

## 8 ADVOCACY AND COMMUNITIES

### 8.1 NO. 4 CAMP OFFICE - ON THE MOVE

**Author:** Karen Watson - Manager Liveable Communities

**File No:** CS/26/002

**Attachments:** 1. Current condition of the No. 4 Camp Office  
2. Wandong History Groups Alternative Plans

#### Purpose

- 1.1 The purpose of this report is for Council to consider the relocation of the No. 4 Camp Office (HO337) from its current location at 25 Range Avenue, Heathcote Junction, to Bushfire Memorial Park in Wandong.

#### Background

- 2.1 The Wandong History Group (WHG) received a Saluting Their Service Commemorative Grant from Veterans Affairs from the Federal Government for \$49,985 to relocate the No. 4 Camp Office (HO337) from its current location at 25 Range Avenue, Heathcote Junction, which is in private ownership. If the project is to proceed, Council would acquire the building as a new heritage asset in perpetuity.

#### Key Matters

- 3.1 This project can be delivered in two stages. Stage one can be completed by the Wandong History Group Committee of Management utilising their Plan B approach as outlined in Attachment 2, within the grant of \$49,985. Council would need to provide funding of approximately \$15,000 for the CMP which is compulsory to move a Heritage listed building.
- 3.2 Limited responsibility for Council through a land lease, may be offered to the WHG, under Stage one, this would have to be specialised lease and would require prior evidence of insurance by a Certificate of Currency which names the Camp Office and indemnifies Council.
- 3.3 While Council is supportive of community led projects and wrote a letter of in principle support for the grant application for the moving of the No. 4 Camp Office (HO337), there has not been adequate scoping for the safe and effective delivery of this project to a useable facility level, refer to Attachment 1.
- 3.4 The WHG was asked to provide an alternative plan for the project that did not require Council's direct involvement and, showed the group's capability and capacity to undertake the project, refer to Attachment 2.

NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

**Recommendation**

**THAT** Council supports the project of moving the No. 4 Camp Office (HO337) from its current location to the Wandong Heathcote Junction Memorial Park through a staged approach as follows:

- a) Enters into an agreement with the Wandong History Group, whereby the Wandong History Group is wholly responsible for the Moving of the No 4 Camp Office to the Wandong Heathcote Junction Memorial Park (Stage one) as a Class 10 Building.
- b) Seeks Wandong History Groups commitment to endeavouring to raise funds to undertake stage two upgrade works to take No 4 Camp Office Building to a Class 9 Building for a minimum of two years and then to report back to Council.
- c) Enters into a lease with the Wandong History Group.

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NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

#### 4. Financial, Resource and Asset Management Implications

- 4.1 There is currently no allocation in the 2021/2022 Capital budget for this project.
- 4.2 If the No. 4 Camp Office is relocated, then Council accepts the building as a heritage asset in perpetuity inclusive of all maintenance costs as well potentially bearing most of the costs for Stage two of the project estimated at \$106,400 if the community cannot raise the funds. As well as a minimum of \$15,000 under a WHG managed Stage one project.
- 4.3 Whilst the Planning permit may be waived, there are other associated costs in preparing the project for approval in brief this includes: detailing the existing the site plan and proposed site plan, showing proposed location of the museum at the Wandong Heathcote Memorial Park; elevations; and copies of the Title along with anticipated proposed details, for the museum.
- 4.4 Councils costs associated with obtaining a Building Permit include:
- Structural report/plans and Conservation Management Plan (CMP) needed.
  - Universal access needed to meet *Disability Discrimination Act 1992* (DDA) standards.
  - Upgrading the building from a Class 10 (shed) to Class 9 building (public building).
- 4.5 Other considerations which will incur costs if Council is the project lead, for Stage two, including:
- **Car Parking** - A Traffic Report is required to determine whether car parking or bicycle parking dispensation is required (this will be a necessity for VicRoads).
  - **Vegetation Removal** – If vegetation removal is required to place the building on the site, a planning permit (and associated fee) may be required. If vegetation removal is proposed, an arborist report is required to determine suitability of removal. Vegetation removal may also be required at the park to accommodate the building.
  - **Signage** – If signage is proposed, a planning permit may be required.
  - **Connections** – There are several services required to be connected.
  - **Flood Study** - This is not currently in a flood prone area, but a new flood study is being conducted and this may change.

## NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

- **Cultural Heritage Management Plan (CHMP)** – there has been some ground disturbance to create the Memorial Park including fill, therefore the likelihood of uncovering Aboriginal Cultural Heritage is medium to low. However, the detailed plans for the footings of the building will provide details of how deep the footings need to be and this will provide greater clarity for the need for a voluntary CHMP.
- The building is a class 10 building and would need to be brought up to a class 9 to be considered for museum purposes.
- The building does not meet any DDA standards.
- Sub floor has subsided at one point.

4.6 The costs associated with a two staged approach suggested by the WHG is discussed in the Consultation section from “5.7 onwards”, with the costs outlined in the following table:

	<b>Stage 1 To be managed by WHG</b>	<b>Stage 2 At a date to be determined</b>
Project management	Assumes that Council does not need to manage the Project	\$15,000
Project contingency (Incl CHMP, if required in stage 2)	Refer to 5.9	Refer to 5.9 \$35,000
Other project costs incl. scoping, accessibility and storm water connection		\$47,400 Refer to 5.10
CMP	\$15,000	
Works	\$49,985	\$90,400
<b>Total</b>	<b>\$49,985</b>	<b>\$106,400</b>
Less Grant	\$49,985	
<b>Council contribution required</b>	<b>\$15,000</b>	<b>\$106,400</b>

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NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

## 5. Consultation

- 5.1 Council supported a grant application in principle with a letter from Council in June 2019 for a Grant Victoria Remembers – Veterans Affairs State Government, this application was unsuccessful. However, the same letter was used for the successful Federal Government grant.
- 5.2 The WHG have assisted officers in the collation of the information provided in this report.
- 5.3 There was a meeting held between officers and the WHG on Thursday 21 January 2021, to discuss project challenges from Council's perspective.
- 5.4 It was suggested by the group that they would like a Plan B, whereby, the Building is moved to expend the grant, but is not opened to the public, until more money can be raised by the community, this is now suggested as Stage one.
- 5.5 Following discussions with Councillors at Strategy Briefing on 8 February 2021, officers requested the WHG to provide a detailed Plan B that would reduce Council's direct involvement in the completion of the project.
  - Plans to fulfil the Planning Permit requirements
  - Plans to fulfil the Building Permit requirements
  - Alternative moving options
  - Alternative use options
- 5.6 Council Officers presented to Strategy in April 2021, and the WHG presented to a following Strategy meeting to answer question from Councillors.
- 5.7 Subsequently, the WHG has provided alternative plans for consideration. The summary of costings for the two stages utilising Plan B from the WHG is shown in "4.5".
- 5.8 Plan B briefly outlines:
  - Relocation of the No. 4 Camp Office and other works within the grant budget.
  - Fence the building for two years, while undisclosed funding alternatives are sought by the WHG, although this may not be required. No allocation is included for this item.
- 5.9 Plan B does not bring the project to completion and leaves the building unused and fenced for an estimated two years (*note fencing was proposed by the community but not seen as necessary, by Council officers.*) This plan does not outline how the project will be completed during or after two years or proposals for future funding:

## NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

- Under this option the requirement to undertake a Voluntary CHMP is no longer being enforced as the WHG outlined in their presentation to the Strategy Meeting in April that they have an Archaeologist on their Committee who is qualified to monitor Indigenous excavations.
  - Officers have since confirmed that this Archaeologist is willing to monitor the excavation of the footings and will take professional responsibility for recognising any artefacts that may be dug up and will report immediately to Council, the Taungurung and Aboriginal Victoria should this arise.
  - If Artefacts are found a contingency is allocated in Stage two for a CHMP as this would then be mandatory.
  - Council would need to under-take the Conservation Management Plan for the building **\$15,000**.
  - Plan C briefly outlines that Council is to fund the remainder of the project to completion once the current grant funding is exhausted.
- 5.10 If Council is going to fund this project to completion, then Council will also become responsible for the project and our processes and risk mechanisms must be adhered to. Stage two costs are those associated with bringing the building up to the standard required of a public building (Class 9). This includes building ramps, widening doors, landscaping, window works and bringing the building up to DDA standards.
- 5.11 Although the budget estimation by the WHG is inadequate, the budget set out with the initial scoping of the project by Council officers considers project management fees and contingency. Plan C leaves Council with risks and responsibilities, project management, and other costs public building. A CMP must be undertaken as this building is on Shire's Heritage Overlay and should not be moved before a CMP is undertaken.
- 5.12 Or alternatively Council funds, Plan D, to build the Wandong community a new building. If Council is not going to support this project, then the WHG wants:
- “Council to provide an all-weather, multipurpose facility with all ability access at the Wandong Memorial Park as identified in Wandong/Heathcote Junction Structure Plan 2015:7.”*
- 5.13 It is not believed that the No. 4 Camp Office satisfies the “touchpoint of the community” criteria identified in the Wandong Heathcote Junction Structure Plan and the Wandong Hall may be considered as fulfilling this point.

## 6. Sustainability Implications (Social and Environmental)

- 6.1 The potential removal of healthy trees to facilitate the building's exit from its current residence is a consideration. Also, there is potential for the removal of trees at the Wandong Heathcote Junction Memorial Park.

NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

## 7. Policy and Legislative Implications

7.1 The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered in preparing this report and it's determined that the subject matter does not raise any human rights issues. Also, the follow other policies and legislation has been taken into consideration:

- The Planning Scheme and Heritage Overlay
- *Aboriginal Heritage Act 2006*
- *Heritage Act 2017*
- *Disability Discrimination Act 1992*

## 8. Alignment to Council Plan

8.1 While in the process of initially scoping this project officers have provided opportunities for inclusive participation and simplified ways the community can engage with Council and access information (2.2 and 2.3 of the Council Plan 2017-2021), officers have also prioritised reviewing the heritage values (3.4 of the Council Plan 2017-2021) of the building. However, the recommendation of this report falls under ensuring appropriate and prioritised budgeting, which meets the needs to the present and future communities (6.5 of the Council Plan 2017-2021).

## 9. Conflict of Interest

9.1 No officers involved in the preparation of this report have any direct or indirect interest in this matter.

## 10. Risk Implications

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
Building is not in a condition to relocate and is not fit for future purpose	High	Ensure building is appropriately braced before relocating. Assess currently building configuration and fits new operational requirements. Undertaking a CMP, in-line with the regulations.	Will need a budget allocation of \$15,000 by Council
Not meeting milestones of funding partners	High	Council has contacted the funding body to discuss, they are amenable to an extension on request from the WHG.	Yes
Cultural heritage risks	High	Soil report, developing a design based on soil report	Will need a budget allocation of \$25,000 for Stage

## NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
		to avoid disturbing original ground. WHG to use their qualified archaeologist to monitor all ground disturbance in Stage one of the works and to take responsibility to notify both Council, the Taungurung and AV if artefacts are found.	two CHMP for ramp works etc if artefacts are found in Stage one.
Community Group will not raise sufficient money to get the building to Stage 2 useable facility	High	Council will have to take on Stage two works.	Will need a budget of \$106,400 incl contingency.
Community Group may not be able to obtain necessary insurance	High	Liability will revert to Council	Yes, costs unknown.
Council takes on the responsibility of a heritage asset in perpetuity including making sure the building is in line with building codes and legislation as well as all future maintenance and upkeep	High	Include a specific budget allocation to maintaining Council owned heritage buildings.	Yes, costs unknown.

## 11. Discussion

11.1 A letter from the owner of the No. 4 Camp Office (HO337) has been received by the WHG relinquishing all rights and ownership to them. The WHG plans to hand over ownership to Council and become the Committee of Management for the building.

11.2 The No. 4 Camp Office (HO337) is 3.76 x 9.1 metres and is proposed be to be moved to the Wandong and Heathcote Junction Memorial Park. The Heritage Overlay states "as this building has been relocated to this site it may be relocated again if this will assist in its on-going conservation and, where applicable, allow for enhanced public interpretation. If this is done after the application of the heritage overlay (HO) then the HO listing should be relocated to the new site".

11.3 The WHG plans to open a War Museum in the No. 4 Camp Office (HO337) once it is relocated. However, the plans for the execution of this are unknown. The works need to be complete and grant acquitted by 31 July 2021. The funding body have indicated to Council officers that they are willing to accept a request from the WHG for an extension for time.

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NO. 4 CAMP OFFICE - ON THE MOVE (CONT.)

- 11.4 The WHG group may not be able to get this insurance. Namely Directors and Public Liability Insurance. Building and Contents insurance would also be required, Council would assist in arranging this. The group may not be able to meet the lease clauses but, if there was a breach of the lease, how will Council enforce the removal of the building? Depending on the length of the lease, if the WHG do not acquire the funds to restore the Camp Office, the same scenario applies as if the lease expires. Council may not want or have the funds available to undertake the restoration but would continue to wear the risk with the building on the reserve and be 'stuck with it' when there may be other more important Shire heritage - building/monuments which needs restoration.
- 11.5 This project is considered to have a high-risk profile.
- 11.6 Despite the best of intent of the WHG, has not shown that they will maintain and manage the building when it is moved under their proposed Plan B (Stage 1). The WHG have no provided any indication of how they will raise the funds to undertake Stage 2, rather indicating that they expect Council to undertake this work and at Council's cost.
- 11.7 The risk to Council, is that Council will become responsible for legally accepting No. 4 Camp Office, as a heritage asset in perpetuity inclusive of costs associated with the upgrade of the building and all maintenance costs into the future.
- 11.8 Council has more important heritage asset which are a higher priority for Council resourcing.

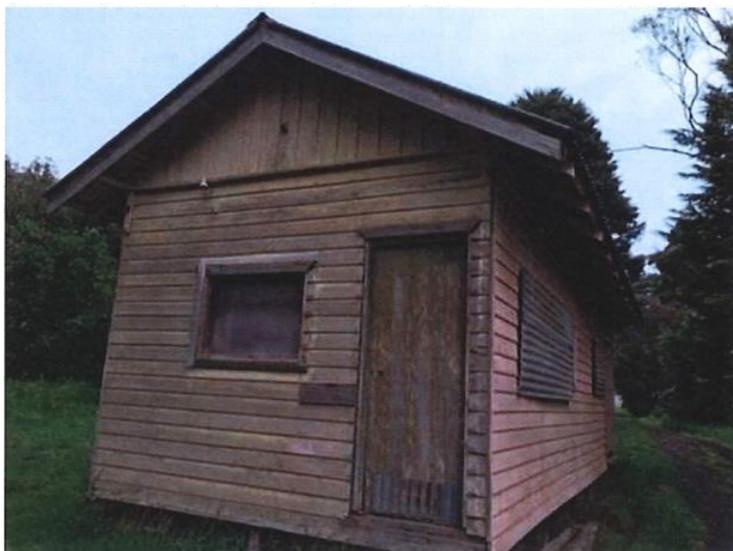


Figure 1. No. 4 Camp Office front October 2020



Figure 2 No. 4 Camp Office side October 2020



Figure 3 Inside No. 4 Camp Office October 2020

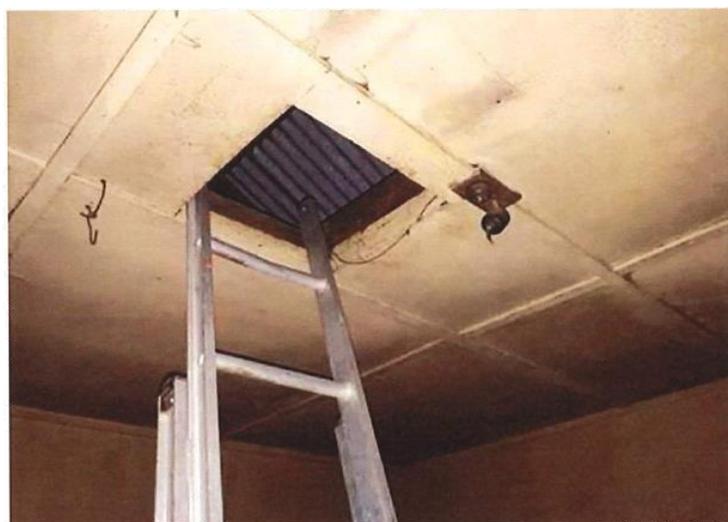


Figure 4 False ceiling and aged electrical No. 4 Camp Office October 2020



Figure 5 Roof cavity of No. 4 Camp Office October 2020



Figure 6 Underneath No. 4 Camp Office October 2020



Figure 7 Fence, trees, culvert and services that will be affected if No. 4 Camp Office is moved October 2020



## WANDONG HISTORY GROUP

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14 March 2021

### WANDONG MEMORIAL PARK INTERPRETATIVE CENTRE – FORMER INTERNMENT HUT PROJECT HO337

#### Background to Project and Need for an All Weather Facility

Wandong/Heathcote Junction is a small vibrant community located in the south east of the Mitchell Shire. This historical sawmilling township is geographically divided by the Hume Freeway, the Kilmore/Wandong Road and the north eastern railway line. It is serviced by a small shopping complex situated opposite the Wandong Heathcote Junction Memorial Park. There is a primary school with approximately 470 students, a kindergarten and child care centre, two churches and a number of Council owned buildings – Sue Marstaeller Sports Pavilion, Wandong Heathcote Junction Community Centre, L B Davern Sports Stadium and the Wandong Public Hall. These facilities are utilised by user and sporting groups. None of these facilities afford the establishment of short term or permanent exhibition/display space for community use or for showcasing the history of the area as evidenced at Broadford and Seymour Historical Societies. The only other public space is the Memorial Park, created after the devastating 2009 Black Saturday Bushfires but which has no permanent all weather facility despite being ideally suited to attract tourism through its Memorials and a connection to the proposed Rail Trail.

#### Problem

The Council owned buildings do not provide for a permanent/semi-permanent all weather facility in which to enable the community or visitors to engage with the township's cultural history or to act as a 'touchpoint of community' as identified in the Wandong/Heathcote Junction Structure Plan 3758 2015:7.

Our community recognises the value of social connectedness and sense of place for townships such as ours and our local groups endeavour to provide this through our various activities and events (**Appendix 1 Community Capabilities and Activities Overview**).

Whilst we manage to stage cultural events in the Public Hall often drawing over 100 people, we often need to erect marquees or portable gazebos in the Memorial Park in which to conduct our activities. Residing in a rainfall catchment area and an area of projected temperature increase (Wandong/Heathcote Junction: 'Owning Our Action Plan' Community Climate Change Adaptation Grant application), the need for shelter and shade is vital. The popularity of our events necessitates the use of temporary marquees and gazebos however these are inadequate in strong winds and rain. We believe our community is in need of an all-weather facility within the Memorial Park; one that can provide a useable exhibition space, and protection from the elements while at the same time leveraging the tourism potential of the Shire. As an example, the Wandong History Group staged a seven day exhibition in the park using a marquee – A Walk Through the

Wars' which attracted 500 people to Wandong and for which we were awarded the Mitchell Shire Community Event Australia Day Award in 2019/20.

Recognising the need of an all-weather facility the Wandong History Group began to explore opportunities to fund the placement of an Internment Hut to the Wandong Heathcote Junction Memorial Park. This effort commenced in May 2018 with an application to the Pick-My-Project grant program which was unsuccessful; this was followed by a second application in 2019 to 'Victoria Remembers Program' and whilst considered a worthy project fell outside the usual guidelines of the program; then in late 2019 a further application was made to the 'Saluting Their Service program'. This later grant opportunity proved successful with the Group being awarded a grant of \$50,000 in June 2020.

Each of these grant applications were discussed with various Council staff, Planners, Councillors, Mayors and with the Heritage Adviser, all being in agreement with the initiative to install this Internment Hut within the Memorial Park at Wandong. This agreement was reflected in each grant receiving formal letters of support from Mitchell Shire Council including advice from the Heritage Advisor that the heritage building was able to be relocated to a new site. At no time over that four year period did Council outline any additional requirements beyond the repair and relocation of the building to the park and we believe Council's letters of support meant that the project would be assisted beyond the repair and relocation.

### **Project Concept**

It is apparent that an understanding of the original Project Concept is required to explain how this project came about and what it means to the community.

The concept of this project from 2018-2021 was to preserve and protect a building of military significance with an uncertain future. The building, a World War II Internment Hut from Mt. Disappointment now located at a private residence and on the Heritage Overlay was gifted to the Wandong History Group in 2018. The Group believed this building would be a useful facility to complement the history of the town, to portray the unknown and untold Internment history of our area and that of the Shire; to narrate the unheralded stories of our soldiers and to supplement the military and tourism strategies of the Mitchell Shire and to act as an adjunct to the proposed Rail Trail. With respect to the School of Artillery, Puckapunyal, the Mitchell Shire has articulated that "not including it in the (new) museum" means that "Australia's full military history cannot be observed and respected". We believe the opportunity to develop an unknown aspect of Wandong and the Shire's military history would therefore complement Mitchell Shire's Tourism Strategy and thereby allow a 'full military history' of the Shire to be 'observed and respected' (Fact Sheet Jobs, Investment and Tourism; Structure Plan 3758 2015 and Mitchell Shire Community Plan 2020).

With no all-weather facility at the Wandong Memorial Park the History Group believed the opportunity to secure this building and relocate it to the Memorial Park would enhance those objectives while at the same time preserving and protecting an important piece of the Shire's military history as reflected in its inclusion on the Heritage Overlay.

The Internment Hut is an important remnant of World War II in Victoria and our township and the WHG are committed to the project for its restoration and relocation. We have therefore attempted to respond to all the issues and questions raised by Council Officers regarding this project and have provided documentation to support our project.

We have provided Plans (A B and C) outlining various aspects of this project as requested.

**CONCLUSION**

As can be seen from the attached overview of Wandong History group and its partners, these groups perform exemplary service to the local community and to the Mitchell Shire. Without the service and dedication of these groups much of what has been portrayed here would not occur and the community sense of place and community connection would be the poorer. Our groups have a proven track record for attracting grants, of being able to plan and deliver projects, of acquitting funds responsibly and for providing our community with an enhanced and liveable environment. We trust Mitchell Shire will recognise the value of our groups and the service they provide and assist us with our endeavours to create an Interpretative Centre at the Memorial Park at Wandong.

Karen Christensen  
President  
Wandong History Group

**Project Plans**

**Plan A - \$50,000 grant – Completion Date June 2021**

The original grant application was to fund the removal and relocation of the internment hut from Heathcote Junction to the Memorial park at Wandong. The grant covered the preparation, lifting, transport, relocation, site preparation, connection to power and modifications to the building to make it useable.

The Shire Risk Assessment however has added an additional \$124,000 to this initial plan although we have not been provided with that costing detail.



Plate 1: Indicative location of hut



Plate 2: Artist impression - Projected siting of Internment Hut within Memorial Park landscape

**Plan B**

Following several discussions with Council staff and their risk assessment of our project, we have been advised that we can under Plan B – relocate and repair the hut within our grant budget to the park as a Class 10 building and that additional funding would be required to upgrade the structure to a BCA Class 9B building.

Paramount to moving this project forward requires agreement from the funding body that they accept a revised Plan with changed conditions (ie Partial completion) and provide an extension to the project. This agreement would be needed prior to any Planning Permit being submitted thus further delaying the project. If we do not receive agreement from funding body then the Wandong History group has no alternative but to return the grant funds and accepts it may jeopardise being awarded further grants into the future.

Council officers requested that we provide a Plan B outlining works needed to complete the project and respond to the following questions:

- ❖ Who is responsible for permits.
- ❖ That CHMP be undertaken.
- ❖ that we outline our capacity to deliver the project.
- ❖ that we understand what the changes mean.
- ❖ that we accept full responsibility for the project and
- ❖ how to source additional funding for the project to reach completion.

**Supporting Evidence - Attachment 1, 2 and Plan C.**

**Plan B – Responses To Questions Raised**

1. We believe Attachment 1 provides evidence of our capability to handle the project.
2. Planning Permit responsibility – Danesbury Constructions
3. Building Permit responsibility – Danesbury Constructions
4. Cultural Heritage Management Plan (CHMP)

The Memorial Park does not require a CHMP for the following reasons:

According to the Aboriginal Heritage Regulations 2018 Authorised Version No. 001 and communication 16/2/2021 with the Regulator, two specific issues trigger the need for a CHMP to be undertaken and the advice we have been given is that the park has neither of these conditions or others that may require a CHMP:

- There is no area of cultural sensitivity covering this site (Refer to Aboriginal Victoria Cultural Sensitivity Mapping – Plate 3).
- There are no registered sites in the area.
- That as the park is on an unnamed waterway and not subject to an area of cultural sensitivity.
- It is not Crown Land.
- The park was disturbed when it was created in 2010 following the 2009 Black Saturday Bushfires.

The park should have been assessed by Council for these triggers before estimating a cost of \$25,000 for a CHMP which is clearly not required.

As advised by Mitchell Shire Council email (dated 8 February 2021) in response to the creek:

*“While it may appear from the map that the creek is named Black Flat Creek, the creek’s name has not been registered according to VicNames (the register of geographic names in Victoria). Therefore, as the name is not registered under the Geographic Place Names Act 1998, the creek is considered an unnamed waterway”.*

“A waterway is defined as:

a river, creek, stream or watercourse the name of which is registered under the *Geographic Place Names Act 1998* and includes any artificially manipulated sections; or (b) a natural channel the name of *which is registered under the Geographic Place Names Act 1998* and includes any artificially manipulated sections in which water regularly flows, whether or not the flow is continuous”.

5. Site was inspected in December 2020 and again in March 2021
6. Project Change – WHG has outlined the change under Plan B
7. Future Funding – it is difficult to outline what sources of future funding would be available given we have no agreement to the changed conditions from original funding organisation as yet.
8. The WHG are prepared to seek additional funding contributions toward a Plan C
9. The WHG would hope that Mitchell Shire Council would assist in funding the Plan C to completion.

Memorial Park

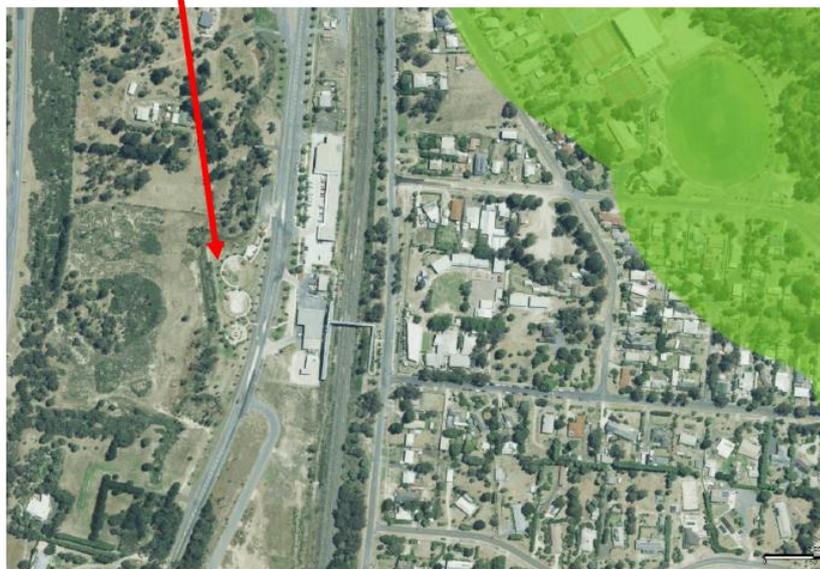


Plate 3: AQUIS Map Showing area of cultural sensitivity vs Memorial Park Wandong – February 17 2021  
Aboriginal Victoria.

**PLAN B – RELOCATE AND REPAIR - \$49,880.00****Administrative**

- Written agreement from Mitchell Shire on level of possible financial/administrative support
- Approval from Funding Body on changed conditions prior to commencement.
- Pre application Planning Meeting
- Title Search
- Submission of Planning Permit Application to relocate Class 10 Hut to Memorial Park including all the requirements of this process such as site plans etc.
- Building Permit Application
- Soil Test and Report
- Services plan of Park from Council ?

**Preparatory Activities/Construction**

- Preparation of hut for relocation, bracing, roof removal and tarping
- Removal and Relocation
- Memorial Site secured – fencing x 2 years.
- Memorial Park site preparation – Soil Test report
- Concrete Footings and inspection
- Relocation of Hut to Memorial Park and placement on footings
- New roof sheeting, flashings and cappings, gutter and downpipes and scaffolding
- Repair damaged weatherboards, external windows, base boards
- Door widening

**Waiving Council fees would assist in reducing costs – Planning permit fees not included in above.**

**PLAN B**

**Removalist – Kilmore Constructions Pty Ltd T/A Kilmore House Removers**

**DBU-18426 CDB-U48494**

**11 March 2021 Kilmore House removers Assessment Report**

- Kilmore House Removers has relocated over 1,100 houses and buildings throughout Victoria and interstate over the last thirty (30) years.
- Inspected Internment Hut in Range Avenue March 4<sup>th</sup> 2021 – “found it to be structurally sound and ideal for relocating and re-stumping at a new site in Wandong Memorial Park”.
- Kilmore House Removers would first brace the internal walls and where necessary remove existing roofing iron prior to removing. Then over height’ roof frame would be dismantled to meet HHVR (Wide-load permits). Roof would be tarped.
- Hydraulic house-float trailer can step sideways and lift its building load up to 2.4m where required, thus manoeuvring around and/or over obstacles.
- Building would be re-stumped at new site according to the Code (stump holes prepared according to Stamped Soil Report and inspected before concrete is poured, then concrete hangers (stumps) are set into place.
- Once concrete is set and building is sitting on and attached to its new stumps, the roof-frame would be re-instated and re-sheeted.

**Builder – Danesbury Constructions Pty Ltd. ACN 121 017 534**

**Builder inspected the Internment Hut in 2019 and again 4<sup>th</sup> March 2021**

**Confirms the Hut is structurally sound and able to be relocated to the Memorial Park.**

- The local and regional builder, Danesbury Constructions Pty Ltd have over 30 years building experience in the commercial, industrial and residential building environment. The builder also has experience in the restoration of heritage buildings and approved by Heritage Victoria to undertake restoration and conservation works on St. Michael’s Catholic Church, Wandong 2021.

Other heritage work:

- Repair and restoration of the B. Morrissey Building (now Amcal Chemist) 1865, Sydney Street, Kilmore
- Glen Rannock Home, circa 1873 Mt. Macedon.
- St. Patricks Catholic Church, Kilmore 1849

**PLAN C – TO COMPLETION**

**\*UNFUNDED Subject to additional funding estimated at \$30,000 by Builder.**

- Building surveyor – Class 10 to BCA Class 9B Plans and certification.
- Planning and Building Permits for Upgrade from Class 10 to BCA Class 9B
- Complying All ability Access ramp and handrails Australian Standards AS1428.
- Steps to rear doorway
- Pathway connection for all ability access
- Storm water disposal to creek
- Power Cable connection and wiring
  - Energy efficiencies – LED lights
  - External security lighting
- Essential Safety Measures - exit lighting, fire extinguisher, smoke detectors
- External Painting of hut
- Final Inspections

**PLAN D – NEW ALL WEATHER FACILITY**

If Plan A, B or C are not viable then an alternative Plan D be developed by Mitchell Shire to provide an all-weather, multi-purpose facility with all ability access at the Wandong Memorial Park as identified in Wandong/Heathcote Junction Structure Plan 2015:7.

**CONSEQUENCES OF CANCELLING PROJECT**

- Inability to apply to funding body for future grants.
- Opportunity lost to preserve and protect a heritage building (property may be sold)
- Only opportunity to obtain a community facility to showcase important and significant part of our region’s military history.
- Community disappointment
- Reduced commitment to staging events and displays.
- Redirect focus
- Damaged relationship with Council

**ATTACHMENT 1 – COMPETENCIES AND EXPERIENCE**

All of the WHG committee members have proven skills in project design, governance, communication, progress reports, outcome delivery and project acquittal as evidenced by the various events and projects undertaken by the Wandong History Group through various grants and by our members on various committees – Wandong History group Inc; Wandong Heathcote Junction Community group Inc; Wandong Heathcote Junction Commemorative Committee and the Wandong Public Hall Committee. We believe this overview adequately demonstrates our ability to seek grants, plan and deliver projects and contribute to the overall cultural development of our community.

**Grants – Wandong History Group Inc.**

- Wandong History Group has applied for and acquitted 16 grants over 8 years totalling \$74,762.00. Attracted Grants for: Equipment, Exhibitions, Infrastructure development, Publishing – both minor and major grants various funding bodies such as:
  - Public Records Office Victoria.
  - Foundation for Rural and Regional development.
  - Community Safety Fund.
  - Social Services Grant.
  - Living Heritage,
  - Department of Veterans Affairs,
  - Bendigo Bank.
  - Australian Railway Transport Corporation and
  - Mitchell Shire Council.
  - Holsworth Local Heritage Trust.
- 2020 awarded \$50,000 ‘Saluting Their Service’ for repair and relocation of hut.
- 2021 ‘Living Heritage Grant’ \$200,000.
- 2019 Unsuccessful grant applications – Climate Adaptation DELWP – Community mapping and Climate Cool House.
- 2019 Outdoor Exercise Equipment for Say G’Day Trail \$2000 (In Collaboration with WHJCG Initially unsuccessful – since funded through Mitchell Shire Council efforts).

**Collaborative Projects**

These projects have been a collaborative effort between various Wandong incorporated groups:

Wandong Heathcote Junction Community Group.  
Wandong History Group.  
Wandong Public Hall Committee.  
Wandong Heathcote Junction Commemorative Committee.  
Southern Mitchell Neighbourhood Watch.  
Wandong and Wallan Lions Club.

**Attachment 1 – Competencies and Experience continued**

For many projects the Wandong History Group and Wandong Heathcote Junction Community Group (WHJCG) and have performed the leading role. Each of the groups and members have all performed the Presidential, Secretarial, Treasury, governance and administrative roles required for their respective groups and for the various projects listed:

**Building and Infrastructure Projects around Wandong/Heathcote Junction:**

- Created Pickett Walk
- Gazebo and Boardwalk on Pickett Walk
- Landscaped Pickett Walk; Say G'day Trail; Rail Street; St. Michael's Church garden.
- Installed seating.
- Installed 17 interpretative signs.
- Installed Storage Shed at Wandong Public Hall
- Historic Remnant terra cotta lumber wall – constructed pathway, gating, fencing and seating for visitor access.
- Assisted in achieving grants and oversaw installation of Wandong Heathcote Junction War Memorial
- Laid paving around memorial
- Installed landscaping around memorial.
- General planting of trees and shrubs and park maintenance
- Dedication plaques and interpretative signage at Memorial Park

**Community Events**

- Conducted 15 Australia Day Breakfasts and ceremonies
- Hosted two events with Governor of Victoria in attendance – 200-300 in attendance.
- Unveiling of Wandong War Memorial 2015
- Black Saturday 2019 Commemorative Event
- Conducted Annual Anzac Days and Remembrance Day Services since 2015.
- 2018 Major Exhibition – 'Walk Through the Wars Exhibition' – 500 people attended.
- 2019 Major History Week event - R U Ready collaborative community Event – Mitchell Shire Council; WHJCG; Wandong CFA, Ambulance Victoria; Wandong Football Club; Neighbourhood Watch; Kilmore Dog Agility Club; Wandong Primary School; Red Cross and various art and craft providers – 300 attended.
- Book Launches – 100 attended three launches.
- Oral History Sessions
- Exhibition/Display workshop
- Annual History Week exhibitions 2016-2021
- Annual luncheon 'Back to Wandong' for past residents
- Annual Wandong Christmas Carols
- Local sausage sizzles

**Attachment 1 – Competencies and Experience continued****Awards****Individual:**

- 2016 Karen Christensen, President, Wandong History Group Inc.- MSC Australia Day Award and Certificate of Appreciation.
- 2020 Karen Christensen, President, Wandong History Group Inc. – National ANZAC of the Year Award 2020 for Victoria.
- 2011 Allen Hall, Mitchell Shire Citizen of the Year 2011

**Group/s:**

- 2018 Royal Historical Society of Victoria – Southern Mitchell Shire Volunteers WW1 Project – ‘Lest We Forget’
- 2019/20 Mitchell Shire Council Australia Day Award ‘ Best Community Event – ‘Walk Through the Wars’ ANZAC centenary 2014-2018 Exhibition
- 2019/20 Heritage Council of Victoria – “For their remarkable efforts in documenting the history of their area and preserving of heritage in area \$2,000.
- 2019 Invited to Government House as acknowledgement of service to community.

**Advocacy and Liaison**

Advocate on Kilmore/Wallan Bypass; ARTC Rail project; Creek and waterway management; general town maintenance

Assisted Mitchell Shire with 3758 Wandong Heathcote Junction Strategic Plan for Wandong/Heathcote Junction

Assisted Mitchell Shire and consultants on Heritage Study; Heritage Gap Study; site surveys; access to historical records and information.

Represented Wandong Community in the development and landscaping of Epping/Kilmore Road through Wandong

Past Member of Mitchell Shire Heritage Advisory Committee

Advocated for placement of water tank for toilets; additional toilet; rv dump point.

**Community Communication – What’s New and What’s Old**

With no formal conduit for communicating with the residents of Wandong/Heathcote Junction, the Wandong Heathcote Junction Community Group produce a monthly newsletter ‘**What’s News**’. With a distribution of 750 copies this is the only publication providing residents with local news and relies solely on funds from commercial advertisements.

The Wandong History group produces a bi-monthly insert to this newsletter ‘**What’s Old**’. This provides an update on the Group’s activities, advertises upcoming events and provides stories and snippets on Wandong’s past.

**Heritage Register and Inventory**

Wandong History group successfully nominated St. Michael’s Catholic Church to the Heritage register

Successfully placed Germantown site on the Victorian Heritage Inventory 2021

Currently modifying site cards for Wandong sites

**Publications**

Both WHG and WHJCG have contributed to documenting the history of Wandong Heathcote Junction and published:

Pickett, R. 2011 Ghosts, Gold & a White Elephant, Newspaper House, Kilmore

Dore, L. Wandong: Remnants of an Innovative Past, Newspaper House, Kilmore

Christensen, K. 2015 There Was a Soldier Who Wandered Far Away, Bounty Print, Ringwood

Dore, L. Wandong: From Lightwood flat to the forest, a History of our Schools, Bounty Print, Ringwood

Wandong History Group – Photographic Books – Wandong War Memorial; Wandong Seasoning Works; Wandong in Business; Wandong timber Mills and Tramlines; Wandong Buildings, Bounty Print, Ringwood.

**ATTACHMENT 2 – COUNCIL RISK ASSESSMENT**

Hi Karen

Further to our previous discussion, I appreciate that this is frustrating. Please find below an outline of some of the work that is currently being undertaken before we report back to Council, in the New Year. This advice comes from a number of advisors, including Planning, Heritage and Building.

Planning permit and approval

- Dimensioned plans of the hut
- Existing Site Plan showing all property boundaries, existing buildings and site features.
- Proposed site plan, showing proposed location of the museum at the Wandong Heathcote Memorial Park
- Elevation plans of the building.
- Copy of Title and any restrictions/covenants that apply to the land (the letter from the owner may be sufficient)
- Operation details, opening hours, maximum patron numbers proposed for the museum.

Building permit

- Structural report/plans and Conservation Management Plan (CMP)
- Disability access

Other considerations

- Car Parking - A Traffic Report is required to determine whether a car parking or bicycle parking dispensation is required (this will be a necessity for VicRoads). It is assumed a dispensation is required, and as such a further fee will be required. Disability parking.
- Vegetation Removal – If vegetation removal is required to place the building on the site, a planning permit (and associated fee) may be required. If vegetation removal is proposed, an arborist report is required to determine suitability of removal.
- Signage – If signage is proposed, a planning permit may be required.
- Connections to services.
- This is not currently in a flood prone area but a new flood study is being conducted and this may change.
- Potential voluntary Cultural Heritage Management Plan (CHMP) – there has been some ground disturbance to create the Memorial Park including fill, therefore the likelihood of uncovering Aboriginal Cultural Heritage is medium to low. However, the detailed plans for the footings of the building will provide details of how deep the footings need to be and this will provide greater clarity for the need for a voluntary CHMP.
- The building is a class 10 building and would need to be brought up to a class 9 to be considered for museum purposes, and this would include the need for an access consultant report and an energy efficiency report, both of which had not been considered before.
- The building does not meet any DDA standards.
- Sub floor has subsided at one point.
- It would be problematic to remove from existing site given various site conditions i.e. Overhead power lines, size of roadway and entrance depth of culvert and location of street services and trees. The building surveyor is not convinced the building can actually be moved from the site and may need to be cut in half.
- It has not been braced for moving and may need bracing if it could be moved intact.
- A more detailed quote is required and, two other quotes will need to be obtained according to procurement guidelines.

Risk

There are a number of risks and mitigation strategies that have been identified in Table 5 of the Project Proposal Document (below).

Table 5: Risks	Optional for 'Light' Framework
5.1 List Major Project Risks	Risk Management Action for Each Risk
<ol style="list-style-type: none"> <li>1. Building is not in good enough condition to relocate</li> <li>2. Not fit for future purpose</li> <li>3. Exceeding allocated budget</li> <li>4. Scope creep, e.g. poor soil conditions, the building is more deteriorated than first believed, flooding</li> <li>5. Asset management risk, e.g. a previously privately-owned asset transferred to Council owned asset and Council's responsibility in perpetuity</li> <li>6. Concerns from residents or stakeholders for the relocation suggestion</li> <li>7. Not meeting milestones of funding partners</li> <li>8. Procurement risk</li> <li>9. OH&amp;S risks</li> <li>10. Cultural heritage risks</li> <li>11. Encounter complex planning</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure building is appropriately braced before relocating</li> <li>2. Assess currently building configuration and fits new operational requirements.</li> <li>3. Seeking endorsement for CWB for Council to supply additional funding</li> <li>4. Soil report to identify the amount of fill on site (additional \$5,000), Conservation Management Plan (CMP) (planned), Flood report currently being undertaken</li> <li>5. CMP, properly allocating ongoing maintenance budget in the future</li> <li>6. Go to Community Consultation</li> <li>7. Council writing to funding body on behalf of the Community Group</li> <li>8. Meeting the requirement for seek a minimum of 3 quotes</li> <li>9. Following H&amp;S under the building codes and managing the site appropriately e.g. all SafeWork statements are presented to Council prior to work commencing</li> <li>10. Soil report, developing a design based on soil report to avoid disturbing original ground. Otherwise, having Taungurung site monitors for the ground disturbance works (additional \$25,000)</li> <li>11. Hire a consultant for permits (add \$5,000)</li> </ol>

Kind regards

Karen

**ATTACHMENT 3****Chronology of Council Consultation with Wandong History Group 2020/21**

In June 2020 the Wandong History Group were awarded a 'Saluting Their Service' grant supported by Mitchell Shire Council; Mr. Rob Mitchell MP and various community groups. It was at that time that the WHG advised Council of the success of the grant and began communication toward proceeding with the relocation of the Internment Hut to the Memorial Park.

From June 2020 to March 2021 the WHG has endeavoured to progress the project. It is now nine months since we were awarded the grant and the project remains in limbo.

In an effort to understand the extraordinary delay in progressing this project from June 2020 to March 2021, the Wandong History Group sought information from Council on the reasons for this.

In December 2020 Council Officers provided the WHG with an update stating "some of the work is currently being undertaken before reporting back to Council in the New Year"; the update consisted of "advice from a number of advisors, including Planning, Heritage and Building" and included a "**Table of Risks and mitigation strategies**" (Attachment 2).

Council Officers also indicated they were still conducting their risk assessment, that a flood study (as identified six years ago in 2015: 3758 Wandong Heathcote Junction Structure Plan Actions) was being undertaken and would not be completed until June 2021 and that the costings of the project now exceeded the project grant funding. Council officers estimated an additional \$124,000 was needed to complete the project.

To understand what these additional costs were the Wandong History group were provided with a copy of the Risk Assessment for the project and participated in a zoom meeting to discuss the assessment. Our group were concerned with the assessment, the inclusion of works whose projected completion date was June 2021 and that there was no prior consultation, discussion or input into this assessment.

It became apparent that there was a significant gap between Council Officer assessment and communication with our Group (5/2/2021). The WHG remained dissatisfied with the costs contained in the assessment and were advised that Council staff would be presenting a report on the project to Councillors at the February Council meeting. We were told that the content of the report was confidential and that it would be placed on the Agenda for the Council Hearings Meeting 8<sup>th</sup> February 2021.

The WHG sought to redress the risk assessment costs with Council Officers at a zoom meeting on 11 February 2021.

On Friday 12<sup>th</sup> February we received a telephone call to advise that the Project was not listed on the Agenda for the Council Hearings Meeting.

We then received (12/2/2021) a record of previous conversation of 11<sup>th</sup> in which we were told that "following the briefing to **Councillors** on Monday night (8/2/2021) the decision was made to defer the report to Council". See Attachment ... of Conversation and expectations and requirements being made of the Wandong History group.

**Chronology of Council Consultation with Wandong History Group 2020/21 continued**

Then on Friday 14<sup>th</sup> February the WHG were advised that the project and report was not discussed with Council as indicated in the email, that it was discussed at a **Strategy Meeting** at which no meeting notes were taken.

On 16<sup>th</sup> February our Group looked at the Agenda and minutes of the Hearing Committee of 8<sup>th</sup> February and could find no record in the minutes of our project with no explanation as to why the report on our project had not been presented.

On 16 February we received an email from Council Officer stating, "The report did not go to the Hearings Committee, it was only discussed at the Councillor Strategy Meeting, there are no minutes".

Since that time we have had a meeting with Councillor Fiona Stephens and Council Officer Karen Watson to gain further insight into the risk assessment. At that meeting we were assured we would be provided with information on the requirements of taking a Class 10 building to a Class 9. Despite a number of requests seeking the specific criteria for this upgrade the WHG were only provided with a link to the BCA website. After referring to the website it became apparent the detail we were seeking was not readily available.

This email received on the 1<sup>st</sup> March stated that the WHG needed to provide our Plan B by 16<sup>th</sup> March for further assessment?? In order to meet the ongoing and continual expectations of Council the WHG have had to resort to contacting the Building Department to ascertain what the criteria is for upgrading a building from a Class 10 to a Class 9B. Having ascertained an overview the WHG then contacted a Building Surveyor who in discussions with us outlined what was required and stated that we had obviously considered most of the criteria appropriately.

We believe there has been an excessive delay in progressing this project and that additional demands have been placed on us without the guidance necessary to respond adequately; that we have to justify our understandings, qualify our ability to undertake the project and of particular concern that there has been a significant gap between the activities of Council and communication with the Wandong History Group.

We like many other community groups are a non-profit organisation relying on grants, donations, sausage sizzles and raffles etc. to fund our activities. All of our activities are community based and we find that absorbing previously unknown and additional costs (as articulated by Council Officers in November 2020) of delivering this facility prohibitive. Obviously for this project to be undertaken we would need to seek additional financial support from Mitchell Shire Council or other funding organisations. This project is for the benefit of our community and for visitors to the township and region. We have gained \$50,000 toward the project and are able to deliver the majority of it. The inflated costs allocated through the risk assessment are of concern. We rely on Council officers to guide our activities with solid research and information however the need for a CHMP highlights the lack of research behind the Risk Assessment undertaken.

We have provided detailed Plans (A B and C) outlining various aspects of this project.

Following on from the "record of conversation dated 12 February 2021" with Council we have sought to address all the various points requested of us and believe that our Plan B is able to be delivered within the \$50,000 funding. Further inspection by the builder and the removalist supports this assumption. In addition we provide **Appendix 1 Community Capabilities and Activities Overview** which demonstrates our past experiences and capabilities as requested by Council Officer.