

It is anticipated that before undertaking an assessment, consultants working for external clients will have read this guide and understood the State Heritage Office's standards and expectations for heritage assessments, are aware of what is required, and are confident they can meet the requirements.

Unless agreed otherwise, the State Heritage Office requires that the consultancy team for a heritage assessment comprises a historian and an architect.

Consideration should be given to engaging additional expertise for some places, for example, landscape architect, archaeologist, horticulturalist, heritage engineer.

Architects are required to undertake site inspections for all assessments. The State Heritage Office does not require the historian to go on site.

Assessments are to be submitted in a word processing format, following the *State Heritage Office Assessment Template*.

If you are unsure if you have the current template, please contact the Senior Conservation Officer (Assessment) at the State Heritage Office or go to the Heritage Council website www.stateheritage.wa.gov.au

Assessment documentation must be carried out in accordance with the State Heritage Office's general *Scope of Work and Style Guide*, which are provided in this suite.

Assessments that are not completed correctly or do not meet the above standards may be returned for further work, and may encounter delays in progressing to the Heritage Council's Register Committee.

Please note that the Register Committee takes ownership of the assessment document once it is presented, and may instruct State Heritage Office staff to make any changes considered necessary.

Please contact the Senior Conservation Officer (Assessment) at the State Heritage Office if you would like to discuss the scope of a heritage assessment in more detail.



ABOVE: Balcatta Senior High School, Balcatta (1966-1969)