

ARCHIVAL RECORD

Narembeen Lesser Hall

Lot 19 Longhurst Street, Narembeen, Western Australia



Prepared for the
Shire of Narembeen
February 2016



stephencarrick
ARCHITECTS Pty Ltd

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1. INTRODUCTION

1.0 THE PLACE

‘Place’ is used in the heritage profession as a technical term for everything that falls within the boundaries (the ‘curtilage’) of a site being discussed.

This Archival Record describes the Narembeen Lesser Hall.

The place’s street address is Lot 19 Longhurst Street, Narembeen. It addresses the north side of Longhurst Street near the intersection of Latham Road, in the south east corner of the town. The Lesser Hall is orientated in a north south direction and located in a predominantly single storey residential area. Opposite the Lesser Hall (south) is the Ambulance Station, Police Station and the Shire Council Offices and Library. The place is adjacent to the Narembeen Public Hall, linked by a covered walkway on its east elevation. Also to the east of the place within close proximity is the Narembeen Roads Board which addresses Latham Road. The Narembeen Lesser Hall shares its site with the Narembeen Public Hall and Narembeen Roads Board buildings. The three buildings are included on the State Register of Heritage Places as the Narembeen Civic Precinct.

Plans at Section 3.2 and Section 7 identify the location of the place in the context of the Narembeen Civic Precinct.

1.1 BACKGROUND TO THIS REPORT

A Conservation Plan was prepared for the place in 1995 with the recommendation of retention and conservation. A Concept Design prepared in 1998 examined new uses for the building with the aim of enhancing the integration of the building within the civic precinct. Upon evaluation of various issues associated with the building including its physical condition, the cost of redevelopment, consideration of its cultural heritage value and the needs of the community, the Shire resolved that there was no longer a viable use for the Lesser Hall.

As the place is on the State Register of Heritage Places, the State Heritage Office advised that the preparation of a Heritage Impact Statement would enable the Heritage Council of Western Australia (HCWA) to understand the specific issues and formally consider a request for demolition.

A Heritage Impact Statement (HIS) was prepared by Stephen Carrick Architects, for the Shire of Narembeen, in June 2015 to evaluate the proposal to demolish the building. The

HIS supported the demolition of the building and recommended the recording of the Lesser Hall through drawings and photographs and appropriate interpretation.

The consultant's professional opinion was that the demolition of the Lesser Hall was acceptable. This opinion was formed following the consideration of all the relevant documentation; the owners' proposal and community's views; issues with regard to the building's condition; and, most importantly, the impact of the proposal on the cultural heritage values of the Civic Precinct.

It was concluded that the place was not rare, its integrity and authenticity were assessed as low. The current physical condition of the place was assessed as poor. The Lesser Hall was assessed as not displaying important cultural heritage value as an individual place.

It was further concluded that the proposed demolition of the Lesser Hall, coupled with appropriate interpretation, would not detract from the cultural heritage significance of the Public Hall and former Roads Board building. These buildings would still demonstrate the heritage values described in the Civic Precinct's Statement of Significance.

The recommendations that arose from the Heritage Impact Statement were a requirement for the recording and the interpretation of the Lesser Hall. The archival recording and the appropriate interpretation of the place within the precinct were considered reasonable measures to ameliorate any adverse impacts of the demolition of the Lesser Hall.

The Shire received approval from the State Heritage Office in August 2015 for the demolition of the Narembeen Lesser Hall (Appendix 2). A condition of the approval to demolish was the submission of a detailed Archival Record. The Shire of Narembeen subsequently commissioned this report.

An archival record is intended to provide sufficient information about a place for it to be appreciated into the future even if the place is later altered or even demolished.

Under the State Heritage Office guidelines (Appendix 5) there is a requirement that as part of the Archival Record:

1. Measured drawings are prepared to an architectural standard and include a detailed site plan, floor plan, roof plan, external elevations, sections and other significant details of the building.
2. A photographic record of the place and its setting, external and internal spaces and noteworthy items is completed.

Measured drawings are at Section 7.0 of this report.

A detailed photographic record is at Appendix 1 of this report.

1.2 STUDY TEAM AND METHODOLOGY

Architect and Lead Consultant Stephen Carrick BArch

Stephen Carrick visited the site on the 16th and 17th December 2015 to record the place through measurements and a detailed photographic record. He then prepared measured drawings and plans of the existing site. Historical background information about the place was sourced from the 1995 Conservation Plan and Heritage Impact Statement prepared in June 2015 by Stephen Carrick Architects. The Conservation Plan identified that there were no original plans for the place.

Historical photographs and 1995 photographs from the Conservation Plan are in section 4 of this document. Original historical photographs and the original Conservation Plan could not be sourced so the quality of these documents has been compromised as they are copies of a photocopy. They still illustrate important information and therefore have been included.

The report format is based on the 'Guide to preparing an archival record', prepared by the State Heritage Office, March 2012. It follows the requirements for a detailed archival record.

1.3 ACKNOWLEDGEMENTS

Councillors – Shire of Narembeen

Christopher Jackson – Chief Executive Officer - Shire of Narembeen

Garry Gregan – Executive Manager Corporate Services - Shire of Narembeen

Joan Gregan – Records Officer - Shire of Narembeen

Historical Society of Narembeen

Graeme Gammie – Executive Director - State Heritage Office

Harriett Wyatt – Acting Director Development & Incentives - State Heritage Office

2. STATEMENT OF SIGNIFICANCE

The significance of the Narembeen Lesser Hall is recorded in the State Heritage Register. Additionally, the Municipal Heritage Inventory documentation and the 1995 Conservation Plan contain a statement of significance for the Narembeen Lesser Hall. Information from all three sources has been included for completeness.

2.1 STATEMENT OF SIGNIFICANCE – HERITAGE COUNCIL STATE REGISTER OF HERITAGE PLACES, 1998

The following extract has been taken from the HCWA's State Register of Heritage Places, dated April 1998. The Lesser Hall is included in the State Register as part of the Narembeen Civic Precinct, Place No. 3629.

Narembeen Civic Precinct, comprising the Lesser Hall (1923), a timber framed structure clad with fibrous cement sheeting and roofed with corrugated iron, Narembeen Roads Board Building (1927), a brick and tile structure in the Federation style, and the Public Hall (1940), a brick and tile structure in the Inter-War Functionalist style, has cultural significance for the following reasons;

- The place is a representative demonstration of the sequential development of the civic and social life of a rural community in the eastern wheatbelt region of Western Australia during the first half of the twentieth century;
- Narembeen Public Hall is a fine, and relatively rare, example of an Inter-War Functionalist town hall constructed in a Western Australian country town;
- The resolution of the three buildings on an irregular site, in particular the alignment of the entry of the Public Hall to address the street corner, demonstrates creative design; and,
- The precinct contributes to the local community's sense of place.

2.2 STATEMENT OF SIGNIFICANCE – CONSERVATION PLAN, 1995

The following statement of significance is taken from the Narembeen Lesser Hall Conservation Plan, prepared for the Shire of Narembeen by Laura Gray, November 1995, p 33.

The Narembeen Hall, now known as the Lesser Hall is of significance to the community of Narembeen, the eastern wheatbelt region, and the state of Western Australia for the following reasons;

- its integral role within the initial developing phase of the town and region of Narembeen;
- a close association with the pioneers of Narembeen;
- it demonstrates the principal characteristics of the social life and community development of a wheatbelt town established in the 1920s;
- it was the first of three civic buildings that developed on the site, demonstrating a sequence of civic progress in Narembeen;
- the religious significance of the multi denominational function of the place;
- an aesthetic demonstrating the evolution of priorities of the social activities of the place;
- the social importance during the depression years;
- a way of life that is no longer practiced and ;
- the sense of place created by the memories of the events that have occurred in the place, and varying degrees of historic importance to individuals, community groups and the town of Narembeen.

2.3 STATEMENT OF SIGNIFICANCE – MUNICIPAL HERITAGE INVENTORY, 1995

The following extract has been taken from the Shire of Narembeen's Municipal Heritage Inventory (MHI) list of Heritage Places, dated November 1995 which refers to the social historical significance of the Narembeen Lesser Hall specifically, within the town and the region of Narembeen.

- The Narembeen Hall is significant for its integral role within the initial developing phase of the town and region of Narembeen. It demonstrates a way of life no longer practiced.
- The Hall evokes a sense of place created by the memories of the events that have occurred in the place, and varying degrees of historic importance to individuals, community groups and the town of Narembeen.
- The Narembeen Hall is significant for the close association with the pioneers of Narembeen.
- The Narembeen Hall was the first of three civic buildings that developed on the site, demonstrating a sequence of civic progress in Narembeen.
- The hall is the oldest public building in Narembeen and represents the beginning of the community of Narembeen. It is the only example of its type in Narembeen.

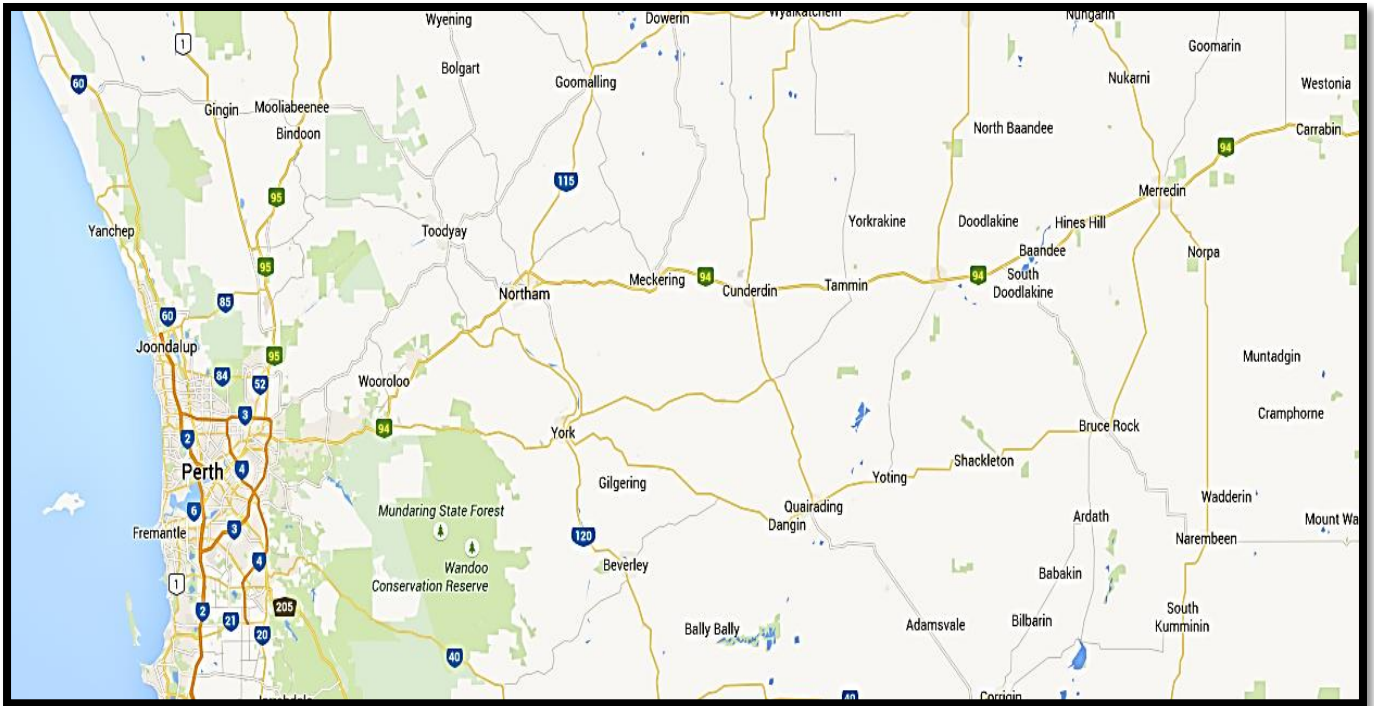
The MHI further comments on the significance of the Civic Precinct in Narembeen in the following extract.

- The Precinct demonstrates significant associations with the pioneers of Narembeen, and the development of the town and district.
- It demonstrates associations with the beginnings of the civic administration, social, community, and religious activities in Narembeen.
- Each place is unique for its associations, architecture, and period of development, and contributes to the precinct character.
- The Precinct is an integral element and identifiable in the landscape of Narembeen.

3. LOCATION PLANS

Narembeen

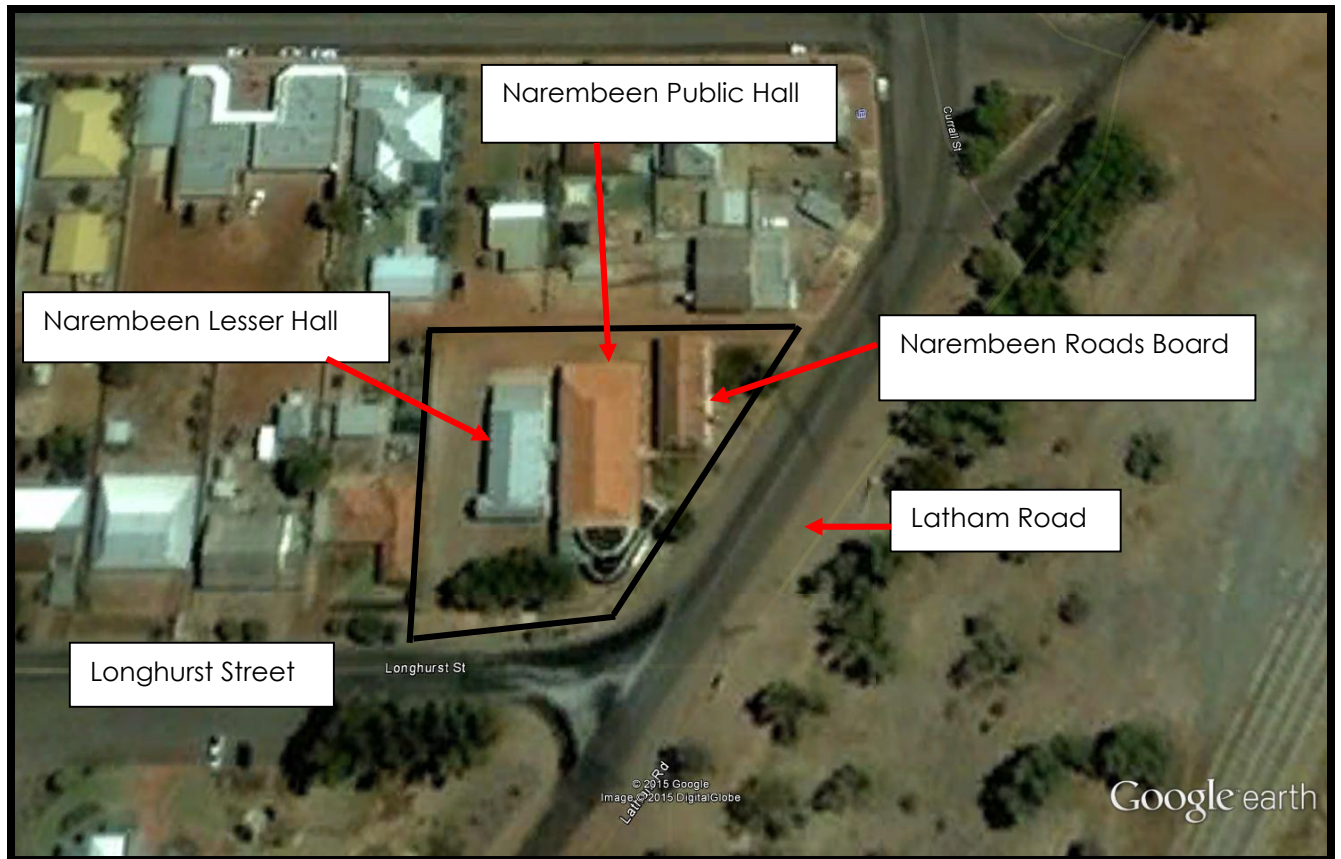
3.1 LOCATION



Source: Map data 2015 from Google Maps www.maps.google.com

3.2 AERIAL VIEW

Lot 19 Longhurst Street, Narembeen – Civic Precinct: Public Hall, Lesser Hall and Roads Board Buildings



Source : Google Earth: Aerial View September 2015

4. DOCUMENTARY EVIDENCE

The development and growth of the town of Narembeen is credited to the building of a local hotel in 1922 which escalated its status from a railway siding to a major centre of the wheatbelt area of Western Australia. Paddy Connolly and Henry Hale who had subdivided the private town site, and owned the Hotel, donated the land for the Narembeen Hall which was constructed and opened on 8 September 1923 with the purpose of providing a community meeting place.

Documentary evidence clearly demonstrates the integral role the hall played in the development of the newly established town of Narembeen. It is closely associated with the pioneers of Narembeen and with many community groups over a period of seven decades.

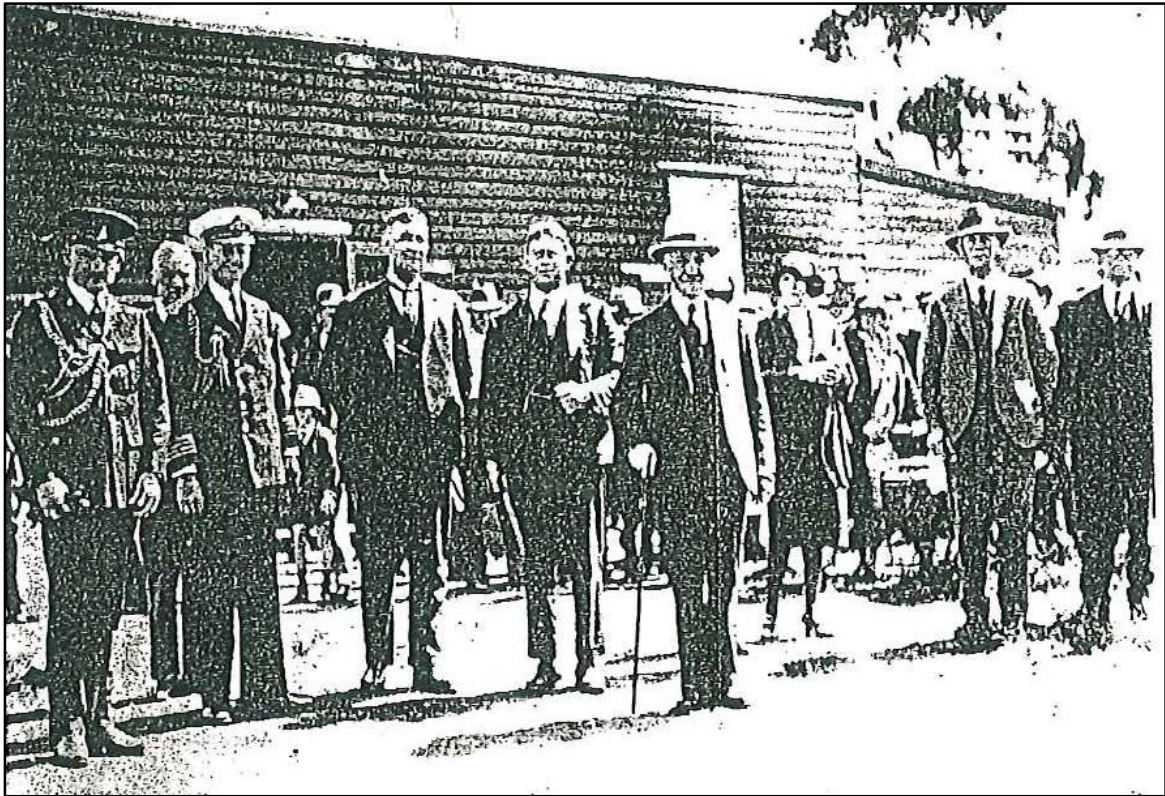
The Hall was the first public building in Narembeen and the first of three civic buildings developed on the site. It was integral to the civic and social life of the developing town and its wider region and was particularly important in its social function during the difficult times of the Depression when community support and comradeship was vital.



Longhurst Street c1920

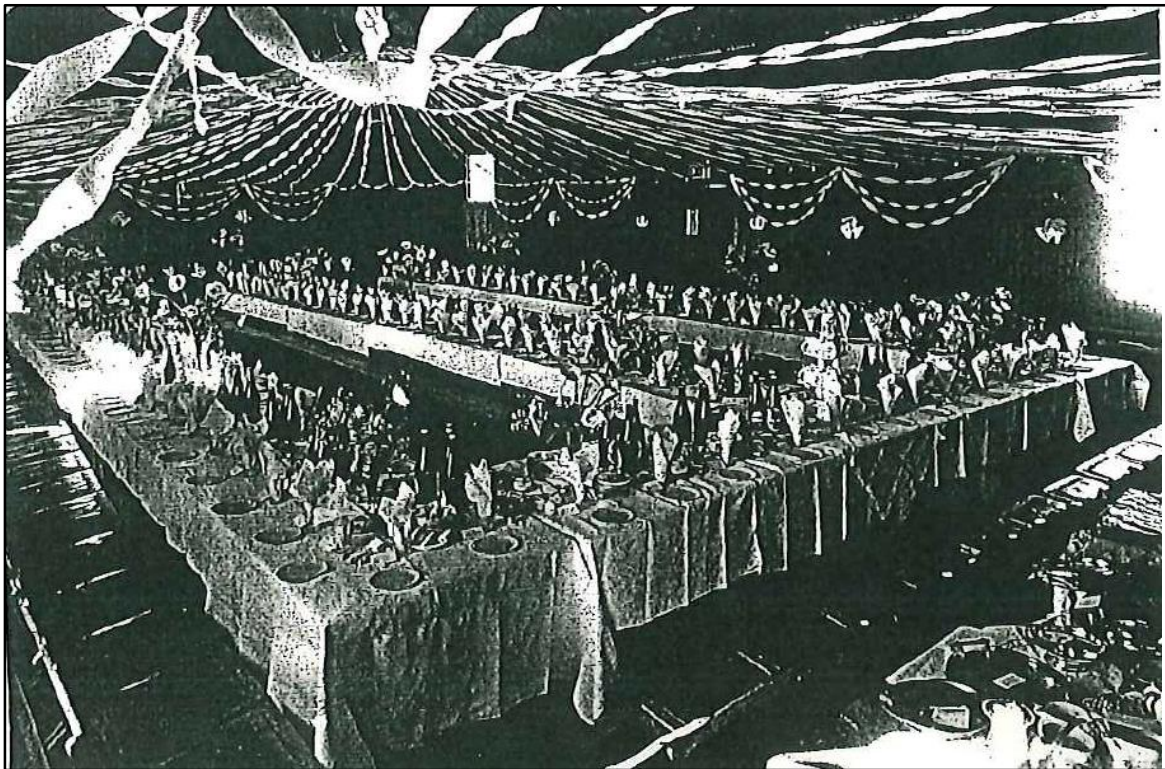
The Narembeen Hall prior to the stage addition

From 1995 Conservation Plan (Courtesy I Bristow, source unknown)



Latham Road (East façade) 1924. Dignitaries; Governor (Centre with walking stick) & Charles Latham (second from left).

From 1995 Conservation Plan (Courtesy I Bristow, source unknown)



Interior c1954. Ready for a Wedding Breakfast.

From 1995 Conservation Plan (Courtesy I Bristow, source unknown).

The Narembeen Lesser Hall was used by various community service, sporting, social and church groups as a multi-purpose venue for their activities. The Repertory Club held regular performances in the Hall and it served as a meeting place for the CWA Association and Scout groups. For a short time school was conducted in the Hall and Church services for all denominations were held there. The Hall also hosted regular Friday night movies and Saturday night dances. Many social functions took place at the Hall including; concerts, weddings, anniversaries, fundraiser events and balls.

With the construction of the new Public Hall in 1940, the original Hall (the Lesser Hall) became secondary and was used to complement functions held in the Public Hall by providing kitchen facilities. The larger, modern Public Hall hosted major social functions instead.

By 1995, the Lesser Hall was seldom used for social activities and its importance as a community centre had declined along with the condition of the place.

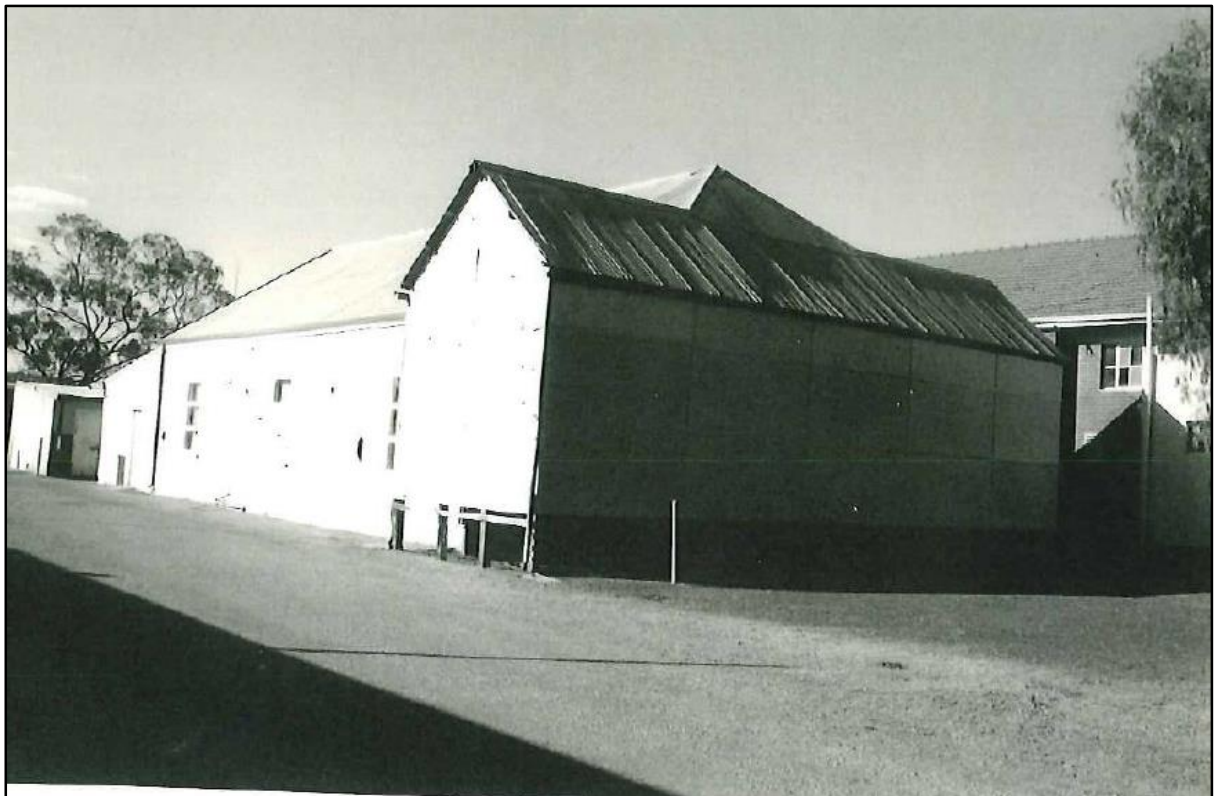
A Conservation Plan for the Narembeen Lesser Hall written by Laura Gray in November 1995 records the internal and external condition of the place as fair. It states that the physical environment has had detrimental effects on the condition of the place, there has been some removal of the original external fabric, the kitchen space is no longer functional and the hall floor has subsided. The integrity of the place has been compromised but is redeemable. The Conservation Plan recommended the retention and conservation of the Lesser Hall.

Photographs from 1995 of the Narembeen Lesser Hall exterior have been sourced from the Conservation Plan.



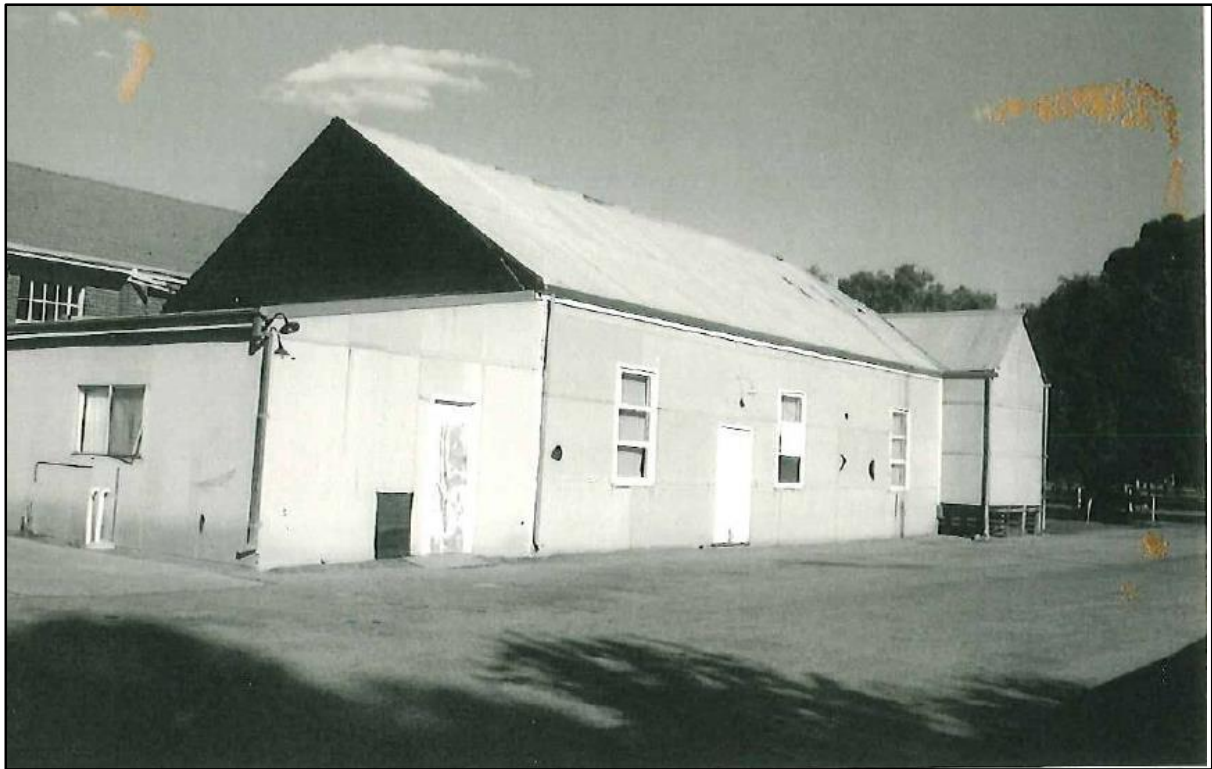
1995 photograph of the rear view of the Hall. The structures to the foreground have since been demolished.

Source 1995 Conservation Plan



1995 photograph of the front of the Narembeen Lesser Hall, Longhurst Street façade with Public Hall on the right (east).

Source 1995 Conservation Plan



1995 photograph of the west side of the Hall. The stage (right) is at the Longhurst Street frontage.

Source 1995 Conservation Plan

A Concept Design prepared in 1998 examined new uses for the building with the aim of enhancing the integration of the building within the civic precinct. The Shire of Narembeen determined that this project was financially unfeasible.

In 2015, the condition of the Lesser Hall had deteriorated to the extent that it was very poor with health and safety issues such as the presence of asbestos in the cladding material. Although it is appreciated for its cultural heritage value, it is no longer a useful or viable building and in fact, its appearance and aesthetic devalues the civic precinct of Narembeen.

It was concluded by Heritage Consultants Stephen Carrick Architects, after careful consideration of all the relevant documentation; community's views; the building's condition; and the cultural heritage values of the Civic Precinct, that the demolition of the Lesser Hall was acceptable.

It was the opinion of Stephen Carrick Architects that the demolition of the Lesser Hall, coupled with appropriate interpretation, would not detract from the cultural heritage significance of the Public Hall and former Roads Board building. These buildings would still

demonstrate the heritage values described in the Civic Precinct's Statement of Significance.

Detailed archival recording and the appropriate interpretation of the place within the precinct were considered reasonable measures to ameliorate any adverse impacts of the demolition of the Lesser Hall.

In a letter of advice dated 21 August 2015, the Heritage Council of Western Australia formally advised the Shire of Narembeen that they would support their request for the demolition of the building, subject to the prior preparation of an archival record and an interpretation plan for the Lesser Hall. Their decision was based on findings that; the future of the Lesser Hall had been an unresolved issue since 2005; that the use of the building has now declined and it is now largely dilapidated and unsafe, however the remaining civic precinct buildings are in good condition and actively used; and that the significance of the Lesser Hall can be maintained through interpretation.

The Heritage Council provided their support to the demolition of the Narembeen Lesser Hall subject to the following conditions being fulfilled prior to demolition:

1. *A detailed Archival Record of the Lesser Hall shall be prepared and submitted to the Heritage Council in accordance with the State Heritage Office's 'Guide to Preparing an Archival Record'.*
2. *An Interpretation Plan, with implementation time frame, shall be prepared for the Narembeen Civic Precinct to ensure that the story of the development of the civic buildings is accessible and understood. The Interpretation Plan, together with a commitment from the Shire to implementation shall be submitted for review and to the satisfaction of the State Heritage Office Executive.*

The letter of advice from the Heritage Council to the Shire of Narembeen is at Appendix 2 of this report.

5. PHYSICAL EVIDENCE

SITE

Narembeen Lesser Hall sits in a sparse surrounding. It is adjacent and linked by a covered walkway to the Public Hall on its east side and located near the Roads Board Building. Together the buildings form a 'civic precinct'.

The front, side and rear of the Lesser Hall is surrounded by flat hard surfaces of gravel and blue metal which extend to the boundaries. The front boundary has a one metre high galvanized chain wire link fence along part of the perimeter, and mature peppermint trees dominate the site frontage. The rear boundary is not delineated, and adjoins an unsealed right-of-way. The west perimeter is defined by a 1.5 metre high fibre clad fence. The flat wide empty space on the west of the site provides a link between the Shire premises to the south side of Longhurst Street and Churchill Street.

The street façade of the building is a blank façade of compressed fibre cement sheeting, raised above the ground on timber stumps.

EXTERIOR

Narembeen Lesser Hall is a single storey timber framed and compressed fibre cement clad building with a corrugated iron roof. The plan has simple rectangular forms with a main hall and kitchen extending in a north south direction and the stage and associated rooms extending in an east west direction at the southern end, addressing Longhurst Street.

The Narembeen Lesser Hall is built within the Interwar period and is designed as a simple utilitarian hall. The structure of the hall and stage area are typical of the functional and community funded projects in the wheatbelt at the time.

Physical evidence suggests that the hall proper was the original building, constructed in 1923, and the stage section across the street frontage was added after the original hall was built. The hall was originally unlined on the interior and the interior was lined in 1928. The uniformity of the internal lining throughout the hall and the stage area would suggest that the stage area was completed prior to the internal lining being built. Originally completely clad with weatherboards, the entire exterior of the place was reclad with fibro-cement sheeting in the late 1970s.

The roof is unpainted corrugated iron sheeting with rolled ridge caps. The stage roof is a gable ended roof at the Longhurst Street frontage. The Hall is gable ended at the rear

and hipped to the stage roof at the front. The kitchen roof is a skillion pitching from the top of the hall wall height.

The stage is raised some 600mm above ground level. The hall and kitchen floors are at ground level.

INTERNAL

The interior comprises of three main spaces, hall, stage and kitchen.

The main hall is rectangular in form with the kitchen facilities to the north and the stage to the south.

The hall has 80mm timber floor boards and timber tongue and groove dado to 1800mm. The dado has a timber cove and narrow ledge above. The walls are compressed fibre cement sheeting with compressed fibre cement cover battens. Internal walls to the stage area are also timber framed and compressed fibre cement sheeting clad.

The ceiling is compressed fibre cement sheeting with cover battens and is 3650mm high.

The general window arrangement is three timber framed windows that are located in a vertical arrangement. The two lower windows are awning windows and the top window is a fixed pane. The windows are 1000mm above the floor and are 1800mm in height. They are divided into 3 equal panes.

The door to the west is timber ledged and braced double doors and there are plain double doors to the east. There is a single plain timber door to the kitchen to the east elevation.

The light fittings are simple steel shades to the hall and fluorescent tube fittings to the kitchen.

The stage area is enclosed by large double timber doors. The stage is currently used as a store for furniture and stage props.

There is a store room to the south west that currently contains timber shelving and folders with records. Some records appear to be Shire related. The store room to the south east has a timber door to the hall and stage.

The kitchen has a concrete floor and square vinyl tiles. The Hall is currently storing furniture, tables and chairs.

6. HERITAGE ASSESSMENT

6.1 INTRODUCTION

A heritage assessment for this place was prepared for HCWA in April 1997. This document is reproduced below.

The criteria adopted by HCWA in September 1991 have been used to determine the cultural heritage significance of the place.

6.2 ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

AESTHETIC VALUE

The three buildings demonstrate the changes in aesthetic values considered to be appropriate for civic buildings during the Inter-War period. (Criterion 1.1)

Narembeen Civic Precinct is important for the high level of building craftsmanship demonstrated in the Roads Board Building and the Public Hall. (Criterion 1.2)

The resolution of the three buildings on an irregular site, in particular the alignment of the entry of the Public Hall to address the street corner, demonstrates creative design. (Criterion 1.2)

The unrestricted view of *Narembeen Civic Precinct*, when approaching the town from the south, ensures the place has a landmark quality. (Criterion 1.3)

HISTORIC VALUE

Narembeen Civic Precinct demonstrates the sequential development of the civic and social life of a rural community in the eastern wheatbelt of Western Australia. (Criterion 2.1)

The three buildings in *Narembeen Civic Precinct* provides evidence of different periods of economic prosperity and growth in the region. (Criterion 2.2)

Narembeen Civic Precinct has close association with Charles Latham, district settler, long serving MLA (twenty two years) and Federal Senator; Paddy Connolly, leading WA hotelier; Henry Hale, local land owner and prominent WA lawyer (Northmore, Hale and Davy); and Tom Savage, district settler; Paddy Baker, WA's "picture show man"; the Country Women's Association; and with 'Australia at War'. (Criterion 2.3)

Many country towns built community halls in the later half of the 1930s. In varying degrees the styles of these buildings tentatively incorporated contemporary aesthetic values, reflecting a community desire to be seen as modern and progressive. The entrance section of Narembeen Public Hall, by way of contrast, is a fine, unequivocal, example of Inter-War Functionalist design. (Criterion 2.4)

SCIENTIFIC VALUE

Narembeen Civic Precinct contributes to an understanding of the development of civic and social life in small rural communities in the eastern wheatbelt during the Inter-War period.

The authenticity of the place offers the potential for the interpretation of the history and evolution of the place and the town in which it is located. (Criterion 3.2)

SOCIAL VALUE

Narembeen Civic Precinct is of great value to the local community as a social centre for community and family celebrations, for its role in civic functions, and for its early role as a place of worship. (Criterion 4.1)

Narembeen Civic Precinct is a landmark in the township, and provides the community with a sense of place and time. (Criterion 4.2)

6.3 DEGREE OF SIGNIFICANCE

RARITY

The Public Hall, within *Narembeen Civic Precinct*, is a rare example of a town hall in the Inter-War Functionalist style constructed in a Western Australian country town. (Criterion 5.1)

The place demonstrates a civic ethic spanning many decades in the evolution of town. (Criterion 5.2)

REPRESENTATIVENESS

Narembeen Civic Precinct is a representative demonstration of the sequential development of the civic and social life of a rural community in the eastern wheatbelt region of Western Australia during the first half of the twentieth century. (Criterion 6.1)

The place demonstrates the civic and community ethic of a wheatbelt town established in the 1920's. (Criterion 6.2)

CONDITION

The condition of *Narembeen Civic Precinct* is generally good.

The Lesser Hall has some damage to the sheet cladding and there is some subsidence in the floor. Rising damp is causing damage to the brickwork of the Roads Board Building. The condition of the Public Hall is very good.

Detailed considerations of condition may be found in the Conservation Plans by Laura Gray: 'Narembeen Lesser Hall, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen), 'Narembeen Roads Board Building, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen) and 'Public Hall, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen).

INTEGRITY

The integrity of the place is high. The Lesser Hall remains in community use despite the later construction of the Public Hall. The Roads Board Building no longer serves its original function, and is used as a Museum and Archive Centre for publication of the local newspaper, "The Fencepost".

The Public Hall is exceptionally intact and continues to be used by the community for public and social gatherings.

Detailed considerations of integrity are discussed in the Conservation Plans by Laura Gray: 'Narembeen Lesser Hall, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen), 'Narembeen Roads Board Building, The Shire of Narembeen',

November 1995 (commissioned by the Shire of Narembeen) and 'Public Hall, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen).

AUTHENTICITY

Despite replacement of the weatherboard cladding of the Lesser Hall *Narembeen Civic Precinct* displays a high level of authenticity, especially in regard to the Roads Board Building and the Public Hall.

Detailed considerations of authenticity are discussed in the Conservation Plans by Laura Gray: 'Narembeen Lesser Hall, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen), 'Narembeen Roads Board Building, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen) and 'Public Hall, The Shire of Narembeen', November 1995 (commissioned by the Shire of Narembeen).

6.4 COMPARITIVE INFORMATION

There are six places on InHerit that are named Lesser Hall. InHerit is the database managed by the State Heritage Office of Western Australia. The places are (dates for the construction of the Lesser Halls are in italics):

- Shire Office and Hall (fmr) & Mingenew Honour Roll (Lesser Hall, Agricultural Hall) *1917*
- Morawa Town Hall and Lesser Hall *1939*
- Narembeen Civic Precinct (Roads Board Building, Public Hall, Lesser Hall) *1923*
- North Perth Town Hall Complex (North Perth Lesser Hall, North Perth Main Hall) *1902*
- Northam Town Hall/Lesser Hall *c1900*
- Wagin Town Hall (Wagin Honour Roll; Wagin Town Hall & Lesser Hall, Wagin Agricultural Hall) *1896*

All of the above places are on the State Register apart from Mingenew Shire Office and Hall. The two Inter-War architecturally styled Lesser Halls are the Morawa Lesser Hall and the Narembeen Lesser Hall.

The Morawa Lesser Hall is attached to the Town Hall and is designed in the Inter War Functionalist architectural style whilst the Narembeen Lesser Hall is an example of a utilitarian architectural style from the Inter War period. Some building details relate to the Federation period of architecture with ledged and braced timber doors and former weatherboard cladding.

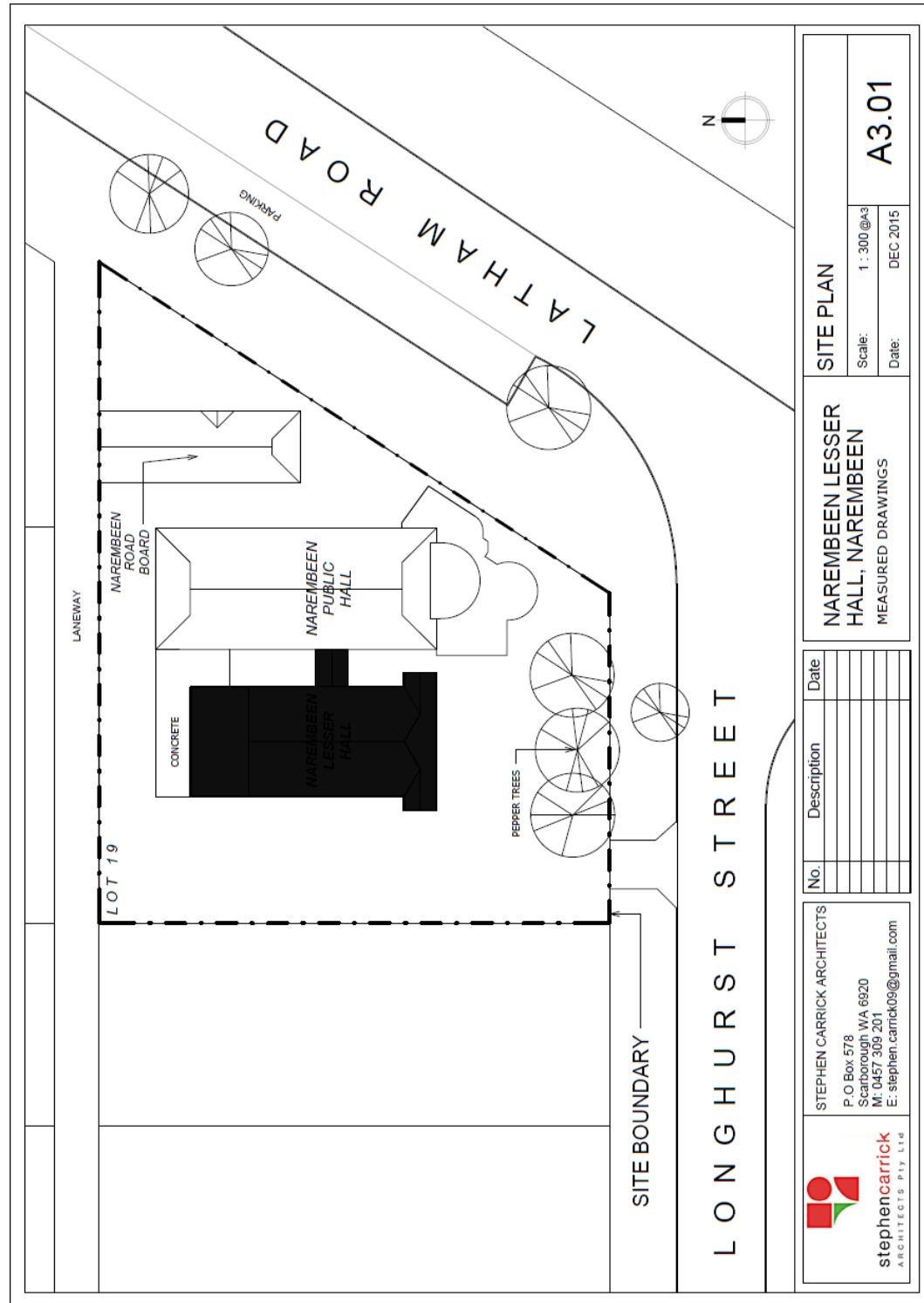
At a broader level there are 17 places on the database that are part of a civic precinct, centre or group. Five of those places are included on the State Register of Heritage Places, including the Narembeen Civic Precinct.

Individually, there are 43 Roads Board buildings in the database and 11 are included on the State Register. There are 73 Town Halls on the database with approximately half (37) of these registered.

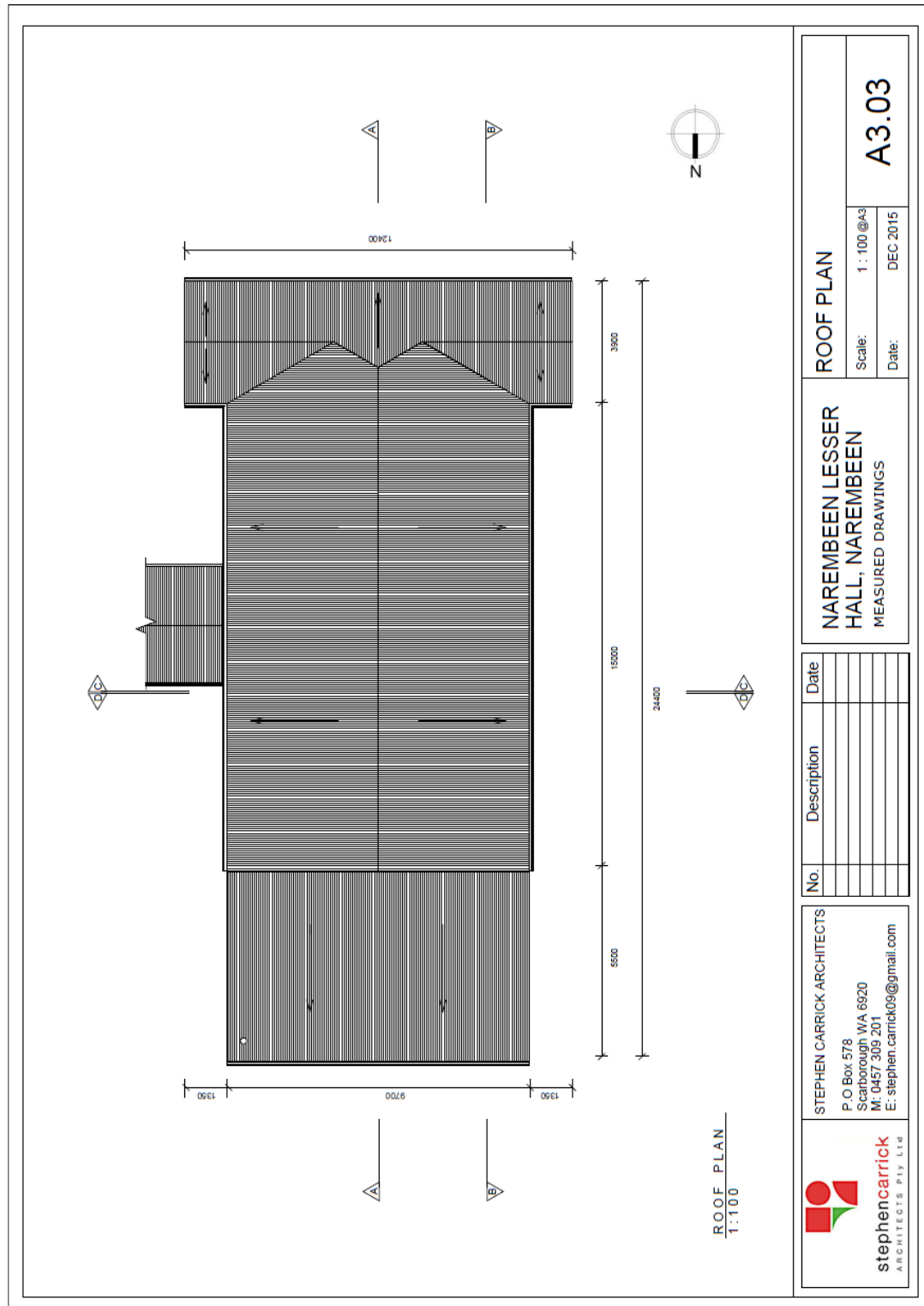
On the HCWA database, there are 23 places which include a Town Hall and Roads Board office. These include places which have one building used for both purposes, and places that have separate buildings for each function.

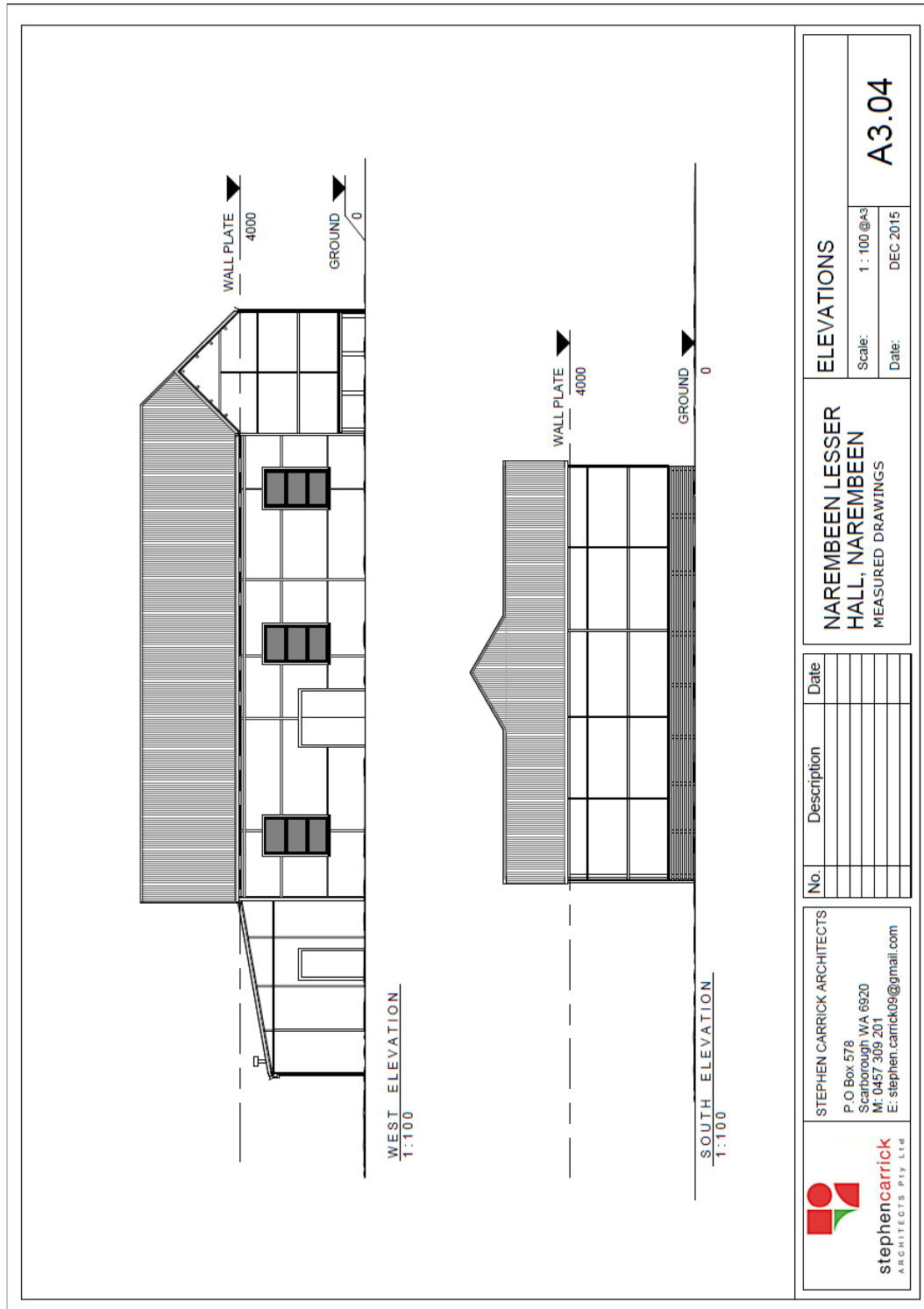
7. MEASURED DRAWINGS

Drawing Plans and Elevations – Narembeen Lesser Hall



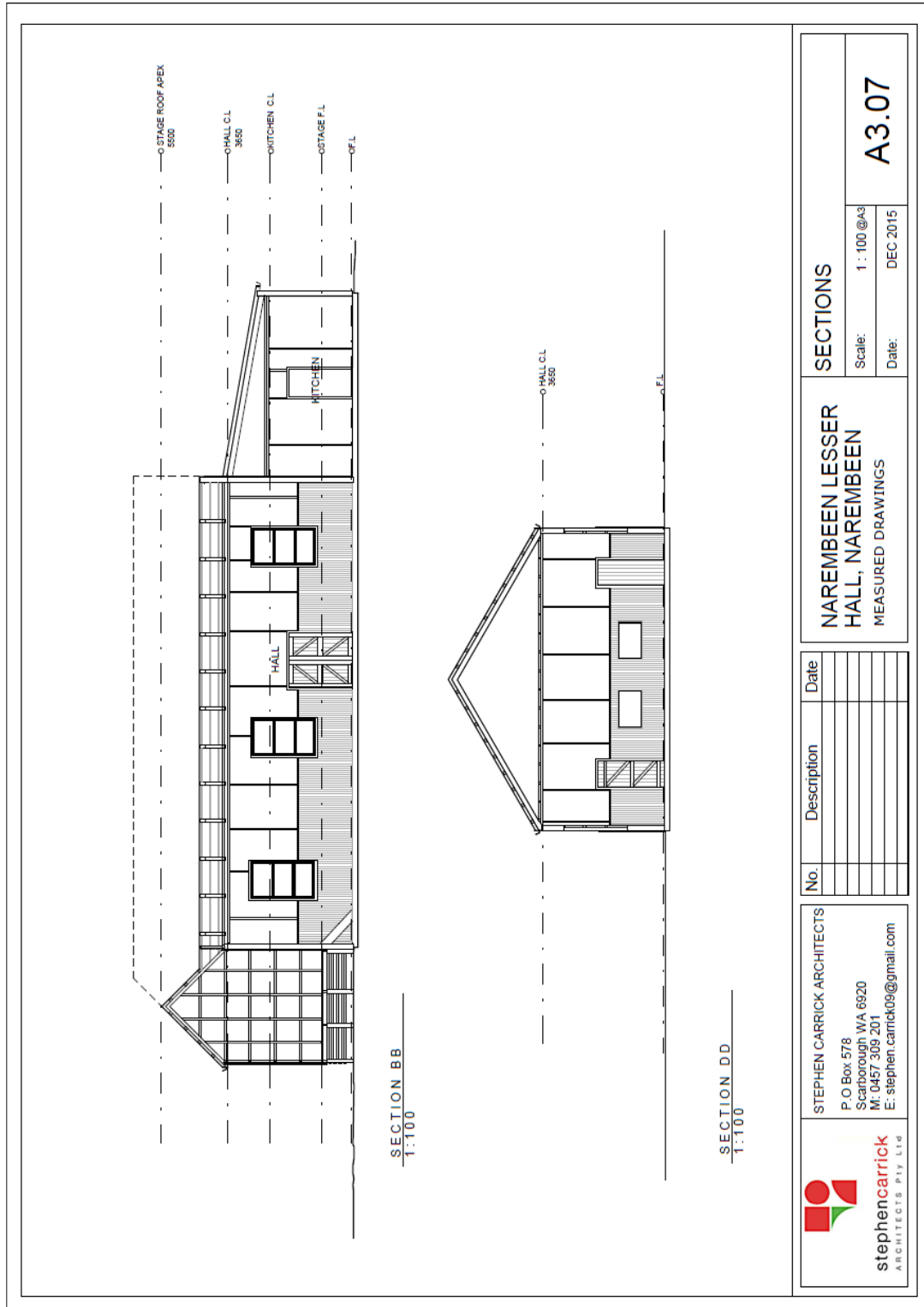








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8. PHOTOGRAPHS



Photograph 1: Lesser Hall – West Elevation



Photograph 2: Lesser Hall – North & West Elevations



Photograph 3: Public Hall – East Elevation



Photograph 4: Roads Board - East Elevation



Photograph 5: Lesser Hall interior Kitchen



Photograph 6: Lesser Hall interior Hall

9. KEY REFERENCES

- Narembeen Lesser Hall Conservation Plan, 1995, Prepared by Laura Gray
- Shire of Narembeen Municipal Inventory of Heritage Places, 1996, Prepared by Laura Gray
- Heritage Impact Statement for the Narembeen Lesser Hall, 2015, Prepared by Stephen Carrick Architects
- Guide to preparing an archival record, March 2012, prepared by the State Heritage Office,







APPENDIX 1: DETAILED PHOTOGRAPHIC RECORD




PHOTOGRAPH INDEX

REF	No.	DESCRIPTION
Dwgs A3.08, A3.10 A3.11	&	Narembeen Lesser Hall – Site, Streetscape & Context All Photographs taken by Stephen Carrick Architects on 17 Dec 2015
S1		Residential property to the west of site
S2		Narembeen Lesser Hall - South Elevation
S3		Land adjacent to the west of Narembeen Lesser Hall
S4		Narembeen Lesser Hall - South Elevation
S5		Shire Administration Building to south side of Longhurst Street
S6		Narembeen Public Hall - South Elevation
S7		Narembeen Public Hall - South Elevation
S8		Narembeen Public Hall - South Elevation Narembeen Public Hall
S9		Narembeen Public Hall - East Elevation Narembeen Public Hall
S10		Narembeen Public Hall - signage
S11		Narembeen Public Hall – rendered façade & brick hall
S12		Narembeen Public Hall – rendered façade & brick hall
S13		Narembeen Public Hall – East Elevation
S14		Narembeen Roads Board Building – South Elevation
S15		Narembeen Public Hall – East Elevation
S16		Narembeen Roads Board Building – East Elevation
S17		Telstra Narembeen Exchange adjacent to the north of site
S18		Narembeen Roads Board Building – East Elevation
S19		Telstra Narembeen Exchange adjacent to the north of site – East Elevation
S20		Narembeen Road Board Building – East & North Elevations
S21		Narembeen Roads Board Building & Narembeen Public Hall - North Elevation
S22		Narembeen Roads Board Building & Narembeen Public Hall - North Elevation
S23		Narembeen Public Hall - North Elevation
S24		North of site view towards Churchill Street
S25		View west at the north boundary of the site
S26		Narembeen Lesser Hall – North & West Elevations

																																								
 stephencarrick ARCHITECTS PTY LTD				STEPHEN CARRICK ARCHITECTS P.O Box 578 Scarborough WA 6920 M: 0457 309 201 E: stephen.carrick09@gmail.com				<table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>				No.	Description	Date																			NAREMBEEN LESSER HALL, NAREMBEEN				SITE PHOTOGRAPHS Scale: NA Date: DEC 2015			
No.	Description	Date																																						
A3.10																																								

 <p>S21</p>		 <p>S25</p>	
 <p>S22</p>		 <p>S26</p>	
 <p>S23</p>		 <p>S24</p>	

 <p>stephencarrick ARCHITECTS PTY LTD</p>		<p>STEPHEN CARRICK ARCHITECTS P.O. Box 578 Scarborough WA 6920 M: 0457 309 201 E: stephen.carrick09@gmail.com</p>		<p>NAREMBEEN LESSER HALL, NAREMBEEN</p>		<p>SITE PHOTOGRAPHS</p>	
				<p>Scale: NA</p>		<p>A3.11</p>	
				<p>Date: DEC 2015</p>			

No.	Description	Date



PHOTOGRAPH INDEX

REF	No.	DESCRIPTION
Dwgs	A3.09 & A3.12	Narembeen Lesser Hall – External All Photographs taken by Stephen Carrick Architects on 17 Dec 2015
E1		Narembeen Lesser Hall – South & West Elevations
E2		Narembeen Lesser Hall – South Elevation showing West Elevation of Public Hall
E3		Narembeen Lesser Hall – South Elevation
E4		Narembeen Lesser Hall - South Elevation
E5		Narembeen Lesser Hall – South Elevation showing West Elevation of Public Hall
E6		Narembeen Lesser Hall - East Elevation showing covered link to Public Hall
E7		Narembeen Lesser Hall - East Elevation showing remnant weatherboards to gable
E8		Narembeen Lesser Hall - East Elevation
E9		Narembeen Lesser Hall - East Elevation showing window detail
E10		Narembeen Lesser Hall - East Elevation
E11		Narembeen Lesser Hall - East Elevation
E12		Narembeen Lesser Hall - East Elevation
E13		Narembeen Lesser Hall - North Elevation
E14		Narembeen Lesser Hall - North Elevation window detail
E15		Narembeen Lesser Hall - North Elevation
E16		Narembeen Lesser Hall – Land adjacent to the west
E17		Narembeen Lesser Hall - West Elevation
E18		Narembeen Lesser Hall - West Elevation

REF	No.	DESCRIPTION
	Dwgs A3.09 & A3.12	Narembeen Lesser Hall – External All Photographs taken by Stephen Carrick Architects on 17 Dec 2015
E19		Narembeen Lesser Hall - West Elevation
E20		Narembeen Lesser Hall - West Elevation showing timber stumps under stage



PHOTOGRAPH INDEX

REF	No.	DESCRIPTION
Dwgs A3.09, A3.13 & A3.14		Narembeen Lesser Hall – Internal All Photographs taken by Stephen Carrick Architects on 17 Dec 2015
I1		Narembeen Lesser Hall – looking towards stage
I2		Narembeen Lesser Hall – timber dado to walls
I3		Narembeen Lesser Hall – timber dado detail
I4		Narembeen Lesser Hall – timber dado detail
I5		Narembeen Lesser Hall – timber double doors to west wall
I6		Narembeen Lesser Hall – looking towards stage
I7		Narembeen Lesser Hall – looking towards stage
I8		Narembeen Lesser Hall – looking to east wall
I9		Narembeen Lesser Hall – looking towards rear of Hall
I10		Narembeen Lesser Hall – damaged ceiling
I11		Narembeen Lesser Hall – internal window detail
I12		Narembeen Lesser Hall – looking towards rear of Hall
I13		Narembeen Lesser Hall – looking towards stage
I14		Narembeen Lesser Hall – looking towards rear of Hall
I15		Narembeen Lesser Hall – store room to west of stage
I16		Narembeen Lesser Hall – store room to west of stage showing timber door
I17		Narembeen Lesser Hall – store room to west of stage showing gable end
I18		Narembeen Lesser Hall – store room to west of stage showing roof construction
I19		Narembeen Lesser Hall – stage showing timber doors

REF	No.	DESCRIPTION
Dwgs A3.09, A3.13 & A3.14		Narembeen Lesser Hall – Internal All Photographs taken by Stephen Carrick Architects on 17 Dec 2015
I20		Narembeen Lesser Hall –stage
I21		Narembeen Lesser Hall –stage showing timber doors
I22		Narembeen Lesser Hall –stage showing roof construction
I23		Narembeen Lesser Hall –stage looking to rear of Hall
I24		Narembeen Lesser Hall –stage
I25		Narembeen Lesser Hall –stage
I26		Narembeen Lesser Hall –stage
I27		Narembeen Lesser Hall – store/change room to east of stage
I28		Narembeen Lesser Hall – store/change room to east of stage
I29		Narembeen Lesser Hall – store/change room to east of stage showing timber doors
I30		Narembeen Lesser Hall – store/change room to east of stage showing roof construction
I31		Narembeen Lesser Hall –Kitchen looking east
I32		Narembeen Lesser Hall – Kitchen – south wall
I33		Narembeen Lesser Hall – Kitchen looking east
I34		Narembeen Lesser Hall – Kitchen refrigeration west wall
I35		Narembeen Lesser Hall – Kitchen looking east
I36		Narembeen Lesser Hall –Kitchen – entry door to Hall
I37		Narembeen Lesser Hall – Kitchen looking west
I38		Narembeen Lesser Hall – Kitchen looking west
I39		Narembeen Lesser Hall – Kitchen looking south to Hall
I40		Narembeen Lesser Hall – Kitchen south wall

																			
I11	I12	I13	I14	I15	I16	I17	I18	I19	I20	I21	I22	I23	I24	I25	I26	I27	I28	I29	I30

STEPHEN CARRICK ARCHITECTS P.O Box 578 Scarborough WA 6920 M: 0457 309 201 E: stephen.carrick09@gmail.com		INTERNAL PHOTOGRAPHS	
NAREMBEEN LESSER HALL, NAREMBEEN		Scale: NA	A3.13
		Date: DEC 2015	

No.	Description	Date



APPENDIX 2: LETTER OF ADVICE FROM HCWA TO SHIRE OF NAREMBEEN DATED 21 AUGUST 2015



Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

21 August 2015

YOUR REF 11.1C.30
OUR REF P3629
ENQUIRIES (08) 6552 4000

Mr Garry Gregan
Executive Manager Corporate Services
Shire of Narembeen
1 Longhurst Street
NAREMBEEN WA 6369

Dear Garry

P3628 NAREMBEEN CIVIC PRECINCT

Thank you for your letter of 2 July 2015 regarding the Shire's proposal to demolish the Narembeen Lesser Hall, which is situated within the registered curtilage of the Narembeen Civic Precinct.

The Heritage Council considered the matter at its meeting on 14 August 2015, and resolved to advise the Shire of Narembeen that the proposed demolition of the Narembeen Lesser Hall has been considered in the context of the identified cultural significance of the registered place and the following advice is given:

Findings

- The future of the Lesser Hall has been an unresolved issue since 2005.
- The 1995 Civic Precinct Master Plan did not recommend entry of the Lesser Hall in the State Register. The place was registered in 1998.
- The recommendations of a 2008 Concept Plan were beyond the means of the Shire to implement.
- Use of the building has declined since the 1990s due to population decline and it is now largely disused, dilapidated and unsafe. However, the remaining Civic Precinct buildings are in good condition and are actively used and maintained.
- The Heritage Council notes the thorough and balanced approach taken to the preparation of the Heritage Impact Statement, which included engagement with key stakeholders in the community.
- The Lesser Hall is part of a precinct that will retain buildings of cultural heritage significance. The significance of the Hall as part of the precinct can be maintained through interpretation.

stateheritage.wa.gov.au
info@stateheritage.wa.gov.au

Bairds Building 491 Wellington Street Perth PO Box 7479 Cloisters Square PO WA 6850 P: (08) 6552 4000 F: (08) 6552 4001 FREECALL (regional): 1800 524 000

- Any proposal for new use in the vacant area, which will remain in the registered curtilage of the Narembeen Civic Precinct, will require referral to the Heritage Council for advice.

Advice

The proposed demolition is supported subject to the following conditions being fulfilled prior to demolition:

1. A detailed Archival Record of the Lesser Hall shall be prepared and submitted to the Heritage Council in accordance with the State Heritage Office's 'Guide to Preparing an Archival Record'.
2. An Interpretation Plan, with implementation time frame, shall be prepared for the Narembeen Civic Precinct to ensure that the story of the development of the civic buildings is accessible and understood. The Interpretation Plan, together with a commitment from the Shire to implementation shall be submitted for review and to the satisfaction of the State Heritage Office Executive.

Should you require any additional information in relation to this advice, please don't hesitate to contact me on (08) 6552 4000.

Yours sincerely,



Graeme Gammie
EXECUTIVE DIRECTOR

APPENDIX 3: STATE REGISTER PLACE RECORD P3629 – NAREMBEEN CIVIC PRECINCT



1. DATA BASE No. 3629
2. NAME *Narembeen Civic Precinct* (1923, 1927 & 1940)
3. LOCATION Corner of Latham & Longhurst Streets, Narembeen
4. DESCRIPTION OF PLACE INCLUDED IN THIS ENTRY
Lot 19 on Plan 4651, being the whole of the land comprised in Certificate of Title Volume 822 Folio 135.
5. LOCAL GOVERNMENT AREA Shire of Narembeen
6. OWNER Shire of Narembeen
7. HERITAGE LISTINGS
 - Register of Heritage Places: Interim Entry 27/06/1997
Permanent Entry 07/04/1998
 - National Trust Classification: 07/08/1995
 - Town Planning Scheme : -----
 - Municipal Inventory: -----
 - Register of National Estate: -----
8. CONSERVATION ORDER

9. HERITAGE AGREEMENT

10. STATEMENT OF SIGNIFICANCE
Narembeen Civic Precinct, comprising the Lesser Hall (1923), a timber framed structure clad with fibrous cement sheeting and roofed with corrugated iron, Narembeen Roads Board Building (1927), a brick and tile structure in the Federation style, and the Public Hall (1940), a brick and tile structure in the Inter-War Functionalist style, has cultural significance for the following reasons:

the place is a representative demonstration of the sequential development of the civic and social life of a rural community in the eastern wheatbelt region of Western Australia during the first half of the twentieth century;

Narembeen Public Hall is a fine, and relatively rare, example of an Inter-War Functionalist town hall constructed in a Western Australian country town,

the resolution of the three buildings on an irregular site, in particular the alignment of the entry of the Public Hall to address the street corner, demonstrates creative design; and,

the precinct contributes to the local community's sense of place.

The surrounding perimeter fence to the place is considered as being intrusive, as is the fibrous cement sheet cladding to the Lesser Hall .

APPENDIX 4: MUNICIPAL INVENTORY PLACE RECORD FORM – NAREMBEEN LESSER HALL

MUNICIPAL INVENTORY OF HERITAGE PLACES

Shire of Narembeen

Reference No. 22

Place name: Narembeen Lesser Hall **Other names:** Narembeen Hall Agricultural Hall

Type of Place: hall

Address of Property: Longhurst Street Narembeen

Land Description: Lot 19 Loc No. 21205 Plan/Diagram C.T. Vol. 822 Fol. 135

Map References: Narembeen Townsite

Owner: Shire of Narembeen **Address:** 1 Longhurst St Narembeen **Phone:** 090 647308 **Fax:**

Occupier: n/a **Public Access:** restricted

Construction Date: 1923 **Alterations/Additions Date:** 1953 & c1978

Architect: ? **Builder:** ? **Associated Persons:** Narembeen Pioneers, Paddy Baker

Original Use: hall **Current Use:** supper room

Description: The Lesser Hall is situated 2 metres west of, and parallel to, the Narembeen Public Hall. A covered connection links the Public Hall with the Lesser Hall. Originally completely clad with weatherboards, interventions in the late 1970s reclad the exterior walls with fibro-cement sheeting. The roof is corrugated iron sheeting. The stage roof is a gable ended roof at the Longhurst Street frontage. The Hall is gable ended at the rear and hipped into the stage roof at the front. The kitchen roof is a skillion pitching from the top of the hall wall height. The interior walls have a dado wall of tongue and groove stained jarrah boards with caneite sheets above. The hall ceiling is caneite sheeting with battens. The hall floor is tongue and groove jarrah floor boards which have subsided. The stage and ante-rooms are raised above the floor level of the hall proper. The kitchen was refurbished in the 1970s.

Condition: fair/good **Authenticity:** medium degree **Integrity:** The integrity has been compromised in some areas, but for the most part is redeemable

Historical theme: SOCIAL HISTORICAL The Narembeen Progress Association formed in 1922 to guide the development of the new town, with an aim to establish a Narembeen Road Board which would then facilitate the interests and welfare of the town and district of Narembeen. One of the first objectives of the Narembeen Progress Association was the provision of a hall or meeting place in Narembeen. Paddy Connolly and Henry Hale who had subdivided the private town site, and owned the Hotel, donated the land for the Narembeen Hall which was subsequently constructed and opened on 8 September 1923, only a short time after the Hotel.

One of the Narembeen Progress Association initiatives was to set up special committees. Trustees for the Hall were nominated to Messrs Connolly and Hale for their approval. It was a memorable opening to the Narembeen Hall. A fight broke out during the dance. It seems it was the railway workers versus the clearers. The women and children were locked in the Hall to provide for their safety and the policemen was called from Bruce Rock.

For some months during 1923 or 1924, the school was conducted in the Hall while the old school moved from Emu Hill to Narembeen. During the years from 1923 to 1928, Church services for all denominations were held in the Hall. The Narembeen Hall was the focus of the social life of the Narembeen district from the beginning of the town's evolution. During the Depression the social life in the district is what kept everyone going.

It had become evident that the town needed a hospital, and a Building Committee was formed to co-ordinate every organisation in the Narembeen District to raise money for the hospital. The Hall featured prominently in these functions with the movies, dances, balls and social events. The Repertory club held regular performances. Regular Saturday night dances organised by the Hospital Bazaar were the mainstay of the community.

The "Hospital Pictures" commenced at the Town Hall in August 1927 and continued every Friday night until the pictures moved to the new Narembeen Public Hall in 1940. The Chadwick Pictures Corporation used to show the pictures until 1932 when Paddy Baker gained the rights and contributed the gross proceeds of 1 night's showing to the local hospital.

Many events took place at the Hall which were simply for the purpose of social interaction. The Annual Hospital Ball has been an important fundraising event, it was held in the Narembeen Hall from 1929, until 1940 when it was henceforth held in the new Narembeen Public Hall. Weddings were a community event and until the Anglican Church was built, the Wedding ceremonies and the Breakfasts took place in the Hall. Weddings were a community event, invitations were not necessary. Sporting groups were associated with the Hall; boxing, the Football Club Ball, the Cricket Club dances. The Scouts also used the Hall.

In 1945, the inaugural meeting of the Narembeen branch of the Country Women's Association was held in the Narembeen Hall. Until 1955 when the CWA's own premises was built, the AGM was held in the Hall every year. In 1949 the inaugural meeting of the "Young Set" took place in the Hall. They raised money for the CWA Building Fund by running socials and serving supper in the Hall after the pictures.

In 1953, delegates from the Hospital Auxiliary, Football Association, Anglican Guild, RSL Auxiliary, Catholic Women's Guild and the CWA, met with the Narembeen Road Board Committee in an effort to improve the kitchen facilities in the Hall which subsequently occurred.

Since 1940, when the Narembeen Public Hall was built, the Lesser Hall provides the supper room and kitchen facilities for the social functions that take place in the Public Hall.

Statement of significance: The Narembeen Hall is significant for its integral role within the initial developing phase of the town and region of Narembeen. It demonstrates a way of life no longer practiced. The Hall evokes a sense of place created by the memories of the events that have occurred in the place, and varying degrees of historic importance to individuals, community groups and the town of Narembeen. The Narembeen Hall is significant for the close association with the pioneers of Narembeen. The Narembeen Hall was the first of three civic buildings that developed on the site, demonstrating a sequence of civic progress in Narembeen. The hall is the oldest public building in Narembeen and represents the beginning of the community of Narembeen. It is the only example of its type in Narembeen.

Conservation Recommendation: Implement the Conservation Plan

Existing Heritage Classification: National Trust classification

Bibliography: BRISTOW I *Seedtime & Harvest A History of the Narembeen District 1888-1988*

Narembeen Shire Council 1988

BRISTOW I *The Story of Narembeen* (Golden Jubilee celebrations) 1974

Narembeen Historical Society Booklet Number 4: Local Government

Narembeen Historical Society Booklet Number 2: Townships

Memoirs of J P Savage 1967 PR 6642 Battye Library.

History of Narembeen CWA PR 7662 Battye Library

Merredin Mercury 17 May 1967, 1 November 1967, 12 November

1969, 7 January 1970, 11 February 1970

Narembeen Observer 3 February 1928, 13 April 1928, 25 May 1928,

12 November 1928.

Oral History from Mr R Cheetham 1995

Date of Assessment: November 1995 **Revision date:**

MUNICIPAL INVENTORY PLACE RECORD FORM – CIVIC PRECINCT

MUNICIPAL INVENTORY OF HERITAGE PLACES

Reference No. P 1

Place name: CIVIC PRECINCT

Town Hall	Ref No. 1
Roads Board	Ref No. 6
Lesser Hall	Ref No. 22

Type of Place: Precinct

Address of Property: cnr Longhurst & Latham Streets Narembeen

Land Description: Lot 19 Loc No. Plan/Diagram C.T. Vol. Fol.

Map References: Narembeen Townsite Shire of Narembeen

Owner: Shire of Narembeen Address: 1 Longhurst St Narembeen Phone: Fax:

Occupier: Public Access: restricted/occupied

Construction Dates: 1923, 1928, 1939 Alterations/Additions Date:

Architect: Builder: Associated Persons:

Original Use: Current Use:

Description:

Historical theme: CIVIC SOCIAL see other references; 1, 6, 22.

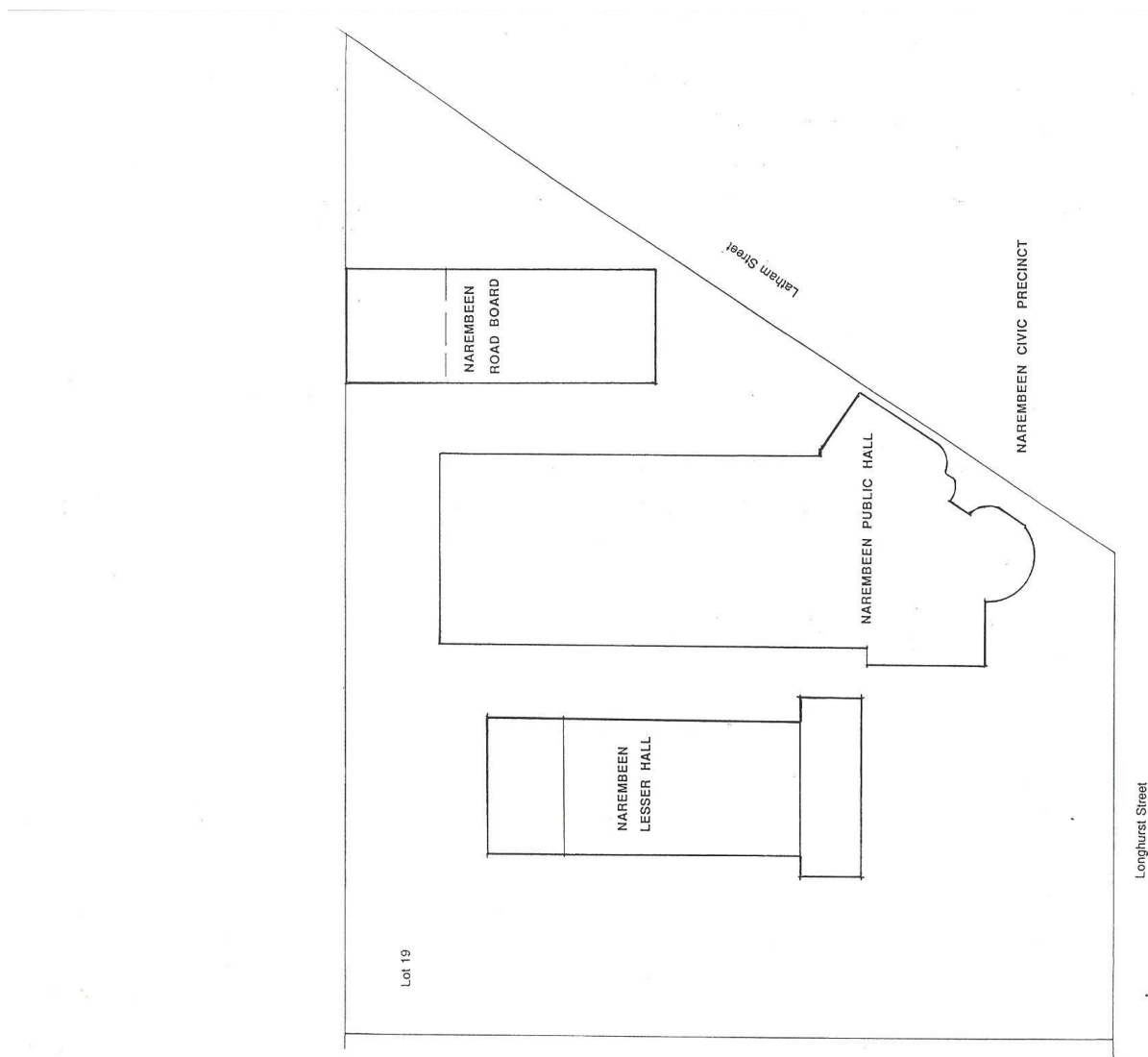
Statement of significance: The precinct demonstrates significant associations with the pioneers of Narembeen, and the development of the town and district. It demonstrates associations with the beginnings of the civic administration, social, community, and religious activities in Narembeen. Each place is unique for its associations, architecture, and period of development, and contributes to the precinct character. The precinct is an integral element and identifiable in the townscape of Narembeen.

Conservation Recommendation: Recognise the unique character and relationships of the identified buildings within the precinct, and retain and conserve.

Existing Heritage Classification: The precinct has been classified by the National Trust. In their individual right, the Public Hall and Roads Board Building have National Trust classification, and the Lesser Hall is pending assessment.

Bibliography: BRISTOW I *Seedtime & Harvest A History of the Narembeen District 1888-1988*
Narembeen Shire Council 1988

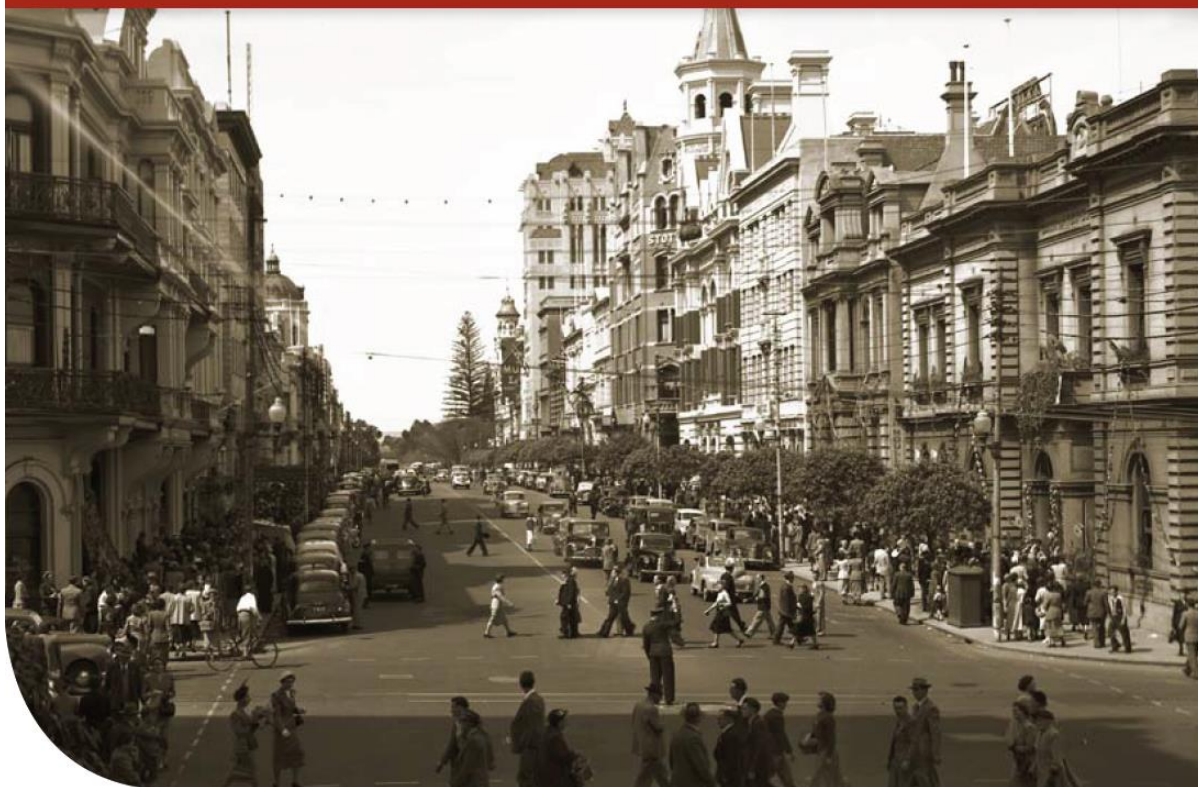
Date of Assessment: November 1995 **Revision date:**



**APPENDIX 5: STATE HERITAGE OFFICE – GUIDE TO PREPARING AN ARCHIVAL RECORD,
MARCH 2012**



STATE
HERITAGE
OFFICE



GUIDE TO PREPARING AN ARCHIVAL RECORD

IF A PLACE ON THE STATE REGISTER OF HERITAGE PLACES IS
BEING DEMOLISHED OR SUBSTANTIALLY ALTERED,
AN ARCHIVAL RECORD OF THE PLACE MUST BE PRODUCED.
AN ARCHIVAL RECORD MAY ALSO BE REQUESTED FOR PLACES NOT
ON THE STATE REGISTER OF HERITAGE PLACES. THIS DOCUMENT
OUTLINES THE REQUIREMENTS OF SUCH A RECORD



OUR HERITAGE – WHAT MAKES US WESTERN AUSTRALIAN

ABOUT THIS DOCUMENT

This document is based on:

- Department of Planning, Heritage Council of NSW, *NSW Heritage; How to Prepare Archival Records of Heritage Items*, March 1994.
- Department of Planning, Heritage Council of NSW, *NSW Heritage: Guidelines for Photographic Recording of Heritage Sites, Buildings and Structures*, June 1994.
- Heritage Council of WA, *Heritage Practice Notes: Measured Drawing*, June 1997.
- Department of Housing, *Archival Recording Standards (Draft)*, June 1997.

STANDARD OF RECORD

Archival records must fall within one of three categories – detailed, standard or photographic.

The State Heritage Office will determine the standard of record required for a particular place. Please refer to the table at the end of this document to determine which of the following requirements will be needed to produce your archival record.

RECORD REQUIREMENTS

When preparing an archival place record, it should be submitted in A4 portrait format with pages numbered and a header or footer on each page that denotes the title and date of the report.

A3 drawings can be incorporated if necessary. Drawings may be greater than A3 provided they are true to scale. Such drawings however may need to be bound separately in which case clear reference to the separately bound volume needs to be made in the main report.

The expertise of a practitioner with conservation experience will be needed for the preparation of 'detailed' archival records.

An architect or draughtsperson will be needed for records that require 'architectural standard' measured drawings.

The skills of an archaeologist may be needed if a place is considered to have archaeological potential.

Preparation of an archival place record will typically take about four weeks to draft stage.

1. Background

This should consist of a title page, outline of why the record has been made, when it was prepared, details of the study team, methodology used in its preparation and details that will enable the place to be accurately located and identified.

2. Statement of Significance

Where a statement has been prepared for a heritage listing or conservation study, this should be included.

3. Location Plan

The plan must identify clearly, the location of the place in its regional and/or state context. The north point must also be shown.

4. Base Plan

This should be completed to sketch standard (i.e. approximately to scale) showing the place in relation to its land boundaries, all buildings/structures/features and north point. Structures and features (including spaces) should be named and cross-referenced to photographs/drawings. Arrows and numbers should be included to indicate the angles from which photographs were taken.

5. Reproduction of Archival Documents

Include any available relevant information such as historical drawings and photographs.



6. Heritage Assessment Documentation or Brief Written History

Provide a brief history of the place. Where an assessment has been completed this should be reproduced in full.

7. Certificate of Title

This should include a cadastral plan showing surveyed land boundaries.

8. Photographs

These need to be in colour, of a high quality, and show the current state of the place. Colour photocopies of these will also be accepted. Each image should be clearly labelled, with a description of what is depicted in the photograph and the date it was taken. For more information about the requirements for digital photographs, please read the Digital Image Standards fact sheet.

Terminology should be consistent with that used in the base plan. Where necessary, a scale rod should be used to enhance understanding of the photograph. Building details must be clear. Where elevations are obscured, sketches should be provided.

9. Measured Drawings

Sketch standard

Freehand drawings will be accepted provided they are neat and clearly presented. All drawings should be approximately to scale, with key dimensions shown.

Architectural standard

These should be full measured drawings, orthogonally correct and to accurate scale.

10. Bibliography

A list of all sources examined during the preparation of the archival record should be provided. Any existing conservation reports or assessments should be examined and referenced in the bibliography.

11. Elements to include if available and/or relevant

As well as the above-mentioned minimum requirements, other elements which might form part of a place record include:

- Photogrammetric drawings and negatives
- CAD drawings
- Samples, details of furnishings, finishes or materials
- Ancillary machinery and service equipment details
- Remote sensing
- Full archaeological report
- Archaeological zoning plan
- Video of film records
- Oral history
- Aerial photography/satellite imagery/photomosaic
- Topographical mapping

MINIMUM REQUIREMENTS	DETAILED RECORD	STANDARD RECORD	PHOTOGRAPHIC RECORD
1. Background	■	■	■
2. Statement of Significance	■	if prepared	
3. Location Plan	■	■	■
4. Base Plan	■	■	■
5. Reproduction of Archival documents	■	●	
6. Heritage Assessment Documentation or Brief Written History	■	●	
7. Certificate of Title	■	■	■
8. Photographs			
* The place and its setting	■	■	■
* All external elevations	■	■	■
* Significant/representative external and internal spaces	■	■	
* Noteworthy items	■	■	■
9. Measured Drawings			
▪ To sketch standard		■	■
▪ To architectural standard			
- Site plan (1:500 or 1:200)	■	■	■
- Floor plan/s (1:100 or 1:50)	■	■	■
- Roof plan/s (1:100 or 1:50)	●	●	
- External elevations (1:100 or 1:50)	■	■	●
- Internal elevations (1:100 or 1:50)	●		
- Sections (1:100 or 1:50)	●		
- Ceiling and joinery details (1:20 or 1:10)	●		
- Other significant details	■	■	
10. Bibliography	■	■	■
11. Archaeologist report/input	●	●	●

■ Denotes minimum requirement

● Denotes additional requirement to be determined by Heritage Council of WA on a case by case basis.

For any further queries on preparing an archival place record or any of the services offered by the State Heritage Office, please contact:

State Heritage Office
Bairds Building
491 Wellington Street Perth
PO Box 7479
Cloisters Square
PO WA 6850

T: (08) 6552 4000
FREECALL (regional): 1800 524 000
F: (08) 6552 4001
E: info@stateheritage.wa.gov.au
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