

# HERITAGE MANAGEMENT POLICY 2014

The Vice-Chancellor and Principal, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 12 March 2014

Last amended: 19 June 2017 (administrative amendments only)

1 October 2021 (administrative amendments)

Signature: 12 March 2014

Name: Dr Michael Spence

Current policy approver: Vice-Principal (Operations)

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### 1 Name of policy

This is the Heritage Management Policy 2014.

### 2 Commencement

This policy commences on 17 March 2014.

### 3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

## 4 Statement of intent

This policy:

- (a) acknowledges the significance to NSW and Australia of the University of Sydney as Australia's oldest university;
- (b) recognises the University's responsibility to identify, conserve and manage its heritage appropriately and in compliance with its legislative obligations;
- (c) provides for the proper identification of the components of the University's heritage items, including buildings, landscapes, museums, collections and other items of cultural or historical significance; and
- (d) guides the conservation and management of heritage buildings, moveable heritage items and associated intangible heritage to ensure effective care.

## 5 Application

This policy applies to:

- (a) the University, staff, students and affiliates; and
- (b) University land, open space, buildings, moveable items and associated intangible items that are listed as heritage items in the Heritage and Conservation Register, or assessed to be heritage items by the Heritage Advisory Group.

**Note:** See *NSW Heritage Manual: Assessing Heritage Significance* published by NSW Office of Environment and Heritage.

## 6 Definitions

<b>Anderson Stuart Heritage Committee</b>	means the management committee established by the Faculty of Medicine for the purpose of guiding the heritage conservation and sympathetic use of the Anderson Stuart Building.
<b>conservation</b>	means the management and care of a heritage item.
<b>conservation management plan</b>	means any plan of the kind required by clause 10 of this policy.
<b>CIS</b>	means Campus Infrastructure and Services.
<b>DCIS</b>	means Director, Campus Infrastructure and Services.
<b>fabric</b>	means the physical elements that make up a heritage item. For example, for a building that is the walls, floors and roof and built-in components.
<b>fabric survey</b>	means the University of Sydney Heritage Fabric Survey 1999, prepared by DPWS and Otto Cserhalmi and Associates, as amended or replaced from time to time.
<b>HAMS</b>	means the Heritage Asset Management Strategy required by clause 10 of this policy.

<b>Heritage Act</b>	means the <i>Heritage Act 1977 (NSW)</i>  <b>Note:</b> As at the date of this policy, NSW legislation can be found at: <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a>
<b>Heritage Advisory Group</b>	means the management committee established by clause 9 of this policy.
<b>Heritage and Conservation Register</b>	means the register required by section 170 of the <i>Heritage Act</i> , and established by clause 11 of this policy
<b>Heritage Council</b>	means the Heritage Council of New South Wales.
<b>heritage</b>	means objects, buildings and places that are recognised as having historic, aesthetic, social and technical connections with the past as defined, by the NSW Office Heritage and Environment's publication <i>Assessing Heritage Significance</i> .  <b>Note:</b> As at the date of this policy, this document is available at <a href="http://www.environment.nsw.gov.au/heritage/publications/index.htm#M-O">http://www.environment.nsw.gov.au/heritage/publications/index.htm#M-O</a>
<b>heritage item</b>	means a building, object or place that is listed as a heritage item in either the State Heritage Register or a Local Environmental Plan made under the <i>Environmental Planning and Assessment Act 1979 (NSW)</i>  <b>Note:</b> As at the date of this policy, NSW legislation can be found at: <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a>
<b>NSW Heritage Office</b>	means the NSW Office of Environment and Heritage.
<b>State Agency Heritage Guide</b>	means the publication of that name issued by the NSW Office of Environment and Heritage from time to time.  <b>Note:</b> As at the date of this policy, this document is available at: <a href="http://www.environment.nsw.gov.au/Heritage/publications/stateresources.htm">http://www.environment.nsw.gov.au/Heritage/publications/stateresources.htm</a>
<b>UE</b>	means the University Executive.
<b>University land</b>	includes any land or roads occupied or used in connection with the University, including the whole or any part of any building or structure and any land or roads occupied or used in connection with the whole or part of any building or structure.

## 7 Responsibilities

- (1) **The DCIS** is responsible for:
  - (a) determining priorities for planned maintenance and conservation projects, in consultation with the Heritage Advisory Group;
  - (b) ensuring appropriate budget provision is made for maintenance and conservation of heritage items;

- (c) ensuring the HAMS is updated annually; and
  - (d) ensuring condition audits of the University's internal and external building fabric are conducted as required.
- (2) **Campus Infrastructure and Services** is responsible for :
- (a) fitting out, refurbishing or adapting for re-use buildings on University land or adjacent to a heritage item;
  - (b) constructing new buildings on University land;
  - (c) preparing and maintaining the fabric survey for use in determining priorities and planning maintenance;
  - (d) preparing and updating the HAMS in accordance with the requirements of the State Agency Heritage Guide; and
  - (e) preparing annual reports and reports on changes to the Heritage and Conservation Register as required.
- (3) The **Heritage Advisory Group** is responsible for:
- (a) advising CIS and the DCIS, for action by CIS, on the conservation, management and planning of works involving heritage items;
  - (b) acting as a committee of review for:
    - (i) building and landscape projects likely to impact on a heritage item;
    - (ii) issues relating to a heritage item; or
    - (iii) amendments to the Heritage and Conservation Register.
- Note:** See clause 9 of this policy and the Terms of Reference for the Heritage Advisory Group in the schedule to this policy.
- (4) **The UE Financial Performance Committee** will determine budgets for maintenance and conservation projects, on advice from the DCIS and the Heritage Advisory Group.

## 8 Heritage management principles

- (1) All heritage items are available for use by faculties and business units to support the University's object.

**Note:** The University's object is specified in section 6 of the [University of Sydney Act 1999 \(NSW\) \(as amended\)](#) as follows:

[t]he promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.

- (2) The continued use of heritage items is the best method to ensure their conservation.
- (3) All conservation and maintenance projects involving heritage items must be implemented using experienced and qualified consultants, contractors and tradespersons.
- (4) All changes to the buildings and grounds must be documented by the use of archival photography and preserved in the University Archives.

- (5) The management of the University's heritage will be guided by the following documents:
- (a) the State Agency Heritage Guide;
  - (b) the Heritage and Conservation Register;
  - (c) the HAMS;
  - (d) the Heritage Fabric Survey; and
  - (e) all relevant conservation management plans.

## **9 Heritage Advisory Group**

- (1) A management committee, known as the Heritage Advisory Group, is established with terms of reference as set out in the schedule to this policy.
- (2) The Provost will appoint members to the Heritage Advisory Group, which will consist of:
- (a) 2 members from the Provost's portfolio;
  - (b) 1 member from the Student Support Services unit;
  - (c) 1 member from the Sydney School of Architecture, Design and Planning ;
  - (d) 1 member from Media and Communications;
  - (e) 3 members from outside the University, who are prominent architects;
  - (f) the University Historian;
  - (g) the University Archivist or Manager, Archives and Records Management Services;
  - (h) 1 member from the NSW Heritage Office;
  - (i) 1 member from the Anderson Stuart Heritage Committee; and
  - (j) the University's Heritage Architect.
- (3) The Heritage Advisory Group will provide a written report to each of the Vice Chancellor, the DCIS and the UE at least once per year.
- (a) The report will provide details of:
    - (i) compliance with the *Heritage Act*;
    - (ii) changes to the Heritage and Conservation Register;
    - (iii) progress of conservation works identified in the HAMS and the University's capital works and maintenance programs; and
    - (iv) a current estimate of the scope and likely cost of required maintenance.

## **10 Heritage Asset Management Strategy and conservation management plans**

- (1) CIS will establish and maintain the HAMS as a formal, written plan for the conservation of the University's heritage and update it at least annually.

- (2) The HAMS:
  - (a) will have the status of procedures under the [University of Sydney \(Policies Development and Review\) Rule 2011](#); and
  - (b) will be published through the [Policy Register](#).
- (3) CIS will prepare a conservation management plan for each item listed in the Heritage and Conservation Register, and update each such plan at least once every 10 years.

## 11 Heritage and Conservation Register

- (1) CIS will prepare and maintain a list of the University's heritage items, as required by Section 170 of the *Heritage Act*.
- (2) Items may only be added to or removed from the Heritage and Conservation Register with approval from the DCIS on advice from Heritage Advisory Group.
- (3) The DCIS will ensure that:
  - (a) the Heritage and Conservation Register is updated at least annually; and
  - (b) any changes are notified to the NSW Heritage Office as required by the *Heritage Act*.

## 12 Maintenance and works

- (1) The DCIS must arrange the conduct of a condition audit of the building fabric, internal and external, of the University's heritage items at least every 10 years.
- (2) The DCIS must ensure that an appropriate portion of the capital and maintenance budget is allocated to heritage conservation, and is sufficient to ensure timely maintenance of building fabric in accordance with the requirements of the HAMS and the fabric survey.
- (3) In addition to the requirements of the [Building Projects Approval and Management Policy 2014](#), no significant works may be undertaken on or adjacent to heritage items without consultation with the Heritage Advisory Committee.

## 13 Reports

- (1) CIS will prepare appropriate material for inclusion in the University's annual report which identifies changes to the Heritage and Conservation Register and conservation works undertaken or planned.
- (2) The DCIS will provide an annual report to NSW Office of Environment and Heritage as required by section 170 of the *Heritage Act*.
- (3) The DCIS will report to the Heritage Advisory Committee on the outcome of each condition audit conducted under clause 12 of this policy.

## **SCHEDULE**

### **HERITAGE ADVISORY GROUP TERMS OF REFERENCE**

The Heritage Advisory Group will:

- provide a means of consultation with the relevant stakeholders and networks on all matters relating to the University's built environment, heritage buildings, moveable heritage items, collections and intangible items, including guidelines for internal and external planners, consultants, contractors, asset managers and project managers;
- co-ordinate the conduct of annual review of the University built environment; for students, staff and visitors;
- advise the Director, Campus Infrastructure and Services on appropriate measures to achieve appropriate standard of facilities for students and staff; and
- advise the Director, Campus Infrastructure and Services on other relevant matters on request.

## NOTES

### Heritage Management Policy 2014

Date adopted: 12 March 2014

Date commenced: 17 March 2014

Date amended: 12 January 2017 (administrative amendments only)

19 June 2017 (administrative amendments only)

1 October 2021 (administrative amendment)

Original administrator: Director, Campus Infrastructure Services

Current policy owner: Chief University Infrastructure Officer

Review date: 12 March 2019

Related documents:

Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)

Australian Heritage Council Act 2003 (Cth)

Environment Protection and Biodiversity Conservation Act 1999 (Cth)

Sydney Harbour Federation Trust Act 2001 (Cth)

Heritage Act 1977 (NSW)

National Trust of Australia (New South Wales) Act 1990 (NSW)

ICOMOS Charter for the Conservation of Places of Cultural Significance 1999, (Burra Charter)

[University of Sydney \(Delegations of Authority – Administrative Functions\) Rule 2016](#)

[University of Sydney \(Policies Development and Review\) Rule 2011](#)

[Building Projects Approval and Management Policy 2014](#)

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## AMENDMENT HISTORY

Provision	Amendment	Commencing
6; 9(3)	References to Senior Executive Group (SEG) changed to University Executive (UE)	12 January 2017
7(4);	Reference to SEG Finance and Infrastructure Committee changed to UE Financial Performance Committee	12 January 2017
9(2)(c)	Reference to Faculty of Architecture changed to University of Sydney School of Architecture, Design and Planning	12 January 2017
12(3); Notes	Correction to title of Building Projects Approval and Management Policy 2014	12 January 2017
Related documents	Updated reference to <i>University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016</i>	19 June 2017
9(2)(c)	Correction to nomenclature of Sydney School of Architecture, Design and Planning	19 June 2017
8(1) note	Including hyperlink for <i>University of Sydney Act 1989 (as amended)</i>	19 June 2017