



NOTICE OF MEETING

TO: Chairperson: Mrs Judy Gillett-Ferguson
Deputy Chairperson Mayor Karen Redman
Members: Cr Paul Koch
Cr Adrian Shackley
Mr Paul Barnett
Ms Helen Hennessy
Mr Brian Thom

NOTICE is hereby given pursuant to the provision of Section 87 (4) of the Local Government Act, 1999, that the next meeting of the **Gawler Heritage Collection Committee** of the **Town of Gawler** will be held in the Conference Room, Town of Gawler Administration Centre, 43 High Street, Gawler East on **Thursday, 12 April 2018** commencing at **4:00pm**.

A copy of the Agenda for the above meeting is supplied as prescribed by Section 87(8) of the said Act.

A handwritten signature in black ink, appearing to read "David Barrett".

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David Barrett
Manager Business Enterprises and Communications
6 April 2018

**TOWN OF GAWLER
GAWLER HERITAGE COLLECTION COMMITTEE
THURSDAY 12 APRIL 2018**

Meeting of the Gawler Heritage Collection Committee of the Town of Gawler to be held on Thursday, 12 April 2018 at 4.00pm in the Conference Room, Town of Gawler Administration Centre, 43 High Street, Gawler East.

AGENDA

1. Statement of Acknowledgement

Chairperson *We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.*

2. Attendance Record

- 2.1 Roll Call
- 2.2 Apologies
- 2.3 Motions to grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

3. Confirmation of Minutes

- 3.1 Committee Meeting held on 9 March 2018

4. Business Arising from Minutes

5. Reports

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- 5.1 Workplan 2018 - April Update 3

6. Other Business

- 6.1 Verbal update from the Civic Centre Opening Working Group
- 6.2 Civic Centre Project Update
- 6.3 Opening Exhibition – Request for further detail
- 6.4 Updated Motion List

7. Correspondence Nil

8. Items for Discussion at Future Meetings

9. Closure

10. Next Ordinary Meeting Thursday, 10 May 2018 commencing at 4.00pm

REPORTS BY OFFICERS

Item Number	5.1
Title	WORKPLAN 2018 – APRIL UPDATE
Date	12 April 2018
Author(s)	Jacinta Weiss, Cultural Heritage Centre Coordinator
Reference	CC18/300; CR18/17105
Previous Motion	Council Meeting, 28/11/2017, Motion No: 2017:11:443
Attachment/s Under Separate Cover	NIL

OFFICER'S RECOMMENDATION

Item 5.1-Workplan 2018 – April Update (CC18/300)

That the Gawler Heritage Collection Committee recommends to Council that it:

1. Notes the progress of the Gawler Heritage Collection Workplan 2018
2. Registers the two pistols currently held in the Gawler Heritage Collection as active and securely stores the pistols as required by the Firearms Act 2015 until further research regarding the provenance of the pistols can be conducted.
3. Requests Council Staff to prepare a report to the Gawler Heritage Collection Committee regarding the outcomes of the research into the provenance of the pistols recommending how to treat the pistols (deactivate or deaccession) based on these outcomes.

BACKGROUND

At the 28 November 2017 Council Meeting the following was resolved:

Moved by Cr A Shackley
Seconded by Cr M Nicolson
Motion No: 2017:11:443

That Council adopts the recommendation from the Gawler Heritage Collection Committee made at item 5.1 of that Committee meeting held on 9 November 2017, being:

Motion No: GHCC:2017:11:39

That the Gawler Heritage Collection Committee recommends to Council that it notes:

1. *The Gawler Heritage Collection Committee Workplan 2018.*
2. *That the Gawler Heritage Collection Committee Workplan 2018 will:*
 - a. *Be refined over time to include priorities for the Gawler Heritage Collection, conformity with the Collections Policy (once adopted) and associated budget allocations.*
 - b. *Inform budget bids as part of the Council's Annual Budget and Business Plan Process*

This report provides an update regarding progress of the Gawler Heritage Collection Committee Workplan 2018 as at April 2018 and upcoming priorities within this Workplan.

COMMENTS/DISCUSSION

Audit and Inventory Paxton Street Storage

As outlined in the Heritage Collection Committee Workplan 2018, the storage facility at Paxton Street has been cleaned by Council's Cultural Heritage Centre Coordinator, Jacinta Weiss. All items that are stored in boxes have been unpacked, cleaned, assessed for damage and re packed ready for return to the Civic Centre at a later date. All paintings and large framed photographs were cleaned, the wrappings cleaned and re wrapped. All other items including all photographs in drawers were cleaned and re housed.

Ms Weiss is pleased to be able to report that there is little evidence of damage having occurred to the collection through either infestation or dampness whilst in storage. Most items that are damaged maintain the levels of damage that were originally noted on the asset register.

It should be noted very few items are stored in appropriate archival boxes, most are housed in cardboard boxes that are not sealed and which are not appropriate for the long term storage of the collection. The rehousing of items using appropriate materials should be a priority when the collection is moved back to the Civic Centre.

Each item was assessed against the original listing in the Gawler Heritage Collection Asset Register and additional condition notes made where necessary. A number of items are badly damaged and a full report on these items will be presented to this Committee at a later date after these items have been digitised, researched and provenance established (where possible). There are also a number of items that have been added to the asset register that could possibly, with further research, be presented to this Committee for deaccessioning under the criteria outlined in the recently adopted Gawler Heritage Collection Policy.

There are a number of items listed in the asset register as being located at Paxton Street storage that did not appear to be there. Ms Weiss will conduct a search at other relevant Council locations to see if the items can be located and provide a report to this Committee at a later date.

Items at Paxton Street storage were prioritised for digitisation using a colour dot system (red-high, yellow-medium, green-low) and the priority noted in the asset register. Over time all items in the collection will be digitised, however some items are a higher priority due to their fragility, damage or importance.

Gawler Heritage Collection Pistols

As previously reported to this Committee, South Australian Police has advised that the two pistols in the Collection will need to be retrieved from the Keswick storage facility in order to have them assessed and if necessary registered, prior to June 30th in accordance with the Firearms Act 2015.

The pistols have been retrieved by Ms Weiss and inspected by a licenced gun dealer. They have been declared as not exempt from the legislation as they do not meet the antique exemption criteria for the following reasons:

1. The Cooper pepperbox pistol is a percussion cap fired weapon
2. The English percussion pistol has been significantly modified over the years and cannot be absolutely verified as original.

As such both pistols now need to be registered to a licenced gun nominee, as a representative of the Town of Gawler. Council has very limited grounds for applying for a licence and would need to apply to the Registrar for a Miscellaneous Gun Licence.

Neither weapon is deactivated. As active weapons the pistols must be stored in a permanently attached strong box within the current Council safe which appears to meet all the storage requirements of the legislation. They cannot be displayed regardless of how secure the case is. They cannot be accessed by anyone other than the licence holder who needs to have training in the handling of firearms.

Until 30 June 2018 there is an amnesty for weapons that did not previously require registration and which now do. In order to meet the deadline Council Staff have begun the process of applying for a licence and registration of the active pistols with the nominee being the Council's Chief Executive Officer.

Deactivating the firearms will permanently alter their appearance. The gun barrels will have metal rods welded into each barrel, and the firing pins and the triggers will be welded making them inoperable. The revolving barrel of the Cooper pepperbox will also be welded to make it inoperable. Whilst deactivation of the pistols provides the opportunity to have them on display and reduces the secure storage requirements, it will cause the pistols to have no monetary value.

Council Staff recommend that the pistols as registered as active, the strict storage requirements related to active firearms are adhered to and that further research is conducted into the provenance of the pistols to try to establish definitively whether the pistols belonged to Oliver Ragless.

If provenance can be established, deactivation would be recommended in order to reduce the storage and handling requirements associated with the pistols, provide community access to view the pistols (in controlled environments) and keep the pistols within the care of the Gawler Heritage Collection. Once a deactivation certificate has been issued by SAPOL, Council can amend the registration of the pistols to reflect their changed status.

If provenance is not established the Committee may consider recommending the deaccessioning and sale of the pistols to a collector as they have greater value if they remain unaltered.

Digitisation project

Council Staff recently engaged removalists to relocate part of the Collection currently in storage at the Keswick storage facility to an additional storage locker within that facility. This work was performed so that the pistols could be retrieved (in accordance with advice from SAPOL) and to provide additional room to begin digitising the Collection. Hiring the third storage locker and spreading the collection across the three lockers rather than two has created a small workspace for setting up the digitisation equipment.

This relocation process has uncovered significant damage caused to a small number of plastic crates through high stacking. Items in these crates will be assessed, repacked into new crates and a report compiled for this Committee if there has been any damage to the Collection.

Ms Weiss has liaised with Council's Volunteer Development Coordinator and Council's Team Leader Organisational Development to develop a role statement for a volunteer worker who has agreed to assist with the Collection's digitisation. Insourcing the digitisation will save Council approximately \$14,500 within the 2017/18 Budget.

Ms Weiss and the volunteer will work two days per week photographing and recording descriptive data for the majority of the Collection stored at Keswick until this process is completed. The workspace at the Keswick facility is limited in size therefore some of the larger items within the Collection will be recorded when the Collection returns to the Civic Centre.

COMMUNICATION (INTERNAL TO COUNCIL)

Chief Executive Officer
Manager Business Enterprises and Communications
Team Leader Organisational Development
Volunteer Development Coordinator

CONSULTATION (EXTERNAL TO COUNCIL)

SAPOL

POLICY IMPLICATIONS

Management of the Gawler Heritage Collection is governed by the Gawler Heritage Collection Policy. The methodology and actions recommended by this report comply with this Policy.

STATUTORY REQUIREMENTS

Firearms Act 2015

FINANCIAL/BUDGET IMPLICATIONS

There may be a cost of \$346 for a 5 year licence and an additional \$33 for registration of each pistol depending on how the application is assessed.

As active firearms the pistols have an estimated value of:

1. Cooper pepperbox - \$700.00
2. English percussion - \$70.00

The quote for the deactivation is \$175 per pistol and as deactivated firearms the pistols have zero monetary value.

Progressing the Gawler Heritage Collection Workplan 2018 is provided for within the existing 2017/18 Annual Budget for Heritage Projects and Studies.

COMMUNITY PLAN

Objective 1.2: Build a local community that is proud of Gawler

Objective 1.3: Protect and promote Gawler's unique heritage

Objective 1.5: Promote cultural heritage and the creative sector to build community spirit
pride

Objective 5.1: Support and encourage community teamwork

Objective 5.2: Be recognised as a 'best practice' Local Government organisation

Objective 5.3: Deliver ongoing effective and efficient services, including support for
regional collaboration

Objective 5.4: Create a safe community environment

Running Sheet for Gawler Heritage Collection Committee Meetings

Name of report	Motion	Recommendation	Council Motion	Carried/Lost
Confirmation of Minutes	Moved by Mr B Thom Seconded by Ms H Hennessy Motion No: GHCC:2018:01:01	That the Minutes of the Gawler Heritage Collection Committee Meeting held on 14 December 2017 be amended to reflect that Mr Paul Barnet will be Proxy on the Gawler Civic Centre Opening Working Group and that these amended minutes be taken as read and are hereby confirmed as a true and correct record.	Not a Council Recommendation	
Item 5.1 – History Festival – May 2018	Moved by Cr A Shackley Seconded by Mayor Karen Redman Motion No: GHCC:2018:01:02	That the Gawler Heritage Collection Committee recommends to Council that it notes that the Committee supports Council Staff, in collaboration with the Gawler Heritage Collection Committee, to develop an event for inclusion in South Australia’s 2018 History Festival that incorporates the following: a. An update of the progress of the Gawler Civic Centre redevelopment. b. A brief history of the Town Hall and Institute Buildings. c. An overview of what to expect from the Cultural Heritage Centre and its services.	Moved by Cr Hughes Seconded by Cr A Shackley Motion No: 2018:02:51	That Council adopts the recommendation from the Gawler Heritage Collection Committee made at item 5.1 of the meeting of that Committee meeting held on 18 January 2018
Confirmation of Minutes	Moved by Mr P Barnet Seconded by Cr A Shackley Motion No: GHCC:2018:02:03	That the Minutes of the Gawler Heritage Collection Committee Meeting held on 18 January 2018 as presented to this Committee, be taken as read and are hereby confirmed as a true and correct record.	Not a Council Recommendation	
Confirmation of Minutes	Moved by Cr A Shackley Seconded by Cr P Koch Motion No: GHCC:2018:03:04	That the Minutes of the Gawler Heritage Collection Committee Meeting held on 8 February 2018 as presented to this Committee, be taken as read and are hereby confirmed as a true and correct record.	Not a Council Recommendation	

Running Sheet for Gawler Heritage Collection Committee Meetings

Name of report	Motion	Recommendation	Council Motion	Carried/Lost
Item 5.1 – Gawler Heritage Collection Enquiries: December 2017 – February 2018	Moved by Cr B Thom Seconded by Cr A Shackley Motion No: GHCC:2018:03:05	That the Gawler Heritage Collection Committee notes the ‘Gawler Heritage Collection Enquiries: December 2017 – February 2018’ report.	Not a Council Recommendation	
Item 5.2 – Workplan 2018 Update	Moved by Mr B Thom Seconded by Cr A Shackley Motion No: GHCC:2018:03:06	That the Gawler Heritage Collection Committee recommends to Council that it notes: 1. The progress of the Gawler Heritage Collection Workplan 2018; 2. That digitisation of the Gawler Heritage Collection will be undertaken by Council Staff using specialist equipment purchased from the existing 2017/18 budget allocation and in accordance with the methodology outlined within this Report.	Moved by Cr A Shackley Seconded by Cr P Koch Motion No: 2018:03:84	That Council adopts the recommendation from the Gawler Heritage Collection Committee made at item 5.2 of the meeting of that Committee meeting held on 9 March 2018
Item 5.3 – Gawler Heritage Collection Policy	Moved by Mr B Thom Seconded by Cr P Koch Motion No: GHCC:2018:03:07	That the Gawler Heritage Collection Committee recommends to Council that: 1. Council adopts the Gawler Heritage Collection Policy; 2. Council creates an information booklet that complements the abovementioned Policy.	Moved by Cr A Shackley Seconded by Cr P Koch Motion No: 2018:03:85	That Council adopts the recommendation from the Gawler Heritage Collection Committee made at item 5.3 of the meeting of that Committee meeting held on 9 March 2018

Running Sheet for Gawler Heritage Collection Committee Meetings

Name of report	Motion	Recommendation	Council Motion	Carried/Lost
Item 6.2 – Opening Exhibition	Moved by Cr P Koch Seconded by Ms H Hennessy Motion No: GHCC:2018:03:08	That the Gawler Heritage Collection Committee recommends to Council that Council consider a budget bid of \$85,000 in the 2018/19 Annual Budget process for the delivery of the Opening Exhibition for the Cultural Heritage Centre and that the Committee and Council staff proactively seek external funding to offset this bid.	Moved by Cr A Shackley Seconded by Cr P Koch Motion No: 2018:03:86	That Council notes the recommendation from the Gawler Heritage Collection Committee made at item 6.2 of the meeting of that Committee meeting held on 9 March 2018. Refer to Motion No. 2018:03:76 of Item 8.6 Council this meeting.