



---

## Resource 5: HERMES database

The information that should be entered into HERMES for each place, precinct or GTS listing found to be of local significance includes:

- Details tab:
  - Place/precinct name – the historical name of a place, with later and/or current names entered in “Other names”. If the historic use has ceased or the name has changed use the prefix ‘Former’, as in ‘Former Emerald General Store’.
  - Heritage status
  - Precise address(es), including street number(s) or lot number where not available, or GIS coordinates for an element in a road reserve
  - Statement of significance (SoS) in 3-part format
  - Item group and Item category.
- Local Government tab:
  - HO number (if already assigned/gazetted)
  - Heritage study (the name of the legacy heritage study, and any review study)
  - Optional: Study recommendations (HO schedule controls, including explanatory text to go into the Schedule).
- Images tab:
  - Upload at least one clear image of each place, or streetscape view of each precinct; Select ‘yes’ for “Can be published” so it can be printed in citations and SoS.
- Comparative Analysis tab:
  - History
  - Comparative analysis.
- Descriptions tab:
  - Physical description.
- Construction tab (optional, but very useful):
  - Architectural style – at minimum, indicate the development era(s) in which it was created
  - Architects, Maker/Builder, Development dates – if known.
- Attachments tab (optional):
  - Upload a PDF of the citation, particularly if it contains useful images (historic maps and photographs, contemporary photographs).
- Each property within a precinct, also:
  - Local Government tab: link record to the appropriate precinct
  - Details tab: entire details regarding this property if desired, but do NOT enter the precinct SoS (as it will automatically appear from the linked precinct record)
  - Images tab: upload a clear photograph of each Individually significant place in the precinct, at minimum. Optional but very useful to upload a photograph of each Contributory place as well.



---

**Tip: Hermes entry**

To save time, an alternative to entering all the information set out above is to enter or update the SoS only and upload the citation to the Attachments section.

Record duplication should be avoided if possible. Instead of creating a new record for each heritage study and review, an existing record for a place or precinct should be identified and updated.

To access HERMES, go to [orion.heritage.vic.gov.au](https://orion.heritage.vic.gov.au)

The 'Hermes Orion Help' section has further information for Local Government users, including tutorial videos and a user manual.

If you would like to join the 'Hermes Community of Practice' Teams channel for regular users, please email [planning.support@transport.vic.gov.au](mailto:planning.support@transport.vic.gov.au)