

This document outlines the standard Scope of Work for the assessment of individual or small groups of places for the State Register of Heritage Places.

Please note:

If you require a Standard Scope of Work for precincts, this is contained in a separate document. For more information, contact the Senior Conservation Officer (Assessment) at the State Heritage Office.

Please refer to the *Assessment Documentation Template* for more detailed instructions on compiling assessment documentation.

The focus of the Documentary, Physical and Comparative sections of the Assessment Documentation should be on information that supports State significance.

All technical requirements for assessments are included in the *Style Guide for Assessments*.

Please see the checklist at the end of this document once you have completed your draft to ensure the assessment is complete.

SCOPE OF WORK FOR AN INDIVIDUAL PLACE

Documentary evidence

The documentary evidence section is a concise history of the place and should be no more than 3-5 pages long, fully referenced with footnotes. It is not a full history but should provide information about the place through to the present day.

As far as possible it should focus on information that supports the cultural significance of the place at State level.

Background and contextual information on the development of the town/area/region should be limited unless it directly relates to wider State values and significance, in which case the connection should be clear.

Wherever possible, background information should be taken from previous heritage assessments undertaken for the Heritage Council, rather than researching primary sources again. In some cases it is appropriate to simply refer readers to more detailed histories elsewhere, rather than provide long extracts.

Information that demonstrates former site uses that could have resulted in significant archaeological deposits/features and/or their destruction should also be provided. Any major changes, additions, modifications to the fabric should also be noted in this section, but the focus should again be on changes that impact on State cultural significance.

The Documentary Evidence should include details of any local or other heritage listings, and when the place was added to the Heritage Council's Assessment Program.

Copies of any major unpublished source material referenced in the Documentary Evidence should be provided to the State Heritage Office for future reference.

Where research uncovers interesting information that is not included in the Documentary Evidence section, this should be submitted in a separate letter or short report for future reference.

¹ Please make sure you are using the current version of this document by going to the State Heritage Office website at www.stateheritage.wa.gov.au or by contacting the Senior Conservation Officer (Assessment) at the State Heritage Office.

Physical evidence

This section is a brief (2-4 pages) description of all the built elements and significant landscape features and elements, such as major plantings, and should note areas of archaeological potential. The descriptions should be as concise as possible.

Elements that contribute to the State cultural significance should be described in most detail, with less information on those of secondary significance. There should be a brief explanation of any elements that are considered intrusive and why.

The following four A4 sized plans should be provided in digital format (pdf, word, jpg) and hard copy:

Curtilage Plan	Includes all elements regardless of whether they cross lot or other boundaries. Please pay particular attention to include the full extent of overhanging verandahs and basements even if they extend onto footpaths or road reserves.
Site Plan	Depicting the building/s or structure/s in relation to the land boundaries and features (not necessarily to scale, but annotated), showing all buildings, elements, landscape features, and areas of archaeological potential.
Significance Plan	Allocating each element or area in the place as having either primary or secondary significance, or being intrusive. No elements or zones are to be left blank. Where a place is largely archaeological, or has the potential for significant archaeological deposits, an archaeological zoning plan could also be included.
Floor Plan(s)	To sketch standard of each individual element(s).

All plans are to be clearly labelled with north point and scale, or noted 'not to scale' as appropriate, and the date they were drawn. In the case of plans that include GPS coordinates the datum in which these were taken should be clearly shown.

Please do not number plans *Figure 1* or *Plan 1* as numbering may change over time.

Photographs also form part of the Physical Evidence section - please see the *State Heritage Office's Digital Image Standards and Image File Naming* documents for details.

Comparative Information

This section (1-2 pages) must include a comparative analysis of all themes relevant to rarity and/or representativeness with the focus on supporting State heritage values.

Each theme should be discussed under a sub-heading and end with a concluding paragraph that outlines the significance.

Please bear in mind that representativeness encompasses way of life, philosophy, custom, process, land-use and function as well as design and technique.

State Heritage Office staff can assist with complex searches of the Heritage Places database. If you require assistance, please contact the Senior Conservation Officer (Assessment) at least two weeks before you are due to submit your draft.

SCOPE OF WORK FOR GROUPS OF PLACES

In addition to the above notes, groups of places, such as schools and hospitals, have the following variations to the scope of work:

Documentary evidence

The documentation of the history of the place should be no more than 4-6 pages.

The dates that individual buildings were constructed and when significant works were undertaken should be included, but a more detailed history of alterations to the fabric is not required.

Physical evidence

This section must include a brief description of the buildings and/or elements in their setting and their associations with one another, including gardens and significant landscape features. It should be 3-5 pages long. Each element should be described under a sub-heading.

The site plan must show all individual elements, buildings or important landscape features in the group.

Floor plans for each individual element should be provided.

Images

Please see the State Heritage Office *Digital Image Standards* and *Image File Naming* documents for details.

CHECK LIST FOR ASSESSMENT DOCUMENTATION AND ATTACHMENTS

DOCUMENTATION:

- Statement of Significance
- Assessment of Values.....
- Historic Themes
- Documentary Evidence.....
- Physical Evidence.....
- Comparative Information
- Further Research

ATTACHMENTS:

- Location plan.....
- Site plan/buildings on site plan
- Curtilage plan
- Significance plan
- Floor plan(s)
- Photographs – word document
- Photographs – jpgs on cd