



## 5. HERITAGE SUB-COMMITTEE REPORTS

### 5.1. Heritage Adviser Report – February 2018 - AR18/11618

SUB-COMMITTEE RECOMMENDATION
(a) That Heritage Sub-Committee Report No. AR18/11618 titled ' <i>Heritage Adviser Report - February</i> ' as presented to the Heritage Sub-Committee on 28 March 2018 be noted.

Moved: Brian Sims

Seconded: Brian Brooksby

Carried

## 6. GOVERNANCE - Heritage Committee - Further Development of Work Plan - Ref. AF17/294

*The Presiding Member sought the approval of at least two-thirds of the members present at the meeting to suspend meeting procedures:*

*Purpose of the Suspension:*

*To discuss the following:*

- *Continue discussion on development of a work plan.*

*Carried by more than two-thirds of the members present at the meeting.*

*Meeting Procedures were suspended at 5:50 p.m.*

*The Presiding Member determined that the period of suspension should be brought to an end.*

*Carried by more than two-thirds of the members present at the meeting.*

*The Period of Suspension came to an end and Meeting Procedures resumed at 7:16 p.m.*

SUB-COMMITTEE RECOMMENDATION
(a) That the attached project plans for: <ul style="list-style-type: none"><li>• Rook Walk 100 Year Anniversary</li><li>• 150<sup>th</sup> Celebration of the Lake Terrace Cemetery</li><li>• Railway Station Building</li></ul> be endorsed by Council and funded as per presented plans.
(b) That additional funding required for subsequent stages are to be separately endorsed.



Moved: Brian Brooksby

Seconded: Brian Sims

Carried



*Attachment 1 (AR18/12801) Project Plan Summary – 150<sup>th</sup> Celebration of the Lake Terrace Cemetery*

*Attachment 2 (AR18/12803) Project Plan Summary – Railway Station Building*

*Attachment 3 (AR18/12805) Rook Walk 100 Year Anniversary*

**7. MOTION(S)**

**7.1. With Notice**

Nil Submitted

**7.2. Without Notice**

Nil Submitted

Meeting closed at 7:19 p.m.

AR18/12787  
AL

CONFIRMED THIS                      DAY OF                      2018.

.....  
PRESIDING MEMBER



**Project Reference:** Insert project reference      **TRIM Ref.:**

**Project Name:** 150 Celebration of the Lake Terrace Cemetery

**Documented on:** 28 Mar 18

**Executive Sponsor:** Judy Nagy

**Project Manager:** TBC

**1. PROJECT OBJECTIVE**

Celebrate 150 years

**2. PROJECT OUTCOME**

Broaden engagement with the community and increase participation with the preservation of the Lake Terrace Cemetery by descendants of the family graves

**3. PHASES, ACTIVITIES AND DECISION GATES**

What are the key phases/stages, deliverables and decision gates for the project?

Phase	Deliverable	Decision Gate
Establish planning committee	History Group	
Budget and project plan	History Group present project detailed plan to Heritage subcommittee	Council
Cemetery Walk and cake cutting ceremony	History Group and Mayor	As per Council
Commemorative Plaque	Facilitated by History Group	As per Council
Restoration kits for graves	GM City Infrastructure – advise appropriate care	As per Council
Promotion/Media		

**4. LINKS AND DEPENDENCIES**

This project has links to existing committees / groups / organisations:

- History Group
- Rotary Club Mount Gambier West
- Sponsors
- Suppliers
- Adjacent Residents

This project has interdependency with and/or is dependent on:

- (5<sup>th</sup> Street Studio) Cemetery Management Plan
- [Historical Survey](#)
- [Relevant Council Policy](#)

**5. DATES**

Estimated start date	28 Mar 18
Estimated end date	03 Sep 18

Are there any time considerations that must be considered for this project?

- Ordering of Plaque and placement

**6. BENEFITS**

Key benefits of this project are:

- Increased participation by family in caring for their family graves
- Increased appreciation of history and heritage

**7. RISKS**

Key risks for this project are:

- Well intentioned people using incorrect materials when caring for the graves
- Uncontrolled vehicle access on the day

- Weather

**8. ISSUES**

The issues (other than risks) that this project needs to consider are:

Issue No.	Description
1	Lack of public awareness
2	Lack of respectful behaviour
3	

**9. RESOURCES**

The resources (e.g. people, financial, infrastructure) required for this project are:

People needed	Skills / experience needed	FT or PT or contract
Project Manager	History Group	
Events Team	Traffic Management, Tent etc	
Plaque Installer	Install Plaque	
Heritage Advice	Advice on siting and installation	

Financial resources needed	Capex or opex?	Existing or additional budget?	Budget \$
Commemorative Plaque			600
Celebration & Tours			600
Restoration Kits			800

**10. EXECUTIVE APPROVAL**

Considered on:

Approved on:

Status reported on:

**Project Reference:** Insert project reference      **TRIM Ref.:**

**Project Name:** Railway Station Building

**Documented on:** 28 Mar 18

**Executive Sponsor:** Judy Nagy

**Project Manager:** TBC

**1. PROJECT OBJECTIVE**

To conserve the building by adaptive reuse

**2. PROJECT OUTCOME**

Building restoration

**3. PHASES, ACTIVITIES AND DECISION GATES**

What are the key phases/stages, deliverables and decision gates for the project?

Phase	Deliverable	Decision Gate
Historical Research	Historical statement	
Physical Investigation	Dilapidation survey, structural reports	
Confirm cultural significance of the building	Statement of Cultural significance	
Inform Policy for decision making	Conservation policy, guidelines and actions	
Cost Estimates and defined scope of work	Costed project	Council approve budget allocation
Submission to Council	Costed restoration strategy	Development Approval,
Implementation		

**4. LINKS AND DEPENDENCIES**

This project has links to existing committees / groups / organisations:

- Past employees and railway enthusiasts
- Potential building users
- Social historians

This project has interdependency with and/or is dependent on:

- Railway Land Management Plan
- [Transport Management Plan?](#)

**5. DATES**

Estimated start date	28 Mar 18
Estimated end date	30 Jun 19

Are there any time considerations that must be considered for this project?

- Events on Railway Lands
- Caretaker mode

**6. BENEFITS**

Key benefits of this project are:

- Improves the perception and aesthetic amenity on site
- More attractive to potential users
- Preserving the heritage value

**7. RISKS**

Key risks for this project are:

- Cost – losing control of the scope
- Council reputation – lead by example
- Managing community expectation

- Economic focus - Losing sight of the community and heritage value
- Building remaining vacant

**8. ISSUES**

The issues (other than risks) that this project needs to consider are:

Issue No.	Description
1	Ongoing maintenance due to absence of a permanent tenant
2	
3	

**9. RESOURCES**

The resources (e.g. people, financial, infrastructure) required for this project are:

People needed	Skills / experience needed	FT or PT or contract
Consultants	Heritage Advisor	Contract
Consultants	Structural/Building Engineer	Contract
Project Manager	Heritage/Building	.5 FTE
Restoration Team	Skilled and experienced with heritage buildings	Contract

Financial resources needed	Capex or opex?	Existing or additional budget?	Budget \$
Consultants	Opex	2017/18	5,000
Project Manager	Opex	2018/19	TBC
Restoration Team	Capex	2018/19	TBC

**10. EXECUTIVE APPROVAL**

Considered on:

Approved on:

Status reported on:

**Project Reference:** Insert project reference **TRIM Ref.:**

**Project Name:** Rook Walk 100 year Anniversary

**Documented on:** 28 Mar 18

**Executive Sponsor:** Barbara Cernovskis

**Project Manager:** Kristi Leamey

### 1. PROJECT OBJECTIVE

Recognise the 100 year anniversary of Rook Walk.

### 2. PROJECT OUTCOME

Curate an exhibition and capture some of the family stories to contribute to a collection of our community's social history.

### 3. PHASES, ACTIVITIES AND DECISION GATES

What are the key phases/stages, deliverables and decision gates for the project?

Phase	Deliverable	Decision Gate
Establish working group	History group, Library staff, Main Corner staff, Riddoch staff	Council
Community Engagement	Collate images, artifacts and stories	As above
History Month - May	Exhibition in Library Collect images, artifacts and audio stories	As above
Prepare exhibition	Jun – Oct digitise and curate all images, artefacts and audio stories Develop audio tours	As above
Exhibition	Nov + Kings Floor/South Link possible memorial wall Exhibition will include a visual and audio experience retelling stories of the time Elders Wall projection	As above
Celebration	27 Nov 18 on site at Rook Walk Commemorative ceremony Cake cutting Audio Tours	

### 4. LINKS AND DEPENDENCIES

This project has links to existing committees / groups / organisations:

- History Group, Heritage subcommittee, Library, Main Corner and Riddoch Art Gallery
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This project has interdependency with and/or is dependent on:

- Collaborative programming with key stakeholders and contribution from community
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### 5. DATES

Estimated start date	Feb 18
Estimated end date	Nov 18

Are there any time considerations that must be considered for this project?

- Caretaker mode Sep 18 – Nov 18

### 6. BENEFITS

Key benefits of this project are:

- Celebrate a historically significant event

- Collect and curate a part of our City's social history
- Community pride

### 7. RISKS

Key risks for this project are:

- Low community participation
- Weather

### 8. ISSUES

The issues (other than risks) that this project needs to consider are:

Issue No.	Description
1	Technical equipment failure
2	
3	

### 9. RESOURCES

The resources (e.g. people, financial, infrastructure) required for this project are:

People needed	Skills / experience needed	FT or PT or contract
Project Manager	Coordinate project and human resources	.25 FTE
Exhibition Team	Program, Comms, promotion, media	.25 FTE
Digital specialist	Digitise imagery and develop audio resources	.25 FTE
Curator	Curate digital, image, artefacts etc	.25 FTE
Event staff	Coordinate commemorative ceremony	.25 FTE

Financial resources needed	Capex or opex?	Existing or additional budget?	Budget \$
Commemorative Plaque	Opex	2018/19	1,000
Tech/Digital Equipment	Opex	2018/19	1,500
Commemorative Ceremony	Opex	2018/19	1,000
Installation Infrastructure	Opex	2018/19	1,000

### 10. EXECUTIVE APPROVAL

Considered on:

Approved on:

Status reported on: