

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

20 May 2014

Agenda Item 10.2	Greater Shepparton Heritage Advisory Committee – Annual Report 2013-2014	
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GREATER SHEPPARTON CITY COUNCIL

**GREATER SHEPPARTON HERITAGE ADVISORY
COMMITTEE**

**ANNUAL REPORT
2013**

 Greater Shepparton Heritage Advisory Committee

Bangerang Cultural Centre	Marlene Atkinson
Community Representatives (3)	Evan Lloyd, Neil Penney, Brian Pethybridge until June 2013 and Gary Steigenberger from July 2013
Dookie Historical Society	Gaye Sutherland
Greater Shepparton Councillor	Cr Kevin Ryan
Historical Society of Mooroopna	Ian Pleydell, Val Hill (Alt)
Katandra & District History Group	Marjorie Earl (Dep. Chair)
Merrigum & District Historical Society	Anne Tyson (Secretary)
Murchison & District Historical Society	Warwick Finlay, Kay Ball (Alt)
Shepparton Heritage Centre	Bruce Wilson (Chair)
Tatura & District Historical Society	Brian Williams, Evert Worm (Alt)
Toolamba Community Plan Steering Committee	Geoff Maynard
Yorta Yorta Nation Aboriginal Corp.	Gaye Sutherland
GSCC Strategic Planning (2)	Michael MacDonagh, Ian Boyle (Alt)
GSCC Minutes	Lynette Bolitho-Azougay
GSCC Heritage Advisor	Deborah Kemp

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1.0 FROM THE CHAIR

Cr Jenny Houlihan,
Mayor – Greater Shepparton City Council

Madam Mayor,

It gives me much pleasure to present the Second Annual Report of the Greater Shepparton Heritage Advisory Committee.

The success of our 2013 Inaugural Year, and the outstanding success of Council's Inaugural Biennial Greater Shepparton Cultural Heritage Awards, provided a base on which we could expand our Committee's work. In particular, the Heritage Awards provided an excellent opportunity to raise community awareness of cultural heritage issues.

It is noted that the Greater Shepparton Cultural Heritage Awards have been recognised and may be replicated by several other councils. A recent invitation from Heritage Victoria for Council representatives to present at a conference further highlighted the success of Council's Heritage Awards.

My sincere thanks to you Madam Mayor and former Cr Dobson for active contribution and guidance during 2013 – it was very much appreciated. Cr Ryan is the 2013/14 Council representative.

Michael MacDonagh, Ian Boyle, Deborah Kemp and Lynette Bolitho-Azougay continue to provide first class professional guidance and administrative support – my sincere thanks to them all. Thanks also to Brian Williams who stepped down as Tatura representative, and to Brian Pethybridge who did not seek reappointment as one of the three community representatives.

Several Master Classes were delivered during the year. A Master Class titled "The Aboriginal Heritage Act 2006" by member Gaye Sutherland was very well received and attracted additional participants from Statutory Planning and from several other commercial Planning firms. We intend to further widen Master Class participation during 2014.

A Master Class presented by Deborah Kemp on the subject "Preparation of a Rural Heritage Study" has strengthened members' knowledge and Society participation in the discovery of lost or previously unidentified heritage items across Greater Shepparton. A heritage database will act to inform any new Heritage study and will markedly reduce overall Heritage Study expenditure.

I am pleased to report that attendance at monthly Committee meetings seldom falls below 100% and that the two way interchange of heritage information and active linkages to member Heritage/Historical Societies is of great benefit to all concerned. My sincere thanks to all members of the Committee for their support, friendship, time, expertise and historical/heritage knowledge.

The Committee looks forward to a number of ongoing initiatives including the *Greater Shepparton Heritage Study Stage III: Rural*, ANZAC Commemorative Naming Project, Heritage Tourism, History Week, development of a Cultural Heritage Program, and the possibility of inaugurating a specific Biennial Heritage Public Lecture.

Yours faithfully,

Bruce R Wilson

Bruce R Wilson OAM JP

April 2014

2.0 INTRODUCTION

2.1 Background

Council authorised the formation of the Heritage Advisory Committee on 17 January 2012, in accordance with the proposed Terms of Reference. The primary purpose of the Committee is to provide the best possible advice to Council on how to conserve and promote the unique cultural heritage of Greater Shepparton, and to act as an advocate for all cultural heritage matters within the Municipality.

During the process of preparing the *Greater Shepparton Heritage Study Stage IIB*, a need was identified for the establishment of a Heritage Advisory Committee. Although the purpose of the study was to document places of post-contact cultural heritage significance to the City of Greater Shepparton and to make recommendations for their conservation, the study envisaged an Advisory Committee as having a wide-ranging impact on cultural heritage awareness and conservation within the municipality. Specifically the Committee's role was seen as:

- establishing a support network for the historical societies and maintaining a register of collections of cultural heritage significance in the municipality;
- seeking funding for conservation and preservation works for places of cultural heritage significance, artefacts, etc.;
- administering awards for buildings and works that practised good conservation techniques and which were respectful to a place of cultural heritage significance; and
- building on an existing awareness and community pride through ongoing promotion and education of local heritage.

The establishment of a Heritage Advisory Committee was consistent with the objectives, strategies and actions outlined in the Environment section of the *Greater Shepparton 2030 Strategy 2006* and Objectives 18 and 31 of the *Greater Shepparton Council Plan and Strategic Resource Plan 2009-2013*.

In 2011, the Strategic Planning Team began implementing the recommendations of the *Greater Shepparton Heritage Study Stage IIB*. The team invited a number of member representatives from Greater Shepparton organisations active in the conservation, interpretation and promotion of cultural heritage significance to meet and discuss how a Heritage Advisory Committee could be formed.

This group of representatives first met in August 2011 and began to prepare Draft Terms of Reference based upon the Study's recommendations and on similar committees already in existence throughout Victoria. In addition to this, the group prepared a list of ten historical groups and societies throughout the municipality that should be invited to form the Committee.

2.2 Terms of Reference and Committee Composition

The Representative Group finalised the draft Terms of Reference in late 2011. The Committee Charter states the primary purpose of the Committee as *the provision of the best possible advice to the Council on how to conserve and promote the unique cultural heritage of Greater Shepparton*.

The Terms of Reference also state that the Committee does not act as an internal referral body to assess/comment upon planning applications. However, this stipulation does not limit or prevent individual

members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by Council.

Committee membership consists of up to two councillors, up to two members of Council's Strategic Planning Team, Council's Heritage Advisor, one voting member from each of the ten identified member organisations and three members of the public unaffiliated with any of these organisations.

At Council's Ordinary Council Meeting held in January 2012, Council resolved to:

- authorise the formation of the Heritage Advisory Committee in accordance with the Terms of Reference proposed;
- advertise for applications for three additional stakeholders unaffiliated with historical groups and societies within the municipality; and
- nominate two Councillors to serve on the Heritage Advisory Committee.

In January 2012 in accordance with the Terms of Reference, Council invited the ten cultural, historical and community groups to nominate representatives to the Committee. In addition, Council called for written expressions of interest from members of the community to fill the three community representative positions. Expressions of interest were assessed against the following selection criteria:

- Demonstrated experience in area or building conservation, or the development industry in general;
- Knowledge of conservation and historical issues affecting the Municipality; and
- The ability to access historical or conservation networks and stakeholder groups.

The Heritage Advisory Committee undertook the assessment of submissions and recommended three nominations to Council, those of Brian Pethybridge, Evan Lloyd and Neil Penney. Council resolved to adopt the recommendation at its Ordinary Meeting held on 20 March 2012.

At the Committee's February meeting, the Committee formed the view that the hosting of a Cultural Heritage Awards ceremony would help raise awareness of cultural heritage issues within the Municipality, as well as recognising good conservation practice. The Committee resolved to amend the Terms of Reference to allow it to participate in such a process. Council adopted the revised Terms of Reference at the Ordinary Meeting of Council held on 17 April 2012.

Nominations of three Community Representatives for the Committee were advertised in April 2013. Public notices were placed in the *Shepparton News* and on the Council's website. At the May 2013 Ordinary Council Meeting, Community Representatives Evan Lloyd and Neil Penney were reappointed and Gary Steigenberger appointed for a 12 month period of office. Previous appointee Brian Pethybridge did not seek reappointment.

The Committee resolved at its February meeting to revise the Terms of Reference once more (see Appendix 1). These changes were largely required to clearly outline the Committee's voting members and to change tenure lengths for the three Community Representatives.

2.3 Meetings

The Committee continues to meet on the first Monday of each month with the exception of January. Occasional sub-committees are appointed to deal with specific matters requiring follow up between scheduled meetings. In addition, Committee members are regularly updated via email. The Committee Chair always meets with the Strategic Planner to finalise meeting agendas and to be briefed in respect to matters under discussion.

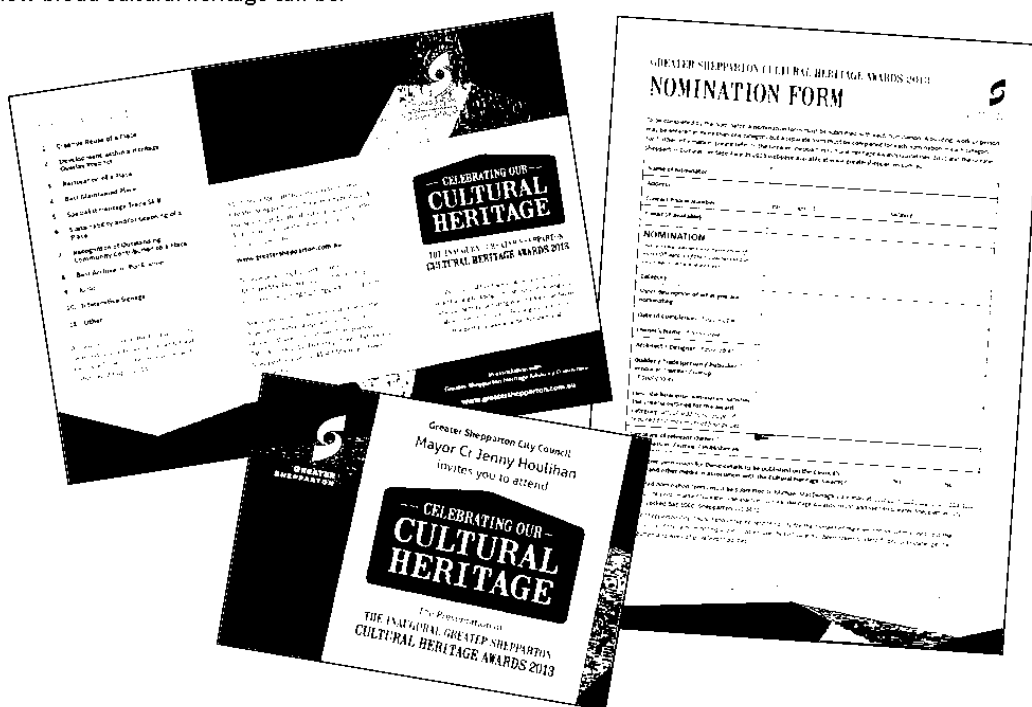


Members of the Heritage Advisory Committee at the Committee's meeting held on 03 March 2014.

3.0 HERITAGE ADVISORY COMMITTEE ACTIVITIES

3.1 Brief Overview

A key date in Shepparton's Heritage Calendar was 10 December 2012 with the Official Launch of the Greater Shepparton Cultural Heritage Awards by Mayor Cr Jenny Houlihan. In launching the Awards, Cr Houlihan captured the value of the Awards when she said, "The awards are aimed at raising awareness of the diversity of stories, buildings and places across Greater Shepparton, and that Council wants to educate people about how broad cultural heritage can be."



The suite of forms, pamphlets and other documents prepared by the Heritage Advisory Committee for the Inaugural Cultural Heritage Awards 2013. They include an A5 Information Flyer describing the award categories and process, a Nomination Form and the Mayor's Invitation to the Award ceremony, which was sent to in excess of 150 organisations throughout the State.

Award promotion and publicity was based on the Heritage Advisory Committee's overarching view that "Our cultural heritage is about more than maintaining buildings. It's about conserving our unique identity, ensuring our children can learn about their history and helping us build from the past to make a better future for all."

The Awards Judging Panel conducted wide ranging nomination inspections and finalised judging, leading on to the Awards Ceremony held on Saturday, 20 April 2013.

The Committee is proud to have been associated with Council's Inaugural Awards and undertook an intensive workshop review of the Awards which will act to inform the 2015 Awards process.

Committee members took a keen interest and received regular briefings in respect to ongoing processes associated with Council Planning Scheme Amendment C110 and specifically, those places identified as being of cultural heritage significance in the *Greater Shepparton Heritage Study Stage IIB*.

Committee members and their associated historical/heritage organisations are now active in the search for potential sites of cultural heritage significance across Greater Shepparton rural areas (i.e. industrial and agricultural sites, early settlement sites, significant water sites and the like). This information will help to guide Council in preparation of tender documentation and appropriate budget allocation.

The Heritage community was proud to support Committee member Geoff Maynard in the unveiling of the "Toolamba Township History sign from 1840 to current" on Saturday, 14 September 2013.

In October 2013, a number of member societies actively supported "History Week" - an opportunity to promote local history and discover Victoria's past.



The Katandra & District History Group celebrated "History Week" by hosting a number of events: here students learn domestic skills of the past.

The Committee received Council's Heritage Tourism Report. The report was referred to individual member societies for consideration and response.

Our Terms of Reference and Cultural Heritage Awards Guidelines (see Appendix 2) were reviewed and suggested amendments referred to Council.

Day's Mill and farm located near Murchison is known to be the best preserved 19th century flour mill in Victoria and a remarkably intact heritage site. The mill is included on the Victorian Heritage Register and the National Trust Register and is managed by Parks Victoria. The Heritage Advisory Committee is genuinely concerned at the long term preservation of this site and in December resolved: *"That the Heritage Advisory Committee is of the view that the cultural heritage of Day's Mill is of such paramount importance to this municipality that it now seeks Council's involvement in the ongoing conservation of this historic site in order to safeguard this prime cultural asset."*

The Heritage Advisory Committee is of the view that it fulfilled its core advisory functions during 2013 and has an ongoing desire to provide cultural heritage advice to Council as well as continuing to promote community participation and awareness of cultural heritage issues across Greater Shepparton.

3.2 Achievements

The achievements of the Committee in 2013 included:

- conducting the very successful inaugural Greater Shepparton Cultural Heritage Awards program;
- advocacy for cultural heritage conservation and preservation within the municipality in general, including input and advice to Council Planning staff of potential impacts on places of cultural heritage significance;
- commencing the compilation of a preliminary list of places to be considered for inclusion in the forthcoming *Greater Shepparton Heritage Study Stage III: Rural*, along with associated research data and historical information: at least 80 possible inclusions have been located;
- continuing to keep informed of planning applications concerning heritage matters coming before Council, and contributing to Council's consideration of these impacts;

- reviewing the Committee's Terms of Reference, including the Committee's representation and composition;
- revising the Guidelines for the Cultural Heritage Awards;
- liaison with various organisations and community groups on matters of cultural heritage;
- continuing a program of Master Classes to educate and inform Committee members;
- advocating for funding for heritage projects;
- promoting community awareness of cultural heritage whenever possible;
- sharing of heritage and historical knowledge, and of information on grants and events: a two-way process between the Committee and member societies and organisations; and
- acknowledgement of the successful launch of the inaugural Cultural Heritage Awards 2013 in Greater Shepparton as evidenced by Heritage Victoria's request that Council representatives present at the Local Government Heritage Advisors' Seminar 2013 about the process of establishing an awards program.

3.3 Advocacy and Advice

The Heritage Advisory Committee provided valuable input and information to Council Planning Department staff regarding proposed developments within the Heritage Overlay.

The Committee was regularly updated by Council's Strategic Planning Team on cultural heritage matters coming to Council, such as planning applications and proposed demolitions affecting heritage places and sites. Members also raised issues related to these, ensuring a continued careful consideration for the significant heritage sites impacted by future development, including the iconic Mooroopna Hospital site, Tatura's Victory Hall and Mechanics' Institute, the site of Darveniza's pioneering Excelsior Winery, and Scots' Church, Shepparton in Fryers Street. The future of the iconic Day's Mill is also of concern.

3.4 Cultural Heritage Awards

The greatest achievement of the Committee in 2013 was the staging of the inaugural Greater Shepparton Cultural Heritage Awards, projected to be a biennial feature for the municipality.

In February 2012, it had been decided to host biennial Cultural Heritage Awards in order to raise awareness of cultural heritage issues within Greater Shepparton, as well as recognising good conservation practices. The Awards are seen as a critical way of promoting community participation and education in cultural heritage issues.

The Cultural Heritage Awards were launched by Mayor Cr Jenny Houlihan at a public event on 10 December 2012. Extensive co-publicising was undertaken by Council and the Committee to promote the Awards and to call for public nominations. Nominations closed on 20 February 2013 and members of the public nominated places, works, volunteers, and publications for one or more of the award categories.

Twenty nominations were received. Nominations were assessed and rated numerically against each other by the six-person judging panel. Included in this process were eight site visits undertaken in early March 2013 to assess those nominations involving maintenance or conservation works to a place of cultural heritage significance. The Committee advised Council of its recommendations for Awards in early April 2013.



Cultural Heritage Awards 2013: three award-winning nominations and members of the Tatura Historical Society with the Award their Society received.

The Awards were presented at a very successful and well-attended ceremony on 20 April 2013, timed to coincide with Australian Heritage Week. The ceremony, attended by the National Trust (Victoria) Chairman Dr Graeme Blackman OAM, was opened by Committee Chair Bruce Wilson, and chaired by well-known local media and political identity Don Kilgour. All nominations were read out. The seven Award-winning nominations were then announced, with a detailed citation describing and elucidating the achievement each one represented.

The Committee noted the high standard and diversity of the entries, although this was the first year of the Awards. Participants clearly found the experience stimulating and enjoyable, and the audience at the Awards ceremony was most involved and responsive. The interest, shown by both the participants and the audience, augers well for the next Awards, in 2015.

It is the hope of the Heritage Advisory Committee that these biennial Awards will indeed prove to be a "renaissance of acknowledging and promoting our region's cultural heritage." The Committee believes the 2013 Awards were an excellent beginning.



The Inaugural Cultural Heritage Awards 2013 ceremony held in The Vault, Shepparton on Saturday, 20 April 2013.

A Cultural Heritage Awards 2015 Workshop was held on Monday, 2 September 2013, reviewing the operation of the 2013 Awards and beginning to plan for the 2015 Awards.

3.5 Liaison

Liaison on cultural heritage matters took place with a number of organisations including:

- Municipal Association of Victoria to request that the Association seek the restoration of Heritage Victoria's funding for conservation works to places of cultural heritage significance;
- Shepparton Tourist Information Centre;
- Council's Arts, Tourism and Events Department;
- Goulburn River Valley Tourism; and

- Natalie Sheffield of Urban Initiatives regarding her report for Council, *An Existing Conditions Assessment and Strategy Plan for Greater Shepparton War Memorials*. Information updates were provided by societies and collections.

As in the preceding year, a number of heritage issues raised by members at Committee meetings (e.g. Moorroopna Hospital) were taken up by societies represented on the Committee or by individuals, in line with the Committee's Terms of Reference.

3.6 Master Classes

Master Classes were conducted for Committee members in respect of heritage conservation in general, and on the planning process in particular and how it affects the identification, conservation and development of places of cultural heritage significance. Topics for the presentations were:

- "Preparation of a Heritage Study" by Heritage Advisor Deborah Kemp (6 April 2013); and
- "The Aboriginal Heritage Act 2006" by Gaye Sutherland (6 November 2013).

Information sessions were also conducted on the revised Burra Charter (2013) and on planning processes.

These classes proved very valuable in up-skilling members and are proposed to continue in 2014.

3.7 General

Committee members continue to become more informed on the wider heritage issues affecting the municipality, are more familiar with planning processes, and are thus better able to continue to provide advice, advocacy and input, and promote Greater Shepparton's cultural heritage to Council and the community.

3.8 View of Community Representatives

We are pleased to have been appointed as Community Representatives to the Greater Shepparton Heritage Advisory Committee. It has been greatly encouraging to contribute to the Committee and to be amongst people with the knowledge and energy to advocate for the conservation of our cultural heritage. The sharing of ideas and skills between the Committee's members and guest presenters will help our region to continue to embrace and protect its heritage.

From small beginnings, the Committee has achieved great progress. Cultural heritage is threatened by pressures from both private and public redevelopment, population shift, neglect, decay, finance, and inadequate incentives with subsequent impacts ranging from complete destruction to inappropriate change and loss of identity. A wider range of management approaches could enhance the appreciation of heritage in the community and facilitate further effective conservation. Planning, zonings, building codes and related regulations do not adequately achieve the desired conservation outcomes, and conversely create pressure for demolition and/or inappropriate change. Other programs, mechanisms and incentives, such as the Greater Shepparton Cultural Heritage Awards program, are needed to be developed by Council with the assistance of the Committee to avoid further loss and build upon the burgeoning community held values on cultural heritage.

4.0 PROPOSED ACTIVITIES FOR 2014

The Heritage Advisory Committee's forward planning for 2014 includes the following:

- to plan and implement the Cultural Heritage Awards program for 2015;
- to investigate the inauguration of a Greater Shepparton Biennial Heritage Lecture, to extend recognition and understanding of the municipality's cultural heritage;
- to further develop the preliminary list of places to be considered for inclusion in the forthcoming *Greater Shepparton Heritage Study Stage III: Rural*, and to provide research data and historical information relating to these places. Such information will guide Council in preparing tender documentation and reduce consultancy costs. The members' intimate knowledge of heritage buildings, places and sites outside the urban areas will be an invaluable aid in assisting Council strategic planning;
- to investigate the establishment of a Cultural Heritage Program similar to that of the City of Whittlesea: a program of activities over six months to promote and involve locals and visitors alike with Greater Shepparton's cultural heritage places and sites;
- to extend recognition of the municipality's cultural heritage by encouraging the involvement of the historical societies and other groups in wider heritage events, for example, the National Trust's annual Heritage Festival, and also in Greater Shepparton's own SheppARTon Festival;
- to investigate possible links with local tertiary institutions in relation to heritage studies;
- to continue to advise on and advocate for cultural heritage conservation within the municipality;
- to continue the program of Master Classes. First for 2014 will be "History of Irrigation in the Municipality" (further Master Classes to be determined);
- to contribute further input into Council's allocation of its heritage budget;
- to investigate opportunities for heritage tourism in Greater Shepparton;
- to update and expand the *Greater Shepparton Thematic Environmental History 2004*;
- to facilitate ongoing research into and recognition of the municipality's Goulburn River heritage sites, with the possibility of liaison with adjoining municipalities;
- to continue to work with Council in an examination of possible heritage incentives to assist owners with the preservation of the municipality's cultural heritage; and
- to propose interpretive signage across Greater Shepparton and recognisable cultural heritage signage compatible with other municipal signage.

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GREATER SHEPPARTON HERITAGE ADVISORY COMMITTEE TERMS OF REFERENCE

Adopted by Resolution of Council on 18 March 2014

For Review March 2016

1. Purpose

The Greater Shepparton Heritage Advisory Committee will advise Council on the future development of cultural heritage matters across Greater Shepparton. It has no executive authority and will operate in accordance with these Terms of Reference.

2. Role of the Greater Shepparton Heritage Advisory Committee

- a. Act as an advisory committee to Council on cultural heritage and conservation issues within the Municipality.
- b. Promote community participation in and awareness of cultural heritage issues within the Municipality.
- c. Provide:
 - i. an advocacy role in cultural heritage matters within the Municipality and to Council,
 - ii. advice on best practice in the management and conservation of all cultural heritage and its applicability to the Municipality,
 - iii. advice and recommendations on proposals related to cultural heritage places, collections and objects when referred or brought to the Committee/Council, and
 - iv. advice and recommendations to Council on policy matters relating to cultural heritage including but not limited to, the Greater Shepparton Planning Scheme.
- d. Make recommendations to Council about further work required to conserve, identify, document and promote Greater Shepparton's cultural heritage.
- e. Provide advice on recommendations for nominations of local, state, national or international cultural heritage significance.
- f. Assist Council in the dissemination of information concerning the identification of places and objects of cultural significance.
- g. Provide advice on events, community and school education materials, specialist trade courses, etc to further cultural heritage and conservation awareness within the Municipality.
- h. Assist the Heritage Advisor(s) appointed by Council to undertake research, identify places for inclusion in a Heritage Overlay or Precinct, and any other strategic level work required by the Heritage Advisor or Council. This will be dependent upon budget availability.
- i. Provide advice on marketing, branding and promotion of heritage and heritage related tourism within the Municipality.

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- j. Assist Council in sourcing external funding opportunities to further cultural heritage conservation, promotion, management and education.
- k. Council will host an annual or biennial Cultural Heritage Awards ceremony in partnership with the Heritage Advisory Committee. If the Committee deems it to be appropriate, the Awards ceremony may be affiliated with other organisations, such as The National Trust of Australia (Vic). Successful nominations will be selected via a public nomination process. Nominations will be assessed by the Committee against the conservation principles outlined in the Australia ICOMOS (International Council of Monuments and Sites) Burra Charter 2013 and the Cultural Heritage Award Guidelines. A judging panel will be made up of representatives from the Heritage Advisory Committee. The Panel will advise Council of its recommendations for winning entries in each of the Award categories.

The Committee does not act as an internal referral body to assess/comment upon applications. This stipulation does not limit or prevent individual members of the Committee from making submissions, objections or appeals to current applications or proposals being assessed by Council.

3. Committee Membership

- a. The membership of the Committee shall consist of the following members and be approved by resolution of Council:
 - i. Up to two Councillors (voting Committee members);
 - ii. Up to two (2) members of Council's Strategic Planning Team (non-voting Committee members);
 - iii. Council's Heritage Advisor (a non-voting Committee member);
 - iv. one (1) voting Committee member from each of the following ten (10) member organisations (more than one member from each organisation is welcome to attend the Committee meetings but only one member has a vote);
 - Bangerang Cultural Centre,
 - Dookie Historical Society,
 - Historical Society of Mooroopna,
 - Katandra and District History Group,
 - Merrigum and District Historical Society,
 - Murchison and District Historical Society,
 - Shepparton Heritage Centre,
 - Tatura and District Historical Society,
 - Toolamba and District Community Plan Steering Committee, and
 - Yorta Yorta Nation Aboriginal Corporation.

Each organisation must resolve to nominate a representative to the Committee. In the event that this representative is unable to attend a Committee meeting, each organisation should nominate a second representative who can attend and vote at Committee meetings in their absence.

- v. three (3) members of the community unaffiliated with any of the organisations outlined above. Council will call for applications from members of the community to sit on the Heritage Advisory Committee as voting members for a two (2) year term. Applications will be assessed by the Heritage Advisory Committee, which will then make recommendations to Council. The Committee is not obliged to nominate candidates to all three community positions and will assess each nomination against the candidate's ability to

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fulfil the Committee's functions as outlined in the Committee's Terms of Reference, as well as the following selection criteria:

- Demonstrated experience in area or building conservation, or the development industry in general,
- Knowledge of conservation and historical issues affecting the Municipality, and
- The ability to access historical or conservation networks and stakeholder groups.

The Committee will advise Council of its recommendations for community positions. Should a vacancy occur within the appointed time frame, Council may appoint a replacement for the balance of the term.

- b. Council will provide appropriate officers to support the Heritage Advisory Committee as the need arises and within the scope of the role of the Committee. Examples of this in practice could include conducting master classes to provide for capacity building within the Committee, and updating the Committee on projects and activities within Council that may be of interest or have a bearing on the Committee's role and/or activities.

4. Committee Meeting Procedure

- a. A Chairperson, Deputy Chairperson and Secretary will be elected by the Committee for the duration of a one (1) year term. The Chairperson of any Sub-Committee will also be appointed by the Committee for the duration of one (1) year.
- b. If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for that meeting.
- c. The Committee's position on any issue under consideration will be made upon a majority vote by members present or when determined by the Committee by proxy. In the event of an equal number of votes, the Chairperson shall have an additional casting vote.
- d. The Committee shall have a quorum which is equal to one-half plus one of the total number of voting Committee members.
- e. When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- f. The Committee shall meet at least every month or as otherwise determined by the Committee. The frequency of any Sub-Committee meetings will be determined by the Chairperson of each Sub-Committee.

Meeting structure, agenda and minute formats should meet the needs of the Committee, while ensuring consistency, completeness and accountability. It is recommended that any meeting minutes briefly outline the content of each of the items listed on the agenda, including actions taken and recommendations.

5. Committee Conduct Principles

Committee members are expected to:

- actively participate in Committee discussions and offer their opinions and views,
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- act with integrity,
- attend each meeting where practical, and

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- avoid conflicts of interest and the releasing of confidential information.

6. Assemblies of Councillors

In accordance with the *Local Government Act 1989*, the definition of an Assembly of Councillors includes any meeting of an advisory committee of Council if at least one Councillor is present. Any Councillors in attendance at meetings of the Committee are required to declare any conflicts of interest. Following the meeting, a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance,
- the matters considered,
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the Committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

7. Review

The Terms of Reference for the Greater Shepparton Heritage Advisory Committee will be reviewed on a biennial basis prior to the recruitment of community members.

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GREATER SHEPPARTON CULTURAL HERITAGE AWARDS GUIDELINES

Adopted by Resolution of Council on 20 May 2014

Greater Shepparton City Council is proud to present the Cultural Heritage Awards program. The Awards will be guided by the recommendations of the Greater Shepparton Heritage Advisory Committee. If appropriate, the Awards ceremony may be affiliated with other organisations, such as The National Trust of Australia (Vic). The Awards will recognise outstanding contributions to cultural heritage conservation, research, education, promotion, interpretation, training and awareness-raising within the Municipality. The Awards aim to honour individuals and organisations whose work has promoted and conserved the Municipality's diverse cultural heritage. They also serve to promote the benefits of cultural heritage conservation by promoting examples of good conservation practice and guidance, as well as offering the owners or guardians of our cultural heritage recognition of their invaluable work.

Cultural heritage includes both tangible cultural heritage (such as buildings, monuments, landscapes, books, works of art and artefacts) and intangible cultural heritage (such as folklore, traditions, language and knowledge). Cultural heritage may have a range of values for different individuals or groups. This value is referred to as cultural heritage significance. Cultural heritage significance refers to the aesthetic, historic, scientific, social or spiritual value that past, present or future generations hold in relation to their cultural heritage.

Cultural heritage significance for tangible cultural heritage is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. "Place has a broad scope and includes natural and cultural features. Place can be large or small: for example, a memorial, a tree, an individual building or group of buildings, the location of an historical event, an urban area or town, a cultural landscape, a garden, an

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industrial plant, a shipwreck, a site with in situ remains, a stone arrangement, a road or travel route, a community meeting place, a site with spiritual or religious connections” (Burra Charter, 2013: 2).¹

Cultural Heritage Awards Categories

There are six Cultural Heritage Awards categories:

1. **Creative Reuse of a Place** – This award recognises adaptive reuse of a place. Adaptive reuse is a process that changes the use or function of a derelict or redundant place, such as a building or landscaped parkland, to a different use or function. The winner and finalists must demonstrate that the adaptive reuse has had a minimal impact on the place’s cultural heritage significance, built fabric and setting.
2. **Conservation of a Place** – This award recognises best practice conservation work that maintains the cultural heritage significance of a place. It includes the processes of maintenance, reconstruction, restoration and preservation. The winner and finalists must have demonstrated a thorough application of the principles within the Burra Charter.
3. **Best Publication** – This award recognises and acknowledges a publication related to interpretation, recording, research, promotion and awareness-raising of cultural heritage within the Municipality. Any nominated publication must have been published within five years prior to the closing date for the public nomination phase.
4. **Student** – This award, for students at primary or secondary level, and those undertaking a tertiary or other course, recognises the contribution of an individual or group whose project or efforts make a demonstrable contribution to the interpretation, understanding, preservation or conservation of cultural heritage. The age of entrants will be taken into account in making this award.
5. **Interpretive Signage** – This award recognises the interpretation of a place of cultural heritage significance in a text – written, electronic or other – which serves as a communication tool for the understanding of the place and as a tangible reminder of its cultural heritage significance.
6. **Other Contribution** – This award recognises the potential for contributions to cultural heritage conservation, research, education, promotion, interpretation, training and awareness-raising within the Municipality not included in any of the categories outlined above.

¹ *The Burra Charter defines the basic principles and procedures to be followed in the conservation of places of cultural heritage significance in Australia.*

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Cultural Heritage Awards Procedure

The Awards will open with the commencement of an extensive public nomination process lasting in excess of two months. The commencement of the public nomination process will be announced in a variety of media sources throughout the Municipality. Members of the public will be invited to nominate places, works, volunteers, publications, etc., for one or more of the award categories. Following the completion of the public nomination period, the nominations will be reviewed by Council's Heritage Advisor or delegated Planning Officer to ensure compliance with local planning policies.

Council's Heritage Advisor or delegated Planning Officer will prepare a shortlist of nominations based upon the Assessment Criteria and Conditions outlined below. This shortlist will be assessed by a judging panel from the Heritage Advisory Committee. The Judging Panel will use the Assessment Criteria and Conditions outlined within these Guidelines to determine successful entries. Only one award may be given in each category.

The Judging Panel will advise Council of its Awards recommendations. An evaluation matrix of eligible nominations and judging panel recommendations will be provided to Council. The successful nominations will then be honoured at a special Cultural Heritage Awards ceremony.

Cultural Heritage Awards Assessment Criteria and Conditions

The following assessment criteria and conditions have been prepared to allow the Judging Panel to determine whether the nominations successfully demonstrate the conservation principles and procedures outlined in the Australia ICOMOS (International Council of Monuments and Sites) Burra Charter 1999.

The Burra Charter defines the basic principles and procedures to be followed in the conservation of places of cultural heritage significance. It does not prescribe the techniques to be used or the manner in which a place should be cared for. These principles and procedures can be applied to a monument, building, garden, shell midden, rock art site, road, mining or archaeological site, etc., or to a whole region. The main conservation principles inherent within the Charter include:

1. The acknowledgement that there are places worth keeping because they enrich our lives by helping us to understand the past, by contributing to the richness of the present environment and because we expect them to be of value to future generations;

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2. The cultural heritage significance of a place is embodied in its fabric, its setting and its contents; in any associated documents; and in people's memory and association with the place;
3. The cultural heritage significance of a place, and other issues affecting its future, are best understood by a methodical process of collecting and analysing information before making decisions; and
4. The acceptance that the keeping of accurate records about decisions and changes to a place helps in its care, management and interpretation.

The main aims of the Charter are to ensure that people involved in the conservation of places:

1. Understand the place and its cultural significance, including its meaning to people, before making decisions about its future;
2. Involve the communities associated with the place;
3. Care for the culturally significant fabric and other significant attributes, taking into account all aspects of significance;
4. Care for the place's setting;
5. Provide an appropriate use;
6. Provide security for the place;
7. Use available expertise;
8. Make records of the place and changes to it, and the reasons for decisions and actions; and
9. Interpret and present the place in a manner appropriate for its significance.

The Burra Charter advocates a cautious approach to changing a place. Only the work necessary to repair, secure and to make it function is recommended, so the history of the place can continue to be recognised.

In addition, the Judging Panel will use the assessment criteria and conditions outlined below to determine successful entries.

Assessment Criteria

Individuals, groups or organisations shall have provided evidence of having:

1. Successfully contributed to the recording, preservation or promotion of a place which has a statutory designation (e.g. be included in a Heritage Overlay or the Victorian

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Heritage Register) is included in a local heritage study, is classified by the National Trust of Australia [Vic], or which, if none of these, is nevertheless of demonstrable cultural heritage significance.

2. Demonstrated adherence to best practice conservation principles as outlined in the Australia ICOMOS (International Council of Monuments and Sites) Burra Charter, 1999 and/or local conservation guidelines or policy.
3. Demonstrated a significant ongoing commitment to the conservation and preservation of the cultural heritage of the City of Greater Shepparton through advocacy, innovation, community engagement, research or on-the-ground action.

Conditions

There are a number of conditions that nominators should be aware of, specifically:

1. Any nominated place must be located within Greater Shepparton's municipal boundaries.
2. Nominations of places can relate to commercial, residential, government or public places, including those of non-profit bodies.
3. Anyone may nominate a place, object, work, person or group.
4. Any entries involving works that require a planning or building permit must have received their approval before works were undertaken.
5. Any nominated place must have a statutory designation (e.g. be included in a Heritage Overlay or the Victorian Heritage Register), be included in a local heritage study, be classified by the National Trust of Australia [Vic], or which, if none of these, must nevertheless be of demonstrable cultural heritage significance.
6. Owner approval is necessary for the nomination of a place to proceed through the Awards process. Similarly, acceptance of nomination (for the relevant categories) by craftspeople, volunteers, groups, etc., is necessary for those nominations to proceed through the Awards process. Nominators may acquire approval and provide it on the nomination form, or Council will seek to obtain approval when the nomination is received.
7. Nominations must relate to the five years prior to the closing date for the public nomination phase of the Greater Shepparton Cultural Heritage Awards.
8. Short-listed properties must be available for inspection by the judging panel at a time suitable to all parties.
9. A nominated place, object, work, person or group in each category must have an individual nomination form. A place, object, work, person or group may be entered in

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more than one category but a separate form must be completed for each nomination in each category.

10. The Judging Panel may consider that a nomination better fulfils the criteria of a category other than that in which it was entered and may resolve to reallocate the nomination. This can only be done with the nominator's prior approval.
11. The Judging Panel reserves the right not to present an award in any particular category.
12. Greater Shepparton City Council shall take no responsibility for the content of the nomination submissions. It is the responsibility of those nominating a place, object, work, person or group to ensure that all care has been taken to identify and acknowledge the contribution and work of all relevant parties.

Each nomination remains the property of Greater Shepparton City Council. Greater Shepparton City Council reserves the right to use information and photographs of nominated places, objects, works, persons, groups and publications on publicity material, websites and in media releases.

Awards Presentation

The winners will be honoured at a Cultural Heritage Awards ceremony hosted by Greater Shepparton City Council.

Appendices

Appendix A: General Definitions

Appendix B: Nomination Form

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Appendix A: General Definitions

Adaptation	<i>Adaptation</i> means modifying a place to suit the existing use or a proposed use.
Compatible Use	<i>Compatible use</i> means a use which respects the cultural heritage significance of a place. Such a use involves no, or minimal, impact on cultural heritage significance.
Contributory Place	A <i>Contributory</i> place contributes to the cultural heritage significance of a precinct.
Conservation	<i>Conservation</i> means all the processes of looking after a place so as to retain its cultural heritage significance. It includes the processes of maintenance, reconstruction, restoration and preservation.
Cultural Heritage Significance	<i>Cultural heritage significance</i> means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural heritage significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.
Cultural Landscape	<i>Cultural Landscapes</i> represent the combined works of nature and of man. They are illustrative of the evolution of human society and settlement over time under the influence of the physical constraints and/or opportunities presented by their natural environment and of successive social, economic and cultural forces, both external and internal.
Fabric	<i>Fabric</i> means all the physical material of the place including components, fixtures, contents and objects.
Facade	<i>Facade</i> refers to the principal elevation of a building. It generally refers to one exterior elevation of a building, usually, but not always, the front elevation.
Individually Significant Place	An <i>Individually Significant</i> place is a place that has cultural heritage significance independent of its context. These places may also contribute to the significance of a heritage precinct. Individually Significant places will usually have a separate citation and statement of significance.
Integrity	<i>Integrity</i> refers to the degree to which a place or component of a place retains the form and completeness of its physical fabric, historical associations, use or social attachments that give the place its cultural significance.
Interpretation	<i>Interpretation</i> means all the ways of presenting the cultural heritage significance of a place.

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Maintenance	<i>Maintenance</i> means the continuous protective care of the fabric and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction.
Meanings	<i>Meanings</i> denote what a place signifies, indicates, evokes or expresses.
Minor Works/Development	<i>Minor works/development</i> as defined in the Building Regulations 2006.
Non-Contributory Place	<i>Non-Contributory</i> places do not contribute to the heritage significance of a heritage precinct. In some instances, an Individually Significant place may be considered Non-Contributory within a precinct - for example, a significant factory complex within a residential precinct.
Place	<p>A <i>Place</i> may consist of a site, area, land, landscape, building, group of buildings or other works and may include components, contents, spaces and views. Heritage places have cultural heritage significance.</p> <p>If located within a precinct, these places are identified as being either 'Individually Significant', 'Contributory' or 'Non-Contributory' within the Greater Shepparton Planning Scheme.</p>
Precinct	A <i>Precinct</i> is a precinct of cultural heritage significance and consists of Contributory places (some of which may be Individually Significant places) and may contain Non-Contributory places.
Preservation	<i>Preservation</i> means maintaining the fabric of a place in its existing state and retarding deterioration.
Reconstruction	<i>Reconstruction</i> means returning a place to a known earlier state and is distinguished from restoration by the introduction of new material into the fabric.
Restoration	<i>Restoration</i> means returning the existing fabric of a place to a known earlier state by removing accretions (additions that detract from the cultural heritage significance of the building or structure) or by reassembling existing components without the introduction of new material.
Setting	<i>Setting</i> means the area around a place, which may include the visual catchment.
Significant Elements/Features	A <i>significant element or feature</i> is any feature (building, tree, structure, etc.) that the <i>Greater Shepparton City Council Heritage Study Stage I</i> , the <i>City of Greater Shepparton Heritage Study Stage II</i> and the <i>Greater Shepparton Heritage Study Stage IIB</i> have identified as contributing to the cultural heritage significance of a heritage place.

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Solid-to-Void Ratio

A *solid-to-void ratio* refers to the relationship between the voids (window, door, verandah, etc. openings) to the blank or solid wall surface area on an exterior elevation.

Use

Use means the functions of a place, as well as the activities and practices that may occur at the place.

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Appendix B: Nomination Form

Greater Shepparton Cultural Heritage Awards Nomination Form

To be completed by the nominee. A nomination form must be submitted with each nomination. A place, object, work, person or group may be entered in more than one category but a separate form must be completed for each nomination in each category. For further information, please refer to the *Greater Shepparton Cultural Heritage Awards Guidelines* and the Greater Shepparton Cultural Heritage Awards webpage available at www.greatershepparton.com.au

Name			
Address			
Contact Telephone Number	BH <input type="checkbox"/>	AH <input type="checkbox"/>	Mobile No
Nominee's Details			
E-mail (if available)			
Nomination (place name, address and description of works OR details of the tradesperson's or volunteer's name and address)			
Category			
Date of Completion (if applicable)			
Owner's Name (if applicable)			
Architect/Designer (if available)			
Builder / Tradesperson (if applicable)			
Describe how your nomination satisfies the criteria outlined for the award category (attach additional pages if required to a maximum of four pages)			
Signature of Owner			

Do you give permission for these details to be published on the Council's website and other media in association with the Cultural Heritage Awards? Yes No

Completed nomination forms must be submitted to the Council via post marked "Greater Shepparton Cultural Heritage Awards" and sent to Greater Shepparton City Council, Locked Bag 1000, Shepparton VIC 3632.

Greater Shepparton City Council shall take no responsibility for the content of the nomination submissions. It is the responsibility of those nominating projects to ensure that all care has been taken to identify and acknowledge the contribution and work of all relevant parties.

Privacy Statement

The personal information contained in this form is collected to provide information pertaining to the Greater Shepparton Cultural Heritage Awards. The personal information collected will be used solely for these Awards and/or directly related purposes. The Council may disclose this information to other organisations if required by legislation. The nominee/nominator understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Office.