

# Heritage Management Standard

## What is the aim of this Standard?

- To provide a system by which designated heritage items are managed in accordance with relevant legislation and negotiations to protect their heritage values.
- To set out the responsibilities of management and employees concerning heritage management.
- To comply with relevant legislation, Australian Standards, Codes of Practice, industry best practice and conditions of accreditation.

## What is Heritage Management?

Heritage Management is about protecting the heritage of each State and Territory of Australia. Heritage legislation achieves this by imposing obligations on owners and occupiers of known heritage items, and also upon all people whose actions may affect known and potential heritage items.

## How does Pacific National protect the heritage items within its ownership or control?

Pacific National has a comprehensive management system in relation to heritage items involving:

- Identification of heritage items;
- Maintenance of a register/list of heritage items;
- Ensuring that appropriate approval is obtained to carry out activities in relation to heritage items where necessary; and
- Provision of training to all employees regarding listing and treatment of heritage items.

More detail regarding particular responsibilities of Pacific National staff in relation to the above is provided in the table below.

**What are your and your Manager’s responsibilities?**

Position	Responsibilities
<p><b>General Manager Rail Compliance</b></p> <p>Process</p> <p>Compliance</p> <p>Training</p>	<ul style="list-style-type: none"> <li>▪ Identify all heritage items subject to an interim heritage order or listing on the State Heritage Register (if applicable).</li> <li>▪ Ensure that a list of items affected by an Interim Heritage Order or listing on the State Heritage Register (if applicable) is compiled for each site.</li> <li>▪ Review legislation relating to heritage items to keep up to date with any changes.</li> <li>▪ Notify Site Managers of any relevant changes in heritage legislation.</li> </ul> <p>Provide training in relation to the following matters:</p> <ul style="list-style-type: none"> <li>▪ The nature and location of heritage items in the workplace.</li> <li>▪ The procedure for and significance of Interim Heritage Orders.</li> <li>▪ The procedure for and significance of listing on the State Heritage Register.</li> <li>▪ The process for and significance of listing items on the State Heritage Inventory.</li> <li>▪ The process for and significance of delisting items on the State Heritage Register</li> <li>▪ The process for and significance of delisting items on the State Heritage Inventory.</li> <li>▪ The obligations that arise in relation to non-protected heritage items.</li> <li>▪ The need to avoid stop work orders.</li> <li>▪ Excavation permits and relic discovery requirements.</li> </ul>

Position	Responsibilities
<b>Business Division General Manager</b>	<ul style="list-style-type: none"> <li>▪ Ensure the consistent application of the Heritage Management Standard and Policy across their business division.</li> <li>▪ Responsible and accountable for the management of their Business Division, inclusive of all rail safety, occupational health and safety and environmental compliance.</li> </ul>
<b>Senior Line Managers</b>	<ul style="list-style-type: none"> <li>▪ Ensure that managers and supervisors under your control comply with and fulfil their obligations in relation to Heritage Management.</li> </ul>
<b>Site Managers</b>  Process     Management	<ul style="list-style-type: none"> <li>▪ Implement a system to ensure that approval is obtained to carry out any controlled activity affecting an item protected by an Interim Heritage Order or listed on the State Heritage Register.</li> <li>▪ Ensure that a maintenance and repair program is prepared and implemented for on site buildings, works or relics that are listed or within a precinct that is listed on the State Heritage Register.</li> <li>▪ Identify items that may have a heritage value but are not affected by an Interim Heritage Order or listing on the State Heritage Register.</li> <li>▪ Identify items of local heritage significance listed on local environmental plans and ensure that they are appropriately managed.</li> <li>▪ Ensure a system is in place so that excavation permits are obtained when relevant.</li> <li>▪ Ensure a system is in place to notify the discovery of a relic.</li> <li>▪ Ensure a system is in place at each site to avoid the risk of harm to buildings, works, relics or places not the subject of an Interim Heritage Order or listing on the State Heritage Register. By doing so, the site can avoid the imposition of a stop work order by the Minister.</li> </ul>
<b>All Employees</b>	<ul style="list-style-type: none"> <li>▪ Comply with all reasonable directions in relation to the listing and treatment of heritage items and sites.</li> <li>▪ Undertake any training in relation to Heritage Management, as required by Pacific National.</li> </ul>

Position	Responsibilities
Business Manager	<ul style="list-style-type: none"><li>▪ Must be aware of the Heritage Management Standard.</li></ul>

## Schedules

Schedule 1: Site Heritage Register

## Would you like to know more about Pacific National's Heritage Management Policy?

Policy

Heritage Management Policy

Refer to:

- The Employee User Guide for a simple and quick reference to Heritage Management; and
- The Supervisors' and Managers' Guide for a concise statement of Supervisors' and Managers' key responsibilities concerning Heritage Management.

## Site Heritage Register

Use this form to record details of any items of heritage value, including those affected by an Interim Heritage Order or listing on the State Heritage Register.

<b>Site:</b>		<b>Correct as at (date):</b>	
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### Items affected by an Interim Heritage Order

Item	Description	Location	Maintenance and Repair Program	Comments

### Items listed on the State Heritage Register

Item	Description	Location	Maintenance and Repair Program	Comments

### Items of heritage value not affected by an Interim Heritage Order or listed on the State Heritage Register

Item	Description	Location	Maintenance and Repair Program	Comments