

MAROOCHY SHIRE COUNCIL PLANNING SCHEME POLICY NO. 1

Preparation of Cultural Heritage Impact Reports

1 Introduction

1.1 Purpose

The purpose of a Cultural Heritage Impact Report is to assess the impact of a proposed development on the cultural heritage significance of a place. It supports:

1. Volume 1 – Administration & Assessment Requirements, part 7 – particular requirements for places having cultural heritage significance;
2. Volume 2 – Strategic Plan, part 9 – Heritage; and
3. Volume 4 – Planning Schemes Codes, part 2 – General Land Use and Development Codes, 2.6 Heritage Conservation Code.

NOTE: the assessment of development against the Heritage Conservation Code - Element 1 (Indigenous Cultural Heritage) as required by the Integrated Planning Act does not relieve applicants/owners from their duty of care that may separately apply under the Aboriginal Cultural Heritage Act.

1.2 Scope

Cultural Heritage significance includes the values of:

- Indigenous cultural significance (including significant areas and objects);
- Historic cultural significance; and
- Townscape significance.

1.3 Expertise required to prepare a Cultural Heritage Report

Preparation of a Cultural Heritage Impact Report requires specialised skills, in particular skills in assessing and interpreting cultural heritage significance.

A competent person to undertake cultural heritage assessment and preparation of a Cultural Heritage Impact Report (indigenous) will:

- Have tertiary qualifications in archaeology; and
- Be a member of, or fulfill the criteria for admission to, the Australian Association of Consulting Archaeologists.

A competent person to undertake cultural heritage assessment and preparation of a Cultural Heritage Impact Report (historic) will:

- be a member of, or fulfill the criteria for, membership of ICOMOS Australia.

A competent person to undertake cultural heritage assessment and preparation of a Cultural Heritage Impact Report (townscape) will:

- Have tertiary qualifications in either architecture or town planning;
- Be a registered architect; and
- Be a member of, or eligible for membership of, the Planning Institute of Australia.

1.4 Definitions

Conservation Plan: is a document, which sets out what is significant about a place, and consequently what policies are appropriate to enable that significance to be retained in its future use and development.

Cultural Heritage Significance: The cultural heritage significance of a place or object includes its aesthetic, architectural historical scientific social or technological significance to past, present and future generations.

Fabric: means the physical material of a place including components, fixtures, content and objects. It includes building interiors, and sub-surface remains, as well as excavated material.

Place: means a defined or readily identifiable area of land. It may include a building or buildings, other structures, parks, cemeteries, trees and other vegetation.

Significant Aboriginal area means:

- a) An area of land in Australia or beneath Australian waters;
- b) An area of water in Australia; or;
- c) An area of Australian waters being an area of particular significance to Aboriginals in accordance with Aboriginal tradition.

Significant Aboriginal object means an object (including Aboriginal remains) of particular significance to Aboriginals in accordance with Aboriginal tradition.

1.5 References/Guidelines

- *The Burra Charter: the Australian ICOMOS Charter for Places of Cultural Heritage Significance (1999)*

- James Kerr, *Conservation Plan: a guide for the preparation of conservation plans for places of European Cultural Significance* (5th edition, National Trust NSW, 2000)

2. Contents of a Cultural Heritage Impact Report (Indigenous)

2.1 General

A Cultural Heritage Impact Report for indigenous cultural heritage significance demonstrates compliance with the Heritage Conservation Code, Element 1 - Indigenous cultural significance.

A Cultural Heritage Impact Report (Indigenous), as a minimum will contain:

- Description of the proposed development;
- Background information;
- Evidence of consultation with the appropriate Traditional owners or owner groups and contact details;
- Field survey and/or excavation methodology and methods;
- Results of field survey and/or excavation;
- Assessment of cultural heritage significance;
- Assessment of the impact of proposed development on the cultural heritage, significance of the place, and
- Other information.

Sufficient information will be included so that the Cultural Heritage Impact Report (indigenous) can be read as a stand-alone document, if necessary.

2.2 Description of the Proposed Development

The description should include:

- Photographs and plans of the existing place; and
- Plans, sections, elevations, and where necessary computer generated graphics, 3D models of the proposed development.

The drawings will include sufficient information to clearly distinguish the existing context and the proposed development.

2.3 Background Information

This section will identify and locate the study area and provide an environmental and historical context to the place. The environmental context will include its geographical, and biophysical (fauna and flora,

soils, physiography) context. A review of previous anthropological, historical and archaeological work undertaken in the area must be provided. The background of the place can be based on a range of sources including site records, newspapers, government records, letters, books, photographs, maps and oral information.

The history of the place will also be considered in the context of the locality/region. It is important to demonstrate an understanding of what broader historical/environmental events occurred to ascertain how the place might contribute to an understanding of a locality or region.

The place will also be considered within the context of its class or type. It is important to understand what type of place is it and how representative it is in a local, regional and state context.

2.4 Consultation

Full consultation with Traditional Owner Groups or appropriate Aboriginal Groups will be undertaken and evidence of such support provided. An indigenous perspective on the significance of the place will be attached to the report, or be provided as a separate report. Contact details are to be supplied.

2.5 Field Survey Methodology and Methods

Details of the survey design and methods used will be documented including the method of survey, the survey design, sampling strategies, recording conditions and the percentage of the area surveyed. The particular method used to describe the heritage needs to be stipulated (archaeological site, non site, background scatter).

2.6 Field Survey Results

The results of the field survey will be clear and precise. Site information will include an accurate location and description of sites and other cultural evidence. Define the results in clear categories including but not limited to; the size of the site, the site components and their relative abundance, the relationship of the site to its environment and any significant environmental features. Plans and photographs will be used to assist in the documentation of the features and the documentation of the survey results.

2.7 Assessment of Cultural Heritage Significance

Assessments of significance for a place or for sites in a place, need to be clear and precise and demonstrate the case for significance by considering the cultural material using the following concepts:

- (a) Does the place have a particular significance for Aboriginal people? Is the context traditional, religious, archaeological or historical?
- (b) Does the place demonstrate rare, uncommon or endangered aspects of the cultural heritage of the Shire or locality?
- (c) Does the place have the potential to yield information that will contribute to an understanding of the history of the Shire or a locality?
- (d) Does the place demonstrate the principal characteristics of a particular class of cultural places?

2.8 Assessment of the Impact of the Proposed Development

This section provides a clear and concise statement about the impact of the proposed development. It will identify:

- (a) how the proposed development would impact on the specific aspects of the significance of the place as outlined in the statement of significance;
- (b) the impact of the proposed development on significant heritage features; and
- (c) how significant heritage material would be conserved.

2.9 Other Information

The report should provide details of the author(s) including qualifications and date of report.

3 Contents of a Cultural Heritage Impact Report (Historic)

3.1 General

A Cultural Heritage Impact Report for cultural heritage significance (historic) will demonstrate compliance with the Heritage Conservation Code, Element 2, Historic and Cultural Heritage Significance.

A Cultural Heritage Impact Report (historic) will contain:

- (a) The history and context of the place;
- (b) Assessment of cultural significance;
- (c) Description of the proposed development;
- (d) Assessment of the impact of proposed development on the cultural heritage significance of the place; and
- (e) Other information.

Sufficient information will be included so that the Cultural Heritage Impact Report (historic) can be read as a stand-alone document if necessary.

3.2 The History and Context of the Place

This section will provide sufficient information to adequately assess the significance of the place.

An emphasis on the history of the place will demonstrate an understanding the fabric of the place.

A range of sources including newspapers, government records, letters, books, photographs, maps and oral information will be used to establish the history of the place.

The report shall demonstrate how the fabric contributes to an understanding of the history of a place. This will include consideration of:

- (a) The original materials such as wall cladding, frame, window and door furniture;
- (b) The form and method of construction; and
- (c) how subsequent changes to fabric contribute to the history of the place.

Consideration of the history of the place within the broader historical events of the locality or region shall be shown to ascertain how the place might contribute to an understanding of a locality or region.

The place will also be considered within the context of its class or type and how it is representative in a local, regional and state context of places of a similar type.

3.3 Assessment of Cultural Heritage Significance

Cultural heritage significance of a place or object includes its aesthetic, architectural, historical, scientific, social or technological significance to past, present and future generations. Places are significant for a single value or for a range of values. Volume 1 – Administration & Assessment Requirements, section 7.3 (2) contains criteria for assessing the significance of a place. A place may have significance for one criterion or for two or more criteria. Assess the significance of a place, addressing each of the following criterion:

- (a) *History*
Does the place demonstrate the evolution or pattern of the Shire's or the locality's history?
- (b) *Rarity*
Does the place demonstrate rare, uncommon or endangered aspects of the cultural heritage of the Shire or the locality?

- (c) *Archaeological value*
Does the place have the potential to yield information that will contribute to an understanding of the history of the Shire or the locality?
- (d) *Representativeness*
Is the place important in demonstrating the principal characteristics of a particular class of cultural places?
- (e) *Aesthetic value*
Is the place important in demonstrating particular aesthetic characteristics valued by the community or a particular cultural group within the community?
- (f) *Creative or technical achievement*
Does the place demonstrate a high degree of creative or technical achievement at a particular period?
- (g) *Special association to a community or group*
Does the place have a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons?
- (h) *Association with a person or group*
Does the place have a special association with the life or work of a particular person, group or organisation of importance in the history of the Shire or the local community?

A final statement of significance will identify which criteria are relevant to the place.

The statement of significance will identify significant fabric. This could be in tabular form and identify elements such as:

High significance (fabric that is essential to understanding the place and must be conserved);

Considerable significance (fabric that makes an important to the significance of the place and could be removed or altered only in exceptional circumstances)

Some significance (fabric that is important, but could be removed if necessary)

Minimal or neutral significance (fabric that does not contribute to the significance of the place and could be retained); or

Intrusive (fabric that diminishes or obscures the significance of the place and should be removed)

3.4 Description of the Proposed Development

Sufficient information will be included so that the Cultural Heritage Impact Report could be read as a stand-alone document. The description will include:

- (a) Photographs and plans of the existing place; and
- (b) Plans of the proposed development

The plans will include sufficient information to clearly distinguish the existing fabric and the proposed development.

3.5 Assessment of the Impact of the Proposed Development

This section provides a clear and concise statement about the impact of the proposed development. It will identify:

- (a) How the proposed development will impact on the specific aspects of the significance of the place as outlined in the statement of significance;
- (b) The impact of the proposed development on significant fabric;
- (c) How significant fabric would be conserved; and
- (d) In the situation where the viability of the proposed development recommends removal, demolition or substantial alteration to significant fabric, what works will be undertaken to adequately compensate the loss of significant fabric by re-instating or conserving other fabric or aspects of the significance of the place.

3.6 Other Information

Any other information relevant to the place or the particular development proposal. The report should provide details of author/s including qualifications and date of report.

4 Cultural Heritage Report (Townscape Significance)

4.1 General

A Cultural Heritage Report for townscape significance will demonstrate compliance with the Heritage Conservation Code, Element 3 - Townscape Significance.

A Cultural Heritage Report (townscape significance) will contain:

- (a) A written, townscape significance report; and
- (b) A site and neighbourhood. analysis plan.

Sufficient information will be included so that the Cultural Heritage Impact Report (townscape significance) can be read as a stand-alone document if necessary.

4.2 Townscape Significance Report

The townscape significance report will include:

- (a) Information about the cultural significance and streetscape value of the place, and the context of the townscape;
- (b) An assessment of the physical condition of the fabric of the place, including identification of intrusive elements which could be removed as a consequence of the degree to which they diminish the cultural heritage significance of the place;
- (c) Description of the proposed new works;
- (d) An assessment of the visual impact of the proposal on the site and the streetscape using photographs, montages and sketches; and
- (e) An assessment of the likely impact of the proposed use and works on the cultural significance of the streetscape value of the place.

In addition, to the requirements listed in the preceding provision, assessment of sites with townscape prominence or a place important to the visual character and amenity of the local streetscape, will include measures to conserve the area's townscape including:

- (a) Important townscape and landscape elements to be conserved;
- (b) Appropriate location for new buildings and infrastructure works;
- (c) Appropriate design (including the style, form, scale, bulk, height, orientation and detailing (including use of materials and colour) for new uses and works; and
- (d) Appropriate landscape treatment including:
 - Screening of unsightly or inappropriate elements;
 - Maintenance of existing vegetation; and integration of supplementary landscaping to enhance the desired character; and
 - Proposed treatment of important approach routes, gateways or edges.

4.3 Site and Neighbourhood Analysis Plan

The site and neighbourhood analysis plan will contain the following information:

- (a) View corridors, gateways, approach routes, edge effects, the existing land parcel and landscape pattern and landmark features or sites in the area of townscape significance, contours of the site and neighbourhood;

- (b) The location of all buildings, features and structures on and surrounding the site, including landscape features and vegetation;
- (c) The arrangement in use of all buildings, structures on spaces on and around the site; and
- (d) The sequence of major changes to buildings, structures, spaces and other features and uses on and around the site.

4.4 Other Information

Any other information relevant to the place or the particular development proposal. The report should provide details of author/s including qualifications and date of report.