

**POLICY NO: 3.6.5**

**HERITAGE MANAGEMENT- ADDING/DELETING/AMENDING  
PLACES LISTED ON THE  
MUNICIPAL HERITAGE INVENTORY (MHI)**

**INTRODUCTION**

The Town of Vincent has a rich and diverse heritage demonstrated within its built and natural environment. The Town of Vincent first released its Municipal Heritage Inventory in 1995 which has since been substantially updated resulting in the creation of the current working Municipal Heritage Inventory. The Inventory includes a range of places both natural and built that have been identified as having cultural heritage significance requiring varying degrees of protection and conservation. As a working document it is important that places can be deleted, added or amended to the list when required. The current Australian Burra Charter will supplement the heritage definitions and terms used in this Policy.

**OBJECTIVES**

To:

- 1) Provide a procedure for adding, deleting or amending entries on the Town of Vincent's Municipal Heritage Inventory.
- 2) Ensure places that are added, deleted or amended from the Town of Vincent Municipal Heritage Inventory follow due process.
- 3) Ensure that decisions for adding, deleting or amending places on the Town of Vincent's Municipal Heritage Inventory are based on consideration of the cultural heritage significance of a place.

**DEFINITIONS**

**Cultural Heritage Significance**

Aesthetic, spiritual, historic, scientific or social value for past, present and future generations.

**Heritage Assessment**

A systematic assessment that describes a place and its setting and states the significant heritage values of the place based on the criteria outlined in the Burra Charter. It is preferable, but not essential, for such assessments to be undertaken by people with relevant experience in this area of expertise.

### **Heritage List**

A list of places that are considered by Council to be of heritage significance and worthy of conservation. For the purpose of Clause 23 of the Town of Vincent Town Planning Scheme No. 1, the Heritage List means the Municipal Heritage Inventory, as amended from time to time, prepared by the Council pursuant to section 45 of the Heritage of Western Australia Act 1990, or such parts thereof as described in the Municipal Heritage Inventory.

### **Municipal Heritage Inventory (MHI)**

A list of places that, in the opinion of the Council, reflect the cultural heritage of the Town. It could be thought of as a list of the community's assets, and as with any other kind of asset it is first necessary to know what they are before they can be properly managed.

### **Cultural Place**

A site, area, building or other work valued for its cultural heritage significance, together with associated contents and surrounds.

### **Heritage Place**

The generic term for a Cultural Place, Cultural Group or Cultural Area.

## **POLICY STATEMENT**

### **1) General**

- i) Owners, community members and interested parties can nominate a place to be added, deleted or amended on the Municipal Heritage Inventory which is to be in the form of a 'Nomination', 'Application for Deletion' or 'Application for Amendment to Management Category' Form and any additional information to support the application, submitted to the Chief Executive Officer.
- ii) Any place that is nominated is to be assessed by the Chief Executive Officer (CEO) on the advice of the Town of Vincent's Officers with respect to whether the request should be processed. The CEO may seek additional advice from the Heritage Council of Western Australian or approved professional heritage consultants. After preliminary investigations the CEO reserves the right not to further pursue the listing of the place. Should the nomination not be progressed it is to be noted that a further investigation of the cultural heritage value of the place will be undertaken in the event that a demolition application is received by the Town of Vincent.
- iii) All recommendations to add, delete or amend places on the Municipal Heritage Inventory shall be made to Council as required. In the instance of the recommended four-year review of the MHI an alternative timeframe will be adopted.

- iv) All requested technical alterations to the Municipal Heritage Inventory are to be administered by the Town of Vincent's Officers.
- 2) **The Town may consider amending the Municipal Heritage Inventory in the following circumstances:**
- i) *A place is nominated for inclusion in the inventory by the owner or a member of the public.*
    - a) Any place nominated for addition to the MHI is to involve the submission of the Municipal Heritage Inventory Nomination Form identifying the place and providing an outline of the cultural heritage significance associated with the place, including documentary evidence where possible.
    - b) In the event that the nominator is not the owner of the subject place, the Town of Vincent's Officers will contact the owner and advise them of the nomination prior to any further investigation;
    - c) The Town of Vincent's Officers will prepare a Heritage Assessment on the nominated property in accordance with the Town of Vincent's Heritage Management Policy No. 3.6.2 relating to Assessment.
  - ii) *A place is requested to be deleted from the MHI by the owner or a member of the public.*
    - a) Any place that is requested for deletion from the MHI is to involve the submission of the Municipal Heritage Inventory Application Deletion Form, identifying the place and demonstrating conclusively that the existing assessment of its cultural heritage significance was erroneous or that it has subsequently lost this significance.
    - b) To determine this, an assessment is to be prepared by the Town of Vincent's Officers to review the current status of significance. If it is found that the place does not meet the threshold for entry onto the Municipal Heritage Inventory then a revised assessment and the Application for Deletion Form is to be presented to Council. The Council's basis for removing places from the Municipal Heritage Inventory will be the degree to which the place/s has lost its cultural heritage significance.
    - c) The poor state of a place listed on the MHI should not in itself be a reason for removal from the Inventory. However if structural failure is cited as a justification for removal of the

place from the MHI, evidence should be provided that states that the structural integrity of the place has failed, to the point where it cannot be rectified without the removal of a majority of its significant fabric. In this instance a structural condition report conducted by a registered structural engineer should be submitted to the Town of Vincent and considered in conjunction with the Application for Deletion Form.

iii) *A place is requested to have the assigned Management Category amended.*

a) Any request to amend the assigned Management Category of a place is to involve the submission of the Municipal Heritage Inventory Application for Amendment to Management Category Form identifying the place and demonstrating conclusively that the existing assessment of its cultural heritage significance was incorrect.

b) To determine this, an assessment is to be prepared by the Town of Vincent's Officers to review the current status of significance. If it is found that the place should be reallocated a different Management Category then a revised assessment and the Application for Amendment to Management Category Form is to be presented to Council. The Council's basis for amending the Management Category will be on the basis of the cultural heritage significance associated with the place on the revised Heritage Assessment.

**3) The following consultation procedures apply in the event of the circumstances outlined in clauses 2(i), (ii), and (iii).**

i) Before resolving to adopt nominations for adding/deleting/amending places on the Municipal Heritage Inventory outlined in Clause 2 (i), (ii) and (iii) Council will:

- Provide the Heritage Assessment or revised Heritage Assessment for the subject place to the owner of the subject place and nominator if applicable, for comment.

- Consider the nominations to add/delete/amend the Municipal Heritage Inventory and advertise the list of proposed amendments for public comment for the period of 28 days in the local newspaper;

- A report listing the places recommended to add/delete/amend the Municipal Heritage Inventory will be prepared by the Town of Vincent's Officers and presented to Council as required. The Council is to consider any submissions made and decide whether or

not to add/delete/amend nominated place/s onto the Municipal Heritage Inventory. The Inventory will be updated subject to Council advice.

- Forward notice of the final adoption of the proposed amendments to the Municipal Heritage Inventory to the Heritage Council of Western Australia and the Western Australian Planning Commission.
- 4) The Town may consider a place for inclusion on the Municipal Heritage Inventory as a result of enquiry through the Demolition Planning Application process in which case the following procedure is to apply:
- i) The Town of Vincent's Officers or a recognised heritage consultant prepares a Heritage Assessment as part of a planning application.
  - ii) The owner is advised in writing of the proposed cultural heritage value of the place and is provided with the Heritage Assessment for review and comment.
  - iii) The application undergoes a 21 day public comment period, in accordance with the SA procedures of the Town of Vincent's Policy relating to Community Consultation and in conjunction with any associated development proposal that forms part of the application.
  - iv) The Town of Vincent's Officers prepare a report to Council accompanying the planning application, providing a recommendation regarding the proposed development and inclusion of the place onto the Town of Vincent's Municipal Heritage Inventory.