate and Community Services

**1.3 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.

**2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1. Minutes of Meeting held on 6 December 2023**

OFFICER'S HAC001/02/24	RECOMMENDATION/HAC	RESOLUTION	NO.
<b>MOVED</b>	Mr B Keens		
<b>SECONDED</b>	Cr S Dival		
That the Unconfirmed Minutes of the Heritage Advisory Committee Meeting held on 6 December 2023 be confirmed.			
			<b>MOTION CARRIED 3/0</b>

## 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.

## 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.

### 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

Mrs E Frayne moved the Officer's Recommendation.

Clarification was sought.

The motion was put.

#### **OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC002/02/24**

**MOVED** Mrs E Frayne

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.

Voted For: Cr S Dival, B Keens and E Frayne

Voted Against: Nil

**MOTION CARRIED 3/0**



**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****MOTION/HAC RESOLUTION NO. HAC003/02/24****MOVED** Cr S Dival**SECONDED** Mr B Keens

That the Committee discusses publicly advertising expressions of interest for Community representatives.

Voted For: Cr S Dival, B Keens and E Frayne

Voted Against: Nil

**MOTION CARRIED 3/0**

Clarification was sought.

Discussion ensued.

Cr Dival moved a motion as follows:

**That the Heritage Advisory Committee recommends to Council the following:**

**That Council requests the Chief Executive Officer to publicly advertise for expressions of interest from community representatives to be appointed to the Heritage Advisory Committee.**

Mrs E Frayne seconded the motion.

The motion was put.

**MOTION/HAC RESOLUTION NO. HAC004/02/24****MOVED** Cr S Dival**SECONDED** Mrs E Frayne

That the Heritage Advisory Committee recommends to Council the following:

That Council requests the Chief Executive Officer to publicly advertise for expressions of interest from community representatives to be appointed to the Heritage Advisory Committee.

Voted For: Cr S Dival, B Keens and E Frayne

Voted Against: Nil

**MOTION CARRIED 3/0**

**MOTION/HAC RESOLUTION NO. HAC005/02/24****MOVED** Cr S Dival

That Standing Orders be suspended at 4.22pm.

Voted For: Cr S Dival, B Keens and E FrayneVoted Against: Nil**MOTION CARRIED 3/0****OFFICER'S RECOMMENDATION/HAC RESOLUTION NO. HAC006/02/24****MOVED** Cr S Dival**SECONDED** Mr B Keens

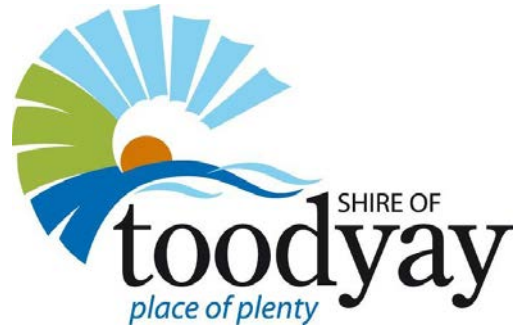
That Standing Orders be resumed at 5.15pm.

Voted For: Cr S Dival, B Keens and E FrayneVoted Against: Nil**MOTION CARRIED 3/0****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 closed the meeting at 5.15pm.



# **ATTACHMENTS MINUTES**

**Heritage Advisory Committee Meeting**

**Wednesday, 14 February 2024**



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**HAC STATUS REPORT**  
Heritage Advisory Committee

Supporting Officer  
EMDR/ECDC



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.	February 2024 OCM	EA		
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.	February 2024 OCM	EA		
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.	February 2024 OCM	EA		
14/2/2024	Inward Correspondence	State Heritage Office correspondence received by Officers and will be presented to the next meeting.	Next HAC meeting	EMDR / EDCR		

**HAC STATUS REPORT**  
**Heritage Advisory Committee**

Supporting Officers  
 EMDR/ECDC



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
14/02/2024	Municipal Directory review funding – role or input from Committee in this project – update / advice from Administration	Grant Funding coming from Department of Planning, Lands and Heritage to be followed up. S Carrick been liaised with and ECD and EMDR will draft the directory. S Carrick is managing the process as the paid Consultant.	ASAP	EMDR / EDCR		Signed off on this already.  Resourcing matters taking precedence (critical functions). CHO role will work within this process and we are mindful of the timeframe by which to expend this funding that has been received.  Volunteers available to assist with the history.  Project timeframe to be done.
14/02/2024	Adding in an item of business to discuss / workshop the details of the new ToR with committee members	Formulate our goals and aims for the coming year	ASAP	EMDR		Heritage Listing Completion  Policies to be finalised such as the Central Toodyay Heritage area one.  Environmental Heritage.  Strategy and Master Plan amalgamation.  Use Microsoft Teams to

HAC STATUS REPORT  
Heritage Advisory Committee

Supporting Officers  
EMDR/ECDC



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
						workshop ideas.  Mapping out where all the ruins are located. Use GIS technology.  EAC engagement of youth.  Invite school students to sit and be part of the heritage process. Approach UWA.  Mind-mapping tool MIRO.



## 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**

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#### **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?

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- Are committee members regularly attending meetings?

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

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