

Aboriginal Heritage

# Standards and Procedures

*October 2024*



Aboriginal Heritage Tasmania  
Heritage Strategic Business Unit  
Department of Natural Resources and Environment Tasmania

Telephone: 1300 487 045  
Email: [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)  
Visit: [www.aboriginalheritage.tas.gov.au](http://www.aboriginalheritage.tas.gov.au)



# Document management

© Tasmanian Government 2017  
Standards and Procedures Version History

| <b>Date</b>    | <b>Updates</b>   | <b>Status</b>                                     |
|----------------|--|---|
| August 2017    | Original published.  | Approved by Steve Gall, AHT Director.             |
| June 2018      | Material changes regarding protocols for Aboriginal Community engagement and flowchart details.  | Approved by Steve Gall, AHT Director.             |
| September 2022 | Material changes regarding AHT relocation to Department Premier and Cabinet (DPAC).  | Approved by Steve Gall, AHT Director.             |
| July 2023      | Material changes to update AHT contact information, addition of version control table and requirement for consultation to occur as part of all AHARs.<br>Non-material changes to text and structure for clarity. | Approved by Steve Gall, AHT Director.             |
| May 2024       | Material changes to include reference to the AHC Community Consultation template.<br>Non-material changes to clarify expectations regarding subsurface testing methodologies.                                    | Approved by Rachael Alderman, Acting AHT Director |
| October 2024   | Material changes regarding AHT relocation to Department of Natural Resources and Environment Tasmania (NRE).   | Approved by Steve Gall, AHT Director              |

# Table of contents

## Contents

|  |           |
|--|-----------|
| <b>Introduction</b> .....  | <b>1</b>  |
| <b>Glossary</b> .....  | <b>3</b>  |
| <b>Part A: Aboriginal Heritage Management for Proponents</b> .....     | <b>6</b>  |
| <b>1 Aboriginal Heritage Management Framework</b> .....                | <b>6</b>  |
| 1.1 The Aboriginal Heritage Council .....                              | 6         |
| 1.2 Aboriginal Heritage Tasmania .....                                 | 6         |
| 1.3 The <i>Guidelines</i> issued by the Minister .....                 | 7         |
| <b>2 Aboriginal Heritage Assessment Procedure</b> .....                | <b>8</b>  |
| <b>3 Aboriginal Heritage Property Search (AHPS)</b> .....              | <b>9</b>  |
| <b>4 Before You Dig Australia (formerly Dial Before You Dig)</b> ..... | <b>9</b>  |
| <b>5 Aboriginal Heritage Desktop Review (AHDR)</b> .....               | <b>10</b> |
| 5.1 Completing the Aboriginal Heritage Desktop Review Form .....       | 10        |
| 5.2 Using the Unanticipated Discovery Plan.....                        | 11        |
| <b>Part B: Technical Assessment</b> .....                              | <b>12</b> |
| <b>6 Engaging an Aboriginal Heritage Practitioner</b> .....            | <b>12</b> |
| 6.1 Consulting archaeologists .....                                    | 12        |
| 6.2 Consulting Aboriginal Heritage Officers.....                       | 13        |
| <b>7 Principles of Aboriginal consultation</b> .....                   | <b>13</b> |
| <b>8 AHR Search Process</b> .....                                      | <b>13</b> |
| 8.1 Search requirements .....  | 14        |
| 8.2 Search results .....   | 14        |
| <b>9 Aboriginal Heritage Field Assessment</b> .....                    | <b>15</b> |
| <b>10 Aboriginal Heritage Site Registration</b> .....                  | <b>15</b> |
| 10.1 Site registration process .....                                   | 16        |
| 10.2 Site de-registration.....   | 16        |
| <b>11 Aboriginal Heritage Assessment Reports (AHARs)</b> .....         | <b>16</b> |
| 11.1 Report types .....  | 16        |
| 11.2 AHAR components .....   | 17        |
| 11.3 Mapping and Data Requirements .....                               | 24        |

|           |  |           |
|-----------|--|-----------|
| <b>12</b> | <b>AHAR Review Process</b> .....                                   | <b>25</b> |
| 12.1      | Review Outcome.....  | 25        |
| 12.2      | Distribution of the final report.....                              | 25        |
| <b>13</b> | <b>Subsurface testing</b> .....                                    | <b>25</b> |
| 13.1      | Justification.....   | 25        |
| 13.2      | Methodology.....   | 26        |
| 13.3      | Subsurface testing report.....                                     | 27        |
| <b>14</b> | <b>Aboriginal Heritage Permits</b> .....                           | <b>27</b> |
| 14.1      | Permit application.....  | 27        |
| 14.2      | Evidence of option assessment or impact mitigation.....            | 27        |
| 14.3      | Permit Timeframes.....   | 28        |
| 14.4      | Subsurface Testing Permits.....                                    | 28        |
| 14.5      | Artefact Analysis, Dating and Research.....                        | 29        |
|           | <b>Appendix A: Aboriginal Heritage Legislative Framework</b> ..... | <b>30</b> |
|           | <b>Appendix B: Aboriginal Heritage Assessment Procedure</b> .....  | <b>33</b> |
|           | <b>Appendix C: Aboriginal Community Consultation Log</b> .....     | <b>34</b> |
|           | <b>Appendix D: AHT Image Data Requirements</b> .....               | <b>35</b> |
|           | <b>Appendix E: AHT Spatial Data Requirements</b> .....             | <b>38</b> |
|           | <b>Appendix F: Key Documents</b> .....                             | <b>40</b> |

# Introduction

## **The Aboriginal Heritage Act 1975**

In August 2017 the *Aboriginal Relics Act 1975*, which governs the protection and conservation of Aboriginal heritage in Tasmania, was updated and renamed the *Aboriginal Heritage Act 1975*. The amendments addressed a number of inadequacies in the previous legislation and provided:

- Substantial increases in maximum penalties for harm to Aboriginal heritage;
- The establishment of a statutory Aboriginal Heritage Council to advise the Minister;
- Greater clarity in the specification and prosecution of offences; and
- New Ministerial *Guidelines* setting out the steps to reduce the risk of non-compliance.

The amendments also required a further, comprehensive review of the Act. This was completed in 2021 and is likely to lead to new legislation by 2025.

Please see [Appendix A](#) for a summary of the *Aboriginal Heritage Act 1975* (referred to as ‘the Act’ in this document).

## **Standards and Procedures**

This Aboriginal Heritage Tasmania Standards and Procedures document assists proponents to navigate the statutory processes for identifying risks to Aboriginal heritage and appropriate impact management. It covers important terminology, technical requirements for submissions and the responsibilities of key parties, including proponents, consulting Aboriginal heritage practitioners, the

Aboriginal Heritage Council and Aboriginal Heritage Tasmania.

**Part A** of the Standards and Procedures introduces the Aboriginal heritage management framework that applies to activity proposals on public and private land, and describes the tools for determining whether Aboriginal heritage is present and whether proposed activities will impact it. This part is most useful for project proponents, to understand the end-to-end process of assessment.

**Part B** details the technical requirements for conducting heritage assessments, community consultation standards and any specific information required in different assessment contexts. This part is most useful for consultant Aboriginal heritage practitioners, to ensure surveys and assessment reports are conducted in accordance with minimum standards for consideration by Aboriginal Heritage Tasmania and the Aboriginal Heritage Council.

Under section 21A of the Act, the Minister for Environment, Parks and Heritage has issued the [Guidelines](#). These Guidelines assist proponents to act responsibly in accordance with the Act and provide a defence in the unfortunate event that Aboriginal heritage is harmed despite following best practice.

The Act provides for the *Guidelines* to adopt supporting documents that provide additional, practical information to landowners and proponents. Thus, the Aboriginal Heritage Standards and Procedures have been adopted to provide practical guidance on the conduct of



Aboriginal heritage identification, assessment and management, in the context of activity proposals.

Proponents are strongly encouraged to take a risk management approach to avoid non-compliance with the Act.

**Note:** This Standards and Procedures replaces the previous Guide to the Aboriginal Heritage Assessment Process (last published 2016).

### Further information

- [Aboriginal Heritage Act 1975](#)
- [Guidelines: issued by the Minister for Environment, Parks & Heritage under S21A of the AHA 1975](#)

# Glossary

**Aboriginal community consultation:** Communication between the proponent and the Aboriginal community (usually via the Aboriginal Heritage Officer). Aboriginal community consultation is a standard part of all Aboriginal heritage assessments. See [Section 7](#) for details.

**Aboriginal Heritage Assessment Report (AHAR):** An AHAR reports the details of the assessment undertaken and any findings on whether Aboriginal heritage is present and options for avoiding or mitigating impacts, for consideration by Aboriginal Heritage Tasmania. AHARs are completed by Aboriginal heritage practitioners. See Section 11 for details.

**Aboriginal Heritage Council (AHC):** The Aboriginal Heritage Council is established under Part 2 of the Act to advise the Minister on matters relating to Aboriginal heritage, including permit applications and activity (usually development or research) proposals. Aboriginal Heritage Tasmania provides executive support to the AHC.

**Aboriginal Heritage Desktop Review (AHDR):** A desktop review is undertaken by heritage specialists within Aboriginal Heritage Tasmania, to determine whether a proposed activity may impact Aboriginal heritage. The desktop review determines whether an Aboriginal heritage assessment report or permit application is required.

**Aboriginal Heritage Officer (AHO):** A Tasmanian Aboriginal community member who is recognised by the Tasmanian Aboriginal community as being able to liaise with the community on Aboriginal heritage matters and who possesses the skills and knowledge to carry out

Aboriginal heritage assessment reports. An AHO (along with appropriately qualified archaeologists) is included in the definition of “Aboriginal heritage practitioner”. A register of consulting AHOs working in Tasmania is provided on the AHT website.

**Aboriginal Heritage Property Search (AHPS):** The Aboriginal Heritage Property Search provides the first step for landowners undertaking small scale projects to determine whether they need to seek further advice from Aboriginal Heritage Tasmania about the presence of Aboriginal heritage in an area. See [Section 3](#) for details.

**Aboriginal Heritage Register (AHR):** The AHR records information about Aboriginal heritage sites and supports many of Aboriginal Heritage Tasmania’s business processes. Information recorded for an AH site may include site recording forms, site cards, photographs, slides, spatial data, site composition and associated Aboriginal heritage assessment reports. The AHR is not publicly accessible, but requests for information can be made via the process outlined in [Section 8](#). The AHR replaced the Tasmanian Aboriginal Site Index (TASI) in 2014.

**Aboriginal heritage:** Any site, object or place that bears signs of the activities of the original inhabitants of Australia or their descendants. This includes, but is not limited to, any artefact, painting, carving, engravings, arrangement of stones, midden, modified landscape, and human remains within the site. Refer to the [Aboriginal Heritage Act 1975](#) for the full definition. All registered Aboriginal

heritage sites have a unique identification number, for example AH12345. The Aboriginal community may know these sites by other names.

**Aboriginal Heritage Tasmania (AHT):**

Aboriginal Heritage Tasmania is part of the Department of Natural Resources and Environment Tasmania and is responsible for administering the *Aboriginal Heritage Act 1975* and maintaining the Aboriginal Heritage Register (AHR). Aboriginal Heritage Tasmania also provides executive support to the Aboriginal Heritage Council.

**Aboriginal heritage values:** Refers to the intrinsic value of Aboriginal heritage sites, objects and places to the Aboriginal and broader Tasmanian community.

**Aboriginal Heritage Act 1975:** This is the new title of the *Aboriginal Relics Act 1975* and is referred to in this document as ‘the Act’. The Act provides the legislative basis for the protection and management of Aboriginal heritage in Tasmania (see [Appendix A](#)).

**Before You Dig Australia (BYDA):**

Before You Dig Australia is a free national referral service designed to prevent damage and disruption to underground assets (see [Section 4](#)). Formerly known as Dial Before You Dig (DBYD).

**Consulting Archaeologist:** A professional with an honours or postgraduate degree in archaeology who can carry out archaeological fieldwork for the preparation and submission of Aboriginal heritage assessment reports. A consulting or research archaeologist is included in the definition of “Aboriginal heritage practitioner”. A register of consulting archaeologists working in Tasmania is provided on the AHT website.

**Permit:** A permit is required for any activity that will impact Aboriginal heritage, including for example proposed developments or other activities, research, test-pitting as part of heritage assessments or any relocation of registered or potential heritage. Avoidance of the need for a permit is the preferred course of action in all cases and evidence of all possible mitigation action must be taken before the Minister will consider granting a permit (see [Section 14](#)).

**Property Identification number (PID):**

The unique identifier for a parcel of land within the LIST.

**Project Area:** The project area subject to an Aboriginal Heritage Assessment Report, including any activity footprint, construction easement and appropriate buffer.

**Proponent:** One or more individuals, private sector corporations or government bodies seeking to undertake an activity that may impact Aboriginal heritage.

**Relic:** See “Aboriginal heritage”. The term ‘relic’ is still applied in the Act but its use is no longer considered to reflect the breadth and value of Aboriginal cultural heritage in Tasmania.

**Tasmanian Aboriginal Site Index**

**(TASI):** The Tasmanian Aboriginal Site Index (TASI) was, until November 2014, the State’s database that held information on all recorded Aboriginal heritage in Tasmania. The TASI has now been superseded by the Aboriginal Heritage Register (AHR).

**Unanticipated Discovery Plan (UDP):**

An Unanticipated Discovery Plan (UDP) is a plan that proponents must use if Aboriginal heritage, including skeletal remains, is unexpectedly found during an activity. The UDP details the process and



procedures that should be followed if Aboriginal heritage including skeletal material is located unexpectedly during any stage of project works. [The UDP template is available on the AHT website.](#)

A UDP adopted in isolation, without engagement and advice from AHT, does not constitute due diligence under the *Guidelines*.

# Part A: Aboriginal Heritage Management for Proponents

**Part A** of the Standards and Procedures introduces the Aboriginal heritage management framework that applies to activity proposals on public and private land, and describes the tools for determining whether Aboriginal heritage is present and whether proposed activities will impact it. This part is most useful for project proponents, to understand the end-to-end process of assessment. The [flow chart on page 6](#) provides a ‘map’ of the procedure for proponents and landowners.

Part A will assist project proponents determine whether they need to progress to the technical guidance provided in Part B.

No fees apply for any application to AHT for advice, guidance, lodgment or permit application.

## 1 Aboriginal Heritage Management Framework

Aboriginal heritage management is underpinned by:

- the *Aboriginal Heritage Act 1975* (the Act);
- Guidelines issued by the Minister; and
- the Aboriginal Heritage Council.

Aboriginal Heritage Tasmania is responsible for administering the provisions of the *Aboriginal Heritage Act 1975* and providing executive support to the Aboriginal Heritage Council.

### 1.1 The Aboriginal Heritage Council

The Aboriginal Heritage Council (AHC) is an autonomous statutory body

established under Part 2 of the Act. Membership comprises up to 10 Aboriginal persons appointed by the Governor on the recommendation of the Minister. The key function of the Council is to advise the Minister on Aboriginal heritage matters (See section 3 of the Act). The current AHC supersedes a non-statutory body of the same name that was established in late 2012.

The AHC plays a key role in the consultation process with Tasmanian Aboriginal people. For large and/or significant projects, proponents should consult the AHC during the pre-design stage.

Early consultation will ensure there is a strong framework for assessing options and avoiding Aboriginal heritage sites and avoid delays or additional costs to the project.

The AHC considers Aboriginal heritage permit applications and provides a recommendation (to support or not support) to the Minister, along with recommended permit conditions. The Minister then considers the AHC advice, along with advice provided by the Director of National Parks and Wildlife to make their decision.

Further information about the AHC can be found at

<https://www.aboriginalheritage.tas.gov.au/council-site>

### 1.2 Aboriginal Heritage Tasmania

Aboriginal Heritage Tasmania (AHT) is located within the Department of Natural Resources and Environment Tasmania (NRE). It provides

professional and technical expertise to support the Minister, as well as the Aboriginal Heritage Council and the Director of National Parks and Wildlife in their administration of the Act. This includes administering the Aboriginal Heritage Property Search and Aboriginal Heritage Register.

AHT ensures that archaeological consulting work undertaken for Aboriginal heritage assessments adheres to best practice standards. NRE, the AHC and the Minister rely on these assessment reports to make key decisions. It is therefore essential that consultant reports are of a standard to enable decisions to be made efficiently and accurately.

### 1.3 The *Guidelines* issued by the Minister

Under section 21(A) of the Act, the Minister must issue *Guidelines* setting out “the actions to be undertaken by a person for the purpose of establishing a defence [against alleged contraventions of the Act]”.

#### **21. Defence of compliance with guidelines**

(1) It is a defence to a prosecution for an offence under section 9 or 14 [ie the provisions relating to harm to Aboriginal heritage] if, in relation to the section of the Act which the defendant is alleged to have contravened, it is proved –

(a) that, in so far as is practicable –

(i) the defendant complied with the guidelines ...

The purpose of the *Guidelines* is to encourage compliance and avoid any need for prosecution by assisting businesses and individuals to minimise their compliance risks.

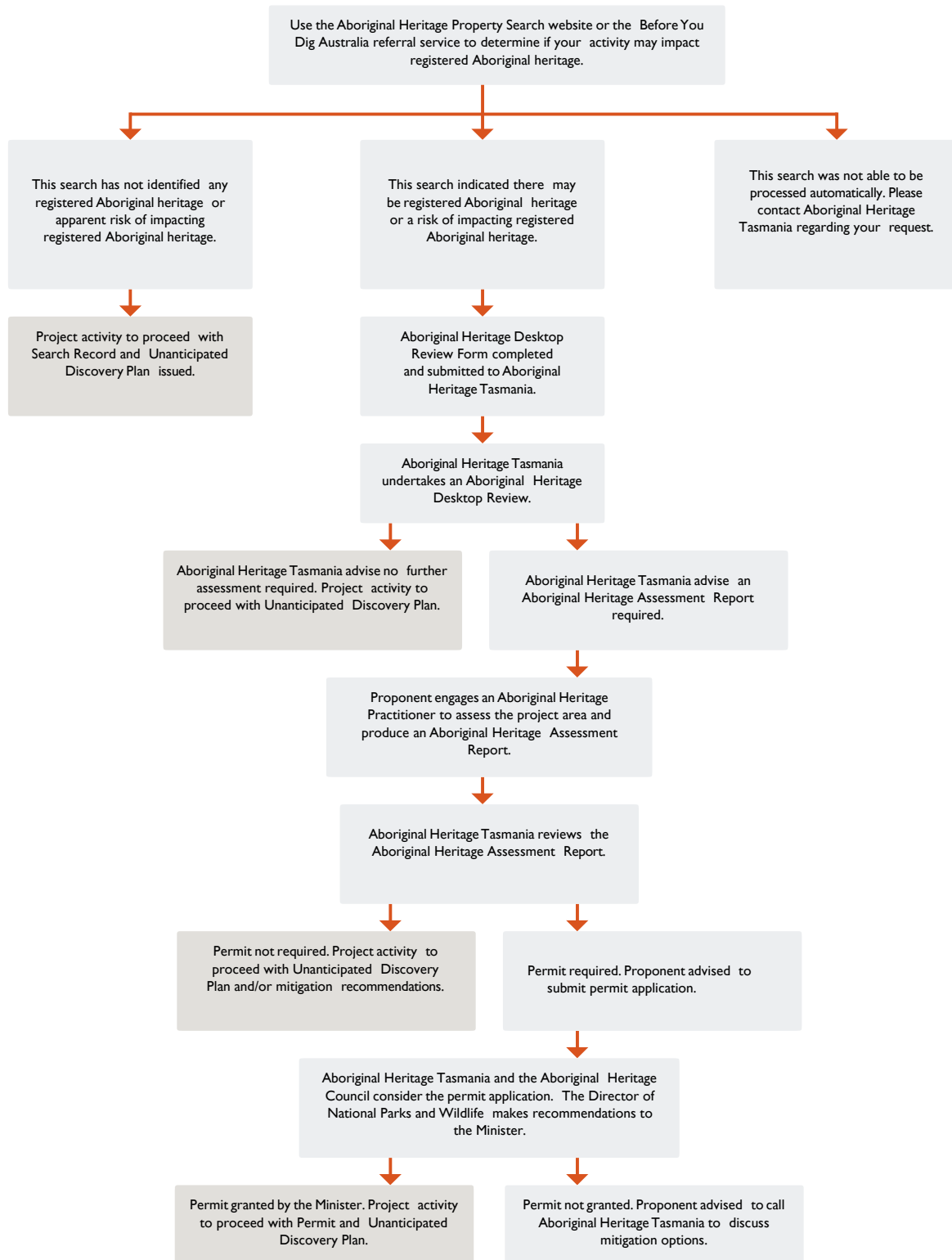
If a proponent complies with the *Guidelines*, or with any adopted document identified in the *Guidelines* (including this *Standards and Procedures* document), they can be confident they are acting in accordance with the Act. The other documents that have been adopted under the *Guidelines* include:

- Forest Practices Authority Procedures for managing Aboriginal cultural heritage when preparing forest practices plans; and
- Mineral Resources Tasmania Mineral Exploration Code of Practice.

The [Guidelines](#) document is available on the AHT website at [www.aboriginalheritage.tas.gov.au](http://www.aboriginalheritage.tas.gov.au).

## 2 Aboriginal Heritage Assessment Procedure

The flowchart below demonstrates the Aboriginal heritage assessment procedure. Specifically, it sets out the path by which a proponent identifies and manages any Aboriginal heritage risks, including the process for obtaining an Aboriginal Heritage Desktop Review.



### 3 Aboriginal Heritage Property Search (AHPS)

The [Aboriginal Heritage Property Search website](#) is the first step for landowners seeking advice regarding registered Aboriginal heritage in an area. **It is intended mainly to assist small scale proposals.** Proponents or consultants working on public land or larger scale proposals should contact AHT directly and submit an Aboriginal Heritage Desktop Review application (see [Section 5](#)).

The Aboriginal Heritage Property Search website undertakes a preliminary search of the Aboriginal Heritage Register and provides a result on whether there is registered Aboriginal heritage in an area, or a risk of impacting registered Aboriginal heritage. It is important to check the Property Search website before undertaking any activities that may impact on Aboriginal heritage.

- Clients whose activities are not likely to impact registered Aboriginal heritage are provided with a Search Record and an Unanticipated Discovery Plan as confirmation. A Search Record is valid for six months.
- Clients who are likely to impact registered Aboriginal heritage are provided with an Aboriginal Heritage Desktop Review Form. The form should be completed and sent to AHT for assessment by heritage staff.

Obtaining a Search Record from the website does not exempt a person from their responsibilities under the Act. Proponents should ensure they comply with the *Guidelines* and the Unanticipated Discovery Plan if any potential heritage is found.

The Aboriginal Heritage Property Search website is available at

[www.aboriginalheritage.tas.gov.au/propertysearch](http://www.aboriginalheritage.tas.gov.au/propertysearch)

### 4 Before You Dig Australia (formerly Dial Before You Dig)

Before You Dig Australia (BYDA) is the central contact for information about underground infrastructure for all utilities. BYDA also assists landowners in determining whether there is a need to seek further advice about the presence of registered Aboriginal heritage in an area.

The BYDA service undertakes a preliminary search of the Aboriginal Heritage Register and provides a result on whether there is registered Aboriginal heritage in an area, or a risk of impacting registered Aboriginal heritage. It is important to check the BYDA website before undertaking any activity that may impact Aboriginal heritage.

- Clients whose activities are not likely to impact registered Aboriginal heritage are provided with a Search Record and an Unanticipated Discovery Plan as confirmation. A Search record is valid for six months.
- Clients who are likely to impact registered Aboriginal heritage are provided with an Aboriginal Heritage Desktop Review form. The form should be completed and sent to AHT for assessment by heritage staff.

The Before You Dig Australia is available at [www.1100.com.au](http://www.1100.com.au)



## 5 Aboriginal Heritage Desktop Review (AHDR)

The Aboriginal Heritage Desktop Review is an assessment conducted by AHT staff to determine if the proposed activity is likely to impact on both registered and potential Aboriginal heritage. A desktop review is required if:

- the activity is of a large scale; or
- the activity is occurring on public land; or
- the activity may intersect with registered Aboriginal heritage or risk impacting Aboriginal heritage (as indicated by the Aboriginal Heritage Property Search or BYDA findings).

If a desktop review is required, proponents should complete and submit the [Aboriginal Heritage Desktop Review Form](#) to AHT. The form requires the proponent to provide a comprehensive, non-technical description of the proposed activity and any supporting information, such as images and spatial data.

The Aboriginal Heritage Desktop Review Form is automatically provided to proponents who have returned a potentially positive result using the Aboriginal Heritage Property Search or BYDA websites. The form is also available on the AHT website at [www.aboriginalheritage.tas.gov.au](http://www.aboriginalheritage.tas.gov.au).

Once completed, the form and supporting information should be submitted to [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au).

AHT will consider the Aboriginal Heritage Desktop Review Form and attachments together with the information held in the AHR, to determine if further action is required to ensure compliance with the *Aboriginal Heritage Act 1975*.

Aboriginal Heritage Desktop Reviews can result in the following outcomes:

- a) **Record of Advice is issued** stating Aboriginal heritage is unlikely to be impacted, and apart from implementing the Unanticipated Discover Plan (UDP) if heritage is found, no further action is required; or
- b) **Record of Advice is issued** stating further information on the likelihood of Aboriginal heritage is required and an Aboriginal Heritage Assessment Report is recommended to identify any impacts to Aboriginal heritage and the avoidance or mitigation options; or
- c) In rare cases, where there is already sufficient information available about the extent of Aboriginal heritage and the specific impact of the proposed activity, a Record of Advice will be issued advising of the requirement for an Aboriginal heritage permit.

### 5.1 Completing the Aboriginal Heritage Desktop Review Form

Proponents completing the Aboriginal Heritage Desktop Review Form are required to provide a detailed description of the proposed activity, including:

- All ground disturbances (Section 5 of the form). Ground disturbance may include, but is not limited to, activities such as excavation, construction, fencing, site levelling, vegetation clearance, and post driving.
- Mapping to identify the total project footprint and where on the property the activity/s will take place.
  - It is strongly recommended that (where available) the applicant submit a project area boundary in

GDA94 shapefile format, to help determine the activity in relation to the boundary of any Aboriginal heritage registrations that may be impacted.

**Note:** A UDP adopted in isolation, without engagement and advice from AHT, does not constitute due diligence under the *Guidelines*.

The more detail provided regarding the nature and extent of the proposed works, the more efficient the assessment. If the Aboriginal Heritage Desktop Review Form cannot be assessed due of inadequate information, it may be returned to the proponent and result in delays. A desktop review can take up to 10 working days for AHT to process.

**Note:** Digital data should be supplied in zipped format.

## 5.2 Using the Unanticipated Discovery Plan

The Unanticipated Discovery Plan (UDP) establishes the process to follow if there are unanticipated discoveries of Aboriginal cultural heritage. The UDP is set out in two sections and provides guidance for appropriate management under the *Aboriginal Heritage Act 1975* and the *Coroners Act 1995*. The first section outlines mitigation strategies to be employed when Aboriginal heritage sites (excluding skeletal remains) are discovered. The second section deals specifically with skeletal remains (burials).

A UDP may need to be employed at any stage during the life of a project. It is recommended that proponents incorporate the UDP and any AHT advice and resources received into early project planning. Formalising these within a project's Environmental Management Plan (EMP) or cultural heritage awareness plan is an effective tool for ensuring proponents and their contractors meet legislative requirements.

# Part B: Technical Assessment

**Part B** describes the steps that need to be taken once it has been determined that an Aboriginal Heritage Assessment Report and/or permit is required.

The following sections detail the technical requirements for conducting heritage assessments, community consultation standards and any specific information required in different assessment contexts. This part is most useful for consultant Aboriginal heritage practitioners, to ensure surveys and assessment reports are conducted in accordance with minimum standards for consideration by Aboriginal Heritage Tasmania (AHT) and the Aboriginal Heritage Council (AHC).

As emphasized above in Part A, Aboriginal heritage considerations and management actions **need to be considered early in the planning process**. Large scale projects should be discussed with AHT and the AHC prior to design.

## 6 Engaging an Aboriginal Heritage Practitioner

Suitably qualified archaeologists and Aboriginal Heritage Officers (AHOs) are consultants who are recognised as Aboriginal heritage practitioners in the assessment process. Throughout the *Standards and Procedures* Aboriginal heritage practitioners are generally referred to as consultant archaeologist/AHO.

If AHT advises a proponent that an Aboriginal Heritage Assessment Report is recommended, the proponent will need to engage a consulting archaeologist and an

AHO to conduct the assessment and prepare the report.

The role of the consultant archaeologist/AHO includes:

- Undertaking an AHR Search, to obtain records on Aboriginal site registrations ([see Section 8](#));
- Undertaking an Aboriginal field assessment;
- Undertaking Aboriginal community consultation;
- Preparing a report and mapping of Aboriginal heritage, which describes the impacts of the proposed activity, avoidance and mitigation options, and any legal obligations; and
- If required, preparing permit application documentation.

### 6.1 Consulting archaeologists

It is the responsibility of the proponent to engage a suitable consultant archaeologist. A [Register of Consulting Archaeologists](#) is available on the AHT website. The Register is maintained by AHT (any required amendments should be emailed to [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)).

A consulting archaeologist must be accompanied by an AHO while undertaking a field assessment for the Aboriginal Heritage Assessment Report (in accordance with the Australian Archaeological Association and Australian Association of Consulting Archaeologists Inc (AACAI) Code of Ethics for members).

Proponents engaging a consulting archaeologist should note that:

- Membership of the Australian Association of Consulting Archaeologists Inc. (AACAI) or Australia ICOMOS, is not compulsory for a consulting archaeologist to complete this work.
- The consultant should provide evidence of past projects that demonstrate their ability to complete the Aboriginal Heritage Assessment Report in accordance with the *Standards and Procedures*.

## 6.2 Consulting Aboriginal Heritage Officers

It is the responsibility of the proponent to engage a suitable Aboriginal Heritage Officer (AHO). A [Register of Consulting Aboriginal Heritage Officers](#) is available on the AHT website. The Register is maintained by AHT (any required amendments should be emailed to [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au)).

An AHO is a Tasmanian Aboriginal community member whose key role is to comprehensively consult with the Aboriginal community and guide the socio-cultural significance assessment and heritage assessment.

An AHO should provide a capacity statement or evidence of past projects that demonstrate their ability to complete the Aboriginal Heritage Assessment Report in accordance with the *Standards and Procedures*.

**The AHO should be engaged at the same time as the consulting archaeologist is engaged at the outset of the project, to allow adequate time for Aboriginal community consultation.**

## 7 Principles of Aboriginal consultation

Consultation with the Aboriginal community (or a genuine attempt) should be undertaken for all Aboriginal heritage assessments, in line with national best practice standards. See for example useful guidance in the [AIATSIS Engagement Policy Snapshot](#).

A level of consultation proportionate to the significance and impact of a proposed project is essential for successful outcomes, particularly if a proponent cannot avoid potential impact to Aboriginal heritage.

It is important to engage an AHO (and, for large projects, also with the Aboriginal Heritage Council and Aboriginal community) early in the planning process and prior to final design stages. Undertaking an options assessment in consultation with the Aboriginal community early in the planning process, helps to avoid Aboriginal heritage or reduce heritage impact through design and also helps avoid project delays.

The AHC Consultation Template is downloadable from the [AHT website](#) and is recommended for use by AHOs, consultants and proponents undertaking community consultation.

When considering permit applications, the AHC assesses the genuine efforts undertaken to avoid or mitigate impact to Aboriginal heritage.

## 8 AHR Search Process

A search of the Aboriginal Heritage Register is the first step of undertaking an Aboriginal heritage assessment. The search is undertaken to inform fieldwork and the resulting Aboriginal Heritage

Assessment Report. Evidence of a dated AHR search process prior to the field survey date will be required for the AHAR to be accepted by AHT.

An AHR Search involves an application to AHT to search for and release data relevant to the project area. This site data is comprehensively reviewed by the consultant prior to undertaking any field assessment, to minimise risk of re-recording already registered Aboriginal heritage in the area. Consultants should discuss any potential spatial registration matters with AHT prior to the field assessment.

All Aboriginal heritage site information and assessment reports provided from the Aboriginal Heritage Register is confidential and not for public dissemination.

## 8.1 Search requirements

Applying for an AHR search is usually the responsibility of the consulting archaeologist, however, it can also be undertaken by the proponent, planning consultant, researcher or AHO.

To request an AHR search, a proponent or consultant archaeologist/AHO should submit an [Aboriginal Heritage Register Search Request Form](#), which is available on the AHT website.

The form requires the proponent to enter details of the project, as well as a specific location. An appropriate search area around the project area should be included by the consulting archaeologist/AHO where relevant. **Any incoming spatial information for the purpose of undertaking the search (ie project area coordinates) must be GDA94.** If the AHR Search form does not

contain adequate information, it may be returned and cause a delay in processing the application.

The completed form should be submitted to [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au).

## 8.2 Search results

An AHR search may take up to 10 working days to process. AHT will provide a map and Excel spreadsheet showing the location and details of recorded Aboriginal sites within and surrounding the project area. Please note that:

- All Aboriginal heritage site information supplied is confidential and not for public dissemination. Coordinates for site locations are in GDA94 - MGA Zone 55.
- AHT provides the map for research purposes only and cannot be used for any other purpose without written permission from AHT.
- The accuracy of site location data provided may vary based on the date of recording, equipment used and the skills of the recorder. Accordingly, site location information provided by AHT may be 10m - 250m from the site location on the map.

AHT will also provide a list of available records, including site cards and previous Aboriginal Heritage Assessment Reports, from which the consultant may request access to specific items. It is the consultant's responsibility to ensure all records relevant to the project area have been reviewed.



## 9 Aboriginal Heritage Field Assessment

An Aboriginal heritage field assessment includes the total project area. The project area is often a larger survey area or project corridor within which direct activity footprint or construction easements may be located.

A field assessment/survey is undertaken to establish whether any activity associated with the proposed activity may impact Aboriginal heritage. Under the Act, it is an offence to destroy, damage, deface, conceal, or otherwise interfere with a relic unless a permit is granted by the Minister. An AHAR assists proponents to avoid contravening the Act.

A survey methodology needs to be established by the consulting archaeologist/AHO prior to undertaking the field assessment. For larger projects, it may be appropriate for the AHC to be briefed on the proposed methodology. The following resources may assist in developing the survey methodology:

- Archaeological Survey (Banning 2002); and
- The Archaeologist's Field Handbook (Burke, Morrison and Smith 2020).

The usual Aboriginal heritage survey method is by walking transects over the area being assessed. During the survey, the consulting archaeologist/AHO records **any and all** evidence of Aboriginal heritage, using the [Site Recording Form](#) available on the AHT website.

The field assessment informs the preparation of the Aboriginal Heritage Assessment Report. The requirements of an Aboriginal Heritage Assessment Report are detailed in [Section 11](#).

## 10 Aboriginal Heritage Site Registration

All Aboriginal heritage sites identified during the field assessment (both new sites and those already registered) must be recorded using the [Site Recording Form](#), which is available on the AHT website.

**Recording or rerecording** all Aboriginal heritage during fieldwork is very important for ensuring the integrity of the AHR dataset:

- It ensures AHR legacy data is revised;
- The site condition is documented to current standards;
- It enhances the dataset of cultural heritage for the Aboriginal community;
- It enhances the data available to future heritage assessments in the region; and
- It provides clearer legal site boundaries in the AHR (polygons).
  - AHT will not accept site registrations without polygon data unless the site is registered as an isolated artefact. Polygons are not accepted for site registration.

Please see [Appendix D](#) and [Appendix E](#) for image and spatial data requirements. The Site Recording Form and supporting information should be submitted to [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au).

**Note:** AHT also provides a [Site Reporting Form](#), which is for use by those not familiar with Aboriginal heritage. By contrast, the Site Recording Form is for use by consulting archaeologists/AHOs with appropriate expertise.

## 10.1 Site registration process

All Aboriginal heritage sites are registered in the Aboriginal Heritage Register (AHR), which stores and manages all associated data. Under Section 10(3) of the Act, **‘A person shall, as soon as practicable after finding a relic, inform ... an authorized officer of the find’**.

Accordingly, any new Aboriginal heritage sites identified during the field assessment should be recorded using the Site Recording Form and submitted to AHT as soon as practicable. Once AHT has provided registration approval and the site is registered in the AHR, a new unique number is generated (with an AH prefix) and issued back to the consultant completing the assessment to reference in the final report.

If the Site Recording Form does not contain adequate information, it may be returned to the applicant for further information or clarification, causing a delay.

## 10.2 Site de-registration

Any request for site deregistration must be made in writing to the Director of AHT. De-registrations will be reviewed by AHT and the AHC notified where appropriate.

Once a deregistration is approved by the Director of AHT the site registration status will be updated in the AHR.

## 11 Aboriginal Heritage Assessment Reports (AHARs)

AHARs contain the findings of desktop and field assessments, consultation outcomes and management recommendations for a proposed activity.

All AHARs should be fully completed and

lodged with AHT, regardless of whether any Aboriginal heritage was identified during an assessment.

Aboriginal heritage practitioners who have been engaged by a proponent to conduct an AHAR are required to submit a final draft report to AHT for review, before it is finalised. This section describes the minimum standard required for all AHARs. It is critical that reports are of a high standard and include all necessary information.

**All Aboriginal heritage practitioners are reminded that report content and Aboriginal site data should be treated as confidential.**

It is an expectation when writing reports that all Aboriginal heritage practitioners are familiar with the [Australian ICOMOS Burra Charter 2013](#) and associated guidelines, in particular *The Burra Charter* and *Indigenous Cultural Heritage Practice Note* (Version 1 November 2013 and subsequent versions).

## 11.1 Report types

The AHAR is the standard report, for which the requirements are detailed in the following sections. Other additional reports may be commissioned (eg for subsurface testing) by the proponent. In this case, AHT should be contacted to clarify the requirements for the report and any review by AHT. Examples of different report types include:

- desktop/due diligence report
- regional study
- feasibility study
- option/multi-criteria analysis assessment

- artefact analysis
- Subsurface testing report
- Salvage excavation report

## 11.2 AHAR components

The following requirements apply to all AHARs submitted for AHT review.

### 11.2.1 Cover page

The cover page should include the following information:

- Report title - this should be consistent across versions (and permit application if required);
- Author/s – list all Aboriginal heritage practitioners contributing to the report;
- Aboriginal heritage practitioner company/ organisation;
- Proponent name, organisation and contact details;
- Report version and date; and
- Report status (draft, final draft or final).

### 11.2.2 Quality assurance

The report should include a version control table and review history that indicates the following quality assurance processes have been applied to each version the report:

- Version number
- Reason for review
- Status of report (draft, final draft, final)
- Prepared by
- Reviewed and recommended by
- Authorised by (proponent)

- Issued date (DD/MM/YYYY)

Quality control and report editing to minimise typographic and format errors is the responsibility of the report author(s).

**Excessive report errors will result in the report being returned by AHT.**

### 11.2.3 Executive Summary

The AHAR executive summary should be brief and in plain language so that proponents and approval authorities can quickly and clearly understand the report findings and implications for the management of potential impact to Aboriginal heritage under the Act.

The executive summary should be one to four pages long and include the following sub-headings:

- **Project background**, including who commissioned the AHAR, project aims and the personnel involved;
- **Desktop results** - an account of the assessment of background information;
- **Field survey results** - an account of the results of any field survey in summary/tabular format;
- **Impact assessment** – an account of any full or partial impact the activity may have on Aboriginal sites within the project area;
- **Project area** - reference the project activity map and the location of any registered Aboriginal heritage sites within the project area; and
- **Management recommendations** based on the report results in tabular format.

#### 11.2.4 Contents page

The contents page should list the page numbers for sections, sub-sections and attachments as required.

#### 11.2.5 Introduction

The introduction should include the following information:

- The reasons for the project;
- The individual or company that commissioned the project;
- A map of Tasmania showing the location of the project area;
- Project aims;
- Timing and stages of the project; and
- All persons involved and consulted in the desktop and field assessment process.

#### 11.2.6 Project activity description

The report is to provide clear information about the nature and extent of the proposed activity for AHT and the AHC to effectively assess the scope of potential impact on Aboriginal heritage.

This section must include technical detail that can be understood by non-experts:

- A detailed description of the nature of the proposed activity;
- The likely impact of the activity on surface and subsurface soil profiles; and
- A full description of any ancillary works, utilities or additional areas of land associated with the activity.

It is strongly recommended that a report map(s) and photographs are provided here to provide AHT and the AHC with a visual indication of the project area.

#### 11.2.7 Background Information

Background information for the report should be organized in separate sections for the environmental, ethno-historical and known heritage contexts of the project area. This information assists in reviewing the survey methodology, the use of predictive statements or models and interpretation of field assessment findings.

Background information should be specific to the project area and not include general historic or ethnographic discussion not specifically relevant to this location.

##### **Environmental background**

The environmental background should include a description of the project investigation area based on LIST data. In tabular format, provide information on past and/or current land use, site formation and taphonomic processes that covers:

- Geology – stone tool resources;
- Geomorphology – past human habitats;
- Past and current vegetation – flora resources; and
- Landscapes – animal resources and human interactions.

##### **Ethno-historical background**

This section provides information on ethnographic accounts, historical documents and oral histories relating to the project area. This history of the area should include indications of possible post depositional impacts or disturbances to Aboriginal sites.

An assessment of the reliability of the sources utilised should be included.

## Known Aboriginal heritage

The AHR contains around 3000 reports on Aboriginal heritage projects undertaken in Tasmania. All previous Aboriginal heritage studies and field assessments relevant to the project area should be listed in a table, along with a summary of the information they provide on heritage site type and location and any other detail relevant to the current proposed activity.

This section should also indicate all previously recorded Aboriginal heritage sites (or identify if there are none) and list the following information in table format:

- AH Number and site name;
- Site Type;
- Description;
- Report/Source;
- Distance from proposed activity footprint; and
- Significance/Interpretation.

Location information (particularly GPS coordinates) for heritage sites outside the proponent's management responsibility should not be included in the report.

### 11.2.8 Site Prediction

The AHAR should clearly identify and justify the predictive statement or predictive model used to determine the likelihood of Aboriginal heritage within the project area.

#### Predictive statements

Aboriginal heritage practitioners assess the likelihood of Aboriginal heritage (including site density or distribution) in an area following their assessment of the background information - this is referred

to as a predictive statement. A predictive statement is a professional opinion based on experience and knowledge of environmental and ethno-historical conditions. It should not be used to constrain or modify a field assessment.

#### Predictive Model

In contrast, a predictive model is a result of sampling/statistical research methods that determine the probability of the presence of Aboriginal sites.

For large projects, AHT may recommend that a predictive model be developed (including potentially a preliminary landform unit assessment) to assess the likelihood of Aboriginal heritage being present across a large area. Predictive models are testable and verifiable and this should be part of the assessment process.

### 11.2.9 Research design and field methods

AHT will consider the research methodology used as an indication of the accuracy of the results. This section should describe and justify the methodology, including at minimum:

- Field assessment timing and duration;
- Personnel and their roles;
- Survey methods used (eg transects, quadrants, targeted areas);

#### Effective survey coverage - suggested format

- Field methods used (eg for defining site boundaries, recording site contents and features, quantifying site contents, assessing site preservation and condition);



- Limitations (eg the impact of weather on visibility);
- Dating technique (where applicable); and
- The strategy used for any sub-surface testing.

### Effective Survey Coverage

Effective coverage is critical to the Aboriginal heritage assessment process, particularly for larger scale field assessments.

The table below depicts a suggested approach to ensuring effective survey coverage for Aboriginal heritage assessment reports.

**Note:** Effective coverage (Ec) variable scan be defined as  $Ec = m2 \times e \times vc$ . For example, the first survey transect is  $28,000 \times .8 \times .5 = 11,200$  or 40% per cent effective survey coverage.

#### 11.2.10 Results

The results of the field assessment should be clearly presented and use the AH registration numbers issued by AHT

for all heritage sites. Reports not containing AH site registration numbers will be returned to the consulting archaeologist/AHO. The results should include:

#### Evidence of effective survey coverage:

- a labelled and scaled figure showing GPS transects;
- a table outlining the size of the project area, number in transect team, length of transects with width of visual coverage, and average visibility; and
- Shapefiles containing GPS tracklogs should be submitted to AHT (See [Appendix E](#)).

#### All Aboriginal sites recorded/relocated during fieldwork:

- a labelled and appropriately scaled figure showing the location and boundaries of all Aboriginal heritage site registrations in relation to the project area;
- a full description of each site whether newly recorded or previously recorded (ie type, size, content and condition);

| Area/<br>Transect<br>No<br>(m2) | Geomorphic<br>Unit | Landforms                 | Exposure<br>Type (%)                 | Ground<br>surface<br>visibility (%) | Effective<br>Coverage in m2<br>(% of Transect<br>Total) | AHR<br>Reg # Sites  |
|---------------------------------|--------------------|---------------------------|--------------------------------------|-------------------------------------|---|---------------------|
| Transect 1<br>(28,000)          | Dunefield          | Dune<br>slopes &<br>crest | Sheet/wind/<br>vehicle track<br>(80) | 50                                  | 11,200 (40)   | Nil                 |
| Transect 2<br>(88,000)          | Dunefield          | Undulating<br>land        | Sheet/wind/<br>vehicle track<br>(80) | 25                                  | 52,800 (60)   | AHXXXXX,<br>AHXXXXX |
| Transect 3<br>(28,000)          | Dunefield          | Dune<br>slopes &<br>crest | Sheet/wind/<br>vehicle track<br>(80) | 70                                  | 4,200 (15)  | Nil                 |
| Transect 4<br>(50,000)          | Sandsheet          | Plain                     | Sheet/wind/<br>vehicle track<br>(80) | 25                                  | 30,000 (60)   | Nil                 |

- rationale for why prior AH registrations in the project area could not be relocated (if applicable);
- accompanying images; and
- detailed figures of more complex sites.

#### **For subsurface testing reports only:**

- a labelled and scaled map/figure showing the location of testing sites;
- labelled and scaled drawings of test/excavation pits; and
- artefact analysis report section.

#### **Potential Area of Sensitivity (PAS)**

The consulting archaeologist/AHO may determine that an area of land or landform unit within a project area is a Potential Area of Sensitivity (PAS). AHT will not support PAS designations for areas outside the project area.

Sufficient justification must be provided for the designation and extent of the PAS. Any area defined as a PAS should be fully visually inspected during the field assessment.

PAS should be clearly detailed in the final AHAR, with justification, mapping and images.

#### **11.2.11 Interpretation and Discussion**

The appropriate level of interpretation and discussion will vary depending on the aims and results of the field assessment. Reports with no Aboriginal heritage findings should still provide comment in this regard.

This section should include:

- an explanation of site/s recorded or re-recorded (or not found), taking into consideration effective survey

coverage, visibility, environment (eg geology, geomorphology, vegetation, climate, landscape), and post-depositional processes;

- an interpretation of the results in the context of Aboriginal people's past use of the project area;
- comparisons to previous assessments (those referred to in the background information);
- evidence that the predictive statement or model was true or false;
- identification of heritage or PAS, including an account of the likelihood of sub-surface heritage; and
- a detailed discussion of any known or potential threats to Aboriginal heritage.

#### **11.2.12 Aboriginal community consultation**

This section should detail the Aboriginal community consultation undertaken as part of the heritage assessment process and can be included as an attachment to the final draft AHAR.

The final draft report should provide a description of all consultations, in the form of a communication log (see template in [Appendix C](#)) completed by the AHO, which includes:

- the names of individuals/groups consulted (including AHC if applicable);
- the timing, method and content of all consultations and attempts:
  - The open timeframe provided for Aboriginal community feedback or responses should be listed.

- the attitudes and comments of those consulted;
- a full list of questions and discussion topics (including specific management recommendations in relation to affected heritage) that the Aboriginal heritage practitioner(s) presented to the Aboriginal community; and
- any general or specific recommendations from the Aboriginal community.

Where the recommendation of the AHO differs from the consulting archaeologist in the AHAR, this should be acknowledged.

### **AHC's community consultation expectations**

The AHC expect that the AHO will use the AHC Consultation Template available on the [AHT website](#) and provide evidence of all attempts to consult as described in [Appendix C](#). Reports without evidence of consultation (unless negotiated in advance with AHT/AHC) will be deemed incomplete and not accepted.

The AHO must also demonstrate *how* they:

- Engaged with the community to determine support (or not) for the report's recommendations;
- Provided specific management recommendations for each heritage site to Aboriginal community individuals/groups for their input; and
- Provided an adequate timeframe for responses appropriate to the scale and complexity of the proposal and/or Aboriginal heritage.

### 11.2.13 Statements of significance

Significance assessments are essential for making management recommendations and for identifying sites which require further assessment.

A statement of significance (as defined by the Act and the Burra Charter) should be provided for each Aboriginal site that is recorded or re-recorded during an assessment. Justification should be provided for determining each Aboriginal site as having low, moderate or high significance.

#### **Significance under the *Aboriginal Heritage Act 1975***

The significance of a heritage site, place or object under section 2(8) of the Act means its significance to:

- a) the archaeological or scientific history of Aboriginal people; or
- b) the anthropological history of Aboriginal people; or
- c) the contemporary history of Aboriginal people; or
- d) Aboriginal tradition.

#### **Significance under the Burra Charter**

[The Burra Charter](#) provides a national standard for the assessment of significance in relation to cultural heritage. It defines cultural significance as the "aesthetic, historic, scientific and social value for past, present or future generations" (Burra Charter).

While in most cases scientific and social values are the most pertinent to Tasmanian Aboriginal heritage, practitioners should always consider the presence of aesthetic and historic values.

A statement of aesthetic, historic and scientific significance should be made by

Aboriginal heritage practitioners for each site that is located during fieldwork (including sites previously recorded). The following information should be considered when assessing significance values:

- state of preservation;
- site content;
- site structure; and
- uniqueness within the project area and within a broader archaeological context.

### **Socio-cultural Significance**

Statements of social (including cultural) significance are prepared by the AHO, on the basis of Aboriginal community consultation.

Once consultations are concluded, the AHO should provide a summary statement of social significance for inclusion in the final draft AHAR.

#### **11.2.14 Recommendations**

This is the most crucial chapter of the report, as the recommendations may have significant implications for the proponent and for Aboriginal heritage. The purpose of recommendations is to inform the proponent of their responsibility under the Act and to protect Aboriginal heritage by offering mitigation options and advice, noting that:

- All recommendations must be clearly justified;
- It is not acceptable to make neutral or indecisive statements, or to refer the proponent back to AHT for advice.
- Recommendations are not legally binding under the Act. Consulting archaeologists/AHOs do not have

authority to grant permission for a project to proceed.

### **Heritage management recommendations should:**

- Outline the legislative requirements applicable and the subsequent responsibilities and actions for proponents (for example whether a permit is required under the Act and next steps for submitting a permit application);
- Identify any project areas or heritage requiring further assessment or research;
- Describe and respond to any advice or recommendations received through community consultation;
- Clearly specify options and strategies for the project to avoid or mitigate impact to Aboriginal heritage, with reference to both archaeological and social Aboriginal heritage values; and
- Include an Unanticipated Discovery Plan (UDP).

### **Where no Aboriginal heritage is recorded:**

Recommendations must be provided even where no Aboriginal heritage sites or PAS are identified. The field assessment findings should indicate that the risk is low for any undetected Aboriginal heritage sites being impacted by the project. On this basis, it can be recommended that no site-specific Aboriginal heritage management actions apply to this project, however:

- If previously undetected heritage is located during the course of the activity, the Unanticipated Discovery

Plan (see [Appendix F](#)) should be followed;

- Copies of the AHAR should still be submitted to AHT and AHC for review; and
- Other recommendations may be made prior to commencement of the project activities.

#### 11.2.15 Appendices

Appendices to the AHAR should include, at minimum:

- An index of any Aboriginal sites recorded **within the direct project area only**;
- The completed Aboriginal community consultation log;
- A glossary of non-technical definitions for terms and acronyms used; and
- A copy of the current UDP.

Where the AHAR is reporting the results of sub-surface testing or large-scale project areas, the following should be provided:

- Field survey (land unit assessment) tables;
- Geotechnical logs eg archaeological section profiles;
- Artefact analysis addendum reports;
- Scientific dating results; and
- Other relevant technical information.

### 11.3 Mapping and Data Requirements

#### 11.3.1 Maps

Large projects will require A3 series mapping (with insets). All maps, including site plans, should:

- Be appropriately sized for readability

and accuracy;

- Be referenced in text and consistently captioned;
- Clearly indicate the location of Aboriginal heritage in reference to the activity area;
- Include a scale, legend and grid north;
- Include labels for AH site registration numbers;
- Ensure the boundaries of Aboriginal site (polygons) or points for isolated artefacts are shown in relation to the project activity boundary;
- Ensure any identified PAS are clearly depicted in reference to the activity area;
- Where applicable, show the locations of all subsurface test pits; and
- Be in colour with aerial backgrounds and clearly distinguishable colours for Aboriginal site and project area boundaries.

#### 11.3.2 Images

Photographs help to clearly communicate the relevant feature(s) of an Aboriginal site or artefact and the process of the field assessment. All photographs should:

- Be suitable for reproduction as per [Appendix D](#);
- Include a scientific scale as appropriate; and
- Be referenced in text and consistently captioned;
- Photograph captions should include AH site registration numbers, direction of view, subject, persons, photographer and date

(eg AH13XXX – view east to midden deflation, John Citizen in background; Photo: Jill Citizen DD/MM/YYYY).

## 12 AHAR Review Process

All AHAR reports should be forwarded to AHT at [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au) for review. The AHT Dropbox can be accessed if the AHAR or supporting data is greater than email capacity.

Reports submitted to AHT for review must be final drafts and have been reviewed by the proponent.

All reports should be submitted for review as soon as practical, including those where no evidence of Aboriginal heritage was located. Proponents should allow up to 10 working days for reviews to be completed, noting that complex or large-scale assessments may require additional time.

Proponents should not undertake any project activity related to the findings and recommendations of the AHAR until confirmation has been received from AHT.

AHT will notify the proponent and consulting archaeologist/AHO of the AHAR review in writing with any comments that need to be addressed before the report can be accepted.

### 12.1 Review Outcome

A Record of Advice will be issued advising the report standard is met; and confirming that:

- There is no registered Aboriginal heritage to be impacted and activity may progress with UDP and any other recommended management

actions; **OR**;

- Further assessment is recommended in order to fully understand the Aboriginal heritage, potential impacts and mitigation options; **OR**
- Aboriginal heritage will be impacted, and a permit is required to proceed.

### 12.2 Distribution of the final report

Once AHT has confirmed the draft report meets the required standard, the consultants should produce a formal final version of the report (including update to the version control table as per [Section 11.2.2](#)). A copy of the final report should be provided to AHT and to all Aboriginal community organisations that were invited to participate in the process.

## 13 Subsurface testing

The purpose of any proposed subsurface testing must be clearly defined and justified.

Subsurface testing may be undertaken on potentially high impact activities where further information on the spatial extent and nature of the Aboriginal sites is required, or when the field assessment is inadequate to mitigate potential risk.

### 13.1 Justification

A subsurface testing program must be fully justified in the AHAR recommendations and/or permit application in order to be considered by the AHC and AHT. This includes evidence of consultation with the Tasmanian Aboriginal community, which can be achieved through AHO input on report recommendations, the AHO consultation statement, consultation log and consideration by the AHC.



- Testing should not be undertaken outside the direct activity footprint unless sufficiently justified (for example, to redefine a site boundary).

The consulting archaeologist/AHO and proponent should meet with AHT if subsurface testing is considered necessary, to discuss the proposed methodology and help establish whether there is a requirement for a permit to be granted under the Act (see [Section 14.4](#)).

Key takeaways:

- Where there is no known heritage, a program of subsurface testing to establish the absence or presence of heritage on private freehold land may proceed without a permit, however if Aboriginal heritage is identified, the testing must stop and a permit be sought.
- If a permit is in place but the testing reveals heritage outside the permit's scope the testing must stop and AHT contacted.
- A permit is always required for subsurface testing on Crown land.

### 13.2 Methodology

It is the responsibility of the Aboriginal heritage practitioners to develop an appropriate subsurface testing methodology for discussion with AHT. It is expected that any methodology should comply with best practice principles and methods as detailed in *The Archaeologist's Field Handbook (2020)* by Burke, Morrison and Smith.

It is recommended that the methodology remain responsive to any Aboriginal heritage identified as the work progresses.

The methodology should define a predetermined number and distribution of test pits appropriate to location, context and proposed activity. Input from a statistician can help to remove bias for broad scale landscape type testing.

Where Aboriginal heritage is identified and further information about the site is warranted, contact AHT to discuss potential further testing.

#### Expected methodology elements:

The methodology should be concise and not reproduce material already covered in associated reports. It should include aerial mapping showing the location of all proposed test pits in relation to known Aboriginal heritage and the project footprint.

AHT will review the proposed testing methodology for a particular project and landscape against the following:

- The proposed methodology is based on the principle of minimum impact, as defined by:
  - What is the specific question that the subsurface testing is seeking to answer; and
  - What is the minimum information required to answer this question?
- Excavation techniques, including sampling strategy, tools, measurement and recording processes (with reference to relevant State Occupational Health and Safety regulations) meet best practice and are appropriate to location, landform and purpose;
- The testing methodology reflects the results of Aboriginal community consultation undertaken;

- Includes clear plan for the management of any cultural material identified during the course of the subsurface testing.

### 13.3 Subsurface testing report

The subsurface testing report should have a standard report structure, ensuring inclusion of detailed mapping of testing activity and evidence of Aboriginal community consultation. As per [Section 11.1](#), AHT should be contacted to clarify the requirements for the report and any review by AHT in specific circumstances.

Subsurface testing reports are provided to AHT as an addendum to an AHAR, or subsequent to an AHAR as required.

## 14 Aboriginal Heritage Permits

A permit is required where it is unavoidable that an activity will impact Aboriginal heritage (see [Appendix A](#)).

Impact is defined under the *Aboriginal Heritage Act 1975*, section 14 (1)(a) as any activity that may “destroy, damage, deface, conceal, or otherwise interfere with a relic”.

Only the Minister, on the recommendation of the Director National Parks and Wildlife, may grant a Permit under the Act. Proponents should be aware that applying for a permit does not guarantee that one will be granted by the Minister.

AHT reviews each permit application and provides its assessment to the AHC for their consideration. The AHC’s advice is important to the Minister’s decision-making process. Each permit application is given careful consideration in terms of the impacts to Aboriginal heritage, mitigation options, feedback from Aboriginal community consultation

undertaken and the social and economic context and benefits.

Any project which may impact Aboriginal heritage should be discussed with AHT prior to permit submission and early in the planning and design process.

### 14.1 Permit application

If it has been determined that the proposed activity may impact Aboriginal heritage, the consulting archaeologist/AHO and/or AHT may recommend a permit be sought prior to any further action being undertaken (see [Appendix B](#)).

The permit application can be prepared by an Aboriginal heritage practitioner, proponent, land owner, planner or agent. The proponent must be indicated on the form as the person to whom the permit will be issued and who will be responsible for compliance with the permit conditions. It is important to ensure that the form is completed with all required and relevant information, and supplemented with any additional supporting information, such as the project’s social or economic benefit to the community. Applications with insufficient information will be returned to the applicant (see [Appendix B](#)).

All permit applications are submitted to AHT by forwarding a completed [Permit Application Form](#), along with attachments, to [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au). The form is available from the AHT website.

### 14.2 Evidence of option assessment or impact mitigation

Evidence of all possible mitigation action must be provided before the Minister will consider granting a permit. Early consultation, negotiations and options

assessment may mean that the proponent can avoid impacts to Aboriginal heritage and bypass the requirement to submit a permit application.

For projects involving activities such as road widening and drainage, construction of facilities that improve public safety, environmental concerns, or which bring infrastructure up to Australian Standards, the proponent should clearly articulate any absolute limitations regarding mitigation of potential impact to Aboriginal heritage at the assessment stage and also in the permit application. In some cases safety constraints, significant threatened species, environmental constraints, or multiple impacts on other values may mean that impact to Aboriginal heritage cannot be avoided. However, rationale and evidence must be provided.

### 14.3 Permit Timeframes

Proponents are encouraged to submit permit applications well before any activity is scheduled to commence, to ensure they have the approval of the Minister.

AHT recommends that permit applications are submitted in the first week of the month, in order to be considered for inclusion on the AHC agenda at the end of the month. Following AHC review and AHT processing, the permit application is escalated to the Director of National Parks and Wildlife and Minister for consideration. Proponents will be contacted by AHT when the Minister has handed down their decision.

Permits are generally issued for a period of three years; however proponents can

request timeframes up to five years if the project requires.

#### 14.3.1 Extensions

If a proposed activity cannot be completed within the permit timeframe, an extension may be requested. This must be submitted in writing to AHT **at least three months prior to the permit expiry**. Extension requests are granted by the Minister.

Extension requests must include:

- Previous permit reference;
- Justification for request;
- Confirmation that approved works have not changed;
  - If the works have altered, an extension may not be possible and instead the proponent would need to seek a permit variation or new permit.
- Any updated Aboriginal community consultation (if undertaken).

### 14.4 Subsurface Testing Permits

A permit is required to undertake subsurface testing where:

- Testing is proposed within the registered bounds of an Aboriginal heritage site; or
- the testing is on Crown Land:
  - The Minister cannot issue a permit for testing of unknown site boundaries or possible extents (except on Crown Land);
  - AHT should be contacted to discuss testing methodology and permitting requirements. AHT may only support sub-surface testing when it is fully justified by the

consulting archaeologist/ AHO in the Aboriginal heritage assessment report.

#### 14.4.1 Testing in Potential Areas of Sensitivity (PAS)

AHT may support testing areas of PAS however there is difficulty with subsurface testing under the current Act. As PAS are not 'relics' under the Act they do not qualify for permits to be issued. In the event that an area of PAS is subsequently recorded as an Aboriginal heritage site, a permit will be required to impact the site.

#### 14.5 Artefact Analysis, Dating and Research

A permit is required for any activity that will interfere with Aboriginal heritage, including a research process. A permit application for research activity must include evidence of Aboriginal community consultation before submission to AHT and the AHC. This applies for analysis of Aboriginal heritage, including, but not limited to:

- Removal and relocation of heritage for specialist assessment;
- Radiocarbon or AMS dating;
- Residue and usewear analysis;
- Midden sample analysis; and
- Dating/curation of the Aboriginal cultural assemblage.

# Appendix A: Aboriginal Heritage Legislative Framework

## **Tasmanian Aboriginal Heritage Act 1975**

The *Aboriginal Heritage Act 1975* is the primary Act which governs the treatment of Aboriginal heritage in Tasmania. It sets out what legally constitutes unacceptable impacts and a process to approve impacts (via a permit under the Act) if there is deemed to be no better option. The Act is administered by the Minister for Aboriginal Affairs through Aboriginal Heritage Tasmania in the Department of Natural Resources and Environment Tasmania.

The Act applies to ‘relics’, which are defined in section 2(3) of the Act as:

- a) *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*
- b) *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;*
- c) *the remains of the body of such an original inhabitant or of a descendant of such an inhabitant that are not interred in –*
- d) *any land that is or has been held, set aside, reserved, or used for the*

*purposes of a burial-*

- e) *ground or cemetery pursuant to any Act, deed, or other instrument; or*
- f) *a marked grave in any other land.*

Section 2(4) qualifies (a) and (b) to exclude “objects made, or likely to have been made, for the purposes of sale (otherwise than by way of barter or exchange in accordance with Aboriginal tradition)”.

It also now defines “significance” in section 2(8):

**Aboriginal tradition** means –

- a) *the body of traditions, knowledge, observances, customs and beliefs of Aboriginal people generally or of a particular community or group of Aboriginal people; and*
- b) *any such tradition, knowledge, observance, custom or belief relating to particular persons, areas, objects or relationships;*

**significance, of a relic, means** significance in accordance with –

- a) *the archaeological or scientific history of Aboriginal*
- b) *people; or*
- c) *the anthropological history of Aboriginal people; or*
- d) *the contemporary history of Aboriginal people; or*
- e) *Aboriginal tradition.*

In the event of dispute about whether something is a relic, the AHC will provide advice – see section 3(2):

*(2) The Council – [ ... ]*

*(ab) shall advise, and make written recommendations to, the Minister in relation to any object, site or place alleged to be a relic under this Act;*

The essential protection of the Act is provided by section 14, which specifies a range of actions that are illegal without a permit granted by the Minister.

**Note:** This permit granting power cannot be delegated, therefore the Minister is required to grant every permit. The Minister must also have the personal recommendation of the Director of National Parks and Wildlife. This means it is important to undertake all required preparatory steps in sufficient time, as the approval process cannot be rushed.

*(1) Except as otherwise provided in this Act, no person shall, otherwise than in accordance with the terms of a permit granted by the Minister on the recommendation of the Director –*

- a) destroy, damage, deface, conceal, or otherwise interfere with a relic;*
- b) make a copy or replica of a carving or engraving that is a relic by rubbing, tracing, casting, or other means that involve direct contact with the carving or engraving;*
- c) remove a relic from the place where it is found or abandoned;*
- d) sell or offer or expose for sale, exchange, or otherwise dispose of a relic or any other object that so nearly resembles a relic as to be likely to deceive or be capable of being mistaken for a relic;*

- e) take a relic, or cause or permit a relic to be taken, out of this State; or*
- f) cause an excavation to be made or any other work to be carried out on Crown land for the purpose of searching for a relic.*

A very important part of the Act is the obligation to report the finding of any relic, in section 10(3).

*(3) A person shall, as soon as practicable after finding a relic, inform the Director or an authorized officer of the find.*

The *Aboriginal Relics Act 1975* remained without significant amendment for over 40 years. The main amendments made by the *Aboriginal Relics Amendment Act 2017* are:

- The change of the title to the *Aboriginal Heritage Act 1975*.
- The removal of references to 1876 as being a cut-off date beyond which relics cannot exist (and thus be protected). Additional criteria define ‘relics’ as being of significance to the Aboriginal people of Tasmania. The term ‘significance’ is further qualified as being in accordance with Tasmanian Aboriginal history and tradition.
- The establishment of a new Aboriginal Heritage Council, replacing a long-defunct Aboriginal Relics Advisory Council. The Council consists of Aboriginal people and has broad advisory functions, as well as a specific role to advise in cases of uncertainty about whether something is a relic and thus falls under the scope of the Act.



- Introduction of new sets of penalty provisions. The first set covers the offences related to harm to relics, in sections 9 and 14. Maximum penalties (for deliberate acts) are 10,000 penalty units (currently \$1.57 million) for bodies corporate other than small business entities and 5,000 penalty units (currently \$785,000) for individuals or small business entities; for reckless or negligent offences, the maximum penalties are 2,000 and 1,000 penalty units respectively (currently \$314,000 and \$157,000 respectively).  
Businesses that are “small business entities” under Federal income tax legislation are treated as individuals rather than bodies corporate for the purpose of all the penalty provisions in the Bill.
- The second set covers lesser offences, with maximum penalties of 100 penalty units (as at May 2023 \$18,100) for bodies corporate other than small business entities and 50 penalty units (as at May 2023 \$9,050) for individuals or small business entities. They apply in sections 10, 12, 17 and 18.
- Creation of two new defences. One is for acts during an emergency response. The other is a defence of “compliance with the *Guidelines*”, specifically for offences under sections 9 and 14. The Minister must issue the *Guidelines* (which are disallowable by the Parliament). The *Guidelines* provide an opportunity for proponents to be proactive in seeking to minimise the harm they might do, and avoid the chance of their actions being negligent.

- Extension of the time available for commencing prosecutions from 6 months to 2 years.
- The requirement to undertake a review of the Act within 3 years, and to report on it to the Parliament.

In some circumstances, Commonwealth legislation may also apply in Tasmania (impacts on Commonwealth land).

### **The broader regulatory context**

Proponents should also be aware of other potentially relevant regulatory instruments, for example:

- The Federal Environment Protection and Biodiversity Conservation Act 1999;
- The Federal Aboriginal and Torres Strait Islander Heritage Protection Act 1984;
- The Tasmanian Wilderness World Heritage Area (TWWHA) Management Plan 2016; and
- Tasmanian Land Use Planning and Approvals Act 1993.

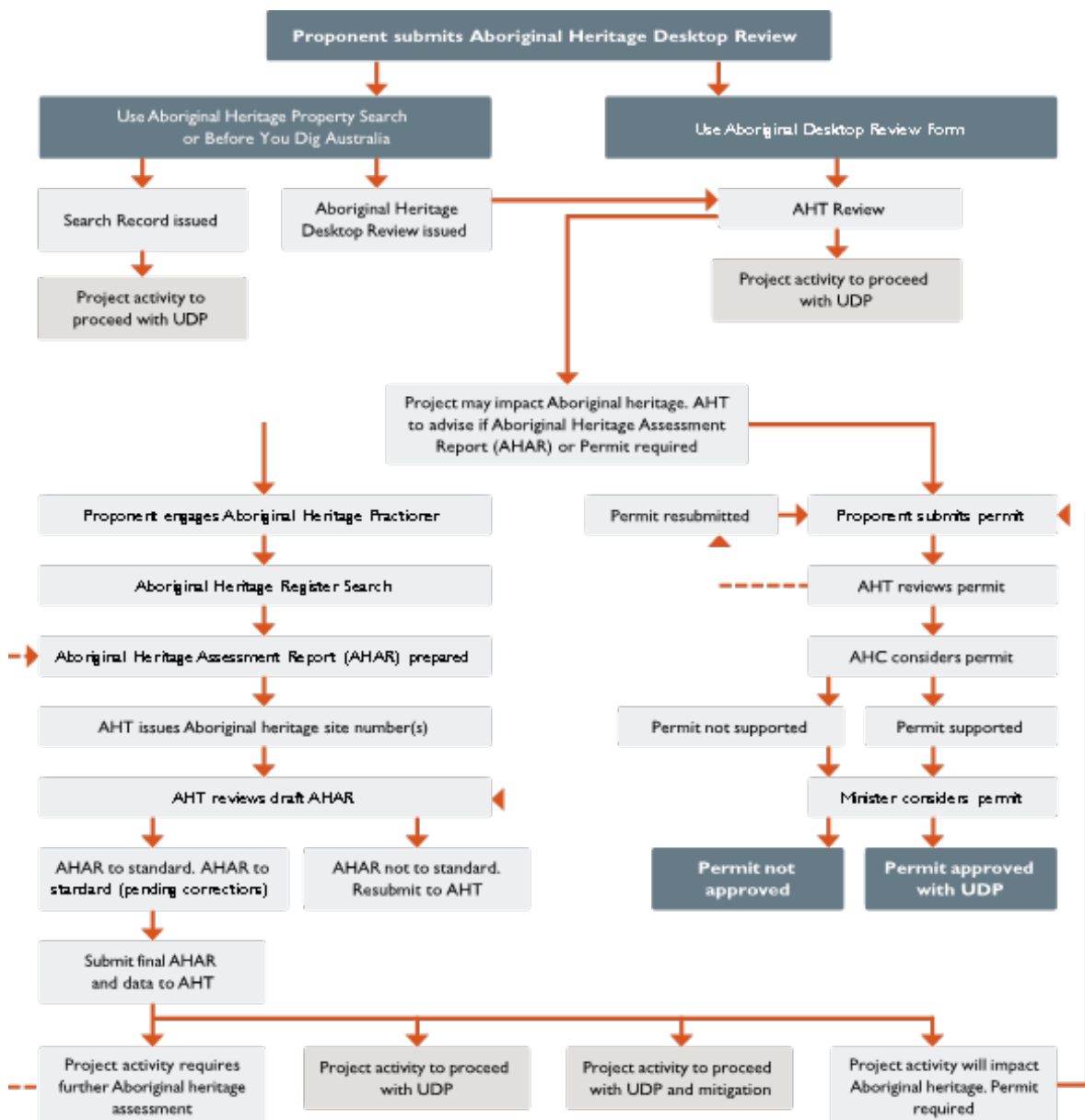
This is an indicative list only - it is the proponent’s responsibility to determine and comply with all applicable regulatory requirements.

# Appendix B: Aboriginal Heritage Assessment Procedure

The Aboriginal heritage assessment procedure is depicted below. The flowchart sets out the path by which a proponent manages any potential Aboriginal heritage constraints to the project activity, including desktop reviews, searches of the Aboriginal Heritage Register, engagement of consulting archaeologist/AHO for the Aboriginal heritage assessment report and applying to the Minister for a permit.

## Aboriginal Heritage Assessment Procedure Flowchart

A proponent should consider the potential impact of a project activity on Aboriginal heritage early in the planning process. Large scale projects should be discussed with Aboriginal Heritage Tasmania (AHT) and the Aboriginal Heritage Council (AHC) prior to design. An Unanticipated Discovery Plan (UDP) applies at any stage of a project.



# Appendix C: Aboriginal Community Consultation Log

Aboriginal Heritage Officers (AHOs) should prepare an Aboriginal Community consultation report for the AHAR ([Section 11.2.12](#)). All written documentation of Community consultation should be provided in an appendix of the AHAR. The consultation log should be in tabular format and must include all components in the example below.

## Aboriginal Community Consultation Log Template Example

|                            |  |
|----------------------------|--|
| Date                       | DD/MM/YYYY indicating date information forwarded by the AHO  |
| Forwarded by               | Name of AHO, person seeking view of Aboriginal community   |
| Role                       | Role (eg AHO), position held   |
| Subject                    | Message, recommendation(s) per Aboriginal site, general recommendations, request for meeting/response to AHAR  |
| Method                     | phone call, email, meeting (detail all attending)  |
| Forwarded to               | Name and role of recipient of consultation   |
| Date requested             | DD/MM/YYYY information requested by the AHO  |
| Date required              | DD/MM/YYYY information required by the AHO. Community feedback on a report should be requested with adequate time for Aboriginal community response.<br><b>Requests should be forwarded by the AHO as soon as possible following field assessment as the consultation report is included in the final draft AHAR for AHT review.</b> |
| Date responded             | DD/MM/YYYY indicating date information forwarded by the AHO  |
| Response                   | Response provided or not provided  |
| Outcome/<br>Further Action | Actions arising, received comments/feedback/suggested approaches or changes to specific recommendations, requests for meetings, Summary of feedback, request for further information, inclusion of conditions etc.   |

# Appendix D: AHT Image Data Requirements

The Aboriginal Heritage Register (AHR) stores images relating to each Aboriginal heritage site. It is critical for effective management of Aboriginal sites that the images recorded during field assessments provide a clear, accurate and consistent technical record. Images are required to understand the existing conditions on survey, the landform and site contexts. The nature of the artefact(s), material(s), modification by human agency, details of post-depositional action, diagnostic information and artefact size are important considerations. As far as possible without removing them, catalogues of artefacts should be captured with a consistent orientation, scale and placement, to support comparative assessment within an assemblage and across assemblages. Images should be free of bystanders, field team and unnecessary equipment. An appropriate archaeological scale (see below) should be used instead of a human scale wherever possible.

## AHR Site Recording Form

Alongside submission of the Aboriginal Heritage Site Recording Form, AHT requires completion of a site plan which shows the location of the site. Digital images should be high resolution JPG (RAW and TIFF images are also accepted) with project file names corresponding to the site plan photo log or extended photo log. Digital image file sizes should typically exceed 5MB (2500 x 2000 pixels) and be able to be printed at minimum of 300 pixels per inch (PPI).

## Aboriginal Sites – Minimum Image Recording

Minimum standards for imaging apply for particular types of Aboriginal sites. All images should include an appropriate scientific scale.

### Isolated Artefact

- Location of artefact in site context (site overview)
- Dorsal and ventral views
- Scientific scale
- Avoid distracting or coloured backgrounds
- Clearly show attributes of artefact to confirm it is a relic (include annotations to indicate diagnostic features if required)

### Artefact scatter

- Location of artefacts in site context (site overview)
- Location of artefact scatter (in situ/post depositional/disturbance)
- Representative sample of raw materials, manufacture/reduction process, artefact types (**Note:** artefacts should be photographed in situ and are to remain at the location they were identified).

|  |   |
|--|---|
| <p><b>Midden</b></p> <ul style="list-style-type: none"> <li>• Site overview</li> <li>• Depth of deposit/section profile (if exposed)</li> <li>• Representative sample of species</li> <li>• Features/deposits</li> </ul> | <p><b>Rock Markings</b></p> <ul style="list-style-type: none"> <li>• Landform context</li> <li>• Site overview</li> <li>• Panel(s) (with appropriate scale)</li> <li>• Detail (components)</li> <li>• Application method</li> </ul> |
| <p><b>Quarry</b></p> <ul style="list-style-type: none"> <li>• Site/landform overview</li> <li>• Evidence of extraction/processing</li> <li>• Detail (raw material)</li> <li>•</li> </ul>                                 | <p><b>Rock shelter</b></p> <ul style="list-style-type: none"> <li>• Landform context</li> <li>• Entrance/profile (with appropriate scale)</li> <li>• Floor surface, deposits</li> <li>• Detail (components)</li> </ul>              |
| <p><b>Hut depressions</b></p> <ul style="list-style-type: none"> <li>• Site overview</li> <li>• Range pole/scale to indicate depth at center</li> <li>• Site features (artefacts, deposits)</li> </ul>                   |   |

### Using Image Scales

Archaeological scales such as Artefact Scale Cards or Mini-rods are integral to the representation of size of the archaeological feature, context or artefact. The use of pens, coins, GPS units or other scales is to be avoided. The use of human scale should only be used in the event that archaeological scales do not adequately capture the scale of the feature.

### AHT Artefact Scale Card

The AHT Artefact Scale Card or similar archaeological or forensic scale should be used when photographing Aboriginal artefacts to indicate relative size (Figure 3). Scales should be placed below or to the right of the artefact. Scale cards are available from AHT on request. If using the scale card place the most suitable scale (either 8.0 cm or 5.0 cm) along the edge of the photo frame with the artefact ('relic') filling the rest of the frame.

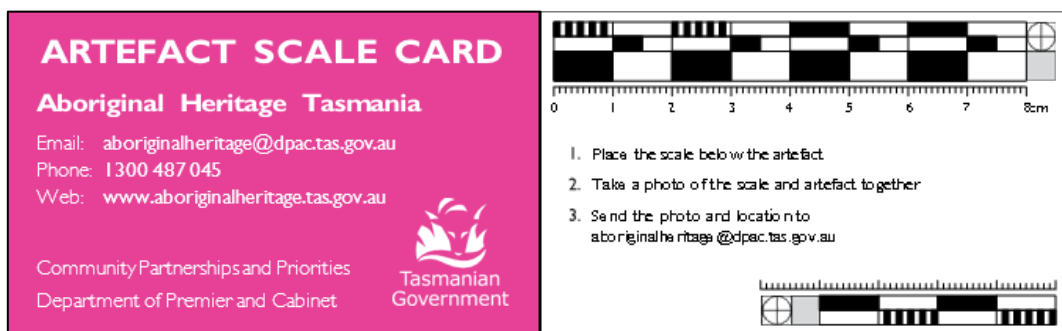


Figure 3 AHT Artefact Scale Card – Front and Back. (Scales 8.0 cm and 5.0 cm)

## Mini-Rods

AHT recommend the use of mini-rods to indicate scale (see Figure 4, right). A mini-rod extended to 0.5 m should be used to indicate ground surface visibility and/or land unit exposure and density as indicated in Figure 5.

Surveying range poles (20 cm graduations) are also recommended scales for site features and for vertical scale (eg artefact scatters, rock shelters). The IFRAO rock art scale is to be used for rock markings.



Figure 4 Use of a mini-rod to indicate depth of midden deposit

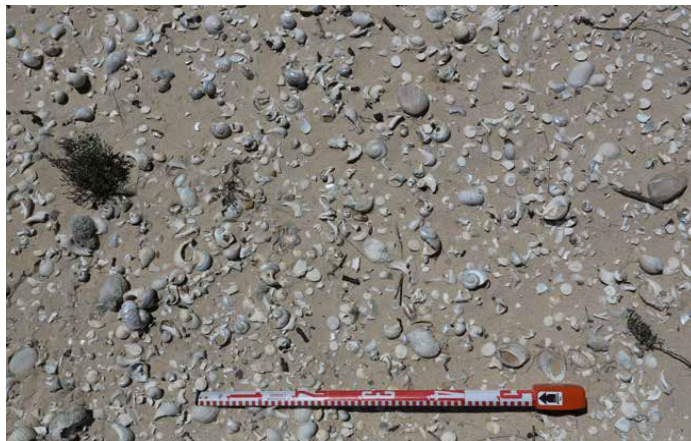


Figure 5 Use of a mini-rod to indicate density and exposure



# Appendix E: AHT Spatial Data Requirements

The Aboriginal heritage assessment process in Tasmania requires the lodgment of spatial data in the AHR. Spatial data is lodged during the Aboriginal site registration process and upon final submission of the AHAR. All stakeholders who require accurate Aboriginal site extents to determine potential impact on Aboriginal heritage either depend on a spatial point (Easting and Northing) or polygon.

Other reports or heritage assessments may also result in the production of spatial data, which should be lodged in the AHR to assist in the management of Aboriginal heritage under the Act (Section 10 (3)). When lodging spatial data, it is very important that the correct information is provided and is effectively prepared for inclusion in the AHR. The consulting archaeologist and/ or AHO are to ensure the quality of the digital shapefiles (correct projection, free from import errors) and that the digital data accurately reflects the mapping extents provided in AHAR report and AHR site registration form.

## Spatial Data Requirements

For an AHAR, the following should be provided to AHT as GDA94 projected spatial data:

- project area represented by a polygon;
- project area (activity footprint and buffer) represented by a polygon(s)
- tracks and/or transects represented by polylines (series of track routes)
- sub-surface testing or excavation pits (if any) represented by point or polygon; and
- the extent of each Aboriginal site found and/or subject to assessment (if any) represented by a polygon, unless a single (isolated) artefact. Polygons for Aboriginal heritage sites are to be provided when the AHR site registration form is lodged with AHT.
- Potential Areas of Sensitivity (PAS) polygons.

## Subsurface Testing Data

Supply point data for each testing location. Supply polygons for intrasite or excavation areas larger than 1 m x 1 m. When supplying polygons for excavated areas or intrasite features, ensure the polygon is the same size as reported in the mapping/report.

## Zip files

Provide each element of spatial data as a WinZip file. Spatial data files should be named after the submitted Desktop Review or Search Form project name or where available by AHTP or AHAR number once supplied by AHT.

**Each Aboriginal site extent designated in the field by the consulting archaeologist/ AHO is to be provided as a separate polygon and as a zip file.**

Before sending spatial data to AHT check that the data:

- shows the intended information and is contained within the project area;
- matches the information shown on the maps and described in the AHAR; and
- is projected in GDA94

### File extensions

All the necessary 'file extensions' for the project area must be provided as a Shapefile for the AHR. The table indicates what file extensions are commonly used or can be converted:

| ESRI   | MapInfo file  | CAD drawing file projected using GDA94      | QGIS  | GPX, other format  |
|--|---|---|---|--|
| *.dbf file<br>*.prj file<br>*.shp file<br>*.shx file | *.TAB file<br>*.DAT file<br>*.MAP file<br>*.ID file | *.dwg file                                  | QGIS read and write vector data formats, including ESRI shapefiles, MapInfo and MicroStation file formats, AutoCAD DXF and more | wptType - individual waypoint<br>trkType – ordered list of waypoints<br>rteType – ordered list of route points (destination) |
| Shapefile format                                     | Convert to shapefile using conversion tools         | Convert to shapefile using conversion tools | Write data to shapefile format  | GPX, or GPS Exchange Format, is an XML schema/ common GPS data format<br>Convert to Shapefile using conversion tools         |

# Appendix F: Key Documents

| Document  | Description  | Contact   |
|---|--|---|
| <a href="#">Unanticipated Discovery Plan</a>                | For the management of unanticipated discoveries of Aboriginal heritage in accordance with the <i>Aboriginal Heritage Act 1975</i> and the <i>Coroners Act 1995</i> . | <p>All forms are available on the <a href="http://www.aboriginalheritage.tas.gov.au">Aboriginal Heritage Website (www.aboriginalheritage.tas.gov.au)</a></p> <p>Alternatively, please contact AHT for a copy to be provided to you:</p> <p>Telephone: 1300 487 045</p> <p>Email: <a href="mailto:aboriginal@heritage.tas.gov.au">aboriginal@heritage.tas.gov.au</a></p> |
| <a href="#">Aboriginal Heritage Site Reporting Form</a>     | Used to report a potential Aboriginal Heritage Site  |   |
| <a href="#">Aboriginal Heritage Register Search Request</a> | Form used by Aboriginal heritage consultants to submit and initiate a search of the Aboriginal Heritage Register for required data.                                  |   |
| <a href="#">Aboriginal Heritage Site Recording Form</a>     | Used for recording details of a new Aboriginal heritage site for addition to the Aboriginal Heritage Register.   |   |
| <a href="#">Aboriginal Heritage Permit Application</a>      | Application form and check list to ensure all relevant attachments are included.   |   |