

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## EHA WEBSITE GUIDELINE

### Website Purpose:

*Preserving heritage begins with preserving information!*

The EHA website is to enable access to engineering heritage knowledge by the general public, social historians, engineering heritage historians and heritage engineering professionals. The website will also provide access to an archive of public information developed by EHA's recognition, oral history, award, conference and communication programs.

### Website Governance:

The EHA Committee will establish an 'EHA Website Committee' with Terms of Reference as per Appendix A. The EHA Committee will appoint a member, or a co-opted member, of the EHA Committee to be the Chair (EHA Webmaster) of the 'EHA Website Committee'. Members of the 'EHA Website Committee' will be nominated by the Chairs of EHA Branches and the Chair of the EHRP Committee.

The EHA website has been established with the Private F+C permission which means everyone can read, only Users can edit; and only Admins can approve User access. Admins also have additional editing options including page deletion which are not available to Users. Approval of admins access is managed by the EHA Webmaster acting as the MyWikis account owner. More information on access options is available at <https://www.mywikis.com/privacy>.

Management of the EHA website is enabled by knowledge of the MyWikis EHA account owner's email address and password with the provider MyWikis, see login at <https://www.mywikis.com/>. The EHA Webmaster will keep the MyWikis account owner's email address and password confidential, but for security and succession purposes will ensure that this information is copied to the Chair and Deputy Chair of EHA; and a nominated representative from EA. If none nominated, the current EA Learned Society Advisor to EHA.

At least yearly the EHA Webmaster is to provide a report that provides website statistics. Standard statistics are available as per the example to the right. Using a spreadsheet, the EHA Webmaster will report current totals and changes since the last report.

#### Statistics

Page statistics	
Content pages	6
Pages (All pages in the wiki, including talk pages, redirects, etc.)	2,103
Uploaded files	945
Edit statistics	
Page edits since Engineering Heritage Western Australia was set up	11,063
Average edits per page	5.26
User statistics	
Registered users (list of members)	17
Active users (list of members) (Users who have performed an action in the last 30 days)	7
Bots (list of members)	1
Administrators (list of members)	6
Interface administrators (list of members)	1
Bureaucrats (list of members)	2
Suppressors (list of members)	0
MyWikis Staff (list of members)	1
Widget editors (list of members)	0
Other statistics	
Words in all content pages	32,777

### Privacy and Copyright:

As everyone can read and copy all EHA webpages, only public information is to be added to the website. Where possible, attribution of sources is to be included. If there is any query regarding copyright or privacy regarding information on the website, that information is to be removed from the website until such time that the query has been resolved.

The Webmaster is to ensure all admins and users are made aware of and comply with copyright obligations as documented in 'Historians & Copyright' published by the Australian Copyright Council. Copies of this document are available from <https://www.copyright.org.au/resources>.

EHA website content is published under a Creative Commons Attribution-Non-Commercial 4.0 International license. More information is available from the Australian Copyright Council at <https://www.copyright.org.au/search?keyword=creative%20commons&page=1>.

The only private information collected by the website is information necessary to manage access by admins and users. This information is stored by the provider MyWikis and will be managed in accordance with EA's privacy policy at <https://www.engineersaustralia.org.au/privacy-policy>.

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## OPERATING MANUAL

### Introduction:

Engineers Australia (EA) provides a suite of websites accessible by the general public and its members. Sites currently provided by EA are:

General Public: <https://www.engineersaustralia.org.au/>  
Members Portal: <https://portal.engineersaustralia.org.au/home/nofilter>  
EA OnDemand: <https://eaondemand.engineersaustralia.org.au/>  
EA Xchange <https://eaxchange.engineersaustralia.org.au/home>

Engineering Heritage Australia (EHA) is a Special Interest Centre as per Regulation 4.14 in the Engineers Australia General Regulations and has specific webpages within the above EA websites. These pages are:

General Public: <https://www.engineersaustralia.org.au/engineering-communities/engineering-heritage-australia-0>  
Members Portal: <https://portal.engineersaustralia.org.au/heritage/search>  
EA Xchange: <https://eaxchange.engineersaustralia.org.au/communities/community-home?CommunityKey=d922fe51-8169-40f0-93bc-cb19a902826c>

During its meeting on 16 March 2022 EHA decided to progress the development of an EHA wiki website to ensure the collection, archiving and availability of the engineering heritage knowledge that has been developed since the formation of EHA in 1979. With support from EA, a website that uses the MediaWiki software with the address

[https://heritage.engineersaustralia.org.au/wiki/Main\\_Page](https://heritage.engineersaustralia.org.au/wiki/Main_Page) was established in June 2023.

### Functionality:

As the website's purpose is to enable access to knowledge, suitable internet software that has been developed for this purpose is Wiki software. Wiki software is where users collaboratively modify content managed by a wiki engine or content management system. There are a number of wiki engines available, with the most supported engine being MediaWiki which powers Wikipedia. MediaWiki is also used by NASA, universities and museums for their in-house knowledge management. MediaWiki is an open-source software that is maintained by the Wikimedia Foundation.

As EHA does not have the expertise to configure and maintain internet software or manage servers, these services are being purchased from MyWikis, see <https://www.mywikis.com/>. Services are being purchased under the Quantum plan at a cost of US\$300 per year, details of which are available at <https://www.mywikis.com/plans>. This plan includes two wikis with additional wikis costing US\$60 per year. Included storage is 100GB with additional storage available for purchase.

### Digital Information:

All EHA documents, images and information accessed or created for websites or Committees are to be stored as digital versions only. EHA does not have paper archives. Earlier paper documents, where available, are to be scanned and only digital versions retained. All digital material is to be stored on the Engineering Heritage Australia Google Drive.

The webmaster for the Engineering Heritage Australia wiki website manages the Engineering Heritage Australia Google Drive and is the custodian for the [heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com) password. For emergency use only, this password is also advised to the Chair, Deputy Chair of EHA and a nominated representative from EA; and if none nominated, the current EA Learned Society Advisor to EHA.

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

While MediaWiki can load png, gif, jpg, jpeg, webp, docx, doc, pptx, ppt, xlsx, xls, pdf, svg, ico and txt files, the EHA website will only use png, jpg or jpeg for images and pdf for all documents. Use of the pdf format maintains document layout when displayed on various screens and signals that website documents are for information, not for editing.

MediaWiki does not support the loading of video files. If a video file is required, it should be loaded to an appropriate website such as YouTube and then in the MediaWiki webpage simply insert an external link to the location of the video file.

### Website Menu Structure:

The finding of and access to MediaWiki webpages can be done in several ways with the primary approach being use of a menu structure supported by the Search option. As the EHA website needs to support the heritage engineering area of practice as well as the recognition, protection, conservation and recording of Australia's engineering, industrial and technological achievements, a menu structure has been developed as per the attached Appendix B. For searching, the website also supports categories as described in Appendix C.

### Help about MediaWiki and EHA Quick Reference/Cheat Sheet

MyWikis maintains a Knowledgebase at <https://panel.mywikis.com/index.php?rp=/knowledgebase> with specific help information on how wikis are hosted, billed, configured and maintained by MyWikis. For configuration changes and issues not covered by the Knowledgebase webpages, MyWikis maintains an email help desk, but this email help desk can only be accessed by the EHA Webmaster acting as the account owner using the account owners confidential email address and password.

The MediaWiki community maintains very comprehensive 'Help about MediaWiki' documentation that is available from the 'Tools' menu on every page, or direct from <https://www.mediawiki.org/wiki/Help:Contents>. This page provides a structured table of contents and a search option for specific topics.

Developed for users of the [https://heritage.engineersaustralia.org.au/wiki/Main\\_Page](https://heritage.engineersaustralia.org.au/wiki/Main_Page) website, a Quick Reference/Cheat Sheet has been established to assist in the training of new users in the creation and editing of MediaWiki webpages. A copy of the current Cheat Sheet is attached as Appendix D.

### List of Appendices

- Appendix A EHA Website Committee - Terms of Reference.
- Appendix B EHA Website Menu Structure.
- Appendix C EHA Category Tree for Engineering Themes, Eras, Heritage Recognition, Organisations, People and Regions.
- Appendix D EHA Wiki Website: Cheat Sheet.

### List of Work Instructions

- Work Instruction 1: Oral histories, Profiles and Biographies.
- Work Instruction 2: Creating Webpages for EHRP Items.
- Work Instruction 3: Creating Webpages for an Item of Engineering Interest
- Work Instruction 4: EHA Google Drive.
- Work Instruction 5: File Naming in the EHA Google Drive.
- Work Instruction 6: EHA Wiki Website Introduction/Training Material
- Work Instruction 7: EHA Walking Tours

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## APPENDIX A: EHA WEBSITE COMMITTEE - TERMS OF REFERENCE

<b>Authority and Establishment:</b>	
Establishment:	The Engineering Heritage Australia (EHA) Website Committee is established by the EHA National Committee in exercise of its powers conferred under Regulation 4.14 of the General Regulations as amended.
<b>Governance:</b>	
Who the Committee reports to:	<p>The Committee reports to the EHA National Committee on the strategies, policies and performance of the EHA Website and associated EHA Drive.</p> <p>The Committee is required to:</p> <ul style="list-style-type: none"> <li>• Operate and conduct its affairs within: <ul style="list-style-type: none"> <li>○ the Royal Charter and By Laws;</li> <li>○ the General Regulations;</li> <li>○ these Terms of Reference;</li> <li>○ Engineers Australia’s Policies, Procedures and relevant Management Instructions; and</li> <li>○ EA IT Governance arrangements.</li> </ul> </li> <li>• Promote best practice governance and management for its operations.</li> </ul>
Size, Appointments, Nominations and Casual Vacancies:	<p>The Committee is to comprise a minimum of five and a maximum of eleven members. The Chair is appointed by the EHA National Committee.</p> <p>Each of the EHA Branches and the EHRP Committee have a standing invitation to nominate a member of the EHA Website Committee. If each of the Branches and the EHRP Committee nominated a member, there would be 10 members plus an EHA appointed Chair.</p> <p>Casual vacancies can be filled by the Committee Chair at any time with EHA National Committee approval being obtained on an annual basis.</p> <p>The Chair of EHA is an <i>ex-officio</i> member of the EHA Website Committee.</p>
Term of Office:	The term of office of Committee members shall be two years beginning on 1 January the year following their appointment. Members of the Committee may be reappointed to serve additional terms to ensure continuity of the work of the Committee. To ensure renewal of Committee membership, a member can serve a maximum of 10 years.
Corresponding Members:	The Committee may co-opt additional members or other persons, including student members, from time to time as corresponding members to address specific issues or assist with the work of the Committee. Such members do not have any formal role or voting rights. The term of office of a co-opted member shall be one year beginning on 1 January the year following their appointment.
Appointment of Chair and Deputy Chair:	<p>The Chair will be appointed by the EHA National Committee. The Chair is to be either a member, or a co-opted member, of the EHA National Committee.</p> <p>Nominations for Deputy Chair will be sought from members of the EHA Website Committee and appointed by the EHA National Committee.</p> <p>The Chair and Deputy Chair will hold office for a two-year term commencing 1 January the year after they are appointed. The Chair and Deputy Chair may be reappointed for further terms but may only hold that office for a maximum of 6 years.</p> <p>The EHA National Committee may by resolution remove a Chair and/or a Deputy Chair.</p>

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

<b>Purpose, Roles and Key Activities:</b>	
Purpose:	<p><i>The purpose of the EHA Website is to:</i></p> <ul style="list-style-type: none"> <li>• Enable access to engineering heritage knowledge by the general public, social historians, engineering heritage historians and heritage engineering professionals. The website will provide access to an archive of public information developed by EHA’s recognition, oral history, award, conference and communication programs.</li> </ul> <p><i>The purpose of the associated EHA Drive (cloud storage) is to:</i></p> <ul style="list-style-type: none"> <li>• Provide a secure, controlled access digital storage of information for EHA and its Branches. Information stored comprise EHA records and other collected information comprising documents, photographs and other media relating to the professional practice of heritage engineering, engineering heritage and the history of engineering in Australia.</li> </ul>
Roles:	<p><i>The role of the Committee is to:</i></p> <ul style="list-style-type: none"> <li>• Ensure the EHA Website and EHA Drive are consistent with the EHA strategic plan, and EA and EHA web management policies;</li> <li>• Provide a forum for the discussion and review of opportunities provided by the internet for the promotion and dissemination of information on EHA and its activities;</li> <li>• Provide advice and support to the Committee Chair (EHA Webmaster) in relation to the management of the EHA Website and EHA Drive;</li> <li>• Ensure compliance with EA IT policies and management requirements as set out in the EHA Website Guideline and Operating Manual as approved by the EHA National Committee and endorsed by Engineers Australia;</li> <li>• Advise the EHA National Committee on policy related to the management and operation of the Website and its associated EHA Drive;</li> </ul> <p><i>The role of the Committee Chair (EHA Webmaster) is:</i></p> <ul style="list-style-type: none"> <li>• Manage, maintain and develop the EHA Website and associated EHA Drive consistent with the EHA strategic plan and the approved Guideline and Operating Manual;</li> <li>• Ensure the accuracy, timeliness and relevance of material supplied for posting on the EHA Website;</li> <li>• Liaise with EHA and its Branch members to provide advice and to facilitate information transfers for the ongoing development and management of the EHA Website and the EHA Drive;</li> </ul>
Key Activities:	<p><i>The EHA Website Committee’s key activities are:</i></p> <ul style="list-style-type: none"> <li>• Prepare and periodically review a risk management plan to provide for appropriate security and to ensure the ongoing capability of the EHA Website and EHA Drive to deliver on their stated purpose;</li> <li>• Produce a summary of the meeting’s decisions and an action list after each meeting and make these available to the EHA National Committee on request;</li> <li>• Provide an annual report on the development and management of the EHA Website and EHA Drive, including comparative statistics, to the EHA National Committee.</li> </ul> <p><i>The Committee Chair’s (EHA Webmaster) key activities are:</i></p> <ul style="list-style-type: none"> <li>• Approve user access to the EHA Website and Viewer and Editor access to the EHA Drive;</li> </ul>

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

	<ul style="list-style-type: none"> <li>• Ensure appropriate training is provided to new users before approving access to the EHA Website;</li> <li>• Ensure EHA Website and EHA Drive account owner’s email address and password are kept confidential, but for security and succession purposes will ensure that this information is copied to the Chair and Deputy Chair of EHA; and a nominated representative from EA. If none nominated, the current EA Learned Society Advisor to EHA.</li> <li>• Liaise with EA IT to ensure the cost-effective and timely payment of any fees and charges associated with the Website and the EHA Drive.</li> <li>• Approve appointment of corresponding members to fill casual vacancies and report membership to the EHA National Committee on an annual basis.</li> </ul>
<b>Meeting Arrangements:</b>	
Meeting Arrangements:	<ul style="list-style-type: none"> <li>• The Committee shall meet at least four times each calendar year. Additional meetings may be held as required.</li> <li>• The Committee may meet and resolve its business either in person or via video meetings. An audio connection to a video meeting is sufficient for a member to be considered present at a Committee meeting.</li> </ul>

APPENDIX B: - EHA WEBSITE - MENU STRUCTURE

**TOP MENU ITEMS** (appears at the top of every webpage)

Engineering Heritage Australia

**Heritage Engineering**

Heritage Engineering Home

University of Canberra Courses

Heritage and Conservation Area of Practice

Heritage Engineering Resources

Guidelines

Practice Notes

References

Heritage Knowledge

Engineering Heritage Australia Knowledge

Engineering Heritage Branch Knowledge

Bibliographies

National Bibliography

State Bibliographies

Links to Heritage Websites

Abbreviations

Units and Conversions

**Engineering Heritage**

Engineering Heritage Home

Engineering Heritage Register – EHIM, EHNM and EHM Markers

Engineering Heritage Register – Items of Engineering Interest

EHRP – Guidelines and Templates

Engineering Heritage Awards

John Monash Medal

Colin Crisp Award

Award of Merit

Engineers Australia Awards

Distinguished Engineers

Oral History Program

National Oral History Interviews

State Oral History Interviews

Oral History Guidelines

Biographies

National Biographies

State Biographies

**CONTENT**

Maps of EHRP Markers and items of Engineering Interest + Dates for Engineering Heritage Events

Summary information describing required knowledge and experience including reference to Area of Practice documentation

Current information on the Canberra course

Information on Chartered/State Registration processes

Information that is available to assist practicing heritage engineers (Areas of Practice - buildings, rail, maritime, aviation, machinery, ?)

Conservation of Australia's Heritage - An Engineers Guide

See <https://www.engineersaustralia.org.au/Communities-And-Groups/Special-Interest-Groups/Engineering-Heritage-Australia/About-EHA>

Books, documents that assist the practice of heritage engineering

Reference to EA OnDemand system.

Webpage for each Branch presenting Knowledge developed by that Branch.

Table of published material (provide digital version if out of copyright)

Webpage for each State with relevant State specific books/publications

Table of websites that are relevant to 'Heritage Engineering' and 'Engineering Heritage'

Webpage that provides details of imperial and metric units of measurement used in engineering heritage documents and their conversion.

Table in alphabetical order plus lists sorted by State and lists sorted by Level of Recognition

Table in alphabetical order plus lists sorted by State and lists sorted by Level of Recognition

Link to EA nomination pages, see <https://aeea.engineersaustralia.org.au/engineering-heritage-australia-awards/>

Tables of past winners with citations

Tables of past winners with citations

Tables of past winners with citations

Peter Nicol Russell Memorial Medal and Engineers Australia State Awards.

Links to Eminent Engineers, Hall of Fame, EA National Presidents, Division Presidents, Honorary Fellows, Other and 'Anything is possible'.

Table of interviewees and links to transcripts and/or .mp3 audio files

Webpage with State tabs similar to [https://heritage.engineersaustralia.org.au/wiki/EHRP\\_Markers\\_sorted\\_by\\_State](https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State)

<https://www.engineersaustralia.org.au/sites/default/files/Learned%20Society/Oral%20History%20Guideline.V3.November%202017%20LD.pdf>

Criteria for inclusion to be included on web page

Table of biographies provided by Bruce Cole (at this stage only include ones not included in 'Anything is possible')

Webpage with State tabs similar to [https://heritage.engineersaustralia.org.au/wiki/EHRP\\_Markers\\_sorted\\_by\\_State](https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State)

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

### Engineering History

Engineering History Home	
Australia's Engineering History	Story of engineering in Australia, summary with references
State Engineering Histories	Home page with separate pages for the story of engineering in each State
Engineers Australia	
History of Engineers Australia	
Conferences	
EA Journals and Transactions	Access to Indexes and digital versions scanned by B Taaffe (1920 to 1928 available on EA Publications webpage)
EA Division Papers	Papers presented at Divisional events and Division Chairmen/Presidents retiring addresses.
Engineering Heritage Australia	
EHA's History	Document (to be written) providing the story of EHA (include lists of Chairs/members where available.)
EHA Publications	List of the books published by EHA and the Divisional Groups
EHA Conferences	Table of Conferences with links to papers scanned by B Taaffe or available from the Informit Engineering Collection
Engineering Organisations	Stories of engineering organisations where available
Engineering Themes	Story for each of the Engineering Themes
Engineering Timeline	Table of dates and brief descriptions of new engineering technologies
Engineering Technology Timeline	Timeline of engineering developments of national importance
State Engineering Timelines	Webpage for each State with relevant State specific timelines of engineering developments

### EHA News

Engineering Heritage News Home	
EHA Bulletins Series 2 (2021 - )	Links to current and past editions
EHA Magazines (2013 – 2023)	Links to past editions
EHA Newsletters (1992 – 2012)	“ “
EHA Bulletins Series 0 (2001 – 2003)	“ “
EHA Bulletins Series 1 (2008 – 2013)	“ “

### Tours and Maps

Tours and Maps Home	
Maps	Map of Australia with EHRP Marker places + Map with EHRP Items of Engineering Interest

### Contact and Tools

Contact EHA
Sitemap

### BOTTOM MENU

Privacy policy	Appears at the bottom of every page
About Engineering Heritage Australia	Privacy statement from EHA
Disclaimers	EHA Purpose and Vision statements
	Disclaimer statement from EHA

Note: Abbreviations are to be avoided, but if abbreviations are used on a webpage, that webpage is to include a full description for the abbreviations.  
State lists to be alphabetical as ACT, NSW, NT, QLD, SA, TAS, VIC, WA. ACT has Canberra Division, NSW has Sydney and Newcastle Divisions.

**APPENDIX C: EHA CATEGORY TREE FOR ENGINEERING THEMES, HERITAGE MARKER PROGRAMS, ORGANISATIONS AND PEOPLE**

When selecting categories for a webpage, select the lowest level that is applicable. More detail on what each of the Engineering Themes includes is provided on the next page. Category Tree is sorted alphabetically:

▼ Australia's Engineering Heritage

▼ Engineering Themes

- ▼ Civics and Buildings
  - ▶ Civics
  - ▶ Commercial
  - ▶ Industrial
  - ▶ Residential
- ▼ Communications, Electronics and Computing
  - ▶ Broadcast
  - ▶ Computing and Control Systems
  - ▶ Telegraph and Telephone
  - ▶ Wireless and Digital
- ▼ Defence
  - ▶ Air Force
  - ▶ Army
  - ▶ Navy
  - ▶ Weapons
- ▼ Electricity
  - ▶ Applications
  - ▶ Generation
  - ▶ Transmission
- ▼ Energy
  - ▶ Coal
  - ▶ Nuclear
  - ▶ Oil and Gas
  - ▶ Renewables
- ▼ Engineering and Technology
  - ▶ Knowledge
  - ▶ Leadership and Management
  - ▶ Research and Development
- ▼ Mineral Resources
  - ▶ Conveyance
  - ▶ Mining
  - ▶ Treatment
- ▼ Primary Industry
  - ▶ Aquaculture
  - ▶ Farms and Stations
  - ▶ Machinery

▼ Secondary Industry

- ▶ Heavy Industry
- ▶ Manufacturing
- ▶ Materials
- ▶ Refineries

▼ Transport - River, Rail and Road

- ▶ Rail
- ▶ River
- ▶ Road

▼ Transport - Sea, Air and Space

- ▶ Air
- ▶ Sea
- ▶ Space

▼ Water

- ▶ Flood Protection
- ▶ Irrigation
- ▶ Wastewater
- ▶ Water Supply

▼ Eras

- ▶ 1788 - 1850: Colonial Settlement
- ▶ 1851 - 1900: Gold Rushes
- ▶ 1901 - 1930: Federation
- ▶ 1931 - 1950: Depression and War
- ▶ 1951 - 1980: Australia Develops
- ▶ 1981 - 2000: Technology Changes
- ▶ 2001 - : Global Engineering
- ▶ Pre 1788: Aboriginal Technology

▼ Heritage Recognition

- ▶ Engineering Heritage International Marker (EHIM)
- ▶ Engineering Heritage Marker (EHM)
- ▶ Engineering Heritage National Marker (EHNM).
- ▶ Item of Engineering Interest

▼ Organisations

- ▶ Education and Research
- ▶ Institutions and Associations
- ▼ Private Industry
  - ▶ Consultant
  - ▶ Contractor
  - ▶ Manufacturer
- ▼ Public Sector
  - ▶ Federal Government
  - ▶ Local Government
  - ▶ State Government

▼ People

- ▶ Biographies
  - ▶ National Biographies
- ▼ Discipline
  - ▶ Biomedical
  - ▶ Chemical
  - ▶ Civil
  - ▶ Electrical
  - ▶ Environmental
  - ▶ Heritage
  - ▶ Information Technology and Electronics (ITE)
  - ▶ Leadership and Management
  - ▶ Mechanical
  - ▶ Mining
  - ▶ Structural
- ▶ Profiles

▼ States

- ▶ Australia
- ▶ Australian Capital Territory
- ▼ New South Wales
  - ▶ Sydney's Transport Revolution
- ▶ Northern Territory
- ▶ Queensland
- ▶ South Australia
- ▶ Tasmania
- ▶ Victoria
- ▶ Western Australia

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

### ENGINEERING HERITAGE THEMES

(a historical listing of the industry/business areas of Australian engineering expertise)

Sorted by Industry:

Engineering Heritage Theme	Sub-Theme/Category	Included Terminology
<b>Engineering and Technology</b>	Leadership and Management	Boards, Governance, Environmental Management, Institutions, Sustainability
	Knowledge	Universities, Colleges, Standards, Planning, Design, CAD, Processes, Systems
	Research and Development	Astronomy, Medical, Machinery, Materials
<b>Mineral Resources</b>	Mining	Underground, Open Cut, Dredging, Quarries, Crushing, Screening
	Conveyance	Haul Roads, Conveyors, Railways, Slurry Pipelines for
	Treatment	Copper, Diamonds, Gold, Iron, Lead, Lithium, Mineral Sands, Silver, Tin, Uranium, Zinc treatment plants
<b>Energy</b>	Coal	Brown, Coking, Thermal including Minesite and Coal Conveyance Facilities
	Oil and Gas	Producer Gas, Oil & Gas Fields, LNG, Fracking, Shale Oil including Pipelines and Storage Facilities
	Nuclear	Nuclear Power, Nuclear Medicine
	Renewables	Hydro, Solar, Wind, Waves, Tidal, Geothermal, Biomass, Batteries, Hydrogen
<b>Primary Industry</b>	Aquaculture	Fish (ocean & pond), Oysters, Prawns
	Farms and Stations	Water Supply Systems (Farm Dams, Flood Irrigation, Sprinkler Irrigation, Drip Irrigation), Windmills, Fencing
	Machinery	Tractors, Tillers, Planters, Harvesters, Storage, Processing, Abattoirs, Refrigeration
<b>Secondary Industry</b>	Refineries	Chemicals, Oil, Sugar
	Materials	Alloys, Composites, Concrete, Iron, steel, Non-ferrous, Plastics, Timber
	Heavy Industry	Blast Furnaces, Explosives, Fertilizers, Foundries, Steel Mills, Cement Works
	Manufacturing	Aircraft, Car and Ship Building, Railway/Tramway Engines & Rolling Stock, Consumer/White Goods
<b>Civics and Buildings</b>	Civics	Art Galleries, Churches, Court Houses, Libraries, Museums, Recreational, Stadiums, Theatres, Public Spaces
	Commercial	Shopping Centres, Office Buildings
	Industrial	Factories, Warehouses
	Residential	Apartments, Houses
<b>Transport - River, Rail and Road</b>	River	Canals, Locks, Wharves, Ferries, Paddle Steamers
	Rail	Railway Construction, Trains, Trams, Bridges, Tunnels, Stations, Signalling, Workshops
	Road	Road Construction, Main Roads, Freeways, Bridges (including Pedestrian), Tunnels
<b>Transport - Sea, Air and Space</b>	Sea	Breakwaters, Jetties, Ports, Harbours, Wharves, Docks, Slipways, Ship Loaders, Lighthouses
	Air	Airfields, Air Terminals, Hangers, Air Traffic Control
	Space	Rockets, Satellites, Capsules, Space Station, Space Missions
<b>Electricity</b>	Applications	Lighting, Motors, Appliances
	Generation	Power Stations including Turbines, Alternators, Control Systems and depending on Energy source, Boilers
	Transmission	Network, Transformers Switch Yards, Substations
<b>Communications, Electronics and Computing</b>	Telegraph and Telephone	Cables, Lines, Repeaters, Networks, Repeaters, Exchanges
	Broadcast	Radio, Television, Production, Transmission
	Wireless and Digital	Long Wave, Medium Wave, Short Wave, Microwave, Optic Fibre, Mobile
	Computing and Control Systems	Mainframe, Desktop, Laptop, Mobile, Hardware, Networks, Software, Instrumentation
<b>Water</b>	Flood Protection	Flood Storage, Levees, River Works, Drains, Compensating Basins, Pipelines, Drainage Recycling
	Irrigation	Dams, Channels, Piping, Pumping
	Wastewater	Sewers, Pumping Stations, Treatment Plants, Outfalls, Wastewater Recycling
	Water Supply	Bores, Dams, Desalination, Pumps, Pipelines, Reservoirs, Treatment
<b>Defence</b>	Army	Army Barracks, Training Grounds
	Navy	Naval Bases, Ships, Submarines
	Air Force	Air Base, Aircraft
	Weapons	Coastal Defences, Artillery, Tanks, Army Vehicles, Bombs, Missiles

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## APPENDIX D: - EHA WIKI WEBSITE: CHEAT SHEET

The Engineering Heritage Australia Wiki Website aims to be the repository of all engineering heritage information that is to be publicly available; and which has been collated by EHA and the respective engineering heritage branch committees. This document helps new users/contributors to access and edit pages.

### VIEWING THE WEBSITES:

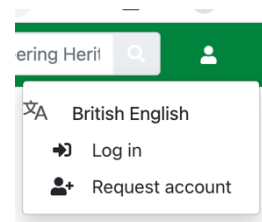
Anyone can view the current Engineering Heritage Australia website by visiting:

Engineering Heritage Australia	<a href="https://heritage.engineersaustralia.org.au/wiki/Main_Page">https://heritage.engineersaustralia.org.au/wiki/Main_Page</a>
--------------------------------	---

### BECOMING A USER FOR THE WIKI WEBSITE:

If you would like to help improve the wiki, you need to become a user. Click 'Request account' under the menu item in the top right corner of any page. Enter the requested information. Your request will be sent to the website administrator to review and approve. Please contact the website administrator to ensure the administrator is aware of the request. A contact address is [heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com).

Once you receive an email confirmation from the administrator, return to the website and sign in with your new account. If your joining is successful, you will now see the editing menu appear near the search box.

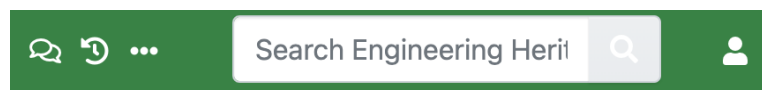


### BASIC NAVIGATION:

A wiki site is a set of separate webpages that typically contain text and images. It is the links and navigation between webpages which makes a wiki site useful for visitors. The main navigation methods include the top menu, search function, category listing and direct links.

#### Search:

All pages are accessible from the search icon in the top right of every page.



### Page Naming and Namespaces:

The wiki's content/data pages are currently divided into five standard namespaces. A page can only belong to one namespace. Each namespace can have its own specific page template, style and user access to help capture and display information relevant to the namespace. For example, the Person namespace seeks to capture important biography information, while the Place namespace is more focussed on geographical information.

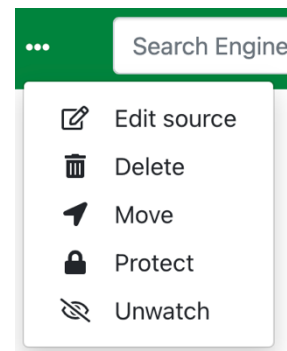
The current set of namespaces are Person:, Profile:, Place:, Event: and Organisation:.

**Namespaces and Categories are used with the DynamicListPages3 Extension to automatically create an index of pages within a specific namespace or group of categories. An example is at [https://heritage.engineersaustralia.org.au/wiki/EHRP\\_Markers\\_sorted\\_by\\_State](https://heritage.engineersaustralia.org.au/wiki/EHRP_Markers_sorted_by_State)**

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

To see which namespace a page is assigned to, just check the page address in your browser. The word just before the colon is the namespace. Note there are also some administrative namespaces automatically generated by the site (File, Help, Module etc). If there is no colon, then the page is in the Main namespace. For a report that lists the webpages that are assigned to a specific namespace, go to the Tools button at the bottom left of every webpage; and after selecting 'Special pages' and 'All pages', select the namespace you are interested in from the drop-down list and select Go. A list of pages with that namespace will appear which can then be printed using 'Tools' and 'printable version'.

To change a page's namespace, you can Move the page by renaming it. Choose the Move action from the editing menus, then choose the appropriate namespace from the drop-down (you may need to scroll right down to the end) and enter a new name in the box provided. Add a reason to help with administrative review of changes and ensure the 'Leave a redirect behind' box is checked.



The preferred alternative to move is to create a new webpage with the new page name. This option requires existing material to be copied over and the old page then deleted. The pages editing history is also lost and any links to the old page will need to be updated, but this option keeps the number of webpages for future maintenance to a minimum.

### Categories:

Every page can be categorised using keywords or phrases. A category can be used on many pages, and each page can have many categories. These categories are very powerful and can be used to create indexes of categorised pages. The EHA website has a standardised set of categories to enable pages to be indexed by Engineering Themes, Eras, Heritage Recognition, Organisations, People and States. A list of the EHA categories is attached as Appendix C.

To see which categories are assigned to a page, just look for the list at the bottom of any page.

Categories: [Rail](#) | [1851 - 1900: Gold Rushes](#) | [Engineering Heritage Marker \(EHM\)](#) | [Northern Territory](#)

The list links to auto-generated category home pages which lists all pages under that category. See an example 'Rail' home page here:

<https://heritage.engineersaustralia.org.au/wiki/Category:Rail>

Categories are hierarchically linked to form a category tree (like a site map). The top category in the tree is "Category: Australia's Engineering Heritage" and all other categories are linked below that. To view the Category tree, go to go to the Tools button at the bottom left of every webpage; and after selecting 'Special pages' and 'Category Tree', enter Aust, select "Category:Australia's Engineering Heritage" and then click on 'Show tree'. All categories will keep expanding until you see the down arrow.

### Direct Links:

The last and most important way to get to a page is through a direct link to another page in the website (or external to the site). Including a range of direct links within each wiki page is very important. This allows a visitor to directly follow an interesting theme through to a more

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

detailed page, and ‘go down the rabbit hole’! Direct links also mean the visitor is less reliant on understanding the structure that we have imposed on the site.

### All Pages:

If all else fails, you can view a list of all pages in the site by going to

<https://heritage.engineersaustralia.org.au/wiki/Special:AllPages>.

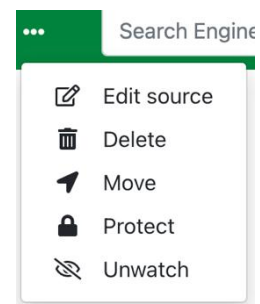
Remember to select namespace, default namespace is Main.

### EDITING AN EXISTING PAGE:


Approved users who are logged into the site can edit any page. All edits are logged and can always be ‘rolled back’ if anything goes wrong, so don’t be afraid to jump in and experiment! To edit any existing page, simply click on the edit button near the search box for a simple visual editing box where you can add page content and format it just like with MS Word.



If you prefer, you can click on the **•••** and open Edit source for full editing options using special ‘wiki mark-up’ directly. An easy guide to simple mark-ups is included at the end of this document.



### CREATING WIKI-LINKS:

There will be many opportunities to link (say) a Person to various pages related to Places, Organisations and Events which may also appear in the wiki. A link is easily created using the  icon in the Visual editor or Source editor. In the box that appears, start typing the Namespace (e.g. Person) to get a list of existing options. (Note – this functionality doesn’t seem to work across namespaces in the Visual editor – only in the Source editor??) The great thing is that even if the page doesn’t exist yet, a link can still be created, and will then be listed in the ‘Wanted Pages’ maintenance report at <Special:WantedPages>.

Some examples of links:

`[[Person:Albrecht,_Martin]]` < automatically links to

[https://heritage.engineersaustralia.org.au/wiki/Person:Albrecht,\\_Martin](https://heritage.engineersaustralia.org.au/wiki/Person:Albrecht,_Martin)

`[[Person:Albrecht,_Martin | Martin Carl Albrecht AO]]` < use this method if the page name doesn’t flow well with the text.

`[[Place:Pilbara_Heavy_Haul_Railways]]`

If you want to create a link to a file, it depends on if it is an image or a document.

`[[File:Example.jpg]]` << note the leading colon to create a link to the file>>. Without this colon, the file content would be displayed.

`[[Media:Example.pdf]]` to create a link to the file.

The wiki will automatically convert any spaces into underscores in the name. If the page exists, the link will show up as red. If the page doesn’t exist, the link will show as grey. For more on creating links, see the help pages at <https://www.mediawiki.org/wiki/Help:Links>.

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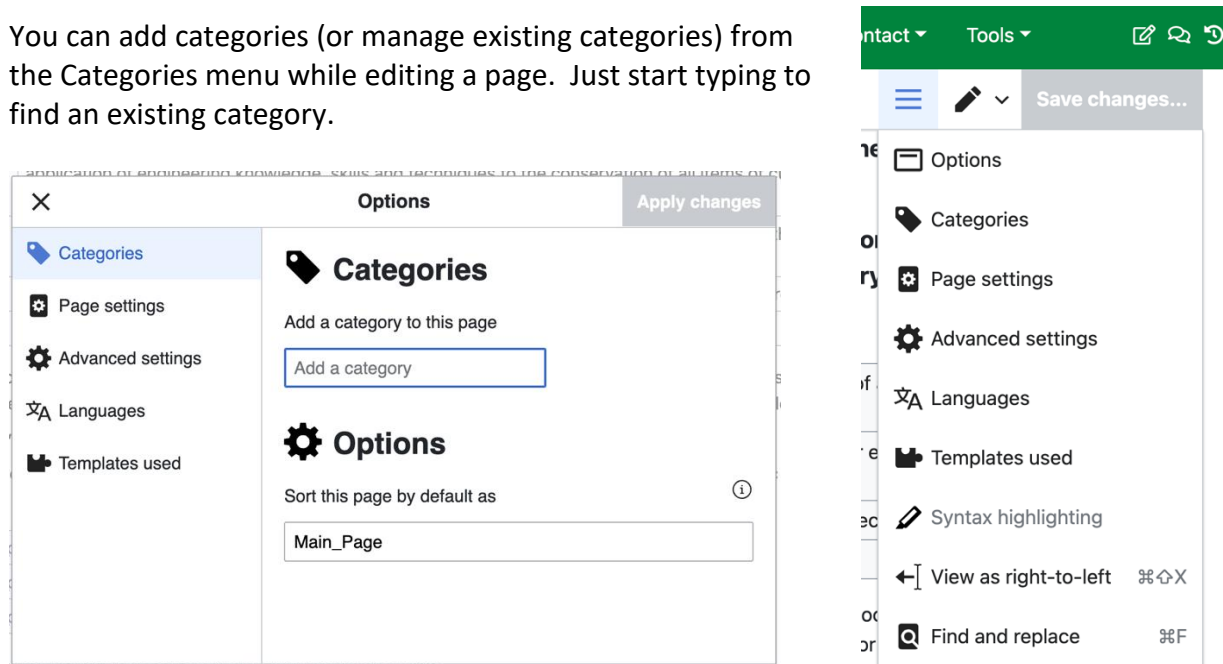
## CREATING A NEW PAGE:

There are several ways to create a new page:

- clicking on any red link on an existing page;
- search for a page, and click the red link at the top of the results to create it; and
- enter the page name directly into the address bar, hit enter, then click the red link to create the page.

## CATEGORISING A PAGE:

You can add categories (or manage existing categories) from the Categories menu while editing a page. Just start typing to find an existing category.



## REFERENCING:

Creating inline references is easy, for example:

<ref>Palmer paper and some plans are available from SLWA Call No 002077.</ref>

## TEMPLATE FOR CREATING COLUMNS ON A WEB PAGE:

```
<div class="row">
```

```
<div class="col-md-8">
```

Text/images on the left that are two thirds of the web page width

```
</div>
```

```
<div class="col-md-4">
```

Text/images on the right that are one third of the web page width

```
</div>
```

```
</div>
```

Column widths can be any combination that add up to 12.

To centre text on a page or within a column, use the following commands:

```
<div style='text-align: center:'>
```

```
TEXT
```

```
</div>
```

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## EASY WIKI MARK-UP GUIDE:

### Commands to be used at the start of every webpage that has a namespace:

`__NOTOC__` - Turns off automatic Table of Contents when using headings:

`{{DISPLAYTITLE:xxxxx}}` - Displays a web page title that is different to the web page name:

`{{DEFAULTSORT:xxxxx}}` - Determines sort position when displaying list of webpages by category:

### Maps:

Display a map with the following command.

`{{#display_map:location=coordinates|domain=com|width=100%|zoom=14}}`

Get the coordinates from Google Maps using right click display coordinates and left click to copy coordinates. Zoom number is changed downwards to display a larger area.

### Images:

Recommend that webpage use the 'thumb' format to enable the use of captions:

`[[file:xxxxx|thumb|400px|center|<small>caption<br>Source: source</small>]]`

For biography portraits, use `....|thumb|200px|left|....`

Format:	Insert table:	Insert links:
<code>==</code> Heading 2 <code>==</code> <code>*</code> Bullet items <code>#</code> Numbered items <code>:</code> Indent text <code>"</code> italic text" <code>"</code> bold text" <code>----</code> Horizontal line <code>&lt;br&gt;</code> Line Break Hard space - Option+Space on Mac, Control+Shift+Spacebar on Windows	<code>{  class="wikitable"</code> <code> +Caption</code> <code>! col1 heading</code> <code>! col2 heading</code> <code>! col3 heading</code> <code> -</code> <code>  data    data    data</code> <code> -</code> <code>  data    data    data</code> <code> }</code>	<b>Insert external link</b> <code>[http://www.google.com Link Text]</code> single space between address and Link Text.  <b>Insert internal link</b> <code>[[name-of-page]]</code> <code>[[name-of-page   Link Text]]</code>  <b>Insert file link</b> <code>[[Media:file name.pdf]]</code> <code>[[Media:file name.pdf   Link Text]]</code>

See <https://www.mediawiki.org/wiki/Help:Formatting> for more.

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## WORK INSTRUCTION 1: ORAL HISTORIES, PROFILES AND BIOGRAPHIES

1. EHA collects information on engineers (and persons of interest to engineers) through:

- Oral History Programs;
- Profiles associated with awards or books such as 'Anything is possible'; and
- Biographies published on the EHA website.

It is quite possible for an engineer to have an oral history and a profile or biography. Profiles are information on people who are living and are only published with the approval of that person.

Biographies are prepared by family or EHA authors to present information on the engineering career and achievements of deceased engineers.

2. All digital material associated with an engineer is to be stored on the EHA Digital Drive in a folder with the name 'Lastname, Firstname Secondname (Nickname). The folder is to be located in the <EHA Website/Engineering Heritage/People Folders>. Individual files are to be named as per the following structure separated by hyphens and underscores:

Purpose of Document	State	Person	File Content
OHP - Oral History Program PRO – Profile BIO - Biography	AUS, ACT, NSW, NT, QLD, SA, TAS, VIC, WA AUS is a 'State' for people who worked across many States.	LastnameFirstname	

(Format example: BIO-TAS\_ButtersJohn\_Photo-1)

3. For a person to be listed in the National sections of Oral History Program, Profiles or Biographies, they need to meet or exceed the following criteria:

- resident and practising as an engineer in Australia for a minimum of five years;
- achievements demonstrate significant innovative engineering knowledge and experience;
- the person had widespread international or national impact with long term benefits; and
- recognised with Australian honours or EA achievement awards, in particular the PNR Medal.

4. Many engineers worked in or across several States. For these engineers there is to be a single folder and single webpage, but the Categories can include each State or for all States, the category of 'Australia'. While some Oral Histories, Profiles or Biographies may be included in the National section as per para. 3, each engineer will remain the responsibility/ownership of an agreed Engineering Heritage Branch. The responsible Branch is to confer with other Branches as necessary.

5. Collect all information to be used in the webpage in a suitable folder for efficient access during file upload and web page editing. Text should be in Word and spell checked. Images should be suitably cropped and sized to the 0.3 to 1.5 MB size. For poor quality images, consider using photo editing software prior to cropping and sizing. Reference documents to be available in .pdf and compressed to less than 10MB size. Before uploading, rename all image and .pdf files with a file name as per paragraph 2 above. See Work Instruction 4 for more information.

6. To create an Oral History, Profile or Biography entry, 'Log in' to the website, load images and documents using the 'Upload file' option available from the 'Tools' menu at the bottom left-hand corner of every webpage. Once all images and documents have been loaded, go to 'File list' which displays the loaded files in descending date order. 'File list' is accessed by 'Tools/Special Pages/File list' (look under the heading 'Media reports and uploads').

7. For an Oral History entry, open the 'Oral History Program' webpage under Engineering Heritage and select which table the entry is to be added to. Note that the website does not store audio mp3 files and that these are to be accessed by links, generally to a State or university library.

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- For a Profile or Biography entry, open a new window with a second version of the website. In the address bar at the top, delete 'Main\_Page' and replace with 'Person:Surname,\_Firstname' for a biography, 'Profile:Surname,\_Firstname' for a profile. Hit enter and if a webpage with this name does not already exist, a new webpage can be created.
- On the new webpage, copy and paste the text from the biography/profile Word document. At this point it is good practice to 'Save page' to create the webpage with the text that has been added.
- Using either 'Visual Editing' or 'Source Editing', re-open the new biography webpage for further editing. There is a very comprehensive (36 pages) User Guide for Visual Editor at [https://www.mediawiki.org/wiki/Help:VisualEditor/User\\_guide](https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide). Use 'Source Editing' as it is faster and EHA only uses a limited range of scripts as described in the 'Cheat Sheet' at Appendix D.
- The first seven lines of the biography/profile are to use the following template:

```
{{DISPLAYTITLE:Sir John Butters}}
{{DEFAULTSORT:Butters, John}}
__NOTOC__
'''BUTTERS, John Henry,''' BSc(Eng) ( -1969)<br>
"The father of Tasmanian Hydro, who turned Canberra from a construction camp into the seat of
Government."
=====
[[File:Sir_John_Henry_Butters.jpeg|thumb|200px|left|]]John Butters graduated from the University
of London in 1904 with a B.Sc (Eng)
```

- `{{DISPLAYTITLE: }}` determines Title at the top of the web page. Default is the page name.
  - `{{DEFAULTSORT: }}` determines in what order the page is sorted in webpage lists.
  - `__NOTOC__` determines that no Table of Contents displayed at the top of the webpage.
  - Fourth line has Bold for the person's full name (but not for the post-nominals or dates of birth and death)(Profiles do not include dates); upper case for the surname. For the post nominals follow the advice in <https://www.stylemanual.gov.au/grammar-punctuation-and-conventions/titles-honours-forms-address/awards-and-honours>. More detail on Australian abbreviations is available at [https://en.wikipedia.org/wiki/List\\_of\\_post-nominal\\_letters\\_\(Australia\)](https://en.wikipedia.org/wiki/List_of_post-nominal_letters_(Australia)).
  - Fifth line is a brief statement in Italics to enable website users to decide if they will read further.
  - Sixth line is a 'hard space' converted into a heading to determine the end of the information that appears in the dynamic page listings. Keystrokes for hard spaces are Option+Space on Mac, Control+Shift+Spacebar on Windows.
  - Seventh line includes a portrait image at top left with floating text to the right. If there is a source for the portrait image, this can be included as a caption. If no caption, finish with `]]`.
- Next step is to check the text for formatting, spelling and corrections. Points to look out for are:
    - Enter another return at the end of each paragraph, to open-up the text on the page.
    - Consolidate the text if it's in too many single sentence paragraphs. Documents read more easily if paragraphs contain three to six sentences, but they need to be logically connected. Sometimes it helps to move some of the text around, to improve that logical relationship.
    - Use the person's surname the first time he/she is mentioned in any paragraph, and then use pronouns (he, him, etc.) to refer to the person thereafter in that paragraph, unless doing so might confuse the person with someone else mentioned in the text.
    - Avoid using people's initials in the text; so a 'K. J. Kelsall' will become 'Kelsall' or 'Ken Kelsall'; this again makes the text read rather than jerk.
    - Where there are references to other people, organisations or places mentioned in the text, consider creating extra links to other mywikis.wiki webpages.

## ENGINEERING HERITAGE AUSTRALIA WEBSITE

13. During editing, it will be necessary to add in images, links to documents, links to other mywikis webpages or links to external webpages. Command formats for each of these are:

### 13.1 Images: Recommended format is

[[File:*File name.extension*|thumb|400px|right|caption]]

13.1.1 Get the '*File name.extension*' from the File List that you opened at 2. by scrolling for the file name and then right click for 'Copy link address', left click to copy, go to the biography page where the file name is wanted, then Paste. After pasting remove the 'https://ehwa.mywikis.wiki/wiki/' as this external addressing is not needed.

13.1.2 Thumb is the preferred style; it allows a caption and framing.

13.1.3 400px is the width of the image, height is automatic. 400px can be changed to any whole number to change size.

13.1.4 Position can be left, right, center.

13.1.5 Any text between the last | and ]] is the caption. Captions can be formatted and the preferred default is: |<small>caption<br>Source: source</small>|]]

13.1.6 If the image has been edited or enhanced by photo editing software, include advice of the modification in the Source: text.

### 13.2 Documents:

Similar to images, but usually linked, not embedded in the page. To link, replace the command 'File' with 'Media'. 'File' displays content on the webpage, 'Media' opens in a new webpage.

[[Media:*File name.extension*|text]] Option for 'text' is to use the words 'available here.'

### 13.3 Internal links:

[[namespace:name|text]] 'text' is usually the title of the page being linked.

To avoid errors, best practice is to copy the 'namespace:name' from the linked webpage.

### 13.4 External link:

[[full web page address starting with http](#) text that describes the web page](Note, space, not |) or paste the full web page address in as text, in which case the web address will be displayed.

14. At any time, you can use 'Show preview' to see what the editing will look like. If doing a lot of editing, use 'Save changes' on a regular basis to avoid losing work if there is a web page glitch.

15. References and Publications are added at the bottom of the page. Put in a line between the text and References: by typing ----. Publication titles should be in Italics. All References etc should be in <small>. It may be necessary to use the 'New line' <br> command at the end of each reference.

16. Below References and Publications, add a line that provides the following information:  
Author name; Edit date; Division Owner.

17. Review Categories. Best done using the 'Visual editing' option. After opening 'Visual editing' go to the three horizontal bars on the right and open 'Categories'. Edit existing categories or add additional categories. At the very least a biography/profile should include the categories of 'Biographies' or 'Profiles', a Discipline and the Capitalised first letter of the surname, e.g. P for Parker, as this enables the listing on the Biographies by Surname webpage. Other categories can be added as appropriate. Start typing a category name and it will present the category options that already exist. A category tree is available at Appendix C. For an engineer who has worked in multiple States, include all relevant States in the categories.

18. Before logging off, check that the biography is appearing in the alphabetical listing under the drop-down menu item of 'Engineering Heritage – Biographies – Surname'.

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## WORK INSTRUCTION 2: CREATING ENGINEERING HERITAGE RECOGNITION PROGRAM (EHRP) ITEMS

1. Collect all information to be used in the webpage in a suitable folder for efficient access during file upload and web page editing. Text should be in Word and spell checked. Images should be suitably cropped and sized to the 0.3 to 1.5 MB size. Reference documents to be available in .pdf and compressed to less than 10MB size. Before uploading, rename all image and .pdf files with a file name that starts with 'EHRP-####\_CurrentFileName'. The #### is the unique EHRP number. See Work Instruction 4 for more information. This file naming will assist finding files on the website using the 'Name' sorting functionality.
2. All items that are recognised with an Engineering Heritage Marker have a nomination document approved by the EHRP Committee. They also often have ceremony reports and information panels that provide additional information.
3. To provide EHRP information in a standard layout, recommended EHRP webpages use the following Word template:

### \_\_NOTOC\_\_

{{DISPLAYTITLE:Title}}

{{DEFAULTSORT:Title}}

<div class="row">

<div class="col-md-8">

TEXT

[[File:Best available image|thumb|800px|center|<small>Caption<br>Source: Attribution</small>]]

</div>

<div class="col-md-4">

[[File:Additional images|thumb|400px|center|<small>Caption<br>Source: Attribution</small>]]

[[File:Additional images|thumb|400px|center|<small>Caption<br>Source: Attribution</small>]]

{{#display\_map:location= Google map co-ordinates|domain=com|width=100%|zoom=14}}

</div>

</div>

== Engineering Heritage Recognition Program ==

{| class='wikitable'

|| Marker Type || Engineering Heritage Marker (EHM) or National Marker (EHNM) or International Marker (EHIM) (can use older titles)

|-

| Award Date || dd Month yyyy

|-

| Heritage Significance || TEXT

|-

| Nomination Document || [[Media:wiki file name|Available here.]]

|-

| Ceremony Booklet<br>Ceremony Report || [[Media:wiki file name|Ceremony Booklet Available here.]]<br>[[Media:wiki file name|Ceremony Report Available here.]]or Not Available.

|-

| Plaque/Interpretation Panel || [[Media:wiki file name|Available here.]] or None Installed.

}}

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## Explanations of the above commands:

`__NOTOC__` (Prevents a Table of Contents if Headings used)  
`{{DISPLAYTITLE:Item Title}}` (Sets 'Page Title' rather than default of webpage name)  
`{{DEFAULTSORT:Item Title}}` (Controls sorting rather than default of webpage name)  
`<div class="row">` (Sets up two thirds/one third column layout so that  
`<div class="col-md-8">` images and map appear to the right of the text)  
TEXT *Introductory text to the EHRP Item. Recommended word count somewhere between 100 and 600 words, ideally between 200 and 300 words. Note that these are the words that interested public will first see when they access the webpage using the QR code at the physical site.*  
`[[File:Best available image|thumb|800px|center|<small>Caption<br>Source: Attribution</small>]]` (Large size image centered below the introductory text)  
`</div>` (Ends the two thirds column)  
`<div class="col-md-4">` (Sets up one third column for images and map)  
`[[File:Additional images|thumb|400px|center|<small>Caption<br>Source: Attribution</small>]]`  
*Additional images to include photos of plaque and/or interpretation panel and their surroundings.*  
`{{#display_map:location=co-ordinates from Google Maps|domain=com|width=100%|zoom=14}}`  
*Coordinates of the plaque/interpretation panel or item as appropriate (use Google Maps, right click on spot, left click on numbers [e.g., -31.978905307645263, 115.85712517045272] and paste into co-ordinates from Google Maps). Can have multiple locations/maps. Put a title under multiple maps.*  
`</div>` (Ends the one third column)  
`</div>` (Ends columns)

| Heritage Significance || TEXT *a 30 to 60 word statement providing a summary of the items Heritage Significance (can usually be extracted from the Nomination Document)*

4. For an Engineering Heritage Item of Interest, use the same template but do not include the Engineering Heritage Recognition Program table.
5. 'Log in' to the website, load images and documents using the 'Upload file' option available from the 'Tools' menu at the bottom left-hand corner of every webpage. Once all images and documents have been loaded, go to 'File list' which displays the loaded files in descending date order. 'File list' is accessed by 'Tools/Special Pages/File list' (look under the heading 'Media reports and uploads').
6. Open a new window with a second version of the website. In the address bar at the top, delete 'Main\_Page' and replace with 'Place:Item Title'. Hit enter and if a webpage with this name does not already exist, a new webpage can be created.
7. On the new webpage, copy and paste the template text at Item 3 above. At this point it is good practice to 'Save page' to create the webpage with the text that has been added.
8. Using either 'Visual Editing' or 'Source Editing', re-open the new webpage for further editing. There is a very comprehensive (36 pages) User Guide for Visual Editor at [https://www.mediawiki.org/wiki/Help:VisualEditor/User\\_guide](https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide). If possible, use 'Source Editing' as it is faster and only a limited range of scripts as described in the 'Cheat Sheet' are used in editing.
9. At any time, you can use 'Show preview' to see what the editing will look like. If doing a lot of editing, use 'Save changes' on a regular basis to avoid losing work if there is a web page glitch.
10. Review Categories. Best done using the 'Visual editing' option. After opening 'Visual editing' go to the three horizontal bars on the right and open 'Categories'. Edit existing categories or add categories. At the very least every EHRP Item should include an 'Engineering Theme', a 'Heritage Recognition', an 'Era' and a 'Region' Category. Inclusion of Categories along with use of the Namespace 'Place:----' enables the webpage to be listed in Dynamic Page Listing (DPL) webpages.
11. Before logging off, check that the EHRP Item is appearing in the alphabetical listing under the drop-down menu item of 'Places/Places by Region'.

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## WORK INSTRUCTION 3: CREATING AN 'ITEM OF ENGINEERING INTEREST'

1. Each item will have its own webpage. Collect all information to be used in the webpage in a suitable folder for efficient access during file upload and web page editing. Text should be in Word and spell checked. Images should be suitably cropped and sized to the 0.3 to 1.5 MB size. Reference documents to be available in .pdf and compressed to less than 10MB size. Before uploading, rename all image and .pdf files with a file name that starts with 'EHRP-####\_CurrentFileName'. The #### is the unique EHRP number. See Work Instruction 4 for more information. This file naming will assist finding files on the website using the 'Name' sorting functionality.
2. All items that are recognised as an 'Item of Engineering Interest' have a completed 'Item Description' document that has been approved by the responsible Branch Committee, refer the EHRP Guidelines at [https://heritage.engineersaustralia.org.au/wiki/EHRP\\_Guidelines\\_Templates](https://heritage.engineersaustralia.org.au/wiki/EHRP_Guidelines_Templates)
3. To provide 'Items of Engineering Interest' in a standard layout, webpages are to use the following Word template:

```
{{DISPLAYTITLE:Title}}
{{DEFAULTSORT:Title}}
__NOTOC__
<div class="row">
<div class="col-md-8">
TEXT

[[File:Best available image|thumb|800px|center|<small>Caption<br>Source:
Attribution</small>]]
</div>
<div class="col-md-4">
[[File:Additional images|thumb|400px|center|<small>Caption<br>Source:
Attribution</small>]]
[[File:Additional images|thumb|400px|center|<small>Caption<br>Source:
Attribution</small>]]
{{#display_map:location= Google map co-ordinates|domain=com|width=100%|zoom=14}}
</div></div>
----
<small><u>References:</u><br>
[[Media:File name|Item Description Document]]</small>
```

Explanations of the above commands:

<code>{{DISPLAYTITLE:Item Title}}</code>	(Sets 'Page Title' rather than default of webpage name)
<code>{{DEFAULTSORT:Item Title}}</code>	(Controls sorting rather than default of webpage name)
<code>__NOTOC__</code>	(Prevents a Table of Contents if Headings used)
<code>&lt;div class="row"&gt;</code>	(Sets up two thirds/one third column layout so that
<code>&lt;div class="col-md-8"&gt;</code>	images and map appear to the right of the text)
<code>TEXT</code>	Introductory text to the EHRP Item. Recommended word count
	ideally between 200 and 300 words. The template for the 'Item Description' includes a 'Webpage
	Summary' which if completed can be copied to the webpage.

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[[File:Best available image|thumb|800px|center|<small>Caption<br> Source: Attribution</small>]]

(Large size image below the introductory text)

</div>

(Ends the two thirds column)

<div class="col-md-4">

(Sets up one third column for images and map)

[[File:Additional images|thumb|400px|center|<small>Caption<br>Source: Attribution</small>]]

Ideally two additional images.

{{#display\_map:location=co-ordinates from GoogleMaps|domain=com|width=100%|zoom=14}}

Coordinates of the item (use Google Maps, right click on spot, left click on numbers [e.g., - 31.978905307645263, 115.85712517045272] and paste into co-ordinates from Google Maps). Can have multiple locations/maps. Put a title under multiple maps.

</div>

(Ends the one third column)

</div>

(Ends columns)

----

inserts a horizontal line across the webpage

<small><u>References:</u><br>

Starts small text, underlines word 'References:'

[[Media:File name|Item Description Document]]</small>

If an Item Description Document is not available, provide the Authors name and date of EHA Branch approval.

4. 'Log in' to the website, load images and documents using the 'Upload file' option available from the 'Tools' menu at the bottom left-hand corner of every webpage. Once all images and documents have been loaded, go to 'File list' which displays the loaded files in descending date order. 'File list' is accessed by 'Tools/Special Pages/File list' (look under the heading 'Media reports and uploads').
5. Open a new window with a second version of the website. In the address bar at the top, delete 'Main\_Page' and replace with 'Place:Item Title'. Hit enter and if a webpage with this name does not already exist, a new webpage can be created.
6. On the new webpage, copy and paste the template text at Item 3 above. At this point it is good practice to 'Save page' to create the webpage with the text that has been added.
7. Using either 'Visual Editing' or 'Source Editing', re-open the new webpage for further editing. There is a very comprehensive (36 pages) User Guide for Visual Editor at [https://www.mediawiki.org/wiki/Help:VisualEditor/User\\_guide](https://www.mediawiki.org/wiki/Help:VisualEditor/User_guide). If possible, use 'Source Editing' as it is faster and only a limited range of scripts as described in the 'Cheat Sheet' are used in editing.
8. At any time, you can use 'Show preview' to see what the editing will look like. If doing a lot of editing, use 'Save changes' on a regular basis to avoid losing work if there is a web page glitch.
9. Review Categories. Best done using the 'Visual editing' option. After opening 'Visual editing' go to the three horizontal bars on the right and open 'Categories'. Edit existing categories or add categories. At the very least every 'Item of Engineering Interest' should include an 'Engineering Theme', an 'Era' and a 'State' Category, as well as the 'Item of Engineering Interest' category.
10. Save all original files and the website uploaded files in a folder on the EHA Google Drive at <EHA Website/Engineering Heritage/Engineering Heritage Recognition Program/Items of Engineering Interest/State/Item folder with the name 'EHRP-####\_Item Name'>.
11. Add the new item in alphabetical order to the 'Items of Engineering Interest' register at [https://heritage.engineersaustralia.org.au/wiki/Items\\_of\\_Interest](https://heritage.engineersaustralia.org.au/wiki/Items_of_Interest). Refer below for Item No.

2001 to 2999 NSW Items of Interest

(Sydney 2001 to 2499, Newcastle 2501 to 2999)

3001 to 3999 VIC Items of Interest

4001 to 4999 QLD Items of Interest

5001 to 5999 SA Items of Interest

6001 to 6999

7001 to 7999

8001 to 8999

9001 to 9999

WA Items of Interest

TAS Items of Interest

NT Items of Interest

ACT Items of Interest

Numbers are to be sequential as and when created.

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## WORK INSTRUCTION 4: EHA DIGITAL DRIVE

### EHA Digital Policy

Commencing in September 2023, all Engineering Heritage Australia (EHA) documents or documents that are of interest to EHA and which can be copied without infringing copyright are to be stored as digital versions only. There are no EHA paper archives. Earlier paper documents, where available and not subject to copyright, are to be scanned and only the digital versions retained.

All digital material is to be stored on an EHA Digital Drive. The primary purpose of the EHA Drive is to be an archive of EHA digital files. It is not intended that it be used as a document management system with version control and multi user editing. It is acknowledged that document drafting and editing will continue to be done on volunteers personal computers and shared via emails.

The EHA Drive is to be the location for final approved versions and to provide a location for a backup copy of all files that are loaded to the EHA website. Before up-loading to the EHA Drive, editors are to rename files as described in Work Instruction 5.

Following a review of options for an EHA Drive, establishment of a Google Drive was selected. A Google account with the name 'Engineering Heritage Australia' was created using the email address [heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com). Included in the Goggle account is access to a Google Drive which provides up to 15GB of cloud storage for free. Additional cloud storage of 100 GB or 2TB can be purchased for A\$30 or A\$150 annual payment.

The EHA Webmaster for the EHA wiki website will also manage the EHA Drive and is the custodian for the [heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com) password. For security and succession purposes the EHA Webmaster will ensure that this information is copied to the Chair and Deputy Chair of EHA; and a nominated representative from EA. If none nominated, the current EA Learned Society Advisor to EHA.

### Drive Security

The EHA Google Drive has been established with the following security settings:

- the Drive is restricted to people who have been specifically provided with access;
- only specific people (Editors) can organise, add/delete/edit folders and files;
- other people (Viewers) who are given access can view, download or print files;
- to enable anyone to load (edit) files to the EHA Google Drive, a folder <Engineering Heritage Australia / Open Folder> has been established with General access set at 'Anyone on the internet with the link (to this folder) can edit (sign in required)'.
- All Editors, Viewers or anyone using the Open Folder can only access the EHA Google Drive via a Google account. More information on opening a Google account is available in the section below.

### Google Account

To access the Engineering Heritage Australia Google Drive, all users require a Google account. A Google account is free; and it is not necessary to create a .....@gmail.com address. A Google account can be created with any valid email address. Creation of a Google account requires minimal personal information and if only used to access the EHA Drive, does not attract emails or advertising.

The EHA Webmaster needs to be advised of the email address for a user's Google account. This address is then added to a 'Shared' command to grant access. Once a user has a Google Account, has been granted access by the Webmaster; and is logged in to their Google account, they can access their Google apps which includes Drive. After accessing Drive, go to 'Shared with me' and a user will then be able to see the Engineering Heritage Australia Folders to which they have been provided access.

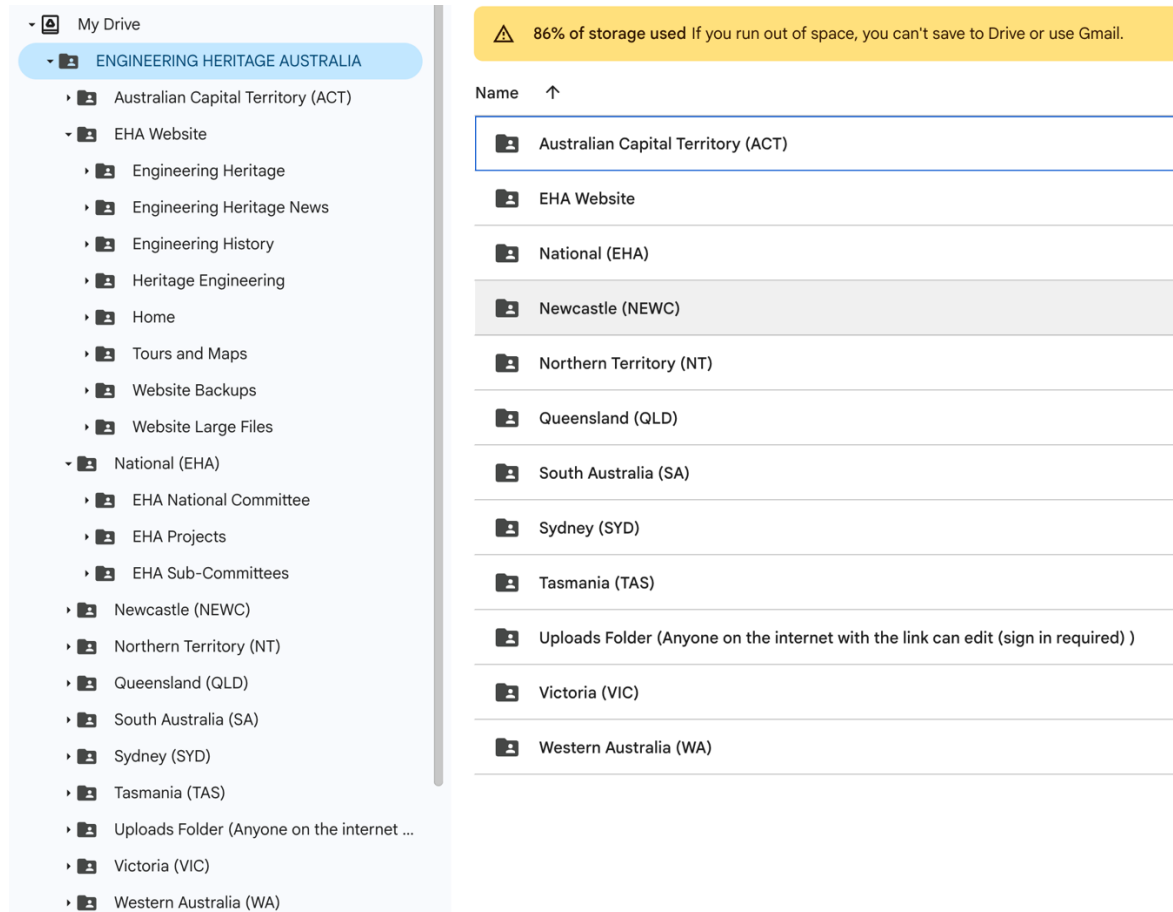
All EHA National and State Committee members who advise a Google account address will be granted access as 'Viewer'. Specific users representing either a Committee or a Website will be given 'Editor'

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access to their respective folders. A register of users and the access granted will be maintained by the EHA Webmaster.

## Drive Structure

The folder structure will evolve over time and is currently as follows:



The folder <ENGINEERING HERITAGE AUSTRALIA/EHA Website/Website Large Files> stores documents too large to be loaded to the website and for which access is provided by a Google link on the relevant webpage. All files in this folder are 'Anyone on the internet with the link can view'. This folder path is not to be changed as a change would require reestablishing links on the website.

When files are 'uploaded' to the EHA drive, they are actually shared with EHA with 'ownership' remaining with the account that is used to upload. If deleted from that account, they are deleted from the EHA drive. The steps to change ownership to EHA by transferring a file/s ownership to EHA are:

1. On your computer, open [Google Drive](#).
2. Find the file you want to transfer then right-click. [Note: you can highlight and do multiple files]
3. Click **Share**.
4. Next to the heritage.engineersaustralia name, click the Down arrow and click **Transfer ownership**.

[heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com) will then get a message and accept ownership. More information is available from the Google help document at <https://support.google.com/drive/answer/2494892?hl=en&sjid=1848070629360539400-NC>

For each of the Committees, the recommended minimum sub menu structure is:

- ◇ [Agendas / Action Lists](#)
- ◇ [Contact List](#)
- ◇ [Correspondence](#)
- ◇ [Minutes](#)

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◇ Other

## WORK INSTRUCTION 5: FILE NAMING IN THE EHA GOOGLE DRIVE

### Introduction

File naming conventions are required to ensure EHA has a consistent approach to its file and folder naming structure. This will provide clear identification and version control, and orderly storage and retrieval of documents, images and other digital items.

These conventions are to be used for file naming on the EHA website and EHA Google Drive. It is also recommended for EH Branch file naming to allow simple transfer of files between EHA and EH Branches.

### Element Types

A file name should comprise a small number of elements which best describe its contents. These elements may be:

- a. Project/Subject
- b. Author/Personal Name
- c. Date
- d. Version
- e. Document Type

### Element Style and Order

Only use alphanumeric characters in file name elements. Do not use special characters other than underscore \_, dash - or normal bracket ( ).

Keep file names short, but meaningful so that a file in isolation can be identified clearly without the need to open or inspect it, e.g. when included in emails or transferred between storage locations.

Order the elements in a file name in the most appropriate way to retrieve the record. Elements should be ordered from the most relevant to lesser relevance in terms of distinguishing between the primary reference for a file. The file names of records relating to recurring events should include the date and a description of the event, e.g. meeting agendas and minutes should have date first then subject.

Projects and/or issues should have general name first, then more specific divisions.

Correspondence should include the name of the correspondent, subject, date and whether it is incoming or outgoing correspondence.

### Element Delimiters

Elements and their components should be separated by a delimiter.

1. Elements should be separated by an underscore (\_), which is a quasi-standard for field delimiting. Spaces should not be used, as some search tools do not work with spaces.
2. Capitalize the first letter of each word within an element (preferable). A hyphen (-) may also be used to delimit words within an element.

Examples:

1. EHA\_NationalCommittee\_Membership-2023.docx
2. EHRP\_Guidelines-2017.pdf
3. EHA\_PracticeNotes##\_GuidelinesForResearchingArchives.pdf

### Project/Subject

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The EHA National Committee will confirm folder names and hierarchies of webpages which will clarify naming conventions. File names need not duplicate folder names but should have sufficient elements to be clearly identifiable when viewed as a stand-alone file.

For Biographies (refer Work Instruction 1 - Para 1), rename all Biography image and .pdf files that are to be loaded to the website with a name that starts with 'BIO-State\_LastnameFirstname' followed by additional material describing the file. For example 'BIO-TAS\_ButtersJohn\_Photo-1'

For all Engineering Heritage Recognition Program (EHRP) items (refer Work Instruction 2 - Para 1), rename all files that are to be loaded to the website with a name that starts with 'EHRP-####\_CurrentFileName'. The #### number is assigned by the EHRP Committee.

For EHRP Items of Engineering Interest, the #### number is allocated as per the following system:

0001 to 1999	EHRP (EHIM, EHNM and EHM) Markers
2001 to 2999	NSW Items of Interest (Sydney 2001 to 2499, Newcastle 2501 to 2999)
3001 to 3999	VIC Items of Interest
4001 to 4999	QLD Items of Interest
5001 to 5999	SA Items of Interest
6001 to 6999	WA Items of Interest
7001 to 7999	TAS Items of Interest
8001 to 8999	NT Items of Interest
9001 to 9999	ACT Items of Interest

Numbers are to be sequential as and when created.

### Author/Personal Name

A personal name in a file name should give the Lastname first followed by the Firstname and/or initials e.g. JohnMonashAward\_2017\_SmithGeorge\_Nomination or \_SmithGR\_.

### Dates and Numbers

A number in a file name should always be at least a two-digit number, i.e. 01-99.

A hyphen (-) should be used to delimit numbers within an element.

A date in a file name should always state the date 'back to front', i.e. YYYY-MM-DD, YYYY-MM, YYYY or YYYY-YYYY e.g. 2023-09-12\_EHRPCommittee\_Minutes.docx

### Version

The version number of a file should be indicated in its file name by the use of "v" followed by the version number e.g. EHAstrategicPlan\_2023\_v02

Avoid descriptive terms regarding format or version (e.g. draft, memo) at the start of file names, they should be at the end, e.g. BudgetReport\_2006-2007\_Draft\_v03

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## Examples

Files related to EHA Bulletins, Magazines and newsletters:

EHA\_Bulletin\_Series###\_No##\_yyyy-mm-dd.pdf

EHA\_Magazine\_Vol##\_No##\_yyyy-mm.pdf

EHA\_Newsletter\_No###.pdf

Files related to Heritage Engineering Courses:

Course\_City\*\*\*\*\*\_Flyer\_yyyy

Files related to EHA and EA Awards:

Awards-Monash/ColinCrisp/AOM\_Nomination/Citation\_LastnameFirstname

## References

1. Purdue University - Libraries and School of Information Studies - File Naming Conventions [https://guides.lib.purdue.edu/c.php?g=353013&p=2378293#:~:text=A%20File%20Naming%20Convention%20\(FNC,and%20commonalities%20between%20your%20files.](https://guides.lib.purdue.edu/c.php?g=353013&p=2378293#:~:text=A%20File%20Naming%20Convention%20(FNC,and%20commonalities%20between%20your%20files.)
2. University of Melbourne – Guides – Document Naming Conventions <https://records.unimelb.edu.au/guides/naming-conventions>
3. Exadox - Folder and File Naming Convention – 10 Rules for Best Practice <https://exadox.com/en/articles/file-naming-convention-ten-rules-best-practice>
4. YorkU - Tip Sheet 6 - Naming Conventions for Electronic Files and Folders <https://ipo.info.yorku.ca/tool-and-tips/tip-sheet-6-naming-conventions-for-electronic-files-and-folders/>
5. *Standard Naming Conventions for Electronic Records*, University of Edinburgh Records Management Section <https://www.ed.ac.uk/records-management/guidance/records/practical-guidance/naming-conventions>

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## WORK INSTRUCTION 6: EHA WIKI WEBSITE USERS, INDUCTION/TRAINING MATERIAL

Before confirmation of account request by person/s who wish to create and edit webpages on the EHA website, they must complete an introductory session provided by the website's administrator. Content of the session is as follows:

1. Background and history of ehwa.wikidot.com and ehwa.mywikis.wiki;  
(Launched December 2019, now 300+ biographies, 70 places and did reach 200 visits per month)
2. MediaWiki Software;
3. Services from MyWikis;
4. History of State websites;
5. Requirement for single EHA heritage.engineersaustralia.org.au website
6. Copyright responsibilities:  
Before creating and editing webpages, all editors should read 'An Introduction to Copyright in Australia' available as INF0010 at <https://www.copyright.org.au/browse/book/ACC-An-Introduction-to-Copyright-in-Australia-INFO010>.  
A copy of Appendix C: which provides a quick reference to 'Duration of copyright' is included as the following pages.
7. Introduction to Tools on top menu, webpage naming and creation, and editing options;
8. Introduction to namespaces and categories and use with Dynamic Page Listing.
9. Introduction to Tools on bottom men, file naming, upload file and Special Pages;
10. 'About Engineering Heritage Australia' webpage;
11. Download of Website Guideline and Operating Manual;
12. Responsibilities, main pages (Administrator) and Person:, Profile:, Place:, Event: and Organisation: namespace pages (Users)
13. EHA Google Drive.
14. EHA Website Committee
15. Questions followed by one-on-one training where required.

## Appendix C: Duration of copyright

Table 1: General Rules (except where a Government owns copyright)

	Type of material	Factors affecting duration	Copyright has expired if:	Duration if work still in copyright on 1 January 2005
A	Works first published anonymously or under a pseudonym <sup>1</sup> (except B)		first published before 1 January 1955	year first published + 70 years
B	Photos first published anonymously or under a pseudonym		taken before 1 January 1955	year first published + 70 years
C	Photographs (except B)		taken before 1 January 1955	life of creator + 70 years
D	Engravings (except A)	published during creator's life	creator died before 1 January 1955	life of creator + 70 years
		not published during creator's life	first published before 1 January 1955	year first published + 70 years
E	Artistic works (except A, B, C & D)		creator died before 1 January 1955	life of creator + 70 years
F	Computer programs (except A)		creator died before 1 January 1955	life of creator + 70 years
G	Literary, dramatic and musical works (except A & F)	made public <sup>2</sup> during creator's life	creator died before 1 January 1955	life of creator + 70 years
		not made public during creator's life	made public before 1 January 1955	year made public + 70 years
H	Cinematograph films (Underlying works such as screenplays and music are also protected)	made before 1 May 1969 and regarded as "dramatic work" <sup>3</sup>	creator of film as dramatic work died before 1 January 1955	life of creator of film as dramatic work or of cinematographer (whichever longer) + 70 years
		made before 1 May 1969 and not regarded as "dramatic work" <sup>3</sup>	made before 1 January 1955	life of cinematographer + 70 years
		made on or after 1 May 1969	none in public domain by 1 January 2005	year first published + 70 years
I	Sound recordings (Underlying works are separately protected)		made before 1 January 1955	year first published + 70 years
J	Broadcasts (Underlying works are separately protected)	made before 1 May 1969	All in public domain	not protected at all
		made on or after 1 May 1969	none in public domain by 1 January 2005	year made + 50 years
K	Published editions <sup>4</sup>		first published more than 25 years ago	year made + 25 years

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Table 2: Material made, or first published, by a Commonwealth, State or Territory Government

Note: These rules also apply both where the government of the owner of copyright and where the government would be the copyright owner under the general rules, but has made an agreement to the contrary with the creator or maker of the material.

	Type of material	Factors affecting duration	Duration
L	Photographs and engravings	made before 1 May 1969	year made + 50 years
		made on or after 1 May 1969	year first published + 50 years
M	Artistic works (other than L)		year of making + 50 years
N	Literary, dramatic and musical works		year first published + 50 years
O	Cinematograph films	made before 1 May 1969 and regarded as "dramatic work"	year first published + 50 years
		made before 1 May 1969 and not regarded as "dramatic work"	year made + 50 years
		made on or after 1 May 1969	year first published + 50 years
P	Sound recordings		year first published + 50 years
J	Broadcasts (Underlying works are separately protected)	made before 1 May 1969	not protected at all
		made on or after 1 May 1969	year made + 50 years
K	Published editions*		year made + 25 years

- i Where the identity of the author is not known and cannot be ascertained by reasonable inquiry.
- ii "Made public" here means published, performed, broadcast, or recorded and offered for sale.
- iii Films made before 1 May 1969 are regarded as "dramatic works" if "the arrangement, the acting form or the combination of incidents represented gives the work an original character".
- iv A "published edition" means the typographical arrangement and layout of a published work.
- v A "published edition" means the typographical arrangement and layout of a published work.

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## WORK INSTRUCTION 7: EHA WALKING TOURS

### Introduction

Historically EHA has developed a variety of tours which have been published as printed booklets or .pdf documents. A list of the tours that have been developed is available at [https://heritage.engineersaustralia.org.au/wiki/Tours\\_and\\_Map\\_Home](https://heritage.engineersaustralia.org.au/wiki/Tours_and_Map_Home).

As demonstrated by Engineering Heritage New Zealand, a better option is to provide the tours via an app that can be downloaded by WiFi or mobile data to mobile devices. The app then guides users to the various stops and provides updated information that can include text, photos, audio and links for each of the stops. The Engineering Heritage New Zealand app can be downloaded from <https://www.engineeringnz.org/programmes/heritage/heritage-walking-tours/>.

Engineers Australia has approved development of an EHA Tours app via STQRY, refer <https://stqry.com/>. App development started with a kick-off meeting on 30 April 2025. On 1 May 2026 the STQRY services started. Engineers Australia has prepaid for one-year of development and for two years of services through to 30 April 2028.

An STQRY Builder account titled 'Engineering Heritage Australia' has been created with a login of [heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com). The password is available from the EHA Chair, Deputy Chair and the EA Learned Society Advisor to EHA.

This account has one project titled 'Engineering Heritage Tours'. The project has one app titled 'Engineering Tours Australia'. When searching either Google Play Store or Apple App store to download the app to your mobile device, search for 'Engineering Tours Australia'.

### App Structure

Current licence with STQRY allows for up to 10 tours and it is proposed that these 10 tours be:

Adelaide CBD Walking	Hobart CBD Walking
Brisbane CBD Walking	Melbourne CBD Walking
Canberra Driving	Newcastle CBD Walking
Darwin CBD Walking	Perth CBD Walking
Fremantle CBD Walking	Sydney CBD Walking

Within each tour, there are no restrictions on the number of stops or the amount of information for each stop, but in practice each tour size needs to be limited to what would be used by most Engineers Australia members or an interested member of the public.

### Information Management

All information that is to be uploaded to the EHA Walking Tours app is to be first loaded to the EHA Digital Drive currently established under the [heritage.engineersaustralia@gmail.com](mailto:heritage.engineersaustralia@gmail.com) Google account (See Work Instruction 4). A folder structure has been created under <ENGINEERING HERITAGE AUSTRALIA/EHA Website/Tours and Maps/STQRY App/>

Within each tour folder, information for uploading may be text (.docx), image (.jpg), and links. As there will be multiple files for each stop, these files are to be stored in Stop folders. For overall management, each tour should have a spreadsheet, either Excel or Google Sheet, that provides the text and links to a tour and an index of the image file names relevant to each stop. Adopting this structure will assist upload and future updating.

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An example of the structure for each tours spreadsheet is an extract from Adelaide as below:

Tour Name Adelaide CBD Walking Tour

Stop	Stop Name	Latitude	Longitude	Display Text	Audio Text	Title page image	Image 1 File Name	Image 2 File Name	Image 3 File Name	Image 4 File Name	Links	
E9	Albert Bridge	-34.91399763	138.6043007	<p>The Albert Bridge, opened in 1879. It replaced two bridges that washed away at the River Torrens crossing in 1840s and 1869. The contact to construct the bridge was awarded to John Grainger and Henry Worsley for eight thousand one hundred pounds. The foundation stone was laid on 20 August 1878 and the bridge opened on 7 May 1879.</p> <p>The bridge consists of a cast-iron superstructure supported on stone abutments.</p> <p>The bridge piers consist of three cylinders filled with concrete founded 5 metres below the riverbed. The first pier was constructed using a cofferdam but subsequent ones were constructed using divers due to cost. The timber deck was replaced with concrete in 1933 and strengthened in 1982.</p>			ADL-E9-AlbertBridge-2025-GK	ADL-E9-AlbertBridge-1885-SLSA	ADL-E9-AlbertBridge-1900-SLSA	ADL-E9-AlbertBridge-highwater-1922-SLSA		<a href="https://heritageengineersaustralia.org.au/wiki/Place:Albert_Bridge">https://heritageengineersaustralia.org.au/wiki/Place:Albert_Bridge</a>
E10	Bridge over First Creek	-34.91554331	138.606286	<p>First Creek is one of the tributaries to the River Torrens. Part of the creek was included in the Adelaide Botanic Gardens when the gardens were established in 1854. With the creation of Botanic Park in 1873 a carriage drive constructed to link Frome and Hackney Roads. The original bridge was constructed from vertically laminated timber. In the early days of the colony authorities identified the need a cheap and reliable form of construction to replace the iron construction that needed to be shipped from Britain.</p> <p>Edmund Wright, an engineer and architect, wrote an essay that identified laminated timber arch bridges as suitable. Fifteen horizontally laminated timber bridges were constructed however durability issues led to vertical laminations being adopted with the ends protected by iron to prevent the ingress of water. The laminated timber superstructure was replaced in 1954 with a concrete deck carried on five steel beams.</p>			ADL-E10-FirstCreek-2025-GK	ADL-E10-FirstCreek-1870-SLSA	ADL-E10-FirstCreek-1900-SLSA	ADL-E10-FirstCreek-1910-SLSA		<a href="https://heritageengineersaustralia.org.au/wiki/Place:First_Creek_Bridge">https://heritageengineersaustralia.org.au/wiki/Place:First_Creek_Bridge</a>
E11	The University Footbridge	-34.91732514	138.6039353	<p>The University Footbridge was designed in 1928 and after the construction was delayed by the Great Depression, was opened in 1937. It was designed by the engineering department of South Australian Railways and was fabricated by L Groves and Sons using steel supplied by Perry Engineering.</p> <p>The bridge has an internal arch span of 46 metres (152 feet). The bridge may be the first welded steel bridge in South Australia. The bridge was constructed as two identical balanced cantilevers that pivot on pin bearings. The cantilevers are balanced by two large concrete blocks at their ends. The halves are connected by two lateral shear locks.</p> <p>In 1971 University Engineering students hung a FJ Holden car from the bridge as part of a Fresh Day stunt.</p>			ADL-E11-UniFootbridge-2025-GK	ADL-E11-UniFootbridge-1937-SLSA	ADL-E11-UniFootbridge-1940-ACC	ADL-E11-UniFootbridge-1950-SLSA		<a href="https://heritageengineersaustralia.org.au/wiki/University_Footbridge">https://heritageengineersaustralia.org.au/wiki/University_Footbridge</a>

A document that details the ‘Requirements for the development of an Engineering Heritage Tour’ for input into a spreadsheet follows.

## STQRY Help Information

View the STQRY Builder tutorial video here:

<https://support.stqry.com/support/solutions/articles/153000136610-getting-started-with-stqry-how-to-video>

Want to learn more about the builder? Our Knowledge Base hosts various FAQs and How-To's and can be accessed by clicking this link:

<https://support.stqry.com/support/solutions/153000049831>

## WORK INSTRUCTION 7: EHA WALKING TOURS

### Requirements for the development of an Engineering Heritage Tour

#### 1. Number of Stops and Length

Tours, either walking or driving, need to be of a length and route that is comfortable and interesting for interested public. Ideally, walking tours are circular with the advantage that users can start anywhere that is convenient. While circular is best, linear also works provided public transport is available at both the start and the end points.

The number of stops in a tour should be between 12 and 18 and the length between 3 and 5 kilometres. With approximately 5 to 10 minutes at each stop and a moderate walking speed of 4 km/h, 15 stops and 4 kilometres would take just under 3 hours. This should be a maximum length of time for a tour. Unless an enthusiast, most people stop at 2 hours.

#### 2. Tour Introduction

Each tour has an introduction page with a single image. This page also includes Tour Name, distance, time, number of stops and an overview/introductory text.

The introductory image should be an attractive image that identifies with the tour name and assists the user in recognising the location of the tour. This image could be an iconic tourist image for the city, but it is important EHA is not infringing copyright. If necessary, a simple option is for an EHA volunteer to take a new image and attribution is to the volunteer.

Overview/introductory text should provide a brief description of the tangible engineering that the user will see and could also include mention of any intangible engineering achievements connected with the tour area. Text can also include reference to additional information such as earlier printed tours and acknowledge original authors. Because it's one off, length of the introductory text can be longer than the text for a stop and between 300 and 600 words is recommended.

Tour introduction information to be added to the spreadsheet as an additional row at the top of the spreadsheet. A template for a spreadsheet is included at Attachment A.

#### 3. Collecting Stop Information

Having resolved the tour route and the stops to be included, information on each of the stops needs to be researched and collated. Information for each stop is to be collated in a spreadsheet with Stop Information columns as follows:

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Stop Information	Comment
Stop No.	Having decided the route and stops, give each stop a sequential number that aligns with the sequence on the route
Stop Name.	This is the main heading that will be displayed for this stop. Choose a descriptive and attention-grabbing title that accurately represents the content of the stop.
Latitude	Determines the location of the stop on the tour map. The location should be where the user is located, not necessarily the location of the heritage item. The stop text can provide advice for the user on where to look. Stop location is also used for navigation so should be accessible.
Longitude	For co-ordinates, quick approach is to locate the stop on a Zoom + Google Map, click for a point, right click and copy on the displayed coordinates, paste into the spreadsheet.
Display Text	Provide informative and engaging textual content that complements the stop's theme. The length of the display text should be between 200 to 300 words.
Audio Text	To generate audio, the app has an option for conversion of text to audio in multiple languages. If audio is to be included, the recommended process is prepare a text document first and then use the app to convert to audio.  Recommended audio length is 2 to 3 minutes with a text of 300 to 500 words. For a maximum of 5 minutes of audio, the text can be between 500 and 700 words. At this stage for our app, audio is optional. Can leave blank.
Title page image	This is the image that appears at the top of the stop screen. Ideally it is a recent attractive colour photo confirming to the user what they are looking for.
Image 1	Images 1, 2 and 3 are displayed at the bottom of the stop screen. Ideally they are historical photos that illustrate the engineering heritage significance of the stop. A diagram or simple plan is possible as images can expand to full screen on a mobile device.
Image 2	Ideally each stop has 3 images, more than 3 in exceptional circumstances, or only one or two if additional suitable images are not available.
Image 3	As above.
Links	Ideally each stop has an additional information webpage. If the EHA website already has a EHRP Marker or Item of Engineering Interest webpage, provide the url for that webpage. Can link to non-EHA webpage if available. If no webpage available, consider creating one with additional information on the stop. There is a template for Items of Engineering Interest attached as Appendix A.

The information in a spreadsheet will then be used by one of the app editors to copy/past into relevant cells in the STQRY app. If there are any edits/corrections to a tour, the relevant Branch can provide an updated spreadsheet with changed cells highlighted and an app editor can make the appropriate changes. Changes are automatically downloaded to a user the next time they open the app.

#### 4. File Naming

File naming should be in accordance with Work Instruction 5: File naming in the EHA google Drive. Recommended structure is WalkingTourName\_StopNo\_Description\_v01. Version numbers only required for Word or Excel files.

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Image files are to be named as per the following convention:

Three letter tour name-Stop No.-Stop Name-Title Image or Image 1/2/3

For a three letter tour name, suggestion is to use the airport abbreviation, e.g. BNE, NTL, SYD, CBR, MEL, HBA, ADL, DRW, PER and FRE for Fremantle.

For example, from a photo used for the Adelaide CBD Walking Tour:

ADL-W10-VictoriaBridge-1880-SLSA.jpg

As all image files are stored in a single media folder in STQRY, following this naming convention will assist uploading and future tour maintenance.

### 5. Images

All images are to be provided as originals (no cropping or resizing) and as separate files to the spreadsheet. Cropping/resizing will be done in bulk by the app editor for each tour as per the help sheet at <https://support.stqry.com/support/solutions/articles/153000136697-guide-to-image-sizing-in-the-stqry-platform>

In the spreadsheet, copy the file name into the appropriate cell and for each image include the following information:

Caption: text describing image content, appears when image is enlarged

Attribution text identifying the source of the image, appears when (i) is pressed

### Information Specifications

With images, each image requires:

- Caption - text will show when the user taps on the image
- Attribution - text will show within an information tab when the user taps on the image
- Description - alt-text to be used by iOS and Android screen readers

Ratio reference:

- A common resolution in the 1:1 ratio is 1080 x 1080 pixels.
- A common resolution in the 4:3 ratio is 1024 x 768 pixels.
- Common resolutions in the 16:9 ratio are 1920 x 1080 pixels and 1280 x 720 pixels.

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## ATTACHMENT A: SPREADSHEET TEMPLATE

**Tour  
Name**

Stop	Stop Name	Latitude	Longitude	Display Text	Audio Text	Title page image	Image 1 File Name	Image 2 File Name	Image 3 File Name	Links
Intro / Overview				<i>It is recommended that all text be carefully spell checked and punctuated in Word before copying to the spreadsheet.</i>		For each image:  File name: Caption: Attribution:				-
1										-
2										-
3										-
4										-
										-
										-
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### ATTACHMENT B: ITEM DESCRIPTION TEMPLATE

Use this Template for listing as either an Item of Engineering Interest or for a Proposal to Nominate for an EHRP Marker.

<b>Proposed EHRP Category</b>	<i>State type of listing proposed: Either Item of Engineering Interest or a Marker Nomination.</i>		
<b>Item Name:</b>			
<b>Other/Former Names:</b>			
<b>Locality:</b>			
<b>Address:</b>			
<b>Co-ordinates</b>	<i>For Co-ordinates, use Google Maps, right click on spot, left click on numbers and paste here.</i>		
<b>Current Owner:</b>			
<b>Original Owner:</b>			
<b>Current use:</b>			
<b>Former use:</b>			
<b>Proposed use:</b>			
<b>Item Condition:</b>			
<b>Designer:</b>			
<b>Builder:</b>			
<b>Started:</b>		<b>Completed:</b>	
<b>History: (100 to 600 words)</b>			
<b>Description: (100 to 600 words):</b>			
<b>Engineering Significance:</b>	<i>Refer Section 2.4 in 'An Engineer's Guide to the Conservation of Australia's Engineering Heritage'</i>		
<b>Webpage Summary: (200 to 300 words)</b>			
<b>Engineering Theme:</b>			
<b>Heritage Listing:</b>	<i>Indicate whether the item is formally heritage-listed by a State and/or Local Authority</i>		
<b>References:</b>			

<b>Proposed by:</b>			
<b>Contact Phone &amp; Email:</b>			
<b>EHA Branch Chair:</b>		<b>Approval Date:</b>	

Images: Please include up to four separate high-quality originals (each with caption and attribution information) as .png, jpg or .jpeg files. Please indicate copyright status. The EHA Webmaster will crop and resize to a 0.3 to 1.5 MB size range before uploading to the website. The originals will be retained in the EHA digital archive.

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

## WORK INSTRUCTION 8:

## DEFAULT MAP FOR EHA WEBSITE

### Introduction

When the EHA wiki website was established by MyWikis, the default map was Leaflet:Open Street Map which is open source and free. Unfortunately, this default map has limitations in its presentation and performance. The option is available to use Google Maps as the default map for the EHA website by requesting MyWiki to change the heritage.engineersaustralia wiki setup. To change the setup, MyWikis require the provision of an API key that is available from Google. Google require users to obtain an API key to enable Google to manage and charge for access to Google services, including EHA's website's access to Google Maps.

For more background information on options for adding a Google map refer to a blog at <https://mapsplatform.google.com/resources/blog/three-ways-add-map-implementation-your-app-and-when-use-each/>

For instructions on how to obtain a Google maps API Key, a help and support webpage is available at <https://www.ecenica.com/support/answer/google-maps-shows-for-development-purposes-only/>

EHA has established a Google Console account commencing 3 August 2025 at <https://console.cloud.google.com/welcome?project=my-project-51802-467801&authuser=1>  
The user name and password are the same as the user name and password for the Mywikis account.

The Google maps API Key is available under APIs & Services>Credentials. The API key provided to MyWikis is named 'API key 2' and is <AlzaSyBvUMW\_oDd-th1JKgo-KORF5uSElhUGNeU>. The API key has been restricted to websites and specifically:

- \*eha.mywikis.wiki/\*
- \*heritage.engineersaustralia.org.au/wiki/\*

To enable the API Key, Google Maps requires billing information to be enabled on the Google Console account. Currently billing is to a credit card provided by the webmaster. Google charges for use of the API Key are:

Unit description	Per unit quantity <sup>?</sup>	Tiered usage start <sup>?</sup>	List price (\$)
count	1,000	0	0.00
count	1,000	10,000	10.7611
count	1,000	100,000	8.60888
count	1,000	1,000,000	3.22833
count	1,000	500,000	6.45666
count	1,000	5,000,000	0.814769

Billing is monthly so up to 1,000 counts per month is free. Google provided an introductory credit of \$461.20 AUD of which \$0.0 has been used to date.

# ENGINEERING HERITAGE AUSTRALIA WEBSITE

Version Control:

Version	Date	Changes
v08.1	24 June 2024	Update to App B: Menu Structure, Work Instruction 1: Creating Biographies and Work Instruction 5: Induction/Training.
	26 August 2024	Guideline updated to specifically state that if there is any query regarding copyright or privacy regarding information on the website, that information is to be removed.
v09.1	9 September 2024	Work Instruction 1 changed to Oral histories, Profiles and Biographies. Inserted Work Instruction 3 for Creating an Item of Engineering Interest and renumbered subsequent work instructions.
V09.2	5 May 2025	Updated Appendix B: EHA Website Menu Structure. Updated Appendix C: Electricity and Energy 'Included Terminology'. Updated Work Instruction 4: Google pricing and Drive Structure. Updated Work Instruction 5: file naming for person files. Added Work Instruction 7: EHA Walking Tours.
V09.3	1 September 2025	Work Instruction 4: Added in ownership transfer detail on p. 24. Work Instruction 7: Added file naming paragraph and updated spreadsheet example. Work Instruction 8: Documented provision of Google Maps API Key.
V09.4	11 June 2026	Edited Work Instruction 7 and added the 'Requirements for the development of an Engineering Heritage Tour' document.