



GUIDELINES FOR STATE GOVERNMENT HERITAGE

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ACKNOWLEDGEMENT of Country

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Why HERITAGE matters

Heritage is our legacy from the past. It is what we live with today, and what we pass on to future generations. It is irreplaceable

UNESCO World Heritage Centre

BACKGROUND

Western Australia has a rich and important history that is represented by the unique and diverse heritage places that remain in our State today. These are often well known places; places that are valued by the public as providing a link to our past.

The Government of Western Australia is the largest owner of heritage places in the State, responsible for managing around one third of the places entered in the State Register of Heritage Places

and many others identified on the World Heritage List, the National Trust List of Classified Places, and in Local Government Heritage Surveys.

While heritage assets may be only a small proportion of total assets, each agency is a trusted custodian of these important heritage places, and has a responsibility to ensure that they are identified, managed and conserved in the present and for the future.

ABOUT THE GUIDELINES

The Heritage Council of Western Australia has issued these guidelines for State agencies under Part 9 of the *Heritage Act 2018* (the Heritage Act). The guidelines cover the preparation of heritage inventories, management of heritage assets and integration of heritage management into strategic asset management processes.

The guidelines adopt a four-step process for identifying and managing heritage places, as illustrated below.

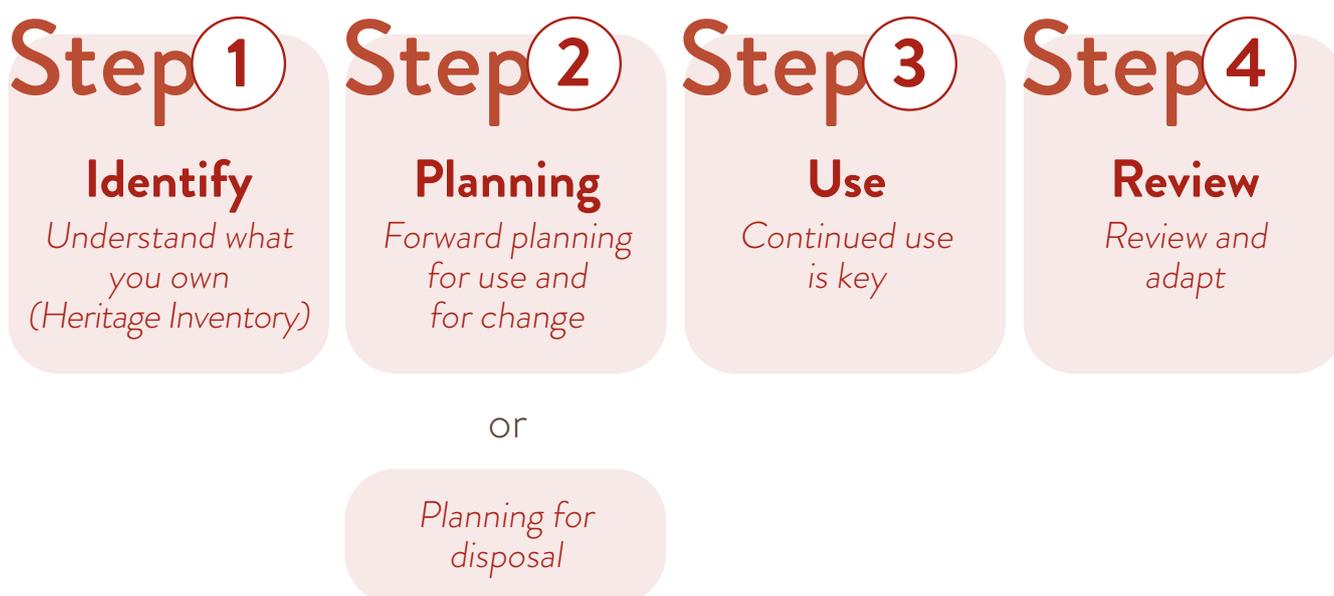
STATUTORY ROLE

Creation of a heritage inventory is not a statutory requirement under the Heritage Act, nor are agencies obliged to follow all of the processes set out in these guidelines. However, maintaining an

inventory will assist State agencies in meeting statutory requirements around proposals to develop or dispose of heritage places. It also supports good management of heritage assets under the State Government's [Strategic Asset Management Framework](#) (SAMF).

The guidelines incorporate actions that were previously required of State agencies under the Government Heritage Property Disposal Process (GHPDP). Some of these actions are now a statutory requirement under the Heritage Act, including giving notice of intent to dispose of a heritage asset and the use of heritage agreements when selling State Registered places.

The guidelines replace GHPDP documentation to avoid duplication of material and to ensure clear direction on heritage assets to be included in the disposal process.



GUIDELINES for STATE GOVERNMENT HERITAGE

Step 1 - Identify

The first step in effective heritage asset management is identifying the heritage assets that an agency has within its portfolio. To do this, the Heritage Council of Western Australia recommends that each State agency identifies its own heritage inventory.

Once an agency has identified the heritage assets that it is responsible for, it can establish strategies and priorities to plan for its use, change or disposal, and to continue using its heritage assets appropriately with conservation in mind.

Step 1

Identify

*Understand what you own
(Heritage Inventory)*

Step 2

Planning

Forward planning for use and for change

Step 3

Use

Continued use is key

Step 4

Review

Review and adapt

OR

Planning for disposal

HERITAGE INVENTORY

A heritage inventory is a subset of any agency's asset management data, and is a necessary part of effective asset management. In its simplest form, having a heritage inventory means having information associated with each property

record that indicates its heritage status. A heritage inventory should, as a minimum, identify all of the places that meet the criteria of a heritage asset as defined in the *Heritage Act 2018* and *Heritage Regulations 2019*.

What is a heritage asset?

The *Heritage Act 2018* (the Act) and *Heritage Regulations 2019* define a 'heritage asset' in relation to a State agency, as a place that they own, occupy or control, and that:

- is included in the **State Register of Heritage Places**;
- has been determined by the Heritage Council of Western Australia to **warrant review** for possible inclusion in the Register;
- is included in a **local heritage survey** prepared under Part 8 of the Act;
- is included in a **heritage list** or a **heritage area** established under a local planning scheme;
- is subject to a **protection order** or **heritage agreement**; or
- the Heritage Council of Western Australia considers to have cultural heritage significance.

The recommended approach to developing a heritage inventory comprises two parts:

1. **Identification of heritage assets**
2. **Publication and expansion**

All State agencies with responsibility for heritage assets should undertake the first part of this process, as a minimum, to ensure informed decision making with the necessary information to meet all statutory requirements.

Once assembled, periodic review of any information is necessary for it to remain relevant. A heritage inventory should be maintained to reflect any change in heritage assets, with more thorough review at periods informed by the agency's general asset management planning.

Agencies intending to undertake their own heritage assessments, or who already maintain heritage data, are invited to publish their heritage inventory in **inHerit**. This is an option that makes agency data readily available on the State Government's primary portal for information about heritage places.

For those agencies wishing to take a more strategic approach to planning the future care and management of their heritage assets, additional actions such as commissioning a thematic history can expand the understanding of the agency's property portfolio and identify gaps to address through further heritage assessments.

Aboriginal heritage and other heritage listings

The heritage inventory is intended to assist agencies in meeting the requirements of the State's legislation as it relates to historic heritage. Those places that are defined as a heritage asset are treated differently from non-heritage places under the *Heritage Act 2018* and the *Planning and Development Act 2005*, and are referenced in other legislation and State policy.

While there is the option to include Aboriginal heritage data in a heritage inventory, and other heritage data such as the National Trust's list of classified places, agencies should identify that these have different statutory implications. These guidelines do not include the necessary measures to comply with the statutory requirements of the *Aboriginal Heritage Act 1972*, or any future legislation governing the protection of Aboriginal heritage.

A summary of heritage listings, statutory role and relevant legislation can be found in **Schedule 2** of these guidelines.

1. IDENTIFICATION OF HERITAGE ASSETS

Determine property assets

Each State agency should have relevant property information available on all of its assets, in order to support maintenance, reporting and future planning under the Strategic Asset Management Framework. Information on property ownership, management orders and tenure, and registered leases is maintained by Landgate and is readily available through **DataWA**.

Guidance on appropriate systems and mechanisms for asset management may also be available from the Department of Treasury.

Determine agency role

Responsibility for identification and management of heritage assets relates to any property that the agency owns, occupies or controls. This may require that property data is collated from different information systems. The role of the agency for each heritage asset will vary in terms of its responsibility for care and maintenance, allocation of lease or management order, and overall control of disposal and other key decisions.

A property may be under the influence of a number of different agencies, with each agency having different responsibilities as determined by its role.

Confirm heritage status

The most efficient way to identify heritage listings for a large number of properties is through comparison of geographic (GIS)

mapping and data, using the historic heritage layers available in **DataWA**. For those agencies who do not maintain spatial data on their own properties, the Department of Planning, Lands and Heritage (the Department) may be able to advise on sourcing the appropriate data from Landgate.

Those places identified as heritage assets will be included in a number of different mapping layers in DataWA, so all relevant layers should be referenced. Schedule 2 identifies which DataWA layer includes each type of heritage asset.

Refine and finalise

An initial data set is likely to include a number of places that, for a range of reasons, should not be represented in the agency's heritage inventory. The list should be reviewed and refined to remove places, or amend information as necessary to give a meaningful and accurate inventory.

Once gathered, heritage information should be linked to the agency's asset management or property information system. Where possible, heritage status should be indicated within each property record. Alternative methods of linking heritage data to property information should be identified for systems that are less open to adaption.

Review and update

Information is not static and will need to be reviewed periodically. Change may occur when a property is acquired or disposed of, or when its heritage status

is revised. Each agency should identify an appropriate period and process for review, which will be informed by its role in relation to the heritage assets and the sorts of activity typically undertaken. A substantial review should be undertaken every five to 10 years to support the agency's strategic asset management planning.

Activate

The purpose of developing an inventory is to ensure that it informs the agency's decision-making processes. Accessing and using heritage data in the inventory should be integrated into the agency's activities so that the heritage status of each place is made clear at relevant stages of decision-making.

Table 1: Sample heritage inventory data

Name of Heritage Asset	Location	HCWA identifier	Statutory Heritage Listing	Other Heritage Listing
Armadale Kelmscott Memorial Hospital	Albany Highway, Armadale	P10616	None	HCWA advised below threshold 31 July 1999
Bentley Hospital	Mills St, Bentley	P25940	City of Canning Heritage List (2018)	
Broome Hospital	Bounded by Anne, Robinson, Barker and Walcott St, Broome	P12038	None	HCWA advised below threshold 10 Dec 2004
King Edward Memorial Hospital for Women	Barker Rd & Railway Pde, Subiaco	P2438	State Register (1992). City of Subiaco Heritage List (2004)	New Hospital Project in progress to relocate services
Narrogin Regional Hospital	Williams Rd, Narrogin	P15426	State Register (2000)	
Lock Hospital Ruins	Bernier & Dorres Islands	P25544		HCWA Assessment Program (2016)
Leonora Hospital (old section)	Sadie Canning Dr, Leonora	P1482	Shire of Leonora LHS (1998)	HCWA advised below threshold 13 Feb 2004

The heritage inventory process should enable an agency to collate a central repository of information which gives a clear indication of the listing status of each of its heritage assets. Format and content of the inventory at this stage will depend on the business systems in use and the agency's capacity to manage information.

2. PUBLICATION AND EXPANSION

inHerit

Agencies that have a more active approach to heritage may have developed, or intend to undertake, their own heritage assessments. This may be to inform decision-making or as per their responsibilities on behalf of the Western Australian community.

inHerit is the State Government's online heritage database which is available to State agencies for publication of data in relation to heritage assets. inHerit allows the agency to add its own information and understanding of the heritage values of a place, and to share images and other data with the general public.

Assess heritage values

Most agencies would commission heritage assessments from a heritage consultant, although if there are appropriate skills within the agency, this can be done in-house. The aim of the assessment is to determine the heritage values of a place and form a view on its cultural heritage significance. Guidance on this process is provided by the Heritage Council.

An assessment may expand on the cultural heritage significance of a place as identified by other bodies, or define a place that has not previously been listed.

inHerit

The inHerit database is a one-stop portal for information about heritage places in Western Australia. It contains comprehensive details about historic heritage places listed in the State Register of Heritage Places, local heritage surveys and other lists.

The database operates using the concept of custodians. Under this system, different bodies such as the National Trust and local governments enter their own information on a heritage place. Each place record shares core common data, such as place number, place name, address and mapping information.

State agencies are encouraged to become custodian users of inHerit, to allow them to add data and manage updates to their records. The Department of Planning, Lands and Heritage maintains responsibility for mapping places in inHerit and ensuring that relevant information is uploaded through DataWA.

For further information and to arrange user access contact the Heritage Services team at the Department of Planning, Lands and Heritage: heritagesupport@dplh.wa.gov.au.

Thematic review

For a more comprehensive review of its heritage assets and heritage inventory, an agency may choose to commission a Thematic History. This helps to provide an understanding of the history and development of the agency. It enables the identification of heritage assets that are representative of the agency's history of public service and can support a strategic approach to disposal of property that ensures retention of key representative elements of the agency's history.

The agency will need to engage a historian to prepare a Thematic History and allow sufficient time for its development and review. The table below provides further information on the role of a Thematic History.

Engage

Having done the work to develop an extensive heritage inventory, the agency should consider how it can be used to engage its staff and stakeholders, demonstrating the agency's commitment to identifying and understanding its heritage places, and ensuring a whole-of-agency approach to heritage management.

WHY COMMISSION A THEMATIC HISTORY?

A Thematic History will provide a clear and concise history of the State agency and its delivery of Government services to Western Australians. It provides an understanding about how the agency, and its relationship with its heritage assets, has evolved over time. A good Thematic History can also be used to promote and celebrate the agency's unique history.

A Thematic History will look at the agency from its inception (or previous iterations) to the present. It is usually presented in chronological order, divided into sections or chapters relating to the contextual history and development of the agency or more generally of Western Australia (i.e. pre-1829, 1829-1850 Early Colonial Years, 1850-1880 Convict Period, 1880-1914 Gold Boom, etc.). The study relates the development of the State agency to the context of social, economic and political events, and identifies decisions relating to the governing and expansion of the State agency and its services.

The study also relates the heritage assets of a State agency to its history of function and service, including current or demolished assets, or assets no longer within the agency's ownership. It will identify well known and important examples of an agency's building stock, which may be considered particularly significant to its history and development.

Example The Department of Education's Thematic History would include information about Claremont Teachers' College and Perth Girls' School, both of which are no longer in the ownership of the Department, but played an important role in the provision of education services in Western Australia.

ANALYSIS OF THEMATIC HISTORY

A Thematic History will provide the basis for a subsequent stage of analysis, which aims to identify heritage assets that are representative of the agency's history. Such analysis may identify one or several heritage assets that represent its historic themes.

Based on this information, the agency can seek a decision from the Heritage Council of Western Australia about which heritage assets should be considered for entry in the State Register of Heritage Places, and which are approved for future disposal.

RESOURCES REQUIRED

The historical research component of a Thematic History should be undertaken by a suitably qualified professional historian. They may also be able to assist identifying the best representative examples of each thematic type from the agency's heritage inventory.

Step 2 - Plan

Agencies should consult SAMF documentation for detailed guidance about the State Government's expectations for asset management and planning. SAMF sets out how to undertake effective asset planning, which is particularly relevant to heritage assets.

With well-executed planning, these buildings will contribute to fulfilling the needs of an agency while also being

more cost effective than constructing new buildings. Other positive outcomes include reducing environmental impacts through unnecessary demolition, and meeting community expectations with the retention of valued heritage properties.

Through effective strategic asset planning, appropriate funding for heritage asset maintenance and works can be allocated out of the agency's overall budget.



PLANNING FOR USE

The activation and use of heritage assets supports prompt identification and resolution of issues such as works required, defects and building performance. Many State Government owned heritage assets such as schools,

courthouses, and police and fire stations remain in full and active use, and continue to meet the operational needs of the agency.

As a general rule, using a heritage asset helps to ensure that it will be maintained and conserved into the future. In contrast, unoccupied and underutilised assets will

deteriorate rapidly, being more expensive in the short and long term, and may potentially result in becoming a target for vandals.

Where a heritage place is no longer required for its original or present use, there is usually potential for adaptation for other purposes. Provided that redevelopment acknowledges and responds to the heritage values of the place, this is generally supported.

Any agency proposing the adaptation or change of use of a place on the State Register should seek early input from the Heritage Council.

PLANNING FOR WORKS PROGRAMS AND MAINTENANCE

Forward planning with tools such as a Building Condition Assessment Report (BCAR) and [Conservation Management Plan](#) (CMP) helps to ensure that heritage assets are properly used, their heritage significance is understood and managed, and they are regularly inspected for defects and repaired when necessary.

The Heritage Council recognises that best practice conservation for all heritage assets within an agency's property portfolio may not be within the agency's capabilities or budget. The State Register can be used as a meaningful way to prioritise allocation of resources. State registered heritage assets are properties that have been determined by the Minister for Heritage as places that have heritage values of State significance.

Those places included in the State Register - or earmarked for future assessment for potential inclusion in the register - should be recognised as priorities from a heritage perspective.

It is good practice for each State registered heritage asset to have a CMP prepared, to guide its use and management. It is recommended that a CMP be reviewed and updated every ten years. In the intervening years, the Heritage Council recommends undertaking a condition report of each State registered heritage asset every two years.

A [Conservation Management Strategy](#) (CMS) is similar to a CMP but is more limited in scope. Undertaking a CMS will still require an assessment of the physical condition of a place but will focus more on conservation responses rather than broader policies guiding management of the place as a whole. A CMS may be suitable for a simple State registered site, or for non-registered heritage assets that the agency wants to manage effectively.

To inform effective maintenance, all property assets should be subject to a Building Condition Assessment at periodic intervals.

Why report on condition?

The purpose of a condition report section within a CMP or CMS, or the undertaking of a BCAR is to:

- Regularly report on the condition of heritage assets
- Identify repairs or works that are required
- Compile a register of 'at-risk' heritage assets.

An important step is for the owning agency to have a good understanding of the asset's current condition and requirements for repairs or works. This information enables the owning agency to make informed decisions about the asset, and allocate resources as required.

Regular condition reporting over time also enables changes in condition to be monitored, and helps identify what resources are required now and in the future to effectively manage and conserve the asset.

Upon development any of these tools for a heritage place, agencies are requested to provide a copy to the Department so that it can be accessioned into the Heritage Council's library.

'At-risk' register

It is recommended that each agency create a register of heritage assets that are deemed to be 'at-risk'. As a minimum, this should identify any State registered heritage asset within the agency's care that:

- is unused/unoccupied (other than those in short-term transition between tenancy or lease arrangements);

- has been identified within a BCAR or other survey as requiring urgent works to address issues that may lead to deterioration or loss of built fabric; or
- is scheduled or proposed for demolition or substantial redevelopment that may impact its cultural heritage significance.

Identifying places at-risk can help to inform the agency's retention and disposal strategy, support budget allocation and identify priority actions. It can also alert the agency to the potential for contentious issues to be raised by the community over the condition or loss of a building.

Works programs

A schedule of works sets out specific actions that are required to conserve and maintain the heritage asset, and to improve its condition and use.

This schedule will usually include large programs of work, such as roof repair, removal and replacement of elements in poor condition, repair of cracking masonry, demolition of intrusive elements, and repainting.

Maintenance

Like any asset, maintenance of heritage assets requires a maintenance plan and budget allocation and is essential to ensuring ongoing use. The aim of maintenance planning - also known as preventative maintenance - is to protect and conserve the heritage asset, avoid unnecessary deterioration, and maintain sufficient and uninterrupted use of the asset.

Technical guides

The Heritage Council publishes a series of guides, information sheets and policies that provide further detail to support the care and maintenance of heritage places. While relevant for all heritage assets, it is particularly intended that works to State registered places respond to best practice as identified in these guides.

Subjects covered include:

Repair of tongue and groove

Removal of paint from masonry

Metalwork

Slating, tiling and roof plumbing

Cleaning stone masonry

Timber repairs

Wood preservation

Corrugated metal roofs

Renewable energy systems

Paint and painting

It should be noted that following these guidelines alone does not prevent the agency from any requirement to refer a proposal as defined within the Heritage Act and await the Heritage Council's statutory advice.

The maintenance plan will set out a schedule of regular works that are required to be carried out periodically, at intervals such as weekly, monthly, quarterly, twice-yearly and yearly.

Cost of inaction

The cost to an agency of doing nothing when it comes to maintenance can be severe. Although there may be short term financial benefits from not carrying out regular maintenance, the consequences will likely be:

- deterioration of the asset's physical fabric;
- a reduction in the use and performance of the asset;
- a higher cost when works are finally undertaken;
- a decreased financial return upon sale of the asset; and
- reputational damage to the agency.

It is also likely that the heritage significance of the asset will be negatively impacted, through irreparable damage and loss of building fabric.

PLANNING FOR CHANGE

It is a misconception that a heritage asset cannot be changed to meet contemporary needs, in the same way that we have identified that it can be adapted for new uses. Change to heritage places should follow sound conservation guidelines, as detailed in the [Burra Charter](#).

The Heritage Council provides a range of material that may assist in guiding agencies to make informed choices when planning for adaptation, upgrades or conservation of a heritage asset. This will generally be made available through the [Department's website](#), and key documents are noted at the end of these guidelines. The [Development Principles for State Registered Places document](#) gives key policies for development of State Registered places.

Change should be a process that acknowledges and responds to the cultural heritage significance of a place, and one that is informed by appropriate advice. A number of common tools are available to assist in this process.

Where available, the CMP for a place will be an initial guide as to which zones or elements of the place contribute to its cultural heritage significance and are therefore more susceptible to negative impacts. Each CMP will have policies that respond to the heritage values of the place, and may include suggestions on zones or areas that provide development opportunity. The CMP may also indicate alternative uses that may be acceptable if the current use is no longer feasible.

For a place that does not have a CMP, guidance may need to be sought from an experienced heritage professional. Even where a CMP is available, major projects should be informed by expert heritage advice.

inContact

The Heritage Council maintains [inContact](#), an online directory of businesses that offer heritage services across metropolitan and regional Western Australia. This may assist in locating suitable advice and skills for heritage projects. Agencies should note that businesses listed are not endorsed by the Heritage Council and that normal procurement processes should be followed.

A common means of recording proposed changes to a heritage place, assessing the impacts of change on the heritage significance of the place, and identifying ways to mitigate or reduce the impact of any changes, is through a heritage impact assessment (HIS). Any proposal relating to a State registered heritage asset should be accompanied by a HIS completed by the heritage consultant for the project. The Heritage Council maintains an [interactive guide](#) that provides relevant information and a template for development of a HIS.

Where changes are proposed to a place on the State Register, proposals must be referred to the Heritage Council for advice. It is recommended that this occurs early in the planning stages so that any advice can inform the agency's decision-making and avoid proposals that would unduly impact on the heritage significance of the place.

PLANNING FOR DISPOSAL

Sometimes the best future for a heritage asset involves it being owned or managed commercially, or by a private individual or company. This will generally require its disposal out of government.

The Department of Treasury's SAMF Guidelines for Asset Retention and Disposal and the statutory requirements of the Heritage Act must be followed when a heritage asset is being considered for disposal.

The SAMF Guidelines note an expectation that asset disposal should be well-planned and managed as part of an agency's annual Strategic Asset Plan (SAP).

Requirement for notification

The Heritage Act allows a minimum of four months for notification of disposal of a heritage asset, although where possible the agency should give notice of its intention to dispose of the asset as soon as it is identified.

A primary purpose of seeking notification of heritage assets that are intended for demolition, or that will leave State Government control, is to ensure that the opportunity is not lost to consider inclusion in the State Register. The Act therefore states an exemption from notification for a place that has already been considered for the Register and determined to fall below the threshold for inclusion. Any place that meets this criterion should be flagged in the agency's heritage inventory.

Where the place is, or may be, of State significance, notification assists in providing an appropriate framework for ongoing care and maintenance of the asset.

What happens after notification?

For a place on the State Register the Heritage Council will provide guidance on the terms of a heritage agreement, which the disposing agency must require the purchaser or lessee to enter into as a condition of sale or lease. This is a statutory requirement under

What is disposal?

In regards to heritage assets, the term disposal refers to:

- sale out of government ownership;
- long-term lease (over ten years); and
- demolition of all or part of a structure.¹

1. Note that, in addition to the statutory requirement to give notice of planned disposal, any proposal for works to a State Registered place, including any level of demolition, must be referred to the Heritage Council for statutory advice under the Heritage Act.

the Heritage Act unless the Heritage Council determines that a heritage agreement would have no heritage benefit.

A heritage agreement will generally include requirements for ongoing conservation and maintenance of a place and may note conservation works that must be completed within a specified timeframe. This information will be based on a conservation report compiled by a heritage professional.

While the Department can assist with the preparation and completion of a heritage agreement, the disposing agency is responsible for commissioning and meeting the costs of a conservation report. Guidelines and a standard brief for a conservation management plan and a conservation management strategy are available from the Heritage Council.

If the proposal relates to demolition of a State registered place, the Department will work with the disposing agency to provide relevant material to the Heritage Council. Demolition, partial demolition or removal of building fabric is unlikely to be supported unless the elements to be demolished are of no or little significance.

Further guidance on demolition is provided in the document [Development Principles for State Registered Places](#).

For a place that is not on the State Register, early notification allows time to consider whether the place should be assessed for its potential inclusion in the Register. If the place is ultimately included in the Register, it may lead the agency to consider its retention rather than demolition, or allow sale with a heritage agreement in place.

The Department will endeavour to complete a preliminary review within 60 days. For the majority of non-registered places that are not considered to warrant further assessment, this completes the disposal process.

Where the Heritage Council determines that a full assessment is required, the time and amount of information needed will vary depending on the individual place. An assessment can range from three to 12 months, depending on the complexity of the site and the level of information already available about the heritage asset.

While the Department will be responsible for progressing the assessment and seeking determination from the Heritage Council, the disposing agency may be asked to commission a heritage assessment from a heritage professional with appropriate experience.

Schedule 3 provides an illustration of the process following notification and an indication of common timescales.

Schedule 4 details information required in the notification. An associated form is available from the Department's website.

Thematic Histories and disposal clearance

In order to assist with disposal of heritage assets, agencies can develop a Thematic History. This provides an understanding of the history and development of the agency, and may enable the identification of further heritage assets that are representative of the agency's history.

Based on this information, the agency can seek a decision from the Heritage Council about which heritage assets should be considered for entry in the State Register in the future, and which are approved for future disposal without further referral.

CASE STUDY – A THEMATIC APPROACH TO UNDERSTANDING GOVERNMENT HERITAGE ASSETS

Department of Communities

Housing renewal programs and Government land and asset sales in recent years have resulted in an increasing number of referrals to the Heritage Council from the Department of Communities under the provisions of the former Government Heritage Property Disposal Process (GHPDP). In order to address the high number of referrals, the Department of Communities (then Housing Authority) commissioned a *Thematic History of Government Housing in Western Australia* in 2014 with assistance from the Department of Planning, Lands and Heritage.

Subsequent analysis by the Department of Planning, Lands and Heritage resulted in a streamlined checklist-based system for use by Communities' staff designed to reduce the amount of time officers in both agencies spend dealing with referrals. Prior to this, Communities and Planning, Lands and Heritage staff were spending, on average, 7.5hrs on each referral, at a cost of about \$350, depending on the salary level of staff involved. The new checklist process has resulted in the time taken to review each place being reduced to only 15 minutes – a significant saving in both time and costs for both agencies.

Drawing on the positive outcomes of taking a thematic approach, the Department of Planning, Lands and Heritage has been encouraging other agencies to undertake a similar themed approach to understanding their heritage assets.

Step 3 - Use

The best way to manage and conserve a heritage asset is to ensure its regular use. Users, including those that are leasing a heritage asset, should be inducted on how to use the heritage asset, and instructed to report any defects or property condition matters promptly so they can be addressed.

Special attention may be required with heritage assets to inform users of the property's unique heritage significance. Briefing tenants and lessors on the history, characteristics and unique features of the building will ensure visitor enquiries can be easily responded to and helps to further the celebration and promotion of heritage assets.



ASSIGN RESPONSIBLE OFFICERS

An easy and direct way of ensuring that a heritage asset is being properly managed is to assign responsible officers, such as an asset manager to monitor the asset at a strategic level. This can also be complimented by a property or facilities manager, specialist in-house heritage experts or by contracting heritage advice.

IMPLEMENT WORKS PROGRAMS

Works programs set out in the CMP or CMS should be implemented. Such works may need to be supervised by a qualified heritage specialist. Repair and maintenance, and other low-impact works as defined in r.41 of the *Heritage Regulations 2019*, may be undertaken without referral to the Heritage Council.

Where works result in the loss of heritage fabric, an archival record can assist in retaining at least some information on, and understanding of, the built fabric that contributes to the cultural heritage significance of the place. An archival record may be required as a condition of support for works, or identified by the responsible agency as a valuable part of recording the history of the place.

The potential to undertake an archival record should not be used as an alternative to finding an opportunity to retain the place, or elements of the place that are scheduled for removal, or as justification for demolition.

There are different standards of archival record that may be carried out, depending on the heritage status of the place and the degree of loss. These standards,

and other information, are available in the Heritage Council's [Guide to Preparing an Archival Record](#).

Once completed, an archival record should be made available for future access. This may be within the agency's records, the relevant local government's library or local history centre, and for places on the State Register, provided to the Department for accession into the Heritage Council's library.

VACANT HERITAGE ASSETS

Unoccupied and underutilised assets deteriorate rapidly, creating greater expenses in the short and long term. Unoccupied buildings also often become a target for vandals.

Referral exemptions

The Heritage Act recognises that it would be impractical for the Heritage Council to provide statutory advice for all works to a State Registered place. It therefore makes provision for proposals to be defined within regulations as exempt from the need for referral. Key activities relating to the care and maintenance of a heritage place that are exempt from referral include:

- Maintenance that does not damage or remove existing fabric.
- Cleaning that is low pressure, non-abrasive and non-chemical.
- Gardening and landscape maintenance that does not involve major alterations.
- Repairs that include replacement of missing or damaged elements with like-for-like fabric.

The Department can assist agencies in identifying whether any proposal is exempt from the requirement to refer works.

If at all avoidable, heritage assets should not be left vacant and unused. If surplus to requirements, the owner agency should consider leasing out the property, introducing a temporary use, adapting the property to be used for another purpose, or disposing of it through sale. If vacant, assets still require budget for maintenance and repairs if damaged, and for security measures. It is in the best interest of the owning agency to act promptly to keep periods of vacancy to a minimum.

Using social media or the agency's website is an easy and direct way of celebrating and promoting an agency's heritage successes.

CELEBRATE, INTERPRET AND PROMOTE

Owning agencies should take every opportunity to celebrate and promote their heritage assets.

This will increase community awareness about heritage assets, and provide the opportunity for the agency to promote itself and the positive heritage management outcomes it has achieved. Subject to public safety assessment and other relevant checks, the agency could also consider increasing community engagement with the asset by allowing public access for heritage open days. This will foster community appreciation and increase the asset's place and value within the community, and benefit the agency's public reputation.

Step 4 - Review

Asset management is a cyclical process that requires regular review to maintain relevance of information and identify changes in the physical or regulatory

context. Without an identified process for review, plans soon become outdated and impractical to implement.



REVIEW OF INDIVIDUAL HERITAGE ASSETS

Any heritage asset that has a management planning document, such as a CMP or CMS, should have this reviewed and updated every ten years. To maintain current information and identify any developing issues, agencies are encouraged to undertake a condition report of each State registered heritage asset every two years.

If the heritage asset has been identified as at risk, it is recommended that the condition is reviewed annually.

REVIEW OF HERITAGE INVENTORY

These Guidelines set out a staged approach to the preparation of heritage inventories, which allows for flexibility depending on the need and resources of the owning agency. However, the heritage inventory will require some form of review at periodic intervals to ensure that changes in heritage listing initiated by other parties are appropriately captured and reflected in the agency's asset management process.

WHERE to GET HELP

More information in relation to the management and conservation of heritage assets is available on the Department's pages of the State Government website at www.wa.gov.au.

Resources available include:

- An information guide to Conservation Management Plans
- An information guide to Conservation Management Strategy
- A guide to Heritage Impact Statement
- A guide to interpretation
- A guide to preparing an archival record
- Development Principles for State Registered Places
- Guidelines for Assessment of Local Heritage Places

The [inHerit](#) online database and [inContact](#) directory are also hosted on the Department's website.

SCHEDULE 1.

Glossary of terms

BCAR	Building Condition Assessment Report
CMP	Conservation Management Plan
CMS	Conservation Management Strategy
DPLH	Department of Planning, Lands and Heritage
GHPDP	Government Heritage Property Disposal Process (superseded)
GIS	Geographic Information System
HCWA	Heritage Council of Western Australia
HIS	Heritage Impact Assessment
LHS	Local Heritage Survey
NTWA	National Trust of Western Australia
SAMF	Strategic Asset Management Framework
SLIP	Shared Land Information Platform (now DataWA)
SRHP	State Register of Heritage Places

SCHEDULE 2.

Heritage listings and their statutory role

Listing / Status	Legislation	Is Heritage Asset ¹	Is Heritage Protected Place ²	DataWA layer	Other statutory implications
World Heritage List	<i>Environment Protection and Biodiversity Conservation Act 1999</i> (Commonwealth)	No	No	National and World Heritage data is held within the Australian Heritage Database	No action can be taken without approval, where it is likely to have a significant impact on the place. Proposals must be referred to the Australian environment minister.
National Heritage List		No	No		
Commonwealth Heritage List		No	No		
WA State Register	<i>Heritage Act 2018</i>	Yes	Yes	Heritage Council WA - State Register (DPLH-006)	Any proposal for works or other change must be referred to the Heritage Council for statutory advice
Under consideration for State Register	<i>Heritage Act 2018</i>	Yes	Yes	Heritage Council WA - Assessment Program (DPLH-007)	Decision-maker to notify Heritage Council of proposals that may affect the place under consideration
Heritage List (LG)	<i>Planning and Development Act 2005</i>	Yes	Yes	Heritage List (DPLH-090)	Included in the definition of 'heritage-protected place'. Normal exemption from development approval not applied for most works.
Heritage Area (LG)	<i>Planning and Development Act 2005</i>	Yes	Yes	Heritage Areas (DPLH-089)	
Aboriginal heritage places		No	No	Aboriginal Heritage Places (DPLH-001)	All Aboriginal heritage sites are protected, whether or not present in Register
Heritage agreement	<i>Heritage Act 2018</i>	Yes	Yes	Heritage Council WA - Heritage Agreements (DPLH-005)	
Heritage protection orders	<i>Heritage Act 2018</i>	Yes	Yes	Heritage Council WA - Protection Orders (DPLH-004)	
Local Heritage Survey	<i>Heritage Act 2018</i>	Yes	No	Heritage Council WA - Local Heritage Survey (DPLH-008)	
Other Heritage Council nominated ³	<i>Heritage Act 2018</i>	Yes	No		
National Trust Classified	<i>National Trust of Australia (WA) Act 1964</i>	No	No	In development	

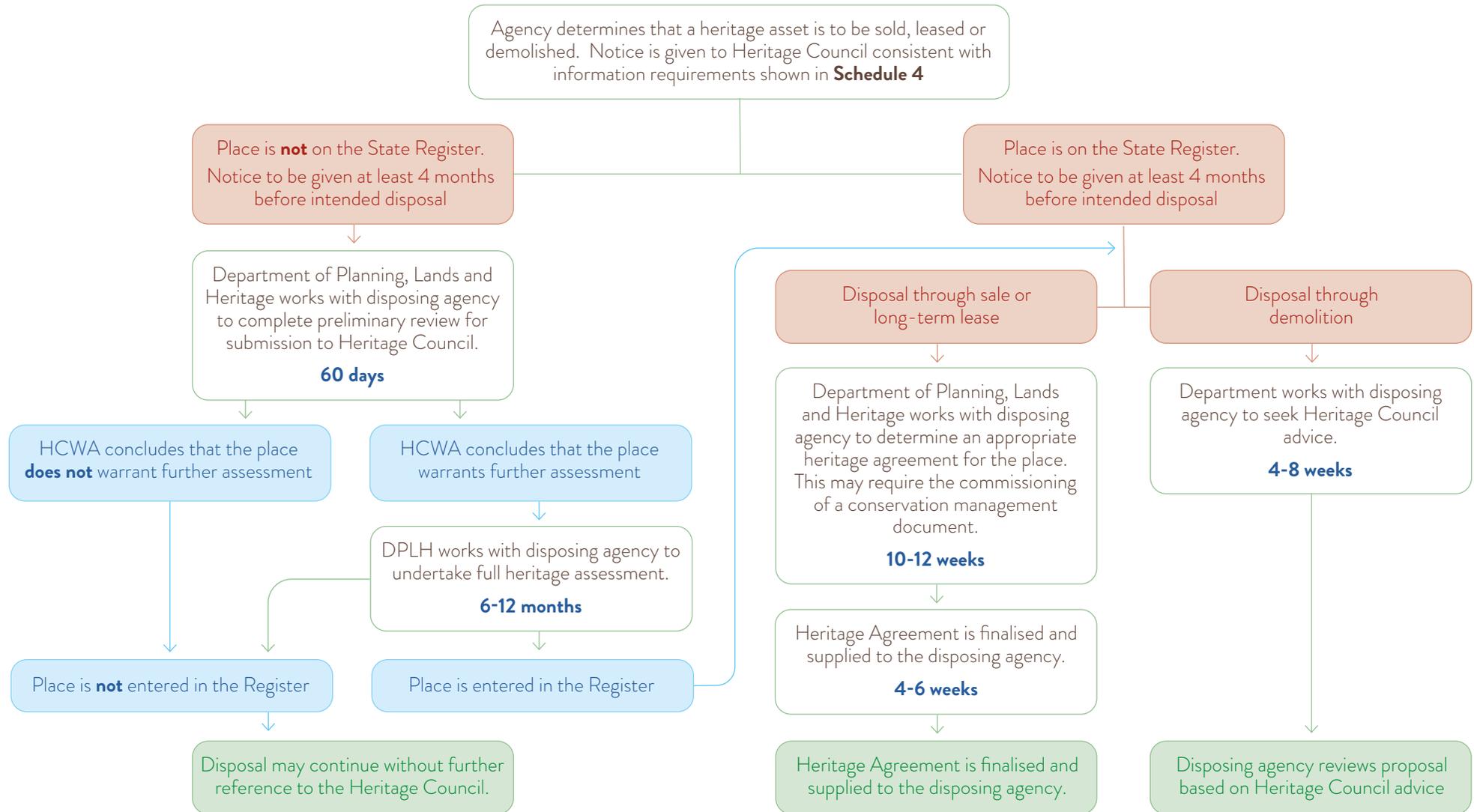
1. As defined in the *Heritage Act 2018* and *Heritage Regulations 2019*

2. As defined in the *Planning and Development (Local Planning Scheme) Regulations 2015*.

3. Under r.44D(F) of the *Heritage Regulations 2019*, the Heritage Council may identify a place as being a heritage asset if it is considered to have cultural heritage significance, having regard to s.38(1) of the *Heritage Act 2018*.

SCHEDULE 3.

Disposal of heritage assets



SCHEDULE 4.

Information to include in notice to Heritage Council

Items in bold note the minimum statutory requirements for notification.

PART A – AGENCY DETAILS

Agency name, office/branch/division responsible for heritage asset

Primary contact: name, role and contact details

Type of interest: freehold, leased, management order etc

PART B – PLACE INFORMATION

HCWA Place number (as identified in DataWA or inHerit)

Place name (where relevant) and **street address**

Map showing the precise area of the heritage asset

Reason for disposal and intended action

Intended timeframe for disposal

For those places not on the State Register, the following information is also required:

General description (extent, structures, notable elements etc)

Land description, identifying location and boundaries

At least one photograph from the street or nearest public road

Description of primary construction materials

Information outlining the history of the place, including:

- construction date(s) or period(s)
- original, subsequent and current use
- architect, builder or other associations
- similar, associated or comparable places
- sequence of development, alteration, adaptation
- notable association with historical events, organisations or individuals
- any other matter that may contribute to understanding the history and cultural heritage significance of the place



Disclaimer: These guidelines have been prepared by the Department of Planning, Lands and Heritage on behalf of the Heritage Council of Western Australia to assist State Government Agencies with the efficient management of their heritage assets.

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