

Policy Title:	HERITAGE ADVISORY SERVICE
Policy Subject:	Planning
Policy No:	#3978903 v1
Directorate:	Development & Community
Department:	Planning & Growth
Section:	Strategic Land Use Planning
Responsible Officer:	Executive Manager Planning & Growth
Authorised by:	Director Development & Community
Adopted Date:	22/01/2020
Review Date:	30/06/2021
Amended Date:	
Risk Assessment:	High

PURPOSE:

This policy provides a framework for Council to facilitate heritage advisory services for the Fraser Coast region to ensure the sustainable protection and enhancement of buildings and places of significant heritage and character value.

POLICY STATEMENT:

Strategic Content

This Policy supports the intent of the Fraser Coast Regional Council Corporate Plan 2018-2023, to 'be a community that values its arts, heritage and cultural diversity' and to develop 'integrated planning to support current and future needs' for the Fraser Coast region.

Objectives:

This Policy aims to achieve the following objectives:

- Provide a resource, to encourage and assist owners to conserve, restore, and protect their historic buildings and places, in particular, local heritage listed buildings and character buildings, by the provision of free, but limited, heritage related consultancy services;
- Provide clarity on the heritage advisory services that Council provides;
- Promote the protection of heritage buildings and places that have a significant value to the Fraser Coast region;
- Ensure clarity to the relevant stakeholders on their duties and obligations when conducting heritage advisory services; and
- Establish a monitoring mechanism to record heritage advisory services that captures recommendations, and a reporting platform to inform Council on matters pertaining to heritage.

Scope

This policy applies to property owners or lessees (with owner's permission) who wish to obtain advice regarding the development, restoration or renovation of a property that is on the Local

Heritage Register, or in a character area or demolition control area as mapped on the Heritage and Neighbourhood Character Overlay, in the Fraser Coast Planning Scheme. It may also apply to a property in the Fraser Coast area that has the potential for listing on the Local Heritage Register, or that contributes to the character or heritage values of the Fraser Coast.

The service provides preliminary advice, sought prior to building or conservation works occurring. Advice provided by Council can include, but is not limited to:

- Structural or building fabric issue (such as rising damp issues);
- General advice about appropriate renovation or additions, paint colour schemes, awnings, signage, or design advice;
- Specialist heritage consultant advice; and
- Advice from a historian that includes academic research to support a heritage listing nomination, or verifying information on an existing listing, or similar.

SERVICE OFFERING:

Owners (and in some cases, lessees, with owner's consent) who wish to access the service, can at the first instance, contact the Planning and Growth Department for details of eligibility and scope of the service.

The Planning and Growth Department assesses the eligibility and level of service required, undertakes a site visit if necessary, and either provides planning advice (if applicable), or directs the customer to apply for the consultancy service through the online grants platform <https://frasercoast.smartygrants.com.au/>.

A completed application for heritage advisory services will be assessed by the Planning and Growth Department, in accordance with the eligibility criteria stipulated in this policy. The assessment will be carried out with consideration to the legislative framework, which includes but is not limited to: the Fraser Coast Planning Scheme and local and state heritage registers' requirements.

Council will inform the applicant of the result of the assessment and the scope of the advisory services to be provided.

If the application is successful the Planning and Growth Department will proceed to secure the required consultancy services in accordance with Council's Procurement Policy.

Eligibility is set out in Table 1 of this policy.

Exclusions

State Government owned buildings are not eligible to apply. Lessees of Council owned/controlled buildings may be eligible for consideration, dependent on length of lease and conditions of lease, and to the discretion of Council.

Eligibility

Table 1.

Place type	Qualification	Level of service	Limit of funding* (per financial year)	Application type
Local Heritage Place or State Heritage Place	Must be on Fraser Coast Local Heritage Register	Access to: <ul style="list-style-type: none"> ▪ Heritage consultant ▪ Heritage Architect ▪ Engineering consultant ▪ Historian/archaeologist ▪ Specialised trades advice 	For any service or combination of services to the value of \$600, but only as required.	Application form
Character Building	Must be in a character area on Heritage & Neighbourhood Character Overlay in Fraser Coast Planning Scheme mapping	Access to: <ul style="list-style-type: none"> ▪ Heritage consultant ▪ Heritage Architect ▪ Engineering consultant ▪ Historian/archaeologist ▪ Specialised trades advice 	For any service or combination of services to the value of \$600, but only as required.	Application form
Demolition Control Precinct	Victorian, Federation, Interwar building in a Demolition Control area as identified on Heritage and Neighbourhood Character Overlay in Fraser Coast Planning Scheme mapping	If proposed works involve demolition, relocation, raising or lowering, or removal or partial-demolition:- Access to: <ul style="list-style-type: none"> ▪ Heritage consultant ▪ Heritage Architect ▪ Engineering consultant ▪ Historian/archaeologist ▪ Specialised trades 	For any service or combination of services to the value of \$600, but only as required.	Application form
		Free planning advice by Development Assessment Planner or Heritage Planning Officer (Site visit and written advice) - may include provision of fact sheets relevant to the style of the building.	Discussion/meeting including site visit if required. Written advice provided as a record of the discussion/meeting.	Email or phone
Other (a)	Building/place that has been nominated for potential local heritage listing	Access to: <ul style="list-style-type: none"> ▪ Heritage consultant ▪ Historian/archaeologist 	For any service or combination of services to the value of \$600, but only as required.	Application form
Other (b)	Building/place demonstrating a contribution to the character or heritage values of the Fraser Coast region	Free planning advice by Development Assessment Planner or Heritage Planning Officer (Site visit and written advice) - may include provision of fact sheets relevant to the style of the building.	Discussion/meeting including site visit if required. Written advice provided as a record of the discussion/meeting.	Email or phone

CRITERIA

1. Applicants must at a minimum meet eligibility requirements as set out in Table 1 of this policy.
2. If the applicant is not the owner of the property, owner's consent must accompany the application.
3. Lessees of building on Council owned/controlled land may be eligible for consideration, dependent on length of lease and conditions of lease, and to the discretion of Council. Note that Council is under no obligation to perform recommended works.
4. Council is to be allowed access to inspect the site within four weeks of the application submission.
5. Application form, if required, must be made through Council's online grants platform <https://frasercoast.smartygrants.com.au/>.
6. For Place Type 'Other (a)': - is a building or place not currently recognised on the Local Heritage Register but has been nominated for inclusion on the Local Heritage Register.
7. For Place Type 'Other (b)': - is a building or place for which, for example, makes a contribution to the character or heritage values of the Fraser Coast region. The place or building may display exemplary design features, or be designed by a prominent or historically significant architect, or be a landscape feature that contributes to character values of the region.
8. Access to the Service, allocation of consultants, and extent of funding remain at the discretion of Council.

OBLIGATIONS/RESPONSIBILITIES

Council reserves the right to determine the scope of the services provided.

Funding for the service will be limited to the annual budgetary allocation for this service, and the amount stipulated per address in this policy.

Applicant has the duty to:

- Provide accurate information and supportive documentation;
- Respond to the requests from Council in a timely manner;
- Notify Council of any concerns or safety matters that they encounter during the execution of the heritage advisory services in a timely manner to Council's Heritage Planning Office;

Owners are under no obligation to undertake works recommended through the Heritage Advisory Service.

Heritage Planning Officer/ Planner has a duty to:

- Conduct the initial assessment of the subject property in a fair and just manner with due consideration of the best interest of the Fraser Coast community and Council's strategic intent;
- Advise the applicant of any relevant information available at the time and to record it in compliance with Council's record keeping system;
- Compile the scope for the Heritage Advisory Service to be provided in accordance with the eligibility criteria;
- Engage and remunerate consultants in accordance with Council's Procurement Policy;
- Keep the applicant and the consultant informed on matters pertaining to the application for heritage advisory services;
- Keep a register of the applications and services acquired; and
- Compile an annual report on the applications made and submit this to Council.

Consultants have a duty to:

- Ensure that they comply with the Work, Health and Safety legislation when conducting duties and the required personal protective equipment;
- Report any possible safety concerns to Council that pertain to the property being assessed or its surrounding areas;
- Complete the consultancy report according to the scope of work requested by Council; and
- Provide services in a reasonable timeframe.

MONITORING & REPORTING:

Minutes of meetings or discussions to be produced by either Consultant or Council Officer (whoever provides advice) and a record kept in Council's document management system, filed by address. An annual report will be compiled for all heritage incentives to monitor the take-up, to review incentives, and for budgeting purposes.

HEAD OF POWER:

Local Government Act 2009

Local Government Regulation 2012

RELATED LEGISLATION:

Planning Act 2016

Queensland Heritage Act 1992

RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS, ETC):

Fraser Coast Planning Scheme 2014

Fraser Coast Corporate Plan 2018-2023

Procurement Policy #3819630

Fraser Coast Local Heritage Register

ATTACHMENT TO POLICY:

Nil

VERSION CONTROL

Version	Approval Reference	Approval Date	Section Modified
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