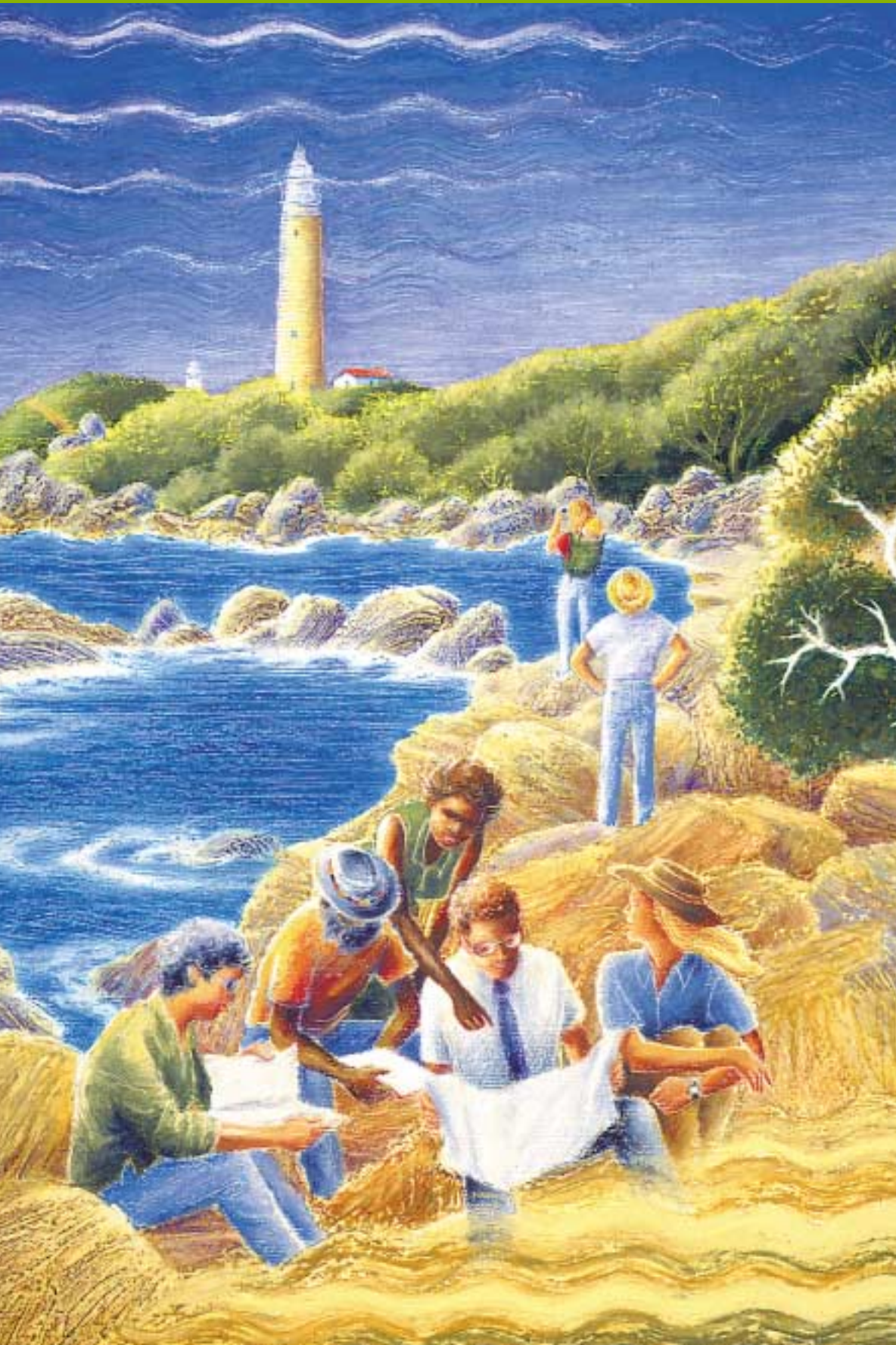


# Protecting Heritage Places

## WORKBOOK

10 steps to  
help protect the  
natural and cultural  
significance of  
places



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10 steps to  
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# Introduction



## In this section:

Overview

The 10 key steps

Using this workbook  
for different purposes

What is heritage  
conservation?





# Overview

The Protecting Heritage Places Workbook can be used by anyone who wants to protect heritage places – as a self-help kit or to train others about the processes involved in heritage protection.

This workbook is part of a kit of materials including a website, CD-ROM, and other presenters materials. This workbook contains the same content as the *Protecting Heritage Places Website* ([www.heritage.gov.au/protecting.html](http://www.heritage.gov.au/protecting.html)), and will help those who prefer to work from paper materials, or don't have ready access to the internet.

You can work through this workbook in a logical sequence and learn about heritage conservation, or go straight to a topic that interests you. If you go straight to a particular topic, ensure that you are aware of all the other steps, because the order of the steps is important to getting a good outcome.

You may need to go back and revisit steps as more information comes to light.

Along the way you will find examples of what others have done, and you can apply the steps to a heritage place you are interested in or working on by trying the short 'Have a Go' tasks at the end of each main section. If you follow these 10 steps, you will have an outline of a management plan for your heritage place.

This workbook is designed to be used independently by people who want to take themselves through the key steps. It can also be used as a resource book for trainers and group leaders as background information for giving presentations, lectures or facilitating groups. The pages have been designed so they can be photocopied and be used as handouts.



## The 10 key steps

This workbook will take you through a **10-step process** to develop a plan that will help protect a heritage place. The approach outlined in these steps has been developed over a number of years and is in line with the common approach taken by all nationally-recognised natural and cultural heritage conservation charters. This information is an important step in bringing together the approaches to natural and cultural heritage conservation.

The 10 key steps form a sound basis for the management heritage place, and cover the key components of a management plan. Becoming familiar with these steps will be useful, whatever your interest or level of experience.

This workbook is based on the award-winning publication: *Protecting Local Heritage Places: a guide for communities*, with the content updated and revised.

The guide was awarded a 'Planning Excellence' award by the Royal Australian Planning Institute in November 2000.

The guide is the result of a joint project between the Australian Heritage Commission and Context Pty Ltd. It is designed to help local communities look after their own heritage places.

Much of the book's content comes from people from all over Australia who are working locally to protect their heritage places. They generously shared their experiences and knowledge through workshops and submissions. A number of case studies appear throughout the book to show how others are doing it.

If you are interested in obtaining copies of the guide and other presentation materials, or would like more information about protecting heritage places, please contact the Australian Heritage Commission.

### By snail mail

Australian Heritage Commission  
GPO Box 787  
Canberra ACT 2601  
Australia

### By telephone

1800 020 652

### By fax

(02) 6274 2095

### By email

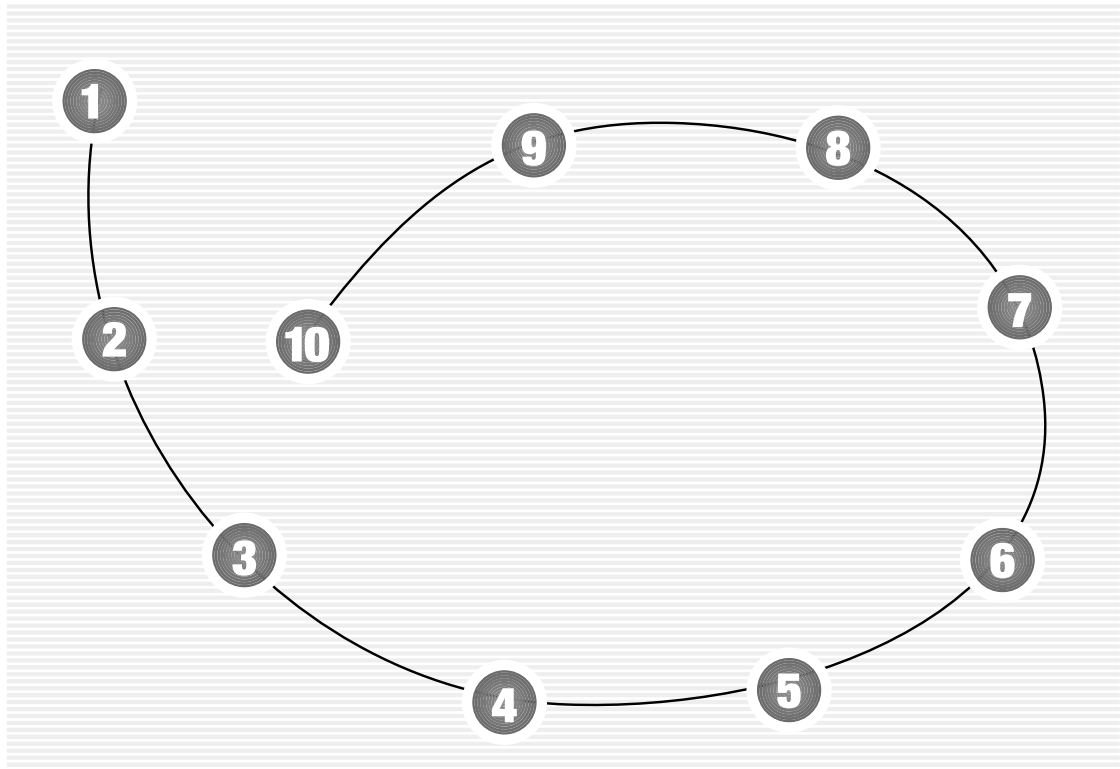
[ahc@ea.gov.au](mailto:ahc@ea.gov.au)

### Look at our website

[www.ahc.gov.au](http://www.ahc.gov.au)



**The ten steps are:**



**Determine**

- 1 What is a heritage place?
- 2 Who has an interest?
- 3 What do you need to know?
- 4 Why is this place important?
- 5 What are the issues?
- 6 What do you want to achieve?
- 7 What do you need to do?
- 8 What is your plan?

**Then**

- 9 Do it!
- 10 Review it!





## Using this workbook for different purposes

Each individual will use this Workbook differently, depending on their interest, aims and level of knowledge and experience.

### Are you involved in community action?

The 10 steps provide the information you need to create a plan to protect a place important to your community. It also explains the steps you need to take to identify natural, historic and Indigenous heritage places that might be found in your local area.

Step 4, which can put together a strong case for why a place important, is a crucial step to do well if a place you care about is under threat.

If you want more detailed information to help plan community action, look in Chapters 2 and 7 in *Protecting Local Heritage Places: a guide for communities*.

### Are you seeking funding?

Trying to secure funding can be very competitive. You are more likely to be successful if you put together a well-argued submission containing all the right information.

These steps lead you through a process that will help you decide what needs to be done at a heritage place. Most funding agencies like to see evidence of sound planning, so following these steps can help you produce a better funding application. You will, however, need to consider the specific program requirements for Commonwealth, State and other heritage funding programs to prepare your submission. For up-to-date information on funding programs, contact Commonwealth and state heritage agencies listed in the [Resources](#) section.

### Are you helping or teaching others?

You might be a facilitator, an educator or a group leader. You may be helping a person or a group to identify or protect a heritage place. You could be running a class or course in an educational institution or you may just want to raise awareness about heritage issues. If so, this Workbook can help you.

If you are a teacher you can work through the sections of particular relevance to your studies and use the Have a Go tests as student exercises.

If you are a facilitator you might want to work through this information with your group over a period of time and a number of meetings. The Have a Go tasks can help your group apply what they are learning. For a real project, group members can be allocated tasks around the Have a Go activities to undertake between meetings.

The Australian Heritage Commission has also developed a training kit containing a range of presentation tools for people who are helping or wanting to teach others. It includes:


- A CD-ROM containing the Website and other key documents
- This Workbook of paper-based materials
- A PowerPoint presentation
- Sheets for making overhead transparencies
- Copies of the book *Protecting Local Heritage Places: a guide for communities*, the *Australian Natural Heritage Charter*, *The Burra Charter* and *Ask First: A guide to respecting Indigenous heritage places and values*

For copies of this kit contact the Australian Heritage Commission.

### Do you work for government?

Whether you work in local, state or federal government, this Workbook has information that can help you to better understand natural and cultural heritage issues and processes for heritage protection.

Many types of decisions at all levels of government can affect heritage protection. It is good practice for all levels of government managing land to undertake heritage studies including the elements described in these steps. In particular it is important to prepare inventories of heritage places, ensure that heritage places are considered in planning regulations and that people have adequate access to professional heritage advice.



State and Federal natural and cultural heritage legislation set out specific responsibilities in these areas and specific processes for protecting places.

The Commonwealth Government's *Environment Protection and Biodiversity Conservation Act 1999* places new responsibilities on people who are planning actions which might have a significant impact on a matter of national environmental significance. The definition of environment under this Act includes the social and cultural aspects of places. For more information on this Act refer to the Commonwealth Government links in the [Resources](#) section.

Local Government can also promote heritage protection through plans and policies, by works and land management practices, through land acquisition, funding and assistance, training, support of community action, and by celebrating and promoting heritage places.

Local governments can use statutory planning schemes or local environmental plans to encourage heritage protection. Planning documents issued by councils should:

- incorporate natural and cultural heritage considerations into preparation of proposals for change-of-use or development,
- assess proposals in terms of their effects on heritage significance,
- integrate the requirements of government agencies into any approvals,
- gather the views of interested third parties, and
- issue approvals with effective and enforceable conditions to protect heritage sites.

For proposals affecting heritage places councils should obtain information such as:

- an impact assessment statement,
- statements containing community and specialist advice,
- evidence of consultation about the proposed heritage area,

- evidence of negotiations with the applicants, and
- a statement of the conditions for consent.

Councils can also promote heritage protection through their plans and policies, by their works and land management practices, through land acquisition, funding and assistance, training, support of community action, and by celebrating and promoting heritage places. More details can be found at the end of this section.

### **Are you involved in tourism and heritage places?**

If you are a tourism operator, owner or a manager of a site or area used for tourism, or someone wanting to develop tourism in an area, the 10-step process will help you to protect natural and cultural heritage resources and make the most of tourism opportunities.

Tourism often focuses on natural and cultural heritage places. It is important not to damage these resources or to 'love them to death'. This Workbook can help you to prepare a plan to protect a heritage place or area used for tourism.

Particularly useful steps for you are:

- Step 4—Why is this place important? For tourism, understanding the significance of places allows you to develop more sophisticated products with a clear market differentiation and selling point for promotion. Effectively communicating the significance of a place to visitors leads to higher quality visitor experiences and happier customers.
- Step 6—What do you want to achieve? If you are managing a heritage place of interest to tourists, your objectives can include finding ways to look after your heritage resource while enabling tourism to grow.

You will find further help in *Successful Tourism at Heritage Places*, jointly produced by the Tourism Council Australia and the Australian Heritage Commission. More details of this publication can be found in the [Resources](#) section.



## What is heritage conservation?

The aim of both natural and cultural heritage conservation is to retain the significance of a place. The basic elements of heritage conservation common to both natural and cultural heritage conservation are:

Understand heritage significance



Develop objectives to retain significance



Manage to achieve objectives

Three key reference documents set out the principles and processes for heritage conservation. They are:

- *Australian Natural Heritage Charter for the conservation of places of natural heritage significance*. Second edition,
- *The Burra Charter: Australia ICOMOS Charter for Places of Cultural Significance*, 1999, and
- *Ask First: A guide to respecting Indigenous heritage places and values*

The documents follow the same step-by-step process used here. The crucial element in all of these is the need to clearly understand the significance of a place. This Workbook brings together the common process contained within all three documents.

## Principles for heritage conservation

These are the basic principles for natural and cultural heritage conservation.

- Conservation is based on respecting all heritage values of the place without unwarranted emphasis on any one aspect at the expense of others.
- Conservation of a place should include provision for its security, maintenance and future.
- Conservation should involve the least possible physical intervention: do as much as necessary and as little as possible.
- Conservation of a place should make use of all disciplines and experience that can contribute to the study and safeguarding of a place.
- Conservation requires accurate recording about decisions and changes to the place.
- Where threats or potential threats of serious or irreversible damage exist, lack of full scientific certainty should not be used as a reason for postponing measures to prevent degradation (the precautionary principle).

In guidelines currently being developed for Indigenous heritage, three additional principles apply to the conservation of Indigenous heritage places:

- Indigenous people are the primary sources of information about the significance of their places.
- Culturally sensitive information about indigenous heritage areas and objects should be protected from unnecessary disclosure.
- Indigenous traditional owners and custodians have rights and obligations toward their cultural heritage places which must be recognised in their full involvement in the management of their cultural heritage.

# What is your heritage place?

# STEP 1

This step will provide a short introduction to heritage, and the need to consider both the natural and cultural significance of places





# Step 1

## What is your heritage place?

Australia's heritage, shaped by nature and history, is an inheritance passed from one generation to the next.

Our heritage helps us to understand and tell stories about this land and its people.


Places that are important for telling natural, historic and Indigenous stories are considered as having 'heritage values'. Heritage values are the ways in which a place is important. [Step 4](#) will help you to further explore heritage values and the significance of heritage places.

Heritage places are often described as either natural or cultural heritage. In reality they often have a combination of different natural, historic and Indigenous heritage values [see [Step 4](#)].

For example, the vast landscape of Kakadu contains important ecosystems, wonderful Aboriginal paintings and engravings, sites of great spiritual significance and interesting historic features. Understanding this complex heritage place means recognising all these different elements and acknowledging the importance of all of its values.

In planning for the future, it is important to ensure that one set of values is not protected without considering the effect our proposals may have on other values that may be less recognised. For example, most natural areas also have significance to Indigenous people, but these values may not as yet have been recorded or well recognised.



Have a go 

## Step 1

Choose a heritage place that interests you.

Describe its key features, and whether you think the place or area has natural, Indigenous and/or historic heritage values.

Continue to use this place as you work through the steps to come.



# Who has an interest in your heritage place?

## STEP 2



This step will help you consider which groups and individuals have an interest in a heritage place, so strategies for heritage protection are developed to meet everyone's needs.

### **In this section:**

Who has an interest in your heritage place?

How do you find out who is interested?

Who can you identify?

Types of individuals and organisations who might be interested

Tips for identifying interests

Example of different interests working together—Bunbury Big Swamp, WA

Have a go



## Step 2

# Who has an interest in your heritage place?

Finding out who is concerned about and responsible for heritage places in the area you are interested in is important. This step is necessary for all future steps you take to identify or protect a heritage place because it:

- ensures the right people are involved
- helps to determine heritage significance
- helps to make sure that all of the important issues are considered
- helps to decide what future actions are realistic, will meet everyone's needs and will be supported.

### 2.1 How do you find out who is interested?

These questions will help you to identify people, groups and organisations that need to be informed, consulted or involved in some way; it is important that you write responses to those questions relevant to you and store them as a part of your project.

- Who knows about natural and cultural heritage places in the area?
- Who owns land where these heritage places are located?
- Who manages the land?
- Who has custodial or caretaker roles for these heritage places?

- Who are the Indigenous traditional owners and/or custodians?
- Who lives or has lived at these heritage places?
- Who works or has worked at heritage places?
- Who has legal responsibility for these heritage places?
- Who keeps records about these heritage places?
- Who makes decisions which affect these heritage places?
- Who can help?
- What groups take a particular interest in these heritage places?
- Which specialists are particularly interested in these heritage places?
- Who is interested in using these heritage places?
- Who will be affected by changes at these heritage places?
- Who needs to be kept informed?
- Who will be interested?

As the mix of people with an interest changes over time, don't forget to keep adding to this list of interested individuals and groups as you go along.



## 2.2 Tips for identifying interests

Use these four tips to help you identify who might be interested in a heritage place.

1. Cast the net widely. It is better to include people early on and then let them choose their level of involvement as the project progresses.
2. It is normal for new people to appear as the project progresses.
3. To identify Aboriginal or Torres Strait Islander people, start with Indigenous community organisations who can advise you on the right people to talk to and what protocols should be observed.
4. Build up contacts by asking those with whom you discuss your plans to recommend other individuals and organisations who they think may have an interest in what you want to do. Keep asking: 'Who else should I talk to?'

To further help you to identify people interested in your place, you can look at a list of types of individuals and organisations who might be interested at the end of this section.


### Bunbury Big Swamp, WA

In south-west Western Australia, the local Nyungar (Indigenous) community and the Bunbury City Council have worked together to interpret the Bunbury Big Swamp area, a sanctuary for wildlife.

The community and council collaborated on a project to document the Nyungar community history of the Bunbury area, and to provide interpretation of the swamp from a Nyungar perspective. The council provided funding for the project and the Katijin Nyungar Advisory Committee coordinated the history study. A steering committee with membership from the council and Katijin was set up to oversee the project.

The result is that Nyungar knowledge about the features of the swamp were included in interpretative information about the swamp.

The council and the Nyungar community have a commitment for an ongoing collaborative relationship. The mayor, the city manager, Nyungar elders and younger Nyungar community members all signed the commitment and a bronze plaque commemorating the step was mounted at the swamp site.



## 2.3 Types of individuals and organisations who might be interested

People or organisations involved might include the following:

### Local government:

- elected representatives or councillors
- advisory committees
- local council officers, for example, conservation or environmental officers, heritage officers, strategic or statutory planning officers, works managers or engineers
- regional organisations of councils

### Community organisations:

- historical societies
- local Aboriginal or Torres Strait Islander community organisations or land councils
- natural environmental groups such as field naturalists or bird watchers; conservation councils
- friends groups or committees of management for local heritage places, for example, bushland reserves or the local museum
- a local branch of the National Trust
- catchment management or Coastcare, Waterwatch and Landcare groups
- Rotary, Apex or other service clubs
- special interest clubs and associations who use the place you are interested in, for example, arts groups, sporting clubs, bushwalking clubs, scout and guide groups, recreational fishing clubs or diving clubs.

### Indigenous communities, organisations and individuals:

- traditional owners or custodians
- local Indigenous community members
- local, regional, State or Territory Aboriginal and Torres Strait Islander land councils
- Native Title organisations
- Indigenous heritage officers
- State or Territory offices of Aboriginal and Torres Strait Islander affairs and site authorities

- Aboriginal and Torres Strait Islander Commission regional, State or Territory offices.

### Commonwealth, State or Territory government departments:

- agriculture, arts, electricity and water, environment, heritage, national parks, planning, resources, tourism and transport departments.

### Landholders/landowners:

- leaseholders and tenants
- freehold title holders
- Native Title holders
- custodial owners (Indigenous people who have responsibility for caring for the land).

### Schools and educational institutions:


- local primary and secondary schools (public and private)
- tertiary institutions.

### Other associations, organisations and individuals:

- professional organisations representing natural and cultural heritage specialists, for example, Australia ICOMOS, the Australian Association of Consulting Archaeologists, the Environment Institute of Australia, the Ecological Society of Australia and the Geological Society of Australia main street committees, chambers of commerce and progress associations
- regional development organisations
- industry organisations
- regional tourism associations
- private sector developers, business owners or corporations
- individuals with a personal or work-related interest in some aspect of heritage, for example, local botanists or bird-watchers.

Check the [Resources](#) section of this Workbook for contact details of organisations that are a first port of call in identifying interests.



Have a go 

## Step 2

Write down the different groups or individuals with an interest in your place







# What do you need to know?

# STEP 3

This step will help you understand what types of information can be collected to assist in heritage projects where you can go for information and what types of heritage studies will help you find out more.

## **In this section:**

Where is the boundary?

What information  
is available?

Heritage registers

Finding out more  
about heritage

How do you do  
documentary research?

How do you do  
a field study?

How do you collect  
community knowledge?

What is a thematic study?

Australian Historic  
Themes Framework

Migrant heritage places

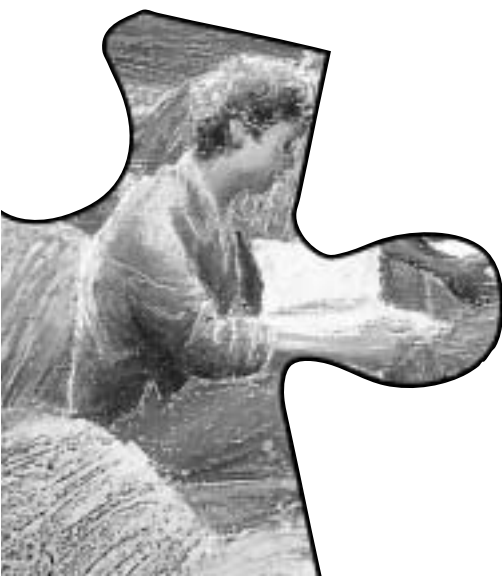
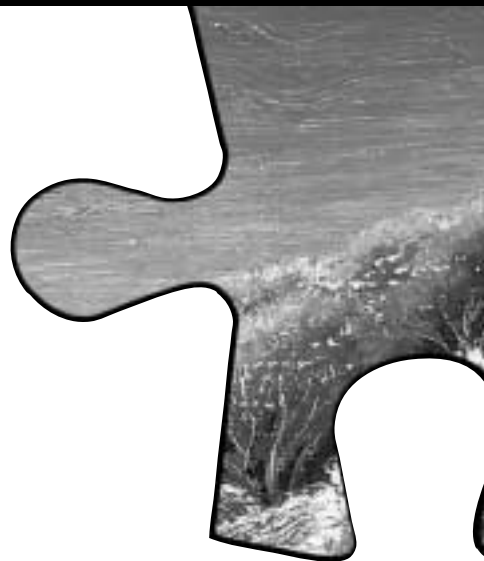
Studies of indigenous  
heritage places

What additional  
information is required?

What goes into  
a heritage study?

Using your heritage study

Have a go





## Step 3

# What do you need to know?

To protect heritage places, you need to gather sufficient information to identify important heritage values. If you don't do this, values may be overlooked and could be damaged or destroyed.

Early on in your project, you should collect the following information:

- what is the boundary of the place?
- what information is already available?
- is the place listed on a heritage register?

- have all heritage values been investigated? [see [Step 4](#)]
- what additional information is required?

If you can't answer these questions you may need to look at some of the ways of finding out more about heritage.

The information you collect from any heritage investigation should be presented in a heritage study report. Often the success or failure of a heritage study hinges on how well this is prepared.



### 3.1 Where is the boundary?

Defining the boundary of a study helps to establish:

- who to involve
- what areas to protect
- which properties are involved
- what planning or other jurisdictions need to be considered.

A boundary of a study area should encompass the features that are of heritage significance. The boundary may include a buffer zone, or an area much larger than the heritage place.

The exact boundary of an area of interest cannot always be determined at the beginning of a study. It may evolve over the process. Even though some heritage places do not have clear boundaries, for practical purposes you should consider where one should be drawn.

### 3.2 What information is available?

Information on heritage places may already be available in verbal or written form. When locating information it is crucially important to note exactly where the information came from or is stored. Accurately referencing your information sources gives your information greater credibility and enables it to be checked or relocated at a later date. Sources of useful information include:

- heritage registers
- past researchers
- state government agency records
- local government records
- national, state and local libraries
- national and state archives
- universities, scientific research organisations and museums

- the Australian Institute of Aboriginal and Torres Strait Islander Studies
- Native Title Tribunal records
- Indigenous land council and community organisations
- local history and environment groups
- knowledgeable people (oral history)

You may find other useful information in the [Resources](#) section.

### 3.3 Heritage registers

Australia has many different types of heritage registers and lists. They are created by different levels of government and by community organisations.

Registers are not comprehensive lists of heritage places, but lists of the places that have been recorded up to the present time.

A heritage register listing usually includes the location of a place, sometimes ownership and title details, a description of the place, and often a statement explaining why the place is important. Note that many heritage registers emphasise only the physical aspects of a place, or its scientific value, and may not document all of its heritage values.

Many, but not all, heritage registers give places legal protection. Even if a place is not on a register, it may be protected because it occurs within a protected area such as a national park or reserve of some sort.

The [Resources](#) section details how you can link to heritage registers around Australia, more specifically through the *Australian Heritage Places Inventory*, a central database of Commonwealth and state heritage registers.



### 3.4 Finding out more about heritage

If little recorded information exists, you may need to become involved in one or more of the following basic types of heritage studies. It is wise to seek professional heritage advice, although information gathering is something everyone can be involved in.

- Documentary research.
- A field study such as a field survey or field recording.
- Collecting community knowledge by talking to individuals, doing oral histories, or holding community workshops.
- Thematic studies, where you make use of information about existing similar heritage places.

Studies of Indigenous heritage places require special consideration. Additional information on how to do these and other kinds of studies can be found at the end of this section.

A collection of information from site registers, field studies and other research can produce a list of the known heritage places—called an inventory of heritage places—which is a particularly useful tool for many people working in a region.

Step 4 will give you more information on determining the significance of heritage values of the place.

### 3.5 What additional information is required?

To check whether you need additional information, you can ask the following questions.

- What is the coverage of the geographic area of interest? Is this adequate? What else do you need?
- Have you explored all possible sources of information such as documentary sources, field sources, maps and community knowledge? If not, what other sources are worth exploring?

- Is there enough information on all heritage aspects of the place? If not, where could you collect more information?

Many people, including heritage specialists can help you to obtain information. For any study involving many heritage places, particularly those undertaken by local government or which relate to an industry development, you may need to get a consultant to undertake a desk-top study of what information is available and what information still needs to be collected.

Community members may be able to help observe, record and describe places in the field, do research, and identify, describe and share knowledge about places known to them.

Local government officers such as planners, heritage officers and librarians can help with research, coordination and advice.

Heritage specialists can help with project design, undertake the technical work involved in the project, or provide training to volunteers. Heritage specialists include professionals such as ecologists, zoologists, environmental historians, geomorphologists, geologists, soil scientists, Indigenous heritage officers or site officers, archaeologists, historians, anthropologists, community facilitators and social planners.

Advice on employing appropriately qualified and competent heritage specialists can be obtained from heritage organisations. Many of these organisations know of heritage specialists working in your area. For ethical reasons, organisations offering such lists usually are not willing to recommend one specialist over another, but they may be able to refer you to past examples of a person's work so that you can seek a reference.

Key organisations to contact are listed in the Resources section.



### 3.6 What goes into a heritage study?

The outcomes of any heritage investigation should be presented in a heritage study report. Your heritage study will be the basis of any funding submission, as well as being a resource document for any plan you develop for your heritage place.

While reports can vary considerably, they are usually divided into four main sections:

1. introduction
2. description of the heritage place [see [Step 1](#)]
3. the significance of the heritage place [see [Step 4](#)]
4. results and recommendations

#### Introduction:

- the goal of the study
- the boundaries of the heritage study area
- who prepared the study

#### Description:

- the study area environment and history
- the study methods used (such as community knowledge), and how much of the study area was covered by each method
- what community consultation was undertaken
- whether there are known gaps in the information
- where the contributing information was found

#### Significance:

- identify the places that have significance, and
- the criteria used to assess significance, and
- statement of the significance of the place

More information about significance is further discussed in [Step 4](#).

#### Results and recommendations:

- a succinct summary of the findings
- what steps are proposed to protect heritage places

### 3.7 Using your heritage study

Your heritage study report can be circulated to key community groups, relevant agencies or it can be sent to the media to promote the study's findings. The report can also be submitted to libraries, government departments and research institutes so that interested people can refer to it in the future.

You can use the findings of your study in a number of ways. You may want to:

- prepare a pamphlet, book, video, display or newspaper story about your heritage place
- use it as a basic source of information for a management plan for the place
- use the findings to nominate places for a heritage register

You should consider which information in your report needs to be kept confidential or may require restricted access. Examples of restricted information might include the location of rare species, the location of an unsafe mine shaft or the location of a spiritually important Aboriginal or Torres Strait Islander site. Consider whether drawing attention to a heritage place could increase its risk of damage.


It is also necessary to check that all individual property owners or Indigenous custodians whose properties have been considered in the study are aware of the study, and that they agree to publicly announce the results. You will also need to have their agreement on how information is collected, stored and accessed.

#### Example—how Sunbury used its study

As one of the results of an Aboriginal archaeological study in the Sunbury area, an eight-page brochure was produced describing the story of the area's Aboriginal people. The study was conducted by a consultant with a steering committee of representatives from the Wurundjeri Aboriginal community, Hume City Council and Aboriginal Affairs Victoria.

The brochure—*Sunbury: The Unwritten Story*—describes the types of stone artefact concentrations, scarred trees, stone quarries and





earth rings found locally, and the reasons why these types of places are significant. It is distributed to the public through council offices, libraries and tourist information centres. A report on the project was also published.

### 3.8 How do you do documentary research?

Documentary research involves searching libraries, archives and museums for information relating to your study. This could be information that relates to individual places in the study area or information relating to the study area as a whole. You could find information in maps, plans, photographs, illustrations, books, articles or reports.

This information is likely to help you to describe and determine the significance of heritage places by:

- suggesting places that might have heritage value
- providing evidence about the development of heritage places over time
- describing the past and present features of places.

Remember that information often is influenced by the culture and intention of the person recording the information, so records may not be comprehensive or accurate.

A comprehensive resource for researchers is the HERA bibliographic database which has 32 000 citations with abstracts on Australia's heritage places. You can visit this database on line via the Australian Heritage Commission's website ([www.ahc.gov.au](http://www.ahc.gov.au)). It is also available on the *Heritage and Environment CD-ROM* from RMIT Publishing, GPO Box, 12477, A'Beckett Street, Melbourne, Victoria 3001. Tel (03) 9349 4994. This CD-ROM also contains the Threatened Species Database, the Australian Historic Records Register and the Australian Institute of Architects' Database.

### 3.9 How do you do a field study?

Under heritage and environment laws in each state field studies will be required for many developments.

A field study can take the form of a field survey, which involves looking over a large geographical area for features or places of heritage value. This might involve travelling by vehicle or on foot with members of the community who know the area, and/or with specialists.

A field study can also involve field recording, which focuses on describing the present features of a place and research which leads to understanding aspects of these features.

Field studies can include surveys of Indigenous community interests, surveys of archaeological or historic places, surveys of vegetation, fauna, landform, soil or geology, or a field recording.

They contribute to identifying and assessing heritage significance by:

- locating places which may have heritage value
- describing the features of heritage places
- providing evidence from which to interpret the development of a place.

Documentary research should be carried out before a field study commences. What is known already about the area in which you are interested?

Remember that it is essential to obtain permission from owners to gain access to their property, or from Indigenous communities if you want to work on their sites.

Once again heritage specialists are very experienced in conducting field surveys, and they can help plan and conduct surveys for you.

#### Example—community field study and NatureSearch

NatureSearch is an extensive database of sightings of fauna species maintained by the Queensland government. It is the result of a state-wide field study and is compiled from sightings recorded by 3000 community volunteers across Queensland. It has 300 000 records.



Information from the NatureSearch database is provided free to the public, students and community groups, government, and environmental consultants. It is used in environmental impact assessments and other forms of heritage conservation planning.

### **3.10 How do you collect community knowledge?**

Collecting community knowledge can help to locate information that may not be recorded on paper, and may not be obtainable from looking at places in the field. It also helps to highlight the significance of places to sections of the local community.

You can collect community knowledge by talking to people and recording their oral histories, and through running community workshops or get togethers.

An oral history is simply interviewing relevant individuals in a structured way to record their recollections about a place, event or period. They can provide a wealth of detail.

Community workshops involve meetings with people from different groups in the local community. They are designed to draw out information about places valued by the local community. This method is useful because it gives people the opportunity to share their knowledge, to learn about places important to others, and to act together in caring for heritage.



### 3.11 What is a thematic study?

Thematic studies are a way of looking at the history or other aspects of a place which compares it to other places or events. You can then make use of information that has already been gathered about similar places to the one in which you may have an interest.

By checking against themes, you might gaps in knowledge about heritage and be able to decide what additional information to collect. You may well decide to do more research on a particular theme, such as industries in the forested hills. A thematic approach also helps you to uncover the hidden history of a place rather than just rely on what it looks like.

An example of a thematic approach is the Australian Historic Themes Framework, which lists themes agreed to by Commonwealth and State historic heritage agencies for use in conducting heritage studies.

#### Australian Historic Themes Framework

##### 1. Tracing the evolution of the Australian environment

- 1.1 Tracing climatic and topographical change
- 1.2 Tracing the emergence of Australian plants and animals
- 1.3 Assessing scientifically diverse environments
- 1.4 Appreciating the natural wonders of Australia

##### 2. Peopling Australia

- 2.1 Living as Australia's earliest inhabitants
- 2.2 Adapting to diverse environments
- 2.3 Coming to Australia as a punishment
- 2.4 Migrating
- 2.5 Promoting settlement
- 2.6 Fighting for land

##### 3. Developing local, regional and national economies

- 3.1 Exploring the coastline
- 3.2 Constructing capital city economies
- 3.3 Surveying the continent
- 3.4 Utilising natural resources
- 3.5 Developing primary production
- 3.6 Recruiting labour
- 3.7 Establishing communications
- 3.8 Moving goods and people
- 3.9 Farming for commercial profit
- 3.10 Integrating people into the cash economy
- 3.11 Altering the environment
- 3.12 Feeding people
- 3.13 Developing an Australian manufacturing capacity
- 3.14 Developing an Australian engineering and construction industry
- 3.15 Developing economic links outside Australia
- 3.16 Struggling with remoteness, hardship and failure
- 3.17 Inventing devices
- 3.18 Financing Australia
- 3.19 Marketing and retailing
- 3.20 Informing Australians
- 3.21 Entertaining for profit
- 3.22 Lodging people
- 3.23 Catering for tourists
- 3.24 Selling companionship and sexual services
- 3.25 Adorning Australians
- 3.26 Providing health services



#### **4. Building settlements, towns and cities**

- 4.1 Planning urban settlements
- 4.2 Supplying urban services (power, transport, fire prevention, roads, water)
- 4.3 Developing institutions
- 4.4 Living with slums, outcasts and homelessness
- 4.5 Making settlements to serve rural Australia
- 4.6 Remembering significant phases in the development of settlements, towns and cities

#### **5. Working**

- 5.1 Working in harsh conditions
- 5.2 Organising workers and work places
- 5.3 Caring for workers' dependent children
- 5.4 Working in offices
- 5.5 Trying to make crime pay
- 5.6 Working in the home
- 5.7 Surviving as Indigenous people in a white-dominated economy
- 5.8 Working on the land

#### **6. Educating**

- 6.1 Forming associations, libraries and institutes for self-education
- 6.2 Establishing schools
- 6.3 Training people for the workplace
- 6.4 Building a system of higher education
- 6.5 Educating people in remote places
- 6.6 Educating Indigenous people in two cultures

#### **7. Governing**

- 7.1. Governing Australia as a province of the British Empire
- 7.2. Developing institutions of self-government and democracy
- 7.3 Making City-States

#### **7.4 Federating Australia**

- 7.5 Governing Australia's colonial possessions
- 7.6 Administering Australia
- 7.7 Defending Australia
- 7.8 Establishing regional and local identity

#### **8. Developing Australia's cultural life**

- 8.1 Organising recreation
- 8.2 Going to the beach
- 8.3 Going on holiday
- 8.4 Eating and drinking
- 8.5 Forming associations
- 8.6 Worshipping
- 8.7 Honouring achievement
- 8.8 Remembering the fallen
- 8.9 Commemorating significant events
- 8.10 Pursuing excellence in the arts and sciences
- 8.11 Making Australian folklore
- 8.12 Living in and around Australian homes
- 8.13 Living in cities and suburbs
- 8.14 Living in the country and rural settlements
- 8.15 Being homeless

#### **9. Marking the phases of life**

- 9.1 Bringing babies into the world
- 9.2 Growing up
- 9.3 Forming families and partnerships
- 9.4 Being an adult
- 9.5 Living outside a family/partnership
- 9.6 Growing old
- 9.7 Dying



### 3.12 Migrant heritage places

Recognising places associated with the history of migration, and the contribution of successive migrants to our distinctive cultures and environments, is important in developing our ideas of cultural heritage.

Some places continue to hold special significance for migrants and their families—important places associated with worship, commemoration, work, schooling, eating or entertainment, places where significant cultural activities such as festivals are held, and places that recall important people or events.

The Australian Heritage Commission, with the help of several migrant groups, has developed a guide book called *Migrant Heritage Places in Australia: How to find your heritage places*. The kit can help migrant groups and people working with them to pinpoint the important places associated with a group.

The process described in the kit brings people together to share their stories and information, and shows them how that information can be used to protect or celebrate their special places.

Copies of the information kit and additional copies of the guide are available from the Australian Heritage Commission, GPO Box 787, Canberra, ACT, 2601. Tel (02) 6274 2111.

### 3.13 Studies of Indigenous heritage places

Indigenous culture should be respected at all times in the study of Indigenous heritage places.

When you collect information that touches on Indigenous heritage places, ensure that Indigenous communities are centrally involved in decisions such as:

- whether the study should be undertaken
- how it should be undertaken
- who should be involved
- how the results should be presented
- how sensitive information will be treated
- what happens to the results of the study
- who controls or manages what comes out of the study.

The Australian Institute of Aboriginal and Torres Strait Islander Studies in Canberra can provide advice on many aspects of Indigenous heritage studies, and they have an extensive library, as well as programs for Indigenous people. They can be contacted at GPO Box 533, Canberra, ACT, 2601. Tel (02) 6246 1111.

Specific information on bibliographic resources on Indigenous heritage is also available on a CD-ROM called *ATSIROM*, available from RMIT Publishing GPO Box 12477, A'Beckett Street, Melbourne, Victoria 3001. Tel (03) 9349 4994.



## Have a go

### Step 3

Write notes on each of the following to get you started on collecting the information you need:

- what is the boundary of the place you are interested in?
- what information is already available?
- what additional information is required?







# Why is this place important?

# STEP 4

This is the most important step in any heritage project—understanding what makes a place important, or significant. When this is understood clearly, people can then focus on protecting what is important.

Why is this place important?

Examples of heritage values

Who should be involved in assessing heritage significance?

Assessing the significance of a place

Using criteria for assessing significance

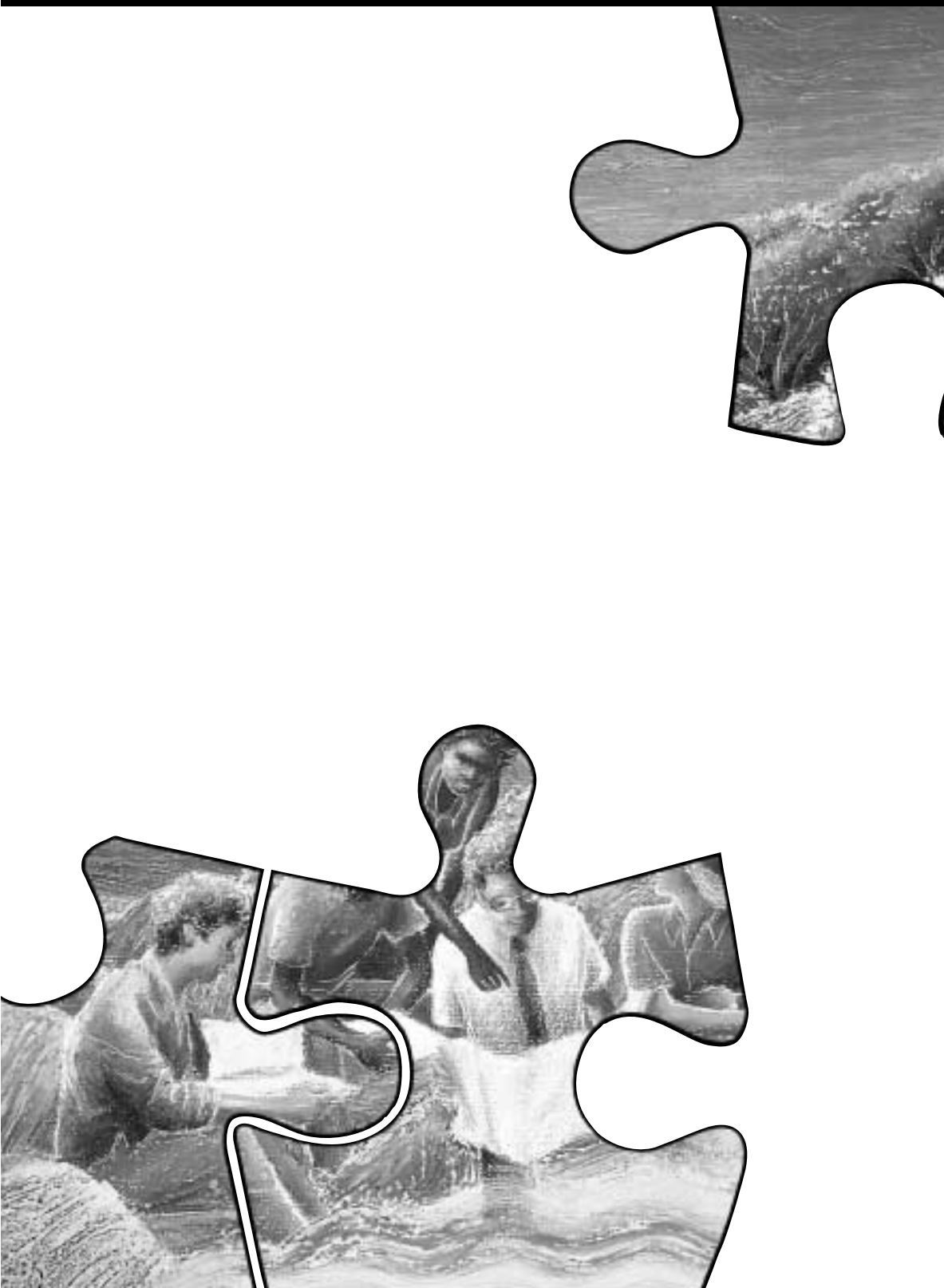
Compare this place with others

What is a statement of significance?

Expressing and communicating significance in other ways

Examples of statements of significance

Have a go





## Step 4

# Why is this place important?

To make good decisions about a heritage place, it is essential to understand the important elements of the place—its heritage values.

We need to be clear about what the values of a place are, and how important or significant they are, so that what makes a place important can be protected.

This helps ensure important elements of the place are not overlooked, or inadvertently damaged. It provides the basis for appropriate management actions which will protect the values. It also provides information that can help with the development of educational material, interpretation or funding applications.

Heritage values are often described as natural or cultural. Cultural heritage values encompass both Indigenous and historic elements. You may find it useful to look at some examples of heritage values.

An assessment of heritage values helps to work out exactly why the values of a place or area are important and how they contribute to its significance. A range of people may need to be involved in assessing the significance of a place.

The key outcome of this step is the development of a statement of significance. There is no set way to draft a statement, but some tips for writing a statement of significance and examples of statements of significance will help.



#### 4.1 Examples of heritage values

Many places can have both natural and cultural heritage values. A forested valley, or a coastal landscape or a wetland remnant and their ecological processes may be considered part of our natural heritage. These places may also contain evidence of past human activity and so they may also be part of our cultural heritage.

Different features of a place may have different types of significance. Various groups of people may also attach different importance to the same feature. Here are a few examples of different heritage values.

##### Natural heritage places and values

- Remnant vegetation communities or areas that contain a variety of landscape types and ecosystem elements.
- Places that are the habitat of a rare or threatened plant or animal species.
- Undisturbed environments or environments demonstrating natural processes at work, for example, wetlands, wilderness areas, coastal estuaries or dune systems.
- Geodiversity features such as fossil sites and geological outcrops, representative or rare soil types, hydrological and other earth processes.

##### Indigenous cultural heritage places and values

- Places of spiritual importance to Indigenous people, for example, landscapes, seascapes and features associated with the Dreamtime or Ilan Kustom (Torres Strait Islands),

events and places of special significance to Indigenous people such as ceremonial places, meeting places and places where people are buried and remembered.

- Evidence of use by Indigenous people for activities such as extraction of raw materials, manufacture of stone tools or trading of materials.
- Places associated with day-to-day living activities such as campsites, shell middens, hunting grounds or particular food collecting places.
- Places of contact between Indigenous and non-Indigenous people, for example, massacre sites, missions and reserves.

##### Historic cultural heritage places and values

- Archaeological remains of buildings, for example the remains of First Government House in Sydney.
- An architecturally and aesthetically important streetscape containing many individually important buildings
- Places demonstrating ways of life, customs, land use or designs no longer practiced.
- A landscape with a range of evidence related to a particular activity, for example, a mining site that includes miners' huts, the mine, poppet head, water races, sheds or Chinese gardens.
- Places important in the community's history or as a part of local folklore, or associated with work or knowledge of country.



## 4.2 Who should be involved in assessing heritage significance?

At this point you should go back and consider who has an interest in a place [Step 2]. The views of a wide range of people should be considered and people given an opportunity to contribute to the assessment of significance.

Local communities and Indigenous owners can assess significance, often with the help of professionals like historians, architects, ecologists, geologists, anthropologists, archaeologists and local government heritage advisers.

If professionals are used, the community and others with an interest in the place should have an opportunity to discuss and understand their views. This helps ensure a shared understanding about what is important before decisions are made about the future of the place.

Different people have different ways of describing and assessing significance. Some Indigenous communities may define the importance of a place very broadly. It is important, for whoever the place holds special significance, that their perspective carries clearly through into the statement of significance.

## 4.3 Assessing the significance of a place

There are agreed processes for assessing the significance of natural and cultural heritage places. The general steps involve:

- describing the place [Step 1]
- considering the significant elements of the place, its components and its setting
- ordering your information using criteria
- if needed, conducting a comparative assessment
- considering known gaps in the information, such as whether all the values have been investigated
- writing a statement of significance about the place.

Heritage specialists have professional standards for assessing significance. These standards are contained within the conservation charters that need to be used as a required standard if you want someone to undertake an assessment of significance for you.

Remember that heritage significance is a judgement of a particular person or group, at a particular time, based on information available at that time. Different people have different perspectives on the importance of a place and views on heritage significance often change over time.

## 4.4 Compare this place with others

Sometimes you need to compare a place with others to help determine its relative significance. For example, if many places are very similar, it may be that while one of these is important to a specific community, it doesn't have, say, significance to a much wider group.

On the other hand this step won't be necessary if the place is the only one of its type, or one of only a few similar places.

Issues such as rarity, representativeness and integrity are often considered in making comparisons. Criteria are particularly useful for comparative assessments because they can be applied to all types of heritage places.

A comparative assessment can help in making decisions about how to best spend limited funds, or how to look after a group of important places.

Note that comparing the significance of places may not be appropriate for places of Indigenous heritage significance.

## 4.5 Using criteria for assessing significance

Once you have collected information on the significant values of a place, ordering your information can be done by using criteria, particularly if a number of places are involved.



Heritage criteria provide a common method of describing the different types of values of heritage places and can be used for natural and cultural heritage. They also help to show how significant places are in comparison to other places.

The set of heritage criteria which has been used by both Commonwealth and state agencies to assess the significance of natural and cultural heritage places can be used as a guide for your assessment, by describing which of these fits your place and why:

#### **Criterion A—Rarity**

A place which is important in the pattern of Australia's natural and cultural history

#### **Criterion B—Cultural phases and the evolution of ecosystems**

A place which shows rare or endangered aspects of Australia's natural or cultural history

#### **Criterion C—Research, teaching and understanding**

A place which reveals information about Australia's natural or cultural history

#### **Criterion D—Representativeness**

A place which is a model example of Australia's natural and cultural environments

#### **Criterion E—Aesthetics**

A place which shows a particular aesthetic character valued by the community or a cultural group

#### **Criterion F—Technical, creative design or innovation**

A place which shows a high degree of creative or technical achievement at a particular time

#### **Criterion G—Social, cultural or spiritual associations**

A place with strong associations with a particular cultural group for social, cultural or spiritual reasons

#### **Criterion H—Associations with significant individuals**

A place which has special associations with the life or work of a person, or group of people who have been important in Australia's history

### **4.6 What is a statement of significance?**

A statement of significance is a statement which indicates why a place is important. It is useful to explain the values of the place and their importance to the community or groups within the community. It may also describe features of a place that have intrinsic value but which have no known human affinity or values.

Documenting the significant values of a place is one of the most important parts of the process of protecting heritage, and the key for knowing how to manage the place appropriately. It is also important for explaining the significance of the place to others. A well-prepared statement may help with a funding proposal by showing that you have a clear understanding of why the place is important and worthy of funding.

### **4.7 Tips for writing a statement of significance**

No set formula exists for drafting a statement of significance. You can use prose or dot points, whatever best suits your purpose. These general tips may help.

- The statement should be succinct, easy to read, and address all the heritage values of the place. Try focusing on the question 'Why is this place significant?'
- Use or refer to heritage criteria if appropriate.
- For a large or complex area, present its overall significance in a summary statement, supported by subsidiary statements for specific features.
- Indicate known gaps in the information available. For example, state whether the place has been assessed for both natural and cultural heritage.



- Refer to or cite the evidence supporting the judgement of significance. Do not include lengthy extracts, but make sure people understand the basis of your claim. This is important to make sure the statement has credibility.
- For Indigenous places, make sure that the voice of appropriate Indigenous people is clearly expressed in the words, and that they have agreed to the way Indigenous values are described in the statement.

Examples of statements of significance and of expressing and communicating significance in other ways apart from written words can be found at the end of this section.

#### 4.8 Expressing and communicating significance in other ways

The significance of a place can also be expressed in creative ways, such as using video, songs, displays or artworks, as well as a written statement. This can be a very powerful way of communicating to others how important a place is.



Look also at the Two views of Gulaga case study below.

Here Shirley Swindley holds her painting which depicts the significant values of a woman's fertility place sacred to Ku Ku Yalangi elders.

#### 4.9 Two views of Gulaga

The following two 'statements' are about the same place—Gulaga, or Mt Dromedary, on the NSW south coast. The first—*Gulaga, the Mother*—was submitted by Seph Scorzazie as a written entry in the Australian Heritage Commission's creative writing competition—*Heritage Rave*. It won a Special Merit award. The words convey a very personal view of why Gulaga is worth protecting.

The second 'statement' is part of the narration of the winning professional video in the Commission's video competition—*Heritage in Focus*. It was submitted by David Arvind Condon and Hiromi Matsuoka. The words are spoken by two Yuin elders.

##### 1. Gulaga, The Mother

The Great Woman Gulaga lies beside me with her children muddling in the folds of her skirt and I see her young son who is called back after he left home for the sea. That's Montague Island just off the coast. The myth tells how he is joined to his mother through an umbilicus that runs under the ocean to her innerness. Dolphins are said to swim that tunnel that connects that great woman to her son. The legend is that she is the site where the world began.

One of the local Aboriginal women at Wallaga Lake on the far south coast of New South Wales says, "Gulaga is a sacred mountain because the Creative Beings were there in the past and because they are there still. To engage with the mountain is to engage with spirit". Her clarity on sacredness is this: "Sacred events are events authorised by the Creative Beings and engaged in by human beings as a way of sustaining spirit in human life...".

My deep wish is for Gulaga to remain undamaged by human habitation. That amongst all these





changes going on in all our lives she remains unchanging and stable. And yet forever changing that fabulous auric garb. Oh those divine gossamer pearl shell numbers – so elegant.

In my early morning run around the waking village I come over the crest of the hill and there she is, directly ahead of me, and I'm running with my daughter towards her. I feel an invisible bolt of energy in my solar plexus as her hugeness enters and fills all of my visual perception. I am breathing hard, my daughter has gone ahead of me. It's 6.30am, the day has begun and I've been blessed by her presence again.

## **2. Gulaga**

### **Max Harrison, Yuin Elder:**

At the beginning, before Dharama the Great Spirit created Tunku and Naadi there was only oneness.

### **Ann Thomas, Yuin Elder:**

Our Creation Story on the south coast of Tunku and Naadi coming down from the stars—they came from the stars to this beautiful land. They became this earth, they became part of the stones, the rocks, the clay. They became part of the trees and the mountains themselves...and the oceans. And they developed from the earth...and all our energies and everything else that we are is in those rocks at Gulaga and every other teaching place. And so we became part of the earth. We never profess to own the land, but the land owns us.

### **Max:**

Dharama the Great Spirit, He created everything. Dharama is Creation itself.

### **Ann:**

Tunku and Naadi came to this land. There was no-one living here, but there was the environment; there were the fish and the whales, the birds, the animals—they gave them all names.

### **Max:**

The culture is in the trees, in the bush, in the waters, in the animals, the birds. All this oneness, all this Creation around us.

Mother Earth, Father Sky, Grandmother Moon and Grandfather Sun. That is so important. Dharama's Creation is all our relations.

### **Ann:**

Tunku and Naadi were looking at the land, looking at the environment, looking at the fish, looking at everything and renaming them. The Aboriginal people believe that they are co-creators, so this is the creation of most things that were happening and developing.

### **Max:**

What we have to do is go back to the One Time, of how it was...and bring that culture back the way it was. It's the Lore we're bringing back here: respect. Respect of the Mother Earth: respect to the trees, to the rocks, to the waters—to all sacred and significant sites that we have. That's the power of this place, to really bring you back.



#### 4.10 How have others prepared statements of significance?

Different approaches to statements of significance demonstrate that the length, layout and style partly depends on why the statement is being prepared, and whether it is for a management plan, a heritage register or some other purpose. Look at these examples.

##### **Dawn Fraser Swimming Pool, Balmain**

The Dawn Fraser Swimming Pool is important for its historic associations with the development of recreational and competitive swimming and water polo in Australia (Criterion A). It has had particular associations since 1884 with the Balmain Amateur Swimming and Life Saving Club, the oldest active swimming club in Australia.

The pool's name honours the club's most famous member, a winner of gold medals in three Olympic Games, whose swimming career was established at the pool (Criterion H). This is one of the few surviving tidal public baths which were once common in Sydney Harbour, and it is the only one complete with most of its buildings. These 1904–24 buildings are important for the way they demonstrate the characteristics of early twentieth century public baths (Criteria B and F).

The pool is also of considerable social value as a venue which has been used for sport and recreation by the Balmain community from 1883 to the present (Criterion G).

##### **Eureka Rebellion Precinct, Ballarat, Victoria**

The Eureka Rebellion Historic Precinct, comprising the Eureka Stockade battlefield, Stockyard Hill, the site of the Free Trade Hotel, the probable site of the Eureka Stockade itself, the Eureka Stockade Reserve and the Eureka Stockade monument, is of National significance for its association with one of the most influential events in Australia's history since European settlement.

The Eureka Rebellion, culminating in the fight for the Eureka Stockade on 3 December 1854, has become synonymous in Australia's history with the concept of fair play and equal opportunity for all and remains a key element in the concept of an Australian cultural tradition

and identity. The Eureka flag has been adopted by different groups in the community as a symbol of this association (Criteria A and G). The Eureka Rebellion Historic Precinct is also significant for its association with the activities of the Ballarat Reform League which, through its actions to establish a Stockade and take up arms against government forces, was influential in the establishment of democratic government in the Colony of Victoria (Criterion A and H).

The precinct is significant for its association with the legend of Eureka and Peter Lalor, the leader of the Eureka Stockade battle, which have been immortalised in Australian literature, theatre, film and folklore (Criteria A, G and H).

Within the wider boundaries of the historic precinct, the Eureka Stockade Reserve is significant as the site of the fight for the Eureka Stockade and for its long standing association with the commemoration of the Eureka Rebellion since its proclamation in 1870. This association is enhanced by the many structures and plantings established on the Reserve by the community since 1884, including the Eureka Stockade Memorial, the drinking fountain, the Eureka Stockade Memorial Park Gates, a field gun, the Eureka Halls, glasshouse, caretaker's residence, caravan park and Lake Penhallurick (Criteria A and D).

The Reserve is also significant as the focus for community celebrations and strong community attachment, from the time of its establishment in 1870 until the closure of the swimming pool in 1964 and for its continuing importance as a recreational reserve for visitors and residents today (Criterion G).

The Eureka Rebellion Historic Precinct is significant for its association with Peter Lalor, who led the miners in battle against government troops at the Eureka Stockade and who went on to become a Member of the Legislative Council and later served as Speaker almost until his death in 1889 (Criterion H). The Reserve is significant for its ability to demonstrate Ballarat community attitudes towards the events of the Eureka Rebellion, particularly through the physical development of the Reserve and its variety of social uses since 1870 (Criteria A and G).



The Eureka Stockade Monument, located in the Eureka Stockade Reserve, is significant as the main memorial commemorating the site of the Eureka Stockade and the events of 3 December 1854. Its significance is enhanced by the addition of the marble tablet to the memorial by the Eureka Improvement Committee in 1923, honouring the heroism of the pioneers who died at the Eureka Stockade in their fight for liberty and the soldiers who died during the final battle (Criteria A and B).

The Eureka Stockade Monument is significant as the symbolic focus for the Eureka tradition and associated anniversaries, pilgrimages and political protests by different groups in the Australian community (Criterion G).

#### **Vinja Camp Myth Site**

The place is important focal point in the Andyamathanha people's Yuralypila (Two Men) myth. As such it is highly significant to the Andyamathanha people, who hold custodianship of the site.

#### **Kulpitjata, Northern Territory**

The significance for Anangu is very high both culturally and spiritually because the site is an old living area associated with a major emu story. The paintings are of ancient teachings and stories which must be protected and recorded for future generations.

Looking through Anangu eyes this site maintains its historic significance because Tjukurpa is still alive. The Tjukurpa is recorded in the ancient rock art which records the emu story. This is part of the story lines which travel through western desert culture. Today grandfathers and grandmothers are still teaching the songs and dances associated with this historic place.

The site has its own unique beauty which contrasts and compliments the major attractions, Uluru and Kata Tjuta.

The beauty of the ancient artwork has a powerful mystique and rich appeal. It presents Anangu Tjukurpa as it has always been in its original and unspoiled state and continues to be managed and maintained in the ancient traditional way.

Aesthetic values are evident because of the peaceful and powerful feeling of the place set in a pristine desert landscape which will attract visitors from all walks of life.

Kulpitjata is also an important area for cross-cultural teachings. It is used as a teaching site for non-Aboriginal rangers and other special groups and it helps them better understand Tjukurpa and provides an opportunity for Anangu and Piranpa to talk away from Uluru.

#### **Boonarga Cactoblastis Memorial Hall, Queensland**

The Boonarga Cactoblastis Memorial Hall is a highly unusual form of memorial in that very few, if any, memorials elsewhere in the world have been erected to honour an insect. Construction of the hall reflects the strength of the relief felt by farmers when cactoblastis succeeded against the prickly pear cactus (Criterion B). The hall is historically important for its association with the defeat of the prickly pear plague, a major event in Australia's agricultural history (Criterion A). The hall has been the centre of local community and family functions for a number of decades and consequently has social significance (Criterion G).

#### **Mulgoa Nature Reserve, New South Wales**

The Mulgoa Natural Area contains an unusual and striking geological feature of a 30m high cliff of the Mulgoa Laminite (siltstone) Member of Ashfield Shale on the eastern bank of Mulgoa Creek. This natural outcrop exposes a sequence of the Wianamatta Group, including Minchinbury Sandstone which is extensive but infrequent in outcrop. The sequence is capped and protected by Rickaby Creek Gravel of Tertiary age.

The place features Shale/Sandstone Transition Forest associated with the transition between Wianamatta Group shale and Hawkesbury Sandstone. This community is typically species rich, with plant species characteristic of both geological types, including some which are restricted to the transition zone. The place also contains several small but mostly undisturbed catchments.



Vegetation cover over most of the area is predominantly remnant or regenerating woodlands. Significant remnants of Cumberland Plain Woodlands, a nationally endangered ecological community and endangered in NSW, occur within the place. Various woodland types that occur and are part of this Cumberland Plain Woodlands ecological community are Shale Hills Woodland, Moist Shale Woodland, Shale Plains Woodland and Alluvial Woodland. Grey box-ironbark woodland, typical of the shale woodland types is endemic to the Cumberland Plain of the western Sydney region and predominates throughout the place. The place also contains Sydney Coastal River Flat Forest along major water courses, the naturally restricted Shale/Sandstone Transition Forest and Western Sydney Dry Rainforest which are listed as endangered ecological communities in NSW.

Remnant vegetation along Mulgoa Creek and its tributaries provides links with the nearby Blue Mountains National Park. The various vegetation types and landscapes, including riparian corridors with Western Sydney Dry Rainforest and Sydney Coastal River Flat Forest, the shale cliff habitat and the restricted Moist Shale Woodland, provide an important diversity of habitats for native fauna and flora, particularly woodland birds.

*Dillwynia tenuifolia*, which is nationally vulnerable and vulnerable in NSW occurs in the sandstone outcrop vegetation community associated with the Ashfield Shale cliff within the place. *Acacia fimbriata*, and *Wurmbea biglandulosa* have particular regional significance and are vulnerable in western Sydney. Twenty other plant species that occur in the place are vulnerable in western Sydney.

Mulgoa Natural Area includes the archaeological remains of Regentville. Regentville (1823–1869) was constructed for Sir John Jamison (1776–1844) physician, landowner and constitutional reformer who arrived on the First Fleet. Regentville was known as the grandest and most substantial house in the colony of NSW, and was named in honour of George IV, the former Prince Regent. Despite its ruinous state Regentville is an important site as the place where Sir John Jamison chose to have his mansion complex built and where he established a major agricultural enterprise.

The Regentville site is historically significant as a rare example of the site of probably the first wine estate to use the terraced vineyard technique (c1830); one of the few early wine estates where the vineyard terraces and, though ruinous, the old winery can still be located. The vineyards are important as one of the earliest complete wine-producing enterprises planned and implemented at the time ie. vineyards, large winery/store, access road and circulation system.

The place has associations with Henry Kitchen (mansion design) and Sir Henry Parkes (labourer at Regentville 1839–40).

The Regentville ruins and surrounds is an area of substantial archaeological deposit and archaeological potential. The site has already yielded substantial archaeological evidence of early 19th century development. It also contains numerous plants likely to be the progeny of earlier species. These plants are useful in maintaining an appropriate character and setting for the site.

The place is used for educational purposes by geology and archaeology students and also has excellent potential for studying the comparison of sandstone and shale vegetation communities.

### **Holsworthy Area, Sydney Basin**

Holsworthy is an outstanding heritage region close to Sydney, Australia's largest metropolitan area, set aside as a Commonwealth military training area. It is bordered by Royal National Park and Heathcote National Park. It contains a diverse range of Indigenous, natural and historic heritage values:

#### ***Indigenous heritage***

- The area is highly valued by members of the Tharawal Local Aboriginal Land Council and the Dharawal people for its symbolic, cultural, educational and social associations.
- Its relatively intact suite of Aboriginal sites provides a unique record of Aboriginal use of landscape in the Sydney Basin.
- The area contains a large and diverse range of more than 530 known Aboriginal sites. These include rock shelters containing paintings,



drawings and archaeological deposits, engraving sites on rock platforms, scarred trees, grinding grooves and artefact scatters. Together these represent a complex Aboriginal cultural landscape.

- Holsworthy's Indigenous cultural landscape, and especially its particular art style, is representative of the southern social unit of the Sydney Basin.
- The area's rich collection of rock art sites depicts kangaroos, wallabies, fish, birds and snakes and human and human-like figures. The significance of the art sites has been recognised as aesthetically important to the broader community through its long history of recording by volunteer groups and individuals.
- Holsworthy illustrates the changes in the relationship between Aboriginal people and the early settlers and was associated with Governor Macquarie's war against the Aboriginal people of the Liverpool, Campbelltown and Appin areas in the early 1800s.

### ***Natural heritage***


- Holsworthy contains a diversity of relatively undisturbed and scenic natural landscapes and vegetation types including deeply dissected valleys, rocky waterholes and waterfalls.
- It is the site of more than 400 plant species including at least nine vulnerable or rare species.
- The area's diverse vegetation types include a substantial remnant of Cumberland Plain woodland, of which only 6% of the original area is thought to survive. Other vegetation types include plateau and gully forests, sedgeland, heath/swamp and melaleuca thickets.

- It includes populations of rare, vulnerable or endangered animals, including the koala, spotted-tailed quoll (a cat-sized carnivorous marsupial), New Holland mouse, broad-headed snake, giant burrowing frog, red-crowned toadlet and powerful owl.
- The creek corridors provide 'highways' for koalas which may have been used for thousands of years. The koala population is one of the few remaining viable populations in southern NSW.

### ***Historic heritage***

- Holsworthy has a number of historic roads, the earliest of which is the Old Illawarra Road (c1850s) which connects Sydney to southern settlements.
- It contains remnants of the early 'Grodno' vineyard, including dry stone walls, terraces and wells dating back to 1890s.
- The important military links of the place date back to World War I, when the Remount Depot was used to prepare troops and 47 000 horses for overseas service in war theatres such as Gallipoli. It was subsequently used by the Australian Army for post-World War II training.
- The area contains what was Australia's largest World War I internment camp which was used to intern Germans and other Europeans as well as migrants. It also housed German prisoners of war, some of whom survived the sinking of the German ship 'Emden' by *HMAS Sydney* off the Cocos Islands in 1914.



Have a go 

### Step 4

Write down the values of your heritage place  
and why each is significant



# What are the issues?

# STEP 5

This step looks at identifying the key issues that affect the future of a heritage place. Understanding the realities affecting the management of a place, helps develop a realistic view of what is possible to achieve for heritage protection.

## **In this section:**

What are the issues?

Issues to consider

What is the condition of the place?

What are the current and future trends affecting the place?

Consulting about issues

Doing a SWOT analysis

Identifying priority issues

Have a go







# Step 5

## What are the issues?

You will want to identify the key issues that will affect the future of the place.

In [Step 3](#) you may already have identified a range of issues when looking at what information is available about the place. There is a basic guide for the type of issues you should consider.

There are many ways to identify a comprehensive range of issues, and how you do this will depend on your circumstances. Some techniques are:

- brainstorming either individually or with a group
- a public meeting
- a workshop or focus group
- a survey
- consultation with stakeholders about issues, and/or
- a SWOT analysis which is a very effective tool for summarising issues.

Because you may generate a lot of information about issues, some of it conflicting, you may need to identify your priority issues.

### 5.1 Issues to consider

Issues to consider might include:

- what special requirements or obligations do you need to consider now that you know the reasons why a place is significant? Are there things that must be done to retain the heritage values (eg if an important value of the site is its spiritual significance to Indigenous custodians, making special access arrangements for them will be necessary) or actions that are simply not compatible (eg, roads in areas which have threatened plant communities)?
- what are the threats to the significant values of the place? In what way is the place vulnerable? What might impact on the values?
- what are the current arrangements for administering the place and are they appropriate?
- what is the physical condition of the place?
- what are the current and future trends affecting the place?
- what are the legislative, planning or other regulatory requirements?
- what do previous studies and recommendations say?
- what funding and other resources are available?
- what is the political, economic and social environment?



## 5.2 What is the condition of the place?

A key issue for you to consider is the physical condition of a heritage place—whether it is intact or in an advanced state of decay. It is usual to include some sort of statement about this in any management plan.

A report about the state of a heritage place is called a ‘condition report’. If you need to write one of these, you might think about the following issues.

- What is the extent of existing data and research about the place? Do previous studies or recommendations exist that can help us understand the condition?
- Do any particular problems need addressing?
- Does a problem affect all parts of the place in the same way? Does it affect all the values of the place or only some?
- How does the condition of the place compare with the condition of similar places elsewhere? Is it better or worse?
- What will happen if nothing is done about the current condition of the place? What is the likely impact on its heritage values?
- Do good records exist that will enable monitoring of changes in the condition of the place?

## 5.3 What are the current and future trends affecting the place?

Sometimes the area in which a heritage place is located, changes. This may be caused by development pressures—for example, a new housing or tourism proposal, or minerals exploration.

In considering the best way to manage a heritage place, it is useful to look at what might happen in the future. You could consider:

- what future trends might affect the place, and how will they affect it (for example, demographic changes, social and economic trends, or likely changes in technology or transport)
- are any changes in land use anticipated? How

will these affect the place? (for example, are any changes likely to agricultural practices, and what impact could they have?)

- are changes in government policy likely to affect the place? In what way? Will the nature and level of government services be different in the future, and will this affect the place?
- how will the political, social and economic environment affect your plans?

## 5.4 Consulting about issues

Consulting widely can take time but it is critical to good decision making. Consultation:

- allows those affected by decisions to provide information to decision makers about their needs
- enables those affected by decisions to give opinions and ideas about possible solutions to problems or issues
- provides people with information so they understand what is being planned.

Consultation may have added benefits, including attracting publicity about your organisation or group.

If you want to reach decisions that are widely-supported then it is vital to consult widely with those who will be affected by the decisions.

If you would like to ensure that you have thought of everyone who needs to be consulted, go back through the information in interest in the place [see [Step 2](#)].



## 5.5 Doing a SWOT analysis

One of the best ways to get an overview of the relevant management issues is to do a SWOT analysis with a group of people interested in the place. This process looks at the **Strengths**, **Weaknesses**, **Opportunities** and **Threats** for the place, based on what is known about all the issues.

You can draw up this simple grid on a board or on paper, then write under the four headings:

|                      |                   |
|----------------------|-------------------|
| <i>Strengths</i>     | <i>Weaknesses</i> |
| <i>Opportunities</i> | <i>Threats</i>    |

You will need to think of the **current** strengths and weaknesses as well as **future** opportunities and threats.

SWOT analysis is a very effective tool to use once you have a reasonable amount of information about the issues. The results of this analysis will be used in the future steps.

Remember—problems or weaknesses can sometimes be turned into opportunities!


## 5.6 Identifying priority issues

Collecting and analysing information, and consulting people and organisations with an interest in the place, is likely to uncover issues that could affect what you need to do. As you may not be able to deal with all of the issues, you will need to set priorities.

These questions may help to identify the high priority issues:

- will the situation worsen if something isn't done about it?
- can or should other groups or organisations take responsibility for this issue or problem?
- do we have the knowledge, skills and resources to deal with this problem? If not, are we likely to be able to develop these in the near future?
- who do we need to enlist as partners to address the issue?



Have a go 

## Step 5

Write down the key issues affecting the future of your place under the following headings:

- issues that arise from understanding significance and what might threaten the heritage values
- issues about the current management arrangements for the place
- issues about the condition of the place
- other issues you can think of!





# What do you want to achieve?

# STEP 6

This section focuses on determining the future directions for managing a place, and the scope of heritage conservation activity.

## **In this section:**

What do you want to achieve?

What other influences need to be considered?

Tips for writing your objectives

Examples of objectives

Have a go





## Step 6

# What do you want to achieve?

It's worth taking time to work out what you or your group want to achieve for your heritage place—your 'management objectives'. Developing these is one of the most important steps in planning.

**You define your objectives by focusing on the values of the place as outlined in the statement of significance, addressing the key management issues you have already identified and thinking about how you would like the place to be in the future.**

Your objectives need to be specific enough to give direction to the management of your place. In considering the future, think of the desired physical condition of the place and its desired and appropriate uses.

In an historic heritage conservation plan [see [Step 8](#)] this step of developing management objectives is more commonly referred to as developing 'conservation policy' for a heritage place. Management objectives and policy are essentially

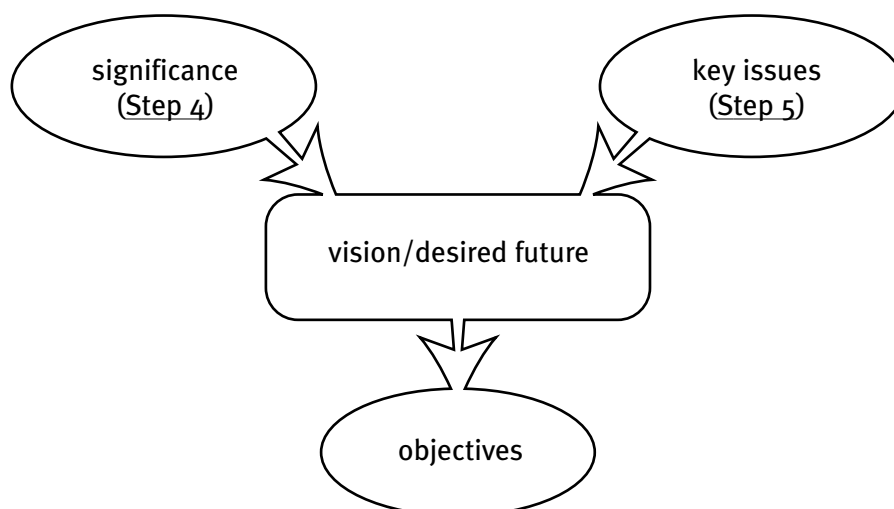
the same thing. Both result in a statement of intent, but they stop short of the detailed description of how to do it.

Objectives can be written in several ways, for example:

- as statements starting with 'to...' such as 'to provide opportunities for visitors to understand the significance of the place' OR
- as statements which envisage how the place will be some time in the future such as 'the woodland areas of the park are restored'.

In defining your objectives you should also consider:

- do the objectives meet conservation principles? [see [Step 4](#)]
- are there other influences to be considered?
- tips for developing objectives
- examples of objectives.







## 6.1 What other influences need to be considered?

Conservation doesn't happen in a vacuum. The objectives for managing a place are shaped by a range of factors including the following heritage and non-heritage aspects:

- what the community wants, and their ideas about how heritage should be protected
- obligations that come from understanding the significance of the place (for example, some potential future uses may not be compatible with protecting the significance of a heritage place, while others may actually help retain significance)
- practical constraints and opportunities on how management can be done (for example, the owner's needs, available management resources and the physical condition of places).

## 6.2 Tips for writing your objectives

Defining objectives can be done with a group, which helps generate a common vision for the place. Whether you are working individually or as part of a group, you will need to get agreement on your objectives. This will ensure that all those involved with the place knows exactly what they are working towards.

Try following these tips when writing management objectives.

- State how you would like to see the place in the future (what it will look like if you are successful).

- Be clear and realistic. Don't be too ambitious. This is just your framework. It sets the direction. There is little point having objectives that you can't make happen.
- It may help to start your objective with the word 'to' followed by the action you want to happen (ie 'to conserve the woodland...') or how it will be in the future (ie 'a healthy and protected ecosystem for an endangered marsupial').
- Make sure your objective is about retaining the heritage significance of the place.
- Your objectives should also address the key management issues concerning the place.
- You may need to refer to both compatible and incompatible uses. For example, compatible uses of a significant wetland may be birdwatching, but an incompatible use may be waterskiing.
- Establish criteria that will tell you and others if you have achieved what you want. These are called indicators. They help you to monitor progress [see [Step 8](#)] towards your objectives. They also help you to evaluate whether you have achieved your objectives.

More information on preparing and writing conservation policies for historic heritage can be found in *The Conservation Plan* by James Semple Kerr, available from the National Trust. For natural heritage guidance can be found in the *Natural Heritage Places Handbook: Applying the Australian Natural Heritage Charter to conserve places of natural significance*. See details of these publications in the [Resources](#) section.



### 6.3 Different approaches to defining objectives

The following examples show that will guide future management. In each case they refer to the significant heritage values of the place. They also provide a statement which provides a good framework for the development more specific strategies.

#### **Woodlands Historic Park, Victoria**

The objectives for management are:

##### ***Natural resource conservation***

- The landscape will be managed to reflect the pastoral and settlement related theme. Significant and fragile elements, such as mature Eucalypts, will be protected or restored.
- The dynamics of growth and ageing will be recognised, with tree replacements, new plantings and fencing styles sympathetic to the evolved 1840s landscape.
- Wildlife re-introduction and restoration programs will continue to be concentrated in the 'back paddock'.

##### ***Heritage resource conservation***

- The Woodlands Homestead including the outbuildings and the other European and Aboriginal cultural sites in the Park will be conserved
- The fabric of the Woodlands Homestead and outbuildings will be monitored for signs of deterioration and maintained but does not require restoration.
- Maintenance programs will be established and maintained.

##### ***Park protection***

- Invasive exotic species will be controlled, particularly weeds, rabbits, cats and foxes.
- Research and monitoring programs will be established and maintained.

##### ***The park visit***

- The main visitor facilities and developments will be provided at the Woodlands Homestead complex and the Moonee Ponds Creek picnic area.
- The Woodlands Homestead will be promoted as a significant visitor and tourist facility and part of a range of significant heritage assets across Melbourne.
- Future development of adoption of the Homestead will be in accordance with conservation guidelines.
- Cycling and walking paths will provide visitor access linking all sections of the Park.
- The park will provide high quality visitor experiences for a wide range of visitors.
- Interpretation of the historic features will give an insight into the lifestyles of the 1840s and the social changes since then.
- Opportunities for enhanced tourist visits, including commercially operated tours, will be supported.
- Community awareness and involvement
- Community based park use will be encouraged.
- The activity and involvement of the Friends of Woodlands Historic Park will be supported.

#### **Laura Aboriginal sites, Queensland**

Objectives for the complex of rock art and other sites of major significance were defined by the Aboriginal community:

- A. to preserve and care for the land and for the sites in the Laura/Maytown/Musgrave region for our kids and their kids
- B. to control access to sites because they are part of the living Aboriginal culture and religious heritage
- C. to share Aboriginal culture with the wider world to show that we care for the culture and so that other people can learn about



Aboriginal culture, and so that visitors can respect them and not damage them

- D. to use land and site for economic and Aboriginal community benefit.

### **Up-to-Date Store, Coolamon, New South Wales**

This is an example of objectives written in the form of a conservation policy. This conservation policy appears in the management plan for a historic building in a small country town. The store is a good and intact example of a Federation style country general store built in 1909 to service a widespread rural farming community. In the plan, the policy follows the statement of significance. Note that the policy sets a framework to guide future management and use. Applying the framework to the place in practice is part of developing strategies and actions.

#### ***Policy 1—The conservation approach***

The Up-To-Date Store will be conserved by processes of preservation, restoration, reconstruction and adaptation (as defined in *The Burra Charter*), and as specified in policies included in this plan. *The Burra Charter* will also be adopted as the basis for conservation processes and actions.

The place to which this policy applies includes the masonry store building, the skillion extension, the northern and north-western sheds, the yard and Cowabbie Street frontage north of the store.

The statement of significance set out at section 3.2 will be adopted as the main basis for management of the Up-To-Date Store. A primary objective of management will be the retention and conservation of the identified significance of the place. These values are reflected in the existing room spaces within the masonry store building, together with their finishes, fittings and furniture. These include significant features such as shelving, benches, counters, verandahs, window display cases and the Lamson Cash Carrier.

A key direction of this policy is to implement a regular maintenance regime, to slow deterioration and prevent failure of elements of the building.

#### ***Policy 2—Establishment of a management regime***

Coolamon Shire Council should establish a management structure for the long term conservation and day-to-day management of the Up-To-Date Store. A preferred approach would be to formalise the current Up-To-Date Store Committee or similar body as the management committee. It should have representation of Council, local conservation and community bodies with an interest in the store, and individuals with particular skills that would help in conservation and management decision-making. If the store is subject to a lease, the lessee should be represented on the Committee. The Committee will advise the nominated manager of the store, being the appropriate member of Council staff.


#### ***Policy 3—New Uses***

New uses will be limited to those that are compatible with the conservation of the significance of the store, and which do not require inappropriate modification of the fabric such as by the insertion of substantial new services.

Compatible uses for the store building will be ones that can be implemented with:

- no substantial alteration to, or new major penetrations of, the brick walls
- no removal or substantial alteration of the roof structure, timber lining or exposed trusses, except to allow recladding of the roof and the reinstatement of skylights
- continued use of the existing timber floor in its exposed form, unless monitoring of wear reveals such exposed use is impeding conservation
- no new walls or partitioning
- the retention of counters, benches and shelving in their original locations, and visible to visitors
- the potential reconstruction of shelving, benches and counters to replace those removed from the store.

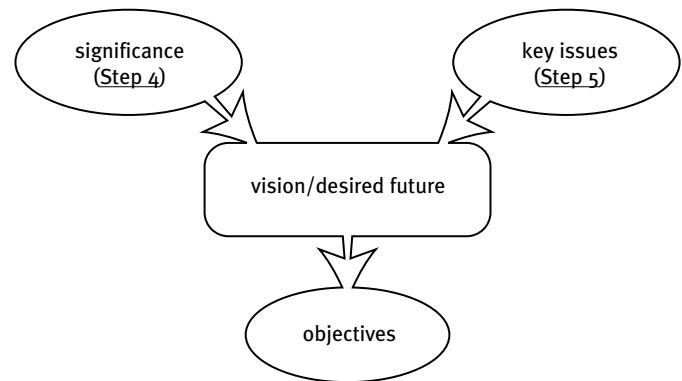


Have a go 

## Step 6

Develop your objectives by asking yourself the following questions:

- what are the results you are aiming for?
- what is the desired future condition of the place?
- how will the significance of the place be retained?
- what will be the focus of your efforts and why?





# What do you need to do?

# STEP 7

This step is where you work out what is going to be done—only after understanding significance and determining objectives for management. Strategies must be designed to retain the significance of a place.

## In this section:

What do you  
need to do?

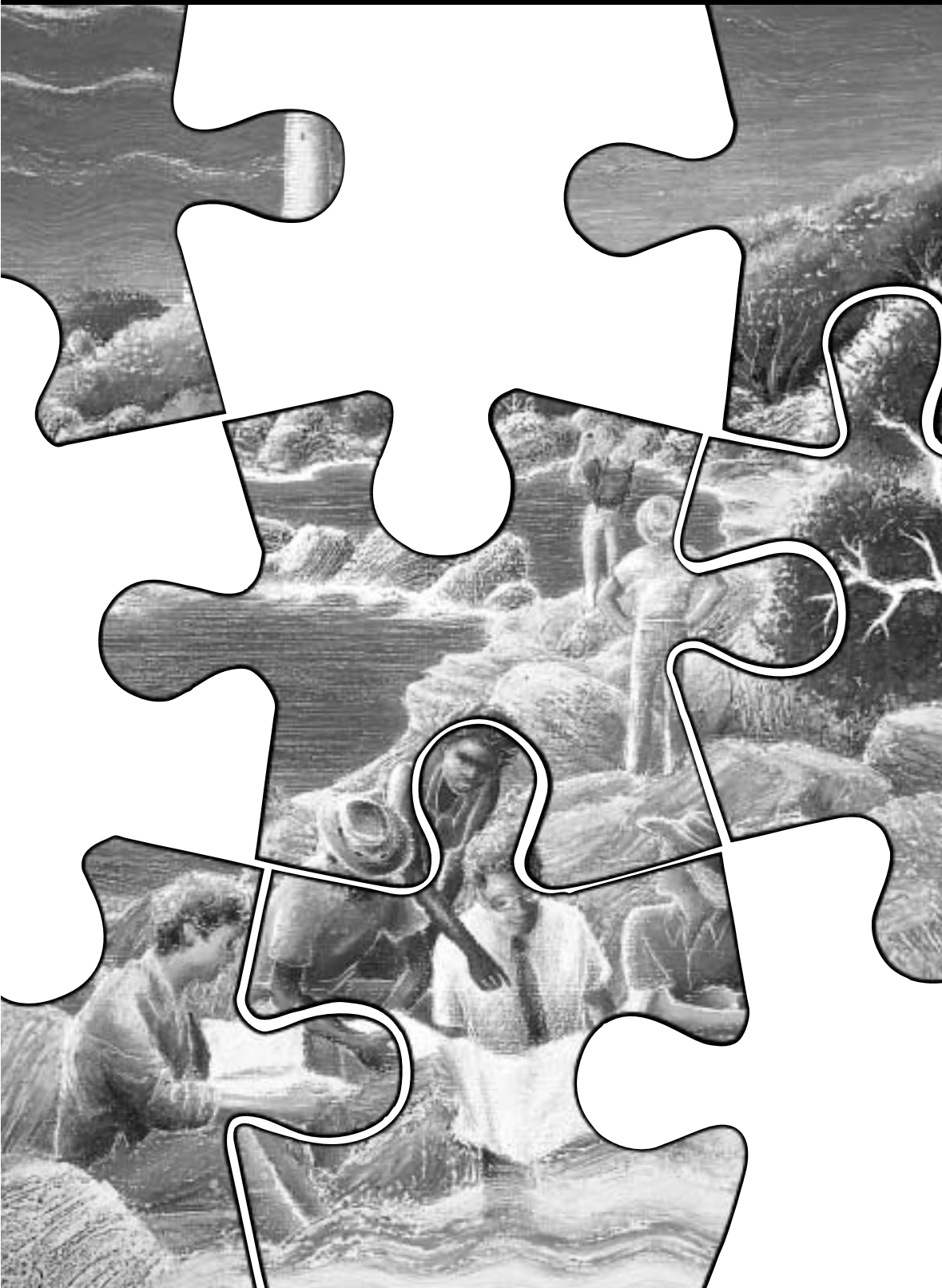
What kinds of  
strategies and actions  
are needed?

Example—A new use  
for an old building

Examples of strategies  
linked to objectives

What are conservation  
processes?

Have a go





## Step 7

# What do you need to do?

This is the step that many people want to do first. They say 'Let's skip all this talk and just get on with it. We want to *do* something'.

You may know of disasters where people just jumped in, only to realise too late that they had made a big mistake. For example, the noxious lantana weed growing around a remnant pocket of rainforest was cut down, but this caused the rainforest to dry out, actually damaging the thing that people were trying to protect.

If you're talking about a rare or special place it's simply not worth the risk to act without detailed preparation, so before deciding what to do, you must have a firm understanding of significance [[Step 4](#)] and the issues that affect the place [[Step 5](#)].

The next step is to develop strategies or actions for reaching your objectives. These strategies must help to retain the significance of a place.

The best guide for developing strategies or actions is 'do as much as necessary and as little as possible' to ensure significance is retained.

To help you develop strategies or actions you can refer to:

- a checklist of what strategies might cover
- tips for developing strategies
- some examples of strategies linked to objectives
- definitions for conservation processes.

These conservation processes can be used to help you select an appropriate strategy or action to retain the significant values of your place. You can check what you want to do against these and ask 'is this what I want to happen?', 'will my proposed actions protect the significant values of the place?'



## 7.1 What kinds of strategies and actions are needed?

Your strategies or actions will depend on your objectives and will vary from place to place. Good management is about finding appropriate and creative solutions or strategies for the situation at hand.

All management plans should include strategies for maintenance, protection and monitoring.

The following will give you an idea of the different types of strategies:

- maintaining or taking other action to protect what is significant about the place, or facilitating new uses that are compatible with the significance of the place
- running a training or education program about the place. This might be for the general public, or for staff or other stakeholders. It could include developing interpretation tools to help people understand the significance of the place
- developing a fundraising strategy
- creating a marketing strategy
- developing new uses at or for a place
- taking immediate steps to secure a place, and to ensure public safety or physical protection of the site
- devising an emergency or disaster response strategy (including responding to vandalism and graffiti)

- changing access arrangements or providing facilities for visitors
- providing disabled access
- controlling on future development
  - further recording and documenting
  - establishing new management and consultation arrangements
  - running a program to reintroduce a plant species that once lived naturally in the area
  - putting in place a program to ensure Indigenous spiritual practices associated with places are maintained

### A new use for an old building

The Shire of Yalgoo in Western Australia funded a conservation plan for the historic Yalgoo railway station. The community and council saw the empty and unused station become the centrepiece of a Yalgoo sporting and community complex. The conservation plan addressed the appropriate re-use of this historically significant building while still catering to the current needs of the community.

The re-use of the station as the Yalgoo Sporting and Community Complex involved raising the ground level on the track side of the station to meet the platform and then covering it with grass. The race track and sports ground stretch out from this area. The station continues to fulfil an important social role and is now used for the Yalgoo races as well as many other sporting and social functions.





## 7.2 Tips for developing your strategies

Try these tips as you develop your strategies.

- Make sure they help you reach your objective. You might want to link strategies to each part of your objectives.
- Check them against the issues you identified so that all important issues are addressed.
- Think about timing and priority.
- Think about how the strategies and actions fit together, how combinations work and whether some reinforce others, and what order is important.
- Look for strategies and actions that are 'strategic'. These are the ones that help achieve a number of objectives simultaneously, or require the least resources.

It often helps to ask some questions.

- How will the proposed strategy change the place?
- What will be the effect on the significance of the place? Is this acceptable?
- Are the strategies feasible? What resources do they require (this includes not only things like people, money, materials, equipment and facilities, but also things you can't see—

time, knowledge, skill, political influence, status, energy, control over information)?

- Is the strategy adequate? Is it likely to have enough impact on the problem to make it worth doing?
- Check if the strategy fits the conservation principle—'as much as necessary, as little as possible?' and the other conservation principles [see [Step 4](#)]
- Is the strategy likely to be effective in achieving our objectives?
- Is the strategy realistic and efficient? Will the result be worth the cost?
- What kind of positive and negative effects will the strategy have? By being focused you can reduce the time and resources spent on issues that may not be critical or actions that might be limited in their effectiveness.

## 7.3 Examples of strategies linked to objectives

These examples show how specific strategies can be listed in a plan, but in a way which links them to the objectives. This shows they are part of the planned approach to ensure the significance of the place is retained.



## Scott Creek Conservation Park, South Australia

|   |  |   |  |
|---|--|---|--|
| <p><b>Objective –</b><br/> <i>To preserve, protect and improve the viability of populations of plants of high conservation significance.</i></p>  | <p><b>Objective –</b><br/> <i>To undertake effective weed management practices and re-establish native vegetation cover on previously cleared sections.</i></p>  | <p><b>Objective –</b><br/> <i>To provide for a range of sustainable and acceptable recreation activities that do not conflict with the park's conservation values.</i></p>  | <p><b>Objective –</b><br/> <i>To promote community involvement in the care and maintenance of the park.</i></p>  |
| <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Locate, record and monitor the distribution of plants of high conservation significance.</li> <li>• Assess the status of the plants of conservation significance located within the park and their status within the region and State. Develop species action plans and undertake protective measures where necessary.</li> <li>• Re-introduce plants of conservation significance now extinct in the park, if local source available.</li> </ul> | <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Revegetate cleared sections with locally indigenous species when resources are available.</li> <li>• Establish an inventory of weed distribution within the park.</li> <li>• Concentrate priority weed control in the least disturbed areas of native vegetation, giving high priority to weed eradication in creeklines.</li> <li>• Monitor the rate of spread of weed species and the competition effects of pest plants and animals on native species within the park.</li> <li>• Evaluate weed control programs to clearly identify measurable and staged outcomes.</li> </ul> | <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Maintain the walking trail and track system within the park.</li> <li>• Survey, assess and establish if appropriate, additional walking trails with associated education and information signage.</li> <li>• Review the possibility of allowing horse riding on appropriate routes after the conclusion of the Review of Horse Riding Trails in the Mt Lofty Ranges.</li> <li>• Consider additional recreational opportunities after a thorough investigation of the effects they may have on the conservation values of the park.</li> <li>• Promote the partnerships between National Parks and Wildlife SA and PIRSA in the maintenance of the Almanda Silver Mine site.</li> <li>• Monitor the impact of recreational activities and carry out remedial action as appropriate.</li> </ul> | <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Encourage members of the local community to join the Friends of Scott Creek Conservation Park.</li> <li>• Promote the involvement of research and educational institutions and the wider community to participate in activities that will maintain and improve the park.</li> <li>• Continue liaison with wider community to ensure those interested in the park can have an input.</li> </ul> |



### **Australian War Memorial, Canberra**

This is an example of just one of the Memorial's policies, and its linked actions. This provides a very clear basis for the management of a significant part of the Australian War Memorial.

### **Policy 17**

Maintain the commemorative function use of the Hall of Memory

#### **Actions to satisfy this policy:**

- maintain the commemorative use by preserving the simple nature and aura of the architectural space and avoiding further accretions
- enhance access to the place as the culminating experience of the act of remembrance by avoiding further accretions to the entrances except as recommended in these policies
- interpret the Hall of Memory as a shrine for the unknown Australian soldier and its applied art work in a guide book, a movable sign or by other appropriate signs
- protect the external and internal fabric of the Hall of Memory by developing suitable repair and maintenance programs
- where possible and through interpretation improve the links between the Hall of Memory and other commemorative areas so that they become recognisable as one unit.

### **Balloon Cave, Queensland**

#### **Objective:**

To provide consistent and accurate interpretation which encourages non-Aboriginal people to develop an understanding of Aboriginal cultural values, and that art is just one aspect of Aboriginal life

#### **Strategies:**

- develop project to locate information that can be used for interpretation
- develop an interpretation plan for the site based on 1, and other information
- identify places where the site appears in promotion
- inform groups identified in 3 of changes to site management and provide updated information
- develop a manual and guidelines for tour operators
- develop a cross-cultural awareness program for people who are involved in presenting the site
- develop a school education kit
- encourage visits to the site by schools and local interested groups.

### **Brisbane City Council protecting native vegetation**

Brisbane City Council has a vegetation management program designed around the combined objectives of, firstly, maintaining open space and hence amenity in the city and, secondly, conserving biodiversity.

Vegetation protection orders and non-urban zoning are the regulatory and statutory processes used to protect native vegetation within the city. Vegetation protection orders have been introduced and are targeted at key natural areas and sites rather than covering every property in the city.

An order has the effect of making vegetation clearance a development, therefore requiring approval by the council. In addition, land within the city may be zoned into one of three non-urban conservation zones, ranging from high value sites to lower value sites.



## 7.4 What are conservation processes?

Conservation processes are all of the processes of looking after a place so as to retain its significance, regardless of whether it is natural, Indigenous or historic heritage.

The *Australian Natural Heritage Charter* provides some ecologically-specific definitions for conservation processes. The draft *Guidelines for the Protection, Management and Use of Aboriginal and Torres Strait Islander Cultural Heritage Places* also provides specific definitions for conservation processes involved in care of Indigenous cultural

heritage places. *The Burra Charter: Australia ICOMOS Charter for Places of Cultural Significance* defines processes covering all places of cultural significance. You can find a list of definitions at the end of this section

By using agreed terms to describe the conservation processes, you can help ensure that even when different people talk about what they are doing, they can still refer to a common language. Maintenance, protection and monitoring are the key processes to include in your management plan.

|  | <b>NATURAL</b>                           | <b>INDIGENOUS</b>                        | <b>HISTORIC</b>                          |
|--|--|--|--|
| All heritage conservation requires at least: | Maintenance<br>Protection<br>Maintenance | Maintenance<br>Protection<br>Maintenance | Maintenance<br>Protection<br>Maintenance |
| And one or more of:                          | Preservation                             | Preservation                             | Preservation                             |
|  | Restoration                              | Restoration                              | Restoration                              |
|  |  | Reconstruction                           | Reconstruction                           |
|  |  | Renewal                                  |  |
|  | Modification                             | Adaptation                               | Adaptation                               |
|  | Regeneration                             |  |  |
|  | Enhancement                              |  |  |
|  | Reinstatement                            |  |  |
|  |  | Interpretation                           | Interpretation                           |
|  |  | Conserving use                           | Conserving use                           |
|  |  | Retaining associations and meaning       | Retaining associations and meaning       |

While the overall concepts are the same, there are differences in what particular processes involve, depending on whether you are dealing with natural, Indigenous or historic heritage, as the accompanying definitions show.



**Natural heritage: *Australian Natural Heritage Charter. Second edition.***

**Maintenance:** the continuous protective care of the biodiversity and geodiversity of a place.

**Protection:** taking care of a place by managing impacts to ensure that natural significance is retained.

**Monitoring:** ongoing review, evaluation and assessment to detect changes in the natural integrity of a place, with reference to a baseline condition.

**Preservation:** maintaining biodiversity of a place at the existing stage of succession, or maintaining geodiversity.

**Restoration:** returning existing habitats to a known past state or to an approximation of the natural condition by repairing degradation, by removing introduced species or by reinstatement.

**Modification:** altering a place to suit proposed uses that are compatible with the natural significance of the place.

**Regeneration:** the natural recovery of natural integrity following disturbance or degradation.

**Enhancement:** the introduction of additional organisms, genotypes, species or elements of habitat or geodiversity to those that naturally exist in a place.

**Reinstatement:** to introduce to a place one or more species or elements of habitat or geodiversity that are known to have existed there naturally at a previous time, but that can no longer be found at that place.

**Indigenous heritage: *Draft Guidelines for the Protection, Management and Use of Aboriginal and Torres Strait Islander Places, 1997***

**Maintenance:** the continuous protective care of the cultural value of a place. It may relate to the maintenance of oral and/or customary tradition associated with a place or to the fabric, contents and setting of a place.

**Protection:** taking care of a place by maintenance and by managing impacts to ensure that significance is retained.

**Monitoring:** the ongoing review, evaluation and assessment to detect changes in condition of the integrity of a place, with reference to a baseline condition.

**Preservation:** maintaining the fabric of a place in its existing state and retarding or slowing deterioration.

**Restoration:** returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

**Reconstruction:** returning a place to a known earlier state and is distinguished by the introduction of material (old or new) into the fabric.

**Renewal:** any action which renews, or revitalises, the cultural significance of the place. Sometimes these actions may affect the fabric or the physical aspects of the place. This can be non-physical renewal that can occur as a result of activities which do not alter the fabric; for example, by the telling of new stories, or by the use of the site for ceremonies. On the other hand, physical renewal means altering the fabric (using new or old material) in order to maintain the cultural significance of a place. For art sites this includes re-marking and embellishment, new-marking and superimposition.

**Adaptation:** modifying a place to suit proposed compatible uses.



**Cultural heritage: *The Burra Charter: Australia ICOMOS Charter for Places of Cultural Significance, 1999***

**Maintenance:** the continuous protective care of the fabric, contents and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction and it should be treated accordingly.

**Protection:** taking care of a place by maintenance and by managing impacts to ensure that significance is retained.

**Monitoring:** the ongoing review, evaluation and assessment to detect changes in condition of the integrity of a place, with reference to a baseline condition.

**Preservation:** maintaining the fabric of a place in its existing state and retarding deterioration.

**Restoration:** returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.

**Reconstruction:** returning a place as nearly as possible to a known earlier state and is distinguished from restoration by the introduction of new material into the fabric.

**Adaptation:** modifying a place to suit the existing use of a proposed use.

**Interpretation:** all the ways of presenting the cultural significance of a place.

**Conserving use:** continuing, modifying or reinstating a significant use may be appropriate and preferred forms of conservation.

**Retaining associations and meanings:** significant associations between people and a place should be respected, retained and not obscured. Opportunities for the interpretation, commemoration and celebration of these associations should be investigated and implemented. Significant meanings, including spiritual values, of a place should be respected. Opportunities for the continuation or revival of these meanings should be investigated and implemented.



### **EXAMPLE OF PLANNING A STRATEGY: REMOVING WILLOWS FROM A RIVER**

Strategies and actions have to be planned carefully, sometimes over a long-time period with stages of achievement.

Willows, which choke the rivers they invade, are considered one of the most aggressive of noxious riverside plants, with the ability to reproduce and spread extremely rapidly – a mere fragment of vegetation is able to grow into a tree.

If you were planning a strategy to remove willows from a river there would be many things to consider:

- What is known of the current distribution?
- What are the current adverse impacts which willows cause?
- What is the seed producing trees?
- What are the upstream sources of seed or broken branches?

- What are the impact of removal, and the potential increase in erosion problems?
- What pesticides might be appropriate?
- Is there an alternative replacement species?
- Will rehabilitation areas be fenced and stock-proofed?
- How will awareness be raised to reduce further willow replanting?
- What follow-up surveys are needed?

These are issues that need to be clarified in more detail if this has not already been done. Answers to these questions will help develop a detailed strategy that has the best chance of achieving the long-term objective of removing willows from a river.

Some things need to happen before others. For example, it would be pointless to spend large lots of time and energy in taking out willows downstream, without tackling the upstream sources of seed or stock. Also, identifying or removing seed producing females is necessary before attacking a growing population of willows.



© Murray Smith, North Belconnen Landcare.



## Have a go

### Step 7

Write down some possible strategies and actions, making sure there are strategies for all your objectives, and ask the following questions:

- are the key issues covered?
- how will the strategy change the place?
- how will strategies support the significance of the place?







# STEP 8

## What is your plan?

This section will help you put together a plan to help protect a place with heritage significance

### **In this section:**

What is your plan?

What's the difference between a conservation plan and a management plan?

What a management plan should include

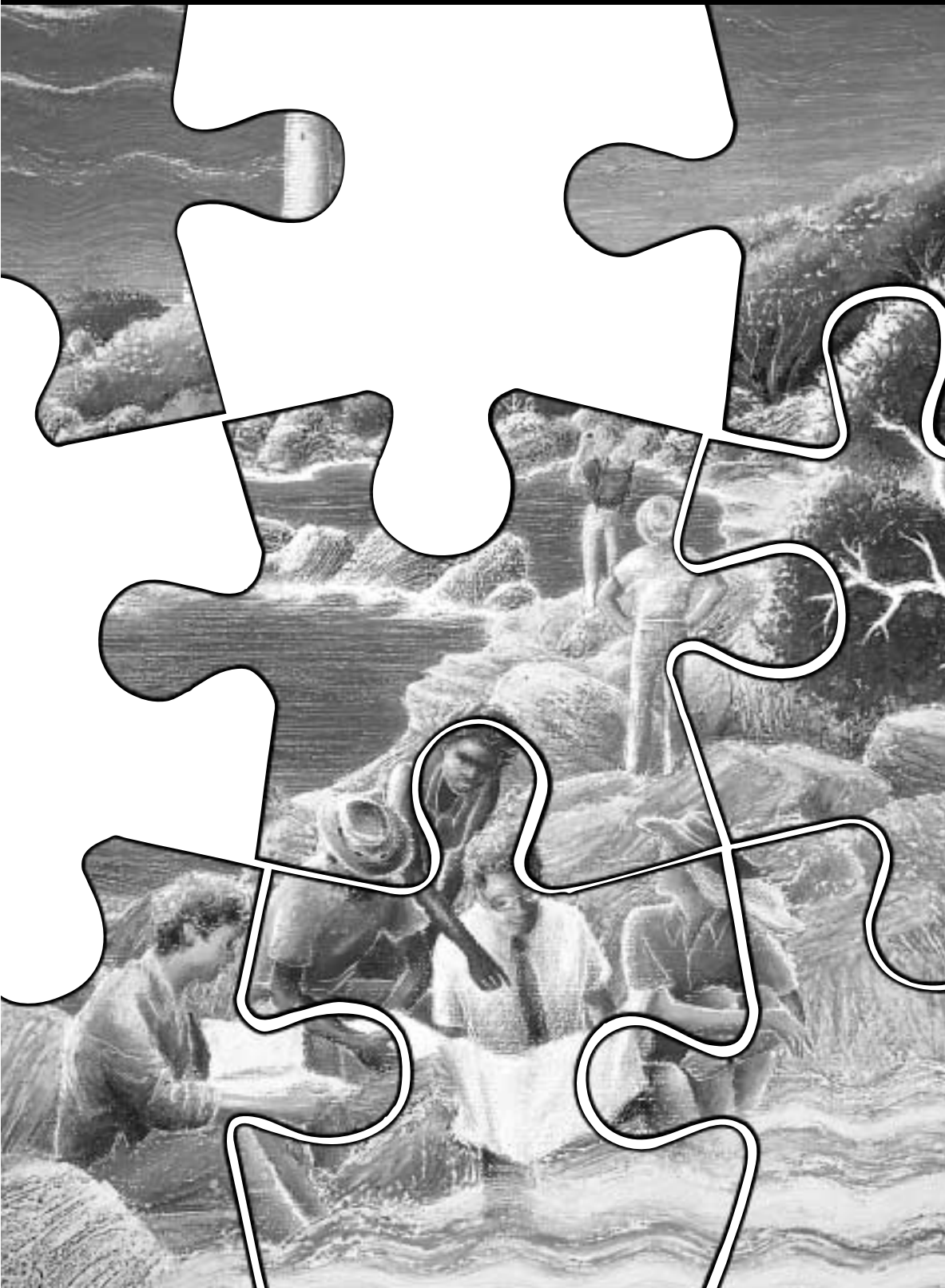
Types of studies and reports to assist you plan

Who is responsible for what?

Ensuring monitoring is included

Factors that can be monitored

Have a go





## Step 8

# What is your plan?

Your management plan is a record of all the seven steps above. What you have to do now is put it all together into a document, a management plan, that can be used to guide protection of the place. The term 'management plan' means different things to different people.

The management plan is a crucial document. It can be used to convince others that a heritage place can and should be protected. It is also a key tool for obtaining funding.

Your plan does not have to be long. A concise plan is often more effective.

### 8.1 What a management plan should include

There are some things that all written plans for heritage protection should include:

- a description of the place and its setting
- an identification of the key people interested and the sources of information
- a statement of the significant heritage values of the place
- an identification of the key issues affecting the future of the place or places
- objectives
- guidance on what future actions will be done or are appropriate considering the significance of the place or places
- a list of people responsible for carrying out actions of the plan (who is responsible for what)
- how the protection of the place itself will be monitored and reviewed
- a process and timing for reviewing and updating the plan

If you have already done a heritage study, you may have covered some the elements of a plan before, and you just need to use or reference this information in your plan.

If you are preparing a plan for a complex place or a large area you might want to consider the types of studies and reports that can be commissioned to back up the plan and assist its preparation.



## 8.2 What's the difference between a conservation plan and a management plan?

To cover the needs for natural and cultural heritage, and areas containing many heritage features, this Workbook uses the term management plan. Natural and cultural heritage professionals use different terminology, as do lay people.

**Conservation plan** is the term most often used when dealing with historic heritage places. Conservation plans are very useful as detailed guides to protect features of recognised heritage significance. They outline policy or objectives for a heritage place, resulting from a conservation analysis, which covers [Steps 1, 2, 3 and 4](#) of this Workbook. Conservation plans are usually prepared by historic heritage conservation specialists who consult with the people involved. The work of applying the policies to a place and developing detailed strategies and actions is often left up to the managers of a place. A useful guide for preparing plans is *The Conservation Plan* by James Semple Kerr, available from the National Trust. See details in the [Resources](#) section of this Workbook.

**Management plans** usually go further than conservation plans and include more thought on the practical, political, resource and economic circumstances affecting the place and the best ways to deal with these issues. They are often best prepared by a group of people actively involved in managing the site.

'Management plan' is the more common term for plans which are prepared for areas containing

many natural and cultural heritage places, such as protected areas, areas like water catchments and as well as for Indigenous heritage places.

Management plans are also often required under Commonwealth and state environment legislation.

You may come across the term 'Conservation management plan' or 'CMP', which is a conservation plan with some consideration of management issues.

## 8.3 Types of studies and reports to assist your plan

A range of studies and reports can contribute to, and act as resources for, a management plan. Common types of studies and reports which support management plans include:

- inventories of heritage places [see [Step 3](#)]
- documentary research [see [Step 3](#)]
- field studies [see [Step 3](#)]
- outcomes from community workshops [see [Step 3](#)]
- thematic studies [see [Step 3](#)]
- assessments of significance [see [Step 4](#)]
- condition reports [see [Step 5](#)]
- conservation plans for features of recognised heritage significance.



## 8.4 Who is responsible for what?

Assigning appropriate responsibility for implementing the actions needed to reach objectives in a management plan is crucial to its success.

To achieve the desired results from a management plan, it is vital to assign and clarify the roles of each person or organisation, and to ensure someone is responsible for each proposed action.

The following list of questions should help this task.

### Approving, adopting and implementing

- who will be consulted before the plan is adopted?
- who will approve the plan for agency implementation?
- who will need to give any additional approvals?
- who will be primarily responsible for implementing the plan?
- who is going to be the project manager?

### Monitoring and reviewing

- who will monitor the results?
- who will revise parts or all of the plan when necessary?

### Keeping the wheels turning

- who will keep the records of ongoing work on the plan (minutes of meetings, records of changes agreed, documents etc)?
- who will be contacted in the case of an emergency?
- is it necessary to form a committee of management representing key interests, or some other decision-making group?

Often many people and organisations have interests in a heritage place. This may be a legal or cultural (in the case of Indigenous custodians) responsibility to do something about its protection.

While everyone hopes it does not happen, conflict can arise during the development or implementation of any heritage plan. Plan for it early by identifying possibly contentious issues and developing a conflict resolution process.



## 8.5 Ensuring monitoring is included

As your plan for a heritage place proceeds, it is important to measure any changes. Knowing what to monitor is important to ensure that the results being sought through the plan are being achieved. Additional information can be found at the end of this section.

To allow effective monitoring, any management plan needs the following:

- a clear statement of management objectives
- a statement of how you will know if the objectives have been reached (key performance measures)
- a statement of the current condition of the place against which changes to the place will be measured
- the time period over which changes should be noticeable
- a summary of what data needs to be collected to help assess the changes. It is important to be realistic about the amount of data that can be collected.

### Factors that can be monitored

These could include the condition of a heritage place, and community or stakeholder actions and attitudes. Other examples include:

- Attitudes to heritage protection as seen by a change in the number of listed places or places under protection plans. This can be a simple and quick check on an annual basis.
- The condition of a heritage place. For a rare plant, this could be a change in number of plants in an area. It could be a change in erosion rate of a midden or a change in the amount of vandalism of an historic place.
- Changes in the attitudes and behaviour of stakeholders such as landholders, developers and decision-makers. While changes in behaviour can be measured objectively, changes in attitude are less easily measured.
- Changes in local resources and knowledge in the area of heritage protection. Look for

changes in holdings about heritage in the public library, and interest in heritage in schools and local groups.

- Changes in community perception and attitudes about heritage. Community perceptions can be monitored by such things as attendance at public meetings, or the number of heritage stories on the local radio.
- Changes in the state of the environment reporting. This provides a means of monitoring the overall picture of the state of the environment within a locality. If your community is not involved in State of the Environment reporting, you could establish a 'state of our heritage' process, producing an annual heritage report.



### **Monitoring the Button Wrinklewort in the ACT**

The Red Hill Regenerators Landcare group in Canberra has been working for more than a decade to conserve the endangered Button Wrinklewort by restoring its habitat. They have been removing the firethorn and blackberry thickets which were taking over. About once a year group members count the number of plants in the colony to monitor any changes in the population of the area's Button Wrinkleworts. Over the past 10 years they have found that the population has trebled in size, from 640 to 2200 plants.



Bush Regeneration Group working at Red Hill, Canberra.



© Keith McDougall





# Have a go



## Step 8

Review the 'Have a Go' tasks from the previous seven steps. This is the outline for a management plan to protect your heritage place.

Look back at the information and make sure that your statement of heritage significance is reflected in the objectives and that the strategies are clearly linked to the objectives.

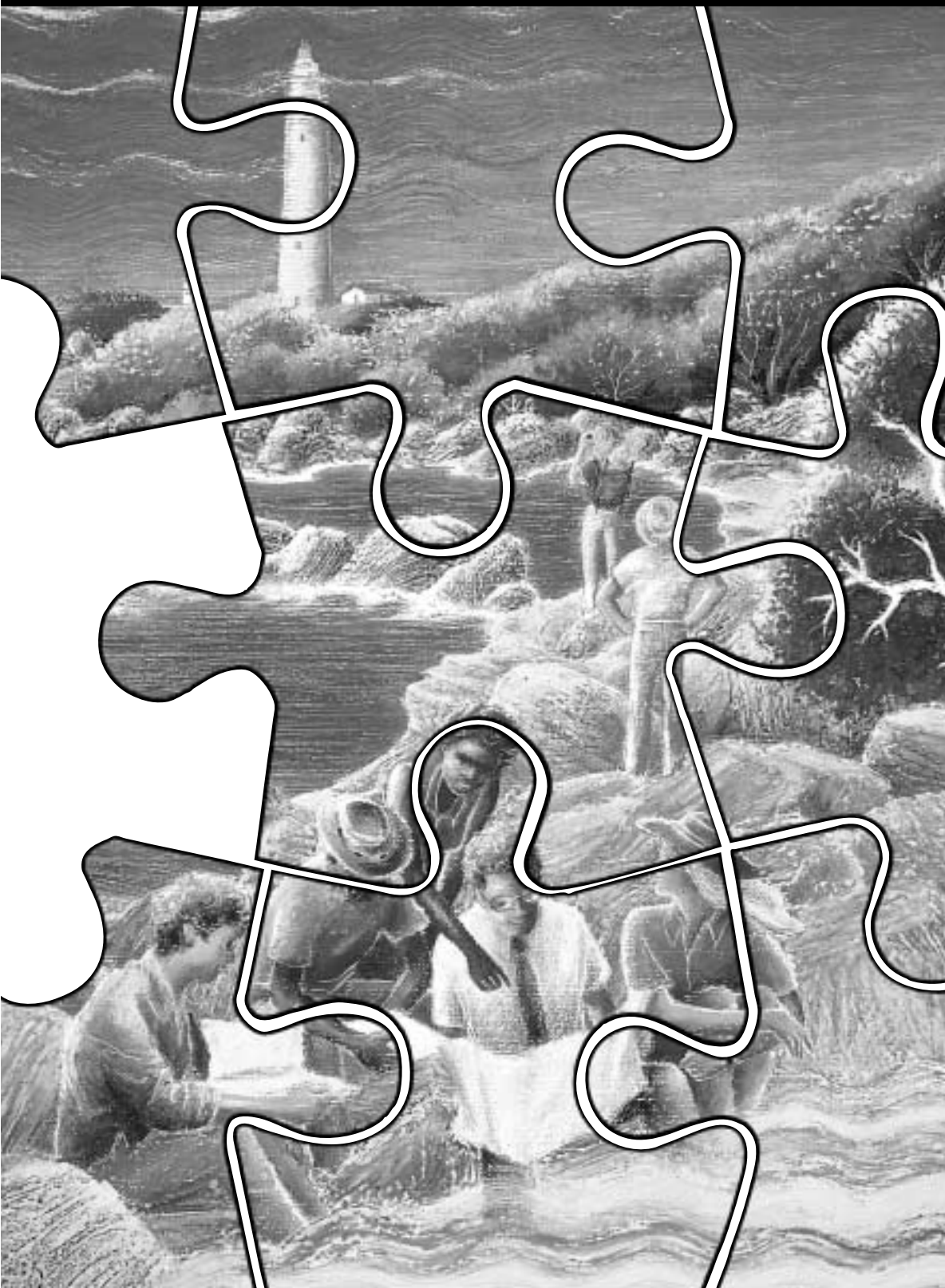
Write down who will be primarily responsible for implementing your plan, how it will be monitored and when it will be reviewed.

The work you have done so far is a good basis to start or review a management plan for a place.

**Do it!**

# STEP 9

This section gives some tips for putting a plan to work.





## Step 9

# Do it!

Planning has little effect if no action is taken.

Taking action to implement a management plan is also best done systematically. This requires good project management.

To implement the plan, someone should be given the role of project manager or coordinator of the plan. Project management is a process that includes setting timetables, managing a budget, allocating resources, assigning responsibilities and keeping a record of progress and decisions.

For your plan, remember to:

**Keep track of your progress!** Writing things down can be a chore but it does help show others what you have achieved and helps to highlight issues. For example, any differences of opinion or disputes can sometimes be resolved if there is a good record of decisions and expected outcomes.

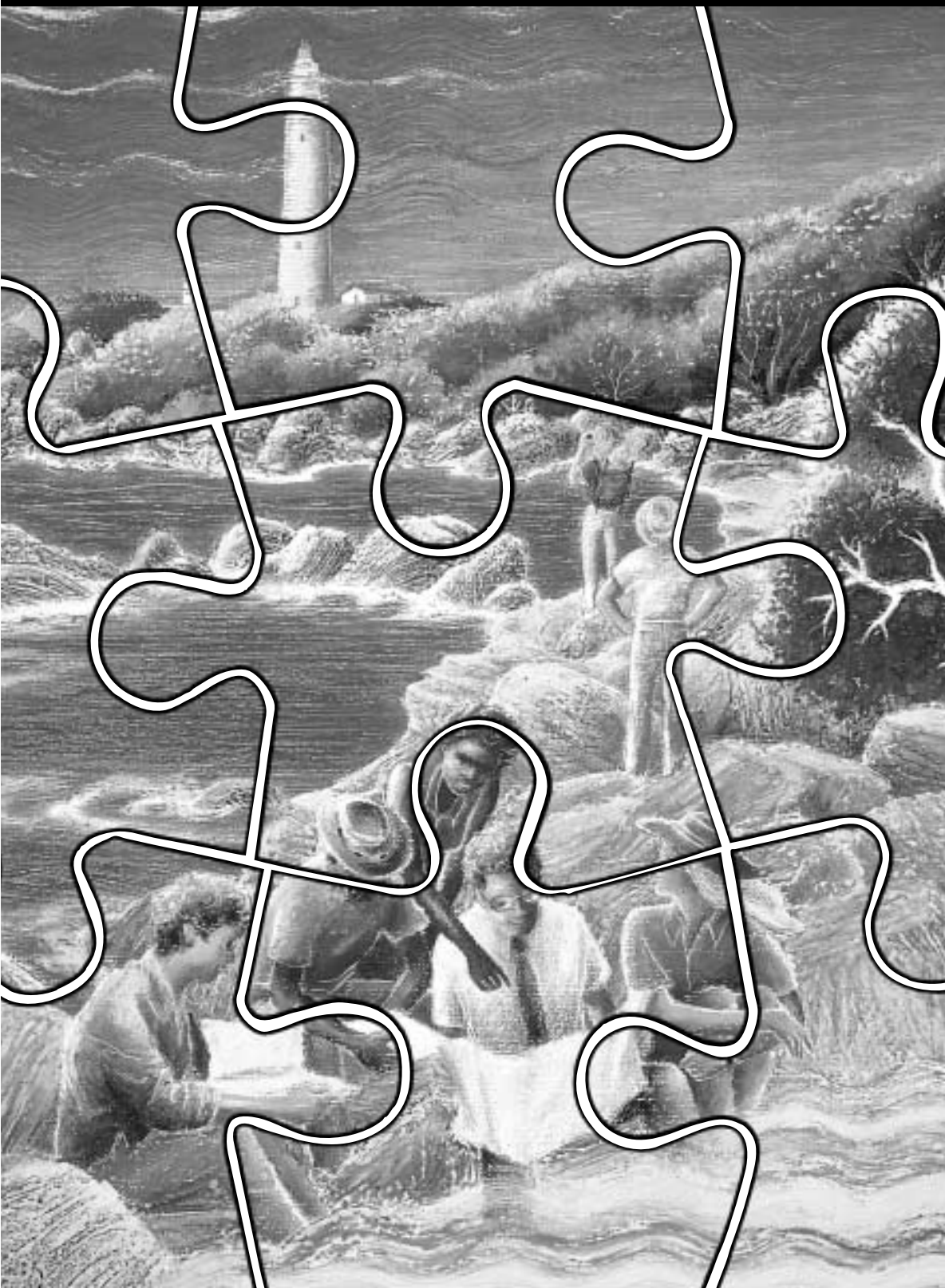
**Use it!** One option is to keep the parts of your plan in a ring binder with tabs for each of these 10 steps. You can then add information as it comes to light and include evidence of your progress.

**Keep everyone involved!** Successful implementation of any plan requires a strong emphasis on keeping people involved and continually adapting as people come and go and new interests [see [Step 2](#)] and issues [see [Step 5](#)] are identified. This is why these steps are never really finished. Good project management should allow flexibility as new information is obtained and new circumstances arise.

**Review it!**

# STEP 10

This section gives some brief pointers on keeping your plan relevant and up-to-date.





## Step 10

# Review it!

Management plans are not a one-off thing. They need regular care and attention to stay up-to-date. They should have built into them some timeframes for when they will be checked for relevance such as a yearly review (which would include a progress report), or more typically a major review after about four or five years. For a major review, all 10 steps in the process should be revisited.

The timing of reviews should be agreed to and stated in the plan. Agreement should also be reached on the type of review process and who should take responsibility for its carriage.

As you use your plan, you may also need to review parts as circumstances change.

Some of the reasons for changing a plan:

- the objectives defined in the plan (and hence the strategies linked to them) have proven to be unsuitable, and the plan is no longer a useful guide for management
- major changes have affected the place, so a new approach to its management is needed
- new information comes to light about the heritage values of the place, which means that the basis for the plan has changed and new objectives and strategies to protect the values may be required.

If changes are only those that might normally be expected over the course of time you don't need to rush to re-write your plan, but it is worth documenting the changes so they can be considered when the next major review takes place.



# Resources and Glossary







# Resources

Many government and non-government organisations with an interest in heritage conservation provide information and advice on natural and cultural heritage issues. Some have produced detailed guides and references related to heritage, so you may want to contact them for more information about the state and area in which you are working.

Australian Heritage Websites ([www.heritage.gov.au](http://www.heritage.gov.au)) is a gateway jointly sponsored by Commonwealth and state government heritage agencies. It provides links to online information including government and non-government heritage organisations, databases and legislation.

## Key heritage books and publications

*Ask First: A guide to respecting Indigenous heritage places and values*

*Australian Natural Heritage Charter for the conservation of places of natural heritage significance. Second edition*, Australian Heritage Commission and Australian Committee of IUCN, Canberra, 2002.

*Draft Guidelines for the Protection, Management and Use of Aboriginal and Torres Strait Islander Cultural Heritage Places*, Department of Communication and the Arts, Canberra, 1997. Available from the Australian Heritage Commission.

*Looking after Heritage Places. The basics of heritage planning for managers, landowners and administrators*, M Pearson and S Sullivan, Melbourne University Press, Melbourne, 1995.

*Protecting Local Heritage Places: A guide for communities*, Australian Heritage Commission, 1999.

*Protecting Natural Heritage—using the Australian Natural Heritage Charter*. Available from the Australian Heritage Commission, GPO Box 787, Canberra, ACT, 2601 in late 2002.

*Successful Tourism at Heritage Places. A guide for tourism operators, heritage managers and communities*, Australian Heritage Commission and CRC for Sustainable Tourism, Canberra, 2001.

*The Burra Charter: Australia ICOMOS Charter for Places of Cultural Significance*, Australia ICOMOS, Sydney, 1999. Available from the Australia ICOMOS Secretariat, c/- Faculty of Arts, Deakin University, 221 Burwood Highway, Burwood, Victoria 3125, Tel (03) 9244 3938, email: [clong@deakin.edu.au](mailto:clong@deakin.edu.au)

*The Conservation Plan: A guide to the preparation of conservation plans for places of European cultural significance*, JS Kerr, National Trust of Australia (NSW), Sydney, 2000.

*The Illustrated Burra Charter: Making good decisions about the care of important places*, P Marquis-Kyle and M Walker, Australia ICOMOS, Sydney, 1992. Available from the Australia ICOMOS Secretariat, c/- Faculty of Arts, Deakin University, 221 Burwood Highway, Burwood, Victoria 3125, Tel (03) 9244 3938, email: [clong@deakin.edu.au](mailto:clong@deakin.edu.au)

For any Australian Heritage Commission publications, please contact the Australian Heritage Commission, GPO Box 787, Canberra ACT 2601, Tel (02) 6274 2111, email: [ahc@ea.gov.au](mailto:ahc@ea.gov.au)





## National Heritage Organisations

### Commonwealth Government

- **ATSIC** (Aboriginal and Torres Strait Islander Commission): coordinates Aboriginal and Torres Strait Islander policy, provides funding, and advises Indigenous organisations. Offices in all States and the Northern Territory. Tel (02) 6121 4139 or (02) 6121 4138, website: [www.atsic.gov.au](http://www.atsic.gov.au)
- **Australian Archives**: cares for Commonwealth Government records and makes them available. Contact PO Box 7425, Canberra Mail Centre, Fyshwick, ACT 2609. Tel (02) 6212 3600, website: [www.naa.gov.au](http://www.naa.gov.au)
- **Australian Heritage Commission**: lists natural and cultural heritage places in the Register of the National Estate and advises the Commonwealth on matters relating to heritage places. Tel (02) 6274 2111, websites: Australian Heritage Commission: [www.ahc.gov.au](http://www.ahc.gov.au)  
Register of the National Estate database: [www.environment.gov.au/heritage/register/easydatabase/database.html](http://www.environment.gov.au/heritage/register/easydatabase/database.html)
- **Australian Institute of Aboriginal and Torres Strait Islander Studies**: funds and supports research into Aboriginal and Torres Strait Islander studies, including heritage conservation. The Institute maintains an extensive library and publications program. Tel (02) 6246 1111, website: [www.aiatsis.gov.au](http://www.aiatsis.gov.au)
- **Department of the Environment and Heritage**: administers a number of Acts which protect aspects of the National Estate including the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*, the *Historic Shipwrecks Act 1976* and the *Environmental Protection and Biodiversity Conservation Act 1999*. Also administers the Natural Heritage Trust programs Bushcare and Coasts and Clean Seas and the Commonwealth Heritage Protection Program. Tel (02) 6274 1111, websites: Environment Australia online: [www.erin.gov.au/](http://www.erin.gov.au/) and Natural Heritage Trust: [www.nht.gov.au](http://www.nht.gov.au)

- **National Library of Australia**: provides a range of information services. Tel (02) 6262 1111, website: [www.nla.gov.au](http://www.nla.gov.au)

### Local government

- **Australian Local Government Association**: peak body for State and Territory local government associations. Tel (02) 6281 1211, website: [www.alga.com.au](http://www.alga.com.au)
- **Environs Australia**: a national organisation of environment and conservation officers working in local government with contacts in each State and Territory. Call the national office for current contact information. Tel (03) 9654 1322, website: [www.environs.org.au](http://www.environs.org.au)

### Interest groups and associations

- **Australian Conservation Foundation**: a national organisation primarily concerned with conserving the natural environment, but with some interest in heritage and urban issues. Branches in most states and territories. Tel (03) 9416 1166, website: [www.acfonline.org.au](http://www.acfonline.org.au)
- **Australian Council of National Trusts**: the peak body of the National Trust movement in Australia which links the state and territory National Trusts. It is a non-government, community-based organisation which oversees the conservation of Australia's cultural heritage. Tel (02) 6247 6766, website: [www.nationaltrust.org.au](http://www.nationaltrust.org.au)
- **Conservation Volunteers Australia**: an organisation that aims to involve volunteers in active conservation work. Branches in some states and territories. Tel (03) 5333 1483, website: [www.atcv.com.au](http://www.atcv.com.au)
- **Greening Australia**: branches in most states and territories. Tel (02) 6281 8585, website: [www.greeningaustralia.org.au](http://www.greeningaustralia.org.au)



## Heritage Organisations in the Australian Capital Territory

Many national organisations are also based in the ACT—these are listed under national organisations.

### Australian Capital Territory Government

- **ACT Heritage Council**, Department of Urban Services, Environment ACT: the ACT Heritage Council advises the responsible Minister on all heritage matters in the ACT and prepares the Interim Heritage Places Register. Tel (02) 6207 9777, website: [www.act.gov.au/ie4/](http://www.act.gov.au/ie4/)

## Heritage Organisations in New South Wales

- **NSW Heritage Office**, Department of Urban Affairs and Planning: responsible for statutory planning matters relating to heritage, such as State environmental planning policies and regional environmental plans. The Heritage Office provides professional skills in the administration of the *Heritage Act* and provides support to the Heritage Council, Tel (02) 9635 6155, website: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)
- **Environment Protection Authority**: responsible for legislation and programs aimed at restoring and enhancing the quality of the environment in NSW. It produces a state of the environment report every two years. Tel (02) 9995 5000, website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)
- **Heritage Council of NSW**: established in 1977 to provide a legal basis for the conservation of the State's environmental heritage. Places can be protected through the mechanisms provided by the *Heritage Act*. Tel (02) 9635 6155, website: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)

- **National Parks and Wildlife Service (NSW)**: works under the *National Parks and Wildlife Act* to ensure the protection of Aboriginal places in NSW and the conservation of historic places within parks and reserves. The service holds important data on native flora and fauna in the State. Tel (02) 9585 6444, website: [www.npws.nsw.gov.au](http://www.npws.nsw.gov.au)

## Heritage Organisations in the Northern Territory

- **Aboriginal Areas Protection Authority**: functions of the authority are to respond to Aboriginal requests for site protection, compile a Register of Sites, undertake investigations and police the offence provisions of the *Aboriginal Sacred Sites (NT) Act 1989*. Tel (08) 8981 4700, website: [www.nt.gov.au/aapa](http://www.nt.gov.au/aapa)
- **Environment and Heritage Division, Department of Infrastructure, Planning and Environment**: responsible for environmental protection, wildlife conservation, historic places, management of parks and reserves of natural and/or historical significance, forestry, bushfire control, and soil and land conservation. Includes the Heritage Advisory Council and deals with a number of Acts dealing with heritage protection, including the Northern Territory Heritage Conservation Act 1991. Tel (08) 8924 4411, website: [www.ipe.nt.gov.au/heritage/default.htm](http://www.ipe.nt.gov.au/heritage/default.htm)
- **Museums and Art Galleries of the Northern Territory**: the board administers the *NT Museum and the Native and Historical Objects and Areas Preservation Act 1955–1978*. The Act provides for the protection of objects of anthropological, archaeological or historical significance, as well as areas of land with heritage significance. Tel (08) 8999 8201, website: [www.nt.gov.au/dam/](http://www.nt.gov.au/dam/)
- **Parks and Wildlife Commission of the Northern Territory**, Northern Territory Department of Lands, Planning and Environment: contact PO Box 496, Palmerston, NT 0831. Tel (08) 8999 5511, website: [www.nt.gov.au/ipe/paw](http://www.nt.gov.au/ipe/paw)



## Heritage Organisations in Queensland

- **Environmental Protection Agency:** responsible for protecting Aboriginal and historic places, and a wide range of environmental policy areas such as water quality, noise abatement, air pollution, and national parks and wildlife. The department's Historic Buildings Section is responsible for the care of Queensland's public buildings. The Cultural Heritage Branch administers the *Cultural Heritage Act 1992*. Tel (07) 3227 6499, Environmental Protection Agency website: [www.epa.qld.gov.au](http://www.epa.qld.gov.au)

## Heritage Organisations in South Australia

- **Aboriginal Heritage Branch,** Division of State Aboriginal Affairs: administers the State's Aboriginal heritage legislation and maintains a register of Aboriginal sites. Tel (08) 8226 8900, website: [www.dosaa.sa.gov.au](http://www.dosaa.sa.gov.au)
- **Parks and Wildlife,** Department for Environment and Heritage: the National Parks and Wildlife Service, now part of the Resource Conservation and Management Group, is responsible for establishing and managing national parks and other reserves. Tel (08) 8204 1910, website: [www.environment.sa.gov.au/parks/index.html](http://www.environment.sa.gov.au/parks/index.html)
- **Heritage SA,** Department for Environment and Heritage: administers the *Heritage Act*, which provides for the protection of historic places, and the Commonwealth *Historic Shipwrecks Act* within SA. It maintains the Register of State Heritage Items and the Register of Historic Shipwrecks, and provides staff support to the Heritage Council. Tel (08) 8204 9261, website: [www.heritage.sa.gov.au](http://www.heritage.sa.gov.au)

## Heritage Organisations in Tasmania

- **Department of Primary Industry, Water and Environment:** combines the functions of the previous Department of Environment and Planning and the Department of Parks, Wildlife and Heritage. This department is responsible for heritage conservation, which involves managing national parks and government-owned heritage assets, the conservation of flora and fauna and the protection of Aboriginal sites and relics throughout the state. The department's functions also include planning, property and the environment, website: [www.dpiwe.tas.gov.au](http://www.dpiwe.tas.gov.au)
- **Tasmanian Heritage Council:** established to administer the provisions of the *Tasmanian Historical Cultural Heritage Act 1995*. Tel (03) 6233 2037, website: [tasheritage.tas.gov.au/](http://tasheritage.tas.gov.au/)

## Heritage Organisations in Victoria

- **Aboriginal Affairs Victoria:** the Heritage Services Branch of Aboriginal Affairs Victoria administers two pieces of legislation that provide protection for Aboriginal places and artefacts in Victoria. Tel 136183, website: [www.dhs.vic.gov.au/aav/index.htm](http://www.dhs.vic.gov.au/aav/index.htm)
- **Department of Natural Resources and Environment:** Tel (03) 9637 8000, website: [www.nre.vic.gov.au](http://www.nre.vic.gov.au)
- **Heritage Victoria** (formerly the Heritage Branch): provides staff support to the Heritage Council Victoria as well as providing heritage advice within a wide range of departmental programs. Historical archaeology and maritime archaeology are also within this organisation. Tel (03) 9655 6519, website: [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au)
- **Historic Places Section,** Department of Natural Resources and Environment: provides advice and assistance on identifying and protecting historic places on public land. Tel (03) 9412 4011



- **Parks Victoria:** manages regional, state and national parks in Victoria. Parks Victoria administers a community grants program for the Melbourne open space system for which heritage projects are eligible. Tel 131963, website: [www.parks.vic.gov.au](http://www.parks.vic.gov.au)
- **Planning Western Australia:** has established a small Design and Heritage Branch with the aim of providing information and advice on protecting heritage items to local authorities, government agencies and the public. The branch also promotes the inclusion of heritage provisions in local town planning schemes. Tel (08) 9264 7777, website: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

## Heritage Organisations in Western Australia

- **Aboriginal Sites Department, WA Museum:** responsible under the *Aboriginal Heritage Act 1972–80* for preserving places and objects used by or traditional to the Australian Aborigines. Tel (08) 9427 2700, website: [www.museum.wa.gov.au](http://www.museum.wa.gov.au)
- **Department of Indigenous Affairs:** Tel (08) 9235 8000, website: [www.aad.wa.gov.au](http://www.aad.wa.gov.au)
- **Department of Conservation and Land Management:** established under the *Conservation and Land Management Act 1984*. The department's statement of mission is to conserve Western Australia's wildlife and manage lands and waters entrusted to the department for the benefit of present and future generations. Tel (08) 9334 0333, website: [www.calm.wa.gov.au](http://www.calm.wa.gov.au)
- **Department of Environmental Protection:** functions include to enhance the quality of the environment. Tel (08) 9222 7000, website: [www.environ.wa.gov.au](http://www.environ.wa.gov.au)
- **Heritage Council of Western Australia:** created by the *Heritage of Western Australia Act 1990*. Among the responsibilities of the council is maintaining a Register of Heritage Places and a state-wide heritage database, providing technical and financial assistance, and encouraging broad public interest in cultural heritage. Tel (08) 9221 4177, website: [www.heritage.wa.gov.au](http://www.heritage.wa.gov.au)



# Glossary

**Australian Natural Heritage Charter:** A voluntary charter first published in 1997 which sets out principles, processes and standards for the conservation of natural heritage places.

*Australian Natural Heritage Charter for the conservation of places of natural heritage significance.* Second edition, Australian Heritage Commission and Australian Committee of IUCN, Canberra, 2002 is administered by the Australian Committee for IUCN, along with the accompanying volume *Protecting Natural Heritage—using the Australian Natural Heritage Charter*.

**Burra Charter:** A voluntary charter first published in 1979 that sets out principles, processes and standards for the conservation of the cultural environment. Its full title is *The Burra Charter: Australia ICOMOS Charter for the conservation of places of cultural significance*. A revised version of the charter was released in 1999. It is administered by Australia ICOMOS.

**Community:** There are many sorts of communities: local communities—the people who live in an area; ethnic communities—people who identify with a particular ethnic or cultural background; special interest communities—people who share an interest in a particular activity; and so on. Different communities may value particular aspects of heritage.

**Compatible use:** A use which involves no change to the culturally significant fabric, changes which are substantially reversible, or changes which require minimal impact.

**Conservation:** All the processes of looking after a place to retain its heritage significance. Specific terms defining types of conservation actions are included in *The Burra Charter* and the *Australian Natural Heritage Charter*. While these charters use similar terms, the meanings differ slightly between the two charters. **Conservation analysis:** Part of a conservation plan, which covers the steps of describing the place, identifying interests,

gathering information and assessing significance

**Conservation plan:** A document which details how to look after the natural and/or cultural significant heritage values of a place. It can be part of a broader management plan.

**Consultation:** A process of discussion between those proposing a course of action and those likely to be affected by those actions

**Cultural landscape:** The way in which perceptions, beliefs, stories, experiences and practices give shape, form and meaning to the landscape.

**Cultural significance:** means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. (*The Burra Charter: Australia ICOMOS Charter for the Conservation of Places of Cultural Significance*, 1999)

**Documentation:** Written, visual, audio and even electronic information about a place.

**Fabric:** means all the physical material of the place including components, fixtures, contents and objects.

**Geodiversity:** The range of earth features including geological, geomorphological, palaeontological, soil, hydrological and atmospheric features, systems and earth processes.

**Heritage:** Our natural and cultural inheritance.

**Heritage Inventory:** A preliminary list of places with potential or known heritage significance that require documenting, assessing and, if appropriate, entering in a heritage register.

**Heritage place:** Natural and cultural environments that are of special value for the present community and for future generations. It might be a site, area, region, building or other structure (together with associated contents and surroundings) that has heritage value.



**History:** The study of the human past. Pre-contact history refers to the period before the arrival of Europeans in Australia, and post-contact history refers to the history after the arrival of Europeans in Australia.

**ICOMOS:** The International Council on Monuments and Sites (ICOMOS) is a professional non-government conservation organisation concerned with the care of places of cultural significance. ICOMOS (International) is affiliated to UNESCO, and advises it on World Heritage matters. Australia ICOMOS has produced *The Burra Charter* and associated guidelines.

**Indigenous heritage:** Is dynamic, and includes tangible and intangible expressions of culture that link generations of Indigenous people over time. Indigenous people express their cultural heritage through 'the person', their relationships with country, people, beliefs, knowledge, law, language, symbols, ways of living, sea, land and objects all of which arise from Indigenous spirituality. (*Ask First: A guide to respecting Indigenous heritage places and values*)

**Interpretation:** Interpretation is a means of communicating ideas and feelings which help people enrich their understanding and appreciation of their world and their role within it.

**IUCN:** International Union for Conservation of Nature and Natural Resources (World Conservation Union) is an international body concerned with the conservation of natural environments. The Australian Committee for IUCN administers the Australian Natural Heritage Charter.

**Maintenance** means the continuous protective care of a place (see specific definitions contained within the heritage conservation charters).

**Management:** Management of a place involves making conscious choices about what happens to the place and taking action to make those things happen. It should ensure that the cultural significance of the place is retained.

**Management plan:** A document which details how to look after the natural and cultural heritage and non-heritage features of a place. It may contain a conservation plan and/or its components.

**Monitoring** means the ongoing review, evaluation and assessment to detect changes in condition of the integrity of a place, with reference to a baseline condition.

**Natural heritage:** A place of natural heritage significance may have ecosystems, biological diversity and geodiversity which are important for their existence or intrinsic value, or for present or future Australians in terms of their scientific, social, aesthetic and life support value.

**Natural significance:** The importance of ecosystems, biological diversity and geodiversity for their existence or intrinsic value, or for present or future generations in terms of their scientific, social, aesthetic and life support value.

**Place:** Site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.

**Protection** means taking care of a place by maintenance and by managing impacts to ensure that significance is retained.

**Research:** Systematic investigation or study to gain information about a place.

**Significance:** Heritage value (see cultural significance, natural significance, above)

**State of the Environment:** The Commonwealth Government has established a system of State of the Environment reporting which helps Australia meet its international obligations under the *Agenda 21* and OECD environment performance reviews. The first independent and comprehensive assessment of Australia's environment, *Australia: State of the Environment* was released in 1996.

**Statement of significance:** A set of words explaining simply why a place has value in heritage terms.



# Feedback

If you have arrived at this point after completing the 10 step process—Congratulations! This is a significant achievement!

Now that you have reached this milestone, we would love to hear about how you applied the 10 steps to your place. If you would like to share your story and experiences with users of the Protecting Heritage Places website, please send us details, using the Your Heritage Place Details Sheet.

We would also like to know how you found this Workbook—was it helpful? How could it be better? What other useful information could have been included? We invite you to fill out the Feedback Sheet.

Both of these sheets can be accessed on the internet at: [www.heritage.gov.au/protect-places/scr11.htm](http://www.heritage.gov.au/protect-places/scr11.htm)

## Acknowledgments

The Protecting Heritage Places Workbook and Website have been adapted and updated from *Protecting Local Heritage Places: a guide for communities* by Nicholas Hall with the assistance of Michele Parsons, Meg Switzer, Sandy Blair, David Young, Mike Pearson, Heather Wallace, Mark Adams, Liz Thompson, Ann Jelinek, Ken Heffernan, Marilyn Pantehis and Lorraine Cairnes.

This Workbook and the Website have been funded by the Australian Heritage Commission, and developed by David Keightley, Geoff Pryor, David Shires and Jo Crawford of Smart Media Pty Ltd, Canberra.







## Feedback sheet

To help us improve the Protecting Heritage Places Kit, please fill out this sheet and send to:

Protecting Heritage Places Kit Feedback

Australian Heritage Commission

GPO Box 787

Canberra ACT 2601

Fax: (02) 6274 2095

Email: [ahc@ea.gov.au](mailto:ahc@ea.gov.au)

or via the web: [www.heritage.gov.au/protect-places/scr11\\_02.htm](http://www.heritage.gov.au/protect-places/scr11_02.htm)

How did you find out about this Kit? \_\_\_\_\_

\_\_\_\_\_

Did you find this material useful? If so, in what ways? Which sections were most helpful and why?

\_\_\_\_\_

\_\_\_\_\_

Did you use all of the 10-step process or just parts of it? \_\_\_\_\_

\_\_\_\_\_

What other information would you like to see added to make it more useful?

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Any other comments? \_\_\_\_\_

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## Your Heritage Place details sheet

Please tell us about the management of your place and its plan. Where we can and with your permission the Protecting Heritage Places website will include examples of how and where people have used these steps to protect a heritage place.

What's the name of your place? \_\_\_\_\_

Where is it? \_\_\_\_\_

Are you working on your heritage place as part of a group or as an interested individual?

\_\_\_\_\_

How did you get involved in the place? \_\_\_\_\_

\_\_\_\_\_

How have you used the 10 steps described in this site? \_\_\_\_\_

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What have been your major challenges and achievements? \_\_\_\_\_

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\_\_\_\_\_

### Contact details:

You: \_\_\_\_\_

\_\_\_\_\_

Other key people involved? \_\_\_\_\_

\_\_\_\_\_

### Send your completed sheet to:

Protecting Heritage Places Kit Feedback  
Australian Heritage Commission  
GPO Box 787  
Canberra ACT 2601.

Fax: (02) 6274 2095

Email: [ahc@ea.gov.au](mailto:ahc@ea.gov.au)

or via the web: [www.heritage.gov.au/protect-places/scr11\\_01.htm](http://www.heritage.gov.au/protect-places/scr11_01.htm)

