

7.0 Conservation Policies, Actions and Implementation

7.1 Heritage Management Recommendations

Management policy recommendations and implementation guidelines/actions are set out below to address the requirements of the Commonwealth Heritage Management Principles of Schedule 7B of the EPBC Act.

7.1.1 Priorities

The priorities for action are listed according to the different level of risk to the heritage values.

High: Actions that should be taken immediately (within two to 12 months) to mitigate key risks to the heritage values. These actions are an essential component of the HMP. Some are active one off actions for immediate implementation while others form part of the ongoing continuous interpretation and conservation necessary at the site. Many of these actions are already occurring in the management of Blundells Cottage.

Medium: Actions that should be planned for in order to conserve the heritage values of Blundells Cottage. These actions should be implemented within two to three years. Resources should be forward planned to enable implementation of these actions to ensure conservation of the heritage values.

Low: These actions are important to the future conservation of the heritage values but respond to less imminent risks. Resources should be forward planned to enable these actions to be undertaken within five years.

As Required: Some actions are only to be taken as required. Resources should be forward planned to enable these actions to be undertaken.

7.1.2 Timing

Timing parameters have been recommended for the implementation of policies and actions. Implementation should be completed:

- immediately upon adoption of the HMP (within two months);
- within 12 months (within 12 months);
- within 2-3 years (2–3 years);
- within 5 years (within 5 years);
- as required (when an action demands it); or
- ongoing.

7.1.3 Policies

Policies are outlined below for general heritage conservation; specific conservation for the cottage, slab hut, and collections; new fabric, services and development including approvals of works; landscape and curtilage; interpretation and education; training; maintaining records; liaison; archaeology and disposal of heritage assets.

1—General

Policies	Implementation Guidelines/Actions	Priority	Timing
1—General Policies			
1.1 This Blundells Cottage HMP should be adopted by the NCA.	1.1.1 This HMP should be formally adopted by the NCA and all of its personnel, contractors and other site users as the principal guiding document for the management of the heritage values of Blundells Cottage.	High	Immediate
	1.1.2 Update NCA Heritage Register as necessary.	As required	As required
1.2 The Blundells Cottage HMP will be the primary document on the heritage significance of Blundells Cottage and its conservation and management.	1.2.1 Refer to this HMP on all matters relating to the heritage significance, conservation and management of Blundells Cottage.	High	Immediate and ongoing
1.3 Recognise that the site of Blundells Cottage has Commonwealth Heritage values.	1.3.1 Refer to the Commonwealth Heritage values identified in this HMP as a starting point for all planning, management, works and interpretation actions at the cottage.	High	Ongoing

2—Liaison

Policies	Implementation Guidelines/Actions	Priority	Timing
2—Liaison			
2.1 Involve relevant community and technical groups with consultation when making major decisions.	2.1.1 Develop both formal and informal links and understandings with select relevant community stakeholder groups for effective partnership and support in decision making.	Medium	Within 2–3 years then ongoing and as required
	2.1.2 Consult stakeholders in developments at the cottage and involve them in decision making processes as appropriate.	High–Medium	Within 12 months and ongoing
2.2 Engage and consult with the local heritage organisations about opportunities to promote the heritage values.	2.2.1 Consultation and liaison with both ACT community (CDHS, Aboriginal groups, ACT National Trust, and St John's Schoolhouse) and Government groups (ACT Cultural Facilities Corporation, Department of Defence) that contributes to effective and holistic management of the heritage values at Blundells Cottage.	As required	As required

3—Management of Site

Policies	Implementation Guidelines/Actions	Priority	Timing
3—Management of Site			
3.1 Manage Blundells Cottage in accordance with relevant legislation where it applies.	3.1.1 NCA managers and officers should manage the site in accordance with relevant Commonwealth legislation, regulations and codes as noted in Section 5.4.2.	High	Ongoing and as required
3.2 All conservation works and planning should be undertaken in accordance with this HMP, the Burra Charter, EPBC Act, the <i>Australian Capital Territory (Planning & Land Management) Act</i> , the Commonwealth Heritage Management Principles and <i>Ask First: A Guide to Respecting Indigenous Heritage Places and Values</i> , Australian Heritage Commission, 2002.	3.2.1 Manage the site in accordance with this HMP which is compliant with Burra Charter principles, the <i>Australian Capital Territory (Planning & Land Management) Act</i> and Schedule 7B EPBC Act Regulations.	High	Ongoing
	3.2.2 Implementation of the HMP policies and actions should be integrated into the operational responsibilities of all NCA employees, contractors and other site users. Specific roles and responsibilities in relation to the HMP should be clearly set out and communicated to ensure that policy recommendations are followed through by the appropriate person.	High	Within 12 months
3.3 Manage the site in accordance with best practice heritage systems and skills	3.3.1 Ensure all NCA staff, contractors and volunteers have access to the information in this HMP (hardcopy and electronically) and have suitable induction, training and development activities to understand its importance and intent to ensure best heritage practice.	High	Immediate and ongoing
	3.3.2 Seek expert advice and supervision on items such as: <ul style="list-style-type: none"> · heritage values assessment against the EPBC Act criteria; · heritage and interpretation management planning advice; · archaeological assessment advice; and · Indigenous cultural heritage management advice. 	High	Ongoing
3.4 Ensure appropriately qualified personnel, consultants and contractors are engaged in any assessment of proposed actions or works at the cottage.	3.4.1 Ensure appropriate expertise is engaged for management, assessments and works and that all involved are aware of Burra Charter principles for conservation, traditional construction techniques or developments.	High	Immediate and ongoing

Policies	Implementation Guidelines/Actions	Priority	Timing
3.5 Ensure adequate funding is available for heritage management.	3.5.1 Appropriate staffing and funding arrangements, resources and processes should be put in place to support the effective implementation of the HMP. Heritage management includes site-based heritage conservation and management and interpretation; and, if necessary, the engagement of expert heritage advice.	High	Immediate and ongoing

4—Development and Legislative Requirements

Policies	Implementation Guidelines/Actions	Priority	Timing
4—Development and Legislative Requirements			
4.1 Notification about the HMP for the site must be given.	4.1.1 The Department of Sustainability, Environment, Water, Populations and Communities (SEWPaC) should be advised that NCA has prepared a HMP for the whole site—a place with Commonwealth Heritage values.	High	Within 12 months
4.2 Revise the official recognition of Commonwealth Heritage values of the site.	4.2.1 Ensure the updated Commonwealth Heritage values at Blundells Cottage are formally recognised through revision of the existing Blundells Cottage CHL entry.	Medium	Within 2–3 years
4.3 Undertake heritage impact assessments when proposing development actions at Blundells Cottage.	4.3.1 All proposed actions should be assessed for potential adverse impacts against the CHL heritage values of Blundells Cottage.	As required	As required
4.4 Development works undertaken at Blundells Cottage and its surrounds will require NCA approval.	4.4.1 Obtain works approval for development activities.	As required	As required
4.5 Refer any new action that is assessed as having a significant impact to the Minister under the EPBC Act.	4.5.1 Where NCA has determined that a proposed activity or action will have, or is likely to have, an adverse impact on the CHL heritage values of Blundells Cottage, or matters on the environment, then the action should be referred to the Minister responsible for the EPBC Act for approval.	As required	As required
4.6 Review and Update the HMP	4.6.1 Review and update the HMP every five years or following major change in circumstances in accordance with NCA policy and the EPBC Act. Information gained from monitoring and reviewing the HMP should feed into the	Low	As required/every 5 years

Policies	Implementation Guidelines/Actions	Priority	Timing
	management of Blundells Cottage as part of a continuous improvement process. See Policy 16 for further details for records management, monitoring, review and reporting.		

5—Landscape and Curtilage

Policies	Implementation Guidelines/Actions	Priority	Timing
5—Landscape and Curtilage			
5.1 Reinterpret Blundells Cottage as a farmhouse in a redefined heritage curtilage.	5.1.1 Apply landscape changes for redefined heritage curtilage as indicated in Section 4.0.	High	Immediate and ongoing
5.2 Enhance and conserve the new appropriate heritage curtilage, landscape and visual setting for the cottage.	5.2.1 Develop a Landscape Masterplan for the immediate setting and garden area that is based on interpretation of the site's Duntroon Estate and early Federal Capital pastoral periods, acknowledging the later layers of CDHS interpretation and achieving appropriate integration of Blundells Cottage with Kings Park. See Section 4.0 and notes 7 and 8 at Appendix D.	Medium	Within 2–5 years
	5.2.2 Use interpretation to express the heritage curtilage and heritage values to visitors.	Medium	Within 2–5 years
	5.2.3 Commission a SULE (Safe & Useful Life Expectancy) report on the trees at the cottage and undertake regular arboriculture inspection of nearby trees to ensure they do not pose a threat to the cottage/public. See Section 4.0 and notes 7 and 8 at Appendix D.	High	Immediate and ongoing
	5.2.4 Provide pedestrian access to the cottage in keeping with the heritage values and to facilitate disabled visitor access to the exterior and garden areas where possible. The design and implementation of this will be part of the Landscape Masterplan.	High–Medium	Short to within 2–3 years

Policies	Implementation Guidelines/Actions	Priority	Timing
5.3 Management of trees	5.3.1 The orchard is a conjectural landscape feature introduced by the CDHS. It is of some historic and interpretative value but requires review in line with the development of a Landscape Masterplan and horticultural care. Some trees may prove worthy of retention but they may also be removed as part of management.	Medium	2–3 years
	5.3.2 The Himalayan cypress and Roman cypress trees planted at the east of the cottage have historic associations to Alice Oldfield but are now very overgrown and pose issues for conservation at the cottage in terms of maintenance, fire and storm risks. The future management of these historic trees should be investigated and managed. One option is to use saplings produced by vegetative means (to preserve the shape of the trees) planted at a further distance from the cottage to avoid future problems.	Medium	2–3 years
	5.3.3 The Roman cypress trees planted to the west of the cottage do not have associations with the Oldfield period of occupation but are later introductions. They obscure the view of the cottage and, being to the west (windward side) of the cottage, pose a storm risk to the historic fabric. They can be removed.	Medium	2–3 years
5.4 Management of CDHS plantings	5.4.1 The 'cottage garden' is a conjectural landscape feature introduced by the CDHS. It is of some historic and interpretative value. Based on future site management and interpretation requirements, the CDHS plantings and garden layout can be selectively conserved.	Medium	2–3 years
5.5 Management of hard landscaping features.	5.5.1 All hard landscaping features at the cottage post-date 1960 and can be removed if required.	Medium	2–3 years
	5.5.2 Retaining walls installed by the NCDC are modern park infrastructure which stabilise the slope and are unobtrusive. They can be retained but not extended. They can be removed if required.	Medium	2–3 years

Policies	Implementation Guidelines/Actions	Priority	Timing
	5.5.3 The picket fence around the cottage garden is a historically inaccurate introduction by the CDHS and should be removed.	Medium	2–3 years
	5.5.4 Wooden benches and troughs located in the cottage garden are introductions by the CDHS. They do not have high heritage value and may be retained if they are useful for interpretation but can equally be removed.	Medium	2–3 years
	5.5.5 The randomly coursed paths to the cottage front door from Wendouree Drive north and south are NCDC introductions based on amenity value. The material and alignment are not historically based. They now pose an uneven trip hazard to visitors and do not comply with standards. The path network around the Cottage should be reviewed as part of a Landscape Masterplan. They can be removed if required. A different path network can be established to and around the Cottage based on the heritage values and access requirements of the site.	Medium	2–3 years
	5.5.6 Paving in red brick or stone flags in the garden areas adjacent to the cottage is an introduction by the CDHS. They have some minor historic value. It is not an authentic surface for the historic cottage and can be removed. If hard landscaping is necessary for safety and to reduce dirt entering the cottage, less obtrusive alternatives should be researched and installed as modern museum infrastructure.	Medium	2–3 years

6—Conservation of Cottage and Slab Hut Fabric

Policies	Implementation Guidelines/Actions	Priority	Timing
6—Conservation of Cottage and Slab Hut Fabric			
6.1 Protect and conserve the fabric reflecting the heritage values of the site.	6.1.1 Undertake specific required conservation works at Blundells Cottage. See Section 8.0.	High	Immediate and ongoing
	6.1.2 Undertake regular maintenance works at Blundells Cottage. See Section 8.0.	High	Immediate and ongoing
6.2 Secure and retain original and early	6.2.1 Conserve all original and early fabric.	High	Ongoing

Policies	Implementation Guidelines/Actions	Priority	Timing
historic fabric.	See Sections 3.0 and 8.0.		
	6.2.2 Thoroughly research the site for physical evidence for all early finishes, such as clay caulking for the slab shed, before implementation based on past general custom or conjecture.	As necessary	As necessary
	6.2.3 Restore earliest known colour schemes and finishes internally and externally. Refer to Conservation Works Pty Ltd, Blundells Cottage Paint Analysis 2012 for details of earliest detected colours and finishes.	Medium	Ongoing
6.3 Identify and appropriately manage potential threats or risks to the heritage values and apply risk minimisation measures.	6.3.1 Manage major building risk of water penetration from failing roof, gutters, soil build up and mortar deterioration. See Section 8.0.	High	Immediate and ongoing
	6.3.2 Manage temperature and humidity issues inside the cottage to protect collections and cottage fabric. See Policy 15.	High	Immediate and ongoing
	6.3.3 Manage major termite risk in timbers of cottage. See Section 8.0.	High	Immediate and ongoing on annual basis
	6.3.4 Commission SULE (Safety & Useful Life Expectancy) report on trees and implement findings. Recommendations should be considered when preparing the Landscape Masterplan.	High	Short to within 2–3 years
6.4 Management of the site should take a holistic approach to all the heritage values	6.4.1 Management and decision-making should be undertaken with an understanding of the different layers of historic cultural heritage values of the site from the colonial period to museum.	High	Immediate and ongoing
6.5 The Blundells Cottage collections should be managed for their heritage values which are associated with those of the cottage.	6.5.1 Undertake a Collections Significance Assessment and a Collections Management Plan, including procedures and practices for acquisition, loans, de-accessioning, valuation, stocktaking, insurance, conservation, and storage.	High	Immediate and ongoing

7—New Development and Services

Policies	Implementation Guidelines/Actions	Priority	Timing
7—New Development and Services			

<p>7.1 Ensure new development is based on an understanding of all the heritage values of the site.</p>	<p>7.1.1 New development at the site should be managed with an understanding of the heritage values of the site and follow the conservation direction of this HMP. This will ensure future development opportunities are consistent with conservation of heritage values.</p>	<p>As required</p>	<p>As required</p>
<p>7.2 Installation of new services should be provided and updated with minimal impact on the historic fabric or appearance of the cottage</p>	<p>7.2.1 Installation of new services should be as invisible or discreet as possible so they do not detract from the significance of Blundells Cottage. Their installation should only proceed after a full investigation confirms that they are essential to the conservation of heritage values and their transmission through interpretation.</p>	<p>As required</p>	<p>As required</p>
<p>7.3 Introduction of new fabric at the cottage should be avoided if possible.</p>	<p>7.3.1 New fabric for repairs should only be introduced when absolutely necessary and then should be matched like for like, be identifiable as new work on close inspection and be reversible.</p>	<p>As required</p>	<p>As required and ongoing</p>
	<p>7.3.2 Conjectural reconstruction of demolished parts of the cottage and reconstruction of fabric for purposes other than conservation should be avoided.</p>	<p>High</p>	<p>Always</p>
	<p>7.3.3 New museum infrastructure such as display panels or heaters/dehumidifiers, can be introduced as long as they are temporary, do not impact the fabric of the cottage and are clearly identifiable as modern museum infrastructure.</p>	<p>As required</p>	<p>As required</p>
	<p>7.3.4 Obtain professional advice or peer review to assess actions and provide guidance on impact avoidance/possible mitigation effects and alternative courses of action.</p>	<p>As required</p>	<p>As required</p>

8—Use—Buildings and Grounds

Policies	Implementation Guidelines/Actions	Priority	Timing
8—Use—Buildings and Grounds			
8.1 Continue use of Blundells Cottage as a facility to interpret its identified heritage values.	8.1.1 Maintain Blundells Cottage as a publicly accessible heritage education facility.	High	Ongoing
8.2 Continue use of Blundells Cottage as a venue to display chosen elements of the cottage collection.	8.2.1 Retain chosen items of the collection (see Policy 12) for display at Blundells Cottage.	High	Ongoing
8.3 Continue use of Blundells Cottage as an educational facility for local schools.	8.3.1 Continue use of the cottage as a heritage museum showing family life in accordance with visitor needs for the National History Curriculum.	High	Ongoing
8.4 Use Blundells Cottage and grounds for education and interpretation programs.	8.4.1 Develop a program of special programs which highlights the heritage values of the cottage through interpretation.	Medium	Within 2–3 years
8.5 For any proposed adaptive reuse/change of use investigate the effect on the heritage values before proceeding.	8.5.1 Undertake a heritage impact assessment for any change of use or adaptive reuse proposal.	As required	As required

9—Access

Policies	Implementation Guidelines/Actions	Priority	Timing
9—Access			
9.1 Investigate and address visitor access to the cottage and surrounds.	9.1.1 Include access issues in any proposed Landscape Masterplan so that both general and disabled access to the cottage are considered and upgraded accordingly.	Medium	
	9.1.2 Ensure that visitor access services such as new paths are made in reference to the heritage values of the cottage and its new curtilage.	High	
9.2 Continue virtual access to the cottage via the website.	9.2.1 Further develop the NCA website with information about the cottage and its collections to provide virtual access.		

10—Archaeology

Policies	Implementation Guidelines/Actions	Priority	Timing
10—Archaeology			
10.1 Manage potential archaeological resources.	10.1.1 Note archaeological assessment made in this HMP.	High	Ongoing
	10.1.2 An archaeological monitoring program should be developed for works affecting subfloor spaces with archaeological potential inside the cottage. A Works Approval from the NCA may be required.	As required	As required
	10.1.3 Areas assessed in Section 3.5 to have nil or low archaeological potential do not require further archaeological monitoring prior to excavation. Should unexpected archaeological material be located in these areas, works must stop immediately and the NCA Cultural Heritage Manager (or other NCA representative) contacted.	As required	As required

11—Security and Site Management

Policies	Implementation Guidelines/Actions	Priority	Timing
11—Security and Site Management			
11.1 Develop a risk assessment report and policies for the heritage values at Blundells Cottage.	11.1.1 Undertake a risk assessment for the cottage to develop a risk management strategy and mitigation measures in relation to: <ul style="list-style-type: none"> · theft; · vandalism; · fire; · storm; · insect pests; and · internal humidity. 	High	Immediate and ongoing
	11.1.2 Implement mitigation measures to minimise risk according to risk assessment results.	Medium	Within 2–3 years and ongoing

12—Collection Management

Policies	Implementation Guidelines/Actions	Priority	Timing
12—Collection Management			
12.1 Undertake a Collections Significance Assessment to fully understand the value of the collections.	12.1.1 Develop and adopt a Significance Assessment of the cottage collections using Collections Council criteria in reference to the identified heritage values of the cottage. See also Policy 6.5.	High	Within 12 months
12.2 Develop Collections Management strategies and protocols.	12.2.1 Develop and adopt a Collection Management Policy in reference to the identified heritage values of the cottage. See also Policy 6.5.	High	Within 12 months
	12.2.2 Develop de-accessing and disposals criteria and protocols in reference to the identified heritage values of the cottage.	High	Within 12 months

13—Interpretation

Policies	Implementation Guidelines/Actions	Priority	Timing
13—Interpretation			
13.1 Ensure the key heritage messages arising from the heritage values as detailed in this HMP are conveyed at the cottage through the preparation of an Interpretation Strategy and Implementation Plan.	13.1.1 Commission an Interpretation Strategy and Implementation Plan for the cottage and surrounds to guide tours, education programs and special events.	Medium	Within 2–3 years
13.2 Continue to run guided tours and educational programs at the cottage.	13.2.1 Refocus guided tours on key themes and messages arising from the heritage values to continue to provide visitors with heritage information about the cottage.	High	Ongoing
	13.2.2 Continue to implement educational programs at the cottage, ensure they reflect heritage values and address national curriculum requirements.	High	Ongoing
	13.2.3 Continue the use of publicly available brochures and education kits.	High	Ongoing
	13.2.4 Develop further Internet interpretation and education resources according to an Interpretation Plan. See also Policy 9.2.1.	Medium–Low	Within 5 years

Policies	Implementation Guidelines/Actions	Priority	Timing
13.3 Use an enhanced heritage curtilage to support interpretation at the cottage.	13.3.1 Implement recommendations to show the new heritage curtilage and interpret the site's farming period, acknowledging the later layers of CDHS interpretation. See Section 4.0.	High	Within 12 months
13.4 Investigate options for cooperative interpretation partnerships with other associated heritage sites in the ACT as part of the Interpretation Strategy.	13.4.1 As part of Interpretation Strategy, consider possible partnerships with associated heritage sites Mugga Mugga, St John's Schoolhouse and Duntroon Dairy for a more complete interpretation of the heritage values at Blundells Cottage.	Medium–Low	Within 5 years and ongoing
13.5 Acknowledge past Aboriginal associations with the landscape surrounding of the cottage.	13.5.1 As part of Interpretation Strategy, continue discussion started with HMP consultation about ongoing Aboriginal association with the landscape through interpretation.	High	Ongoing
13.6 Include new research into interpretation	13.6.1 Pursue a research program to inform interpretation	Medium	Ongoing
13.7 Involve visitors actively in research and interpretation.	13.7.1 Actively collect information from visitors who have past connections with the cottage or its collections. Use the NCA website to appeal for information.	Medium–Low	Ongoing and within 5 years
13.8 Collect visitor statistics	13.8.1 Develop a means of collecting relevant visitor statistics which will inform improvements in delivery of future interpretation.	High	Ongoing

14—Education Services

Policies	Implementation Guidelines/Actions	Priority	Timing
14—Education Services			
14.1 Develop education services in line with National History Curriculum.	14.1.1 Review existing education kits and refocus to address National History Curriculum with the aim of every primary student in the ACT visiting Blundells Cottage at least once on a school visit.	Medium	2–3 years
14.2 Review interpretation and education service needs for improvement.	14.2.1 Develop and undertake review and evaluation of visitor educational experiences at Blundells Cottage to maintain standards and effectively target future programs.	Medium	2–3 years

Policies	Implementation Guidelines/Actions	Priority	Timing
	14.2.2 Ensure that all visitor and education services are compatible with conservation and interpretation objectives.	As required	Always

15—Staff and Visitor Facilities

Policies	Implementation Guidelines/Actions	Priority	Timing
15—Staff and Visitor Facilities			
15.1 Investigate needs and desires for staff and visitor facilities at the cottage.	15.1.1 Survey staff and visitors to prepare a list of desired facilities at the site. Part of these requirements can be addressed as part of the Landscape Masterplan.	Medium	2–3 years
15.2 Ensure that installation of staff and visitor facilities, including those for interpretation/educational needs, are consistent with heritage values or their interpretation.	15.2.1 Assess all proposals for additional staff and visitor facilities at Blundells Cottage for potential adverse effects to heritage values or their interpretation.	Always	As necessary
	15.2.2 Investigate new heaters for the cottage which have minimal maintenance requirements, do not add pollutants to the interior of the cottage, are unobtrusive and can be easily read as modern museum infrastructure by visitors.	High	Within 12 months
	15.2.3 Investigate a means of cooling the cottage in summer which has minimal maintenance requirements, does not add pollutants to the interior of the cottage, is unobtrusive and can be easily read as modern museum infrastructure by visitors.	Medium	2–3 years
	15.2.4 Analyse the staff office (Room 1) for WHS compliance and efficient work space and make changes as indicated.	Medium	2–3 years
	15.2.5 Review and investigate additional toilet facilities at the cottage so school groups may be better served.	Medium	2–3 years

16—Records Management: Monitoring, Review and Reporting

Policies	Implementation Guidelines/Actions	Priority	Timing
16—Records Management: Monitoring, Review and Reporting			
16.1 Review and Update the HMP to comply with S341X of the EPBC Act.	16.1.1 Review and update the HMP every five years or following major change in circumstances in accordance with NCA policy and the EPBC Act. Information gained from monitoring and reviewing the HMP should feed into the management of Blundells Cottage as part of a continuous improvement process.	Low	As required/ every 5 years
16.2 Collate all monitoring data annually (as required by this HMP) as a basis for reporting on the implementation of the HMP and monitoring the condition of the values in compliance with the EPBC Act.	16.2.1 Use the NCA's annual reporting on the implementation of the HMP to review the guidelines set out in this HMP for the priority and timing of actions.	High	Annually
	16.2.2 Priorities should be re-assessed in any review of the HMP—that is, highest priority should be attributed to conservation works to retain the heritage values.	Medium	Long term
16.3 Monitor the condition of the identified heritage values of Blundells Cottage.	16.3.1 Monitor the condition of values and fabric and include re-evaluation as part of the five-yearly review of the HMP.	Medium	Long term
	16.3.2 Use the annual collation of monitoring data to identify trends and the condition of the heritage values in order to guide the implementation of monitoring and maintenance.	Medium	Annually
	16.3.3 Ensure all conservation works and maintenance tasks are identified, reported and monitored annually.	High	Annually
	16.3.4 Ensure that any review of the HMP responds to and addresses trends revealed in monitoring data by refining processes for management, conservation and/or maintenance accordingly.	Medium	Long term
16.4 Maintain detailed records on the implementation of actions and works in this HMP.	16.4.1 Maintain records linking HMP policies to a works program to enable monitoring and review of managerial actions and to ensure conservation of heritage values at Blundells Cottage.	High	Immediate and ongoing

Policies	Implementation Guidelines/Actions	Priority	Timing
	16.4.2 Ensure full works records are available for incorporation into future HMPs.	High	Immediate and ongoing
16.5 Develop and maintain a central database and library so all NCA personnel (new, current and future) are up to date and aware of previous decisions and works that have taken place.	16.5.1 A central electronic database and hard copy library of all past records—including electronic or hard copies of reports, records, maps, plans and historic images—should be established, maintained and updated on a regular basis to record relevant information relating to Blundells Cottage and ensure it is easily accessible for future reference.	High	Within 12 months and ongoing
16.6 Incorporate new research information into records as soon as it becomes available.	16.6.1 Incorporate new research information into the database as soon as it becomes available, and ensure that it is used for interpretation or conservation as appropriate.	As required	Ongoing

17—Training

Policies	Implementation Guidelines/Actions	Priority	Timing
17—Training			
17.1 Incorporate new research into training for site managers and staff.	17.1.1 Provide site managers, staff and volunteer guides with new research findings as they occur to maintain the highest possible management and interpretation standards.	High	Immediate and ongoing
17.2 All site users, managers and parties need to understand the heritage values.	17.2.1 Induction and training should be provided to all personnel, managers, and contractors working at Blundells Cottage so that management of the place is in accordance with policies to conserve all heritage values of the site.	High	Immediate

18—Disposal of Heritage Assets

Policies	Implementation Guidelines/Actions	Priority	Timing
18—Disposal of Heritage Assets			
18.1 In the event of disposal of Blundells Cottage, ensure heritage values are protected into the future.	18.1.1 Put safeguards in place to protect the identified heritage values of Blundells Cottage should the NCA decide to dispose of the place.	As required	As required

Policies	Implementation Guidelines/Actions	Priority	Timing
18.2 Ensure relevant heritage legislation applies if the site is disposed from Commonwealth ownership.	18.2.1 Follow EPBC Act requirements in the case of disposal of Blundells Cottage.	As required	As required
18.3 Ensure the heritage values of the Blundells Cottage collections are protected if they are relocated away from the cottage or disposed of.	18.3.1 If collection items leave the cottage, the ACT Government Cultural Facilities Corporation (which manages Lanyon, Mugga Mugga, Calthorpes House and the Canberra Museum and Gallery) and the Donald Horne Institute, University of Canberra, may have an interest in acquiring objects or providing curatorial and conservation care away from the cottage.	As required	As required