



Australian Government

Australian Heritage Council

Identifying Commonwealth Heritage Values and Establishing a Heritage Register

**A Guideline for Commonwealth
agencies**

AUSTRALIAN HERITAGE COUNCIL

Note: This is a working document. Please consult the publications website of the Australian Heritage Council, Department of Sustainability, Environment, Water, Population and Communities, for the latest version (www.environment.gov.au/heritage/ahc/publications).

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1.0 IDENTIFYING COMMONWEALTH HERITAGE VALUES

INTRODUCTION

The Commonwealth Heritage List, established under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), comprises natural, Indigenous and historic heritage places which are either entirely within a Commonwealth area, or outside the Australian jurisdiction and owned or leased by the Commonwealth or a Commonwealth Authority; and which the Minister is satisfied have one or more Commonwealth Heritage values.

The Commonwealth Heritage List can include places connected to defence, communications, customs and any other government activities.

Under the EPBC Act each Commonwealth agency has a responsibility to undertake an assessment process to identify which of the places they own or control have Commonwealth Heritage values.

This document provides guidance and advice on the steps a Commonwealth agency will need to undertake to fulfil this requirement under the EPBC Act and EPBC Regulations (the regulations).

WHAT IS THE COMMONWEALTH HERITAGE LISTING PROCESS?

Under the EPBC Act, the Minister is responsible for the Commonwealth Heritage List. For a place to be included on the Commonwealth Heritage List, the Minister must be satisfied that the place has one or more Commonwealth Heritage values. Commonwealth agencies have a legislative requirement to assess all places that they own or control, to identify if they have any Commonwealth Heritage values (s 341ZB(1)(a)) and report the findings of this assessment to the Minister (s341ZB(1)(c)).

WHAT ARE COMMONWEALTH HERITAGE VALUES?

Commonwealth Heritage values are defined by the EPBC Act. To ensure your assessment meets the legislative requirements it is imperative that the Commonwealth Heritage criteria are used. The criteria relate to the place's natural and cultural environment having aesthetic, historic, scientific or social significance, or other significance.

The Commonwealth Heritage criteria apply to the following:

- (a) natural heritage values of places;
- (b) indigenous heritage values of places;
- (c) historic heritage values of places.

The criteria for the assessment of Commonwealth Heritage values are set out in the EPBC Regulations (10.03A) and provided in the box below:

The Commonwealth Heritage criteria for a place are any or all of the following:

- (a) the place has significant heritage value because of the place's importance in the course, or pattern, of Australia's natural or cultural history;
- (b) the place has significant heritage value because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history;
- (c) the place has significant heritage value because of the place's potential to yield information that will contribute to an understanding of Australia's natural or cultural history;
- (d) the place has significant heritage value because of the place's importance in demonstrating the principal characteristics of:
 - (i) a class of Australia's natural or cultural places; or
 - (ii) a class of Australia's natural or cultural environments;
- (e) the place has significant heritage value because of the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group;
- (f) the place has significant heritage value because of the place's importance in demonstrating a high degree of creative or technical achievement at a particular period;
- (g) the place has significant heritage value because of the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons;
- (h) the place has significant heritage value because of the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history;
- (i) the place has significant heritage value because of the place's importance as part of indigenous tradition.

WHAT TYPES OF PLACES MIGHT HAVE COMMONWEALTH HERITAGE VALUES?

Some heritage significance may be clearly seen in the physical features of a place and are referred to as tangible. Other aspects of heritage significance are those which are not seen and thus are referred to as intangible values. Intangible values include past associations with, and feelings for, a place.

The EPBC Regulations state that the heritage values of a place may be identified by:

- (a) considering all natural and cultural heritage values, recognising indigenous people as the primary source of information on the significance of their heritage and their participation as necessary to identify and assess Indigenous heritage values; and
- (b) identifying values against the Commonwealth Heritage criteria; and

- (c) using expert heritage advice to ensure that levels of documentary and field research are appropriate to best practice assessment and management of heritage values; and
- (d) using a comparative and thematic approach; and
- (e) consulting widely, as appropriate, with government agencies, stakeholders and the community.

The threshold for inclusion on the Commonwealth Heritage List is local heritage significance.

WHO HAS TO ASSESS COMMONWEALTH HERITAGE VALUES?

The EPBC Act specifies that if a Commonwealth agency owns or controls one or more places it must prepare, (within two years from 1 January 2004), a written heritage strategy for managing the protection and conservation of Commonwealth Heritage values. The principal objective of a heritage strategy is to outline an overarching approach to identify, conserve and manage places with Commonwealth Heritage values. Before making a heritage strategy, the agency must consult with the Australian Heritage Council and take its advice into account (contact details provided at end of document). The heritage strategy must set out the time frame in which the agency will conduct its identification program, produce a register and provide a report to the Minister. This guideline - *Identifying Commonwealth Heritage values and establishing a heritage register* outlines how Commonwealth agencies can meet these responsibilities to identify and assess places for Commonwealth Heritage values.

WHAT DOES “OWN OR CONTROL” MEAN UNDER THE ENVIRONMENT PROTECTION AND BIODIVERSITY CONSERVATION ACT?

A very specific definition of own and control is provided under the EPBC Act (s528). If you are uncertain how this definition applies to your particular Commonwealth agency, it is recommended that you seek legal advice from your Department’s legal section. If you decide that your agency does not own or control any property, you must advise the Department of Sustainability, Environment, Water, Population and Communities of this and provide documentation outlining how you came to this conclusion.

WHAT IS THE RELATIONSHIP BETWEEN IDENTIFYING COMMONWEALTH HERITAGE VALUES, AN AGENCY’S HERITAGE STRATEGY AND THEIR HERITAGE REGISTER?

The EPBC Act specifies that if a Commonwealth agency owns or controls one or more places it must prepare a written heritage strategy for managing the protection and conservation of Commonwealth Heritage values. The requirements for developing a strategy and register are outlined under s341ZA and s341ZB, and detailed under Schedule 7C (EPBC Regulations 10.03E). One of the requirements of a strategy is to assess all places which an agency owns or controls for Commonwealth Heritage values, and to develop a register of those places. Therefore, a heritage strategy is an overarching corporate document which outlines how the agency will identify, protect and manage the Commonwealth Heritage values of the places it own

or controls. A heritage register is a list of places which your agency has identified as having heritage values and its establishment is a requirement of the heritage strategy. The aim of these processes is to ensure that heritage requirements are integrated into your agency's organisational structure and day-to-day decision making. The heritage values of some Commonwealth Heritage properties may also be of National Heritage significance, in which case a National Heritage List nomination could be prepared for the place.

The processes for identifying and assessing Commonwealth Heritage values and developing a heritage register are outlined in this document. The attached proforma will also assist you to meet this requirement.

WHEN SHOULD AN ASSESSMENT OF COMMONWEALTH HERITAGE VALUES BE UNDERTAKEN?

As outlined above, an assessment of Commonwealth Heritage values generally forms part of the agency's heritage strategy. If your agency has already prepared its heritage strategy, it will include a deadline by which your agency has agreed to assess places for Commonwealth Heritage values. More detailed information on heritage strategies can be found in the guide - *Working Together: Managing Commonwealth Heritage Places* which is available at:

↘ www.environment.gov.au/heritage/publications/protecting/working-together-commonwealth.html

Other factors which may influence the timing of the assessment of an agency's places for Commonwealth Heritage values include:

- potential disposal
- change in use
- pending development needs.

WHAT DOES THE TERM "PLACE" MEAN?

For the purposes of identifying Commonwealth Heritage values a place is defined under the EPBC Act (s528) as:

- a location, area or region or a number or locations, areas or regions; and
- a building or other structure, or group of buildings or other structures (which may include equipment, furniture, fittings and articles associated or connected with the building or structure, or group of buildings or structures); and
- in relation to protection, maintenance, preservation or improvement of a place – the immediate surroundings of a thing in paragraph (a) or (b).

Some of the examples of the types of places which Commonwealth agencies own or control are provided below:

- Undeveloped land
- An entire building or buildings
- A leased floor within a building

- Car parks
- National Parks on Commonwealth land
- Marine Reserves in Commonwealth waters
- Art Galleries and their collections
- National Botanic Gardens
- Museums
- Light stations
- Customs marine complexes
- Antarctic research stations
- War cemeteries
- Residential properties

Your agency may refer to these items as assets, properties or facilities.

WHAT KINDS OF PLACES NEED TO BE ASSESSED FOR COMMONWEALTH HERITAGE VALUES?

All places which your agency owns or controls must be assessed against the Commonwealth Heritage criteria.

Places owned or controlled by the Australian Government include a vast array of heritage places which reflect the range of national roles played by Commonwealth agencies such as defence, transport, communications, natural landscape conservation, education, government administration, scientific research, foreign affairs, immigration, justice and culture. A range of diverse places have been identified for their Commonwealth Heritage significance. Examples include ancient stromatolites (living fossils), Indigenous places, early 19th century military barracks and modern architectural buildings such as the High Court of Australia. Many places may also have traditional, historic and contemporary Indigenous heritage values. Heritage values may relate to quite small places such as a single grave or large areas such as a National Park. As well, places do not need to contain physical remains or evidence of an event to hold heritage significance. Such places may be those with strong associational, symbolic or spiritual meaning.

Only places which are situated within a Commonwealth area including Commonwealth land or sea need to be assessed for Commonwealth Heritage values.



Images from top left to bottom right:
High Court of Australia, Canberra. Image by D. Markovic 2004 (Place ID: 105544); Jervis Bay Territory, ACT. Image by M. McAulay 2009 (Place ID: 105394). Australian War Memorial and ANZAC Parade, ACT. Image by S. Wray 2006 (Place ID: 105469). Biloela Group, Cockatoo Island, NSW. Image by S. Wray 2007 (Place ID 105263).

HOW DO I START TO ASSESS THE PLACES OUR AGENCY OWNS OR CONTROLS FOR COMMONWEALTH HERITAGE VALUES?

One of the most important first steps is to see if there is anyone available in your agency with specialist heritage skills and experience to assist in this task. The identification and assessment of heritage values, particularly Commonwealth Heritage values, is best carried out by professionals in the relevant heritage fields of natural, Indigenous and historic heritage research. Specialist site survey, architectural, archaeological and anthropological skills are usually needed. As these are highly specialised skills, it is usually necessary to engage the assistance of a heritage expert with experience in meeting EPBC Act heritage requirements.

WHAT IS THE BEST WAY TO ORGANISE MY PROJECT PLAN TO ENSURE THAT MY AGENCY MEETS ALL THESE REQUIREMENTS?

The best way to meet all the requirements is to apply the recommended steps outlined below. In addition, ensure that you have a clear plan showing how your agency will identify the places it owns or controls. The preliminary assessment proforma provided at the end of the document (Part A proforma) will also assist you to work through this process.

WHO SHOULD I BE TALKING TO THROUGHOUT THIS PROCESS?

Before you commence assessing places which your agency owns or controls for Commonwealth Heritage values it is best to contact the Heritage Division at the Department of Sustainability, Environment, Water, Population and Communities. The Heritage Division has specialist staff across the historic, Indigenous and natural heritage environments. Relevant contact details are provided at the end of this document. It is always best to contact the Department as early in your assessment process as possible.

Indigenous consultation

Indigenous heritage values may be intangible and therefore it is necessary to talk with Traditional Owners and knowledge holders to identify places. It is important to engage with Indigenous groups early in the process. Best practice guidelines such as *Ask First, a guide to respecting Indigenous heritage places and values*, provide practical advice on Indigenous consultation (details on this publication are provided in the resources and tools section within this document). Some groups may have a list of preferred heritage professionals that they work with. Indigenous people are the primary source of information regarding Indigenous heritage.

The Commonwealth Heritage management principles (EPBC Regulations 10.03D) state that Indigenous people are the primary source of information on the value of their heritage and that the active participation of Indigenous people in identification, assessment and management is integral to the effective protection of Indigenous heritage values.

Industry experts

The EPBC Regulations 10.03G requires that you seek expert advice to ensure that levels of documentary and field research are appropriate to best practice assessments of heritage values.

Australian Heritage Council

A Commonwealth Heritage agency that has one or more places that have or might have, one or more Commonwealth Heritage values must take all reasonable steps to assist the Minister and the Australian Heritage Council in the identification, assessment and monitoring of Commonwealth Heritage places (see EPBC Act s341Z).

The Australian Heritage Council is the independent expert body which advises the Minister on heritage matters. The Council's roles and responsibilities are defined in the EPBC Act and in the *Australian Heritage Council Act (2003)*. The Council reviews heritage strategies, nominations of places for inclusion on the Commonwealth Heritage List and reports regularly to the Minister.

SHOULD I ENGAGE WITH OTHER STAFF WITHIN MY AGENCY AND HOW CAN THEY BECOME INVOLVED ?

The range of people involved in assessing Commonwealth Heritage values within a given organisation varies from agency to agency. Agencies are required to ensure that responsibility for heritage issues is allocated to one or more internal members of staff. Some examples of positions which look after heritage issues include:

- Facilities manager
- Asset manager
- CEO
- Chief registrar
- Chief ranger
- Environmental officer
- Indigenous heritage officer
- General manager
- Environmental advisor
- Archaeologist
- Project Manager
- Marine biologist
- Maritime archaeologist
- Heritage officer
- Archives officer
- Engineer
- Geographer
- Head of Collections
- Ecologist.

There are a number of ways to ensure your organisation is aware of how to look after heritage. You could include heritage position/responsibility information in your agency's organisational chart. Information tools such as user guides should be able to be easily found and an introduction to heritage responsibilities could be included generally in staff induction. Should you decide to out-source the process of assessing the places which your agency owns or controls, this designated officer or position will generally manage the project, assisting with the requests for quotes, scoping of works and assessment of tenders to undertake these works.

Another good way to involve relevant staff in your agency is to host workshops and information sessions during each major step of the assessment and identification process. This also provides an opportunity for those assessing your agency's places to access corporate knowledge about a place and the history of the agency. It is also a good way of finding valuable information which is not readily available from historic documentation.

Many Commonwealth agencies own or control numerous places across Australia. It is a good idea to involve the manager of each place which will be assessed for Commonwealth Heritage values. Managers often have a detailed knowledge of the places for which they are responsible and care for day to day. Those people assessing each place for Commonwealth Heritage values will probably need to contact the

relevant place managers to arrange for an appointment to interview relevant staff and possibly arrange a site visit.



Left: Edmund Barton Building, ACT. Image by Steve Wray 2007 (Place ID 105467). Right: Uluru-Kata Tjuta National Park, NT. Image by A. Hutchinson 2007 (Place ID 105310).

HOW CAN I CHECK WHICH PLACES ARE ALREADY ON THE COMMONWEALTH HERITAGE LIST?

The Commonwealth Heritage List is constantly growing, as new places are added every year. At the time of writing there were over 337 places on the Commonwealth Heritage List. To understand which places are on the Commonwealth Heritage List visit:

↘ www.environment.gov.au/heritage/places/commonwealth/index.html

HOW DO I ASSESS PLACES FOR COMMONWEALTH HERITAGE VALUES ?

The approach used to identify the Commonwealth Heritage values of places will differ between agencies according to the size and nature of the places which your agency owns or controls.

Approaches to identification can include specific place based research, structured regional surveys, organisational histories, thematic surveys or a combination of these.

The following series of steps has been developed to assist you in identifying and assessing the Commonwealth Heritage values of a place and to assist you in meeting the legislative requirements.

Step 1

Establish a record keeping system

Identify up front how you wish to record and collate information. This will make it easier to integrate the data that you collect into existing systems or your agency's specific heritage register. Refer to the section on developing a heritage register for more information on the requirements for a record keeping system in the EPBC Regulations (10.03G(2)).

It is important to keep a record of progress through each of the steps and to record the decision making processes applied to reach each conclusion.

You should identify how you propose to deal with culturally sensitive or restricted information, particularly in relation to Indigenous heritage. It is best to liaise with relevant Traditional Owners and knowledge holders prior to developing such protocols.

Step 2

Identify information requirements

Information gathered during the identification and assessment of Commonwealth Heritage values is intended to be included in your agency's heritage register. The steps outlined here will help you obtain the necessary data for your heritage register. However the primary focus is on the identification and assessment of Commonwealth Heritage values.

Step 3

Research the history of your agency

Gather information about the history of your organisation to provide a broad historical context. Identify and research files or other information sources on places owned or controlled by your agency. This may cover histories of land use before agency occupation, major phases of agency activities, or the use of contemporary technologies or design styles by the agency. Relevant themes from the Australian Historic Themes Framework can be used to assist in the history research for agencies and their property. For a copy of the Australian Historic Themes Framework visit:

↘ <http://www.environment.gov.au/heritage/ahc/publications/commission/books/australian-historic-themes.html>

Collect relevant photographs, studies, plans and maps of all places owned or controlled by your organisation. These will be valuable in conservation works planning, and for presentation if relevant. Corporate memory will also provide valuable insights into past land use(s) and events relating to particular places. Some agencies have compiled histories and guides to their records. In some cases agencies have established historical societies. All of these may have useful data.

Step 4

Acquire a complete list of all places which your agency owns or controls

When undertaking this step it is important to refer to the definition of "places" and "own or control" outlined earlier in this document. To obtain a list of places it may be best to contact the property manager or general manager. If your agency has already prepared its heritage strategy it should contain a list of your agency's places.

The list should include a basic description of what the place is, for example a warehouse or complex, a campus, an office block, a relic landscape, a housing complex, a landscape area or a marine area, details on location, lease arrangements, and a photograph.

Remember all places within your agency's estate need to be identified and assessed. For example an empty paddock cannot be dismissed because of its appearance and

lack of heritage structures. Similarly, a 1960s office block cannot be dismissed because it does not appear to be special or very old. Some heritage is intangible and cannot be seen. Important archaeological remains may lie buried beneath the soil, or rare and endangered flora, fauna or ecological communities may be present. Agencies may need to address any of these possible situations.

Following identification of the properties owned or controlled by your agency, you will need to conduct preliminary research to gather existing information about each property.

Step 5

Research the region and locality where places are located

Research and record information relating to each property, including:

- The geographic context and regional influences such as topography, climate and access;
- Indigenous people's traditional association with the area. The involvement of the relevant Indigenous community/communities associated with the area is essential in this process; and
- The way natural resources of the place have been utilised as an aspect of the history of the place. Note that natural resource use may continue to be an influencing factor to be noted in the place record. Similarly the design and treatment of a place may also have been influenced by the existing natural resources of the surrounding environment.

The importance of government buildings and land in a locality should be noted as they have often been a focus for the development of a town or they may be key elements of an urban precinct. At times these features may alternatively be incorporated into an identified heritage precinct. Sometimes key buildings or landscapes have assumed great social significance in a locality, representing part of the residents' 'sense of place'. This aspect needs to be identified by an experienced heritage consultant with expertise in identifying social values and community consultation.

Step 6

Search existing heritage registers for listings

Many heritage properties owned by the Commonwealth may have already been identified and assessed by the former Australian Heritage Commission or by State or local authorities. Preparing the relevant heritage data record will involve researching and collating existing heritage listings, assessments and studies that might assist in identifying potential or known significant properties or help in understanding the historical context for the survey. Sources of existing heritage information include:

- Register of the National Estate
- State/Territory Heritage Registers, or inventories
- Agencies protecting Indigenous heritage places
- Parks agencies protecting natural heritage values
- Local government heritage surveys or plans
- National Trust registers
- Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS)

- Specialist registers held by bodies such as the Royal Australian Institute of Architects Register of Twentieth Century Architecture and the Institution of Engineers National Landmarks List
- The Department's (Department of Sustainability, Environment, Water, Population and Communities) Library HERA Bibliographic Database, which can be searched by historical theme or ownership to identify earlier studies of properties owned by the entity, or for comparative studies of places with a similar historical context
- Local histories and historic survey maps
- Maps identifying the location of known heritage features
- Traditional Owners.

A useful database is the Australian Heritage Places Inventory which can be accessed at:

↘ <http://www.heritage.gov.au/ahpi/index.html>

It is important to note that such lists/registers are not exhaustive (particularly in relation to Indigenous heritage), and as such they should be used only as a starting point for an agency's heritage information. Further research will most likely be required to identify what other heritage places or values might be present at each property. There are some Indigenous heritage places about which people may not give you information due to cultural sensitivities or access restrictions. Consult with Traditional Owners and knowledge holders to seek access to this information, or to gauge whether it is relevant to your assessment is the best approach.

Step 7

Identify data gaps for further analysis

From the research above:

- Identify all known heritage places associated with the place/area/region and locate them on maps (1:10,000 scale or larger).
- Identify gaps in existing lists where there is an obvious lack of surveyed information.
- Describe all relevant themes relating to the natural and cultural heritage associated with the place/area/ region.
- Identify places with heritage potential.
- Establish if Indigenous people have been provided information about the heritage of the property.

To address gaps, structured research may be required which may involve desktop research, field surveys and community consultation as further described below.

Step 8

Prepare a preliminary list of places

Following the analysis stage, it should be possible to have places with heritage potential identified, although a full delineation of the extent of values may not be finalised at this stage. With this background information field work and further research can commence.

Step 9

Develop thematically framed approaches

Developing a strategic thematic assessment approach will assist Commonwealth agencies to prioritise the assessment process to identify properties likely to have one or more Commonwealth Heritage values. Also refer to the preliminary assessment proforma provided at the end of this document.

Heritage themes are major topics relating to the heritage of a region, culture or the natural environment. 'Themes' are extensively used by historians and heritage professionals working in the historic environment in order to better understand history and draw together relationships of past activities with places, therefore assisting in revealing the heritage importance of a place, be it a small place or a large area.

Themes do not necessarily follow a chronological order but embrace the multiplicity of human activities. The Australian Historic Themes Framework was developed as a tool by the former Australian Heritage Commission (now the Australian Heritage Council) in consultation with State and Territory agencies and published in 2001, in order to achieve some consistency within heritage agencies on the application of themes across the nation. Relevant themes from the Australian Historic Themes Framework should be used for the identification and assessment of historic heritage places for the Commonwealth Heritage List. Some agencies may have properties that strongly express a number of themes which derive from different land uses of the place or from important stories which are revealed through physical fabric. For example, the settlement, pastoral and military stories of Duntroon Military College or the stories associated with Yarralumla Homestead which was acquired by the then new Commonwealth Government for use as a Governor General's residence.

Typologies are another tool used by heritage professionals to assist in the process of understanding the importance of a place or function. Typologies are especially useful because they enable direct comparisons within the type. The description of the attributes of a type is often referred to as the 'type profile'. Existing typologies or type studies that are used by heritage professionals include Australian architectural styles, archaeological site types, gardens, lighthouses, bridges, theatres, twentieth century office buildings, mountain huts and others.

Step 10

Consult with Indigenous people and the wider community

The EPBC Regulations acknowledge that Indigenous people are the primary source of information regarding their cultural heritage. Indigenous people and/or groups of people may have information that is not available anywhere else. Indigenous representatives or contacts may include people and/or groups who have worked in a place, those who constantly visit a public Commonwealth place, those who have owned a place before the Commonwealth, or those who have lived with the place as part of their local environment. They may have strong views on values and knowledge about a place. The information provided by these people or groups may greatly influence the assessment of significance or subsequent management decisions about a place. It is helpful if you can identify the range of views about a place held by these groups or individuals. Indigenous people/groups should be given the opportunity to be consulted individually due to cultural sensitivities (for further

information see *Ask First*). Those who have an interest in a place have a right to be consulted.

There are various ways to consult with the wider community, such as through public and/or private meetings, workshops, newsletters and events. Some community or interest groups may already have or would like to form an ongoing association that can develop a productive and helpful relationship with an agency and assist in the management of heritage values. Inviting views on the heritage importance of a place is helpful, even if those views are in conflict with the agency's views, as they can inform decisions and create an environment where solutions can be discussed.

Step 11

Surveys of properties

Potential heritage places not identified in any heritage lists but identified under the Data and Gap Analysis step may need to be validated by further archival study or physical survey. In particular, places representing gaps identified previously may need to be sought for consideration in the survey.

There are a number of approaches to carrying out surveys for heritage places. Advice and assistance from heritage professionals is generally needed to develop the best approach. For example, heritage expertise may be sought from architectural, archaeological, anthropological and/or landscape professionals experienced in heritage survey work.

The survey will provide the opportunity to obtain sound information for the description of the place and its condition. At this stage it is advisable to develop a field survey checklist that covers all the fields required for the agency heritage register (outlined in the EPBC Regulations 10.03G(2)).

Prior to any field work being done, it is necessary that Indigenous people with rights and/or interests in the area are informed and given the opportunity to be involved in the process. This applies to areas that have been initially identified for either historic, natural or Indigenous values.

Step 12

Prepare the description, history, condition and integrity statements relating to a heritage place/s

Description

The description will provide two types of information: the physical description of the area; and a description of the elements of significance. The description should include the associations with the place. For historic places this might include the style, materials and construction of a building and its setting or surroundings. For natural places it might include what happens in various seasons. For Indigenous places it might be the importance of the place to a group, evidence of Indigenous occupation or a historic association or event.

Apart from field surveys, the description may be informed by agency records such as historic photographs and plans of specific places. Planning documents such as design briefs and plans are important heritage data sources for buildings and may be held by the agency, or in an archive.

When surveying and recording natural and cultural values, descriptions will need to include information about any human modifications to the land such as tree plantings, tracks or roads, communication installations, boundary markers/fences, buildings, structures and important views or vistas associated with the place.

When dealing with individual buildings, apart from describing the architecture, note the importance of their immediate setting, their relationship to other buildings and features, their internal details such as fixtures and fittings and any important object collections or furniture.

History

The historical context of the properties owned by an agency should be understood. This usually relates to the history of ownership and use of each place. It may be useful to compile a list of key dates and events including those leading to the establishment of the place, the people associated with the place and its sequence of changes. It is also important to consider the history of the place before contact and written records. The Traditional Owners or the primary knowledge holders are a good place to start, keeping in mind that this may involve more than one group with rights and interests in an area.

In some cases the places will have been purpose built by the Commonwealth for a specific use, while in other cases the places may have been developed by others and acquired for Commonwealth functions. In the latter case, it is critical to understand the pre-Commonwealth history of the place. Past use can add to the historical significance of the place, it can also influence how others value the place, and it can physically add to or detract from the significant fabric of a place.

Condition and Integrity

Note the condition of the place in terms of its general condition and standard of maintenance. The integrity of the place is its ability to contain the values. Integrity does not depend on condition. For example a 'ruin' may have poor fabric condition but demonstrate a high level of integrity in relation to its heritage values.

For the natural environment, integrity is an indicator of likely long term viability or sustainability. This reflects the degree to which the place has been affected by its past or current condition or the ability of the place to restore itself (or be restored) and the time frame likely for any restorative processes.

Some heritage places may be subject to a number of natural processes (eg. water/wind erosion, wildfire) which may have significant impacts on the condition of the place that is beyond restoration. This is also true for some human activities which induce permanent and sustained impacts on natural and cultural values e.g. activities involving significant ground disturbance or removal.

Step 13

Describe the heritage values

The heritage values of a place are usually summarised in a condensed form called a statement of significance. This statement must include all of the values which have been identified against the heritage criteria used to carry out the place assessment. This statement of significance should be supported by other written material which

explains the values in more detail. This material usually includes a history of the place and an analysis of its potential heritage value. The analysis provides an outline of the reasons why a place is above threshold against specific heritage criteria. The history helps the reader to understand the values in a more comprehensive way with relevant historical context.

In assessing a place for an agency register, the EPBC Regulations 10.03G (2) (f) note that a register record must include a statement of significance for the place, identifying its heritage values and specifying any that are Commonwealth Heritage values.

For the Commonwealth Heritage List, both a summary statement of significance and a values report are to be prepared for places entered in the list. The summary of significance should be written in an easy to read style and the values report should provide a succinct more technical description of the values as assessed against the relevant criteria. Attributes or features to which the values apply can also be included. As the Commonwealth's heritage legislation focuses on protection of values, the values report is a critical requirement and will be of use in helping agencies assess impacts of proposed actions on heritage significance.

Following the heritage assessment of the places in the preliminary list, places deemed to have heritage significance can have their record developed for inclusion on the agency's heritage register.

Step 14

Nominate places to the Commonwealth Heritage List

Any person can nominate a place to the Commonwealth Heritage List at any time. Nomination forms can be obtained from the Department of Sustainability, Environment, Water, Population and Communities web page. To download the relevant forms visit:

↘ <http://www.environment.gov.au/heritage/nominating/index.html>

A copy is provided in Part B of the Preliminary Assessment Proforma (below).

Once heritage assessments have been undertaken and potential Commonwealth heritage values identified, Commonwealth agencies should prepare and submit their nomination. The processes relating to nominations are outlined on the Department's webpage (see link above).

Commonwealth agencies that have a large number of potential heritage properties may, in their heritage strategy, outline an approach for the nomination of places to the Commonwealth Heritage List. Although this not a statutory requirement, the Department encourages agencies to nominate suitable places for inclusion on the Commonwealth Heritage List as a matter of best practice heritage management.

Commonwealth agencies legally subject to state, territory and local planning requirements should ensure that the information they maintain allows them to comply with requests for such information as might be stipulated by the relevant states, territories or local government.

2.0 ESTABLISHING A HERITAGE REGISTER

WHAT ARE A COMMONWEALTH AGENCY'S OBLIGATIONS?

Commonwealth agencies must prepare a heritage strategy which identifies a program and time frames for conducting a program to identify Commonwealth Heritage values for each place it owns or controls (s341ZB). Within the period mentioned in the agency's heritage strategy the agency must produce a register and give the Minister a written report that includes details of the program and a copy of the register.

A Commonwealth agency must keep its heritage register up to date (EPBC Act s341ZB (3)).

WHAT IS A HERITAGE REGISTER?

A heritage register is a list of the places that a Commonwealth agency owns or controls that sets the Commonwealth Heritage values (if any) of each place. (EPBC Act s341ZB (1)(b)).

WHAT SHOULD A HERITAGE REGISTER INCLUDE?

As noted above in Step 1, the EPBC Regulations 10.03G(2) sets out requirements for a heritage register which are also the basic fields required for managing a heritage database. They state that a heritage register must include:

- a. a comprehensive description, and a clear plan showing the name and location, of each place that has Commonwealth Heritage values;
- b. a discrete heritage place identification number for each place;
- c. details of ownership, leases, licences, rental or other tenure arrangements as applicable;
- d. a summary description of the significant physical characteristics and elements of the place;
- e. a sequential summary of the use of the place;
- f. a statement of significance for the place, identifying its heritage values and specifying any that are Commonwealth Heritage values;
- g. a record of any other heritage listings, providing relevant register numbers;
- h. a record of the date and nature of any works, maintenance or other activity at the place that is relevant to conservation of its heritage values;
- i. a specification of any property or information access restrictions or requirements;
- j. an outline of any consultation requirements relating to the place;
- k. a list of relevant conservation documents or references;
- l. a record of when information has been updated;
- m. cross references to
 - (i) agency place records of any objects that are significant by association with the place, indicating their current location; and
 - (ii) archived records of particular importance to the heritage values of the place.

The agency heritage register may be part of, or linked directly to the agency's Assets Management Register or System, it may be a stand alone agency register or may be set up within Australian Heritage Database, managed by the Department of Sustainability, Environment, Water, Population and Communities.

HOW TO RECORD YOUR INFORMATION: ELECTRONIC VERSUS HARDCOPY

Identify upfront the format in which you wish to record/collate information, as this will make it easier further down the track to incorporate the data you collect into your agency's existing systems, and to develop your heritage register.

Agencies that own or control sizeable numbers of heritage places may want to maintain their register information in an electronic format. Agencies with fewer than ten individual buildings or other places of demonstrated or potential heritage significance may not require an electronic register, and a manual system could be adequate.

An integrated electronic asset management approach is beneficial as it would immediately alert staff to the heritage aspects of a particular place when an action was being considered that might affect that place.

If you have not yet identified the format of your heritage register, you may wish to collect data in a spreadsheet format that can be uploaded into a database at a later point in time.

REGISTER REPORT

A Commonwealth agency must give the Minister a written report which includes the heritage register together with details of the heritage assessment program it has undertaken (EPBC Act s341ZB(1)(c)).

3.0 ATTACHMENTS

TOOLS AND RESOURCES

Proforma for preliminary assessment of places for Commonwealth Heritage values

PART A

PRELIMINARY ASSESSMENT PROFORMA FOR USE BY COMMONWEALTH AGENCIES

TO IDENTIFY THE COMMONWEALTH HERITAGE VALUES OF EACH PLACE THAT THEY OWN OR CONTROL*

INSTRUCTIONS

This form has been designed to assist Commonwealth agencies to undertake heritage assessments of each place they own or control in accordance with their heritage strategy, and to complete their heritage register.

Commonwealth agencies are strongly advised to appoint a qualified heritage consultant to undertake the preliminary heritage assessment. Note that inadequate heritage assessments, strategies and registers are unlikely to be accepted as having fulfilled the requirements of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

While the proforma is intended to contain succinct information, the response boxes can readily be expanded to contain all essential information. Please complete all fields in the proforma, or write N/A if not relevant.

Heritage place

A heritage place may be/include a building or several buildings, terrestrial or marine areas, archaeological sites, landscapes shaped by human intervention, etc. The Commonwealth Heritage values of a place may be Indigenous, historic, natural, or a combination of all three.

Multiple buildings or places within an area

If your agency owns or controls a precinct, campus or landscape containing multiple heritage places, you should complete a single assessment proforma for the entire site, grouping places with a similar or complementary history and/or purpose within a single boundary. The assessment should distinguish between the elements of the site that are above the Commonwealth Heritage List (CHL) threshold and the elements that are below threshold.

If there is more than one distinct heritage place within the campus/precinct/landscape and combining the places would not create a cohesive whole and/or tell a coherent story, you should speak to your contact in the Heritage Division to discuss whether to complete a separate assessment for each distinct place within the broader setting.

Boundary determination

The guiding principle for boundary determination is that the boundary around a heritage place should encompass the heritage significance of the place and its setting.

Assessing levels of significance

In many jurisdictions, Commonwealth-owned places are not included in local or state heritage lists. The Commonwealth Heritage List is intended to provide protection for Commonwealth owned heritage places of local, state, national or world significance, whether or not they are included in other lists. This ensures that there is no gap in the coverage of heritage protection across the nation.

Places are said to have Commonwealth Heritage values if they are significant at the

local level, or above.

In determining the threshold for local significance, an agency may follow a “good neighbour” policy by being guided by the heritage requirements of the relevant jurisdiction. The NSW, Western Australian or Queensland definitions of local heritage significance may also provide helpful references, particularly for cultural sites:

NSW Heritage Office: *Assessing Heritage Significance*, 2001 –
www.heritage.nsw.gov.au/docs/assessingheritagesignificance.pdf

Heritage Council of Western Australia: *Local Government Common Standards and Discussion Papers*; 2005. (see: *Assessment criteria for local heritage places and areas*).
http://www.heritage.wa.gov.au/assets/files/LG_publications/lgovt_working_party_full_paper.pdf

Queensland Heritage Council: *Using the Criteria: a methodology; an interpretation and methodological framework for entering places in the QLD Heritage Register using the criteria established by the Queensland Heritage Act 1992*, 2005.

Queensland Heritage Council: *Defining boundaries: an illustrated guide - a guide to determining boundaries for places entered in the QLD Heritage Register*, 2007.

If you consider that a place meets the threshold for heritage significance against a Commonwealth Heritage List criterion, please identify whether that significance is primarily at the:

- local
- regional;
- state;
- national;
- world level.

Further guidance on levels of significance can be provided by the Heritage Division including more detail on natural heritage sites.

Assessing indigenous heritage values

When assessing indigenous heritage values, please refer to *Ask First: a guide to respecting Indigenous heritage places and values*
<http://www.environment.gov.au/heritage/ahc/publications/commission/books/ask-first.html>.

Assistance with this form

If you do not understand any questions asked in this form, or require assistance determining the scope of your assessment, please discuss this with your Heritage Division contact.

Your contact within the Department of Sustainability, Environment, Water , Population and Communities is:

[Name]

[Position]

[Email address]

[Phone Number]

Delete this box when you have finished completing the form.

Name of Commonwealth agency submitting the preliminary assessment

1. Details of the place being assessed

Name of place

Street address

Location

Name of town:

(or name of and distance from nearest town):

Local government area:

Description of location (including lot, deposited plan etc where relevant):

Cadastral description of place

If a map showing the boundary of the place is available, please attach it.

type of map:

Is the place part of a larger campus, landscape or heritage precinct?

 Yes No

comment:

Photographs

Please provide supporting photographs of the place and tick the relevant box to indicate these have been attached.

Ownership/Control of the place

Indigenous people are the primary information holders regarding their heritage. According to the Australian Heritage Commission's *Ask First: a guide to respecting Indigenous heritage places and values* it is important to seek information on the Indigenous heritage values of an area. If you need further information about the requirements to consult with Indigenous people, your Departmental (Department of Sustainability, Environment, Water, Population and Communities) contact can direct you to an appropriate contact.

Who are the Indigenous stakeholders:

Contact details:

Preferred mode of contact and availability:
Has any engagement with Indigenous stakeholders taken place? Please provide details:

Is the place owned by the Commonwealth?
 Yes (go to **a**.) No (go to **b**.)

a). Names and contact details of other organisations/people who have rights or interests in the place

<i>eg Indigenous people, property manager, local environment or historical group, local council, industry groups etc</i>
--

b). If the place is not owned by the Commonwealth, please summarise the nature of your agency's control over the place and provide the period specified in the current or prospective lease.
(In considering your response in relation to this question, please refer to footnote on p.1)

<i>Extent of control:</i>
<i>Period specified in lease:</i>

Please provide the address and contact details for the owner(s).

<i>Name of owner:</i>
<i>Address:</i>
<i>Contact:</i>

Is/are the owner(s) aware of the assessment?
 Yes No Not all owners

2. Assessment

Did you engage a heritage expert to undertake the assessment? Yes No

How is the assessment being undertaken? Please tick all relevant boxes.

- | | |
|--|--|
| <input type="checkbox"/> internet search | <input type="checkbox"/> viewed via Google Map |
| <input type="checkbox"/> research through referenced sources | <input type="checkbox"/> site visit |
| <input type="checkbox"/> research from primary sources | <input type="checkbox"/> other |
| <input type="checkbox"/> indigenous/community consultation | |

<i>Comments</i>

Heritage Listings

If the place, or the precinct within which it is located, is already listed in a heritage register, heritage list or local planning instrument (such as a local environment plan or heritage overlay), or has previously been listed, please

- tick the relevant box/boxes;
 - provide the name of the relevant local plan or heritage register or list; and
 - provide the identity reference number of the place.
- | | |
|--|--|
| <input type="checkbox"/> National Trust listing | <input type="checkbox"/> Register of the National Estate * |
| <input type="checkbox"/> Local council listing | <input type="checkbox"/> Commonwealth Heritage List ** |
| <input type="checkbox"/> State heritage register | <input type="checkbox"/> National Heritage List |
| <input type="checkbox"/> Indigenous sites register | <input type="checkbox"/> World Heritage List |
| <input type="checkbox"/> Other listing | |

* including interim listings
 ** including indicative listings

<i>List/Register</i>	<i>Name of place or precinct as listed</i>	<i>ID number</i>

Place with no heritage values

In the case of a place, such as a contemporary office block, ploughed field or car park that is unlikely to have Commonwealth Heritage values, it may not be necessary to assess the place formally against each Commonwealth Heritage criterion. We strongly suggest seeking expert advice before coming to this conclusion.

If, after consultation with your heritage expert and your contact within the Heritage Division, you conclude that the place is unlikely to have any heritage values, please provide a statement below outlining your conclusion and indicating which values were considered in your assessment.

summary of conclusions for places with no heritage values

Historic values:

Indigenous values:

Natural values:

The preliminary assessment of the place is now complete. Go directly to parts 4 & 5 to complete the details before submitting the form.

Description of the place

physical aspects (such as type of natural or indigenous place, vegetation type & condition or architectural style of building)

context and surrounds (including any nearby features, structures or places that have been excluded from the assessment and why)

is it an important element of a larger heritage precinct, streetscape or landscape?

other notable distinguishing features

History of the place

summarise its origins, development, past and present uses, indigenous stories associated with the place, significant people associated with the place etc including relevant dates or time periods

Physical condition and integrity of the place:

What is the condition of the place?

if the place has been deliberately changed over time, when, in what way and to what extent has it been changed?

if the place has been subject to major change, significantly deteriorated or been damaged or disturbed, in what way and to what extent has it deteriorated or been damaged/disturbed?

Is the place still representative?

Yes No

comment on the extent to which the place remains a good representation of a particular natural or cultural environment, way of life, historical event etc

Other places with similar characteristics: please summarise briefly

Are there other places that have similar characteristics?

Yes No

If you answered *yes*:

<i>Name of similar place</i>	<i>Similarities/differences</i>	<i>Name of any heritage listing</i>	<i>ID number of listing</i>

Statement of Significance

Summarise the heritage significance of the place

Which of the Commonwealth Heritage criteria does the place meet?

To determine Commonwealth heritage values, the place must be tested against the following Commonwealth Heritage Criteria:

- a. the place has significant heritage value because of the place's importance in the course, or pattern, of Australia's natural or cultural history
- b. the place has significant heritage value because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history
- c. the place has significant heritage value because of the place's potential to yield information that will contribute to an understanding of Australia's natural or cultural history
- d. the place has significant heritage value because of the place's importance in demonstrating the principal characteristics of:

- i. a class of Australia's natural or cultural places; or
- ii. a class of Australia's natural or cultural environments;
- e. the place has significant heritage value because of the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group
- f. the place has significant heritage value because of the place's importance in demonstrating a high degree of creative or technical achievement at a particular period
- g. the place has significant heritage value because of the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons
- h. the place has significant heritage value because of the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history
- i. the place has significant heritage value because of the place's importance as part of Indigenous tradition.

In this section you need to:

- tick the relevant box/boxes if the place is above the CHL threshold against that criterion (see p.1-2 for notes on threshold);
- briefly discuss the elements/features of the place that are of local heritage value or above;
- list other relevant elements/features of the place that were considered and not found to be significant (or write N/A if no aspect of the place is relevant to the criterion);
- tick the relevant box to indicate the level of significance.

Note: places assessed as above the threshold against at least one of the Commonwealth Heritage values can be nominated for inclusion on the Commonwealth Heritage List. See Part B: CHL Nomination Form.

Note that for a place to be considered significant against either **criterion (e)** aesthetic values or **(g)** social values, it is necessary to identify a specific community or cultural group for whom the place is significant. The definition of a community or cultural group does not include a professional group, such as architects, engineers or designers (whose support may assist in demonstrating significance against criterion (f) creative or technical achievement), but it may include artists, writers, musicians, filmmakers etc who have been creatively inspired by the place. Further advice on the scope of criteria (e) and (g) is provided in the National Heritage List guidelines at <http://www.environment.gov.au/heritage/ahc/publications/nhl-guidelines.html> (but note that different thresholds apply to the Commonwealth Heritage List & the National Heritage List).

Delete this box when you have finished completing the form.

(a) **Events and Processes**

The place has significant heritage value because of the place's importance in the course, or pattern, of Australia's natural or cultural history

Aspects of the place above threshold against criterion (a) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

(b) **Rarity**

The place has significant heritage value because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history

Aspects of the place above threshold against criterion (b) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

(c) **Research**

The place has significant heritage value because of the place's potential to yield information that will contribute to an understanding of Australia's natural or cultural history

Aspects of the place above threshold against criterion (c) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

(d) **Principal Characteristics**

The place has significant heritage value because of the place's importance in demonstrating the principal characteristics of:

(i) a class of Australia's natural or cultural places; or

(ii) a class of Australia's natural or cultural environments

Aspects of the place above threshold against criterion (d) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

- (e) **Aesthetics**
The place has significant heritage value because of the place's importance in exhibiting particular aesthetic characteristics valued by a community or cultural group

Aspects of the place above threshold against criterion (e) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

- (f) **Creative or Technical Achievement**
The place has significant heritage value because of the place's importance in demonstrating a high degree of creative or technical achievement at a particular period

Aspects of the place above threshold against criterion (f) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

- (g) **Social Values**
The place has significant heritage value because of the place's strong or special association with a particular community or cultural group for social, cultural or spiritual reasons

Aspects of the place above threshold against criterion (g) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

(h) **Significant People**

The place has significant heritage value because of the place's special association with the life or works of a person, or group of persons, of importance in Australia's natural or cultural history

Aspects of the place above threshold against criterion (h) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

(i) **Indigenous Tradition**

The place has significant heritage value because of the place's importance as part of Indigenous tradition*

* Indigenous tradition means the body of traditions, observances, customs and beliefs of Indigenous people generally or of a particular Indigenous community or group, and includes any such traditions, observances, customs or beliefs relating to particular areas. These traditions must have been handed down from generation to generation. Generally this criterion applies to sacred and creation story places and ceremonial sites although it may include other types of places

Aspects of the place above threshold against criterion (i) & why:

Other aspects considered but found to be below threshold & why:

Is the place primarily of local, regional, state, national or world heritage significance against this criterion?

Local Regional State National World

3. Additional Information

Additional information and reference material: Provide details (eg bibliographic details or website address of published material; title date and location of manuscript material) of:

any heritage strategy and/or existing management plan

any oral histories, custodian information, websites, books, heritage studies, etc, that may provide supporting evidence of the heritage significance of the place

any architectural drawings, maps, historic images or other primary sources relating to the place eg archival records

Provide details for any people able to supply additional cultural, historical, natural, scientific or heritage management information about the place

<i>Name:</i>	<i>Position:</i>
<i>Area of expertise:</i>	
<i>Address:</i>	
<i>Contact details: tel:</i>	<i>fax:</i>
<i>email:</i>	
<i>Preferred mode of contact & availability:</i>	

<i>Name:</i>	<i>Position:</i>
<i>Area of expertise:</i>	
<i>Address:</i>	
<i>Contact details: tel:</i>	<i>fax:</i>
<i>email:</i>	
<i>Preferred mode of contact & availability:</i>	

Other considerations

Are there sensitive issues associated with the place that may require its identity or location to be withheld from the public? (eg matters relating to sacred or religious sites, location of rare fossils, plants etc, particularly fragile places, matters of security.)

Yes No (If yes, we will contact you to discuss the issue)

<i>comments</i>

Date assessment completed

/	/201

4. Your Contact Details

Details of assessor

Please provide the name of the person/organisation who undertook the preliminary assessment

<i>Name:</i>	<i>Position:</i>
<i>Area of expertise:</i>	
<i>Address:</i>	
<i>Contact details: tel:</i>	<i>fax:</i>
<i>email:</i>	

Details of person submitting this form

Please provide the name and position of the person who is submitting this information to the Department

<i>Name:</i>	<i>Position:</i>
<i>Commonwealth agency:</i>	
<i>Address:</i>	
<i>Contact details: tel:</i>	<i>fax:</i>
<i>email:</i>	

Signature

5. Submission of preliminary assessment

Submission of preliminary assessment:

Please both

- *email* the completed form to your contact within the Department's Heritage Division *and*
- *mail* the hard copy of the completed form, plus attachments (see checklist below) to:

The Nominations Manager
Heritage Division
Department of Sustainability, Environment, Water, Population and
Communities
GPO Box 787
CANBERRA ACT 2601

Attachments checklist:

- site map or plan showing boundary of place if available;
- hard copy or emailed photographs of the place, including for each image the name of place and aspect of place shown; and
- any supporting information.

Your contact within the Department's Heritage Division is:

[Name]

[Position]

[Email address]

[Phone Number]

PART B

**COMMONWEALTH HERITAGE LIST
NOMINATION FORM
FOR USE BY COMMONWEALTH AGENCIES
FOR EACH PLACE THEY OWN OR CONTROL*
THAT HAS BEEN ASSESSED TO HAVE
COMMONWEALTH HERITAGE VALUES**

Name of place being nominated

--

Details of nominator

<i>Name:</i>		<i>Position:</i>	
<i>Commonwealth agency:</i>			
<i>Address:</i>			
<i>State:</i>		<i>Postcode:</i>	
<i>Contact details: tel:</i>		<i>mob:</i>	<i>fax:</i>
<i>email:</i>			

<i>Signature:</i>

<i>Date:</i>

Please both mail and email your completed assessment form (Part A), nomination form (Part B), and attachments to:

By mail:
The Nominations Manager Heritage Division Department of Sustainability, Environment, Water, Population and Communities GPO Box 787 CANBERRA ACT 2601
By email mail to your contact within the Heritage Division: Name: Position: Email address: Phone Number:

See attachments checklist at end of Assessment Form (Part A).

Reference material

There are a number of resources and relevant best practices guidelines available to assist you and your agency in this process. Helpful tools include:

Legislation

↘ <http://www.environment.gov.au/epbc/>

Environment Protection and Biodiversity Conservation Act (1999)

↘ <http://www.environment.gov.au/epbc/about/index.html>

Environment Protection and Biodiversity Conservation Regulations (2000)

↘ <http://www.environment.gov.au/epbc/about/index.html>

Best practice guidelines

Ask First, a guide to respecting Indigenous heritage places and values, Australian Heritage Commission 1996.

↘ <http://www.environment.gov.au/heritage/ahc/publications/commission/books/ask-first.html>

Australian Heritage Commission 2001. *The Australian Historic Themes*.

↘

<http://www.environment.gov.au/heritage/ahc/publications/commission/books/australian-historic-themes.html>

Australian Heritage Commission 1998. *Protecting Local Heritage Places, a guide for communities*. Australian Heritage Commission, Canberra ACT.

Australian Heritage Commission 1996. *Australian Natural Heritage Charter for the Conservation of places of natural heritage significance*. Australian Heritage Commission, Canberra ACT.

Australia ICOMOS 1999. *The Burra Charter, the Australian ICOMOS Charter for Places of Cultural Significance*.

↘ www.icomos.org/australia/charter.html

Australia ICOMOS 1999 *The Burra Charter: the Australia ICOMOS Charter for Places of cultural Significance*. Australia ICOMOS Incorporated 2000.

Marquis-Kyle, P & Walker, M 2004. *The Illustrated Burra Charter*, Australia ICOMOS, Sydney.

KEY CONTACTS

Heritage Division
Department of Sustainability, Environment, Water, Population and Communities.
GPO BOX 787
CANBERRA ACT 2601
Ph: 02 6274 1111
Email: heritage@environment.gov.au
↘ www.environment.gov.au

Secretariat
Australian Heritage Council
Department of Sustainability, Environment, Water, Population and Communities.
GPO BOX 787
CANBERRA ACT 2601
Ph: 02 62674 1111
Email ↘ <http://www.environment.gov.au/heritage/ahc/contacts/index.html>