

APPENDIX A – Heritage Types

HERITAGE TYPES

Definitions and examples of each Heritage Type are provided below. These definitions have been generally based on the terms used in the NSW Heritage Act.

Archaeological

Historical archaeology is the study of the past using physical evidence in conjunction with historical sources. 'Historical archaeological sites' are places of known or likely cultural significance which have the potential to increase our knowledge of earlier human occupation, activities and events through archaeological research. While age does not necessarily determine whether an item is archaeological, the statutory definition for an archaeological 'relic' in New South Wales is:

'Any deposit, object or material evidence relating to the settlement of the area that comprises New South Wales, not being Aboriginal settlement; and which is fifty or more years old' (Heritage Act 1977 s.4(1))

- **Maritime**

Maritime sites are shipwrecks, deposits and structures associated with maritime (sea, estuary, harbour, lake or river bed) activities. These sites are usually investigated by maritime archaeologists.

- **Terrestrial**

Archaeological sites are the location of relics (i.e. deposits, objects or materials) of archaeological significance. They consist of below ground evidence including building foundations, occupation deposits, features and artefacts; above ground evidence, including buildings, works, industrial structures and relics that are intact or ruined e.g. First Government House site, the Tank Stream, Lithgow Blast Furnace.

Built

The term adopted in the Act includes buildings, structures and parts of buildings or structures. Buildings can generally be distinguished as man-made structures created primarily to provide shelter for human activity. e.g. homestead, shop, courthouse, warehouse, flour mill, church

This term encompasses structures which do not "fit" the definition of a "building". Structures are usually made up of interdependent parts and exhibit a definite pattern of organisation for a particular purpose(s) e.g. water tanks, boiling down works, bridge, railway tracks, statues, obelisks.

Landscape

This term applies to both natural and cultural landscapes. Landscapes are commonly items where the significance of the whole is greater than the significance of the individual components.

Natural landscapes are ones which have no significant human impact. The distinctive character and appearance of natural landscapes is derived from the combination of the physical evidence of the area and physical attributes of the environment e.g. forested areas, wilderness, national parks.

Cultural landscapes are landscapes modified or created by human activities, either Aboriginal or non- Aboriginal.

APPENDIX A – Heritage Types

The distinctive character and appearance of cultural landscapes is derived from the combination of the physical evidence of the history or development of the area and physical attributes of the environment. The important distinguishing feature of these landscapes is the fact that they exhibit discernible patterns and links which show the interrelationship between humans and the environment.

Included in this definition are rural landscapes, vegetation groupings, formal gardens, parks, individual trees, windbreaks.

Movable/Collection

This term refers to items that are movable by nature, or part of a collection.

Movable heritage is any natural or manufactured object of heritage significance. It includes historical artefacts and archives, ethnographic and prehistory objects, as well as selected natural items such as fossils and botanical specimens. Movable heritage encompasses a wide range of items of all sizes, types and materials, from large transport items to family collections and domestic objects.

This includes:

- items in the open air such as mining equipment and pastoral technology
- items in collections associated with all types of heritage buildings and sites, such as furniture and machinery
- items that do not have fixed locations such as trains and buses
- items in government, private or community museums
- items that were not originally meant to be movable, such as elements of buildings or other structures
- items of heritage significance that may not be directly related to specific heritage sites.
- (from Walker, M.)

Area/Group/Complex

This term is used to describe items which contain a number of elements which may or may not be of the same type. The important distinguishing feature of these areas is the fact that they contain discernibly different items which show patterns and links with each other.

The individual components which combine to form an area, group or complex may or may not all be individually significant. In areas, groups or complexes the heritage significance of the whole is greater than the that of the individual components. e.g. power stations, historic villages, steelworks, streetscapes, parks and squares, mining landscapes, shipyards, hospital complexes, conservation areas.

APPENDIX B – Groups and Categories

HERITAGE GROUPS & CATEGORIES

A list of available heritage groups and categories is provided below.

Aboriginal

Art site
Burial
Ceremonial site
Fish/eel trap
Grinding groove
Historic site
Hunting hide
Modified tree
Occupational site
Organic resource area
Other - Aboriginal
Place of significance
Post-contact Site
Quarry
Rock Engraving
Shell midden
Site complex
Stone arrangement
Well

Cemeteries and Burial Sites

Cemetery Gates/Fences
Cemetery/Graveyard/Burial Ground
Crematorium
Grave surrounds/Iron railing
Headstone
Isolated Grave/Burial Site
Mausoleum/Tomb/Funeral Vault/Ossario
Morgue/Mortuary
Other - Cemeteries/Burial Sites
Sexton's Office

Collections

Community Objects
Defence Objects
Education Objects
Electricity Supply Objects
Farm Objects
Fire Control Objects
Forestry Objects
Gas Supply Objects
Government & Admin Contents
Health Care Objects
Industrial Objects
Law Enforcement Objects
Mine Machinery & Relics
Olympic Objects
Other - Collections
Postal & Telecommunications
Railway Machinery & Objects
Recreation & Entertainment Objects
Religious Objects
Residential Contents
Retail & Wholesale Objects

Transient Accommodation Contents
Water Supply Objects

Community Facilities

Childcare facility
Civic Square
Community Club/ Clubhouse
Community Objects (movable)
Conference Centre
Exhibition Building
Hall Agriculture
Hall Concert
Hall Country Women's Association
Hall Dance
Hall Girl Guide/ Scout
Hall Masonic
Hall Public
Hall RSL
Hall Town Hall
Hall Trades
Library
Mechanics' Institute
Other - Community Facilities
Pavilion
Pound/ RSPCA
Public Lavatory
Railway Institute
School of Arts
Showground
Trade Union Office

Education

Adult Education
Deaf, Dumb & Blind Institute
Education Objects (movable)
Field Studies Centre
Other - Education
School - Agricultural
School - Industrial
School - Private
School - State (public)
Seminary
Staff housing
Tertiary College
University

Exploration, Survey and Events

Blazed Tree
Cairn
Disaster Site
Exploration Route
Explorer's Campsite
Explorer's Engraving
Explorer's Grave
Landing Site
Massacre/battle site

APPENDIX B – Groups and Categories

Noted Landmark	Stock Well/Tank
Other - Exploration, Survey & Events	Stockman's Hut
Surveyor's Mark/Peg	Stone wall
Trig Reserve/Station	Vineyard/Winery
Farming and Grazing	Water tank/pump
Agriculture	Windmill
Animal Husbandry	Woolscour
Apiculture/beekeeping	Woolshed/Shearing Shed
Barn	Yarding/ Loading Facility
Bathhouse	Finance
Boiling House/ Shed	Bank
Bore	Building Society
Buttery	Bullion room
Cattle Dip	Commodity/ Stock Exchange
Cellar	Mint
Cheese House	Other - Finance
Chicory Kiln	Forestry and Timber Industry
Cool room	Arboretum/Nursery/ Experimental Tree
Crutching Shed	Farm
Dairy	Bark crushing mill
Dovecote	Board mill
Farm	Charcoal kiln
Farm fence	Charcoal pit
Farm Objects (movable)	Drying kiln
Fence	Dugout
Flour Mill	Eucalyptus still
Fruit Shed/Apple store	Fire Lookout tree
Gate	Fire Tower/Lookout
Gatehouse	Fire Track
Granary/Grain Shed	Flying Fox
Homestead Complex	Forest Protest Site
Hop Kiln/Oast House	Forest Reserve
Horse Mill	Forestry camp/settlement/housing
Horticulture	Forestry Machinery
Kitchen	Forestry Objects (movable)
Laundry	Forestry Office
Market Garden	Forestry School
Orchard	Mill settlement
Other - Farming & Grazing	Other - Forestry & Timber Industry
Outstation	Plantation - exotic
Pastoralism	Plantation - indigenous
Pegging tree (for drying skins)	Regrowth Area
Pig sty	Sawdust heap
Piggery	Sawmill
Poultry Farm	Sawpit
Poultry Shed	Stump/shoeboard tree
Press House	Sustenance camp
Ramshed	Timber extraction - flying fox
Sericulture/silkworm farming	Timber extraction - log hauler site
Shearers' Quarters	Timber extraction - log landing
Shed	Timber extraction - logging dump, etc.
Sheep Bridge	Timber extraction - racking yard
Sheep Dip/Sheep Wash	Timber extraction - skid tracks/chutes
Silo	Timber extraction - wharf
Smoke House	Timber track
Stables	Timber tramway
Staff quarters	Timber tramway bridge
Stock Route/Run	Wattle Barking

APPENDIX B – Groups and Categories

Government and Administration

Bond Store
Consulate
Contents (movable)
Council Chambers
Customs House
Government House
Local Member's Office
Office building
Other - Government & Administration
Parliament House

Health Services

Ambulance Station
Birthing Centre
Clinic
Convalescence Home
Dentist Surgery
Dispensary
Doctor's Surgery
Health Care Objects (movable)
Health Office
Hospice
Hospital
Leprosarium
Nurses' Home
Nursing Home
Other - Health Services
Psychiatric hospital/Mental
institute/Asylum
Quarantine Station
Sanatorium
Ward

Landscape - Cultural

Cultural Feature
Historic Landscape
Other - Landscape - Cultural

Landscape - Natural

Alpine environment
Antarctic or SubAntarctic
Arid environment
Coastal environment
Fauna habitat
Flora species site or area
Geological site or area
Island environment
Landform site or area
Marine environment
Natural process
Other - Landscape - Natural
Palaeontological site
SemiArid environment
Soil site
SubTropical environment
Tropical environment
Vegetation community
Wetland or river
Wilderness

Law Enforcement

Administration Office
Cell
Convict labour depot
Convict Place
Courthouse
Detention Centre
Female Factory
Gaol/Lock-up
Guard/Warder station
Internment Camp
Law Court
Objects (movable)
Other - Law Enforcement
Penitentiary
Place of Execution
Police station
Prison
Prison Farm
Prisoner of War Camp
Probation station
Reformatory/Remand Home
Staff Accommodation

Manufacturing and Processing

Abattoir/ Meat Processing
Archaeological Relic
Bakery
Beverage Manufacture
Blacksmithy
Blast Furnace/Steel/ Iron works
Boat Building
Boiling down works
Book Binding
Brewery
Cannery
Confectionery manufacture
Distillery
Factory/ Plant
Fellmongery
Fertiliser Manufacture
Foundry Glass
Foundry Iron/Brass
Iceworks
Industrial housing & quarters
Industrial Objects (movable)
Industrial Office/Admin Building
Joinery
Kiln Brick/ brickworks
Kiln Lime
Kiln other
Kiln Pottery
Mill (Grain) - Barley
Mill (Grain) - Corn
Mill (Grain) - Wheat
Munitions/ Explosives Manufacture
Other - Manufacturing & Processing
Paper/Pulp Manufacture
Printery
Refinery/smelter

APPENDIX B – Groups and Categories

Salt works	Head Race
Shot Tower	Hopper
Sugar Mill	Mine - Open Cut
Tannery	Mine Dam
Textile Mill	Mine machinery & relics
Vehicle Manufacturing & Servicing	Mine office
Wheelwright Shop	Mine Power House
Maritime Industry	Mine Shaft
Aquaculture	Mine site
Boat Building	Mineral Discovery site
Fishing	Mining camp/settlement/housing
Freezing Works	Mining Dredge
Other - Maritime Industry	Oil Well
Oyster Growing	Other - Mining & Mineral Processing
Pearling	Overburden Dump
Sail Making	Powder Magazine
Sealing Site	Puddler
Tryworks/Boilingdown	Quarry
Whaling Station	Quartz roasting kiln
Military	Sandpit
Air Raid Shelter	Slag Heap
Barracks & housing	Sluicing Hole/Area
Battery	Smelter
Defence Base Airforce	Tailings Dump
Defence Base Army	Tailrace
Defence Base Naval	Underground Mine
Defence Objects (movable)	Water Race
Drill Hall	Water Wheel
Firing/ Practice Range	Whim
Fortification	Winch
Gun Emplacement	Monuments and Memorials
Magazine	Disaster Memorials
Mess Building	Memorials
Military aircraft	Monuments
Military Camp	Other - Monuments & Memorials
Military Parade/ Training Ground	War Memorial
Military Tunnel	Parks, Gardens and Trees
Military Vehicles & Ordnance	Bandstand/Rotunda
Naval vessel	Commercial nursery
Ordnance Store	Conservatory
Other - Military	Domain
Radar Station	Fernery
Volunteer/ Colonial Force Place	Folly
Mining and Mineral Processing	Fountain
Adit	Garden Botanic
Alluvial Workings	Garden House
Assay Office	Garden Institutional/ Research
Ball Mill	Garden Residential
Battery/Crusher	Gazebo
Bore Hole	Glasshouse
Chilean Mill	Lake/ Pond
Coke Oven	Other - Parks, Gardens & Trees
Crane	Planting exotic
Cyanide vat	Planting groups
Engine House/Room	Reserve
Flume	Statue
Furnace	Tree
Gantry	Tree groups - avenue of

APPENDIX B – Groups and Categories

Tree groups - copse
Tree groups - street
Trees of social, historic or special
significance
Urban Park

Postal and Telecommunications

Housing & Quarters
Objects (movable)
Other - Postal & Telecommunications
Post Box
Post Office
Postal Sorting & Distribution Centre
Radio Station
Signal/ Semaphore Station
Telecommunications Facility
Telegraph Post
Telegraph Station
Telephone Exchange
Television or Radio Mast /Tower
Television Station

Recreation and Entertainment

Amusement Centre/ Arcade
Aquarium
Art Gallery/ Museum
Beach
Billiards Hall
Boat Ramp
Bowling Green
Cinema
Court Basketball
Court Bocce
Court Handball
Court Squash
Court Tennis
Cricket Pitch/ Ground
Croquet Green
Dog racing course
Drive In Cinema
Entertainment Centre
Funfair
Golf Course
Grandstand
Grotto
Information Centre/ Tourist/ Visitors
Centre
Lookout
Nightclub
Objects (movable)
Olympic Facility
Other - Recreation & Entertainment
Picnic Ground/ Recreation reserve
Pinball Gallery
Playing Ground/ Field
Racecourse
Rifle Range
Score Board
Skating Rink Ice
Skating Rink Roller

Ski Hut
Ski slope
Social Club
Sports Club
Stage
Swimming Pool - inground built
Swimming Pool - river
Swimming Pool - tidal
Theatre
Tourist Attractions
Velodrome
Zoo

Religion

Bishop's Palace
Buddhist Temple
Cathedral
Chapel
Charrah Kadisha
Church
Church Hall
Church Pipe Organ
Churchyard
Convent/Nunnery
Lynch Gate
Meeting House
Mission
Monastery
Mormon Temple
Mosque
Other - Religion
Presbytery/Rectory/ Vicarage/Manse
Religious housing
Religious Objects (movable)
Religious office
Retreat House
Shrine
Synagogue
Yeshiva

Residential buildings (private)

Bungalow
Cave
Cottage
Duplex
Flat
Homestead building
House
Humpy
Hut/Shack
Mansion
Other - Residential Buildings (private)
Private studio/outbuilding
Public housing
Residential Contents (movable)
Retirement Village
Terrace
Town House
Villa

Retail and Wholesale

APPENDIX B – Groups and Categories

Advertising Sign	Goods shed/crane
Brothel	Locomotive Roundhouse
Cafe	Locomotive Shed (straight)
Department Store	Other - Transport - Rail
Factory Outlet	Railway
Laundry	Railway Bridge/ Viaduct
Market	Railway embankment/cutting
Milk Bar	Railway Engine (fixed)
Newsagency	Railway gate/ fence/ wall,
Newspaper Stand	Railway Locomotives & Rolling Stock
Other - Retail & Wholesale	Railway Machinery & Objects
Plaza/ Mall	Railway Office
Restaurant (food outlet)	Railway Platform/ Station
Retail & Wholesale Objects (movable)	Railway Refreshment Room
Shop	Railway Residence/Quarters
Shopping/retail complex	Railway Tunnel
Supermarket	Railway Turntable
Warehouse/storage area	Railway Water Tower/ Tank
Scientific Facilities	Railway Workers' Camp
Experimental Station	Railway Workshop
Laboratory (scientific/ research)	Signal Box
Meteorological Station	Signals
Observatory	Station Building
Other - Scientific Facilities	Tramway - urban
Scientific building	Tramway Depot - urban
Scientific objects (movable)	Tramway Locomotive/Rolling Stock
Seismic Station	Tramway Station/Waiting shed
Soil Conservation Area	Transport - Road
Space Communication Site	Bicycle Track
Space Launching Pad	Bollard
Transient Accommodation	Bridle Path
Boarding/ Guest House	Bus Depot
Camping Ground	Bus Shelter/Stop
Caravan Park	Bus Station
Coffee Palace	Camel Trail
Holiday Village	Car Park
Hotel	Coach House/ Station
Inn	Foot Bridge
Migrant Hostel	Footpath/Path
Motel	Garage
Other - Transient Accommodation	Hitching Post
Transient Accommodation Contents	Horse Trough
(movable)	Lane
Youth Hostel	Other - Transport - Road
Transport - Air	Petrol Station/Service Station
Air Navigation Aids	Road
Air Transport Housing & quarters	Road Bridge
Air transport Office	Road Embankment/Cutting
Aircraft	Road Milepost/Milestone
Aircraft Hanger	Road Office Building
Airfield/Landing Strip	Road Tunnel
Airport Terminal	Road Vehicle
Control Tower	Road-workers Housing & Quarters
Heliport	Stage Coach Stables
Other - Transport - Air	Street Furniture
Radar Station	Toll Gate
Transport - Rail	Toll House
Carriage shed	Trail/Track

APPENDIX B – Groups and Categories

Weighbridge/station	Electricity Generator/Power Station - hydro-electric
Transport - Water	Electricity Generator/Power Station - solar
Beacon	Electricity Generator/Power Station - wind
Boat shed	Electricity Supply Objects (movable)
Breakwater	Electricity Transformer/Substation
Buoys	Other - Utilities - Electricity
Canal	Utilities - Fire Control
Channel Marker	Fire Control Objects (movable)
Dock/Dry dock/Graving dock	Fire Hydrant
Groyne/Mole	Fire Station
Harbour	Other - Utilities - Fire control
Harbour Lights	Utilities - Gas
Landing Station	Gas Supply Objects (movable)
Leading Lights	Gasometer/Gas Retort/Gas Works
Light Station	Other - Utilities - Gas
Lighthouse Station	Utilities - Sewerage
Lighthouse Tower	Cess Pit
Lock	Other - Utilities - Sewerage
NAVAID	Septic System
Other - Transport - Water	Sewage Aqueduct
Pier/Jetty	Sewage Farm/Treatment Site
Pilot Station	Sewage Pipe
Port facility	Sewage Pump
Punt	Sewage Pump House/Pumping Station
Reef Markers	Sewage Tunnel
Sea-wall	Utilities - Waste
Shipwreck	Incinerator
Shipyard	Other - Utilities - Waste
Signal Masts	Rubbish Dump
Signal Stations	Utilities - Water
Slipway	Irrigation Channel/Canal
Vessel - coastal	Other - Utilities - Water
Vessel - harbour & river	Spring
Vessel - recreational	Water Aqueduct
Vessel - seagoing	Water catchment - artificial
Water Transport Administration building	Water Flume
Water Transport Housing & quarters	Water Pipe
Wharf	Water Pump House/Pumping Station
Urban Area	Water Supply Canal
Boundary Feature	Water Supply Objects (movable)
Other - Urban Area	Water Supply Reservoir/ Dam
Streetscape	Water Tank
Subdivision - designed	Water Tower
Townscape	Water Tunnel
Utilities - Drainage	Weir
Other - Utilities - Drainage	Well
Storm Water Culvert	Well Head
Storm Water Drain	Wind Pump
Utilities - Electricity	
Electricity Generator/Power Station - coal/gas/oil	

Note: If the item you are searching for is listed above but not under the desired Group, then re-select Type, Group and then click on All Categories button. This will allow you to select the desired Category, and then select the most appropriate Group for th

APPENDIX C – Map Grid References

e particular item.

APPENDIX C – Map Grid References

MAP GRID REFERENCES

Grid references for non-urban items are to be recorded according to the Australian Metric Grid (AMG) System. This system supersedes the Australian National Grid which is "Imperial". Other systems also exist and it is therefore important that all SHI coordinates are derived from maps based on the AMG.

The Australian Metric Grid is in fact part of a world wide system called World Geodetic System or Universal Transverse Mercator system (known as UTM).

The UTM system divides the world into 60 orange-segment shaped zones, numbered from 1-60. These are the basis of the eastings measurements. NSW is covered by zone 54 in the west, zone 55 in the middle and zone 56 along the east coast.

Each zone ranges from an easting of 200 000 metres to an easting of 800 000 metres. (The 200 000 metres is an arbitrary or "false" starting point and the range 0 to 200 000 does not in fact exist.)

The northings are related to an arbitrary or "false" origin near the south pole and in NSW are typically in the range of 5 800 000 to 6 900 000 metres from this point.

For full AMG references there are always 6 figures in the eastings and 7 figures in the northings and they are measured in metres. However it is important to realise that a reference of 550729E and 6354440N could occur in any of the 60 UTM zones world wide. This reference must therefore also identify the particular zone to which it relates, or at least the name of the map from which it was derived.

These problems are all avoided by recording all grid references as full figure references with their zone number.

N.B. It is common practice to abbreviate the AMG reference according to the scale of the map used. This is done by dropping various combinations of leading or trailing digits. Problems are then created in converting references to a given scale, determining which zone a grid reference refers to, and selecting a range of coordinates that cover more than one or two maps. It is also very easy to become confused as to which leading or trailing digits to drop/insert on a specific map scale.

ALWAYS PUT EASTINGS FIRST

1:250K

365500 E (3 = Leading digit, 6 = grid line, 55 = hundredths)

6348500 N (63 = Leading digits, 4 = grid line, 85 = hundredths)

1:25K

365450 E (6 = Leading digit, 65 = grid line, 45 = hundredths)

6348450 N (63 = Leading digits, 48 = grid line, 50 = hundredths)

NOTE:

The leading digit/s on the northing and easting are shown as small numbers and are not always shown in the numbering of individual grid lines along the edge of the map.

National and State Themes

NATIONAL & STATE THEMES

The **National Themes identified by the Australian Heritage Commission** are:

1. Tracing the evolution of a continent's special environments
2. Peopling the continent
3. Developing local, regional and national economies
4. Building settlements, towns and cities
5. Working
6. Educating
7. Governing
8. Developing cultural institutions and ways of life
9. Marking the phases of life

The **NSW State themes** (with accompanying explanations) are:

State Theme	Notes	Examples
Environment - naturally evolved	Activities associated with the physical surroundings that support human life and influence or shape human cultures.	A geological formation, fossil site, ecological community, island, soil site, river flats, estuary, mountain range, reef, lake, woodland, seagrass bed, wetland, desert, alps, plain, valley, headland, evidence of flooding, earthquake, bushfire and other natural disasters.
Aboriginal cultures	Activities associated with maintaining, developing, experiencing and remembering Aboriginal cultural identities and practises, past and present.	fish trap, camp site, place name, midden, trade route, massacre site, shipwreck contact site, mission, whaling station, pastoral workers camp, timber mill settlement, removed children's home, town reserve, protest site, native title site, keeping place.
Convict	Activities relating to incarceration, transport, reform, accommodation and working during the convict period in NSW (1788-1850) – does not include activities associated with the conviction of persons in NSW that are unrelated to the imperial 'convict system': use the theme of Law & Order for such activities	Prison, convict shipwreck, convict system document, ticket-of-leave and probationary living quarters, guards uniform, landscapes-of-control, lumber yard, quarry, gallows site, convict-built structure, convict ship arrival site, convict barracks, convict hospital, estate based on convict labour, place of secondary punishment.
Ethnic influences	Activities associated with common cultural traditions and peoples of shared descent, and with exchanges between such traditions and peoples.	Blessing-of-the-fleet site, ethnic community hall, Chinese store, place or object that exhibits an identifiable ethnic background, marriage register, olive grove, date palm plantation, citizenship ceremony site, POW camp, register of ship crews, folk festival site, ethnic quarter in a town.
Migration	Activities and processes associated with the resettling of people from one place to another (international, interstate, intrastate) and the impacts of such movements	Migrant hostel, customs hall, border crossing, immigration papers, bus depot, emigrant shipwreck, Aboriginal mission, quarantine station, works based on migrant labour, detention centre.

APPENDIX D – National and State Themes

Agriculture	Activities relating to the cultivation and rearing of plant and animal species, usually for commercial purposes, can include aquaculture	Hay barn, wheat harvester, silo, dairy, rural landscape, plantation, vineyard, farmstead, shelterbelt, silage pit, fencing, plough markings, shed, fish farm, orchard, market garden, piggery, common, irrigation ditch.
Commerce	Activities relating to buying, selling and exchanging goods and services	Bank, shop, inn, stock exchange, market place, mall, coin collection, consumer wares, bond store, customs house, trade routes, mint.
Communication	Activities relating to the creation and conveyance of information	Post office, telephone exchange, printery, radio studio, newspaper office, telegraph equipment, network of telegraph poles, mail boat shipwreck, track, airstrip, lighthouse, stamp collection.
Environment - cultural landscape	Activities associated with the interactions between humans, human societies and the shaping of their physical surroundings	A landscape type, bushfire fighting equipment, soil conservation structures, national park, nature reserve, market garden, land clearing tools, evidence of Aboriginal land management, avenue of trees, surf beach, fishing spot, plantation, place important in arguments for nature or cultural heritage conservation.
Events	Activities and processes that mark the consequences of natural and cultural occurrences	Monument, photographs, flood marks, memorial, ceremonial costume, honour board, blazed tree, obelisk, camp site, boundary, legislation, place of pilgrimage.
Exploration	Activities associated with making places previously unknown to a cultural group known to them.	Explorers route, marked tree, camp site, explorer's journal, artefacts collected on an expedition, captain's log, surveyor's notebook, mountain pass, water source, Aboriginal trade route, landing site, map.
Fishing	Activities associated with gathering, producing, distributing, and consuming resources from aquatic environments useful to humans.	Fishing boat, whaling station, marine reserve, fisher camp, seafood factory, fish shop, oyster lease, artificial reef, fishing boat wreck, mooring, dock, marina, wharf, fish farm, fish trap
Forestry	Activities associated with identifying and managing land covered in trees for commercial timber purposes.	Forested area, forest reserve, timber plantation, forestry equipment, saw mill, mill settlement, arboretum, charcoal kiln, coppiced trees, forest regrowth, timber tracks, whim.
Health	Activities associated with preparing and providing medical assistance and/or promoting or maintaining the well being of humans	Hospital, sanatorium, asylum, surgical equipment, ambulance, nurses quarters, medical school, baby clinic, hospital therapy garden, landscaped grounds, herbalist shop, pharmacy, medical consulting rooms.
Industry	Activities associated with the manufacture, production and distribution of goods	Factory, workshop, depot, industrial machinery, timber mill, quarry, private railway or wharf, shipbuilding yard, slipway, blacksmithy, cannery, foundry, kiln, smelter, tannery, brewery, factory office, company records.
Mining	Activities associated with the identification, extraction, processing and distribution of mineral ores, precious stones and other such inorganic substances.	Mine, quarry, race, mining field or landscape, processing plant, manager's office, mineral specimen, mining equipment, mining license, ore laden shipwreck, collier, mine shaft, sluice gate, mineral deposit, slag heap, assay office, water race.

APPENDIX D – National and State Themes

Pastoralism	Activities associated with the breeding, raising, processing and distribution of livestock for human use	Pastoral station, shearing shed, slaughter yard, stud book, photos of prize-winning stock, homestead, pastoral landscape, common, fencing, grassland, well, water trough, freezer boat shipwreck, wool store.
Science	Activities associated with systematic observations, experiments and processes for the explanation of observable phenomena	Laboratory, experimental equipment, text book, observatory, botanical garden, arboretum, research station, university research reserve, weather station, soil conservation area, fossil site, archaeological research site.
Technology	Activities and processes associated with the knowledge or use of mechanical arts and applied sciences	Computer, telegraph equipment, electric domestic appliances, underwater concrete footings, museum collection, office equipment,
Transport	Activities associated with the moving of people and goods from one place to another, and systems for the provision of such movements	Railway station, highway, lane, train, ferry, wharf, tickets, carriage, dray, stock route, canal, bridge, footpath, aerodrome, barge, harbour, lighthouse, shipwreck, canal, radar station, toll gate, horse yard, coach stop.
Towns, suburbs and villages	Activities associated with creating, planning and managing urban functions, landscapes and lifestyles in towns, suburbs and villages	Town plan, streetscape, village reserve, concentrations of urban functions, civic centre, subdivision pattern, abandoned town site, urban square, fire hydrant, market place, abandoned wharf, relocated civic centre, boundary feature.
Land tenure	Activities and processes for identifying forms of ownership and occupancy of land and water, both Aboriginal and non-Aboriginal	Fence, survey mark, subdivision pattern, land title document, boundary hedge, place name, stone wall, shelterbelt, cliff, river, seawall, rock engravings, shelters & habitation sites, cairn, survey mark, trig station, colonial/state border markers.
Utilities	Activities associated with the provision of services, especially on a communal basis	Water pipeline, sewage tunnel, gas retort, powerhouse, County Council office, garbage dump, windmill, radio tower, bridge, culvert, weir, well, cess pit, reservoir, dam.
Accommodation	Activities associated with the provision of accommodation, and particular types of accommodation – does not include architectural styles – use the theme of Creative Endeavour for such activities.	Terrace, apartment, semi-detached house, holiday house, hostel, bungalow, mansion, shack, house boat, caravan, cave, humpy, migrant hostel, homestead, cottage, house site (archaeological).
Labour	Activities associated with work practises and organised and unorganised labour	Trade union office, bundy clock, time-and-motion study (document), union banner, union membership card, strike site, staff change rooms, servants quarters, shearing shed, green ban site, brothel, kitchen, nurses station, hotel with an occupational patronage.
Education	Activities associated with teaching and learning by children and adults, formally and informally.	School, kindergarten, university campus, mechanics institute, playground, hall of residence, text book, teachers college, sail training boat wreck, sportsfield, seminary, field studies centre, library, physical evidence of academic achievement (e.g. a medal or certificate).
Defence	Activities associated with defending places from hostile takeover and occupation	Battle ground, fortification, RAAF base, barracks, uniforms, military maps and documents, war memorials, shipwreck lost to mines, scuttled naval vessel, POW camp, bomb practice ground, parade ground, massacre site, air raid shelter, drill hall,

APPENDIX D – National and State Themes

Government and administration	Activities associated with the governance of local areas, regions, the State and the nation, and the administration of public programs – includes both principled and corrupt activities.	Municipal chamber, County Council offices, departmental office, legislative document, symbols of the Crown, State and municipal flags, ballot box, mayoral regalia, places acquired/disposed of by the state, customs boat, pilot boat, site of key event (eg federation, royal visit), protest site, physical evidence of corrupt practises.
Law and order	Activities associated with maintaining, promoting and implementing criminal and civil law and legal processes	Courthouse, police station, lock-up, protest site, law chambers, handcuffs, legal document, gaol complex, water police boat, police vehicle, jail, prison complex (archaeological), detention centre, judicial symbols
Welfare	Activities and process associated with the provision of social services by the state or philanthropic organisations	Orphanage, retirement home, public housing, special school, trades training institution, employment agency,
Domestic life	Activities associated with creating, maintaining, living in and working around houses and institutions.	Domestic artefact scatter, kitchen furnishings, bed, clothing, garden tools, shed, arrangement of interior rooms, kitchen garden, pet grave, chicken coop, home office, road camp, barrack, asylum.
Creative endeavour	Activities associated with the production and performance of literary, artistic, architectural and other imaginative, interpretive or inventive works; and/or associated with the production and expression of cultural phenomena; and/or environments that have inspired such creative activities.	Opera house, theatre costume, film studio, writer's studio, parade tableau, manuscripts, sound recording, cinema, exemplar of an architectural style, work of art, craftwork, and/or public garden, bandstand, concert hall, rock art site, rotunda, library, public hall; and/or a particular place to which there has been a particular creative, stylistic or design response.
Leisure	Activities associated with recreation and relaxation	Resort, ski lodge, chalet, cruise ship, passenger rail carriage, swimming pool, dance hall, hotel, caravan park, tourist brochures, park, beach, clubhouse, lookout, common, bush walking track
Religion	Activities associated with particular systems of faith and worship	Church, monastery, convent, rectory, presbytery, manse, parsonage, hall, chapter house, graveyard, monument, church organ, synagogue, temple, mosque, madrasa, carved tree, burial ground
Social institutions	Activities and organisational arrangements for the provision of social activities	CWA Room, Masonic hall, School of Arts, Mechanic's Institute, museum, art gallery, RSL Club, public hall, historical society collection, public library, community centre.
Sport	Activities associated with organised recreational and health promotional activities	Oval, race course, swimming pool, bowling club, bowling green, trophies, calendar of fixtures, cricket set, yacht pens, tennis court, rugby field, speedway, sporting equipment, bocce court.
Birth and Death	Activities associated with the initial stages of human life and the bearing of children, and with the final stages of human life and disposal of the dead.	Birth control clinic, maternity hospital, nursery, baby clinic, baptism register, circumcision equipment, and Hospice, nursing home, funeral parlour, grave furnishings, cremation site, cemetery, burial register, disaster site, memorial plantings, shipwreck with loss of life,

APPENDIX D – National and State Themes

Persons	Activities of, and associations with, identifiable individuals, families and communal groups	A monument to an individual, a family home, a dynastic estate, private chapel, a birthplace, a place of residence, a gendered site, statue, commemorative place name, place dedicated to memory of a person (e.g. hospital wing).
----------------	--	---

APPENDIX E – Referencing

REFERENCING

The Harvard in-text referencing system is the method of referencing information contained within the History, Significance, Description and Assessment sections of each item entry.

This would involve a reference in the body of the text :

(Bloggs 1990: 215) i.e (Author's surname published date: page number)

with a corresponding entry in the References list accessed through the References screen.

References used for this item:

Author:	<input type="text"/>		
Title:	<input type="text"/>		
Year:	<input type="text"/>		
Publisher:	<input type="text"/>		
Pages:	<input type="text"/>	Repository:	<input type="text"/>
Type of Info:	Written <input type="text"/>	Client Name:	<input type="text"/>

Record: 1 of 1

Definitions for each field are as follows:

- Author:** The person responsible for the statement or argument being referenced (ie: the author of the book/report or chapter/article - not the editor of the volume, or the oral historian, photographer etc.)
- Title:** The title of the book/report/article/chapter
- Year:** The year of publication
- Publisher:** The name of the publisher where applicable
- Pages:** Page references only for individually authored chapters or articles within a larger volume.
- Type of Information:** Written, oral, pictorial etc.
- Client:** The name of the company/individual who commissioned the work
- Repository:** One place where the report/image etc. is held and easily accessible

Example 1

The point to be referenced comes from Wendy Thorp, 1993, *Cowra POW Camp Site Plan of Management*, page 56. An in text reference (Thorp 1993: 56) would be placed in the body of the text at the appropriate point. The detailed reference, accessed through the References screen, would then be filled in

Author: Wendy Thorp
Title: Cowra POW Camp Site Plan of Management
Year: 1993
Publisher: (either left blank or marked n/a)
Pages: (either left blank or marked n/a)
Type of Information: Written (this is selected from the pull down list)
Client: Cowra Tourist and Development Corporation Ltd.
Repository: DUAP

APPENDIX E – Referencing

Example 2

Where the point to be referenced is from an individually authored chapter or article within a larger edited volume or study, then the reference should appear as follows:

The point to be referenced comes from page 19 of a section called “Thesis Extract” authored by Nicola Malnic within the volume compiled by Tresev PTY. LTD. named *Specialist Reports for Walka Water Works Conservation Plan*, 1986. The in-text reference would be (Malnic 1986: 19).

Two reference entries in the References listing would need to be made. One for the general volume and one for the specific section within it.

ie:

Author: Tresev Pty. Ltd.
Title: Specialist Reports for Walka Water Works Conservation Plan
Year: 1986
Publisher:
Pages:
Type of Information: Written
Client: Walka Water Works Trust
Repository: DUAP

Author: Nicola Malnic
Title: “Thesis Extract” in Tresev Pty.Ltd., Specialist Reports for Walka Water Works Conservation Plan
Year: 1986
Publisher:
Pages: 120-175
Type of Information: Written
Client: Tresev Pty. Ltd.
Repository: DUAP

In this way both authors can be accessed during a general search. It also follows the conventions of the Harvard referencing system.

APPENDIX F – Recommended Management

RECOMMENDED MANGEMENT

The suggested list for management recommendations are:

ManagementCategory	ManagementName	Description
Statutory Instrument	List on a Local Environmental Plan (LEP)	Include the item in a Local Environmental Plan (LEP)
Statutory Instrument	Include in a Conservation Area within an LEP	Include in a Conservation Area within an LEP
Statutory Instrument	List on a Regional Environmental Plan (REP)	Include the item in a Regional Environmental Plan (REP)
Statutory Instrument	Include in a State Environmental Planning Policy (SEPP)	Include the item in a in a State Environmental Planning Policy (SEPP)
Statutory Instrument	Nominate for State Heritage Register (SHR)	The tem should be nominated for the State Heritage Register (SHR) if state significant
Statutory Instrument	List on NPWS Aboriginal Site Register	If an Aboriginal archaeological site, item should be listed on the NPWS Aboriginal Site Register
Recommended Management	No Action, follow existing management contols	No action is required
Recommended Management	Notify Relevant organisations or agencies	Notify HO, NPWS, State Forests, DLWC, DUAP, Agriculture, Environment Australia, Waterways Authority, etc
Recommended Management	Notify local Aboriginal Land Council	If Aboriginal site
Recommended Management	Consult with owner and/or community	Owner and/or community to be involved in the assessment and/or ongoing management
Recommended Management	Prepare or include in a Conservation Policy	Prepare or include in a Conservation Policy
Recommended Management	Prepare or include in a Development Control Plan (DCP)	Prepare or include in a Development Control Plan (DCP)
Recommended Management	Produce a Conservation Management Plan (CMP)	Produce a Conservation Management Plan (CMP)
Recommended Management	Review a Conservation Management Plan (CMP)	Review existing CMP policies
Recommended Management	Develop a Statement of Heritage Impact	Develop a Statement of Heritage Impact
Recommended Management	Carry out an Archaeological Assessment	Carry out an Archaeological Assessment in accordance with Heritage Council guidelines
Recommended Management	Produce an Archaeological Management Plan (AMP)	Produce an Archaeological Management Plan (AMP)
Recommended Management	Produce an Archaeological Zoning Plan (AZP)	Produce an Archaeological Zoning Plan (AZP)
Recommended Management	Prepare a maintenance schedule or guidelines	Prepare a maintenance schedule or guidelines
Recommended Management	Document and prepare an archival record	Adequate documentation in relation to the significant aspects of the site, structure or movable heritage in relation to places or people
Recommended Management	Restrict access	Restrict access to the item for its protection
Recommended Management	Carry out interpretation, promotion and/or education	Use one of the following Interpretation strategies: Brochure, Heritage Trail, Museum Display, On Site Participation, Other Publication, Public Program, Retention of Fabric, Retention of Fabric In Situ, Retention of Fabric on Site, Permanent Signage, Tempo