

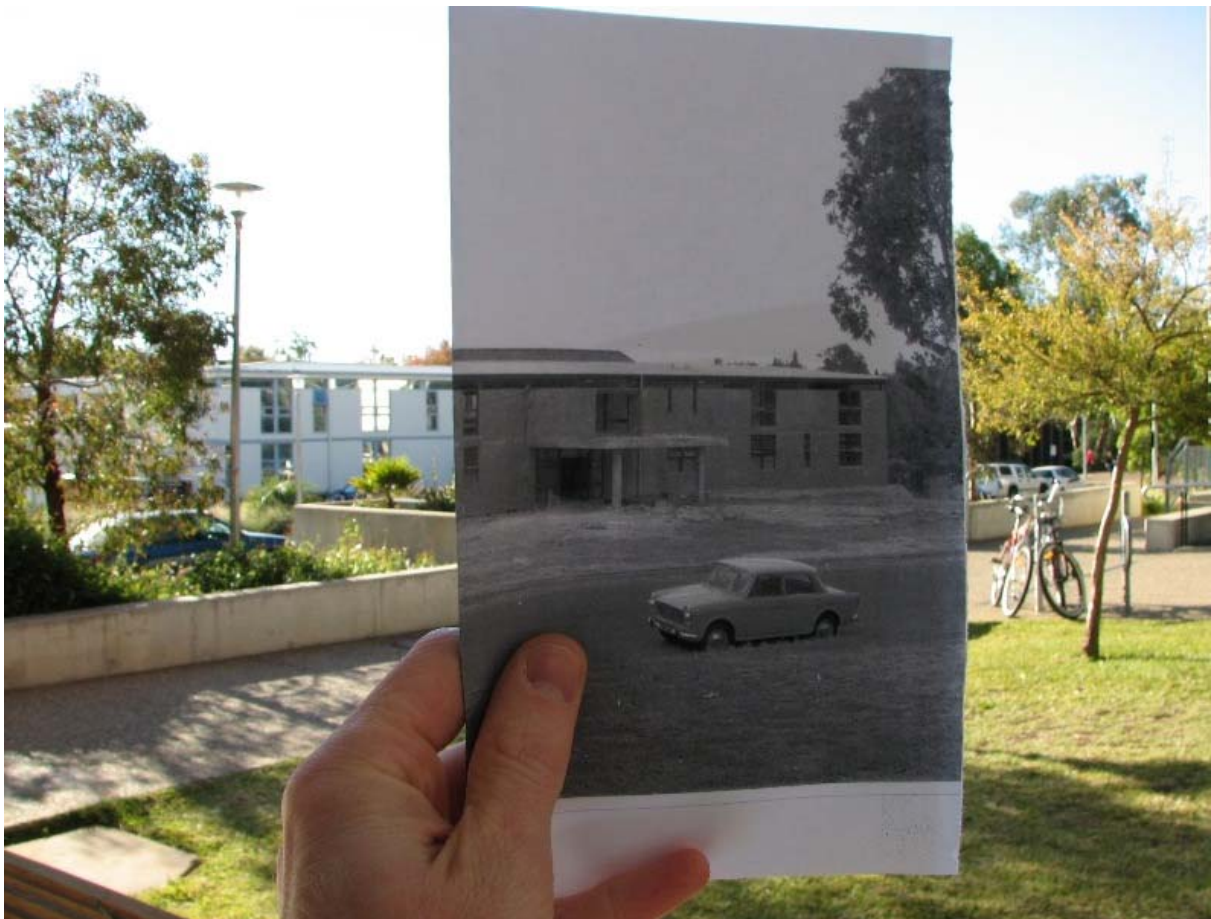


ANU

THE AUSTRALIAN NATIONAL UNIVERSITY

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HERITAGE MANAGEMENT MANUAL



July 2010

INTRODUCTION

What is the ANU Heritage Management Manual?

The ANU Heritage Management Manual has been designed to provide general information and guidelines for heritage management on University property. The Manual outlines the University's statutory obligations with respect to heritage matters, as well as the broader principles under which the University acts in these matters. It includes guidance on how to progress development proposals, general methods of managing heritage and who to contact for further information.

The ANU Heritage Strategy acts as the primary policy document and strategic planning manual for heritage at the University; the ANU Heritage Management Manual is designed to act as a 'tool-kit' for the implementation of the objectives outlined in the Strategy.

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1. HERITAGE AT ANU

What is Heritage at ANU?

Heritage can generally be defined as the legacy of physical artefacts and intangible assets that are inherited from past generations, are maintained in the present, and conserved for the benefit of future generations.

Section 528 of the *Environment Protection & Biodiversity Conservation Act 1999* (the EPBC Act) defines the “heritage value” of a place as including the place’s natural and cultural environment having aesthetic, historic, scientific or social significance, for current and future generations of Australians.

The Australian National University, a Commonwealth agency, owns or controls a rich and varied stock of heritage assets, all of which are important for any number of reasons. Some are significant to the history of the earliest inhabitants of Australia, others vital for the information they are able to reveal on the settlement and occupation of the country by Europeans. Still more are important as the location of scientific research or the development or integration of a new technology.

The ANU has both a moral and legislative obligation to protect our heritage. As befitting its reputation as a world-class institution, the University seeks to be pro-active in its recognition of heritage values and the protection of these values. To achieve this, the ANU Heritage Program is constantly evolving to better manage its heritage in line with changing philosophies and legislation. There are three principles that drive heritage management at ANU:

1. Heritage values shall be *identified*
2. Heritage values shall be *actively conserved and protected*
3. The *community is informed* about these values; they are able to *learn* from these values and acknowledge the role that they have played in shaping Australia into what it has become.

By knowing and protecting our heritage – our past, our places and the source of our values – we can better understand the society in which we live today

2. THE ANU HERITAGE PROGRAM

All heritage matters at ANU, from site assessments to the preparation of management plans, are part of the ANU Heritage Program. The Heritage Program is coordinated by the University's Heritage Office, which is found as part of the Facilities & Services Division on the Acton campus in the Australian Capital Territory.

The Director, F&S has established a management structure within this division to oversee the implementation of the Heritage Program. This is under the direct control of the Associate Director (Facilities & Planning), who provides reports on all relevant matters associated with site heritage to the Vice-Chancellor and/or Campus Planning & Development Committee (CPDC), as appropriate. The Vice-Chancellor determines whether any matters are referred to the University Council for comment. Day-to-day implementation of the Heritage Program is organised by the ANU Heritage Project Officer.

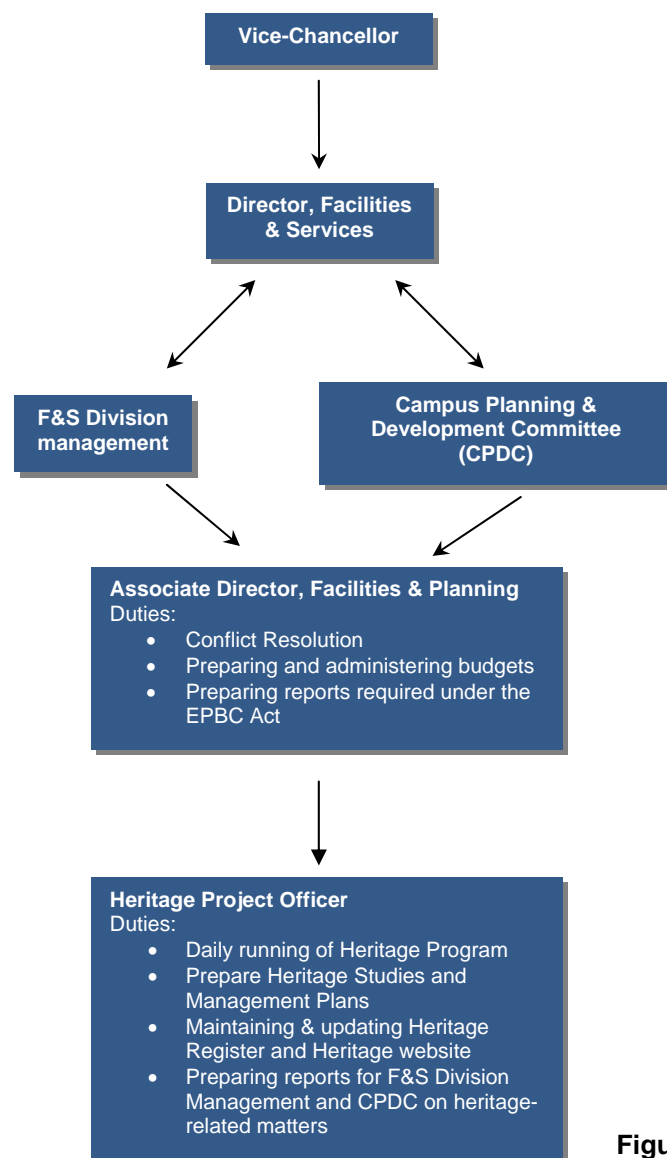


Figure 1: Visual representation of delegation of heritage duties at ANU

ANU Heritage Office

The ANU Heritage Office is responsible for the day to day running of the Heritage Program. This includes the preparation of Heritage Management Plans and other documents relating to heritage management, recording of heritage assets, maintaining the ANU Heritage website and providing general advice for works or developments to sites with heritage values.

The Heritage Officer monitors the University's heritage assets and ensures that they are managed in accordance with legislation. Regular consultation with Federal, State or local governments and community groups is also coordinated through the Heritage Office and is a vital part of heritage management at the University.

3. ANU HERITAGE MANAGEMENT DOCUMENTS

The ANU Heritage Office prepares a number of management documents for heritage at the ANU. The requirements of each, when they are produced, and when they are used, are developed in the separate Guides included at the end of the Manual.

The **ANU Heritage Strategy** outlines the strategic management of heritage assets at ANU; it includes information on internal University mechanisms, as well as legislative responsibilities for heritage management and establishes a timeframe for achievable objectives. The ANU Heritage Strategy is revised every three years.

ANU Heritage Management Plans are prepared for every site with Commonwealth Heritage values. The ANU Heritage Office has already prepared a number of plans and use them as a guide for future works.

Management Plans identify the values, examine risks or foreseeable changes to the values and outlines management policies and protocols for the conservation and protection of these values.

ANU Heritage Studies are prepared to identify the heritage values of a place. They provide a historical overview, description and condition of the asset, and assessment of heritage values in compliance with the criteria of the Commonwealth Heritage List or other recognised heritage registers, where applicable. They can also raise areas of concern or risks to these values.

Heritage (or Environment) Impact Statements are prepared in order to identify risks to heritage values during planning for development or maintenance works. They examine options for the proposed activities and suggest ways to minimise impact, often calling upon the principles of the Burra Charter to determine the most appropriate course of action.

4. ANU HERITAGE AND LEGISLATIVE OBLIGATIONS

As a Commonwealth agency, the overarching legislative framework that the ANU works under with respect to heritage matters are encompassed in the *Environment Protection & Biodiversity Conservation Act 1999* (EPBC Act) and the *Environment & Heritage Legislation Amendment Act 2003*. These Acts place obligations on all Commonwealth agencies to identify, manage and protect listed heritage places. The general requirements of the Act in regard to the University are:

- To prepare a Heritage Strategy that outlines the ways in which the University manages its assets that have heritage value.
- To prepare Heritage Studies or Assessments that assist in identifying places with recognised heritage values.
- To prepare Heritage Management Plans to assist in the management and continued protection of these values.
- To engage community consultation to ensure that all relevant stakeholders are involved in any decisions affecting sites with heritage value.
- To communicate this knowledge to the wider community.

Beyond this, there are other pieces of Commonwealth, State and Territory legislation that must be considered for heritage management at ANU. They are as follows:

Commonwealth

- Australian Heritage Council Act 2003
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984

ACT

- Land (Planning & Environment) Act 1991
- Heritage Act 2004

Northern Territory

- Northern Territory Heritage Conservation Act 1991
- Northern Territory Aboriginal Sacred Sites Act 1989

Victoria

- Victorian Heritage Act 1995
- Archaeological and Aboriginal Relics Preservation Act 1972, amended 2005
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984, Part IIA – Victorian Aboriginal Cultural Heritage

Contact details for the above are included as [Appendix A](#).

5. INDIGENOUS HERITAGE AT ANU

Aboriginal and Torres Strait Islander People's heritage represent important chapters in Australia's history. Recognition of Indigenous heritage is a way of maintaining continuous links between the people and the land. Places that hold great meaning and significance to Indigenous people include those associated with stories depicting the laws of the land and how people should behave, associations with spirituality, contact sites and places that are significant for more contemporary reasons.

There are a number of Indigenous sites on University land that range from scientifically and culturally significant middens and burial sites to artefact scatters and isolated artefacts. All known Indigenous sites on University land are currently registered with either the Department of Environment & Conservation (NSW) or the ACT Heritage Unit.

The protection of Indigenous sites is entrenched in law and as such no actions can take place on or about these sites without consultation with the relevant government agencies and Indigenous communities. Specific information on these sites is often kept confidential.

Any sites with identified Indigenous Heritage values are considered to be of high heritage significance.

6. HISTORIC HERITAGE AT ANU

Australia's historic heritage is defined as the heritage of the history of European occupation of Australia over the past 200 years. The ANU was founded by an Act of Parliament in 1946, but much of its building stock in Canberra was passed on from the early years of the Federal Government settlement in the ACT. Many of these buildings, today constituting the Acton Conservation Area, will be celebrating their centenary in 2013.

The majority of places with historic heritage values are part of the built environment, and range from small utilitarian garden sheds to significant research facilities and larger site complexes. These places are significant for their age, appearance or associations with notable people; some buildings and landscapes have been the location of important scientific research. There is no specific age for heritage in this category; buildings only a few years old may be recognised for their heritage value.

Sites with historic heritage values that are included on any heritage register are considered to be of high heritage significance.

7. NATURAL HERITAGE AT ANU

Natural heritage is the heritage of the natural environment of the different properties that the ANU controls. These heritage values are embodied in the trees and other vegetation, natural views and vistas and the ecological biodiversity that the landscapes support.

Sites with natural heritage values are considered to have high heritage significance.

7. ANU HERITAGE ASSETS

The following table outlines the identified heritage values of the ANU:

ANU Heritage Register ID	Location (campus bldg #)	Year constructed	Commonwealth Heritage List #	State/Territory Heritage Register	RAIA	National Trust (Chapter)
AC0001	Old Canberra House (#73)	1913	105340 (ACA)	ACT(N)		ACT
AC0003	OCH Chauffeur's Cottage (#73A)	1938	105340 (ACA)	ACT(N)		ACT
AC0002	OCH Gardener's Cottage (#74)	Mid-late 1920s?	105340 (ACA)	ACT(N)		ACT
AC0004	OCH Garden Shed (#73B)	1920s?	105340 (ACA)	ACT(N)		ACT
AC0005	OCH tennis court and pavilion	1914	105340 (ACA)	ACT(N)		ACT
AC0006	Lennox House - General (#75)	1911-1946	105307	ACT(R)		ACT
AC0007	Lennox House - A Block (& Laundry)	1927 (1923)	105307	ACT(R)		ACT
AC0008	Lennox House - D Block	1911-12	105307	ACT(R)		ACT
AC0009	Lennox House - E Block	1946	105307	ACT(R)		ACT
AC0010	Lennox House - F Block	1925	105307	ACT(R)		ACT
AC0011	Lennox House - G Block	1911-12	105307	ACT(R)		ACT
AC0012	Lennox House - H Block	1911-12	105307	ACT(R)		ACT
AC0013	Lennox House - I Block	1911-12 & 1923	105307	ACT(R)		ACT
AC0027	Old Community Hospital - General	1928-1936	105340 (ACA)	ACT(N)		
AC0028	Old Community Hospital - Administration Building (#61A)	1928-29	105340 (ACA)	ACT(N)	Yes	ACT
	Old Community Hospital - B Block (Female Ward) (#61B)	1928		ACT(N)	Yes	
AC0029	Old Community Hospital - Isolation Block (#63)	1929	105340 (ACA)	ACT(N)		ACT
AC0030	Old Community Hospital - Nurses' Quarters (#62)	Early 1930s?	105340 (ACA)		Yes	
AC0031	Old Community Hospital - Animal House (#64)	1928	105340 (ACA)			
AC0032	Old Community Hospital - Laboratory (#64A)	1928	105340 (ACA)		Yes	
AC0033	Old Community Hospital - Auxiliary canteen & tennis court (#86A)	Late 1930s?	105340 (ACA)		Yes	ACT
AC0014	Acton cottages - General	1912-1929	105340 (ACA)	ACT(N)		
AC0020	14 Balmain Lane (#67A)	1924	105340 (ACA)			ACT
AC0021	16 Balmain Lane (#67)	1924	105340 (ACA)	ACT(N)		ACT
AC0022	18 Balmain Lane (#66)	1924	105340 (ACA)	ACT(N)		ACT
AC0023	20 Balmain Crescent (#65)	1924	105340 (ACA)	ACT(N)		ACT
AC0024	22 Balmain Crescent (#72)	1928-29	105340 (ACA)	ACT(N)		ACT
AC0025	26 Balmain Crescent (#1B)	1928-29	105340 (ACA)	ACT(N)		ACT
AC0026	28 Balmain Crescent (#71)	1928	105340 (ACA)	ACT(N)		ACT
AC0016	3 Liversidge Street (#68)	1925	105340 (ACA)	ACT(N)		ACT
AC0017	5 Liversidge Street (#69)	1926	105340 (ACA)	ACT(N)		ACT
AC0018	7 Liversidge Street (#70)	1913	105340 (ACA)	ACT(N)		ACT
AC0019	8 Liversidge Street (#128)	1913	105340 (ACA)	ACT(N)		ACT
AC0015	16 Lennox Crossing (#28)	1912	105340 (ACA)	ACT(N)	Yes	ACT
AC0038	University House (& gardens) (#1)	1954-55	105190	ACT(N)	Yes	ACT
AC0039	Canberra School of Art (#105)	1939	105765	ACT(N)	Yes	ACT
AC0034	Canberra School of Music (#100)	1976	105636	ACT(N)	Yes	ACT
AC0035	Drill Hall Gallery (#29)	1939-40	105635	ACT(N)	Yes	ACT
AC0036	R.G. Menzies Building (#2)	1963	105685	ACT(N)	Yes	
AC0037	Toad Hall (#30)	1977	105637	ACT(N)	Yes	
	Research School of Biological Sciences (RSBS) (#46)	1972		ACT(N)	Yes	
	HC Coombs Building (#9)	1964		ACT(N)		
	Burgmann College (#52)	1971			Yes	
AC0040	Sullivan's Creek	-				
AC0041	University Avenue	Formed 1969-1975				
EJLF0001	Kioloa Coastal Campus - Axe-grinding grooves	-		BBLALC		
EJLF0002	Kioloa Coastal Campus - Coastal middens	-		BBLALC		
	Kioloa Coastal Campus - Residence (Post Office 1910-80)			SLEP 1985		
MSO0003	Mount Stromlo Observatory	1911-1990s	105309			
MSO0009	Mount Stromlo - 74-inch Reflector Telescope & Coude Spectroscope (MSO#1)	1953	105309			
MSO0004	Mount Stromlo - Administration Building (MSO#5)	1926-26	105309		Yes	
MSO0012	Mount Stromlo - Director's Residence	1929	105309			
MSO0016	Mount Stromlo - Duffield & Woolley Buildings (MSO#12/12A)	1960s				
MSO0015	Mount Stromlo - Duffield's Grave	(1929)	105309			
MSO0005	Mount Stromlo - Exploratory Centre (MSO#21)	1990s	105309			
MSO0008	Mount Stromlo - Great Melbourne Telescope (removed 2008) (MSO#20)	1955	105309			
MSO001-002	Mount Stromlo - Indigenous sites	-				
MSO0006	Mount Stromlo - Oddie 23cm Refractor Telescope (MSO#17)	1911	105309			
MSO0007	Mount Stromlo - Reynold's 76cm Reflector Telescope (MSO#3)	1929	105309			
MSO0014	Mount Stromlo - Staff Housing (MSO#2,3,8,18,20)	1920s-50s	105309			
MSO0011	Mount Stromlo - Swedish Uppsala Dome (MSO#2)	1957	105309			
MSO0013	Mount Stromlo - Workshop (MSO#22T)	c1952?	105309			
MSO0010	Mount Stromlo - Yale-Columbia 66cm Refractor	1954	105309			
SVF0001-0004	Spring Valley Farm - Indigenous sites	-				
SVF0005	Aprasia Parapulchella (Pink-tailed Worm-lizard)	-				
SVF0006	Spring Valley Farm - Yellow Box/Red Gum Grassy Woodland Ecological Communities	-				
	Siding Spring Observatory			Warrambungle		
M0001	ANU House	1881-1927		H0607 (Vic)		VIC

8. ARCHIVAL RECORDING OF HERITAGE ASSETS

An archival record of heritage items is undertaken when the asset has been damaged or is at risk of demolition or relocation. The recording process is carried out by the ANU Heritage Office, or a suitably qualified consultant.

The ANU follows the *NSW Information Series Guidelines for Photographic Recording of Heritage Sites, Building & Structures*.

One copy of the record is retained by the ANU Heritage Office; they are used as a handy reference manual and a means to guide appropriate future works at the place or adjacent lands. One copy is also often given to the University Archives at the Noel Butlin Archives Centre on the Acton campus. Copies are available upon request.

Contact the ANU Heritage Office if you think that a place or item should be recorded before planned works are carried out.

9. PROPOSED WORKS & REDEVELOPMENT

Identification and management of heritage values must be considered early in any planning process. All prudent alternatives to demolition or major alterations should be investigated before works are approved.

It is important to avoid negative impacts to heritage sites and their values whenever possible. It must be remembered, however, that heritage conservation is about protecting heritage *values*, not necessarily the fabrics of a building or physical elements of a site.

Heritage (or Environment) Impact Statements are a good way of examining the different options for redevelopment or alterations. In some cases a referral may need to be organised under the EPBC Act for formal approval from the Department of the Environment, Water, Heritage and the Arts.

Make sure you speak to the Heritage Office early in the planning process. Refer Guides 1 and 2 for methods of managing the heritage values of places throughout the planning and redevelopment process.

10. MAINTENANCE

Maintenance consists of ongoing works to a place to ensure that it is kept in good and useable condition. Maintenance works should be carried out to avoid costly large-scale works being required in the future. Maintenance works include actions such as repainting, cleaning, service upgrades, checking for termites, etc.

Works that are proposed to a site on the Commonwealth Heritage List should be informed by a current Heritage Management Plan. Management Plans have a detailed record of the condition of the place, and outline policies for the

future maintenance of the heritage asset. In many cases, even the most minor of works is able to have an impact on the heritage values of a place.

Consultation with the ANU Heritage Office should be sought before any works are undertaken to a listed place that are not outlined in a current Heritage Management Plan. For places that have been included on the Commonwealth Heritage List, approval may be sought from the Department of the Environment, Water, Heritage and the Arts (DEWHA).

Make sure you contact the Heritage Office before works are carried out to a place that may have heritage values. Guide 3 outlines the procedures and protocols for undertaking maintenance works to places with heritage values at the ANU.

10. DISASTER PROTOCOLS

In the case of destruction or damage to a place with heritage values it is important that immediate actions be undertaken. These include, but are not limited to, the following:

1. Secure the site; ensure that only those involved with the management of the place are permitted entry. Those involved with research activities should be permitted, as long as their safety is assured.
2. Photographically record each place and notable item.
3. Under direction from the Director, F&S, the ANU Heritage Officer may then formally advise DEWHA that a place with heritage values has been damaged or destroyed. This advice should include documentation of recovered artefacts and building elements and a photographic record of the place.
4. A heritage site inspection of the remaining fabrics should be undertaken only after advice is received from the ANU Heritage Office.
5. Where possible, any damaged or movable items should be kept on-site, although some may need to be transferred to a more secure location.
6. Salvaged items may be able to be re-used in reconstruction or restoration works at the place, or perhaps used as interpretive materials.
7. Future management of the place, including options for reconstruction or restoration, are examined.

Make sure you contact the Heritage Officer if any places or items that you think may have heritage items are damaged.

12. FAQs

What is Heritage value?

Heritage values are those things that give a place significance or make it important to the community. They may be embodied in physical features, such as building fabric or notable trees, or other much more ephemeral 'intangible' values that may be identified in such aspects as the views or associations with Indigenous communities. It is important to recognise that not all heritage values at a place are immediately visible.

The identification of heritage values can be a long process, often involving numerous site inspections, hours of research and consultation with different community groups and stakeholders. In similar fashion to the University in general, heritage values are constantly evolving; those parts of a building or place that mean very little today may be incredibly important in the future. Also, remember that heritage values mean different things to different peoples – just because you may not feel that a place is particularly important does not mean that others do not feel a close association to the history or physical attributes of the location.

What do heritage values mean for the University?

It is important that heritage values are identified and acknowledged at ANU. We are proud of our heritage and much of what we do is aimed at remembering the past and recognising those that have contributed so much to develop the University into the world-class research facility that it has become. From the naming of buildings to the protection of the landscape, heritage forms the history and informs the future of the University.

What types of heritage do we have at ANU?

Heritage values mean different things to different people. Some may feel a connection to the architecture or design of a building, while others believe that the work that has been undertaken at a place is of greater significance. In most cases the age of a building or item has very little bearing on the heritage values; the age of a place is rarely the only indicator of its heritage.

The primary considerations in assessing heritage values at ANU are:

- *History*; the place may have been the location of notable events, have associations with notable people or is an important part of the development of different parts of the campus.
- *Rarity*; the place may display unique types of architecture or construction methods, associations with notable people, or may support unique or endangered ecosystems or wildlife.
- *Aesthetic appeal*; the place may display significant visual qualities. This could be in the form of notable views, artworks or imaginative design. As much of the aesthetic appeal of a location is in the eye of the beholder, these values can be difficult to identify.

- *Technical, creative or scientific achievements*; a place that is able to demonstrate leaps or new horizons in creative or technical processes. Many locations at the University, both buildings and the landscape, have been the site of notable research.
- *Social importance*; a place may be the location of regular student gatherings or protests; it may have stood as the meeting place of an important government or University committee or have other meanings important for the Indigenous community.
- *Indigenous connections*; a place may have meaning to an Indigenous community for any number of reasons; physical evidence such as stone artefacts or shell middens indicate that the place was occupied in the past, although more ephemeral values, such as those associated with sacred landscapes, are also protected.

How are heritage values protected at ANU?

Different types of heritage values are protected and managed in different ways. Heritage is protected through legislation and through a management system that implements the legislation. Any works that are proposed to a place that has, or may have, heritage values is controlled through the ANU Facilities & Services Division.

The policies outlined in a Heritage Management Plan inform proposed works to a place registered on the Commonwealth Heritage List. For those places with identified heritage that have not been included on the CHL, it is important to liaise with the ANU Heritage Office to determine the most appropriate course of action to ensure that the values are conserved. The Heritage Office is able to provide guidance and liaise with the different community groups, and may consult directly with the Department of the Environment, Water, Heritage and the Arts (DEWHA) to obtain formal approval.

What is a Heritage Management Plan?

The proper protection and management of heritage values is an ongoing process. Heritage Management Plans are able to provide guidance for places with Commonwealth Heritage values when redevelopment works or alterations are proposed for these locations. Any works that are proposed to a place with identified heritage values must be in accordance with the policies and protocols laid out in the HMP.

A Heritage Management Plan consists of a historical overview of the place, a detailed description and condition audit, identification of the heritage values and policies for the continued conservation and protection of these values.

At ANU Heritage Management Plans are prepared by the Heritage Office in consultation with the users, University management, heritage agencies and other stakeholders. HMPs are reviewed every five years to address changes in legislation and any alterations to the values that may have occurred during that time.

What is a Referral and do I need one?

If an action may have an impact to the heritage values of a place, and the action is not covered in a Management Plan, it may need to be referred to the Minister for the Environment, Heritage and the Arts.

The often complex referral process aims to be comprehensive. It includes an assessment of the heritage values, known or possible impacts to these values, as well as any alternative options that have been examined. The referral process ensures that the heritage values are identified and the impacts of the work are recognised, while giving stakeholders and external parties an opportunity to comment or object to the proposed actions.

After receiving the referral, the Minister (or delegate) decides whether the action is likely to have a significant impact to the heritage values. If the Minister decides that significant impacts are likely, then the proposed action requires approval under the EPBC Act – this is known as a ‘controlled action’. If the Minister decides that an action is not likely to have a significant impact to the heritage values of a place, then approval under the EPBC Act is not required. The proposal may proceed, subject to local planning and heritage approvals.

In some cases the Minister may decide that approval is not required as the proposed action will be implemented in a way that avoids impacts to the heritage or environmental values of a place. In this case, the University may be able to proceed without further assessment and approval, on the condition that the action is taken in accordance with a particular manner that has been specified in the referral.

How is heritage considered in ANU planning?

Heritage is an important part of the planning process. Managing a site that has heritage values can require time, consideration and funding, all of which must be factored into the planning process. Therefore, it is important that heritage issues be identified early in the planning process to avoid time and cost delays.

It is important to suggest ways in which impacts to heritage values are kept to the bare minimum, wherever possible. This will avoid triggering the EPBC Act. Note that allowance must be made for sufficient timing and funding in project processes, particularly where impacts to heritage cannot be avoided.

Can Heritage places be modified?

The ANU is a constantly evolving research institution and allowances must be made for the upgrade of facilities or due care of sites for research, or other, purposes. Clever planning ensures that every effort is made to conserve the heritage values of places considered for redevelopment or alterations. This includes even minor works, such as repainting or replacing glass window panes.

Can heritage places be disposed of?

Any location with heritage values on ANU land can be sold or gifted. However, efforts must be made to ensure that the heritage values of a site are identified and protected during the sale process and by the new owner.

Who can help with heritage issues?

The ANU Heritage Office is able to provide advice on any issues relating to heritage management at the ANU. The Heritage Office aims to provide fast and effective guidance on heritage issues, while allowing works or research activities to function as regular as possible. The Heritage Officer regularly liaises with government and community groups to ensure that good heritage management decisions are made at all levels by utilising some of the most experienced and reputable heritage consultants available.

You should contact the ANU Heritage Office if you need to know how legislation affects works to a site, if you plan on developing a site and are not sure how heritage planning/management may affect the works or need guidance on how to maintain or modify a building with heritage values, especially those on the Commonwealth Heritage List. The Heritage Officer should be consulted before any buildings with heritage values are disposed, or if you need to find out what the heritage values of a place are.

Does heritage take a back seat to BCA/DDA regulations?

Any proposed modifications to locations with heritage values to comply with the Building Code of Australia and the Disability Discrimination Acts should be considered where necessary, though often a compromise must be sought to ensure that the heritage values are maintained.

GUIDE 1

HERITAGE MANAGEMENT PLANNING

This Guide provides an outlines of the documents and references that are used in the identification and management of heritage values at the ANU.

Though most sites with heritage values are registered for Commonwealth, state or local heritage lists, some sites still have heritage values but have not yet been formally included on a heritage register. Under the provisions of the EPBC Act, any site with heritage values, whether it is listed or not, is protected under Federal legislation.

ANU Heritage website

The ANU Heritage website includes the internal ANU Heritage Register and other strategic planning documents. Factsheets for each place listed on the ANU Heritage Register are also included; these provide a brief description and a statement of significance.

ANU Heritage factsheets: <http://heritage.anu.edu.au/index.php?pid=45>

Commonwealth Heritage List (CHL)

The Commonwealth Heritage List comprises places that have natural, Indigenous or historic heritage values that are found on Commonwealth land. They include places that are connected to government activities that reflect Australia's development as a nation. The ANU has more than 50 places registered for the Commonwealth Heritage List.

Commonwealth Heritage List:

<http://www.environment.gov.au/heritage/places/commonwealth/index.html>

Heritage Management Plans

Under the EPBC Act, any sites that the ANU controls and that are registered for the Commonwealth Heritage List are required to have a Heritage Management Plan to guide future works or developments at the place. The ANU has prepared a number of Heritage Management Plans for places on the CHL, and regularly refer to these when works are proposed at or near these sites.

Heritage Management Plans are prepared to meet the requirements of the EPBC Act legislation. The Plans provide details about the specific heritage values of the place (both identified and unlisted), a detailed description and condition audit and acceptable alterations and management requirements during standard activities, including maintenance, redevelopment or planning for capital works.

Some sites are not listed on the CHL yet may still require a Management Plan to ensure that the values are properly conserved. Under the EPBC Act, these sites are protected under Section 28, which requires that a Commonwealth Agency cannot take an action that has, or may have, a significant impact to the heritage values of a place.

The steps to follow when using a Heritage Management Plan are outlined in Table 1.

Heritage Management Plans: <http://heritage.anu.edu.au/index.php?pid=64>

Table 1.

How to use a Heritage Management Plan			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Find out if a Heritage Management Plan has been prepared for the place	See the ANU Heritage website, or ask the Heritage Office	Read through the plans; take note of any values identified, development guidelines and/or recommendations made
2.	Make sure you know what the heritage values are	Check out the Statement of Significance in the Management Plan	Make sure you work at conserving and protecting these values wherever possible
3.	Find out if the works are covered in the Plan	Check out the policies and recommendations for works needed at the place	Make sure that any work complies with the policies and guidelines
4.	Find out if the works are not covered in the Plan	Liaise with the Heritage Office to determine the approval process for actions that are not included in the Plan. Remember that not all proposed actions need formal approval	Allow time for advice and feedback, if necessary
5.	Find out if a Referral under the EPBC Act is required	Liaise with the Heritage Office to get information about the Referral process; all referrals must go through the Heritage Office	Allow time for community and Government feedback as part of the Referral process
6.	Carry out the proposed works	You will receive notification when the proposed works are approved from Facilities & Services	Make sure all works align to the policies in the Management Plan, or as per instructions from the Heritage Office or DEWHA
7.	Record everything	Get the Heritage Office to photograph the place	Let the Heritage Office take the photos

Heritage Studies

Heritage Studies are prepared in order to identify the heritage values of a place or item. Any site that is scheduled for demolition, redevelopment or alterations should be investigated for heritage values prior to the works commencing. These values may be embodied in the physical features of the place, such as buildings or landscape elements, or more intangible elements, such as the views or associations with sacred Indigenous landscapes.

Heritage Studies include a historical overview of the place and information of landscape features. The values that are identified in the assessment are aligned to the criteria of the Commonwealth Heritage List, or state or local heritage registers, where necessary.

Ask the ANU Heritage Office if a Heritage Study is needed for a property before planned works are carried out.

Heritage/Environment Impact Statements

A Heritage Impact Statement is prepared when activities are planned for sites that have, or are likely to have, heritage values. This will determine whether or not the activities will impact on the values, the likely extent of impacts and guidance on how to avoid or mitigate these impacts. Options for the proposed activities are considered, with the most suitable option that seen as having the least effect to the heritage values.

Without assessing the possible impacts on the values of the site you can run the risk of triggering the EPBC Act, which includes penalties for non-compliance and may cause delays to the project.

Ask the ANU Heritage Office to prepare a Heritage Impact statement for any works that may impact on heritage values. **The steps to follow when using a Heritage Impact Statement are outlined in Table 2.**

Table 2.

When to use a Heritage/Environment Impact Statement			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Find out if the place has been assessed for heritage values	See the official heritage registers on the Internet, or ask for advice from the Heritage Office	Make sure you know what the values are
2.	Examine all options for the planned works, including choice of site, materials and associated landscaping	Speak to F&S Management and make sure that all options have been examined	Make sure that the Heritage Office is aware of all options – these must be examined in the Impact Statement
3.	Allow time for the preparation of the Impact Statement, including community or stakeholder consultation	Speak to the Heritage Office to get an idea of how long this may take	Include the Impact Statement with any submission to the CPDC, or other planning body, where appropriate
4.	Carry out proposed works in line with recommendations from the Heritage Office or DEWHA	Liaise with the Heritage Office, or wait for feedback from the relevant planning authority	Make sure that any works are carried out in accordance with instructions from DEWHA or the Heritage Office
5.	Record everything	Ask the Heritage Office to arrange for a photographic record of the place	Make sure that the photographic record sits with the Heritage Office, and one copy given to ANU Archives

GUIDE 2

STRATEGIC PLANNING

This Guide is for ANU personnel needing to obtain information or guidance on managing heritage issues during strategic or master-planning exercises.

It is important to get to know what the heritage values of a place actually are, so check out Internet-based resources or ask the Heritage Officer. Depending on the nature of a site, a place may have cultural, natural, Indigenous or historic heritage values. Remember that a place may have more than one heritage value, and that these may change over time. A Heritage Study may need to be prepared if the values of the place have not yet been identified.

Managing a site that has heritage values can require additional time and funding, and should be factored into the planning process. Careful consideration needs to be given to whole-of-life management, as well as any initial time and cost implications involved with required consultant reports, consultation (particularly with Indigenous groups) or EPBC Act referrals.

Referrals under the EPBC Act are prepared by the ANU Heritage Office and forwarded to the Department of the Environment, Water, Heritage and the Arts (DEWHA). In the case of a referral DEWHA has the final say on whether or not the ANU can undertake certain activities at a site. Referrals take at least one month to account for Federal Government comment and consultation with heritage agencies and community groups. A referral may also place strict limitations for certain activities where heritage has been identified. To ensure proposed works are implemented in a timely and efficient manner, it is important that the ANU carefully manages its heritage and, where possible, avoids having a significant impact on the heritage values during activities.

The steps to follow when you need heritage advice or approval during the Strategic Planning process is outlined in Table 3.

Table 3.

Strategic Planning Process			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Find out what the listed heritage values are	Internet heritage registers, or ask the Heritage Office	Make sure you factor in conservation of the values
2.	Find out if the place has additional heritage values	Ask the Heritage Office for advice – a Heritage Study may need to be prepared	Make sure you allow time to identify these values, and that provision is made for their conservation
3.	Provide detailed concept designs and scope of works	Ask the ANU Drawing office or the architects/consultants to provide detailed information of the proposed works	Make sure that this information is forwarded to the Heritage Office; this will help inform the approval process
4.	Examine all options to make sure that the heritage values are conserved	Speak to the client to ensure that all options have been examined	Allow time for a Heritage Impact Statement to be prepared, if necessary
5.	Proceed with works; record all changes to the values/fabrics	Speak to the Heritage Office about undertaking a Heritage Recording of the place	Allow time for the heritage recording process

GUIDE 3

CAPITAL WORKS & REDEVELOPMENT

This guide outlines how heritage values should be managed during proposals to construct, redevelop or alter a place.

Heritage is a valuable non-renewable asset and ANU must consider and identify any potential threat to the heritage values of places it owns or controls. Every effort must be made to protect the heritage values of assets during redevelopment or alterations to a place, wherever possible.

Identification of heritage values must be considered early in any planning process. In this way accurate time and budget allowances can be made, and options considered that allow for potentially conflicting issues (i.e heritage and capability) to be reconciled.

The steps to follow when planning Capital Works & Redevelopments are outlined in Table 4.

Table 4.

Capital Works & Redevelopment Process			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Find out what the listed heritage values are	Official Heritage Registers on the Internet	Make sure you know what the values are
2.	Find out if a Heritage Management Plan has been prepared for the place	Ask the Heritage Office	Follow the policies and development guidelines as stipulated in the Management Plan (See Table 1)
3.	Find out if there are any heritage values that have not yet been identified	Ask the Heritage Office. A Heritage Study may need to be prepared to ensure that all values are identified	Allow time for the preparation of the Heritage Study, if one is required
4.	Determine if more information is needed in the identification of values	Ask the Heritage Office. An external consultant may need to be engaged to provide a completely unbiased opinion in certain circumstances	Allow time (and funds) for the consultant to determine the specific nature of the values of a place
5.	Allow for external/internal Referral requirements, if necessary	In cases where the proposed works will likely impact on the Commonwealth Heritage values, a Referral may need to be prepared	Allow time for the Referral to be prepared and feedback addressed
6.	Proceed with development (if necessary in line with terms of the EPBC Referral)	Ask F&S if the works will proceed, and find out what the conditions are under the Referral	Proceed with works in line with conditions of the Referral, or as per guidance from F&S

GUIDE 4

MAINTENANCE OF HERITAGE ASSETS

This Guide provides information when maintenance works are proposed to a University site that has, or may have, heritage values.

Generally, maintenance defines all the ongoing/repeatable tasks that should be carried out regularly to keep a place in good condition, and avoid costly large-scale works being required in the future. It includes things like painting, cleaning gutters, minor repairs, checking for termites in sub-floor spaces and general cleaning.

The steps to follow when planning maintenance works to heritage assets are outlined in Table 5.

Always ask. If in doubt, don't!

Table 5.

Maintenance Process			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Make sure you know what the heritage values are	Check out the information on the official heritage registers, or ask the Heritage Office for assistance – a Heritage Study may need to be prepared	Make sure that any proposed works will not impact on these values, wherever possible
2.	If the place is on the Commonwealth Heritage List, find out if a Heritage Management Plan has been prepared	Ask the Heritage Office for copies of the Management Plans	Make sure that all proposed works comply with the policies or guidelines set down in the Management Plan
3.	Find out if additional approval is required	Ask the Heritage Office if advice should be sought from external agencies or stakeholders; this is particularly important if no Management Plan has been prepared for the place	Allow time to ensure that all values have been identified and the works are undertaken in line with any guidance from the Heritage Office
4.	Liaise with the Heritage Office before you start works at the place	Proceed with works	Make sure that any heritage values are protected throughout all stages of maintenance works
5.	Record all changes and notable features, such as the roof space or elements that are covered	Ask the Heritage Office to take a series of photographs, if you are unable to do this yourself	Make sure that the Heritage Office receives a copy of the photographic record for the archives

GUIDE 5

DISPOSAL OF HERITAGE ASSETS

This Guide provides information on what you must consider when disposing of University property that has, or may have, heritage values.

Before any ANU land or items are sold or gifted to a new owner, the University must ensure that all heritage values have been identified. The heritage values of a place do not diminish if the owner changes; in fact, in many cases new values are introduced, depending on the nature of University research or other activities carried out at the place.

Specific provisions of the EPBC Act apply to the disposal of places that are on the Commonwealth Heritage List, or those places that may have Commonwealth Heritage values. Continued methods of conservation are required to ensure that the University meets these obligations.

The obligation to safeguard the values of a place stay with the University until after the disposal process has been completed. The measures taken to ensure that the heritage values are protected will depend on the place and its values, but may include contractual obligations for the purchaser, recognition of the University's use of the place, or listing on appropriate national, state or local registers.

The process to follow when planning to dispose of heritage assets is outlined in Table 6.

Table 6.

Disposal of Heritage Assets Process			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Identify all values of the place. A Heritage Study may need to be carried out	Check the relevant heritage registers on the Internet or ask the Heritage Office about any known values for the place	Make sure you know what the values are before any verbal or contractual obligations are agreed to
2.	Meet with the prospective owners and ensure they are aware of the values, and what these values mean to the ongoing management of the place	Speak to the Heritage Office, who may liaise directly with the new owners	Ensure that the new owners are aware of their obligations to safeguard the heritage values
3.	Develop a Conservation Management Plan	Seek assistance from the Heritage Office to determine exactly what needs to be included in the conservation Management Plan, and that all those involved are aware of the implications	Allow time for the Conservation Management Plan to be prepared and the stakeholders consulted
4.	Proceed with sale or gifting of property; ensure that the prospective owners are aware of their obligations	Proceed with sale	Ensure that the University monitors the place for the next few years, especially if there are values associated with University research or activities

GUIDE 6

UNIVERSITY RESEARCH & HERITAGE AT ANU

This Guide provides advice on how to proceed with University research or activities that may impact on the heritage values of a place or item.

The constantly evolving nature of University research places additional pressures on heritage values, and fully cements the need for an effective strategy to ensure that any values are conserved. Managing heritage during research activities is particularly challenging; in many cases research activities must continue unabated, so planning and developments should have full regard for these activities.

There are a number of ways that research and administrative activities may impact on heritage values. These include alterations to the built fabric or landscape, the loss of notable views or vistas, or changes or decommissioning of original research equipment. In most cases little more than a photographic recording of the notable equipment or research space is necessary, with a brief historical background to frame the values. However, in some cases a Heritage Impact Statement or even a referral under the EPBC Act may need to be prepared to account for these changes and ensure that any heritage values are conserved. This is especially true for the complete demolition of a research space to allow for upgraded facilities.

The key to avoiding any impacts to heritage during research activities is to consider the impacts early in the planning process. Check with the Heritage Office to determine if the proposed activities or alterations may impact on the heritage values. If the place is listed on the Commonwealth heritage List, it may have a Heritage Management Plan that can offer advice and guidance on what you can and can't do.

Make sure that you provide as much information about the proposed research as possible. The firmer your plans and the more detail provided, the better the Heritage Office can assist you to avoid impacts or delays to the research activities.

GUIDE 7

CULTURAL OBJECTS AND HERITAGE ITEMS

This Guide provides advice on how to manage furniture or other movable items with heritage values, and how to dispose of culturally significant objects.

The University has a growing stock of items that are significant for their role in the history of research or other activities. These range from furniture designed by nationally-renowned architects, to research equipment made and used for scientific investigation.

The steps to follow when managing a movable object with heritage values are outlined in Table 7.

Table 7.

Heritage Item Management Process			
Steps	What you need to know	Where to find the answers	What you need to do
1.	Find out if the item has heritage value	Ask the Heritage Office or others involved with management of items, such as the Drill Hall Gallery in ACT	Make sure you know if the item has heritage values
2.	Liaise with the users of the item to ensure they are aware of the heritage values	Speak to the users directly, or ask the Heritage Office to liaise directly with them	Make sure the users know how to look after the item
3.	Record the item (in its new location)	Ask the Heritage Office to officially photograph the item, and add it to a central database	Make sure the Heritage Office has a record of the item
4.	Monitor condition of item	Inform users that the Heritage Office will need to record the condition of the item in the future. Usually, this will occur once every year, though some items may be monitored more closely	Make sure the users allow time and space for the regular monitoring
5.	Contact the Heritage Office when the users wish to dispose of the item	Make sure that no items are disposed of without permission from the Heritage Office	Make sure that no items leave the campus or their recorded location without prior approval from the Heritage Office, or other F&S delegate

GUIDE 8

INDIGENOUS HERITAGE MANAGEMENT

The ANU is committed to the appropriate management of Indigenous Heritage places on University land.

Under the EPBC Act, Indigenous Heritage value is defined as the heritage value of the place that is of significance to Indigenous persons in accordance with their practices, observances, customs, traditions, beliefs or history.

The term embraces the intrinsic value of physical “sites”, the attachment to “places” in the landscape with ceremonial or “story” attachments without physical evidence, spirituality, law, knowledge practices, traditional resources or other beliefs or attachments.

There are a number of actions for ANU managers to implement or undertake to improve their understanding of Indigenous heritage values on ANU property:

- Speak with the ANU Heritage Office
- On the advice of the above, you may ask Indigenous stakeholders
- Understand the range of Indigenous sites and places
- Refer to existing heritage records – reports and registers;
- Explore the area through heritage research and field survey.

Ask Indigenous Stakeholders:

“When enquiring about Indigenous Heritage values a most important step is to “ask first”. Ask the relevant Indigenous community groups about heritage values early in the process of addressing Indigenous heritage. The ANU Heritage Office is the contact for this.

Indigenous stakeholders have a reasonable expectation to be consulted regarding their heritage. Usually the local Indigenous community are the best repository of knowledge about Indigenous Heritage values within their area of concern. Government heritage authorities also expect any Indigenous HEWritage assessment (Heritage Study) report for a development approval to include a section on Indigenous consultation.

The publication “ask first” (AHC, 2002) provides the definitive guide to Indigenous Stakeholder Engagement.

Sites and Values

“An Indigenous site is an area containing physical evidence of Aboriginal activity. Indigenous Places are those parts of the landscape with no physical evidence but are associated with stories or ceremony, or are of historical or cultural significance due to past strong cultural associations. Definitions of the term “site” and “place” sometimes vary between different users.

Indigenous places may include:

- Specific natural features with connections to traditional stories;
- Connected parts of the landscape with connections to traditional stories
- Broad landscape areas with strong social values; or
- Locations of significant past events.

Indigenous site types include (but are not limited to):

- Flake stone artefact scatters

- Rock engravings or paintings
- Grinding grooves
- Scarred or carved trees
- Stone arrangements
- Stone structures
- Rockshelters with artefacts or art
- Earth mounds or rings
- Historic places (such as old missions or schools)
- Burials
- Shell middens
- Quarries

Refer to Existing Heritage Records

To find out about Aboriginal sites, research what has already been recorded. The ANU Heritage Office can give a good idea of the record that has already been undertaken.

Existing records may exist within Commonwealth or State statutory heritage registers or within existing environmental project reports. Some items may have an Indigenous Land Use Agreement (ILUA) that applies to it. Review of these sources provides a useful starting point in developing and understanding of Indigenous Heritage values on an ANU property.

Explore the area by research and field study

A field survey by appropriately skilled people is the best way of determining what Indigenous sites (physical evidence) occur within an ANU property. However, before undertaking any field survey work, make sure that you check with the ANU Heritage Office to ensure that the activities are necessary. Field surveys should involve the relevant Indigenous stakeholders so that any information about Indigenous places can also be taken into account in any assessment. Planning for a field survey should include background research and Indigenous stakeholder consultation. Research should include understanding of landscape factors and other regional heritage research so that a prediction may be made as to which Indigenous site types are likely to occur. The ANU Heritage Office can provide the necessary technical services for research and site survey, and is able to contact the local Aboriginal communities.

The steps to follow when dealing with Indigenous Heritage management issues are outlined in Table 8.

Indigenous Heritage Management Process			
Steps	What you need to know	Where to find the answers	What you need to do
1.			
2.			
3.			
4.			
5.			

APPENDIX 1

HERITAGE CONTACTS

The following is a list of individuals or groups that you may need to contact if you need assistance with planning or implementing works to a place that has, or may have, heritage values.

ANU Heritage Office
Acton campus, ACT
(02) 6125-8794

Department of the Environment, Water, Heritage and the Arts (DEWHA)
City Centre, ACT
(02) 6274-????

<separate appendix for the specific state and indig. Groups>
<This section only ANU Heritage Office and main heritage bodies>

ANU Heritage Office
Aboriginal Contacts (ACT Groups, Darwin, BBLALC, Abo. Heritage Info. Management System). – separate appendix
ACT Heritage Unit
ACT Heritage Council
Australian Heritage Council
AIATSIS
Department of Natural Resources, Environment and the Arts (NT)
DEWHA
Environment Protection & Heritage Council
NAA / NLA
NSW Dept. of Environment & Conservation.
NSW Heritage
Southern Rivers Catchment Management Authority, Bateman's Bay
Ditto, Nowra
Heritage Victoria
NGOs - Ast. Council of Nat. Trusts; NT (ACT); NT (NSW); NT (NT); Nt (VIC)