

## Heritage Advisory Committee

### Minutes

10 August 2016

#### Advisory Committee Terms of Reference

##### Aims and Objectives

*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*

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## Minutes

10 August 2016

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## Heritage Advisory Committee

### Minutes 10 August 2016

#### 1. Open Meeting

The meeting was opened at 4.00pm

#### 2. Attendances & Apologies

*Committee Members:*

Member Name	Representing	Attendance
Councillor Brendan Kelly (Presiding)	City of Bunbury	Present
Councillor Wendy Giles (left at 4.40pm)	City of Bunbury	Present
Mr Bernhard Bischoff	Community	Present
Mr Morris Johnston	Community	Present
Mr Richard Sargeant	Community	Present
Mr Peter Suckling	Community	Present

*Support Staff:*

Member Name	Representing	Attendance
Ms Annabel Wills	City of Bunbury	Present
Ms Stephanie Addison-Brown ( <b>Executive Officer</b> )	City of Bunbury	Apology
Ms Lacey Brown ( <b>Strategic Planning Officer, Heritage</b> )	City of Bunbury	Present
Mr Thor Farnworth ( <b>Manager Sustainability, Planning and Development</b> )	City of Bunbury	Present
Ms Cassandra Uren ( <b>Minute Taker</b> )	City of Bunbury	Present

#### 3. Public Question Time

N/A

#### 4. Election of Presiding Member

Cr Kelly was nominated by Cr Giles to continue his appointment as Presiding Member, which he accepted. Mr Johnston seconded the motion which was unanimously carried by the Committee.

## 5. Confirmation of Minutes

### Outcome of Meeting

The recommendation was moved by Cr Giles and Seconded by Mr Johnston.

The Presiding member put the motion to the vote and it was adopted to become the Committees decision on the matter.

#### Committee Decision:

*The minutes of the Heritage Advisory Committee Meeting held on 8 June 2016, are confirmed as a true and accurate record.*

CARRIED

6 votes “for” / Nil votes “against”

## 6. Disclosures 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 & Property Services Section for inclusion in the Corporate Financial Disclosures Register.

Nil

## 7. Reports and Recommendations

### 7.1 Heritage Local Planning Policies

<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Lacey Brown, Strategic Planning Officer
<b>Executive:</b>	Stephanie Addison-Brown, Acting Director Planning and Development Services
<b>Attachments:</b>	Appendix 2 – East Bunbury Heritage Area Appendix 3 – Application fees for Planning Approval of Development of Heritage Places Appendix 4 – Development Assessment Process for Heritage Places Appendix 5 – Heritage Places Appendix 6 – Assessment of Cultural Heritage Significance Appendix 7 – Rate Concession for Heritage Places Appendix 8 – Variations to Development Requirements for Heritage Places

#### Summary

In conjunction with a local planning policy review and the development of proposed new local planning policies for heritage, the attached local planning policies have been piloted in the assessment of development applications and rate concession requests.

#### Strategic Relevance

Key Priority Area 1: Community and Culture  
Objective 1.5: Celebrate and recognise the richness of our arts culture and heritage

Key Priority Area 3: Natural and Built Environment  
Objective 3.4 Facilitate urban design, diversity of land uses and enabling infrastructure.

#### Executive Recommendation

That:

1. The Heritage Advisory Committee note and endorse the attached local planning policies for the purposes of being presented to Council to commence public notification.
2. The Heritage Advisory Committee recommend that Council:
  - a) In accordance with Clause 4 of 'Division 2 – Local Planning Policies' under 'Part 2 – Local Planning Framework' of 'Schedule 2 – Deemed provisions for local planning schemes' of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to proceed to advertise the draft local planning policies attached at Appendix 2-8 for public comment for a period of not less than 30 days.

- b) Following public advertising of the draft local planning policies, the policies and any submissions from the public advertising period are to be returned to Council for further consideration.

### **Background**

At its meeting held on 6 November 2007, Council adopted the Local Planning Strategy (LPS) for Heritage and Character.

The LPS for Heritage and Character is one of a number of related planning strategies that are currently being fully integrated into a Local Planning Strategy for Bunbury.

The Strategy recognises the City of Bunbury's rich and diverse built heritage and the contribution it makes to Bunbury's unique character. By acknowledging the City of Bunbury's statutory obligations and the need to complement other local planning strategies, the strategy endeavours to promote a planning framework that will ensure inherent values are conserved for the benefit of current and future generations.

The local planning policies are based on principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage.

### **Legislative and Council Policy Compliance**

The draft local planning policies have been prepared in accordance with the provisions of 'Division 2 – Local Planning Policies' under 'Part 2 – Local Planning Framework' of 'Schedule 2 – Deemed Provisions for Local Planning Schemes' of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### **Officer Comments**

#### *East Bunbury Heritage Area*

Local Planning Policy – East Bunbury Heritage Area sets out performance based design guidelines for the development of places within the established East Bunbury Heritage Area.

The local planning policy sets out design guidelines that augment the R-Codes in guiding landowners, developers and Council on how to ensure that development does not adversely affect the heritage significance of heritage places or the heritage area.

#### *Application Fees for Planning Approval of Development of Heritage Places*

Planning applications are required for development of a place on the LGHI (Local Government Heritage Inventory), Heritage List or in the Heritage Area. This local planning policy provides for the waiving of fees.

#### *Development Assessment Process for Heritage Places*

Local Planning Policy – Development Assessment Process for Heritage Places sets out how an application for development of a place entered into the Municipal Inventory, Heritage List or in a heritage area will be assessed by Council.

### Heritage Places

Local Planning Policy – Heritage Places sets out design guidelines for the development of places within City of Bunbury that are not included within a specified heritage area.

The design guidelines are similar in desired outcomes as the East Bunbury Heritage Area but allow for site specific consideration that does not adversely affect the heritage significance of heritage places.

### Assessment of Cultural Heritage Significance

The City of Bunbury Local Planning Policy – Assessment of Cultural Heritage Significance details the way that places within the City of Bunbury are assessed for heritage value. Compliance with this policy makes sure that assessments are accountable, comparable and consistent.

The criteria adheres to well established ‘best-practice’ in the identification and assessment of local heritage places in Western Australia and throughout Australia at a local, state and national level, and are consistent with those published by the State Heritage Office.

The cultural heritage significance of a place is determined through the assessment of aesthetic, historic, scientific and social values, rarity and/or representativeness. The physical condition, integrity and authenticity of a place is also taken into account. It is possible for a place of poor condition to be entered in the LGHI (Local Government Heritage Inventory) or Heritage List when other values such as historic or rarity values are high.

### Rate Concession for Heritage Places

Some conservation works to places on the Heritage List or in the Heritage Area are eligible for a heritage rate concession of up to \$1,000 per annum.

Eligible works include:

- preservation, restoration and reconstruction to the interior and/or exterior of a place;
- conjectural reconstruction of elements where original details have been previously removed;
- works to protect significant fabric from deterioration and/or damage; and
- external painting (but not to surfaces which were originally unpainted – e.g. brickwork).

### Variations to Development Requirements for Heritage Places

Under the Town Planning Scheme, the City of Bunbury is able to allow some variations to the requirements of the Scheme and/or the R Codes to facilitate the development of a heritage place. The variations are assessed on a site by site basis and this local planning policy provides guidance in determining when a variation should be supported.

### **Analysis of Financial and Budget Implications**

There are no associated financial or budgetary implications other than the costs associated with public consultation. The City of Bunbury already offers rate concessions for conservation works and the draft local planning policy provides guidance and a consistent approach to assessing applications for rate concessions.

### **Community Consultation**

The community representatives on the Heritage Advisory Group (now Heritage Advisory Committee (HAC)) were consulted as part of the development of the local planning policies.

Subject to Council's approval, the local planning policies will be publicly advertised for community comment for a period of not less than 30 days in accordance with provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and further comment will be sought from the HAC during this submission period.

### **Councillor/Officer Consultation**

The draft local planning policies have been piloted for development assessment by the statutory planners and referred to the City of Bunbury's Development Coordination Unit (DCU).

### **Outcome of Meeting**

The recommendation was moved by Cr Giles and seconded by Mr Bischoff.

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

#### **Committee Decision:**

- 1. That the Heritage Advisory Committee note and endorse the attached local planning policies for the purposes of being presented to Council to commence public notification with the following amendment –**

#### **"1.1 Citation**

*This Local Planning Policy is made pursuant to the provisions of 'Division 2 - Local planning policies' under 'Part 2 - Local planning framework' of 'Schedule 2 - Deemed provisions for local planning schemes' of the Planning and Development (Local Planning Schemes) Regulations 2015, and may be cited as Local Planning Policy: <TITLE> (here in referred to as the 'Local Planning Policy').*

#### **1.3 Relationship to the Scheme and other Local Planning Policies**

*1.3.1 Pursuant to the provisions of 'Division 2 - Local planning policies' under 'Part 2 – Local planning framework' of 'Schedule 2 - Deemed provisions for local planning schemes' of the Planning and Development (Local Planning Schemes) Regulations 2015, this Local Planning Policy supplements the provisions of the Local Planning Scheme. Where a provision of this Local Planning Policy is inconsistent with the Scheme, the Scheme prevails".*

- 2. That the Heritage Advisory Committee recommend that Council:**

- a) In accordance with Clause 4 of 'Division 2 – Local Planning Policies' under 'Part 2 – Local Planning Framework' of 'Schedule 2 – Deemed provisions for local planning schemes' of the Planning and Development (Local Planning Schemes) Regulations 2015, to proceed to advertise the draft local planning policies attached at Appendix 2-8 for public comment for a period of not less than 30 days.**
- b) Following public advertising of the draft local planning policies, the policies and any submissions from the public advertising period are to be returned to Council for further consideration.**

CARRIED

6 votes "for" / Nil votes "against"



## 7.2 Community Survey – Heritage Priorities

<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Lacey Brown, Strategic Planning Officer
<b>Executive:</b>	Stephanie Addison-Brown, Acting Director Planning and Development Services
<b>Attachments:</b>	Nil

### Summary

The purpose of this report is for the committee to request that the City of Bunbury consult with the community in order to confirm what the heritage priorities/focus areas should be for the Heritage Advisory Committee over the next four years.

### Strategic Relevance

Key Priority Area 1: Community and Culture  
Objective 1.5: Celebrate and recognise the richness of our arts culture and heritage

Key Priority Area 2: Transport and Infrastructure  
Objective 2.3: Maintain a high standard of community infrastructure

Key Priority Area 3: Natural and Built Environment  
Objective 3.4: Facilitate urban design, diversity of land uses and enabling infrastructure.

### Executive Recommendation

That Council request the Chief Executive Officer to consult with key heritage stakeholders and interest groups to inform the community priorities for heritage in Bunbury and to guide the focus areas for the Heritage Advisory Committee.

### Background

A strategic workshop was conducted with members of the Heritage Advisory Group (now Committee) in December 2015 and a number of priorities were identified. However, it was raised in the last Heritage Advisory Committee meeting that it would be beneficial to confirm these priorities with the wider community.

### Council Policy Compliance

Not applicable.

### Legislative Compliance

Not applicable.

### Officer Comments

The strategic planning workshop conducted in December 2015 highlighted the following focus areas for the Heritage Advisory Committee:

- city-owned assets;
- strategic and statutory planning;
- incentives;
- heritage tourism/promotion.

Consultation with the wider community would provide direction in confirming the heritage priorities/focus areas for the Heritage Advisory Committee.

#### **Analysis of Financial and Budget Implications**

Financial implications should be minimal if the “Household Panel” and key interest/advisory groups are utilised for the survey.

#### **Community Consultation**

Consulting with the community will provide confirmation and direction on the heritage priorities and focus for the Heritage Advisory Committee.

#### **Councillor/Officer Consultation**

Members of the Heritage Advisory Committee have sought to confirm that the priorities and focus for heritage in the Bunbury community is in line with the outcomes of the strategic planning workshop.

#### **Outcome of Meeting**

The recommendation was moved by Mr Sargeant and seconded by Mr Suckling.

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

#### **Committee Decision:**

***That Council request the Chief Executive Officer to consult with key heritage stakeholders and interest groups to inform the community priorities for heritage in Bunbury and to guide the focus areas for the Heritage Advisory Committee.***

CARRIED

6 votes “for” / Nil votes “against”

### 7.3 Conservation Management Plan – State Government Infant’s School (fmr)

<b>Applicant/Proponent:</b>	Internal Report
<b>Responsible Officer:</b>	Lacey Brown, Strategic Planning Officer
<b>Executive:</b>	Stephanie Addison-Brown
<b>Attachments:</b>	Appendix 9 – Conservation Management Plan for the State Government Infants’ School (fmr)

#### Summary

The purpose of this report is for the committee to note the key findings of the Conservation Management Plan for the State Government Infants’ School (fmr), now known as the Stirling Street Arts Centre Bunbury Band site.

#### Strategic Relevance

Key Priority Area 1: Community and Culture  
Objective 1.5: Celebrate and recognise the richness of our arts culture and heritage

Key Priority Area 2: Transport and Infrastructure  
Objective 2.3: Maintain a high standard of community infrastructure

Key Priority Area 3: Natural and Built Environment  
Objective 3.4: Facilitate urban design, diversity of land uses and enabling infrastructure.

#### Executive Recommendation

That the Heritage Advisory Committee note the key findings of the Conservation Management Plan and the recent Council Decision 253/16 from the Ordinary Meeting held on 26 July 2016.

#### Background

In 2010/2011 a master plan for the redevelopment of Stirling Street Arts Centre (SSAC) was prepared by MCG Architects for the SSAC Board. The plan proposed an extensive redevelopment of the centre including an auditorium, new studios, administration offices, toilets and an amphitheatre. This initial master plan was not the subject of any report to Council at the time and soon after being developed the plan was superseded by a proposal to include accommodation for ‘not-for-profit’ organisations in the redevelopment of the SSAC. A working group, which reported to Council, was established to develop the not-for-profit proposal but strong opposition to various aspects of the plan followed and therefore the proposal did not proceed.

In early 2015 the SSAC Board, led by Chairwoman Margaret Perkins approached Council to once again begin progressing towards redevelopment of the SSAC. At that time it was agreed that Council would carry out a new consultation process and the SSAC Board would prepare a business case with which to seek funding for future development.

A public meeting was held in May 2015 to begin the consultation process. The SSAC Board, nearby Stirling Street residents and property owners (including the (ROSS) Residents of Stirling Street group), stakeholders and SSAC user groups were invited. The Council Executive Team and several Councillors also attended. The meeting was followed by a survey distributed to all participants.

Twenty five (25) responses were received and the main matters that were identified in priority were heritage conservation; management of increases to traffic volumes and car parking.

As a result, a brief was prepared with the following specific requirements for a Conservation Management Plan (CMP) for the site:

- safeguard and celebrate the character and integrity of the heritage buildings on the site;
- provide recommendations and priorities for any measures necessary to restore and enhance the character and integrity of the heritage buildings on the site;
- provide guidelines for sympathetic and appropriate future use of the site including considerations such as noise, drainage, traffic and parking;
- guidelines for maintaining open space on the site including adjacent open space;
- character and proximity of the neighbourhood, it's current use and central city location when making recommendations for future use and development of the site;
- design guidelines and building footprints for any new buildings on the site.

The tender process resulted in the appointment of Greenward Consulting who delivered the draft CMP on schedule in May 2016. The CMP, and officer comment regarding site considerations that will influence design (heritage, planning, engineering and environmental), have been provided to the Manager Arts and Culture in order to commence discussions with the SSAC Board and local residents and revisit the master plan.

*The Council Decision 253/16 from the Ordinary Meeting held on 26 July 2016 was that Council:*

1. *Endorse the Conservation Management Plan (CMP) for the State Government Infants' School as Appendix DPDRS-2.*
2. *Requests that the State Government Infants' School (fmr) be assessed for entry in the State Heritage Register.*

### **Council Policy Compliance**

Local Planning Policy – Heritage Conservation and Development Policy for Heritage Places states that “the City of Bunbury will seek to lead by example through the management of premises either owner or vested, in accordance with this Local Planning Policy”. Council’s endorsement of the CMP is consistent with this policy.

### **Legislative Compliance**

The completion of the CMP supports requirements of the Australian International Council on Monuments and Sites (ICOMOS) Burra Charter; *Heritage of Western Australia Act 1990* and the *Planning and Development Act 2005*.

### **Officer Comments**

The CMP, which was prepared in accordance with the Heritage Council of WA's standard brief, includes:

- 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.

The CMP states that the State Government Infants' School (fmr) and its setting is of cultural heritage significance. Funding opportunities are available on application for places with a CMP.

There has been considerable consultation with the SSAC Board, Stirling Street residents together with other stakeholders in relation to the previous SSAC development plans and the completed CMP and associated recommendations requires further consideration of the previous development plans. Therefore, it is proposed that should Council endorse the CMP, an internal meeting with relevant staff will then be arranged to discuss and further progress the proposed SSAC master plan in accordance with the recommendations as identified within the CMP. Staff will then meet with the SSAC Board, Stirling Street residents and other stakeholders to further discuss and seek agreement on the preferred future outcomes of the master plan in compliance with the CMP and other site considerations.

### **Analysis of Financial and Budget Implications**

Implementation of the recommendations contained within the CMP will have financial implications. It should be noted that the plan contains recommendations only. Any future intentions to lease the property should clearly identify responsibilities and staging of works for conservation and maintenance as detailed in the schedules contained in Section 9 of the CMP.

Part of the revenue from any future lease should be transferred into the Heritage Building Maintenance Reserve for the purpose of capital maintenance which may be required for this building.

### **Community Consultation**

There has previously been considerable consultation with all relevant stakeholders as identified in this report and most recently representatives from the SSAC Board were consulted in the preparation of the CMP. The Heritage Advisory Group (now Committee) has also been advised of the completion of the CMP.

### **Councillor/Officer Consultation**

This report seeks to consult with members of the Heritage Advisory Committee to inform them of the findings in the CMP and advise of Council's resolution for the purpose of any future development on the Stirling Street Arts Centre site.

**Outcome of Meeting**

The recommendation was moved by Mr Suckling and seconded by Cr Kelly.

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

**Executive Recommendation**

*That the Heritage Advisory Committee note the key findings of the Conservation Management Plan and the recent Council Decision 253/16 from the Ordinary Meeting held on 26 July 2016.*

CARRIED

6 votes “for” / Nil votes “against”

## **8. Other Business**

### **8.1 Lady Mitchell Memorial Child Health Centre**

#### **Outcome of Meeting**

General discussion took place regarding the Lady Mitchell Memorial Child Health Centre, where the following recommendation was made (moved by Mr Suckling and seconded by Mr Johnston).

#### **Committee Decision**

*That the Heritage Advisory Committee recommends that the City of Bunbury include on-going monitoring for potential moisture and damage arising from the placement of a limestone retaining wall against the west side of the Lady Mitchell Child Health Centre building.*

CARRIED

6 votes “for” / Nil votes “against”

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

### **8.2 DA Heritage Assessment Template Update**

Lacey Brown provided an update to the Heritage Advisory Committee that a new Heritage Assessment template has been developed to assist statutory planners with assessments to reduce assessment time and costs

### **8.3 Nominations received for vacant position on HAC**

Lacey Brown provided an update to the Committee and advised that a subsequent report will be presented to the Heritage Advisory Committee.

## **9. Confidential Items (*Pursuant to Section 5.23 of the Local Government Act 1995*)**

Nil

## **10. Date of Next Meeting**

Wednesday, 12 October 2016.

## **11. Close Meeting**

The meeting was declared closed at 5.15pm.