Bayside City Council

Heritage Action Plan
June 2020

Contents

1. Introduction

Bayside has a rich history and heritage, of which the Bayside community is proud to celebrate and possess. Historic buildings, landscapes, places and objects all contribute to Bayside's liveability, character and community cohesion. Protecting and celebrating these places, objects and artefacts is therefore a vital function of Council, for current and future generations.

The purpose of this Heritage Action Plan is to guide Council's heritage work program, particularly as it relates to the identification, protection, management and promotion of Bayside's heritage assets for the next 15 years.

The Heritage Action Plan has been developed with reference to Heritage Victoria's *Municipal Heritage Strategies: A guide for Councils* (October 2012), which recommends using the following four themes to assist with the identification of issues and opportunities for heritage planning:

- Knowing (identification, assessment and documentation of heritage places).
- Protecting (statutory protection, policy development, appropriate management).
- Supporting (assistance, advice and incentives to help conserve heritage places).
- Communicating and promoting (measures to raise awareness and appreciation of the heritage of the area).

Key recommendations of the Heritage Action Plan include:
- **Heritage studies:** Complete and implement new heritage studies and review and implement outstanding actions from previous heritage studies.
- **Heritage interpretation:** Prepare a *Heritage Interpretative and Communications Plan* to guide Council's program of interpretive signs, walks, exhibitions and other promotional activities.
- **Design guidelines:** Prepare a consolidated set of design guidelines to assist planning permit applicants and residents.
- **Staff training:** Deliver training about Bayside's indigenous and post-contact history and heritage conservation and explore opportunities to share heritage knowledge throughout the organisation.
- **Access to heritage information**: Improve community access to information about Bayside's history and heritage places via Council's website and mobile technologies.
- **Engagement:** Build stronger relationships with community groups, historical societies and other groups involved in heritage related matters.

This Plan builds on the work outlined within the *Bayside Heritage Action Plan 2017* having regard to subsequent decisions made by Council and the progress made in delivering the actions from plan.

2. Purpose of the Heritage Action Plan

The purpose of the *Bayside Heritage Action Plan* is to:

- Identify and assess positive heritage measures already employed by Council;
- Identify opportunities to improve the protection, management and promotion of the Council's heritage assets (including public and private buildings, parks, gardens, public spaces, objects and other features); and
- Identify and prioritise Council's future heritage work program over a 15 year period.

The *Bayside Heritage Action Plan* aims to:

- Ensure the identification, management and protection of Bayside's heritage assets reflects Bayside's history and pattern of development;
- Increase community knowledge, appreciation and awareness of Bayside's history, historic buildings, places and objects;
- Support the community, including community groups, to conserve and promote Bayside's history, heritage places and heritage objects; and
- Increase community awareness and adoption of best practice heritage conservation techniques.

3. Policy Context

The *Bayside Heritage Action Plan* has been informed by the following Commonwealth, State and Local policies and strategies:

Australia International Council on Monuments and Sites (ICOMOS)
- *Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013* (Burra Charter).
  First adopted in 1979, the Burra Charter is periodically updated to reflect developing understanding of the theory and practice of cultural heritage management. The current version of the Burra Charter was adopted in 2013.

Commonwealth Federal Government
- *Australian Heritage Council Act* 2003
- *Environment Protection and Biodiversity Conservation Act* 1999

Victorian State Government
- *Heritage Act* 1995
- *Aboriginal Heritage Act* 2006
- *Planning and Environment Act* 1987

Bayside City Council
- *Making Bayside a Better Place: Bayside City Council Plan (2015 Review)*
- *Bayside Community Plan 2025*
- *Bayside Housing Strategy September 2012*
- *Bayside Library, Arts and Culture Strategy 2012-2017*
- *Bayside Retail, Commercial and Employment Strategy 2016*
- *Bayside Open Space Strategy April 2012*
- *Bayside Environmental Sustainability Framework 2016–2025*
- *Bayside Coastal Management Plan November 2014*
- *The Gallery At Bayside Arts and Cultural Centre Board Strategic Plan 2017–2021*
- *Bayside Art and Heritage Collection Policy 2013*
- *Bayside City Council Bluestone Kerb and Channel Replacement Policy 2015*
- *Bayside Heritage Action Plan 2017*

Bayside Planning Scheme

- *State Planning Policy Framework, particularly Clause 15 – Built Environment and Heritage*
- *Municipal Strategic Statement, particularly Clause 21.06 – Built Environment and Heritage*
- *Local Planning Policy Framework, particularly Clause 22.05 – Heritage Policy*
- *Clause 43.01 – Heritage Overlay and Schedule to the Heritage Overlay*
- *Reference Documents – Heritage Studies*

4. Methodology

The scope and format of the *Bayside Heritage Action Plan 2017* was informed by Heritage Victoria's *Municipal Heritage Strategies: A guide for Councils*, October 2012. The 2017 Plan has been used as a guide and updated to have regard to the decisions made by Council since adopting the Plan and provides a revised schedule for implementing the further strategic work outlined within the Plan.

The following activities were undertaken to identify issues and opportunities, which ultimately informed the actions contained in the Plan:
- Audit of previous Council heritage studies in terms of scope and level of implementation;
- Review of the *Bayside Thematic History;*
- Investigation of previous and current heritage communication and interpretive projects;
- Review of heritage related procedures;
- Involvement of relevant Council staff through informal discussion and feedback on the Heritage Action Plan.

The Plan was adopted in July 2017 and updated in June 2020 to have regard to correspondence from the Minister for Planning incorporating a review of the Bayside Inter-War and Post-War Heritage Study 2008.

5. Achievements and Challenges

5.1. Achievements

Council has completed 10 heritage studies and local history projects since it was created by the former Cities of Brighton and Sandringham, and parts of the former Cities of Moorabbin and Mordialloc. Achievements to date include:

Knowing:
- Completion of the *Bayside Thematic History*, which provides a historical context to Bayside's development.
- Completion of 10 area based heritage studies and reviews by the Cities of Brighton, Sandringham and Bayside.
- Completion of individual heritage assessments that have resulted in places being included in the Heritage Overlay.
- Completion of the Indigenous Heritage Study.
- Adoption and implementation of standard criteria for assessing places of heritage significance as adopted by the Heritage Council on 7 August 2008 (Appendix 1).
- Completion of Cultural Heritage Management Plans and Conservation Management Plans to inform future master planning, capital works projects and use of public spaces.
- Completion of the Art and Heritage Collection Inventory Project 2016-2016.
- Completion of a voluntary nomination process for mid-century modern homes in Beaumaris and Black Rock that resulted in 19 buildings places being protected.

Protecting:
- Inclusion of more than 1500 properties in the Heritage Overlay.
- Inclusion of a local Heritage Policy in the Bayside Planning Scheme which provides the foundation for decision making.
- Identification and protection of historic and culturally significant trees and landscapes.
- Conservation of Council owned buildings listed on the Victorian Heritage Register, including:
    - Billilla
    - Black Rock House
    - Brighton Civic Centre
    - Brighton Town Hall
    - Higginbotham Hall
    - Kamesburgh House and Gardens.
- In relation to the CSIRO site in Highett, adopting a draft Development Plan Overlay in May 2015 to protect of the Highett Grassy Woodland.
- Preparation and implementation of the *Bluestone Kerb and Channel Replacement Policy 2015*, which seeks to preserve bluestone kerb and channel during capital works projects by setting out standards and requirements.
- Acknowledging the contribution the coast and open spaces make to Bayside's heritage through the preparation and implementation of the *Bayside Open Space Strategy 2012* and the *Bayside Coastal Management Plan 2014.*

Supporting:
- Provision of a Heritage Advisory Service through employment of a contract heritage advisor who provides advice to the Development Services department regarding planning permit applications.
- Collaboration with community groups and historical societies on projects by sharing information and exploring how this information can be used to inform events about Bayside's history.
- Providing space to community groups and historical societies to meet and operate.
- Commencement of the implementation of the recommendations made in the Bayside Arts and Culture Service Review regarding the use and activation of Council owned and managed heritage buildings.
- Provision of genealogy research services via the Bayside Library Service.

Communicating and promoting:
- Provision of heritage property information via Council's 'Heritage' and 'Planning Scheme Amendments' webpages.
- Provision of Heritage Reference Documents from the Bayside Planning Scheme on Council's 'Planning Scheme Amendments' webpage.
- Inclusion of the following trails on Council's website and integrating them on the Bayside Walks and Trails smartphone app:
  - Trail 1 - Kamesburgh Walk (Brighton)
  - Trail 2 - Landcox Walk (Brighton East)
  - Trail 3 - Castlefield Walk (Hampton)
  - Trail 4 - A Taste of Brighton (Brighton)
  - Trail 5 - Battle of Trafalgar (Sandringham)
  - Trail 6 - Heathland Walk (Sandringham)
  - Trail 7 - Golf Links Lane Walk (Black Rock & Cheltenham)
  - Trail 8 - Whispers and Vistas (Cheltenham)
  - Trail 9 - Moysey Walk (Beaumaris)
  - Coastal Trail (including Art, History, Indigenous and Environment)
  - Architectural Trail
- Inclusion of audio tours on the Bayside Walks and Trails smartphone app.
- Provision of information on Council's website about the history of Bayside, heritage studies and information related to obtaining a planning permit.
- Activating the Brighton Town Hall by using it as the Bayside Arts and Culture Centre and as the location of the Brighton Historical Society.
- Running exhibitions from the Bayside Arts and Culture Centre that focus on Bayside's history.
- Activating Council owned and managed heritage buildings to hold events such as the Bayside Design Market and Bayside Artist in Residence program at Billilla Historic Mansion.
- Activating Council owned and managed heritage places by making them available for hire for events such as weddings.
- Installation of interpretive signs throughout the municipality.
- Inclusion of the 'best heritage renovation or restoration' category in the annual Bayside Built Environment Awards.
- Activating Council owned heritage buildings by leasing them to organisations such as schools and community groups.
- Availability of Heritage Studies from the Bayside Library Service.

5.2. Challenges

During the preparation of the Heritage Action Plan, several issues were identified which could impact in Council's ability to achieve its heritage objectives. These challenges include:

Knowing:
- Closing gaps in Council's knowledge of Bayside's heritage places, particularly inter-war and post-World War II buildings, structures and features.
- Recording Bayside's indigenous history, including pre- and post-contact indigenous history.
- Responding to unscheduled requests for heritage assessments of individual properties and places, including parks, gardens and the public realm.
- Enhancing organisational knowledge about Bayside's history and the conservation and management of Bayside's heritage places, including how to locate such knowledge.

Protecting:
- Closing the gaps in Bayside's heritage overlays, particularly inter-war and post-World War II places, heritage properties and heritage precincts identified for protection in previous heritage studies and in the *Bayside Thematic History.*
- Protecting potentially significant heritage buildings not included in the Heritage Overlay from demolition or significant alterations.
- Identifying and protecting historically significant vegetation.
- Correcting anomalies in existing Heritage Overlays.
- Ensuring heritage citations are current, accurate and comprehensive, and can inform heritage planning permit assessments.
- Ensuring public works conserve and enhance Bayside's heritage places, objects and landscapes.
- Ensuring Council complies with the requirements of the *Aboriginal Heritage Act* 2006 in relation to the protection and management of Indigenous heritage.
- Ensuring the objects in Council's Art and Heritage Collection are documented and stored appropriately.
- Managing the objectives of heritage conservation with other Council and State Government objectives such as environmentally sensitive design, *Disability Discrimination Act* 1992 compliance and activity centre policies.

Supporting:
- Building stronger relationships with historical societies, 'friends of' groups and other heritage related organisations to ensure their capacity, sustainability and capability to contribute to Council-led activities.
- Working with developers and landowners to achieve appropriate restoration and conservation outcomes for heritage places.
- Providing training opportunities to Council officers relating to indigenous cultural heritage, post-contact heritage architecture and heritage assessment and restoration processes.
- Implementing the findings of service reviews to reflect community expectations.

Communicating and Promoting:
- Improving access to information about Bayside's history, heritage places and historical resources, especially via online and mobile technology.
- Promoting best practice conservation techniques amongst the Bayside community.

- Increasing community awareness of Bayside's Indigenous and post-contact history and about the requirements of the *Aboriginal Heritage Act* 2006.
- Developing and implementing a consistent interpretive and exhibition program which could include the installation of signs, the development of heritage material (brochures, online apps and online resources) and exhibition of objects related to Bayside's history.
- Improving community awareness of existing federal and state funding opportunities for conservation works and promotional projects.
- Ensuring that information related to heritage places and objects is easily accessible for the community and Council officers.
- Maintaining Council's heritage databases, including Heritage Victoria's Heritage Management Electronic System (HERMES).

6. Implementation

Effective stakeholder relationships are vital to ensuring Bayside's heritage places are valued and protected now and for future generations. Council works with a broad range of stakeholders such as Heritage Victoria, historical societies, land owners, residents and consultants to identify, protect, manage and promote Bayside's heritage places.

Within Council, several departments are involved in delivering Council's heritage commitments and obligations. Figure 1 sets out which departments are responsible for different heritage functions and projects.

Figure 1 – Council Departmental Responsibilities

Theme	Implementation Task	Urban Strategy	Development Services	Open Space, Recreation and Wellbeing	Arts and Culture	City Assets and Projects	Commercial Services	Amenity Protection
Knowing	Heritage studies and assessments	✓						
	Referrals	✓	✓					✓
Protecting	New Heritage Overlays	✓						
	Conservation Management Plans			✓		✓		
	Implementation of Aboriginal Heritage Act 2006	✓	✓	✓		✓		
	Conservation works to Council owned buildings and places			✓	✓	✓		
	Historically significant trees	✓	✓	✓				✓
	Leasing of Council owned heritage buildings and places				✓		✓	
Supporting	Support historical societies, museums and other heritage related organisations	✓			✓			
Communicating and Promoting	Website content	✓						
	Heritage brochures	✓						
	Heritage walks	✓			✓			
	Interpretive signs and Plaques	✓		✓	✓	✓		
	Historic collections and displays				✓			

7. Action Plan

The Heritage Action Plan provides initiatives to address the challenges set out in Section 5.2. The Plan identifies the Council department responsible for implementing the initiative. Each initiative is allocated a priority grading.

In order to allocate resources, projects have been prioritised on a scale of 'higher' to 'lower.' While each initiative is subject to Council's normal budgetary processes, the following timeframe provides a general guide for how the Action Plan should be delivered:

- Higher: commence action/project within 1-5 years of adoption of the Heritage Action Plan

- Medium: commence action/project in 5-10 years of adoption of the Heritage Action Plan

- Lower: commence action/project in 10-15 years of adoption of the Heritage Action Plan

- Ongoing: action/project is completed on an ongoing basis.

Each initiative has also been categorised with reference to Heritage Victoria's *Municipal Heritage Strategies: A guide for Councils* (October 2012), which recommends using the following four themes to assist with the identification of issues and opportunities for heritage planning:

- Knowing (identification, assessment and documentation of heritage places);
- Protecting (statutory protection, policy development, appropriate management);
- Supporting (assistance, advice and incentives to help conserve heritage places); and
- Communicating and promoting (measures to raise awareness and appreciation of the heritage of the area).

The resource requirements listed in the Heritage Action Plan are indicative and are likely to change depending on the final scope and methodology for the different projects. Where budget is required, these are expected to be subject to Council's annual budget process to secure project funding.

8. Monitoring and Review

The Heritage Action Plan will be monitored every five years through the preparation of a progress report. This report should outline which recommendations have been completed and make recommended adjustments to the Plan as required. The next scheduled review of the Heritage Action Plan will take place in 2025.

9. Action Plan Initiatives

Higher Priority Actions (1-5 years)

#	Proposed Initiative	Issue	Source	Theme (as per Heritage Victoria guide)	Council Department Responsible	Effort	Budget allocation requirement (approximate)
H1	**Bayside Mid-Century Modern Heritage Study** Undertake a municipal wide heritage assessment of mid-century modern architecture within Bayside.	Community sentiment indicates a strong concern regarding the loss of buildings from this era. A Council Output of the *Bayside Community Plan 2025* is to "Ensure that areas and places of heritage, environmental and vegetation significance are protected". The heritage overlay contains a lower proportion of places from the mid-century modern era compared with earlier eras such as the Victorian and Edwardian eras. Suburbs in the south of the municipality are underrepresented in the Heritage Overlay and this period of architecture is intrinsic to its historical development. Pursuant to section 4(1)(d) of the *Planning and Environment Act* 1987, one of the objectives of planning in Victoria is "*to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*"	*Bayside Community Plan 2025* *City of Bayside Inter-War and Post-War Heritage Study* *Planning and Environment Act* 1987 *Review of Heritage Provisions in Planning Schemes Advisory Committee Consultation Paper* March 2007	Knowing	Urban Strategy	Moderate - High	Yes $150k+
H2	**Review of the Inter-War and Post-War Heritage Study** Undertake a review of the Bayside Inter-War and Post-War Heritage Study to ensure that properties identified as being of heritage significance are appropriately protected. As this is expected to be a municipal wide heritage study, it is anticipated that the project be split into stages to ensure the project is manageable. For example: - Prioritise investigation of residential places - Investigate Major Activity Centres - Investigate Neighbourhood Activity Centres.	The Minister for Planning wrote to Council in May 2020 encouraging Council to undertake a review of the abandoned document to ensure that properties identified as being of significance are appropriately protected in the Bayside Planning Scheme.		Knowing	Urban Strategy	Moderate-High	Yes $300k+
H3	**Review the procurement panel for heritage advice** Following the completion of the three year appointment concluding in 2021, review the effectiveness of having a procurement panel for heritage advice.	Council currently has 7 consultants appointed to its heritage panel.	Urban Strategy	Supporting	Urban Strategy, Development Services, Commercial Services	Moderate-High	Nil Staff time - <$1k
H4	**Approach to ad hoc requests for identifying and assessing places of heritage significance** Develop a clear approach to identify and assess places of potential heritage significance in response to community requests or advocacy.	There are opportunities to streamline and consolidate processes relating to the identification, assessment and documentation of additional places to include in the Heritage Overlay. There are opportunities to improve the community's knowledge in relation to heritage and associated procedures.	Heritage Victoria Heritage Strategy Assessment.	Protecting	Urban Strategy	Low	Nil Staff time - <$1k

Medium Priority Actions (5-10 years)

#	Proposed Initiative	Issue	Source	Theme (as per Heritage Victoria guide)	Council Department Responsible	Effort	Budget allocation requirement (approximate)
M1	**Indigenous Cultural Heritage** Review the *City of Bayside Indigenous Heritage Study* 2007 to inform a *Bayside Indigenous Thematic History,* which complements the *Bayside Thematic History*. Investigate the opportunities for Council to strengthen its cultural heritage integration with the heritage action plan.	Indigenous cultural heritage is afforded little recognition in the Bayside Planning Scheme. Recommendations to identify, assess and document places of Aboriginal cultural significance were made in the *Bayside Planning Scheme Review* 2015 and 2011. The *Bayside Library, Arts and Culture Strategy 2012-2017* and *Bayside Coastal Management Plan November 2014* also make references to the importance of protecting and recognising cultural heritage. The *City of Bayside Indigenous Heritage Study* was prepared in 2006-7. The study identified some significant sites. This needs to be balanced with the existing legislation relating to Aboriginal Cultural Heritage and an appropriate approach defined.	*City of Bayside Indigenous Heritage Study 2007* *Bayside Planning Scheme Review 2015* *Bayside Library, Arts and Culture Strategy 2012-2017* *Bayside Coastal Management Plan November 2014*	Knowing	Urban Strategy, Arts and Culture, Open Space, Recreation and Wellbeing	Moderate-High	Nil Staff time - <$1k
M2	**Bayside Heritage Consultative Committee** Investigate the need for the establishment of a Bayside Heritage Consultative Committee to provide input and advice on heritage related matters.	Council does not have a community heritage advisory committee to provide input and advice.	Heritage Victoria Heritage Strategy Assessment.	Supporting	Urban Strategy, Communications, Customer and Cultural Services	High	Nil Staff time - <$1k
M3	**Supporting owners of properties in Heritage Overlay** Investigate how Council could better support owners of heritage properties listed in the Bayside Planning Scheme. Investigate opportunities for funding initiatives from State and Federal Government to establish a heritage financial assistance program to assist owners of heritage places listed in the Bayside Planning Scheme.	While Council's heritage consultants provides feedback regarding planning permit applications, their role could be expanded. Council does not have a heritage financial assistance program (e.g. a small grants scheme, a loan revolving fund or a rate incentives scheme) to assist owners of places listed in the planning scheme. A business case would need be investigated.	Heritage Victoria Heritage Strategy Assessment.	Supporting	Urban Strategy,	Moderate-High	Nil Staff time - <$1k
M4	**Heritage Interpretive and Communications Plan** Prepare a *Heritage Interpretive and Communications Plan* that: • Promotes walks and trails, Council owned heritage properties, events, interpretive signage, cultural heritage, Indigenous and post-contact history, planning and heritage (i.e. Heritage Overlays), and the exhibition of Council owned heritage objects including the use of mobile technologies, social media and traditional media. • Investigates how a library/online repository of publications, guidelines and other material on heritage conservation for use by the community could be established. • Investigate how to strengthen relationships with community organisations and key stakeholders related to heritage. • Investigates opportunities to improve community engagement relating to Heritage. • Develops a plan to inform community organisations and residents of grant programs run by State and Commonwealth agencies. • Consolidate and improve access to heritage knowledge within the organisation, including use of systems, legislation/statutory requirements, process mapping, identify training opportunities and informal briefings.	The following issues relate to heritage processes/communications/engagement: • There is a need to unify interpretive programs. • Heritage information is located in different places on Council's website. • Policy, process and roles related to Heritage could be clarified to improve service delivery. • Trails and walks are promoted on Council's website, in the media and in brochures. • Council has built relationships with heritage related organisations, however these could be stronger.	Interpretive signage emerged from the Amendment C87 Panel Report (City of Bayside Heritage Review: Brighton Town Hall Precinct) regarding the former fire station at 10-12 Boxshall Street, Brighton. *Bayside Library, Arts and Culture Strategy 2012-2017* Other issues emerged from the preparation of the Heritage Action Plan.	Communicating and Promoting	Communications, Customer and Cultural Services, Urban Strategy	High	Nil to investigate, implementation if progressed may have some cost.

#	Proposed Initiative	Issue	Source	Theme (as per Heritage Victoria guide)	Council Department Responsible	Effort	Budget allocation requirement (approximate)
M5	**Cowper Street Heritage Precinct Review** Undertake a review of the Cowper Street Brighton Heritage Precinct (HO654): a. Amend the statement of significance to recognise that some of the Victorian houses are also of brick construction; b. Review the Precinct's boundary to determine if Nos. 3 and 5 Budd Street, Brighton should be added to the precinct.	_Cowper Street Precinct (HO654):_ Panel recommendation to update statement of significance and conduct review of boundary extent has not been progressed.	Amendment C37 and C38 Panel Report (Bayside Heritage Review)	Knowing	Urban Strategy	Low	Yes $20-$30k
M6	**Heritage guidelines** Develop a set of heritage guidelines to supplement the Heritage Policy (Clause 22.05 – Bayside Planning Scheme) and Heritage Overlay (Clause 43.01 – Bayside Planning Scheme). The guidelines should: • Clarify the intention of the policies contained within the Bayside Planning Scheme; and • Provide appropriate guidance for the development of heritage properties, including adapting buildings to modern living standards. Release the _Castlefield Precinct Heritage Guidelines_ adopted by Council in May 2007 and incorporate revised guidelines in a broader set of heritage guidelines as above.	Council does not have a set of heritage guidelines to supplement the Heritage Policy and Heritage Overlay. The _Bayside Housing Strategy September 2012_ makes the following recommendation: _"Provide guidelines for development of properties affected by a Heritage Overlay or Neighbourhood Character Overlay within 'Housing Growth Areas' to provide direction about how balance the need to protect heritage sites and precincts, whilst accommodating future growth."_ Following the C37 and C38 Panel's recommendation, Council prepared and adopted the _Castlefield Precinct Heritage Guidelines_ in May 2007. Implementation of these guidelines has not been progressed.	_Bayside Planning Scheme Review 2015_ _Bayside Housing Strategy September 2012_ Amendment C37 and C38 Panel Report (Bayside Heritage Review)	Protecting	Urban Strategy, Development Services	Moderate	Yes $20-$30k

Lower Priority Actions (10-15 years)

#	Proposed Initiative	Issue	Source	Theme (as per Heritage Victoria guide)	Council Department Responsible	Effort	Budget allocation requirement
L1	**Review of heritage citations** Undertake a review of all heritage citations/statements of significance for all heritage places, precincts and landscapes in the schedule to the Heritage Overlay of the Bayside Planning Scheme to determine if they have been written in accordance the criteria set out in *Planning Practice Note 1: Applying the Heritage Overlay.* This is to ensure significant elements identified in the citation are retained and to allow for a standardised process for assessment. A review would also identify any gaps in citations.	Not every statement of significance reflects recognised heritage criteria.	Amendment C37 and C38 Panel Report (Bayside Heritage Review)	Knowing	Urban Strategy	High	Yes $100k+
L2	**Identify heritage gaps** As part of future reviews of the Heritage Action Plan, conduct an investigation to determine whether further heritage studies are required for landscapes, public art/monuments, sports grounds, etc	Heritage studies predominantly focus on residential and commercial buildings. There may be a need to complete a study on other types of heritage places, e.g. open space, public art, monuments, landscapes, etc.	*Bayside Open Space Strategy April 2012* Heritage Victoria Heritage Strategy Assessment.	Knowing	Urban Strategy	Moderate	Nil Staff time - <$1k
L3	**Bayside Thematic History** Amend *Bayside Thematic History* to incorporate recommended changes from previous heritage studies.	Recommendations made in previous heritage studies to revise the *Bayside Thematic History* have not been progressed.	*City of Bayside Inter-War and Post-War Heritage Study May 2008.* *Heritage Review Lindsay House, 9 Boxshall Street, Brighton, David Helms Heritage Planning, May 2014*	Knowing	Urban Strategy	Low	Nil Staff time - <$1k

Ongoing Actions

#	Proposed Initiative	Issue	Source	Theme (as per Heritage Victoria guide)	Council Department Responsible	Effort	Budget allocation requirement
OG1	**Public Geographic Information System - Heritage** Investigate the need for implementing a public Geographic Information System that provides information on zones and overlays, the following information specific to Heritage should be included: • Properties and precincts included in the Heritage Overlay; • Link to heritage citation/study • For buildings in heritage precincts, whether a property is contributory or non-contributory to a precinct.	Community consultation for the Bayside Planning Scheme Review found that the online version of the Bayside Planning Scheme could be more interactive. The State Government hosts the electronic version of the Planning Scheme and Council cannot alter how it is shown or accessed. However, Council is currently considering options to provide a public GIS system that may be able to provide information on town planning such as zones and overlays. If connected to the Planning Scheme text, this would provide easier access to site specific planning information.	*Bayside Planning Scheme Review 2015*	Communicating and Protecting	Urban Strategy, Information Services	High	TBC
OG2	**Gallery@BACC Board** Continue using the Gallery@BACC Board (Section 86 Committee established under the *Local Government Act* 1989) to build on the strategic direction and management of the Gallery at the Bayside Arts and Cultural Centre and Bayside Art and Heritage Collection.	An external feasibility assessment, undertaken as part of the 2015 Arts and Culture service review, advised that the most appropriate governance model for the Gallery at Bayside Arts and Cultural Centre was the establishment of a Section 86 Committee, which would best meet growing and changing community expectations.	*Bayside Arts and Culture Service Review 2015* *The Gallery At Bayside Arts and Cultural Centre Board Strategic Plan 2017–2021*	Knowing, Protecting, Supporting, Communicating and Promoting	Communications, Customer and Cultural Services	High	Yes
OG3	**HERMES database review** Continue to ensure the HERMES database correctly reflects: • The name, address and HO number details are correct and/or consistent with the HO schedule; • The correct 'Heritage Status' is chosen - For places in the HO, this should be 'Included in the Heritage Overlay'; • Accurate photography of the heritage place.	Bayside's HERMES database requires maintenance to: • Ensure that the heritage status is correctly applied to listed properties. • Identify other places that are suitable for inclusion in the HO.	*Heritage Review Lindsay House, 9 Boxshall Street, Brighton, David Helms Heritage Planning, May 2014* Issue emerged during the preparation of the Heritage Action Plan	Protecting	Urban Strategy	Low	No
OG4	**Bluestone Kerb and Channel Replacement Policy** Continue using and reviewing Council's *Bluestone Kerb and Channel Replacement Policy* to guide public works and ensure revised version are uploaded to the public website and staff intranet. When Council's *Bluestone Kerb and Channel Replacement Policy* is due to be reviewed, incorporate a section that addresses the replacement of bluestone laneways.	Council uses its *Bluestone Kerb and Channel Replacement Policy* to guide public works.	*Bluestone Kerb and Channel Replacement Policy*	Protecting	City Assets and Projects	Low	No
OG5	**Bayside Built Environment Awards** Actively promote and continue to include the 'Best heritage renovation or restoration' and 'Best renovation/extension to an existing building' in the annual Bayside Built Environment Awards.	The annual Bayside Built Environment Awards includes a category for 'Best heritage renovation or restoration' and for 'Best renovation/extension to an existing building.'	Heritage Victoria Heritage Strategy Assessment.	Communicating and Promoting	Urban Strategy	Moderate	No
OG6	**Activation of Council owned heritage buildings** Continue to activate Council owned heritage buildings by using them for community purposes (e.g. Bayside Arts and Cultural Centre at Brighton Town Hall), running events and programs (e.g. Bayside Design Market and Artist in Residence Program) and by leasing them to organisations such as schools.	Council activates historic buildings by using them for community purposes and public events.	Communications, Customer and Cultural Services, *Bayside Environmental Sustainability Framework 2016–2025*	Communicating and Promoting	Communications, Customer and Cultural Services, Commercial Services	High	No
OG7	**Promoting opportunities to hire heritage buildings**	Council promotes places such as Billilla Gardens, Kamesburgh Gardens and the Brighton Town Hall for hire as event venues.	Council website	Communicating and Promoting	Recreation and Events, Urban Strategy	High	No

#	Proposed Initiative	Issue	Source	Theme (as per Heritage Victoria guide)	Council Department Responsible	Effort	Budget allocation requirement
	Actively promote opportunities to hire out heritage buildings for events such as weddings and functions (e.g. on Council's website, through the media, in brochures) and publications such as the Bayside Wedding Guide.						
OG8	**Promote trails and walks** Actively promote Council's trails and walks – e.g. on Council's website, through the media and in brochures.	Council promotes heritage trails and walks, events and programs its website.	Council website	Communicating and Promoting	Urban Strategy, Communications, Customer and Cultural Services, Commercial Services	High	No
OG9	**Availability of Heritage Reference Documents** Continue to provide Heritage Reference Documents on Council's website and actively promote the availability of such documents – e.g. on Council's webpage and through the media.	Heritage Reference Documents are available on 'Planning Scheme Amendments' webpage.	Urban Strategy	Communicating and Promoting	Urban Strategy	Low	No
OG10	**Waiving planning permit fees** Continue waiving fees for planning permits if the Heritage Overlay is the only requirement for a planning permit.	Council waives fees for planning permits if the Heritage Overlay is the only requirement for a planning permit.	Heritage Victoria Heritage Strategy Assessment.	Supporting	Development Services	Low	No
OG11	**Heritage training opportunities** Council to continue to provide ongoing training opportunities to staff on the management of places of heritage significance. Staff to attend relevant events and share this knowledge with the organisation and the community.	Council provides ongoing training opportunities staff on the management of places of heritage significance. This information is shared amongst team members however could be better shared amongst the organisation and Councillors.	Heritage Victoria Heritage Strategy Assessment.	Supporting	Urban Strategy, Human Resources	Low - Moderate	No
OG12	**Review of Art and Heritage Collection Policy** Ensure Council's Art and Heritage Collection Policy adequately documents what heritage objects are being collected and how they are stored.	Further guidance is required from Council's *Art and Heritage Collection Policy* regarding what heritage objects are being collected and how they are stored.	Communications, Customer and Cultural Services	Knowing/Protecting/ Supporting/ Communicating and Promoting	Communications, Customer and Cultural Services	Moderate	Nil Staff time - <$1k
OH13	**Audit of Council owned heritage buildings** Ensure that Council's building maintenance practices have regard to the different requirements associated with Council owned or managed heritage assets.	There is no register of Council owned and Council managed heritage places/objects/ collections that is easily accessible and interpretable outside the Planning Scheme and Council's GIS system.	Heritage Victoria Heritage Strategy Assessment.	Knowing/Protecting/ Communicating and Promoting.	Urban Strategy	Low	Nil Staff time - <$1k
OG14	**Audit of Commonwealth's Register of the National Estate and National Trust of Australia (Victoria)** Conduct an audit of the Commonwealth's Register of the National Estate and audit of places Classified by National Trust of Australia (Victoria) to determine if listed places in Bayside are included Heritage Overlay.	It is unclear if properties included on the Commonwealth's Register of the National Estate and if properties currently classified by the National Trust of Australia (Victoria) are included in the Heritage Overlay.	Heritage Victoria Heritage Strategy Assessment.	Protecting	Urban Strategy	Low	Nil Staff time - <$1k
OG15	**Conservation Management Plan audit** Continue to audit whether a Conservation Management Plan (CMP) exists for each of the heritage assets Council owns and/or manages, and if not, prepare a program for the preparation of CMPs.	It is unclear if Council has prepared a CMP for each of the heritage assets it owns and/or manages.	*Bayside Arts and Culture Review* Heritage Victoria Heritage Strategy Assessment.	Protecting/Supporting	Communications, Customer and Cultural Services, Recreation and Events, City Assets and Projects	Low	Cost of preparing CMP dependent on extent.

Appendix 1 – Criteria for assessing Cultural Heritage Significance

These criteria were adopted by the Heritage Council on 7 August 2008 pursuant to sections 8(1)(c) and 8(2) of the *Heritage Act* 1995 and are also set out in the State Government's *Planning Practice Note 1: Applying the Heritage Overlay* for the purposes of assessing the heritage values of a place.

These model criteria have been broadly adopted by heritage jurisdictions across Australia and should be used for all new heritage assessment work. The adoption of the below criteria does not diminish heritage assessment work undertaken before 2012 using older versions of criteria.

Criterion A:
Importance to the course or pattern of our cultural or natural history (historical significance).

Criterion B:
Possession of uncommon rare or endangered aspects of our cultural or natural history (rarity).

Criterion C:
Potential to yield information that will contribute to an understanding of our cultural or natural history (research potential).

Criterion D:
Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).

Criterion E:
Importance in exhibiting particular aesthetic characteristics (aesthetic significance).

Criterion F:
Importance in demonstrating a high degree of creative or technical achievement at a particular period (technical significance).

Criterion G:
Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions (social significance).

Criterion H:
Special association with the life or works of a person, or group of persons, of importance in our history (associative significance).

Appendix 2 – Municipal Heritage Strategies: A guide for Councils (Heritage Victoria, 2012) – Heritage Strategy Checklist

The Heritage Action Plan has been developed with reference to Heritage Victoria's *Municipal Heritage Strategies: A guide for Councils* (October 2012). An assessment using the Heritage Strategy Checklist set out in the document was undertaken in order to formulate recommendations in the Heritage Action Plan.

Heritage Victoria recommends using the following four themes to assist with the identification of issues and opportunities for heritage planning:

- Knowing (identification, assessment and documentation of heritage places).
- Protecting (statutory protection, policy development, appropriate management).
- Supporting (assistance, advice and incentives to help conserve heritage places).
- Communicating and promoting (measures to raise awareness and appreciation of the heritage of the area).

Theme 1 – Knowing (identification, assessment and documentation of heritage places

No.	Question	Yes/No/Further information required
1.1.	Has a heritage study to identify places of heritage significance across your municipality been completed?	Yes
1.2.	If a heritage study has been completed, there may still be gaps in the information base. For example: • Are there geographical gaps in your heritage study? (Are there parts of the municipality which have not been surveyed as part of a heritage study)? • Are there any gaps in the types of places which your heritage study covers? (Does the heritage study primarily concentrate on buildings? Does the heritage study address other types of heritage places including structures, gardens, significant cultural landscapes, public art, monuments and places of significance to people from diverse backgrounds? Does the heritage study adequately consider inter-war and post-war heritage?) • Is there a need to identify, assess and document places of Aboriginal, archaeological or natural significance? • Are there places identified in your heritage study that need to be further researched and documented?	Yes
1.3.	Has a thematic environmental history been completed for your municipality?	Yes
1.4.	If you have undertaken a heritage study/ies, is the documentation available in the HERMES database?	Yes – review required
1.5.	Are there locally important objects and collections that require assessment?	Yes
1.6.	Does the Council allocate modest resources on a regular basis for the identification, assessment and documentation of additional emerging places?	Yes
1.7.	Does the Council engage with Registered Aboriginal Parties and Traditional Owner groups?	Yes
	Council heritage:	
1.8.	Have all Council-owned and Council-managed heritage places/objects/ collections been adequately assessed and documented?	Yes

No.	Question	Yes/No/Further information required
1.9.	Has a register of Council-owned and Council-managed heritage places/objects/collections been compiled? Does this include significant Aboriginal places?	No

Theme 2 – Protecting (statutory protection, policy development, appropriate management)

No.	Question	Yes/No/Further information required
2.1.	If you have undertaken a heritage study/ies, are all places which are recommended in the study/ies for statutory protection listed in your planning scheme (using the Heritage Overlay, Significant Landscape Overlay or other relevant planning scheme instrument?)	No
2.2.	Are all places included in the planning scheme correctly scheduled and mapped (including having the relevant controls triggered) and do each have a statement of significance?	Yes, however older statements of significance should be revised to have regard to criteria in Planning Practice Note 1: Applying the Heritage Overlay.
2.3.	Are places which are currently included on the Commonwealth's Register of the National Estate provided with statutory protection through your planning scheme? (NB Property on the Register of the National Estate does not have statutory protection. The inclusion of these places in the planning scheme is therefore important. Further information is available at www.environment.gov.au/ heritage/places/rne)	Further action required
2.4.	Are places which are currently classified by the National Trust of Australia (Victoria) provided with statutory protection through your planning scheme? (NB Places which are solely included on the National Trust Register do not have statutory protection. The inclusion of these places in the planning scheme will ensure a basic compliance with the requirements of the *Planning and Environment Act*.)	Further action required
2.5.	Are Council staff aware of places that are currently being assessed for their heritage significance (to enable action under s.29 of the *Building Act* 1993 if required)?	Yes
2.6.	Does Council have a current and effective heritage policy in the Local Planning Policy Framework of its planning scheme? (Does it adequately guide Council's discretion in assessing permit applications for heritage places?)	Yes
2.7.	Has Council adopted effective heritage guidelines for heritage places? Are these publicly accessible?	No
2.8.	Are all Council staff aware of the statutory requirements of the different types of heritage protection (such as the *Heritage Act* 1995, the *Aboriginal Heritage Act* 2006 or the *Environment Protection and Biodiversity Conservation Act* 1999)?	Yes – relevant staff
	Council heritage:	
2.9.	Are all Council-owned or managed heritage assets afforded statutory protection under the planning scheme or other statutory instrument (such as the *Heritage Act* 1995, the *Aboriginal Heritage Act* 2006 or the *Environment Protection and Biodiversity Conservation Act* 1999)?	In the majority of cases, yes
2.10.	Has Council prepared a Conservation Management Plan (CMP) for each of the heritage assets it owns and/or manages?	Further action required

No.	Question	Yes/No/Further information required
2.11.	Are all Departments within Council aware of the CMPs and do they use them to guide decision-making?	Further action required
2.12.	Does Council have a Redundant Assets Policy and an Assets Transfer Policy to ensure heritage values are adequately protected beyond the use-life of the asset or when it is transferred into the ownership of another?	No
2.13.	Does Council have policies in place for managing and protecting historic infrastructure such as laneways, kerbing and street furniture?	Yes

Theme 3 – Supporting (assistance, advice and incentives to help conserve heritage places)

No.	Question	Yes/No/Further information required
3.1.	Does your Council have a heritage advisor?	Yes
3.2.	Does the availability of the heritage advisor meet demand from the community and Council staff? (Council might also consider a regional heritage advisor program in partnership with neighbouring municipalities.)	Yes – available upon request
3.3.	Is the heritage advisor encouraged to perform a public education/staff education/heritage promotion role?	No
3.4.	Does your Council have a community heritage advisory committee?	No
3.5.	Does your Council have a library and/or online repository of publications, guidelines and other material on heritage conservation for the use of the community?	Yes
3.6.	Does your Council have its own heritage financial assistance program (e.g. a small grants scheme, a loan revolving fund or a rate incentives scheme) to assist owners of places listed in the planning scheme? (Councils might also consider a regional assistance program in partnership with neighbouring municipalities)	No
3.7.	Does your Council require a fee to accompany a planning application for conservation work in the Heritage Overlay? (NB – Some councils waive planning permit fees for minor works or conservation works in the Heritage Overlay).	No application fee applies if the Heritage Overlay is the only trigger for a planning permit.
3.8.	Does Council inform community organisations of grant programs run by State and Commonwealth agencies?	No
3.9.	Does your Council provide support to local historical societies, museums and other heritage-related organisations?	Yes
	Council Heritage	
3.10.	Are Council staff who are responsible for the day-to-day management of heritage assets able to access the heritage advisor or other heritage expertise for advice?	Yes

Theme 4 – Communicating and Promoting (assistance, advice and incentives to help conserve heritage places)

No.	Question	Yes/No/Further information required
4.1.	Is heritage place information available to the community through the Victorian Heritage Database?	Yes
4.2.	Does your Council have a publication or other product that provides information about places of heritage significance within the municipality?	Yes – heritage studies.

No.	Question	Yes/No/Further information required
4.3.	Does your Council have a program of interpreting places of heritage significance (e.g. plaques or sign boards; heritage trails etc)?	Yes – where relevant
4.4.	Does your Council have a brochure or does your website provide an explanation of Council's heritage services and statutory controls?	Yes
4.5.	Does Council use its newsletter or some other publication to promote heritage?	As required
4.6.	Does your Council send periodic reminders to owners of places listed in the planning scheme about the heritage controls in place and any heritage services which Council may provide to owners?	No
4.7.	Is there a heritage award or recognition program operating within the municipality?	Yes – Bayside Built Environment Awards
4.8.	Has Council considered undertaking any collaborative heritage projects (with neighbouring Councils, State Government, education institutions, tourism bodies, local historical societies, multicultural organisations, Registered Aboriginal Parties or Traditional Owner groups etc)?	Further action required
4.9.	Is there a "main street" program operating within the municipality?	Not applicable
Council Heritage		
4.10.	Does your Council provide on-going training opportunities for councillors and staff on the management of places of heritage significance (including through "informal briefings" by the heritage advisor and planning staff and through formal training programs like DPCD's PLANET course)?	Yes
4.11.	Are Council staff responsible for heritage identification, protection and management on Heritage Victoria's HeritageChat network?	No
4.12.	Does Council's heritage advisor and planning staff responsible for heritage attend Heritage Victoria's regular "Local Government Heritage Workshop"?	Yes

Appendix 3 – Action implementation program
Higher Priority Actions

Project	Action	High 2020/21	2021/22	2022/23	2023/24	2024/25
Mid-Century Modern	H1					
Prepare study		▓				
Implementation			▓			
Review of Inter-War and Post-War Heritage Study	H2					
Prepare staged study			▓		▓	
Implementation				▓		▓
Review Heritage Panel	H3		▓			
Develop an approach to managing ad hoc requests for heritage protection	H4	▓				

Medium Priority Actions

Project	Action	Medium 2025/26	2026/27	2027/28	2028/29	2029/30
Indigenous Cultural Heritage	M1					
Review study		▓			▓	
Implement study			▓			▓
Investigate a Bayside Heritage Consultative Committee	M2	▓		▓		
Investigate supporting owners of heritage properties	M3	▓				
Heritage Interpretive and Communications Plan	M4					
Prepare plan			▓			
Implement plan			▓	▓	▓	▓
Cowper Street Brighton Heritage Precinct Review	M5			▓		
Heritage Guidelines	M6					
Review Castlefield Precinct Heritage Guidelines					▓	
Prepare Heritage Guidelines					▓	
Implement Heritage Guidelines						▓

Lower Priority Actions

Project	Action	Lower				
		2030/31	2031/32	2032/33	2033/34	2034/35
Review of Existing Heritage Citations	L1			🟩		
Audit and Gaps Analysis	L2				🟩	
Thematic History Implementation	L3					
Review Thematic History						🟩

Ongoing Actions

Project	Action	Ongoing
Public Geographic Information System (GIS) - Heritage	OG1	🟩
Continue supporting Gallery@BACC Board	OG2	🟩
HERMES database review	OG3	🟩
Bluestone Kerb and Channel Replacement Policy	OG4	🟩
Bayside Built Environment Awards	OG5	🟩
Activation of Council owned heritage buildings	OG6	🟩
Promoting opportunities to hire heritage buildings	OG7	🟩
Promote trails and walks	OG8	🟩
Availability of Heritage Reference Documents	OG9	🟩
Waiving planning permit fees	OG10	🟩
Heritage training opportunities	OG11	🟩
Review of Art and Heritage Collection Policy	OG12	🟩
Audit of Council owned heritage buildings	OG13	🟩
Audit of Commonwealth's Register of the National Estate and National Trust of Australia (Victoria)	OG14	🟩
Conservation Management Plan audit	OG15	🟩