



Heritage Advisory Committee

Minutes

12 August 2020

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 and history*
- 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.

Vision

Bunbury: welcoming and full of opportunities.

Organisational Values

#WEARECOB

WE ARE COMMUNITY

We are one team
We keep each other safe
We display empathy and respect
We have fun and celebrate our successes
We work together to achieve great outcomes

WE ARE OPEN

We are open to opportunities
We actively listen and think things through
We are inclusive and treat everyone equally
We are honest and open in our communications
We are open to feedback to improve our performance

WE ARE BRAVE

We lead the change, we own it
We trust and empower each other
We have the difficult conversations early
We hold ourselves to the highest standard
We have the courage to improve and simplify

Heritage Advisory Committee

Minutes

12 August 2020

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 Presiding Member declared the meeting open at 4:00pm.

2. Disclaimer

Not applicable to this committee.

3. Announcements from the Presiding Member

The Presiding Member formerly offered condolences to Stephen Craddock on the passing of his mother, the late Audrey Craddock.

4. Attendances

Committee Members:

Member Name	Representing
Cr Tresslyn Smith	City of Bunbury
Cr Betty McCleary	City of Bunbury
Mrs Del Ambrosius	Community
Mr Bernhard Bischoff	Community
Mr Stephen Craddock	Community
Mr Kent Lyon <i>(from 4:02pm)</i>	Community
Mr Duncan Rutherford	Community

Support Staff:

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

4.1 Apologies

Apologies had been received from Graham Houghton, Peter Suckling and Cr Brown. Cr McCleary attended as proxy for Cr Brown.

4.2 Approved Leave of Absence

Nil

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 <u>before</u> 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.
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Kent Lyon declared an impartiality interest at Item 10.2 'Conservation Management Plan Review' as he was the Consultant who undertook the reviews. Kent Lyon remained in the meeting room for the discussion and vote on this matter.

6. Public Question Time

Not applicable to this Committee

7. Confirmation of Minutes

The Minutes of the Heritage Advisory Committee Meeting held on 12 June 2020 have been circulated.

Recommendation

The Minutes of the Heritage Advisory Committee Meeting held 12 June 2020 are confirmed as a true and accurate record.

Outcome of the Meeting held 12 August 2020

The recommendation was moved Duncan Rutherford, 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 Minutes of the Heritage Advisory Committee Meeting held 12 June 2020 be confirmed as a true and correct record.

CARRIED

6 votes "for" / Nil votes "against"

Kent Lyon entered the meeting at 4:02pm.

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 to be dealt with in the order that they appear.

10. Reports

10.1 Heritage Framework Discussion Group and Heritage List Guidelines Test Group

File Ref:	COB/517
Applicant/Proponent:	Internal Report
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)
Responsible Manager:	Felicity Anderson, Manager City Growth
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 City of Bunbury has been invited to participate in a State-wide local government Heritage Framework Discussion Group and a Heritage List Guidelines Test Group. This will be facilitated by the Department of Planning, Lands and Heritage (DPLH) in response to the roll-out of policies and guidelines for the *Heritage Act 2018* and *Heritage Regulations 2019*.

Executive Recommendation

That the Heritage Advisory Committee (HAC) note that the Strategic Planning Officer (Heritage) will participate in these discussion groups and provide a summary to HAC members to ensure efforts and commitment to attaining high quality heritage outcomes are consistent with legislation and guidelines.

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.

Theme 3: Our places and spaces
Goal: A natural and built environment that reflects Bunbury's core values.
Objective 3.3 High-quality urban design, well planned neighbourhoods with housing choice, and appropriate provision for diverse land uses to meet the community's needs.

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 promoting and rewarding quality heritage outcomes within its local government area to align with contemporary community values.

Background

On 1 July 2019, the *Heritage of Western Australia Act 1990* was replaced by the *Heritage Act 2018*.

Key changes in the new *Heritage Act 2018* include: a streamlined process for entering a place in the State Register; more certainty for owners wishing to develop their heritage places; better protections for important heritage places; and increased transparency by publishing the Heritage Council's advice to the Minister for Heritage on the inclusion of a place in the State Register.

It was advised that further content will be added to the Regulations, as the Act becomes functional and scheduled reviews are undertaken of both the Act and Regulations. A commitment to the rollout of guidelines and policy was also announced. These discussion groups are part of this process.

Council Policy Compliance

This will inform the drafting and methodology of both the City of Bunbury Heritage Strategy and Heritage List Review which are 2020/21 projects.

Legislative Compliance

- *Heritage Act 2018*
- *Planning and Development (Local Planning Schemes) Regulations 2015*

Officer Comments

Heritage Framework Discussion Group

The Heritage Council is developing a Heritage Framework, a series of guidelines and templates designed to set the local government standard for the identification and protection of local heritage. With the support of WALGA, a consultation process will be undertaken with the establishment of a Heritage Framework Discussion Group that will run from July till December 2020.

The group will engage in a program focused on providing document feedback, which will be valuable to ensure the Heritage Framework is well considered from a broad local government perspective. The group will be online based, with participants providing feedback through independent surveys and online discussion forums.

Heritage List Guidelines Test Group

The Heritage Council has developed the draft Heritage List Guidelines, a model policy designed to assist local governments in development and maintaining their local heritage list. With the support of WALGA, a testing group will put the Heritage List Guidelines into practice and provide feedback on usability.

The testing group is for local governments that are preparing to, or have recently, undertaken a review of their local heritage survey. The group will engage in activities that will test the

application of the guidelines against their local government heritage list and local planning policy. Participants will provide feedback through independent surveys and online discussion forums.

Analysis of Financial and Budget Implications

There are no financial or budgetary implications associated with 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 12 August 2020

The recommendation was moved Kent Lyon, 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 (HAC) note that the Strategic Planning Officer (Heritage) will participate in these discussion groups and provide a summary to HAC members to ensure efforts and commitment to attaining high quality heritage outcomes are consistent with legislation and guidelines.

CARRIED

7 votes "for" / Nil votes "against"

10.2 Conservation Management Plan Reviews (x5)

File Ref:	COB/517
Applicant/Proponent:	Internal
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)
Responsible Manager:	Felicity Anderson, Manager City Growth
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 type="checkbox"/> Information Purposes
Attachments:	Appendix 1: Addendum for King Cottage Appendix 2: Addendum for Teede House Appendix 3: Addendum for Bunbury Railway Station Appendix 4: Addendum for Bunbury Boys School Appendix 5: Addendum for Picton Agricultural Hall

Summary

The purpose of this report is to note the completion of addendums for five Conservation Management Plans that reflect updated works and provide clear guidance regarding the ongoing conservation and management of the sites' heritage values.

Executive Recommendation

That the Heritage Advisory Committee recommend that Council:

- Note the addendums for the Conservation Management Plans for:
 - King Cottage (**attached** at Appendix 1);
 - Teede House (fmr) (**attached** Appendix 2);
 - Bunbury Railway Station (fmr) (**attached** Appendix 3);
 - Bunbury Boys School (fmr) (**attached** Appendix 4);
 - Picton Agricultural Hall (**attached** Appendix 5); and
- Direct all maintenance and refurbishment works for the heritage places be consistent with the recommendations of the Conservation Management Plans and updated addendums, subject to future budget deliberations and work schedules.

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.

Theme 3: Our places and spaces
Goal: A natural and built environment that reflects Bunbury's core values.
Objective 3.3 High-quality urban design, well planned neighbourhoods with housing choice, and appropriate provision for diverse land uses to meet the community's needs.

Regional Impact Statement

Retention and conservation of heritage places will ensure that residents of Bunbury, Greater Bunbury and those visiting the City can continue to appreciate heritage values and benefit from the positive contribution heritage makes to the community.

Background

The completion of a Conservation Management Plan (CMP) review will assist the City of Bunbury in the long term conservation and management of its assets.

The reviews involved assessing any works that have been carried out against the CMPs and updating the information accordingly. An addendum to the CMP, rather than complete rewriting of the document, is deemed the most appropriate approach. The review is on the following CMPs:

- King Cottage (Heritage Place No.: 339), CMP dated 2011
- Teede House (fmr) (Heritage Place Number:5699), CMP dated 2012
- Bunbury Railway Station (fmr) (Heritage Place Number:331), CMP dated 2014
- Bunbury Boys School (fmr) now the Bunbury Museum and Heritage Centre (Heritage Place number:330), CMP dated 2012
- Picton Agricultural Hall (currently recommended for entry on MHI and Heritage List), CMP dated 2011

Council Policy Compliance

Bunbury lead by example through the management of these premises in accordance with the Local Planning Strategy and associated heritage policies. Endorsement of the CMP is consistent with this policy position.

Legislative Compliance

The completion of the CMP, and associated reviews, supports requirements of the Australian International Council on Monuments and Sites (ICOMOS) Burra Charter; *Heritage Act 2018* and the *Planning and Development Act 2005*.

Officer Comments

The CMPs, which were prepared in accordance with the Heritage Council of WA's standard brief, include:

- historical and physical evidence relevant to the assessment of the cultural heritage significance of the place;
- assessment of the place's cultural heritage significance;
- conservation policy recommendations; and
- implementation recommendations.

In essence, they are property management tools that aim to provide the knowledge and framework necessary to conserve (and where appropriate, interpret) the significance of the place and to manage necessary alterations and works over time. Conservation and maintenance

schedules assist in the prioritisation and scope of works recommended. The addendums provide an update to these schedules of works for project and budget planning purposes.

Analysis of Financial and Budget Implications

Implementation of the recommendations contained within these CMPs have financial implications. It should be noted that the plans contain recommendations and provide a useful property management tool for prioritisation and scheduling of works (resources permitting).

Community Consultation

This report seeks to consult with community members of the HAC.

Councillor/Officer Consultation

The CMPs are all endorsed and consultation occurred with relevant City Departments, the HAC and Council at the time that they were completed. The consultants met with relevant officers as part of this review.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

The CMPs each contain a recommended conservation works schedule and maintenance schedule. These are prioritised as short term (1-2 years); medium term (2-5 years); ongoing and annual inspections. This is standard for asset management of a building and the addendums provide an update on completed works.

Outcome of the Meeting held 12 August 2020

Kent Lyon declared an impartiality interest as he was the Consultant who undertook the reviews. Kent Lyon remained in the meeting room for the discussion and vote on this matter.

The recommendation was moved Stephen Craddock, 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 recommend that Council:

1. Note the addendums for the Conservation Management Plans for:
 - (a) King Cottage (attached at Appendix 1);
 - (b) Teede House (fmr) (attached Appendix 2);
 - (c) Bunbury Railway Station (fmr) (attached Appendix 3);
 - (d) Bunbury Boys School (fmr) (attached Appendix 4);
 - (e) Picton Agricultural Hall (attached Appendix 5); and

2. Direct all maintenance and refurbishment works for the heritage places be consistent with the recommendations of the Conservation Management Plans and updated addendums, subject to future budget deliberations and work schedules.

CARRIED

7 votes "for" / Nil votes "against"

10.3 Summary of Referrals and Communications

File Ref:	COB/517
Applicant/Proponent:	Internal
Responsible Officer:	Lacey Brown, Strategic Planning Officer (Heritage)
Responsible Manager:	Felicity Anderson, Manager City Growth
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 HAC 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.
- Theme 3: Our places and spaces
Goal: A natural and built environment that reflects Bunbury's core values.
Objective 3.3 High-quality urban design, well planned neighbourhoods with housing choice, and appropriate provision for diverse land uses to meet the community's needs.

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

The 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 Act 2018*
- *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.	#14 Charles Street - shed
2.	BRAG – site inspection regarding accessibility and renovations
3.	BRAG – accessibility and renovations DA submitted
4.	BRAG – Art Gallery alterations and additions – DA finalised
5.	Lady Mitchell Child Health Clinic – Retrospective for alterations and addition of air con – DA finalised
6.	Bunbury Womens’ Club – onsite meeting with State Heritage officer to discuss air conditioning unit installation
7.	Bunbury Womens’ Club – air conditioning unit installation DA submitted
8.	SSAC – art installations
9.	SSAC – automated doors
10.	RSL enquiry – ANZAC Park usage
11.	Jetty Heritage Precinct – proposed concept plan interpretation discussions
12.	Jetty Heritage Precinct – referral to State Heritage for comment
13.	Old Bunbury Post Office and Bonded Store – Caruso Family history provided to Memories of Bunbury
14.	Rose Hotel – discussions on alterations with State Heritage – DA submitted
15.	Discussions with State Heritage on assessment program of Heritage Precinct (Stirling Street/East Bunbury)
16.	Forrest Homestead – Retrospective works and conservation works – DA finalised
17.	Information on plaques for “Women that have made a significant contribution to Bunbury” for Memories of Bunbury.
18.	#11 Charles Street – enquiry on works that require a DA
19.	#83 Victoria Street – DA submitted for mounted heating units
20.	#83 Victoria Street – DA submitted for signage
21.	#7 Park Street – demolition - DA finalised

Analysis of Financial and Budget Implications

There are no financial or budget implications associated with this report.

Community Consultation

Not applicable

Councillor/Officer Consultation

Councillor members were consulted through the HAC.

Applicant Consultation

Not applicable

Timeline: Council Decision Implementation

Not applicable

Outcome of the Meeting held 12 August 2020

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 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

Not applicable to this committee.

12. Questions from Members

12.1 Response to Previous Questions from Members taken on Notice

Nil

12.2 Questions from Members

13. Urgent Business

14. Date of Next Meeting

The next meeting of the Heritage Advisory Committee will be held on 14 October 2020.

15. Close of Meeting

The Presiding Member closed the meeting at 4:48pm.