

HERITAGE STRATEGY 2017-20

**NATIONAL LIBRARY OF AUSTRALIA
2017**



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INTRODUCTION

The aim of this Heritage Strategy is to achieve the conservation of the cultural heritage significance of the National Library of Australia consistent with the ongoing operation of the place as the home of Australia's national collections and centre for national bibliographic and other services, and as a key component of the Parliamentary Zone.

This heritage strategy is the second version to be prepared for the Library, and follows the first strategy for the period 2012-17, and its review. The strategy has been prepared by the Library in fulfilment of its obligations under section 341ZA of the *Environment Protection & Biodiversity Conservation Act 1999* (EPBC Act). The strategy has also been prepared in the light of the guidelines issued by the then Department of Sustainability, Environment, Water, Population and Communities (2010) now the Department of the Environment and Energy, and is structured to address the specific requirements of the Act.

This strategy meets both the Library's specific obligations to prepare a Heritage Strategy in relation to the land it manages, and provides a strategy to meet its general obligations under the EPBC Act to take no action that has, will have or is likely to have a significant impact on the environment unless approved by the Minister for the Environment and Energy which includes heritage values on adjacent land.

An important point to note about the nature and structure of this strategy is that it attempts to provide brief *strategic* directions dealing with each component required in the EPBC Act and Regulations. A checklist indicating compliance with the EPBC requirements is also included in Attachment C.

The Library manages three properties, of which only the National Library building in Parkes is assessed as having heritage values (see p. 12). The National Library building is included in the Commonwealth Heritage List.

1. STATEMENT OF THE LIBRARY'S OBJECTIVE FOR MANAGEMENT OF ITS HERITAGE PLACES

Background

The Library is committed to the conservation of the Commonwealth Heritage values of its building, and will reflect this commitment in its corporate planning documents and processes. This strategy, and the Conservation Management Plan for the Library, indicates the Library's objectives for identification, protection, conservation, presentation and transmission to all generations of the Commonwealth Heritage values of the place.

The Library's current corporate strategy is the *National Library Corporate Plan 2016–2020*. The implementation of the *National Library Corporate Plan* is assessed through a performance management system of key performance indicators.

Strategies

Strategy 1.1 The Library will maintain in its corporate strategy a high level commitment to managing the heritage values of the Library building.

Strategy 1.2 The Library will reflect in the Building Master Plan its commitment to the appropriate management of the heritage property under its control.

2. HOW THE HERITAGE STRATEGY OPERATES WITHIN THE LIBRARY'S CORPORATE PLANNING FRAMEWORK

Background

The Library is committed to manage the Commonwealth Heritage values of its building in a manner consistent with the *Commonwealth Heritage Management Principles* (see Attachment A). As such, its corporate planning framework will recognise and reflect the Library's commitment to respect those values.

Strategies

Strategy 2.1 The Library's corporate planning and budgetary processes will be monitored and amended as necessary to include sound governance arrangements that reflect the Library's objective to identify, protect, conserve, present and transmit to all generations the Commonwealth Heritage values of the place, and clearly identify and make transparent the programs and budget components that relate to that objective (see also Strategies 1.1 and 1.2).

Strategy 2.2 The Heritage Strategy will be used as one of the primary planning documents in the corporate planning framework.

Strategy 2.3 The Library’s Annual Report will include a summary of programs and funding provided for:

- the maintenance and conservation of Commonwealth Heritage values; and
- heritage studies, management planning and other activities relating to Commonwealth Heritage values.

3. POSITIONS WITHIN THE LIBRARY WHICH ARE RESPONSIBLE FOR HERITAGE MATTERS

Background

The following table identifies the Library officials responsible at different levels for identifying and managing heritage values, for works decisions, approvals and actions, and for implementing, reviewing and monitoring the strategy and reporting to the Minister.

Table 1. Positions within the Library with heritage-related responsibilities

Position	Function in relation to the Heritage Strategy
Library Council	<ul style="list-style-type: none"> • Provides policy direction and overview as set out in the <i>National Library Act</i>.
Director-General	<ul style="list-style-type: none"> • Executive responsibility for approving planning, works and program budgets. • Responsible for mediating conflicts arising between managing for heritage values and management for other purposes (Strategy 6.3).
Corporate Management Group (Director-General; Assistant Directors-General (x 6) for: Collections Management; Australian Collections and Reader Services; National Collections Access; Information Technology; Executive & Public Programs; Corporate Services)	<ul style="list-style-type: none"> • Provides strategic and operational leadership, responsible for budget overview, development and monitoring of policies and objectives, coordinates activities across organisation, and has a key role in management decisions covered by the Heritage Strategy.
Assistant Director-General, Corporate Services	<ul style="list-style-type: none"> • Responsible for approving the budget for the management of Building and Security Services and approving heritage-related input in the Annual Report. • Responsible for maintenance and building works budgeting and overview. • Responsible for managing the implementation, monitoring and review of the Heritage Strategy. • Overall responsibility for implementing the Conservation Management Plan.
Assistant Director-General, Executive and Public Programs	<ul style="list-style-type: none"> • Responsible for public programs presenting and transmitting Commonwealth Heritage values to all generations.

Position	Function in relation to the Heritage Strategy
Assistant Director-General, Australian Collections and Reader Services	<ul style="list-style-type: none"> • Responsible for preparing the Annual Report. • Responsible for collections of national heritage significance, reading room and stack services and their use by readers.
Director, Building and Security Services	<ul style="list-style-type: none"> • Responsible for monitoring the condition of the building and the maintenance budget program. • Responsible for developing procedures to comply with EPBC Act. • Responsible for commissioning expert heritage advice. • Responsible for ensuring community consultation is implemented as needed. • Responsible for ensuring appropriate liaison with Commonwealth and Territory agencies on heritage matters occurs. • Responsible for oversight of the Heritage Register. • Responsible for day to day heritage management support including advice to other Library staff, liaison with the Department of the Environment and Energy (DoEE) and management of the Library's Heritage Register. • Contact point for heritage issues.
Building Manager	<ul style="list-style-type: none"> • Responsible for day-to-day management of Library assets. • Responsible for detailed maintenance works decisions. • Responsible for planning and execution of works.

Strategies

Strategy 3.1 The Library will ensure that those occupying all positions with responsibility for heritage matters, as identified in Table 1, are made aware of those responsibilities.

Strategy 3.2 The Director, Building and Security Services will be identified within the Library as the single initial point of contact for heritage matters.

4. THE PROCESS FOR CONSULTATION AND LIAISON WITH OTHER GOVERNMENT AGENCIES ON HERITAGE MATTERS

Background

The National Library of Australia is owned by the Commonwealth, and is located in a Designated Area on National Land within the Central National Area, and as such its planning (at least for external fabric and changes) is controlled by the National Capital Authority. The ACT Government has no planning authority over the place, and its *Heritage Act 2005* does not apply.

Hence the only legislation that applies to the Library is that of the Commonwealth. In relation to the heritage values of the places, the relevant legislation is;

- *Environment Protection & Biodiversity Conservation Act 1999*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984*

Both Acts are administered by the Department of the Environment and Energy.

The land vested in the Library with heritage values (Block 4 Section 27 Parkes) is limited to the footprint of its building and its podium, a small sealed service area at the LG2 level, an unnamed access road off King Edward Terrace, and small extensions to contain landscaping features and services venting to the west and north. It does not include any undisturbed land.

The National Capital Authority is both the planning and development control agency for external works affecting the Library, and the manager of the immediately adjacent land surrounding the Library, including the forecourt, fountain and landscape as part of the address court for the Library building, the major carpark to the south, and other landscape areas surrounding the building.

The Library ensures it undertakes appropriate consultation with the Department of the Environment in relation to its operations as they involve heritage and environmental issues.

The Library will include the ACT Heritage Council in its list of government stakeholders, as a matter of courtesy.

Strategies

- Strategy 4.1 The Library will consult with the Minister for the Environment and Energy or her or his delegate as required under the EPBC Act, in particular:
- with regard to the Conservation Management Plan (s341S); and
 - with regard to actions that have, will have or are likely to have a significant impact on the Library as a Commonwealth Heritage place (s341ZC).
- Strategy 4.2 The Library will consult with the Australian Heritage Council regarding its Heritage Strategy before submitting it to the Minister for the Environment as required under s341ZA of the EPBC Act.
- Strategy 4.3 The Library may consult informally with the Department of the Environment and Energy regarding its Heritage Strategy, management plan and actions that it considers have, will have or are likely to have a significant impact on the Library as a Commonwealth Heritage place, noting that such consultation is not formally required under the EPBC Act.

Strategy 4.4 The Library will consult with the National Capital Authority as the manager of immediately adjacent land having heritage values (as part of the Parliament House Vista listing and as the setting for the Library). The purpose of this consultation will be to achieve sympathetic conservation management which is, where operationally feasible, consistent with the high standards established by the EPBC Act.

5. CONSULTATION AND LIAISON WITH THE COMMUNITY ON HERITAGE MATTERS

Background

Consultation with the community, including Indigenous stakeholders, is required where changes to the place potentially impact on community interests. Consultation was undertaken in the preparation of the 2012 version of the Conservation Management Plan (CMP). The strategies identify the ongoing process for consultation and liaison with the community on heritage matters. The people, groups and organisations consulted during the preparation of the CMP are identified in the CMP.

Strategies

Strategy 5.1 Where changes are proposed involving the Library building or the land surrounding it (including should the lease area be extended), consultation will be guided by current national standards, namely:

- Commonwealth Heritage Management Principles;
- The provisions in *Ask First, a guide to respecting Indigenous heritage places and values* (Australian Heritage Commission 2002) for Indigenous heritage places; and
- Article 26.3 of the *Burra Charter* (Australia ICOMOS 2013) for cultural heritage places including both Indigenous and historic places.

Strategy 5.2 The Library shall develop a procedure for triggering and facilitating consultation.

6. PROCESS FOR RESOLUTION OF CONFLICT ARISING FROM THE ASSESSMENT AND MANAGEMENT OF COMMONWEALTH HERITAGE VALUES

Background

There are at least two categories of conflict that may arise regarding heritage values and management within the Library. These are:

- determining whether a heritage value exists or not; and

- between managing heritage values and managing for other purposes.

It is noted that some conflicts may be irreconcilable.

In finding solutions to conflicts, it is important to bear in mind the obligation under s.341ZC of the EPBC Act not to take an action that has an adverse impact on the Commonwealth Heritage values unless there is no feasible and prudent alternative, and all reasonable measures are taken to limit the impact. Depending on the possible impact involved, the issue may also be an action that is subject to approval (by virtue of s.26 or s.28) under the EPBC Act.

Strategies

Strategy 6.1 To help avoid or resolve potential conflict, where an issue requires clarification of heritage values or policies, the Library will ensure that it seeks relevant expert opinion.

Strategy 6.2 Any conflict arising from the assessment or management of the place should be resolved through the Conservation Management Plan, or where the management plan does not deal with the issue, by seeking advice such as from relevant heritage experts, the Department of the Environment and Energy or Australian Heritage Council (under s.5(h) of the *Australian Heritage Council Act 2003*), and referring to the *Burra Charter*.

Strategy 6.3 If a conflict arises between managing heritage values and managing for other purposes, the process for resolving this will involve:

- reference to the obligations imposed on the Library by its Act;
- reference to the obligations imposed on the Library by the EPBC Act;
- reference to the relevant standard heritage industry guidelines such as the *Burra Charter*; and
- seeking advice such as from relevant heritage experts, the Department of the Environment and Energy or Australian Heritage Council (under s.5(h) of the *Australian Heritage Council Act 2003*).

And if this does not resolve the conflict:

- a mediation process should be initiated involving relevant heritage conservation experts and the manager/decision-maker(s) proposing the conflicting management actions. The mediator will be the Director-General or their nominee.

7. PROCESSES FOR MONITORING, REVIEWING AND REPORTING ON THE IMPLEMENTATION OF THE LIBRARY'S HERITAGE STRATEGY

Background

This is the second strategy for the Library following a review of the earlier strategy prepared for the period 2012-17.

Strategies

- Strategy 7.1 The implementation of the Library's Heritage Strategy will be monitored by:
- annual evaluation of performance in the Library's Annual Report.
- The monitoring and evaluation process will be implemented and overseen by the Director, Building and Security Services;
- annual review of the Library budget, as it relates to the Library's operations and expenditure affecting the conservation of elements of heritage value;
 - three-yearly review of the Heritage Strategy, in accordance with ss341ZA (5) and (6) of the EPBC Act, which will monitor and evaluate the Library's performance on all elements of the Strategy. The review must consider the range of matters specified in s10.03F of the *EPBC Amendment Regulations 2003*. The review will be initiated and directed by the Assistant Director General, Corporate Services. A report on the review will be provided to the Minister for the Environment and Energy in accordance with the EPBC Act.
- Strategy 7.2 This strategy will be subject to its next review in 2019, in accordance with ss341ZA(5) of the EPBC Act.

8. THE IDENTIFICATION AND ASSESSMENT OF COMMONWEALTH HERITAGE VALUES IN THE LIBRARY'S CONTROL AND MANAGEMENT

8a. The process for identifying and assessing the Commonwealth heritage values of the Library's property

Background

The Library has identified and assessed the places under its current (2017) control to determine any heritage values they may have. The tasks, completed in 2012, included:

- assessment of the Library's property holdings by experienced heritage practitioners, accessing existing heritage assessments, studying historical land use and associations information, and assessing current development from a heritage perspective;
- development of the Conservation Management Plan for the Library building; and
- development of the Library's Heritage Register, being a record of the single heritage property managed by the Library.

The land and buildings leased by the Library (as at 2017) are:

Land and buildings owned by the Library:

- Block 4 of Section 27, Parkes, and the Library building upon it (the National Library building)
- An off-site storage facility at the corner of Tralee Street and Monaro Highway in Hume (Block 21 Section 1) completed in 2006. The site has no identified heritage values.

Land and buildings leased by the Library:

- Hume Annexe - off-site collection storage facility at 64 Shepard Street, Hume. The site has no identified heritage values.

Of these, only the National Library building at Block 4 of Section 27, Parkes is assessed as having heritage values. The remaining buildings are functional warehouse structures of relatively recent design and are not assessed by the Library's heritage advisors as having any heritage values in relation to their history, design or associations.

The heritage values of the Library building were assessed by analysing its history, the physical and associational attributes of the place, its design and aesthetic values, and its social and scientific values. The assessment is summarised in the Statement of Significance in the CMP.

A report was submitted to the Minister for the Environment in compliance with Schedule 7C2(b)(iii) of the EPBC Regulations at the time the 2012 conservation management plan was submitted.

Because there has been no change in the Library's property holdings, the 2012 identification tasks remain valid. However, the assessment of the heritage values of the Library's main building are being reviewed as part of the update of the conservation management plan, which will also be used to update the Library's heritage register.

8b. Program to identify Commonwealth heritage values

Background

The Library has completed its program for the identification of Commonwealth Heritage values of its existing buildings in 2012, resulting in the development of a Conservation Management Plan for the Library building. The conservation management plan also incorporates policies relating to the significant collections making up part of the significance of the place.

The Library will continue to assess the Commonwealth Heritage values of the Library as part of the monitoring and review process for the Conservation Management Plan (see strategies 7.1 and 7.2). The Library is included in the Commonwealth Heritage List.

Strategies

Strategy 8b.1 The Library will review the heritage values, including the Commonwealth Heritage values, of the National Library building as part of the review process of the Heritage Strategy and Conservation Management Plan, and otherwise where annual monitoring or an unforeseen discovery demonstrates that values are inadequately identified.

Strategy 8b.2 Where the Library acquires new property, it will specify a practicable period (ideally six months) within which it will undertake an assessment of the possible heritage values of the property (in accordance with s. 341ZB (3) and 341Z of the EPBC Act).

The assessment process will involve an experienced heritage practitioner to assess possible heritage values of the place.

Where heritage values are identified, a new record will be created in the Library's Heritage Register, and the results of any such assessment will be reported in the Library's Heritage Strategy and annual report.

Where the assessment finds Commonwealth Heritage values, the values will be identified in the Library's Heritage Register and the Minister for the Environment and Energy notified.

The Director, Building and Security Services, is responsible for ensuring this strategy is implemented.

9. MANAGEMENT OF COMMONWEALTH HERITAGE VALUES

9a. Management of the Library's Heritage Register

Background

The Library manages one property with heritage values, the main building in Parkes, ACT. The Heritage Register information for that property is consistent with the *EPBC Regulations (10.03G(2))*.

Strategies

Strategy 9a.1 The Library's Heritage Register will be published on its website.

Strategy 9a.2 Maintenance of the Library's Heritage Register will be managed by the Director, Building and Security Services.

Strategy 9a.3 When the Conservation Management Plan is reviewed (in accordance with the EPBC Act s.341X), the Library's Heritage Register data will also be reviewed and updated as necessary.

9b. Development of management plans for the Library's Commonwealth Heritage places

Background

A management plan was completed in 2012 and a revised version was being prepared in 2017.

9c. Library use of heritage places

Background

The National Library building is actively used for the development, curation and preservation of the National Library's collections, and the provision of National Library services.

Strategies

Strategy 9c.1 The Conservation Management Plan and its revisions will consider the existing and any proposed use of the place and its

policies and strategies used to resolve any conflict with heritage values.

9d. Current or expected development, works, disposal or other proposals that may affect Commonwealth Heritage values

Background

The Library has identified a range of proposals that may affect Commonwealth Heritage values. These have been considered in the development of the revised CMP, consistent with the Strategy below.

Strategies

Strategy 9d.1 Current or expected development, works, disposal or other proposals that may affect Commonwealth Heritage values will be considered in the development of the revised Conservation Management Plan.

9e. Ensuring that Commonwealth heritage values are considered in the Library's planning for future development, works, divestment or other proposals

Background

The primary vehicle for ensuring the values of Commonwealth Heritage places are considered in planning for future development, works, divestment or other proposals will be the Conservation Management Plan.

Should the Library ever dispose of heritage places on land it owns, s.341ZE of the EPBC Act applies, and the Library has to ensure that the place's heritage values will be by a covenant in any sale or lease contract to protect the heritage values, or by other means.

These provisions are in addition to the formal advice and approvals which may be required under the EPBC Act.

Strategies

Strategy 9e.1 The Assistant Director-General, Corporate Services and the Director, Building and Security Services will review the Building Master Plan, five year Capital Works Plan, and annual Capital and Maintenance Programs at a draft stage for proposals which might impact on heritage values of the building, and will apply policies and strategies from the management plan, or trigger strategies 9e.3 and 9e.4, to ensure that Commonwealth Heritage values are given due weight in the Library's planning activities.

- Strategy 9e.2 The Conservation Management Plan and any revisions will consider Commonwealth Heritage values in planning for future development, works, divestment or other proposals, as needed.
- Strategy 9e.3 If future development, works, divestment or other proposals arise in a case where the Conservation Management Plan provides insufficient guidance, the existing plan will be reviewed and revised to guide the proposal. Where the time-frame for action precludes preparation/revision of the plan (as in the case of emergency stabilisation works), a process paralleling Strategy 6.3 will be followed. (See Attachment C, 6 and 18]
- Strategy 9e.4 When the Library disposes by sale or lease of a Commonwealth Heritage place it owns, it will take action to ensure future conservation of the heritage values of the place by covenant or other means, as required in s.341ZE of the EPBC Act.
- Strategy 9e.5 The Library will take no action that has an adverse impact on the place's heritage values unless there is no feasible and prudent alternative, and all reasonable steps are taken to minimise the adverse impact, in accordance with s.341ZC of the EPBC Act.

9f. Planning and budgeting for the maintenance and long-term conservation of Commonwealth Heritage values

Background

The Library maintains a rolling five year Capital Works Program, and a Building Master Plan. At a detailed level, annual capital and maintenance planning will be guided by the Conservation Management Plan. The Library's capital and maintenance planning will factor in any conservation objectives for the works (as identified in Strategies 9e.1-4) that require funding and planning over and above standard operational needs. Clear identification of maintenance and conservation-related work will assist in the monitoring and reporting of the implementation of the Library's Heritage Strategy.

The annual reporting of funding for maintenance work is dealt with at Strategy 2.3. Monitoring and review of budgets is dealt with in Strategy 7.1

Strategies

- Strategy 9f.1 The Conservation Management Plan will consider and assist maintenance and capital works programming.
- Strategy 9f.2 Maintenance and capital works involving heritage components of the building will be included in the five year and annual Capital Works Plans, and tagged to indicate they relate to components with Commonwealth Heritage values. The works will be costed

and prioritised with regard to both their operational and any additional conservation requirements, and a decision taken on the extent of the works that can be undertaken. Cross-reference to files detailing works will be included in the Heritage Register.

9g. Monitoring and reviewing the Library's success in conserving Commonwealth Heritage values

Background

The primary vehicle for monitoring the success in conserving Commonwealth Heritage values will be through the Annual Report, guided by the Conservation Management Plan. In particular:

- the requirement for monitoring and reporting on the condition of values in the management plan (*EPBC Amendment Regulations, Schedule 7A, clause (h)(ix)*); and
- the review of the Conservation Management Plan every 5 years which includes an assessment of the effectiveness of the plan in protecting and conserving values (*EPBC Amendment Regulations, Schedule 7A, clause (k)*).

Strategies

- Strategy 9g.1 The Library will monitor in the Annual Report performance in progressing the Heritage Strategy (three-yearly) and Conservation Management Plan (five-yearly) policies and strategies.
- Strategy 9g.2 The results of Heritage Strategy and Conservation Management Plan reviews will be provided to the Minister for the Environment and Energy as required by the EPBC Act. This will include information about the effectiveness of documents and processes they promote in protecting and conserving heritage values.

10. TRAINING AND PROMOTION

10a. Program for the training of the agency staff

Background

The Library will provide its staff with appropriate training in heritage awareness and responsibilities.

Strategies

- Strategy 10a.1 The Library will introduce a heritage awareness and information training program for key staff working in the library.

Personnel occupying the positions directly responsible for heritage matters will receive in-service and, as necessary, awareness training at least every three years, providing an overview of Commonwealth heritage obligations and best practice heritage management.

Any new personnel moving into these positions will receive awareness training within three months of commencement.

Strategy 10a.2 Other staff responsible more generally for heritage matters (including the others listed in the Heritage Strategy Table 1) will receive presentations about the Library's heritage values and responsibilities, and Commonwealth heritage obligations. This process will be repeated at least every three years (possibly following the reviews of the Strategy and CMP). The relevant heritage obligations will be summarised as part of any presentation to the Corporate Management Group seeking decisions impacting on heritage values of the place.

Strategy 10a.3 A heritage awareness component will be included in the Library's general staff induction training for all staff joining the Library.

10b. Program for promoting community awareness of Commonwealth Heritage values

Background

The Conservation Management Plan will give primary direction for the interpretation of the significance of the Library.

Strategies

Strategy 10b.1 The Library will continue to recognise as part of its public programs activities, a component that presents and interprets to visitors the heritage values of the building through guided walks and publications. The content of this information is intended to be developed and enhanced on an ongoing basis, and will be reviewed formally with the Heritage Strategy every three years.

11. OTHER MATTERS

11a. Management of Library Property to compliment adjacent heritage places

Background

The Library is located within the heritage listed 'Parliament House Vista', which incorporates the Parliamentary Zone, and has a planning and landscape

relationship with the High Court of Australia and the National Gallery of Australia, as well as the significant Lake Burley Griffin landscape.

The policies in the Conservation Management Plan ensure that the Library building and immediate surrounds under the control of the Library will maintain their integrity and condition as built elements sympathetic to adjacent heritage areas (i.e. presenting the Library in a way that reflects the heritage setting), and also sympathetic to the wider heritage values of the Parliamentary Zone by contributing to its historical, symbolic and landscape values. A similar obligation lies with the National Capital Authority to ensure that the management of the adjacent areas respects the heritage values of the larger area and those of the Library's own setting.

Strategies

Strategy 11a.1 The Library will consider the impact of decisions about its building on the heritage values of adjacent areas. The impact of external works, maintenance, ancillary activities and support structures will be assessed with values of adjacent areas in mind.

The Library will liaise with the National Capital Authority to encourage appropriate sympathetic management of the surrounds and setting of the Library to conserve the heritage values of both the Library and the Parliamentary Zone as a whole.

ATTACHMENT A:

COMMONWEALTH HERITAGE MANAGEMENT PRINCIPLES

1. The objective in managing Commonwealth Heritage places is to identify, protect, conserve, present and transmit, to all generations, their Commonwealth Heritage values.
2. The management of Commonwealth Heritage places should use the best available knowledge, skills and standards for those places, and include ongoing technical and community input to decisions and actions that may have a significant impact on Commonwealth Heritage values.
3. The management of Commonwealth Heritage places should respect all heritage values of the place and seek to integrate, where appropriate, any Commonwealth, state and territory and local government responsibilities for those places.
4. The management of Commonwealth Heritage places should ensure that their use and presentation is consistent with the conservation of their Commonwealth Heritage values.
5. The management of Commonwealth Heritage places should make timely and appropriate provision for community involvement, especially by people who:
 - (a) have a particular interest in, or associations with, the place; and
 - (b) may be affected by the management of the place.
6. Indigenous people are the primary source of information on the value of their heritage and the active participation of Indigenous people in identification, assessment and management is integral to the effective protection of Indigenous heritage values.
7. The management of Commonwealth Heritage places should provide for regular monitoring, review and reporting on the conservation of Commonwealth Heritage values.

ATTACHMENT B:

PROPOSALS WHICH MAY AFFECT COMMONWEALTH HERITAGE VALUES

Year	Task name (and potential impact)
2017-19	Lighting upgrade for energy efficiency
2017-19	Marble Facade Restoration Project (potential impact on building facade)
2017-18	Parquetry flooring repairs
2017-22	Ceiling Repairs
2017-22	External Window Upgrade (potential impact on external facade, and any internal heritage spaces involved)

ATTACHMENT C:

TABLE SHOWING COMPLIANCE WITH EPBC ACT

HERITAGE STRATEGIES

Environment Protection and Biodiversity Conservation Act 1999

Section 341ZA Heritage Strategies	
Legislation	Comment
(1) If a Commonwealth agency owns or controls one or more places, the agency must:	See 8a in Heritage Strategy
(a) prepare a written heritage strategy for managing the places to protect and conserve their Commonwealth Heritage values; and	processes satisfied by the submission process for this Heritage Strategy
(b) give a copy of the strategy to the Minister;	as above
as soon as practicable and in any event within 2 years after the later of:	as above
(c) the time the agency first owns or controls a place; and	as above
(d) the commencement of this section.	as above
Note: the heritage strategy will apply to every place the agency owns to controls.	as above
(1A) Before making a heritage strategy, the Commonwealth agency must consult the Australian Heritage Council and take into account any advice the agency receives from the Council.	as above
(2) The Commonwealth agency may, in writing, amend the heritage strategy or revoke and replace the heritage strategy. The Commonwealth agency must give the Minister a copy of the amended or replacement strategy within 20 business days of the amendment or replacement.	as above
(3) A heritage strategy must:	
(a) mention the period within which the Commonwealth agency must make a plan under section 341S; and	see 9b in Heritage Strategy
(b) mention the period within which the Commonwealth agency must do the things mentioned in subsection 341ZB(1); and	see 8a, 9a, 9b in Heritage Strategy
(c) address the matters prescribed by the regulations (if any); and	
(d) not be inconsistent with the Commonwealth Heritage management principles.	Minister's judgment pending submission
(4) The Minister must advise the Commonwealth agency whether or not the agency's heritage strategy (whether original, amended or replacement) is inconsistent with the Commonwealth Heritage management principles.	Minister's judgment pending submission
(5) At least once in every 3 year period after a heritage strategy is made, the Commonwealth agency	see 7.1, 7.2 and 9g in Heritage Strategy

Section 341ZA Heritage Strategies	
Legislation	Comment
concerned must cause a review of the strategy to be carried out.	
(6) The agency must give the Minister a written report of the review. The report must address the matters prescribed by the regulations (if any).	A review report was provided to the Minister in 2017. The next report will be due in 2020.

Regulation 10.03F Report about review of heritage strategy (Act s.341ZA)	
Legislation	Comment
For subsection 341ZA (6) of the Act, a report about the review of a Commonwealth Agency heritage strategy must include the following:	The review report in 2017 addressed all of the matters prescribed.
(a) an outline of consultation undertaken with relevant stakeholders in the review process;	as above
(b) a summary of the agency's achievements against its objectives for management of its heritage places;	as above
(c) an evaluation of the success of each of the matters included in a Commonwealth agency heritage strategy in achieving the identification, protection, conservation and presentation of Commonwealth Heritage values;	as above
(d) an update on the extent to which the identification and assessment of Commonwealth Heritage values of all agency property has been achieved, and the values included in an agency's heritage places register;	as above
(e) an update on the progress and timeliness of the preparation of management plans for Commonwealth Heritage places;	as above
(f) an outline of any physical and management changes that have occurred to the agency's Commonwealth Heritage places since the last strategy was prepared, and of any expected changes;	as above
(g) an update on progress with Commonwealth Heritage training programs;	as above
(h) a specification of the time-frame for updating the Heritage Strategy following the review;	as above
(i) an update on other heritage issues relevant to the agency's management of Commonwealth Heritage places in accordance with the Commonwealth Heritage Management Principles.	as above

***Environment Protection and Biodiversity Conservation Amendment Regulations
2003 (No. 1)***

Schedule 7C Heritage Strategies

Legislation	Comment
1. A strategy must include general matters, including the following:	
(a) a statement of the agency's objective for management of its heritage places;	see 1 in Heritage Strategy
(b) a description of how the heritage strategy operates within the agency's corporate planning framework;	see 2 in Heritage Strategy
(c) a list of key positions within the agency, the holders of which are responsible for heritage matters;	see 3 in Heritage Strategy
(d) an outline of a process for consultation and liaison with other government agencies on heritage matters;	see 4 in Heritage Strategy
(e) an outline of a process for consultation and liaison with the community on heritage matters, including, in particular, a process for consultation and liaison with indigenous stakeholders on indigenous heritage matters;	see 5 in Heritage Strategy
(f) an outline of a process for resolution of conflict arising from the assessment and management of Commonwealth Heritage values;	see 6 in Heritage Strategy
(g) an outline of processes for monitoring, reviewing and reporting on the implementation of an agency's heritage strategy.	see 7 in Heritage Strategy
2. A strategy must include matters relating to the identification and assessment of Commonwealth Heritage values, including the following:	see 8 in Heritage Strategy
(a) an outline of the process for identifying and assessing the Commonwealth Heritage values of all agency property;	see 8a in Heritage Strategy
(b) a statement of the time-frames for the completion of:	
(i) the agency's heritage identification and assessment program; and	see 8b in Heritage Strategy
(ii) the agency's register of places and their Commonwealth Heritage values; and	see 9a in Heritage Strategy
(iii) the agency's report to the Minister, that includes details of the program and a copy of the register.	submitted separately to Minister
3. A strategy must include matters relating to the management of Commonwealth Heritage values, including the following:	section 9 in Heritage Strategy
(a) a description of how the agency's heritage places register will be maintained, updated and made accessible to the public;	see 9a in Heritage Strategy

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Schedule 7C Heritage Strategies

Legislation	Comment
(b) a statement of the time frame for the preparation of management plans for the agency's Commonwealth Heritage places;	see 9b in Heritage Strategy
(c) an outline of the existing use, by the agency, of places with Commonwealth Heritage values;	see 9c in Heritage Strategy
(d) an outline of current or expected development, works, disposal or other proposals that may affect Commonwealth Heritage values;	see 9d in Heritage Strategy
(e) an outline of the process to ensure that Commonwealth Heritage values are considered in the agency's planning for future development, works, divestment or other proposals;	see 9e in Heritage Strategy
(f) a plan and budget for the maintenance and long-term conservation of Commonwealth Heritage values;	see 9f in Heritage Strategy
(g) an outline of the process by which the success of the agency in conserving Commonwealth Heritage values will be monitored and reviewed.	see 9g in Heritage Strategy
4. A strategy must include matters relating to Commonwealth Heritage training and promotion, including the following:	
(a) a program for the training of agency staff about Commonwealth heritage obligations and best practice heritage management;	see 9h in Heritage Strategy
(b) a program for promoting community awareness of Commonwealth Heritage values, as appropriate.	see 9i in Heritage Strategy

Section 341ZB Heritage assessments and registers

Legislation	Comment
(1) A Commonwealth agency must do all of the following within the period mentioned in its heritage strategy:	
(a) conduct a program to identify Commonwealth Heritage values for each place it owns or controls;	see 8a, 8b in Heritage Strategy
(b) produce a register that sets out, for each place it owns or controls, the Commonwealth Heritage values (if any) of that place;	see 9a in Heritage Strategy
(c) give the Minister a written report that includes:	
(i) details of the program; and	submitted separately to Minister
(ii) a copy of the register.	submitted separately to Minister
(2) The regulations may prescribe all or any of the	

Section 341ZB Heritage assessments and registers	
Legislation	Comment
following:	
(a) how Commonwealth heritage values may be identified of a place;	see below
(b) matters a register must address;	see below
(c) matters a report to the Minister must address.	see below
(3) A Commonwealth agency must keep its register up to date.	
(4) A register may be kept electronically.	see 8a in Heritage Strategy
(5) If a report under paragraph (1)(c) indicates that a place owned or controlled by a Commonwealth agency may have one or more Commonwealth Heritage values, information from the report may be used or referred to in a nomination of the place for inclusion in the Commonwealth Heritage List.	see 8a, 8b in Heritage Strategy

Regulation 10.03G Heritage assessments and registers (Act 341ZB)	
Legislation	Comment
(1) For paragraph 341ZB (2) (a) of the Act, Commonwealth heritage values for a place may be identified by:	
(a) considering all natural and cultural heritage values, recognizing indigenous people as the primary source of information on the significance of their heritage and their participation as necessary to identify and assess indigenous heritage values; and	in Report and CMP submitted separately to Minister
(b) identifying values against the Commonwealth heritage criteria; and	in Report and CMP submitted separately to Minister
(c) using expert heritage advice to ensure that levels of documentary and field research are appropriate to best practice assessment and management of heritage values; and	as above
(d) using a comparative and thematic approach; and	as above
(e) consulting widely, as appropriate, with government agencies, stakeholders and the community.	as above
(2) For paragraph 341ZB (2) (b) of the Act, matters a register must include are the following:	The Heritage Register for the single Library heritage place is a summary of the assessment and management policy material in the Library's CMP (see for more detail)
(a) a comprehensive description, and a clear plan showing the name and location, of each place that has Commonwealth Heritage values;	see Heritage Register
(b) a discrete heritage place identification number	see Heritage Register

Regulation 10.03G Heritage assessments and registers (Act 341ZB)	
Legislation	Comment
for each place;	
(c) details of ownership, leases, licences, rental or other tenure arrangements, as applicable;	see Heritage Register
(d) a summary description of the significant physical characteristics and elements of the place;	see Heritage Register
(e) a sequential summary of the use of the place;	see Heritage Register
(f) a statement of significance for the place, identifying its heritage values and specifying any that are Commonwealth Heritage values;	see Heritage Register
(g) a record of any other heritage listings, providing relevant register numbers;	see Heritage Register
(h) a record of the date and nature of any works, maintenance or other activity at the place that is relevant to conservation of its heritage values;	see Heritage Register
(i) a specification of any property or information access restrictions or requirements;	see Heritage Register
(j) an outline of any consultation requirements relating to the place;	see Heritage Register
(k) a list of relevant conservation documents or references;	see Heritage Register
(l) a record of when information has been updated;	see Heritage Register
(m) cross references to:	
(i) agency place records of any objects that are significant by association with the place, indicating their current location; and	see Heritage Register
(ii) archived records of particular importance to the heritage values of the place.	see Heritage Register
(3) For paragraph 341ZB (2) (c) of the Act, a report to the Minister must include the following:	
(a) an outline of the identification program;	in Report submitted separately to Minister
(b) details of any surveys conducted, or expert advice obtained by, the agency to identify the Commonwealth Heritage values;	in Report submitted separately to Minister
(c) a summary of the work undertaken with respect to each of the matters included in these Regulations for the identification and assessment of Commonwealth Heritage values.	in Report submitted separately to Minister