

CAPTAIN'S COTTAGE CONSERVATION MANAGEMENT PLAN



CONSULTANT BRIEF

*A PARTNERSHIP PROJECT BETWEEN
MURRAY SHIRE COUNCIL AND MOAMA
LOCAL ABORIGINAL LAND COUNCIL*



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1. INTRODUCTION AND BACKGROUND

1.1 A CONSERVATION MANAGEMENT PLAN

A conservation management plan (the plan) details why an item is considered to be of heritage significance and outlines policies to retain this significance that allow for economic re-use, possible future development and ongoing management and maintenance. This brief sets out the work required for the conservation management plan for Captain's Cottage, Moama.

1.2 MOAMA

The township of Moama is situated on the Murray River, 205km north of Melbourne. Moama is Murray Shire's largest town with a population of approximately 5,800 and together with her Victorian neighbour Echuca, services a population of well over 20,000 people. Echuca-Moama is a significant tourism destination attracting large visitor numbers every year, many of which come to experience the region's rich history and heritage including the Echuca Wharf and Australia's largest fleet of Paddlesteamers.

When the settlement began in 1845, Moama was known as Maiden's Punt, named after James Maiden - punt owner, station manager, stock dealer, publican and post master. Three years later the village area was surveyed and lots were put up for sale when the town was renamed Moama. Situated on the main cattle route from southern New South Wales to the gold fields at Bendigo in the 1850's, the settlement became a cattle market and crossing place and big deals took place across the bar of Maiden's Junction Inn.

Moama declined when the cattle market crashed in the late 1850's. The little settlement of Moama hung on and in the 1860's, police barracks, a school, post and telegraph office and customs office were established giving an air of permanency to the township. Unfortunately Moama's progress was halted by disastrous floods that occurred in 1870 when almost every building in Moama was inundated or submerged by flood waters. The township was gradually rebuilt on higher ground further west near its present position.

Today, visitors are encouraged to take a wander around 'Old Moama' and the site of Maiden's Inn and punt crossing, Old Telegraph Station and Captain's Cottage, located in Chanter Street, in Moama's east.

1.3 CAPTAIN'S COTTAGE

Captain's Cottage, located in 'Old Moama', is believed to have been built in 1877 and is one of the few original buildings remaining in Moama. It has been vacant for many years, is in poor condition and in need of attention to prevent further deterioration and to preserve its heritage values. The Cottage provides an opportunity to preserve and promote the area's heritage and add value to the 'Old Moama' precinct. It is envisaged that the cottage be restored and used as a simple museum, opened periodically, to promote the area's history to the public.

Over the years the Cottage has been home to many families within the local indigenous community. Development of this Heritage Plan is a partnership project between Moama Local Aboriginal Land Council and Murray Shire Council, with funding provided by the Australian Government's Indigenous Heritage Program. There are no funds currently available to implement the Plan upon its completion.

This brief provides information regarding the Plan and consultant requirements.

2. PURPOSE OF THE PLAN

The proposed Captain's Cottage Conservation Management Plan (the plan) will provide for the identification, conservation and promotion of the heritage values (including Indigenous values) of the Cottage.

The plan will provide a detailed and explicit outline in priority order (including costings) of works required to conserve the Cottage and interpret its heritage significance. The plan will be used to stage future works using limited funding, to ensure the building is preserved. The plan will also be used to guide the installation of interpretive information in the Cottage.

The plan will follow the conservation philosophy of the Australia ICOMOS Burra Charter and should be based on the three step NSW Heritage Management System — investigate significance, assess significance and manage significance.

The plan must provide clear direction, be innovative, actionable and cost-effective.

3. OBJECTIVES

In preparing the conservation management plan the objectives are to:

- understand the heritage item through investigation of its historical and geographical context, its history, fabric, research potential, and importance to the community
- prepare a **statement of heritage significance** — the plan will analyse documentary and physical evidence to determine the nature, extent and degree of significance of the heritage item
- develop a **conservation policy**, arising out of the statement of heritage significance, to guide current and future development of the item and its ongoing maintenance. Constraints and opportunities are to be examined
- consider the current proposal for re-use (a very simple museum) and how this can best be achieved in accordance with the conservation policy
- develop a detailed and costed **schedule of works** for the future conservation and management of the cottage, in accordance with the conservation policy and keeping in mind the limited budget available for the works

- develop an **interpretation strategy** to guide the most appropriate ways of making the significance of the place understood.
- recommend how the heritage item can best be managed and maintained.

4. SITE TO BE ADDRESSED

The conservation management plan concerns 'Captain's Cottage' located at 52 Chanter Street, Moama.

5. EXISTING/AVAILABLE INFORMATION

The conservation management plan is to be a concise document. Information on the item or its site included in previous reports is not to be repeated, unless of particular relevance. Rather, simply refer to the other documentation available in the plan.

Relevant documents include:

- Murray Shire Council Heritage Advisory Committee – Recommendations for new LEP
- Murray LEP 2011
- Captain's Cottage basic floor plan and elevations
- Murray Shire Council, *Galleries of Pink Galahs (A History of the Shire of Murray)*, 1990
- Information about Captain's Cottage, collated by local historian Helen Coulson

6. BACKGROUND MATERIAL

It is recommended the following documents be used to develop the statement of significance, conservation policy and management guidelines:

- Australia ICOMOS 2000, *Australia ICOMOS Charter for the Conservation of Cultural Significance (The Burra Charter) and Guidelines to the Burra Charter: Cultural Significance, Conservation Policy, and Undertaking Studies and Reports*, Australia ICOMOS, ACT. The Burra Charter gives definitions for terms used in heritage conservation, discusses acceptable conservation processes and establishes the best practice for achieving the heritage conservation of a particular item.
- Heritage Office 1996, *Conservation Management Documents*, HO, Sydney. Revised 2002. These guidelines answer some common queries regarding the preparation of conservation management plans.
- Heritage Office 2001, *Assessing Heritage Significance*, HO, Sydney. These guidelines explain how to use historical themes and evaluation criteria to assess heritage significance.

- Kerr, James Semple 2000, *The Conservation Plan*, National Trust of Australia (NSW), Sydney. This publication presents a methodology for the preparation of conservation plans.

7. DELIVERABLES

The Conservation Management Plan will deliver the following:

1. A chronological history of the Cottage and its context - *investigate significance*
2. A statement of significance - *assess significance*
3. A succinct statement of conservation policy - *manage significance*
4. An Implementation Strategy - provide a detailed and prioritised schedule of works - *manage significance*
5. An Interpretation Strategy - provide a detailed and prioritised outline of appropriate themes, stories, interpretive strategies and costings – *communicate significance*

7.1 INVESTIGATE SIGNIFICANCE

Gather and analyse written and graphic information (including photographs and drawings) to establish the historic context of the Cottage. This will involve comparison with other like items. Investigate the physical evidence of the item to authenticate its history and to help assess its significance — without excavating or disturbing the fabric.

Evaluate the current condition of the fabric and consult with relevant community and interest groups.

Provide a **chronological history of the Cottage** and its context, including use and significance over time. Analyse any anecdotal, documentary and physical evidence to determine what contributes to the significance of the Cottage.

7.2 ASSESS SIGNIFICANCE

It is recommended that *Assessing Heritage Significance*, published by the Heritage Office 2001, be used to prepare a **statement of heritage significance**. The main aim in assessing significance is to produce a succinct statement of significance, which summarises the Cottage's heritage values. The statement will form the basis for policies and management structures that will affect the item's future. A short paragraph will suffice.

7.3 MANAGE SIGNIFICANCE

Outline the constraints and opportunities that arise as a result of the heritage significance of the Cottage. Outline the constraints and opportunities that arise as a result of the physical condition of the Cottage (for example, structural adequacy, and existing services).

Prepare a succinct **statement of conservation policy** that includes:

- feasible uses — the plan should identify a use, or uses, that are compatible with retaining or enhancing the cultural significance of the item. Briefly explain how each use would impact on the item's significance and make recommendations on the most appropriate use for the Cottage.
- fabric and setting — identify the most appropriate way to conserve the item and its setting
- interpretation — identify the most appropriate ways of making the significance of the place understood. Please note that because it is proposed that the Cottage be used for promotional/educational purposes a separate interpretation strategy is required (refer to 7.5 below)
- controls on intervention — identify the degree of physical intervention acceptable for non-conservation purposes as well as how any essential intervention is to be recorded
- identify priorities for urgent conservation works.

7.4 IMPLEMENTATION STRATEGY

Outline the preferred use of the cottage and provide a detailed and prioritised **schedule of works**, including costs and estimated timelines, required to conserve and manage the cottage. Provide guidance on how the works can be implemented while minimising the impact on heritage significance.

Justify any works that will have a substantial impact on heritage significance, in terms of the viable future of the heritage item. Explain why other options of less impact have not been considered to be viable.

Outline the necessary approval procedures to allow works to be carried out. Identify any planning or other issues that have a bearing on the adaptive re-use or development of the item.

Include a **maintenance schedule** to outline the ongoing maintenance required. This may potentially then be inserted in a separate plan of management.

7.5 INTERPRETATION STRATEGY

The Interpretation Strategy must identify the most appropriate ways of making the significance of the place understood. The Cottage is proposed to be used for promotional and educational purposes, periodically opening to the public.

The strategy will outline in detail the appropriate interpretive strategies for transmitting messages about the cultural heritage values of the Cottage and Old Moama to visitors. It will identify and outline in detail the most significant themes and stories and the media most suited to exploring them. It will focus on providing visitors with an enriching experience while also ensuring the heritage values, including significant fabric, of the Cottage are upheld.

The Strategy *must include the information to be interpreted* and an outline of costings to implement the recommended strategies.

8. PROVISION OF SERVICES

8.1 PROGRAM

The indicative timeframe for this project is as follows:

October 2013	Tenders invited
November 2013	Tender awarded
November 2013 – March 2014	Consultant undertakes research and analysis
April 2014	Draft Final Plan submitted and feedback provided
May 2014	Final Plan submitted

Consultant submissions shall include a statement as to whether the above timeline is achievable. If it is not deemed achievable, a revised timeline shall be included in the submission.

The distinct activities required to complete the Project are to be detailed as part of the submission, clearly indicating when each activity is to be performed.

8.2 CONTRACTUAL ARRANGEMENTS

The contractual arrangements for the Project will be between the Murray Shire Council (on behalf of the Moama Local Aboriginal Land Council) and the Consultant, under the terms of a formal agreement between these parties. The agreement will include the Consultant's Proposal, the Letter of Engagement, General Conditions for Engagement of Consultants AS 4122 and the Brief.

The fee payable to the Consultant will be a fixed lump sum of up to \$41,500 (excluding GST), which is to include ALL expenses incurred by the Consultant, and all sub-consultants where used, in undertaking the Project.

The proposed payment schedule is to be negotiated with the successful consultant.

Evaluation of progress shall be undertaken throughout the course of the project by Council and the Moama Local Aboriginal Land Council and shall include an assessment of compliance with the requirements of the brief, the Consultant's proposal and industry best practice.

All intellectual property, including all reports, plans, photographic material, maps and supporting data gathered or produced as part of this consultancy are to remain the property of Council and cannot be reproduced without written consent. Information obtained or generated during the Project but not included in the Final Report is to be made available to the Councils at the completion of the Project.

The consultant is to treat as confidential any information obtained in the course of the work, and it shall not be disclosed without the expressed permission of the client, in writing.

8.3 CONSULTATION

Consultation with the community and key stakeholders is integral to this project.

Below is a list of organisations to be consulted as part of this project:

- Murray Shire Council
- Moama Local Aboriginal Land Council
- Friends of Old Moama

Plus any other relevant organisation or person identified throughout the investigation process.

8.4 STEERING COMMITTEE

The Steering Committee to guide this consultancy will consist of Murray Shire Council staff and Moama Local Aboriginal Land Council representatives.

The day to day liaison and co-ordination is to be managed by Mr Liam Wilkinson, Town Planner, Murray Shire Council.

8.5 INITIAL PROJECT DISCUSSION

An initial project discussion shall be held as soon as practicable following the awarding of the contract. The Consultant shall advise of any information required from the Project Steering Committee in adequate time prior to the meeting.

8.6 PROGRESS REVIEW

A number of progress review discussions between the Consultant's Representative and the Steering Committee will be held periodically. It is expected that there will be numerous phone discussions however potentially only one progress review meeting. The Consultant shall submit progress reports periodically.

8.7 FINAL PLAN

A draft final plan is required. This plan shall present all deliverables (refer to item 7), and shall include an executive summary and detailed recommendations. The executive summary at the beginning of the plan should highlight the significance of the item, the main conservation policies, the recommendations for implementation and the principal interpretive strategy.

The Steering Committee will consider the draft final plan. The Consultant will then be required to consider any comments and prepare a final plan, to be submitted to the Steering Committee.

The Consultant shall provide electronic copies of the Plan (in Word format). The Councils reserve the right to further copy any of these documents or data sets for internal functional purposes.

9. FORM OF PROPOSAL

The following information is to be included in the submission to Council:

9.1 PROJECT TEAM

Project personnel are to be nominated together with their experience and expertise in previous similar projects. The nomination Project Manager is considered very important and he/she is to represent the Consultant at all relevant meetings and discussions.

9.2 RELEVANT EXPERIENCE

Details of previous relevant experience in producing similar documentation and a sample of previous work produced should be provided with the fee submission.

9.3 METHODOLOGY

An outline of the proposed process to undertake the project including stakeholder engagement is to be included.

9.4 TIMELINES AND PAYMENT SCHEDULE

A statement as to whether the timelines contained in this brief are achievable. If they are not achievable a revised timeline shall be included in the submission. A proposed payment schedule is also required.

9.5 DECLARATION OF INTEREST

Any consultant with a relationship with either Murray Shire Council or Moama Local Aboriginal Land Council should make declaration of such with their submissions.

9.6 REFEREES AND CONTACTS

A list of referees and contact numbers shall be provided with the fee submission.

10. ASSESSMENT CRITERIA

Submissions will be assessed in accordance with the following criteria:

- demonstrated understanding (though submission) of project objectives 35%
- previous experience in producing similar documentation - 30%
- experience of the nominated Project Manager - 15%
- community and stakeholder engagement proposal - 15%
- independence to Council and landowners - 5%

11. SUBMISSION OF PROPOSAL

Proposals must be submitted prior to **4pm on Thursday 24 October 2013** to:

Greg Murdoch

General Manager

Murray Shire Council

PO Box 21

Mathoura NSW 2710

Email: gmurdoch@murray.nsw.gov.au

Enquiries may be directed to Mrs Beck Hayward, Economic Development Officer, Murray Shire Council, email bhayward@murray.nsw.gov.au or phone (03) 03 5884 3302.