



New South Wales
TREASURY

TOTAL ASSET MANAGEMENT

Heritage Asset Management Guideline

September 2004

TAM04-9

Heritage Asset Management Guideline

September 2004
TAM04-9

ISBN 0 7313 3325 X (set)
ISBN 0 7313 3266 0

1. Asset management – New South Wales.
2. Capital Investment.
3. Public administration – New South Wales
- I. Title. (Series : TAM 2004)

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This publication can be accessed from the Treasury's Office of Financial Management Internet site [<http://www.treasury.nsw.gov.au/>].

For printed copies contact the Publications Officer on Tel: 9228 4426.

Set consists of:

ISBN 0 7313 3254 7	Asset Information Guideline TAM04-7
ISBN 0 7313 3260 1	Demand Management Guideline TAM04-8
ISBN 0 7313 3266 0	Heritage Asset Management Guideline TAM04-9
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HERITAGE ASSET MANAGEMENT - GUIDELINE

1 Introduction

1.1 State government as heritage custodian

Heritage assets are an integral part of a community and its environment. They are the tangible evidence of the state's cultural origins and its progress, and the historical foundation on which many decisions concerning the community's future are built. In the context of these guidelines heritage assets are specifically defined as:

“a landscape, place, work, building or relic of architectural, archaeological, aesthetic, social, cultural, technical, scientific or natural heritage significance.”¹

Some familiar examples of NSW heritage assets are in Table 1. These natural and built assets link the culture and history of a community.

Table 1 HERITAGE ASSETS

Categories ¹	Examples
Landscapes	Royal Botanic Gardens, roadside verges containing rare and/or endangered species, individual trees, old growth forests and isolated remnants of bushland
World heritage parks	NSW World Heritage classified Lord Howe Island Group, Willandra Lakes Region and Central Eastern Australian Rainforest
Places, precincts and streets	The Rocks precinct and aboriginal sites Macquarie Street
Works	Sydney Harbour Bridge and Eveleigh railway workshops
Buildings	Sydney Opera House and the Walter Burley Griffin incinerator, Willoughby
Groups of buildings	Kirkbride Block at Rozelle Hospital
Rooms within buildings	Sir Henry Parkes Room in the Chief Secretary's Building
Archaeological sites	Archaeological remains at the first Government House site
Relics and objects	Furniture—Speakers Chair, NSW Parliament House Archival records—Captain James Cook's log, books, paintings and photographs Objects—the Department of Land and Water Conservation's collection of surveying equipment Statues, fences, gates, pathways and street furniture
Shipwrecks	Convict ship Hive at Wreck Bay; over two thousand shipwrecks lie within the inland rivers and coastal waters of NSW

¹ A detailed list of all categories of heritage assets is given in Appendix B

¹ NSW Department of Urban Affairs & Planning

The broad objective of the heritage guideline is to identify and conserve the environmental heritage of NSW for the benefit of present and future generations.

Considerable work has been done since the introduction of heritage legislation in the 1970s. This can clearly be seen in conserved areas throughout NSW that have become the focal point for community activities, and in the widespread support for the retention and maintenance of heritage assets.

The Government's heritage management policy and supporting legislative framework specifically aims to:

- conserve significant heritage assets for the benefit of present and future generations
- systematically identify, assess and develop appropriate management strategies for heritage assets
- maintain required standards and conditions, and
- conserve by agreement rather than compulsion.

This guideline integrates conservation obligations into planning and asset management processes. It is primarily for use by those engaged in business planning, development of service strategies, facilities management, capital investment strategic planning, asset maintenance planning and budgeting.

The management system described in these guidelines is not meant to inhibit the development or use of heritage assets. Instead, the emphasis is on developing management options that maintain heritage values as an integral part of asset management decision-making.

1.2 Heritage assets in the context of Total Asset Management

Total Asset Management (TAM) focuses assets on the delivery of an agency's primary service responsibilities.

Organisations that have control of heritage assets also have a second service obligation. While they use the assets in delivering their primary service, they are also responsible for the assets and protecting their significance for future generations.

These guideline procedures may be implemented by government agencies in a flexible manner reflecting the differing size and nature of their assets, their heritage portfolios and agencies' program requirements.

Agencies must ensure that the purposes of the Government's TAM policies, procedures and performance standards are met and that they comply with relevant heritage legislation.

Managing heritage issues should be viewed as an essential part of the management of the assets, rather than another problem and cost impost. Sustainable management of heritage values should be treated by an agency as part of its core business.

The need for agencies' assets to be employed optimally is imperative. Establishing asset performance requirements is a key component in assessing the ongoing relevance of the agency's portfolio, and in making management and investment decisions.

1.3 Living with a heritage asset

A substantial part of government agencies' heritage assets comprises property: buildings, groups of buildings, rooms within buildings and works. The best way of conserving that type of heritage asset is to maintain a viable and living use. Unoccupied property will deteriorate rapidly and become a target for vandals. Heritage property controlled by government agencies must be secured, properly maintained and buildings should not be left vacant.

Immediate service delivery priorities should not compromise the heritage values of heritage property. This may call for special conservation expertise and/or the allocation of resources to maximise a property's potential and to maintain the property to an extent that is also acceptable to the community.

There are many feasible uses for heritage assets that can fulfil the owner's needs without compromising the historic integrity. This means finding a use that maintains the visual setting, form and scale of the property, and arranging for continuous protective care of the fabric that involves the least possible intervention.

The museum use of heritage property has often proven to be impractical and should be limited to property of major cultural significance. Other options should also be explored. The Historic Houses Trust, the state organisation responsible for maintaining and managing house museums, manages a limited portfolio of houses and public buildings and is not actively seeking to expand its portfolio.

A heritage asset which continues in active use should contribute to an agency's service delivery capabilities and to its core business. It will almost certainly enrich the heritage of the State for the benefit of the community as a whole by contributing to its life, urban quality and to the economy.

The benefits of occupying heritage assets can be considerable. In some circumstances the cost of service delivery may be increased by the use or occupation of a heritage asset. The costs of heritage management (including increases in service delivery costs) should be compared with any benefits gained from the use of the asset. The net cost can then clearly be identified in the agency's reporting.

Most penalties are due to backlog maintenance, often due to past neglect rather than the poor performance of the asset. All assets, old or new, require maintenance and periodic upgrading. This will not usually be accepted as grounds for special funding. However, if such costs are increased due to constraints imposed by meeting heritage requirements or because of the specialised type of work, grounds for assistance may exist.

When budgeting for managing a heritage asset that is in active use, costs are not solely related to heritage issues, but can be split between the cost of an agency's services (for example, calculated by the cost of an equivalent new building) and the cost of maintaining heritage values.

The heritage management process described in Sections 3 to 8 gives a generalised step-by-step approach to the management of all categories of assets.

2 Roles and responsibilities

2.1 New South Wales government agencies

Government agencies must identify, assess and plan for the future of the natural and built heritage assets under their control. Their heritage assets are to be managed within the TAM framework. Agencies' responsibilities fall into two main categories:

- Under Government heritage policy and legislation, agencies are required to identify and record the heritage value of the assets under their control, and
- As stewards of heritage assets, agencies are required to appropriately manage the use and maintenance of their assets.

Agencies' service outcomes must incorporate the conservation and management of any heritage assets within their portfolios.

Heritage Council of New South Wales

The Council was established in 1978 by the *Heritage Act 1977*. Its charter is to develop policies and programs to conserve the State's heritage and to promote community awareness of heritage and its value. The Council's role includes:

- encouraging government agencies, local government and the community to acquire conservation skills and to participate in identifying and conserving items of heritage significance
- advising the minister on measures to be taken under the heritage act to protect heritage under threat, or of special significance, and
- providing advice on the implementation of the Heritage Act 1977.

The council administers the Heritage Act and has a determining role regarding alteration to property covered by conservation orders. It is principally an expert advisory and recommending body. Supported by the NSW Heritage Office, it takes a guiding, decision-making, and educative role towards places of cultural significance.

Department of Urban Affairs and Planning

The Department of Urban Affairs and Planning (DUAP) is responsible for environmental planning issues including the coordination of State, regional, coastal and metropolitan planning.

NSW Heritage Office

In 1996, the Minister for Urban Affairs and Planning announced the establishment of a new Heritage Office to provide advice to the community and to the Minister on heritage matters. The role of the office is to:

- service the NSW Heritage Council
- maintain the NSW State Heritage Inventory
- provide specialist advice to the community on heritage matters
- provide policy advice relating to heritage to the Minister, and
- deal with smaller matters that would otherwise go to the Heritage Council (especially for Councils without the authority for their own heritage matters).

Department of Commerce

The Department of Commerce assists agencies with all aspects of heritage management. This includes dealing with heritage issues affecting properties and the development and maintenance of asset registers.

The department of Commerce provides specialist services through their Heritage Design Services Unit. These services include managing the interface with consultants and contractors and providing contract and project management services. It can assist with the development of adaptive re-use options and project or program evaluation tools, heritage maintenance programming, etc.

These services are provided on a 'fee-for-service' basis.

National Parks and Wildlife Service

The National Parks and Wildlife Service (NPWS) maintain registers of Aboriginal sites and relics, and of historic places located on its own lands and on behalf of all government agencies.

Enquires concerning the management of any Aboriginal relics or sites should be directed to NPWS. It manages heritage assets and protects large tracts of natural areas and endangered flora and fauna, including nature reserves

2.2 Local government

Local government authorities make determinations concerning development proposals. Under the *Environmental Planning and Assessment Act 1979*, local government authorities in NSW are required to identify and manage heritage assets of significance in their administration area. They do this through heritage studies and planning instruments.

Local government authorities are responsible for informing and educating the community on heritage matters. Some have appointed specialist advisers to provide technical and management advice on heritage matters. A number also have a Heritage Advisory Committee to facilitate community input and to promote community involvement.

Local government authorities administer conservation of heritage assets as part of the environmental impact process under the following planning instruments:

Local Environment Plans (LEP)

An LEP sets out developmental policies for the area administered by the local government authority. Local government authorities are required to exhibit and gain community acceptance for a draft LEP before it is submitted for approval to the Minister for Urban Affairs and Planning, who ensures it conforms to the requirements of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993*, directions from the Minister, State environmental planning policies and regional environmental plans.

The LEP will identify any conservation areas and heritage items. It may stipulate development controls for zones within the area for residential, industrial, open space and other activities. It will also cover matters such as car parking, tree preservation and outdoor advertising.

Development Control Plans (DCP)

Several local government authorities also have DCP that provide detailed guidance on the design principles which owners need to observe to maintain the special qualities of an area.

Other programs and incentives

Some local government authorities have structured programs to protect heritage assets, supported by extensive promotion of heritage awareness, and offer a comprehensive package of encouragement and incentives for sympathetic development and use of the natural environment.

2.3 Other groups

Institution of Engineers (IE)

The Institution of Engineers is very active in the development of policy and in the identification and mapping of items for registration. The institution plays a major role by participating in conservation programs. For example, heritage assets such as Sydney Harbour Bridge and Eveleigh Railway Workshops.

National Trust of Australia (NSW)²

The National Trust of Australia is the country's largest private conservation organisation and is part of a worldwide network of similar organisations. The National Trust has no statutory powers. Through its expert honorary committees it identifies and records historic places of national and local significance. Classification by the National Trust gives recognition to the heritage value of a particular place or object. The Trust stimulates debate and conducts campaigns aimed at raising the level of community and government awareness of conservation.

Royal Australian Institute of Architects (RAIA)³

A professional organisation of architects, the RAIA promotes architecture and its public role through exhibitions, lectures, awards and public comment. The Institute contributes to the formulation of heritage management policies and sustains a 20th Century Buildings of Significance Register to identify and retain outstanding works of architecture in the State.

The register is maintained by the Architecture Conservation Committee (ACC). The Institute coordinates the register with government agencies and like-minded groups and maintains lists of conservation architects and others who specialise in the management of heritage assets. To date 1,000 buildings have been included on the RAIA list.

Royal Australian Historical Society (RAHS)

The RAHS maintains a centre for the study, research, writing and publication of Australian history and provides advice on historical matters to government and statutory bodies. Its technical information service can assist agencies seeking access to qualified individuals who can help document the history of a heritage asset or area.

Small grants are provided by the society to community groups, individuals, churches and local councils for archival and local history projects. RAHS conducts workshops and training for society volunteers.

Royal Australian Planning Institute (RAPI)⁴

RAPI is a professional organisation of planners with members throughout Australia who are committed to excellence in the practice of urban and regional planning.

2.4 Local communities

Community attitudes and expectations regarding heritage assets are expressed by individuals, groups such as those mentioned in the previous section, other local historical societies, and by property owners themselves.

The community can actively support the conservation of heritage assets, and groups may become involved in heritage issues related to a specific asset. Local communities frequently feel a sense of

² Represented on the Heritage Council of NSW

³ Represented on the Heritage Council of NSW

⁴ Represented on the Heritage Council of NSW

ownership, particularly towards assets in government control. Community bodies invest countless hours in maintaining and supporting heritage assets across the State.

Government values the views of the community on conservation issues and encourages community participation in the management of heritage assets. Both parties interests are usually best served when government agencies engage in appropriate community consultation, and develop partnerships with communities to work jointly to identify and conserve local heritage assets.

2.5 Relevant legislation ⁶

New South Wales

Government policy, conveyed through relevant legislation, requires that where assets are assessed as having heritage values, the assets be regarded as inalienable. This means:

- the agency's responsibilities cannot be ignored or avoided and cannot be transferred to another organisation without approval
- heritage values are to be understood, respected, protected and conserved
- no material change can be made to an asset without approval by relevant authorities
- doing only as much as is necessary to protect and reveal the significance of an asset
- doing work which makes heritage assets useful and secure
- heritage considerations should be factored into all asset management activities and budgeting, and
- the agency has an over-arching responsibility to administer assets for the benefit of the people of New South Wales.

In NSW there are six major acts and minor sections of several other Acts involved in the protection of the State's heritage:

- *NSW Heritage Act 1977, amended 1999*
- *Environmental Planning and Assessment Act 1979*
- *National Parks and Wildlife Act 1974*
- *Endangered Fauna (Interim Protection) Act, 1991*
- *Wilderness Act 1988*
- *The Historic Houses Trust Act 1988.*

Regulatory controls affecting heritage assets can be imposed through other legislation such as: Local Government Act, Coastal Protection Act, Clean Waters Act, Clean Air Act, Fisheries and Oyster Farms Act, Soil Conservation Act, Forestry Act, Historic Shipwrecks Act and the Water Resources Act.

Commonwealth legislation

Australian Heritage Commission Act 1975

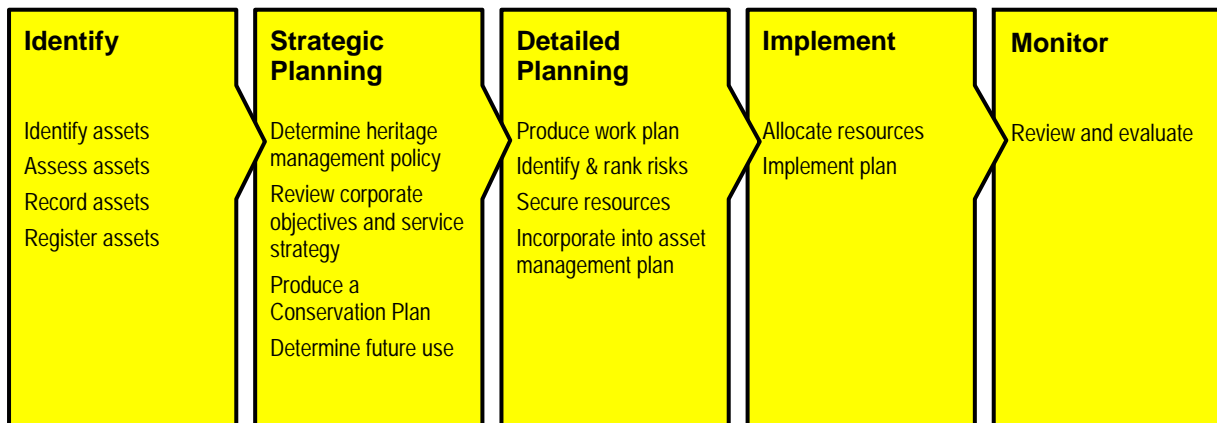
The Australian Heritage Commission is an independent statutory authority established under the Commonwealth *Australian Heritage Commission Act 1975*. It provides advice on identifying natural, historic, and Aboriginal and Torres Strait Islander heritage places, many of which are listed on the Register of the National Estate.

⁵ For a detailed understanding of the impact of this body of legislation refer Appendix A

The Commission's main task is to compile and update the register, which now lists more than 11,000 natural and cultural places in Australia. The register alerts governments, planners, decision-makers, researchers and the community to the heritage values of these places so that action can be taken to conserve them. All places listed in the register are strictly assessed against publicly available criteria outlining national estate values.

The Commission does not own or manage any national estate places and does not have entry rights to places in the register. All are owned by governments (Commonwealth, State or local), by business, voluntary or other organisations, or by private individuals. Listing in the register does not "lock up" or directly affect the way owners manage places. There is no legal obligation on the part of owners of listed places to alter the way in which a property is managed or disposed of, and owners are not required to provide public access to listed places.

3 Heritage management process



3.1 Identification - learn what's there

This step involves identifying and assessing heritage items under the agency's ownership or control; registering them for inclusion in the State Heritage Inventory Program; and surveying them and completing condition assessments to provide information for strategic and detailed planning for short and long-term management of the heritage assets in the portfolio.

3.2 Strategic planning - fit the heritage assets to the business

This step links heritage needs to the agency's corporate objectives and service strategies. It involves determining heritage management policies and making decisions concerning the future use of heritage assets.

Decisions are made that affect all future management actions including whether a particular asset is to continue in its present role, be adapted to a new role or be transferred to another agency or owner. This involves testing and confirming functional and economic requirements and service outcomes.

A Conservation Plan should be produced and incorporated into the agency's overall Asset Management Plan and Capital Investment Strategic Plan.

3.3 Detailed Planning - plan what has to be done

At this point it is necessary to develop a management program for individual heritage items. This involves: identifying and ranking the tasks required to implement the program; testing risks in adopting the preferred option; assessing the likely extent of human, technical and financial resources required; finalising the economic, financial and service delivery outcomes; and preparing a maintenance plan to be incorporated into the portfolio Asset Management Plan.

3.4 Implementation - do it

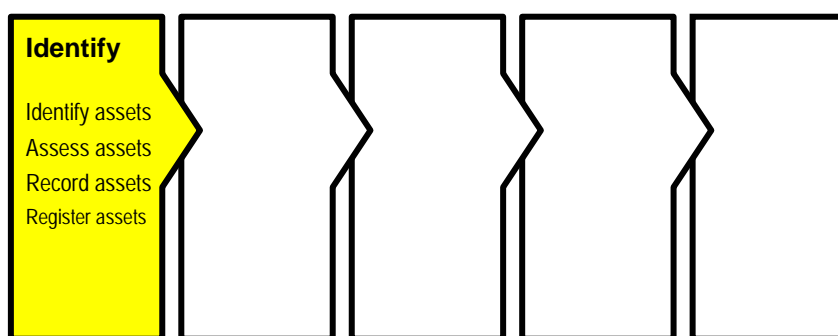
This involves securing approvals, resources and funding and implementing the program to the extent of the available funds and other resources.

3.5 Monitoring and review - ensure the goals were met

This phase involves setting mechanisms and implementing an ongoing monitoring program to review the effectiveness and efficiency of heritage management activities.

Success will be measured in terms of the agency's overall business outcomes, service delivery obligations and asset portfolio performance requirements. It may be necessary to amend future phases of the asset management program to address new or changed circumstances.

4 Identification of heritage assets



4.1 Survey, categorisation and significance mapping of assets

Agencies are required to survey their portfolios to identify any assets, which may have heritage significance. Standard heritage categories⁶ should be used to organise the survey and begin the process of heritage assessment. The Department of Urban Affairs and Planning (DUAP) assessment guidelines and criteria⁷ must be used as the basis of assessment and classification. Obtain professional advice from qualified heritage practitioners to clarify the heritage significance of any items or assets.

Gather information about the area in which the items or assets are located⁸. Include the history, architectural characteristics, development patterns and the topography of the area. If a number of heritage items are located within one area they should be surveyed at the same time. The survey should reveal dominant heritage features, define the location of specific items, and place them within their historical context⁹.

Information concerning government policies and other matters, which influenced the acquisition of an asset, can help to establish whether the asset has state or regional significance, and could be included in funding applications.

4.2 Asset registers

Government agencies are required to maintain an accurate register of all assets which have a service potential and/or the capacity to provide economic or social benefits, and which may be used in the production of goods and services.¹⁰

For convenience and security this data should be stored and updated electronically. Agencies should continuously update their asset register to allow efficient, day-to-day management of all assets, including those of heritage significance.

The register should be an information tool for continuously improving asset management and should enable agencies to reduce the risks associated with inappropriate use or under-utilisation being overlooked.

In 1988, Section 170 was added to the Heritage Act, requiring NSW Government agencies to prepare a Heritage and Conservation Register. Agencies are required to:

- ensure that the heritage assets on the register are being monitored

⁶ Summarised in Appendix B

⁷ Summarised in Appendix C

⁸ A sample of a record detailing information covered in the initial survey is given in Appendix D

⁹ A detailed check list of items for inclusion in the asset register is given in Appendix E

¹⁰ Refer Total Asset Management Manual, Asset Registers

- update the heritage register annually at least, and preferably continuously
- make the particulars of registered heritage assets available for public inspection, and
- submit particulars of the heritage assets to the Heritage Council of New South Wales for inclusion in the State Heritage Inventory (SHI)¹¹ database.

In 1999, additional provisions were added to section 170 of the NSW Heritage Act. These provisions require government instrumentalities (including state owned corporations) to maintain their identified heritage items in accordance with the best practice heritage management principles issued by the Minister and guidelines issued by the Heritage Council. Annual reports need to include a summary of heritage items listed in their section 170 registers and a statement on the condition of the State significant heritage items in the care of the agency.

A large proportion of heritage assets will consist of buildings and works. Furniture, fittings, written records and art works should also be surveyed to assess if they should be included in the heritage and conservation component of the agency’s asset register.

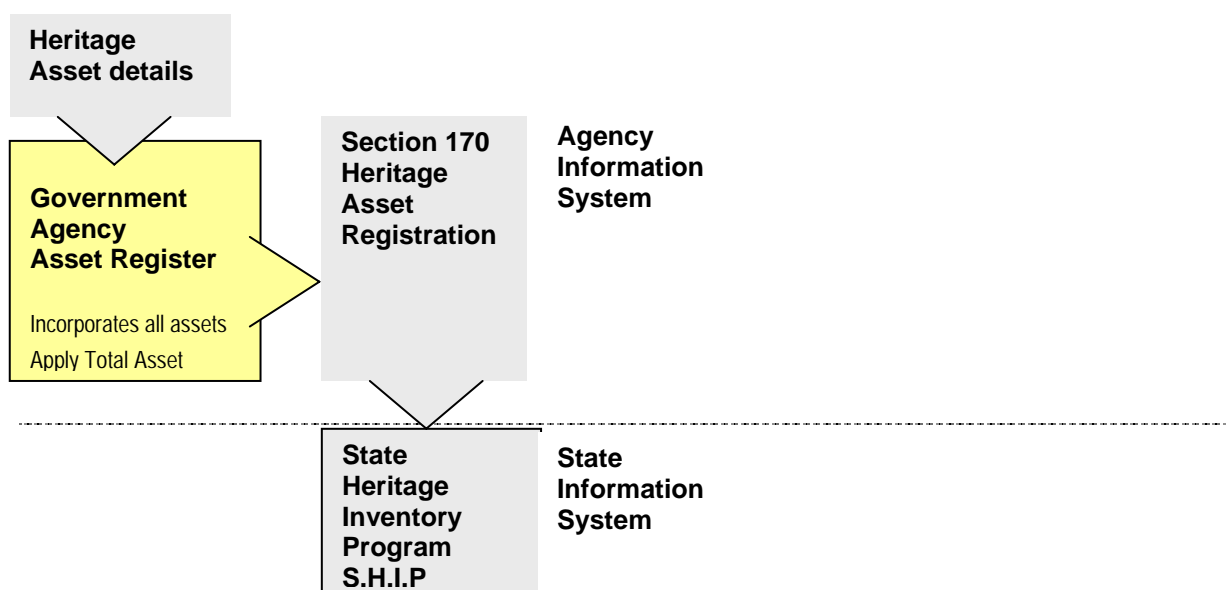
The register should be continuously updated as changes occur to ensure information is reliable and relevant. For example, it is necessary to:

- add new information about heritage assets
- add new information about existing assets when they qualify for heritage registration, and
- delete information about assets that have been disposed of or found to be of insufficient heritage significance.

The register should contain a fundamental record of current facts concerning an agency’s heritage assets, used to assist with making decisions about their management. The register should be referred to before any maintenance, planning, or capital work projects are contemplated.

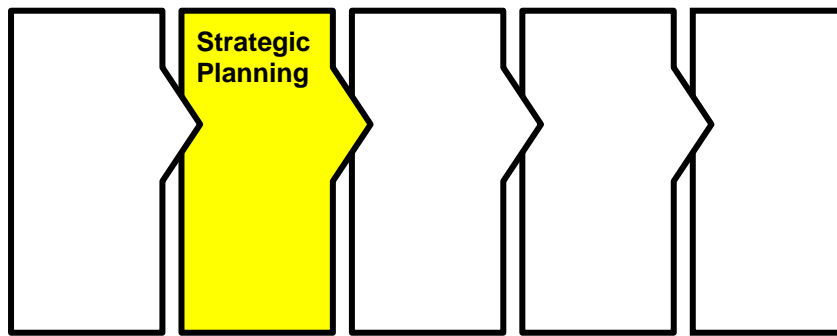
Any links between registers should be shown, for example inclusion in the agency’s register and inclusion in other registers such as the Australian Heritage Commission’s Register of the National Estate, the RAI managed 20th Century Buildings of Significance Register, Institution of Engineers Register of Significant Engineering Works, or the National Trust’s register. This will assist in coordinating inter-agency and inter-governmental activities and avoid duplication of effort and costs.

Figure 1 Relationships between Agency Asset Register; Section 170 and S.H.I. Registers



¹¹ Data supplied concerning each asset for inclusion in the S.H.I. database should follow the format given in Appendix D

5 Strategic planning



The next step is to determine management strategies for the agency's heritage assets. An agency may continue using the asset in its present role, to adapt it to a new role or to transfer the asset to a new owner.

Several different types of input and activities are required for heritage asset strategic planning: adoption of an agency-wide heritage management policy/strategy; reference to many of the agency's other strategic planning resources; assessment of fitness-for-purpose; assessment of benefits to the agency and to the public; consideration of options for future use, and specialist heritage planning expertise.

Professional expertise should be sought by employing experienced conservation practitioners to prepare a Conservation Plan for individual items or groups of items where appropriate. A good Conservation Plan is an essential problem-solving tool, which clearly establishes the significance of the heritage asset. It may make recommendations for future use, however there is no standard brief. Conservation Plans should be reviewed regularly and updated as necessary.

5.1 Key factors for consideration

What performance is required from the asset, and what contribution should it make to service outcomes?

These answers should be compared to the ability of the asset to deliver this performance.

What are the statutory requirements relating to the asset?

Statutory requirements relating to heritage may derive from several sources:

- A Local Environment Plan (LEP)
- Regional Environmental Plan (REP)
- Interim Conservation Order (ICO) or Permanent Conservation Order (PCO)

All potential controls should be checked to determine any constraints affecting future development. A Conservation Plan should include details of any statutory requirements.

What are the needs of Government?

- Does the Government have a particular interest in the asset?
- Does government policy affect the re-use of such assets?
- Is there a current government policy regarding heritage assets in that particular area?

What are the needs of the community?

- Does the community have a particular interest in the asset?
- How will community interest be harnessed?
- Will a change of use create community opposition?

Which is the preferred option for use?

- Continue with the current use?
- Adapt the asset to a new use?
- Could the asset be better used by another agency, and is transfer of ownership an option?

What is required to achieve the selected option?

- Determine what work is to be undertaken and when; obtain any necessary approvals; allocate management, technical, financial and any specialist resources and skills; and develop internal and external communications strategies.

How will the agency determine whether the strategy adopted meets desired outcomes?

- What are the desired outcomes and what are the criteria for assessing whether the asset is meeting them?

5.2 Continuing with current use

The best way to effectively manage a heritage asset is to maintain a viable and living use for it. Many State-owned heritage assets such as schools, courthouses and fire stations remain in full and active use. As a general rule, this ensures their maintenance and conservation. However, it is important that heritage values are not jeopardised by short-term decisions by owners, occupiers or users, for example through inappropriate development, use, maintenance or refurbishment.

Part of agencies heritage management responsibilities is ensuring that building users are aware of heritage significance and conservation constraints. Where appropriate this may extend to the occupiers or users having contractual obligations.

5.3 Adapting the asset to a new use

Current uses may no longer be functionally or financially compatible with the agency's service delivery requirements and it may be more appropriate for the asset to be put to another use. This is known as "adaptive re-use". The aim is to find a use that meets the agency's service requirements and at the same time conserves intrinsic heritage values. Business needs must be balanced with heritage obligations.

Agencies are advised to use established methodologies such as **value management** and **economic appraisal** to help determine whether a new use would be more appropriate.

Examples of successful adaptive re-use of heritage assets include Sydney Park (formerly the St Peters Brickworks), East Sydney Technical College, Pyrmont Bridge, the Powerhouse Museum, the First Government House Site, the Walsh Bay precinct, Rodd Island and the Quarantine Station. Effective use of heritage assets can produce many benefits:

- lower operating costs - after catch-up maintenance or improvements have been carried out, lower maintenance costs and lower energy consumption may be possible
- an attractive working environment - offices can be quieter, may not require air conditioning and are often in pleasant surroundings

-
- a link between the agency and the local community - heritage assets attract public attention, and conservation activity often attracts public support. Links with the community can be enhanced through open days, allowing public access to facilities, forming trust groups etc.
 - employment and business opportunities - direct and indirect employment can result, for example through tourism-related business activities
 - status and recognition - heritage assets are valued and known in the community.

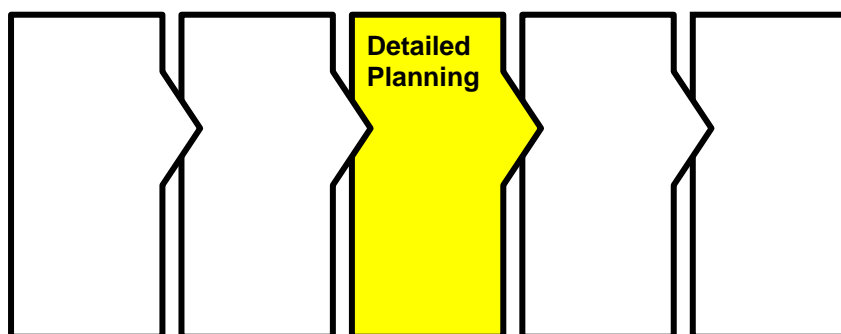
5.4 Transferring the asset to a new owner

In some cases a heritage asset may not support the efficient delivery of an agency's services. In spite of this, the responsibility for maintaining the asset's heritage values remains with the agency. However, the agency may consider transferring the use and/or control of the asset to another agency. This could be arranged by transferring the title, or by leasing or licensing the asset to that agency, or by another form of agreement.

Maximum effort should be made to avoid abandoning or destroying heritage assets. The potential loss incurred to society by the destruction of a heritage asset must be fully assessed, with reference to professional heritage expertise. Demolition of heritage assets requires the consent of the Heritage Council.¹²

12 See also Total Asset Management Manual guidelines on Asset/Property Disposal

6 Detailed planning at asset level



Having determined how to use an asset, detailed planning at asset level is the next step. This requires a combination of experience, foresight, detailed knowledge of the agency's requirements, and technical and specialist heritage expertise. The detailed planning must incorporate whatever is necessary to protect, conserve, reveal and explain the heritage significance of the asset. The success of an agency's heritage management will be evident if heritage values are conserved and extended, and will be seen in outcomes such as:

- the quality of conservation work and the standard of finishes
- the extent to which functional requirements are met
- successful integration of old and new elements.

Successful outcomes depend on less tangible things such as:

- whether innovative solutions are found to accommodate service delivery needs within heritage constraints
- the quality of the interaction between the parties involved, and
- the extent of community satisfaction with the processes and outcomes.

The scope of detailed planning will be determined by the future use requirements. Management methodologies such as value management, risk management and economic appraisal can be used to assess and confirm the functional, economic, financial, social and cultural benefits that will be generated. If used at the right time these methodologies can help to prioritise works and ensure maximum value for money.¹³

Planning should clearly identify the human, technical, financial and physical resources required; including their availability, cost, respective roles, responsibilities and accountabilities.

Key steps during this phase include:

- identifying and prioritising tasks, to generate a work plan for each asset, and
- prioritising and scheduling this work in relation to the agency's other asset management projects.

¹³ See also Total Asset Management Manual , Value Management/Risk Management/Economic Appraisal

6.1 Items to consider when preparing asset management plans

When preparing an asset management plan for heritage items, reference should be made to many of the agency's management planning strategies, resources and reports. The following items should be considered:

If continuing with the current use

Conservation plan

Having decided to continue with the current use, review the Conservation Plan.

Document the policies, procedures and performance standards recommended for heritage significance to be retained in continued use and/or future development.

Integrate these recommendations with the agency's overall asset management strategy.

Ensure that an appropriate level of funding is allocated.

Capital investment plan

Determine whether capital investment is the best solution. Where capital investment is required, identify and document long and short-term capital investment requirements in relation to the delivery of services.

Identify how to cover any shortfall between what exists and what is needed. Identify the most cost effective solutions and incorporate these in the agency's Capital Investment Strategic Plan.¹⁴

Asset maintenance plan

Agencies should recognise heritage property as an "asset" not merely as the source of maintenance liabilities. However, heritage property may require detailed attention, frequent maintenance, specialist advice, specialist tradespeople, and budgeting based on special heritage requirements. Assets of high cultural significance may require a very high standard of maintenance at all times. Others may be maintained to general commercial standards, while others that are not being used should be maintained to prevent deterioration, discourage vandals and ensure public safety.

Maintenance strategies are governed by an agency's particular requirements and circumstances and may include a mix of "fix when fail" or breakdown maintenance, preventative maintenance, servicing maintenance, cyclic maintenance, and condition-based maintenance. When assets are registered their condition should be assessed and decisions made about maintenance priorities.

In some instances it will be necessary to schedule maintenance to address specific needs, eg. a stonework program. Guidelines should be provided for building managers concerned about protecting the significance of the place on a day-to-day basis, and for future owners/occupiers.

The costs for maintenance are met from agencies' recurrent allocations. Major periodic maintenance costs are reviewed by the Budget Committee in the same way as major new capital works, within the context of the Government's overall budget priorities. These must be supported by economic appraisals and value management studies. Agencies should prepare budgets for all stages of a conservation program in connection with a single asset and for the portfolio as a whole.

Maintenance planning should follow the structured and systematic process defined in the *Total Asset Management Manual*¹⁵. The preliminaries include linking the asset to the agency's service strategies and defining the level of performance required. This is aimed at ensuring assets remain productive at the lowest possible long-term cost, and includes conservation of the heritage value of assets.

Long-term plans (more than ten years) should provide for the replacement or modification of major components. Medium-term plans (five to ten years) should define impending major tasks. Both long-term and medium-term plans should then be integrated with the agency's Capital Investment Strategic

¹⁴ See Total Asset Management Manual, Capital Investment Planning

¹⁵ See Total Asset Management Manual, Maintenance Planning

Plan and provide for down-time and other impacts on productive capacity. An annual program will be required to control the implementation of the maintenance program.

Once a maintenance plan is drafted all necessary approvals should be sought, and notice of any significant works may need to be provided to relevant authorities and organisations.

If adapting the asset to a new use

As for continued use, plus development re-use options

Investigate re-use and development/design options. Ensure these options are compatible with heritage requirements. If conflicts arise, for example between the development/design options, heritage needs, and/or service delivery obligations, the preferred option may need to be justified through a "Statement of Heritage Impact". Arrange for all necessary approvals and notify relevant authorities and organisations about change of use. Develop an internal and external communication strategy.

If considering transferring the asset

As for continued use, plus transfer strategy plan

Take all constraints into account. Prepare a transfer strategy to ensure that heritage values are fully understood and are not compromised during the process. Ensure that the asset will not be left unprotected or vacant and prone to vandalism. The asset should be thoroughly documented and any moveable items should be protected. Arrange for all necessary approvals and notify relevant authorities and organisations about change of use. Develop an internal and external communication strategy.

6.2 Funding considerations

This phase involves securing finance, and ensuring that the work planned is within the limit of the available resources and funds. Agencies should clearly demonstrate how the funding sought is linked to service strategies and overall obligations.

Several questions are frequently asked:

Who is responsible for securing funding?

The agency controlling the asset is responsible for managing the heritage asset and for organising the funds required to conserve the asset's heritage values, whether the funds are from its own resources, other sources or from Treasury.

How is funding secured?

State Government funding is secured through normal annual applications for capital works and maintenance expenditure, as part of normal business planning and budgeting. Guidance should be sought from the agency's relationship manager in Treasury to comply with the Strategic Management Cycle and the current timeframe for planning of activities.

Can funding be secured to cover all activities in the asset management strategy?

Rarely will funds be available to allow all identified tasks to be carried out at one time. It is critical to carefully assign priorities and to identify the most cost-effective solutions. Planning for heritage assets will certainly span five to ten years, and due to the nature of heritage assets may extend to longer periods of 50 years or more. Allow for the higher than usual costs that could be incurred in maintaining heritage assets.

Are special funding programs available?

Across-Agency Capital Programs are available where there are economies of scale or management advantages to funding programs that effect several agencies.

Heritage Assistance Grants Program

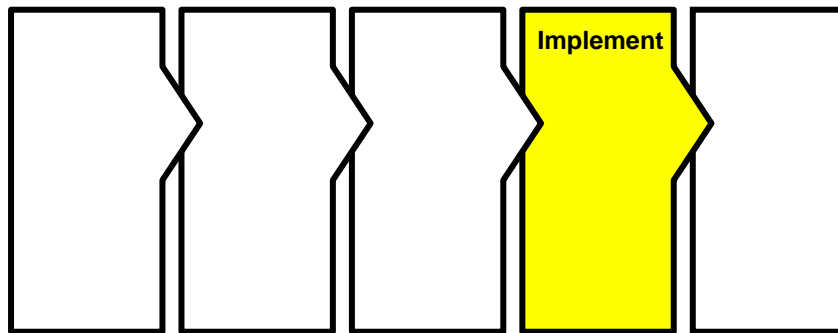
Commonwealth Government funding is available through the National Estate Grants Program (NEGP). This is the Commonwealth's major heritage funding program and is coordinated by the Australian Heritage Commission. The program is undertaken in cooperation with State and Territory governments and provides funds for national estate identification, conservation, promotion and education projects.

The Department of Urban Affairs and Planning, Heritage Office administers the Heritage Assistance Grants Program. This program is aimed primarily at funding non-government projects.

Public Buildings Stone Conservation Program

This 20-year program was established to make the best use of limited resources and skilled labour to conserve significant stone buildings within NSW. The Department of Public Works and Services manage the program. Works are funded from within an agency's own resources.

7 Implementation



Key steps during this phase are:

- securing funding and other resources
- obtaining approvals from relevant authorities and organisations, and
- community liaison

During implementation, agencies should realise that the intrinsic value of heritage assets must be maintained, and that assets should be optimally employed. It is essential to have realistic asset performance requirements in relation to service outcomes.

This will assist agencies in the ongoing decision making during implementation.

The asset register and the plans dealing with heritage assets must be practical and manageable, and should only contain appropriate information for decision-making and relevant material.

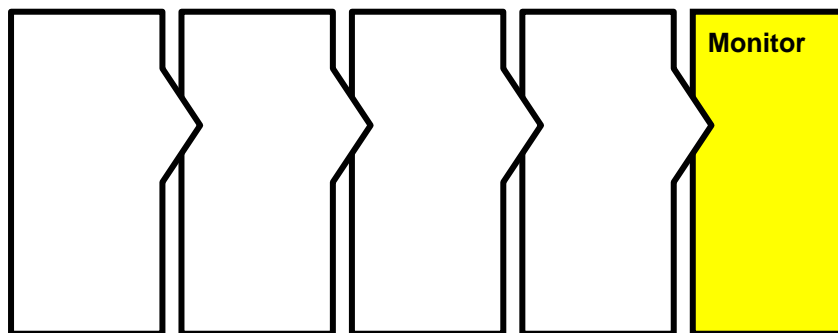
Heritage asset management activities should be coordinated with other bodies. For example, studies, surveys, and other information-gathering activities should be coordinated with work carried out by other government agencies or historic, preservation and environmental groups. This could extend to joint decision-making and agreements that serve the conservation purposes of all parties. Similar agreements could apply to monitoring activities.

Unless an agency has adequate in-house resources it should seek specialist input, as sound advice will pay off in the long term. For example, the services of a qualified conservation practitioner could be engaged to:

- oversee the agency's heritage asset management activities
- help establish the agency's advisory panel and to liaise with other interested parties
- prepare field studies and surveys
- Assist in obtaining appropriate consents and approvals
- develop specifications and contract packages and assist with tendering activities
- identify skilled contractors and tradespeople to execute conservation or restoration work
- provide competent on-site supervision and quality assurance procedures, and
- assist in the preparation of education and communications programs.

This could possibly help avoid inadvertent, often irreparable damage to an asset.

8 Monitoring, review and feedback



In keeping with sound asset management practices, agencies should monitor and review the relevance, effectiveness and efficiency of the assets under their control and the implementation of their management programs.

Agencies are required to monitor the state of conservation of heritage assets included in the Heritage and Conservation Register and to take action to ensure that the qualities and characteristics that justified registration are not eroded. An agency's monitoring system should alert it to any activity that could result in changes in the character or use of the heritage assets under its control. This could include new and continuing projects or programs that may originate with other government agencies, other levels of government, the private sector or the community.

The integrity of a heritage asset may be diminished by changes to its location, design, setting, materials, workmanship, feeling, or association. Many activities can have an adverse impact on heritage values, for example:

- physically destroying, damaging, or altering all or part of the asset
- isolating the asset from its setting, or altering the character of the setting when that environment contributes to the asset's integrity
- introducing visual, audible, or atmospheric elements that are out of character with the asset or that alter its setting
- neglecting an asset and leaving it vulnerable to theft, vandalism, trespass, unlawful occupation, deterioration or destruction, or
- transferring, leasing, or selling the asset.

Ideally, these possibilities should be addressed through an appropriately structured risk management plan, following established NSW Government guidelines. The plan should incorporate strategies to deal with these sorts of problems.

Monitoring of heritage projects should form an integral part of the agency's overall asset monitoring activities, and should include measures that specifically relate to maintenance of the heritage values of the assets in the portfolio. Systematic monitoring of the ongoing relevance of the assets should:

- ensure that they are appropriate to the corporate needs of the agency and its short and long-term goals
- identify under-performing assets
- ascertain reasons for performance deficiencies, and
- determine what action should be taken to remedy unfavourable situations.
- monitoring of the heritage management process should be approached from the perspective that it is always possible to improve upon past decisions concerning management of an asset, upon how a heritage asset is employed, and how the asset is maintained. Successes and failures should be incorporated in any future strategies and programs, and actual performance should be compared against anticipated performance.

Appendix A Relevant legislation

A1 New South Wales legislation

In NSW there are five major acts and minor sections of several other Acts involved in the protection of the State's heritage.

NSW Heritage Act 1977

The *Heritage Act* is concerned with all aspects of historic conservation. The legislation ranges from the most basic protection against damage and demolition to restoration and communication activities. The Act can affect all properties, whether in government, church, institutional, private, or corporate ownership.

Many measures are available to the Minister for Urban Affairs and Planning under the Act to ensure timely and appropriate protection of the environmental heritage. This includes: orders to control demolition (S130); emergency orders to halt demolition (S136); interim conservation orders (ICO); and, permanent conservation orders (PCO).

For example, the Heritage Council's approval is necessary for any development activity on any item protected by either permanent or interim conservation orders. Demolition or removal of a property from a government agency's Heritage and Conservation Register requires the consent of the NSW Heritage Council.

The Act enables owners and the public to be involved in the heritage system through submissions and hearings about the placing or removing of conservation orders and appeals about development decisions.

Appeals against the decisions of the Heritage Council and local government authorities on items covered by conservation orders are made to the Minister, irrespective of whether the approval was made under the Heritage Act, the EPA Act or the Local Government Act. The Minister then decides whether the matter should be referred to the Land and Environment Court or be determined by him/her following the recommendation of a Commission of Inquiry.

Section 170 of the Act, added in 1988, requires State government agencies to prepare a Heritage and Conservation Register of heritage items

they control, own or occupy.

Further amendments to the NSW Heritage Act in 1999 included additional clauses to section 170 requiring government instrumentalities to maintain their identified heritage items in accordance with the best practice heritage management principles issued by the Minister and guidelines issued by the Heritage Council.

Additional changes include:

- replacing provisions for making Permanent Conservation Orders (PCOs) with provisions for listing items on the State Heritage Register
- provisions for minimum standards of repair for items listed on the State Heritage Register
- to impose further obligations on government instrumentalities in respect of items of environmental heritage that they own or occupy (with government instrumentality being extended to include State owned corporations)
- to increase the maximum penalty for an offence against the Act from 200 penalty units to 10,000 penalty units (currently \$1,100,000)

Environmental Planning and Assessment Act 1979

The Environmental Planning and Assessment Act allows for the protection of heritage assets at local and regional levels through the preparation of Environmental Planning Instruments (EPI), the development assessment process; and, the environmental impact assessment process.

EPI include:

- State Environmental Planning Policies (SEPP)
- Local Environmental Plans (LEP)
- Regional Environmental Plans (REP), and
- Development Control Plans (DCP)

Many local councils have gazetted an LEP for items of environmental heritage in their local area. The LEP list items of heritage significance and are based on studies undertaken by conservation practitioners. The LEP will also list the council requirements if an owner wishes to undertake development on a listed site.

Such requirements can include:

- preparation of a Conservation Management Plan to accompany the DA
- preparation of a Statement of Heritage Impact
- referral of the application to the NSW Heritage Council if demolition or major alterations are proposed.

Listing of an item on a heritage LEP does not preclude development of that item. However, it requires the property owner to demonstrate an understanding of the heritage significance of the property and the means by which that significance will be protected, and preferably enhanced, by the proposed development.

National Parks and Wildlife Act 1974

The NPW Act, 1974 provides the legislative framework for the management of historic sites and protection to Aboriginal places and relics, in addition to the protection of natural areas and endangered flora and fauna. Natural areas include national parks, State recreation areas, wild and scenic rivers, wildlife refuges and nature reserves.

Endangered Fauna (Interim Protection) Act, 1991

The Act amends the EPA Act and NPW Act and requires an assessment of the environmental impact on protected fauna to be undertaken as part of the development process.

Wilderness Act 1988

The Act enables the declaration and management of wilderness areas.

The Historic Houses Trust Act 1988

The Act enables the management, curation and interpretation of house museums and a small selection of major public buildings owned by the State for conservation and educative purposes. The Trust plays an important role in education and setting exemplary standards of conservation work within a philosophical framework.

Other

Regulatory controls affecting heritage assets can be imposed through other legislation such as the Local Government Act, Coastal Protection Act, Clean Waters Act, Clean Air Act, Fisheries and Oyster Farms Act, Soil Conservation Act, Forestry Act, Historic Shipwrecks Act and the Water Resources Act.

A2 Commonwealth Government legislation

Australian Heritage Commission Act 1975

The Australian Heritage Commission is an independent statutory authority established under the Commonwealth *Australian Heritage Commission Act 1975*. It provides advice on identifying natural, historic, Aboriginal and Torres Strait Islander heritage places, many of which are listed on the *Register of the National Estate*.

The Commission's main task is to compile and update the register, which now lists more than 11,000 natural and cultural places in Australia. The register alerts governments, planners, decision makers, researchers and the community to the heritage values of these places, so that action can be taken to conserve them. All places listed in the register are strictly assessed against publicly available criteria outlining national estate values.

The Commission does not own or manage any national estate places and does not have entry rights to places in the register. All are owned variously by governments (Commonwealth, State or local), by business, voluntary or other organisations, or by private individuals. Listing in the register does not "lock up" or directly affect the way private owners manage places. There is no legal obligation on the part of owners of listed places to alter the way in which a property is managed or disposed of, and owners are not required to give the public access to listed places.

Appendix B Categories of heritage assets

Landscapes - including those created by mining, farming, even the changing shape of a growing town, and that often reflect specific techniques of sustainable land-use, considering the characteristics and limits of the natural environment they are established in, and a specific spiritual relation to nature.

Places - a place may be a garden or area of landscape associated with an historic house, or it may be a natural area that supports rare or endangered birds and animals and includes cemeteries, old roads, remnant bushland areas, street trees and geological sites.

Works - usually associated with commercial industrial or engineering development which include: mines, breweries, tanneries, brickworks, woollen mills, steelworks, railways, wharves, early iron suspension bridges or their remains, water supply plants, sewage treatment plants.

Buildings - public buildings including: museums, libraries, courthouses, police stations, prisons, hospitals, institutions for training such as universities, technical colleges, school buildings, council chambers and halls, churches, houses and simple cottages including those made of timber slabs, mud bricks and corrugated iron, commercial buildings, factories, forts, rural buildings, small country pubs and grand city hotels, clubs, workshops.

Structures - such as wells, drainage systems, flood mitigation levees, pipelines, winding houses, mineshafts, dams and bridges, retaining walls, sea walls.

Relics - must be over 50 years old, but may be many things: crockery, household utensils, historic equipment used for crafts, fragments of tiles and ornaments, clay pipes and a wide range of personal items such as clothing and jewellery.

Machinery and tools - such as steam and hydraulic powered engines and presses, farm tools drawn by horse and bullock, mine machinery, hand tools, scientific instruments, moveable items such as ferry boats and locomotives.

Appendix C Assessment/classification of heritage assets

A critical step in the heritage asset management process is to ensure that assessment and classification of assets is valid, appropriate and relevant. The recommended method for assessment and classification is detailed in the *Heritage Assessment Guidelines* published by the Department of Urban Affairs and Planning (DUAP). Significance may be rare or representative across a number of values.

The DUAP guidelines provide an objective means of assessment and aim to establish standard criteria that can be applied consistently throughout the State. The criteria are compatible with those used by the Australian Heritage Commission and fall within two linked groups as outlined in the following table. Both need to be assessed when establishing the heritage significance of an asset or group of assets.

To be assessed as significant an item must qualify under one of the five “*nature of significance*” criteria and must also qualify under one of the two “*degree of significance*” criteria.

In addition the item must retain “*the integrity of its key attributes of significance*”. An item does not have to be intact, or even in good condition to retain its integrity.

Heritage significance may relate to the asset itself.

It may also relate to its wider context, both physical and historic. For example, its significance may arise from being part of a wider set of similar assets.

The methodology has been established to avoid errors being made in assessments, recommendations and reporting that could have long-term adverse effects.

For example, an incorrect assessment could lead to incorrect data that some time later is used to make a management decision that results in unsympathetic upgrading, development and/or use that does irreparable damage to the asset and to a diminution of the heritage values.

It is important to ensure the methodology is carefully followed so that there is consistency in establishing heritage values across all agencies and that the quality of the information recorded in the register is of the highest standard.

NSW Heritage Office Heritage Significance Criteria

Group 1	Criterion	Nature of significance	Concern
	1	Historic	Range of historical content
	2	Aesthetic and technical	Creative or technical accomplishments
	3	Social	Community regard or esteem
	4	Scientific and archaeological	Research or archaeological potential
	5	Other	Other special values
Group 2	Criterion	Degree of significance	Concern
	6	Rare	Uncommon or exceptional
	7	Representative	Typical or characteristic.

Appendix D Typical record for inclusion in S.H.I. database

The accompanying record shows the range of information that would normally be submitted to the Heritage Council for inclusion in the State Heritage Inventory (S.H.I.) database.

Marine Ministerial Holding Corporation		SHI Number 4920018
Marine Ministerial Holding Corporation S170 Register		
Item Name:	MSB Bond Store No. 3	
Location:	30 Windmill Street, Millers Point	

Address: 30 Windmill Street Corner: Hickson Street
Suburb / Nearest Town: Millers Point 2000 State: NSW
Other/Former Names: MSB Bond and Free Store No. 3; Parbury's Bond Store No. 3
Area/Group/Complex: Walsh Bay Precinct Group ID: 4920027
Local Govt Area: Local Government Area: DUAP Region: Historic region:
Sydney City Sydney South Sydney

Property Identifier:
Boundary:
Item Type: Built Group: Government and Ad Category: Other - Government &
Owner: Marine Ministerial Holding Corporation
Owner Codes: Code 2: Code 3:
Current Use: Arts centre
Former Uses: Bond store
Assessed Significance: State Endorsed Significance: State
Statement of Significance: Bond Store No. 3 is of significance for its historical association with the development of the waterfront trade in the Miller's Point and Walsh Bay area. In its architectural merits, Bond Store No. 3 ranks with three other 19th century bond stores - Grafton Bond (1881) and Parbury's No. 1 Bond (1880s) both in Hickson Road, and Oswald Bond (c1890) in Argyle Place. The building also contributes to the unique streetscape quality of Walsh Bay. The site has potential archaeological research value. (DPWS Heritage Group, 1998)
Historical Notes or Provenance: Bond Store No. 3, originally known as Parbury's Bond Store No. 3, was completed in 1892 as a warehouse for Lamb & Parbury. The building partly incorporated the Wool Pressing Store that was existing on site. (The Wool Pressing Store, built c.1880s, had replaced an earlier single-storey bond store erected on the site in c.1850s.) In 1894 Parbury's Bond Store No. 3 was purchased by Central Wharf Stevedoring Co. In 1900 the first reported victim of bubonic plague came from Central Wharf. The Sydney Harbour Trust resumed Parbury's Bond Store, among other buildings, in the first decade of 1900's. In 1936, the building was transferred to the Maritime Services Board and became known as MSB Bond Store No. 3. Extensions to the building were made in 1947-51 when the adjoining Bond Store No. 4 was constructed. As usage of the building as a warehouse declined in 1980's, the State Government began looking for new uses. In 1993-4, conservation analysis and works were undertaken to allow part of the building on Windmill Street to be converted into an Aboriginal Arts and Performance Centre. The project, however, was halted as a result of the proposed redevelopment of Walsh Bay precinct. (Heritage Group 1998)

National Themes:
State Themes: Commerce
Government and administration
Study Themes:

Marine Ministerial Holding Corporation

SHI Number

4920018

Marine Ministerial Holding Corporation S170 Register

Item Name: **MSB Bond Store No. 3**
Location: **30 Windmill Street, Millers Point**

State Themes: Commerce
Government and administration

Study Themes:

Designer:

Maker / Builder:

Year Started: 1880

Year Completed: 1892 Circa: Yes

Physical Description: Bond Store No. 3 is a six-storey, brick-faced building in Queen Anne Revival style, with three-storey fronting Windmill Street. It is the most intact warehouse building in the Miller's Point and Walsh Bay area, which dates from the period of Sydney's mercantile history predating the Sydney Harbour Trust. Externally, architectural features include cornices, string courses, lintels, hoods and base courses, all visible on the front (southern) elevation. The front wall on Windmill Street probably incorporated the basement walls of the former Wool Pressing Store. Internally, the cast iron decorative columns contain fine architectural details. Bond Store No. 3 contains machinery with historical engineering interest. The whole building demonstrates methods for handling goods, especially wool, in the late 19th and early 20th centuries. It has three 19th century hydraulic lifts built by Mort's Dock and Co, a four-sheave hoist, and substantial remains of a cart hoist. The cart hoist in the centre of the building allowed a section of the floor to be lowered from the ground floor to the third level basement. This device appears to be the only of its kind in the Walsh Bay area. The building also contains the 1890s remnants of a large and unusual internal cart ramp from Pottinger Street. (DPWS Heritage Group, 1998)

Physical Condition: Good

Modification Dates: Sandstone detailing removed from the western-most entry. (Sydney City Council 1989)

Recommended Management: Refer to relevant recommendations contained in REP16-Walsh Bay. Retain, conserve, and maintain in accordance with the Burra Charter. Preparation of a Conservation Plan recommended. Any proposed works should minimise damage to original fabric. Liaise with Heritage Office for archaeological Permit if substantial excavation on site is proposed.

Further Comments:

Historical Significance: Bond Store No. 3 is of significance for its historical association with the development of the waterfront trade in the Miller's Point and Walsh Bay area. (DPWS Heritage Group, 1998)

Aesthetic Significance: Bond Store No. 3 ranks in architectural merit with three other 19th century bond stores Grafton Bond (1881) and Parbury's No. 1 Bond (1880s) both in Hickson Road, and Oswald Bond (c1890) in Argyle Place. The building also contributes to the unique streetscape quality of Walsh Bay. (DPWS Heritage Group, 1998)

Social Significance: Further research required.

Custom Field Two:

Custom Field Three:

Custom Field Four:

Custom Field Five:

Custom Field Six:

Data Entry: **Date First Entered:** 08/05/1998 **Date Updated:** 18/03/1999 **Status:** Completed

Marine Ministerial Holding Corporation

SHI Number
4920018

Marine Ministerial Holding Corporation S170 Register

Item Name: **MSB Bond Store No. 3**
Location: **30 Windmill Street, Millers Point**

Technical / Research: The site has potential archaeological research value. (DPWS Heritage Group, 1998)

**Rare Assessment
Representativeness:
Integrity/ Intactness:
References:
Studies:**

Author:	Title:	Classification	Number:	Year:
National Trust	National Trust of Australia (NSW)			1989
Author:	Title:		Number:	Year
Anglin Associates	Maritime Services Board Heritage and Conservation Register: Sydney Harbour		1028	1990
Sydney City Council	City of Sydney Heritage Inventory		1162	1989

DPWS Heritage Group, Ministry For The Arts Heritage and Verena Ong	Conservation Register	MFTA007	1998
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Listings:

Name:	Title:	Number:	Date:
Heritage Act - Permanent Conservation Order - Walsh Bay		00559	25/02/199
Heritage Act - s.170 NSW State agency heritage register - Bond Store No.3			MFTA007
			01/08/199
Heritage Act - s.170NSW State agency heritage register		4920018	27/03/199
Regional Environmental Plan		REP16	05/12/199
Heritage study		162	15/02/198
National Trust of Australia register			13/07/197
Within a National Trust conservation area - West Rocks			23/07/197
Register of the National Estate			

**Custom Field One:
Custom Field Two:
Custom Field Three:
Custom Field Four:
Custom Field Five:
Custom Field Six:
Data Entry:**

Date First Entered: 08/05/1998 **Date Updated:** 18/03/1999 **Status:** Completed

Marine Ministerial Holding Corporation

SHI Number
4920018

Marine Ministerial Holding Corporation S170 Register

Item Name:	MSB Bond Store No. 3
Location:	30 Windmill Street, Millers Point

Images:



Picture of the Asset

Caption:

Copyright:

Image by: Image Date: **1028.bmp**

Image Number: Image **1028t.bmp**

Path:

Image File:

Thumb Nail Path:

Thumb Nail File:

Data Entry: **Date First Entered:** 08/05/1998

Date Updated: 18/03/1999

Status: **Completed**

Appendix E Checklist of data for asset register

Stage 1 Name and category of asset

- Name of asset
- Category of asset
- Description
- Inventory of moveable items

Stage 2 Specific location

- Location/address
- City/postcode
- Local Government Authority
- Region
- Electorate
- Real property description
- Location plan: refer exhibit #
- Map reference: refer exhibit #
- DP plan number
- Site area
- Current zoning
- Surveyed by, survey date

Stage 3 S.H.I. description

- Category
- S.H.I. sub-category
- S.H.I. period
- S.H.I. theme
- Architectural style (if applicable)
- Architects
- Engineers
- Other

Stage 4 Juridical data

Owner

- Name/address/city
- Contact person/position
- Phone number/fax number

Legal status

- Details of legal and administrative provisions for the protection of the property (date and text)
- Decrees or orders which protect the nominated property (date and text)
- Laws or decrees which govern the protection of the asset (date and text)
- Master plan for historic preservation land-use plan, urban development plan, regional development plan or other infrastructure projects
- Town planning regulations and orders issued in application of these plans including zoning, permitted uses, etc.
- What are the penalties foreseen in case of a contravention of these juridical provisions?

- What, if any, juridical or other measures exist which encourage the revitalisation of the asset in full respect of its historic authenticity and its social diversity?

Responsible administration

- Details of the mechanism or body set up or intended to be established to ensure the proper management of the asset. Information on institutions or associations concerned with the safeguard of the asset, at local community, regional, State and Commonwealth level.

Stage 5 Listings

Commonwealth

(statutory for Commonwealth property)

- Register of National Estate (register): Australian Heritage Commission
- Register of National Estate (interim): Australian Heritage Commission

NSW statutory

- Heritage Conservation Register
Permanent Conservation Order:
Heritage Council of NSW
- Heritage Conservation Register Interim Conservation Order:
Heritage Council of NSW
- Heritage Conservation Register
S130 Orders:
Heritage Council of NSW
- Regional Environmental Plan (REP) Heritage Schedule
- Local Environment Plan (LEP) Heritage Schedule—Conservation Area
- NSW government department heritage register (S110)

Non-statutory

- Register of National Trust of Australia
- Within National Trust Conservation Area: National Trust
- Register of Significant 20th Century Architecture: Royal Australian Institute of Architects
- Institution of Engineers (NSW) Heritage Register
- Archaeological zoning plan
- NSW heritage database
- Other—please specify

Stage 6 History

- Description and inventory
- Photographic, film and/or video documentation
- History
- Bibliography
- Construction date

Stage 7 State of preservation conservation

- Diagnosis
- History of preservation/conservation
- Measures for preservation/conservation (include management plans or proposals for such plans)
- Agent responsible for preservation/conservation
- Development plans for the region

Stage 8 Thematic significance

- Local historical themes
- Regional historical themes
- State historical themes
- National themes
- Date of assessment
- Author of historical notes

Stage 9 Justification for inclusion in the agency's heritage list

- Evaluation of significance (nominate value category [ie. historic, aesthetic, social, scientific or other] and whether rare, associative or representative).
- Additional information should be provided under three separate headings as follows:
 - The reasons for which the asset is considered to meet the criteria
 - An evaluation of the asset's present state of preservation as compared with similar assets elsewhere
 - Indications as to the authenticity of the property.

Stage 10 Occupancy/use

(where applicable)

- State of occupancy/use
- Category of occupancy/use (public or private)
- Accessibility to the general public
- Category of present use
- Category of future permitted use

Appendix F Glossary of heritage terms

Adaptation

Modifying a heritage asset or item to suit proposed compatible uses.

Burra Charter

Charter and guidelines adopted by Australia ICOMOS that establishes the nationally accepted standard for the conservation of places of cultural significance.

Conjectural reconstruction

Alteration of a heritage item to simulate a possible earlier state which is not based on documentary or physical evidence; treatment that is outside the scope of the Burra Charter's conservation principles. *See also reconstruction.*

Conservation

All the processes of looking after a place so as to retain its cultural significance; includes maintenance and according to circumstances, may include preservation, restoration, reconstruction and adaptation, and commonly will be a combination of more than one of these.

Conservation instrument or conservation order

A permanent or an interim conservation order, or a Section 130 or 136 Order under the *NSW Heritage Act, 1977*.

Exemptions

Work on heritage items covered by conservation orders that can be exempted under Section 57(2) of the Heritage Act from the requirement to obtain the Heritage Council's consent.

ICOMOS: International Council on Monuments and Sites

An international organisation linked to UNESCO that brings together people concerned with the conservation and study of places of cultural significance. There are national committees in 60 countries including Australia.

Interim Conservation Order (ICO)

An order made under Section 26 of the Heritage Act to control demolition and development. The order lasts for one year or until it is revoked or a permanent conservation order is made.

Permanent Conservation Order (PCO)

An order made under Section 44 of the Heritage Act to protect a significant heritage item in NSW. This order remains in place indefinitely, unless revoked.

Preservation

Maintaining the fabric of a place in its existing state and retarding deterioration.

Reconstruction

Returning a place as nearly as possible to a known earlier state by the introduction of materials (new or old) into the fabric—not to be confused with conjectural reconstruction.

Restoration

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

Section 60 Application

Application made under Section 60 of the Heritage Act, to make changes to an item covered by an ICO or PCO.

Section 117 Direction (G21)

Direction issued under Section 117 of the *Environmental Planning and Assessment Act, 1979* that requires local councils to address heritage issues when preparing Local Environment Plans.

Section 130 Order

An order made under Section 130 of the Heritage Act to control demolition. This order normally lasts for one year unless revoked.

Section 132 Notice

Notice of intent to demolish or harm an item covered by a Section 130 order under the Heritage Act.

Section 136 Order

An emergency order made under Section 136 of the Heritage Act to halt or prevent demolition. This order lasts for 40 days unless revoked.

Section 167 Certificate

A certificate issued by the Heritage Council specifying the conservation instruments applying to a property under the Heritage Act.

Section 170 Register

Section 170 of the Heritage Act requires each NSW government agency to prepare and maintain a register of heritage items in their ownership or under their control.

Appendix G Contact numbers for heritage organisations

Heritage Commission

phone (02) 6217 2111

NSW Heritage Office

phone (02) 9635 6155

fax (02) 9891 4688

Department of Public Works and Services

Heritage Design Services

phone (02) 9372 8494

Historic Houses Trust

phone (02) 9692 8366

Institution of Engineers, Australia

Heritage Branch

phone (02) 9929 8544

National Parks and Wildlife Service

Asset Management

phone (02) 9585 6469

National Trust of Australia (NSW)

phone (02) 9258 0123

Royal Australian Historical Society (RAHS)

phone (02) 9247 8001

Royal Australian Institute of Architects (RAIA)

Architecture Conservation Committee

phone (02) 9356 2955

Royal Australian Planning Institute (RAPI)

phone (02) 9247 5857