### RECODER INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>State</th>
<th>Post Code</th>
<th>Phone: (     )</th>
<th>Fax: (     )</th>
<th>E-mail:</th>
</tr>
</thead>
</table>

### RECODER TYPE

- [ ] Aboriginal community
- [ ] Aboriginal Affairs Victoria staff
- [ ] Cultural Officer
- [ ] Heritage Advisor
- [ ] Researcher
- [ ] Student
- [ ] Other

### REASON FOR RECORDING:

- [ ] CHMP
- [ ] Cultural Heritage Permit
- [ ] Heritage Assessment
- [ ] Opportunistic Find
- [ ] Research
- [ ] Other (specify)

### CULTURAL HERITAGE MANAGEMENT PLAN NUMBER (if any)

Issued to the sponsor of a CHMP by OAV

### PERMIT NUMBER (if any)

### INFORMATION FROM THE RELEVANT REGISTERED ABORIGINAL PARTY/ COMMUNITY ABOUT THE SITE (If any - identify informant as appropriate)

- RAP/ Community organisation
- Informant's Name
- Address

<table>
<thead>
<tr>
<th>State</th>
<th>Postcode</th>
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<tbody>
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</table>

### COMPOSITION OF RECORD

- [ ] MULTI-COMPONENT
- [ ] SINGLE

<table>
<thead>
<tr>
<th>Total Number of Components</th>
<th>Total number of Record Forms (including this form)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### NUMBER AND TYPE OF COMPONENT OR OBJECT COLLECTION FORMS ATTACHED TO MAIN FORM

- [ ] Aboriginal Historic Place
- [ ] Aboriginal Intangible Place/ Consultation
- [ ] Aboriginal Object Collection
- [ ] Artefact Scatter
- [ ] Quarry
- [ ] Shell Midden
- [ ] Earth Feature
- [ ] Rock Art
- [ ] Stone Feature
- [ ] Human Remains
- [ ] Scarred Tree

**Note:** All relevant component forms must be fully completed and attached to this cover sheet.

### THREAT TO PLACE

- Development: [ ] Imminent [ ] Likely [ ] Unlikely [ ] Already occurred

Specify: ____________________________________________________________

Possible date of threat: ______________________________________________
### Location

<table>
<thead>
<tr>
<th>1:25,000 map name and number for Place location</th>
<th></th>
</tr>
</thead>
</table>

**Primary Grid Coordinates:**

- Easting:  
- Northing:  

*Coordinates must be presented using MGA/GDA 94 datum*

### Access

**Access Requirements**

- 4WD required
- 4WD required if wet
- >30 minute walk from nearest road
- Accessible with non-4WD vehicle
- Other: ___________________________
- No difficulties

**Access Restrictions**

- Contact Registered Aboriginal Party
- Contact Aboriginal community
- Contact owner
- Contact land manager
- Guide required
- Guide desirable
- Other: ___________________________
- No restrictions known

### Land Tenure

**Land Status:**

- Crown
- Private

**Tenure type:**

- Commonwealth
- State government
- Parks Victoria
- Local government
- Road reserve

**Land owner/manager**

- Name: ___________________________
- Address: ___________________________
- (Not PO Box): ___________________________
- Telephone #: ___________________________
- State: ______ Postcode: ______ Email: ___________________________

**Information from land owner/manager about the site (if any)**

- ___________________________
  
- ___________________________

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### Additional Information

- 1:25,000 map name and number: ___________________________
- 1:100,000 map sheet: ___________________________
- 1:30,000 map sheet: ___________________________
- Other map/s: ___________________________
- Air photo: ___________________________

### Specify how coordinates were derived:

- GPS (specify type):  
- Direct survey using survey marks:  
- Reference points (specify):  
- Map Sheet Reading:  
  - 1:25,000 map sheet: ___________________________
  - 1:30,000 map sheet: ___________________________
- Estimated accuracy of grid coordinate: +/- ______ Metres

### Additional Map/s:

- Air photo: ___________________________

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  - 1:30,000 map sheet: ___________________________
- Estimated accuracy of grid coordinate: +/- ______ Metres

### Additional Map/s:

- Air photo: ___________________________
LOCATION MAP  
(Copy of 1:25,000 or 1:30,000 map, fully labeled, with primary reference point clearly marked as a cross)

Map Prompts

All Maps and Plans should include:

- Mark the location of the primary grid coordinates to locate Place (shown as a distinctive cross);
- Scale;
- North arrow oriented to top of page;
- Clearly identify and name features, roads, rivers etc. by labels on the map and/or by the use of symbols and the legend box;
- Use colour and use standard cartographic colour conventions;
- All symbols should be easily distinguishable on the map/plan against the background.

Place Location Map

Insert annotated copy of a 1:25,000 or 1:30,000 topographic map;
Mark survey marks or other permanent features used as reference points;
Nearest named place;
Show activity area;
Show the allotment and section number and boundary of the property;
Survey area outline;

Place Context Plan

Show the Place extent as an outlined area (without any internal shading or fill);
Show the allotment / parcel numbers and boundary of the property;
Indicate the bearing and/or distance to at least 3 reference marks (this may be included in the space provided below the plan instead of on the plan itself);

Place Extent Plan

Show the Place extent as an outlined area (without any internal shading or fill);
Draw accurately to scale;
Draw at a sufficiently large scale to show close-up details of the full Place extent (and features within and adjacent to it);
Show excavated areas or areas of site visibility.

Topographic map used for Location Plan:  
☐ 1:25,000  Number: ________________________________
☐ 1:30,000  Name: ________________________________

DESCRIBE HOW TO REVISIT THE PLACE  
(Start at known point - eg nearest town)

________________________________________
________________________________________
________________________________________

DESCRIBE THE PLACE LOCATION

________________________________________
________________________________________
________________________________________

Add additional pages as appropriate.  
Number of pages added.  
List additional information included.  
________________________________________
### PLACE CONTEXT PLAN

(Must include scale and legend)

---

**LEGEND**

Reference Points:
- Reference Point 1
- Reference Point 2
- Reference Point 3
- Reference Point 4
- Reference Point 5
- Reference Point 6

<table>
<thead>
<tr>
<th>Reference Points</th>
<th>Easting</th>
<th>Northing</th>
<th>Zone</th>
<th>Bearing°</th>
<th>Distance (m)</th>
<th>Description of Reference Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Point 1</td>
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<td>Reference Point 2</td>
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</tbody>
</table>

Scale = 1:

Add additional pages as appropriate.

List additional information included.

Number of pages added.

---

North
LEGEND

Scale = 1:

Attach Place Extent Survey Data Spreadsheet

Place Extent Description and Interpretation:

Add additional pages as appropriate).

List additional information

Number of pages added. □ included.
### ENVIRONMENTAL SETTING

#### Landforms
- □ Inland (>1km from present coast)  □ Coastal (<1km from present coast)

#### Land Systems - Altitude (elevation)
- □ Alpine (>1500m)  □ Foothill (300-<900m)
- □ Sub-alpine (1200 - 1500m)  □ Lowland (0 - <300m)
- □ Montane (900 - <1200m)

#### Land Systems - Climatic Zones
- □ Alpine  □ Cool  □ Maritime  □ Warm
- □ Sub-alpine  □ Frost Hollow  □ Semi-arid  □ Temperate

#### Place Setting Slope
- □ Upper slope  □ Middle slope  □ Lower slope
- □ Level/ Flat Ground (<0.5°) □ Steep (19° - 30°)
- □ Very Gently Inclined (0.5° - 1.5°) □ Very Steep (31° - 45°)
- □ Gently Inclined (1.6° - 5.5°) □ Precipitous (>46° - 72°)
- □ Moderately Inclined (5.6° - 18°) □ Cliff (>72°)

#### Locality Environment Landform
- □ Alluvial Terrace □ Creekline □ Floodway
- □ Berm □ Depression □ Gully
- □ Billabong □ Drainage-line □ Gilgai
- □ Blocked Coastal □ Dune □ Gypseous Plains
- □ Stream □ Escarpment □ Gallery
- □ Bog/Mossbed □ Estuarine □ Hillcrest
- □ Cinder Cone □ Fen □ Hill
- □ Claypan □ Flats □ Headland
- □ Coast/Coastal □ Floodplain □ Inland

#### Water
- □ Fresh □ Salt/Brackish □ No local source □ Permanent □ Temporary/prone to flooding
- □ Coastal □ Highly localised (springs, soaks, etc) □ Lakes/Swamps □ Rivers/Creeks

#### Previous + Current Land Use(s) (Indicate P [previous] and C [current] in appropriate box)
- □ Agricultural □ Cultivated □ Grazed □ Recreation □ Urban
- □ Alpine park □ Developed □ Parkland □ Reserve □ Other

#### Soils/Sediments
- □ Damp □ Dry □ Wet

#### Texture
- □ Clay □ Laterite □ Loams □ Peat □ Sands □ Silt

#### Texture Class
- □ Sand □ Clayey (Loamy) Sand □ Sandy Loam □ Loam □ Silty Loam □ Sandy Clay Loam
- □ Silty Clay Loam □ Clay Loam □ Sandy Clay □ Silty Clay □ Clay

#### Colour
- Munsell Chart colour # and name: __________
- Colour Pattern Description: __________

#### Structure
- □ Platy □ Prismatic □ Columnar □ Blocky □ Nut □ Granular □ Crumb
- □ Fine □ Medium □ Course

#### Consistence
- □ Dry □ Moist □ Loose □ Soft/ Friable □ Hard/ Firm □ Extremely Hard

#### Cementation
- □ Weakly Cemented □ Strongly Cemented □ Indurated

#### Vegetation
- □ Agricultural □ Exotic □ Remnant native vegetation □ Modified native vegetation
- □ No vegetation/Bare land □ Urban

#### Ground surface exposure
- Percentage of ground surface visible: __________

#### Vegetation Community Type (Structure)
- □ Forest □ Grassland □ Heathland □ Rainforest □ Reedbed □ Samphire
- □ Herbland □ Mallee □ Mixed Forest □ Scrub □ Thicket
- □ Sedgeland □ Shrubland □ Tussock

#### Aquatic Vegetation
- □ Emergent □ Floating □ Submerged

#### Major Vegetation Types (Generic Names)
- □ Banksia □ Black Box □ Blackthorn □ Box
- □ Cane Grass □ Coast Banksia □ Fern □ Gahnia
- □ Ironbark □ Lignum □ Mangrove □ Melaleuca
- □ Pomaderris □ Red Gum □ Salt Paperbark □ Spike-sedge

#### Additional Information
- Name of nearest fresh water source: __________
- Edaphic (Soil): __________
- Edaphic (Moisture): __________

---

Not all fields are filled in. The image contains sections for environmental settings, landforms, place settings, locality environment landform, water, previous + current land use(s), soils/sediments, texture, colour, structure, consistence, cementation, vegetation, vegetation condition, ground surface exposure, vegetation community type (structure), aquatic vegetation, and major vegetation types (generic names). The table columns include various options for selecting characteristics, and some fields are left blank or require specific information to be filled in.
**RECENT DISTURBANCE/CONDITION ASSESSMENT**
(Overall condition of heritage site and surrounds)
- Excellent (80-100% intact)
- Good (60-80% intact)
- Fair (40-60% intact)
- Poor (20-40% intact)
- Very poor (<20% intact)
- Destroyed

Area is: ☐ Aggrading
☐ Eroding
☐ Stable

**IMPACTS AFFECTING HERITAGE SITE**
- None
- Deflation
- Exfoliation
- Fire
- Gully Erosion
- Landslip
- Moss/Lichen
- Other
- Native Animal
- Overgrazing
- Pedestrian
- Rabbit Damage
- Other Burrow or Digging
- Scientific Investigation
- Sheet Erosion
- Stock Rubbing
- Stock Trampling
- Vehicular
- Vandalism
- Visitation
- Water
- Wind

**SUMMARY SITE DESCRIPTION AND MANAGEMENT RECOMMENDATIONS** (If any)

**CURRENT MANAGEMENT**
- None known
- Cultural Heritage Management Plan
- Cultural Heritage Permit
- Cultural Heritage Agreement
- Cultural Heritage Audit
- Interim Protection Declaration
- Ongoing Protection Declaration
- Stop Order
- Informal (specify)
- Inspection program (specify)
- Management Works Implemented
- Other
- Victorian Heritage Register (specify)
- Victorian Heritage Inventory (specify)
- Heritage Overlay (specify)
- National Estate (specify)
- National Trust (specify)

**DOCUMENTATION**
- Photographs
- Digital Images
- Slides
- Negatives
- Survey/Excavation Methods Form
- Artefacts Collected
- Data Published
- References
- Place Dated
- Dates

**Spatial Data Supplied: Projected To MGA 94**
- Gps Data
  - Waypoints
  - Routes
  - Tracks
- Gis Data
  - Cad (*.dxf)
  - Mapinfo File (*.map)
  - Shape file (*.shp)

**Declaration:**
I declare that the information in this form and its attachments is true and correct to the best of my knowledge

Signed: ____________________________
Date signed: _______________________

Electronic copies of digital photographs should be provided to OAAV after the Heritage Register Number is issued by the Heritage Registrar.

**Office Use Only**
- Heritage Registry Files
- Archives (in secondary storage)
- OAAV File Number
- Report Number/s

RETURN TO: The Heritage Registrar, Office of Aboriginal Affairs Victoria, PO Box 2392, Melbourne VIC 3001
Checklist

☐ All Place Fields Completed?

☐ Place Location Map
  ☐ Landvic Map/ Parcel Information Map (optional)

☐ Place Context Plan
  ☐ Reference Points Included (at least 3)
  ☐ Aerial Images (optional)

☐ Place Extent Plan
  ☐ Place Extent Survey Measurement Table

☐ Component Forms

☐ Archaeological Survey/ Excavation Attributes Form

☐ Electronic Spatial Data
  ☐ GPS Waypoints/ Routes/ Tracks
  ☐ GIS Data (if available)

☐ Photographs (hardcopies)

☐ Place Dating Technique (official documentation from dating laboratory)

☐ Copies of associated publications (if available)

☐ Place Inspection Form (if required)

☐ Object Collection Form (if required)