

# Heritage Management Procedure

## 1. Purpose

The purpose of this Procedure is to provide a summary of tasks, responsibilities, tools and templates applicable to renewals programs delivered by the Project Delivery Group relevant to heritage management. The Procedure includes:

- Unanticipated Discovery of Aboriginal Heritage Relics
- Unanticipated Discovery of European Heritage Features

The scope also includes the assignment of responsibilities to each of the procedure steps.

This document should be read in conjunction with the following:

1. PDG Environmental Management Plan [Ref.1]
2. Establishing and Managing Environmental No-Go Zones Procedure [Ref. 2]

## 2. Scope

<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Delivery	<input type="checkbox"/> Handover
<input type="checkbox"/> Program Management	<input type="checkbox"/> Procurement	<input type="checkbox"/> Community & Stakeholder
<input type="checkbox"/> Safety	<input checked="" type="checkbox"/> Environment	<input type="checkbox"/> Quality

This Procedure steps through the processes for heritage management on projects and programs delivered by TasWater.

## 3. Definitions

This Procedure should be read in conjunction with the Project Delivery Group Acronyms and Glossary document.

**This is not an exhaustive list. It provides step-by-step guidance. Please refer to the relevant management plan or tools for detailed information.**

## 4. Unanticipated Discovery of Aboriginal Relics



This procedure must be followed when dealing with unanticipated discoveries of Aboriginal relics or Aboriginal heritage features or objects at any TasWater PDG project sites.

An **Aboriginal relic**, also referred to as Aboriginal heritage is defined under the *Aboriginal Heritage Act 1975* [Ref. 4] as:

- any artefact, painting, carving, engraving, arrangement of stones, midden, or other object, made or created by any of the original inhabitants of Australia or the descendants of any such inhabitants, which is of significance to the Aboriginal people of Tasmania; or*
- any object, site, or place that bears signs of the activities of any such original inhabitants or their descendants, which is of significance to the Aboriginal people of Tasmania; or*
- the remains of the body of such an original inhabitant or of a descendant of such an inhabitant that are not interred in–*
  - any land that is or has been held, set aside, reserved, or used for the purposes of a burial-ground or cemetery pursuant to any Act, deed, or other instrument; or*
  - a marked grave in any other land.*

The Aboriginal Heritage Tasmania document *Unanticipated Discovery Plan: Procedure for the management of unanticipated discoveries of Aboriginal relics in Tasmania* must be followed when dealing with unanticipated discoveries of Aboriginal relics (both sites and objects) in Tasmania.

The steps that must be followed, in relation to the unanticipated discovery of Aboriginal relics, are detailed below and include TasWater specific requirements pertaining to obligations under the *Aboriginal Heritage Act 1975* and the *Coroners Act 1995*.

PROCEDURE	RESPONSIBILITY
<b>DISCOVERY OF ABORIGINAL RELICS OTHER THAN SKELETAL MATERIAL</b>	
<p><b>Step 1:</b> Any person who believes they have uncovered an <b>Aboriginal relic</b> should notify all personnel that are working in the immediate area that all earth disturbance works must cease immediately.</p> <p>The <b>TasWater Environmental Advisor</b> must be notified immediately.</p>	All
 <p><b>Aboriginal Scarred/Marked Tree</b></p>	 <p><b>Aboriginal Shell Midden</b></p>
<p><b>Step 2:</b> An Environmental ‘No-Go’ Zone with a buffer of at least 10m x 10m must be established around the suspected relic in accordance with <b>Establishing and Managing Environmental No-Go Zones Procedure</b> [Ref. 2]. No unauthorised entry or works will be allowed within this ‘No-Go’ Zone until the required assessments have been completed, as informed by the TasWater CDO PEMR.</p>	Contractor
<p><b>Step 3:</b> Aboriginal Heritage Tasmania (AHT) must be contacted as soon as possible on <b>6233 6613</b> or <b>1300 487 045</b> by the TasWater Environmental Advisor or their delegate to inform them of the discovery. Any documented information of the find (photos, location etc) should be emailed to <b>aboriginal@heritage.tas.gov.au</b> as soon as possible. AHT will then provide further advice in accordance with the <i>Aboriginal Heritage Act 1975</i>. At the discretion of AHT, the site may require an assessment by a recognised Aboriginal Heritage Officer, AHT staff member or a consulting archaeologist.</p>	TasWater Environmental Advisor
<b>DISCOVERY OF SKELETAL MATERIAL</b>	
<p><b>Step 1:</b> Any person who believes they have uncovered skeletal material should notify all personnel that are working in the immediate area that all earth disturbance works must cease immediately.</p>	All
<p><b>Step 2:</b> <b>Call the Police immediately</b> and notify the Site supervisor and TasWater EA. Under no circumstances should the suspected skeletal remains be touched or disturbed. The area should be considered a crime scene and managed as such. It is a criminal offence to interfere with a crime scene.</p>	All
<p><b>Step 3:</b> An Environmental ‘No-Go’ Zone with a buffer of at least 50 m x 50 m must be established around the suspected skeletal material, in accordance</p>	Contractor

PROCEDURE	RESPONSIBILITY
with <b>Establishing and Managing Environmental No-Go Zones Procedure</b> [Ref. 2]. No unauthorised entry or works will be allowed within this zone until the suspected skeletal remains have been assessed by the Police and/or Coroner.	
<b>Step 4:</b> Should the skeletal remains be determined to be of Aboriginal origin, the Coroner will contact the Aboriginal organisation approved by the Attorney-General, as per the <i>Coroners Act 1995</i> .	(Coroner)
<b>INCIDENT REPORTING</b>	
Any suspected or actual unanticipated discovery of Aboriginal relics or skeletal materials must be reported to the TasWater EA, recorded as an environmental incident and entered in IRIS for action tracking and closeout.	All

## 5. Unanticipated Discovery of European Heritage Features or Objects

This procedure must be followed when dealing with unanticipated discoveries of European heritage features or objects during construction.

The *Historic Cultural Heritage Act 1995* defines historic cultural heritage significance in terms of eight criteria:

1. *the place is important to the course or pattern of Tasmania's history;*
2. *the place possesses uncommon or rare aspects of Tasmania's history;*
3. *the place has the potential to yield information that will contribute to an understanding of Tasmania's history;*
4. *the place is important in demonstrating the principal characteristics of a class of place in Tasmania's history;*
5. *the place is important in demonstrating a high degree of creative or technical achievement;*
6. *the place has a strong or special association with a particular community or cultural group for social or spiritual reasons*
7. *the place has a special association with the life or works of a person, or group of persons, of importance in Tasmania's history;*
8. *the place is important in exhibiting particular aesthetic characteristics.*



The *Historic Cultural Heritage Act 1995* "does not apply in respect of places whose historic cultural heritage significance derives solely from their cultural value to the Aboriginal people of Tasmania".

According to ***Tasmanian Heritage Council: Practice Note 2 – Managing Archaeology*** [Ref. 5], an 'archaeological site' is a site that contains:

- Topographical features and evidence of past environments.
- Evidence of site formation, evolution, redundancy and abandonment (i.e. features and materials associated with land reclamation, sequences of structural development, demolition/deconstruction, and renewal).
- Evidence of function and activities according to historical theme/s represented.
- Evidence associated with domestic occupation including household items and consumables, ornaments, personal effects and toys.
- Evidence of diet including animal and fish bones, and plant residues.
- Evidence of pastimes and occupations including tools of trade and the tell-tale, and often fragmentary, signatures of these activities and processes.

- Methods of waste disposal and sanitation, including the waste itself which may contain discarded elements from all classes of artefact as well as indicators of diet and pathology.
- Any surviving physical evidence of the interplay between site environment and people.

This procedure provides guidance to TasWater PDG personnel and contractors so that they may meet their obligations with respect to the Historic Cultural Heritage Act 1995. For Projects that have heritage related permits in place, there may be additional details on how unanticipated discoveries should be dealt with in those permits.

PROCEDURE	RESPONSIBILITY
<b>DISCOVERY OF HERITAGE OBJECTS OR FEATURES</b>	
<p><b>Step 1:</b> If any person believes they have discovered or uncovered a European heritage object or feature, the individual should notify all personnel that are working in the immediate area that all earth disturbance works must cease immediately.</p> <p>The <b>TasWater Project Manager and Environmental Advisor</b> must be notified immediately.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="268 898 703 1189">  <p data-bbox="268 1196 703 1256"><b>Tasmanian Heritage Artefact discovered in Hobart</b></p> </div> <div data-bbox="778 898 1193 1189">  <p data-bbox="778 1196 1193 1256"><b>Tasmanian Heritage Artefacts</b></p> </div> </div>	All
<p><b>Step 2:</b> An Environmental 'No-Go' Zone with a buffer of at least 10 m x 10 m must be established around the suspected heritage object or feature in accordance with <b>Establishing and Managing Environmental No-Go Zones Procedure</b> [Ref. 2]. No unauthorised entry or works will be allowed within this zone.</p>	Contractor
<p><b>Step 3:</b> A qualified heritage practitioner should be engaged to assess the suspected heritage object or feature in consultation with the Tasmanian Heritage Council.</p> <p>In accordance with <i>Tasmanian Heritage Council: Practice Note 2 – Managing Archaeology</i> [Ref. 5] and <i>Works Guidelines for Historic Heritage Places</i> [Ref. 6], if the heritage object is movable, then a certificate of exemption or a discretionary permit can be sought from the Tasmanian Heritage Council to relocate the object or feature either temporarily or permanently. If not a movable object, a Heritage Impact Assessment and Heritage Management Plan may be required before any further action can be taken.</p>	Contractor
<p><b>Step 4:</b> The Environmental Advisor will notify the site supervisor of the project when works can resume after any necessary permits are obtained or the site is cleared by the qualified heritage practitioner, in accordance with any Tasmanian Heritage Council requirements.</p>	Environmental Advisor
<b>INCIDENT REPORTING</b>	

PROCEDURE	RESPONSIBILITY
Any suspected or actual unanticipated discovery of European heritage features must be reported to the TasWater Environmental Advisor, recorded as an environmental incident and entered in IRIS for action tracking and closeout.	All

## 6. References

1. PDG Environmental Management Plan
2. Establishing and Managing Environmental No-Go Zones Procedure
3. Aboriginal Heritage Tasmania, 2018. *Unanticipated Discovery Plan: Procedure for the management of unanticipated discoveries of Aboriginal relics in Tasmania. Version: 6/04/2018*. Aboriginal Heritage Tasmania, Natural and Cultural Heritage Division, Department of Primary Industries, Parks, Water and Environment. Viewed at <https://www.aboriginalheritage.tas.gov.au/Documents/UDP.pdf> on 01 June 2020.
4. *Tasmanian Heritage Council: Practice Note 2 – Managing Archaeology Version 4: November 2014*, Tasmanian Heritage Council.
5. *Works Guidelines for Historic Heritage Places, November 2015*, Heritage Tasmania