



The Capture and Delivery of the
National Trust of Australia (WA)
Corporate Business Intelligence

Property Management System

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The National Trust of Australia (WA)

Case Study

"Heritage Place/Site – An area or region of land that represents a particular focus of past human activity or that represents a concentration of in situ cultural material"

Pearson and Sullivan, Looking after Heritage Places, 1995

Glossary of Terms used

Term	Description
NTWA	The National Trust of Australia (WA)
EDRMS	Electronic Document Records Management System and refers to the combined technologies of document management and records management systems as an integrated system
RecFind 6	An EDRMS software solution developed by Knowledgeone Corporation
NTTAS	The National Trust of Australia (TAS)
HardCat	An electronic Asset Management System – manages asset information
Metadata	A set of data that describes and gives information about other data

Introduction

In 2010 the National Trust of Australia (WA) commenced a process in capturing corporate knowledge to assist in its core business activities around: -

- Conservation
- Interpretation
- Education & Learning
- Policy Development

In 2011 the National Trust of Australia (WA) purchased the business solution ‘RecFind 6’¹ as the central system of choice for:-

1. Records Management
2. Replicate existing business systems
3. Future business development

RecFind 6 was chosen as the best solutions as it was able to deliver: -

- **A fully featured Electronic Document and Records Management System (EDRMS) including workflow, imaging, full text searching, portable barcode reader support, offsite storage management, check-in, check-out, versioning and retention.**
- **And; can also be used as generic application solution able to run multiple applications concurrently. As well as being a core EDRMS it can also be an Asset Management System, Purchase Order System, Collection System, help desk and can be accessed through a variety of platforms including WEB and Smart technologies.**

¹ RecFind 6 – Developed by Knowledgeone Corporation

The advantage of using 'RecFind 6' is the ability to combine both the EDRMS component with the generic application solution.

For Example – A heritage building is leased out to a number of commercial operators. Using 'RecFind 6' all the leasing details could be stored for each operator including lessee names, contact details, dates, conditions, rent and rental space for reporting purposes. The application solution also contains an email reminder functionality to automatically advise the Trust Manager 1 month before (or whatever time is required) the end lease date. Connecting to each operator within 'RecFind 6' there is the ability to attach any electronic/scanned documentation around communication that has taken place, the signed lease and images/pictures/plans of the commercial space.

Real savings have been achieved where existing systems rolling into 'RecFind 6' allow the ability to save on both software maintenance and user licenses on the retirement of old systems. The training period is less as staff only needs to know one product. Solution development time/costs have also been reduced as staff in the Information services has built up considerable expertise & experience in the product.

Proof of Concept

From July 2011 to March 2012 NTWA² developed a 'Proof of Concept' trialing the 'Natural Heritage Covenanting' program for both the EDRMS³ and application solution component. During this time: -

- The mail process was worked out in converting paper to electronic (scanning)
- The concept of a photo album to capture related photos
- File titling convention to store electronic documents
- Business System to collect core data elements
- WEB enabled interface so that documents/data could be accessed within the field
- On-line reporting system for Financial/Executive management

At the commencement of the 'Proof of Concept' all configuration relating to naming standards deliberately contained 'NTWA' as a prefix. At this time it was considered that other National Trust of Australia organisations could replicate the same business concepts/methodology in capturing/reporting of data, through WEB technologies using 'RecFind 6' with a different prefix.

For example with The National Trust of Australia (Tasmania) – if the same system was developed, all screens, tables, configuration would contain the prefix 'NTTAS' and security

² NTWA – The National Trust of Australia (WA)

³ EDRMS – Electronic Document Records Management System

would be set up so that only staff members in Tasmania could access RecFind 6 using this naming convention.

Staged Implementation

After a successful execution on the RecFind 6 ‘Natural Heritage Covenanting’ system it was recommended to management that a staged implementation would be applied across NTWA.

2011					2012					2013					2014																				
J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
NH Covenanting					Heritage Interest					Property Management																									

This was approved and from March 2012 to March 2013 the Heritage Interest system was developed for the Heritage Services area consisting of: -

- An EDRMS component with over 20000 electronic files, containing approximately 50000 electronic documents and 2000 Photo Albums
- A ‘Heritage Interest Register’ business metadata system containing more than 3000 pieces of data, which was migrated from an Microsoft Access database system

From March 2013 the next phase involved the Property Management portfolio covering over 50 places that NTWA manage. Within 2014 it is envisaged that the EDRMS component for the other Business portfolios would commence together with productivity improvements through the workflow component of ‘RecFind 6’.

Beyond 2014 consideration on future developments could involve places that NTWA do not manage but have had/or ongoing interest in (such as those which are classified). This will provide staff an overarching list of all NTWA involvement places as an entry point into RecFind 6.

Property Management System

In 2007, a need was identified for an 'Information Technology' solution to support the management of the NTWA Property Management Portfolio. NTWA researched a number of 'off the shelf' commercial systems and systems used by heritage property managers. At that time no system currently available in Australia was judged capable of meeting the maintenance, conservation and interpretation requirements.

From 2008 to 2011 a property management solution was developed in a product called 'HardCat', to allow the methodology and data structure/elements to evolve based on the following: -

Planned Objectives	Outcomes
Develop a data structure that reflects the current heritage philosophy of the Trust and the management of properties. This requires the identification of the true extent of the entire property portfolio and other assets associated with the management of those properties.	Based on extensive consultation and research across the organisation, an appropriate data structure has been developed. The system has the flexibility to be adjusted as required to match any future changes to requirements.
Identify the routine maintenance requirements of properties and develop a systematic approach to incorporate these current work processes into the system with the ability to forecast maintenance requirements and document this work. Other non-routine work must also be accounted for in a similar way.	Based on extensive consultation with relevant officers, a systematic process has been developed to incorporate the maintenance work carried out by the organisation (both routine and non-routine) into the system. The design is completely complimentary with the core data structure of the system.
Develop a complementary systematic approach to incorporating measured drawings, photographs and other important documents into the system.	A framework has been developed that allows measured drawings to be linked to referenced photographs in a powerful graphical representation of the properties to a granular level within the system. Other important documents can be attached at appropriate levels, while additional documents are considered as unique entities in the system. The complementary development of the EDRMS system will allow more relevant documents to be more readily available in the system.

Planned Objectives	Outcomes
Ensure the system can be interrogated in a way that allows management to find the information needed in a timely and consistent manner with powerful reporting capabilities.	The development of the 'Property Review' relied extensively on data mined from the property management database. This has highlighted the powerful searching and reporting potential of the system, with tangible productivity and efficiency dividends ultimately resulting in better informed decision making.
Migrate important data from a large variety of out dated media technologies into a centralised, fully accessible electronic data repository that activates the power of the information that the organisation oversees	As part of the development of the system, a limited amount of data has been migrated into the test environment to allow the model to be vigorously assessed.

Late in 2012 approval was given for the Property Management System to be migrated from 'HardCat' into 'RecFind 6', ready for the property management staged implementation. The 'RecFind 6' product suite also provides an import tool called 'Xchange', allowing data to be directly imported into the 'NTWA' RecFind 6 tables to save on manual data entry. In March 2013 the process of setting up the data structure & elements commenced followed by the importation of up-to date data. Next an overlay of security was applied over the system so that only staff in the NTWA Property Management Portfolio has the ability to update the property data.

Property Management System – Database Framework - Place

The concept of a ‘Place’⁴ is where NTWA starts in its database framework philosophy to managing heritage assets under its custodianship. The ‘Place’ sits at the top of the hierarchal structure as level one and can be interrogated in RecFind 6 using the field ‘Place Name’. The heritage ‘Place’ encompasses all aspects of the place that contribute to its cultural significance – historic (built), natural or Aboriginal. In this regard, while an old building (for example) may be of obvious cultural significance, the context in which it was built, the surrounding landscape in which it sits, and its historical relationship to these surroundings is what constitutes the heritage ‘Place’.

Sample of NTWA Places

ExternalID	NTWA Place ID	Place Name
NTWA/PLACE/M-000001	ADHL	Artillery Drill Hall
NTWA/PLACE/M-000002	AVON	Avondale
NTWA/PLACE/M-000003	BADJ	Badjaling Farm
NTWA/PLACE/M-000004	BEPQ	Beverley Police Quarters
NTWA/PLACE/M-000005	BILL	Bill Sewell Complex
NTWA/PLACE/M-000006	BRID	Bridgedale
NTWA/PLACE/M-000007	BUPO	Bunbury Post Office (fmr)
NTWA/PLACE/M-000008	CGRE	Central Greenough
NTWA/PLACE/M-000009	COPS	Collie Police Station
NTWA/PLACE/M-000010	CORH	Collie Roundhouse
NTWA/PLACE/M-000011	CUML	Cue Masonic Lodge
NTWA/PLACE/M-000012	CURT	Curtin Family Home
NTWA/PLACE/M-000013	ELLE	Ellensbrook
NTWA/PLACE/M-000014	EPCS	East Perth Cemeteries
NTWA/PLACE/M-000015	GALL	Gallop House
NTWA/PLACE/M-000016	GGRS	Gingin Railway Station
NTWA/PLACE/M-000017	GHOO	Ghooli Houses
NTWA/PLACE/M-000018	GRAY	Gray's Store
NTWA/PLACE/M-000019	GRIN	Grindon Land
NTWA/PLACE/M-000020	HERM	The Hermitage
NTWA/PLACE/M-000021	HYDR	Hydro Power Station
NTWA/PLACE/M-000022	ISRA	Israelite Bay Telegraph Station
NTWA/PLACE/M-000023	JARR	Jarrahdale
NTWA/PLACE/M-000024	KARA	Karalee Rocks

Source: - RecFind 6 NTWA Place screen

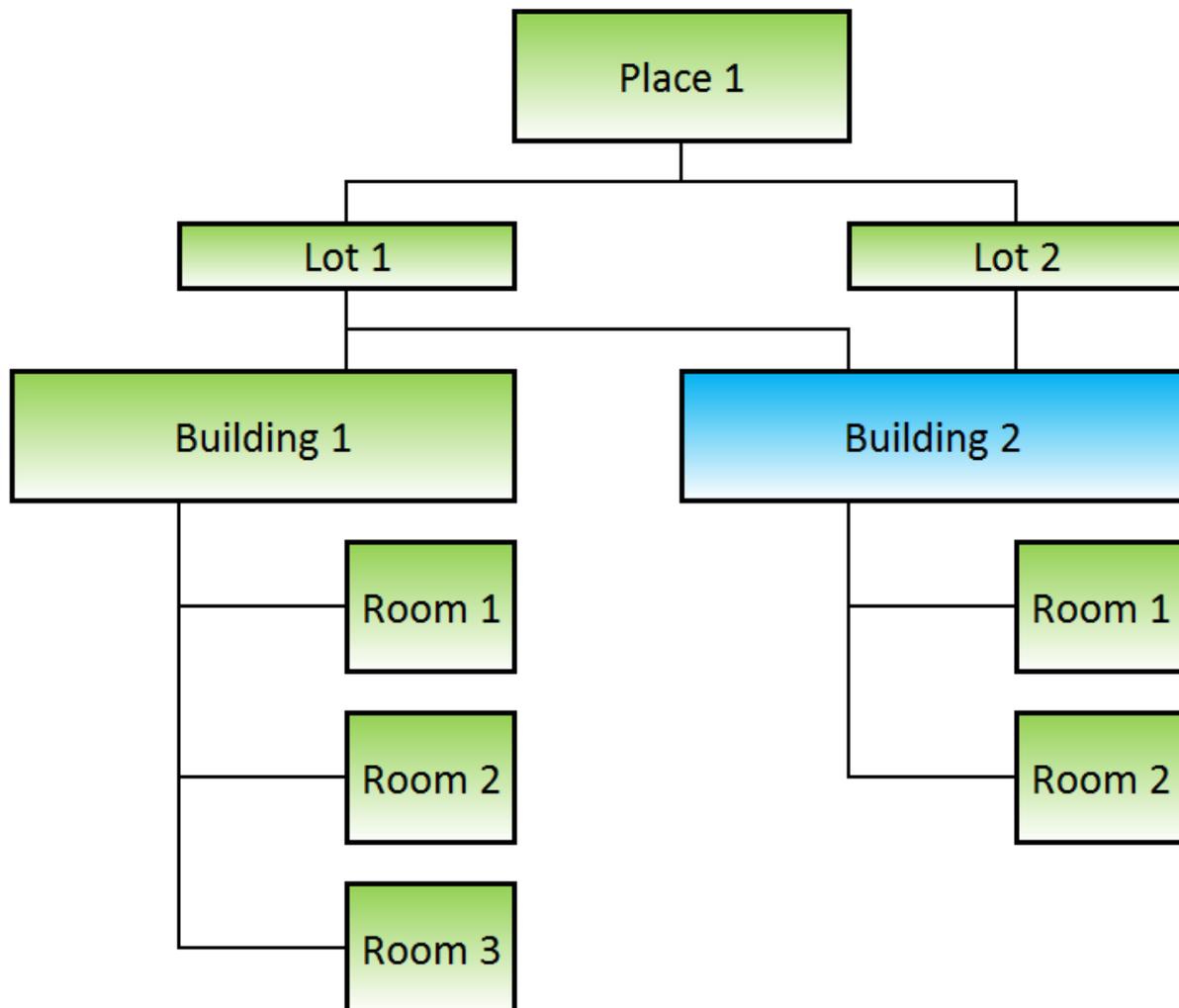
⁴ Place – In RecFind 6 this is defined in the ‘Place Name’

Property Management System – Database Framework - Hierarchal Relationships

Early in the development it was recognised that a hierarchal relationship was required starting with a place. For example a “Place” may be sitting on 1 or more lots containing built structure/s (EG. 1 or more buildings) with 1 or more rooms.

The National Trust of Australia (WA) has acquired ‘Places’ where buildings have been built over 2 lots (EG. building extensions). RecFind 6 has the ability to cater for these anomalies using the hierarchal relationships developed.

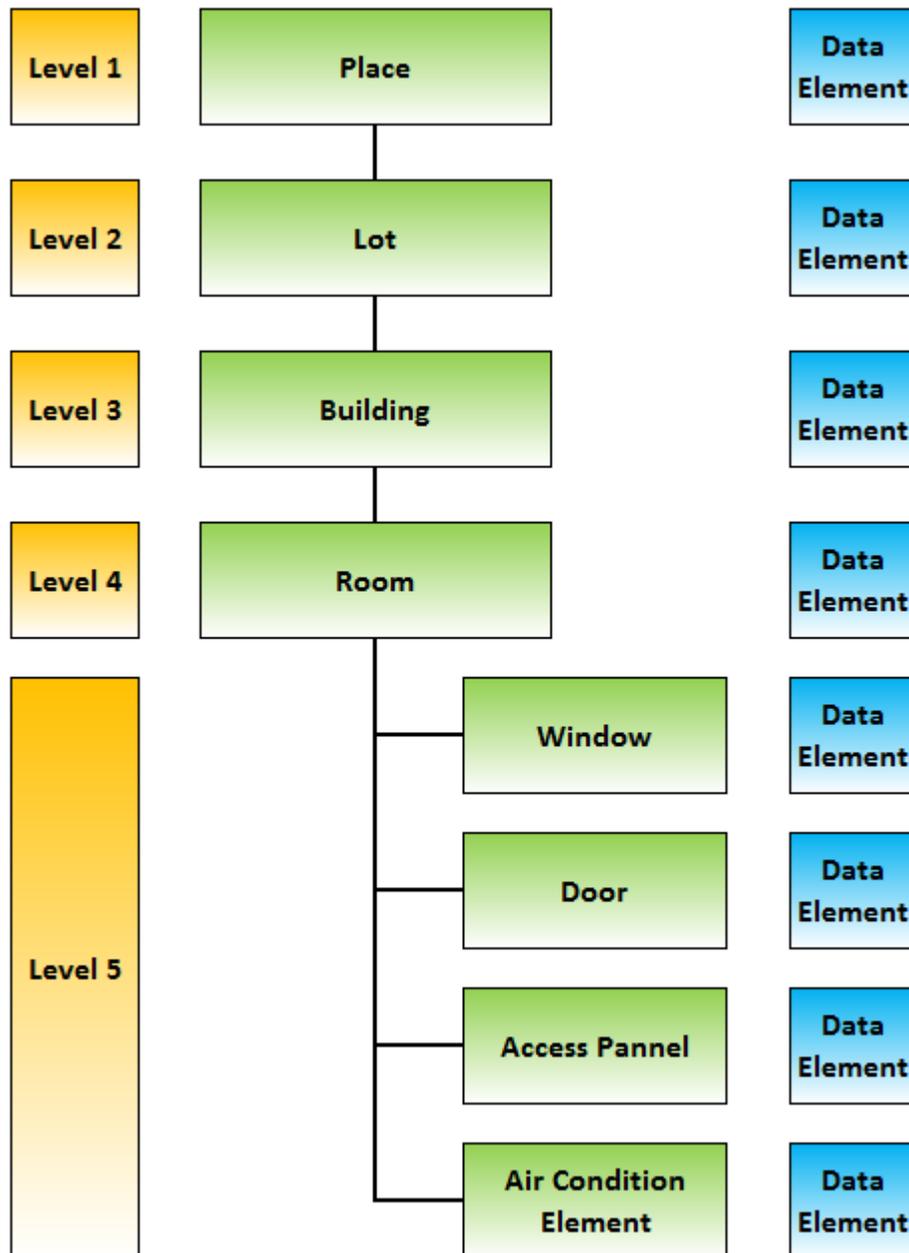
The following diagram provides an illustration of the complexities encountered and the rationale for the framework to use hierarchal relationships of self-contained levels.



Property Management System – Database Framework - Data Elements

Each of the data elements represents a screen in the Property Management System capturing specific information. Currently NTWA has set up 39 screens ranging from the top level 'Place' to a very low level 'Water Closet', which captures data relating a toilet.

Diagram showing the levels and data elements for the screens used



The following is a sample of the RecFind 6 screens used: -

Name (Data Element)	Brief Description	Examples
NTWA_PlacesMetadata	Captures information relating specifically to each place (past, present & pending)	Appendix A
NTWA_LotsMetadata	Captures information relating specifically to each lot that makes up the places (past, present & pending). These lots may or may NOT be managed by NTWA.	Appendix B
NTWA_BuildingsMetadata	Captures information relating specifically to each building that exists at the places (past, present & pending)	Appendix C
NTWA_RoomsMetadata	Captures information relating specifically to each room that exists in each building	Appendix D
NTWA_DoorsMetadata	Captures information relating specifically to each door that exists in each building	Appendix E
NTWA_WindowsMetadata	Captures information relating specifically to each window that exists in each building	Appendix F
NTWA_AccessPanelMetadata	Captures information relating specifically to each access panel that exists in each building	
NTWA_AirConElementsMetadata	Captures information relating specifically to each air conditioning system element that exists in each building	
NTWA_BathMetadata	Captures information relating specifically to each bath that exists in each building	
NTWA_BuiltFurnMetadata	Captures information relating specifically to each built-in furniture item that exists in each building	

Property Management System – Database Framework – Classification System

The database framework consists of a classification system that uniquely identifies each building block of a given heritage place. This was established with the help of the NTWA Property Management Portfolio as a cornerstone of how the information was structured.

Example 1: - Places

The 'Place ID' consists of a 4 letter code representative of the place name. This ID/code is then used as a construct for other data elements that had a connection with the Place

ExternalID	NTWA Place ID	Place Name
NTWA/PLACE/M-000036	OFSH	Old Farm, Strawberry Hill

Source: - RecFind 6 NTWA Place screen

Example 2: - Lots

The 'Lot ID' consists of the Place ID followed by a sequential lot number. This is then followed by the actual lot number as determined by the Department of Lands. The Place ID and the sequential lot number together with the actual lot number provided a naming/numbering system that uniquely identifies the linked Lot.

ExternalID	NTWA Lot ID	Lot Number
NTWA/LOT/M-000070	OFSH, (L-01) Lot 1105 Old Farm, Strawberry Hill	1105
NTWA/LOT/M-000071	OFSH, (L-02) Lot 127 Old Farm, Strawberry Hill	127
NTWA/LOT/M-000072	OFSH, (L-03) Lot 125 Old Farm, Strawberry Hill	125
NTWA/LOT/M-000073	OFSH, (L-04) Lot 124 Old Farm, Strawberry Hill	124
NTWA/LOT/M-000112	OFSH, (L-05) Lot 228 Old Farm, Strawberry Hill	228
NTWA/LOT/M-000127	OFSH, (L-06) Lot 229 Old Farm, Strawberry Hill	229

Source: - RecFind 6 NTWA Lot screen

Example 3: - Smoke Detector

Similar methodology was applied across the 39 data elements (EG SD-01, SD-02 etc)

ExternalID	NTWA Smoke Detector ID
NTWA/SD/M-000007	OFSH, (B-01) SD-01

Source: - RecFind 6 screen

Property Management System – Database Framework - Metadata

The Property Management System contains many levels each with its own data elements. The data within the data elements for a building is different to the data elements for a room.

In RecFind 6 the breakdown of data elements is known as metadata.

For Example: - How many buildings are there at 'Old Farm, Strawberry Hill' ?

Answer - 10 buildings (data about a place)

However the building style, materials used and building area is the metadata for the data element 'Building'

For the Property Management System there is no limit to the amount of metadata to be used for all data elements. However in line with the Australian standards the NTWA used the 'Glossary of Building Terms' 4th edition published by Standards Australia – a compendium of building terms and definitions used in Australia & New Zealand.

To enforce the same standards and naming convention across the RecFind 6 screens a number of drop down boxes are available where the staff member can select a single item (EG. Building Term)

The following is a sample of the levels, data elements and the metadata used in the Property Management System: -

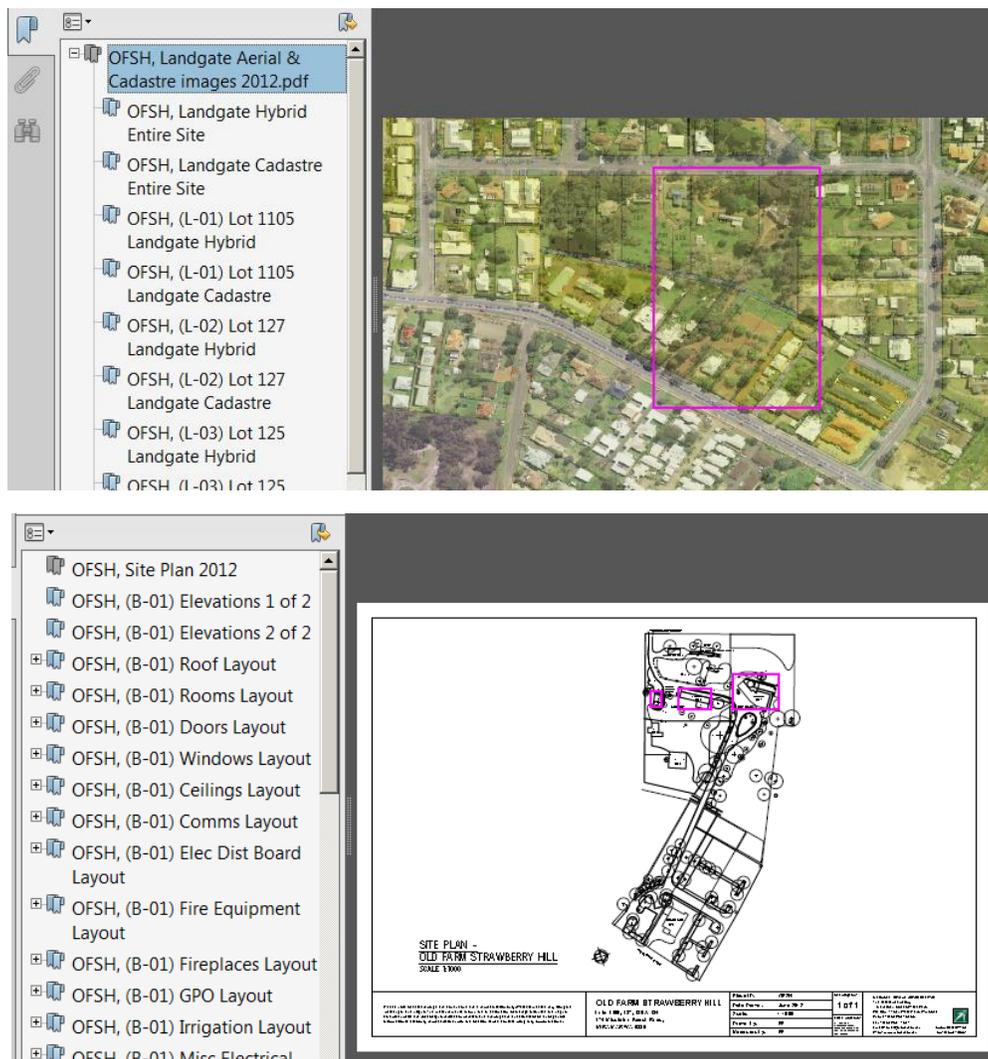
Level	Data Element (& Metadata)
1	1.0 PLACES (LGA, Type of Classifications, Date of Classifications, Street Address, GPS location, Emergency Services locator number, total land area, number of lots, number of buildings, other interest holders)
2	2.1 LOTS (LAND PARCELS) (Lot number, Lot address, folio, volume, primary interest holder, status, land area, register number, deposited plan/diagram, LGA, management order number, number of buildings, leased areas, leasee, lease expiry)
	2.2 BUILDINGS (significance, building area, foundation soil type, architectural style, construction date, architect/designer, builder, number of rooms, number of stories, original uses, current use, leasable areas, lessee, lease expiry)
	2.3 LANDSCAPES (landscape areas, significance)
3	3.1 BUILDINGS: <ul style="list-style-type: none"> • FOOTINGS (footing material, footing size) • EXTERIOR WALLS (construction material, surface treatment, mortar type, brick bond pattern, number of wall vents)

Level	Data Element (& Metadata)
	<ul style="list-style-type: none"> • ROOF (roof type, type of flashing) • ROOMS • PILLARS & POSTS <p>3.2 LANDSCAPES:</p> <p>3.3 SERVICES:</p> <ul style="list-style-type: none"> • ELECTRICAL (provider company, three phase power, RCD installed) GAS (provider company) MAINS WATER (provider company) • SEWERAGE (provider company) TELECOMMUNICATIONS (provider company) • IRRIGATION (provider company) • FIRE SAFETY (provider company) • SECURITY SYSTEMS (provider company, linked to telecommunications system)
4	<p>4.1 ROOF:</p> <ul style="list-style-type: none"> • ROOF SURFACES (roof material, pitch) • ROOF STRUCTURE (type of framing) • CHIMNEYS (materials, type of cowls, surface treatment) • GUTTERS (material, diameter, profile) • DOWNPIPES (material, diameter, number of astragals, type of drainage connection) <p>4.2 ROOMS:</p> <ul style="list-style-type: none"> • FLOORS (flooring structure, flooring material, type of covering, floor inspection hatches) CEILINGS (ceiling material, access panels, cornice type, other ceiling decoration) FIREPLACES (construction type, mantle type, hearth type) • DOORS (material, door type, door size, type of door furniture) • ARCHWAYS (frame material) • WINDOWS (material, window type) • STAIRS (number of risers, number of treads, BCA compliance) • TOILETS (dual flush, sanitation devices, mains sewer/septic tank, vented) • VANITIES (type of vanity, size) etc

Property Management System – Capture of Data

The National Trust of Australia (WA) takes a phase approach when capturing data about a place. Initially when the property is handed to NTWA, metadata sub components within Places, Lots, Local Government Area and Buildings screens are completed for any compliance reporting requirements for Government.

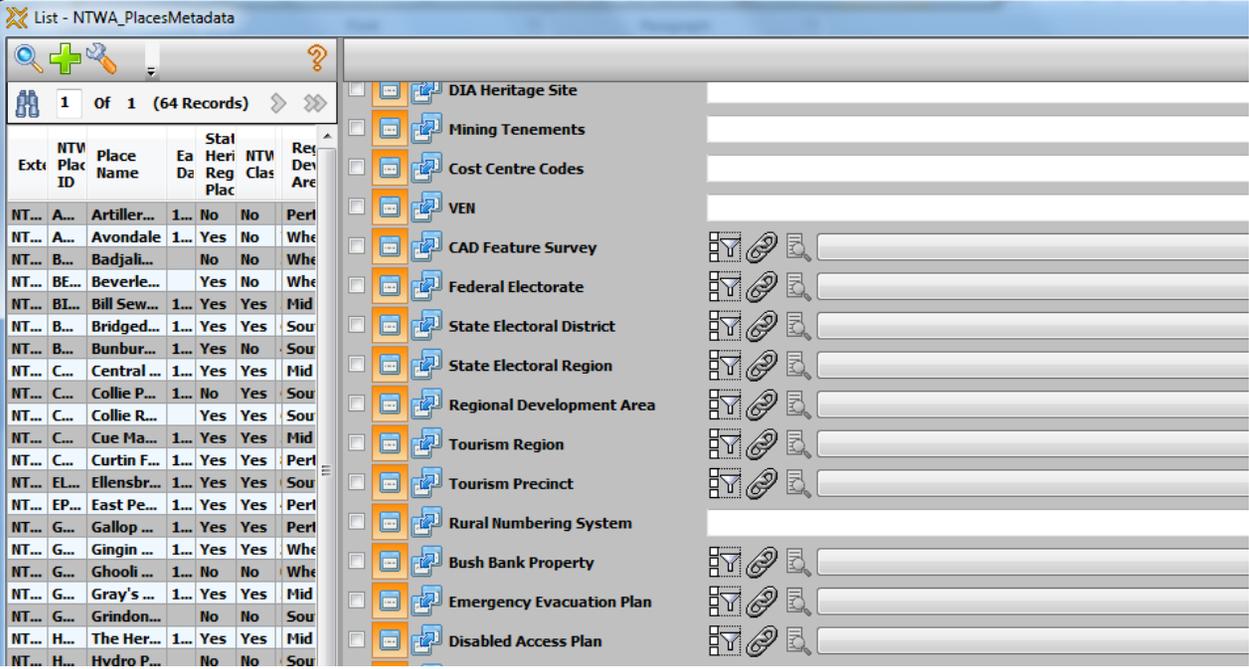
The next stage involves completing these screens with other relevant metadata screens before any capital/maintenance work is started to ensure a historical record of the place. The data is either captured through a template or online through the RecFind 6 WEB application to the Property Management System. Also at this time statewide images is acquired and photographs taken which is then matched to the database framework classification system to create a PDF document available to NTWA staff members on the Intranet. These documents allow the drilling down through the site plan into the data elements including the photograph of the data element.



Property Management System – Reporting

The RecFind 6 screens within the Property Management System have been developed to allow drilling down to levels/data without the use of a reporting tool. There is also a variety of RecFind 6 searching tools to allow data interrogation which then can be exported to a variety of formats to allow editing (EG. EXCEL).

Example of an Advanced Search



The screenshot shows a software interface titled "List - NTWA_PlacesMetadata". It features a table of records on the left and a tree view of categories on the right. The table has columns for Ext ID, NTV Place ID, Place Name, Ea Da, Stal Heri Reg Plac, NTV Clas, and Res Dev Are. The tree view lists various categories such as DIA Heritage Site, Mining Tenements, Cost Centre Codes, VEN, CAD Feature Survey, Federal Electorate, State Electoral District, State Electoral Region, Regional Development Area, Tourism Region, Tourism Precinct, Rural Numbering System, Bush Bank Property, Emergency Evacuation Plan, and Disabled Access Plan.

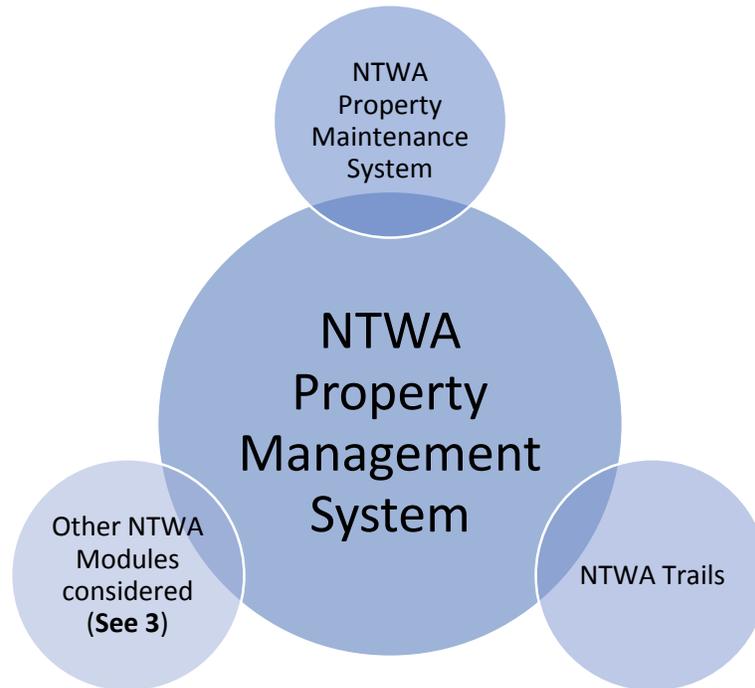
Ext ID	NTV Place ID	Place Name	Ea Da	Stal Heri Reg Plac	NTV Clas	Res Dev Are
NT...	A...	Artiller...	1...	No	No	Perl
NT...	A...	Avondale	1...	Yes	No	Whe
NT...	B...	Badjali...		No	No	Whe
NT...	BE...	Beverle...		Yes	No	Whe
NT...	BI...	Bill Sew...	1...	Yes	Yes	Mid
NT...	B...	Bridged...	1...	Yes	Yes	Sou
NT...	B...	Bunbur...	1...	Yes	No	Sou
NT...	C...	Central ...	1...	Yes	Yes	Mid
NT...	C...	Collie P...	1...	No	Yes	Sou
NT...	C...	Collie R...		Yes	Yes	Sou
NT...	C...	Cue Ma...	1...	Yes	Yes	Mid
NT...	C...	Curtin F...	1...	Yes	Yes	Perl
NT...	EL...	Ellensbr...	1...	Yes	Yes	Sou
NT...	EP...	East Pe...	1...	Yes	Yes	Perl
NT...	G...	Gallop ...	1...	Yes	Yes	Perl
NT...	G...	Gingin ...	1...	Yes	Yes	Whe
NT...	G...	Ghooli ...	1...	No	No	Whe
NT...	G...	Gray's ...	1...	Yes	Yes	Mid
NT...	G...	Grindon...		No	No	Sou
NT...	H...	The Her...	1...	Yes	Yes	Mid
NT...	H...	Hvdro P...		No	No	Sou

However for advanced reporting NTWA have the capability to develop online reports through a WEB interface⁵ (SSRS - **SQL Server Reporting Services**). These reports can generate aggregate/transactional data across the levels and through the data elements.

⁵ Currently NTWA is in the process of considering a secured external WEB access to the advanced reports, which could be available to other Trust organisations through a logon/password process.

Property Management System – Additional Linked Modules

The Property Management System has the ability to expand with linked modules as the NTWA business requirements increases.



1. NTWA Property Maintenance System

The current method of tracking issues and planning cyclical maintenance task for each place has been identified as a duplication of processes using EXCEL, Outlook and hand written notes. There is also a need to maintain a 'Log of Issues' that needs to be addressed for future planning as well as identifying maintenance costs at a place level. The open 'Log of Issues' listing is used to complete a number of works at one time or becomes part of a project when major works is required at a 'Place'.

Using the data elements of the Property Management System within RecFind 6 an added module has been introduced so that every time an officer is notified or becomes aware of a "maintenance issue", it gets logged into the Property Maintenance System via the "NTWA issues" table. Place, details of the issue, location, risk category etc can be recorded and assigned to the responsible officer. If the problem is actioned in the short term, an associated purchase order is created, and eventually the status of the logged problem is changed to 'Closed' when the job is completed.

Property (Place) maintenance also requires cyclical tasks (Pest inspection, gutter cleaning, fire breaks etc). At a later stage it is intended that a RecFind 6 screen will be developed to provide the ability to automate maintenance reminders and the next cyclical process.

The tracking of issues/costs at a place level will provide NTWA to more accurately capture operational data and use this data to streamline business processes and plan all aspects of property management.

2. NTWA Trails

NTWA also manages a number of trails associated with a place/s containing trail sites, signage and facilities. To assist in the maintenance and reporting of the managed trails a new module was developed that captures data around the following: -

- Trail Sites
- Signage (& Type)
- Facilities
- Associated Heritage Interests
- Commonwealth/State/Local boundaries
- Regional boundaries
- Length
- Gradient
- Difficulty
- End & Start points
- Type
- Links to major Trail websites

3. Other Modules

The following modules are currently being considered for development that may be connected to the Property Management System: -

- NTWA Archaeology
- NTWA Cemeteries (& Graves)
- NTWA Geological
- NTWA Landscapes
- NTWA Memorials
- NTWA Lease Management
- NTWA Grant Management
- NTWA Project Management
- NTWA Aboriginal Foundations
- NTWA Collections

Conclusion

The Property Management System has been developed in-house by the National Trust of Australia (WA) using RecFind 6 to capture and deliver business knowledge around places that NTWA managed. It has been designed as a top/down approach through the use of levels starting with a 'Place'. At each level there are specific related data elements using common terms known in the heritage/building industry.

At the commencement of development, consideration for other Trust organisations was taken into account through the use of a prefix naming standard. The National Trust of Australia (WA) uses the prefix 'NTWA' which is stamped on levels, data elements, screens and can be controlled by security.

Access to the Property Management System to update/input data and/or retrieve documents/maps/images can be done on the WEB using a secure login process. Staff members from NTWA also have the ability through WEB smart technology (iPhone/iPad) to search/run RecFind 6 reports. NTWA also uses WEB technologies to provide advanced management reporting outside of RecFind 6.

An investment into technology has resulted in an increase in effectiveness and efficiency.

Finally NTWA is in the process of making the Property Management System and reporting made available nationally through the use of technology with technical assistance.

Appendix A – Places Metadata screen

OFSH - Old Farm, Strawberry Hill

*ExternalID	NTWA/PLACE/M-000036								
NTWA Place ID	OFSH								
*Currently NTWA Managed	<input checked="" type="checkbox"/> Yes								
Place Name	Old Farm, Strawberry Hill								
Other Names									
NTWA Intranet Link	http://myntwaportal/SitePages/managedplaces.aspx#OFSH								
Earliest Date	<input type="text" value="1836"/>								
Associated EDOCs									
Associated Purchase Orders									
First Point of Contact	- 1 related record(s)								
	NTWA Person ID	Person Name	Preferred Name	Notes	Work Phone	Work Mobile	Work Email	Company Name	Is Active
	NTWA/...	Mike Harvey	Mike			0417 230...	mike.harvey@n...		Yes
Managing Agent Contact	- 1 related record(s)								
	NTWA Person ID	Person Name	Preferred Name	Notes	Work Phone	Work Mobile	Work Email	Company Name	Is Active
	NTWA/...	Maureen McKin...	Maureen	19 Beauchamp St ONLY	08 9842 1...			First National Real E...	Yes
Warden Contact	- 1 related record(s)								
	NTWA Person ID	Person Name	Preferred Name	Notes	Work Phone	Work Mobile	Work Email	Company Name	Is Active
	NTWA/...	Mike Harvey	Mike			0417 230...	mike.harvey@n...		Yes
Tenant Contact	- 1 related record(s)								

Source: - RecFind 6 NTWA Places screen

Appendix B – Lots Metadata Screen

OFSH, (L-01) Lot 1105 **Old Farm, Strawberry Hill**

*ExternalID	NTWA/LOT/M-000070										
NTWA Lot ID	OFSH, (L-01) Lot 1105 Old Farm, Strawberry Hill										
Lot Number	1105										
Property Street Address	11 Beauchamp Street, Mira Mar WA 6330										
Alternate Addresses	0										
*Current NTWA Land Interest	Yes										
*Previous NTWA Land Interest	No										
LGA Metadata	1 related record(s)										
	Local Government Area	City/Town/Shire	Regional Development Area	Office Phone	Email	Mayor/President					
	Albany	City of	Great Southern								
Heritage Interest Metadata	1 related record(s)										
	ExternalID	LGA	Interest Name	Old File Number	NTWA Classified	SHR Number	State Heritage Registered Place	Street Number	Street Name	Town/Suburb	Part of Current NTWA Place?
	NTWA/HINT/...	Albany	Old Farm, Strawberry Hill	ALB 9 (B)	Yes	32	Yes	170	Middleton Road	MIRA MAR	Yes
Place Metadata	1 related record(s)										
	ExternalID	NTWA Place ID	Place Name	Earliest Date	State Heritage Registered Place	NTWA Classification	Total Land Area (m2)	Regional Development Area	Currently NTWA Managed		
	NTWA/PLACE/M...	OFSH	Old Farm, Strawberry Hill	1836	Yes	Yes	18993	Great Southern	Yes		
Archaeology Metadata											

Source: - RecFind 6 NTWA Lots screen

Appendix C – Buildings Metadata Screen

OFSH, (B-01) Residence 1836 - **Old Farm, Strawberry Hill**

*ExternalID	NTWA/BLDG/M-000143		
NTWA Building ID	OFSH, (B-01) Residence 1836		
NTWA Building Name	Residence 1836		
Other/Previous Building Names	Farm House		
Construction Years	<input type="checkbox"/> 1 related record(s) <div style="border: 1px solid gray; padding: 2px;"> <table border="1"> <tr> <td>ExternalID</td> <td>1836</td> </tr> </table> </div>	ExternalID	1836
ExternalID	1836		
Currently NTWA Managed	<input checked="" type="checkbox"/> Yes		
Heritage Interest Metadata	<input type="checkbox"/> 1 related record(s)		
Classification Metadata			
Municipal Inventory Metadata			
National Heritage List Metadata			
Register National Estate Metadata			
State Heritage Register Metadata			
Town Planning Scheme Metadata			
Previously NTWA Managed	<input type="checkbox"/> No		
Extant	<input checked="" type="checkbox"/> Yes		
Demolition Year	<input type="checkbox"/> Not Applicable		
Original Architect/Designer			
Architectural Style	<input type="checkbox"/> Old Colonial Georgian		

Source: - RecFind 6 NTWA Buildings screen

Appendix D – Rooms Metadata Screen

OFSH, (B-01) R-01 - Old Farm, Strawberry Hill

*ExternalID	NTWA/ROOM/M-000156					
NTWA Room ID	OFSH, (B-01) R-01					
Previous Room Names/Numbers						
Internal/External						
Floor Area (m2)	16.92					
Leaseable Area (m2)						
Building Metadata	1 related record(s)					
	ExternalID	NTWA Building ID	Current Building Name	Previous Building Name(s)	Extant	Currently NTWA Managed
	NTWA/BLDG/M-000143	OFSH, (B-01) Residence 1836	Residence 1836	Farm House	Yes	Yes
Original Room Use						
Previous Room Uses						
Current Room Use						
Wall Plate Height (mm)						
Floor Ceiling Height (mm)						
Cornice Type						
Ceiling Pitch						
Ceiling Decoration						
Skirting Height (mm)						
Picture Rail Height (mm)						

Source: - RecFind 6 NTWA Rooms screen

Appendix E – Doors Metadata Screen

OFSH, (B-01) D-01 - Old Farm, Strawberry Hill

*ExternalID	NTWA/D/M-000176	
NTWA Door ID	OFSH, (B-01) D-01	
Internal/External	External	
Single/Double	Single	
Room Metadata	1 related record(s)	
	ExternalID	NTWA Room ID
	NTWA/ROOM/M-000156	OFSH, (B-01) R-01
Door Furniture		
Door Type		
Door Closer Metadata		
Window Metadata		
Lock Box Metadata		
Door Frame		
Door Width (mm)		
Door Height (mm)		
Door Frame Width (mm)		
Door Frame Height (mm)		
Glazing		

Source: - RecFind 6 NTWA Doors screen

Appendix F – Windows Metadata Screen

OFSH, (B-01) W-07 - Old Farm, Strawberry Hill

*ExternalID	NTWA/W/M-000165	
NTWA Window ID	OFSH, (B-01) W-07	
Glazing		
Rooms Metadata	1 related record(s)	
	ExternalID	NTWA Room ID
	NTWA/ROOM/M-000156	OFSH, (B-01) R-01
Window Furniture		
Internal Window Covering		
External Window Covering		
Window Types		
Door Metadata		
Other Opening Metadata		
Window Frame		
Internal Window Frame Width (mm)		
Internal Window Frame Height (mm)		
External Window Frame Width (mm)		
External Window Frame Height (mm)		
Height Above Ground Level (mm)		
Height Above Floor Level (mm)		
Internal Sill Height (mm)		

Source: - RecFind 6 NTWA Windows screen