



Heritage Advisory Committee

Minutes

11 December 2019

Committee Terms of Reference

The Heritage Advisory Committee is to provide heritage advice on:

- 1. City-owned heritage assets*
- 2. strategic and statutory planning instruments*
- 3. promotion and education of heritage*
- 4. enhancement of economic development and tourism opportunities*
- 5. matters raised by the general community*

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Acknowledgement of Country

We acknowledge the Traditional owners of this land, the Wardandi Noongar people, and pay our respects to Elders past, present and emerging.

Heritage Advisory Committee

Minutes

11 December 2019

Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

1. Declaration of Opening

The Strategic Planning Officer (Heritage) declared the meeting open at 3:58pm.

Please note Council Decision 335/13 from the Ordinary Meeting held on 26 November 2013 when administering Committees of Council states in part:

“That Council:

1. *Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.*

...

3. *Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.”*

As this is the first meeting of the Heritage Advisory Committee since the 2019 local government elections, the Committee is required to elect a Presiding Member from amongst themselves in accordance with section 5.12 of the *Local Government Act 1995*. The Strategic Planning Officer (Heritage) will call for nominations for the position of Presiding Member, and if necessary, conduct a ballot.

Outcome of the Meeting held 11 December 2019

It was noted that Cr Brown had advised in his absence that he nominated Cr Smith as the Presiding Member. No other nominations were received and Councillor Smith accepted the nomination and was subsequently elected to the position unanimously.

Committee Decision

That Cr Smith be appointed as the Presiding Member of the Heritage Advisory Committee.

CARRIED

7 votes “for” / Nil votes “against”

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

There were no announcements from the Presiding Member.

4. Attendances

4.1 Apologies

Committee Members:

Member Name	Representing
Cr Tresslyn Smith	City of Bunbury
Mrs Del Ambrosius	Community
Mr Bernhard Bischoff	Community
Mr Stephen Craddock	Community
Mr Graham Houghton	Community
Mr Kent Lyon	Community
Mr Duncan Rutherford	Community

Support Staff:

Name	Title
Ms Lacey Brown	Strategic Planning Officer (Heritage)
Gary Barbour	Director Sustainable Communities
Ms Liz Allan	Executive Research and Project Officer

4.2 Approved Leave of Absence

Cr Brown and Peter Suckling were apologies at the meeting.

5. Declaration of Interest

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.

Kent Lyon declared an impartiality interest at Item 10.4 ‘*Summary of Referrals and Communications*’ as referrals 9, 10 and 11 referred to projects he is involved in. Kent Lyon remained in the meeting room for the discussion and vote on this matter.

6. Public Question Time

Nil

7. Confirmation of Minutes

The minutes of the Heritage Advisory Committee Meeting held on 14 August 2019 had previously been distributed.

Outcome of the Meeting held 11 December 2019

The recommendation was moved Del Ambrosius, seconded Kent Lyon.

The Presiding Member put the motion to the vote and it was adopted to become the Committee’s decision on the matter.

Committee Decision

That the Minutes of the Heritage Advisory Committee Meeting held 14 August 2019 be confirmed as a true and correct record.

CARRIED

7 votes “for” / Nil votes “against”

8. Petitions, Presentations and Deputations

8.1 Petitions

Nil

8.2 Presentations

Nil

8.3 Deputations

Nil

9. Method of Dealing with Agenda Business

Items are dealt with in the order that they appear.

10. Reports

10.1 Heritage Advisory Committee Achievements and Future Directions

File Ref:	A03335
Applicant/Proponent:	Internal Report
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)
Responsible Manager:	Thor Farnworth, Manager Sustainability, Planning and Development
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

This item is to update the Heritage Advisory Committee (HAC) on the status of projects and proposed future directions for the HAC.

Executive Recommendation

That the Heritage Advisory Committee note the information provided on the HAC achievements and future directions.

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.2: A highly-engaged and involved community, working together on strategy development and implementation.

Regional Impact Statement

Heritage is important for the community and has environmental, economic and social benefits as a resource for present and future generations. The City of Bunbury recognises the importance of identifying, assessing and managing heritage places within its local government area to align with contemporary community values.

Background

There are strategies, events and programs with which the HAC are affiliated. This item is designed to outline these, their current status and future direction.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

Over the past two years, the HAC has had a key role in the following:

- City of Bunbury won “Heritage Practices by a Local Government” at the Heritage Council of WA Annual Awards (2018). The Heritage Advisory Committee was pivotal to this win and in facilitating a whole-of-organisation approach to heritage practice;
- Noting changes of the modernisation of heritage legislation with *Heritage Act 2018* going ‘live’ in July 2019;
- Recommendations to Council Committee on:
 - development applications;
 - local planning policies;
 - guiding property management tools such as Conservation Management Plans; and
 - heritage matters raised by the community.
- Recommendation for the initiative of an annual Heritage Forum. Two have been successfully hosted at the Bunbury Museum and Heritage Centre;
- Miscellaneous:
 - Bunbury Early Beginnings Panel Discussion;
 - Comment and endorsement on Conservation Management Plan – Bunbury Municipal Chambers;
 - Bunbury Place Naming;
 - Heritage Area discussion;
 - Hay Park Footbridge and other footbridges; and
 - Bunbury Diorama.
- City of Bunbury Heritage Awards.

Moving forward the HAC will continue to have a focus on: City-owned heritage assets; strategic and statutory planning instruments; promotion and education of heritage; enhancement of economic development and tourism opportunities; and matters raised by the general community including:

- the annual Heritage Forum;
- review of the Heritage Strategy;
- City of Bunbury Awards;
- Completion of six Conservation Management Plans.

Analysis of Financial and Budget Implications

There are no financial or budget implications from this report.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 11 December 2019

The recommendation (as printed) was moved Stephen Craddock, seconded Bernard Bischoff.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Heritage Advisory Committee note the information provided on the HAC achievements and future directions.

CARRIED

7 votes "for" / Nil votes "against"

10.2 Terms of Reference – Heritage Advisory Committee

File Ref:	A03335												
Applicant/Proponent:	Internal												
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)												
Responsible Manager:	Thor Farnworth, Manager Sustainability, Planning and Development												
Executive:	Gary Barbour, Director Sustainable Communities												
Authority/Discretion	<table><tr><td><input type="checkbox"/></td><td>Advocacy</td><td><input checked="" type="checkbox"/></td><td>Review</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Executive/Strategic</td><td><input type="checkbox"/></td><td>Quasi-Judicial</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Legislative</td><td><input type="checkbox"/></td><td>Information Purposes</td></tr></table>	<input type="checkbox"/>	Advocacy	<input checked="" type="checkbox"/>	Review	<input checked="" type="checkbox"/>	Executive/Strategic	<input type="checkbox"/>	Quasi-Judicial	<input checked="" type="checkbox"/>	Legislative	<input type="checkbox"/>	Information Purposes
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Attachments:	Appendix 1 – Terms of Reference												

Summary

The purpose of this report is for the Committee to consider reviewing and endorsing the Terms of Reference for the Heritage Advisory Committee as **attached** at Appendix 1.

Executive Recommendation

That the Heritage Advisory Committee recommend Council adopt the Terms of Reference with the addition of the general meeting procedures for the Heritage Advisory Committee as outlined in the report.

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.2: A highly-engaged and involved community, working together on strategy development and implementation.

Regional Impact Statement

Not applicable.

Background

Council Decision 335/13 requests that all Committees commence a review of their terms of reference. This has been included in agendas for the first meeting of Committees.

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995

Officer Comments

The terms of reference has been drafted with broad intent to recognise that heritage is important for the community and has environmental, economic and social benefits as a resource for present and future generations.

The purpose of the Heritage Advisory Committee is to provide for information exchange between Council and the general community on heritage.

The Heritage Advisory Committee is to provide heritage advice on:

- City-owned heritage assets;
- strategic and statutory planning instruments;
- promotion and education of heritage;
- enhancement of economic development and tourism opportunities;
- matters raised by the general community.

For transparency and clear communication, it is recommended that a general meeting procedure be added to the Terms of Reference as listed below.

Formation, meetings and general procedures

- 1.1 *The formation and conduct of the Bunbury Heritage Advisory Committee is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any other statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law, except the requirement of the Standing Orders in relation to a 'quorum' for the meeting.*
- 1.2 *The quorum for the meeting of the committee is set at 5 voting members of the Heritage Advisory Committee.*
- 1.3 *The term of membership on the committee shall be a two year period with membership reviewed and elections held for new members to coincide with biennial Local Government Elections.*
- 1.4 *Members shall act in the best interests of the committee and their represented organisation at all times.*
- 1.5 *The committee will meet every two months.*
- 1.6 *Committee members will be relieved of the requirement to attend the meetings by requesting a leave of absence.*
- 1.7 *Should a committee member fail to attend two consecutive meetings without a leave of absence or apology, unless the failure was due to a reason approved by the Committee, their membership will be ceased subject to ratification of the Committee.*

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 11 December 2019

An amendment was requested to the Terms of Reference as outlined in the report and **attached** at Appendix 1 as follows:

The Heritage Advisory Committee is to provide heritage advice on:

- * *City-owned heritage assets*
- * *strategic and statutory planning instruments*
- * *promotion and education of heritage and history*
- * *enhancement of economic development and tourism opportunities*
- * *matters raised by the general community*

The recommendation (as amended) was moved Bernard Bischoff, seconded Stephen Craddock.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Heritage Advisory Committee recommend Council adopt the Terms of Reference with the addition of the general meeting procedures for the Heritage Advisory Committee as outlined in the report and a further amendment being:

“The Heritage Advisory Committee is to provide heritage advice on:

...

* *promotion and education of heritage and history”*

CARRIED

7 votes “for” / Nil votes “against”

10.3 Future Meeting Dates – Heritage Advisory Committee

File Ref:	A03335
Applicant/Proponent:	Heritage Advisory Committee
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)
Responsible Manager:	Thor Farnworth, Manager Sustainability, Planning and Development
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The purpose of this report is for the Committee to consider a program of future meeting dates for the Heritage Advisory Committee.

Executive Recommendation

That the Heritage Advisory Committee endorse:

1. The meeting schedule be follows:
 1. 4:00pm, Wednesday 12 February 2020
 2. 4:00pm, Wednesday 8 April 2020
 3. 4:00pm, Wednesday 10 June 2020
 4. 4:00pm, Wednesday 12 August 2020
 5. 4:00pm, Wednesday 14 October 2020
 6. 4:00pm, Wednesday 9 December 2020
 7. 4:00pm, Wednesday 10 February 2021
 8. 4:00pm, Wednesday 14 April 2021
 9. 4:00pm, Wednesday 9 June 2021
 10. 4:00pm, Wednesday 11 August 2021
2. Advertising of this schedule in accordance with Council Decision 335/13.

Strategic Relevance

Theme 4: Our City
Goal: Civic leadership, partnerships and sound governance in delivering with and for the community.
Objective 4.2: A highly-engaged and involved community, working together on strategy development and implementation.

Regional Impact Statement

Not applicable.

Background

At its meeting held 26 November 2013 Council decided (335/13) the follow which has set a precedent for new Committees:

Council Decision 335/13

“That Council:

1. *Request that the Committees retained appoint a Councillor as the Presiding Member to enable more effective reporting back to Council in relation to Committee items and recommendations.*
2. *Require that the Minutes of all Committees are to be provided to Council for noting with a separate report being provided on all items requiring a resolution of Council.*
3. *Require each Committee to set an annual meeting program which will be advertised to enable members of the public to attend.*
4. *Require all agendas for each of the Committees to be made available on the Council’s website and distributed to all Councillors prior to each meeting.*
5. *Request that each of the Committees commence a review of their terms of reference in March 2015 to enable a complete review of the operations to be completed prior to the next Ordinary Elections.”*

Council Policy Compliance

Not applicable.

Legislative Compliance

Local Government Act 1995

Officer Comments

It is proposed that the HAC meet on the following dates:

The Heritage Advisory Committee meeting program be as follows:

1. 4:00pm, Wednesday 12 February 2020
2. 4:00pm, Wednesday 8 April 2020
3. 4:00pm, Wednesday 10 June 2020
4. 4:00pm, Wednesday 12 August 2020
5. 4:00pm, Wednesday 14 October 2020
6. 4:00pm, Wednesday 9 December 2020
7. 4:00pm, Wednesday 10 February 2021
8. 4:00pm, Wednesday 14 April 2021
9. 4:00pm, Wednesday 9 June 2021
10. 4:00pm, Wednesday 11 August 2021

Analysis of Financial and Budget Implications

There are no financial or budgetary implications impacting from the recommendations of this report.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Not applicable.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 11 December 2019

The recommendation (as printed) was moved Del Ambrosius, seconded Duncan Rutherford.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Heritage Advisory Committee endorse:

1. The meeting schedule be follows:
 1. 4:00pm, Wednesday 12 February 2020
 2. 4:00pm, Wednesday 8 April 2020
 3. 4:00pm, Wednesday 10 June 2020
 4. 4:00pm, Wednesday 12 August 2020
 5. 4:00pm, Wednesday 14 October 2020
 6. 4:00pm, Wednesday 9 December 2020
 7. 4:00pm, Wednesday 10 February 2021
 8. 4:00pm, Wednesday 14 April 2021
 9. 4:00pm, Wednesday 9 June 2021
 10. 4:00pm, Wednesday 11 August 2021
2. Advertising of this schedule in accordance with Council Decision 335/13.

CARRIED

7 votes "for" / Nil votes "against"

10.4 Summary of Referrals and Communications

File Ref:	A03335
Applicant/Proponent:	Heritage Advisory Committee
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)
Responsible Manager:	Thor Farnworth, Manager Sustainability, Planning and Development
Executive:	Gary Barbour, Director Sustainable Communities
Authority/Discretion	<input type="checkbox"/> Advocacy <input type="checkbox"/> Review <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Legislative <input checked="" type="checkbox"/> Information Purposes
Attachments:	Nil

Summary

The Heritage Advisor and Strategic Planning Officer (Heritage) have provided details to the Heritage Advisory Committee on recent development application referrals, discussions and events since the last Committee meeting.

Executive Recommendation

That the Heritage Advisory Committee note the summary of referrals and communications as detailed in the Officer Comments.

Strategic Relevance

Theme 1: Our community and culture
Goal: A safe, healthy and cohesive community, with a rich cultural life, and supportive social environment.
Objective 1.4 Arts, culture, heritage and events that enrich our understanding and enjoyment of life, celebrate our identity and bring the community together.

Regional Impact Statement

Not applicable.

Background

The Heritage Advisory Committee (HAC) is advised of recent development applications, decisions, policy, enquiries and/or events to assist in the awareness and promotion of heritage development and education in Bunbury. This provides a transparent approach for the wider community and is consistent with the terms of reference for the HAC.

Legislative/Council Policy Compliance

The following statutory planning instruments of the State Planning Framework and Local Planning Framework are applicable to the assessment of development applications and heritage advice:

- The Burra Charter
- *Heritage of Western Australia Act 1990*
- *Planning and Development Act 2005*

- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Relevant Local Planning Policies for Heritage
- State Planning Policy 3.5 Historic Heritage Conservation

Officer Comments

The referral and communications list is as follows:

1	BRAG – shop and reception onsite discussion
2	Bunbury Museum and Heritage Centre – ceiling issue in storage area
3	7 Park Street
4	St Mary’s – shipping container DA
5	St Mary’s – works proposal
6	#103 Stirling Street – fence
7	Local Heritage Survey Review – place surveys commenced and consultation to commence on thematic history with Elders
8	CMP – Sisters of Mercy (BRAG)
9	CMP Reviews (x5)
10	Stirling Street Art Centre Redevelopment – onsite discussion and amended DA
11	Fmr Commonwealth Bank
12	Working Group 2020 Heritage Council WA Regional Conference

Analysis of Financial and Budget Implications

Not applicable.

Community Consultation

Not applicable.

Councillor/Officer Consultation

Councillor members were consulted through the Heritage Advisory Committee.

Applicant Consultation

Not applicable.

Timeline: Council Decision Implementation

Not applicable.

Outcome of the Meeting held 11 December 2019

The recommendation (as printed) was moved Graham Houghton, seconded Stephen Craddock.

The Presiding Member put the motion to the vote and it was adopted to become the Committee's decision on the matter.

Committee Decision

That the Heritage Advisory Committee note the summary of referrals and communications as detailed in the Officer Comments.

CARRIED

7 votes "for" / Nil votes "against"

11. Applications for Leave of Absence

Nil

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil

12.2 Questions from Members

Note: Questions 1A to 3A were provided in advance of the Meeting and responses 1A to 3A were distributed to the Committee at the Meeting.

Q1A Mr Stephen Craddock:

Could you please let me know whether there are any current plans for Heritage Interpretation of the Bunbury Timber Jetty in the jetty precinct? This heritage interpretation and display, recognising the historical significance of the jetty, was one of the Statutory Approval conditions on the deconstruction applied by the Heritage Council of WA. This condition was accepted by council but has not yet been complied with. The sum of \$150,000 was set aside at the time to contribute to this. I wonder what is left of that amount. Perhaps the State Government has something planned in Stage 2 of the Waterfront Project. If so, what input is Council having? It's now over five years since the jetty was deconstructed and Councillors I've spoken to are unaware of any progress with the heritage interpretation.

A1A Answer by Gavin Harris, Director Infrastructure (provided prior to the meeting)

The status of the Bunbury Timber Jetty Heritage Interpretation remains unchanged since the presentation by Ian Wilkes to the HAC in 2017. Ian Wilkes Architects have produced a conceptual masterplan for the area with an estimated cost of \$6,787,000, this plan has not been formerly adopted by Council and the project is not in the current LTFP. The City's LTFP does have PR-3898: Construct heritage interpretation, Bunbury Timber Jetty for 2020/2021, the budget for this project is \$142,246 which includes the remaining LandCorp funding of \$71,179.

There are also issues with land tenure (the majority of Jetty Road is Department of Transport land) and resolving the ownership and responsibility of the Sir William Arrol Crane. Ongoing discussions are being held with the City, DoT and SPA regarding the restoration of the crane and with Bunbury Development Commission regarding land issues and usage.

Q1B Mr Stephen Craddock (during the meeting)

There is \$142,000 in the Long Term Financial Plan for next financial year. Could not the concept plan for the area be undertaken concurrently with these negotiations?

A1B Answer by Gary Barbour, Director Sustainable Communities (during the meeting)

The holdup in the first instance is due to the reconstruction of Jetty Road (by the Department of Transport) as this needs to be finalised prior to any interpretation being considered.

It should also be noted that the crane does not belong to the City of Bunbury, it belongs to the Port and is one of only four of these cranes ever made. There have been ongoing discussions regarding the structure however the City is reluctant to take on the structure until repairs have been undertaken as restoration of this structure will carry a significant cost. The City is happy to take on the structure and its ongoing maintenance once the restoration is complete.

Once Jetty Road is completed and the City has taken carriage of the structure, the interpretation can be considered.

A report will be brought to the next meeting of the Heritage Advisory Council on this matter.

Q2A Question from Del Ambrosius

What provisions are available to local government to issue a work order, repair or any similar order to property owners (commercial or residential).

Please provide a copy of provision and indicate from which section i.e. planning or building it is contained.

What are likely issues which would prompt local government to issue such an order and how many or how often does this matter arise?

A2A Answer by Murray Borthwick, Building Surveyor (provided prior to the meeting)

If it can be identified that there is a threat to life or property, a Building Order can be issued by the local government (Building Act 2011, Part 8, Division 5, s.110). Statistics on the number issued and why can be provided in the minutes.

[Note - In relation to a heritage place, reliance would be on the heritage conservation notice provisions which are specific to heritage. Details provided in Q.3 response.]

A2 Answer by Gary Barbour, Director Sustainable Communities (during the meeting)

For non-heritage buildings, the City can only do what the law allows. A Building Order can only be issued if there is a structural and genuine threat to safety. If the issue is aesthetic the City can only ask that the situation be rectified but cannot force the owner

to undertake works. There are limited powers available to local government authorities for general properties.

Q3A Question from Del Ambrosius

What provisions are available to local government to issue a work order, repair or any similar order to owners of heritage properties (commercial or residential).

Please provide a copy of provision and indicate from which section i.e. planning or building it is contained.

What are likely issues which would prompt local government to issue such an order.

In the last five years how many of these orders have been issued to owners?

Please do not include properties on the State Register of Heritage Places.

A3A Answer by Lacey Brown, Strategic Planning Officer (Heritage) (provided prior to the meeting)

There are specific provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* (Schedule 2, Part 3, cl.13 – relevant extracts attached) that enable a local government to issue a written notice if concerned that a heritage place is not being properly maintained, requiring specified repairs to the heritage place.

At this point, likely issues that would prompt a local government to issue such an order would be dependent on a local planning policy being developed to establish a transparent framework for consistency. The State has set out circumstances that a RHP is at risk of irreversible deterioration from the following kinds of neglect or extent of neglect prescribed in the Regulations (Regulation 38):

- a. missing or leaking roof fabric, flashings, gutters, downpipes, doors or windows or exterior wall damage that allows rainwater to enter the interior or accumulate adjacent to the foundation of a structure;
- b. missing or damaged roof, wall, sub-floor or foundation structural elements;
- c. infestation by white ants, rats or other vermin;
- d. missing or defective hardware on doors or windows preventing them from closing and locking;
- e. any other neglect or disrepair that threatens the structural integrity, or risks the total loss, of any element that contributes to the cultural heritage significance of the place.

I know of one heritage conservation notice being issued and it went straight to SAT. The local government was criticised for requesting over and beyond maintenance required for structural integrity and for not having a policy framework in place.

The City of Bunbury has not issued a heritage conservation notice since the Regulations were proclaimed in 2015.

Suggested way forward will be to develop a local planning policy and an 'at risk' register for monitoring.

A3 Answer by Lacey Brown, Strategic Planning Officer (Heritage) (during the meeting)

The local planning policy would outline when to issue a Heritage Conservation Notice. The when/how process would be outlined. It could incorporate an at-risk register for properties the City could monitor.

An Agenda item will be prepared for the next meeting of the Heritage Advisory Committee.

In accordance with section 5.23(2)(a) of the Local Government Act 1995 and clause 6.2 of the City of Bunbury's Standing Orders Local Law 2012, the Committee resolved to close the meeting suspend the Standing Orders to allow discussion on a topic not listed on the Agenda at 5:12pm.

Under Section 6.2(5) the Presiding Member reopened the meeting the meeting at 5:17pm.

Q4 Question from Stephen Craddock

Is it possible for an Ocean Beach Heritage Trail to be established with interpretative signs/plaques at key points such as the Lighthouse, Bunbury Baths, Hungry Hollow, etc.?

A2 Answer by Gary Barbour, Director Sustainable Communities (during the meeting)

This is something which is also being considered through the CBD Action Plan and this could be undertaken as one project staged over a number of years.

The City is currently looking at app-based interpretation where you could view the site on your phone and it would provide you with the information. This creates a digital heritage trail.

A report can be prepared for the next Heritage Advisory Committee Meeting to allow the HAC to discuss the potential trail interpretation and costs with a view to this being referred to Council.

13. Urgent Business

Nil

14. Date of Next Meeting

The next meeting of the Heritage Advisory Committee will be held on 12 February 2020.

15. Close of Meeting

The Presiding Member closed the meeting at 5:18pm.