

**MEETING NOTICE**

A meeting of the  
**Extraordinary Botany Historical Trust**  
will be held in the Mascot Library and George Hanna Memorial Museum  
2 Hatfield Street, Mascot  
on **Monday 4 November 2024 at 6:30 pm**

**AGENDA**

<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>2</b>
<b>2</b>	<b>APOLOGIES</b> .....	<b>2</b>
<b>3</b>	<b>DISCLOSURES OF INTEREST</b> .....	<b>2</b>
<b>4</b>	<b>MINUTES OF PREVIOUS MEETINGS</b> .....	<b>3</b>
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<b>7</b>	<b>NEXT MEETING</b> .....	<b>29</b>

Meredith Wallace  
**General Manager**

## **1 ACKNOWLEDGEMENT OF COUNTRY**

Bayside Council acknowledges the traditional custodians: the Gadigal and Bidjigal people of the Eora nation, and pays respects to Elders past, present and emerging. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

## **2 APOLOGIES**

## **3 DISCLOSURES OF INTEREST**

## 4 MINUTES OF PREVIOUS MEETINGS

### Extraordinary Botany Historical Trust

4/11/2024

Item No	4.1
Subject	<b>Minutes of the Botany Historical Trust Meeting - 28 March 2022</b>
Report by	Debra Dawson, Director City Life
File	SF24/6236

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### Officer Recommendation

That the Minutes of the Botany Historical Trust meeting held on 28 March 2022 be noted

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### Present

Anne Slattery, President  
Christopher Hanna, Vice President  
Robert Hanna, Secretary  
Richard Smolenski, Treasurer  
Jacqueline Milledge, Committee Member  
Peter Orlovich, Committee Member  
Jo Jansyn, Member  
Jennifer Muscat, Member  
Ron Hoenig, Member for Heffron  
Barry McGrath, Member  
John O'Brien, Member  
Paul Pickering, Member  
Carlyn Johnston, Member  
Pamela Richardson, Member  
Irene Vains, Member  
Robert Brazil, Member  
Robert Jordan, Member  
Neil and Margaret Lee, Members  
Mary Hanna, member  
Carolyn McMahon, Member  
Carla Smolenski, Member

### Also Present

Bobbi Mayne, Manager Libraries & Customer Experience  
Alison Wishart, Community History Project Officer  
Fausto Sut, Manager, Governance and Risk  
Meredith Wallace, General Manager  
Christine Stamper, Manager, Communications and Events

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The Chairperson opened the meeting in the Mascot Library at 6:40 pm and welcomed members and special guests.

## 1 Acknowledgement of Country

The Chairperson affirmed that Bayside Council respects the traditional custodians of the land, elders past, present and emerging, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

## 2 Apologies

The following apologies were received:

Alice McCann, Senior Vice President

Clarence Jones, Committee Member

Barbara Keeley, Committee Member

Leslie and Mavis Morrison, Members

Giovanna Fuoti, Member

Lyle Underwood, Member

Maria Privitera, Member

Matthew Thistlethwaite, Member for Kingsford Smith

Debra Dawson, Director, City Life

Coordinator Customer Experience, Lisa Marschall

## 3 Disclosures of Interest

There were no disclosures of interest.

## 4 Minutes of Previous Meetings

### [4.1 Minutes of the Botany Historical Trust Meeting - 6 December 2021](#)

#### **Committee Recommendation**

Moved by Richard Smolenski, seconded by Chris Hanna:

That the Minutes of the Botany Historical Trust meeting held on 6 December 2021 be confirmed as a true record of proceedings.

## 5 Reports

Reports were dealt with in the following order:

### [5.2 BHT President's Report](#)

Anne Slattery presented her final report as BHT President.

### **Committee Recommendation**

That the President's Report is noted.

#### **Address by Ron Hoenig, MPd**

Ron spoke about the BHT and Anne Slattery's great work and legacy as BHT President. Ron encouraged Botany Historical Trust to continue to raise their profile by educating our community about local history as well as advocating to protect our local heritage including buildings.

#### **Address by Councillor Jennifer Muscat and Councillor Jo Jansyn**

Councillors Muscat and Jansyn thanked Anne Slattery for her dedication to the BHT as president during the term and presented her with flowers on behalf of Council.

### **5.3 Election Of Office Bearers for BHT Executive Committee**

Fausto Sut acted as returning officer.

The following positions were appointed;

#### **President: Robert Hanna**

Four nominations were received to elect Robert Hanna

No other nominations received

Robert accepted the position.

#### **Senior Vice President: Christopher Hanna**

A nomination was received for Chris Hanna as Vice President

No other nominations were received

Chris accepted the position.

#### **Vice President: Jacqueline Milledge**

During the Election of Office Bearers nominations were called for Vice President as no nominations were received prior to the AGM.

Richard Smolenski nominated Jacqueline Milledge for the position of Senior Vice President.

No other nominations were received

Jacqueline accepted the position.

#### **Secretary: Carolyn McMahon**

During the Election of Office Bearers nominations were called for Secretary as no nominations were received prior to the AGM.

Jacqueline Milledge nominated Carolyn McMahon for the position of Secretary.

No other nominations were received

Carolyn accepted the position.

#### **Treasurer: Richard Smolenski**

A nomination was received for Richard Smolenski for Treasurer

No other nominations were received

Richard accepted the position.

#### **General Committee Member:**

A nomination was received for Peter Orlovich  
No other nominations were received  
Peter accepted the position.

**General Committee Member: Vacant**

No nomination was received for this position.

**Up to 3 Community Members / Independent Experts: Vacant**

The new Executive once elected may nominate up to 3 community members and/or independent experts to also join the Committee  
No nominations were received at the AGM.

**Committee Recommendation**

That BHT Members:

1. Note the Report and Constitution attached
2. Elect the following nominated Executive Office Bearers in accordance with the BHT Constitution;

President:	Robert Hanna
Senior Vice President:	Christopher Hanna
Vice President:	Jacqueline Milledge
Secretary:	Carolyn McMahon
Treasurer:	Richard Smolenski
Committee Member:	Peter Orlovich
Committee Member:	Vacant
Community Member:	Vacant
Community Member:	Vacant
Community Member:	Vacant
Councillor:	Councillor Jo Jansyn
Councillor:	Councillor Jennifer Muscat

**5.1 Update on Community History Audit**

Bobbi Mayne presented the report and drew attention to the large volume of material that the audit had documented. She thanked Alison Wishart and others for their work. The next step is to report back to the BHT Executive with plans to improve the storage and accessibility of the local history collection and the Council archives.

**Committee Recommendation**

That the Executive Committee and Members note the report.

## 6 General Business

### 6.1 Comments by Rob Hanna

As the new President of the BHT, Rob thanked Ron Hoenig for his speech and noted that he had 'big shoes' to fill taking over from the former President Anne Slattery. He thanked Anne for her leadership during very difficult times over the past two years due to the Pandemic. He also thanked Clarence Jones and Alice McCann who are also retiring from the committee. He spoke of the BHT's achievements and his plans for the future.

### 6.2 Comments by Richard Smolenski

Richard added his thanks to Anne, Alice and Clarence and encouraged other members to nominate for the BHT Executive.

He noted that 3 April 2022 was the 20<sup>th</sup> anniversary of the death of Constable Glenn McEnallay, a policeman from the Mascot highway patrol unit. The Glenn McEnallay Reserve in Sutherland Street is named in his honour. It suggested that Council and BHT do something at the reserve to honour and remember Constable McEnallay.

### 6.3 Comments by Peter Orlovich

Peter spoke about the importance of preserving council archives, particularly after amalgamations, and the importance of keeping RSL sub-branch archives since their headquarters was not interested in this.

Peter gave Ron Hoenig a copy of a letter dated 1905 which stated that the Minutes of the Botany Progress Association were being donated to Botany Council.

### 6.4 Comments by Cr Jenny Muscat

Councillor Muscat informed the meeting that Warner Bros are filming a new series for the ABC about the history of corner shops. They have set up an old corner shop on the corner of Swinborne and Trevellyn streets Botany and have called for locals to be extras in the cast.

## 7 Next Meeting

That the next meeting be held in the **Mascot Library and George Hanna Memorial Museum on Tuesday, 3 May 2022 commencing at 6:30 pm.** To be confirmed by the President BHT at least 10 days prior to the meeting.

Rob Hanna closed the meeting at 7:56 pm.

## Attachments

Nil

## 5 REPORTS

### Extraordinary Botany Historical Trust

4/11/2024

Item No	BHT24.001
Subject	<b>Local History Update</b>
Report by	Debra Dawson, Director City Life
File	SF24/6236

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### Summary

An overview of activities relating to Local History by Bayside Council Local History Librarians in the past three months.

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### Officer Recommendation

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### Background

#### Local History Research Requests

From 1 July until 30 September there were 64 Local History research requests: 19% complex, 34% medium and 47% simple requests. A complex enquiry takes more than three hours to answer. 19 of the requests related to the former Botany LGA.

#### Local History Staff – update

- We welcome Celia Piper in a temporary Local History position to cover Kirsten Broderick who is on long term sick leave. The position is based at Rockdale and will work with Laura on providing Local History services, exhibitions and events.
- Key projects over the next 12 months include Ron Rathbone Local History Awards, Bayside Historical Markers, Women in War and digitisation and increased access of the local history collection, and relocation of collection items from AMAC house.

#### Collection storage - update

- Reports that were part of the Nancy Hillier collection have now all been catalogued into the Library Management System to allow better community access to the collection.

#### Ron Rathbone Local History Competition

- The winners of this year's Ron Rathbone Local History Competition were announced at a Ceremony at Lydham Hall on October 26. There were 8 entries in the open category and 2 in the high school category. Information about the winning entries will be published on Councils website and displayed in Mascot and Rockdale Libraries.

### **WWI Centenary Street Name Trail**

- All 17 Victoria Cross interpretive signs from 2016 will be replaced once funding becomes available.
- The cost for replacement with 5yr warranty is \$10k plus GST.
- Council is applying for various local history grants to fund the project.
- New signs have included QR codes to link to a website for more detailed information.
- The website is being created by Local History staff, with information and downloadable copies of the PDF map that shows where each of the signs are located.

### **Nancy Hillier Memorial Lecture**

- Planning for the Nancy Hillier Memorial Lecture is underway, with the local history team supporting the University of NSW who are the organisers. The years lecture will take place at Botany Town Hall on 7 November 2024.

### **Historical Markers**

- The five (5) historical markers have been selected and plaques are currently being fabricated to be installed on site.
- On site meetings have occurred with property owners / occupiers to confirm location for installation.
- The markers include a QR code to link back to Council's website with more detailed information.
- Unveiling of the markers will be planned once fabrication is completed.
- BHT members will be notified of the unveiling.

### **ANZAC Banners Project**

- One of the projects for recognising Women in War is producing banners for Anzac Day.
- Local History Team and Bayside Council has been in consultation with local historical societies and local RSL's on the refining of lists

### **Updating names on the War Memorial in Botany**

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- Updating the names on the War Memorial is a project that was initiated by BHT President, Robert Hanna
- This project will progress with the newly appointed Local History Specialists into the new year and will expand to include recognition of women.
- Updates on this project will occur at future BHT Executive Meetings.

### Financial Implications

- Not applicable
  - Included in existing approved budget
  - Additional funds required
- 

### Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
  - Theme Two – In 2032 Our people will be connected in a creative City
  - Theme Three – In 2032 Bayside will be green, resilient and sustainable
  - Theme Four – In 2032 Bayside will be a prosperous community
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### Risk Management – Risk Level Rating

- No risk
  - Low risk
  - Medium risk
  - High risk
  - Very High risk
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### Community Engagement

Not applicable

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### Attachments

Nil

## Extraordinary Botany Historical Trust

4/11/2024

Item No	BHT24.002
Subject	<b>President's Report - Robert Hanna</b>
Report by	Debra Dawson, Director City Life
File	SF24/6236

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### Summary

The BHT President, Robert Hanna, addresses attending BHT members.

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### Officer Recommendation

That the President's Report be noted.

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### Background

Welcome to tonight's Annual General (AGM) meeting of the Botany Historical Trust (BHT). Tonight's AGM also marks the 30th Anniversary of the establishment of the Botany Historical Trust. One can only hope that the BHT has an equally long future, but there are times when I think our future is in doubt.

I have been an absentee President for most of this year. Health issues and family matters led to my absence from BHT activities, including Executive meetings, this year.

Fortunately, despite my absence, the Trust has carried on without me. Thanks, no doubt to the Executive members who carried out their duties ably assisted by support staff from Bayside Council. My thanks to Chris Hanna, the Senior Vice President, for chairing the last three Executive Committee meetings during my absence.

I am considering my own position as President into 2025 and beyond. If there are other nominations for this position, I will gladly stand aside but would hope to remain an Executive member. I find that not residing in Sydney has its disadvantages in giving the role of President it deserves. I will, however, serve as President if there are no other expressions of interest. An unknown also to be considered is the possible de-amalgamation of the former City of Botany Bay from Bayside Council.

Although I no longer live in Sydney, and Botany, I retain a strong interest in the history, and future, of the Botany area. I grew up in Botany, when the Northern foreshore of Botany Bay was at our back fence. My family has been in Botany for over a hundred years. My father, George Hanna, instilled in me a strong interest and knowledge of the history of the area.

He was an alderman on the previous Botany Council from 1960 to 1969. He was Mayor in 1966. His father, Robert Hanna, built the family home on Botany Road in about 1906. It is still there, heritage listed. My grandfather was the works manager at Floodvale, one of the many wool scouring and processing industries that existed in Botany.

As I often say, you can take the boy out of Botany, but you can't take Botany out of the boy.

In the event I am re-elected as President for the next Executive I hope to pursue the matters that I was unable to undertake this year. These include a program of activities and excursions for the general membership, involvement with Bayside's plans to honour veterans on the 80<sup>th</sup> anniversary of the end of WW2, pursuing items and exhibits of historical and heritage interests, and to push on with the alterations to the Botany War Memorial and seeking a grant from the NSW Government to assist with the costs of any restoration work.

My interest in the Botany War Memorial was enhanced by my research into Flight Sergeant Oscar McFadden, a Botany boy, who served with the RAAF in Bomber Command in World War 2. He was posted missing in May 1944, when his Lancaster bomber never returned from an air raid. Neither he nor his crew have no known grave. Oscar is one of 1,400 Australian airmen who were killed in action in the European theatre, and have no known grave.

Regrettably, Oscar's name is missing from the Botany War Memorial. Hence my aim to have his name added. As it turns out, further research has revealed that another 14 names of men from the Botany area who were killed in WW2 are also missing.

Another significant achievement of the BHT was the publication of "Postings From The Front" in 2014, which commemorated the contribution of Botany and Mascot residents who served, some of whom died, in the many battles of WW1.

Projects such as these illustrate the need for the BHT to continue its activities in promoting the history of the Botany area.

I also consider a priority in finding a suitable Community Executive member to fill the vacancy left by the late Dr Peter Orlovich, the long serving archivist on the BHT Executive. I am hoping we can find someone with qualifications and an interest in archival matters, as was Peter's passion. I would hope, as President, to continue to advocate for preservation of and access to the archives of the former City of Botany Bay and its predecessors.

Sadly, Peter died in April this year after retiring from the Executive in December 2023 due to ill health. We also lost Alice McCann, a former Senior Vice President who also died in April this year. Both Alice and Peter contributed significantly to the functions and activities of the BHT.

The BHT, in my absence this year, has pursued and participated in some interesting events and contributed to some significant achievements over this period.

As well as the Botany War Memorial and the preservation of our archives, the BHT has been, and is involved, with Bayside's Women in War Project in 2025. Other projects include the old Sir Joseph Banks Hotel archaeological artefacts, the placing of historical plaques on places of significance and the replacement of history panels in the Daceyville area.

As well, the BHT was involved with ANZAC Day commemorations led by the Botany and Mascot Sub Branches of the RSL. On both occasions wreaths were laid on both the Mascot and Botany War Memorials on behalf of the BHT.

The Home Sweet Home exhibition at the Mascot Library and Museum continued until June this year. A photographic exhibition is currently on display in the Museum.

Peter Hopkins, a winner of the 2023 Ron Rathbone History prize, on 11 May, gave a talk on his work, "The Mascot Miracle: The 1971 airliner collision at Mascot Airport that nearly took 240 lives."

The BHT could not have functioned without the support of dedicated Bayside Council staff. I would like to thank personally Bobbi Mayne, Alison Wishart and Cate Kloos. There are others too numerous to mention, and I thank them also.

Alison is no longer with us, having moved on to other employment. I'm pleased to see she has since applied to join the BHT.

I mentioned earlier my concern about the future of the BHT. We have not been able to fill all positions on the Executive since our last AGM. I appeal to all here tonight to consider nominating for positions on the Executive. I also hope we can attract the interest of younger members to whom we can pass on the baton. Without the infusion of younger blood, I fear for our future.

Thank you again for all of you who turned up tonight.

Long live the BHT.

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## Financial Implications

Not applicable	<input checked="" type="checkbox"/>
Included in existing approved budget	<input type="checkbox"/>
Additional funds required	<input type="checkbox"/>

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## Community Strategic Plan

Theme One – In 2032 Bayside will be a vibrant place	<input checked="" type="checkbox"/>
Theme Two – In 2032 Our people will be connected in a creative City	<input type="checkbox"/>
Theme Three – In 2032 Bayside will be green, resilient and sustainable	<input type="checkbox"/>
Theme Four – In 2032 Bayside will be a prosperous community	<input type="checkbox"/>

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## Risk Management – Risk Level Rating

No risk	<input checked="" type="checkbox"/>
Low risk	<input type="checkbox"/>
Medium risk	<input type="checkbox"/>
High risk	<input type="checkbox"/>
Very High risk	<input type="checkbox"/>

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## Community Engagement

Not applicable

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## Attachments

Nil

## Extraordinary Botany Historical Trust

4/11/2024

Item No	BHT24.003
Subject	<b>Election of Office Bearers for the BHT Executive Committee</b>
Report by	Debra Dawson, Director City Life
File	SF24/6236

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### Summary

The report outlines the process for electing the Office Bearers for the Botany Historic Trust Committee (BHT) in accordance with the BHT Constitution.

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### Officer Recommendation

Note the Report and Constitution attached

- 1 Elect the nominated Executive Office Bearers in accordance with the BHT Constitution.
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### Background

Office Bearers must be elected in accordance with the BHT Constitution.

**Section 7** of the BHT Constitution outlines details relating to the BHT Executive and its Office Bearers. This part has been amended at point c. below as referred to above.

#### MANAGEMENT BY EXECUTIVE

- a. There shall be established an advisory body to be known as the Executive which shall give advice and make recommendations to the Trustee concerning the conduct and administration of the Trust and its affairs. The Executive shall not be entitled to make any binding decisions concerning the affairs of the Trust.
- b. The Executive shall consist of the following Office Bearers: a President, a Senior Vice-President, a Vice-President, a Secretary, a Treasurer, and up to two (2) general members, all of whom are elected in accordance with this Constitution, together with:
  - up to two (2) Councillors, representing the Area, or if no Councillor is appointed the General Manager or nominee.
  - up to three (3) community representatives and/or independent experts appointed by the General Manager on the recommendation of the Executive.

The above Executive members have voting rights.

The Executive also includes the following members, who do not have voting rights:

- two Council staff with appropriate responsibilities that can support and address Trust issues.

- c. To be eligible to apply for nomination to the position of President, Senior Vice-President or Vice President, applicants must be a resident of the Botany local government area.
- d. The Executive shall contribute to overall aims of the Trust as required from time to time by the Trustee. This may include but not limited to developing strategies to inform the Council's Integrated Planning and Reporting processes.

### ELECTION OF OFFICE BEARERS

Nominees for the following Executive positions will be read out at the AGM;

- President
- Vice President
- Senior Vice President
- Treasurer
- Secretary
- 2 General Members

In addition, two Councillors will be elected by Council to join the BHT Committee.

The new Executive once elected may nominate up to 3 community members and/or independent experts to also join the Committee.

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### Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required

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### Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
- Theme Two – In 2032 Our people will be connected in a creative City
- Theme Three – In 2032 Bayside will be green, resilient and sustainable
- Theme Four – In 2032 Bayside will be a prosperous community

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### Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk

## Community Engagement

BHT members elect the nominated Executive Office Bearers.

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## Attachments

1 [↓](#) The Botany Historical Trust Constitution



# The Botany Historical Trust Constitution

10 October 2018



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The Botany Historical Trust Constitution  
File: F16/1038 Document: 18/79548  
Class of document: Terms of Reference

Enquiries: Manager Customer Experience



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The Botany Historical Trust Constitution – October 2018

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## THE BOTANY HISTORICAL TRUST CONSTITUTION

The Botany Historical Trust was established in 1994 to assist and advise the local government in the area within the boundaries of the former Municipality of Botany or any authority that replaces or amends the same in the administration and management of the Botany Historical Trust and to ensure compliance with the terms of the Trust Deed.<sup>1</sup>

### 1 NAME

The Botany Historical Trust (hereinafter referred to as the Trust).

### 2 TRUSTEE

Pursuant to the Deed of Trust, Bayside Council (hereinafter referred to as the Council) is the Trustee of the Botany Historical Trust.

### 3 AIM

The aim of this Constitution is to set in place guidelines and rules for the administration of the Trust as provided for in the Deed of Trust<sup>2</sup>.

The Deed provides for the establishment of an Advisory Committee (hereinafter referred to as the Executive) to assist the Trustee in carrying out the purposes of the Trust and this Constitution augments the provisions of the Deed by providing for membership of the Trust, together with the procedure for the election of office bearers and others to the Executive.

### 4 PURPOSES OF THE TRUST

The purposes, as specified in the Deed of Trust, are set out hereunder:

- 4.1 The primary purposes of the Trust are to:
  - a. Establish a public museum to permanently display historical artefacts and records representing the cultural heritage of the Area.
  - b. Encourage and ensure the preservation of the history and heritage of the Area;
  - c. Acquire, preserve and display historic artefacts and records from its geographic region;

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<sup>1</sup> The Proclamation made by the Governor on 9 September 2016 amalgamated the local Government areas of the City of Rockdale and the City of Botany Bay to form the new local government area of Bayside. In this Constitution, references to the 'Area' refer to the area within the boundaries of the former City of Botany Bay, as supported by the Proclamation: "A reference in any Act or instrument to: (a) a former council, or to a predecessor of the former council, is to be taken to a reference to the new council; or (b) a former area, or to a predecessor area, is taken to be a reference to that part of the new area or predecessor area that consists of the former area."

<sup>2</sup> Refer 'Declaration of Trust': LD 1380, File SH/4/11/P1

- d. Encourage individuals, organisations and commercial enterprises to donate significant and valuable historical artefacts and records relating to the region;
  - e. Preserve and to hold any historic artefacts and records received in perpetuity;
  - f. Act as a public fund to which gifts of money or property for extending the collection of the museum may be made;
  - g. Raise funds for supporting the museum; and
  - h. Cooperate with other groups or institutions having similar objectives.
- 4.2 The secondary purposes of the Trust are to:
- i. Provide advice in relation to the classification and preservation of historic buildings within the Area; and
  - j. Implement policies designed to educate residents of the Area, particularly children, in its history and heritage.

## 5 MEMBERSHIP OF THE TRUST

- a. Membership is open to all individuals who accept the purposes and rules of the Trust. Applicants must be of good character and have a keen interest in the preservation, protection and promulgation of the heritage of the Area. Preferably members should reside or work in the area.
- b. An organisation is not capable of being a member of the Trust.
- c. Individuals wishing to become members of the Trust shall apply to the Executive for membership. The Executive shall examine each such application and report to the Trustee on the application.
- d. The Trustee shall determine whether or not to accept an application for membership after reviewing the Executive's report and any recommendation relating to the application. Neither the Trustee nor the Executive shall be required to supply any reasons for the acceptance or rejection of an application for membership.
- e. Membership will expire automatically: after five (5) years after which time a fresh application for membership must be submitted; and upon resignation, expulsion or death.
- f. A register of members shall be kept by the Trust showing the name, address, other contact details, date of commencement, and the date of termination of membership of each member.
- g. [Deleted].
- h. Notwithstanding any other provision of these rules, the Trustee may terminate the membership of any member at any time, at its complete discretion and without

being required to give any reason therefore, by notice in writing forwarded to the address of the member in the register kept pursuant to sub-rule (f) hereof.

- i. The Trustee may, of its own volition or on the recommendation of the Executive, appoint any member of the Trust as a life member and the provisions of sub-rule (e) hereof shall not apply to any such appointment.
- j. The Mayor of the Trustee from time to time shall be ex-officio patron of the Trust. In addition, the Trustee may appoint any person, whether or not a member of the Trust, to be a life patron of the Trust.

## 6 MEMBERS' LIABILITY

Any member of the Trust, honorary officer or agent who acts in good faith shall not be personally liable for any claim arising out of the performance of his/her duties and functions and shall be indemnified by the Trustee in respect thereof.

## 7 MANAGEMENT BY EXECUTIVE

- a. There shall be established an advisory body to be known as the Executive which shall give advice and make recommendations to the Trustee concerning the conduct and administration of the Trust and its affairs. The Executive shall not be entitled to make any binding decisions concerning the affairs of the Trust.
- b. The Executive shall consist of the following Office Bearers: a President, a Senior Vice-President, a Vice-President, a Secretary, a Treasurer, and up to two (2) general members, all of whom are elected in accordance with this Constitution, together with:
  - up to two (2) Councillors, representing the Area, or if no Councillor is appointed the General Manager or nominee.
  - up to three (3) community representatives and/or independent experts appointed by the General Manager on the recommendation of the Executive.

The above Executive members have voting rights.

The Executive also includes the following members, who do not have voting rights:

- two Council staff with appropriate responsibilities that can support and address Trust issues.
- c. To be eligible for nomination to the position of President, Senior Vice-President or Vice President, the nominee must be a resident of the Botany local government area.
  - d. The Executive shall contribute to overall aims of the Trust as required from time to time by the Trustee. This may include but not limited to developing strategies to inform the Council's Integrated Planning and Reporting processes.

## 8 ELECTION OF OFFICE BEARERS

- a. Election of Office Bearers shall occur at the first Annual General Meeting following each local government election. Office Bearers shall hold office until the Annual General Meeting following the next local government election.

Casual vacancies on the Executive will be temporarily filled by the appointment of the Trustee with due consideration of a recommendation made by the Executive. A permanent appointment will be made at the Annual General Meeting following the occurrence of a casual vacancy. A member elected to fill a casual vacancy shall serve the remainder of the four-year term of office.

Where the total number of Office Bearers, after the election of the Office Bearers, is less than seven, or such alternate number as directed by the Trustee, the members of the Trust may recommend to the Trustee additional persons from its members to fill those vacancies on a casual basis until the next Annual General Meeting.

- b. Each Office Bearer and Trust member on the Executive shall hold office from the date of his/her election or appointment as provided in point (a) unless determined otherwise by the Trustee.
- c. Retiring Office Bearers are eligible for re-election.
- d. A member of the Executive shall cease to hold office upon resignation in writing; removal as a member of the Executive; or if an elected member is absent from two consecutive Executive Meetings without approval of the Executive. Such approval may be granted by the Executive either prior to or, where the circumstances warrant it, after the absence.

## 9 MEETINGS OF THE EXECUTIVE

- a. The Executive shall meet not less than four times a year.
- b. Notice of Executive meetings shall be given at the previous Executive meeting, or by such other means as the Executive may decide.
- c. The quorum for meetings of the Executive shall be next whole number greater than half the number of the filled positions of the Executive.
- d. The Executive may function validly provided its number is not reduced below the quorum. If within half an hour of the time appointed for the meeting a quorum is not present the meeting shall be dissolved.
- e. The President or any two members of the Executive may call for the convening of additional meetings of the Executive to consider an urgent matter. Nothing prohibits the Executive from meeting as a working group to progress the interests of the Trust.
- f. Questions arising at any meeting of the Executive shall be decided by a majority of votes of those present. In the case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.

- g. The Executive shall report to the Trustee through minuted recommendations to Council.
- h. The Executive will be supported administratively in a manner determined by the General Manager.

## 10 GENERAL MEETINGS

- a. An Annual General Meeting of the Trust shall be held each year within six months from the end of the financial year of the Trust (except for the first Annual General Meeting which shall be held within two months from the end of the first financial year).
- b. At the Annual General Meeting the following business shall be transacted:
  - i. Confirmation of the minutes of the last Annual General Meeting and any recent general, or special general meeting;
  - ii. Receipt of the Executive's report upon the activities of the Trust in the last financial year;
  - iii. Election of office bearers and other members of the Executive as outlined in Section 8 (a);
  - iv. Receipt and consideration of a statement from the Executive which is not misleading and gives a true and fair view for the last financial year of the Trust:
    - income and expenditure
    - assets and liabilities
    - Trust properties
  - v. Any notices of motion which may have been included in the agenda for the meeting.
- c. The Executive may recommend to the Trustee the convening of a general meeting of the Trust. Such a general meeting must be convened within three months of receiving a written request to do so from at least five per cent of the membership of the Trust.
- d. Nominations of candidates for election as office bearers or as other Executive members shall be made in writing 2 weeks prior to the Annual General Meeting or in such other ways as may be determined by the Trust at a general meeting.
- e. At least 14 days' notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- f. Written notice of all general meetings shall be given to members either electronically, personally or by post.

- g. Notwithstanding anything contained elsewhere in this Constitution, no Annual General Meeting, general meeting or extraordinary general meeting shall be held during the month of January. Where an extension of any specific period contained in these rules is necessary to satisfy the requirements of this rule that extension shall apply so as to permit the meeting to be held in the following month.
- h. Voting at all general meetings shall be by show of hands unless a secret ballot is approved by the meeting. Decisions shall be made by a simple majority vote except for those matters requiring a special resolution where a three quarter majority shall be required. Any resolution recommending the variation or amendment of this Constitution shall be considered as a special resolution.
  - i. All votes shall be given personally and there shall be no voting by proxy; and
  - ii. In the case of an equality of votes the person appointed to chair the general meeting shall have a second or casting vote.
- i. The quorum for all general meetings shall be seven members present in person. If, within half an hour of the time appointed for an Annual General Meeting, a general meeting or a special general meeting, a quorum is not present the meeting shall be deferred to a date to be determined by the Executive.

## 11 OFFICE BEARERS

- a. The President or, in the President's absence, the Senior Vice-president, or Vice-President shall act as chairperson at each general meeting and Executive meeting of the Trust.
- b. If the President, Senior Vice-President, and Vice-President are absent from the meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- c. The Secretary and/or Trustee shall ensure that records are kept of the business of the Trust, including the rules, register of members, minutes of all general meetings and Executive meetings, and a file of correspondence. These records shall be available for inspection by any member and shall be held in the custody of the Trustee.
- d. The Treasurer and/or Trustee shall ensure that all money received by the Trust is paid into the Trust account maintained by the Council. Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the Executive. Major or unusual expenditures shall be authorised in advance by the Executive or a general meeting.
- e. The Treasurer and/or Trustee shall ensure that correct books and accounts are kept showing the financial affairs of the Trust. These records shall be available for inspection by any member and shall be held in the custody of the Trustee, and shall be available for an annual audit by the chief financial officer of the Council, or his/her nominee.

## 12 SUB-COMMITTEES

- a. The Executive may establish sub-committees of the members of the Trust to carry out specific tasks or to investigate matters relating to the purposes of the Trust. Where desirable the Executive may co-opt others to assist these sub-committees.
- b. Such sub-committees shall report to the Executive and shall be required to work within a specified timeframe. Where it is deemed necessary or desirable by the Executive the timeframe may be extended or otherwise modified.
- c. On completion of its task, or at the expiry of its allotted timespan, the sub-committee shall be dissolved. The dissolving of a sub-committee shall not prevent the Executive from reconstituting or reconvening any such sub-committee.
- d. The Heritage Advisory Sub-Committee shall comprise the members of the Executive Committee. Voting at the Heritage Advisory Sub-Committee shall exclude Council Officers. The role of this sub-committee is to provide advice to Council on the heritage implications of Development Applications of significant community interest as referred by the Director responsible for Planning, or other issues as raised by the Council from time to time. Meetings of the Heritage Advisory Sub-Committee will occur in conjunction with meetings of the Executive or as required to consider a matter requiring consideration between meetings of the Executive.

## ADOPTION OF CONSTITUTION

Version	Endorsed by Trust	Adopted by Council
1.0	1994	Municipality of Botany
2.0	2005	
3.0	2008	
2.0	14/03/2013	Council of City of Botany Bay 30/01/2013
3.0	10/10/2018	Bayside Council

## APPENDICES

Application for Membership

Deed of gift of artefacts, records, etc

## THE BOTANY HISTORICAL TRUST APPLICATION FOR MEMBERSHIP

Name .....

Address.....Postcode.....

Phone number (h) ..... Fax No .....

Phone number (w)..... Mobile .....

Email .....

Referees (must be BHT members) 1.....

2.....

Details of historical interest or association with the Area.

.....  
.....  
.....  
.....  
.....

Length of association with / residence in Area .....

Signed.....

Date .....

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### OFFICE USE ONLY

Received.....File No.....

Executive's recommendation.....

.....

Referred to Trustee .....

Trustee's Determination .....

Applicant Advised .....

Date for renewal .....

## THE BOTANY HISTORICAL TRUST DEED OF GIFT OF ARTEFACTS, RECORDS, ETC

I/we.....

of .....

do hereby make a gift of the material specified below, to the Botany Historical Trust, hereinafter referred to as the 'Trust' and to its successor organisations.

Being the sole owner/s of the material I/we give the aforementioned material unencumbered to the Trust and do declare that I/we make this gift of my/our own free will and without influence.

Any copyrights such as I/we may possess in this material are hereby assigned to the Trust without any reservations.

I acknowledge that, by making this gift, the ownership of those articles transfers to the Trust and that it may use them for display purposes, and grant the public access to them subject only to such limitations as are herein stated.

Further, should the Trust at some time in the future find it necessary to dispose of this material for any purpose whatsoever, that it will endeavour to place them with a kindred organisation but, if unsuccessful, may dispose of them by whatever means appears most reasonable in the Trust's sole discretion.

### SCHEDULE OF MATERIAL DONATED

.....  
.....  
.....

In full accord with, and in the full knowledge of, the terms of this deed of gift, I/we hereunto set my/our signature/s.

..... Date.....

Donor/s  
Signed in the presence of:

..... Date.....

On behalf of the Botany Historical Trust, I .....  
Archivist, accept this gift.

Date.....

**6 GENERAL BUSINESS**

**7 NEXT MEETING**