



GREATER SHEPPARTON CITY COUNCIL

**GREATER SHEPPARTON HERITAGE
ADVISORY COMMITTEE**

**ANNUAL REPORT
2014**

Greater Shepparton Heritage Advisory Committee

Bangerang Cultural Centre	Marlene Atkinson
Community Representatives (3)	Evan Lloyd, Neil Penney, Gary Steigenberger
Dookie Historical Society	Gaye Sutherland
Greater Shepparton Councillor	Cr Kevin Ryan
Historical Society of Mooroopna	Ian Pleydell
Katandra & District History Group	Marjorie Earl
Merrigum & District Historical Society	Anne Tyson (Secretary)
Murchison & District Historical Society	Warwick Finlay
Shepparton Heritage Centre	Bruce Wilson
Tatura & District Historical Society	Evert Worm
Toolamba Community Plan Steering Committee	Geoff Maynard (Dep. Chair)
Yorta Yorta Nation Aboriginal Corporation	Jackie Walker
GSCC Strategic Planning	Michael MacDonagh
GSCC Strategic Planning	Lynette Bolitho
GSCC Heritage Advisor	Deborah Kemp

CONTENTS

Contents.....	3
1.0 From the chair.....	4
2.0 introduction	5
2.1 Background	5
2.2 Terms of Reference and Committee Composition	5
2.3 Meetings	6
3.0 Heritage Advisory Committee Activities	8
3.1 Brief Overview.....	8
3.2 Achievements.....	8
3.3 Advocacy and Advice	9
3.4 Cultural Heritage Awards.....	9
3.5 Liaison	10
3.6 Master Classes	10
3.7 General.....	10
4.0 Proposed Activities for 2015.....	11

Appendix 1 *Greater Shepparton Heritage Advisory Committee Terms of Reference 2014*

Appendix 2 *Greater Shepparton Cultural Heritage Award Guidelines 2014*

1.0 FROM THE CHAIR

Cr Dennis Patterson,
Mayor – Greater Shepparton City Council

Mr Mayor,

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

The Committee continues to be involved in a full range of heritage matters including the provision of considered advice to Council as appropriate. Of particular importance has been the initiation of a Strategic Work Program facilitated by a range of active sub-committees.

Committee members have spent countless hours preparing for the forthcoming *Greater Shepparton Heritage Study Stage III: Rural*. This work includes the development of preliminary research information and a list of heritage places supported by research data and historical information. This information will guide Council in tender preparation and documentation and will do much to reduce consultancy costs. Member's intimate knowledge of heritage buildings, places and sites outside the urban areas will be an invaluable aid in assisting Council's Strategic Planning Team in preparing a list of places to assess for inclusion in the future *Greater Shepparton Heritage Study: Rural*.

Sub-committees are also involved in planning for the Cultural Heritage Awards 2015, and a range of other heritage matters including: Development of Heritage Events and Tourism; Links with Tertiary Institutions; Master Class Presentations; Heritage Incentives; and the Development of Heritage Signage. A sub-committee has also been established to assist progress of the *Calder Woodburn Memorial Avenue Conservation Management Plan 2004*.

Members have a continuing interest in the future of the former Day's Flour Mill and Farm Complex at Murchison, and undertook an on-site visit hosted by Parks Victoria. The Committee recognises Council's interest in the preservation of this important 19th century flour mill.

The development of a Heritage Strategy for the City of Greater Shepparton is seen by the Committee as an important step forward in heritage protection and conservation - a key Committee focus in 2015.

The Committee looks forward to the presentation of Council's Cultural Heritage Awards 2015 and the implementation of *Greater Shepparton Heritage Study Stage III: Rural*.

Sincere thanks to Committee members for their continuing dedication and support. Michael MacDonagh, Deborah Kemp and Lynette Bolitho provide first class professional guidance and administrative support which is very much appreciated. During the year, inaugural Community Representative Neil Penney moved to Melbourne to pursue tertiary study and family commitments. Neil is a great heritage supporter and we wish him well. We look forward to working with new community member Leanne Raditsas and wish her well.

Yours faithfully,

Bruce R Wilson

Bruce R Wilson OAM JP

February 2015

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.

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*, Objectives 18 and 31 of the *Greater Shepparton Council Plan and Strategic Resource Plan 2009-2013*, and Goal 1 of the *Greater Shepparton City Council Council Plan 2013-2017*.

2.2 Terms of Reference and Committee Composition

The Greater Shepparton Heritage Advisory Committee acts in an advisory role to Council on the future development of cultural heritage matters across Greater Shepparton. It has no executive authority and operates in accordance with the Terms of Reference. The Terms of Reference are reviewed biennially and were last adopted by resolution of Council on 18 March 2014.

The Terms of Reference provide for a Committee membership 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 community representatives unaffiliated with any of these organisations (see Figure One). Member organisations nominate an alternate delegate to ensure ongoing representative continuity.



Figure One: Members of the Greater Shepparton Heritage Advisory Committee, December 2014.

In 2012, Council agreed to a Committee recommendation to host the Greater Shepparton Cultural Heritage Awards to coincide with Australia Heritage Week, with the Inaugural Cultural Heritage

Awards ceremony held on Saturday, 20 April 2013.

The Awards recognise outstanding contributions to cultural heritage conservation, research, education, promotion, interpretation, training and awareness-raising within the municipality and aim to promote the benefits of cultural heritage conservation by highlighting good practice conservation examples and guidance, as well as offering the owners or guardians of our cultural heritage recognition of their invaluable work. The second Biennial Cultural Awards ceremony will be held during Australian Heritage Week on Saturday, 18 April 2015.

The *Greater Shepparton Heritage Advisory Committee Terms of Reference 2014*, the *Greater Shepparton Cultural Awards Guidelines 2014* and a wide range of heritage information are all available on Council's Website.

2.3 Meetings

The Committee meets on the first Monday of each month with the exception of January. A Strategic Work Program was established during the year and is designed to accommodate specific member interests through a range of sub-committees. Sub-committees consider and make recommendations regarding:

Heritage Study Stage III: Rural:

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's Strategic Planning Team).

Heritage Program, Events and Tourism:

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 and to investigate opportunities for heritage tourism in Greater Shepparton.

Links with Tertiary Institutions:

To investigate possible links with local tertiary institutions in relation to heritage studies.

Goulburn River Heritage Sites :

To facilitate ongoing research into and recognition of the municipality's Goulburn River heritage sites, with the possibility of liaison with adjoining municipalities.

Master Classes / Presentations:

To continue the program of Master Classes to be held at the conclusion of alternate monthly meetings.

Heritage Incentives:

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.

Signage:

To propose interpretive signage across Greater Shepparton and recognisable cultural heritage signage compatible with other municipal signage.

Master Classes:

A recommendation from the Master Classes sub-committee in October resulted in the following decision: that whenever possible, a Master Class be presented at the conclusion of every second Committee meeting.

Committee Agenda:

Standard inclusions on all 2014 Committee agendas include a briefing of all active planning permit applications within the Heritage Overlay; suggestion and consideration of items for presentation as Council short discussion session (SDS) items; the ANZAC Commemorative Naming Project; Heritage Advisor Reports and updates; Strategic Planning Report; Member Reports regarding local historic/heritage activities; and progress with the preparing place citation reports for the future *Heritage Study Stage III: Rural*.

3.0 HERITAGE ADVISORY COMMITTEE ACTIVITIES

3.1 Brief Overview

Earlier parts of this report highlighted the wide range of agenda and other activities of the Heritage Advisory Committee. This section provides a brief overview of some specific items that have a key membership focus.

I am particularly pleased to note the Launch of the Greater Shepparton Cultural Heritage Awards 2015 by the then Mayor Cr Jenny Houlihan on Thursday, 16 October 2014. Amongst other things, Cr Houlihan said, “The Cultural Heritage Awards are an important event in the Council calendar, and cultural heritage is more than maintaining buildings; it’s also about the fabric of our heritage, our identity, and making sure that our history is accessible for future generations to learn from.”

Of importance was the identification of the C. W. Wilson Drinking Fountain in Tatura and the need to include it on the Victorian Heritage Register (VHR). Additional research is being prepared to support the nomination.

The former Day’s Flour Mill and Farm Complex in Murchison, named after its original owners William and Anne Day, is the best preserved 19th century flour mill in Victoria. The mill is still in working order and in its original setting. The Committee was hosted to a formal mill visit by Parks Victoria on 19 May 2014. All members have an ongoing interest in the preservation of this important heritage site.

In 2015 Australia will mark the 100 year anniversary of the Anzac forces landing at Gallipoli. During the Anzac centenary period (2014–18), the Victorian Government is conducting a commemorative naming project in partnership with naming authorities, primarily councils. The Committee is taking an ongoing interest in this historical event and has attended briefings and held stakeholder meetings in an effort to engender support.

During November, the Committee was proud to facilitate and host a Heritage Skills Workshop “Looking after War Memorials and Honour Rolls” presented by the Heritage Council of Victoria, Heritage Victoria within the Department of Planning, Transport and Local Infrastructure (currently the Department of Environment, Land, Water and Planning) and the Victorian Department of Premier and Cabinet.

The Committee supported a number of Short Discussion Sessions including: Cultural Heritage Awards 2015, *Greater Shepparton Heritage Study Stage III: Rural*, the Calder Woodburn Memorial Avenue and the funding allocation for the Heritage Advisory Service.

The Heritage Advisory Committee is of the view that it fulfilled its core advisory functions during 2014 and has developed a professional Strategic Work Program that will measurably assist the Committee in streamlining heritage activities. The Committee is currently considering the draft *Greater Shepparton Heritage Strategy 2015-2019* as a key statement in the conservation and management of our cultural heritage. This Strategy will be presented to Council shortly for consideration and endorsement before being exhibited for public consultation.

3.2 Achievements

Committee Achievements in 2014 included:

- formal Mayoral Launch of the Greater Shepparton Cultural Heritage Awards 2015;
- review and update of the *Cultural Heritage Award Guidelines 2014*;
- hosting a War Memorials Workshop in Shepparton;
- establishment of a Strategic Work Program;
- on-site visit to achieve a better understanding of the heritage importance of the former Day's Flour Mill and Farm Complex at Murchison;
- continuing involvement in and promotion of the ANZAC Commemorative Naming Project;
- lead role in the provision of research data and information for the forthcoming Greater Shepparton Heritage Study Stage III: Rural and revision of the Thematic Environmental History 2004;
- ongoing Master Class presentations;
- recommendations re the conservation of the Tirana City Walk Mural, Shepparton;
- ongoing support for the adoption of an agreed stakeholder process to realise the conservation recommendations within the Calder Woodburn Memorial Avenue Conservation Management Plan 2004. John Hawker from Heritage Victoria attended a Committee meeting and advised on the significance of the Memorial Avenue and on ways to conserve this State significant place;
- continuing to keep informed of planning applications concerning heritage matters coming before Council, and contributing to Council's consideration of any application impacts; and
- liaison with various organisations and community groups on matters of cultural heritage.

3.3 Advocacy and Advice

The Heritage Advisory Committee continued to provide valuable input and information to Council Planning Department staff regarding proposed developments to places of cultural heritage significance.

3.4 Cultural Heritage Awards

The 2012 decision by Council to host a biennial Cultural Heritage Awards Program continues to gain interest from across Greater Shepparton and within local government circles.

It can be shown that the Cultural Heritage Awards clearly improve the understanding of community cultural heritage issues and awareness as well as recognising and highlighting good conservation practices. The Awards are a unique opportunity to promote community participation and education in cultural heritage issues.

3.5 Liaison

Liaison re cultural heritage matters has been ongoing with a range of organisations and including:

- meeting with stakeholder groups re the ANZAC Commemorative Naming Project;
- debrief and workshop re Cultural Heritage Awards 2015;
- with interested persons re the conservation of the in the Tirana City Walk Mural, Shepparton;
- with Parks Victoria re former Day’s Flour Mill and Farm Complex, Murchison;
- with Council staff re review of the name of the Shepparton-Euroa Road, Shepparton East;
- with Heritage Victoria re War Memorials Workshop; and
- Calder Woodburn Memorial Avenue, Kialla.

In addition, a range of heritage issues/queries is regularly raised by Committee members in line with the Committee’s Terms of Reference 2014.

3.6 Master Classes

During 2014, Master Classes were presented on several aspects of heritage conservation, the planning process and the impact on the identification, conservation and development of places of cultural heritage significance.

Presentations:

- Geoff Earl, Environmental Water-flow Co-ordinator, Goulburn-Murray Water, presented on the “History of Irrigation in Greater Shepparton” (4 August 2014).
- Ian Pleydell presented on “Garden City Movement” (6 October 2014).

In 2015, Master Classes will be presented at every second meeting in accordance with recommendations from the Master Class Sub-Committee.

3.7 General

As in previous years, Committee members and Alternative members demonstrated their committed enthusiasm in all matters heritage, and continued to improve their heritage understanding and knowledge. Members recognise the growing Council involvement in strategic planning, and look forward to the adoption and promulgation of a *Greater Shepparton Heritage Strategy 2015-2019*.

4.0 PROPOSED ACTIVITIES FOR 2015

Forward planning for 2015 includes:

- the presentation of the Greater Shepparton Cultural Awards 2015 on Saturday 18 April (Australia Heritage Week), at the Goulburn Valley Hotel;
- the finalisation and submission of nominations for the ANZAC Commemorative Naming Project;
- the collation of research data and historical information for the *Greater Shepparton Heritage Study Stage III: Rural* and the *Thematic Environmental History 2004*;
- the development and adoption of the 2015 Master Class Program;
- the realisation of any available report information in respect of repairs and available grants for repair and restoration of the Shepparton Wharf;
- being updated, following a Councillor briefing, on the future of the former Day's Flour Mill and Farm Complex, Murchison;
- advancing the adopted Strategic Work Program as set out in Part 2.3 of this Report;
- the assembling of background information that will allow Council to nominate a number of places to the Victorian Heritage Register. This includes the C. W. Wilson Drinking Fountain in Tatura, the Pump Site in Murchison, the Soldiers' Memorial Hall in Tallygaroopna and various mid-19th Century log structures within the municipality;
- the ongoing support of the recommendations within the *Conservation Management Plan 2004* for the Calder Woodburn Memorial Avenue, Kialla;
- being updated on the future of the historic Gowangardie Weir at Shepparton East;
- advocating for cultural heritage conservation within the municipality;
- liaising with Council in an examination of possible heritage incentives to assist owners with the preservation of the municipality's cultural heritage; and
- proposing interpretive signage across Greater Shepparton, and the development of a suggested approach to provide recognisable cultural heritage signage across the municipality compatible with other municipal signage.

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.

- 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

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

- 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.

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

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.*

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;

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

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

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

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.

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.

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.

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 Officer.