Basic Principles for Local Government Inventories
Local Government Inventories in WA have become widely known under the name ‘Municipal Inventories’.

Local governments are required to compile them, by provisions in the Heritage of Western Australia Act 1990.

In terms of form and substance, Local Government Inventories can best be described as ‘local heritage surveys’. As such, they are common practice in WA and throughout Australia, as the foundation of sound local heritage planning.

They identify local heritage assets in a systematic fashion, and provide the base information needed for local heritage planning to achieve consistency, strategic direction, and community support.

These “Basic Principles” are intended to guide local governments in the fundamentals of modern best practice in local government inventories.

The Basic Principles offer a tool to assist local governments. They are not mandatory, save for a requirement that inventory findings be publicly available (clauses 10 and 12).

Timing

1. An inventory or inventory review should be undertaken in conjunction with each major review of a local planning strategy and local town planning scheme.

Purposes of an Inventory

2. Local Governments use their inventories:

(a) to identify the places and areas that, in the opinion of the local government, are of cultural heritage significance for the local government district.

Inventory reviews (conducted in conjunction with major reviews of local planning strategies and local town planning schemes) are intended to:

(a) ensure that the existing inventory meets the minimum standards, and to bring the findings into line with the standards if deficient.
(b) review changes in the local heritage in the preceding period such as demolitions of places, changes in their condition, or the availability of other new information).

Comprehensiveness and scope

3. An inventory should comprehensively identify the places and areas of cultural heritage significance in the local district including:

- geographic coverage of all the district’s towns, suburbs or other areas without arbitrary exclusions.
- coverage of all place types (eg. public and private buildings; residential and commercial places), without arbitrary exclusions.

4. The inventory should identify places and areas that retain significant physical fabric from the past. It is not intended that the inventory encompass sites without remnant fabric (ie. vacant or redeveloped sites), unless they have historic associations of major importance to the locality.

Assessment criteria

5. The inclusion or exclusion of places in the inventory should be on the basis of cultural heritage significance, in accordance with the standard assessment criteria (not on the basis of objections unrelated to heritage significance).

The assessment criteria for local heritage assessment, published by the Heritage Council, should be employed.
Documentation

6. Documentation of each place or precinct should be in accordance with, or substantially in accordance with, the minimum requirements for documentation set out in the assessment criteria.

7. A thematic history of the local district should be prepared as an aid to assessment, in line with Appendix 1.

Public consultation

8. The inventory should involve public consultation, including as a minimum:
   - giving each affected owner the opportunity to comment on the heritage significance of any place proposed for inclusion.
   - public advertising of the inventory to give the opportunity for public comment (either at the commencement or when preliminary results are available).

Currency of the inventory findings

9. As far as possible, the contents of the inventory should be updated regularly to reflect new information about, or changes in the status of, places and areas identified within it.

Public access to the inventory

10. The findings of the inventory must be made publicly available, either in printed or electronic form.

Heritage Council involvement

11. The Heritage Council standard brief for local heritage inventories should be considered in designing the project brief for a local heritage survey (ie. an original compilation or a review).

12. The Heritage Council must be supplied with a current copy of the inventory.

13. The Heritage Council do not review or approve inventories.

APPENDIX 1

Thematic Histories

This part of a local government inventory addresses the history of the physical development of the local district.

The objectives of a thematic history are to:

1. identify and explain the themes or ‘story lines’ that are crucial to understanding the area’s historic environment as it exists today.

2. provide a context for the comparative assessment of heritage places in the locality.

3. provide preliminary information as to local places of potential significance (which may subsequently be documented separately, in individual place record forms).

The thematic history should be concise (no more than 5,000-7,000 words) and analytical. It will normally comprise the following elements:

(a) A concise narrative of the chronological history of the area, addressing the key events (they may be grouped under thematic headings but this is not essential).

(b) A summary of the key themes in a tabular form (a ‘matrix’) showing the periods of development along one axis, and the themes along the other. Entered into the cells of the grid are events (not places, except where their construction are key events).

The Historic Themes published by the Heritage Council should be used as a checklist in identifying themes relevant to the locality.

Completion of a Thematic History is typically an iterative process, with the history being ‘filled in’ and revised as a result of fieldwork and assessment concerning individual heritage places (and vice versa).
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CRITERIA FOR THE ASSESSMENT OF
LOCAL HERITAGE PLACES AND AREAS

A PRACTICAL GUIDE TO IDENTIFYING, GRADING AND DOCUMENTING PLACES AND AREAS IN LOCAL GOVERNMENT INVENTORIES
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1 INTRODUCTION

1.1 Legislative and policy background

The Heritage of Western Australia Act 1990 requires each local government to identify buildings of cultural heritage significance in its district through a Local Government Inventory. This is commonly referred to as a Municipal Inventory or MI.

Most local planning schemes include an option to adopt a Heritage List (with older schemes, this may be a schedule or register). The Heritage Council recommends that all local governments adopt a Heritage List that includes all places on the State Register of Heritage Places, plus those local heritage places that require the protection of the local planning scheme.

While an MI may be used to identify places for inclusion in a Heritage List, the inventory itself does not have statutory force and effect in terms of planning controls. For a local government to have confidence in its ability to manage the development of a heritage place, it needs to be identified within the Heritage List.

These guidelines provide advice and information on assessing places for heritage values, recording them in an MI and creating a Heritage List from information contained in the MI.

1.2 Why do we need standard assessment criteria?

It is recommended that all assessments of local heritage places be carried out in accordance with the procedures described in this document so that assessments are:
- accountable and can be tested
- comparable
- consistent.

These criteria adhere to well-established ‘best practice’ in the identification and assessment of heritage places in WA and throughout Australia, both at the State and local levels.

1.3 When to use these assessment criteria

The assessment of significance – understanding the values and importance of a place or area – is the basis of all good heritage decisions.

The most common situations in which these criteria will be used is in assessing places or areas for entry in a Municipal Inventory.

Other situations may include:
- undertaking an assessment of a non-listed item in response to a development proposal
- preparing a heritage impact statement
- preparing a Conservation Plan.

In order to allow comparison of heritage places from different areas, the State Heritage Office’s online Heritage Places Database will use the standard format that is described in these guidelines.
1.4 **How to use these assessment criteria**

A place or area will be of significance to the locality if it meets one or more of the criteria in section 2 under the headings of Aesthetic, Historic, Research or Social value.

Significance in this context is a question of value for the local government district, and not value for the State or the region. A place should not be excluded from an inventory, or deemed non-significant, simply because there are similar examples in other local government districts (nor should it necessarily be excluded because there are similar examples within the local district).

Typically, the place or area will be assessed in the context of the history and development of the district as identified in the Thematic History – an important base document in a local inventory.

The degree or ‘level’ of significance can be determined with reference to the issues of Rarity, Representativeness and Condition/Integrity, as set out below.

Non-prescriptive guidance notes and examples are provided for the benefit of local governments, local planners, consultants, and also to explain the concepts involved to the wider public.

The inclusion and exclusion guidelines should be used as a ‘checklist’ to aid analysis and judgement, not as a substitute for them.

1.5 **Skills required**

Heritage assessments can be carried out by anyone with training and experience in the field.

Professional heritage consultants, trained local government staff, or local heritage advisers can undertake assessments, or offer valuable assistance to others. It is generally preferable to seek at least some input from such sources before completing an assessment.

1.6 **Assessing Heritage Places**

Heritage places comprise individual buildings, structures or other places in the historic environment that have cultural heritage significance in their own right.

All heritage places should be assessed in accordance with the criteria in section 2, and also assigned a level of significance in accordance with the gradings set out at the end of section 3.

1.7 **Assessing Heritage Areas**

The assessment of Heritage Areas requires a slightly different approach. Areas need to meet an additional test as described in section 2.8 below.

Heritage significance needs to be clearly distinguished from the broader concept of urban character, given that all areas or localities demonstrate some form of urban character.

Heritage Areas are select areas with special qualities, and will generally be quite rare within a locality. There is generally no need to assign a level of significance to a Heritage Area as a whole (in terms of exceptional, considerable, some/moderate significance).

However, all the places within a Heritage Area should be assigned a level of ‘Contribution’, in accordance with the gradings set out at the end of section 3.
2. THE ASSESSMENT CRITERIA

NATURE OF SIGNIFICANCE

2.1 Aesthetic Value

Criterion 1: It is significant in exhibiting particular aesthetic characteristics.

Guidelines for Inclusion

A place or area included under this criterion will have characteristics of scale, composition, materials, texture and colour that are considered to have value for the local district.

This may encompass:

- creative or design excellence
- the contribution of a place to the quality of its setting
- landmark quality
- a contribution to important vistas.

A place will not necessarily need to conform to prevailing ‘good taste’, or be designed by architects, to display aesthetic qualities. Vernacular buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

For a place to be considered a local landmark, it will need to be visually prominent and a reference point for the local district.

In the case of a heritage area, the individual components will collectively form a streetscape, townscape or cultural environment with significant aesthetic characteristics.

Guidelines for Exclusion

A place or area is not normally included under this criterion if:

- its distinguishing features have been lost, degraded or compromised
- landmark or scenic qualities have been irreversibly degraded by surrounding or infill development
- it has only a loose association with creative or artistic excellence or achievement.
Examples (Inclusion)

< Former Commercial Bank of Australia (1911) cnr Parade and Pasture Sts, Pingelly, is a fine example of the Federation Academic Classical style, featuring rusticated stucco, windows decorated with moulded hoods, and a parapet with balustrading. It stands out from its neighbours, and its grand form makes an important contribution to the streetscape in both Parade and Pasture Streets.

< The AMP Building (1927) at 36 Fairway St, Narrogin, is a two-storey brick and stone building featuring a curved corner entry with Tuscan columns, detailed pediment, and a lavish use of rendered stone. Erected by the AMP Society as only their second country office in WA, it is a landmark that anchors the bottom end of one of Narrogin’s main streets.

< Fothergill Street Heritage Area, Fremantle, comprises brick, limestone and iron houses in a narrow range of architectural styles, dating from the turn of the 20th century. Collectively they form a strong and cohesive streetscape.
2.2 Historic Value

Criterion 2: It is significant in the evolution or pattern of the history of the local district.

Guidelines for Inclusion

A place or area included under this criterion should:

- Be closely associated with events, developments or cultural phases that have played an important part in the locality's history.
- Have a special association with a person, group of people or organisation important in shaping the locality (either as the product or workplace of a person or group, or the site of a particular event connected with them).
- Be an example of technical or creative achievement from a particular period.

Contributions can be made in all walks of life including commerce, community work and local government. Most people are associated with more than one place during their lifetime and it must be demonstrated why one place is more significant than others.

The associations should be strong and verified by evidence and, ideally, demonstrated in the fabric of the place.

Guidelines for Exclusion

A place or area will generally be excluded if:

- it has brief, incidental or distant association with historically important activities, processes, people or event
- it is associated with events of interest only to a small number of people
- it retains no physical trace of the event or activity.

A place reputed to be the scene of an event, but for which there is no evidence to support the claim, is not normally considered under this criterion.
Examples (Inclusion)

< Model Timber Home, Floreat (1934) is significant for its associations with the development of Floreat Park in the 1930s. It was one of the first houses constructed in Floreat Park No 1 Estate, the first subdivision in the area.

< Mundaring Hotel (1898) was the first building in Mundaring to be associated with the development of Mundaring as a tourist and holiday destination.

< One Mile Jetty and Tramway, Carnarvon (1899) formed an integral part of the working economy of Carnarvon from 1899 to 1984, and was initially the only means of getting goods in and out of the area. The layout of the town reflects the importance of the tramway during this period.

< Gwalia Townsite Heritage Area, near Leonora (1890s-1920s+), comprises a collection of early 20th century corrugated iron, hessian and timber miners’ shacks and camps, laid out in an improvised township. It shows the distinctive way of life of the gold miners, many of them Italian and Austrian immigrants, who made a new life for themselves in WA’s eastern goldfields at the beginning of the 20th century, working and living with low wages, hazardous conditions and primitive accommodation.

Examples (Exclusion)

The site of a town’s first bakery would not be included if there is no physical trace of the bakery left.

The temporary offices of a prominent architectural firm would not be included.
2.3 Research Value

**Criterion 3A:** It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district.

**Guidelines for Inclusion**
A place included under this criterion may be a standing structure or archaeological deposit and will generally be an important benchmark or reference site.

A place of research value should provide, or demonstrate a likelihood of providing, evidence about past activity. This may include important information about construction technology, land use or industrial processes not available anywhere else.

The information should be inherent in the fabric of the place.

**Guidelines for Exclusion**
A place will not normally be included under this criterion if:

- there is little evidence to suggest the presence of archaeological deposits
- the place is not able to provide useful information through the fabric
- it is likely to yield similar information to other places
- it is likely to yield information that could easily be obtained from documentary sources.

**Criterion 3B:** It is significant in demonstrating a high degree of technical innovation or achievement.
Guidelines for Inclusion

A place included under this criterion should:

- Show qualities of innovation or represent a new achievement for its time.
- Demonstrate breakthroughs in design or places that extend the limits of technology.
- Show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet challenge of a particular site.

Many of the places included under this criterion are industrial sites, though examples of engineering (such as bridge construction and road design) might also meet this criterion.

Guidelines for Exclusion

A place would not normally be considered under this criterion if its authenticity were so diminished that while the achievement was documented, it was no longer apparent in the place.

Examples (Inclusion)

< Yarloop Timber Mill Workshops (1895) provides evidence of the development of technological processes associated with the manufacture and maintenance of machinery, equipment and railway stock for the timber industry.>
2.4 Social Value

Criterion 4: It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.

Guidelines for Inclusion

Most communities will have a special attachment to particular places. A place would be considered for inclusion under this criterion if it were one that the community, or a significant part of the community, has held in high regard for an extended period.

Places of social value tend to be public places, or places distinctive in the local landscape, and generally make a positive contribution to the local ‘sense of place’ and local identity.

They may be symbolic or landmark places, and may include places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues.

Places need not be valued by the entire community to be significant. A significant group within the community may be defined by ethnic background, religious belief or profession.

Guidelines for Exclusion

A place will not normally be considered if its association is commonplace; or of recent origin; is recognised by only a small number of people; or if the associations are not held very strongly or cannot be demonstrated satisfactorily to others.

Of all the criteria, social value is the hardest to identify and substantiate. Care should be taken not to confuse cultural heritage significance with amenity or utility. There must be evidence that the building/place is valued over and above the activities that occur there.

Examples (Inclusion)

< The Obelisks and Memorial Plaque, Port Denison (1896; 1979), with its high vantage point and views of Point Denison, is highly valued by the community as an important landmark and popular tourist destination.

< Bassendean Oval and reserve (c.1934-1960) is valued by the local community as the venue for a wide range of sporting and community activities.
DEGREE/LEVEL OF SIGNIFICANCE

2.5 Rarity

Criterion 5: It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

Guidelines for Inclusion

This criterion encompasses places that either are rare from the time of their construction, or subsequently become rare due to the loss of similar places or areas.

A place or area of rarity value should:

(a) provide evidence of a defunct custom, way of life or process; or
(b) demonstrate a custom, way of life or process that is in danger of being lost; or
(c) demonstrate a building function, design or technique of exceptional interest.

Guidelines for Exclusion

A place or area will not normally be considered under this criterion if:

- it is not rare in the locality
- it appears rare only because research has not been undertaken to determine otherwise
- its distinguishing features have been degraded or compromised.

Examples (Inclusion)

Caron Coal Stage (1931) was the only mechanised coaling stage constructed of concrete by the WA Government Railways. Other stages of similar design were built of timber.
2.6 Representativeness

Criterion 6: It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

Guidelines for Inclusion

A place included under this criterion should provide a good example of its type.

A place may be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style.

To be considered a good representative example, the place should have a high level of authenticity.

Guidelines for Exclusion

Places will be excluded if their characteristics do not clearly typify their class, or if the representative qualities have been degraded or lost.

Examples (Inclusion)

< Dingup Anglican Church, Balbarrup (1895) is a fine example of a small rural church built in late nineteenth century of vernacular design using local materials

< Roleystone Theatre (1922) is representative of a community hall of timber construction, built in the early to mid 1900s.

< Road Board Office (former), Nanson (1913) is representative of the Public Works Department's design for small administrative buildings for local government.
2.7 Condition, Integrity and Authenticity

While Condition and Integrity are considerations in assessing the significance of a place, it is possible for a place of poor condition or poor integrity to be identified as significant on the basis of a value to which Condition and Integrity are relatively unimportant (eg. a ruin with high historic value).

Places identified in an inventory will usually have a Medium to High degree of Authenticity. However it is possible to include places of low Authenticity if they exhibit evolution of use and change that is harmonious with the original design and materials.

The three terms are defined as follows:

**Condition**
The current state of the place in relation to the values for which that place has been assessed, and is generally graded on the scale of Good, Fair or Poor.

**Integrity**
The extent to which a building retains its original function, generally graded on a scale of High, Medium or Low.

**Authenticity**
The extent to which the fabric is in its original state, generally graded on a scale of High, Medium or Low.

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**Examples (Inclusion)**

- **High Integrity** – purpose-built funeral parlour constructed in the 1930s, still retains its original function.

- **High Authenticity** – highly intact 1899 Federation Arts and Crafts Bungalow. While some parts of the fabric may need repair, little has been lost.

- **Low Authenticity** – Former Soldiers’ Memorial Hall constructed 1936, later converted for squash courts in the 1950s and re-adapted for commercial offices in the early 1990s. Much of the interior fabric and the exterior detailing has been removed.
HERITAGE AREAS - AN EXTRA CRITERION

2.8 Heritage Areas

A Heritage Area will be of significance for the local district if:

(a) it meets one or more of the criteria in section 2 under the headings of Aesthetic, Historic, Research or Social significance; and

(b) it demonstrates a unified or cohesive physical form in the public realm with an identifiable aesthetic, historic or social theme associated with a particular period or periods of development.

This extra test [clause (b)] sets Heritage Areas apart from heritage places.

Heritage Areas typically exist on a much larger scale than individual places, contain a large number of built elements and property holdings, and their designation potentially has more far-reaching planning implications than the listing of a single place. Areas require a commensurate level of care in their assessment and documentation.

Guidelines for Inclusion

A Heritage Area should always be established on the basis of a clear statement of significance, and a clear identification of the significant physical fabric in the area.

The individual components of an area will collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

In some cases, the development of a heritage area may span an extended period and some of the characteristics of the area may be composite or varied. In such cases it may be worthwhile to analyse the different phases of growth as part of the assessment, while also demonstrating the ‘unifying thread’ that holds the area together as a meaningful whole.

Guidelines for Exclusion

Heritage significance needs to be clearly distinguished from the broader concept of urban character, given that all areas or localities demonstrate some form of urban character.

Heritage values can be conserved, diminished, destroyed, or restored, but (unlike other amenity values), cannot be improved or replicated.

An entire local government area can be divided into ‘urban character areas’ or planning precincts. However, Heritage Areas are select areas with special qualities and will generally be quite rare.
Examples (Inclusion)

< Mount Lawley Estates 1 & 2 – an area bound by Walcott St to Regent St, the river to Alexander Dr, subdivided in two stages, the first in 1902 and the second in 1912. It provides a rare example in Perth of a substantially intact residential layout from the first decades of the 20th century.

It is characterized by an innovative layout based on the natural topography, together with a traditional streetscape of wide grassed verges and regular street-tree plantings. The housing stock is predominantly Federation Bungalow or Queen Anne in style, with some excellent examples also of Arts and Crafts or Californian bungalow styles.

< West End Conservation Area, Fremantle – Three significant periods of activity in the district’s earlier periods of development are well represented (colonial settlement, the convict era and the gold rush).

However the predominant character of the area is generated by buildings from the gold rush era, which are mainly in Free Classical style, and mainly at a consistent scale of two or three storeys. The area features a number of distinctive landmarks that are visible throughout the West End, and it bears a very strong imprint from the City’s main historic themes (particularly shipping and penal history).

Examples (Exclusion)

< Wembley ‘Precinct No 6’ (pictured below) is one of the townscape precincts identified in the Town of Cambridge heritage inventory and townscape study (1997). Bound by Herdsman Pde, Selby St, Grantham St, Gregory St and Dodd St, it comprises mainly single storey housing constructed progressively over a fifty year period from c.1912 to 1960. Older housing stock is mainly in Californian Bungalow style, with a gradual transition in styles through later decades to Art Deco and modernist styles. New infill housing continues to be constructed through the first decade of the 2000s.

This is arguably not a Heritage Area because of the extent of loss of historic housing stock, limiting the degree to which it demonstrates a ‘unified or consistent physical form in the public realm’.
### Grading The Levels of Significance

#### 3.1 Heritage Places (ie places listed individually in their own right)

For each place that meets one or more of the above criteria (in the Values section), the Degree/Level of Significance section should be applied. Each heritage place can then be graded with one of the following levels of significance:

<table>
<thead>
<tr>
<th>Level of Significance</th>
<th>Description</th>
<th>Desired Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional significance</td>
<td>Essential to the heritage of the locality. Rare or outstanding example.</td>
<td>The place should be retained and conserved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists for the place).</td>
</tr>
<tr>
<td>Considerable significance</td>
<td>Very important to the heritage of the locality. High degree of integrity/ authenticity.</td>
<td>Conservation of the place is highly desirable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any alterations or extensions should reinforce the significance of the place.</td>
</tr>
<tr>
<td>Some/Moderate significance</td>
<td>Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item.</td>
<td>Conservation of the place is desirable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.</td>
</tr>
<tr>
<td>Little significance</td>
<td>Does not fulfil the criteria for entry in the local Heritage List.</td>
<td>Photographically record prior to major development or demolition. Recognise and interpret the site if possible.</td>
</tr>
</tbody>
</table>

In most cases the level of significance will be the last question that needs to be addressed in the assessment process (following documentary research, physical inspection, determining which values apply, and so on).
3.2 Heritage Areas

Heritage Areas are select areas with special qualities, and will generally be quite rare within a locality. There is generally no need to assign a level of significance to a Heritage Area as a whole (in terms of Exceptional, Considerable, Some/Moderate significance).

However each place within the area should be graded according to the level of contribution that it makes to the significance of the area.

<table>
<thead>
<tr>
<th>LEVEL OF SIGNIFICANCE</th>
<th>DESCRIPTION</th>
<th>DESIRED OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considerable contribution</td>
<td>Very important to the significance of the Heritage Area; recommended for entry in the Heritage List.</td>
<td>Conservation of the place is highly desirable. Any external alterations or extensions should reinforce the significance of the area, in accordance with the Design Guidelines.</td>
</tr>
<tr>
<td>Some/Moderate contribution</td>
<td>Contributes to the significance of the Heritage Area.</td>
<td>Conservation of the place is desirable. Any external alterations or extensions should reinforce the significance of the area, in accordance with the Design Guidelines.</td>
</tr>
<tr>
<td>No contribution</td>
<td>Does not contribute to the significance of the Heritage Area.</td>
<td>Existing fabric does not need to be retained. Any new (replacement) development on the site should reinforce the significance of the area, in accordance with the Design Guidelines.</td>
</tr>
</tbody>
</table>
Where a Local Government Inventory includes both places and areas, they should be documented in separate ‘chapters’ of the inventory, in accordance with the following standards.

4.1 Heritage Places

Each assessment of a place (usually in the context of a local inventory) should be recorded with its own place record, and should include the minimum information outlined in the following table.

The optional information is also desirable, but not essential.

4.2 Heritage Areas

As a minimum, an assessment of a Heritage Area should identify its boundaries, describe its key features and elements, and establish a Statement of Significance (that explains what is significant about an area and why).

If a local government chooses to designate the Heritage Area under the local planning scheme, a much more detailed assessment and planning policy for the area will be required, including:

- A list of all the buildings or places within the area that make a Considerable Contribution or Some/Moderate Contribution.
- A set of Design Guidelines for alterations, extensions and new buildings within the area.
- A statement of the matters Council will consider in assessing planning applications within the area.

[For further detail see the Guidance Notes for Local Planning Policies for Heritage Areas.]
### MINIMUM INFORMATION

<table>
<thead>
<tr>
<th>Name of Place</th>
<th>Current name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other names</td>
<td>Former or other names.</td>
</tr>
<tr>
<td>PIN Number</td>
<td>If available, cite the Parcel Indentifier Number ascribed to the land by Landgate.</td>
</tr>
<tr>
<td>Land description</td>
<td>Where available, cite the Lot-on-Plan number and Certificate of Title number; or the Reserve number/CLR in the case of Crown land.</td>
</tr>
<tr>
<td>Location/Address</td>
<td></td>
</tr>
<tr>
<td>Construction date(s)</td>
<td>Original construction year; or if constructed in stages, specify additional relevant year(s).</td>
</tr>
<tr>
<td>Place type</td>
<td>Use Heritage Council codes (eg. Individual Bldg, Precinct, Urban Park, Tree etc).</td>
</tr>
<tr>
<td>Use (original/current)</td>
<td>Use Heritage Council codes. State both Original and Current Uses if possible.</td>
</tr>
<tr>
<td>Other Listings</td>
<td>Show any other listings that apply to the place at the time of the survey or assessment, eg. ‘State Register’, ‘Classified by the National Trust’.</td>
</tr>
<tr>
<td>Physical description</td>
<td>Provide a brief description of the place, its component elements, and any important features of its context or setting.</td>
</tr>
<tr>
<td>Historical notes</td>
<td>Provide a brief history of the place relevant to its significance. Detail the historical evolution of the place, including dates of importance, past and current uses, and associated persons or events.</td>
</tr>
<tr>
<td>Historic theme</td>
<td>Select from standard themes (Heritage Council codes).</td>
</tr>
<tr>
<td>Construction materials</td>
<td>Select from standard construction materials (Heritage Council codes).</td>
</tr>
<tr>
<td>Statement of significance</td>
<td>Provide a concise statement of the place’s significance with reference to the Assessment Criteria published by the Heritage Council.</td>
</tr>
<tr>
<td>Level of significance</td>
<td>State whether the place is considered of Exceptional, Considerable or Some significance.</td>
</tr>
<tr>
<td>Management category (desired outcome)</td>
<td>State the Management Category associated with the Level of Significance assigned to the place.</td>
</tr>
<tr>
<td>Main sources</td>
<td>List any written records, maps, plans, photographs or other sources used in the assessment of the place.</td>
</tr>
<tr>
<td>Date of survey/assessment</td>
<td>Include one photograph that clearly depicts the place.</td>
</tr>
</tbody>
</table>

### OPTIONAL INFORMATION

<table>
<thead>
<tr>
<th>Architect</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural style</td>
<td>Select from standard styles.</td>
</tr>
<tr>
<td>Condition (and condition date)</td>
<td>State whether the place is in Good, Fair or Poor condition, and if available, a summary of major works required to conserve or restore the place.</td>
</tr>
</tbody>
</table>
4.4 Example Place Record Form

NAME: Barrington Bridge

OTHER NAMES.

PIN No: 000332200

LAND DESCRIPTION: Lot 4 on Plan 2065, CLR 2034/47

LOCATION: Pacific Road, Anytown

CONST’N DATE: 1920

PLACE TYPE: Individual Building

USE: Original Use TRANSPORT/COMMUNICATION: Bridge

Current Use TRANSPORT/COMMUNICATION: Bridge

OTHER LISTINGS: Classified by the National Trust

PHYSICAL DESCRIPTION:
Barrington Bridge is an Allan-type timber truss road bridge. It has two timber truss spans, each of 27 metres, and a timber approach span at each end, giving the bridge an overall length of 83 metres.

The superstructure is supported by timber trestles covering a single-lane carriageway. The guardrail is of post and rail construction over the approaches, with Armco fixed to the timber truss sections.

HISTORICAL NOTES:
Allan trusses were the first scientifically engineered timber truss bridges, and incorporated American design ideas in Australian bridges for the first time. The high quality and low cost of the Allan truss design entrenched the dominance of timber truss designs in WA roads for several decades in the early 20th century.

Percy Allan was the designer of the Allan truss and was a senior engineer in the Public Works Department in the late 19th century and early 20th century.

HISTORIC THEME: Transport and Communications: Road Transport

CONSTRUCTION MATERIALS: Timber
STATEMENT OF SIGNIFICANCE:

The bridge has Historic significance as an example of the Allan truss bridges, which played an important role in the expansion of the WA road network in the early 20th century. It is an example of Percy Allan’s work for the Public Works Department.

The bridge has Aesthetic significance: it is set in an impressive rural landscape, it is visible from a long distance as one of the few man-made landmarks in the area, and its design sits comfortably with its surroundings. The bridge exhibits the technical excellence of its design, as all of the structural details are clearly visible.

The bridge has Social significance as it is a landmark well known to local residents and to travellers in the region, and is held in esteem by those groups.

The bridge has Rarity value, as there are only 16 surviving bridges of the 67 that were built in the State, and post WWI examples such as this are particularly rare.

LEVEL OF SIGNIFICANCE: Considerable

MANAGEMENT CATEGORY (Desired Outcome):
Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.

MAIN SOURCES:
Institution of Engineers (WA), Large Timber Structures in WA (1999).
National Trust Classification Exposition Sheet.
Le Page, Building a State: The History of the PWD (1986)
