

Heritage Advisory Committee

Minutes

12 October 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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Heritage Advisory Committee

Minutes

12 October 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	City of Bunbury	Apology
Mr Bernhard Bischoff	Community	Present
Mr Morris Johnston	Community	Present
Mr Richard Sargeant	Community	Present
Mr Peter Suckling	Community	Present
Ms Megan Lawless (new member)	Community	Present
Mr Ken Lyon (new member)	Community	Present
Mr Raymond Parks (new member)	Community	Present

Support Staff:

Member Name	Representing	Attendance
Ms Annabel Wills (Heritage Advisor)	City of Bunbury	Present
Mr John Kowal (Executive Officer)	City of Bunbury	Apology
Ms Lacey Brown (Strategic Planning Officer, Heritage)	City of Bunbury	Present
Mr Thor Farnworth (Manager Sustainability, Planning and Development)	City of Bunbury	Apology
Ms Cassandra Uren (Minute Taker)	City of Bunbury	Present

3. Public Question Time

N/A

4. Confirmation of Minutes

Committee Decision:

The minutes of the Heritage Advisory Committee Meeting held on 10 August 2016, are confirmed as a true and accurate record.

CARRIED

9 votes "for" / Nil votes "against"

5. 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.

Kent Lyon disclosed an impartial interest as he is a consultant for the St Boniface and Bunbury Women’s Club projects.

Peter Suckling disclosed a financial interest as he is the Engineer for the Withers Library and Paisley Centre projects.

6. Reports and Recommendations

6.1 *Heritage Advisor – Summary of Referrals*

A list of referrals was provided by Annabel Wills.

6.2 *New Members of Heritage Advisory Committee*

Applicant/Proponent:	Internal Report
Responsible Officer:	Lacey Brown, Strategic Planning Officer
Executive:	John Kowal, Acting Director Planning and Development Services
Attachments:	Nil

Summary

That the Heritage Advisory Committee note the outcomes of Council Decision 323/16 and welcome the new Heritage Advisory Committee Members.

Strategic Relevance

Key Priority Area 5: Corporate
Objective 5.1: Facilitate community and stakeholder participation in decision making.

Executive Recommendation

That the Heritage Advisory Committee note the outcomes of Council Decision 323/16 and welcome the new Heritage Advisory Committee Members: Megan Lawless, Kent Lyon and Raymond Parks.

Background

At the Council Meeting 31 May 2016, the Heritage Advisory Group became a formal committee of Council with a revised Terms of Reference.

All current Heritage Advisory Group members were appointed until the next Ordinary Election Day, 21 October 2017 and it was recommended to proceed with advertising for expressions of interest for membership for the one community member vacancy. The current membership composition of the Committee is two (2) Councillors and five (5) community members.

A selection panel comprising the Regional Heritage Advisor, Manager Governance, and Strategic Planning Officer (Heritage) met on 10 August 2016 to assess the five nominations received for the vacancy on the Committee. The nominations were of a high standard with substantial experience and knowledge in various heritage areas.

The decision from Council Meeting 6 September 2016 (Decision 323/16) is as follows:

That Council:

1. *Extends the membership of the Heritage Advisory Committee to seven (7) community members plus two (2) Elected Members for the balance of the remaining term (21 October 2017).*

2. *Appoints the following persons as community members of the Heritage Advisory Committee for the balance of the remaining term (21 October 2017):*
- a) *Megan Lawless;*
 - b) *Kent Lyon; and*
 - c) *Raymond Parks.*

CARRIED

12 votes “for”/ 1 vote “against”

ABSOLUTE MAJORITY VOTE ATTAINED

Legislative and Council Policy Compliance

Subdivision 2 of Division 2 of Part 5 of the *Local Government Act 1995* deals with committees and their meetings and stipulates that an absolute majority vote is required.

Officer Comments

As part of the assessment of nominations received, and given the high quality and calibre of applicants, it is recommended that Council increase the community membership of the Heritage Advisory Committee from five (5) to seven (7) members.

Increasing the number of community representatives on the Committee will allow for wider community representation whilst also maintaining an appropriate level of expertise on the Committee.

The Strategic Planning Workshop held with the then Heritage Advisory Group identified a number of priorities and focus areas in which a more diverse membership would be beneficial.

Specific skills of the recommended nominees include:

- Megan Lawless – promotion of Bunbury heritage and history through a number of Facebook groups (Memories of Bunbury etc); from a pioneering family; and a volunteer at the Museum (education and promotion was identified as a key focus area in the strategic planning workshop); 2016 City of Bunbury Heritage Award recipient and current semi-finalist for 2016 Western Australia Regional Achievement and Community Awards.
- Kent Lyon – experienced local heritage Architect Consultant that has extensive professional knowledge and contacts; numerous Committee memberships; asset management skills and is keen to promote and educate the community and officers about heritage related issues.
- Raymond Parks – a former Surveyor and Associate Director of the South West Regional College of TAFE; number of volunteer positions including Dolphin Discovery Centre; undertaken numerous research projects with a focus on shipwreck sites in Bunbury and heritage trail sites; built a diorama model of early Bunbury (in display at Kings Cottage Museum) and 2013 City of Bunbury Heritage Award recipient.

Analysis of Financial and Budget Implications

There are no known financial or budget implications associated with this recommendation.

Community Consultation

Discussion was undertaken with the community representatives on the Heritage Advisory Committee.

Councillor/Officer Consultation

The Heritage Advisory Committee was provided with an update as to the nominations received and the recommendations of the selection panel at the last meeting of the Committee on 10 August 2016.

Outcome of Meeting

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

Committee Decision:

That the Heritage Advisory Committee note the outcomes of Council Decision 323/16 and welcome the new Heritage Advisory Committee Members: Megan Lawless, Kent Lyon and Raymond Parks.

CARRIED

9 votes “for” / Nil vote “against”

6.3 **Scott Family Memorial**

Applicant/Proponent:	Internal Report
Responsible Officer:	Lacey Brown, Strategic Planning Officer
Executive:	John Kowal, Acting Director Planning and Development Services
Attachments:	Nil

Summary

The purpose of this report is for the Committee to request that the City of Bunbury facilitate the relocation of the Scott Family Memorial from Anzac Park to an appropriate location in Centenary Garden near the other current plaques/memorials, on approval from the State Heritage Office, and investigate available funding options for the upgrade of the memorial.

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 Council request the Chief Executive Officer to:

1. Facilitate the relocation of the Scott Family Memorial from Anzac Park to an appropriate location in Centenary Garden, on approval from the State Heritage Office.
2. Investigate available funding options for the upgrade of the memorial to assist with restoration and in providing an information plate.

Background

The RSL have requested that the City of Bunbury relocate the Scott Family Memorial in Anzac Park to be consistent with the recommendations of the Conservation Management Plan (CMP).

John and Helen Scott are considered Bunbury's first settlers, arriving in Port Leschenault (Bunbury) in January 1838 accompanied by Governor Stirling to manage his vast landholdings. Eelup Farm, which was located at the present site of the Eelup roundabout, was the first farm established in the Bunbury district. Helen was also District Nurse and Midwife to both European settlers and Indigenous alike.

It was recognised that sensitive consultation should occur with representatives of the Scott Family prior to any decisions on relocation being finalised.

Council Policy Compliance

Not applicable.

Legislative Compliance

Not applicable.

Officer Comments

A meeting was held on 7 September 2016 at the Council Administration Office with nine (9) family representatives and Cr Murray Cook attending.

The outcomes of this meeting and based on further consultation with the descendants include:

- Centenary Garden is the most appropriate location as it is central and accessible to the public and there are other significant memorials there;
- An information plate on the first point of settlement (Eelup Homestead) and the contributions made by the family to Bunbury and the South West region should be incorporated into the memorial; and
- The family request funding assistance in providing an information plate and in restoring the memorial and to be consulted on final design.

Contacts within the family have been provided to assist with information.

Analysis of Financial and Budget Implications

There will be costs associated with the relocation and family representatives have requested if there is any opportunity for Council funds towards the upgrade and information plates for the memorial.

Community Consultation

Direct consultation with nine (9) family members has occurred and a response on behalf of the greater family (descendants of John and Helen Scott, Daniel McGregor, Robert Scott, John Scott Jnr and William Scott) was provided.

Councillor/Officer Consultation

The Heritage Advisory Group was consulted after initial requests by the RSL to relocate the Scott Family Memorial and the Group suggested the Centenary Garden as the most appropriate place for relocation. Cr Cook has been involved in discussions and the Strategic Planning Officer (Heritage) facilitated consultation with family representatives.

Outcome of Meeting

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

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:

- 1. Facilitate the relocation of the Scott Family Memorial from Anzac Park to an appropriate location in Centenary Garden, on approval from the State Heritage Office.***
- 2. Investigate available funding options for the upgrade of the memorial to assist with restoration and in providing an information plate.***

CARRIED

9 votes “for” / Nil votes “against”

6.4 Update on Works for Council-Owned Heritage Properties

Applicant/Proponent:	Internal Report
Responsible Officer:	Lacey Brown, Strategic Planning Officer
Executive:	John Kowal, Acting Director Planning and Development Services
Attachments:	Nil

Summary

The purpose of this report is for the Committee to note that prioritisation of works for Council-owned heritage buildings is being conducted and that the findings should be presented to the Committee for further consideration.

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 present the Heritage Advisory Committee with findings on the project of prioritisation works for Council-owned heritage buildings for its consideration and comment.

Background

The Strategic Planning Workshop that was conducted by the Heritage Advisory Group in December 2015 identified asset management as a priority for the group. The Manager of Assets and Projects is currently completing asset management plans for Council-owned buildings/assets.

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 CMPs 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 CMPs over Council-owned properties have been prepared in accordance with the Heritage Council of WA's standard brief, which 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 CMPs are critical in scheduling works and determining works budgets. There currently are ten (10) sites with CMPs and these, along with other relevant sites, have been provided to the Manager Assets and Projects for consideration in the prioritisation project. These include:

Heritage Buildings

- Bunbury Railway Station – CMP
- Convent of Mercy (BRAG) – old CMP and new CMS
- King Cottage Museum and Letterbox – CMP
- Lady Mitchell Child Health Memorial Centre – CMP
- Government Boys School (fmr), Paisley Centre (Bunbury Museum and Heritage Centre) – CMP
- Picton Hall – CMP
- State Government Infant's School (fmr)(Stirling Street Arts Centre) – CMP
- Teede House(fmr) (Senior Citizens Centre) – CMP
- Council Municipal Chambers.

Heritage Memorials or Other Historic Sites

- Anzac Park – CMP
- Centenary Garden (behind the Municipal Chambers)
- Marlston Hill Lookout Tower
- Bunbury Timber Jetty (fmr) and crane – CMP – budgeted project for interpretation but will have maintenance needs – ownership still to be determined
- Bunbury Townsite Survey Peg No 1 – include in park maintenance
- Apex Lookout at Boulters Heights
- Bunbury Public Baths (fmr) (historic site)
- Bunbury 1841 Shoreline (historic site)
- Original Roman Catholic and Public Bunbury Cemeteries (fmr) (historic sites) – park maintenance.

Some of these historic sites may have interpretation/information boards associated with them in the future that will require maintenance.

The Regional Heritage Advisor will also be providing advice on the prioritisation to the Manager Assets and Projects.

Analysis of Financial and Budget Implications

Implementation of the recommendations contained within the CMPs will have financial implications.

It should be noted that the CMPs contain recommendations only but Council has a responsibility under the Australian International Council on Monuments and Sites (ICOMOS) Burra Charter; *Heritage of Western Australia Act 1990* and the *Planning and Development Act 2005* to ensure values are not adversely impacted by lack of maintenance and conservation works.

Any future intentions to lease properties should clearly identify responsibilities and staging of works for conservation and maintenance as detailed in the schedules contained in CMPs. Part of the revenue from any future leases should be transferred into the City of Bunbury Heritage Building Maintenance Reserve and additional heritage works funding should be allocated to the budget to sufficiently fund priority works.

Community Consultation

There has been considerable consultation with property managers and lease holders for the need to schedule and fund heritage works.

Councillor/Officer Consultation

The Heritage Advisory Group has highlighted the need for asset management and prioritisation of maintenance and conservation works to be programmed and supported by adequate budget.

Outcome of Meeting

The recommendation was moved by Mr Suckling 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:

That Council request the Chief Executive Officer present the Heritage Advisory Committee with findings on the project of prioritisation works for Council-owned heritage buildings for its consideration and comment.

CARRIED

9 votes “for” / Nil votes “against”

7. Urgent Business

Councillor Brendon Kelly moved to suspend standing orders which was seconded by Bernard Bischoff.

Peter Suckling moved to resume standing orders which was seconded by Kent Lyon.

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

Nil

9. Date of Next Meeting

Wednesday, 14 December 2016.

10. Close Meeting*

The Presiding Member closed the meeting at 4.55pm.

* After meeting is closed, there can be general discussion as required.