



2023-24  
CORPORATE  
PLAN

“To lead in the recognition and conservation  
of Victoria’s cultural heritage.”

— Heritage Council of Victoria

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# Chair's foreword

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**As a peak Heritage body, we acknowledge the Traditional Owners of the Country that we call Victoria as the original custodians of Victoria's land and waters, and acknowledge the importance and significance of Aboriginal cultural heritage across the state. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of Aboriginal culture and traditional practices.**

The Heritage Council of Victoria is an independent statutory authority which brings together experts across the state to achieve its key function of identifying and protecting places and objects of cultural heritage significance to the State of Victoria. Our principal role is to ensure that Victoria's diverse cultural heritage is enjoyed, managed and protected for current and future generations.

The *Heritage Act 2017* governs the work of the Council and Clause 9 of Schedule 1 provides that the Council must prepare a corporate plan each financial year. The Heritage Council Corporate Plan 2023–24 is an important document that sets out the Council's priorities and objectives for the coming year. The Council's overarching mission, to lead in the recognition and conservation of Victoria's cultural heritage, guides our scope of work.

The Council as a body has emerged, like many in the community, from the challenges of the coronavirus (COVID-19) pandemic with more flexible work practices and continues to incorporate the best aspects of the new ways of communicating and engaging with the Victorian community. Continuing to prove itself as an early adopter of technological solutions to changed operating environments, the Council has developed new approaches to a range of promotional content and product launches, and continues to pursue its crucial educational role with vigour. The Council's innovations in its regulatory functions also continue to develop, with the exciting work begun in 2022 on its online hearing platform, the HCV Hub, and the ongoing focus on supporting flexible and accessible public hearings.

The Council in recent years has made outstanding progress in working towards its strategic aims, in particular in the implementation of recommendations of the State of Heritage Review report, the engagement with strategic challenges in the local government heritage sphere, and in relation to the current and future impacts of climate change on built cultural heritage. In addition, the Council continues its productive relationship with Heritage Victoria as we work together to identify and address some of the gaps identifiable in the context of the Victorian Heritage Register.

Our Strategic Plan 2021–25 is in its final years, but it continues to closely guide the focus of our work and our eye on tangible outcomes. The Strategic Plan records the Council's strategic commitments for the next two years and consolidates our focus on a robust and efficient regulatory process, works to strengthen and communicate the Victorian Heritage Register, and the examination of new and emerging issues in heritage. We present our new Corporate Plan outlining the anticipated scope of work for 2023–24 and the steps we will take towards achieving our strategic goals. Taking into account potential challenges in the global economy due to events out of our control, the Council maintains a strong current financial position, with its focus on the prudent management of the Heritage Fund. The Council's budgeting of a moderate operating deficit in 2023–24 allows resources to be prioritised and expended, where appropriate, to achieve the purposes of the Act and aid in the recognition and promotion of Victoria's diverse cultural heritage. The Council is budgeting a return to an operating surplus in subsequent years, partly due to a projected increase in revenue arising from new regulatory processes and fee structures associated with changes to the *Heritage Act 2017* which come into effect in February 2024.



**Prof Philip Goad**  
Chair, Heritage Council of Victoria

# 1.0 Heritage Council of Victoria

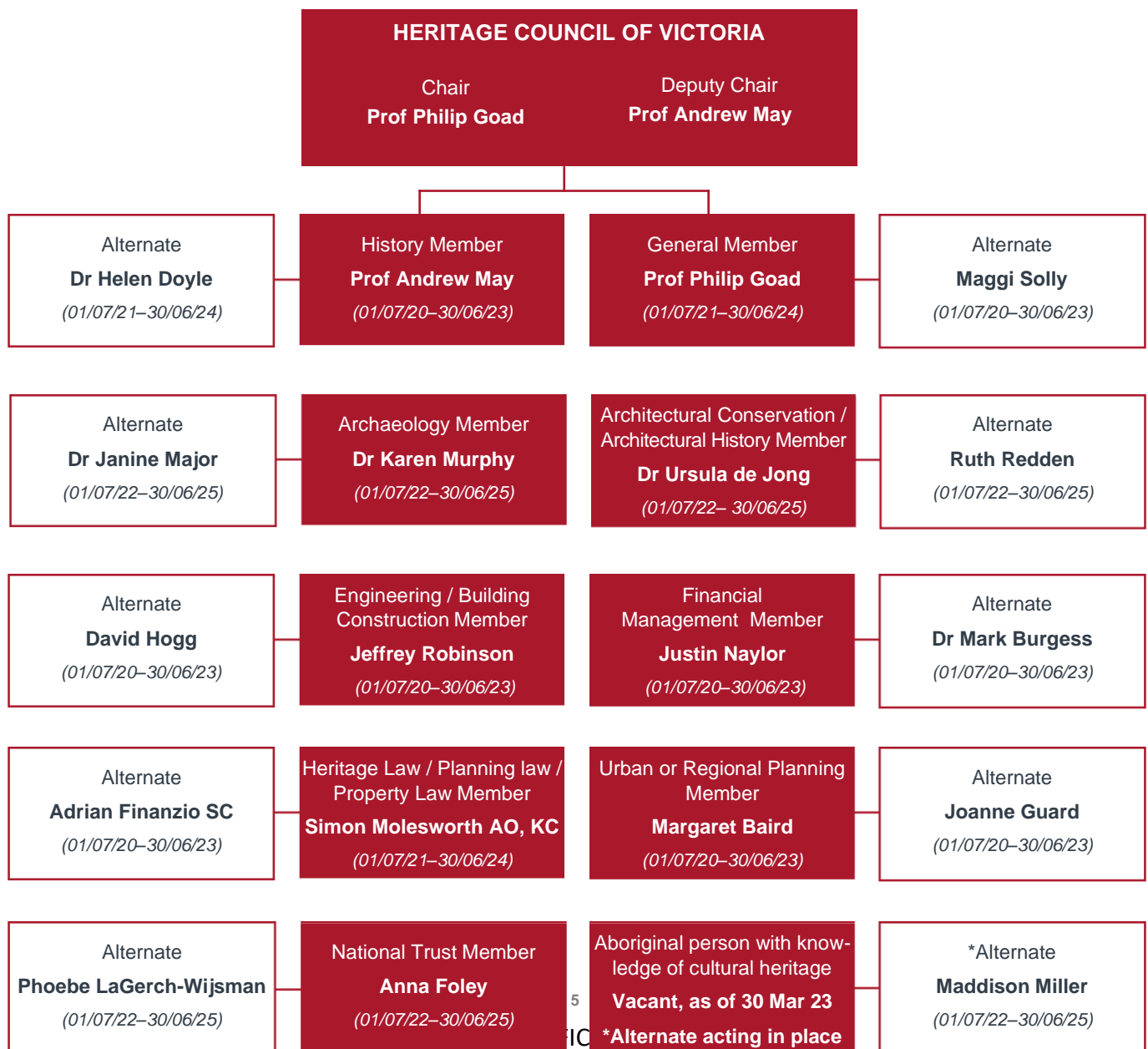
The Council is an independent statutory authority established under the *Heritage Act 2017* (the Heritage Act) as the Victorian Government’s primary decision-making body on the identification of places and objects of cultural heritage significance to the State of Victoria.

The Council lists places and objects of state-wide cultural heritage significance in the Victorian Heritage Register (VHR) and hears reviews and appeals, principally in relation to registration recommendations and permit decisions made by the Executive Director, Heritage Victoria.

Note: the statutory scope of the Heritage Act covers places and objects of cultural heritage significance to the State of Victoria, but does not apply to a place or object that is of cultural heritage significance solely on the ground of its association with Aboriginal tradition. In this Corporate Plan, the terms ‘cultural heritage’ and ‘heritage’ are used generically and interchangeably to refer to the ‘heritage’ to which the Heritage Act applies, recognising that heritage places and objects may have multiple attributes and values.

## 1.1 COUNCIL MEMBERS

The Council consists of 10 members and 10 alternate members who represent a broad cross-section of heritage specialists and the community. Members are appointed by the Governor-in-Council on the recommendation of the Minister for Planning. The Hon Sonya Kilkeny MP, Minister for Planning, is the responsible minister. The following chart outlines the Council’s membership categories for 2023–24 and members in those positions at 30 June 2023.



## 1.2 COUNCIL COMMITTEES

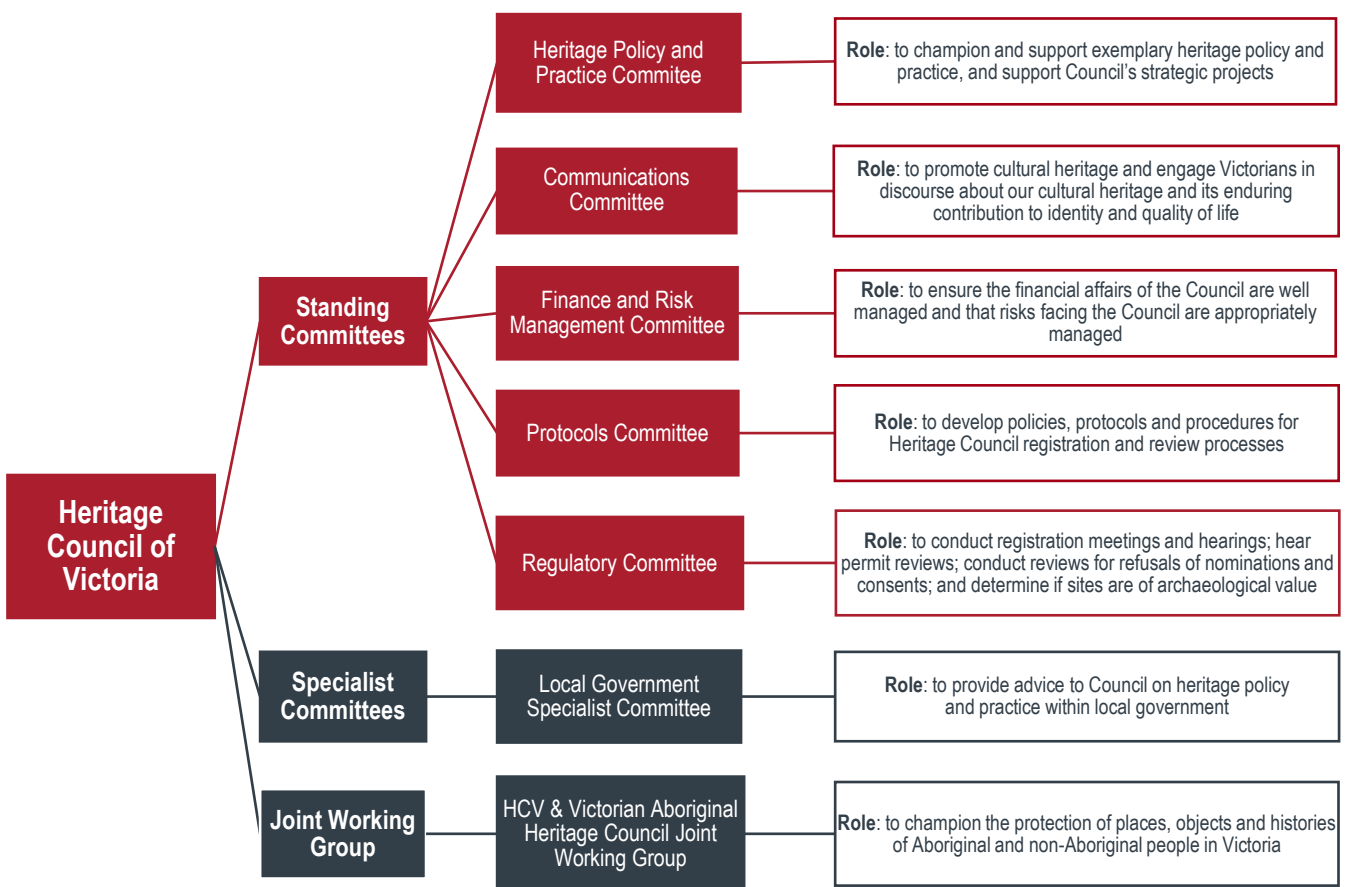
Under Part 2, Division 1, s.13 of the Heritage Act, the Council may establish committees to assist and advise it in fulfilling its statutory functions. There are two types of committees currently in operation:

**Standing Committees** – consisting of Council members only. Five standing committees have been constituted to ensure the effective operation of the Council, especially in relation to its legislative functions. The Standing Committees meet at least six times per year and, on Council’s behalf, undertake some of its most critical and demanding work. This work includes: the conduct of hearings and reviews and the statutory administration of the Act; the management of the Council’s finances; the oversight of strategic, educational and promotional activities; and the development of heritage policy and practice.

**Specialist Committees** – consisting of Council members and external subject-matter experts. Specialist committees advise the Council on cultural heritage matters pertaining to specific subject areas. They meet a maximum of four times per year and provide advice to the Council as needed.

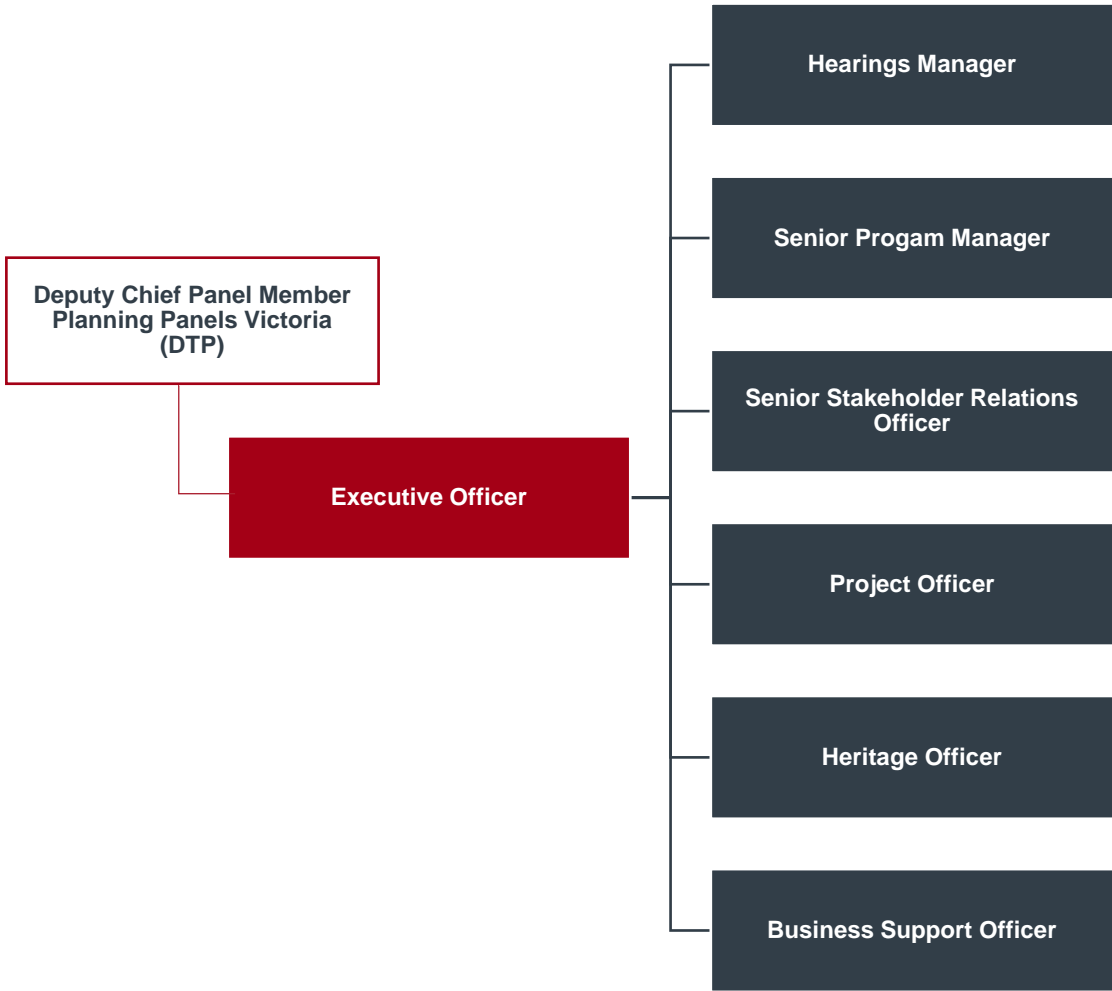
**Joint Working Group** – a partnership with the Victorian Aboriginal Heritage Council, consisting of Heritage Council of Victoria and Victorian Aboriginal Heritage Council members. The Joint Working Group meets four times a year.

The following chart outlines the committees that will be operating in 2023–24 and their different roles:



## 1.3 SECRETARIAT

The Council does not employ any staff but is supported by a small Secretariat consisting of Department of Transport and Planning (DTP) employees. It is led by an Executive Officer who is the Council’s Accountable Officer and is responsible for day-to-day matters. The Executive Officer reports to the Deputy Chief Panel Member, Planning Panels Victoria, DTP.



# 2.0 Mission, vision and values

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The Council uses the following strategic statements, taken from its Strategic Plan 2021–25, to guide its work. The Council's Strategic Plan 2021–25 and its stated mission, vision and values guide and inform the Council's objectives, priorities, main undertakings and activities as set out in the following sections of the Council's Corporate Plan 2023–24.

## 2.1 MISSION

To lead in the recognition and conservation of Victoria's cultural heritage.

## 2.2 VISION

Victorians connect with and value our diverse cultural heritage. We aspire to have:

- Victorian communities, landowners and custodians understanding and valuing our heritage and its contribution to enriching culture
- a heritage system that protects, sustains, and enhances our heritage
- coherent and integrated heritage processes across all levels of government
- transmission of heritage values to current and future generations through effective stewardship and inspirational story telling.

## 2.3 VALUES

### Respect for heritage

We value Victoria's heritage places and objects as an asset to be enjoyed as expressions of the traditions, identities and achievements of our diverse communities and cultures.

### Collaboration

We value the knowledge others bring to heritage conservation and encourage the sharing of experience and information.

### Innovation

We value exploring new approaches to ensure a more sustainable future for Victoria's cultural heritage.

### Skilled practice

We value the skills and resources that enable high-quality heritage management across the state.



# 3.0 Objectives, main undertakings and scope of activities

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## 3.1 CURRENT OPERATING CONTEXT – OVERVIEW

As an independent statutory authority, the Council is extremely conscious of its obligations to the state, the community and Victoria’s cultural heritage in undertaking all activities. The Council works very hard to meet community expectations in relation to regulatory and reporting compliance, operational transparency and good governance. As part of its responsibilities, the Council must prepare and present an annual report, in accordance with the Australian Accounting Standards and the *Financial Management Act 1994*. Performance reporting in relation to the objectives and priorities set out in the Heritage Council’s corporate plan is now required to be included in its annual report. The Heritage Council’s financial statements are audited by the Victorian Auditor-General’s Office in accordance with the *Audit Act 1994*.

The potential economic and operational impacts as we emerge cautiously from the COVID-19 pandemic are something the Council keeps a keen eye on, and we expect will continue to be a challenge in responding to the operating environment of 2023–24. The Council is operating a hybrid model with Secretariat staff attending the office two to three days a week (per Victorian Public Service policy) and most committee meetings and hearings remaining online. The Council has returned to in-person regular meetings of the full membership and continues to monitor the potential benefits of changes to work practice, remaining responsive to all contingencies. Seeking to demonstrate leadership as an entity in developing technological solutions to changed operating environments, the Council will continue to respond to community expectations by reviewing its online presence and upgrading content and investing in its online capital where necessary.

While broader economic issues have the potential to impact the Council’s work, the Council’s financial position remains strong. Considered financial management by the Council continues to allow it to focus on key strategic and operational project outcomes that contribute to the recognition and management of our shared cultural heritage.

## 3.2 OBJECTIVES

The objectives for 2023–24 are outlined in detail in Section 5 of this corporate plan and are related to the Council’s priority activities and performance targets. They correspond to the following five key strategies for achieving the Council’s vision over the next five years:

- Wider understanding of cultural heritage.
- Effective and representative Victorian Heritage Register.
- Innovative and sustainable heritage practice.
- Shared responsibility for heritage conservation.
- Improved Heritage Council operations.

## 3.3 MAIN UNDERTAKINGS

The Council’s identified objectives have been informed by the following main undertakings:

### Provision of advice

One of the Council’s key roles is to advise the Minister for Planning on the State of Victoria’s cultural (non-Indigenous) heritage resources and any steps necessary to protect and conserve them.

The Council also has a role in advising and liaising with other bodies and individuals that have responsibilities in heritage protection and conservation in Victoria, including local government, community organisations and heritage owners/managers.

### Determination of state-level significance and archaeological value

The Victorian Heritage Register (VHR) provides the state’s highest level of legal protection for our cultural (non-Indigenous) heritage. The Council determines which places and objects are of state-level heritage significance and are included in the VHR.

The Council also determines if sites under 75 years of age have archaeological value and should therefore be included in the Heritage Inventory of Victorian archaeological sites.

### **Hearings and reviews**

As prescribed by the Act, the Council conducts hearings or reviews in relation to requests for a review of: the Executive Director's recommendations for inclusion or non-inclusion in the VHR; determinations of permit applications; refusals of nominations for the VHR; and consents for certain activities at archaeological sites.

### **Promotion of cultural heritage**

The Council works to promote public understanding of Victoria's cultural heritage.

### **Undertaking research**

The Council initiates and undertakes research to identify Victoria's heritage and assist in its conservation and interpretation. The Council may do this itself or in partnership with other government or community bodies.

### **Governance and compliance**

As an independent statutory authority with its own financial management responsibilities, the Council has multiple governance and compliance obligations and reporting requirements. Please refer to the Heritage Council's Annual Report 2021–22 for further detailed information.

## **3.4 MINISTERIAL DIRECTIONS AND EXPECTATIONS**

In October 2022, the Minister for Planning set four targets in their Statement of Expectations (SOE) for the Council:

- following launch, the council continue to update the user platform (HCV Hub) for stakeholders involved in council hearings, reviews and other regulatory matters under the *Heritage Act 2017*. Updates should ensure that the platform is user friendly, information is easily understood and accessible, and incorporates all the council's regulatory processes
- improve the IT platforms used to provide publicly accessible information and manage regulatory processes, including through the Heritage Council website
- develop guidance for applicants seeking fee waivers under the Heritage Regulations
- develop communication products to ensure information regarding the council's statutory responsibilities under the *Heritage Act 2017* are clearly articulated to its stakeholders and differentiate between regulatory activities under the *Planning and Environment Act 1987*.

In addition, the Minister has requested that the Heritage Council promote and encourage engagement and participation of a more diverse range of Victorians in matters relating to Victoria's unique heritage, including in relation to events, partnerships, the education sector and recruitment of Heritage Council members.

These targets have been incorporated into the Council's priority activities and performance targets for both 2022–23 and 2023–24 and will be reported on as part of the Council's annual reporting cycle.

## **3.5 NATURE AND SCOPE OF ACTIVITIES**

The Council's Strategic Plan 2021–25 sets out the strategic goals and activities that inform its objectives and main undertakings. The Council's core functions (as outlined in the Act, Part 2, Division 1, s.11) can be found at Appendix A. The Council's core functions and objectives will determine its activities and their scope, as set out in further detail in Section 5. The nature and scope of activities include:

- attending to core statutory functions (making determinations, conducting hearings and reviews) in relation to the VHR, the Heritage Inventory, nominations, permits and consents
- managing the Heritage Fund and publication of the corporate plan and annual report
- reporting annually on the state of Victoria's cultural heritage
- developing guidelines and research in relation to the protection and conservation of cultural heritage
- promoting public understanding of the state's cultural heritage – including by conducting public forums, industry workshops and developing strategic partnerships such as those with Open House, Design Week and the Australian Heritage Festival
- conducting internal reviews, training and analysis in relation to the Council's core functions.

# 4.0 Financial Projections

For 2023–26

## 4.1 ESTIMATES OF 2023–26 REVENUE, EXPENDITURE AND OVERALL FINANCIAL POSITION FOR THE HERITAGE FUND, MANAGED BY THE COUNCIL PURSUANT TO s11(1)(o) AND PART 11 OF THE ACT

	Budget 2022–23 \$'000	2023–24 \$'000	2024–25 \$'000	2025–26 \$'000
<b>Revenue</b>				
DTP Contribution	–	–	–	–
Fees Revenue	2,113	2,109	2,476	2,484
CBS Interest	6	72	76	79
<b>Total</b>	<b>2,119</b>	<b>2,181</b>	<b>2,552</b>	<b>2,563</b>
<b>Expenditure</b>				
Admin and Remuneration	1,464	1,415	1,462	1,499
Communications	88	135	105	100
Strategic Projects	82	210	220	230
Partnership Projects	15	15	15	15
Grant to Heritage Victoria	395	658	510	510
Legacy Grants and Studies	216	88	–	–
<b>Total</b>	<b>2,278</b>	<b>2,554</b>	<b>2,327</b>	<b>2,369</b>
<b>Overall Position</b>	<b>(159)</b>	<b>(373)</b>	<b>225</b>	<b>194</b>

HCV	Budget 2022–23 \$'000	2023–24 \$'000	Forecast 2024–25 \$'000	2025–26 \$'000
Revenue	2,119	2,181	2,552	2,563
Expenditure	2,278	2,554	2,327	2,369
Overall Position	(159)	(373)	225	194

Heritage Council of Victoria has access to funds of \$2.63 million in investments.

### Notes on 2023–24 projected budget deficit

- The projected \$372,978 budget deficit in 2023–24 is due chiefly to an increase in the Council's grant of project funds to Heritage Victoria for critical project expenditure related to the purposes of the Act, an increase in strategic communications activity and partnerships to promote the 50<sup>th</sup> anniversary of the Register and an anticipated increase in necessary operational expenditure and costs for services generally.
- The Heritage Fund holds investments of \$2.63 million and approximately \$3.97 million cash on hand.

### Notes on the Council's Financial Projections 2023–26

- Economic conditions are difficult to predict in the current economic climate. In response to the events of the Coronavirus pandemic, for example, the Council had budgeted for a projected decline in revenue which did not eventuate, and revenue remained relatively consistent with previous years. The Council has projected revenue to remain relatively steady over the next three years, accounting for both a decrease in projected permit income but a similar quantum increase in fee revenue arising from new fees, fee structures and regulatory processes arising from changes to the *Heritage Act 2017* and the corresponding *Heritage Regulations*.
- The Council is projecting an operating deficit in 2023–24 due chiefly to the increased grant to Heritage Victoria for critical project work and the increase in the Council's strategic and communications activity, but is projecting to return to an operating surplus approach over subsequent years.
- The Council does not currently receive funding from DTP and has not forecast the need to request additional funding from DTP over the next three years at this stage. However, forecasting is imprecise, and this line has been retained in case the council's financial position changes.
- In addition to the above budgetary considerations, the Council is evaluating a business case for capital expenditure of approximately \$300,000 for the redevelopment of the Council's website.

# 5.0 Objectives, priority activities and performance targets

For 2023–24

The Council's objectives listed below correspond to strategic goals listed in the Council's Strategic Plan 2021–25.

Strategy 1		WIDER UNDERSTANDING OF CULTURAL HERITAGE		
<b>Goals</b>		<p>a. More Victorians understand the role that cultural heritage plays in the life of our communities, heritage processes, and the roles and responsibilities of organisations involved in heritage management.</p> <p>b. The stories and narratives of our important cultural heritage places and objects are well told and widely shared.</p> <p>c. The Council is recognised as leading public discourse about the conservation, management and celebration of Victoria's cultural heritage.</p>		
Strategic Actions	Goal	SOHR <sup>1</sup>	Target Outcomes (ie: 'Measures of Success')	
Update the Heritage Council communications plan to promote and encourage engagement and participation of a more diverse range of Victorians in matters relating to Victoria's unique heritage	1(b)	PP2 <sup>2</sup>	<ul style="list-style-type: none"> <li>Communications Plan developed and adopted by the Heritage Council that includes events and/or collaborations that are inclusive of people from diverse backgrounds and communities and the education sector</li> <li>Community 'roadshow' event and new content prepared and delivered in relation to the 2024 50th anniversary of the VHR</li> <li>Upgrades to online content and intellectual capital</li> <li>Project to review and redevelop the Heritage Council's website initiated</li> </ul>	
Work with the Minister, Heritage Victoria, National Trust, local government, community heritage organisations and other stakeholders to clarify and communicate roles, responsibilities and processes for heritage	1(a)		<ul style="list-style-type: none"> <li>Chair to meet with Minister bi-annually</li> <li>Ongoing formal engagement with Heritage Chairs and Officials through the annual Heritage Chairs and Officials of Australia and New Zealand forum process</li> <li>The engagement of government heritage asset manager stakeholders through project grant funding to Heritage Victoria</li> </ul>	
Engage with Development Victoria, the Property Council (Victoria), Urban Development Institute of Australia, and other property organisations to create opportunities for improved communication, and better recognition of the contribution of cultural heritage to the Victorian economy and development projects	1(c)		<ul style="list-style-type: none"> <li>Timing and delivery of engagement with Development Victoria, the Property Council (Victoria), the Urban Development Institute of Australia, and other property organisations agreed</li> </ul>	
Demonstrate the economic and social value of heritage to the community by reference to authoritative data and case studies	1(a)		<ul style="list-style-type: none"> <li>Project to assemble and synthesise information on the economic and social value of heritage to the community completed</li> </ul>	

<sup>1</sup> SOHR = State of Heritage Review: Local Heritage 2020 report

<sup>2</sup> PP2 = Promotion Program 2 recommendation from the State of Heritage Review: Local Heritage 2020 report

<b>Strategy 2</b>		<b>EFFECTIVE AND REPRESENTATIVE VICTORIAN HERITAGE REGISTER</b>		
<b>Goals</b>	<p>a. Victoria's Heritage Register recognises and protects our state-significant cultural heritage.</p> <p>b. The Victorian Heritage Register reflects the diverse range of state-significant cultural heritage valued by communities throughout Victoria.</p> <p>c. The Victorian Heritage Register is accessible and easy to use as a source of useful information about Victoria's state-significant heritage.</p>			
<b>Strategic Actions</b>	<b>Goal</b>	<b>SOHR<sup>1</sup></b>	<b>Target Outcomes (ie: 'Measures of Success')</b>	
Work with Heritage Victoria to improve the functionality of the Victorian Heritage Database so that users understand its purpose and have easy access to current information about places on the Victorian Heritage Register	2(c)	PI 6 <sup>2</sup>	<ul style="list-style-type: none"> <li>Liaison with Heritage Victoria about the functionality of the Victorian Heritage Database through Hermes/VHD working group</li> <li>Overhaul of search functionality and user interface implemented for Victorian Heritage Database</li> </ul>	
Analyse the Victorian Heritage Register to better understand current coverage and identify those types of place, demographic group (e.g. gender-related places), historic theme, or geographical area which may be underrepresented and prepare a long-term strategy to address any identified gaps	2(b)		<ul style="list-style-type: none"> <li>Scoping study to analyse the current coverage of the VHR to understand those types of place, historic themes, geographical areas or groups defined by social, cultural, ethnic or political identity (including social diversity) which may be underrepresented completed</li> </ul>	
Investigate options for benefiting from community knowledge, affection and enthusiasm as a resource for supporting and extending the Victorian Heritage Register	2(b)		<ul style="list-style-type: none"> <li>As above in relation to a scoping study; and, also in relation to 50<sup>th</sup> Anniversary events</li> </ul>	

<sup>1</sup> SOHR = State of Heritage Review: Local Heritage 2020 report

<sup>2</sup> PI 6 = Practical Improvement 6 recommendation from the State of Heritage Review: Local Heritage 2020 report

<b>Strategy 3</b>		<b>INNOVATIVE AND SUSTAINABLE HERITAGE PRACTICE</b>		
<b>Goals</b>	<p>a. Cultural heritage conservation contributes to sustainable practices and addresses challenges arising from climate change.</p> <p>b. Victoria has a more highly skilled heritage workforce – professional and trade – to support custodians and policy makers.</p> <p>c. The Council identifies, instigates, undertakes or supports projects which develop or demonstrate exemplary heritage practice and/or showcase Victoria's cultural heritage.</p>			
<b>Strategic Actions</b>	<b>Goal</b>	<b>Target Outcomes (ie: 'Measures of Success')</b>		
Instigate a project to highlight and promote the intergenerational value of heritage in the context of the UN Sustainable Development Goals (SDGs)	3(a)	<ul style="list-style-type: none"> <li>Develop an approach to a working group to consider UN SDGs and intergenerational value of heritage</li> </ul>		
Implement a 'Cultural Heritage and Climate Change Project' focused on the effects of climate change on impact Victoria's cultural heritage places and objects and the development of principles, tools and resources to enable their protection and conservation	3(c)	<ul style="list-style-type: none"> <li>Development of a Climate Action Plan or Position Statement that sets out what is achievable and realistic for the Council within its remit</li> </ul>		
Pro-actively support a national strategic approach to the growing shortage of specialist heritage trade skills, in the context of post-pandemic economic recovery, through the Heritage Chairs and Officials of Australia and New Zealand (HCOANZ)	3(b)	<ul style="list-style-type: none"> <li>Propose a review of the findings from heritage trades and training projects report by HCOANZ</li> </ul>		

<b>Strategy 4</b>		<b>SHARED RESPONSIBILITY FOR HERITAGE CONSERVATION</b>		
<b>Goals</b>	<p>a. The Council leads a shared approach to recognising, protecting and conserving Victoria's cultural heritage.</p> <p>b. The shared history of Aboriginal and non-Aboriginal Victorians is recognised and understood.</p> <p>c. Local government is supported in managing local heritage.</p> <p>d. Victorian state government agencies demonstrate high-quality conservation and management of public heritage assets.</p>			
<b>Strategic Actions</b>	<b>Goal</b>	<b>SOHR<sup>1</sup></b>	<b>Target Outcomes (ie: 'Measures of Success')</b>	
Collaborate with the Victorian Aboriginal Heritage Council through a joint working group to facilitate a common approach which appropriately recognises places of shared histories and promotes a broader understanding of Australia's history	4(a)		<ul style="list-style-type: none"> <li>Joint Working Group with the Victorian Aboriginal Heritage Council meeting regularly and scope/terms of reference jointly reviewed</li> </ul>	
Facilitate best practice local heritage management, guidance and knowledge sharing through forums, workshops, the updated Heritage Council Communications Plan, and the work of the Local Government Specialist Committee	4(c)	PI 5 <sup>2</sup>	<ul style="list-style-type: none"> <li>Annual Local Government Heritage Forum planned and held in May/June 2024.</li> </ul>	

<sup>1</sup> SOHR = State of Heritage Review: Local Heritage 2020 report

<sup>2</sup> PI 5 = Practical Improvement 5 recommendation from the State of Heritage Review: Local Heritage 2020 report

<b>Strategy 5</b>		<b>IMPROVED COUNCIL OPERATIONS</b>		
<b>Goals</b>	<p>a. The Council will have adequate resources and will manage its workload to address strategic programs while managing statutory functions effectively.</p> <p>b. Capacity for community participation and transparency of Council processes will be increased.</p> <p>c. The Council will continue to provide robust and effective advice to the Minister.</p>			
<b>Strategic Actions</b>	<b>Goal</b>	<b>Target Outcomes (ie: 'Measures of Success')</b>		
Examine ways to improve efficiency and to increase available resources, including advocacy for additional staff, greater support for Members and specific project funding	5(a)	<ul style="list-style-type: none"> <li>Annual review of staff allocation, member costs and strategic funding and implementation of recommendations</li> <li>Options scoped for improved management of member documents</li> </ul>		
Implement a systematic annual program for training and capacity-building for Council Members	5(c)	<ul style="list-style-type: none"> <li>HCV has implemented an annual program and identifies training and capacity needs to address</li> </ul>		
Develop a user-friendly, publicly accessible, online system for management of documentation associated with hearings and other statutory processes.	5(b)	<ul style="list-style-type: none"> <li>HCV Hub delivered and subject to ongoing review and updates to ensure the platform is user friendly, accessible and incorporates all regulatory processes</li> </ul>		
Explore measures to encourage individuals from diverse backgrounds to apply to be appointed as Council members, to increase the Council's overall diversity and in line with the Victorian Government's diversity and inclusion requirements for Victorian Government Boards.	5(b)	<ul style="list-style-type: none"> <li>Engage with a diverse range of relevant bodies to encourage their cohorts to consider an application, through advertising notices and direct engagement</li> </ul>		
Implement changes to Heritage Council processes, protocols and the HCV Hub by 1 February 2024 as a result of the Heritage Amendment Bill 2023.	5(a)	<ul style="list-style-type: none"> <li>Schedule 2 updated to reflect changes to the <i>Heritage Act 2017</i></li> <li>Develop guidance in relation to fee waivers under the Heritage Regulations</li> <li>Update HCV Forms and processes to reflect changes to the <i>Heritage Act 2017</i>.</li> <li>All statutory processes, protocols and forms updated, as required, to reflect changes to the <i>Heritage Act 2017</i>.</li> </ul>		

# Appendix A

## The Heritage Council's core functions

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The Council has the following statutory functions, as set out in Part 2, Division 1, s.11, of the *Heritage Act 2017*.

- to advise the Minister on the Status of the state's cultural heritage resources and on any steps necessary to protect and conserve them
- to make and publish guidelines in relation to the conservation of cultural heritage
- to promote public understanding of the state's cultural heritage and develop and conduct community information and education programs
- to advise government departments and agencies and municipal councils on matters relating to the protection and conservation of places and objects of cultural heritage significance
- to liaise with other bodies responsible for matters relating to the protection, conservation, management and promotion of Victoria's cultural heritage
- to initiate and undertake programs of research related to the identification, conservation or interpretation of Victoria's cultural heritage
- to include places or objects in the Heritage Register
- to remove places or objects from the Heritage Register, or to amend the registration of a place or object
- to remove sites from the Heritage Inventory
- to conduct reviews of decisions of the Executive Director in relation to nominations, permits and consents
- to develop, revise and publish the assessment criteria to be used in considering the cultural heritage significance of places and objects and determining whether those places or objects should or should not be included in the Heritage Register
- to adopt, and forward to the Minister, World Heritage Strategy Plans and amendments to World Heritage Strategy Plans
- to determine criteria for assessing whether a place has archaeological value
- to advise the Minister administering the *Planning and Environment Act 1987*, on proposed amendments to planning schemes which may affect the protection or conservation of cultural heritage
- to manage the Heritage Fund
- to perform any other functions conferred on the Heritage Council under this Act or any other Act.

[heritage.council@delwp.vic.gov.au](mailto:heritage.council@delwp.vic.gov.au)

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