

# HERITAGE INFORMATION SERIES

## HERALDIC SURVEY AND HERITAGE ASSESSMENT: MODEL BRIEF



**This document was endorsed by the Heritage Council of NSW's State Heritage Register Committee on the 5th April 2006. It aims to assist state agencies in NSW manage their heraldic heritage and supplements the *State Agency Heritage Guide* issued in 2005.**

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Prepared by the Heritage Council's History Advisory Panel, endorsed by the Heritage Council's State Heritage Register Committee.

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# Heraldic Survey And Heritage Assessment: Model Brief for a Coat of Arms or Collection of Arms held by a NSW State Agency



## AIMS OF A SURVEY AND ASSESSMENT

The aims of a heraldic survey and heritage assessment are to:

1. identify the coats of arms (*the arms*) or collection under the care, control or management of a state agency;
2. understand the significance of the arms or collection;
3. provide guidance on the management of the arms or collection; and
4. any other incidental matters.

## INTRODUCTION

The *State Arms, Symbols & Emblems Act 2004* (the Arms Act) requires all representations of Royal Coats of Arms (the Royal Arms) being used to represent the authority of the Crown or the State to be replaced by representations of the NSW Coat of Arms (the State Arms) “as soon as practicable”.

The Arms Act, however, provides that this does not apply where the Premier, after consulting the Heritage Council, determines that a Royal Arms “form an integral part of an item of the environmental heritage of the State”. In this case they are to continue to be displayed, although the State Arms will also need to be used (a situation referred to in this brief as *Cohabiting Arms*).

The Arms Act further provides that removed Royal Arms are to be “housed or otherwise dealt with in such manner as the Premier, after consultation with the Heritage Council, may direct” (a situation generally referred to in this brief as a *Collection*).

The Heritage Council issued the *State Agency Heritage Guide* in 2005, which includes Appendix C to assist agencies with implementing the Arms Act requirements, and also with meeting their obligations under section 170 of the *Heritage Act 1977*.

This model brief has been designed to further assist state agencies in meeting their heraldic heritage responsibilities.

# MODEL BRIEF FOR A COAT OF ARMS OR COLLECTION OF ARMS HELD BY A NSW STATE AGENCY

## CONSULTANT SKILLS

The skills of the head consultant and any other consultant team members should be appropriate to the task.

A **historian** should be involved, preferably with experience in heraldic history and artisanship, and especially in the assessment phase. A list of consulting historians is available online at [www.phansw.org.au](http://www.phansw.org.au).

It is critical that a **heraldic consultant** is involved in the survey to provide the necessary specialist advice. The *Heritage Consultant's List* maintained by the Heritage Office for reference purposes includes a section titled 'Heraldic Consultants', and is available online on the Publications Page at [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au).

A materials **conservator** should also be involved to provide specialist advice on materials conservation matters. Museums and Galleries NSW maintains a register of consultants, including conservators, which can be accessed at [www.mgnsw.org.au](http://www.mgnsw.org.au) in the What We Do section.

## BACKGROUND MATERIAL

The following documents are to be used to develop the statement of significance, conservation policy and management guidelines.

**Australia ICOMOS**, *The Burra Charter: the Australia ICOMOS Charter for Places of Cultural Significance*, Burwood 2000.

The *Burra Charter* gives definitions for terms used in heritage conservation, discusses acceptable conservation processes and establishes the best practice for achieving the heritage conservation of a particular item.

**NSW Heritage Office**, *Assessing Heritage Significance*, Parramatta 2001.

These guidelines explain how to use the State Heritage Register evaluation criteria to assess heritage significance.

**NSW Heritage Office**, *Movable Heritage Principles*, Parramatta 2000.

A guide to self-managing movable heritage and collections.

**NSW Heritage Office**, *Objects in the Place*, Parramatta 1999.

An introduction to concepts and ideas of movable heritage.

**Heritage Collections Council**, *Significance: a Guide to Assessing the Significance of Cultural Heritage Objects and Collections*, Canberra 2001.  
A useful guide to assessing the specific significance of movable objects, includes a good glossary.

The following publications are of use in providing relevant heraldic information and descriptions:

**Stephen Slater**, *The Complete Book of Heraldry*, Lorenz Books, London 2002.  
A lavishly illustrated book that provides a fresh introduction to heraldry as well as covering details of heraldry in as many countries as possible.

**J. P. Brooke-Little**, *Royal Heraldry: Beasts and Badges of Britain*, Pilgrim Press, Derby 1987.  
An authoritative overview of the development of the various elements that compose the arms of the United Kingdom (the Royal Arms).

**Charles Low**, *A Roll of Australian Arms, Corporate and Personal*, Rigby, Adelaide 1971.  
Contains most of the corporate coats-of-arms in use in Australia at its time of publication.

**Joseph P Morton** (ed.) *Australian Municipal Arms* (The Heraldry Society - Australian Branch), Forest Hill 1988.  
A near-complete record of arms used by local government bodies in each state as at 1988.

**Conrad Swan** *Canada: Symbols of Sovereignty*, University of Toronto Press, Toronto and Buffalo, 1977.  
The opening chapter provides important information on the use of arms of dominion and sovereignty in Commonwealth countries, including Australia.

**Stephen Friar** (ed.) *A New Dictionary of Heraldry*, A & C Black, London, 1987.  
A useful guide to heraldic terms and practices with lots of illustrations.

**J P Brooke-Little** *An Heraldic Alphabet*, Robson Books, London, 1985.  
Another useful guide, with over three hundred line drawings as well as clear, succinct definitions of some obscure terms.

[The client is to list here any further resources in their possession that may be relevant to the subject, for example, agency archives.]

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**IDENTIFY THE RESOURCE**

The arms or collection, and its current location, should be clearly identified:

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The arms or collection should be briefly described:

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The unit and officers responsible for the care, control and management of the arms or collection within the agency, and for this survey, should be clearly identified:

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## **FORM OF THE SURVEY**

It may be appropriate to stage the survey and assessment, for example, by preparing a brief for a 'Heraldic Survey' as a first stage, to determine whether further assessments of significance and/or conservation policies are required. Or for an agency with large holdings of heraldic heritage, the survey may need to be staged over several periods or areas.

The survey should identify all known Royal Arms, State Arms, State Badges, other heraldic devices, and collections, and associated documentation, and their current locations (the arms or collection), that are under the care, control or management of an agency.

In addition, the survey should also include any arms granted directly to, or assumed by, an agency, or a collection of such arms, and any other badges, emblems or symbols in a durable form - and their associated documentation - that have been used by the agency.

The survey should provide an executive summary at the beginning, highlighting the significance of the arms or collection, the main conservation policies and the recommendations for implementation and management.

The survey will include a contextual history for a coat of arms or collection, including a comparative analysis, and generic or common conservation policies for a collection.

The survey will also include a set of completed NSW Heritage Data Forms. One set should be completed for each coat of arms or other heraldic device, or for a collection (the contents of which may not all have been assessed as being individually significant). The NSW Heritage Data Form is available from the Nominating for State Heritage Listing page of the Heritage Office website.

The survey should also have appended to it a copy of Premier's Circular 2004-23, and the *State Heritage Management Guide*, Appendix C, which can be downloaded from the Heritage Office website.

## **DETAIL OF THE HERITAGE ASSESSMENTS**

### ***1. INVESTIGATE SIGNIFICANCE***

Prepare a historical chronological narrative or thematic history of the arms or collection and its context, including uses, changing appearance, and the identification of maker and other artisans. This will involve comparison with other like items. Where there are several coats of arms of identical form and materials (but which are not designated as a collection), a single common history may be useful.

Investigate the physical evidence of the arms or collection in conjunction with the documentary evidence — including the method for fixing the arms in a location for use of display. Depending upon the material types, paint scrapes, radiography, corrosion analysis or similar techniques may be appropriate.

Evaluate the current condition of the fabric (photographic overlays or measured drawings may assist in this, as well as later policy analysis and recommendations for management).

Consult with relevant community and interest groups, such as Heraldry Australia, the Royal Australian Historical Society, the National Trust (NSW), and local history and heraldry groups.

Analyse the documentary, physical and consultative evidence to determine what contributes to the significance of the arms or collection.

## **2. ASSESS SIGNIFICANCE**

Use *Assessing Heritage Significance* to address the State Heritage Register criteria and to prepare a statement of heritage significance, and to determine levels of significance (state or local). The main aim in assessing significance is to produce a succinct statement of significance, which summarises an item's heritage values. The statement is the basis for policies and management structures that will affect the item's future.

In most cases, a short paragraph will suffice, although a coat of arms or collection of particular importance to the heritage of the State may require a comprehensive statement larger than a single paragraph.

Determine whether each coat of arms forms an integral part of an item of environmental heritage.

Indicate the individual significance of the component elements of a coat of arms (where appropriate, for example, the shield and supporters have demonstrably different artisanship) or in a collection, using the ranking system set out in *Assessing Heritage Significance*.

## **3. MANAGE SIGNIFICANCE**

Outline the constraints and opportunities that arise as a result of:

- the heritage significance of the Arms or Collection, including the statutory requirements under the *State Arms, Symbols and Emblems Act 2004* and the *Heritage Act 1977*;



- the physical condition of the arms or collection (for example, stability of woodwork, condition of painted finishes, weathering of outdoor materials, etc);
- the agency's requirements as owner or manager of the arms or collection; and
- any other matters.

Prepare conservation policies that include:

- feasible uses — identify a use, or uses, that are compatible with retaining or enhancing the cultural significance of the arms or collection;
- arms that form an integral part of an item of heritage significance should be retained *in situ* as the Arms Act does not require their removal. Generally use should be preferred over display, and display preferred over storage, and storage preferred over disposal, whenever possible;
- cohabiting arms – where the arms form an integral part of an item of environmental heritage, and they are to be retained *in situ*, provide guidance on the location, materials, dimensions etc for the cohabiting arms, in accordance with the 'State Heritage Management Guide, Appendix C';
- setting — identify methods to conserve the arms or collection, preferably through *in situ* retention and conservation in the original location (this will partly depend upon physical condition factors). If arms are to be removed (either because of the *Arms Act* or material change) and stored, the location of, and responsibility for the storage and best-practice storage condition should be identified;
- materials conservation - develop policies for the conservation of materials, finishes, fixing devices and other physical elements of the arms or collection, for restoring earlier finishes, or for preserving existing finishes. These may differ between arms that are outdoors and those indoors; and between those being used and those being displayed;
- managing intervention — identify the degree of physical intervention acceptable for non-conservation purposes as well as how any intervention is to be recorded;
- urgent works — identify priorities for urgent conservation works;
- interpretation — identify the most appropriate ways of making the significance of the arms or collection understood. For highly significant arms or collections proposed to be displayed for historical, heritage or educational purposes, a separate interpretation strategy may be necessary;
- listings – identify which, if any, coats of arms or collections should be listed on the agency's heritage and conservation register (s170 register), and/or nominated for listing on the State Heritage Register, a local environmental plan schedule or a community heritage list;
- recording - identify a method for recording all arms or collections by an agency, including maintaining records of arms or collections, and deposition of such records in the Heritage Office Library, as required in the *State Heritage Management Guide, Appendix C*.

Provide guidance on how these works can be implemented while minimising the impact on heritage significance.

Justify any works that will have an adverse impact on the heritage significance of the arms or collection.

## **5. ASSET MANAGEMENT GUIDELINES**

**Management** — recommend a management arrangement through which future decisions on conservation and other management issues for the arms or collection are to be made (for example, an Agency Heritage Committee).

**Statutory approvals** — outline the necessary approval procedures to allow works to be carried out. Identify any planning or other issues that have a bearing on the use, display, cohabitation, conservation, removal, relocation, interpretation etc of the arms or collection (including the notifications required in *Premier's Circular 2004-23*)

**Maintenance** — include a maintenance strategy or give guidance on the need for a specialised ongoing maintenance strategy that may need to be further developed in a separate maintenance plan.

**Exemptions** — if the arms or collection is listed (or nominated for listing) on the State Heritage Register, the survey should advise whether certain works (such as maintenance and repair) can be carried out without requiring the approval of the Heritage Council. (Download *Standard Exemptions for Works Requiring Heritage Council Approval*, Heritage Information Series, from the Publications page of the Heritage Office website: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)) provided that such works are consistent with the blazon. It could also advise that item-specific exemptions may be granted by the Heritage Council, in which case proposed item-specific exemptions should be included.

Collections – if an agency is responsible for several displayed (or removed and stored) coats of arms, provide guidance on whether to manage them as separate objects or as a collection. Advice on collections management issues can be sought from Museums and Galleries NSW: [www.mgnsw.org.au](http://www.mgnsw.org.au).

Attach model correspondence from an agency CEO to the Minister responsible for the agency providing advice on Royal Arms to be retained *in situ*, and the conservation of removed Royal Arms [download from Heraldry page in the Research section of the Heritage Office website: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)]

Describe the process for disposing of removed arms, in accordance with the *State Heritage Management Guide*, Appendix C, and any other relevant asset disposal requirements.

Explain why other options of less impact have not been considered to be viable.

## **MONITORING AND REVIEW**

Recommend a time frame for the monitoring and review of the survey (usually 5 years) and who will be responsible for the monitoring and review (usually the Agency Heritage Committee):

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The consultant may establish a consultative committee, made up of relevant stakeholders if this would assist in the survey and assessment processes, and in future reviews. The committee would preferably be established as a sub-committee of the Agency's Heritage Committee:

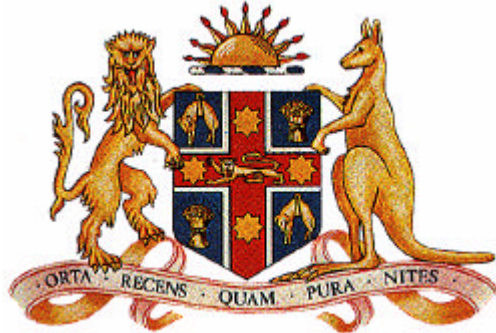
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## THE COATS OF ARMS – WHICH IS WHICH?



The NSW Coat of Arms  
(the 'State Arms', granted in 1906)



The Royal Coat of Arms used in  
England, Wales and Northern  
Ireland  
(the 'Royal Arms', as used in NSW  
until 2004)

## INTERPRETATIONS

In this brief, unless the context indicates otherwise, “arms” means a representation of a coat of arms, crest, badge, cypher, or other heraldic device, and all associated documentation including any warrants or grants of arms. The component elements of a coat of arms are identified on the Heraldry page in the Research section of the Heritage Office website: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au).

### **DEFINITIONS**

“Blazon”, means the written description of a coat of arms, of which all illustrations and durable forms of the arms are representations.

“Cohabiting Arms” means Royal Arms displayed, and State Arms used, in the same place and at the same time.

“Collection” means a discrete body of acquired or accumulated arms and associated objects under the care, control or management of a State Agency.

“Display” means to show a coat of arms or collection for a historical, heritage, educational, decorative or similar purpose without conveying official authority (see also: Use.)

“Durable Form” means arms that are made of a hard wearing or resilient material that is intended to be enduring, and which may be of a three dimensional nature.

“Heraldic device” means any of the various elements and symbols that are used in the art of heraldry.

“Heraldry” means the art of designing, describing (called blazoning) and recording coats of arms and other heraldic devices and regulating their use and display.

“Item of environmental heritage” has the same meaning as given to ‘item’ and ‘environmental heritage’ in section 4 of the *Heritage Act 1977*, whether listed or not.

“Removed Arms” means coats of arms that have been taken from a place of use or display and secured in storage.

“Royal Arms” has the same meaning as given to ‘Royal arms of the United Kingdom’; in section 3 of the *State Arms, Symbols and Emblems Act 2004*.

“State Agency” has the same meaning as given to ‘government instrumentality’ in section 4 of the *Heritage Act 1977*.

“State Arms” has the same meaning as given to ‘State arms’ in section 3 of the *State Arms, Symbols and Emblems Act 2004*.

“Use” means to show a coat of arms in order to convey the official authority of the Crown or State (see also: Display)