



# Heritage Advisory Committee Meeting

8 May 2024

Commencing at 4:00 PM

## AGENDA

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

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

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

Tabitha Bateman

**ACTING CEO**



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

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**1 DECLARATION OF OPENING****1.1 ANNOUNCEMENT OF VISITORS****1.2 RECORD OF ATTENDANCE AND APOLOGIES****1.3 DISCLOSURE OF INTEREST****2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****2.1.1 Minutes of Meeting held on 14 February 2024****OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Heritage Advisory Committee Meeting held on 14 February 2024 be confirmed.

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

Attachments:	<ol style="list-style-type: none"><li>1. HAC Minutes from meeting held on 14 Feb 2024; <a href="#">↓</a></li><li>2. Status Report; and <a href="#">↓</a></li><li>3. Committee Member Reporting Form. <a href="#">↓</a></li></ol>
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The HAC Minutes from 14 February 2024 are provided for confirmation purposes.

The HAC Status report is provided for review.

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

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




## Heritage Advisory Committee Meeting

14 February 2024

# Minutes

To: Heritage Advisory Committee Meeting Members and Councillors.

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

  
Suzie Haslehurst  
CHIEF EXECUTIVE OFFICER

HERITAGE ADVISORY COMMITTEE MEETING MINUTES

14 FEBRUARY 2024

**Preface**


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

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

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

**Unconfirmed Minutes**

These minutes were approved for distribution on 15 February 2024.



Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 8 May 2024.

Signed: .....

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

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HERITAGE ADVISORY COMMITTEE MEETING MINUTES14 FEBRUARY 2024**1 DECLARATION OF OPENING**

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

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr S Dival	Deputy Shire President (Chair)
Mr B Keens	Community Representative
Mrs E Frayne	Community Member

Staff

Mrs K Hardie	Economic Development Coordinator
Mr H de Vos	Executive Manager Development and Regulation

Visitors

Nil

Apologies

Cr S McCormick	Councillor
Mrs T Bateman	Executive Manager Corporate and Community Services

**1.3 DISCLOSURE OF INTEREST**

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

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

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

HERITAGE ADVISORY COMMITTEE MEETING MINUTES14 FEBRUARY 2024**2.2 REVIEW OF STATUS REPORT****2.2.1 Status Report and Minutes of MAC meeting**

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

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

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

Nil.

**4 OFFICER REPORTS****4.1 Terms of Reference - Heritage Advisory Committee**

Date of Report:	9 February 2024
File Reference:	COC4
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	1. DRAFT Terms of Reference.

**PURPOSE**

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

**BACKGROUND**

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

That Council:

1. Determines to rename the Museum Advisory Committee as the Heritage Advisory Committee.
2. Appoints the following elected members to the Heritage Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr McCormick
3. Determines existing community members to remain on the committee until the new terms of reference has been adopted by Council.



**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****14 FEBRUARY 2024**

4. Requests the CEO to update the 2024 Council and Committee meeting schedule and adopted committee book to include the Heritage Advisory Committee.
5. Requests the CEO to bring the revised terms of reference to the February 2024 OCM for consideration and adoption.

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

**Membership Composition**

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

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

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

*09.1. Provide strong, clear and accountable leadership.*

**Policy related:**

Committee Book.

Council's Museum Interpretation and Exhibition.

Council's Museum Collection and Conservation Management Policy.

**COMMENTS AND DETAILS**

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

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****14 FEBRUARY 2024**

Mrs E Frayne moved the Officer's Recommendation.

Clarification was sought.

The motion was put.

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

**MOVED** Mrs E Frayne

That the Heritage Advisory Committee recommends to Council the following:

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

**Purpose**

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

**Functions**

The main functions of the Committee are to:

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

**Powers of the Committee**

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

HERITAGE ADVISORY COMMITTEE MEETING MINUTES

14 FEBRUARY 2024

the CEO.

**Membership Composition**

The Heritage Advisory Committee Membership will consist of the following:

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

**Support Staff**

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

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

Voted Against: Nil

**MOTION CARRIED 3/0**

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**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****14 FEBRUARY 2024****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****MOTION/HAC RESOLUTION NO. HAC003/02/24****MOVED** Cr S Dival**SECONDED** Mr B Keens

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

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

Voted Against: Nil

**MOTION CARRIED 3/0**

Clarification was sought.

Discussion ensued.

Cr Dival moved a motion as follows:

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

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

Mrs E Frayne seconded the motion.

The motion was put.

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

That the Heritage Advisory Committee recommends to Council the following:

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

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

Voted Against: Nil

**MOTION CARRIED 3/0**

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**HERITAGE ADVISORY COMMITTEE MEETING MINUTES****14 FEBRUARY 2024****MOTION/HAC RESOLUTION NO. HAC005/02/24****MOVED** Cr S Dival

That Standing Orders be suspended at 4.22pm.

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

That Standing Orders be resumed at 5.15pm.

Voted For: Cr S Dival, B Keens and E FrayneVoted Against: Nil**MOTION CARRIED 3/0****6 CONFIRMATION OF NEXT MEETING**

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

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 5.15pm.

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

*Supporting Officer*  
**EMDR/ECDC**



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
6/12/2023	Membership Application	That Council appoint Mr Philip Roberts as a community member on the Heritage Advisory Committee.	February 2024 OCM	EA		
6/12/2023	Heritage Advisory Committee update	That Council receives the Museum update report on current Activities – Shire Museum and its Collections as at 23 August 2023.	February 2024 OCM	EA		
6/12/2023	Terms of reference – Heritage Advisory Committee	That Council and the HAC Members workshop the draft terms of reference for the HAC, on 14 February 2024 prior to deciding on the terms of reference for Council consideration and approval at the February 2024 OCM.	February 2024 OCM	EA		
14/2/2024	Inward Correspondence	State Heritage Office correspondence received by Officers and will be presented to the next meeting.	Next HAC meeting	EMDR / EDCR		

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

*Supporting Officers*  
**EMDR/ECDC**



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

HAC STATUS REPORT  
Heritage Advisory Committee

Supporting Officers  
EMDR/ECDC



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





### Committee Member Reporting form

#### Committee Member Details

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

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

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

#### Request Details

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

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

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

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

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

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

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

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**Administration Centre**  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

**T** (08) 9574 9300  
**F** (08) 9574 2158  
**E** records@toodyay.wa.gov.au  
**W** www.toodyay.wa.gov.au



**Further information**

Horizontal lines for further information input

**Lengthier recommendation wording space**

Horizontal lines for lengthier recommendation wording space

**OFFICE USE ONLY**

Officer Received      Date: \_\_\_\_\_      Resolution Number: \_\_\_\_\_  
 Council approved       Report minuted

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

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

Nil.

**4 OFFICER REPORTS****4.1 Cultural Heritage Update**

Date of Report:	2 May 2024
Applicant or Proponent:	Heritage Advisory Committee
File Reference:	COC4
Author:	S Luckett – Cultural Heritage Officer
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	Nil

**PURPOSE OF THE REPORT**

To consider an update from the Cultural Heritage Officer

**BACKGROUND**

It is customary for the Cultural Heritage Officer to provide an update to the Committee on all matters to do with the purpose of the Heritage Advisory Committee.

**COMMENTS AND DETAILS**

An update is provided to the Committee as follows:

**Local Heritage Survey**

A DPLH grant \$20,000 has been awarded to the Shire to support costs for a review and update of the Local Heritage Survey (previously the Municipal Inventory). Scope of Works and Request for Quote documents will be released in May 2024. It is anticipated the appointed Heritage Consultant will commence in June 2024. A community consultation plan is currently being developed by the CHO, and Dr Robyn Tayler, Toodyay Historical Society.

**Heritage Information Webpages Proposal**

This project will entail adding an additional tab to the Shire's website which will feature cultural, built and environmental heritage within the Shire, which will provide a "one-stop shop" for all things heritage. Pages will include:

- history of the region from First Nations to post-colonisation,
- 'Ask first' pages which provide links to relevant legislation, regulatory authorities, Shire planning pages, Aboriginal Heritage Inquiry System (AHIS) and State Heritage Register (Inherit)

- current Municipal Inventory – which will be replaced by the Local Heritage Survey when completed.
- Images and descriptions of publicly accessible places of high heritage significance in the Shire.

### **Toodyay Noongar Placenames Project**

Proposed co-design project with Noongar Kaartdijin Aboriginal Corporation (NKAC) to research and apply the appropriate Noongar names to places and landmarks throughout the Shire, including appropriate signage. This project contributes to Section 2.7 of the current Reconciliation Framework Action Plan. Similar Renaming Projects have been established by local government areas located on Noongar Country, these include Albany, Melville, Fremantle and Katanning. This proposal will be discussed at the next RAP Working Group meeting, to seek support and participation of NKAC and the wider Noongar community.

### **Toodyay Museums**

#### **Visitor numbers for January- March 2024:**

Connors Mill - 369

Old Gaol Museum – 592

#### **Collection Management**

A Storage, Preservation and Risk Survey of the collection is planned to commence 2<sup>nd</sup> half 2024. The purpose of this review is to assess the current holdings of the Collection, objects that may require immediate conservation or consolidation treatments, suitability of storage and identifying potential risks to the collection. The results of this survey will be the drivers for improvements to collection care and storage, conservation treatment priorities and commissioning an independent valuation of the collection.

#### **Newcastle Gaol Museum Exhibition Planning**

CHO in collaboration with Collection Volunteer staff will develop and install a new exhibition in the Gaol's Day Room which examines the timeline from establishing the first convict depot to the Newcastle Gaol, using as key references relevant Cultural Heritage Management Plans, Interpretation Plans, Archaeological Survey reports held by the Shire, along with Alison Cromb's History of the Toodyay Convict Depot and maps, plans and objects in the Shire's collection.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative:**

Nil

#### **Strategic:**

Shire of Toodyay Council Plan 2023-2033

#### **Outcome 2. An inclusive, connected community**

2.4. Grow respect for First Nations peoples, cultures, and heritage.

2.5. Celebrate cultural diversity through art, culture, and community activities.

2.6. Grow community capacity by attracting and supporting volunteers.

#### **Policy related:**

Museum Collection and Conservation Management Policy

Museum Interpretation and Exhibition

**Financial:**

Nil

**Legal and Statutory:**

Nil

**Risk related:**

The risk to the Committee not making a recommendation to Council is Insignificant (1) and has a Low (2) rating because the purpose of presenting the report is for a recommendation to be made. This report mitigates the risk.

**Workforce related:**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION 1**

That the Heritage Advisory Committee recommends to Council the following:

That Council notes the update provided by the Cultural Heritage Officer.

## 4.2 Membership Applications

Date of Report:	2 May 2024
Applicant or Proponent:	Heritage Advisory Committee
File Reference:	COC4
Author:	S Lockett – Cultural Heritage Officer
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Previously Before Council:	28/02/2024
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> <li>Expressions of Interest Received (confidential)  <i>Section 5.23(2)</i>  <i>(b) the personal affairs of any person</i>  <i>(e)(ii) a matter that if disclosed, would reveal information that has a commercial value to a person where the trade secret or information is held by, or is about, a person other than the local government. (under separate cover)</i> </li> </ol>

### PURPOSE OF THE REPORT

To consider making a recommendation to Council in regard to Expressions of Interest received for the Heritage Advisory Committee.

### BACKGROUND

When Council resolved to establish the Heritage Advisory Committee in November 2023, part of the resolution stated that “existing community members to remain on the committee until the new terms of reference has been adopted by Council.”

At the February 2024 Council Meeting Council adopted the terms of reference for the Heritage Advisory Committee and appointed Mr Philip Roberts as a community member on the Heritage Advisory Committee. At the same meeting, Council requested the CEO publicly advertise for expressions of interest from community representatives to be appointed to the Heritage Advisory Committee.

### COMMENTS AND DETAILS

Expressions of interest were called for via the Shire of Toodyay website.

The closing date for submissions was Friday 3 May 2024.

Four applications were received. (**Refer to attachment 1**).

The Committee Book states that the membership composition of the Heritage Advisory Group in regard to community representatives “Up to six representatives from the broader

community with knowledge or interest in the preservation and promotion of heritage of the Shire of Toodyay.”

It is recommended that all expressions of interest be accepted.

## **IMPLICATIONS TO CONSIDER**

### **Consultative:**

Nil

### **Strategic:**

Shire of Toodyay Council Plan 2023-2033

#### ***Plan for the Future: Shire of Toodyay Council Plan 2023-2033***

#### ***Outcome 9. Responsible and effective leadership and governance.***

*09.1. Provide strong, clear and accountable leadership.*

### **Policy related:**

Governance Framework.

Committee Book.

Council Delegates Roles and Responsibilities Policy; and

Local Government Payments and Gifts to Members

### **Financial:**

There will be a cost involved with the appointment of a member now that the Salaries and Allowances Tribunal has included community members being paid meeting attendance fees. There will also be costs associated with training and induction up to \$800 (approx.).

### **Legal and Statutory:**

s.5.8, s.5.9, s.5.10, s.5.11A, and s.5.11 of the *Local Government Act 1995*.

### **Risk related:**

To delay the decision of membership till the next Committee Meeting would be a high risk. This report mitigates the risk.

### **Workforce related:**

A Shire Officer will update the website, arrange the member's training and provide an induction pack to the person appointed by Council.

## **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION 1**

That the Heritage Advisory Committee recommends to Council the following:

That Council appoints B Frayne, B Keens, C Elphick, and D Donegan as community members on the Heritage and Advisory Committee.



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

**6 CONFIRMATION OF NEXT MEETING**

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

**7 CLOSURE OF MEETING**

The Chairperson will close the meeting.