

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 August 2018**

**Agenda Item 9.3      Greater Shepparton Cultural Heritage Awards  
Guidelines 2018**

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## GREATER SHEPPARTON CULTURAL HERITAGE AWARDS GUIDELINES

*Adopted by Resolution of Council on ~~17 May 2016~~ 21 August 2018*

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

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).<sup>1</sup>

### Cultural Heritage Awards Categories

There are ~~eight~~nine Cultural Heritage Awards categories:

1. ~~Creative Reuse of a Heritage 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 place of worship, dwelling, factory, farm buildings, hall, shop 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~~ Restoration of a Heritage Place – This award recognises best practice ~~conservation~~ restoration work that returns fabric back to a known earlier state or conserves its integrity, ~~maintains the cultural heritage significance of a place.~~ Conservation 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. Maintenance of a Heritage Place – This award recognises places of cultural heritage significance that are preserved and maintained to very high standards by their owners or guardians. The winner and finalists must have demonstrated a thorough application of the principles within the Burra Charter.
- 3.4. Best Research Publication or Manuscript – This award recognises and acknowledges a substantial research publication - for example, a book, heritage or conservation study, monograph - related to interpretation, recording, research, promotion and awareness-raising of cultural heritage within the Municipality.
- 4.5. Other Publication – This award recognises and acknowledges a significant publication - for example, a booklet, pamphlet, brochure, memoir, software application - related to interpretation, recording, research, promotion and awareness-raising of cultural heritage within the Municipality.
- 5.6. Student/Youth – This award, ~~for students at primary or secondary level, and those undertaking a tertiary or other course,~~ recognises the contribution of an

<sup>1</sup> The Australia ICOMOS Burra Charter, 2013 defines the basic principles and procedures to be followed in the conservation of places of cultural heritage significance in Australia. The Burra Charter can be found at: <http://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf>.

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.

- 6.7. **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.
- 7.8. **Community, Multicultural and Indigenous Events and Tourism** – This award recognises events – for example walks and heritage-related days – that disseminate the cultural heritage significance of the peoples that reside in our Municipality.
- 8.9. **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.

#### **Cultural Heritage Awards Procedure**

The Awards will open with the commencement of an extensive public nomination process lasting in excess of ~~four~~ **three** 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 Burra Charter.

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;
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 of cultural heritage significance:

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 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 Burra Charter 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. A nomination must receive a total assessment figure of at least 75% before it can be considered for an award.
  9. Short-listed properties must be available for inspection by the judging panel at a time suitable to all parties.
  10. 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 more than one category but a separate form must be completed for each nomination in each category.
  11. 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.
  12. The Judging Panel reserves the right not to present an award in any particular category.
  13. 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**

<b>Adaptation</b>	<i>Adaptation</i> means modifying a place to suit the existing use or a proposed use.
<b>Compatible Use</b>	<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.
<b>Contributory Place</b>	A <i>Contributory</i> place contributes to the cultural heritage significance of a precinct.
<b>Conservation</b>	<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.
<b>Cultural Heritage Significance</b>	<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.
<b>Cultural Landscape</b>	<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.
<b>Fabric</b>	<i>Fabric</i> means all the physical material of the place including components, fixtures, contents and objects.
<b>Facade</b>	<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.
<b>Heritage Overlay</b>	<i>The Heritage Overlay is part of local council planning schemes. It seeks to conserve heritage places of cultural heritage significance and prevent development that would have a detrimental impact upon this significance.</i>
<b>Individually Significant Place</b>	An <i>Individually Significant place</i> 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.
<b>Integrity</b>	<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.
<b>Interpretation</b>	<i>Interpretation</i> means all the ways of presenting the cultural heritage significance of a place.
<b>Maintenance</b>	<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.
<b>Meanings</b>	<i>Meanings</i> denote what a place signifies, indicates, evokes or expresses.
<b>Minor Works/Development</b>	<i>Minor works/development</i> as defined in the Building Regulations 2006.
<b>Non-Contributory Place</b>	<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.
<b>Place</b>	<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 'Individually Significant', 'Contributory' or 'Non-Contributory' within the Greater Shepparton Planning Scheme.</p>
<b>Precinct</b>	A <i>Precinct</i> is an area of cultural heritage significance and contains Contributory places (some of which may be Individually Significant places) and may contain Non-Contributory places.
<b>Preservation</b>	<i>Preservation</i> means maintaining the fabric of a place in its existing state and retarding deterioration.
<b>Reconstruction</b>	<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.
<b>Restoration</b>	<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.
<b>Setting</b>	<i>Setting</i> means the area around a place, which may include the visual catchment.
<b>Significant Elements/Features</b>	A <i>significant element or feature</i> is any feature (building, tree, structure, etc..) that the <i>Greater Shepparton City Council Heritage Study Stage 1, the City of Greater</i>

*Shepparton Heritage Study Stage II and the Greater Shepparton Heritage Study Stage IIB* have identified as contributing to the cultural heritage significance of a heritage place.

**Solid-to-Void Ratio**

A *solid-to-void ratio* refers to the relationship between the voids (window and door openings, verandahs, etc.) 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: Sample Nomination Form****GREATER SHEPPARTON CULTURAL HERITAGE AWARDS****Nomination Form**

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](http://www.greatershepparton.com.au).

<b>Name of Nominator</b>	
<b>Address</b>	
<b>Contact Telephone Number</b>	
<b>E-mail (if available)</b>	
<b><u>Signature of Nominator</u></b>	
<b>Nomination</b> <i>(place name, address and description of works OR name and address of person or group)</i>	
<b>Category</b>	
<b>Short description of what you are nominating</b>	
<b>Date of Completion (if applicable)</b>	
<b>Owner's Name (if applicable)</b>	
<b>Describe how <b>your</b> <b>the</b> nomination satisfies the criteria outlined for the award category (attach additional pages if required to a maximum of four pages)</b>	
<b>Signature of Owner / Group / Publisher</b>	

**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 via e-mail at [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au) or 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.