



## GCM ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

14 December 2022 at 5:00pm

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## SHIRE OF MINGENEW

### LOCAL HERITAGE SURVEY 2022

#### Primary Report

Refer to:

Appendix 1 Local Heritage Survey

Appendix 2 Heritage List

A review of the Shire of Mingenew's  
1996 Municipal Inventory of Heritage Places



**October 2022**

**HERITAGE INTELLIGENCE (WA)**

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#### **Appendix 1**

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#### **Local Heritage Survey 2022**

#### **Heritage List 2022**

DPLH guidelines for Local Heritage Surveys

DPLH Criteria for assessment of Local Places and Heritage areas

Burra Charter – Foundation of heritage and conservation

## **Executive summary**

The Local Heritage Survey is a review and update of the Shire's 1996 Municipal Inventory of Heritage Places.

The review is the result of Heritage Council directive arising from the Heritage Act 2018, whereby they are trying to get all local governments to prepare a 'Heritage List'. To identify a 'Heritage List', a review and update of the heritage Inventory (1996) is necessary in order to be informed of, and understand, the places of heritage value in the local government area to that community. The 'Heritage List' has implications and needs to be understood and substantiated.

Any place, including sites, that the community consider of heritage value, is worthy of consideration for inclusion in the Local Heritage Survey.

The most significant places in the Local Heritage Survey are then recommended for the 'Heritage List', which includes the places already included on the State's Register of Heritage Places. For each heritage place (including ruins and sites), a level of significance and consequent category is applied. The places with the highest level of significance are recommended for inclusion in the Shire of Mingenew's 'Heritage List' that provides policies and the provisions of the Local Planning Policy for future conservation.

Almost every place in preparation of the review has been photographed, and some historical research has been undertaken beyond the existing documentation, the information has been interpreted and formatted to the relevant place listings, cross referenced with other places, and documented in the formatted table of places, with references to the Department of Planning, Lands and Heritage's (DPLH) inHerit database number, arranged in alphabetical order and numbered as the primary index.

Ninety eight places have been identified in the Local Heritage Survey 2022. Of those 98 places, 64 are recorded on the Heritage Council's inHerit database, 6 are repeats of places, and 55 of the 64 are from the 1996 Municipal Inventory. One of the original places on the 1996 Inventory (56 places) was destroyed in the 2021 Seroja Cyclone and has not been included.

The tabled listings provide summaries of the history of each place and a Statement of Significance. Information has been researched from various sources, including, but not limited to the DPLH's inHerit database, local history references, the published history of Mingenew, Conservation Plans, community members and the Mingenew Historical Society.

There are 38 new nominations that have been recorded and are identified by not having an inHerit database number in the listings in the tables.

The Local Heritage Survey is now digital and in the hands of the Shire of Mingenew for further amendments and upgrades. Change happens, and attitudes change, so there is always the opportunity to ensure that the record is relevant. It's your heritage.

## 1.0 INTRODUCTION

A review of the Heritage Inventory is a requirement of the Heritage Act 2018. Inventories have been renamed “Local Heritage Surveys”. This review is in accordance with the Part 8 of the Heritage Act 2018 that is essentially the same guidelines as the 1990 Act requirements, including the identification of the “Heritage List”.

The review is undertaken in consideration of the Department of Planning, Lands and Heritage’s guidelines; *Criteria for the assessment of local heritage places and areas* as recommended in *State Planning Policy 3.5 Historic Heritage Conservation*.

Assessments determine levels of significance for each place in consideration of the overall context of the Shire’s towns and district. The levels of significance are consistent with the required categories (Heritage Act 2018).

## 2.0 CRITERIA for SIGNIFICANCE

Every place previously listed in the original 1996 Heritage inventory has been assessed within the Heritage Council’s guidelines; *Criteria for the assessment of local heritage places and areas*. The four criteria for the assessment are summarised hereunder:

### Assessment of significance

#### Aesthetic value\*

Criterion 1 It is significant in exhibiting particular aesthetic characteristic.

#### Historic value

Criterion 2 It is significant in the evolution or pattern of the history of the local district.

#### Research value

Criterion 3A: It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district.

Criterion 3B: It is significant in demonstrating a high degree of technical innovation or achievement.

#### Social value

Criterion 4 It is significant through association with a community or cultural group in Western Australia for social, cultural, education or spiritual reasons.

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\* For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 2002.

**Degree of significance**

**Rarity**

Criterion 5 It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

**Representativeness**

Criterion 6 It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

**Condition** refers to the current state of the place in relation to each of the values for which the place has been assessed. Condition reflects the cumulative effects of management and environmental effects.

**Integrity** is a measure of the likely long-term viability or sustainability of the values identified, or the ability of the place to restore itself or be restored, and the time frame for any restorative process.

**Authenticity** refers to the extent to which the fabric is in its original state.

Substantiation of the heritage value of heritage places is the foundation for understanding a place and inclusion in the Local Heritage Survey.

There are 98 places listed in the Local Heritage Survey 2022.

### 3.0 LEVELS OF SIGNIFICANCE

For each place deemed to be of heritage value, a level of significance and consequent category is applied. The following table from the Heritage Council's *Criteria for the assessment of local heritage places and areas* illustrates the details, and the amendments to facilitate the draft proposed categories are listed against them.

In line with Heritage Council's guidelines, Categories 1 and 2 places are recommended to be included in the Shire of Mingenew's Heritage List to provide a level of management through the Planning Scheme and Local Planning Policy.

Each place was categorised with reference to the following levels of significance:

<b>LEVELS OF SIGNIFICANCE</b>	<b>DESCRIPTION</b>	<b>DESIRED OUTCOME</b>
<b>Category 1</b>  <b>Exceptional significance</b>	Essential to the heritage of the locality  Rare or outstanding example.	<b>HERITAGE LIST</b> <b>Register of Heritage Places</b> The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place and be in accordance with a Conservation Plan (if one exists for the place). Refer to Heritage Council. Planning Scheme provisions
<b>Category 2</b>  <b>Considerable significance</b>	Very important to the heritage of the locality. High degree of integrity/ authenticity.	<b>HERITAGE LIST</b> Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place. Planning Scheme provisions
<b>Category 3</b>  <b>Some/Moderate significance</b>	Contributes to the heritage of the local some altered or modified elements, no necessarily detracting from the overall significance of the item.	<b>NO CONSTRAINTS</b> Conservation of the place is desirable. Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Any alterations or extensions should reinforce the significance of the place. Original fabric should be retained where possible.
<b>Category 4</b>  <b>Little significance</b>	Some community interest to the history/heritage of the locality.	<b>NO CONSTRAINTS</b> Contributes to the history of the locality. Photographically record prior to any major development or demolition.

Recognise and interpret the site.

#### 4.0 CATEGORIES

Further to Heritage Council's *Criteria for the assessment of local heritage places and areas*, an important part of the recognition and understanding of cultural heritage significance of a place, is that some guidance is provided to the owners, managers, and statutory authority, to respond to that assessed significance.

Categories have been determined relevant to the assessed level of significance for each place. Implications for each recommendation are also summarised.

**Category 1** A place of exceptional cultural heritage significance to Shire of Mingenew and the state of Western Australia, that is either in the Heritage Council of Western Australia's Register of Heritage Places, or worthy of consideration for entry into the Register.

A place worthy of recognition and protection through provisions of the Shire of Mingenew's Planning Scheme.

Planning application needs to be submitted to Shire of Mingenew for any proposed development. A Heritage Impact Statement may be required.

Planning application referred for heritage comment and background information for Heritage Council of Western Australia (HCWA).

The development application needs to be submitted to HCWA for support for any proposed development, and Shire of Mingenew cannot approve contrary to HCWA recommendation.

**Recommend:** Maximum encouragement to owners to retain and conserve the place. Full consultation with property owner prior to making the recommendation.

#### **IMPLICATIONS of REGISTRATION:**

A Memorial is lodged on the Certificate of Title of the Registered place under the provisions of the *Heritage Act (2018)*.

By virtue of the *Heritage Act (2018)*, the owner is bound to conserve the place.

ALL development (including demolition) MUST be referred to Heritage Council for consideration PRIOR to undertaking any works.

The Shire of Mingenew cannot approve anything contrary to Heritage Council recommendations.

Private owners of Registered places qualify for the Heritage Council's Conservation Grants Funding. A Conservation Management Plan or Conservation Management Strategy is a pre-requisite for conservation works funding assistance from the Heritage Council.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is a pre-requisite for conservation works funding and can also be funded.



Local Government owned Registered places qualify to claim for \$10,000 per annum 'Disability allowance' through the Grants Commission. Up to a maximum of \$50,000 is allowed for 5 buildings or more.

**Category 2**

A place of considerable cultural heritage significance to Shire of Mingenew that is worthy of recognition and protection through provisions of the Shire of Mingenew's Planning Scheme and Local Planning Policy.

A planning application needs to be submitted to Shire of Mingenew for any proposed development for particular consideration of the heritage impact.

**Recommend:**

**Inclusion in the Heritage List**

Retain and conserve the place.

Document the place prior to any development; and photographic archive report if retention is not possible.

**IMPLICATIONS:**

**Planning applications must be submitted to Shire of Mingenew for approval prior to undertaking any works.**

Private owners do not qualify for any funding.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A

Conservation Management Plan or Conservation Management Strategy is usually a pre-requisite for conservation works funding and may also be funded on same basis as works funding assistance.

**Category 3**

A place (including a site with no built remains) of some /moderate cultural heritage significance to Shire of Mingenew.

No constraints.

Some/moderate contribution to the heritage of the Shire of Mingenew.

No constraints.

**Recommend:** Encourage retention of the place, or where there are ruins, archaeological findings or no built remains: Interpret the place.

**IMPLICATIONS:**

If a planning application is submitted to the Shire of Mingenew for approval, if approved a condition of development will require documentation and a photographic record of the place prior to any development or if retention is not possible.

There are **no statutory requirements** pertaining to heritage issues.

Private owners do not qualify for any funding.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding, although at a lower priority. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is usually a pre-requisite for conservation works funding and may also be funded on same basis as works funding assistance.

**Category 4** A place (including a site with no built remains) of little cultural heritage significance to Shire of Mingenew.

No constraints.

**Recommend:** Encourage retention of the place, or where there are ruins, archaeological findings or no built remains: Interpret the place.

**IMPLICATIONS:**

If a planning application is submitted to the Shire of Mingenew for approval, if approved a condition of development will require documentation and a photographic record of the place prior to any development or if retention is not possible.

There are **no statutory requirements** pertaining to heritage issues.

Private owners do not qualify for any funding.

Local Government, churches and community (not-for-profit) owners qualify for Lotterywest conservation funding, although at a lower priority. It is funded loosely on a \$ for \$ basis, although 'inkind' contributions are encouraged. Benefit to the community is a significant factor in assessment for funding. A Conservation Management Plan or Conservation Management Strategy is usually a pre-requisite for conservation works funding and may also be funded on same basis as works funding assistance.

Of the 98 identified places, there is 1 registered 'place' (actually recorded by HCWA as 3 places) entered onto the Heritage Council's Register of Heritage Places: Category 1. That place together with 26 places are recommended for Category 2 to form the "Heritage List".

This review recommends that Category 1 and 2 places of the highest level of cultural heritage significance to the Shire of Mingenew, form the "Heritage List" that is relevant to the provisions of the Local Planning Policy.

The places recommended for the 2022 Heritage List are comprised of categories 1 and 2 in the Local Heritage Survey.

The 71 Category 3 and 4 places are not included in the Heritage List and consequently have no implications.

Refer to:

Appendix 1 Local Heritage Survey

**Shire of Mingenew**  
**LOCAL HERITAGE SURVEY 2022**  
**Primary report**

Appendix 2 Heritage List recommended for Local Planning Policy, relevant to Planning Scheme.

**5.0 LOCAL HERITAGE SURVEY**

No.	inHerit No.	Place Name	Address	Town/district	Cat
		<b>MINGENEW</b>			
1	13473	Mingenew Sports Club	Bride Street	Mingenew	3
2	5773	Mingenew Railway Station	Eleanor Street S end of Melville Street	Mingenew	2
3	-	SITE Recreation Ground (1896)	Eleanor Street (east end, north side)	Mingenew	4
4	5776	Lee House	20 Field Street (corner Lee Steere & Linthorne streets)	Mingenew	4
5	5777	SITE Dominican Convent	Irwin Street (southwest to corner of Victoria Road)	Mingenew	4
6	-	St Joseph's Church	Irwin Street (southeast corner of 30 William Street)	Mingenew	2
7	-	SITE Ironside's Agricultural Agency	King Street (northeast corner of Shenton Street)	Mingenew	4
8	-	Mingenew War Memorial	Memorial Drive	Mingenew	2
9	-	Jim Pascoe Ticket Booth	Memorial Drive	Mingenew	3
10	13473	Greater Sports Ground	Memorial Drive	Mingenew	2
11	5766	National Bank (former)	50 Midlands Road (southeast corner of Williams Street)	Mingenew	2
12	3621	S.F. Moore's Store known as "The Little Wonder" (former)	52 Midlands Road	Mingenew	3
13	1585	Mingenew Post Office & Quarters (former)	54 Midlands Road	Mingenew	2
14	-	E.A. Field Store (former)	Midlands Road	Mingenew	3
15	-	SITE Cecil Newton Park	Midlands Road	Mingenew	2

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16	1584	Midland Hotel (former) Commercial Hotel	62 Midlands Road (southeast corner of Shenton Street)	Mingenew	2
17	5771	SITE Blues Café	66 Midlands Road	Mingenew	4
18	-	The Flats (former)	68 Midlands Road	Mingenew	3
19	-	SITE Mingenew Hotel	Midlands Road (southwest corner of Bride Street)	Mingenew	4
20		SITE CWA	Midlands Road	Mingenew	4
21	-	SITE Erregulla Spring Reserve	Midlands Road	Mingenew	2
22	-	Littlewell Reserve (remnants)	Midlands Road	Mingenew	2
23	5769	Ferrell cottage	7 Moore Street	Mingenew	3
24	5775	SITE Fickling cottage	13 Moore Street	Mingenew	4
25	-	Mingenew Primary School	Phillip Street (southwest corner of Victoria Road)	Mingenew	3
26	5770	Shenton Street Bakery remains	18 Shenton Street	Mingenew	3
27	-	SITE RSL Hall	36 Shenton Street	Mingenew	4
28	5767	Mingenew Hospital (former)	39 Shenton Street	Mingenew	3
29	5789	SITE Mingenew Spring	Spring Street	Mingenew	2
30	-	SITE Hope's blacksmith shop	Spring Street (north corner of Linthorne Street)	Mingenew	4
31	5763	SITE S.F. Moore's manager's house	3 Victoria Road	Mingenew	4
32	5768	Criddle House	5 Victoria Road	Mingenew	3
33	-	Mingenew Masonic Lodge (former)	6 Victoria Road	Mingenew	2
34	1586	Shire Hall	19 Victoria Road	Mingenew	2
35	1586	Shire Office & Agricultural Hall	21 Victoria Road	Mingenew	2

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36	1587	Upper Irwin Road Board Office (former)	23 Victoria Road	Mingenew	2
37	5758	Mingenew School (former) Mingenew Historical Society Museum	24 Victoria Road	Mingenew	2
38	-	SITE Mingenew School Headmasters House	26 Victoria Road (northeast corner of Irwin Street)	Mingenew	4
39	-	SITE Methodist Church	25 Victoria Road (northwest corner of Irwin Street)	Mingenew	4
40	1588	Church of the Resurrection (Anglican)	28 Victoria Road (southeast corner of Irwin Street)	Mingenew	2
41	-	Road Board Secretary's House (former)	30 Victoria Road	Mingenew	3
42	-	Francis Burges Memorial	Victoria Road (west side)	Mingenew	2
43	-	SITE Mingenew Drive-in Theatre	Victoria Road (east side)	Mingenew	4
44	-	St Joseph's School (former)	22-24 William Street	Mingenew	3
45	1590 3946	Linthorne residence (former)	26 William Street (northeast corner of Irwin Street)	Mingenew	2
46	1589 25932 19005	Mingenew Police Group Police Station & Courthouse Police Quarters & former office	31 William Street (southwest corner of Moore & George streets) Also recorded as 15 William Street- a vacant site.	Mingenew	1 R
		<b>MINGENEW DISTRICT</b>			
47	5797	Mingenew Cemetery	Midlands Road	Mingenew district	2
48	5792	SITE Mingenew Hill Cemetery	Adjacent to Lockier River (3km northwest of Mingenew)	Mingenew district	2
49	5793	SITE Mingenew Hill Reserve		Mingenew district	4
50	-	Drovers Rest	Mingenew Hill	Mingenew district	3
51	5795	SITE Depot Hill Reserve	Depot Hill Road	Mingenew district	3

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52	-	SITE Rifle Club	South of sports ground	Mingenew district	4
53	3500	Enanty Homestead Group (Barn, Homestead ruin)	Mingenew-Morawa Road	Mingenew district	2
54	-	SITE Gurano School	Mingenew Morawa Road	Mingenew district	4
55	4474 18762	SITE Mingenew Coalseam Conservation Park	26 kms northeast of Mingenew	Mingenew district	4
56	5900	SITE Guranu (Gooronoo) Reserve	Coalseam Road	Mingenew district	4
57	5786	SITE Narandagy (Narandagee) Well	Ebano Road (25 km northeast of Mingenew)	Mingenew district	4
58	5787	SITE Mt Melara Trig Station	Manarra Road (12 km northeast of Mingenew)	Mingenew district	4
59	5783	Manarra Homestead Ruin	Manarra Rd (23 km northeast of Mingenew)	Mingenew district	3
60	5785	Mungatoo Tank (Nungatah)	Manarra Road (28 km northeast of Mingenew)	Mingenew district	3
61	5772	Lockier River Farm Homestead	Midlands Road (10 km west of Mingenew)	Mingenew district	3
62	5765	SITE Opawa Homestead	Mingenew-Morawa Road (10 km east of Mingenew)	Mingenew district	4
63	5781	SITE Ebano Spring Homestead	Mingenew-Morawa Road (22 km east of Mingenew)	Mingenew district	4
64	1592	SITE Nangetty Station Homestead	Mingenew-Mullewa Road	Mingenew district	4
65	5782	SITE Melara Homestead	Narandagy Road (20 km northeast of Mingenew adjoining Lockier River)	Mingenew district	4
66	5901	SITES Stock Routes to & from Mingenew		Mingenew district	4
		<b>STRAWBERRY</b>			
67	-	SITE Strawberry Siding SITE Strawberry Post Office		Strawberry	4

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68	-	SITE Catholic Church Strawberry Siding School	Burma Road	Strawberry	4
69	-	SITE Strawberry School Geraldine Post Office		Strawberry	4
70	5794	Strawberry Catholic Cemetery	Midlands Road. Situated in Old Bones Paddock on Sante Fe Farm, approximately 20 kms from Mingenew	Strawberry	2
		<b>YANDANOOKA</b>			
71	5779	SITE Yandanooka Townsite		Yandanooka	2
72	-	SITE Yandanooka Railway siding, loading ramp, shed	Railway Street	Yandanooka	3
73	5779	Yandanooka Hall	Railway Street	Yandanooka	2
74	-	Yandanooka Store & Post Office (former)	Railway Street	Yandanooka	3
75	-	Headmaster's House (former) and SITE Yandanooka Siding School		Yandanooka	4
76	-	SITE Yandanooka School (Block 59)		Yandanooka	3
77	-	SITE Overland School		Yandanooka	4
78	-	SITE Greenbrook School		Yandanooka	4
79	-	SITE Yandanooka Sports Ground		Yandanooka	4
80	-	SITE Yandanooka Golf Club		Yandanooka	4
81	-	SITE Yandanooka Spring		Yandanooka	4
82	1591 5796	Yandanooka Homestead and well	Midlands Road	Yandanooka	3

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83	5760	Enokurra Homestead (Soldier Settlement)	Midlands Road	Yandanooka	3
84	5762	SITE Willis House	Willis Road	Yandanooka	3
85	5799	The Two Wells	2.5 k NE from Yandanooka	Yandanooka	3
86	5761	Whelan's Lowlands Homestead (Soldier Settlement)	Yandanooka Northeast Road N side, 8kms from Yandanooka Siding	Yandanooka	3
87	5790	SITE Beaconsfield Well	5 km northeast from Yandanooka	Yandanooka	3
88	5788	SITE Stockyards and Outcamp	Yandanooka Northeast Road	Yandanooka	4
89	5784	Whitfield Well ruin	Yandanooka-Melara Road	Yandanooka	3
90	5778	Raith Homestead (Soldier Settlement)	Yandanooka Northeast Road (22 km from Mingenew)	Yandanooka	3
91	5780	Beatonsfield Wells	Yandanooka-Melara Road (20km southeast of Mingenew)	Yandanooka	3
92	5764	Woopnatty Homestead/Station	11 km northeast from Arrino	Yandanooka	3
93	5798	SITE Mt Scratch Copper Show (de Burgh's Copper Mine)	South of Mt Scratch Road	Yandanooka	4
		<b>YARRAGADEE</b>			
94	5759	Urella Homestead ruin	Mingenew-Mullewa Road. (18km north of Mingenew)	Yarragadee	3
95	-	Yarragadee Homestead		Yarragadee	3
96	-	Yarragadee Homestead Graves		Yarragadee	2
97	13067	SITE Yarragadee Road Bridge	Mingenew-Mullewa Road	Yarragadee	4
98	5791	Mt Scratch Trig Station	Mt Scratch on Earra near Arrino	Yarragadee	4



## 6.0 HERITAGE LIST

### Categories 1 & 2 places

An important part of the recognition and understanding of cultural heritage significance of a place, is that some guidance is provided to the owners, managers and statutory authority, to respond to that assessed significance.

Categories have been determined relevant to the assessed level of significance for each place. Implications for each recommendation are also summarised.

The Heritage List is comprised of:

- Category 1** A place of exceptional cultural heritage significance to Shire of Mingenew and the state of Western Australia, that is either in the Heritage Council of Western Australia's (HCWA) Register of Heritage Places (R) or worthy of consideration for entry into the Register. The Shire of Mingenew is required to forward any proposed development to the heritage Council for a determination that can't be contrary to the Heritage Council's decision. The provisions of the Shire of Mingenew's Planning Scheme will alert to the Register of Heritage Places status and procedure.
- Category 2** A place of considerable cultural heritage significance to Shire of Mingenew that is worthy of recognition and protection through provisions of the Shire of Mingenew's Planning Scheme and Local Planning Policy.

**Shire of Mingenew**  
**LOCAL HERITAGE SURVEY 2022**  
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No.	inHerit No.	Place Name	Address	Town/district	Cat
		<b>MINGENEW</b>			
2	5773	Mingenew Railway Station	Eleanor Street S end of Melville Street	Mingenew	2
6	-	St Joseph's Church	Irwin Street (southeast corner of 30 William Street)	Mingenew	2
8	-	Mingenew War Memorial	Memorial Drive	Mingenew	2
10	13473	Greater Sports Ground	Memorial Drive	Mingenew	2
11	5766	National Bank (former)	50 Midlands Road (southeast corner of Williams Street)	Mingenew	2
13	1585	Mingenew Post Office & Quarters (former)	54 Midlands Road	Mingenew	2
15	-	SITE Cecil Newton Park	Midlands Road	Mingenew	2
16	1584	Midland Hotel (former) Commercial Hotel	62 Midlands Road (southeast corner of Shenton Street)	Mingenew	2
21	-	SITE Erregulla Spring Reserve	Midlands Road	Mingenew	2
22	-	Littlewell Reserve (remnants)	Midlands Road	Mingenew	2
29	5789	SITE Mingenew Spring	Spring Street	Mingenew	2
33	-	Mingenew Masonic Lodge (former)	6 Victoria Road	Mingenew	2
34	1586	Shire Hall	19 Victoria Road	Mingenew	2
35	1586	Shire Office & Agricultural Hall	21 Victoria Road	Mingenew	2
36	1587	Upper Irwin Road Board Office (former)	23 Victoria Road	Mingenew	2
37	5758	Mingenew School (former) Mingenew Historical Society Museum	24 Victoria Road	Mingenew	2
40	1588	Church of the Resurrection (Anglican)	28 Victoria Road (southeast corner of Irwin Street)	Mingenew	2

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42	-	Francis Burges Memorial	Victoria Road (west side)	Mingenew	2
45	1590 3946	Linthorne residence (former)	26 William Street (northeast corner of Irwin Street)	Mingenew	2
46	1589 25932 19005	<b>Mingenew Police Group Police Station &amp; Courthouse Police Quarters &amp; former office</b>	31 William Street (southwest corner of Moore & George streets) Also recorded as 15 William Street- a vacant site.	Mingenew	1 R
		<b>MINGENEW DISTRICT</b>			
47	5797	Mingenew Cemetery	Midlands Road	Mingenew district	2
48	5792	SITE Mingenew Hill Cemetery	Adjacent to Lockier River (3km northwest of Mingenew)	Mingenew district	2
53	3500	Enanty Homestead Group (Barn, Homestead ruin)	Mingenew-Morawa Road	Mingenew district	2
		<b>STRAWBERRY</b>			
70	5794	Strawberry Catholic Cemetery	Midlands Road. Situated in Old Bones Paddock on Sante Fe Farm, approximately 20 kms from Mingenew	Strawberry	2
		<b>YANDANOOKA</b>			
71	5779	SITE Yandanooka Townsite		Yandanooka	2
73	5779	Yandanooka Hall	Railway Street	Yandanooka	2
		<b>YARRAGADEE</b>			
96	-	Yarragadee Homestead Graves		Yarragadee	2

## 7.0 ABORIGINAL HERITAGE

The Heritage Inventory under the requirements of the Heritage Act (2018) is relevant to places of Aboriginal significance of the post-contact period only.

The Department of Aboriginal Affairs (DAA) oversees an “Aboriginal Sites Database” and works with Aboriginal people to protect their culture and to protect and manage sites, places and objects of significance to Aboriginal heritage.

## 8.0 CONCLUSION

The 2022 Local Heritage Survey reiterates the considerable significance of the rich heritage and history of Mingenew's town and districts and will provide strategic guidance to conserve those places assessed as having a high level of cultural significance, and overall engender community pride in such a rich history.

## 9.0 REFERENCES

Heritage Council's Registration documentation: P.1589. Mingenew Police Group.

Heritage Council's inHerit database.

Department of Planning Lands and Heritage: Heritage Library.

Shire of Mingenew Municipal Inventory of Heritage Places 1996.

*Mingenew 1846-1986*. Mingenew Historical Society. 1988.

*Mingenew Historical Walk*. Mingenew Historical Society. 2020.

Conservation Plan: Enanty Barn. Whelans. 1996.

Conservation Management Plan: Mingenew School (former). L. Gray. 2003.

Conservation Management Plan: Mingenew Railway Station. L. Gray. 2003.

Mingenew Historical Society

Community members

The places information from the Municipal Inventory of Heritage Places (1996) is recorded in the Heritage Council's inHerit database.

**10.0 APPENDICES (attached)**

<b>Appendix 1</b>	<u><a href="#">Local Heritage Survey 2022</a></u>
<b>Appendix 2</b>	<u><a href="#">Heritage List 2022</a></u>
<b>Appendix 3</b>	DPLH guidelines for Local Heritage Surveys
<b>Appendix 4</b>	DPLH Criteria for assessment of Local Places and Heritage areas
<b>Appendix 5</b>	Burra Charter – Foundation of heritage and conservation

## APPENDIX 1

### SHIRE OF MINGENEW LOCAL HERITAGE SURVEY 2022

A review of the Shire of Mingenew's  
1996 Municipal Inventory of Heritage Places



**October 2022**

**HERITAGE INTELLIGENCE (WA)**

*Laura Gray* JP M.ICOMOS B.Arch (hons)

**LOCAL HERITAGE SURVEY**

Refer to primary report for the overall context and further details pertaining to the relevant categories.

For each place deemed to be of heritage value, a level of significance and consequent category is applied. The following table from the Heritage Council's *Criteria for the assessment of local heritage places and areas* illustrates the details, and the amendments to facilitate the draft proposed categories are listed against them.


In line with Heritage Council's guidelines, Categories 1 and 2 places are recommended to be included in the Shire of Mingenew's Heritage List to provide a level of management through the Planning Scheme and Local Planning Policy.

Each place was categorised on the basis of the following levels of significance:

<b><u>LEVELS OF SIGNIFICANCE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>DESIRED OUTCOME</u></b>
<b>Category 1</b> <b>Exceptional significance</b>	Essential to the heritage of the locality Rare or outstanding example.	<b>HERITAGE LIST</b> <b>Register of Heritage Places</b> The place should be retained and conserved. Any alterations or extensions should reinforce the significance of the place and be in accordance with a Conservation Plan (if one exists for the place). Refer to Heritage Council. Planning Scheme provisions
<b>Category 2</b> <b>Considerable significance</b>	Very important to the heritage of the locality. High degree of integrity/ authenticity.	<b>HERITAGE LIST</b> Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place. Planning Scheme provisions
<b>Category 3</b> <b>Some/Moderate significance</b>	Contributes to the heritage of the local some altered or modified elements, no necessarily detracting from the overall significance of the item.	<b>NO CONSTRAINTS</b> Conservation of the place is desirable. Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Any alterations or extensions should reinforce the significance of the place. Original fabric should be retained where possible.
<b>Category 4</b> <b>Little significance</b>	Some community interest to the history/heritage of the locality.	<b>NO CONSTRAINTS</b> Contributes to the history of the locality. Photographically record prior to any major development or demolition. Recognise and interpret the site.

**Shire of Mingenew**  
**LOCAL HERITAGE SURVEY 2022**



**LOCAL HERITAGE SURVEY**

Photograph		inHer it No.	Place Name	Address	Cat	Significance
<b>MINGENEW TOWN</b>						
	<b>1</b>	1347 3	Mingenew Sports Club	Bride Street	3	<p><u>History</u></p> <p>The Mingenew Jubilee Golf and Bowling Club was opened in 1965. Starting as a bough shed, and then a corrugated iron shed, and then this clubhouse. A bowling club had formed in November 1951, after G.S. Ironside presided over a meeting in 1949, with 36 interested people. A green was built with voluntary labour, on land excised from the Greater Sports Ground, and vested in the Shire. Foundation members and regional visitors comprised almost 150 people at the opening. Members joined the Geraldton Association (bowling) in 1959, and the North Midlands Bowling League in 1965, playing pennants from 1966. The building was renamed and opened as the Mingenew Sports Club in 1994.</p> <p><u>Statement of Significance</u></p> <p>The Mingenew Sports Club (bowling), formerly the Mingenew Jubilee Golf and Bowling Club is socially and historically significant for its post-World War Two development and the competitive and recreational social aspects of the club locally and regionally.</p>



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	<p>2</p>	<p>5776</p>	<p>Lee House</p>	<p>20 Field Street at junction of Lee Steere and Linthorne streets.</p>	<p>4</p>	<p><u>History</u> The original two-room 1915 cottage has had the surrounding verandas enclosed with concrete blocks. It was re-roofed after the 1979 cyclone. Located near Mingenew Spring, it is on the site of Hope's blacksmith shop.</p> <p><u>Statement of Significance</u> Lee House is one of few remaining cottages in Mingenew that represents the original form, despite the veranda enclosure. Its historic association with the Hope blacksmith site is of some significance.</p>
	<p>3</p>	<p>5773</p>	<p>Mingenew Railway Station</p>	<p>Eleanor Street</p>	<p>2</p>	<p><u>History</u> In 1887 the Midland Railway line was surveyed and the line from Walkaway to Mingenew was opened in 1891 when the first Stationmaster, T Sharland was appointed. The railway line from Gingin opened in stages until 1894 when the two sections connected.</p> <p>The stone railway station and residence were built by F. W. G. Liebe at the same time. By then Mingenew was the trading centre for all stock sent to Perth markets from the entire northern areas of the State and extensive timber yards were built north of the line. About the 1930s trucking yards were built on that site.</p> <p>Mingenew was a main depot for the Midland Railway with barracks, length runner's house, large bitumen coal stage, 40000-litre steel and timber water tank (all demolished) and gravity fed water from the Erregulla Spring Reserve.</p> <p>The Stationmaster's house (demolished 1974) was at the west end of the station separated from the station by a breezeway, and tearooms and a waiting room were on the east side.</p> <p>The goods shed was on south side of the railway line with a roof over the line so the engine could be parked for maintenance by the team from Walkaway. It was demolished in 1960, and small</p>

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					<p>shed was built after diesel engines arrived and the water tank and coal bin were removed.</p> <p>Midland Railway provided housing for the railway workers and there were three houses on Donald Street and two on the approach road at the back of the Station; all demolished. A twelve hut weatherboard railway barracks was built in the 1950s with a walkway to the kitchen and ablution blocks. (demolished)</p> <p>Two main lines ran for the north/south lines, a third for the goods shed and a fourth for water and coal.</p> <p>West Australian Government Railways took over in 1959 and Westrail in 1975. The last passenger train ran on 27 July 1975. Westrail leased the station to the Shire of Mingenew and the Arts Council leased it from the Shire. In 2002 restoration and adaptive works took place .</p> <p><u>Statement of Significance</u></p> <p>Mingenew Railway Station building is historically significant representing what was once a substantial railway presence in Mingenew, that provided essential service connections to the region and beyond. The social aspects of the railway station evoke memories of arrivals and departures, works railway workers and their families, and sight and smell of the steam trains and the expectations of arrivals. The remaining station buildings still represent a significant presence in contributing to the historic townscape of Mingenew.</p>	
	4	-	SITE Recreation Ground (1896)	Eleanor Street (east end, north side)	4	<p><u>History</u></p> <p>The Recreation Ground was formed on land leased from the Midland Railway Company. Football was played in the district from the early 1880s with inter-town matches from the 1920s.</p> <p>The first recorded race meeting in Mingenew took place at the sports ground in January 1896. In 1922 the Mingenew Race Club ran a meeting in line with the requirements of the WA Turf Club.</p> <p>The first known cricket matches took place here in 1905.</p> <p>In 1906, polo matches commenced at the ground.</p>


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						<p>In 1928, a nine-hole golf course was developed.                  In 1932, the inaugural Agricultural Show was held.                  A committee was formed in 1933 for the purpose of organising areas for the activities of the organisations including the Agricultural Society and sporting clubs. In 1934, the Greater Sports Ground was established on the southeast edge of town and the activities relocated to that site, including the golf club from 1933, and in 1934, the Agricultural Society Show and the Race Club. Polocrosse continues to be played at the original Recreation Ground.</p> <p><u>Statement of Significance</u></p> <p>The site of the Recreation Ground is of historical significance as the original sports ground that was the venue for sport and recreational gatherings, including the Race Club, Agricultural Show, golf, cricket, polo and football. It played an important role in the community in the early years of the town's development.</p>
	5	5777	SITE Dominican Convent	Irwin Street extending to the southwest corner of Victoria Road	4	<p><u>History</u></p> <p>In 1932, the Dominican Sisters lived in a mudbrick dwelling, and established St Joseph's Convent on the corner of Irwin Street and Victoria Road. They relocated to a new brick convent immediately to the west of the original building (demolished), in Irwin Street in 1954.</p> <p><u>Statement of Significance</u></p> <p>The sites of the Dominican Sisters mudbrick dwelling and convent, and the 1954 convent are historically significant for the association with the Dominican Sisters and the Catholic Church.</p>



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	6		St Joseph's Church	Irwin Street (southeast corner of William Street)	2	<p><u>History</u> In c.1912, a timber framed corrugated iron church was constructed on the site. In 1931, the Strawberry Catholic Church building was relocated to this site as an addition to church building and opened the St Joseph's School staffed by Dominican sisters. In 1932, the residence at 26 Victoria Street was purchased as a convent. In 1948, a one room school was built on a different site in William Street. A new convent was built in Irwin Street next to the church, opening in December 1954. In 1959, the brick church replaced the original church and was opened by the Bishop of Geraldton.</p> <p><u>Statement of significance</u> Saint Joseph's Catholic Church is historically and socially of significance for worship, commemoration and events, and the sense of place evoked by those activities, as a central gathering place in the community.</p> <p>It is of aesthetic significance for the simple gothic design with tower, that makes a significant contribution to the historic townscape of Mingenew.</p>
	7		SITE Ironside's Agricultural Agency	King Street (northeast corner of Shenton Street)	4	<p><u>History</u> By 1894, when the railway came through Mingenew, the town had become the trading centre for all stock sent to Perth markets from the entire northern areas of the State. In 1928, R.R. (Ron) Ironside resigned from his employment with Midland Railway Co. and became an agent for the Mingenew branch of Dalgety &amp; Co Ltd, the largest wool selling house in Australia. He was also the local agent for several machinery, vehicle and insurance companies. Ron's son George took over the business through the 1950s and traded as Ironside and Taylor and later as Ironside and Rule. Ron and George were both community identities in sport, and Mrs Ron Ironside was a founding member of the CWA. The building was demolished in 1994.</p>


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					<p><u>Statement of Significance</u></p> <p>The site of Ironside's Agricultural Agency is significant in its contribution to essential service provision to the farming and broader community. The long-term association of Ron and George Ironside with the Dalgety Agency is of considerable significance.</p>
	8		Mingenew War Memorial	Memorial Drive	<p>2</p> <p><u>History</u></p> <p>Yandanooka and District Subbranch of the Returned Sailors and Soldiers Imperial League of Australia was formed in 1918/19. In 1951 they had a memorial arch constructed at the gateway to the Greater Sportsground. The memorial arch was demolished in 1968 after being damaged by a truck.</p> <p>The War Memorial was located to this site in 2002.</p> <p><u>Statement of Significance</u></p> <p>The War Memorial is of historical significance representing associations with the Yandanooka and District Sub-branch of the Returned Sailors and Soldiers Imperial League of Australia and the original memorial, and the ongoing remembrance and commemoration to those who served Australia in times of wars and conflicts.</p>
	9	-	Jim Pascoe Ticket Booth	Memorial Drive	<p>3</p> <p><u>History</u></p> <p>The Mingenew Lions Club built a ticket booth to manage entry and gate takings to the Greater Sports Ground in the 1980's.</p> <p>The ticket booth is now identified as "The Jim Pascoe Gate" in recognition of the significant contribution he made to the football club in manning the gate for many years.</p> <p><u>Statement of Significance</u></p> <p>The ticket booth is of some historical significance representing associations with Jim Pascoe.</p>


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	<p>10</p>	<p>1347 3</p>	<p>Greater Sports Ground</p>	<p>Memorial Drive</p>	<p>2</p>	<p><u>History</u></p> <p>The Greater Sports Ground was established in 1933, after a committee was formed for the purpose of coordinating activities of the organisations including the Agricultural Society and sporting clubs that had existed at the Recreation Ground on the north side of the railway line from 1896.</p> <p>The site was excised from Reserve 20735 and vested in the Mingenew Roads Board for Recreation, Racecourse, Showground and aerial landing ground purposes. The various venues were constructed with voluntary labour and completed for the 1934 season.</p> <p>The Agricultural Society's office, exhibition hall, poultry shed, brush horse stalls, sheep, cattle and swine pens were constructed on land cleared by volunteer labour in time for the 1934 Agricultural Show. The annual Show was in recess during World War Two (1943-1945) and the final show was in 1974. The buildings were demolished for the current two storey Recreation Centre built in 1995.</p> <p>The first race meeting was held on this site in 1934. The Race Club had turf laid on the straight course in 1965, and in 1978 the entire track was re-turfed.</p> <p>The football oval was sand until 1959, when it was levelled and a tiered spectator area constructed. The entire area was grassed in 1964. From 1966, cricket was played on a pitch in the middle of the oval. From 1968 hockey was played on the football oval on Saturday afternoons, and in 1975 moved to an earth field that was grassed and reticulated in 1979.</p> <p>The original 1928 9-hole golf course north of the railway was relocated to the Greater Sport Ground and opened in June 1933, with an 18-hole course and cement-block clubhouse as part of the new recreation ground. In 1965, the 1933 clubhouse was demolished and the new Mingenew Jubilee Golf and Bowling Club was opened, and the golf course was redesigned for holes no.1 and 18 to be at the clubhouse.</p>
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					<p>Other activities and events at the Greater Sports Ground include the annual Midwest Mingenew Lions Expo, gymkhanas and school athletics.</p> <p><u>Statement of Significance</u></p> <p>The Greater Sports Ground is historically significant in demonstrating the development of the site and sporting and recreational activities in Mingenew since 1933.</p> <p>The competitive and recreational social aspects of the club locally and regionally demonstrate significant social significance.</p>
	<p>11</p>	<p>5766</p>	<p>National Bank (former)</p>	<p>50 Midlands Road (southeast corner of William Street)</p>	<p>2</p> <p><u>History</u></p> <p>The National Bank was built in 1908. One other bank, the NSW, operated between 1929 and 1950. The National Bank was timber framed and weatherboard clad with a fancy trim on the veranda and a semidetached residence at the rear. The brick frontage was built in 1934, in response to a Council by-law that required all buildings on Midlands Road to have a masonry front. The ledger desk was on a ledge 1 inch above floor level to observe the customers and assist in case of any hold-ups. Pistols were issued to most senior staff. The residence was demolished in 1965 when a manager's house was built on a separate site. Considerable alterations have taken place.</p> <p><u>Statement of Significance</u></p> <p>The former National Bank is of historic, social and aesthetic significance, as the only longstanding bank in Mingenew, providing essential services to the community. The social aspects of meetings in town whilst doing business, and the associations with prominent citizens such as the Bank Manager. The Interwar Free Classical architecture of the frontage is a landmark in Midlands Road, central in town, and demonstrates the prosperity of that period emerging from the Depression, making a substantial contribution to the historic townscape of Mingenew.</p>

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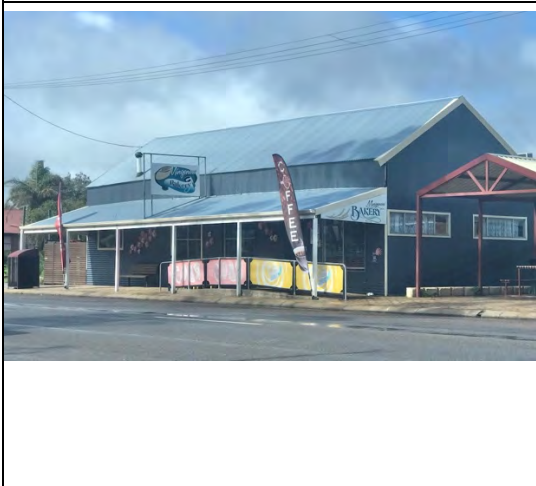
LOCAL HERITAGE SURVEY 2022

	<p>12</p>	<p>3621</p>	<p>S.F. Moore's Store known as "The Little Wonder" (former)</p>	<p>52 Midlands Road</p>	<p>3</p>	<p><u>History</u> S.F. Moore's Store (former) was the second building in the townsite, and first general store in Mingenew. It was built by S. F. Moore and known at the time as "The Little Wonder". Until 1893, the non-official post office operated from the store and was linked by telegraph to Perth and Geraldton. In 1910, P.T. Bridge was the Store Manager for S. F. Moore until 1925 when he purchased the store and ran it until 1942. The building lost its roof during a cyclone in March 1960.</p> <p>It has operated under various ownerships and names including the Mingenew Trading Company and continues to operate as a general store.</p> <p><u>Statement of Significance</u> S.F. Moore's Store originally known as the "The Little Wonder" store is historically and socially significant for associations with S.F. Moore, P.T.Bridge, the Manager and later owner, the Mingenew Trading Company and other store operators. It is an important meeting place for town and district residents. The expansive Midland Road frontage detailed in decorative concrete blocks contributes to the historic townscape of Mingenew.</p>
	<p>13</p>	<p>1585</p>	<p>Mingenew Post Office &amp; Quarters (former)</p>	<p>54 Midlands Road</p>	<p>2</p>	<p><u>History</u> The first post offices in the Mingenew district were at Geraldine and Strawberry sidings. Until 1893, the non-official Mingenew Post Office operated from the S F Moore's "The Little Wonder" store and was linked by telegraph to Perth and Geraldton. A pony express ran monthly from Mingenew to Mt Magnet until 1893 and the coach service from 1895.</p> <p>The official Mingenew Post Office opened in September 1894 with semidetached living quarters and later an addition on the west side. The overland telegraph linked the world to Mingenew in 1910, and several properties erected private lines. In 1915, it was connected to Perth-Geraldton phone line. In 1935, the Post Master General's (PMG) department connected the phone exchange to the police station. From 1939 the exchange was</p>





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					<p>monitored at night, until automation in 1978.</p> <p>In part of the Post Office building a cafe opened in 1991, trading as the Old Postmaster's Tearooms, which changed its name in 1995 to the Mail Run café. The building has been used as the A.P.B. Office in 1987, a Post Office agency run by the Mingenew Tourist and Promotions Committee from 1987, the Lions Expo Office in 1988, and the Telecentre from 1994. The Mingenew-Irwin Group has been utilising the eastern portion of the building since 1997 and the western portion, up until 2020, the Tourist Centre was managed from this site by local volunteers.</p> <p><u>Statement of Significance</u></p> <p>Mingenew Post Office &amp; Quarters (former) is historically, socially and aesthetically significant as the means of communications via telegraph, mail and phone since 1894, and a meeting place for town and district people. The provision of the Postmaster's residence, and night exchange operators represent ways of life no longer practiced. The sandstone building with dominant chimney is viewed in the round and is a significant building in the Midlands Road streetscape that makes a significant contribution to the historic townscape of Mingenew.</p>
	<p>14</p>	<p>E.A. Field Store (former)</p>	<p>Midlands Road</p>	<p>3</p>	<p><u>History</u></p> <p>The former E.A. Field shop had living quarters at the back, and large wood fired ovens. The shop was utilised by E.A. Field in 1927 as a temporary store until completion of the new store constructed on the site of the Pearce &amp; Herbert Store in 1928 (SITE of Cecil Newton Park).</p> <p>After E.A. Field's new store was constructed, this place became "The Tearooms" for many years. It became a store again in the 1960s and since has developed into a successful bakery. Extensive renovations have been made to the building, including a residence at the rear.</p> <p><u>Statement of Significance</u></p> <p>The former E.A. Field Store and subsequent services have provided goods and hospitality to the community and visitors</p>


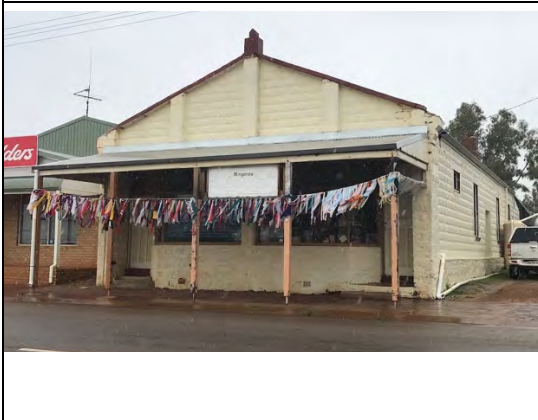
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						representing social values. The building with full front veranda compliments the Midland Road streetscape and contributes to the townscape of Mingenew.
	15		SITE Cecil Newton Park	Midlands Road	2	<p><u>History</u></p> <p>Cecil Newton Park was purchased by the Shire of Mingenew in 1970 and established as Cecil Newton Park in July 1978, commemorating Cecil Newton who served the community for many years as the Town Ward local government representative. It is the site of the Pearce &amp; Herbert Store (1890-1927), E.A. Field Store and residence (1928-1969) and the Shenton Street Butcher Shop (1925-1970) which have since been demolished.</p> <p><u>Statement of Significance</u></p> <p>The Site of Cecil Newton Park is significant in commemorating Cecil Newton who made a significant contribution to the community of Mingenew.</p> <p>It was the site of the Pearce and Herbert Store, E.A. Field Store and residence, and the Shenton Street Butcher, all historically significant for the services and social interactions they provided to the community.</p>
	16	1584	Midland Hotel (former) Commercial Hotel	62 Midlands Road (southeast corner of Shenton Street)	2	<p><u>History</u></p> <p>The original Midland Hotel on this site commenced operations in the 1890s as a single storey mud brick building owned by Samuel James Philips and operated by William Henry Linthome. Strategically located directly opposite the railway station, it is the only remaining hotel of the two in Mingenew.</p> <p>The front portion of the original hotel was replaced by a double storeyed brick building after 1908. In the 1970s, verandas and balconies were removed. It had serious damage from the Cyclone Seroja in 2021.</p> <p><u>Statement of Significance</u></p> <p>The original Midland Hotel, now known as the Commercial Hotel, is the only remaining hotel in Mingenew. It is historically significant for its continuum of hospitality since the 1890s, the</p>

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					<p>associations with the original, and subsequent owners and operators, and socially significant for hospitality and a place of meeting. It is aesthetically significant as the only two-storey building in Mingenew; it is a substantial building, opposite the railway station, in a prominent corner location that is a landmark in the town. Despite the loss of verandas, the Federation architectural style is evident and it makes substantial contribution to the historic townscape of Mingenew.</p>
	17	5771	SITE Blues Café	66 Midlands Road	<p>4</p> <p><u>History</u> Blue's Café took its name from Colin Campbell, nick-named "Bluey". He and his wife Esme managed this establishment from 1959-1965.</p> <p><u>Significance</u> The site of the Blues Café is socially and historically significant for its hospitality and social function in the early days of the town's development.</p>
	18		The Flats (former)	68 Midlands Road	<p>3</p> <p><u>History</u> The Flats built in 1928, presents a mirrored double shopfront and construction that is detailed in decorative pressed concrete blocks. As well as rental rooms, over time it had many uses including a saddlery, R&amp; I Bank agency, dressmaker, bicycle shop and bake house.</p> <p><u>Significance</u> The former Flats is historically and socially significant for its hospitality and various services. It is a good example of interwar construction with decorative concrete blocks, often locally made. The double mirrored shopfront contributes to the Mingenew townscape representing development of the interwar period.</p>


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	19		SITE Mingenew Hotel	Midlands Road (southwest corner of Bride Street)	4	<p><u>History</u></p> <p>In 1892 H.E. Kenny operated a single storey timber framed hotel. By c.1910, RJ Raynor had added a two-storey stone frontage. By c.1920 it was de-licenced and operated as a residential facility with a variety of businesses including butcher shop, Bush Nursing Association consulting rooms, Bank of NSW branch, professional offices and agencies. Demolished in 1970.</p> <p><u>Statement of Significance</u></p> <p>The site of the Mingenew Hotel is historically significant, as one of only two hotels in Mingenew, and both double storey. Its demise as a hotel and the subsequent businesses and activities provided services to the town and district.</p>
	20		SITE CWA	Midlands Road	4	<p><u>History</u></p> <p>The Mingenew Yandanooka branch of the Country Women's Association (CWA) formed at a public meeting in the Mingenew Hall in February 1929, and a younger set formed in July 1929. The CWA was instrumental in establishing the Bush Nursing Association to facilitate a district nurse, that was achieved in March 1930. The CWA essentially employed the nurse, while also planning to build a hospital. In 1931 they applied for Lot 1 to build their restroom. It was built in 1936, with meetings in the hall meanwhile. The rest room was an appreciated service for mothers and children in the district. CWA organised a special relief fund during the Depression, catered for functions, and various community services, including considerable work to improve the conditions at the Aboriginal Reserve (Littlewell). On 14 March 1979, cyclone Hazel destroyed the CWA restrooms. Members utilised the RSL Hall for meetings and continued service to the community. In 1946 Yandanooka members formed their own branch.</p> <p><u>Statement of Significance</u></p> <p>The site of the CWA Rest rooms represents the considerable historical significance of the Mingenew Yandanooka branch of the Country Women's Association and their members. The community</p>


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						services that the CWA provided were invaluable in the early all phases of the development of Mingenew and the district. The specific considerations of women and families is a tradition that continues.
	21	-	SITE Erregulla Spring Reserve	Midlands Road	2	<p><u>History</u> A 40,000-litre water tank located at the Mingenew Railway Station, was gravity fed from the Erregulla Spring Reserve to provide a water supply to the town and the railway for the steam trains. The water also provided for stock and a supplement to Mingenew Spring.</p> <p><u>Statement of Significance</u> The Erregulla Spring Reserve is historically significant in the provision of water for the railways and the town supply.</p>
	22	-	Littlewell Reserve (remnants)	Midlands Road	2	<p><u>History</u> The Department of Native Affairs controlled much of the lives of the Aboriginal people. In the early days of the Reserve, the Protector, usually a local policeman, was responsible for ensuring life ran smoothly on the Reserve and organising the rations. Before the Government constructed houses on the Reserve, The Littlewell mob used materials and resources from the bush to construct their own homes they called humpies. In the 1950s, houses and ablution blocks were constructed on the 10-acre Reserve site. A well was fitted with a windmill and, eventually, town water and electricity were connected. In the 1970s, with many of Littlewell's residents moving into the town centre, the Reserve was closed down.</p> <p>Remnant concrete slab foundations represent the eight houses, laundry, ablution block and the steel base of the windmill. The trunk of a large dead tree is remembered as a central meeting place.</p> <p>In 2010 the Littlewell Working Group was formed, headed up by Mr Thomas Cameron. Members, all former residents, have a strong passion to share their stories and to commemorate the</p>



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						<p>lives of the families who resided there. Interpretation elements tell the story of the site and shade structures have been constructed.</p> <p><u>Statement of Significance</u></p> <p>Littlewell Reserve is a significant place with a rich history of connection, belonging and hardship, and a sense of place, for many Aboriginal families.</p>
	23	5769	Ferrell cottage	7 Moore Street	3	<p><u>History</u></p> <p>This c.1900 cottage is known to be built for a constable and a native lockup and stables, that have been demolished. Gordon Hope, the blacksmith, Mrs May Morton and Clyde and Anne Ferrell are the only known owners.</p> <p>The cottage is the only known example of patterned pressed metal walls and ceilings in town.</p> <p><u>Statement of Significance</u></p> <p>Ferrell cottage is of historical significance for the associations with the Police Constable and the native lock up on the site, and the blacksmith Gordon Hope whose business was in close proximity.</p> <p>The cottage contributes to the character of the historic townscape of Mingenew.</p>
	24	5775	SITE Fickling cottage	13 Moore Street	4	<p>The site of represents a one-bedroom cottage that was built from public donations and built by volunteer labour for Mrs Fickling and her two children after her husband, the Head Teamster at Nangetty, was killed climbing through a fence with a loaded gun. She later married Mr Spokes and had a son. He lived in the house after his mother.</p> <p><u>Statement of Significance</u></p> <p>The site of the cottage represents a history of the tragedy of a family and community spirit in the early days of the town and district, to come together to build the cottage for the widow and children.</p>


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	25		Mingenew Primary School	Phillip Street (southwest corner of Victoria Road)	3	<p><u>History</u></p> <p>Mingenew State School opened in 1959 with infant classes and then the whole school 1960. At that time, a cairn was erected on the south corner of the Mingenew Primary School site, commemorating Mrs Temple Russell's brother, Francis Carlton Burges who was killed in action during World War One.</p> <p>Mrs Russell donated 60 acres of land to be cropped with the funds contributing to the school's Parents and Citizens Association.</p> <p><u>Statement of Significance</u></p> <p>Mingenew State School represents associations with generations of the Mingenew students, parents, and teaching staff as an education facility education and social interaction since 1959.</p>
	26	5770	Shenton Street Bakery remains	18 Shenton Street	3	<p><u>History</u></p> <p>The bakery and residence were built in 1926 by A.J. Harris and leased to William Muncie.</p> <p>The only evidence of the original building is the ruinous bakery building with the original ovens.</p> <p><u>Statement of Significance</u></p> <p>The remains of the Shenton Street Bakery, evidence a way of life no longer practiced, and a business that provided an essential product to the community. The bakery ovens are significant elements demonstrating the site and the function.</p>
	27		SITE RSL Hall	36 Shenton Street	4	<p><u>History</u></p> <p>The Yandanooka and District Subbranch of the Returned Sailors and Soldiers Imperial League of Australia was formed in 1918/19. For many years ANZAC day services were commemorated at Yandanooka Hall or the Mingenew Lesser Hall. In July 1951 a decorative wrought iron memorial arch supported by local stone piers was erected at the entry gateway to the Greater Sports Ground. Bronze plaques in each pillar commemorated the fallen. The pillars and arch were demolished after being damaged by a truck in 1968. In 1961, the Yandanooka Subbranch members purchased a prefabricated building from Perth and relocated to this</p>

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					<p>site that had been acquired from the Shire at a peppercorn cost of 20 shillings. The hall was hired by many groups; Kindergarten, 1973-1978, the Red Cross and the CWA after they lost their building in the 1979 cyclone. In 1985 the Mingenew Lions Club purchased the building for a club room and expo office. The building has since been removed.</p> <p><u>Statement of Significance</u></p> <p>The site of the RSL hall is of historical significance representing associations with the Yandanooka and District Subbranch of the Returned Sailors and Soldiers Imperial League of Australia particularly, and other organisations that service the community. The ongoing remembrance and commemoration to those who served Australia in times of wars and conflicts, is commended though such organisation as Yandanooka and District Subbranch of the Returned Sailors and Soldiers Imperial League of Australia.</p>
	28	5767	Mingenew Hospital (former)	39 Shenton Street	<p>3</p> <p><u>History</u></p> <p>At the turn of the twentieth century, medical services were virtually non-existent except for midwives attending women in childbirth. A doctor from Dongara visited Mingenew once a fortnight. The Road Board purchased a First Aid Kit in 1918, kept at the Police Station for use by rate payers and general public. In 1930, the Country Women's Association (CWA) organised the first health service, appointing a local nursing sister. In 1934 the District Hospital Association took over the CWA's project to build a hospital that opened in 1936. In 1942, the Army took over the hospital as a casualty station. Owing to financial difficulties in wartime the hospital closed in 1944 and the building was vested in the Road Board and was leased as a residence. In 1953 Silver Chain and Infant Health Sisters resided in two separate living quarters. A surgery was attached to the building for the Silver Chain Nursing Association Centre run by Sister Riseberry. The Doctor attended the surgery on a weekly basis. In 1977 the Silver Chain Centre moved to a new facility, and the hospital building was</p>



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						<p>leased for private residential. After the Shire sold it in 1990 it remained a private residence.</p> <p><u>Statement of Significance</u></p> <p>The former Mingenew Hospital is historically significant for the associations with the foundations by the CWA, the District Hospital Association, the Silver Chain Nursing Association, and the Army's casualty station during World War Two. The building is a good example of an interwar bungalow that has facilitated a number of functions and contributes to the historic townscape of Mingenew.</p>
	29	5789	SITE Mingenew Spring	Spring Street	2	<p><u>History</u></p> <p>In 1850 Augustus Gregory and his party camped at the Minya-noon Spring (Mingenew) that became an important permanent watering hole for drovers and livestock. In 1867 Samuel Pole Phillips secured a 100-acre tillage lease surrounding Mingenew Spring. By 1893 his son, Samuel James Phillips had the freehold of the site. The former tillage lease was subdivided into 156 town allotments by the surveyor of the Midland Railway Co. The town flourished around the spring that provided the water for the railway and town, and by 1900 three blacksmiths and wheelwrights were based around the Spring.</p> <p>In 1980, the area was developed into a park managed by the Mingenew Lions Club and the Mingenew Tourist and Promotions Committee. After bores were drilled in 1981/1982 the water table dropped. In 1999 a skateboard facility was constructed with \$10,000 Youth Grants WA funding and the Shire's inkind support.</p> <p><u>Statement of Significance</u></p> <p>The site of the Mingenew Spring is of considerable historic significance as the foundation upon which Mingenew developed. The community commitment to its management represents the value of its history.</p>



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	30		SITE Hope's blacksmith shop	Spring Street (north corner of Linthorne Street)	4	<p><u>History</u></p> <p>The blacksmith business was important for transport with shoeing horses and repairing coaches and sulkies etc, from c.1894, John Samuel Henry Hope was one of three blacksmiths operating in Mingenew. Wagons built by the Hope family were evident throughout the district and beyond. Hope also had a coffin making business and the family were undertakers for three generations. Charles and Gordon operated as the Hope Bros from 1909 until the late 1940s. This site of their blacksmith shop, near Mingenew Spring, included a foundry where they also made strippers. The Shire works depot occupies the site.</p> <p><u>Statement of Significance</u></p> <p>The site of Hopes' blacksmith shop is of considerable historic significance as a family business over many decades providing critical transport and undertaker services to the Mingenew community, and the association with Mingenew Spring that facilitated the blacksmith functions.</p>
	31	5763	SITE S.F. Moore's manager's house	3 Victoria Road	4	<p><u>History</u></p> <p>Presumed to be original dwelling built by Samuel F Moore for the manager of his store "The Little Wonder". Used by the Army as a canteen during the Second World War. The building was damaged in the earthquake of 1941. It has been demolished.</p> <p><u>Statement of Significance</u></p> <p>The site of the S. F .Moore's managers' houses represents associations with Samuels F Moore, his store 'The Little Wonder', and the provision of housing as a way of life for his employed manager of the store.</p>


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	<p>32</p>	<p>5768</p>	<p>Criddle House</p>	<p>5 Victoria Road</p>	<p>3</p>	<p><u>History</u> This cottage was considered to be one of the oldest and the most intact and well-maintained corrugated iron dwellings remaining in the Mingenew townsite. It suffered considerable damage from the Seroja Cyclone in 2021.</p> <p><u>Statement of Significance</u> The cottage is a good example of an original timber-framed corrugated-iron clad interwar bungalow that contributes to the historic townscape of Mingenew.</p>
	<p>33</p>		<p>Mingenew Masonic Lodge (former)</p>	<p>6 Victoria Road</p>	<p>2</p>	<p><u>History</u> Mingenew Masonic Lodge No.101.WAC was consecrated in the Mingenew Agricultural hall in March 1920, the with furniture from the Fingall Lodge No. 79 at Day Dawn, on land donated by Brother E.A. Field. The tablet was unveiled in October 1926. There were 15 Foundation members, only 7 of whom were from Mingenew, Yandanooka and Irwin, the remainder from Geraldton and other areas. The Masonic Lodge closed in 2015. It was reroofed in 2022 after damage from Cyclone Seroja in 2021.</p> <p><u>Statement of Significance</u> The former Masonic Lodge is historically and socially significant for the associations with the Freemasons, and the philanthropy of the organisation. The socialising in the rural context is an important element of the organisation and way of life, that is no longer practiced in many regional areas.</p>



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	<p>34</p>	<p>1586</p>	<p>Shire Hall</p>	<p>19 Victoria Road</p>	<p>2</p>	<p><u>History</u>  The Shire Hall was constructed in 1959. It is one of the most contemporary buildings in Mingenew, although friable Asbestos is evident, contributing to the unavailability of the hall for any community use in 2022. Since 1959 it has been used at various times, by the community for a range of uses and functions including: regular dances, balls, cabarets, private and public dinners, wedding receptions, regional meetings for a range of community organisations, reparatory shows, sports celebrations, school concerts, weekly picture shows, traveling shows, Shire functions and regional meetings, fund raising events including quiz nights, art and craft displays an fashion parades, and Brownies, Girl Guides, Cubs and Scouts, and Junior Farmers. Badminton, volleyball and dance and gymnastic classes also took place in the hall.</p> <p><u>Statement of Significance</u>  The Shire Hall is a fine building of its time in up-to date Post World War Two contemporary architectural style, although some of the materials have failed.</p> <p>It informs the historic townscape of the modern period of design in Mingenew, together with the police station and courthouse.</p> <p>It is an integral element of the local government's presence in the town, representing the original Mingenew Agricultural Hall (1895 site, 1917), the former Roads Board building (1906), the Art Deco addition to the Agricultural Hall (1935), and the Shire Hall (1959) and demonstrating the development and commitment over time, to the Mingenew community and district.</p>
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	<p>35</p>	<p>1586</p>	<p>Shire Office Agricultural Hall</p>	<p>21 Victoria Road</p>	<p>2</p>	<p><u>History</u></p> <p>The foundation stone for the Mingenew Agricultural Hall was laid by W.S. Oliver on 18 December 1917. It was the second hall on the site. The timber framed corrugated iron clad Agricultural Hall that was built in 1895 was destroyed by fire in 1917.</p> <p>The 1917 stone hall building remains behind the 1935 addition of Council office across the front. The Council offices addition is detailed in the Interwar architectural style (Art Deco).</p> <p>The State Library branch that was located in the former Road Board building, relocated to the front rooms of the Shire office in 1983.</p> <p><u>Statement of Significance</u></p> <p>The Mingenew Shire Council and Offices and former Agricultural Hall are of considerable significance for the civic role it provides in the community and the associations with community leaders and administration who facilitate that civic role.</p> <p>The buildings on site are of substantial significance as is the site itself with the original Agricultural Hall (1895-1917), the existing stone Agricultural Hall (1917- ) and the front office addition in 1935.</p> <p>The 1935 front is the only streetscape presence of the facility, and the presents a very good example of Interwar Art Deco architecture. Individually, and integral with the former Road Board building and Mingenew Hall, the Shire Office and Agricultural Hall makes an outstanding contribution to the streetscape and historic townscape of Mingenew, spanning the towns development through the period from 1895, 1917, 1906, 1935 to 1959.</p>
						


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	<p>36</p>	<p>1587</p>	<p>Upper Irwin Road Board Office (former)</p>	<p>23 Victoria Road</p>	<p>2</p>	<p><u>History</u></p> <p>The building is the original 1906 Road Board Office and meeting place of the Upper Irwin Road Board (excised from the Irwin Road Board in 1901). Built by B.T. Cumming and Fletcher. In 1948, an outdoor picture theatre was established on the south side of the building.</p> <p>In June 1955, a branch of the State Library established in the office operating until 1983.</p> <p>After forming in 1966, the Mingenew Historical Society established a Museum in the former Road Board Office in 1968 and expanding in 1978 to also include the former Mingenew School. It that has since evolved into the Mingenew Historical Society Museum at the former Mingenew School.</p> <p><u>Statement of Significance</u></p> <p>The former Road Board building is historically significant as the first governing building of the then Upper Irwin Road Board. Its associations with the leaders and identities who had a role in the development of the town and district of Mingenew is significant. Aesthetically it is a fine example of a vernacular Federation building of local stone in a regional town that makes a substantial contribution to the historic townscape of Mingenew.</p> <p>The former Road Board building, individually and together with the Shire Office and Agricultural Hall, and Shire Hall, makes a considerable contribution to the streetscape and historic townscape of Mingenew, spanning the towns development through the period from 1895, 1917, 1906, and 1935 through to 1959.</p>
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	<p>37</p>	<p>5758</p>	<p>Mingenew School (former) Mingenew Historical Society Museum</p>	<p>24 Victoria Road</p>	<p>2</p>	<p><u>History</u> The first school in Mingenew was built on one acre, comprising lots 49, 50, 59, 60 donated by Samuel James Phillips. The school opened with 24 pupils, soon adding another classroom and cloakroom. The school closed in 1959 when the new school was constructed in Phillip Street. In 1965 it became a Youth Centre vested in the Mingenew Shire Council. The Mingenew Historical Society was inaugurated in 1966, and in 1968, established a Museum in the former Road Board Office building. In 1978 the Museum expanded to the former school building, occupying one room, and the Repertory Club in the second room. The Historical Society operates the Mingenew Historical Society Museum in the entire former Mingenew School building. (2022)</p> <p><u>Statement of Significance</u> The former Mingenew School represents significant associations with generations of students and teachers and evokes memories of a sense of place. Since 1978, the former Mingenew School building has showcased Mingenew's history through the diligent work of the Mingenew Historical Society, establishing and managing the Mingenew Historical Society Museum. The former Mingenew School is of aesthetic significance typifying a school of the period and making a significant contribution to the historic townscape of Mingenew.</p>
	<p>38</p>		<p>SITE Mingenew School Headmasters House</p>	<p>26 Victoria Road (northeast corner of Irwin Street)</p>	<p>4</p>	<p><u>History</u> The Headmaster's House was located next to, and south of the Mingenew School building. From 1995, the house was utilised as a Youth Club, until it was demolished. <u>Statement of Significance</u> The site of the Mingenew School Headmaster's House represents associations with Mingenew School, and the Youth Club.</p>

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	39		SITE Methodist Church	25 Victoria Road (northwest corner of Irwin Street)	4	<p><u>History</u> Erected between 1908 and 1912, the Methodist Church was the venue for the marriage of David Brand when he married Doris McNeil in 1944. He was later the Premier of Western Australia, and knighted. The weatherboard church was demolished in 1970.</p> <p><u>Statement of Significance</u> The site is historically and socially significant for associations with the Methodist Church between c.1908 and 1970 that evokes memories of the worship, and events that took place.</p>
	40	1588	Church of the Resurrection (Anglican)	28 Victoria Road SE cnr Irwin Street	2	<p><u>History</u> The original foundation stone was laid in 1903. The builder was W.H. Linthorne. The first wedding was celebrated in 1903. A Rectory on the east side of the church was built in 1969 for the Reverend Idris Jones and relocated to Carnamah in 1974. It is the oldest Church in Mingenew.</p> <p><u>Statement of significance</u> The Anglican Church of the Resurrection is historically and socially of significance for worship, commemoration and events, and the sense of place evoked by those activities, as a central gathering place in the community. It is of aesthetic significance for the simple gothic design that makes a significant contribution to the historic townscape of Mingenew.</p>
	41	-	Road Board Secretary's House (former)	30 Victoria Road	3	<p><u>History</u> Providing adequate housing for the Secretary of the Road Board was an important part of retaining the appropriate person for the important position at the Roads Board. The expansive nature of the house alludes to that significance in the community. The pressed concrete block construction is likely from the late 1930s.</p> <p><u>Statement of significance</u> The former Road Board Secretary's House represents the provision of housing for a high-level local government staff member. It is a good example of interwar bungalow architecture that contributes to the historic townscape of Mingenew.</p>




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	42	-	Francis Burges Memorial	Victoria Road (west side)	2	<p><u>History</u> In 1959, Mrs Temple Russell donated 60 acres of land to the children of Mingenew in memory of her brother Francis Carlton Burges who was killed in action during World War One. A cairn was erected on 1 November 1959 in the south corner of the Mingenew Primary School site.</p> <p>The donated acreage is cropped with the funds contributing to the school's Parents and Citizens Association.</p> <p><u>Statement of Significance</u> The memorial is of historical significance for the association with the tragedy of war and its impact in Mingenew, the philanthropic actions of Mrs Russell, donating a legacy that benefits the school and broader community of Mingenew.</p>
	43		SITE Mingenew Drive-in Theatre	Victoria Road (east side)	4	<p><u>History</u> The Mingenew Drive-in Theatre was established in 1965 on the south border of the townsite on part of the Mingenew Common Reserve. It closed in 1984.</p> <p><u>Statement of Significance</u> The site of the drive-in theatre represents is a way of life, of social significance, that is no longer experienced.</p>
	44		St Joseph's School (former)	22-24 William Street	3	<p><u>History</u> In 1931, St Joseph's Convent School, staffed by Dominican sisters was opened next to the Catholic Church. A one room school was built in William Street by 1948, with additional classrooms in 1954 and 1963. From 1979 the school was staffed by lay teachers. The school closed in 1991.</p> <p><u>Statement of Significance</u> The former St Joseph's School represents a significant history of the Dominican Sisters in Mingenew, establishing a school as early as 1931 in the Catholic church, a new school in 1948, and additions in 1954 and 1963.</p> <p>It represents the post-World War Two period and education choices in Mingenew, with Dominican Sisters teaching until 1979</p>



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					<p>when lay teachers took over. It demonstrates a way of life no longer practiced. The former St Joseph's school building is a good example of the modernist post war architecture that evidences that period of development of the historic townscape of Mingenew.</p>
	<p>45</p>	<p>1590 3946</p>	<p>Linthorne residence (former)</p>	<p>26 William Street (northeast corner of Irwin Street)</p>	<p>2</p> <p><u>History</u> This residence was built and occupied in 1893 by William Henry Linthorne, first Road Board Secretary, builder, hotelier (original Midland Hotel), and businessman. He had bricks brought from Guildford for the house and the pressed metal ceilings were specially made for him. He died in 1920. From 1926 until 1961, W.S. Oliver and his wife owned the property. From 1961-c.1970 the property was owned by the Catholic Bishop of Geraldton, during which time the Dominican Sisters resided there and taught at St Joseph's School. When the Sister left the school (and town) the former Linthorne residence reverted to private ownership.</p> <p><u>Statement of Significance</u> The former Linthorne residence is of historical importance for its association with W.H. Linthorne, a businessman, civic identity and pioneer family, and the Dominican Sisters when they taught at St Joseph's School during the 1960s.</p> <p>The substantial residence is a fine example of the Federation bungalow architectural style that makes a considerable contribution to the residential character and historical townscape of Mingenew.</p>


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	<p>46</p>	<p>1589 25932 19005</p>	<p>Mingenew Police Group Police Station &amp; Courthouse Police Quarters &amp; former office</p>	<p>31 William Street SW cnr Moore &amp; George streets</p> <p>Also recorded as 15 William Street- a vacant site.</p>	<p>1 R</p>	<p><u>History</u></p> <p>The original police station and residence, built in 1897, is a modest stone building with the office on the north side integral to the residence. It was designed by J.G.Taylor and A.R.L. Wright, and the builder was W.H. Linthorne.</p> <p>In 1964 the new police station and courthouse was erected to Raymond Jones' architectural design by Britannic Building Co. In 1971 the Police Station was staffed by two officers, with the Officer-In-Charge (OIC) doubling up as the Clerk of Courts. In 1980 a new Cell Block was built, attached to the 1964 Police Station and Courthouse</p> <p>The vacant area to the south of the Mingenew Police Station and Residence) includes the sites of the stables and two-cell Lock-up.</p> <p><u>Statement of Significance</u> – extract from Registration</p> <p>The archaeology associated with the former Lock-up and Stables buildings (1897) and the Mingenew Police Station and Residence fmr (1897) have the potential to provide information regarding the individual internees and police officers who have worked at the Station between 1897 and the present.</p> <p>Mingenew Police Station (1964) is an excellent representative example of a regional Police Station that reflects the public buildings and police stations constructed across the state during the mineral boom.</p> <p>The 1964 buildings are associated with significant Western Australian architect, Raymond Jones who was responsible for a number of government buildings in the 1960s. The combined Mingenew Police Station and Courthouse in the Post-War International Style is a fine example of his work.</p> <p>The 1897 and 1964 buildings present distinctive architecture defining the two major periods of development of law-and-order facilities in Mingenew that make a considerable contribution to the townscape of Mingenew.</p>
						


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MINGENEW DISTRICT						
	47	5797	Mingenew Cemetery	Midlands Road	2	<p><u>History</u> Gazetted in 1899, and the first burial was in 1900. In the early 1930's the Council Burial Register started to contain details about the person buried, their place in the community, their cause of death etc.</p> <p>The Cemetery contains marked headstones arranged in religious denomination order. A niche wall and a steel plate displaying the site plan of numbers and names of grave sites, were donated by the Mingenew-Yandanooka CWA in 1994. Gravesites are also pegged.</p> <p><u>Statement of Significance</u> Mingenew Cemetery recorded the first burial in 1900. It is a significant record of the early settlers and generations of residents of Mingenew and the broader area.</p> <p>The Mingenew Cemetery evokes a sense of place, of reverence and commemoration. The memorials, palisades and railings evidence a range of designs and emotive inscriptions that contribute to the reverence and sense of place.</p>
		48	5792	SITE Mingenew Hill Cemetery	Adjacent to Lockier River, 3km Northwest of Mingenew Townsite	2


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	49	5793	SITE Mingenew Hill Reserve		4	<p>Mingenew Hill was first recorded as "a remarkable ironstone hill" by the Gregory brothers in 1846. It was gazetted as a reserve when the Upper Irwin Road Board took office in 1901.</p> <p>The highest lookout site on the hill contains a stone cairn erected by the Mingenew Historical Society dedicated to the pioneers of the district.</p> <p><u>Statement of Significance</u> Mingenew Hill is historically significant as an early explorer site.</p>
	50		Drovers Rest	Mingenew Hill	3	<p><u>History</u> The site of Drovers Rest was a camping ground where the livestock were held after their journeys from north and south, while waiting to be sold, prior to the railway in 1894. Water was piped from Mingenew Spring to a holding tank and trough. From 1894, they were held in railway stockyards and railed to market in Midland.</p> <p><u>Statement of Significance</u> The site of the Drovers Rest is an important historical site representing the significance of the pastoral industry and importance of Mingenew as a stock sales venue and a junction of the various stock routes through the region.</p>
	51	5795	SITE Depot Hill Reserve	Depot Hill Road	3	<p><u>History</u> Named by the Gregory Brothers in 1846 where they buried supplies. It was used by explorers, travellers and coal prospectors and became an important stock grazing common and holding area with year-round water on the stock route north. During World War 2 the area of Depot Hill became an important Army Firing Range. Former residents of the Littlewell Reserve are the repositories of stories about significant sites such as Depot Hill, where ceremonies were conducted, and babies were born. It is now a picnic area known for its wildlife and native flora.</p>

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						<p>The Irwin River meanders through the length of the reserve with a natural spring flowing the length of the Depot Hill for 4 kilometres. It is known for its abundant wildlife and native flowers.</p> <p>The district emblem the Hakea Orthorrhyncha (Bird Beak Hakea) grows there.</p> <p><u>Statement of Significance</u></p> <p>Depot Hill Reserve Hill is historically significant as an early explorer site, used by travellers and coal prospectors, and a stock grazing common and holding area on the stock route. The association with World War two as a firing range is historically significant. Associations with the former residents of Littlewell Reserve are historically significant. It is socially and culturally significant as a place to socialise and recreate, and civic pride of the district emblem growing at the site.</p>
	52		SITE Rifle Club	South of sports ground	4	<p><u>Statement of significance</u></p> <p>The site is socially significant in representing the establishment of a rifle clubs in the district.</p>
	53	3500	Enanty Homestead Group Barn Homestead ruin	Mingenew-Morawa Road	2	<p><u>History</u></p> <p>Enanty Barn is one of the oldest extant buildings in the Mingenew district, although the history is not definitive.</p> <p>Samuel Pole (S.P.) Phillips Esquire, in partnership with Edward Hamersley and Lockier Burges looked for land to establish a cattle breeding operation to gain meat contracts with the Government. They formed the Cattle Company in 1850, establishing extensive pastoral holdings, including leases around Mingenew Spring extending eastwards to include Lockier River and Green Brook. They ran the leases as outstations, and as early as 1851 were driving cattle and horses to the leases.</p> <p>Convict labour was introduced to the state in 1850 (until 1868). By 1851, S.P. Phillips was one of only six in the Colony who employed Ticket of Leave workers. It is probable that the barn was constructed with the assistance of convict labour at some of those outstations, close to the water supply during that period.</p>

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Enanty barn was also an outcamp for shepherds who walked their flocks for annual washing in the Lockier River.

Tillage leases were first taken up by Walcott and Co. in July 1871. H.P Loftie surveyed the property in October 1893 recording the name Enanty Hill, assumed to be of Aboriginal derivation. The west boundary of the location (1442) was surveyed again in 1885 when W.A. Saw was surveying the adjoining location (1508) for Samuel James (S.J.) Phillips of Culham, the eldest son of S.P. Phillips, who had acquired large pastoral leases in Mingenew (and Yandanooka).

In July 1887 Victoria Location 1442 was granted to S.J. Phillips and Samuel Fortescue (S.F.) Moore. Phillips became sole owner in 1889 and was mortgaged to Walter Padbury and W.T. Loton for 5,500 pounds. It is probable that the homestead was constructed at that time. S.J. Phillips died in 1929 and the property has changed hands many times since.

During World War Two, the First Armoured Division headquartered at Enanty Homestead. The homestead has not been occupied for many decades and is in a ruinous condition.

The barn was partly restored during the celebration of Mingenew's Centennial Year in 1994, and further partly restored by the Mingenew Historical Society in 1997 with Lotterywest funding. It was damaged by Cyclone Seroja in 2021 and repaired in 2022.

Statement of significance

Enanty Barn is of considerable historic value as one of the oldest extant buildings in the Mingenew district. It represents early construction of a stone outbuilding that provided an outcamp for pastoralists, shepherds and travellers. The homestead represents settlement on the property. The barn and homestead are historically significant for associations with Samuel Pole (S.P.) Phillips Esquire, and his eldest son Samuel James (S.J.) Phillips.

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	54		SITE Gurano School	Mingenew Morawa Road	4	<p><u>History</u> Gurano School operated c.1924-c.1928, after which time the building was relocated to another site.</p> <p><u>Statement of significance</u> The site of Gurano School represents the developing years of the Mingenew district community, the value of education for the settlers' families.</p>
	55	4474 18762	SITE Mingenew Coalseam Conservation Park	26 kms northeast of Mingenew	4	<p><u>History</u> During an exploration traverse in 1846, the Gregory brothers and others discovered coal in the Irwin River. It was the first coal discovery in the colony, causing expectation of mining reserves for fuel. Exploration of coal seams proved the reserves uneconomic. It is now a tourist attraction for the Shire of Mingenew and Mullewa. For the preservation of the natural features it was vested in CALM in 1994 and visitor facilities and environmental protection works (erosion and weed control) took place. The natural feature of bushland incorporating seams of coal in bed of Irwin River, and prolific wildflowers in season with picnic and viewing areas for public recreation are an attraction for locals and tourists.</p> <p><u>Statement of Significance</u> Mingenew Coalseam Conservation Park is historically significant as an early explorer site, and the Gregory brothers' first coal discovery in the Colony. Socially and culturally significant as a place to socialise and recreate.</p>
	56	5900	SITE Guranu (Gooronoo) Reserve	Coalseam Road	4	<p><u>History</u> Originally grazed by Burges, Hamersley and Phillips due to nearby water on stock route. M. Morrissey later ran it and sold to the government for subdivision. C.S. Oliver reputedly grew the first wheat in the district on the Guranu Estate. Guranu Reserve comprises 65 ha of natural bushland.</p>



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						<p><u>Statement of Significance</u> Guranu (Goroonoo) Reserve is historically significant for the early pastoralists, and government land subdivision, and C.S. Oliver's first wheat crop in the district.</p>
	57	5786	SITE Narandagy (Narandagee) Well	Ebano Road (west side of road 25 km northeast of Mingenew)	4	<p><u>History</u> The well was constructed as a watering point on the stock route in the 1890s, for stock and stockmen who rested there on their journeys. It also serviced George Gooch's extensive holding.</p> <p><u>Statement of Significance</u> Wells are of historical significance for their critical provision of water in strategic locations. The construction of many wells are fine examples of stonework using local materials. The significance of providing for stock and stockmen on the route was integral to the development of the region.</p>
	58	5787	SITE Mt Melara Trig Station	Manarra Road (12 km northeast of Mingenew)	4	<p><u>History</u> The Trig Station was set up on the flat top of Mt Melara during World War Two as it was the highest hill in that area. There are no remains. Mt Melara is a Geological Reserve.</p> <p><u>Statement of Significance</u> Mt Melara Trig Station is of historical significance for the associations with prominent surveyors and mapping the land.</p>
	59	5783	Manarra Homestead Ruin	Manarra Rd (23 km northeast of Mingenew)	3	<p><u>History</u> Edward Broad came to the district as a shepherd, from the Avon Valley. He acquired land called Manarra, married in the 1880s, and carted goods to the goldfields in the 1890s. The family lost the property during the 1930s Depression.</p> <p>The walls and chimneys ruins of the 1902 stone homestead and out-buildings on the bank of the Lockier River are all that remain.</p> <p><u>Statement of Significance</u> The ruin of the Manarra Homestead is historically significant for the association with Edward Broad and evidencing the</p>

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						development of the homestead in 1902, and loss during the 1930s Depression.
	60	5785	Mungatoo Tank (Nungatah)	Manarra Road (28 km northeast of Mingenew)	3	<p><u>History</u></p> <p>The Aboriginal people traditionally passed through this area regularly on walkabout. Later used by Europeans on their way to the goldfields.</p> <p>A granite bar runs North South across the creek which runs east-west. The tank is formed with stones like brickwork using mud around the bottom of the creek waterfall.</p> <p><u>Statement of Significance</u></p> <p>Water sources are of historical significance for their critical provision of water in strategic locations. The significance of Mungatoo Tank (Nungatah) in providing for travellers, stock and stockmen on the route, was integral to the development of the region.</p>
	61	5772	Lockier River Farm Homestead	Midlands Road (10 km west of Mingenew)	3	<p><u>History</u></p> <p>The main homestead was built in 1879, as noted by a date carved in stone at the front.</p> <p>Situated 600 metres from Lockier River, the railway line runs between river and homestead. The house comprises two stone buildings - the older a two-room gable-roofed structure and a hipped roof house with perimeter veranda. The homestead has also been known as Horwood House.</p> <p><u>Statement of Significance</u></p> <p>The Lockier River Farm Homestead is historically significant as one of the early homesteads in the district that remains intact, and for associations with the owners who developed the property.</p>
	62	5765	SITE Opawa Homestead	Mingenew-Morawa Road (10 km east of Mingenew)	4	<p><u>History</u></p> <p>William Kerr and family bought the property after success in the goldfields, where he had a butchering business. The main stone house was built c.1900, adding to an earlier cottage with a breezeway connection. There was a cellar and a water tank below</p>

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						<p>the house. It was also known as Bligh House. It was destroyed by fire on 28 December 2021.</p> <p><u>Statement of Significance</u></p> <p>The site of the Opawa Homestead is historically significant as one of the early homesteads in the district, and for associations with William Kerr and family who developed the property.</p>
	63	5781	SITE Ebano Spring Homestead	Mingenew-Morawa Road (22 km east of Mingenew)	4	<p><u>History</u></p> <p>The original stone outcamp was used by stockmen working on the Whitfield Estate, operating from 1856. A spring in the creek (a tributary of the Lockier River) provided fresh water from a timber lined well.</p> <p>Situated on the stock route eastwards, Ebano became a wayside resting place for travellers and their stock. Whitfield Estate was purchased by Government 1911 for closer settlement and subdivided into soldier settlement blocks in the 1920s.</p> <p>Cardell had a block that had a contained a single room dwelling with fireplace. It was demolished in the 1970s and a new dwelling erected on site.</p> <p><u>Statement of Significance</u></p> <p>The site of Ebano Spring Homestead is historically significant for the spring and well on the stockmen's route that was a traveller's rest place, and part of the Whitfield Estate purchased by the Government and subdivided for Soldier Settlement in the 1920s.</p>
	64	1592	SITE Nangetty Station Homestead	Mingenew-Mullewa Road	4	<p><u>History</u></p> <p>Nangetty land was originally leased and grazed by John Sydney Davis of Tibradden in the 1850s, one of the original colonists at Champion Bay (Geraldton). Davis built a stone shepherd's hut, cleared a paddock and sunk a well nearby. Thomas Broad was employed as a shepherd and herdsman. In the 1880s he lived in the hut with his wife (Elizabeth, nee Wheelock) and family.</p> <p>In the 1890s the land was resumed and granted to the Midland Railway Company who sold it in c. 1900, to Holmes Brothers who on sold to Richard Smith, from South Australia in 1902. Smith</p>

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					<p>built the first part of the homestead, designed by J.W. Wright architect, and a 16-stand shearing shed (the largest in the district at the time) in 1905. He also fenced 33 paddocks, all supplied with water from the sandplain and twelve large dams built down in the valley. Nangetty carried over 20,000 sheep, 600 head of cattle and numerous horses.</p> <p>In 1912, Smith's son, Gordon Law Smith, took over the general management, and in 1926 he sold to James &amp; C Butcher, pioneer pastoralists in the Murchison and Gascoyne areas. The homestead was extended. Owing to the premature death of four male members of the family, in 1949 probate duties forced the sale of Nangetty to H &amp; W Butcher (no family connection to James &amp; C. Butcher).</p> <p>William Butcher, with his family, lived at Nangetty and continued to consolidate the property, likely with additions designed by builder H.Costello, and then retired in 1956 and installed a manager, J. Minson with his family.</p> <p>In 1971, Butcher's daughter, Nan, and her husband Leonard Broad, with their four children, took over the management. They brought with them J. Narrier as head stockman, with his family. In 1985 Broad's son, Ian, and family, took over the management of Nangetty.</p> <p>The homestead was demolished in 1994, leaving the laundry and coolroom, meathouse, garages and storeroom.</p> <p><u>Statement of Significance</u></p> <p>The site of Nangetty Station Homestead is historically significant for many associations as it developed, until the demolition of the homestead in 1994.</p>
	65	5782	SITE Melara Homestead	Narandagy Road (20 km northeast of Mingenew adjoining Lockier River)	4 <p><u>History</u></p> <p>This is the first known homestead built on the property known as Melara which was taken up by J de Boulay in 1856, pastoral lease number 802 called Mt Melaria.</p> <p>This is the site of the original homestead that overlooked the Lockier River. It was demolished early in the 1900s.</p>

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					<p><u>Statement of Significance</u></p> <p>The site of Melara Homestead is historically significant for the pastoral lease, connections with J. de Boulay in 1856, and as one of the earliest homesteads.</p>
	66	5901	SITES Stock Routes to and from Mingenew	4	<p>The first route (2437) led from the Lockier River west of Mingenew and followed the Irwin River west to pick up the coast route at the 8 Mile.</p> <p>All stock and traffic from the Mingenew area used this pathway from 1850 to the end of the century. It was gazetted in 1892.</p> <p>Another route (10876) leading directly south from Mingenew before turning west following a creek line to the coast route at the 8 Mile was gazetted in 1905. On this route is The Tank, a natural rock depression in the creek, holding water for long periods. The 8 Mile (Reserve No 10877) became a barrier line for scab in the 1890s with facilities for dipping sheep before they passed on to the south.</p> <p>As pastoralists moved further north in the 1870s, they established a route (2138) from the Murchison down to Mingenew to access the way to the south. Depot Hill Reserve with its fresh springs in the Irwin River, became an extensive watering and resting place: the north route was gazetted in 1905.</p> <p>The main stock routes to the north and east from Mingenew were not gazetted as major pathway, but they carried all the early traffic as the settlers established "runs" in those directions during the 1860s and 1870s.</p> <p>When gold was discovered further north, these pathways carried all the extensive traffic of the day and from the 1890s all provisions and equipment was sent by train to Mingenew and carted from there.</p> <p>Many lesser routes were the precursor of the modern road systems, the old routes linked together to form a network of communication and movement. Gradually these pathways became tracks with wheel ruts made by the vehicular traffic, which, during the goldrush period of the 1890's, was extensive.</p>

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					<p>After the turn of the century when motorised traffic began, these pathways were gradually improved through the Road Boards.</p> <p>By the 1950s stock were transported by motorised trucks and the old stock routes and resting places as such, became obsolete.</p> <p>Most routes are retained as part of the local road network</p> <p><u>Statement of Significance</u></p> <p>The sites of the early stock routes are historically significant in the development of the region, connecting settlements, water sources (every 10-15 miles), homesteads and destinations.</p> <p>The original pathways made by and for people and stock. These became, in most instances, the roadways of the present.</p> <p>There was no intrusion to the landform or signage in those days, just the marks of footprints, especially over stony divides, and every drover knew the way after he had travelled the route the first time.</p>
<b>STRAWBERRY</b>					
	67		<p>SITE Strawberry Siding</p> <p>SITE Strawberry post office</p>	4	<p><u>History</u></p> <p>In 1887 the Midland Railway line was surveyed and in 1894 was opened to rail traffic. Last passenger trains ran in 1975.</p> <p>In 1892 the railway between Walkaway and Arrino, via Strawberry was open. An overhead tank provided water from a windmill and well. A pipe from the well ran alongside the railway line to the Irwin Siding tank. The Strawberry Siding was decommissioned in 1981.</p> <p>One of the two earliest post offices was established at Strawberry Siding in 1878.</p> <p><u>Statement of Significance</u></p> <p>The site of the Strawberry railway siding is historically significant for important connections for the Strawberry settlers, as further evidenced by the post office that was established there in 1878, prior to the railway, and the Catholic Church and the Strawberry Siding School in the vicinity.</p>

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	68		SITE Catholic Church Strawberry Siding School	Burma Road	4	<p><u>History</u> The Strawberry Siding School was conducted in the Catholic Church at Strawberry Siding in 1918. The timber framed building was relocated to Mingenew in 1931 as an addition to the Catholic church in Mingenew.</p> <p><u>Statement of Significance</u> The site of the Catholic Church is of historical and social significance in demonstrating the community of Strawberry utilising the church for education and representing a way of life no longer practiced. The School represents significant associations with generations of students and teachers and evokes memories of a sense of place.</p>
	69		SITE Strawberry School Geraldine post office		4	<p><u>History</u> The first school in the district was at Geraldine Homestead with a teacher named Watson in.c.1870, and Mathilda Kennedy in c.1875. It is the earliest of the two earliest post offices that were in the Strawberry area, this one was established at Geraldine in 1877 and one at Strawberry Siding in 1878.</p> <p><u>Statement of Significance</u> The site of Strawberry School represents significant associations with generations of students and teachers and evokes memories of a sense of place. The post office at the Geraldine property is historically significant as the earliest in the district, in 1877.</p>
	70	5794	Strawberry Catholic Cemetery	Midlands Road Situating in Old Bones Paddock on Sante Fe Farm, approx 20 kms from Mingenew	2	<p><u>History</u> Catholic consecrated cemetery near the settlement of Strawberry Reserve 1865 surveyed in 1877 (Revoked.) The Cemetery is enclosed with a post and netting fence erected by Paul Kelly, members of the Mingenew Historical Society and others, in 1994. It contains four headstones in fair condition, river gums have been planted around the perimeter. Thirty-three people are believed to have been interred at the Cemetery.</p>

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						<p><u>Statement of Significance</u>          Strawberry Catholic Cemetery was surveyed in 1877. It is a significant record of the early Catholic settlers in Strawberry. The Cemetery evokes a sense of place, reverence and commemoration.</p>
<b>YANDANOOKA</b>						
	71	5779	SITE Yandanooka Townsite		2	<p><u>History</u>          1920 - First store opened - Harleys, wood frame hessian cover.          1920-22 -50 more soldier settlers arrived.          1920 - Second store and living quarters established.          1925 - First tennis court built by JA Brown, PC Neville, K Bolton.          1925 - Vegetable shop, house and boarding house built for Mrs Bishop after she had a win on the Melbourne Cup.          1930 - Basford built a house between the hall and main store. When Wainwright followed, he had a camel team for contract carting. Public meeting was called by settlers to ask Mr Wainwright to move the camels as they upset the horse teams in the district.          1935 Government school built.          1936 Headmaster's House built.          1968 New two teacher schoolroom erected.          1978 School closed through lack of numbers; schoolroom moved to Eneabba.          Yandanooka CWA met with Australia Post to have the mail still delivered to Yandanooka. This was achieved. CWA bought private mailboxes. Australia Post provided lock up standing In and Out boxes. All mail bags had to be sealed and boxes locked at all times. Community was supportive. One person to be on roster for one week to sort the mail and prepare outgoing mail, to pick up the newspaper from the main road. Engine shed at the hall was used until CBH quarters were obtained. This is also a point where machinery spare parts and cartons of fruit were dropped off.</p>




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					<p>1995 21 households still receive this postal service.          1995 The original school is a well-equipped Arts and Crafts Centre.  <u>Statement of Significance</u>          The Yandanooka townsite, with railway siding, hall, store, post office, schools, and other services served the surrounding community. Little is left to inform of the prosperity of the town in its hey-day. The townsite and all that remains is of considerable historical and social significance informing of a way of life no longer practiced.</p>
	72	-	SITE Yandanooka Railway siding, loading ramp, shed	Railway Street	<p>3  <u>History</u>          In 1884, the Midland Railway opened for through traffic.          1920 The first soldier settlers arrived.          1930 - Wesfarmers built north of the hall, interest in wheat and stock. Wheat stacker lived there; the record was 22 bags high.          1946 CBH Built wheat bin, weigh bridge, CBH quarters.          1973 Wheat bin closed          1975 The last passenger train ran.  <u>Statement of Significance</u>          The site of the Yandanooka railway siding and remaining shed, is historically significant as an important connection for the early settlers and the Soldier settlers after 1920. The railway siding was central to the town.</p>


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	<p>73</p>	<p>5779</p>	<p>Yandanooka Hall</p>	<p>Railway Street</p>	<p>2</p>	<p><u>History</u></p> <p>Yandanooka Hall is the largest building remaining in what was once the main street of the Yandanooka townsite.</p> <p>In 1923, the Yandanooka and Districts branch of the Returned Sailors and Soldiers Imperial League of Australia Incorporated raised 250 pound towards the erection of a hall in Yandanooka. The Hall opened by Mr C Maley MLA, after having been built by soldier settlers.</p> <p>The Hall was used for school, all church services, social evenings and the Christmas Tree Party. When the committee could not raise sufficient funds to make annual rate payment, they approached Road Board to take over the hall. This was done.</p> <p>1929 - The hall debt was paid off, the hall was lined and supper room added.</p> <p>1936 Yandanooka CWA formed, meetings were held in the hall.</p> <p>1967 school children increased so Years 1,2,3 classes were held in the hall.</p> <p>1976 New ceiling was put in the Hall. Windows, doors and the walls relined. Mingenew Shire provided the material, Yandanooka community carried out the work.</p> <p>1979 The hall had cyclone damage to half the roof. Mingenew Shire wanted to demolish the hall. Yandanooka community held a successful referendum and the hall was saved. But the hall was to be the financial and maintenance responsibility of Yandanooka community. A hall committee was formed.</p> <p>1978 The kitchen at the Hall was modernised to meet health regulations.</p> <p>From 1982, the annual Harvesters' Ball was held by the Bachelor and Spinsters Social Club. Formal invitation Ball, with up to 300 attendees, with proceeds to groups in the community.</p> <p>Other uses of the hall included:</p> <p>The annual family Christmas Tree night. First Communal Batey Radio Receival Point, CWA Monthly meetings and demonstrations LCDC Meetings, Popular B &amp; S Harvesters Ball for 12 years up to 1995, Local Wedding receptions and 21st</p>
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						<p>Birthdays, WA University Geology Students and staff stayed 3-5 days in the hall while investigating this area. It is said that if a function is held in the hall, people will go to it.</p> <p><u>Statement of Significance</u></p> <p>Yandanooka Hall is of exceptional historical and social significance as the nucleus of the community in Yandanooka. The timber framed corrugated iron clad hall is a rare remaining vernacular example, of aesthetic significance, in such good condition, and being used, in rural Western Australia. It is a proud landmark on Midlands Road.</p>
	74	-	Yandanooka Store and Post Office (former)	Railway Street	3	<p><u>History</u></p> <p>In 1920 Yandanooka official Post Office was in Field's store after relocating from Yandanooka Estate (since 1900). The store manager's (Charlie Smith) daughter Nora Smith did mail deliveries to the farms until 1979.</p> <p><u>Statement of Significance</u></p> <p>The Yandanooka Store and Post Office (former) is historically and socially significant for the services, social gathering and the community associations. It is a good example of an Interwar bungalow, and one of the few remaining buildings in the Yandanooka townsite.</p>
	75	-	Headmaster's House (former) and SITE Yandanooka Siding School		4	<p><u>History</u></p> <p>In 1929, Yandanooka Siding School commenced in the Yandanooka Hall, until a school building was opened in 1934. In 1936, the Headmasters House was built. In 1968 a second school was built until it closed in 1977 and relocated to Eneabba in 1983.</p> <p><u>Statement of Significance</u></p> <p>The site of Yandanooka Siding School represents significant associations with generations of students and teachers and evokes memories of a sense of place. The former Headmasters House is of historical significance in demonstrating a way of life no longer practiced, and associations with the school and headmasters who resided in the house.</p>

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	76	-	SITE Yandanooka School (Block 59)		3	<p><u>History</u> In 1933, Yandanooka School (Block 59) became Overland School to distinguish it from Yandanooka Siding School. The Overland School closed in 1944. The building had started as the Greenbook School in 1922-1923 before being moved to Yandanooka in 1927.</p> <p><u>Statement of Significance</u> The site of Yandanooka School(Block 59) represents associations with interwar students and teachers and evokes memories of a sense of place.</p>
	77	-	SITE Overland School		4	<p><u>History</u> In 1933, Yandanooka School (Block 59) became Overland School to distinguish it from Yandanooka Siding School. The Overland School closed in 1944. The building started as the Greenbook School in 1922-1923 before being moved to Yandanooka in 1927.</p> <p><u>Statement of Significance</u> The site of Overland School represents significant associations with generations of students and teachers and evokes memories of a sense of place.</p>
	78	-	SITE Greenbrook School		4	<p><u>History</u> The Greenbook School operated 1922-1923. In 1927 the building was moved to a site donated by Arthur Downes and was known as Yandanooka School (Block 59). In 1933, it became Overland School to distinguish from Yandanooka Siding School. Closed in 1944.</p> <p><u>Statement of Significance</u> The site of Greenbrook School represents significant associations with generations of students and teachers and evokes memories of a sense of place.</p>

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	79		SITE Yandanooka Sports Ground		4	<p><u>History</u> Yandanooka Sports Ground is the site of sporting events including tennis, football and cricket.</p> <p><u>Statement of Significance</u> The site of the Yandanooka Sports Ground represents associations with a range of sporting activities that play an important role in community socialising and sport.</p>
	80	-	SITE Yandanooka Golf Club		4	<p><u>History</u> Yandanooka's 9-hole Golf course was opened in the early 1930s by Mr G. Kempton M.L.C. from Geraldton, by driving a ball from the first tee, at his second attempt. Addressing a large gathering of local residents and members of the Mingenew Golf Club, he stressed the value of sport cementing friendship between neighbouring towns. The Chairman of the Mingenew Road Board Mr G.D. Ferrier, the captain of the Mingenew Golf Club, Mr F.P. Frost and the captain of the Yandanooka Golf Club, Mr K. Bolton also spoke. Subsequently a number of friendly matches were played.</p> <p><u>Statement of Significance</u> The site of the Yandanooka Golf course is significant in demonstrating the importance of sport and recreation and connections local and district that are achieved by such a sporting club initiative.</p>
	81		SITE Yandanooka Spring		4	<p><u>History</u> Yandanooka Spring was a water source for Aborigines and nearby there was a natural clearing used for corroborees. From about 1850, it became an important stopping place on the route from Perth to the Geraldton district.</p> <p><u>Statement of Significance</u> The site of Yandanooka Spring is historically significant for the Aboriginal history, and an important stopping and watering place on the stockmen's route between Perth to the Geraldton district.</p>

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	82	1591 5796	Yandanooka Homestead and well	Midlands Road	3	<p><u>History</u></p> <p>Thomas Whitfield squatted on land at Yandanooka in 1854/55 and pastured cattle in the vicinity of the Two Wells. The earliest structures date from 1856 when the first lease was taken up by Thomas Whitfield who built the homestead at Yandanooka for his wife who came from Toodyay in 1854.</p> <p>Phillips and Emmanuel brothers purchased Yandanooka in 1879, subject to a lease to Lachlan McPherson ending in 1884.</p> <p>The homestead well was first developed in the late 1880's, likely when Emmanuel &amp; Phillips took on the station in 1887.</p> <p>They remained until 1910 when it was resumed by the Government, subdivided and offered to soldier settlers.</p> <p>The Government developed the Homestead Well to cater for the soldier settlement, the community dip (1925) and other activities. In 1940 the well was again restored to provide water for the battalions of army personnel stationed in the area and use of the during World War Two and was battalion headquarters of the Engineers.</p> <p>In 1946 the Homestead along with adjacent land, was sold to C.S. Baty of "Batyphone radio" fame and farmed by him until 1967 when it was sold to J. Lydiard and again sold to the Ward family in 1968. Tom and his sons Ian and Peter stripped the house down to a shell and re-roofed and modernised the dwelling, keeping the original shape and style intact. At some time it was known as Bundanoon Homestead.</p> <p><u>Statement of Significance</u></p> <p>Yandanooka Homestead and Homestead Well are of considerable historical significance for the earliest associations with Thomas Whitfield, squatting and building the homestead, and the associations with Phillips and Emmanuel brothers, and later the Army presence during World War Two.</p>
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	83	5799	The Two Wells	2.5 k NE from Yandanooka	3	<p><u>History</u></p> <p>One of the earliest man-made watering points in the district. Thomas Whitfield settled at Yandanooka (later of Whitfield Estate), in 1854/55 and pastured cattle in the vicinity of the Two Wells. Phillips and Emmanuel brothers purchased Yandanooka in 1879. They may have established Two Wells. Fat cattle would have watered at these wells enroute to the Perth markets. Equipped with windmill and tank in 1920's the Soldier Settlement Block named Beaconsfield was taken up by H. Chivers.</p> <p>One well, round and faced with dry stone walling, remains beside the creek. The stone face goes down 5' to meet granite and the walls continue throughout granite for another five feet. The depth of the well is unknown. The second well has been washed away.</p> <p><u>Statement of Significance</u></p> <p>The Two Wells are of historical significance for their critical provision of water in strategic locations for stock and stockmen on the route was integral to the development of the region. The construction of the wells and the association with Thomas Whitfield are significant.</p>
	84	5761	Whelan's Lowlands Homestead (Soldier Settlement)	Yandanooka Northeast Road N side, 8kms from Yandanooka Siding	3	<p><u>History</u></p> <p>Lowlands was a soldier settler's farm from World War One. The house was built for Robert Frances Whelan on this site because of a well nearby - dug before the house was built. The well has a natural stone lining apart from the first four feet which is timbered. George Edwards had dug the well on his own with three buckets. It is 40 feet deep. The walls are sandstone and the well is square. Six other exploration holes were bored out on the flat country, but all proved to be very salty.</p> <p><u>Statement of Significance</u></p> <p>Whelan's Lowland Homestead is a representative example of a Soldier Settlement dwelling from the early 1920s. It is significant for the associations with Whelan who constructed the house and Edwards who constructed the well.</p>

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	85	5790	SITE Beaconsfield Well	4-miles northeast from Yandanooka	3	<p><u>History</u></p> <p>One of the earliest man-made wells known was sunk by Thomas Whitfield (1854 - 1879) or Phillips &amp; Emmanuel Bros (1879 - 1911). A fork and lever for drawing water into troughing was used. The well is unused since the 1920s Soldier Settlement. It was situated beside a tributary of the Green Brook on a flood plain near extensive stockyards.</p> <p><u>Statement of Significance</u></p> <p>Wells are of historical significance for their critical provision of water in strategic locations. The construction of many wells are fine examples of stonework using local materials. The significance of providing for stock and stockmen on the route was integral to the development of the region. Historically significant for the association with Thomas Whitfield and/or Phillips &amp; Emmanuel Bros.</p>
	86	5788	SITE Stockyards and Outcamp	Yandanooka Northeast Road	4	<p><u>History</u></p> <p>The site is relevant to 1850s activity when Whitfield and Phillips/Emmanuel handled mobs of cattle before sending to market. Numbers of horses were needed to accomplish both the above activities. Stockmen/clearing gangs were camped in quarters and probably messed in the outcamp. A well was sunk and timbered. Stockyards were connected for stock movement.</p> <p>The site comprised outcamp sites of men's' quarters, cart/shearing shed, stables, feed-room, harness room and blacksmith shop, with stockyards in front. The outcamp was constructed of bush timber and iron and whitewashed hessian walls. Extensive stock yards surrounding and connected by laneway to another set of yards 3/4 miles east. Pepper trees were planted along lane during World War One.</p> <p><u>Statement of Significance</u></p> <p>The site of the expansive stockyards and outcamp is of considerable significance in understanding the extent of stock development that took place in the latter half of the 19<sup>th</sup> century, and the ways of life no longer practiced.</p>



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	87	5762	SITE Willis House	Willis Road	3	<p><u>History</u></p> <p>The farm was a War Service Farm from World War One. Building of the Willis house commenced in the summer of 1925/26. Stone was blasted out of the east side of the creek bed directly below the first exploratory drill hole for coal on the Irwin River coal seam.</p> <p>This work of collecting, loading, carting and shaping pieces was done by Jabe Willis, father of Tom Willis who owned the block. It took a period of seven working days at four loads a day to cart the stone which was spread over two months.</p> <p>The building comprised two stone rooms, timber and iron roof, passageway and lean-to of timber and weatherboard on the south side.</p> <p>It was known as known as Fairvue at some time.</p> <p><u>Statement of Significance</u></p> <p>The site of Willis House is historically significant for the association with the Willis family, and the extraction and use of local stone in 1926.</p>
	88	5784	Whitfield Well ruin	Yandanooka-Melara Road	3	<p><u>History</u></p> <p>Thomas Whitfield settled at Yandanooka in 1854/55 (later of Whitfield Estate), pioneering the country and digging this well for shepherds and sheep. It is an oblong shape with the first third of moulded concrete poured behind a corrugated iron frame. The next section has been lined with timber planks and the remainder earth. Situated in a small stand of gum trees in a reserve vested with the Shire of Mingenew for Parklands in 1990.</p> <p><u>Statement of Significance</u></p> <p>Wells are of historical significance for their critical provision of water in strategic locations. The construction of this well is unusual, but also an examples of improvisation and using local materials. The significance of providing for sheep and shepherds and on the route was integral to the development of the region. Significant for the association with Thomas Whitfield.</p>

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	89	5778	Raith Homestead (Soldier Settlement)	Yandanooka Northeast Road (22 km from Mingenew)	3	<p><u>History</u> Raith Homestead was part of the Whitfield Estate which was bought by the Government in 1911 for Soldier settlement. Jock Brown lived in a tent on site until he cleared the block by hand. When raised enough funds from farm trading, he built the stone soldier settler's house that remains on site.</p> <p><u>Statement of Significance</u> The Raith Homestead is historically significant as part of the Whitfield Estate and 1920 Soldier Settlement and the use of local materials for the homestead construction.</p>
	90	5760	Enokurra Homestead (Soldier Settlement)	Midlands Road	3	<p><u>History</u> Enokurra Homestead was part of the Whitfield Estate which was bought by the Government in 1911. The building is an original Soldier Settler's Homestead of local limestone with brick quoins and an external dado 1.5 metres high of burnt limestone mixed with charcoal on the front and west side.</p> <p><u>Statement of Significance</u> The Enokurra Homestead is historically significant as part of the Whitfield Estate and 1920 Soldier Settlement and the use of local materials for the homestead construction.</p>
	91	5780	Beatonsfield Wells	Yandanooka-Melara Road (20km southeast of Mingenew)	3	<p><u>History</u> Beatonsfield Well is an Important watering point on a Government stock route through to the coast. The stone tank stand is the original. The round well, stone lined with a drive shaft in the bottom, linking up with another well slightly higher up the creek bank. It used to have an aeromotor windmill.</p> <p><u>Statement of Significance</u> Wells are of historical significance for their critical provision of water in strategic locations. The construction of many wells are fine examples of stonework using local materials such as Beatonsfield Wells. The significance of providing for stock and stockmen on the government route was integral to the development of the region.</p>

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	92	5764	Woopenatty Homestead/Station	11 km northeast from Arrino	3	<p><u>History</u> Built c.1888, the Woopenatty Homestead/Station was part of the original Whitfield Estate. The dwelling was owned by Charlie Campbell, a European shepherd who acquired his own flocks and leased watering points to control pastures. Campbell lived with a tribal Aboriginal woman at Woopenatty and raised a family.</p> <p>The stone homestead complex comprises three buildings joined together to form the main homestead and a detached building.</p> <p><u>Statement of Significance</u> The Woopenatty Homestead/Station is historically significant as part of the Whitfield Estate, association with Charlie Campbell and family and development of the homestead.</p>
	93	5798	SITE Mt Scratch Copper Show (de Burgh's Copper Mine)	South of Mt Scratch Road	4	<p><u>History</u> In 1859 Robert de Burgh leased land at Arrino which contained copper ore. He mined the ore successfully and considered selling his pastoral holdings to augment the mine.</p> <p>De Burgh's copper mine was one of a series of small but rich shows around Arrino, some of which were spasmodically mined until the 1950's.</p> <p>Only a shallow depression is left of the original excavation with remnants of a forge and a campsite.</p> <p><u>Statement of Significance</u> The site is historically significant for the association with de Burgh and the development of the Mt Scratch Copper Show to de Burgh's Copper Mine.</p>

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YARRAGADEE						
	94	5759	Urella Homestead ruin	Mingenew-Mullewa Road. (18km north of Mingenew)	3	<p><u>History</u></p> <p>Urella Homestead was built in c.1880, on Nangetty Creek. The Darlot brothers were the original owners. The homestead comprised two linked hipped-roof buildings of mudbrick/mudwash in the old part, and a newer part of mudbrick treated limewash interior and lime plaster. It is a ruin.</p> <p><u>Statement of Significance</u></p> <p>The Urella Homestead ruin is historically significant for the typical example of a homestead of the period, although now in ruin. The school at the homestead and teacher Maryanne McCarthy represent the significance of education for the early settler families.</p>
	95		Yarragadee Homestead		3	<p><u>History</u></p> <p>John and Margaret Morrissey were early settlers. They bred cattle for the Colony meat supply and horses for the Indian Army. Originally there were two homesteads, with Morrissey's homestead on the south side of Irwin River, and then Pearse's Homestead, built in 1927 and demolished in 2022, on the north side of river.</p> <p><u>Statement of Significance</u></p> <p>Yarragadee Homestead is historically significant as early settlers: Morrisseys, who bred cattle and horses.</p>
	96		Yarragadee Homestead Graves		2	<p><u>History</u></p> <p>John and Margaret Morrissey were early settlers. They bred cattle for the Colony meat supply and horses for the Indian Army. There are 3, possibly 5 grave sites of the Morrissey family dating back to 1873, located near the homestead, on Reserve 56.</p> <p><u>Statement of Significance</u></p> <p>The Yarragadee Homestead Graves are historically significant for the association with the Morrissey family. The graves are a significant record of the early settlement by the Morrissey family and evokes a sense of reverence and commemoration.</p>

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	97	13067	SITE Yarragadee Road Bridge	Mingenew-Mullewa Road	4	<p><u>History</u> Constructed from 1911 to 1960, over the Irwin River. It was replaced by a concrete bridge in 1964 and deteriorated over time.</p> <p><u>Statement of Significance</u> The site of the 1911 Yarragadee Road Bridge over Irwin River is historically significant as an important timber road-bridge crossing.</p>
	98	5791	Mt Scratch Trig Station	Mt Scratch on Earra near Arrino	4	<p><u>History</u> The summit of Mt Scratch located on "Earra" on part of Victoria Location 1931. Mt Scratch was first mentioned in October 1859. Prickly scrub may have suggested the name. A survey was carried out by W Phelps, Senior Assistant Surveyor in June 1868, and a Triangulation survey by J Forrest in 1871.</p> <p>Mt Scratch, is a fairly prominent breakaway facing north and looking up the glacial valley.</p> <p><u>Statement of Significance</u> Mt Scratch Trig Station is of historical significance for the associations with prominent surveyors and mapping the land.</p>

## APPENDIX 2

### SHIRE OF MINGENEW

#### LOCAL HERITAGE SURVEY 2022

A review of the Shire of Mingenew  
1997 Municipal Inventory of Heritage Places

#### HERITAGE LIST



**OCTOBER 2022**

**HERITAGE INTELLIGENCE (WA)**

*Laura Gray* JP M.ICOMOS B.Arch (hons)

## HERITAGE LIST

Refer to primary report for the overall context and further details pertaining to the relevant categories.

### Categories 1 & 2 places

An important part of the recognition and understanding of cultural heritage significance of a place, is that some guidance is provided to the owners, managers and statutory authority, to respond to that assessed significance.


Categories have been determined relevant to the assessed level of significance for each place. Implications for each recommendation are also summarised. cy.

The Heritage List is comprised of:

- Category 1** A place of exceptional cultural heritage significance to Shire of Mingenew and the state of Western Australia, that is either in the Heritage Council of Western Australia's (HCWA) Register of Heritage Places (R) or worthy of consideration for entry into the Register. The Shire of Mingenew is required to forward any proposed development to the heritage Council for a determination that can't be contrary to the Heritage Council's decision. The provisions of the Shire of Mingenew's Planning Scheme will alert to the Register of heritage Places status and procedure.
- Category 2** A place of considerable cultural heritage significance to Shire of Mingenew that is worthy of recognition and protection through provisions of the Shire of Mingenew's Planning Scheme and Local Planning Policy.

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Photograph		inHerit No.	Place Name	Address	Cat	Significance
<b>MINGENEW TOWN</b>						
	3	5773	Mingenew Railway Station	Eleanor Street	2	<p><u>History</u></p> <p>In 1887 the Midland Railway line was surveyed and the line from Walkaway to Mingenew was opened in 1891 when the first Stationmaster, T. Sharland was appointed. The railway line from Gingin opened in stages until 1894 when the two sections connected.</p> <p>The stone railway station and residence were built by F. W. G. Liebe at the same time. By then Mingenew was the trading centre for all stock sent to Perth markets from the entire northern areas of the State and extensive timber yards were built north of the line. About the 1930s trucking yards were built on that site.</p> <p>Mingenew was a main depot for the Midland Railway with barracks, length runner's house, large bitumen coal stage, 40000-litre steel and timber water tank (all demolished) and gravity fed water from the Erregulla Spring Reserve.</p> <p>The Stationmaster's house (demolished 1974) was at the west end of the station separated from the station by a breezeway, and tearooms and a waiting room were on the east side.</p> <p>The goods shed was on south side of the railway line with a roof over the line so the engine could be parked for maintenance by the team from Walkaway. It was demolished in 1960, and small shed was built after diesel engines arrived and the water tank and coal bin were removed.</p> <p>Midland Railway provided housing for the railway workers and there were three houses on Donald Street and two on the approach road at the back of the Station; all demolished. A twelve hut weatherboard railway barracks was built in the 1950s with a walkway to the kitchen and ablution blocks. (demolished)</p>





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					<p>Two main lines ran for the north/south lines, a third for the goods shed and a fourth for water and coal.</p> <p>West Australian Government Railways took over in 1959 and Westrail in 1975. The last passenger train ran on 27 July 1975. Westrail leased the station to the Shire of Mingenew and the Arts Council leased it from the Shire. In 2002 restoration and adaptive works took place .</p> <p><u>Statement of Significance</u></p> <p>Mingenew Railway Station building is historically significant representing what was once a substantial railway presence in Mingenew, that provided essential service connections to the region and beyond. The social aspects of the railway station evoke memories of arrivals and departures, works railway workers and their families, and sight and smell of the steam trains and the expectations of arrivals. The remaining station buildings still represent a significant presence in contributing to the historic townscape of Mingenew.</p>
	<p>6</p>		<p>St Joseph's Church</p>	<p>Irwin Street (southeast corner of William Street)</p>	<p>2</p> <p><u>History</u></p> <p>In c.1912, a timber framed corrugated iron church was constructed on the site. In 1931, the Strawberry Catholic Church building was relocated to this site as an addition to church building and opened the St Joseph's School staffed by Dominican sisters. In 1932, the residence at 26 Victoria Street was purchased as a convent. In 1948, a one room school was built on a different site in William Street. A new convent was built in Irwin Street next to the church, opening in December 1954. In 1959, the brick church replaced the original church and was opened by the Bishop of Geraldton.</p> <p><u>Statement of significance</u></p> <p>Saint Joseph's Catholic Church is historically and socially of significance for worship, commemoration and events, and the sense of place evoked by those activities, as a central gathering place in the community.</p>

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						It is of aesthetic significance for the simple gothic design with tower, that makes a significant contribution to the historic townscape of Mingenew.
	8		Mingenew War Memorial	Memorial Drive	2	<p><u>History</u></p> <p>Yandanooka and District Subbranch of the Returned Sailors and Soldiers Imperial League of Australia was formed in 1918/19. In 1951 they had a memorial arch constructed at the gateway to the Greater Sportsground. The memorial arch was demolished in 1968 after being damaged by a truck. The War Memorial was located to this site in 2002.</p> <p><u>Statement of Significance</u></p> <p>The War Memorial is of historical significance representing associations with the Yandanooka and District Sub-branch of the Returned Sailors and Soldiers Imperial League of Australia and the original memorial, and the ongoing remembrance and commemoration to those who served Australia in times of wars and conflicts.</p>
	10	1347 3	Greater Sports Ground	Memorial Drive	2	<p><u>History</u></p> <p>The Greater Sports Ground was established in 1933, after a committee was formed for the purpose of coordinating activities of the organisations including the Agricultural Society and sporting clubs that had existed at the Recreation Ground on the north side of the railway line from 1896.</p> <p>The site was excised from Reserve 20735 and vested in the Mingenew Roads Board for Recreation, Racecourse, Showground and aerial landing ground purposes. The various venues were constructed with voluntary labour and completed for the 1934 season.</p> <p>The Agricultural Society's office, exhibition hall, poultry shed, brush horse stalls, sheep, cattle and swine pens were constructed on land cleared by volunteer labour in time for the 1934 Agricultural Show. The annual Show was in recess during World War Two (1943-1945) and the final show was in 1974.</p>


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					<p>The buildings were demolished for the current two storey Recreation Centre built in 1995.</p> <p>The first race meeting was held on this site in 1934. The Race Club had turf laid on the straight course in 1965, and in 1978 the entire track was re-turfed.</p> <p>The football oval was sand until 1959, when it was levelled and a tiered spectator area constructed. The entire area was grassed in 1964. From 1966, cricket was played on a pitch in the middle of the oval. From 1968 hockey was played on the football oval on Saturday afternoons, and in 1975 moved to an earth field that was grassed and reticulated in 1979.</p> <p>The original 1928 9-hole golf course north of the railway was relocated to the Greater Sport Ground and opened in June 1933, with an 18-hole course and cement-block clubhouse as part of the new recreation ground. In 1965, the 1933 clubhouse was demolished and the new Mingenew Jubilee Golf and Bowling Club was opened, and the golf course was redesigned for holes no.1 and 18 to be at the clubhouse.</p> <p>Other activities and events at the Greater Sports Ground include the annual Midwest Mingenew Lions Expo, gymkhanas and school athletics.</p> <p><u>Statement of Significance</u></p> <p>The Greater Sports Ground is historically significant in demonstrating the development of the site and sporting and recreational activities in Mingenew since 1933.</p> <p>The competitive and recreational social aspects of the club locally and regionally demonstrate significant social significance.</p>
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	<p>11</p>	<p>5766</p>	<p>National Bank (former)</p>	<p>50 Midlands Road (southeast corner of William Street)</p>	<p>2</p>	<p><u>History</u> The National Bank was built in 1908. One other bank, the NSW, operated between 1929 and 1950. The National Bank was timber framed and weatherboard clad with a fancy trim on the veranda and a semidetached residence at the rear. The brick frontage was built in 1934, in response to a Council by-law that required all buildings on Midlands Road to have a masonry front. The ledger desk was on a ledge 1 inch above floor level to observe the customers and assist in case of any hold-ups. Pistols were issued to most senior staff. The residence was demolished in 1965 when a manager's house was built on a separate site. Considerable alterations have taken place.</p> <p><u>Statement of Significance</u> The former National Bank is of historic, social and aesthetic significance, as the only longstanding bank in Mingenew, providing essential services to the community. The social aspects of meetings in town whilst doing business, and the associations with prominent citizens such as the Bank Manager. The Interwar Free Classical architecture of the frontage is a landmark in Midlands Road, central in town, and demonstrates the prosperity of that period emerging from the Depression, making a substantial contribution to the historic townscape of Mingenew.</p>
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	<p>13</p>	<p>1585</p>	<p>Mingenew Post Office &amp; Quarters (former)</p>	<p>54 Midlands Road</p>	<p>2</p>	<p><u>History</u></p> <p>The first post offices in the Mingenew district were at Geraldine and Strawberry sidings. Until 1893, the non-official Mingenew Post Office operated from the S F Moore's "The Little Wonder" store and was linked by telegraph to Perth and Geraldton. A pony express ran monthly from Mingenew to Mt Magnet until 1893 and the coach service from 1895.</p> <p>The official Mingenew Post Office opened in September 1894 with semidetached living quarters and later an addition on the west side. The overland telegraph linked the world to Mingenew in 1910, and several properties erected private lines. In 1915, it was connected to Perth-Geraldton phone line. In 1935, the Post Master General's (PMG) department connected the phone exchange to the police station. From 1939 the exchange was monitored at night, until automation in 1978.</p> <p>In part of the Post Office building a cafe opened in 1991, trading as the Old Postmaster's Tearooms, which changed its name in 1995 to the Mail Run café. The building has been used as the A.P.B. Office in 1987, a Post Office agency run by the Mingenew Tourist and Promotions Committee from 1987, the Lions Expo Office in 1988, and the Telecentre from 1994. The Mingenew-Irwin Group has been utilising the eastern portion of the building since 1997 and the western portion, up until 2020, the Tourist Centre was managed by local volunteers.</p> <p><u>Statement of Significance</u></p> <p>Mingenew Post Office &amp; Quarters (former) is historically, socially and aesthetically significant as the means of communications via telegraph, mail and phone since 1894, and a meeting place for town and district people. The provision of the Postmaster's residence, and night exchange operators represent ways of life no longer practiced. The sandstone building with dominant chimney is viewed in the round and is a significant building in the Midlands Road streetscape that makes a significant contribution to the historic townscape of Mingenew.</p>
						



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	15		SITE Cecil Newton Park	Midlands Road	2	<p><u>History</u></p> <p>Cecil Newton Park was purchased by the Shire of Mingenew in 1970 and established as Cecil Newton Park in July 1978, commemorating Cecil Newton who served the community for many years as the Town Ward local government representative.</p> <p>It is the site of the Pearce &amp; Herbert Store (1890-1927), E.A. Field Store and residence (1928-1969) and the Shenton Street Butcher Shop (1925-1970) which have since been demolished.</p> <p><u>Statement of Significance</u></p> <p>The Site of Cecil Newton Park is significant in commemorating Cecil Newton who made a significant contribution to the community of Mingenew.</p> <p>It was the site of the Pearce and Herbert Store, E.A. Field Store and residence, and the Shenton Street Butcher, all historically significant for the services and social interactions they provided to the community.</p>
	16	1584	Midland Hotel (former) Commercial Hotel	62 Midlands Road (southeast corner of Shenton Street)	2	<p><u>History</u></p> <p>The original Midland Hotel on this site commenced operations in the 1890s as a single storey mud brick building owned by Samuel James Philips and operated by William Henry Linthome. Strategically located directly opposite the railway station, it is the only remaining hotel of the two in Mingenew.</p> <p>The front portion of the original hotel was replaced by a double storeyed brick building after 1908. In the 1970s, verandas and balconies were removed. It had serious damage from the Cyclone Seroja in 2021.</p> <p><u>Statement of Significance</u></p> <p>The original Midland Hotel, now known as the Commercial Hotel, is the only remaining hotel in Mingenew. It is historically significant for its continuum of hospitality since the 1890s, the associations with the original, and subsequent owners and operators, and socially significant for hospitality and a place of meeting. It is aesthetically significant as the only two-storey</p>

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					<p>building in Mingenew; it is a substantial building, opposite the railway station, in a prominent corner location that is a landmark in the town. Despite the loss of verandas, the Federation architectural style is evident and it makes substantial contribution to the historic townscape of Mingenew.</p>
	21	-	SITE Erregulla Spring Reserve	Midlands Road	<p><b>2</b></p> <p><u>History</u> A 40,000-litre water tank located at the Mingenew Railway Station, was gravity fed from the Erregulla Spring Reserve to provide a water supply to the town and the railway for the steam trains, also stock and a supplement to Mingenew Spring.</p> <p><u>Statement of Significance</u> The Erregulla Spring Reserve is historically significant in the provision of water for the railways and the town supply.</p>
	22	-	Littlewell Reserve (remnants)	Midlands Road	<p><b>2</b></p> <p><u>History</u> The Department of Native Affairs controlled much of the lives of the Aboriginal people. In the early days of the Reserve, the Protector, usually a local policeman, was responsible for organising the rations and ensuring life ran smoothly.</p> <p>Before the Government constructed houses on the Reserve, The Littlewell mob used materials and resources from the bush to construct their own homes they called humpies. In the 1950s, houses and ablution blocks were constructed on the 10-acre reserve site. A well was fitted with a windmill and, eventually, town water and electricity were connected. In the 1970s, with many of Littlewell's residents moving into the town centre, the Reserve was closed down.</p> <p>Remnant concrete slab foundations represent the eight houses, laundry, ablution block and the steel base of the windmill. The</p>

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						<p>trunk of a large dead tree is remembered as a central meeting place.</p> <p>In 2010 the Littlewell Working Group was formed, headed up by Mr Thomas Cameron. Members, all former residents, have a strong passion to share their stories and to commemorate the lives of the families who resided there. Interpretation elements tell the story of the site and shade structures have been constructed.</p> <p><u>Statement of Significance</u></p> <p>Littlewell Reserve is a significant place with a rich history of connection, belonging and hardship, and a sense of place, for many Aboriginal families.</p>
	29	5789	SITE Mingenew Spring	Spring Street	2	<p><u>History</u></p> <p>In 1850 Augustus Gregory and his party camped at the Minyanoo Spring (Mingenew) that became an important permanent watering hole for drovers and livestock. In 1867 Samuel Pole Phillips secured a 100-acre tillage lease surrounding Mingenew Spring. By 1893 his son, Samuel James Phillips had the freehold of the site. The former tillage lease was subdivided into 156 town allotments by the surveyor of the Midland Railway Co. The town flourished around the spring that provided the water for the railway and town, and by 1900 three blacksmiths and wheelwrights were based around the Spring.</p> <p>In 1980, the area was developed into a park managed by the Mingenew Lions Club and the Mingenew Tourist and Promotions Committee. After bores were drilled in 1981/1982 the water table dropped. In 1999 a skateboard facility was constructed with \$10,000 Youth Grants WA funding and the Shire's inkind support.</p> <p><u>Statement of Significance</u></p> <p>The site of the Mingenew Spring is of considerable historic significance as the foundation upon which Mingenew developed. The community commitment to its management represents the value of its history.</p>




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	<p>33</p>		<p>Mingenew Masonic Lodge (former)</p>	<p>6 Victoria Road</p>	<p>2</p>	<p><u>History</u>  Mingenew Masonic Lodge No.101.WAC was consecrated in the Mingenew Agricultural hall in March 1920, the with furniture from the Fingall Lodge No. 79 at Day Dawn, on land donated by Brother E.A. Field. The tablet was unveiled in October 1926.  There were 15 Foundation members, only 7 of whom were from Mingenew, Yandanooka and Irwin, the remainder from Geraldton and other areas.  The Masonic Lodge closed in 2015.  It was reroofed in 2022 after damage from Cyclone Seroja in 2021.</p> <p><u>Statement of Significance</u>  The former Masonic Lodge is historically and socially significant for the associations with the Freemasons, and the philanthropy of the organisation. The socialising in the rural context is an important element of the organisation and way of life, that is no longer practiced in many regional areas.</p>
	<p>34</p>	<p>1586</p>	<p>Shire Hall</p>	<p>19 Victoria Road</p>	<p>2</p>	<p><u>History</u>  The Shire Hall was constructed in 1959. It is one of the most contemporary buildings in Mingenew, although friable Asbestos is evident, contributing to the unavailability of the hall for any community use in 2022. Since 1959 it has been used at various times, by the community for a range of uses and functions including: regular dances, balls, cabarets, private and public dinners, wedding receptions, regional meetings for a range of community organisations, reparatory shows, sports celebrations, school concerts, weekly picture shows, traveling shows, Shire functions and regional meetings, fund raising events including quiz nights, art and craft displays an fashion parades, and Brownies, Girl Guides, Cubs and Scouts, and Junior Farmers. Badminton, volleyball and dance and gymnastic classes also took place in the hall.</p>


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					<p><u>Statement of Significance</u></p> <p>The Shire Hall is a fine building of its time in up-to date Post World War Two contemporary architectural style, although some of the materials have failed.</p> <p>It informs the historic townscape of the modern period of design in Mingenew, together with the police station and courthouse.</p> <p>It is an integral element of the local government's presence in the town, representing the original Mingenew Agricultural Hall (1895 site, 1917), the former Roads Board building (1906), the Art Deco addition to the Agricultural Hall (1935), and the Shire Hall (1959) and demonstrating the development and commitment over time, to the Mingenew community and district.</p>
	<p><b>35</b></p>	<p>1586</p>	<p>Shire Office Agricultural Hall</p>	<p>21 Victoria Road</p>	<p><b>2</b></p> <p><u>History</u></p> <p>The foundation stone for the Mingenew Agricultural Hall was laid by W.S. Oliver on 18 December 1917. It was the second hall on the site. The timber framed corrugated iron clad Agricultural Hall that was built in 1895 was destroyed by fire in 1917.</p> <p>The 1917 stone hall building remains behind the 1935 addition of Council office across the front. The Council offices addition is detailed in the Interwar architectural style (Art Deco).</p> <p>The State Library branch that was located in the former Road Board building, relocated to the front rooms of the Shire office in 1983.</p> <p><u>Statement of Significance</u></p> <p>The Mingenew Shire Council and Offices and former Agricultural Hall are of considerable significance for the civic role it provides in the community and the associations with community leaders and administration who facilitate that civic role.</p> <p>The buildings on site are of substantial significance as is the site itself with the original Agricultural Hall (1895-1917), the existing stone Agricultural Hall (1917- ) and the front office addition in 1935.</p> <p>The 1935 front is the only streetscape presence of the facility, and the presents a very good example of Interwar Art Deco</p>


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					<p>architecture. Individually, and integral with the former Road Board building and Mingenew Hall, the Shire Office and Agricultural Hall makes an outstanding contribution to the streetscape and historic townscape of Mingenew, spanning the towns development through the period from 1895, 1917, 1906, 1935 to 1959.</p>
	<p>36</p>	<p>1587</p>	<p>Upper Irwin Road Board Office (former)</p>	<p>23 Victoria Road</p>	<p><b>2</b></p> <p><u>History</u>  The building is the original 1906 Road Board Office and meeting place of the Upper Irwin Road Board (excised from the Irwin Road Board in 1901). Built by B.T. Cumming and Fletcher. In 1948, an outdoor picture theatre was established on the south side of the building.  In June 1955, a branch of the State Library established in the office operating until 1983.  After forming in 1966, the Mingenew Historical Society established a Museum in the former Road Board Office in 1968 and expanding in 1978 to also include the former Mingenew School. It that has since evolved into the Mingenew Historical Society Museum at the former Mingenew School.</p> <p><u>Statement of Significance</u>  The former Road Board building is historically significant as the first governing building of the then Upper Irwin Road Board. Its associations with the leaders and identities who had a role in the development of the town and district of Mingenew is significant.  Aesthetically it is a fine example of a vernacular Federation building of local stone in a regional town that makes a substantial contribution to the historic townscape of Mingenew.  The former Road Board building, individually and together with the Shire Office and Agricultural Hall, and Shire Hall, makes a considerable contribution to the streetscape and historic townscape of Mingenew, spanning the towns development through the period from 1895, 1917, 1906, and 1935 through to 1959.</p>



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	<p>37</p>	<p>5758</p>	<p>Mingenew School (former) Mingenew Historical Society Museum</p>	<p>24 Victoria Road</p>	<p>2</p>	<p><u>History</u> The first school in Mingenew was built on one acre, comprising lots 49, 50, 59, 60 donated by Samuel James Phillips. The school opened with 24 pupils, soon adding another classroom and cloakroom. The school closed in 1959 when the new school was constructed in Phillip Street. In 1965 it became a Youth Centre vested in the Mingenew Shire Council. The Mingenew Historical Society was inaugurated in 1966, and in 1968, established a Museum in the former Road Board Office building. In 1978 the Museum expanded to the former school building, occupying one room, and the Repertory Club in the second room. The Historical Society operates the Mingenew Historical Society Museum in the entire former Mingenew School building. (2022)</p> <p><u>Statement of Significance</u> The former Mingenew School represents significant associations with generations of students and teachers and evokes memories of a sense of place. Since 1978, the former Mingenew School building has showcased Mingenew's history through the diligent work of the Mingenew Historical Society, establishing and managing the Mingenew Historical Society Museum. The former Mingenew School is of aesthetic significance typifying a school of the period and making a significant contribution to the historic townscape of Mingenew.</p>
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	<p>40</p>	<p>1588</p>	<p>Church of the Resurrection (Anglican)</p>	<p>28 Victoria Road SE cnr Irwin Street</p>	<p>2</p>	<p><u>History</u> The original foundation stone was laid in 1903. The builder was W.H. Linthorne. The first wedding was celebrated in 1903. A Rectory on the east side of the church was built in 1969 for the Reverend Idris Jones and relocated to Carnamah in 1974. It is the oldest Church in Mingenew.</p> <p><u>Statement of significance</u> The Anglican Church of the Resurrection is historically and socially of significance for worship, commemoration and events, and the sense of place evoked by those activities, as a central gathering place in the community. It is of aesthetic significance for the simple gothic design that makes a significant contribution to the historic townscape of Mingenew.</p>
	<p>42</p>	<p>-</p>	<p>Francis Burges Memorial</p>	<p>Victoria Road (west side)</p>	<p>2</p>	<p><u>History</u> In 1959, Mrs Temple Russell donated 60 acres of land to the children of Mingenew in memory of her brother Francis Carlton Burges who was killed in action during World War One. A cairn was erected on 1 November 1959 in the south corner of the Mingenew Primary School site. The donated acreage is cropped with the funds contributing to the school's Parents and Citizens Association.</p> <p><u>Statement of Significance</u> The memorial is of historical significance for the association with the tragedy of war and its impact in Mingenew, the philanthropic actions of Mrs Russell, donating a legacy that benefits the school and broader community of Mingenew.</p>


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	<p>45</p>	<p>1590 3946</p>	<p>Linthorne residence (former)</p>	<p>26 William Street (northeast corner of Irwin Street)</p>	<p>2</p>	<p><u>History</u> This residence was built and occupied in 1893 by William Henry Linthorne, first Road Board Secretary, builder, hotelier (original Midland Hotel), and businessman. He had bricks brought from Guildford for the house and the pressed metal ceilings were specially made for him. He died in 1920. From 1926 until 1961, W.S. Oliver and his wife owned the property. From 1961-c.1970 the property was owned by the Catholic Bishop of Geraldton, during which time the Dominican Sisters resided there and taught at St Joseph's School. When the Sister left the school (and town) the former Linthorne residence reverted to private ownership.</p> <p><u>Statement of Significance</u> The former Linthorne residence is of historical importance for its association with W.H. Linthorne, a businessman, civic identity and pioneer family, and the Dominican Sisters when they taught at St Joseph's School during the 1960s.</p> <p>The substantial residence is a fine example of the Federation bungalow architectural style that makes a considerable contribution to the residential character and historical townscape of Mingenew.</p>
	<p>46</p>	<p>1589 25932 19005</p>	<p>Mingenew Police Group Police Station &amp; Courthouse Police Quarters &amp; former office</p>	<p>31 William Street SW cnr Moore &amp; George streets</p> <p>Also recorded as 15 William Street- a vacant site.</p>	<p>1 R</p>	<p><u>History</u> The original police station and residence, built in 1897, is a modest stone building with the office on the north side integral to the residence. It was designed by J.G.Taylor and A.R.L. Wright, and the builder was W.H. Linthorne.</p> <p>In 1964 the new police station and courthouse was erected to Raymond Jones' architectural design by Britannic Building Co.</p> <p>In 1971 the Police Station was staffed by two officers, with the Officer-In-Charge (OIC) doubling up as the Clerk of Courts.</p> <p>In 1980 a new Cell Block was built, attached to the 1964 Police Station and Courthouse</p> <p>The vacant area to the south of the Mingenew Police Station and Residence) includes the sites of the stables and two-cell Lock-up.</p>


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					<p><u>Statement of Significance (Registration extract)</u></p> <p>The archaeology associated with the former Lock-up and Stables buildings (1897) and the Mingenew Police Station and Residence fmr (1897) have the potential to provide information regarding the individual internees and police officers who have worked at the Station between 1897 and the present.</p> <p>Mingenew Police Station (1964) is an excellent representative example of a regional Police Station that reflects the public buildings and police stations constructed across the state during the mineral boom.</p> <p>The 1964 buildings are associated with significant Western Australian architect, Raymond Jones who was responsible for a number of government buildings in the 1960s. The combined Mingenew Police Station and Courthouse in the Post-War International Style is a fine example of his work.</p> <p>The 1897 and 1964 buildings present distinctive architecture defining the two major periods of development of law-and-order facilities in Mingenew that make a considerable contribution to the townscape of Mingenew.</p>
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MINGENEW DISTRICT						
	47	5797	Mingenew Cemetery	Midlands Road	2	<p><u>History</u> Gazetted in 1899, and the first burial was in 1900. In the early 1930's the Council Burial Register started to contain details about the person buried, their place in the community, their cause of death etc.</p> <p>The Cemetery contains marked headstones arranged in religious denomination order. A niche wall and a steel plate displaying the site plan of numbers and names of grave sites, were donated by the Mingenew-Yandanooka CWA in 1994. Gravesites are also pegged.</p> <p><u>Statement of Significance</u> Mingenew Cemetery recorded the first burial in 1900. It is a significant record of the early settlers and generations of residents of Mingenew and the broader area.</p> <p>The Mingenew Cemetery evokes a sense of place, of reverence and commemoration. The memorials, palisades and railings evidence a range of designs and emotive inscriptions that contribute to the reverence and sense of place.</p>
	48	5792	SITE Mingenew Hill Cemetery	Adjacent to Lockier River, 3km Northwest of Mingenew Townsite	2	<p><u>History</u> After requests in 1895, a Cemetery site of 10 acres was approved, pending suitable trustee in 1897. By 1890, there were at least four graves in the cemetery although no records exist.</p> <p>No identification except for one remaining corner post to original fenced area. No grave sites marked.</p> <p><u>Statement of Significance</u> Mingenew Hill Cemetery had at least 4 unrecorded burials by 1890.</p> <p>The Cemetery evokes a sense of place, of reverence and commemoration.</p>



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	<p>53</p>	<p>3500</p>	<p>Enanty Homestead Group Barn Homestead ruin</p>	<p>Mingenew-Morawa Road</p>	<p>2</p>	<p><u>History</u> Enanty Barn is one of the oldest extant buildings in the Mingenew district, although the history is not definitive. Samuel Pole (S.P.) Phillips Esquire, in partnership with Edward Hamersley and Lockier Burges looked for land to establish a cattle breeding operation to gain meat contracts with the Government. They formed the Cattle Company in 1850, establishing extensive pastoral holdings, including leases around Mingenew Spring extending eastwards to include Lockier River and Green Brook. They ran the leases as outstations, and as early as 1851 were driving cattle and horses to the leases. Convict labour was introduced to the state in 1850 (until 1868). By 1851, S.P. Phillips was one of only six in the Colony who employed Ticket of Leave workers. It is probable that the barn was constructed with the assistance of convict labour at some of those outstations, close to the water supply during that period. Enanty barn was also an outcamp for shepherds who walked their flocks for annual washing in the Lockier River. Tillage leases were first taken up by Walcott and Co. in July 1871. H.P Loftie surveyed the property in October 1893 recording the name Enanty Hill, assumed to be of Aboriginal derivation. The west boundary of the location (1442) was surveyed again in 1885 when W.A. Saw was surveying the adjoining location (1508) for Samuel James (S.J.) Phillips of Culham, the eldest son of S.P. Phillips, who had acquired large pastoral leases in Mingenew (and Yandanooka). In July 1887 Victoria Location 1442 was granted to S.J. Phillips and Samuel Fortescue (S.F.) Moore. Phillips became sole owner in 1889 and was mortgaged to Walter Padbury and W.T. Loton for 5,500 pounds. It is probable that the homestead was constructed at that time. S.J. Phillips died in 1929 and the property has changed hands many times since.</p>
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						<p>During World War Two, the First Armoured Division headquartered at Enanty Homestead. The homestead has not been occupied for many decades and is in a ruinous condition.</p> <p>The barn was partly restored during the celebration of Mingenew's Centennial Year in 1994, and further partly restored by the Mingenew Historical Society in 1997 with Lotterywest funding. It was damaged by Cyclone Seroja in 2021 and repaired in 2022.</p> <p><u>Statement of significance</u></p> <p>Enanty Barn is of considerable historic value as one of the oldest extant buildings in the Mingenew district. It represents early construction of a stone outbuilding that provided an outcamp for pastoralists, shepherds and travellers. The homestead represents settlement on the property. The barn and homestead are historically significant for associations with Samuel Pole (S.P.) Phillips Esquire, and his eldest son Samuel James (S.J.) Phillips.</p>
<b>STRAWBERRY</b>						
	<b>70</b>	5794	Strawberry Catholic Cemetery	Midlands Road Situating in Old Bones Paddock on Sante Fe Farm, approx 20 kms from Mingenew	<b>2</b>	<p><u>History</u></p> <p>Catholic consecrated cemetery near the settlement of Strawberry Reserve 1865 surveyed in 1877 (Revoked.)</p> <p>The Cemetery is enclosed with a post and netting fence erected by Paul Kelly, members of the Mingenew Historical Society and others, in 1994. It contains four headstones in fair condition, river gums have been planted around the perimeter. Thirty-three people are believed to have been interred at the Cemetery.</p> <p><u>Statement of Significance</u></p> <p>Strawberry Catholic Cemetery was surveyed in 1877. It is a significant record of the early Catholic settlers in Strawberry. The Cemetery evokes a sense of place, reverence and commemoration.</p>


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YANDANOOKA					
	71	5779	SITE Yandanooka Townsite		<p><b>2</b></p> <p><u>History</u></p> <p>1920 - First store opened - Harleys, wood frame hessian cover.            1920-22 -50 more soldier settlers arrived.            1920 - Second store and living quarters established.            1925 - First tennis court built by JA Brown, PC Neville, K Bolton.            1925 - Vegetable shop, house and boarding house built for Mrs Bishop after she had a win on the Melbourne Cup.            1930 - Basford built a house between the hall and main store. When Wainwright followed, he had a camel team for contract carting. Public meeting was called by settlers to ask Mr Wainwright to move the camels as they upset the horse teams in the district.            1935 Government school built.            1936 Headmaster's House built.            1968 New two teacher schoolroom erected.            1978 School closed through lack of numbers; schoolroom moved to Eneabba.            Yandanooka CWA met with Australia Post to have the mail still delivered to Yandanooka. This was achieved. CWA bought private mailboxes. Australia Post provided lock up standing In and Out boxes. All mail bags had to be sealed and boxes locked at all times. Community was supportive. One person to be on roster for one week to sort the mail and prepare outgoing mail, to pick up the newspaper from the main road. Engine shed at the hall was used until CBH quarters were obtained. This is also a point where machinery spare parts and cartons of fruit were dropped off.            1995 21 households still receive this postal service.            1995 The original school is a well-equipped Arts and Crafts Centre.</p> <p><u>Statement of Significance</u></p> <p>The Yandanooka townsite, with railway siding, hall, store, post office, schools, and other services served the surrounding</p>

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						community. Little is left to inform of the prosperity of the town in its hey-day. The townsite and all that remains is of considerable historical and social significance informing of a way of life no longer practiced.
	73	5779	Yandanooka Hall	Railway Street	2	<p><u>History</u></p> <p>Yandanooka Hall is the largest building remaining in what was once the main street of the Yandanooka townsite.</p> <p>In 1923, the Yandanooka and Districts branch of the Returned Sailors and Soldiers Imperial League of Australia Incorporated raised 250 pound towards the erection of a hall in Yandanooka. The Hall opened by Mr C Maley MLA, after having been built by soldier settlers.</p> <p>The Hall was used for school, all church services, social evenings and the Christmas Tree Party. When the committee could not raise sufficient funds to make annual rate payment, they approached Road Board to take over the hall. This was done.</p> <p>1929 - The hall debt was paid off, the hall was lined and supper room added.</p> <p>1936 Yandanooka CWA formed, meetings were held in the hall.</p> <p>1967 school children increased so Years 1,2,3 classes were held in the hall.</p> <p>1976 New ceiling was put in the Hall. Windows, doors and the walls relined. Mingenew Shire provided the material, Yandanooka community carried out the work.</p> <p>1979 The hall had cyclone damage to half the roof. Mingenew Shire wanted to demolish the hall. Yandanooka community held a successful referendum and the hall was saved. But the hall was to be the financial and maintenance responsibility of Yandanooka community. A hall committee was formed.</p> <p>1978 The kitchen at the Hall was modernised to meet health regulations.</p> <p>From 1982, the annual Harvesters' Ball was held by the Bachelor and Spinsters Social Club. Formal invitation Ball, with up to 300 attendees, with proceeds to groups in the community.</p>

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					<p>Other uses of the hall included:          The annual family Christmas Tree night. First Communal Batey Radio Receival Point, CWA Monthly meetings and demonstrations LCDC Meetings, Popular B &amp; S Harvesters Ball for 12 years up to 1995, Local Wedding receptions and 21st Birthdays, WA University Geology Students and staff stayed 3-5 days in the hall while investigating this area.          It is said that if a function is held in the hall, people will go to it.</p> <p><u>Statement of Significance</u></p> <p>Yandanooka Hall is of exceptional historical and social significance as the nucleus of the community in Yandanooka. The timber framed corrugated iron clad hall is a rare remaining vernacular example, of aesthetic significance, in such good condition, and being used, in rural Western Australia. It is a proud landmark on Midlands Road.</p>
<b>YARRAGADEE</b>					
	<b>96</b>		Yarragadee Homestead Graves	<b>2</b>	<p><u>History</u></p> <p>John and Margaret Morrissey were early settlers. They bred cattle for the Colony meat supply and horses for the Indian Army. There are 3, possibly 5 grave sites of the Morrissey family dating back to 1873, located near the homestead, on Reserve 56.</p> <p><u>Statement of Significance</u></p> <p>The Yarragadee Homestead Graves are historically significant for the association with the Morrissey family. The graves are a significant record of the early settlement by the Morrissey family and evokes a sense of reverence and commemoration.</p>



GUIDELINES FOR  
**LOCAL HERITAGE  
SURVEYS**

AUGUST 2022

# INTRODUCTION

The *Heritage Act 2018* (the Act) requires each local government to identify places of cultural heritage significance in a local heritage survey (LHS). The Act identifies that the purposes of the LHS “include:

- a. *identifying and recording places that are, or may become, of cultural heritage significance in its district; and*
- b. *assisting the local government in making and implementing decisions that are in harmony with cultural heritage values; and*
- c. *providing a cultural and historical record of its district; and*
- d. *providing an accessible public record of places of cultural heritage significance to its district; and*
- e. *assisting the local government in preparing a heritage list or list of heritage areas under a local planning scheme.”*

Local government decisions that could be informed by the LHS might include activities to interpret or promote heritage places, or provide material for information or education. Examples are assembling a local history or archive; informing a thematic study of the area; providing educational material for school programs; or developing a heritage trail.

A key function, however, will be to inform the preparation of a heritage list and heritage areas under the local planning scheme, as detailed in (e) above.

The LHS itself is identified as having no direct statutory role in respect of the *Planning and Development Act 2005*, and in particular should not be used as the basis of decision-making for development or subdivision proposals. This function is served by a heritage list or heritage area.

Existing municipal inventories (MIs) are taken for the purposes of the *Heritage Act 2018* to be a local heritage survey. No specific action is required to amend existing MIs for this purpose.

Related material:

*Guidelines for assessment of local heritage places*

## 1. Definition of place

Under the *Heritage Act 2018*, **place** means “a defined or readily identifiable area of land and may include any of the following things that are in, on or over the land —

- (a) *archaeological remains;*
- (b) *buildings, structures, other built forms, and their surrounds;*
- (c) *equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;*
- (d) *gardens and man-made parks or sites;*
- (e) *a tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting.”*

1.1 The LHS must contain sufficient information, whether in text, illustration, or link to electronic file, to clearly demonstrate the land area for each place.

1.1.1 Where practical, the place should be identified and defined in terms of cadastral lot boundaries as currently recognised by the State’s land information system.

1.1.2 A place can be a landscape, group or precinct over multiple lots, whether or not of individual cultural heritage significance, and whether contiguous or located apart. Any group or precinct should have an identified common value or theme.

1.2 A place may be included for its potential to contain archaeological remains, particularly sub-surface material, and/or in relation to archaeological remains already identified.

- 1.3 Equipment, furniture, fittings and other objects must be defined in terms of the land area with which they are associated or connected.
  - 1.3.1 A place should not be included solely because it holds objects relating to another heritage place.
- 1.4 The inclusion of trees in the LHS must be based on cultural heritage significance, rather than amenity or environmental value.
- 1.5 Places of significance to Aboriginal communities may be included in the LHS where their cultural heritage significance is not solely connected with Aboriginal tradition or culture.
  - 1.5.1 Places that may be protected under the *Aboriginal Heritage Act 1972* should be identified as such in the LHS, noting that the provisions of that Act also apply.

## 2. Updates and reviews

Maintaining the relevance and currency of the LHS requires a range of options for adding and amending information. These are generally described as:

- Administrative updates – minor corrections and addition of file notes or other information for future consideration.
- Place-specific reviews – addition or more substantial amendment of a heritage assessment of an individual place.
- General review – open process inviting community participation to produce a new version or edition of the LHS.

- 2.1 Each local government should adopt a process for administrative update of the LHS to record minor changes, approved works, addition of images, or other information that does not impact on the cultural heritage value of the place.
  - 2.1.1 Administrative updates may be made without community consultation and, provided there is no change to the classification of a place or statement of significance, do not require formal adoption of a revised LHS.
- 2.2 Provision should be made for the ad hoc creation or review of one or more place records, including the commissioning of a heritage assessment where required.
  - 2.2.1 A heritage assessment for a new place should include consultation with relevant stakeholders.
  - 2.2.2 The addition or removal of a place from the LHS, or the amendment of a place record to the extent that the classification of the place or statement of significance is changed, requires formal adoption of the revisions.
- 2.3 A general review should ensure that the LHS reflects the views of local government and its community about its heritage, and that the LHS meets current standards and best practice.
  - 2.3.1 A general review should invite nominations from all sectors of the community for new places to be considered for inclusion in the LHS, and for new information that may give a better understanding of an existing place.



- 2.3.2 Heritage assessments and update of existing records should be undertaken in consultation with relevant stakeholders, and with reference to the thematic history.
- 2.3.3 At the conclusion of the review process, the LHS will require formal adoption by the local government. Changes to the LHS may also prompt updates to the heritage list or other material that draws information from the LHS.
- 2.4 A general review should take place at intervals consistent with the major review of a local planning strategy or strategic community plan, or at defined intervals nominated by the local government.
  - 2.4.1 The rate of review should reflect the rate of change within the local area, in relation to overall development and population.
  - 2.4.2 As an indication, the LHS of a remote or regional local government with few major development projects is likely to remain relevant for 10-15 years; the LHS of a local government with ongoing urban development is likely to require review within 5-8 years.
  - 2.4.3 The LHS should identify a target period for completion of the next review.

### 3. Consultation

- 3.1 The consultation process should be consistent with any relevant policy adopted by the local government, and appropriate for the size and nature of the stakeholder group.
  - 3.1.1 In the absence of an adopted policy, standards for community consultation should be guided by best practice as described by the International Association for Public Participation, or a similar body.
- 3.2 A general review of the LHS should invite nominations from the community for places to be assessed for their local heritage significance.
  - 3.2.1 Nominations must provide sufficient information to identify the place and the reason for its nomination.
- 3.3 All nominated places should be assessed for their cultural heritage significance.
  - 3.3.1 While property owners should be advised of the assessment process and invited to participate, the assessment of a place should not be conditional on owner support.
- 3.4 The assessment of a place may seek and consider input from any stakeholder likely to have information, knowledge or interest in its heritage values, which may include:
  - 3.4.1 past and present owners and occupants;
  - 3.4.2 local historical societies or similar community groups; and
  - 3.4.3 for a place open to the public, the general community.

- 3.5 A completed draft of each assessment should be made available to the property owner and any group or individual providing notable contribution to the assessment document.

## 4. Assessment processes

- 4.1 The cultural heritage significance of a place should:
- be expressed in terms of its aesthetic, historic, scientific, social and spiritual value;
  - consider matters including rarity and representativeness; and
  - be guided by a thematic history of the local district or region.
- 4.2 The assessment process may be assisted, or overseen, by an advisory committee or reference group convened for this purpose. This approach should acknowledge that the final determination on the content of the LHS lies with the council of the local government.
- 4.3 Assessment should include a classification identifying the contribution of a place to local cultural heritage.
- 4.3.1 Classification, including determination as to whether a place meets the threshold for inclusion in the LHS, should be guided by a suitably qualified and experienced heritage professional.
- 4.3.2 Classification adopted for each place should be consistent with Table 1.

- 4.3.3 Where relevant, a structure or element of a place may be noted as being intrusive in relation to the significance of a place.

- 4.4 Place records should be consistent with the data sheet provided in Table 2.

## 5. Criteria for inclusion

- 5.1 The inclusion or exclusion of places in the LHS should be on the basis of cultural heritage significance as identified through a recognised assessment process.
- 5.2 Objections unrelated to heritage significance should not be entertained as a reason for exclusion or removal of a place from the LHS.
- 5.3 The LHS should comprehensively identify the places and areas of cultural heritage significance in the local district including:
- 5.3.1 Geographic coverage of all the district's towns, suburbs or other areas without arbitrary exclusions.
- 5.3.2 Coverage of all place types (eg. public and private buildings; residential and commercial places), without arbitrary exclusions.

## 6. Public access

6.1 The adopted LHS must be made available in electronic format with open public access.

6.1.1 Place information should be uploaded to the inHerit online database, or made available for automated upload, to provide a central point of access to the State's heritage information.

6.1.2 Access to the LHS should be provided at nominated public offices within the subject area, in electronic and/or hard copy format.

**Table 1 – Classification of significance**

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	CLASSIFICATION	DESCRIPTION
Exceptional	Category 1	Essential to the heritage of the locality. Rare or outstanding example.
Considerable	Category 2	Very important to the heritage of the locality.
Some/moderate	Category 3	Contributes to the heritage of the locality.
Little	Category 4	Has elements or values worth noting for community interest but otherwise makes little contribution.

**Table 2 – Data Sheet for Place Record**

LOCATIONAL INFORMATION	
Place name	Primary reference name; relates to the reason for the place's significance.
Place number	The number assigned by the Heritage Council inHerit database. Leave blank if a new record.
Other reference numbers	Any internal reference number or code that will assist in locating or managing the inventory record.
Address	Verified address used by Landgate; use reserve or lot details if no street number is given.
Location description	Other information needed to identify location. e.g. boundary roads for a precinct or 'formerly 26 High Street' if address has changed.
Other names	Former names, or alternative spellings if relevant.
Place type	Select most relevant of pre-defined values (e.g. Individual Building or Group, Urban Park, Tree etc.).
Primary local government	The local government within which the place is located.
Titles	This section can be used to identify a site if it does not have a validated Landgate address. This will usually only apply to Crown land but can be necessary in some regional areas.
GIS coordinates / latitude, longitude	Mapping or locational data where necessary to identify a point or area not readily identified by address.

Table 2 continued next page

MINIMUM INFORMATION ILLUSTRATING SIGNIFICANCE	
Use (original/present)	General and specific use selected from pre-defined values (e.g. Residential - Flats/ Apartment Block; Commercial – Office).
Construction materials	Most relevant description(s) of material from pre-defined values. Assigned to each building element as appropriate.
Architectural style	Selected from pre-defined values based on the standard reference - Apperly, Irving & Reynolds 'Identifying Australian Architecture'.
Historic theme(s)	Relevant themes displayed by the place, as defined in the thematic history associated with the MI. Select one or more pre-defined values.
Values	Full detail of values ascribed for the place.
Statement of significance	A summary of the key values that contribute to the cultural heritage significance of the place.
History	Historical evidence providing background context and relating to the significance of the place. Detail the historical evolution of the place, including dates and events of importance.
Integrity / Authenticity	Statements of integrity and authenticity as defined in the guidelines for assessment.
Physical description	A brief description of the place, its component elements, any key features or points of specific interest, and comments on setting.
Condition	A statement on condition, noting the date of the survey on which the information is based.
Parent / child places	Associate the place with any larger precinct in which it sits, or precincts or groups with their individual components.
Listing type and status	As well as noting the date of adoption and category of the LHS entry, note whether the place is included in the heritage list, State Register or other data set.
Images	Provide at least one image to represent the place, although more images help to illustrate the place and its setting.
Construction dates / periods	This can be a single date or date range, or a series of different dates to represent the phases of construction.

ADDITIONAL INFORMATION	
Archaeology	Notes on finds or archaeological potential based on historical use of the site and subsequent disturbance.
Other keywords	Relevant words and phrases that may assist in locating the place via an online search.
Demolished	Confirm whether the place is demolished, lost to natural disaster or otherwise damaged beyond reasonable restoration, and if so, in which year.
Associations	Nominate any key associations that contribute to the significance of the place, selecting the category from a pre-defined list.
References	Identification of any written records, maps, plans, photographs or other source that has assisted in the assessment of the place.
Owners	Known current owners, including owner category (e.g. private, State Government etc). Note that this information is not published online and use is optional.



The Heritage Council acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

#### Disclaimer

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# Criteria for the Assessment of Local Heritage Places and Areas

A PRACTICAL GUIDE TO IDENTIFYING, GRADING  
AND DOCUMENTING PLACES AND AREAS IN LOCAL  
GOVERNMENT INVENTORIES.





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## 1. INTRODUCTION

### 1.1 Legislative and policy background

The *Heritage of Western Australia Act 1990* requires local governments to identify places and areas of cultural heritage significance through Local Government Inventories.

*State Planning Policy 3.5 Historic Heritage Conservation* recommends measures for local governments to “identify and protect heritage places and areas that are important to ... local communities”.

An inventory may be used to identify places for inclusion in a Heritage List under the local planning scheme. The inventory itself does not have statutory force and effect in terms of planning controls. A local government may elect to include all of the inventoried places surveyed within its Heritage List, or may include a smaller sub-set of places.

In other words, an inventory forms the underlying information base on which to support heritage protection provisions in a local planning scheme.

### 1.2 Why do we need standard assessment criteria?

It is recommended that all assessments of local heritage places be carried out in accordance with the procedures described in this document so that assessments are:

- accountable and can be tested
- comparable
- consistent.

These criteria adhere to well-established ‘best practice’ in the identification and assessment of heritage places in WA and throughout Australia, both at the State and local levels.

### 1.3 When to use these assessment criteria

The assessment of significance – understanding the values and importance of a place or area – is the basis of all good heritage decisions.

The most common situations in which these criteria will be used is in assessing places or areas for entry in a Local Government Inventory.

Other situations may include:

- undertaking an assessment of a non-listed item in response to a development proposal
- preparing a heritage impact statement
- preparing a Conservation Plan.

### 1.4 How to use these assessment criteria

A place or area will be of significance to the locality if it meets one or more of the criteria in section 2 under the headings of Aesthetic, Historic, Research or Social value.

Significance in this context is a question of value for the local government district, and not value for the State or the region. A place should not be excluded from an inventory, or deemed non-significant, simply because there are similar examples in other local government districts (nor should it necessarily be excluded because there are similar examples within the local district).

Typically, the place or area will be assessed in the context of the history and development of the district as identified in the Thematic History – an important base document in a local inventory.

The degree or 'level' of significance can be determined with reference to the issues of Rarity, Representativeness and Condition/Integrity, as set out below.

Non-prescriptive guidance notes and examples are provided for the benefit of local governments, local planners, consultants, and also to explain the concepts involved to the wider public.

The inclusion and exclusion guidelines should be used as a 'checklist' to aid analysis and judgement, not as a substitute for them.

## 1.5 Skills required

Heritage assessments can be carried out by anyone with training and experience in the field.

Professional heritage consultants, trained local government staff, or local heritage advisers can undertake assessments, or offer valuable assistance to others. It is generally preferable to seek at least some input from such sources before completing an assessment.

## 1.6 Assessing Heritage Places

Heritage places comprise individual buildings, structures or other places in the historic environment that have cultural heritage significance in their own right.<sup>1</sup>

All heritage places should be assessed in accordance with the criteria in section II, and also assigned a level of significance in accordance with the gradings set out at the end of section III.

## 1.7 Assessing Heritage Areas

The assessment of Heritage Areas requires a slightly different approach. Areas need to meet an additional test as described in section II.8 below.

Heritage significance needs to be clearly distinguished from the broader concept of urban character, given that all areas or localities demonstrate some form of urban character.

Heritage Areas are select areas with special qualities, and will generally be quite rare within a locality. There is generally no need to assign a level of significance to a Heritage Area as a whole (in terms of exceptional, considerable, some/moderate significance).

However, all the places within a Heritage Area should be assigned a level of 'Contribution', in accordance with the gradings set out at the end of section III.

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<sup>1</sup> 'Places' may include buildings, structures, archaeological or historic sites, gardens, man-made parks, man-made landscapes, and trees or landscape features in or adjacent to a man-made setting.

This guide does not apply to the assessment of Aboriginal sites, which are registered under the *Aboriginal Heritage Act 1972*. Guidance on how to identify and assess Aboriginal sites can be obtained from the Department of Indigenous Affairs.

## **2. THE ASSESSMENT CRITERIA**

### ***Nature of Significance***

#### **2.1 Aesthetic Value**

***Criterion 1: It is significant in exhibiting particular aesthetic characteristics.***

##### **Guidelines for Inclusion**

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A place or area included under this criterion will have characteristics of scale, composition, materials, texture and colour that are considered to have value for the local district.

This may encompass:

- creative or design excellence
- the contribution of a place to the quality of its setting
- landmark quality
- a contribution to important vistas.

A place will not necessarily need to conform to prevailing 'good taste', or be designed by architects, to display aesthetic qualities. Vernacular buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

For a place to be considered a local landmark, it will need to be visually prominent and a reference point for the local district.

In the case of a heritage area, the individual components will collectively form a streetscape, townscape or cultural environment with significant aesthetic characteristics.

##### **Guidelines for Exclusion**

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A place or area is not normally included under this criterion if:

- its distinguishing features have been lost, degraded or compromised
- landmark or scenic qualities have been irreversibly degraded by surrounding or infill development
- it has only a loose association with creative or artistic excellence or achievement.

## Examples (Inclusion)

Former Commercial Bank of Australia (1911) cnr Parade and Pasture Sts, Pingelly, is a fine example of the Federation Academic Classical style, featuring rusticated stucco, windows decorated with moulded hoods, and a parapet with balustrading. It stands out from its neighbours, and its grand form makes an important contribution to the streetscape in both Parade and Pasture Streets.



Liveringa Homestead Group, south east of Derby (1904) is situated in an attractive setting, with the homestead overlooking a billabong on a branch of the Fitzroy River. To the west of the homestead, the Ranges form an impressive backdrop. Terraced gardens and lawns contribute to the aesthetic appeal of the place.



The AMP Building (1927) at 36 Fairway St, Narrogin, is a two-storey brick and stone building featuring a curved corner entry with Tuscan columns, detailed pediment, and a lavish use of rendered stone. Erected by the AMP Society as only their second country office in WA, it is a landmark that anchors the bottom end of one of Narrogin's main streets.



Fothergill Street Heritage Area, Fremantle, comprises brick, limestone and iron houses in a narrow range of architectural styles, dating from the turn of the 20<sup>th</sup> century. Collectively they form a strong and cohesive streetscape.



## Examples (Exclusion)

This small Federation cottage in Kensington has lost its original exterior walls, timber windows and verandah detailing. Only the exterior roof form remains.



St George's Terrace between William Street and Barrack Street formerly comprised a highly coherent streetscape of commercial buildings constructed in the late 19<sup>th</sup> and early 20<sup>th</sup> century, in a consistent style and scale. All of the buildings in this 1960s photo were demolished in the last decades of the 20<sup>th</sup> century and the aesthetic values of the area were lost.



## 2.2 Historic Value

**Criterion 2: *It is significant in the evolution or pattern of the history of the local district.***

### Guidelines for Inclusion

---

A place or area included under this criterion should:

- Be closely associated with events, developments or cultural phases that have played an important part in the locality's history.
- Have a special association with a person, group of people or organisation important in shaping the locality (either as the product or workplace of a person or group, or the site of a particular event connected with them).
- Be an example of technical or creative achievement from a particular period.

Contributions can be made in all walks of life including commerce, community work and local government. Most people are associated with more than one place during their lifetime and it must be demonstrated why one place is more significant than others.

The associations should be strong and verified by evidence and, ideally, demonstrated in the fabric of the place.

### Guidelines for Exclusion

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A place or area will generally be excluded if:

- it has brief, incidental or distant association with historically important activities, processes, people or event
- it is associated with events of interest only to a small number of people
- it retains no physical trace of the event or activity.

A place reputed to be the scene of an event, but for which there is no evidence to support the claim, is not normally considered under this criterion.

## Examples (Inclusion)

Model Timber Home, Floreat (1934) is significant for its associations with the development of Floreat Park in the 1930s. It was one of the first houses constructed in Floreat Park No 1 Estate, the first subdivision in the area.



Mundaring Hotel (1898) was the first building in Mundaring to be associated with the development of Mundaring as a tourist and holiday destination.



Former Road Board Office (1909), 21 Park St, Pingelly, is the second-oldest extant public building in Pingelly, post-dating the town hall by two years. It was built to accommodate the Pingelly Roads Board which had operated since 1902 from the local hotel and other private buildings. It helped confirm the role of Pingelly at that time as the service center of the district ahead of Mourambine, and as a key town on the Great Southern Railway line.



One Mile Jetty and Tramway, Carnarvon (1899) formed an integral part of the working economy of Carnarvon from 1899 to 1984, and was initially the only means of getting goods in and out of the area. The layout of the town reflects the importance of the tramway during this period.



© Tourism WA

Gwalia Townsite Heritage Area, near Leonora (1890s-1920s+), comprises a collection of early 20<sup>th</sup> century corrugated iron, hessian and timber miners' shacks and camps, laid out in an improvised township. It shows the distinctive way of life of the gold miners, many of them Italian and Austrian immigrants, who made a new life for themselves in WA's eastern goldfields at the beginning of the 20<sup>th</sup> century, working and living with low wages, hazardous conditions and primitive accommodation.



## Examples (Exclusion)

The site of a town's first bakery would not be included if there is no physical trace of the bakery left.

The temporary offices of a prominent architectural firm would not be included.

## 2.3 Research Value

***Criterion 3A: It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district.***

### Guidelines for Inclusion

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A place included under this criterion may be a standing structure or archaeological deposit and will generally be an important benchmark or reference site.

A place of research value should provide, or demonstrate a likelihood of providing, evidence about past activity. This may include important information about construction technology, land use or industrial processes not available anywhere else.

The information should be inherent in the fabric of the place.

### Guidelines for Exclusion

---

A place will not normally be included under this criterion if:

- there is little evidence to suggest the presence of archaeological deposits
- the place is not able to provide useful information through the fabric
- it is likely to yield similar information to other places
- it is likely to yield information that could easily be obtained from documentary sources.

***Criterion 3B: It is significant in demonstrating a high degree of technical innovation or achievement.***

### Guidelines for Inclusion

---

A place included under this criterion should:

- Show qualities of innovation or represent a new achievement for its time.
- Demonstrate breakthroughs in design or places that extend the limits of technology.
- Show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet challenge of a particular site.

Many of the places included under this criterion are industrial sites, though examples of engineering (such as bridge construction and road design) might also meet this criterion.

### Guidelines for Exclusion

---

A place would not normally be considered under this criterion if its authenticity were so diminished that while the achievement was documented, it was no longer apparent in the place.

## Examples (Inclusion)

Northampton State Battery (1954) has potential as a research site for industrial archaeologists. The gravity separation plant remains in operating configuration and reveals information about the layout and method of heavy mineral extraction from poor grade mineral ore.



Yarloop Timber Mill Workshops (1895) provides evidence of the development of technological processes associated with the manufacture and maintenance of machinery, equipment and railway stock for the timber industry.



Wallcliffe Homestead, Prevelly (1865) demonstrates a high level of technical accomplishment in design and craftsmanship in construction, having set a benchmark for homestead construction in the Margaret River region.



Bullabulling Rock Water Catchment and Dams (1894-1898) is an extensive granite outcrop and soak south of Coolgardie, adapted with a network of rock catchment walls, various slab-rock channels and two dams. It is an innovative design and construction solution to water collection, storage and supply in a harsh environment.





## 2.4 Social Value

***Criterion 4: It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.***

### **Guidelines for Inclusion**

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Most communities will have a special attachment to particular places. A place would be considered for inclusion under this criterion if it were one that the community, or a significant part of the community, has held in high regard for an extended period.

Places of social value tend to be public places, or places distinctive in the local landscape, and generally make a positive contribution to the local 'sense of place' and local identity.

They may be symbolic or landmark places, and may include places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues.

Places need not be valued by the entire community to be significant. A significant group within the community may be defined by ethnic background, religious belief or profession.

### **Guidelines for Exclusion**

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A place will not normally be considered if its association is commonplace; or of recent origin; is recognised by only a small number of people; or if the associations are not held very strongly or cannot be demonstrated satisfactorily to others.

Of all the criteria, social value is the hardest to identify and substantiate. Care should be taken not to confuse cultural heritage significance with amenity or utility. There must be evidence that the building/place is valued over and above the activities that occur there.

## Examples (Inclusion)

The Obelisks and Memorial Plaque, Port Denison (1896; 1979), with its high vantage point and views of Point Denison, is highly valued by the community as an important landmark and popular tourist destination.



Eastern Railway Deviation, John Forrest National Park (1894-96) is highly valued by the local and wider community as a walking, cycling and bridle trail. The trail is extensively used for recreational purposes and provides important historical reminders of the time when the hills community was linked to Midland by railway.



Victoria Park Primary School (1894) is the first school constructed in the suburb and has played a major role in community life in the district. It continues to be valued for its educational role and associated activities.



Bassendean Oval and reserve (c.1934-1960) is valued by the local community as the venue for a wide range of sporting and community activities.



## **Degree/Level of Significance**

### **2.5 Rarity**

***Criterion 5: It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.***

#### **Guidelines for Inclusion**

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This criterion encompasses places that either are rare from the time of their construction, or subsequently become rare due to the loss of similar places or areas.

A place or area of rarity value should:

- (a) provide evidence of a defunct custom, way of life or process; or
- (b) demonstrate a custom, way of life or process that is in danger of being lost; or
- (c) demonstrate a building function, design or technique of exceptional interest.

#### **Guidelines for Exclusion**

---

A place or area will not normally be considered under this criterion if:

- it is not rare in the locality
- it appears rare only because research has not been undertaken to determine otherwise
- its distinguishing features have been degraded or compromised.

## Examples (Inclusion)

3 Durdham Crescent, Bicton (1927) is one of a diminishing number of substantial Inter-War California Bungalow style residences in Bicton, a suburb developed in the inter-war period.



Railway Ganger's House, Mt Helena (c.1896) is one of the few remaining examples of typical accommodation provided by the Railways Department for workers on the Eastern Railway in the area.



Prisoner of War Hut, Bruce Rock (1944) is one of the few known remaining huts built for Italian prisoners of war working on farms in the district during World War II.



Caron Coal Stage (1931) was the only mechanised coaling stage constructed of concrete by the WA Government Railways. Other stages of similar design were built of timber.



## **2.6 Representativeness**

***Criterion 6: It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.***

### **Guidelines for Inclusion**

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A place included under this criterion should provide a good example of its type.

A place may be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style.

To be considered a good representative example, the place should have a high level of authenticity.

### **Guidelines for Exclusion**

---

Places will be excluded if their characteristics do not clearly typify their class, or if the representative qualities have been degraded or lost.

## Examples (Inclusion)

Dingup Anglican Church, Balbarrup (1895) is a fine example of a small rural church built in late nineteenth century of vernacular design using local materials



Roleystone Theatre (1922) is representative of a community hall of timber construction, built in the early to mid 1900s.



The houses and terraces in Goderich Street, East Perth are representative of typical housing conditions for lower income families in Perth during the last quarter of the 19th century, and of vernacular Victorian Georgian architecture as constructed in Perth in those decades.



Road Board Office (former), Nanson (1913) is representative of the Public Works Department's design for small administrative buildings for local government.



## 2.7 Condition, Integrity and Authenticity

While Condition and Integrity are considerations in assessing the significance of a place, it is possible for a place of poor condition or poor integrity to be identified as significant on the basis of a value to which Condition and Integrity are relatively unimportant (eg. a ruin with high historic value).

Places identified in an inventory will usually have a Medium to High degree of Authenticity.

However it is possible to include places of low Authenticity if they exhibit evolution of use and change that is harmonious with the original design and materials.

The three terms are defined as follows:

- |                     |  |
|---------------------|--|
| <b>Condition</b>    | The current state of the place in relation to the values for which that place has been assessed, and is generally graded on the scale of Good, Fair or Poor. |
| <b>Integrity</b>    | The extent to which a building retains its original function, generally graded on a scale of High, Medium or Low.  |
| <b>Authenticity</b> | The extent to which the fabric is in its original state, generally graded on a scale of High, Medium or Low.   |

## Examples

High Integrity - purpose-built funeral parlour constructed in the 1930s, still retains its original function.



Low Integrity - former Salvation Army Citadel, well conserved and in Good condition, but now converted as part of a residential complex, with no public access or civic use.



High Authenticity – highly intact 1899 Federation Arts and Crafts Bungalow. While some parts of the fabric may need repair, little has been lost.



Low Authenticity - Former Soldiers' Memorial Hall constructed 1936, later converted for squash courts in the 1950s and re-adapted for commercial offices in the early 1990s. Much of the interior fabric and the exterior detailing has been removed.





## ***Heritage Areas - an extra criterion:***

### **2.8 Heritage Areas**

A Heritage Area will be of significance for the local district if:

- (a) it meets one or more of the criteria in section 2 under the headings of Aesthetic, Historic, Research or Social significance; and
- (b) it demonstrates a unified or cohesive physical form in the public realm with an identifiable aesthetic, historic or social theme associated with a particular period or periods of development.

This extra test [clause (b)] sets Heritage Areas apart from heritage places.

Heritage Areas typically exist on a much larger scale than individual places, contain a large number of built elements and property holdings, and their designation potentially has more far-reaching planning implications than the listing of a single place. Areas require a commensurate level of care in their assessment and documentation.

#### **Guidelines for Inclusion**

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A Heritage Area should always be established on the basis of a clear statement of significance, and a clear identification of the significant physical fabric in the area.

The individual components of an area will collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

In some cases, the development of a heritage area may span an extended period and some of the characteristics of the area may be composite or varied. In such cases it may be worthwhile to analyse the different phases of growth as part of the assessment, while also demonstrating the 'unifying thread' that holds the area together as a meaningful whole.

#### **Guidelines for Exclusion**

---

Heritage significance needs to be clearly distinguished from the broader concept of urban character, given that all areas or localities demonstrate some form of urban character.

Heritage values can be conserved, diminished, destroyed, or restored, but (unlike other amenity values), cannot be improved or replicated.

An entire local government area can be divided into 'urban character areas' or planning precincts. However, Heritage Areas are select areas with special qualities and will generally be quite rare.

## Examples (Inclusion)

Mount Lawley Estates 1 & 2 – an area bound by Walcott St to Regent St, the river to Alexander Dr, subdivided in two stages, the first in 1902 and the second in 1912. It provides a rare example in Perth of a substantially intact residential layout from the first decades of the 20<sup>th</sup> century.

It is characterized by an innovative layout based on the natural topography, together with a traditional streetscape of wide grassed verges and regular street-tree plantings. The housing stock is predominantly Federation Bungalow or Queen Anne in style, with some excellent examples also of Arts and Crafts or Californian bungalow styles.



West End Conservation Area, Fremantle - Three significant periods of activity in the district's earlier periods of development are well represented (colonial settlement, the convict era and the gold rush).

However the predominant character of the area is generated by buildings from the gold rush era, which are mainly in Free Classical style, and mainly at a consistent scale of two or three storeys. The area features a number of distinctive landmarks that are visible throughout the West End, and it bears a very strong imprint from the City's main historic themes (particularly shipping and penal history).



## Examples (Exclusion)

Wembley 'Precinct No 6' (pictured below) is one of the townscape precincts identified in the Town of Cambridge heritage inventory and townscape study (1997). Bound by Herdsman Pde, Selby St, Grantham St, Gregory St and Dodd St, it comprises mainly single housing constructed progressively over a fifty year period from c.1912 to 1960. Older housing stock is mainly in Californian Bungalow style, with a gradual transition in styles through later decades to Art Deco and modernist styles. New infill housing continues to be constructed through the first decade of the 2000s.

This is arguably not a Heritage Area because of the extent of loss of historic housing stock, limiting the degree to which it demonstrates a 'unified or consistent physical form in the public realm'.



### 3. GRADING THE LEVELS OF SIGNIFICANCE

#### 3.1 Heritage Places (ie. places listed individually in their own right)

For each place that meets one or more of the above criteria (in the Values section), the Degree/ Level of Significance section should be applied. Each heritage place can then be graded with one of the following levels of significance:

<b>Level of Significance</b>	<b>Description</b>	<b>Desired outcome</b>
Exceptional significance	Essential to the heritage of the locality. Rare or outstanding example.	The place should be retained and conserved unless there is no feasible and prudent alternative to doing otherwise.  Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists for the place).
Considerable significance	Very important to the heritage of the locality. High degree of integrity/ authenticity.	Conservation of the place is highly desirable.  Any alterations or extensions should reinforce the significance of the place.
Some/Moderate significance	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item.	Conservation of the place is desirable.  Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.
Little significance	Does not fulfil the criteria for entry in the local Heritage List.	Photographically record prior to major development or demolition. Recognise and interpret the site if possible.

In most cases the level of significance will be the last question that needs to be addressed in the assessment process (following documentary research, physical inspection, determining which values apply, and so on).

### 3.2 Heritage Areas

Heritage Areas are select areas with special qualities, and will generally be quite rare within a locality. There is generally no need to assign a level of significance to a Heritage Area as a whole (in terms of Exceptional, Considerable, Some/Moderate significance).

However each place within the area should be graded according to the level of contribution that it makes to the significance of the area.

<b>Level of Significance</b>	<b>Description</b>	<b>Desired outcome</b>
Considerable contribution	Very important to the significance of the Heritage Area; recommended for entry in the Heritage List.	Conservation of the place is highly desirable. Any external alterations or extensions should reinforce the significance of the area, in accordance with the Design Guidelines.
Some/Moderate contribution	Contributes to the significance of the Heritage Area.	Conservation of the place is desirable. Any external alterations or extensions should reinforce the significance of the area, in accordance with the Design Guidelines.
No contribution	Does not contribute to the significance of the Heritage Area.	Existing fabric does not need to be retained. Any new (replacement) development on the site should reinforce the significance of the area, in accordance with the Design Guidelines.

## 4. DOCUMENTING PLACES AND AREAS

Where a Local Government Inventory includes both places and areas, they should be documented in separate 'chapters' of the inventory, in accordance with the following standards.

### 4.1 Heritage Places

Each assessment of a place (usually in the context of a local inventory) should be recorded with its own place record, and should include the minimum information outlined in the following table.

The optional information is also desirable, but not essential.

### 4.2 Heritage Areas

As a minimum, an assessment of a Heritage Area should identify its boundaries, describe its key features and elements, and establish a Statement of Significance (that explains what is significant about an area and why).

If a local government chooses to designate the Heritage Area under the local planning scheme, a much more detailed assessment and planning policy for the area will be required, including:

- A list of all the buildings or places within the area that make a Considerable Contribution or Some/Moderate Contribution.
- A set of Design Guidelines for alterations, extensions and new buildings within the area.
- A statement of the matters Council will consider in assessing planning applications within the area.

[For further detail see the Guidance Notes for Local Planning Policies for Heritage Areas.]

### 4.3 Place Record Form

<b>Minimum Information</b>	<b>Explanatory Notes</b>
Name of Place	Current name.
Other names	Former or other names.
PIN Number	If available, cite the Parcel Identifier Number ascribed to the land by Landgate.
Land description	Where available, cite the Lot-on-Plan number and Certificate of Title number; or the Reserve number/CLR in the case of Crown land.
Location/Address	
Construction date(s)	Original construction year; or if constructed in stages, specify additional relevant year(s).
Place type	Use Heritage Council codes (eg. Individual Bldg, Precinct, Urban Park, Tree etc).
Use (original/current)	Use Heritage Council codes. State both Original and Current Uses if possible.
Other Listings	Show any other listings that apply to the place at the time of the survey or assessment, eg. 'State Register', 'Classified by the National Trust'.
Physical description	Provide a brief description of the place, its component elements, and any important features of its context or setting.
Historical notes	Provide a brief history of the place relevant to its significance. Detail the historical evolution of the place, including dates of importance, past and current uses, and associated persons or events.
Historic theme	Select from standard themes (Heritage Council codes).
Construction materials	Select from standard construction materials (Heritage Council codes).
Statement of significance	Provide a concise statement of the place's significance with reference to the Assessment Criteria published by the Heritage Council.
Level of significance	State whether the place is considered of Exceptional, Considerable or Some significance.
Management category (desired outcome)	State the Management Category associated with the Level of Significance assigned to the place.
Main sources	List any written records, maps, plans, photographs or other sources used in the assessment of the place.
Date of survey/assessment	
Photograph	Include one photograph that clearly depicts the place.
<b>Optional Information</b>	
Architect	
Architectural style	Select from standard styles.
Condition (and condition date)	State whether the place is in Good, Fair or Poor condition, and if available, a summary of major works required to conserve or restore the place.

## 4.5 Example Place Record Form

**NAME:** Barrington Bridge

**OTHER NAMES:**

**PIN No:** 000332200

**LAND DESCRIPTION:** Lot 4 on Plan 2065, CLR 2034/47

**LOCATION:** Pacific Road, Anytown

**CONST'N DATE:** 1920

**PLACE TYPE:** Individual Building

**USE:** Original Use TRANSPORT/COMMUNICATION: Bridge  
Current Use TRANSPORT/COMMUNICATION: Bridge

**OTHER LISTINGS:** Classified by the National Trust

### PHYSICAL DESCRIPTION:

Barrington Bridge is an Allan-type timber truss road bridge. It has two timber truss spans, each of 27 metres, and a timber approach span at each end, giving the bridge an overall length of 83 metres.

The superstructure is supported by timber trestles covering a single-lane carriageway. The guardrail is of post and rail construction over the approaches, with Armco fixed to the timber truss sections.

### HISTORICAL NOTES:

Allan trusses were the first scientifically engineered timber truss bridges, and incorporated American design ideas in Australian bridges for the first time. The high quality and low cost of the Allan truss design entrenched the dominance of timber truss designs in WA roads for several decades in the early 20<sup>th</sup> century.

Percy Allan was the designer of the Allan truss and was a senior engineer in the Public Works Department in the late 19<sup>th</sup> century and early 20<sup>th</sup> century.

**HISTORIC THEME:** Transport and Communications: Road Transport

**CONSTRUCTION MATERIALS:** Timber

### STATEMENT OF SIGNIFICANCE:

The bridge has Historic significance as an example of the Allan truss bridges, which played an important role in the expansion of the WA road network in the early 20<sup>th</sup> century. It is an example of Percy Allan's work for the Public Works Department.

The bridge has Aesthetic significance: it is set in an impressive rural landscape, it is visible from a long distance as one of the few man-made landmarks in the area, and its design sits comfortably with its surroundings. The bridge exhibits the technical excellence of its design, as all of the structural details are clearly visible.

The bridge has Social significance as it is a landmark well known to local residents and to travellers in the region, and is held in esteem by those groups.

The bridge has Rarity value, as there are only 16 surviving bridges of the 67 that were built in the State, and post WWI examples such as this are particularly rare.

**LEVEL OF SIGNIFICANCE:** Considerable

### MANAGEMENT CATEGORY (Desired Outcome):

Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.

### MAIN SOURCES:

Institution of Engineers (WA), Large Timber Structures in WA (1999).

National Trust Classification Exposition Sheet.

Le Page, Building a State: The History of the PWD (1986)

**SURVEY/ASSESSMENT DATE:** 11/11/2006





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# THE BURRA CHARTER

The Australia ICOMOS Charter for  
Places of Cultural Significance 2013



Australia ICOMOS Incorporated  
International Council on Monuments and Sites

## ICOMOS

ICOMOS (International Council on Monuments and Sites) is a non-governmental professional organisation formed in 1965, with headquarters in Paris. ICOMOS is primarily concerned with the philosophy, terminology, methodology and techniques of cultural heritage conservation. It is closely linked to UNESCO, particularly in its role under the World Heritage Convention 1972 as UNESCO's principal adviser on cultural matters related to World Heritage. The 11,000 members of ICOMOS include architects, town planners, demographers, archaeologists, geographers, historians, conservators, anthropologists, scientists, engineers and heritage administrators. Members in the 103 countries belonging to ICOMOS are formed into National Committees and participate in a range of conservation projects, research work, intercultural exchanges and cooperative activities. ICOMOS also has 27 International Scientific Committees that focus on particular aspects of the conservation field. ICOMOS members meet triennially in a General Assembly.

## Australia ICOMOS

The Australian National Committee of ICOMOS (Australia ICOMOS) was formed in 1976. It elects an Executive Committee of 15 members, which is responsible for carrying out national programs and participating in decisions of ICOMOS as an international organisation. It provides expert advice as required by ICOMOS, especially in its relationship with the World Heritage Committee. Australia ICOMOS acts as a national and international link between public authorities, institutions and individuals involved in the study and conservation of all places of cultural significance. Australia ICOMOS members participate in a range of conservation activities including site visits, training, conferences and meetings.

## Revision of the Burra Charter

The Burra Charter was first adopted in 1979 at the historic South Australian mining town of Burra. Minor revisions were made in 1981 and 1988, with more substantial changes in 1999.

Following a review this version was adopted by Australia ICOMOS in October 2013.

The review process included replacement of the 1988 Guidelines to the Burra Charter with Practice Notes which are available at: [australia.icomos.org](http://australia.icomos.org)

Australia ICOMOS documents are periodically reviewed and we welcome any comments.

## Citing the Burra Charter

The full reference is *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013*. Initial textual references should be in the form of the *Australia ICOMOS Burra Charter, 2013* and later references in the short form (*Burra Charter*).

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The Burra Charter consists of the Preamble, Articles, Explanatory Notes and the flow chart.

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Cover photograph by Ian Stapleton.

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# The Burra Charter

(The Australia ICOMOS Charter for Places of Cultural Significance, 2013)

## Preamble

Considering the International Charter for the Conservation and Restoration of Monuments and Sites (Venice 1964), and the Resolutions of the 5th General Assembly of the International Council on Monuments and Sites (ICOMOS) (Moscow 1978), the Burra Charter was adopted by Australia ICOMOS (the Australian National Committee of ICOMOS) on 19 August 1979 at Burra, South Australia. Revisions were adopted on 23 February 1981, 23 April 1988, 26 November 1999 and 31 October 2013.

The Burra Charter provides guidance for the conservation and management of places of cultural significance (cultural heritage places), and is based on the knowledge and experience of Australia ICOMOS members.

Conservation is an integral part of the management of places of cultural significance and is an ongoing responsibility.

Who is the Charter for?

The Charter sets a standard of practice for those who provide advice, make decisions about, or undertake works to places of cultural significance, including owners, managers and custodians.

Using the Charter

The Charter should be read as a whole. Many articles are interdependent.

The Charter consists of:

- Definitions Article 1
- Conservation Principles Articles 2–13
- Conservation Processes Articles 14–25
- Conservation Practices Articles 26–34
- The Burra Charter Process flow chart.

The key concepts are included in the Conservation Principles section and these are further developed in the Conservation Processes and Conservation Practice sections. The flow chart explains the Burra Charter Process (Article 6) and is an integral part of

the Charter. Explanatory Notes also form part of the Charter.

The Charter is self-contained, but aspects of its use and application are further explained, in a series of Australia ICOMOS Practice Notes, in *The Illustrated Burra Charter*, and in other guiding documents available from the Australia ICOMOS web site: [australia.icomos.org](http://australia.icomos.org).

What places does the Charter apply to?

The Charter can be applied to all types of places of cultural significance including natural, Indigenous and historic places with cultural values.

The standards of other organisations may also be relevant. These include the *Australian Natural Heritage Charter*, *Ask First: a guide to respecting Indigenous heritage places and values* and *Significance 2.0: a guide to assessing the significance of collections*.

National and international charters and other doctrine may be relevant. See [australia.icomos.org](http://australia.icomos.org).

Why conserve?

Places of cultural significance enrich people's lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and to lived experiences. They are historical records, that are important expressions of Australian identity and experience. Places of cultural significance reflect the diversity of our communities, telling us about who we are and the past that has formed us and the Australian landscape. They are irreplaceable and precious.

These places of cultural significance must be conserved for present and future generations in accordance with the principle of inter-generational equity.

The Burra Charter advocates a cautious approach to change: do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.

## Articles

### Article 1. Definitions

For the purposes of this Charter:

- 1.1 *Place* means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.
- 1.2 *Cultural significance* means aesthetic, historic, scientific, social or spiritual value for past, present or future generations.
- Cultural significance is embodied in the *place* itself, its *fabric*, *setting*, *use*, *associations*, *meanings*, *records*, *related places* and *related objects*.
- Places may have a range of values for different individuals or groups.
- 1.3 *Fabric* means all the physical material of the *place* including elements, fixtures, contents and objects.
- 1.4 *Conservation* means all the processes of looking after a *place* so as to retain its *cultural significance*.
- 1.5 *Maintenance* means the continuous protective care of a *place*, and its *setting*.
- Maintenance is to be distinguished from repair which involves *restoration* or *reconstruction*.
- 1.6 *Preservation* means maintaining a *place* in its existing state and retarding deterioration.
- 1.7 *Restoration* means returning a *place* to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material.
- 1.8 *Reconstruction* means returning a *place* to a known earlier state and is distinguished from *restoration* by the introduction of new material.
- 1.9 *Adaptation* means changing a *place* to suit the existing *use* or a proposed use.
- 1.10 *Use* means the functions of a *place*, including the activities and traditional and customary practices that may occur at the place or are dependent on the place.

## Explanatory Notes

Place has a broad scope and includes natural and cultural features. Place can be large or small: for example, a memorial, a tree, an individual building or group of buildings, the location of an historical event, an urban area or town, a cultural landscape, a garden, an industrial plant, a shipwreck, a site with in situ remains, a stone arrangement, a road or travel route, a community meeting place, a site with spiritual or religious connections.

The term cultural significance is synonymous with cultural heritage significance and cultural heritage value.

Cultural significance may change over time and with use.

Understanding of cultural significance may change as a result of new information.

Fabric includes building interiors and sub-surface remains, as well as excavated material.

Natural elements of a place may also constitute fabric. For example the rocks that signify a Dreaming place.

Fabric may define spaces and views and these may be part of the significance of the place.

See also Article 14.

Examples of protective care include:

- maintenance — regular inspection and cleaning of a place, e.g. mowing and pruning in a garden;
- repair involving restoration — returning dislodged or relocated fabric to its original location e.g. loose roof gutters on a building or displaced rocks in a stone bora ring;
- repair involving reconstruction — replacing decayed fabric with new fabric

It is recognised that all places and their elements change over time at varying rates.

New material may include recycled material salvaged from other places. This should not be to the detriment of any place of cultural significance.

Use includes for example cultural practices commonly associated with Indigenous peoples such as ceremonies, hunting and fishing, and fulfillment of traditional obligations. Exercising a right of access may be a use.

## Articles

- 1.11 *Compatible use* means a *use* which respects the *cultural significance* of a *place*. Such a use involves no, or minimal, impact on cultural significance.
- 1.12 *Setting* means the immediate and extended environment of a *place* that is part of or contributes to its *cultural significance* and distinctive character.
- 1.13 *Related place* means a *place* that contributes to the *cultural significance* of another place.
- 1.14 *Related object* means an object that contributes to the *cultural significance* of a *place* but is not at the place.
- 1.15 *Associations* mean the connections that exist between people and a *place*.
- 1.16 *Meanings* denote what a *place* signifies, indicates, evokes or expresses to people.
- 1.17 *Interpretation* means all the ways of presenting the *cultural significance* of a *place*.

## Conservation Principles

### Article 2. Conservation and management

- 2.1 *Places of cultural significance* should be conserved.
- 2.2 The aim of *conservation* is to retain the *cultural significance* of a *place*.
- 2.3 *Conservation* is an integral part of good management of *places of cultural significance*.
- 2.4 *Places of cultural significance* should be safeguarded and not put at risk or left in a vulnerable state.

### Article 3. Cautious approach

- 3.1 *Conservation* is based on a respect for the existing *fabric, use, associations* and *meanings*. It requires a cautious approach of changing as much as necessary but as little as possible.
- 3.2 Changes to a *place* should not distort the physical or other evidence it provides, nor be based on conjecture.

### Article 4. Knowledge, skills and techniques

- 4.1 *Conservation* should make use of all the knowledge, skills and disciplines which can contribute to the study and care of the *place*.

## Explanatory Notes

Setting may include: structures, spaces, land, water and sky; the visual setting including views to and from the place, and along a cultural route; and other sensory aspects of the setting such as smells and sounds. Setting may also include historical and contemporary relationships, such as use and activities, social and spiritual practices, and relationships with other places, both tangible and intangible.

Objects at a place are encompassed by the definition of place, and may or may not contribute to its cultural significance.

Associations may include social or spiritual values and cultural responsibilities for a place.

Meanings generally relate to intangible dimensions such as symbolic qualities and memories.

Interpretation may be a combination of the treatment of the fabric (e.g. maintenance, restoration, reconstruction); the use of and activities at the place; and the use of introduced explanatory material.

The traces of additions, alterations and earlier treatments to the fabric of a place are evidence of its history and uses which may be part of its significance. Conservation action should assist and not impede their understanding.

## Articles

4.2 Traditional techniques and materials are preferred for the *conservation* of significant *fabric*. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.

## Article 5. Values

5.1 *Conservation* of a *place* should identify and take into consideration all aspects of cultural and natural significance without unwarranted emphasis on any one value at the expense of others.

5.2 Relative degrees of *cultural significance* may lead to different *conservation* actions at a place.

## Article 6. Burra Charter Process

6.1 The *cultural significance* of a *place* and other issues affecting its future are best understood by a sequence of collecting and analysing information before making decisions. Understanding cultural significance comes first, then development of policy and finally management of the place in accordance with the policy. This is the Burra Charter Process.

6.2 Policy for managing a *place* must be based on an understanding of its *cultural significance*.

6.3 Policy development should also include consideration of other factors affecting the future of a *place* such as the owner's needs, resources, external constraints and its physical condition.

6.4 In developing an effective policy, different ways to retain *cultural significance* and address other factors may need to be explored.

6.5 Changes in circumstances, or new information or perspectives, may require reiteration of part or all of the Burra Charter Process.

## Article 7. Use

7.1 Where the *use* of a *place* is of *cultural significance* it should be retained.

7.2 A *place* should have a *compatible use*.

## Explanatory Notes

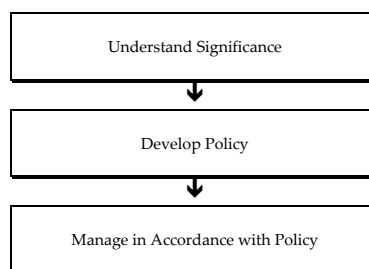
The use of modern materials and techniques must be supported by firm scientific evidence or by a body of experience.

Conservation of places with natural significance is explained in the Australian Natural Heritage Charter. This Charter defines natural significance to mean the importance of ecosystems, biodiversity and geodiversity for their existence value or for present or future generations, in terms of their scientific, social, aesthetic and life-support value.

In some cultures, natural and cultural values are indivisible.

A cautious approach is needed, as understanding of cultural significance may change. This article should not be used to justify actions which do not retain cultural significance.

The Burra Charter Process, or sequence of investigations, decisions and actions, is illustrated below and in more detail in the accompanying flow chart which forms part of the Charter.



Options considered may include a range of uses and changes (e.g. adaptation) to a place.

The policy should identify a use or combination of uses or constraints on uses that retain the cultural significance of the place. New use of a place should involve minimal change to significant fabric and use; should respect associations and meanings; and where appropriate should provide for continuation of activities and practices which contribute to the cultural significance of the place.

## Articles

### Article 8. Setting

*Conservation* requires the retention of an appropriate *setting*. This includes retention of the visual and sensory setting, as well as the retention of spiritual and other cultural relationships that contribute to the *cultural significance* of the *place*.

New construction, demolition, intrusions or other changes which would adversely affect the setting or relationships are not appropriate.

### Article 9. Location

9.1 The physical location of a *place* is part of its *cultural significance*.

A building, work or other element of a place should remain in its historical location. Relocation is generally unacceptable unless this is the sole practical means of ensuring its survival.

9.2 Some buildings, works or other elements of *places* were designed to be readily removable or already have a history of relocation. Provided such buildings, works or other elements do not have significant links with their present location, removal may be appropriate.

9.3 If any building, work or other element is moved, it should be moved to an appropriate location and given an appropriate *use*. Such action should not be to the detriment of any *place* of *cultural significance*.

### Article 10. Contents

Contents, fixtures and objects which contribute to the *cultural significance* of a *place* should be retained at that place. Their removal is unacceptable unless it is: the sole means of ensuring their security and *preservation*; on a temporary basis for treatment or exhibition; for cultural reasons; for health and safety; or to protect the place. Such contents, fixtures and objects should be returned where circumstances permit and it is culturally appropriate.

### Article 11. Related places and objects

The contribution which *related places* and *related objects* make to the *cultural significance* of the *place* should be retained.

### Article 12. Participation

*Conservation*, *interpretation* and management of a *place* should provide for the participation of people for whom the place has significant *associations* and *meanings*, or who have social, spiritual or other cultural responsibilities for the place.

### Article 13. Co-existence of cultural values

Co-existence of cultural values should always be recognised, respected and encouraged. This is especially important in cases where they conflict.

## Explanatory Notes

Setting is explained in Article 1.12.

For example, the repatriation (returning) of an object or element to a place may be important to Indigenous cultures, and may be essential to the retention of its cultural significance.

Article 28 covers the circumstances where significant fabric might be disturbed, for example, during archaeological excavation.

Article 33 deals with significant fabric that has been removed from a place.

For some places, conflicting cultural values may affect policy development and management decisions. In Article 13, the term cultural values refers to those beliefs which are important to a cultural group, including but not limited to political, religious, spiritual and moral beliefs. This is broader than values associated with cultural significance.

## Conservation Processes

### Article 14. Conservation processes

*Conservation* may, according to circumstance, include the processes of: retention or reintroduction of a *use*; retention of *associations* and *meanings*; *maintenance*, *preservation*, *restoration*, *reconstruction*, *adaptation* and *interpretation*; and will commonly include a combination of more than one of these. Conservation may also include retention of the contribution that *related places* and *related objects* make to the *cultural significance* of a *place*.

### Article 15. Change

15.1 Change may be necessary to retain *cultural significance*, but is undesirable where it reduces cultural significance. The amount of change to a *place* and its *use* should be guided by the *cultural significance* of the place and its appropriate *interpretation*.

15.2 Changes which reduce *cultural significance* should be reversible, and be reversed when circumstances permit.

15.3 Demolition of significant *fabric* of a *place* is generally not acceptable. However, in some cases minor demolition may be appropriate as part of *conservation*. Removed significant fabric should be reinstated when circumstances permit.

15.4 The contributions of all aspects of *cultural significance* of a *place* should be respected. If a place includes *fabric*, *uses*, *associations* or *meanings* of different periods, or different aspects of cultural significance, emphasising or interpreting one period or aspect at the expense of another can only be justified when what is left out, removed or diminished is of slight cultural significance and that which is emphasised or interpreted is of much greater cultural significance.

### Article 16. Maintenance

*Maintenance* is fundamental to *conservation*. Maintenance should be undertaken where *fabric* is of *cultural significance* and its maintenance is necessary to retain that *cultural significance*.

### Article 17. Preservation

*Preservation* is appropriate where the existing *fabric* or its condition constitutes evidence of *cultural significance*, or where insufficient evidence is available to allow other *conservation* processes to be carried out.

Conservation normally seeks to slow deterioration unless the significance of the place dictates otherwise. There may be circumstances where no action is required to achieve conservation.

When change is being considered, including for a temporary use, a range of options should be explored to seek the option which minimises any reduction to its cultural significance.

It may be appropriate to change a place where this reflects a change in cultural meanings or practices at the place, but the significance of the place should always be respected.

Reversible changes should be considered temporary. Non-reversible change should only be used as a last resort and should not prevent future conservation action.

Maintaining a place may be important to the fulfilment of traditional laws and customs in some Indigenous communities and other cultural groups.

Preservation protects fabric without obscuring evidence of its construction and use. The process should always be applied:

- where the evidence of the fabric is of such significance that it should not be altered; or
- where insufficient investigation has been carried out to permit policy decisions to be taken in accord with Articles 26 to 28.

New work (e.g. stabilisation) may be carried out in association with preservation when its purpose is the physical protection of the fabric and when it is consistent with Article 22.



## Articles

### Article 18. Restoration and reconstruction

*Restoration and reconstruction* should reveal culturally significant aspects of the *place*.

### Article 19. Restoration

*Restoration* is appropriate only if there is sufficient evidence of an earlier state of the *fabric*.

### Article 20. Reconstruction

20.1 *Reconstruction* is appropriate only where a *place* is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the *fabric*. In some cases, reconstruction may also be appropriate as part of a *use* or practice that retains the *cultural significance* of the place.

20.2 *Reconstruction* should be identifiable on close inspection or through additional *interpretation*.

### Article 21. Adaptation

21.1 *Adaptation* is acceptable only where the adaptation has minimal impact on the *cultural significance* of the *place*.

21.2 *Adaptation* should involve minimal change to significant *fabric*, achieved only after considering alternatives.

### Article 22. New work

22.1 New work such as additions or other changes to the *place* may be acceptable where it respects and does not distort or obscure the *cultural significance* of the place, or detract from its *interpretation* and appreciation.

22.2 New work should be readily identifiable as such, but must respect and have minimal impact on the *cultural significance* of the *place*.

### Article 23. Retaining or reintroducing use

Retaining, modifying or reintroducing a significant *use* may be appropriate and preferred forms of *conservation*.

### Article 24. Retaining associations and meanings

24.1 Significant *associations* between people and a *place* should be respected, retained and not obscured. Opportunities for the *interpretation*, commemoration and celebration of these associations should be investigated and implemented.

24.2 Significant *meanings*, including spiritual values, of a *place* should be respected. Opportunities for the continuation or revival of these meanings should be investigated and implemented.

## Explanatory Notes

Places with social or spiritual value may warrant reconstruction, even though very little may remain (e.g. only building footings or tree stumps following fire, flood or storm). The requirement for sufficient evidence to reproduce an earlier state still applies.

Adaptation may involve additions to the place, the introduction of new services, or a new use, or changes to safeguard the place. Adaptation of a place for a new use is often referred to as 'adaptive re-use' and should be consistent with Article 7.2.

New work should respect the significance of a place through consideration of its siting, bulk, form, scale, character, colour, texture and material. Imitation should generally be avoided.

New work should be consistent with Articles 3, 5, 8, 15, 21 and 22.1.

These may require changes to significant fabric but they should be minimised. In some cases, continuing a significant use, activity or practice may involve substantial new work.

For many places associations will be linked to aspects of use, including activities and practices.

Some associations and meanings may not be apparent and will require research.

## Article 25. Interpretation

The *cultural significance* of many *places* is not readily apparent, and should be explained by *interpretation*. Interpretation should enhance understanding and engagement, and be culturally appropriate.

## Conservation Practice

## Article 26. Applying the Burra Charter Process

26.1 Work on a *place* should be preceded by studies to understand the place which should include analysis of physical, documentary, oral and other evidence, drawing on appropriate knowledge, skills and disciplines.

26.2 Written statements of *cultural significance* and policy for the *place* should be prepared, justified and accompanied by supporting evidence. The statements of significance and policy should be incorporated into a management plan for the place.

26.3 Groups and individuals with *associations* with the *place* as well as those involved in its management should be provided with opportunities to contribute to and participate in identifying and understanding the *cultural significance* of the place. Where appropriate they should also have opportunities to participate in its *conservation* and management.

26.4 Statements of *cultural significance* and policy for the *place* should be periodically reviewed, and actions and their consequences monitored to ensure continuing appropriateness and effectiveness.

## Article 27. Managing change

27.1 The impact of proposed changes, including incremental changes, on the *cultural significance* of a *place* should be assessed with reference to the statement of significance and the policy for managing the place. It may be necessary to modify proposed changes to better retain cultural significance.

27.2 Existing *fabric*, *use*, *associations* and *meanings* should be adequately recorded before and after any changes are made to the *place*.

## Article 28. Disturbance of fabric

28.1 Disturbance of significant *fabric* for study, or to obtain evidence, should be minimised. Study of a *place* by any disturbance of the fabric, including archaeological excavation, should only be undertaken to provide data essential for decisions on the *conservation* of the place, or to obtain important evidence about to be lost or made inaccessible.

In some circumstances any form of interpretation may be culturally inappropriate.

The results of studies should be kept up to date, regularly reviewed and revised as necessary.

Policy should address all relevant issues, e.g. use, interpretation, management and change.

A management plan is a useful document for recording the Burra Charter Process, i.e. the steps in planning for and managing a place of cultural significance (Article 6.1 and flow chart). Such plans are often called conservation management plans and sometimes have other names.

The management plan may deal with other matters related to the management of the place.

Monitor actions taken in case there are also unintended consequences.

28.2 Investigation of a *place* which requires disturbance of the *fabric*, apart from that necessary to make decisions, may be appropriate provided that it is consistent with the policy for the place. Such investigation should be based on important research questions which have potential to substantially add to knowledge, which cannot be answered in other ways and which minimises disturbance of significant fabric.

#### Article 29. Responsibility

The organisations and individuals responsible for management and decisions should be named and specific responsibility taken for each decision.

#### Article 30. Direction, supervision and implementation

Competent direction and supervision should be maintained at all stages, and any changes should be implemented by people with appropriate knowledge and skills.

#### Article 31. Keeping a log

New evidence may come to light while implementing policy or a plan for a *place*. Other factors may arise and require new decisions. A log of new evidence and additional decisions should be kept.

New decisions should respect and have minimal impact on the cultural significance of the place.

#### Article 32. Records

32.1 The records associated with the *conservation* of a *place* should be placed in a permanent archive and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

32.2 Records about the history of a *place* should be protected and made publicly available, subject to requirements of security and privacy, and where this is culturally appropriate.

#### Article 33. Removed fabric

Significant *fabric* which has been removed from a *place* including contents, fixtures and objects, should be catalogued, and protected in accordance with its *cultural significance*.

Where possible and culturally appropriate, removed significant fabric including contents, fixtures and objects, should be kept at the place.

#### Article 34. Resources

Adequate resources should be provided for *conservation*.

The best conservation often involves the least work and can be inexpensive.

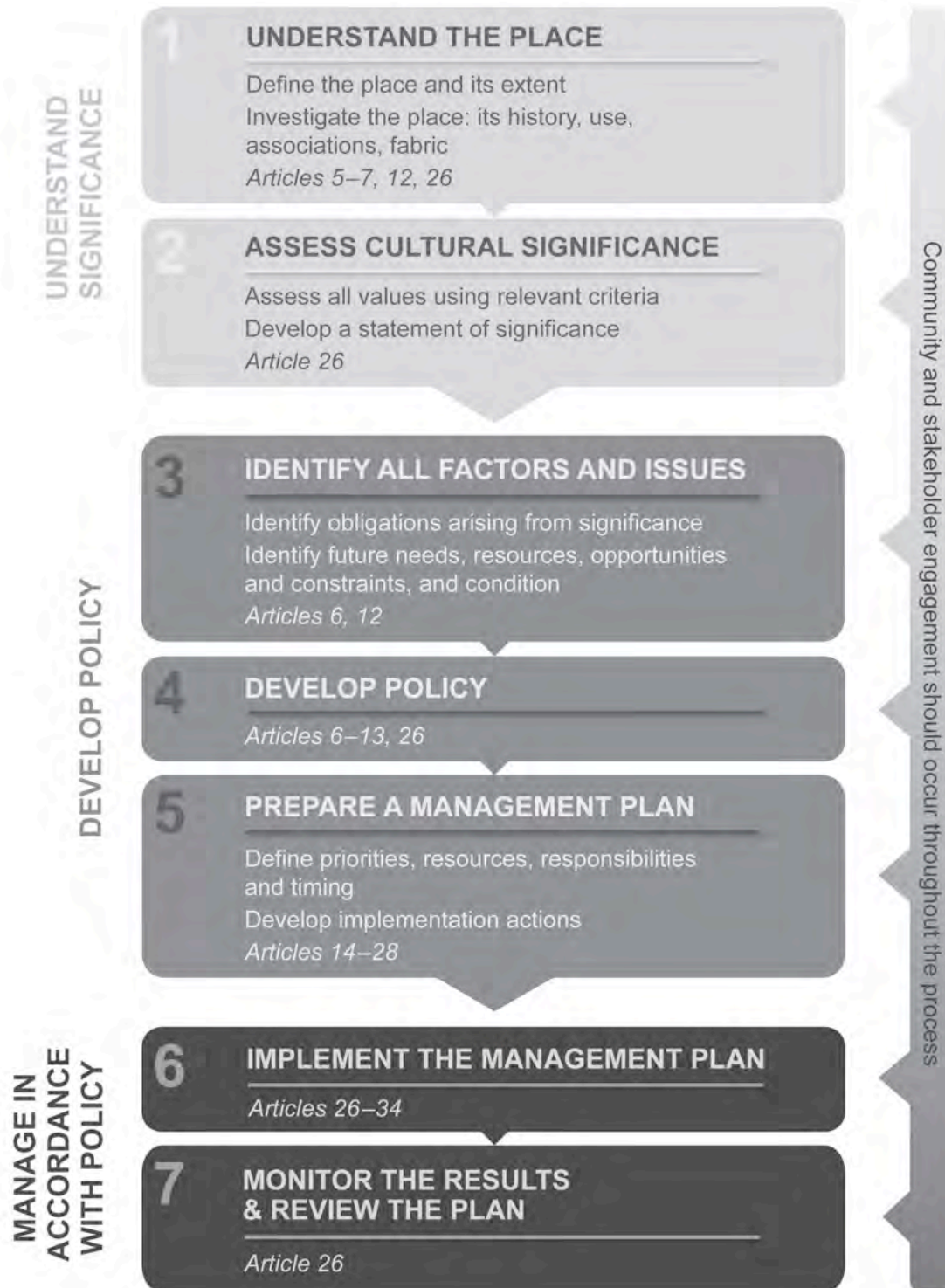
*Words in italics are defined in Article 1.*

# The Burra Charter Process

Steps in planning for and managing a place of cultural significance

The Burra Charter should be read as a whole.

Key articles relevant to each step are shown in the boxes. Article 6 summarises the Burra Charter Process.





# HERITAGE LIST

## LOCAL PLANNING POLICY

### 1 Introduction

#### 1.1 Statutory Background

This policy is adopted under deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which enables the Shire of Mingenew to prepare local planning policies for any matter related to the planning and development of the Scheme area. The local planning policy can only have effect where consistent with the deemed provisions and local planning scheme.

#### 1.2 Purpose

To provide guidance on the assessment of development proposals which affect heritage protected places.

#### 1.3 Objective

The objectives of the policy are:

- To conserve and protect places of cultural heritage significance that are identified on the Heritage List.
- To ensure that developments do not adversely impact the significance of heritage places on the Heritage List.
- To ensure that heritage significance is given due weight in local planning decision making.
- To provide certainty to landowners and community about the planning processes for identification and protection of places identified in the Heritage List.

### 2 Application

- a) This Policy applies to any places of Exceptional Significance (Category 1- the Heritage Council of Western Australia's Register of Heritage Places) and Considerable significance (Category 2) as identified in the Heritage List in the Local Heritage Survey (LHS) as adopted by Council.
- b) The Deemed Provisions apply to the property, or portion thereof as defined in the Local Heritage List. Where this refers to a specific object then the Deemed Provisions apply only to that object.
- c) The Deemed Provisions do not apply specifically to the interior of the buildings listed in the Local Heritage List as they are integral to the relevant places.

### 3 Definitions and Terms

Unless otherwise noted, terms used in this policy have common meanings and include those defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015*, and the *Heritage Act 2018*.

#### Deemed Provisions

Are the -provisions contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

### Heritage Area

Means an area designated as a heritage area under clause 9 of the Deemed Provisions.

### Heritage Agreement

A contract under Part 7 of the *Heritage Act 2018* is undertaken on a voluntary basis by the owners of a heritage place. The agreement binds current and successive owners to a set of conservation conditions and may provide compensating benefits in some circumstances. The purpose of a Heritage Agreement is to secure the long-term conservation of a heritage place.

The Heritage Agreement can be terminated or varied in accordance with s.94 of the *Heritage Act 2018*.

### Heritage Assessment

A systematic assessment that describes a place and its setting and states its significant heritage values in terms of the criteria adopted by the Heritage Council of Western Australia (HCWA). These criteria are the aesthetic, historic, social and scientific values of the place.

### Heritage Impact Statement

A Heritage Impact Statement (HIS) describes and evaluates any potential impact of proposed development on the significance of a heritage place and its setting, or on the heritage area within which it is situated. The report may also outline measures by which any detrimental impact may be minimised. The Heritage Council of Western Australia (HCWA) provides guidelines for the preparation of Heritage Impact Statements.

### Heritage List

A list of heritage places that has been adopted under the Local Planning Scheme includes places of the highest levels of cultural heritage significance (Categories 1 and 2) that have been included within the Local Heritage Survey and assessed as being worthy of conservation, by inclusion on the Heritage List.

### Heritage Place

The Burra Charter (Article 1 Definitions)

- 1.1 states **Place** means a geographically defined area. It may include elements, objects, spaces and views. Place may have tangible and intangible dimensions.
- 1.2 states **Cultural significance** means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.
- Places may have a range of values for different individuals or groups.

## 4 Policy Statement

The Local Planning Strategy for the Shire of Mingenew highlights the importance of heritage places to the amenity of the Shire's built environment.

The Shire has a significant collection of heritage assets as identified in the Local Heritage Survey (LHS). The Heritage List identified in the Local Heritage Survey calls for the conservation and protection of those identified heritage assets.

This policy:

- Builds on the heritage conservation objectives in the Heritage List.
- Applies the development control principles contained in the State Planning Policy 3.5 Historic Heritage Conservation.
- Provides guidance for the proposed development of places in the Heritage List.
- Details procedures for making applications for approval of heritage-related developments.

## 5 Development control principles

### 5.1 Development Application

In considering any planning applications in relation to a place in the Heritage List, the Shire of Mingenew will apply and have regard to the development control principles set out in sections 6.5 and 6.6 of *State Planning Policy 3.5 Historic Heritage Conservation (2007)* and in particular:

- a) Whether the proposed development will adversely affect the significance of any heritage place or area, including any adverse effect resulting from the location, bulk, form or appearance of the proposed development.
- b) Measures proposed to conserve the heritage significance of the place and its setting.
- c) The structural condition of a place, and whether a place is reasonably capable of conservation.

### 5.2 Levels of Significance

The level of heritage significance of a place is one of the matters considered in determining an application.

The following levels of significance (Categories 1 and 2) have been assessed as the most significant in the Shire of Mingenew Local Heritage Survey, and therefore form the Heritage List.

This Policy is relevant to places of Exceptional Significance (Category 1- Register of Heritage Places) and Considerable significance (Category 2) as identified in the Heritage List in the Local Heritage Survey (LHS).

LEVEL OF SIGNIFICANCE	DESCRIPTION	DESIRED OUTCOME
<b>Exceptional significance</b> <b>HERITAGE LIST</b> <u>Category 1</u>	Essential to the heritage of the locality Rare or outstanding example.	The place should be retained and conserved unless there is no feasible and prudent alternative to doing otherwise. Any alterations or extensions should reinforce the significance of the place and be in accordance with a Conservation Plan (if one exists).
<b>Considerable significance</b> <b>HERITAGE LIST</b> <u>Category 2</u>	Very important to the heritage of the locality. High degree of integrity/authenticity.	Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.

### 5.3 Applications for development approval – accompanying material

An applicant may be required to provide one or more of the following reports to assist in the determination of a development application. This is additional to the requirement for accompanying material set out in the Local Planning Scheme and the Model Scheme Text.

- a) Where an application relates to a place on the Heritage List, it must make a response to the heritage values of the place.
- b) Minor works will need to demonstrate that the development will not have an adverse effect on the cultural heritage significance of the place, at the discretion of the Shire.

### 5.4 Register of Heritage Places (Category 1)

If a proposal affects a place that is entered in the Register of Heritage Places, the Shire will refer the development application to the Heritage Council of Western Australia, together with a Heritage Impact Statement at the applicant's expense.

### 5.5 Heritage Impact Statement (HIS)

A Heritage Impact Statement (HIS) describes and evaluates the likely impact of a proposal. It is a clear and concise account of the proposed work that addresses three basic questions:

- How will the proposed development affect the significance of the place?
- What alternatives have been considered to minimise any adverse impacts?
- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

A determination of the proposed development, supported by a Heritage Impact Statement, will be a Shire Council decision with regard to the impact on the heritage place.

### 5.6 Proposed demolition

A structural condition assessment may be required in the case of proposed demolition if structural failure is cited as a justification for the demolition of a place in the Heritage List.

The structural evidence should be provided by a registered structural engineer to substantiate that the structural integrity of the building has failed and cannot be rectified without removal of a majority of its original fabric that would impact the significance of the place.

### 5.7 Archival recording in the case of demolition

If a demolition application is proposed for a place included on the Heritage List a condition of approval may require the applicant to submit an archival record of the place, prior to the commencement of development.

The archival record is to be in accordance with the Heritage Council's standard for archival recording. Completed archival records are to be submitted to the Shire of Mingenew in electronic format and will form part of the local government historical records.

### 5.8 Conditions of approval

Where a development application for a heritage place is approved with conditions, those conditions may be used to secure positive heritage outcomes, in addition to any standard condition.

Any condition of approval must have planning purpose, and be relevant and reasonable, and may include an archival record or entry into a heritage agreement.

### 5.9 Shire owned/managed property

The Shire of Mingenew will seek to lead by example by conserving and managing its own property in accordance with this policy.

## 6 Review

### 6.1 Amendments to the Heritage List

The procedures for adding, deleting, or amending entries to the Heritage List are set out in the Local Planning Scheme.

The Heritage List should include, as a minimum, all those places identified in the Local Heritage Survey as being of Exceptional Significance: Category 1 (Register of Heritage Places) or Considerable Significance: Category 2.

The Shire may amend the Heritage List in the following situations:

- Consider inclusion of a place in the Heritage List if the findings of a reviewed Local Heritage Survey support it.
- A place is nominated for inclusion by the owner or a member of the public if assessment documentation to the required standard is provided by the nominator.
- If not, consideration will be deferred until a review of the Heritage List is scheduled.



- The inclusion of a place may be considered if a heritage assessment is prepared as part of a Heritage Impact Statement submitted by an applicant.
- Consider removing a place from the Heritage List if it is demolished or is damaged or destroyed, to the extent that its significance is significantly impacted or lost.

The Shire will retain a record of all places destroyed, demolished and/or removed from the Heritage List, to monitor the rate of losses over time.

## **6.2 Review Position and Date**

A review of the Heritage List is to be undertaken as a minimum, every four years or as otherwise prescribed.

## **6.3 Associated Documents**

- Local Heritage Survey 2022
- Heritage List 2022
- Burra Charter 2013
- Burra Charter Practice Note (2013)
- Heritage Act 2018
- State Planning Policy 3.5 Historic Heritage Conservation
- Heritage Council's 'Criteria for the assessment of local heritage places and areas'
- Heritage Impact Statement - a guide 2019
- Guide to preparing an Archival record

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**COUNCIL POLICY**  
**Community**

**1.4.1**

<b>Title:</b>	<b>1.4.1 COMMUNITY ENGAGEMENT</b>
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	14 December 2022
<b>Associated Legislation:</b>	AA1000 Stakeholder Engagement Standard 2015:
<b>Associated Documents:</b>	The International Association for Public Participation Framework
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	

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Previous Policy Number/s -

**Objective:**

- To ensure Shire of Mingenew residents and all relevant stakeholders are provided a fair and meaningful opportunity to participate and contribute to problem solving, planning and decisions made by the Council and its staff.
- To provide effective stakeholder engagement for productive relationships, improved dialogue and deliberation, and ultimately, better democracy.

**Policy:**

The Shire of Mingenew is committed to providing good governance and the delivery of high quality local services by fostering democratic representation, social inclusion and meaningful community engagement with its residents and stakeholders.

Furthermore, The Shire of Mingenew commits to being open and accountable in its community engagement processes and will endeavour to undertake and continuously improve its various forms of engagements to:

- Inform the community on matters of community interest;
- Encourage informed discussion and input into decision making; and
- Assist open and transparent decision making.



## COUNCIL POLICY Community

1.4.2

<b>Title:</b>	<b>1.4.2 SUPPORTING THE COMMUNITY</b>
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	14 December 2022
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3004

### Objective:

To support community groups, volunteers and individuals to maximise the impact of their contributions to enhancing the liveability and vibrancy of our community.

### Policy Statement:

The Shire acknowledges its role as a facilitator and partner in the development and sustainable management of local community-based organisations and to support the aspirations and achievements of its residents. To fulfil these roles and to enable the continued provision of a broad range of projects, activities and events, the Shire supports:

- a) The annual allocation of funding towards community projects that are consistent with the values and strategies contained within the Shire of Mingenew Strategic Community Plan; and
- b) Where able, will endeavour to provide facilities and services that increase opportunities for inclusion, participation, social wellbeing and physical activity, as the Shire recognises the value of accessibility and community involvement; and
- c) In exceptional circumstances and when financial circumstances permit, will consider self-supporting loans to provide community organisations with an opportunity to raise loan funds through the Shire at competitive rates.

To acknowledge the role the Shire of Mingenew plays in supporting the community, recipients of Shire funding for the delivery of community activities and events are to acknowledge the Shire of Mingenew in any advertising and promotional material relating to the activity or event for which the funding has been provided.

### Community Assistance Scheme (CAS)

Council will allocate 1.5% of the value of rates per financial year to the Community Assistance Scheme (CAS). The allocated funding will be distributed between the three funding categories within the Scheme in line with the following:

1. 70% is to be allocated to Annual Community Grants Program and is to be allocated via a competitive grants process and in line with Management Procedures, and
2. 25% is to be allocated to the Quick Response Fund and is to be allocated via delegated authority in accordance with this Policy.
3. 5% is allocated to the Waiver of Fees and Charges and is to be allocated via delegated authority in accordance with this Policy.



	Quick Response Fund	Annual Community Grant Scheme
Purpose	Allocation to support the timely delivery of projects, programs, events and activities, and the purchase of small equipment, not led by an established sporting group or organisation.	To support community organisations in delivering projects that strengthen inclusivity and resilience and are innovative in meeting the needs of the community.
Value	Up to \$3,000	Up to \$8,000
	Up to 100% of the total project cost	Up to 100% of the total project costs for projects valued \$5,000 or under. Up to 75% of total project cost for projects valued over \$5,000 (including in-kind contributions)
Availability	Open year round	1 September – May 31
Applications Open	Upon formal adoption of Shire Budget	1 September
Applications Close	Upon full allocation of Shire Budget	Upon full allocation of Shire Budget or by 31 May (whichever occurs first)
Decision	Within 7 business days – under CEO Delegation	Within 6 weeks of application – CAS Panel Review
Project Delivery	Within 6 months of funding approval	Within 12 months of grant approval
Acquittal	Nil	Within 6 weeks of project completion
Supporting documents required	As stipulated within the Application Form	Certificate of Incorporation Public Liability Insurance Quotes for goods and/or services (if applicable)

### Quick Response Fund

For projects and events that support and promote social, economic, recreational, art and cultural development of persons living within the Shire of Mingenew, the Chief Executive Officer is authorised to commit funds of up to the \$3,000 per project, subject to the confinements of the budgetary allocation as set by Council.

This fund allows flexibility in being able to deliver projects and action community initiatives that may arise throughout the year, that has not been considered as part of the annual Budget preparation and cannot be funded through other means.

Funds may be granted to a third party or expended by the Shire as the project leader, in accordance with this policy.

Funds may be utilised for the following:

- Support for community development programs not provided through an existing organisation or group;
- Purchase of community art and installations to improve public spaces;
- Small Business start-ups;
- Marketing assistance for local small businesses



- Training programs or professional development programs to be delivered in support of volunteers and not-for-profit groups
- Individuals (aged 18 years or under and still attend school) who have qualified to participate in a recognised State, National or International level event to fund travel costs
- Minor asset or equipment purchases to respond to an urgent need or community safety concern
- Sundry Donations

Funds cannot be utilised for employee costs and must demonstrate community value.

#### Annual Community Grant Scheme

For Community-led projects and events that support the achievement of community objectives outlined within the Shire's Strategic Community Plan and/or the organisation's strategic plan, the Chief Executive Officer is authorised to commit funds of up to the \$8,000 per application (project), subject to the confinements of the budgetary allocation as set by Council.

All community grants will be considered by a Panel, comprising of the Community Development Officer, the Chief Executive Officer and two Councillors, who are to assess and prioritise the applications in accordance with the above listed criteria.

Criteria to award grant/commit Shire funds:

1. Applicants must be incorporated, not-for-profit, community-based organisations, groups and event organisers.
2. Local state and federal government departments, private companies, private and public schools including employees of these bodies acting on behalf of their employers are ineligible (excluding relevant community purpose representative bodies, such as P&C Associations).
3. The activity, event, competition, project or celebration must be offered within the Shire of Mingenew local government boundaries and open for attendance by the local community;
  - a. Where Shire funds are used towards an event, it is preferable that entry for locals be free of charge
4. The activity, event, competition, project or celebration must demonstrate alignment with the Shire's Strategic Community Plan;
5. The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Assistance Scheme funding or Council Contribution or received financial assistance from the Shire for the project for which the application has been made under any existing written agreement during the relevant financial year.
6. Applicants acknowledge that funding is subject to an Acquittal and Evaluation Form being completed and submitted to the Shire within 6 weeks of the stated completion date. Failure to complete this step will result in disqualification for the next round of funding.

#### Waiver of Fees and Charges

Waivers will be considered for local clubs and not-for-profit organisations to conduct activities that support the Shire's Strategic Community Plan.

Applications for waiver of fees and charges shall be made via written application to the Chief Executive Officer and shall not exceed a value of \$500 per application. Applications above \$500 are to be made via the Community Grants process.



Bonds are not permitted to be waived.

The decision to waive fees and charges shall be at the discretion of the Chief Executive Officer. All waivers shall be within the limits of Council's Delegation to the Chief Executive Officer- *CD02 Debts, Waiver, Concessions, Write Off and Recovery* and is subject to the confinements of the budgetary allocation as set by Council.

#### Sponsorship

All applications for financial sponsorship, beyond the scop of this Policy, shall be referred to Council for a decision.

#### Self-Supporting Loans

Self-supporting loans are loans taken out by the Shire on behalf of clubs or organisations who undertake to meet the capital, interest and loan guarantee payments.

The Shire of Mingenew will only provide access to self-supporting loans in exceptional circumstances, when financial circumstances permit, and when there is compelling evidence of positive benefits to the community. Council will only consider providing self-supporting loans to community or sporting groups in the following circumstances:

- a) In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the Shire's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- b) Where the self-supporting loan forms part of a matching community grant component
- c) Where, in the view of Council, the use of Shire borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- d) Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.

Organisations seeking assistance from Council to raise a loan shall:

- a) Be an incorporated body that leases or occupies land and/or buildings owned or vested in the Shire.
- b) Provide a copy of the last three years' audited trading and balance sheet statements.
- c) Agree to enter into a Deed of Agreement for the period of the loan repayments.
- d) Provide whatever security or guarantees that Council considers appropriate to ensure that the loan is repaid.
- e) Insure and keep insured premises where the premises are security over repayment of a loan.
- f) Pay all costs associated with the preparation and stamping of legal documents concerned with the raising of the loan.
- g) Provide a copy of the minutes of a legally constituted meeting of the organisation showing the formal resolution agreeing to the raising of the loan.
- h) Provide any other information that Council requires.

All applications for self-supporting loans shall be referred to the Council for review and decision.



## COUNCIL POLICY Community

1.4.3

<b>Title:</b>	<b>1.4.3 COMMUNITY BUS HIRE</b>
<b>Adopted:</b>	21 December 2016
<b>Reviewed:</b>	18 August 2021
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3004

### **Objective:**

To set out the Terms and Conditions of the hire and usage of the Shire of Mingenew Community Bus.

### **Policy Statement:**

The Shire of Mingenew Community Bus Hire Policy applies to all users and managers of the Shire of Mingenew Community Bus.

User groups will be divided into three categories and defined as follows:

### *User Categories*

#### *Category 1 – Mingenew Primary School & Seniors*

The Shire recognises that the Mingenew Primary School and Autumn Centre are the two most common users of the Community Bus, and the social benefits that arise from the activities that the bus can facilitate. As such, the Shire waives any fees and charges associated with the community bus for these two groups.

#### *Category 2 – Mingenew Community, Sporting Groups and Mingenew Ratepayers*

This category applies to local organisations, sporting groups and businesses, where the organisation's registered address is within the Shire of Mingenew. It also includes Shire of Mingenew ratepayers. This category will be charged a daily rate hire fee as per the annual Fees and Charges set by Council. Hire fees shall be at a discounted rate to category 3.

#### *Category 3 – Non-local Businesses / Commercial Entities / Private Groups / Other*

This category captures all users not covered by Category 1 or 2. Fees will be charged as per the annual Fees and Charges set by Council.



### **Terms and Conditions of Hire**

**Driver's Licence** – a minimum 'MR' class licence is required to drive the Shire of Mingenew Community Bus. If the driver is seeking a reward to drive the bus on behalf of the hirer then the driver must hold/obtain an 'F' Endorsement

**Nominated Driver** – a copy of the nominated driver's current Drivers Licence (valid) must be provided prior to an application for hire being considered. Only nominated drivers are authorised to operate the Bus. A nominated driver may be added to an application prior to use, providing a valid driver's licence has been provided and sighted by the authorising officer at the Shire of Mingenew. A copy of the driver's licence will be held by the Shire for insurance purposes and validating users as per this policy.

**Insurance** – Shire insurance only covers community and not-for-profit groups. All businesses must hold the appropriate liability cover and provide a Certificate of Currency upon application. The hire of the Bus is conditional on such.

**Fuel** – the Community Bus must be returned with a full tank of fuel unless waived by prior approval of the Chief Executive Officer. If the bus requires re-fuelling, the shire will transport the vehicle to a fuel outlet to refill the vehicle. Any fuel costs will be deducted from the vehicle bond.

**Bond** – regular users of the Community Bus may elect to have their bond held by the Shire in a trust account and returned after an agreed time. For example, a sporting group may request that the bond be held until the cessation of the current season.

**Accidents/Damage** – should the Bus be involved in a motor vehicle accident/incident, the CEO is to be contacted as soon as practical. Details of any incident must be recorded in the book provided on the Bus and reported to the Shire Office immediately on return. In an emergency please call '000'

**Indemnity** – the Hirer indemnifies the Shire for any loss or damage that is caused to the bus either by negligence, unskilful or improper use by any person.

**First Aid** – a First Aid Kit is provided on the Bus. Please report the use of any contents to the Shire upon return of the Bus to ensure that it can be replenished for the next user.

**Cleaning** – The bus is to be cleaned inside and out before returning it to the Shire Depot (or nominated drop off point). It is expected that the bus be returned in the same clean condition as when it was picked up. Any cleaning costs will be deducted from the vehicle bond.

**Footwear** – enclosed footwear is to be worn when picking up and dropping off the Community Bus at the Shire Depot and at all times while driving the vehicle.

**Alcohol and Drugs** - The nominated driver is to maintain a zero (0) blood alcohol level at all times while in control of the vehicle. They must also not be under the influence of drugs for the duration of time as driver.

**Travel on unsealed roads** - Any requirement to use of the bus off sealed roads must be approved by the CEO before hire.





## COUNCIL POLICY Community

1.4.4

<b>Title:</b>	<b>1.4.4 RECEIVING COMMUNITY DONATIONS</b>
<b>Adopted:</b>	14 December 2022
<b>Reviewed:</b>	NEW
<b>Associated Legislation:</b>	Local Government Act 1995 Taxation Administration Act 1953
<b>Associated Documents:</b>	Request to Make a Donation Form
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	CD02 Debts Waivers Write Offs and Recovery

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Previous Policy Number/s -

### Objective:

To establish a suitable governance and management framework for receiving donations.

### Definitions

For the purposes of this policy, the following definitions are provided:

A **donation** is a financial, in-kind or material contribution to the Shire, with no expectation of any activity or benefit in return. It assumes a philanthropic motivation and is voluntarily and freely given.

A **donor** is the entity making the donation.

A **gift** is the meaning given under s.5.57 of the *Local Government Act 1995*. Gifts to individual Shire members or personnel are not permitted under this Policy.

### Policy:

All offers to donate or contribute to the Shire for community projects are to be made in writing to the CEO in the prescribed form (*Request to Make a Donation Form*) and approval must be granted by the CEO or pre-approved by Council resolution.

The CEO is to assess whether the donation can be used in the way the donor has requested prior to accepting the donation. This includes any public recognition or acknowledgment requested by the prospective donor. Potential donation arrangements will be risk-assessed for the possibility of an actual or potential conflict of interest.

Donations of public facilities or contributions towards public facilities can only be accepted where the donation is in the community's best interests. This should be guided by the Shire's:

- Adopted Strategic Community Plan.
- Relevant Land Management Plan/s for the public land on which the facility is to be located.
- Council's work program or priority list for that type of facility.
- Relevant Council policy and/or strategies that relates to the nature of the donation.



Physical items are to be assessed in consideration of ongoing costs and implications of owning the item prior to acceptance. This includes (but is not limited to) insurance and maintenance requirements, as all such costs will transfer to the Shire upon receipt of the article. Where it cannot be demonstrated that the Shire has the ability to meet ongoing costs, the donation is to be declined.

The Shire does not have deductible gift recipient (DGR) status. A receipt can be issued for financial contributions, but no tax-deductible receipts will be issued to donors. Donors will need to seek independent financial advice regarding tax and GST implications.

#### Mechanism for Making a Donation

Once CEO/Council approval has been granted, donations may be made:

- By direct deposit to the Shire
- Through an approved donation scheme established by Council e.g. grain grower arrangement through CBH
- Bequeathment
- Transfer of funds/property upon formal dissolution of a community group or association (in accordance with constitutional requirements)
- Other, as approved by the CEO/Council.

Donations through an approved donation scheme may not require a written request for approval to make a donation as the purpose and mechanism for making payment has already been established.

#### Pre-approved Donations

Council may resolve to establish a special purpose reserve for specific projects. Donations proposed for such purposes are given and accepted on the understanding that the Shire has discretion for expending funds within the set purpose (generally or specifically).

Where Council has set the purpose and method for making a donation to a reserve, an application for approval may not be necessary, unless a donor wishes to set conditions on that donation.

#### Acceptable donations to the Shire

An acceptable donation is one deemed to represent an appropriate sum of money or in-kind items/goods/services from an external organisation for a project or activity that falls within the normal scope of Shire services.

The reason for the donation needs to be considered and assessed accordingly before acceptance, with the Shire to evaluate:

- Whether the donation is in the best interest of the public.
- Public accountability and perception towards the donation.
- Potential risks and potential benefits of the donation.

It is equally important that the entity making the donation is considered, and the entity makes clear the purpose of their donation.



Generally, conditional donations are only accepted where these conditions can be met within a three year period. Should it not be possible to fulfil the conditions of the donor at any time within the designated period, this will be disclosed as soon as it becomes apparent, at the earliest possible opportunity.

Any donations offered, subject to indefinite conditions or that must be sustained post a three year period, are to be referred to Council. Such donations would need to be reasonable and demonstrate a significant community benefit.

Examples of acceptable donations to the Shire (subject to any applicable Council Policy requirements) may include, but are not limited to:

- Financial donation, including offers of donation of, or towards, public facilities on public land or the purchase of land, public facilities including buildings (kiosks, lights, shelters, sheds etc) and structures (benches, playground equipment, barbeques, walkways etc).
- Library resources which meet accepted public library standards for content and condition.
- Documents, photographs, memorabilia, artefacts, diaries and records of historical and/or cultural significance.
- Artworks created by local artists for display in public places or which record events or local cultural/historical significance.

#### Unacceptable donations to the Shire

Examples of unacceptable donations may include, but are not limited to:

- Artworks or other objects including books that are deemed to be offensive or inappropriate for other reasons.
- Books that are supplied in large quantities by publishers (where the provision of these books is not philanthropic, but for promotion or advertising).
- Financial donations that may infer excessive restrictions or exclusivity of use or benefit to only the donor or another individual or group.
- Political donations.

#### Change of Purpose / Redistribution of Funds

Should the project (donation purpose) not proceed due to unforeseen circumstances, or the scope of the project needs to change significantly, a change to the donation may be requested from the Shire to the donor.

Unless specified upon application, where a donation is made on the understanding that the donation will be used for a specific purpose, the Shire will contact the donor and seek approval to:

- redistribute the funds, or
- return the funds to the donor.

#### Anonymous Donations

No anonymous donations will be accepted by the Shire unless:

- The donation has been made under a pre-approved means (see *Pre-approved Donations*)
- The donor waives the right for future decision making with regard to fund use, except that the original purpose will be maintained where possible (see *Change of Purpose*)



### Return of Donations

A request may be made by the donor for the funds to be returned, provided the funds have not been committed or the project commenced. For example, if the Shire has relied on your donation to secure matched funding from a grant application that has been approved, the funds are considered to be committed and will not be returned.

If the funds are to be returned, payment processing may take up to 30 days.

### Donations and GST

Any donations received for a specific purpose are subject to GST.

Unconditional donations may not be subject to GST but only where there is no expectation on the part of the donor to receive anything in return or the funds are to be used in a specified way.



### 1.2.1 RECORDS MANAGEMENT POLICY Administration

**Title:** 1.2.1 RECORDS MANAGEMENT POLICY  
**Adopted:** 16 March 2018  
**Reviewed:** Biennially (last reviewed 16-14 December 2020-2022)  
**Associated Legislation:** *State Records Act 2000*  
*Local Government Act 1995*  
*Freedom of Information Act 1992*  
*Electronic Transactions Act 2011*  
*Financial Management Act 2006*  
*Corruption and Crime Commission Act 2003*  
*Criminal Code Act 1913*  
**Associated Documents:** Shire of Mingenew Recordkeeping Plan  
**Review Responsibility:** Governance Officer, Finance & Administration Manager  
**Delegation:** Nil.

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Previous Policy Number/s 2014

**Objective:**  
To ensure that the Shire of Mingenew meets the statutory requirements provided for by the State Records Act 2000.

**Policy Statement:**  
The Shire of Mingenew is committed to creating and maintaining full and accurate records of its business transactions and official activities and managing them in accordance with the State Records Act 2000, the Shire of Mingenew Recordkeeping Plan, Policy and Procedures.

Elected Members  
Records must be created and kept (by elected members) by forwarding to the Chief Executive Officer for retention and disposal in accordance with the requirements of the State Records Office of WA if:

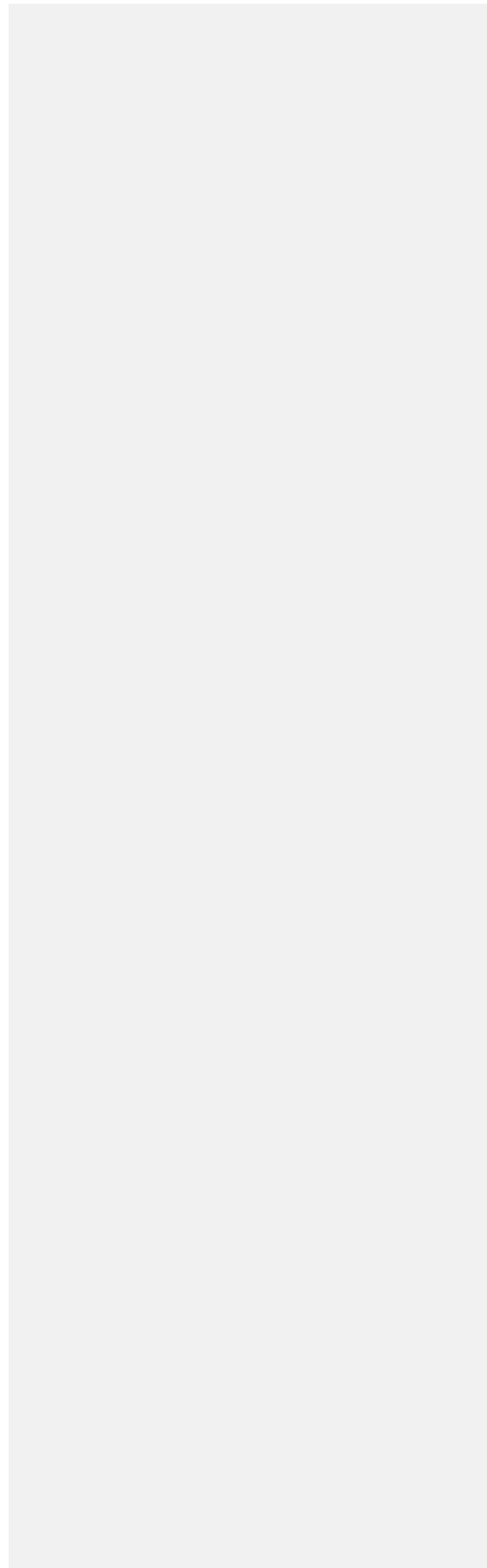
- The subject matter is in relation to their participation in the decision making processes of Council or Committees of Council, and
- Deemed to be a significant or vital record. (See Recordkeeping Procedure).

Activities or transactions that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory recordkeeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Elected Member.

Employees/Workers  
All ~~staff (including contractors contract staff)~~ workers (includes employees, volunteers and contractors) are to create, collect and retain records relating to the business activities they perform on behalf of the Shire. They are to ensure significant records are captured into the Recordkeeping System and that all records are



handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.





**COUNCIL POLICY**  
**Administration**

1.2.3

<b>Title:</b>	1.2.3 LEGAL REPRESENTATION – COSTS INDEMNIFICATION
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	<u>Biennially (last reviewed 1420 December 2020-2022)</u>
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Shire of Mingenew Code of Conduct for Council Members, Committee & Working Group Members Shire of Mingenew Code of Conduct for Shire Employees
<b>Review Responsibility:</b>	Chief Executive Officer, Governance <u>Officer &amp; Community Manager</u>
<b>Delegation:</b>	<u>Chief Executive Officer Nil.</u>

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Previous Policy Number/s 2002

**Objective:**

To set out the circumstances under which the Shire will indemnify elected members and employees against legal costs

**Policy Statement:**

The Shire of Mingenew is committed to ensuring that in performing their duties in a fair and objective manner, the interests of council members and staff are protected from civil legal proceedings.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.



### 1.2.3 LEGAL REPRESENTATION – COSTS INDEMNIFICATION MANAGEMENT PROCEDURE

<b>Relevant Council Policy</b>	<b>Relevant CEO Directive</b>
1.2.3 Legal Representation- Cost Indemnification	N/A
<b>Adoption Date:</b> 16 March 2018	<b>Review:</b> Annual
<b>Appendix:</b>	

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**Objective:**

To set out the circumstances under which the Shire will indemnify elected members and employees against legal costs.

**Policy Statement:**

The Shire of Mingenew are committed to ensuring that in performing their duties in a fair and objective manner, the interests of council members and staff are protected from civil legal proceedings.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

**Legislation:**

- a) Section 9.56 of the Local Government Act 1995 (the Act) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law.
- b) Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district.
- c) Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, a council can expend funds to provide legal representation for council members and employees, as long as it believes that the expenditure falls within the scope of the local government’s function.

**Definitions:**

Approved Lawyer	Approved lawyer is to be – (a) a ‘certified practitioner’ under the Professions Act 2008; (b) from a law firm on the Shire’s panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and (c) approved in writing by the council or the CEO under delegated authority
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Council Member or Employee	Council member or employee means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire of Mingenew.
Legal Proceedings	Legal proceedings may be civil, criminal or investigative.
Legal Representation	Is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of (a) a matter or matters arising from the performance of the functions of the council member or employee; and (b) legal proceedings involving the council member or employee that have been, or may be, commenced.
Legal Representation Costs	The costs, including fees and disbursements, properly incurred in providing legal representation.
Legal Services	Includes advice, representation or documentation that is provided by an approved lawyer.
Payment	payment by the Shire of legal representation costs may be either by – (a) a direct payment to the approved lawyer (or the relevant firm); or (b) a reimbursement to the council member or employee

## Procedures:

### 1 Payment Criteria

- a) There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –
  - I. the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
  - II. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
  - III. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
  - IV. the legal representation costs do not relate to a matter that is of a personal or private nature.

### 2. Examples of Legal Representation Costs that may be Approved

- a) If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
  - I. where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
  - II. to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
  - III. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.



- b) The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

### **3. Application for Payment**

- a) A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.
- b) The written application for payment of legal representation costs is to give details of –
  - I. the matter for which legal representation is sought;
  - II. how that matter relates to the functions of the council member or employee making the application;
  - III. the lawyer (or law firm) who is to be asked to provide the legal representation;
  - IV. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
  - V. an estimated cost of the legal representation; and
  - VI. why it is in the interests of the Shire for payment to be made.
- c) An application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- d) As far as possible, the application is to be made before commencement of the legal representation to which the application relates.
- e) The application is to be accompanied by a signed written statement by the applicant that he or she:
  - I. Has read, and understands, the terms of this policy;
  - II. Acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
  - III. Undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
- f) In relation to clause 3.e(III), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.
- g) An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

### **4. Legal Representation Costs – Limit**

- a) The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.
- b) A council member or employee may make a further application to the council in respect of the same matter.



## 5. Council's Powers

- a) The council may –
  - I. refuse;
  - II. grant; or
  - III. grant subject to conditions, an application for payment of legal representation costs.
- b) Conditions under clause 5.a may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- c) In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members 'or employees' insurance policy or its equivalent.
- d) The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- e) The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
  - I. Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
  - II. Given false or misleading information in respect of the application.
- f) A determination under clause 5e may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- g) Where the council makes a determination under clause 5e, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7.

## 6. Delegation to Chief Executive Officer

- a) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- b) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

## 7. Repayment of Legal Representation Costs

- a) A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
  - I. All or part of those costs – in accordance with a determination by the council under clause 5.7;
  - II. As much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- b) The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this procedure.



## COUNCIL POLICY

1.2.4

### Administration

<b>Title:</b>	<b>1.2.4 TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO</b>
<b>Adopted:</b>	15 September 2021
<b>Reviewed:</b>	Biennially (last reviewed <del>19 May 2021</del> <u>14 December 2022</u> )
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Administration) Regulation 1996
<b>Associated Documents:</b>	Nil
<b>Review Responsibility:</b>	Governance <del>and</del> & Community Manager
<b>Delegation:</b>	N/A

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#### Objective:

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Mingenew's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

#### Policy Statement:

##### 1. *Definitions:*

- (1) **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.
- (2) **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

##### 2. *Acting and Temporary CEO Requirements and Qualification*

- (1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Finance and Administration Manager, Governance and Community Manager, or Works Manager are considered suitably qualified to perform the role of Acting or Temporary CEO.
- (3) A person appointed to act in the position of Finance and Administration Manager, Governance and Community Manager, or Works Manager is not included in the determination set out in Clause 3 (2).

##### 3. *Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks*

- (1) The CEO is authorised to appoint the Finance and Administration Manager, Governance and Community Manager, or Works Manager in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the



- Manager's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
  - (3) The CEO is to immediately advise all Council Members when and for what period of time the Manager is appointed as Acting CEO.
  - (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:
    - a) The Finance and Administration Manager will be appointed as Acting CEO; or
    - b) If the Finance and Administration Manager is unable to act, the Governance and Community Manager will be appointed as Acting CEO; or
    - c) If the Governance and Community Manager is unable to act, the Manager Works will be appointed as Acting CEO.
  - (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.
4. *Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.*
- (1) This clause applies to the following periods of extended leave:
    - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
    - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
  - (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
    - a) Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
    - b) Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
  - (3) The President will liaise with the CEO, or in their unplanned absence the Governance and Community Manager to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
  - (4) Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Governance and Community Manager.
5. *Appoint Temporary CEO – Substantive Vacancy*
- (1) In the event that the substantive CEO's employment with the Shire of Mingenew is ending, the Council when determining to appoint a Temporary CEO may either:
    - a) by resolution, appoint Finance and Administration Manager, Governance and Community Manager, or Works Manager as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
    - b) by resolution, appoint Finance and Administration Manager, Governance and Community Manager, or Works Manager as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or



- c) following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
  - (2) The President will liaise with the Governance and Community Manager to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
  - (3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Governance and Community Manager.
6. *Remuneration and conditions of Acting or Temporary CEO*
  - (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 100% of the cash component only of the substantive CEO's total reward package.
  - (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
  - (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.



**COUNCIL POLICY**  
**Administration**

1.2.5

<b>Title:</b>	<b>1.2.5 WORK HEALTH AND SAFETY POLICY</b>
<b>Adopted:</b>	21 March 2018
<b>Reviewed:</b>	<del>20 April 2022</del> <u>Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022 Workers Compensation and Injury Management Act 1981
<b>Associated Documents:</b>	Contractor Management Policy Fitness for Work Policy Health Safety Environment and Quality Policy HSE Consultation, Education & Communication Policy Occupational Rehabilitation and Workers' Compensation Policy Operational Risk Management Policy Approved Codes of Practice
<b>Review Responsibility:</b>	Governance & <u>Community Manager</u>
<b>Delegation:</b>	<u>-N/A</u>

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**Objective:**

The Shire of Mingenew is committed to protecting the health and safety of all persons in its workplace including employees, contractors, volunteers and visitors (or any other person defined as a 'worker'). The Shire demonstrates this commitment by providing safe systems of work and work instructions with the aim of creating a safe work and community environment to minimise risk of illness or personal injury.

**Policy Statement:**

The Shire of Mingenew is committed to providing a safe and healthy workplace for employees, contractors, visitors, volunteers and any other person whose health or safety could be affected. It aims to maintain an effective Safety Management System that incorporates a continuous improvement philosophy and provides as far as is reasonably practicable for maintenance of work, safety and health standards to protect the wellbeing of staff, stakeholders and the environment.

The Shire will endeavour to:

- As far as practicable, provide the necessary resources, both human and financial, to achieve safety outcomes and maintain a safe work environment;
- Comply with all applicable health and safety laws, regulations, standards and codes of practice where reasonably practical;
- Foster a positive health and safety culture;
- Continuously review and improve its safety systems and monitor performance;
- Provide workers, including contractors and volunteers, with the necessary information, instruction and training to increase knowledge and skills in order to work safely;



- f) Promote reporting mechanisms to identify hazards, assess risk and implement control measures in an effective and timely manner;
- g) Consult and cooperate with workers (including contractors and volunteers) on health, safety and wellbeing matters and systems;
- h) Respond to and investigate incidents, events or issues for the purpose of continuous safety improvement.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct for Employees (applying to volunteers and contractors).

#### **Responsibilities**

Council is responsible for appropriate resourcing of work health and safety through the Annual Budget adoption and establishing strategic direction that is considerate of work health and safety principles.

The Chief Executive Officer is responsible for the implementation and management of this policy.

All senior management (defined as 'officers') are responsible for compliance to this policy by their employees, contractors and volunteers (workers).

All workers are responsible and accountable for the health and safety of themselves and others in the workplace through safety-led behaviour and work practices.

Review Date: 15 March 2023





## COUNCIL POLICY Administration

1.2.6

<b>Title:</b>	<b>1.2.6 GRATUITIES</b>
<b>Adopted:</b>	21 November 2018
<b>Last Reviewed:</b>	<del>16 December 2020</del> <u>Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Sections 5.50 of the Local Government Act 1995. Regulations 19A of the Local Government (Administration) Regulations 1996
<b>Associated Documents:</b>	<u>Nil.</u>
<b>Review Responsibility:</b>	Chief Executive Officer
<b>Delegation:</b>	<del>Chief Executive Officer</del> <u>Nil.</u>

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### Objective:

A gratuity payment, in the form of a monetary payment or gift(s) to an equivalent value may be given as a token of appreciation for an employee's commitment and service to the Shire of Mingenew (Local Government), only when the employee is finishing their employment with the Local Government. This policy outlines the circumstances in which gratuity payments may be made to an employee.

A gratuity payment may be paid in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy does not form a contractual entitlement for any employee of the Local Government or impact or change an employee's contractual entitlements under legislation or an industrial instrument.

*This policy is to be read in conjunction with section 5.50 of the Local Government Act 1995 (WA) (Act) and regulation 19A of the Local Government (Administration) Regulations 1996 (WA) (Administration Regulation).*

### Policy Statement:

The Shire of Mingenew acknowledges that its employees regularly commit more in their staff roles to supporting the Shire and its community than many employees in larger local government organisations. The Council is therefore committed to suitably recognising that value-add benefit, as provided by its long serving employees.

A gratuity payment entitlement is subject to completed years of continuous service as detailed in clause 4 below and is only payable at the time an employee finishes their employment with the Local Government for one of the following reasons:

- resignation (not as a result of any performance management or investigation or disciplinary process being undertaken by the Local Government)
- retirement, or
- redundancy.

An employee is not eligible to receive a gratuity payment under this policy where an employee:

- has been dismissed for any reason other than redundancy
- resigns following commencement of a disciplinary, investigation or performance management process,

~~or~~



- ~~[optional] is engaged on a maximum or fixed term contract and his/her employment ends on the contract expiry date.~~

The prescribed maximum amounts for Gratuity Payments, and means for their presentation is outlined in the below table:

Number of Years' Service (in either full-time or part time employment only)	Maximum amount of Gratuity and means of presentation
1. Continuous service less than two years	Nil.
2. Continuous service of greater than two completed years, and up to 10 years.	\$25 for each completed year of service (e.g. three years @ \$25/year = \$75).
3. Continuous service greater than 10 completed years and up to 20 years.	\$25 for each completed year of service (e.g. 12 years @ \$25/year = \$300).  To be presented to the employee by the <del>CEO, or</del> CEO or nominated representative at a function to be determined by the CEO.
4. Above 20 completed years of service.	\$25 for each completed year of service (e.g. 22 years @ \$25/year = \$550).  To be presented to the employee by the President or nominated representative, at a function to be determined by the CEO.

The value of the calculated gratuity can be in the form of cash, a gift, or shire property, or combination thereof. The employee accepts full responsibility for any taxation payable on a gratuity ~~payment, and~~payment and agrees to fully indemnify the Shire of Mingenew in relation to any claims or liabilities for taxation in relation to the gratuity payment.

An employee who has been dismissed by the Shire of Mingenew for any reason other than redundancy, will not be eligible to receive any Gratuity Payment.

The Chief Executive Officer (CEO) is authorised to approve payments in accordance with the limits prescribed by this policy, and to define continuous service within the accompanying procedure.

Suitable funds will be allocated as part of the Local Government's annual budget.

#### Payments in addition to this policy

The Council may, by resolution, determine to make a gratuity payment that is greater than prescribed in this policy but does not exceed the amount prescribed in Administration Regulation 19A, subject to Local Public Notice requirements prescribed in section 5.50(2) of the Act.



The Local Government is prohibited by section 5.50 of the Act from making any payment to an employee finishing their employment which exceeds the amount prescribed in Administration Regulation 19A.

**Policy Review Communications**

This policy may be cancelled or varied from time to time, however, the Shire of Mingenew will take reasonable steps (by the normal correspondence method) to notify employees prior to the variation of this policy or the introduction of any new gratuity policy.



### 1.2.6 GRATUITY MANAGEMENT PROCEDURE

Relevant Council Policy

1.2.6 Gratuity

Adoption Date: 21 November 2018 - CEO

Appendix:

Relevant CEO Directive

N/A

Review: Biennially

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#### Objective:

To provide clarity around Council's position with regard to the entitlement and calculation methodology for the payment of gratuities to departing employees, and to ensure compliance with the provisions of the Local Government Act and Local Government (Administration) Regulations.

#### Legislative Provisions:

When an employee leaves the Shire of Mingenew, the Shire may (within the parameters set by the Local Government Act 1995 and the associated Regulations) be given a good or service as a token of appreciation for their commitment and service to the district.

Section 5.50 of the Local Government Act 1995 provides that a Local Government may, but only if it has an adopted policy on the matter, make payments to departing employees in addition to their contract or award. Regulations 19A the Local Government (Administration) Regulations 1996 prescribes the maximum value of payment(s) able to be made.

#### Procedures:

Introduction - To enable reasonable time for a financial provision to be made, the Policy will come into effect on 1 July 2019.

Employee Service Records - The Payroll Officer is to, for the purposes of this policy, maintain accurate service records of all permanent and part time staff (noting that the policy does not apply to casual or contract staff).

Entitlement - Any gratuity paid is in addition to any amount which an employee is entitled to under a contract of employment or industrial instrument. This policy whilst outlining the intention and circumstances in which a gratuity payment may be made, does not however, form a contractual entitlement for any employee.

The policy entitlement does not apply to casual or contracted staff (irrespective of length of service).

An employee who has been dismissed by the Shire of Mingenew for any reason other than redundancy, will also not be eligible to receive any Gratuity Payment.

Continuous service - shall be deemed to include:

- Any period of absence from duty on annual leave, long service leave, paid compassionate leave, accrued paid personal leave and public holidays;
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee up to a maximum of three months in each calendar year, but not including leave without pay or parental leave; or



- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 12 months.

Continuous service shall not include (unless the Shire of Mingenew determines otherwise):

- Any period of unauthorised absence from duty;
- Any period of unpaid leave; or
- Any period of absence from duty on parental leave.

Gratuity Make-up and Taxation - The value of the calculated gratuity can be in the form of cash, a gift, or shire property, or combination thereof. The employee accepts full responsibility for any taxation payable on a gratuity payment, and agrees to fully indemnify the Shire of Mingenew in relation to any claims or liabilities for taxation in relation to the gratuity payment.

Budget - The officer responsible for payroll, in consultation with the Finance and Administration Manager, should calculate a suitable anticipated budget allocation, to be incorporated into each financial year's budget, for anticipated gratuity payments over the coming 12 months.

Coordination of Calculation and Payment – The officer responsible for payroll is to liaise with the relevant staff member (either directly or via their supervisor) upon the notification of an entitled staff member announcing their departure, confirming the calculated amount of the gratuity and seeking confirmation from the employee as to the desired payment make-up. The gratuity would, barring exceptional circumstances, be included within the final payroll payment for that employee.



**COUNCIL POLICY**  
**Administration**

**1.2.8**

<b>Title:</b>	<b>1.2.8 Information &amp; Communications Technology (ICT) Usage</b>
<b>Adopted:</b>	18 September 2019
<b>Last Reviewed:</b>	<del>16 December 2020</del> <u>Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Code of Conduct
<b>Review Responsibility:</b>	Chief Executive Officer and Finance & Administration Manager
<b>Delegation:</b>	<del>Chief Executive Officer</del> Nil

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**Objective:**

To ensure the security and integrity of the Shire's ICT environment and set out the rights and obligations of Shire staff (including contractors, volunteers and any person performing work for or with the Shire of Mingenew in any capacity).

**Policy Statement:**

Effective security is a team effort involving the participation and support of every Shire of Mingenew employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Mingenew in any capacity.

*General Use of ICT Equipment*

- While the Shire of Mingenew's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect the Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire cannot be guaranteed; and
- A degree of personal use is allowed on the Shire of Mingenew's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:
  - Personal use should be conducted either before or after contracted hours of work or authorised breaks;
  - Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;

- Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
  - Managers/Supervisors will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
  - If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.
- For security and network maintenance purposes, authorised individuals within the Shire of Mingenew may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
  - The Shire of Mingenew reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.
  - All emails sent by Shire of Mingenew staff should include their 'signature' in the format specified by the Shire of Mingenew's style guide or as otherwise advised by the CEO.
  - Computers should be locked when stepping away from the works station to prevent unauthorised access.
  - Computers to be shut down when leaving the workplace for the day.

#### *Security and Proprietary Information*

- All information stored on the Shire of Mingenew's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance;
- Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly, in accordance with Shire of Mingenew's advice from the person responsible for ICT (presently the Finance & Administration Manager);
- All devices connected to the Shire of Mingenew's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software; and
- People must use caution when opening files received from unknown senders.

#### *Unacceptable Use*

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Mingenew ICT systems or resources.

#### *System and Network Activities*

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire of Mingenew or the end user;
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Mingenew or the end user does not have an active license;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;
- Revealing your account password to others or allowing use of your account by others;
- The Shire of Mingenew's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their supervisor and also the Finance & Administration Manager;
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire of Mingenew equipment, device or account; and
- Undertaking private work.

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- Executing any form of network monitoring which will intercept data not intended for the user's host;
- Attempting to avoid or bypass Shire of Mingenew's network security measures;
- Interfering with any other user's account, by whatever means; and
- Using the system in a way that could damage or affect the performance of the network in any way.

#### *Email and Communications Activities*

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;



- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Use of any of the Shire of Mingenew's network or systems for the purpose of generating unsolicited communications;
- Providing information about, or lists of the Shire of Mingenew's employees to parties outside Shire of Mingenew or to personal email addresses;
- Communicating in a manner that could adversely affect the reputation or public image of Shire of Mingenew; and
- Communicating in a manner that could be construed as making statements or representations on behalf of Shire of Mingenew without the Shire of Mingenew's express permission to do so; and

Users should also endeavor to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

#### *Remote Access*

Users with remote access should be reminded that, when they are connected to the Shire of Mingenew's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire of Mingenew's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire of Mingenew's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire of Mingenew's system:

- Family members must not violate any of the Shire of Mingenew's policies, perform illegal activities, or use the access for outside business interests;
- The device that is connected remotely to the Shire of Mingenew's corporate network should be secure from access by external non-Shire of Mingenew parties and should be under the complete control of the user;
- The use of non-Shire of Mingenew email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire of Mingenew business, thereby ensuring official business is not confused with personal business; and
- All devices (whether personal or corporate) connected to the Shire of Mingenew's networks via remote access technologies should have up-to-date anti-malicious-code software.

#### *Provision and Use of Mobile Phones and Information/ Communication Devices*

Some people will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile devices supplied remain the property of the Shire of Mingenew and users must not change service providers unless permitted to do so.

Where a mobile device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Mingenew should be through the Shire of Mingenew's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

#### *Consequences of Breaching This Policy*

- Any user found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Mingenew may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
- Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred.

#### *Variation to This Policy*

This policy may be cancelled or varied from time to time. All the Shire of Mingenew s employees will be notified of any variation to this policy by the normal correspondence method. All users of the organisations ICT are responsible for reading this policy prior to accessing the organisations ICT.



**COUNCIL POLICY**  
**Administration**

1.2.9

<b>Title:</b>	<b>1.2.9 PRE-QUALIFIED SUPPLIERS POLICY</b>
<b>Adopted:</b>	18 September 2019
<b>Reviewed:</b>	<del>16 December 2020</del> <u>Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
<b>Associated Documents:</b>	Purchasing Procedure Code of Conduct
<b>Review Responsibility:</b>	Finance and Administration Manager
<b>Delegation:</b>	N/A

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**Objective:**

The Shire will consider establishing a Panel for purchasing activity when all of the following factors apply:

- It determines that a range of similar goods or services are required to be purchased on a continuing and regular basis;
- The purchases are considered vital, but of low value, and may be needed prior to a purchase order being completed;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that offer 'value for money';
- The purchasing activity under the intended Panel is considered to be of a low risk;
- The Panel will streamline and improve procurement processes; and
- It has the capacity to establish, manage the risks and achieve the benefits expected of the proposed Panel.

**Policy Statement:**

The Shire is committed to developing and operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopting a value for money approach, which allows the best possible procurement outcome to be achieved.

The application of this policy is to be in conjunction with the Shire of Mingenew Code of Conduct and in compliance with the Shire's Purchasing Policy.



### 1.2.9 PRE-QUALIFIED SUPPLIERS PROCEDURES

Relevant Council Policy	Relevant CEO Directive
1.2.9 Pre-Qualified Suppliers Policy	N/A
Approval Date: <u>14 December 2022</u>	Review: Annual
Appendix: Nil	

#### Objective:

The Shire will consider establishing a Panel for purchasing activity when all of the following factors apply:

- It determines that a range of similar goods or services are required to be purchased on a continuing and regular basis;
- The purchases are considered vital, but of low value, and may be needed prior to a purchase order being completed;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that offer 'value for money';
- The purchasing activity under the intended Panel is considered to be of a low and medium risk;
- The Panel will streamline and improve procurement processes; and
- It has the capacity to establish, manage the risks and achieve the benefits expected of the proposed Panel.

#### Panel Establishment

Should the Shire determine it is advantageous to establish a Panel, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996* and its internal procurement procedures.

- A Panel may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- Panels may be established for a minimum of 1 year and a maximum of 3 years or other length of time deemed appropriate by the Shire.
- Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.
- Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to the Panel, or to each category within the Panel, on the basis of best 'value for money'.
- In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.
- Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

#### Panel Purpose

The Shire may establish a Panel for the purpose of:

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Trades Panel to allow sub-contract assistance in operational requirements on an as-needed basis. Establishment of a Panel in this instance negates the requirement for quotes. A Trades Panel may include such categories as electrician, plumber or similar.

### **Purchasing from a Panel**

Each pre-qualified supplier appointed to the Panel (Supplier) provides a schedule of rates (Schedule) accepted by the Shire as part of their appointment to the Panel. This Schedule will be fixed for the term of the Panel and will ensure that each Supplier has been afforded an identical opportunity to quote for the supply requirements.

The Shire may award any quantity of work to any Supplier on the basis of their schedule and availability. A purchase order will be issued before works commence except urgent purchases for which a purchase order will be issued after works commence.

An urgent purchase is defined as an unanticipated purchase which is required in response to an urgent situation with immediate attention.

### **Distributing Work Amongst a Support Panel**

In considering the distribution of work amongst a Trades Panel, the Shire will consider the Supplier's:

- Accepted Schedule;
- Performance during the term of the Panel;
- Capability relative to the particular item of work;
- Response time and/or availability; and
- Vicinity to the work location.

### **Panel Communication Agreement**

The Shire will ensure clear, consistent, and regular communication between all parties to a Panel.

### **-Panel Record Keeping**

All documentation and communication relating to the establishment of, and subsequent procurement from a Panel shall be processed through the Shire's internal record management system, as appropriate, to ensure an identifiable audit trail exists. This will include such items as the initial request for applications, all invitations to quote, clarification correspondence, responses received, and all procurement documentation.

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## ACCESS AND INCLUSION POLICY Administration

1.2.10

<b>Title:</b>	1.2.10 Access and Inclusion Policy
<b>Adopted:</b>	<u>15/07/2020</u> 15 July 2020
<b>Reviewed:</b>	<u>N/A</u> Biennially (last reviewed 14 December 2022)
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; Disability Services Act 1993 (WA)
<b>Associated Documentation:</b>	Shire of Mingenew Disability Access and Inclusion Plan 2019-2024
<b>Review Responsibility:</b>	Council

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Previous Policy Number/s – Nil

### Objective:

To ensure that the Shire of Mingenew is an accessible community for people with disability, their families and carers.

### Policy:

The Shire of Mingenew is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following:

- The Shire of Mingenew believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Mingenew is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Mingenew is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows:

- People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
- People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
- People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
- People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
- People with disability have the same opportunities as other people to make complaints to a public authority.
- People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
- People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.



**ACCESSIBLE INFORMATION POLICY**  
**Administration**

1.2.11

<b>Title:</b>	1.2.11 Accessible Information Policy
<b>Adopted:</b>	<del>15/07/2020</del> <u>15 July 2020</u>
<b>Reviewed:</b>	<del>N/A</del> <u>Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; Disability Services Act 1993 (WA)
<b>Associated Documentation:</b>	Shire of Mingenew Disability Access and Inclusion Plan 2019-2024
<b>Review Responsibility:</b>	Council

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Previous Policy Number/s – Nil

**Objective:**

To ensure people with disabilities have the same opportunities as other community members to access public documents and information relating to Council's functions, services and facilities.

**Policy:**

People with disabilities have the same rights as other community members to access public information about Council's functions, services and facilities. In accordance with existing legislative responsibilities, it is recommended that, wherever possible, Councils provide:

1. printed and electronic public information in clear and easy to understand formats;
2. on request from people with specific communication requirements, information in alternative formats such as audio tape or large print; and
3. accessible public consultation processes and venues for people with disabilities.



**REASONABLE ADJUSTMENT POLICY**  
**Administration**

1.2.12

<b>Title:</b>	1.2.12 Reasonable Adjustment Policy
<b>Adopted:</b>	<del>15/07/2020</del> 15 July 2020
<b>Reviewed:</b>	<del>N/A</del> Biennially (last reviewed 14 December 2022)
<b>Associated Legislation:</b>	Local Government Act (1995) as amended; Disability Discrimination Act (1992),
<b>Associated Documentation:</b>	Shire of Mingenew Disability Access and Inclusion Plan 2019-2024
<b>Review Responsibility:</b>	Council

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Previous Policy Number/s – Nil

**Objective:**

The objectives of this policy and procedure are to:

- a) Ensure that the Shire of Mingenew is inclusive of people with disability in its employment practises;
- b) Enable appropriately skilled people with disabilities to perform the inherent requirements of their positions;
- c) Provide an opportunity for employees who acquire a temporary or permanent disability to continue their employment at the Shire, where possible;
- d) Create an inclusive environment that ensures that equal employment opportunities are available to all staff, including those with a disability;
- e) Provide staff who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
- f) Actively facilitate the employment of people with a disability in all suitable areas of employment;
- g) Ensure that people with a disability are treated equitably during all stages of employment, including recruitment, selection, promotion, training, and termination;
- h) Ensure that the needs of people with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
- i) Understand that some people with a disability may choose not to involve their supports in their employment matters;
- j) Ensure that people with a disability have the means to contribute to and participate in the work environment; and
- k) Make reasonable adjustments to the work area to accommodate staff with a disability.

**Policy:**

People with disabilities have the same rights as other community members to access public information about Council's functions, services and facilities. In accordance with existing legislative responsibilities, it is recommended that, wherever possible, Councils provide:

1. printed and electronic public information in clear and easy to understand formats;
2. on request from people with specific communication requirements, information in alternative formats such as audio tape or large print; and
3. accessible public consultation processes and venues for people with disabilities.





The Shire is committed to ensuring an accessible and inclusive work environment to enable people with disability to participate fully in all aspects of employment in keeping with the requirements of the *Disability Discrimination Act (1992)*.

The Shire seeks to apply the principle of reasonable adjustment to remove barriers to participation in work by people with disability. Reasonable adjustments will be made to enable appropriately skilled people with disabilities to perform the inherent requirements of their positions.

### Application

This policy applies to, but is not limited to, the following areas:

- a) Recruitment, selection, and appointment;
- b) Induction and orientation;
- c) Participation in projects and committees;
- d) Training and career development;
- e) Performance management;
- f) Opportunities to enjoy all Shire supported social or recreational activities;
- g) Promotion, transfer, or any other employment benefit.

The rights of people with disability are safeguarded by the *Disability Discrimination Act (1992)* by which the Shire must abide. While this policy provides overall guidance on handling staff with disability, more detailed information is incorporated throughout the policies and procedures of the Shire.

People with disability are obliged to abide by all other policies of the Shire including those relating to bullying and harassment, staff conduct and discrimination. Where exceptions or other considerations apply, detailed information is incorporated throughout other policies and procedures of the Shire.

This policy also applies to those involved in the recruitment and management of staff.

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## CHRISTMAS PERIOD CLOSURE POLICY Administration

1.2.13

<b>Title:</b>	1.2.13 Christmas Period Closure Policy
<b>Adopted:</b>	17 March 2021
<b>Reviewed:</b>	<del>N/A</del> <u>Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documentation:</b>	
<b>Review Responsibility:</b>	Council

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Previous Policy Number/s – Nil

### Objective:

The objective of this policy is to facilitate efficient management of the Shire's Administration Centre and Depot over the Christmas period and provide guidance on closures to appropriately inform and support the community during times when service levels are suspended or reduced.

### Policy:

The Shire of Mingenew shall close operations each year for a maximum two-week period over the Christmas and New Year holiday period commencing no earlier than five working days prior to Christmas Day and up to Christmas Eve (i.e. closure commencing 21 December would require operations to recommence by 5 January).

The CEO is to determine the closure starting and end date and notification must be provided to Councillors and employees at least 8 weeks prior to Christmas Day. Employees shall use annual leave, RDOs, leave without pay or other eligible leave entitlements to cover any ordinary working days during the closure period that are not a public holiday. There will be a maximum of seven ordinary working days during the closure period. The CEO may determine some services to be essential during the closure period and authorise employees to work during the closure or be on call, in accordance with the relevant employee conditions/industry award.

The Shire will comply with Local Public Notice requirements for advertising the Christmas period closure in accordance with the *Local Government Act 1995* to ensure the community is made aware of the shutdown and after hours/emergency contacts, no later than 4 weeks prior to Christmas Day.



**COUNCIL POLICY**  
**Administration**

1.2.14

<b>Title:</b>	<b>1.2.14 PUBLIC INTEREST DISCLOSURES POLICY</b>
<b>Adopted:</b>	16 February 2022
<b>Reviewed:</b>	<u>-Biennially (last reviewed 14 December 2022)</u>
<b>Associated Legislation:</b>	Local Government Act 1995 Public Interest Disclosure Act 2003
<b>Associated Documents:</b>	Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates Shire of Mingenew Code of Conduct for Employees PSC Code of Conduct and Integrity
<b>Review Responsibility:</b>	Governance & Community Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s -

**Objective:**

The Shire of Mingenew will receive disclosures of public interest information in accordance with the provisions of the *Public Interest Disclosure Act 2003*.

**Scope**

This policy applies to all employees, elected members, contractors and volunteers.

**Policy Statement:**

The Shire of Mingenew does not tolerate corrupt or other improper conduct including mismanagement of public resources in the exercise of the public functions of the Shire and its elected members, officers, employees and contractors.

The Shire of Mingenew is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The Shire recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a proper authority, the Shire of Mingenew is responsible for:

- receiving disclosures;
- investigating disclosures;
- taking appropriate action; and
- reporting.

The Shire of Mingenew will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure. The Shire does not tolerate any of its elected members, employees, contractors or volunteers engaging in acts of victimisation or reprisal against those who make public interest disclosures.

The persons responsible for receiving disclosures of public interest information designated under s. 23(1)(a) of the PID Act will abide by the Public Sector Commission's (PSC) Code of Conduct and Integrity in performing their duties.



The Shire of Mingenew is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.

### **PID Officer Responsibilities**

The Shire of Mingenew's designated PID Officer is the Chief Executive Officer in accordance with s.23(1)(a) of the PID Act.

The PID Officer's responsibilities include:

- Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire of Mingenew who makes a public interest disclosure (s. 23(1)(b)).
- Ensuring the Shire of Mingenew complies with the PID Act and the Code of Conduct and Integrity established by the Public Sector Commissioner (ss. 23(1)(c) and (d)).
- Preparing and publishing internal procedures, consistent with those prepared by the Public Sector Commission, detailing how the Shire will meet its obligations under the PID Act (s.23(1)(e)). May have a role in enabling an investigation to be undertaken or taking disciplinary action against individual.
- Providing information (s. 23(1)(f)) to the Public Sector Commissioner on the:
  - a) Number of disclosures received by the Shire of Mingenew;
  - b) Results of any investigations conducted as a result of the disclosures;
  - c) Action, if any taken, as a result of each disclosure; and
  - d) Any matters as prescribed.
- Providing information to potential disclosers about their rights and responsibilities consistent with the code of conduct and integrity established under s. 20(1).
- Receiving and managing public interest disclosures in accordance with the PID Act (s. 5(3)).
- Notifying the discloser within three months of the disclosure being made about what action is planned in dealing with the disclosure (s. 10(1)).
- Where appropriate, investigating or causing an investigation of, the matters in the disclosures (s. 8(1)).
- Where appropriate, providing information to subjects of a disclosure about their rights, responsibilities, duties and potential offences (s.9(2), s. 14, s. 15, s. 16 and s. 24).
- Where appropriate, taking such action as is necessary and reasonable, within their functions and powers in accordance with s.9.
- Maintaining confidentiality of the identity of the discloser and subject(s) of disclosures, in accordance with the requirements of the PID Act (s. 11 and s. 16).
- Providing progress reports, where requested, and a final report to the discloser in accordance with s. 10.
- Creating and maintaining proper and secure records in relation to the disclosures in accordance with the code of conduct and integrity established under s. 20(1) and the State Records Act 2000.
- Completing a PID Register for each disclosure lodged (s. 23(1)(f)).
- Acting in accordance with the rules of natural justice (s. 9(2) and s.16(1)(b)).
- Acting in accordance with the code of conduct and integrity established by the Public Sector Commissioner (s. 20(1)) and any authority-specific code of conduct established separately from the PID Act.



The PID Officer may engage an appropriately qualified and/or experienced person to assist or conduct an investigation on their behalf. A paid engagement for services must have regard to Budget allocations and approvals, and an appropriate procurement process.

### **Discloser Responsibilities**

- Makes a public interest disclosure to a proper authority or our PID Officer if the matter relates to the Shire of Mingenew (s. 5(1)).
- Believes on reasonable grounds that the information in their disclosure is, or may be, true (s. 5(2)).
- Does not disclose information subject to legal professional privilege (s. 5(6)).
- Does not knowingly and recklessly make a false or misleading disclosure (s. 24(1)).
- Maintains confidentiality of the information disclosed and the identity of the person(s) to whom the information relates, in accordance with the requirements of the PID Act (s. 16 and s. 17(1)(b)).
- Assists any person investigating the matter to which the disclosure relates by supplying the person with any information requested (s.17(1)(a)).

### **Subject of a Disclosure under the PID Act**

- Is afforded the opportunity to make a submission, either orally or in writing, in relation to the matter before preventative or disciplinary action is taken (s. 9(2)).
- Maintains confidentiality of the identity of the discloser, in accordance with the requirements of the PID Act (s. 16(1)).
- Is to be treated in accordance with the rules of natural justice (s.16(1)(b)).
- Does not take or threaten to take detrimental action (defined in s. 3) against a person because they have made or intend to make a disclosure (s. 14(1)).
- Does not incite another person to take detrimental action against another because they have made or intend to make a disclosure (s.14(2)).
- Does not commit an act of victimization by taking or threatening to take detrimental action against the person making or intending to make a disclosure (s. 15(1)).



## 1.2.14 PUBLIC INTEREST DISCLOSURES PROCEDURE

Relevant Council Policy

1.2.14 PID Policy

Approval Date: -14 December 2022

Appendix – PSC Code of Conduct and Integrity

Relevant CEO Directive

Nil

Review: Biennially

### Objective:

For Shire of Mingenew to manage disclosures of public interest information effectively, efficiently and in accordance with the provisions of the *Public Interest Disclosure Act 2003*.

### Legislation:

*Public Interest Disclosure Act 2003* (PID Act)

### Procedures:

#### ***Managing Public Interest Disclosures***

The following procedures describe how the Shire of Mingenew will manage the public interest disclosure process.

#### Overarching requirements of the Public Interest Disclosure Act 2003

The PID Act has some overarching requirements for handling disclosures. These requirements separate the public interest disclosure process from other reporting or complaint handling processes. The PID Act does not, however, displace the notification or reporting requirements of the Corruption, Crime and Misconduct Act 2003, which are paramount. The following section outlines how we will meet these requirements, as well as expectations of you, as a discloser, and any subject(s) of your disclosure.

#### *What is 'public interest information'?*

The PID Act only applies to disclosures of public interest information (defined in s. 3). Public interest information means information that:

1. Relates to the performance of a public function by a public authority, public officer or public sector contractor (either before or after the commencement of the PID Act); and
2. Shows or tends to show that a public authority, a public officer, or a public sector contractor is, has been or proposes to be involved in:
  - a) improper conduct; or
  - b) an act or omission that constitutes an offence under a written (State) law; or
  - c) substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
  - d) an act done or omission that involves a substantial and specific risk of:
    - i. injury to public health; or
    - ii. prejudice to public safety; or
    - iii. harm to the environment; or
  - e) a matter of administration that can be investigated under section 14 of the Parliamentary Commissioner Act 1971 by the Parliamentary Commissioner (Ombudsman Western Australia).



### Confidentiality

Maintaining confidentiality is an important part of managing a disclosure. The confidentiality requirements of the PID Act (s. 16) not only protect the discloser, but also any other people affected by the disclosure.

The confidentiality requirements do not apply to all information in a disclosure, although we are committed to maintaining confidentiality around:

1. Any information that may identify the discloser or any person who may be the subject of a disclosure, including the fact a disclosure has been made; or
2. Information relating to a disclosure that, if known, may cause detriment.

Throughout the disclosure process and after its completion, the PID Act provides for the discloser's identity, and the identity of any person that is the subject of the disclosure to be kept confidential except in certain circumstances. Disclosing information which might identify, or tend to identify, the discloser (s. 16(1)) or any person that is the subject(s) (s. 16(3)) of your disclosure, except in accordance with the PID Act, is an offence punishable with a penalty of a \$24 000 fine or imprisonment for two years.

### Confidentiality regarding the discloser

Maintaining confidentiality is an important part of protecting the discloser from any detrimental action in reprisal for making or intending to make a disclosure.

If the discloser consents to having their identity revealed to assist us in dealing with the disclosure, our PID Officer will record this using the Consent to Disclosure of Identifying Information form.

Sometimes we may need to identify the discloser without the discloser's consent (s. 16(1) (b)-(f)) but only where:

1. It is necessary to do so having regard to the rules of natural justice;
2. It is necessary to do so to enable the matter to be investigated effectively;
3. We are ordered to do so by a court or any other person or body having authority to hear, receive or examine evidence; or
4. We are required to do so by ss.152 or 153 of the Corruption, Crime and Misconduct Act 2003.

Before we identify the discloser for any of the reasons above, our PID Officer will take all reasonable steps to inform the discloser that this will happen and the reasons why. Our PID Officer will use the Notification of Disclosure of Identifying Information form to do this.

If we need to provide information about the identity of the discloser to another person for the reasons above, our PID Officer will inform the other person that further disclosure to a third person may put them at risk of committing an offence.

Our PID Officer will also consider whether it is necessary to inform any external investigator about the identity of the discloser. Where it is necessary to provide this identifying information, our PID Officer will notify as described above.



### Confidentiality Plan

If your confidentiality cannot be maintained, we will develop a plan to support and protect you from any potential risks of detrimental action. You will be involved in developing this plan.

### Confidentiality regarding the person that is the subject of the disclosure

The subject of a disclosure may consent to having their identity revealed to assist with the disclosure process s. 16(3)(a). Our PID Officer will use the Consent to Disclosure of Identifying Information form to record this.

Additionally, we may need to reveal identifying information about the subject(s) of a disclosure without their consent (ss. 16(3)(b)-(g)) where:

1. It is necessary to do so to enable the matter to be investigated effectively;
2. It is necessary to do so in the course of taking action under s. 9;
3. There are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property;
4. We are ordered to do so by a court or any other person or body having authority to hear, receive or examine evidence; or
5. We are required to do so by ss. 152 or 153 of the Corruption, Crime and Misconduct Act 2003.

There is no obligation to advise the subject of a disclosure that identifying information will be released.

### Protections

The PID Act provides a range of protections for disclosers (Part 3). It also requires that our Chief Executive Officer provides protection for any employees who make disclosures (s. 23(1)(b)).

[\*Don't be Afraid to Speak Up\*](#) (a publication issued by the Public Sector Commission) contains general information about the protections provided by the PID Act.

We are committed to ensuring that no detrimental action, including workplace reprisals by managers or other employees, occurs as a result of a person making a disclosure. If any of the above does occur, the discloser can request that we take action to protect them. Tell the PID Officer who is handling the disclosure immediately.

The PID Act also provides that the discloser may lose the protections provided in s. 13 in some circumstances, including where they on-disclose information or fail, without reasonable excuse, to assist any person investigating the matters of the disclosure.

### Notification requirements

The Shire's PID Officer will ensure that we complete all reporting in accordance with the legislative and administrative requirements of the PID Act.

Provided it is not an anonymous disclosure, our PID Officer will provide the following reports:

1. Within three months of making a disclosure, the action taken, or proposed to be taken, in relation to the disclosure (s. 10(1)); and





2. When the disclosure process has concluded, the outcome of the investigation and the reasons for taking any action following the investigation (s. 10(4)).

Our PID Officer may also provide a progress report during any investigation, either on their initiative or upon your request (ss. 10(2) and (3)).

Our PID Officer has some limits on what they can include in their reports. Section 11 prevents provision of information that would be likely to adversely affect:

1. Any person's safety (s(1)(a));
2. The investigation of an offence or possible offences (s(1)(b)); or
3. Confidentiality as to the existence or identity of any other person who made a public interest disclosure (s(1)(c)).

Our PID Officer is also prevented from giving any information they must not disclose under ss. 151, 152 or 153 of the Corruption, Crime and Misconduct Act 2003.

#### Record keeping

During the investigation our PID Officer may make comprehensive and contemporaneous records of any discussions and interviews. These records along with any other documentation or files relating to the disclosure, whether paper or electronic, will be stored securely and only accessed by authorised persons.

#### PID Register

To assist with annual reporting to the Public Sector Commissioner we will maintain a public interest disclosure register. We will assign a unique register number to each disclosure and record key information about your disclosure, any investigation and the outcome in the public interest disclosure register. This register (paper and/or electronic) is kept strictly confidential and maintained in a secure location.

### **How to Make a Public Interest Disclosure**

#### Before you make a disclosure

We strongly encourage anyone thinking about making a public interest disclosure to seek advice from our PID Officer ('proper authority') before they do. A disclosure must be made to a proper authority for it to be covered by the PID Act.

A number of other requirements apply to the discloser, so it is important to understand the rights and responsibilities in the process. This information is outlined generally in *Don't be Afraid to Speak Up*, available from the Public Sector Commission website and the Shire of Mingenew website.

At the Shire of Mingenew, the Chief Executive Officer is the designated person responsible for receiving disclosures of public interest information in accordance with s. 23(1)(a). For the purposes of this procedure a PID Officer(s) is the proper authority designated under s. 5(3)(h) for dealing with information that falls within the sphere of responsibility for the Shire of Mingenew.



Their names and contact details are:

Name	Position	Contact Details
<u>Nils HayMatt Fanning</u>	Chief Executive Officer	(08)9928 1102 0419 647 661 <a href="mailto:ceo@mingenew.wa.gov.au">ceo@mingenew.wa.gov.au</a>
<u>Erin Greaves</u>	<u>Governance &amp; Community Manager</u>	<u>(08)9928 1102</u> <u>0477 287 144</u> <u><a href="mailto:governance@mingenew.wa.gov.au">governance@mingenew.wa.gov.au</a></u>

Initial discussions between the discloser and the PID Officer should be general in nature and should not discuss the specific details of the disclosure until the discloser understands their rights and responsibilities under the PID Act. Our PID Officer will also let the discloser know that they need to make the disclosure voluntarily and consciously – we will never force a person to make a disclosure. This is because they cannot withdraw the disclosure once it is made. Once we receive your disclosure, our PID Officer is obliged to take action and we may continue to look into the matters within your disclosure irrespective of your continued approval.

These initial discussions with our PID Officer may help in deciding whether to make a public interest disclosure and also enable the PID Officer to ascertain if the information would be covered by the PID Act. If the information appears not to be the type covered by the PID Act, our PID Officer will discuss other mechanisms through which issues may be made, for example, our general complaints or grievance resolution process.

You can also contact the Public Sector Commission Advisory Line on (08) 6552 8888 (or 1800 676 607 for country callers) for general information about the disclosure process.

#### What is 'sphere of responsibility'?

Under s. 5(3)(h) the PID Officer for an authority can receive information relating to a matter which falls within the 'sphere of responsibility' for their public authority. 'Sphere of responsibility' is not defined in the PID Act but may include:

1. Matters that relate to the Shire of Mingenew; or
2. A public officer or public sector contractor of the Shire of Mingenew; or
3. A matter or person that the Shire of Mingenew has a function or power to investigate.

The proper authority to which you need to make the disclosure depends on the type of disclosure information. Where the information is outside of our PID Officer's sphere of responsibility, it may need to be made to another proper authority for it to be considered as a public interest disclosure and for the discloser to receive the protections of the PID Act. A list of proper authorities and the information they can receive is covered in [Don't be Afraid to Speak Up](#).

#### Making the disclosure

A discloser needs to clearly identify that they are making a public interest disclosure. For the purposes of accountability and certainty, persons wishing to make a disclosure of public interest information under the PID Act are encouraged to do so in writing. As we expect that most disclosures will be made in writing,



the Shire of Mingenew has developed a form which can be used for the purpose of making such a disclosure which is available from the [Shire's website](#). There is no requirement to use the form, but it will help to define the details of the disclosure. It may be completed by the discloser, or our PID Officer may complete the form if they are speaking with the discloser and then have them sign the form to acknowledge they are making a disclosure voluntarily and consciously.

We must accept anonymous disclosures, but if a discloser decides to make an anonymous disclosure they should understand that it may be more difficult for our PID Officer to investigate or take action about the disclosure. This is because they cannot come back to seek any further information. We are also not required to provide any reports about the progress or final outcome of the disclosure if the discloser chooses to remain anonymous.

An anonymous disclosure may not prevent the discloser from being identified during an investigation. Additionally, if our PID Officer does not know who made the disclosure, it will be difficult for them to ensure the discloser is protected and to prevent any reprisal or detrimental action.

#### Determining whether your matter is an appropriate disclosure

Once our PID Officer has received the disclosure they will assess whether it meets the requirements under the PID Act. It may be that our PID Officer undertakes initial inquiries and decides not to take the matter any further, as it does not constitute an appropriate public interest disclosure.

If the disclosure is not one to which the PID Act applies, our PID Officer will let the discloser know the reasons for their decision (unless you made an anonymous disclosure) and make proper and adequate records about it. Some matters raised within the disclosure may not be matters to which the PID Act applies and the PID Officer may discuss with the discloser other pathways to report these matters.

If the disclosure is one to which the PID Act applies, our PID Officer will ensure proper and adequate records are made and will communicate with the discloser further, unless it is an anonymous disclosure.

Our PID Officer will notify the discloser within three months about what we plan to do in dealing with the disclosure, unless it is an anonymous disclosure.

#### Determining whether your public interest disclosure will be investigated

After assessing the disclosure as one to which the PID Act applies, our PID Officer will consider whether it will be investigated, guided by the requirements in s. 8. The reasons a PID Officer may not investigate the disclosure include:

1. The matter is trivial;
2. The disclosure is vexatious or frivolous;
3. There is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the matter(s) occurred; or
4. The matter is being or has been adequately or properly investigated by another proper authority (s. 5(3)).

Our PID Officer will make proper and adequate records of their decision and reasons about whether to investigate or not.





### Referring public interest matters

Where our PID Officer assesses the disclosure as one to which the PID Act applies, but they do not have the functions or power to investigate one or more matters within the disclosure, they will refer the information to the appropriate authority for investigation as provided for under the PID Act. Alternatively, a discloser may also be able to make a disclosure directly to this new authority, if they wish to receive reports from them about the disclosure. For example, our PID Officer may need to refer an allegation of an offence supported by evidence to the Western Australia Police for investigation.

### **Investigating the Disclosure**

Our PID Officer will investigate, or cause to be investigated, any matters in the disclosure within the sphere of responsibility. Our PID Officer may cause the disclosure to be investigated by engaging a suitably skilled staff member within the Shire of Mingenew or an externally contracted investigator.

If causing the disclosure to be investigated, our PID Officer will ensure that the person undertaking the investigation understands the requirements of the PID Act, in particular the confidentiality requirements and protections for disclosers. Our PID Officer will only provide the name of the discloser and that of the subject of the disclosure to the investigator in accordance with s. 16 of the PID Act.

When investigating the disclosure, our PID Officer or investigator is limited by the functions and powers derived from our operating legislation. The PID Act does not provide for any additional investigative powers.

If you are an employee, you are expected to cooperate with any investigation into the disclosure to maintain the protections under the PID Act. A discloser is also expected to act in accordance with our Code of Conduct at all times.

Employees who are the subject of the disclosure can clarify the process and what to expect with our PID Officer.

Our PID Officer may also decide to discontinue an investigation, in accordance with s. 8(2). If this happens, they will give the discloser reasons for their decision in accordance with s. 8(3), unless they made an anonymous disclosure. The PID Officer may also notify any subject(s) of the disclosure if they discontinue the investigation.

To ensure the disclosure is adequately and properly investigated our PID Officer, or other investigator, will be guided by the procedures below. Internal investigation procedures In conducting an investigation, typical steps may include:

1. Drawing up terms of reference, identifying the key issues in the disclosure;
2. Ensuring the objectives of the investigation include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions objectively and impartially;
3. Specifying a date by which the investigation should be completed and a report provided to the discloser about the final outcome;
4. Informing the subject of the disclosure about their rights and obligations under the PID Act, the Shire's Code of Conduct and the law;



5. Maintaining procedural fairness for the person who is the subject of the disclosure;
6. The investigator making contemporaneous notes of discussions and interviews and, where practical and appropriate, recording discussions and interviews as an audio or video record; and
7. Ensuring strict security to maintain the confidentiality requirements of the PID Act.

What are your responsibilities if you are the subject of a disclosure?

A subject of a disclosure is a person of interest about whom an allegation of a public interest disclosure has been made.

We will treat the person fairly and impartially throughout the process and inform them of their rights and obligations. We will generally keep the parties involved informed during any investigation, although we cannot release any information to the person that may prejudice our investigation. As an employee it is expected that they will act in accordance with our Code of Conduct at all times.

The PID Act provides the person with some rights and obligations as a person subject to a disclosure. Firstly, the subject has a right to have their identity kept confidential under s. 16(3), unless one of the following conditions apply:

1. You consent to your identity being disclosed;
2. It is necessary to enable the matter to be investigated effectively;
3. It is necessary to do so in taking action within s. 9;
4. There are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property;
5. A direction to disclose your identity is made in accordance with a court order or other body having authority to hear evidence;
6. Disclosure is required in accordance with ss. 152 or 153 of the corruption, Crime and Misconduct Act 2003.

We will also provide appropriate natural justice. This means that, before we take any disciplinary or other action against the person under s. 9, we will give you the opportunity to:

1. Be informed of the substance of the allegations; and
2. Make a submission either verbally or in writing in relation to the matter.

If you are the subject of a disclosure, you must not identify or tend to identify the identity of the discloser or a person who they think might be the discloser, as they also have rights to confidentiality under the PID Act. It is an offence under s. 16 to identify or tend to identify any person who has made a disclosure under the PID Act.

Also, you must not engage in reprisal action, threaten anyone with reprisal action or have someone else conduct this action on your behalf because someone has made, or intends to make, a disclosure. It is still an offence to conduct this action against any person you believe has made the disclosure even if they were not the individual who actually made the disclosure. This is an offence under s. 14(1) of the PID Act.



## **Taking Action**

Our PID Officer will take action where they form the opinion that a person may be, may have been or may in the future be involved in conduct which may be the subject of a public interest disclosure. Usually, our PID Officer will form this opinion at the conclusion of an investigation, although there may be instances where they need to take immediate action and the PID Act enables them to do this.

Action our PID Officer may take under s. 9 includes, but is not limited to:

1. Preventing the matter disclosed from continuing or occurring;
2. Referring the matter to the Western Australia Police Force or other appropriate body; or
3. Taking disciplinary action against a person responsible for the matter.

The options above are not mutually exclusive. Our PID Officer may take more than one action depending on the circumstances. For example, our PID Officer may seek to terminate the employment of an employee caught stealing and refer the matter to the Western Australia Police Force.

In taking action our PID Officer and/or the Shire of Mingenew is limited by the powers and functions derived from our operating legislation. The PID Act does not provide for any additional powers to take action. We are also guided by what is necessary and reasonable in the circumstances.

Before taking any action we will give the person against whom the action is to be taken (the subject of the disclosure) an opportunity to respond, either verbally or in writing, to ensure procedural fairness.

### Confidentiality and record keeping when taking action

We will maintain confidentiality in accordance with the PID Act when taking action.

Our PID Officer will keep appropriate records about any action taken, as well as recording a summary of this action [in the public interest disclosure register].

### **After the Public Interest Disclosure Process has been Finalised**

The PID Act places no further obligations on the Shire of Mingenew or our PID Officer(s) after the disclosure process is complete. The confidentiality requirements of the PID Act, however, continue to apply to you and all other people involved with the disclosure.

The PID Act does not provide for you to appeal the outcome of the disclosure process. You may be able to make another disclosure to another proper authority, if the information relates to their functions or sphere of responsibility (s. 5). See Don't be afraid to speak up for the correct proper authority for your disclosure.

However, this 'new' proper authority may be able to decline to investigate the disclosure under s. 8, if they consider the matter(s) has already been properly or adequately investigated (as a public interest disclosure).

### **Making a Disclosure to a Journalist**

The PID Act provides for certain circumstances where a discloser may be able to make a protected disclosure to a journalist (s. 7A(d)). These circumstances apply where the discloser has first made a



disclosure to the PID Officer or another proper authority named in the PID Act (outlined in How to Make a Public Interest Disclosure (above) or [\*Don't be Afraid to Speak Up\*](#)).

Importantly, the PID Act states that to attract the privileges and protections of the PID Act when disclosing to a journalist, the discloser must disclose information that is substantially the same as what was disclosed in the original disclosure and it must be the case that the PID Officer who received the original disclosure:

1. Did not notify the discloser within three months of making the disclosure about actions they propose to take or have already taken; or
2. Refused to investigate, or discontinued the investigation of, a matter raised in the disclosure; or
3. Did not complete an investigation within six months of the discloser making the disclosure; or
4. Completed an investigation but did not recommend that action be taken; or
5. Did not provide the discloser with a report stating the outcome of any investigation or any action proposed or taken and the reasons for those actions.

We are committed to ensuring that we provide the notifications required under the PID Act and that the discloser understands the reasons for our decisions and actions. If a discloser is considering making a disclosure to a journalist because they believe their circumstances meet one or more of the requirements outlined above, we would encourage the discloser to discuss this with the PID Officer prior to disclosure to a journalist.

It is also recommended that the discloser seek their own legal advice before taking any action in relation to matters that have been disclosed under the PID Act.

If a discloser makes an anonymous disclosure, they may not be able to demonstrate they meet the above requirements and we are not obliged to provide the discloser with any notifications about what happens to the disclosure.





## COUNCIL POLICY Administration

1.2.15

<b>Title:</b>	<b>1.2.15 USE OF COMMON SEAL POLICY</b>
<b>Adopted:</b>	14 December 2022
<b>Reviewed:</b>	Biennially (NEW 14 December 2022)
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Shire of Mingenew Standing Orders Local Law 2017
<b>Review Responsibility:</b>	Governance & Community Manager
<b>Delegation:</b>	

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Previous Policy Number/s -

### Objective:

The objective of this Policy is to establish, in accordance with the requirements of Part 9, Division 3 of the *Local Government Act 1995* (the Act), protocols and procedures for the execution of documents and the affixing and administration of the Shire of Mingenew's Common Seal.

### Scope

This Policy applies to all officers preparing documents for execution and/or who have been authorised to execute documents on behalf of the Shire.

Documents and correspondence which relate to day-to-day routine communications or transactions (Category 3 documents) do not require specific authorisation through Council, as they are the subject of Section 5.41(d) of the Act, which provides that it is the CEO's duty to manage the day-to-day operations of the Shire. Such duties are undertaken by officers "acting through" another person, in accordance with section 5.45 of the Act.

### Policy Statement:

This Policy covers four categories of documents as outlined below and is supported by clause 18.1 of the *Shire of Mingenew Standing Orders Local Law 2017*, and any Authorisations made in regard to the Execution of Documents.

The Shire of Mingenew authorises the Shire President and the Chief Executive Officer to sign and affix the Common Seal to documents using the execution clauses shown on page 4 of this policy.

### Category 1(A) Documents

Category 1(A) documents require a specific resolution of Council to enter into an agreement as well as an authority to affix the seal. In accordance with s9.49A(2), these documents will be executed by having the common seal affixed under the specific authorisation of Council in the presence of, and attested by, the Shire President (or in their absence the Deputy Shire President) and CEO. Pursuant to s9.49A(3)(b) of the Act, the Shire President and a senior employee (if authorised by the CEO) can also affix and attest the common seal.

The following is a list of Category 1(A) documents:

- Deeds of Agreement and Release in respect to sale or purchase relating to Shire land including equitable interests;
- Town Planning Schemes and Scheme Amendments;



- Local Laws;
- Documents of a ceremonial nature;
- Land transactions, including but not limited to sale, assignments, consent to mortgage, surrenders, transfers and memorials as resolved by Council (this does not include Category 2 land transactions i.e. disposal via leasing or licencing of land or properties and execution of Landgate documents);
- Licensing contracts where the Shire is the Licensor; and
- Documents specified by resolution of Council to be executed by the Common Seal.

#### Category 1(B) Documents

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal.

Please note that the document may not require a Council resolution (being a Category 1(B) document) however, the decision to undertake a particular course of action may still require Council approval.

The following list of documents are Category 1(B) documents:

- Agreements relating to grant funding when the funder requires that the agreement be signed under seal;
- Debenture documents for loans which Council has resolved to raise;
- General Legal and Service Agreements not already listed in this policy; and
- Any document stating that the Common Seal of the Shire of Mingenew is to be affixed provided it is not a Category 1(A) document.

In accordance with s9.49A(2), the attachment of the Common Seal requires attesting by both the Shire President (or in their absence the Deputy Shire President) and the Chief Executive Officer (or the person acting in that position). Section 9.49A(3)(b) of the Act, provides that the Shire President and a senior employee (if authorised by the CEO) can also affix and attest the common seal.

#### Category 2 Documents

Category 2 documents do not require the Common Seal to be affixed.

The execution of a document must not be inconsistent with a Council Policy or resolution.

Documents may only be executed where the funds are available and allocated for the proposed purpose in the approved budget.

The following are examples of Category 2 documents:

- Documents and/or deeds required in the management of land as a landowner or where land is a Reserve vested to the Shire of Mingenew;
- Documents required to enact a decision of Council or the Development Assessment Panel (e.g. contractual documents resulting from a tender process or a memoranda of understanding);
- Documents required to enact a decision made under delegated authority or as a condition or approval given under delegated authority;



- Legally binding contracts (other than tenders) that are required to engage services or purchase products when these documents are inconsistent with the Shire's purchasing and procurement terms and conditions;
- Contracts for incoming grant funding
- Other legally binding contracts outside of the normal course of business (e.g. confidentiality, indemnity, licensing, novation and sponsorship agreements); and
- Documents and/or deeds related to leases and licences of Shire land and properties. This category includes any arrangements relating to the disposal of property via a lease or licence (but not sale), and includes but is not limited to:
  - agreement to lease or licence;
  - variation of lease or licence;
  - assignment of lease or licence;
  - subleases; and
  - surrender of lease or licence.
- The following Landgate documents and/or deeds including lodgement, removal, withdrawal, surrender, cancel or modification:
  - Notifications in accordance with Section 70A of the Transfer of Land Act 1893; Covenants, easements and caveats under the Transfer or Land Act 1893
  - Reciprocal easements and/or parking agreements
  - Rights of carriageway agreements
  - Amalgamations
  - Easements or deeds of easement under the Land Administration Act 1997 and/or Strata Titles Act 1985.

### Category 3 Documents

Category 3 documents are documents that are created in the normal course of business to discharge the duties of an Officer's position in a manner consistent with Shire policies and procedures.

Category 3 documents are to be executed by the CEO, a Manager, or a Shire officer, where the authority and accountability has been extended through an authorisation, policy, procedure, or a position description. It is therefore important to have a good knowledge of the documents that relate to the team that is responsible for the document.

These documents include but are not limited to the following:

- Agreements in the normal course of business for the purchase of goods or services identified within the business unit's budget (other than for tenders) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies (e.g. Contracts for outgoing grant funding);
- General correspondence required to discharge the duties of your position;
- Grant applications;
- Documents to authorise funding allocations for community groups; and
- Regular hire arrangements.

### Common Seal Register

1. The Chief Executive Officer shall maintain a register of all documents executed with the Common Seal;



2. The register is to record each Common Seal transaction and include the date, the nature of the document and the parties to the document being executed.

Execution Clauses

If the legislation is silent on the wording of the Common Seal clause, then the following shall apply:

THE COMMON SEAL of )  
SHIRE OF MINGENEW )  
(ABN 41 454 990 790) )  
in accordance with the provisions of the )  
Local Government Act 1995 (WA) )  
in the presence of )

\_\_\_\_\_  
Date  
by:

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Print name of President

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Print name of Chief Executive Officer



## 1.3.12 FRAUD AND MISCONDUCT MANAGEMENT POLICY

Finance

1.3.12

<b>Title:</b>	<b>1.3.12 FRAUD AND MISCONDUCT MANAGEMENT POLICY</b>
<b>Adopted:</b>	14 December 2022 (NEW)
<b>Reviewed:</b>	-
<b>Associated Legislation:</b>	Local Government Act 1995 Public Interest Disclosure Act 2003 Corruption, Crime and Misconduct Act 2003
<b>Associated Documentation:</b>	Nil
<b>Review Responsibility:</b>	Governance and Community Manager
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s N/A

### Objectives:

The purpose of this policy is to demonstrate and communicate the Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and corruption.

### Scope:

This policy applies to all Shire employees, contractors, volunteers and elected members.

### Policy Statement:

#### 1.1. Fraud

As fraud constitutes a significant risk to any organisation, it is appropriate that a culture of ethical conduct be developed to recognise and avoid fraud and to deal appropriately with any cases of fraud. Fraud can lead to financial loss, reputational damage and loss of public confidence in the way that public money and other resources are being used. It is therefore important that the Shire has robust systems and procedures in place to ensure that the risk of impropriety is minimised, as far as possible, that there is a process in place to enable fraud to be adequately reported and that where instances of fraud do occur, there is a prompt and effective response to them.

- 1.1.1. *Fraud* is defined as "wrongful or criminal deception intended to result in financial or personal gain". Fraud is a deliberate act by an individual or group of individuals and is therefore always intentional and dishonest.
- 1.1.2. *Internal fraud* refers to fraudulent acts undertaken by Councillors and employees. Examples of such fraud would include falsification of expenses and wages claims, theft of cash and alteration of records to conceal the deficiency, falsification of invoices for payment, failure to account for monies collected, falsification of timesheets and timecards, dealing inappropriately with benefits claims of friends or relatives.
- 1.1.3. It is also worth noting that there may, in some instances, be potential for those in positions of trust within the Shire to perpetrate frauds against third parties. The Shire has the responsibility for the integrity of staff employed in such positions of trust.
- 1.1.4. *External fraud* is defined as fraud committed against the Shire by persons outside of the organisation. Examples include false statements in applications for Shire programs and applications for grants or false invoices for goods or services.
- 1.1.5. Fraud and other similar irregularities include:

- Forgery or alteration of cheques, invoices, computer records and other documents;
- Any misappropriation of funds, securities, supplies or any other asset;
- Any irregularity in the handling or reporting of money transactions;
- Misappropriation of furniture, fixtures and equipment;
- Seeking or accepting anything of material value from vendors, consultants or contractors doing business with the Shire;
- Unauthorised use or misuse of Shire property, equipment, materials or records;
- Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council owned software;
- Any claim for reimbursement of expenses that are not made for the exclusive benefit of Shire;
- The intentional distortion of financial statements or other records by persons internal or external to the organisation which is carried out to conceal the misappropriation of assets or otherwise for gain;
- Providing false or misleading information related to financial interests and disclosure statements;
- Any similar or related irregularity.

## 1.2. Corruption

Corruption is dishonest activity in which an employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

Corruption may also constitute any behaviour that may involve fraud, theft, the misuse of position or authority or other acts which are unacceptable to an organisation, its clients or the general community. It may also include other elements such as breaches of trust and confidentiality.

Corrupt conduct is demonstrated by a deliberate intent or an improper purpose and motivation and may involve conduct such as:

- undertaking, soliciting or accepting the provision of something of value (a bribe) for the purpose of influencing the action or decision of an official in the discharge of their public or legal duties;
- deliberate failure to perform the functions of office properly;
- the exercise of a power or duty for an improper purpose;
- involves a breach of the trust placed in the person as a public officer, either knowingly or recklessly;
- involves a misuse of official information or material; or
- performance of functions or the exercise of powers for the purpose of providing a benefit either to the person or another person or causing a detriment to another person.

Anyone who tries to corrupt a public sector officer can also be guilty of corrupt conduct if the matter involves a criminal offence.

## 1.3 Misconduct

Section 4 of the Corruption, Crime and Misconduct Act 2003 (CCM) defines misconduct.

Notwithstanding the specific definition of misconduct set out in the CCM Act, misconduct generally occurs when a public officer abuses their authority for personal gain, causes detriment to another person or acts contrary to the public interest. Misconduct also constitutes inappropriate or improper conduct by a public officer that reflects seriously and adversely on the public service.

The CCM Act characterises misconduct to either be serious or minor misconduct with serious misconduct dealt with by the Corruption and Crime Commission (CCC) and minor misconduct dealt with by the Public Sector Commission (PSC).

### 1.3.1 *Minor Misconduct*

Section 4(d) of the CCM Act defines minor misconduct for public officers other than WA Police officers.

Minor misconduct is misconduct that is significant enough that it could possibly lead to termination of a public officer's employment if proved. Minor misconduct occurs when a public officer engages in conduct that:

- adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether the public officer was acting in their public officer capacity at the time of engaging in the conduct;
- involves the performance of functions in a manner that is not honest or impartial;
- involves a breach of the trust placed in the public officer; or
- involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; AND
- constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment.

Where the Principal Officer (in the case of the Shire, the CEO) has a reasonable suspicion that an instance of minor misconduct has occurred, the Principal Officer must report to the Public Sector Commission (PSC) as soon as practicable.

### 1.3.2 *Serious Misconduct*

Serious misconduct refers only to corrupt or criminal conduct as described in sections 4(a), (b) and (c) of the CCM Act.

Serious misconduct is misconduct that involves corrupt intent and/or criminal conduct and occurs when a public officer:

- acts corruptly or corruptly fails to act in the course of their duties; or
- corruptly takes advantage of their position for the benefit or detriment of any person; or
- commits an offence which carries a penalty of two or more years imprisonment.

Where the Principal Officer has a reasonable suspicion that an instance of serious misconduct has occurred, the Principal Officer must report to the Corruption and Crime Commission (CCC) as soon as practicable.

## **Roles and Responsibilities**

### 1.2.1 *Councillors*

Councillors have a duty to ensure that Shire assets are safeguarded from fraud and abuse and to ensure that Council's powers, duties and responsibilities are exercised in an open, fair and proper manner to the highest standards of probity. These issues need to be borne in mind when considering reports, making decisions and scrutinising Council's activities. Councillors should endorse and support all policies and measures taken to prevent, deter, detect and resolve instances, or suspected instances, of fraud throughout the Shire.

### 1.2.2 *Chief Executive Officer*

The Chief Executive Officer has primary responsibility for the proper management of the Shire's resources and the development and implementation of systems and practices to minimise the risk of fraud. The Chief Executive Officer, under the Corruption, Crime and Misconduct Act 2003 must notify the Corruption and Crime Commission or the Public Sector commission if misconduct is suspected.

### 1.2.3 *Leadership Team*

The Leadership Team includes the Chief Executive Officer, Finance and Administration Manager, Governance & Community Manager and Works Manager. The Leadership Team is responsible for implementing fraud control initiatives and in particular:

- Provide leadership, guidance, training and support to employees in preventing fraud and corruption; • Identify high fraud risk areas;
- Participate in fraud and corruption risk assessment reviews which are presented to the Audit Committee to assess and provide assurance that the 3 entity has appropriate processes and systems in place; • Monitor the continued operation of controls;
- Conducting or coordinating investigations into allegations of fraud;
- Complying with legislation and Shire policies and practices;
- Ensuring staff understand their responsibilities through adequate communication, supervision, written procedures and job descriptions;
- Responding positively to matters raised and advice given by internal and external audit. Management need to be vigilant in guarding against fraud, be aware of any circumstances which may indicate that there may be a problem and report any such suspicions to the Directors or Chief Executive Officer for an independent investigation or advice. In carrying out their responsibilities, all managers (and staff) should be conscious of the fact that they are spending public money collected through rates and taxes. This provides an extra responsibility not only to spend it economically and effectively but also fairly

#### *1.2.4. Staff*

Staff are responsible for acting with honesty and integrity in all council activities and must:

- Not use their position with the Council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity.
- Safeguard Council assets against theft, waste or improper use.
- Understand what behaviour constitutes fraud and / or corruption.
- Familiarise themselves with and adhere to Council's policies and procedures.

Staff have a duty to make management aware of any concerns they have about the conduct of the Shire's affairs or the use of Shire assets and resources. Any matters raised by them should be taken seriously and properly investigated.

Staff who suspect that fraud has occurred should advise their Line Supervisor, Manager or Director as soon as possible. The Shire has prepared Operating Procedures following the introduction of the Public Interest Disclosure Act 2003 which protects "whistleblowers" from unjust recrimination where they have an honest and reasonable suspicion of malpractice, and they act on it. The Shire, in the interests of probity and good local government, encourages staff to raise matters so that they can be properly investigated.

#### *1.2.5. Audit & Risk Committee*

The Audit & Risk Committee a responsibility to:

- Have oversight of risk management, including fraud, misconduct and corruption control;
- Review governance processes to ensure all matters relating to alleged fraud, misconduct and corruption or unethical conduct are dealt with appropriately
- Review the Shire's Risk Management Framework
- Review the Shire's Internal Audit Plan
- Review the Shire's Risk Register

#### *1.2.6. Internal Auditors*

Internal Audit Internal Audit has an important role in assisting management in the prevention and detection of fraud by:



- Independently reviewing systems, procedures and controls to ensure that there are adequate safeguards to prevent, deter and detect fraud with particular attention being paid to the review of contracts and computer systems where there is potentially a significant risk;
- Through specific audits and testing of systems, identifying areas of concern;
- Responding to requests for advice from managers on controls to put in systems;
- Independently investigating suspected frauds and irregularities and reporting conclusions to the Audit Committee, management and, where necessary, the Police;
- Producing, and advising on the production, of rules, regulations and policies which deter fraud.

#### 1.2.7. External Auditors

External Auditors certify that the Shire's accounts represent a true and fair view of the Shire's financial position. In reaching this conclusion, they must satisfy themselves that control systems are sound and that measures are being taken to minimise the chances of fraud. 1.3. Induction Process The elements of fraud and the responsibility of all staff to not participate in and report fraudulent activity will form part of Council's induction process.

### 1.3. Risk Assessment

Fraud, misconduct and corruption risk assessment is an integral part of the Shires overall risk management framework and provides the Shire with an understanding of its fraud, misconduct and corruption vulnerabilities and possible strategies to eliminate or minimise those risks.

Fraud, misconduct and corruption risk assessments are conducted by the Shire at least annually and incorporated into the Shire's Operational and Strategic Risk Register. The Audit & Risk Committee reviews the Register Annually and the Leadership Team is accountable for monitoring risks and actioning any required controls to remove or reduce the risk.

The Internal Audit Plan is another tool for which more specific risk areas are assessed to determine the effectiveness of risk controls.

### 1.4. Response to Allegations and Concerns

1.4.1. Allegations and concerns about fraudulent or corrupt activity may come from different sources e.g.

- Members of the public, sometimes anonymously
- Other local authorities
- Councillors
- Council managers or staff
- Internal or external audit reviews

1.4.2. Allegations and concerns about fraudulent activity can be reported to the Chief Executive Officer, Directors, Managers and Line Supervisors and those persons making and/or raising allegations and concerns must be either willing to put this in writing and/or have supported evidence to avoid those persons who maliciously and knowingly create a false allegation.

1.4.3. Wherever these concerns come from they must be treated seriously and confidentiality will be respected as far as possible. A thorough investigation will be made of all concerns but the level of resources applied to this will be dependent on the nature of the concern e.g. sums or resources involved, sensitivity of the area, source of concern, evidence provided or available, risk inherent in that area.

1.4.4. For cases of internal fraud, investigations should be closely managed and documented in accordance with Shire procedures.

- 1.4.5. At all times confidentiality must be maintained and information disclosed only to those who need to know it, in order not to prejudice any disciplinary or criminal action.

## **1.5. Actions to be taken when Fraud is Uncovered or Suspected**

- 1.5.1. Investigations into suspected fraudulent activity will be comprehensive and will be based on the principles of independence, objectivity and the rules of natural justice.
- 1.5.2. Investigations will be conducted by an appropriately skilled and experienced person who is independent of the area in which the alleged fraudulent conduct occurred.
- 1.5.3. Where there is sufficient evidence of fraud, or there is strong suspicion but internal investigations are unable to obtain further evidence required, the Police should be involved where it is considered in the "Council or public interest".
- 1.5.4. Determination of the "Council or public interest" will include factors such as the sums or resources involved, the strength of the evidence obtained or available, the potential cost to the Council of pursuing the matter, the sensitivity of the area concerned. Referral to the Police will be the normal course of action unless there is a strong case not to do so.
- 1.5.5. Where involvement of the Police is not appropriate, the strongest action possible should be taken. This may involve disciplinary action including dismissal and the recovery of any sums of money or resources misappropriated.
- 1.5.6. At the conclusion of any fraud investigation, systems and procedures will be reviewed and any remedial actions implemented, whether or not there was sufficient evidence to prove any wrongdoing.
- 1.5.7. Any remedial actions identified from this process shall be recorded in the Shire's Risk Register and allocated to the relevant manager through his/her Risk Plan.
- 1.5.8. Monitoring of remedial actions will be undertaken by the Shire's Internal Auditors on an annual basis.
- 1.5.9. A fraud, integrity and conduct register will be maintained by the Governance and Community Manager.

## **1.6. Training**

Biennial training will be given to all staff in the principles of fraud, the reporting of fraud and the process involved in investigating suspected fraud.

## **1.7. Insurance**

The Shire shall maintain a fidelity guarantee insurance policy that provides insurance against the risk of loss arising from internal fraudulent conduct.