



DELEGATION FRAMEWORK

National Trust of Australia (WA)

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The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

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INTRODUCTION

This document provides the framework and guidelines to support a delegation of all functions, powers and duties of the Heritage Council of Western Australia (the Heritage Council) arising under Section 73 and 74 of the *Heritage Act 2018* (the Act), relating to the places identified in the Inventory of State Registered Places acquired by, vested in, or under the control of The National Trust of Australia (WA) (Appendix 1).

The Delegation Framework is based on the current delegation of powers to the Department of Planning, Lands and Heritage by the Heritage Council. The objective of the framework is to provide consistency in the assessment of proposals (as defined in Section 72 of the Act) between the Heritage Council and the delegated authority.

Under Section 19 (1) of the Act, the Heritage Council may delegate any of its powers and duties, except for the power to delegate, to any person. In this context, “person” refers to any legal entity such as a body corporate or a public authority as provided in Section 5 of the *Interpretation Act 1984*.

Section 19(3) of the *Heritage Act 2018*, precludes further delegation of this function by the delegated authority.

Delegation is accomplished by a resolution of the Heritage Council which is then published in the *Government Gazette*. The delegation is not effective until the date of publication. Delegated powers and duties are exercised concurrently by the Heritage Council and the delegate, and the

Heritage Council remains responsible for the actions of the delegate acting under delegated authority. As provided under Section 59 of the *Interpretation Act 1984*, any function delegated by the Heritage Council to a Committee or to any person is nonexclusive, in that the Heritage Council retains full authority to exercise the delegated function at any time.

This delegation does not exempt any proposal from referral under Section 73 unless prescribed in regulation 40, Heritage Regulations 2019.

The Delegation Framework supports the Heritage Council Strategic Plan 2019-23 Key Objective 2:

Western Australia’s heritage places are conserved through sound heritage practice and harmonious development and their full potential is realised.

PURPOSE

The purpose of the Delegation Framework is to provide details and guidelines to implement an approved process between the Heritage Council and delegated authority for the professional and objective analysis of proposals that are subject to Section 73 of the *Heritage Act 2018*.

The purpose of referral is to advise the decision-maker on the potential impacts of a proposal on the significance and recognised heritage values of the place, as identified in the registration assessment documentation, significant fabric, contemporary heritage assessment or a Heritage Impact Statement. The delegation provides the authority for nominated positions within

the delegated authority to act on behalf of the Heritage Council in providing advice under Section 74 regarding certain types of proposals. The decision-making authority then makes its determination taking account of this advice in accordance with Section 75.

The Delegation Framework provides a clear and transparent process of development referral and decision making for proposals that may affect State Registered places and ensures that the resources of the delegated authority and Heritage Council are used effectively in the timely assessment of proposals.

REFERRALS WITHIN THE DELEGATION FRAMEWORK

With regard to the delegation, the Heritage Council intends that:

- the delegated authority, acting under the Heritage Council's delegation, will assess the heritage impact of all proposals that may affect a State Registered place (as identified in the inventory at Appendix 1)
- the delegated authority will provide to nominees of the Department of Planning, Lands and Heritage, no less than 42 days prior to the intended submission of a development application to a decision making authority, any assessments that the delegated authority considers to be large, complex or contentious, particularly those requiring the

expertise of architects, planners, or other specialists to evaluate, and projects with major social or economic impacts on the State or region.

- the Heritage Council may exercise its right to call in a proposal for its determination, that it considers large, complex or contentious, particularly those requiring the expertise of architects, planners, or other specialists to evaluate, and projects with major social or economic impacts on the State or region.

Note: The Impact Matrix at Appendix 2 provides explanation of large, complex or contentious and major referrals.

Delegation is at the discretion of the Heritage Council and the Heritage Council may direct at any time that a referral is to be determined by the Heritage Council.

The decision-making activities of the Heritage Council and the delegated authority are summarised in the table below.

Development Proposals and Conservation Advice Function

Delegated Authority	• Provides advice on all development referrals under delegated authority, unless they require consideration by the Heritage Council. • All referrals dealt with are reported to the Heritage Council. • Provides technical advice on good conservation practice, Burra Charter guidelines, traditional methods and materials.
Heritage Council	• Heritage Council considers development referrals involving large, complex, or contentious projects, and projects with major social or economic impacts on the State or region. • Monitors delegated authority’s advice

REFERRALS OUTSIDE THE DELEGATION FRAMEWORK

The following proposals fall outside the Delegation Framework and will continue to be referred direct to the Department of Planning, Lands and Heritage for Heritage Council consideration:

- Any proposal that relates to a State Registered place that is not acquired by, vested in, or under the control of the delegated authority and not included in Appendix 1.

REVIEW

This Delegation Framework is subject to annual review and in any case may be changed or withdrawn at the discretion of the Heritage Council.

METHODOLOGY/ GUIDELINES

Assessment of the impact of all referrals will be in accordance with the Development Assessment Framework (see Appendix 3 [Heritage Council Development Assessment Framework](#)) and principles of the Australia ICOMOS Burra Charter, 2013.

The identified impacts on State heritage significance and values will fall into the following categories:

- Positive
- No Discernible Impact
- Minor
- Moderate
- Major

Thresholds to measure the level of impact are explained in more detail in the Impact Matrix (see Appendix 2).

ASSESSMENT

Proposals under Section 73 are to be referred to the delegated authority for assessment. The assessment is to be carried out by named staff with the appropriate level of heritage skills and experience, to the satisfaction of the Heritage Council. Should this person(s) no longer be in position, the Heritage Council is to be notified, in writing. If at any time this resource is unavailable then the delegated authority will redirect the referrals to the Department of Planning, Lands and Heritage for assessment.

Assessment should be consistent with the Heritage Council's policies, guidance notes and publications which can be found at <http://www.stateheritage.wa.gov.au/publications>

The Impact Matrix and supporting assessment forms provide the basis for assessing the level of impact and recording the assessment and form part of the referral documentation that will be submitted to the Department of Planning, Lands and Heritage for the Heritage Council's record and audit purposes.

The delegated authority will provide the Heritage Council's advice under Section 74 of the Act direct to the decision-making authority giving its recommendation to not object, support, conditionally support or not support the development approval. The decision-making authority must take account of this advice as required under Section 75 of the Act.

For proposals that are *large, complex, or contentious projects*, or have a *major social or economic impact on the State or region*, the Heritage Council reserves the right to call in the proposal and the delegated authority will refer the proposal to the Department of Planning, Lands and Heritage for its consideration by the Heritage Council. The department will provide details of timeframes for submission of agenda items for timely consideration by the Heritage Council. The Heritage Council will then provide its advice to the decision-making authority.

HERITAGE AGREEMENTS

Without the express prior approval of the Heritage Council, the delegate may not advise the decision-maker in respect of a proposal that, as a condition of the Heritage Council's support for approval of the proposal, the occupier or leasee of registered property that is the subject of the proposal, is to be required to enter into a heritage agreement.

If the delegate determines that a heritage agreement is appropriate under the circumstances, the delegate may recommend to the Heritage Council that such a condition be imposed. The Heritage Council will then decide whether to accept the recommendation, accept it subject to changes, or reject it. If the Heritage Council's decision is to accept the recommendation or accept it with changes, the delegate is to so inform the decision-maker as part of the delegate's advice to the decision-maker.

REGULAR REPORTING

The Delegation Framework provides for regular reporting by the delegated authority to ensure the Heritage Council is kept informed of advice and decisions relating to the State Registered place(s).

Following each assessment of a proposal, the delegated authority will provide the Department of Planning, Lands and Heritage with copies of the assessment and advice including any drawings/specifications of the proposed works. A summary of the referrals will be provided in an agreed format and timely manner to coincide with the Heritage Council's monthly agenda.

APPENDICES –

Appendix 1 – Inventory of State Registered Places owned and managed by the National Trust of Western Australia

Appendix 2 – Impact Matrix

Appendix 3 – [Heritage Council Development Assessment Framework](#)

Appendix 1 – Inventory of State Registered Places owned and managed by the National Trust of Western Australia

updated 24 June 2019

External ID	SHR Number	SHR Place	Street Number	Street Name	Town/Suburb	Post Code
57 Murray Street	2053	Yes	57	Murray Street	PERTH	6000
Artillery Drill Hall	3486	Yes	1	Holdsworth Street	FREMANTLE	6160
Avondale	5566	Yes	Lot 3	Waterhatch Road	BEVERLEY	6304
Beverley Police Quarters	6291	Yes	55	Bartram Street	BEVERLEY	6304
Bill Sewell Complex	1048	Yes	84	Chapman Road	GERALDTON	6531
Bridgedale	241	Yes	1	Hampton Street	BRIDGETOWN	6255
Central Greenough (selected buildings)	1137	yes		Cnr Brand Highway & McCartney Roa	GREENOUGH	6532
Cliff Grange	1154	Yes		Brand Highway	GREENOUGH	6532
Clinch's Mill	1146	Yes		Brand Highway	GREENOUGH	6532
Greenough Hotel	1143	Yes		Brand Highway	GREENOUGH	6532
Cold Harbour Land	0	No	89	York Road	COLD HARBOUR	6302
Collie Police Station	548	No	67	Throssell Street	COLLIE	6225
Collie Roundhouse	541	Yes		Coalfields Road	COLLIE	6225
Cue Masonic Lodge	637	Yes	55	Dowley Street	CUE	6640
Curtin Family Home	7935	Yes	24	Jarrad Street	COTTESLOE	6011
East Perth Cemeteries	2164; 2160	Yes	2	Bronte Street	EAST PERTH	6004
Ellensbrook	115	Yes	Lot 303	Ellen Brook Road	GRACETOWN	6285
Gallop House	1834	Yes	22	Birdwood Parade	DALKEITH	6009
Gingin Railway Station	1082	Yes	Lot 500	Jones Street	GINGIN	6503
Gray's Store	1153	Yes	527	Company Road	GREENOUGH	6532
Hydro Power Station	6344	Yes		Falcon Road	WELLINGTON FOREST	6236
Israelite Bay Telegraph Station	836	Yes		No street address	ISRAELITE BAY	6452
Mill Managers' House, Jarrahdale	4615	Yes		Jarrahdale Road	JARRAHDAL	6124
Karalee Rocks	10062	Yes		5km off Great Eastern Highway	YELLOWDINE	6426
Luisini's Winery	2676	Yes	10	Lakeway Drive	KINGSLEY	6026
Mangowine	1923	Yes	737	Karomin Road	NUNGARIN	6490
Moir Homestead	3540	Yes		Stokes National Park	COOMALBIDGUP	6450
Mt Charlotte Reservoir	15727	Yes		Collier Place	WILLIAMSTOWN	6430
No 1 Pump Station	1677	Yes		Mundaring Weir Road	MUNDARING	6073
No 3 Pump Station	649	Yes		Forrest Street	CUNDERDIN	6407
No 8 Pump Station	583	Yes		off Great Eastern Highway	BULLABULLING	6429
Old Blythewood	1763	Yes	6161	South Western Highway	PINJARRA	6208
Old Farm, Strawberry Hill	32	Yes	174	Middleton Road	MIRA MAR	6330
Old Observatory	2240	Yes	4	Havelock Street	WEST PERTH	6005
Old Perth Boys' School	2117	Yes	139	St Georges Terrace	PERTH	6000
Parkwater	0	No		No street address	COWARAMUP	6284
Peninsula Farm	2411	Yes	2C	Johnson Road	MAYLANDS	6051
Pinjarra Courthouse	1748	Yes	22	George Street	PINJARRA	6208
Poole Street Bridge	3549	Yes		Poole Street	NORTHAM	6401
Rosella House	3458	Yes	77	George Road	GERALDTON	6530
Royal Perth Hospital Precinct	4289	Yes		Murray Street	PERTH	6000
Samson House	869	Yes	61	Ellen Street	FREMANTLE	6160
Settlers Cottage	3464	Yes	180	Pearson Street	CHURCHLANDS	6018
St James' Church	1145	Yes	33583	Brand Highway	SOUTH GREENOUGH	6528
Stirling House	3135	Yes	101	Stirling Highway	NORTH FREMANTLE	6159
The Hermitage	1051	Yes	50	Onslow Street	GERALDTON	6530
Wanslea	598	Yes	80	Railway Street	COTTESLOE	6011
Warden Finnerty's	577	Yes	2	McKenzie Street	COOLGARDIE	6429
Wesleyan Chapel	1167	Yes	180	McCartney Road	GREENOUGH	6532
Whitby Falls	8604	Yes	1619	South Western Highway	WHITBY	6123
Wonnerup	424	Yes	935	Layman Road	REINSCOURT	6280
Woodbridge	2528	Yes	Lot 520	Ford Street	WOODBIDGE	6056
York Courthouse Complex	2852	Yes	124	Avon Terrace	YORK	6302

Appendix 2 – Impact Matrix

Impact (Level of impact will be identified for each criterion)	Values				Rarity	Representativeness	Condition	Integrity	Authenticity	Demolition	Scale of development and economic impact	Reputation and Image
	Aesthetic including streetscape and setting	Historic	Scientific including archaeology	Social								
Positive	Development that enhances the aesthetic value.	Development that conserves the historic value and interprets the history of the place.	Development* informed by a CP or AMP that protects and/or reveals scientific value through interpretation.	Development that enhances a sense of place through retention of use associations, meaning and/or interpretation.	Enhances by retaining or conserving element that contributes to rarity.	Enhances by retaining or conserving element that contributes to representativeness.	Development that maintains preserves or restores significant fabric to a known earlier state.	Development retains and enhances integrity of the place through retention or reinstatement of original use, associations and meaning.	Development retains and enhances original fabric through good conservation practice.	Demolition or removal of elements identified as intrusive (in a professionally prepared HIS, CMP or CMS) which then enhances the heritage values of the place. (Does not include total demolition)		Positive news story promoting successful conservation of the values of the place including economic development supportive of those values.
No Discernible Impact	Development that maintains or does not affect the aesthetic value	Development that does not affect the historic value	Development does not affect known or potential scientific/ archaeological value	Development does not affect the social value of the place	There is no loss or proposed change that affects rarity	There is no loss or proposed change that affects representativeness	Development that maintains stabilises or preserves significant fabric in its current state without contributing to its deterioration.	Development does not affect the integrity of the place.	Development does not affect the authenticity of the place	Demolition or removal of element that is identified as intrusive or of little significance in an independent HIS, CMP or CMS, that does not impact on the significance of the place	Development does not impact on the bulk or scale of the precinct or density of use	Low impact or no news item
Minor	Development that does not detract from the aesthetic value and may include minor alterations to the visual appearance of the place either internally or externally. Development that is consistent with a professionally prepared CP or CMS.	Development that does not detract from the historic value and may include minor alterations to the place either internally or externally. Development that is consistent with an professionally prepared CP or CMS.	Development does affect areas of little or some scientific value and is consistent with an appropriate Management Plan.	Development results in loss of fabric or change of use of a place that has some past but lapsed association with the community.	Results in a change to an element that contributes to rarity but impact can be mitigated by interpretation.	Results in a change to an element that contributes to representativeness but impact can be mitigated by interpretation.	Development that could be detrimental to the condition of significant fabric but can be mitigated by providing advice and conditional support. Development that is consistent with a professionally prepared CP or CMS.	Development that does not detract from the integrity of the place and may include minor alterations to the place either internally or externally, to provide for a compatible re-use.	Development that does not detract from the authenticity of the place and may include minor alterations to the place either internally or externally, to provide for a new or continued use. Development that is consistent with a professionally prepared CP or CMS	Partial demolition or relocation of element of some significance as identified in an independent HIS, CMP or CMS, which is limited and does not materially, alter the significance of the place and can be interpreted.	Development introduces new elements into the streetscape that is a minor variation in height of surrounding buildings or increases the density of use however, impacts mitigated by design.	Low impact, low news item.
Moderate (Includes a positive or negative impact)	Development that extensively reconstructs fabric to reproduce an earlier state or materially alters the appearance of a place either internally or externally through other adaptations, additions or construction of new fabric.	Development that extensively reconstructs fabric to reproduce an earlier state or materially alters fabric of some or considerable historic significance as identified in a HIS, CMP or CMS, either internally or externally through other adaptations or construction of new fabric or change of use.	Development that is not informed by a conservation or archaeological management plan and may affect potential scientific value.	Development results in a significant loss of fabric or use of a place that has a strong and current association with the community.	Element that contributes to rarity is lost and impact cannot be mitigated.	Element that contributes to representativeness is lost and impact cannot be mitigated.	Development that will lead to deterioration in the condition of significant fabric and the applicant is not receptive to advice to mitigate the impact.	Development that proposes a change of use that is not identified as compatible within a CP or does not reflect the values of the place	Development results in a significant loss of fabric or settlement pattern that contributes to the authenticity of the place.	Demolition, removal or relocation of elements of some or considerable significance as identified in a HIS, CMP or CMS, which materially alters the significance of the place.	Referral includes a strategic planning document, design guidelines or a development relating to one lot but in close proximity to similar existing or proposed development. Bulk, scale and materiality of development is different to surrounding properties.	Public criticism of moderate impact, moderate news profile, Ministers involved
Major (Includes a positive or negative impact)	New infill development on vacant lots (including those approved for total demolition), carparks, open space and new build that retains a façade of historic fabric.	Development that significantly detracts from the historic value of the place through adaptation or removal of significant elements or introduction of a new incompatible use.	Development that significantly affects or destroys known scientific values.	Development results in a total loss of place or use that has a strong and current association with the community.	Development that results in a substantial loss of an element or area identified as contributing to the rarity of the place.	Development that results in a substantial loss of an element or area identified as contributing to the representativeness of the place.	Development that will lead to deterioration in the condition of significant fabric and/or fails to address urgent works identified in a CP/CMS and the applicant is not receptive to advice to mitigate the impact.	Development that proposes a change of use that is unsympathetic to the values of the place and detracts from the significance of the place.	Development results in a total loss of fabric or settlement pattern that contributes to the authenticity of the place and/or results in only the retention of a façade or shell that contributes to the authenticity.	Total demolition or removal or relocation of a building to an alternative site or dismantling and reconstruction of historic fabric. Partial demolition of elements of exceptional significance.	Referral includes a development application relating to two or more contiguous lots within the same application. Bulk, scale and materiality of the development is considerably different from surrounding properties. Results in an economic impact that affects the State or region.	Public criticism with high impact, widespread, high news profile, Ministers and Government required to make public statement.