

2015-2016 Local government Heritage Advisors

2015-2016 Heritage Advisors' Acquittal form and Annual Report Template

Application LGA 201500001 From Queanbeyan City Council

Project completion and claim for payment

* indicates a required field

Local Government heritage advisors

1. Local Council name *	Queanbeyan City Council
2. Project number *	LGA 201500001
3. Funding formula *	\$1 for \$2 e.g \$1 for \$1
4. Total (ex GST) expenditure (inclusive of an estimate for the June) *	\$16,120.00
5. Amount being claimed *	\$5,910.00
	Click on the Local government heritage management webpage to download Grant Claim Form and Statutory Declaration. Click on the Recommendations for local government on heritage management (PDF 163KB). This will assist Councils with more information to prepare its heritage strategy.
6. Attach your completed grants claim form here *	<ul style="list-style-type: none">• QCC Heritage Advisor Grant Claim 2015-2016.pdf 85.8 kB See links above for template
7. Attach summary of invoices *	<ul style="list-style-type: none">• QCC Summary of Invoices 2015-2016.pdf 93.5 kB
8. Attach signed statutory declaration *	<ul style="list-style-type: none">• QCC - Statutory Declaration - Local Government Heritage Advisor Grant.pdf 358.6 kB
9. Attach a summary of key activities undertaken by the heritage advisor during the year *	<ul style="list-style-type: none">• QCC Summary of Heritage Advisor s Key Activities 2015-2016.pdf 86.5 kB Must be no more than 300 words

For assistance email heritage.grants@environment.nsw.gov.au or phone (02) 9873 8577

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Council's Heritage Strategy

A requirement of the Local government heritage advisor stream is that each council funded through this stream must prepare, adopt and implement a three-year heritage strategy.

This strategy must be based on Recommendations for local government on heritage management (Office of Environment and Heritage and the Heritage Council of NSW 2013) OEH.

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10. Attach 3 Year Heritage Strategy covering the current year *

- [QCC Three Year Heritage Strategy 2016-2018.pdf](#) 258.7 kB

Heritage Strategy Annual Report Template

The outcomes and indicators in the Heritage Strategy Annual Report template are based on a standardised heritage strategy developed from the OEH publication, *Recommendations for local government on heritage management*.

Councils must use this reporting template to summarise their achievements throughout the year.

OEH and Heritage Council of NSW will include this data in their annual report on the NSW Heritage Grants Local Government Heritage Management Program.

Recommendation 1

Establish a heritage committee to deal with heritage matters in your area

Outcome 1

Increased community participation, awareness and appreciation of heritage in the local area.

Key performance indicators

Heritage committee established? *	Yes
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Optional comments	The Committee meets monthly and includes community representatives and is chaired by a Councillor. The Committee has been running continuously since 1996. It considers heritage policy as well as making recommendations on the heritage implications of DAs within heritage conservation areas and listed LEP items.
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Heritage committee constituted under s377 of Local Government Act 2009? *	Yes
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Heritage policy written and adopted by council? *	Yes
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Date completed ?	1992
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Date/s reviewed and updated?	2006 & 2013
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Optional comments

Heritage committee advice/ input to council decision making? *	Yes
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Optional comments	Council generally endorses the Committee's recommendations.
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Local heritage consultants directory established? *	Yes
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Optional comments	The directory is updated regularly and is available on Council's web site.
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Local services and suppliers directory established? * No

Optional comments

Council website link provided to the OEH website Heritage Consultants Directory * Yes

Optional comments Council's web site has several links to the OEH web site.

Outcome 1 Evaluation

Social, environmental and economic factors

1.1 What do the KPIs show about this outcome? * The KPIs indicate that the Heritage Advisory Committee continues to plan an influential role in Council's heritage policy.

Must be no more than 200 words

1.2 What were the key results or achievements for this year? * Key results consistent with 1.1 key achievements included Council establishing a special heritage fund with three projects being funded from it on a dollar for dollar basis to a total amount of \$71,064.00. Two of these projects are in progress. Another key result included drafting a brief for an Expression of Interest and awarding it for the restoration of horse drawn carriages which were lying dormant at the Council depot.

Must be no more than 200 words

1.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe what actions have been taken to address these. *

Must be no more than 300 words

1.4 What will you do next year? *

Activities planned for next year include:

- * Continuing to visit sites and provide heritage advice to prospective applicants and actual applicants in relation to the heritage aspects of development applications.
- * Continuing to provide heritage advice to Council officers in relation to the heritage aspects of development applications.
- * Continuing to attend and provide advice in relation to policy and development applications being considered by Queanbeyan City Councils Heritage Advisory Committee.
- * Continuing to provide input into the awarding of heritage grants and heritage awards to applicants.
- * Investigation of the heritage value of particular sites e.g. the area in the vicinity of the Queanbeyan Railway Station as a possible heritage conservation area.
- * Review of the Queanbeyan Heritage Study (subject to funding).
- * The implementation, with Council's infrastructure Directorate, of 10 heritage signs throughout the City (subject to funding).

Must be no more than 200 words

Outcome 2

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Recommendation 2

Identify the heritage items in your area and list them in your local environment plan (LEP).

Outcome 2

Increased knowledge and proactive management of heritage in your local area.

Key performance indicators

Community based heritage study completed? *	Yes
Date completed? *	2002
Date/s reviewed and updated? *	2007, 2009, 2010 & 2011
Number of items recommended for inclusion in your LEP heritage schedule? *	Nil
Optional comments	Additional items may be included at the next review of the Queanbeyan LEP.
Aboriginal heritage study completed *	No
Date/s completed? *	NA
Date/s reviewed and updated?	
Optional comments	Past attempts have failed to get local Aboriginal groups together to complete this project.
No. of heritage items included in existing LEP heritage schedule? *	182
Date/s completed? *	2012
Date/s reviewed and updated? *	NA
Optional comments	Potential additional items have been investigated and may be included at the next review of the Queanbeyan LEP.
Council has gazetted a principal LEP with model heritage provisions in accordance with Standard Instruments (LEPs) Order? *	Yes

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Date gazetted? 2012

Optional comments

Statement of significance for all heritage items in existing LEP? * Yes

Date/s completed? 2011

Date/s reviewed and updated? 2015

Optional comments A number of items have been updated and it is planned to continue this process in 2016.

Outcome 2 Evaluation

Social, environmental and economic factors

2.1 What do the KPIs show about this outcome? * Further investigation of potential items will continue and additional items may be included at the next review of the LEP.

2.2 What were the key results or achievements for this year? * The key results were the use of the Heritage Advisor to continue to generally promote heritage within the Queanbeyan Community as well as in relation to particular projects such as the Council's special heritage fund. These are considered to have positive social, environmental and economic benefits.

2.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this *

2.4 What will you do next year? * Subject to funding, continue to provide a heritage advisory service and to engage the Heritage Advisor in ways which promote heritage in the local community and achieve positive social, environmental and economic benefits.

Outcome 3

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Recommendation 3

Appoint a heritage and urban advisor to assist the council, the community and owners of listed heritage items.

Outcome 3

Increased community participation and proactive heritage and urban management in your local area.

Key performance Indicators

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Number of heritage site visits undertaken in last year? *

70

Optional comments

Number of heritage/urban design consultations provided in last year? *

59

Optional comments

Number of requests for pre_DA advice on heritage/urban design issues? *

22

Optional comments

Number of council DA's projects provided with heritage/urban design advice? *

41

Optional comments

Outcome 3 Evaluation

Social, environmental and economic factors.

3.1 What do the KPIs show about this outcome? *

The heritage advisory service provides valuable information to the community and remains in demand.

Must be no more than 200 words

3.2 What were the key results or achievements for this year? *

Continuation and maintenance of good relationships between the heritage advisor and the community.

Must be no more than 200 words

3.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

Must be no more than 200 words

3.4 What will you do next year? *

Continue to be proactive and provide the heritage advisory service to the community.

Must be no more than 200 words

Outcome 4

* indicates a required field

Recommendation 4

Manage local heritage in a positive manner.

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Outcome 4

Proactive heritage and urban design management in your local area.

Key Performance Indicators

Heritage development control plan completed? * Yes

Date/s completed? * 1992

Date/s reviewed and updated * 2006 & 2012

Optional comments

Urban design development control plan prepared by council? * Yes

Date completed? * 2012

Date/s reviewed and updated? * NA

Optional comments

Waive or reduce development application fees? * Yes

Optional comments

Adopt a flexible approach to planning and building requirements? * Yes

Optional comments Maintenance and minor works undertaken on listed items and property in the conservation areas are dealt with under the minor works provision outside the DA process.

Outcome 4 Evaluation

Social, environmental, economic

4.1 What do the KPIs show about this outcome? * All necessary policy settings for heritage are in place and continue to work.
Must be no more than 200 words

4.2 What were the key results or achievements for this year? * Continuation of a positive view of the heritage advisory service by the community.
Must be no more than 200 words

4.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show Must be no more than 200 words

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what action has been taken to address this. *

4.4 What will you do next year? *

Continue to be positive and proactive in our approach to heritage and urban design in Queanbeyan.

Must be no more than 200 words

Outcome 5

* indicates a required field

Recommendation 5

Introduce a local heritage incentives fund to provide small grants to encourage local heritage projects.

Outcome 5

Caring for our heritage - Increased community participation and proactive conservation and management of heritage in your local area.

Key Performance Indicators

Local heritage fund operational this financial year? *

Yes

Optional comments

In addition to providing funding for the Local Heritage Grants Council also introduced a Special Heritage Fund in 2015 to assist owners of community properties to restore and conserve their properties.

Must be no more than 200 words

Number of heritage projects funded this financial year? *

6

Optional comments

Plus 3 Special Heritage Fund projects.

Must be no more than 200 words

Total dollar project value? *

\$24,816.62

Must be a dollar amount

Optional comments

Must be no more than 200 words

Total amount of owner contribution to projects? *

\$16,616.62

Must be a dollar amount

Optional comments

Must be no more than 200 words

Number of heritage projects that contributed to local tourism? *

Nil

Optional comments

Must be no more than 200 words

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Number of projects that created paid employment? *

6

Optional comments

Must be no more than 200 words

Number of projects that created volunteer opportunities? *

Nil

Optional comments

Must be no more than 200 words

Outcome 5 Evaluation

Social, environmental and economic factors.

5.1 What do the KPIs show about this outcome? *

The local heritage grant scheme continues to be competitive and encourages local investment in heritage as well as local employment.

Must be no more than 200 words

5.2 What were the key results or achievements for this year? *

Continuing to provide an incentive for owner/occupiers to invest in their heritage properties as well as for local employment.

Must be no more than 200 words

5.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

Must be no more than 200 words

5.4 What will you do next year? *

Continue to offer the local heritage grants as well as continuing the Special Heritage Fund for community buildings.

Must be no more than 200 words

Outcome 6

* indicates a required field

Recommendation 6

Run a heritage main street program.

Outcome 6

Council, owners and the community actively participate in attractive and well managed heritage main streets.

Key Performance Indicators

Does your council have an operational heritage main street committee? *

No

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Optional comments Council previously had a committee but this has lapsed due to lack of funding.

Heritage main street study completed? * Yes

Date completed? * 1993

Date/s reviewed and updated? 2013

Optional comments

If you answered Yes above to completing a heritage main street study, have the recommendations been implemented? * Yes

Date completed? * 2013

Optional comments

Has the heritage main street program expanded to other main streets in your local government area? * No

Optional comments

Outcome 6 Evaluation

Social, environmental and economic factors.

6.1 What do the KPIs show about this outcome? * This program has positive impacts when funded.
Must be no more than 200 words

6.2 What were the key results or achievements for this year? * Must be no more than 200 words

6.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. * Yes. Cessation of funding.
Must be no more than 200 words

6.4 What will you do next year? * No activities are planned.
Must be no more than 200 words

Outcome 7

* indicates a required field

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Recommendation 7

Present educational and promotional programs.

Outcome 7

Increased awareness and appreciation of heritage by the Council, owners and the community in your local area.

Key Performance Indicators

Does your council have heritage information available for the local government area (eg brochures, website, guidelines)? *

Yes

Date originally set up? *

1996

Date most recently reviewed and updated? *

2015

Optional comments

Council regularly updates its web site heritage information.

Does your council have heritage information available for the local government area (eg brochures, website, guidelines)? *

Yes

Optional Comments

Local/regional heritage tourism strategy completed? *

No

Date completed? *

NA

Date/s reviewed and updated? *

NA

Optional comments

The council has a local/regional tourism information centre? *

Yes

Optional comments

Heritage trail completed *

Yes

Date/s completed? *

2007

Date/s reviewed and updated? *

2012

Optional comments

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Heritage training for your council staff? *

No

If Yes, number of staff that attended heritage training? *

NA

Optional comments

Heritage training for your Councillors? *

No

If Yes, number of Councillors that attended heritage training? *

NA

Optional comments

Heritage training/workshop for local heritage owners? *

No

If Yes, number of heritage owners that attended heritage training/workshops? *

NA

Optional comments

Heritage training/workshops for local professionals? *

No

If Yes, number of heritage professionals that attended heritage training/workshops? *

NA

Optional comments

Outcome 7 Evaluation

Social, environmental and economic factors.

7.1 What so the KPIs show about this outcome? *

Heritage information and fact sheets are readily available and accessible to the Community. Heritage continues to be successfully promoted to the Community.

7.2 What were the key results or achievements for this year? *

Successful heritage awards program.
Successful heritage festival.
Successful local heritage grant fund.
Implementation of a Council funded special heritage fund.
Must be no more than 200 words

7.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show

Must be no more than 200 words

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what action has been taken
to address this. *

7.4 What will you do next
year? *

Council will continue to promote heritage in the community, participate in the National
Trust Heritage Festival and provide a heritage award scheme.

Must be no more than 200 words

Outcome 8

* indicates a required field

Recommendation 8

Set a good example to the community by properly managing places owned or operated by the council.

Outcome 8

Council proactively conserves and manages its heritage assets.

Key Performance Indicators

The council has asset management plans with action plans for heritage assets? *	Yes
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Optional comments

Number of control management plans and strategies prepared for state significant heritage assets? *	NA
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Optional comments

Does your council have an annual works budget secured for heritage asset maintenance and repairs? *	Yes
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Optional comments

Outcome 8 Evaluation

Social, environmental and economic factors.

8.1 What do the KPIs show
about this outcome? *

Council will continue to set a good example by properly managing and maintaining its
heritage assets.

Must be no more than 200 words

8.2 What were the key results
or achievements for this
year? *

Regular management and maintenance continues.

Must be no more than 200 words

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8.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

Must be no more than 200 words

8.4 What will you do next year? *

Council will continue to fund and manage its heritage assets.

Must be no more than 200 words

Outcome 9

* indicates a required field

Recommendation 9

Promote sustainable development as a tool for heritage conservation.

Outcome 9

Proactive heritage and sustainable development in your local area.

Key Performance Indications

Number of heritage development application approvals for adaptive reuse works? *

6

Optional comments

Most buildings in Queanbeyan continue to be used for their original purpose. The standard heritage clause "conservation incentives" is included in Council's principle Local Environmental Plan.

Must be no more than 200 words

Number of development application approvals for regeneration and urban design works? *

7

Optional comments

Must be no more than 200 words

Number of heritage development application approvals for infill and/or additions works? *

20

Optional comments

Must be no more than 200 words

Number of pre-DA consultations given on sustainable and energy efficient modifications?

0

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(power, water, waste, carbon neutral) *

Optional comments

Must be no more than 200 words

Does your council offer sustainability and heritage awareness courses for councillors, council staff, heritage owners and community? *

No

If Yes, number of people who attended? *

NA

Optional comments

Council adopted a Sustainable Design Policy for Council Buildings in July 2013.
Must be no more than 200 words

Outcome 9 Evaluation

Social, environmental and economic factors.

9.1 What do the KPIs show about this outcome? *

Heritage continues to be important to the Queanbeyan community and sustainability and energy efficient urban design has a high priority.

Must be no more than 200 words

9.2 What were the key results or achievements for this year? *

As above.

Must be no more than 200 words

9.3 Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. *

Must be no more than 300 words

9.4 What will you do next year? *

Council will continue to use its Sustainability Policy to effectively manage and maintain all of its buildings.

Must be no more than 200 words