



Heritage Management Plan

Sydney Metro Northwest and City & Southwest

Information

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Terms and Definitions

The following terms, abbreviations and definitions are used in this plan:

Table 1: Terms and Definitions

Terms	Definitions
AHIMS	Archaeological Heritage Information Management Service
Archaeological Potential	Potential for a site to contain archaeological remains. This potential is assessed by identifying former land uses and associated features through historical research and evaluating whether subsequent actions (either natural or human) may have impacted on evidence for these former land uses.
AARD	Archaeological Assessment and Research Design
ACHAR	Aboriginal Cultural Heritage Assessment Report
AWMS	Archaeological Work Method Statement
CHL	Commonwealth Heritage List
CMP	Conservation Management Plan
CMS	Conservation Management Strategy
CoA	Conditions of Approval
CSSI	Critical State Significant Infrastructure
DPHIE	Department of Planning, Housing, Infrastructure and Environment
EIS	Environmental Impact Statement
EP&A Act	<i>Environmental Planning and Assessment Act 1979</i>
Heritage Act	<i>Heritage Act 1977</i>
HNSW	Heritage NSW
HIA	Heritage Impact Assessment
HIS	Heritage Interpretation Strategy
HMP	Heritage Management Plan
LEP	Local Environmental Plan
LMA	Licensed Maintenance Area
Local significance	An item is important in the course or pattern of the local area's cultural or natural history
MTS	Metro Trains Sydney
NHL	National Heritage List

Terms	Definitions
NP&W Act	<i>National Parks & Wildlife Act 1974</i>
OpCo2	Operating Company Number 2
O & M	Operations and Maintenance
OTS2	Operations, Trains and Systems 2
PAD	Potential Archaeological Deposit
PPP	Public Private Partnership
The Burra Charter	<i>The Australian ICOMOS Charter for Places of Cultural Significance</i> (Adopted 31 October 2013)
RAPs	Registered Aboriginal Parties. As defined in the Aboriginal cultural heritage consultation requirements for proponents 2010
Research Potential	An item has potential to yield information that will contribute to an understanding of the NSWs (or the local area's) cultural or natural history. It is possible for an area to be of high archaeological potential but low research potential.
S170	Section 170 of the <i>Heritage Act 1977</i>
SHR	State Heritage Register
SMC & SW	Sydney Metro City & Southwest
SMNW	Sydney Metro Northwest line
SPR	Scope and Performance Requirements
Sydney Metro	Sydney Metro Authority

Executive summary

Metro Trains Sydney operates metropolitan rail services for the M1 line which is made up of Sydney Metro Northwest and the new Sydney Metro City & Southwest line in a combined single network of 66 kilometres and 31 stations.

This Heritage Management Plan is designed to meet the obligations under the Operations and Maintenance contract to Sydney Metro Authority to maintain the heritage assets within the MTS Licensed Maintenance Area for the Sydney Metro City & Southwest line in accordance with the *Heritage Act 1977* (NSW).

As a final version of the Metro Trains Services Licensed Maintenance Area and the agreement on the division of responsibilities between Metro Trains Services and Sydney Metro Authority is still being negotiated, this Heritage Management Plan will be revised as this content becomes available. The revision and update will be carried out within the first year of operation to ensure it is functioning as intended. Cyclical reviews of the Heritage Management Plan should be undertaken yearly, or as major changes occur at the various Licensed Maintenance Area. The revision and update should include the relevant policies and procedures from the Conservation Management Plans and Conservation Management Strategies for the listed heritage places within the Licensed Maintenance Area that are being prepared by Sydney Metro Authority.

This Heritage Management Plan is based on best practice heritage management guidelines in accordance with the NSW Heritage guidelines, including the State Agency Heritage Guide and the principles set out in the Australia ICOMOS Burra Charter. It has been prepared to an easy-to-use guide to assist Metro Trains Sydney staff to quickly understand their obligations in managing historic heritage under the *Heritage Act 1977* (NSW) which is outlined in Legislative Framework. This Heritage Management Plan is intended to be used as a first point of reference for the operational maintenance of the heritage assets and heritage listed stations along the Sydney Metro City & Southwest line which fall within the Licensed Maintenance Area. This document is intended to be read in conjunction with relevant site-specific Conservation Management Plans for each station within the Licensed Maintenance Area and relevant guiding documents.

SMC&SW Area

The Licensed Maintenance Area includes heritage items identified along the Sydney Metro City & Southwest corridor from Chatswood to Bankstown as follows:

Table 2: Transport Asset Holding Entity and Sydney Metro Heritage items within the Licensed Maintenance Area along the Sydney Metro City & Southwest Corridor

Station	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Chatswood to Sydenham Line				
Martin Place Railway Station	01186	Sydney LEP I1891	TAHE 4081162	Appendix A5
Sydney Terminal and Central Railway Station Group	01255	Sydney LEP I824	TAHE 4801296	Appendix A7
Sydenham Railway Station Group	01254	Inner West LEP I1748	TAHE 4801296	Appendix A9
Sydenham to Bankstown Line				
Sydenham Railway Station Group	01254	Inner West LEP I1748	TAHE 4801296	Appendix B1
Marrickville Railway Station Group	1186	Inner West LEP I1241	TAHE 4801154	Appendix B2
Dulwich Hill Railway Station Group	N/A	Inner West LEP I1024	TAHE 4801091	Appendix B3
Hurlstone Park Railway Station Group	N/A	Canterbury Bankstown LEP I175	TAHE 4802051	Appendix B4

Station	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Canterbury Railway Station Group	1109	N/A	TAHE 4801100	Appendix B5
Federation railway bridges (Canterbury underbridge)	N/A	Canterbury Bankstown LEP I95	TAHE 4801568	Appendix B5
Campsie Railway Station Group	N/A	Canterbury Bankstown LEP I40	TAHE 4802051	Appendix B6
Belmore Railway Station Group	1081	Canterbury Bankstown LEP #I33	TAHE 4801084	Appendix B7
Lakemba Railway Station Group	N/A	Canterbury Bankstown LEP I208	TAHE 4801916	Appendix B8
Wiley Park Railway Station Group	N/A	Canterbury Bankstown LEP I236	TAHE 4801946	Appendix B9
Punchbowl Railway Station Group	N/A	Canterbury Bankstown LEP I226	TAHE 4802009	Appendix B10
Bankstown Railway Station Group	N/A	Canterbury Bankstown LEP I112	TAHE 4802067	Appendix B11

The SMC&SW MTS Licensed Maintenance Area also includes a number of heritage items which are not Transport Asset Holding Entity assets and located outside the train station groups. These items have been identified in Table 5:

Table 3: Non-Transport Asset Holding Entity heritage items within the Licensed Maintenance Area along the Sydney Metro City & Southwest Corridor

Item	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Chatswood to Sydenham Line				
Millers Point & Dawes Point Village Precinct	01682	City of Sydney C35	N/A	Appendix A4
Chifley Square	N/A	City of Sydney I1708	N/A	Appendix A5
Commercial Building 'Qantas House'	01512	City of Sydney I1811	N/A	Appendix A5
Commercial Building 'City Mutual Life Assurance'	00585	City of Sydney I1675	N/A	Appendix A5
Richard Johnston Square	N/A	City of Sydney I1673	N/A	Appendix A5
City building 'NSW Club'	N/A	City of Sydney I1676	N/A	Appendix A5
Commonwealth Bank	01427	City of Sydney I1895	N/A	Appendix A5
Martin Place	N/A	City of Sydney I1889	N/A	Appendix A5

Item	SHR No. #	LEP No. #	S170 No. #	Licenced Maintenance Area
Sydenham to Bankstown Line				
Railway underbridge	N/A	Canterbury Bankstown LEP I181	4805737	
Prouts Bridge over Cooks River	N/A	N/A	4309574	
Post war bus shelter and public lavatories (Belmore)	N/A	Canterbury Bankstown LEP #151	N/A	
Federation House (former station master's cottage) (Belmore)	N/A	Canterbury Bankstown LEP #132	N/A	

1. Introduction

Metro Trains Sydney (MTS) operates metropolitan rail services for the combined Sydney Metro Northwest and City & Southwest (SMC&SW) M1 line. MTS, through Operating Company Number 2 (OpCo2), and in partnership with Sydney Metro Authority (Sydney Metro) delivers all components of the Operations, Trains and Systems 2 (OTS2) Public Private Partnership (PPP) including the SMNW and SMC&SW, under a line-wide Sydney Metro operation.

The HMP has been designed to meet the obligations under the Operations and Maintenance contract to Sydney Metro Authority to maintain the heritage assets within the MTS Licensed Maintenance Area (LMA) for the Sydney Metro City & Southwest line in accordance with the *Heritage Act 1977* (NSW).

This HMP has been prepared as a user-friendly document which explains how the heritage will be managed during operations and outlines the requirements of all applicable heritage management guidelines and standards including the Heritage Council of NSW's guidelines, and principles set out in the Australia ICOMOS Burra Charter.

This HMP is intended to be a live document and will be subject to revision as the project progresses.

1.1. SMC&SW area

The SMC&SW project includes a new 30-kilometre metro line extending metro rail from the end of SMNW at Chatswood, under Sydney Harbour, through new CBD stations and southwest to Bankstown. The project (Critical State Significant Infrastructure (CSSI) project no. 8256), approved in 2018 and due to open in 2025, involves the conversion of train stations along the Chatswood to Sydenham line and Sydenham to Bankstown line from railway stations into metro/rail interchange stations. The following stations have been converted as part of the works, many of which have heritage listings at the state or local level and are listed on the Transport Asset Holding Entity (TAHE) s170 heritage asset register.

1.1.1. Stations and heritage items in the SCM&SW Area

The Licensed Maintenance Area includes heritage items identified along the Sydney Metro City & Southwest corridor from Chatswood to Bankstown as follows:

Table 4: Transport Asset Holding Entity Heritage items within the Licensed Maintenance Area along the Sydney Metro City & Southwest Corridor

Station	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Chatswood to Sydenham Line				
Martin Place Railway Station	01186	Sydney LEP I1891	TAHE 4081162	Appendix A5
Sydney Terminal and Central Railway Station Group	01255	Sydney LEP I824	TAHE 4801296	Appendix A7
Sydenham Railway Station Group	01254	Inner West LEP I1748	TAHE 4801296	Appendix A9
Sydenham to Bankstown Line				
Sydenham Railway Station Group	01254	Inner West LEP I1748	TAHE 4801296	Appendix B1
Marrickville Railway Station Group	1186	Inner West LEP I1241	TAHE 4801154	Appendix B2
Dulwich Hill Railway Station Group	N/A	Inner West LEP I1024	TAHE 4801091	Appendix B3
Hurlstone Park Railway Station Group	N/A	Canterbury Bankstown LEP I175	TAHE 4802051	Appendix B4

Station	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Canterbury Railway Station Group	1109	N/A	TAHE 4801100	Appendix B5
Federation railway bridges (Canterbury underbridge)	N/A	Canterbury Bankstown LEP I95	TAHE 4801568	Appendix B5
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Belmore Railway Station Group	1081	Canterbury Bankstown LEP #I33	TAHE 4801084	Appendix B7
Lakemba Railway Station Group	N/A	Canterbury Bankstown LEP I208	TAHE 4801916	Appendix B8
Wiley Park Railway Station Group	N/A	Canterbury Bankstown LEP I236	TAHE 4801946	Appendix B9
Punchbowl Railway Station Group	N/A	Canterbury Bankstown LEP I226	TAHE 4802009	Appendix B10
Bankstown Railway Station Group	N/A	Canterbury Bankstown LEP I112	TAHE 4802067	Appendix B11

The SMC&SW project area and MTS Licensed LMA also includes a number of heritage items which are not TAHE assets and located outside the train station groups. These items have been identified in Table 5:

Table 5: Non-Transport Asset Holding Entity heritage items within the Licensed Maintenance Area along the Sydney Metro City & Southwest Corridor which

Item	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Chatswood to Sydenham Line				
Millers Point & Dawes Point Village Precinct	01682	City of Sydney C35	N/A	Appendix A4
Chifley Square	N/A	City of Sydney I1708	N/A	Appendix A5
Commercial Building 'Qantas House'	01512	City of Sydney I1811	N/A	Appendix A5
Commercial Building 'City Mutual Life Assurance'	00585	City of Sydney I1675	N/A	Appendix A5
Richard Johnston Square	N/A	City of Sydney I1673	N/A	Appendix A5
City building 'NSW Club'	N/A	City of Sydney I1676	N/A	Appendix A5
Commonwealth Bank	01427	City of Sydney I1895	N/A	Appendix A5
Martin Place	N/A	City of Sydney I1889	N/A	Appendix A5

Item	SHR No. #	LEP No. #	S170 No. #	Licensed Maintenance Area
Sydenham to Bankstown Line				
Railway underbridge	N/A	Canterbury Bankstown LEP I181	4805737	
Prouts Bridge over Cooks River	N/A	N/A	4309574	
Post war bus shelter and public lavatories (Belmore)	N/A	Canterbury Bankstown LEP #151	N/A	
Federation House (former station master's cottage) (Belmore)	N/A	Canterbury Bankstown LEP #132	N/A	

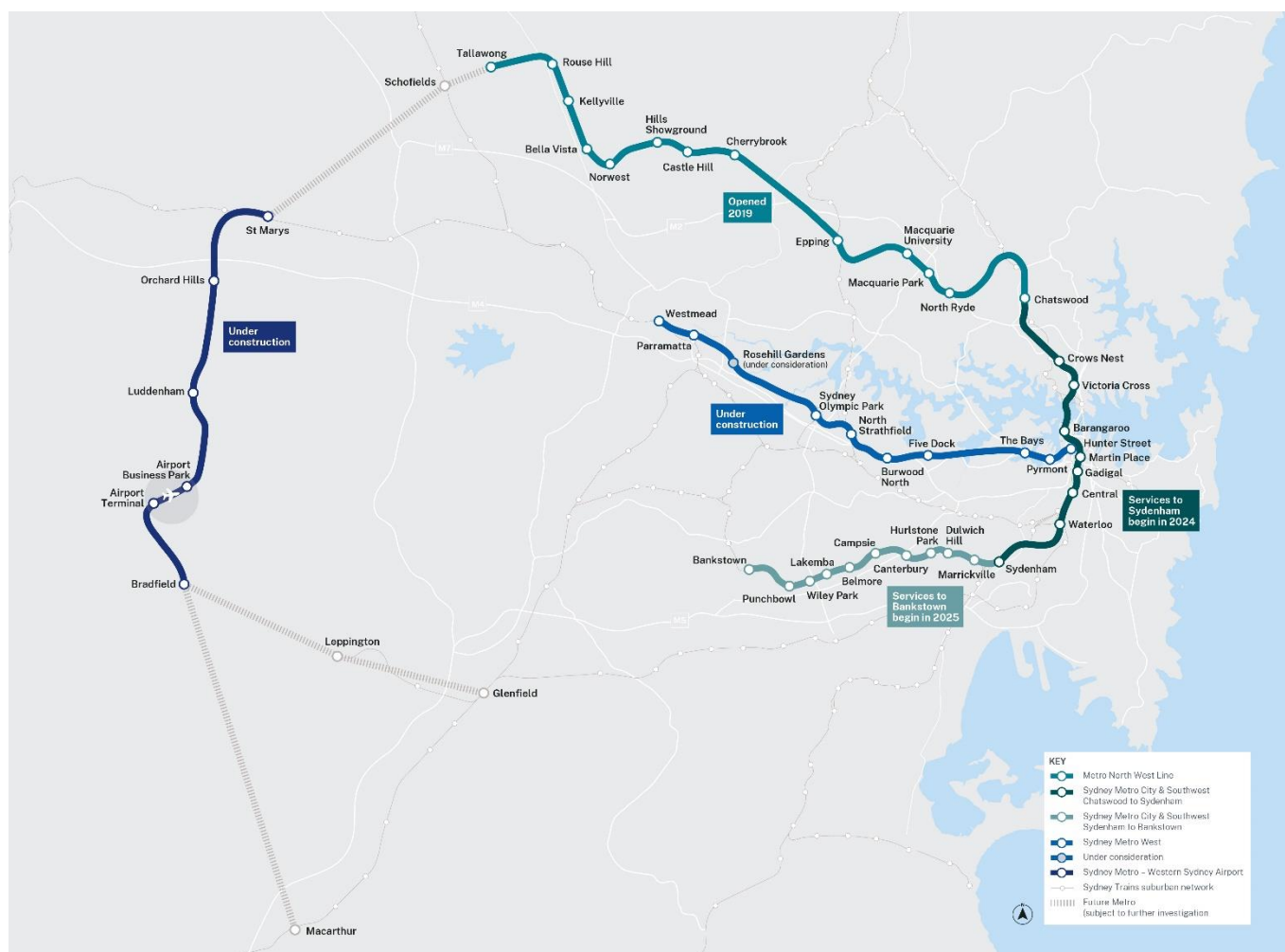


Figure 1: Sydney Metro Alignment Map (Source: Sydney Metro)

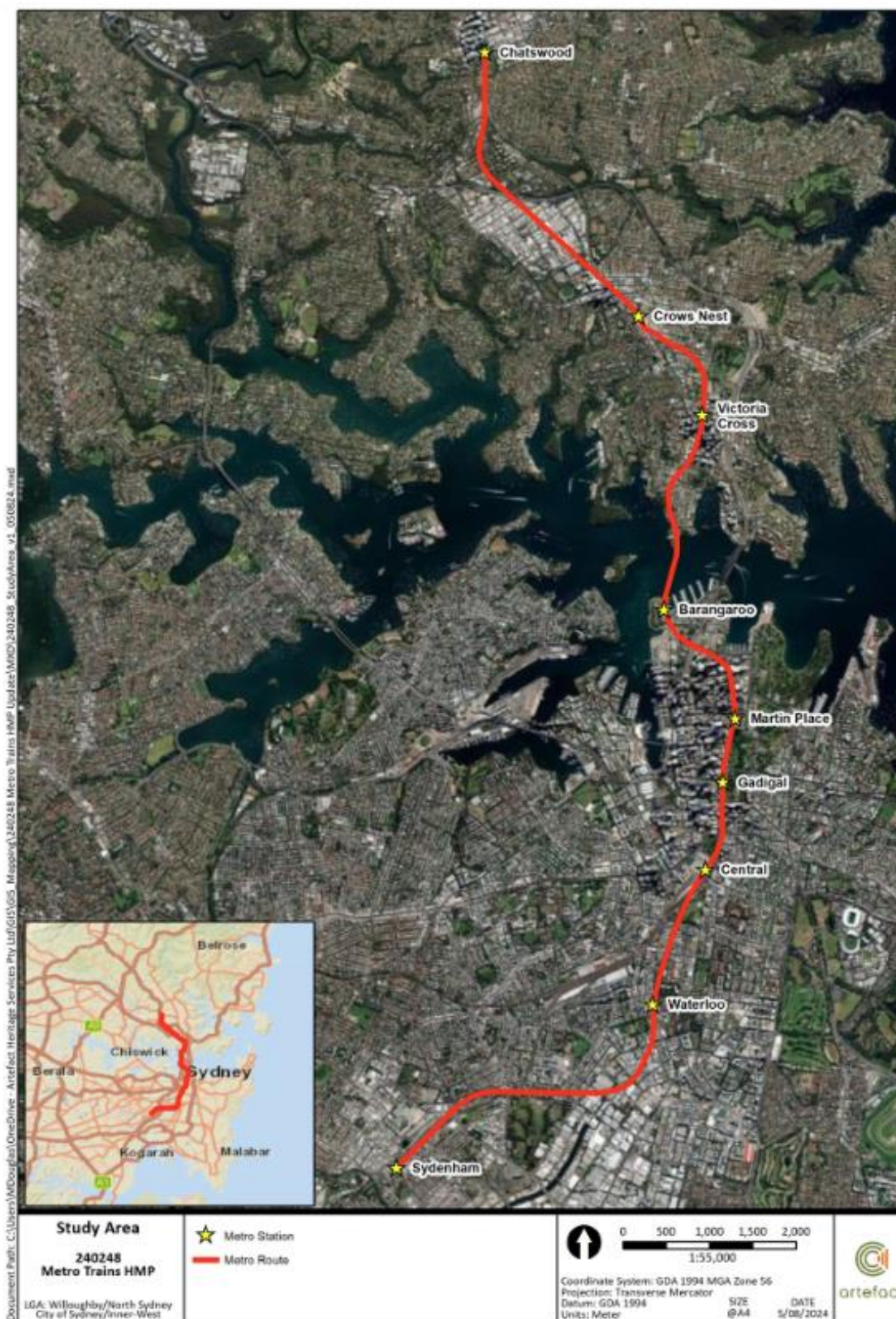


Figure 2: Location of Metro Stations in the Chatswood to Sydenham Line (Source: Artefact, 2024)

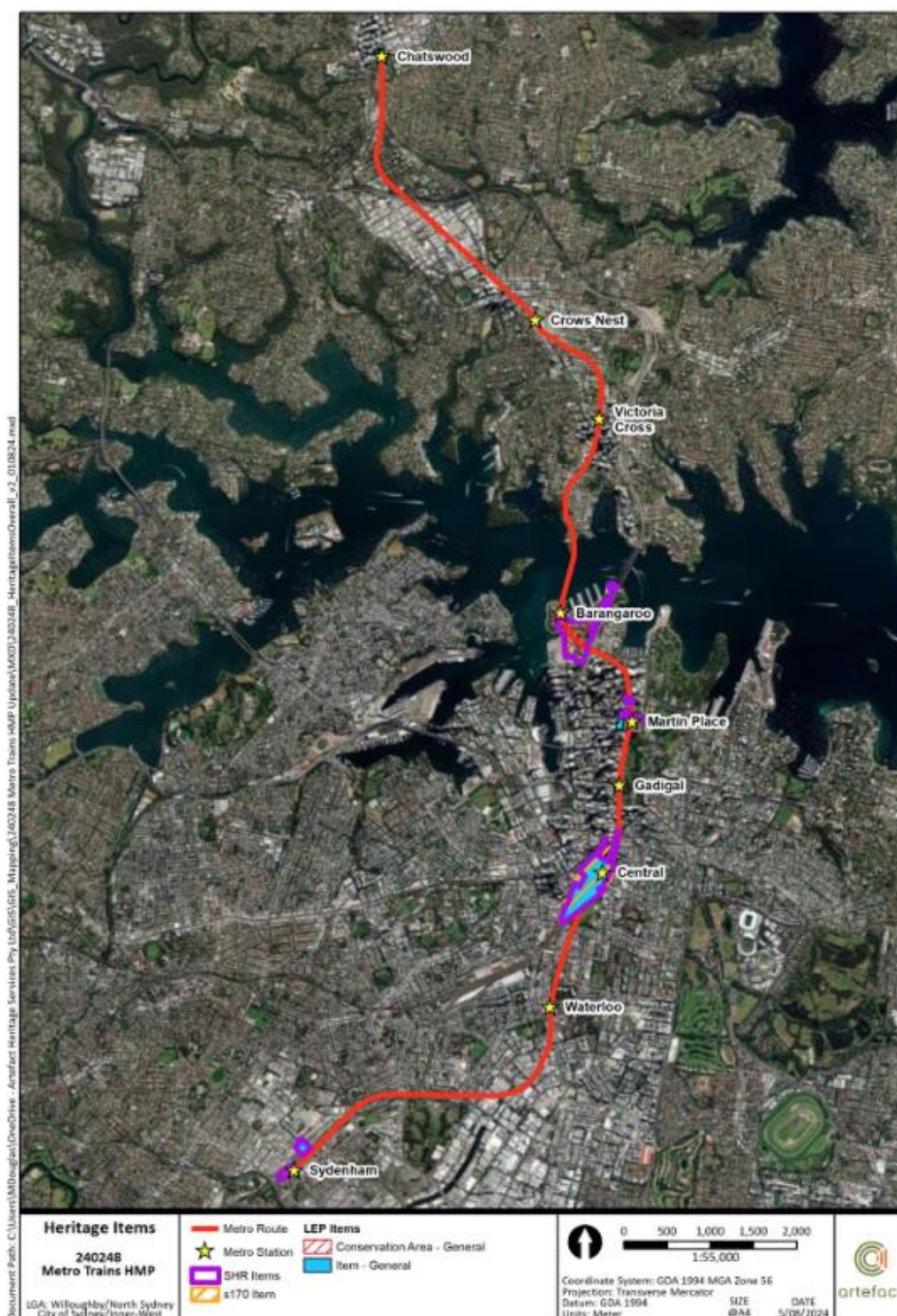


Figure 3: Heritage Items along the Chatswood to Sydenham Line (Source: Artefact, 2024)

1.1.2. MTS Licensed Maintenance Area

This HMP refers to the heritage assets within the LMA only. Currently, this HMP includes the complete LMA for the Chatswood to Sydenham LMA and part of the Sydenham to Bankstown LMA as following:

Chatswood to Sydenham line

- Chatswood Station
- Crows Nest Station
- Victoria Cross Station
- Barangaroo Station
- Sydney CBD
- Martin Place
- Pitt Street Station
- Central Station
- Waterloo Station

Sydenham to Bankstown line

- Sydenham Station

The maps showing individual station LMAs are included in 0

1.2. Purpose of this HMP

The purpose of the HMP is to outline how MTS manages heritage and archaeological assets across all Sydney Metro lines operated and maintained by MTS and provides best practice heritage management policies and actions that should be applied network wide. More specifically, this HMP identifies the heritage management process for the Operations and Maintenance (O&M) Phase of the OTS2 PPP. This document provides:

- Reference to requirements for compliance with the Heritage Act for all state listed buildings and sites that are located within MTS LMA, all heritage sites listed on the Sydney Metro Section 170 Heritage and Conservation Register, and archaeological resources located within the MTS LMA.
- Reference to the guidelines and standards for managing heritage places set out by the NSW Department of Climate Change, Energy, Environment and Water (DCCEEW NSW), Heritage NSW and the Heritage Council of NSW.
- Reference to Sydney Metro plans and strategies relating to the management of historic heritage.
- Reference to the management of Aboriginal cultural heritage and archaeology.

1.3. Scope and objectives

The scope of this HMP is to manage all heritage assets in MTS's LMA which includes built heritage, historical and Aboriginal archaeology and landscapes. It primarily covers all areas where physical maintenance and other works will occur and is applicable for the duration of the line operations.

All MTS, SMS and subcontractors engaged to carry out physical works are required to comply with this HMP.

The objectives of this HMP are to:

- Describe how heritage assets within the MTS LMA will be maintained in accordance with the minimum standards of maintenance and repair
- Provide detailed management policies as outlined in site specific conservation management plans (CMP) and conservation management strategies (CMS)
- Include all reporting requirements
- Include how the exemptions to the NSW Heritage Act will be administered
- Include the requirements for reviews and updates
- Be developed in consultation with Sydney Trains and other government bodies such as NSW Heritage Council (or delegate) and/or local councils, where relevant
- Ensure that potential heritage impacts are identified and appropriately minimised or avoided

- Ensure that contractors are fully aware of the area's Aboriginal heritage values and historical and Aboriginal archaeological resources.

1.4. Update and ongoing development of HMP

This HMP should be reviewed annually, or within 28 days of a major non-compliance with the plan that is identified by the Sydney Metro or when NSW Heritage Council issues a complaint, warning letter or notice in respect to management of a Sydney Metro heritage asset, or as required due to changes to contract/s, legislation and/or business activities. It is anticipated that this HMP will be revised as required within the first year of operation.

The MTS Environment Manager is responsible for ensuring the HMP is maintained and reviewed in accordance with business practices and standards to accurately reflect changes to the working environment and will ensure changes are carried out in a planned manner and with consideration to:

- The purpose of change and its potential consequence.
- The integrity of the Strategic Business Plan
- Availability of resources.
- Allocation of responsibilities and authorities.

Changes should be made as soon as reasonably possible to the HMP, subject to the requirement.

2. Legislative Framework

This section discusses the heritage management framework, notably legislative and policy context, applicable to the proposed development and study area.

2.1. Identification of heritage listed items

Heritage listed items were identified through a search of relevant state and federal statutory and non-statutory heritage registers:

- World Heritage List
- Commonwealth Heritage List
- National Heritage List
- National Parks and Wildlife Act 1974
- State Heritage Register
- Section 170 Heritage and Conservation Registers
- NSW State Heritage Inventory database
- Sydney Local Environmental Plan (2012)
- Inner West LEP 2022
- Canterbury Bankstown LEP 2023

Items listed on these registers have previously been assessed against the heritage assessment guidelines relevant to their peak governing body. Items that are of Commonwealth, National and World heritage significance have been assessed in accordance with the *Environmental Protection and Biodiversity Conservation Act 1999* (the EPBC Act). Items of state or local significance have been assessed against the NSW Heritage Assessment guidelines. Assessments of heritage significance as they appear in relevant heritage inventory sheets and documents, are provided in this assessment.

There are several items of legislation that are relevant to the LMA. A summary of the relevant Acts and the potential legislative implications are provided below.

There are no items which are located on the WHL, CHL or NHL within the LMA (see Table 1).

2.2. National Parks and Wildlife Act 1974

The *National Parks and Wildlife Act 1974* (NPW Act), administered by Heritage NSW, Department of Climate Change, Energy, the Environment and Water (DCCEEW) provides statutory protection for all Aboriginal 'objects' (consisting of any material evidence of the Aboriginal occupation of NSW), and for 'Aboriginal Places' (areas of cultural significance to the Aboriginal community).

The protection provided to Aboriginal objects applies irrespective of the level of their significance or issues of land tenure. However, areas are only gazetted as Aboriginal places if the Minister is satisfied that sufficient evidence exists to demonstrate that the location was and/or is of special significance to Aboriginal culture.

All Aboriginal objects, whether recorded or not, are protected under the NPW Act.

Section 86 of the NPW Act identifies that it is an offence to harm or desecrate an Aboriginal object and/or an Aboriginal place. Section 86 outlines penalty units applicable where it is identified that a person or corporation is in breach of Section 86.

The NPW Act defines harm to an object or place as any act or omission that:

- (a) destroys, defaces or damages the object or place, or
- (b) in relation to an object moves the object from the land on which it had been situated, or
- (c) is specified by the regulations, or
- (d) causes or permits the object or place to be harmed in a manner referred to in paragraph (a), (b) or (c)

The penalties and fines for damaging or defacing an Aboriginal object were increased in 2010.

2.3. Heritage Act 1977

The Heritage Act provides protection for items of 'environmental heritage' in NSW. 'Environmental heritage' includes places, buildings, works, relics, movable objects or precincts considered significant based on historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic values. Items considered to be significant to the State are listed on the SHR and cannot be demolished, altered, moved or damaged, or their significance altered without approval from the Heritage Council of NSW.

2.3.1. State Heritage Register

The SHR was established under Section 22 of the Heritage Act and is a list of places and objects of particular importance to the people of NSW, including archaeological sites. The SHR is administered by Heritage NSW, and includes a diverse range of over 1,500 items, in both private and public ownership. To be listed, an item must be deemed to be of heritage significance for the whole of NSW. For works to an SHR item, a Section 60 application must be prepared for works that are not exempt under Section 57(2) of the Heritage Act.

See Section 2.6. of this report for the items registered on the SHR within the LMA.

2.3.2. Archaeological relics

Part 6 Division 9 of the Heritage Act protects archaeological 'relics' from being 'exposed, moved, damaged or destroyed' by the disturbance or excavation of land. This protection extends to the situation where a person has 'reasonable cause to suspect' that archaeological remains may be affected by the disturbance or excavation of the land. It applies to all land in NSW that is not included in the SHR.

Section 139 of the Heritage Act requires any person who knows or has reasonable cause to suspect that their proposed works will expose or disturb a 'relic' to first obtain an excavation permit from the Heritage NSW (pursuant to Section 140) unless there is an applicable exception (pursuant to Section 139(4)). In cases where a Section 139 permit is not required for projects assessed under Part 5.1 of the EP&A Act, works would need to be conducted in accordance with the intent of the Heritage Act.

Section 146 of the Heritage Act requires any person who is aware or believes that they have discovered or located a relic must notify Heritage NSW providing details of the location and other information required. This notification can be done via the Heritage Management System.

2.3.3. Section 170 register

Under the Heritage Act all government agencies are required to identify, conserve and manage heritage items in their ownership or control. Section 170 (s170) requires all government agencies to maintain a Heritage and Conservation Register that lists all heritage assets and an assessment of the significance of each asset. They must also ensure that all items inscribed on its list are maintained with due diligence in accordance with State Owned Heritage Management Principles approved by the Government on advice of the NSW Heritage Council. These principles serve to protect and conserve the heritage significance of items and are based on NSW heritage legislation and guidelines.

A number of the items listed on the TAHE s170 will be transferred to the Sydney Metro s170 Heritage and Conservation Register.

See Section 2.6. of this report for the items listed on s170s within the study area.

2.4. State Environmental Planning Policy (Transport and Infrastructure) 2021

State Environmental Planning Policy (Transport and Infrastructure) 2021 (the Transport and Infrastructure SEPP) aims to facilitate the effective delivery of transport and infrastructure across NSW. The Transport and Infrastructure SEPP assists local government, the NSW Government and the communities they support, by simplifying the

process for providing essential infrastructure in areas such as education, hospitals, roads and railways, emergency services, water supply and electricity delivery.

Generally, where there is conflict between the provisions of the TISEPP and other environmental planning instruments, the TISEPP prevails. While the TISEPP overrides the controls included in the LEPs and DCPs, the proponent is required to consult with the relevant local councils when development “is likely to have an impact that is not minor or inconsequential on a local heritage item (other than a local heritage item that is also a State heritage item) or a heritage conservation area”.

When this is the case, the proponent must not carry out such development until it has (TISEPP 2021 Clause 2.11.2):

- (a) had an assessment of the impact prepared, and
- (b) given written notice of the intention to carry out the development, with a copy of the assessment and a scope of works, to the council for the area in which the heritage item or heritage conservation area (or the relevant part of such an area) is located, and
- (c) taken into consideration any response to the notice that is received from the council within 21 days after the notice is given.

2.5. Environmental Planning and Assessment Act 1979 (NSW)

The EP&A Act establishes the framework for cultural heritage values to be formally assessed in the land use planning and development consent process. The EP&A Act requires that environmental impacts are considered prior to land development; this includes impacts on cultural heritage items and places as well as archaeological sites and deposits.

The EP&A Act also requires that local governments prepare planning instruments (such as Local Environmental Plans and Development Control Plans [DCPs]) in accordance with the EP&A Act to provide guidance on the level of environmental assessment required. The study area falls within the boundaries of the Sydney and Inner West local government areas. Schedule 5 of each of the *Sydney Local Environmental Plan 2012* (LEP) and *Inner West LEP 2022* includes a list of items/sites of heritage significance within this LGA.

2.5.1. Local Environmental Plans

2.5.1.1. Willoughby LEP 2012

The Willoughby LEP 2012 applies to the Willoughby LGA. There are no heritage items registered in the Willoughby LEP 2012 within the LMA.

2.5.1.2. North Sydney LEP 2013

The North Sydney LEP 2013 applies to the North Sydney LGA. There are no heritage items registered in the North Sydney LEP 2013 within the LMA.

2.5.1.3. Sydney LEP 2012

The Sydney LEP 2012 applies to the City of Sydney LGA. See Section 2.6. of this report for the items registered in the Sydney LEP 2012 within the LMA.

2.5.1.4. Inner West LEP 2022

The Inner West LEP 2022 applies to the Inner West LGA, which merged the former Leichhardt, Ashfield and Marrickville LGAs. See Section 2.6. of this report for the items registered in the Inner West LEP 2022 within the LMA.

2.5.1.5. Canterbury Bankstown LEP 2023

The Canterbury Bankstown LEP 2023 applies to the Canterbury Bankstown LGA, which merged the former Canterbury and Bankstown LGAs. See Section 2.6. of this report for the items registered in the Canterbury Bankstown LEP 2023 within the LMA.

2.6. Summary of heritage listings

Table 6: Summary of Heritage Listings

Item	Heritage listing	Listing no. #	Level of Significance
Chatswood to Sydenham Line			
Martin Place Railway Station	SHR Sydney LEP 2012 TAHE s170	01186 I1891 4081162	State
Sydney Terminal and Central Railway Station Group	SHR Sydney LEP 2012 TAHE s170	01255 I824 4801296	State
Sydenham Railway Station Group	SHR Inner West LEP 2022 TAHE s170	01254 I1748 4801154	State
Sydenham to Bankstown Line			
Sydenham Railway Station Group	SHR Inner West LEP 2022 TAHE s170	01254 I1748 4801154	State
Marrickville Railway Station Group	SHR Inner West LEP 2022 TAHE s170	1186 I1241 4801091	State
Dulwich Hill Railway Station Group	Inner West LEP 2022 TAHE s170	I1024 4801909	Local
Hurlstone Park Railway Station Group	Canterbury Bankstown LEP 2023 TAHE s170	I175 4802051	Local
Canterbury Railway Station Group	SHR TAHE s170	1109 4801100	State
Campsie Railway Station Group	Canterbury Bankstown LEP 2023 TAHE s170	I40 4801101	Local
Belmore Railway Station Group	SHR Canterbury Bankstown LEP 2023 TAHE s170	1081 I33 4801084	State
Lakemba Railway Station Group	Canterbury Bankstown LEP 2023 TAHE s170	I208 4801916	Local
Wiley Park Railway Station Group	Canterbury Bankstown LEP 2023 TAHE s170	I236 4801946	Local
Punchbowl Railway Station Group	Canterbury Bankstown LEP 2023 TAHE s170	I226 4802009	Local
Bankstown Railway Station Group	Canterbury Bankstown LEP 2023 TAHE s170	I112 4802067	Local

3. Managing heritage

3.1. Introduction

The following outlines MTS' responsibilities in relation the management and maintenance of heritage assets within the LMA. This should be used as a guide and first point of contact, but where relevant should be read in conjunction with station specific conservation management plans and strategies.

3.2. Minimum standards of maintenance and repair

MTS is required to maintain all heritage assets to a minimum standard of maintenance and repair. Items on the SHR and Section 170 Heritage and Conservation Register are subject to minimum standards of maintenance under the Heritage Act and are set out in Part 3 of the Heritage Regulations 2012.

The *Minimum Standards of Maintenance and Repair of Heritage Items* (sets out the requirements for this).

The minimum standards aim to prevent serious or irreparable damage or deterioration of a heritage item.

The standards are based on good property management practices to:

- avoid putting off maintenance which can cause serious damage or deterioration and become very expensive.
- ensure the values of the heritage item are protected.

The minimum standards require owners to:

- ensure protection against damage or deterioration due to weather.
- ensure a reasonable level of protection against damage or destruction by fire, including additional fire protection for unoccupied buildings.
- provide security, including additional security measures for unoccupied buildings.
- do essential maintenance and repairs to prevent serious or irreparable damage or deterioration.
- arrange regular inspections.
- provide inspection reports to the Heritage Council of NSW when needed or asked.
- follow specific standards for ruins and moveable objects.

The Heritage Regulation 2012 does not require owners to do extra work as long as the minimum standards of maintenance and repair are achieved.

If a property owner or manager does not meet the minimum standards of maintenance and repair for the heritage item in their care, this may lead to actions outlined in section 120 of the Heritage Act.

Owners of SHR listed items, or items subject to an interim heritage order, may be eligible to apply for heritage grants to assist with developing management documents, and doing maintenance and restoration works.

These are outlined on the Heritage NSW website and provided in Minimum Standards of Maintenance and Repair.

<https://www.environment.nsw.gov.au/topics/heritage/manage-heritage-items/minimum-standards-maintenance-repair-for-heritage-items>

3.2.1. Technical heritage maintenance guidelines

In order to assist in the management and maintenance of heritage assets, Heritage NSW has prepared a series of Technical Heritage Maintenance Guidelines which contain best practice guidelines for the conservation, repair and use of heritage assets. They are split into the following categories:

- Building repairs and conservation
- Climate change preparedness
- Fire and access in buildings
- General maintenance
- Renovating, adaptive reuse and infill development

<https://www.environment.nsw.gov.au/topics/heritage/manage-heritage-items/heritage-maintenance-guides>

Table 7. Actions for managing heritage assets in accordance with the minimum standards

	Actions	Timing
1 Minimum standards of maintenance and repair	1.1 MTS will undertake a dilapidations survey of all heritage assets in the LMA to establish the condition of the fabric to inform development of the Cyclical Maintenance Plans. The inspections will be completed by suitably qualified and experienced heritage specialists	On asset handover
	1.2 Preparation of Cyclical Maintenance Plans for each heritage asset within the LMA	Following dilapidation survey
	1.3 Cyclical inspections of assets based on Cyclical Maintenance Plan. The inspection should be completed by suitably qualified and experienced heritage specialists	As per timings stipulated in the Cyclical Maintenance Plans
	1.4 Preparation of a prioritised list of maintenance and repairs required to maintain the asset	As required
	1.5 Undertake restoration/maintenance/cleaning works as per prioritised list of maintenance. The inspection should be completed by suitably qualified and experienced specialists.	As required, per timings stipulated in the prioritised list of maintenance
2 Technical heritage maintenance guidelines	2.1 MTS should ensure that the technical guides for conserving, repairing and using heritage items are followed in all works and maintenance activities for heritage assets.	Always

3.3. Conservation Management Plans, Strategies and Other Guiding Documents

In addition to the *Minimum Standards of Maintenance and Repair*, CMPs and CMSs have been prepared or are in prep. for all listed stations between Sydenham and Bankstown. These documents include specific policies and guidelines for managing individual assets.

These CMPs, CMSs and other guiding documents should be read in conjunction with this HMP and where appropriate would supersede the advice of this HMP.

The CMPs, CMSs and other guiding documents for each of the heritage listed items within the LMA from Chatswood to Bankstown are outlined in the Table 8 below.

Sydney Metro is preparing conservation management plans and strategies for all SHR listed stations and stations of local heritage significance on its Heritage and Conservation Register between Sydenham and Bankstown in accordance with the planning approval REMM NAH4. Once complete, MTS will be responsible for managing heritage items in accordance with the plans and strategies.

Table 8: Heritage Asset Conservation Management Plans, Strategies and Other Guiding Documents

Item	Conservation Management Plan	Other Guiding Documents
Chatswood to Sydenham Line		
Martin Place Railway Station	N/A	Heritage Study for Martin Place Railway Station, 2019 (David Asher Brook, Nathan Farrow and John Talivia'a)

Item	Conservation Management Plan	Other Guiding Documents
Sydney Terminal and Central Railway Station Group	<ul style="list-style-type: none"> Central Precinct Renewal CMP, August 2023 (Artefact Heritage and Environment) 	<ul style="list-style-type: none"> Central Precinct Renewal Archaeological Site Plan, May 2023 (Artefact Heritage and Environment) Central Precinct Renewal Heritage Interpretation Strategy, August 2023 (Artefact Heritage and Environment)
Sydenham Railway Station Group	<ul style="list-style-type: none"> Sydenham Station Specific Element Conservation Plan (Purcell, June 2023) 	
Sydenham to Bankstown Line		
Sydenham Railway Station Group	<ul style="list-style-type: none"> Sydenham Station Specific Element Conservation Plan (Purcell, June 2023) 	
Marrickville Railway Station Group	<ul style="list-style-type: none"> Marrickville Railway Station Conservation Management Plan (City Plan, July 2023) 	
Dulwich Hill Railway Station Group		
Hurlstone Park Railway Station Group		
Canterbury Railway Station Group	<ul style="list-style-type: none"> Canterbury Railway Station Conservation Management Plan (City Plan, July 2023) 	
Campsie Railway Station Group		
Belmore Railway Station Group		
Lakemba Railway Station Group		
Wiley Park Railway Station Group		
Punchbowl Railway Station Group		
Bankstown Railway Station Group		

Table 9. Actions for managing heritage assets in accordance with CMPs and CMSs

	Actions	Timing
3 Conservation management plans and strategies	<p>3.1 Heritage assets will be managed in accordance with CMPs or CMSs where applicable.</p>	On completion of CMP or CMS

Some LMAs intersect with other heritage items which are of State or Local heritage significance. Whilst works within the LMA are unlikely to impact these heritage items, outlined below are the relevant CMPs, CMS or other guiding heritage documents for each of these heritage items, which should be consulted and guide any future development or works within the LMA which may impact the heritage items.

Table 10: Conservation Management Plans and other guiding documents for heritage items which are not TAHE or Sydney Metro assets but are located within LMAs

Item	Conservation Management Plan	Other Guiding Documents
Chatswood to Sydenham Line		
Millers Point & Dawes Point Village Precinct		
Chifley Square		
Commercial Building 'Qantas House'	Qantas House (No. 1 Chifley Square), 2008 (GBA)	
Commercial Building 'City Mutual Life Assurance'	City Mutual Building - 66 Hunter Street Sydney, 2004 (Tanner Architects)	
Richard Johnston Square		
City building 'NSW Club'		
Commonwealth Bank	Government Savings Bank of New South Wales - 50 Martin Place Sydney, 2012 (Tanner Architects)	

3.4. Monitoring and auditing

As part of the management and maintenance of heritage assets, a regular system of monitoring and auditing of the assets should be undertaken. This will enable MTS to maintain the condition of heritage assets to the minimum standard required under the Heritage Act. A monitoring and audit program will also enable planning for current and future costs associated with maintaining heritage assets and to program an efficient periodic maintenance works schedule of targeted and appropriate repair and maintenance works.

The Minimum Standards of Maintenance and Repair should be incorporated into the schedule of maintenance and repair work, and should reference specific policies from relevant CMPs, CMSs and other guiding documents (as per Section 3.3. and Table 8 of this HMP).

Table 11. Actions for maintaining assets in accordance with Minimum Standards of Maintenance and Repair

Management area	Actions	Timing
1. Monitoring and auditing	1.1 Establish an audit program to check compliance with Cyclical Maintenance Plans and requirements of Minimum Standards of Maintenance and Repair. The inspection should be completed by suitably qualified and experienced heritage specialists	Yearly
	1.2 MTS should provide technical review and quality assurance of heritage specialist advice	As required

3.5. Archaeology

Locations that have been assessed as having historical archaeological potential or known archaeological remains will be managed in accordance with a site-specific CMP and its policies that may include archaeological monitoring and recording, salvage excavations or management under Sydney Metro's Unexpected Heritage Finds Procedure. If ground disturbance work is required in an area of historical archaeological potential, MTS should engage with a suitably qualified archaeologist to assess the potential impact of the work.

With respect to the management of Aboriginal heritage and archaeology previous assessments and investigation undertaken as part of the project, have demonstrated that the project area is unlikely to produce to contain Aboriginal objects other than at Central Station. Impacts to Aboriginal heritage at Central Station will be managed in accordance with a site-specific CMP, unexpected finds other than at Central Station which has an identified PAD, will be managed in accordance with the Sydney Metro Unexpected Heritage Finds Procedure.

Table 12. Actions for managing archaeology

		Actions	Timing
4	Aboriginal objects and places	4.1 Impact to areas of known Aboriginal archaeological potential at Central Station and Belmore Station will be avoided during operations.	Operations
		4.2 If ground disturbing work is proposed within the area of Aboriginal archaeological potential at Central Station or Belmore Station, it will be managed in accordance with the station specific conservation management plan and the National Parks and Wildlife Act 1974, with advice from a suitably qualified and experienced archaeologist.	During ground disturbing works
5	Relics	5.1 Impact to archaeological relics will be avoided during operations.	Operations
		5.2 If ground disturbing work is required in areas with known historical archaeological relics or areas of historical archaeological potential, it will be carried out in accordance with the station specific conservation management plan and the Heritage Act 1977, with advice from a suitably qualified and experienced archaeologist.	During ground disturbing works
6	Unexpected finds	6.1 The Sydney Metro Unexpected Heritage Finds Procedure will be followed.	Always

3.6. Engaging suitably qualified contractors and specialists

The Heritage Act and *State Agency Heritage Guide* refer to the engagement of suitably qualified heritage contractors and practitioners. This includes the engagement of all contractors to undertake exempt activities, activities with a permit, and general maintenance activities, as well as the engagement of heritage consultants and archaeologists.

The Heritage NSW website maintains a heritage consultants directory and a list of professional organisations that have members with recognised specialist heritage experience. While inclusion on the directory is not a recommendation or endorsement by Heritage NSW or the Heritage Council, the database provides a guide of potential contractors who have knowledge and experience of working with heritage listed places and assets.

Heritage specialists may include heritage consultants, heritage architects, structural engineers who specialise in heritage buildings, cultural materials conservators and archaeologists. The type of specialist will depend on the type of work proposed.

<https://www.environment.nsw.gov.au/topics/heritage/manage-heritage-items/heritage-consultants-directory>

Table 13. Actions for engaging suitably qualified contractors and specialists

Management area		Actions	Timing
7	Qualified contractors and skilled tradespeople	7.1 MTS will use suitably qualified contractors and skilled tradespeople for all works on heritage assets with the LMA.	Operations
		7.2 MTS will establish a quality assured heritage contractor panel and traditional trades list.	Prior to maintenance and repair work to heritage assets
8	Heritage services	8.1 The MTS heritage specialist will assist with preparing approval documentation where required and provide ad hoc heritage advice.	Operations

Management area	Actions	Timing
	8.2 Appropriately qualified and experienced archaeologists that meet the criteria for Excavation Directors will be engaged to work within the MTS LMA.	Operations

3.7. Heritage awareness and training

In order to ensure that potential heritage impacts are appropriately managed, it is important that all MTS and Sydney Metro personnel and contractors are aware of the heritage assets and their obligations in protecting them.

Heritage awareness processes including training and training manuals, public and media information and general heritage promotion are to be developed in consultation with Sydney Metro.

Refresher training will be delivered at yearly intervals. and as required, following site inspections and other actions such as audits, task updates, new discoveries or changes in the condition of heritage items that are not in accordance with the HMP.

Site induction that includes heritage awareness will be conducted by Safety Officers, Site Managers or other designated personnel for all project staff including contractors, sub-contractors and suppliers prior to any maintenance or other physical work undertaken.

Site induction will inform site personnel about the requirements for the management of heritage and archaeological assets during the works and their obligations for protection from potential impact.

Heritage promotion including information dissemination and events will be managed in tandem with Sydney Metro, heritage specialists and event organisers to ensure a coordinated and well-informed delivery.

Table 14. Actions for heritage awareness and training

	Actions	Timing
9 Heritage awareness and training	9.1 MTS will develop a heritage specific induction for all staff and contractors.	Prior to operations
	9.2 MTS will develop station specific inductions for HCR listed stations in consultation with the heritage specialist. The induction will be delivered to all staff and contractors working at the station prior to operations or work.	Prior to operations

3.8. Interpretation

A range of interpretive elements have been developed for the project, with site-specific interpretive stories and media types developed for each location, including interpretive panels/signs, ground plane inserts, artworks, plaques, wall features, plantings, conserved fabric/elements, etc. These interpretive elements must be maintained and checked for damage on a regular basis – a six-monthly cleaning and maintenance program is recommended.

Where heritage items and/or significant archaeological remains are impacted by necessary critical maintenance works consideration would be given to their interpretation. A site-specific CMP or CMS should include guidelines for interpretation in accordance with the existing Heritage Interpretation Plans for each location. An MTMS Public Art Plan has been prepared to guide the maintenance and operation of the artworks at each of the Metro Stations.

Table 15. Actions for engaging suitably qualified contractors and specialists

Management area		Actions	Timing
10	Qualified contractors	10.1 MTS will use suitably qualified contractors for all works on heritage assets with the LMA.	In place for full operations in 2024.
		10.2 MTS will establish a quality assured heritage contractor panel and traditional trades list.	In place for full operations in 2024.
11	Heritage services	11.1 MTS will engage suitably qualified heritage consultants to assist with preparing permit documentation and to provide ad hoc heritage advice.	In place for full operations in 2024.
		11.2 Appropriately qualified and experienced archaeologists that meet the criteria for Excavation Directors will be engaged to work within the MTS LMA.	In place for full operations in 2024.

4. Heritage approvals and record keeping

4.1. Introduction

Where work is required to heritage assets in the LMA, the following process would be followed in relation to heritage approvals and record keeping.

4.2. State Heritage Register listed assets

4.2.1. S60 Approval

All works undertaken to a SHR listed heritage asset which have not been assessed as meeting the criteria for a Standard Heritage Exemption (Section 4.2.2) must make an application under S60 of the Heritage Act for an Approval.

Works which require a S60 Approval require the following support documentation:

- SoHI
- Drawing documentation which details the proposed works
- Materials and finishes
- Renders
- CMP (if this is not already available this may be required as a condition of the approval)
- Archaeological Research Design for impacts to historical archaeological remains

If the SoHI assesses the works may have a minor impact or the potential to have a minor impact to the heritage item, the proposed works may qualify for a Fast Track S60. To qualify for a Fast Track S60 the following criteria must be met:

- to an item listed on the SHR or subject to an interim heritage order
- that will have little or no adverse impact on the heritage significance of an item, in the opinion of the Heritage Council (or its delegate)
- that are not listed as a standard exemption or site-specific exemption under the Heritage Act
- that have an estimated cost of up to \$150,000
- that accord with relevant guidelines.

All works which do not meet the criteria for a Fast Track S60 would require a standard S60 Approval.

Once works are approved under a Fast Track S60 they are not able to be modified, and any modifications to the works would require a new application.

Works which are approved under a S60 application would be eligible for a modification under S65A of the Heritage Act, provided the modification meets the following criteria:

- (1) On application in the approved form by any person entitled to act on an approval, the approval body may modify the approval—
 - (a) so as to vary any aspect of the original approval, but only if it is satisfied that the act, matter or thing authorised by the modified approval is substantially the same as the act, matter or thing authorised by the original approval, or
 - (b) so as to correct a minor error, misdescription or miscalculation.

Note: S60 applications for standard approvals require a minimum 40-day review period at Heritage NSW. This should be factored into the project planning process.

Table 16: Actions for S60 and S65A Approvals

		Actions		Responsibility
1	Confirm heritage status	1.1	MTS Staff to confirm heritage status of building or element prior to the assessment and approval of works	MTS Environment Manager
2	Fast Track S60	2.1	Prepare a Fast Track S60 if works meet the following: <ul style="list-style-type: none"> to an item listed on the State Heritage Register or subject to an interim heritage order that will have little or no adverse impact on the heritage significance of an item, in the opinion of the Heritage Council (or its delegate) that are not listed as a standard exemption or site-specific exemption under the Heritage Act 1977 that have an estimated cost of up to \$150,000 that accord with relevant guidelines. 	MTS Environment Manager with input from MTS heritage specialist
3	S60 Approval	3.1	Prepare an application for an Approval under s60 of the Heritage Act if the works: <ul style="list-style-type: none"> do not meet the threshold for S57 Standard Exemptions or Site-Specific Exemptions have an estimated cost more than \$150,000 have been assessed by a SoHI to have a more than minor impact on the significance of the SHR item 	MTS Environment Manager with input from MTS heritage specialist
4	Variation s65A applications	4.1	If there is a modification to proposed works under a S60 approval – this can be modified if they are: <ul style="list-style-type: none"> minor corrections clarifications amendments additional work 	MTS Environment Manager with input from MTS heritage specialist
5	Submission of applications for approvals	5.1	Sydney Metro Senior Heritage Advisor will submit all applications for approvals via the Heritage Management System	Sydney Metro Senior Heritage Advisor
6	Compliance	6.1	MTS to monitor and retain records of compliance with the approved works as issued under S60 of Heritage Act	MTS Environment Manager
		6.2	MTS to provide technical review and quality assurance of all heritage deliverables prepared by MTS heritage contractors	MTS Environment Manager
		6.3	Respond to Sydney Metro requests for further information to support heritage approval and notifications	MTS Environment Manager
		6.4	Disseminate heritage approvals and endorsement, and associated conditions, with MTS business units	MTS Environment Manager

4.2.2. Standard Heritage Exemptions

Under S57(2) of the Heritage Act, some works to the SHR heritage items may meet the criteria for exemption under the Standard Heritage Exemptions. Assessment of the works applicability to the exemptions should be undertaken by a qualified heritage consultant.

Standard Exemptions are self-assessed. It is the responsibility of MTS to ensure that the proposed activities/works fall within the threshold for Standard Exemptions. This should be assessed by a qualified heritage consultant.

MTS is responsible for ensuring that any activities/works undertaken by them meet all the Relevant standards and have all necessary approval. Records must be kept of all activities/works for auditing and compliance purposes by the Heritage Council.

Works which may meet the criteria for exemption under the Heritage Act are as follows:

Table 17. Activities which are considered exempt under Section 57(2) of the Heritage Act

Standard exemption	Explanation
1. Maintenance and cleaning	<p>This exemption is for maintenance and cleaning which is part of the continuous protective care of a place, including the fabric and setting of a place. Examples of typical maintenance and cleaning activities/works include:</p> <ul style="list-style-type: none"> washing surfaces to remove grime. removing vegetation and litter from gutters and drainage systems. lubricating equipment which has moving parts. applying protective coatings to surfaces which have previously had such coatings, for example limewash, polish, oils and waxes.
2. Repairs to non-significant fabric	<p>This exemption is for repair or replacement of damaged or deteriorated non-significant fabric of a heritage item that is beyond further maintenance. Examples of typical repair activities/works include:</p> <ul style="list-style-type: none"> refixing palings that have fallen off a fence. patching damaged plaster. regrouting tiles. replacing decayed/destroyed roof gutters with new gutters on a building.
3. Alteration to non-significant fabric	<p>This exemption is for alterations to non-significant fabric. It is not for establishing new structures or buildings. Examples of typical repair activities/works include:</p> <ul style="list-style-type: none"> reopening a closed pre-existing fireplace. removing single glazed non-significant window and installing double glazed window. replacing non-significant bathroom finishes/surfaces such as tiles, and fixtures such as vanities, shower cabins and baths. installing built-in units (e.g. bookshelf) to non-significant walls.
4. Alteration to interiors of non-significant fabric	<p>This exemption is for alterations to the inside of non-significant buildings. Non-significant buildings must be:</p> <ul style="list-style-type: none"> identified as non-significant in a conservation management document; or constructed since the listing of the item on the State Heritage Register or protected by an interim heritage order. <p>Examples of typical alteration activities/works include:</p> <ul style="list-style-type: none"> refurbishment or renovation of interiors of non-significant buildings. replacement of fabric inside non-significant buildings.
5. Repair or replacement of non-significant services (mechanical, electrical and plumbing)	<p>This exemption is for the repair or replacement of services that are not of heritage significance. Examples of typical service repair or replacement activities/works include:</p> <ul style="list-style-type: none"> rewiring of electrical fittings. replace light fixtures and fittings with energy efficient alternatives. repair of broken water pipes. repair to mechanical parts of a boiler or engine. <p>For telecommunications and fire safety see standard exemptions 6 and 7.</p>
6. Non-significant telecommunications infrastructure	<p>This exemption is for the upgrade or installation of telecommunication infrastructure that is not of heritage significance. Examples of typical activities/works include:</p> <ul style="list-style-type: none"> increasing the size or number of antennae on an approved tower or fixing point. installation of new telephone and/or internet cabling.

Standard exemption	Explanation
	<ul style="list-style-type: none"> • upgrade of a communications switchboard.
7. Fire safety detection and alarm systems	<p>This exemption is for upgrading or installing fire safety detection or alarm systems. Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • rewiring of heat or smoke detectors. • upgrade of a fire panel. • upgrade of evacuation lighting. • installing an alarm system to warn people of an emergency. <p>Upgrading or installing fire suppression systems, such as sprinklers is not permissible under this exemption. For fire suppression systems you will need an approval through Heritage NSW.</p>
8. Excavation	<p>This exemption is for minor excavation or disturbance of land without removal of State significant relics.</p> <p>Examples of typical minor excavation or disturbance activities/works include excavation:</p> <ul style="list-style-type: none"> • of an existing service trench to inspect, maintain or repair underground services. • to access and repair building foundations. • as part of insect or vermin eradication. <p>If substantial intact archaeological relics of State or local significance or any Aboriginal objects are discovered during excavation, you must stop all activities/works notify Heritage NSW.</p>
9. Painting	<p>This exemption is for repainting of already painted fabric or the painting of non-significant fabric.</p> <p>Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • removal of peeling, flaking or otherwise failed paint. • preparing a surface (e.g. by sanding) for painting. • painting a surface with a suitable paint. <p>This exemption does not allow for painting of previously unpainted significant fabric (e.g. face brickwork, stone, concrete or metal) as this is likely to adversely affect the item's heritage significance.</p>
10. Restoration of fabric that forms part of the significance of the item	<p>This exemption is for restoration of an item by returning significant fabric to a known earlier location or revealing a known earlier significant configuration.</p> <p>Examples of typical restoration activities/works include:</p> <ul style="list-style-type: none"> • reassembling and returning significant fabric, such as a garden fountain to its original location. • reopening a closed pre-existing doorway that forms part of the item's earlier significant configuration.
11. Subdivision of non-significant buildings	<p>This exemption is for subdivision of the interior of a building that is not of heritage significance or the exterior of a heritage item for car spaces only.</p>
12. Temporary structures	<p>This exemption is for erection of a temporary structure(s) for less than 30 consecutive calendar days.</p> <p>Examples of typical temporary structures include:</p> <ul style="list-style-type: none"> • marquee, tent or gazebo. • porta-loo. • shipping container. • performance stages and staging equipment.
13. Vegetation	<p>This exemption is for vegetation and landscape maintenance-based tasks.</p> <p>Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • weeding. • mowing and pruning. • planting including seasonal rotation of species. • mulching.

Standard exemption	Explanation
14. Burial sites and cemeteries	<p>This exemption is for burial sites, cemeteries and their elements including headstones, footstones, burial markers or monuments, grave kerbing, grave railings, grave furniture, enclosures and plantings.</p> <p>Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • excavation of a new grave. • interment of ashes. • erection of a monument or grave marker. • maintenance of graves
15. Signs	<p>This exemption is for installation of certain types of temporary signage and signage for assisting navigation of heritage items and interpretation of their significance.</p> <p>Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • erecting a temporary real estate sign. • placing a temporary sign in the window of a business. • replacing deteriorated or tired interpretation signage. • installing new waymarking signs.
16. Filming	<p>The exemption allows for the use of an item as a set or backdrop for filming.</p> <p>Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • protection of significant fabric using bumpers or gaskets during filming of a television or online commercial, show or movie. • temporary movement of non-significant elements of the item within the item. • setup of moveable tripods and lighting without penetrations into significant fabric.
17. Temporary relocation of moveable heritage items	<p>This exemption is for temporary relocation of moveable heritage items or objects.</p> <p>Examples of typical activities/works include relocation of a/an:</p> <ul style="list-style-type: none"> • archive during cleaning of the archive's storage facility. • object to a conservator's premises for the purpose of approved conservation works or repairs exempt from approval under another exemption. • collection from storage to a display or vice versa. • railway rolling stock for a demonstration or field day. <p>Permanent relocation of a movable heritage item requires approval under Section 60 of the <i>Heritage Act 1977</i>.</p>
18. Compliance with minimum standards and orders	<p>This exemption is for work required to meet the minimum standards of maintenance and repair or as part of an order issued for a heritage item.</p> <p>The Minimum Standards of Maintenance and Repair are contained in Part 3 of the Heritage Regulation 2012. They apply to all items listed on the State Heritage Register (SHR) or subject to an interim heritage order (IHO). Owners of SHR and IHO are required to ensure their heritage item meets the minimum standards of maintenance and repair.</p> <p>Orders may be issued to remedy an action or failure to maintain and repair.</p> <p>Examples of typical activities/works relate to:</p> <ul style="list-style-type: none"> • weather protection. • fire prevention and protection. • security; and • essential maintenance and repair to prevent serious or irreparable damage.
19. Safety and security	<p>This exemption is for the temporary or emergency securing of a heritage item for the safety of users or the public. It does not allow for the permanent installation or upgrading of site or building safety and/or security measures.</p> <p>This exemption may be used where there has been unexpected damage caused by an unexpected event, rather than safety risks that arise from ongoing neglect of maintenance.</p> <p>Examples of typical activities/works include:</p> <ul style="list-style-type: none"> • erection of temporary security fencing around a sink hole to prevent access. • placement of a temporary security camera to monitor a vulnerable heritage item. • activities to prevent elements of an item that have fallen from causing an accident.

Standard exemption	Explanation
	<ul style="list-style-type: none"> installation of suitable material to halt erosion to an archaeological site caused by extreme weather. any stabilisation activities/works under this exemption must be done with minimal intervention to significant fabric. <p>Emergency maintenance and repairs (such as required following a storm) may be exempt under other standard exemptions. Activities/works which may damage significant fabric require approval under Section 60 of the Heritage Act.</p>
20. Emergency situations and lifesaving	<p>This exemption is for activities/works required immediately in an emergency. Emergencies may be natural or man-made. They are serious, unexpected and often dangerous situations requiring immediate action. The nature of the emergency will vary the type of risk to life, the environment and nature of on-site damage to a heritage item/place.</p> <p>Incidents likely to cause serious damage and require actions necessary to save or protect life could include:</p> <ul style="list-style-type: none"> an uncontrolled escape, spillage or leakage. an uncontrolled implosion, explosion or fire. exposed live electrical parts. collision or fall of something. collapse or partial collapse of a structure or plant (for example a crane or shoring supporting an excavation). <p>This exemption permits people on site and emergency personnel to do what is necessary to save or protect human life and/or secure the safety of a ship, the environment or a heritage item endangered by an incident such as those listed above.</p>
21. Change of use	<p>This exemption allows for minor changes of use that will not affect the item's heritage significance.</p>

Each of these Standard Exemption criteria has specific guidelines and conditions which must be complied with in order to satisfy the threshold for exempt work.

More information can be found at the NSW Heritage website for Standard Exemptions

<https://www2.environment.nsw.gov.au/topics/heritage/apply-for-heritage-approvals-and-permits/state-heritage-register-items/standard-exemptions>

Table 18: Actions for S57(2) Standard Heritage Exemptions

	Action	Responsibility
1 Standard Exemptions S57(3)	1.1 Confirm with MTS staff heritage listing status of the item	MTS Environment Manager
	1.2 Assess if proposed works meet the threshold for one or more Standard Heritage Exemptions	MTS Environment Manager with input from MTS heritage specialist where required
	1.3 Keep records of the assessment and documentation of the proposed work as well as records of work once completed	MTS Environment Manager with input from MTS heritage specialist where required
2 Compliance	2.1 MTS to retain records of compliance with work carried out under standard exemptions	MTS Environment Manager
	2.2 MTS to provide technical review and quality assurance of MTS heritage specialist advice	MTS Environment Manager
	2.3 Respond to Sydney Metro requests for further information to support heritage approval and notifications	MTS Environment Manager

Action		Responsibility
2.4	Disseminate heritage approvals and endorsement, and associated conditions, with MTS business units	MTS Environment Manager

4.3. Archaeology

4.3.1. Disturbance of historical archaeological relics outside SHR curtilages

4.3.1.1. Excavation permit under s140

Excavation permits to allow disturbance and/or removal of archaeological 'relics' are issued by the Heritage Council of NSW, or its Delegate, under Section 140 of the Heritage Act. An application for an excavation permit must be supported by an Archaeological Research Design (ARD) and Archaeological Assessment prepared in accordance with the Heritage NSW archaeological guidelines.

4.3.1.2. Archaeological exceptions under Section 139 (4)

Minor works that would have a minimal impact on archaeological relics of local significance may be granted an exception under Section 139 (4) of the Heritage Act. The following disturbance or excavation of land does not require an excavation permit under the Heritage Act:

2 Exceptions

- Any disturbance or excavation of land that has limited archaeological research potential, as demonstrated by a heritage management document, such as an Archaeological Assessment, completed within the last five years.
- Any disturbance or excavation of land that constitutes minor works involving limited impact to relics of local heritage significance, in accordance with **'Relics of local heritage significance: a guide for minor works work with limited impact'** published by Heritage NSW.
- Any disturbance or excavation of land that constitutes minor works involving limited impact to relics of local heritage significance as demonstrated by a heritage management document, such as an Archaeological Assessment, completed within the last five years.
- Any disturbance or excavation of land for archaeological test excavation of relics of local heritage significance completed in accordance with the guidelines **'Relics of local heritage significance: a guide for archaeological test excavation'** published by Heritage NSW.
- Any disturbance or excavation of land for archaeological monitoring of relics of local heritage significance completed in accordance with the guidelines **'Relics of local heritage significance: a guide for archaeological monitoring'** published by Heritage NSW.

The exceptions are self-assessed, and it is the responsibility of the proponent to ensure that the proposed works fall within these exceptions.

Table 19: Actions for disturbing areas of relics or historical archaeological potential

Actions		Responsibility
7	Confirm archaeological potential	
	7.1 MTS Staff to confirm if work is within an area of archaeological potential as defined in the station specific CMP or CMS	MTS Environment Manager
	7.2 Where ground disturbing work is required in an area of archaeological potential or would affect a known archaeological relic, seek advice from the MTS Excavation Director.	MTS Environment Manager and MTS Excavation Director

Actions		Responsibility	
8	Exceptions under S139(4)	<ul style="list-style-type: none">Excavation Director to confirm work can be carried out in accordance with the exceptions.Keep records of the assessment and documentation of the proposed work as well as records of the work once completed.Follow the Sydney Metro Unexpected Heritage Finds Procedure.	MTS Environment Manager with input from MTS Excavation Director
9	S140 approval	<p>9.1 Prepare an application for an Approval under S140 of the Heritage Act where the work will:</p> <ul style="list-style-type: none">disturb or excavate land that is likely to contain archaeological relics of state significance.have a major impact on relics of local significance. <p>The application must include:</p> <ul style="list-style-type: none">archaeological assessment reportarchaeological research design and excavation methodologyExcavation directors' details, CV and response to the Criteria for assessing excavation directors	MTS Environment Manager with input from MTS Excavation Director
10	Submission of applications for approvals	10.1 Sydney Metro Senior Heritage Advisor will submit all applications for approvals via the Heritage Management System	Sydney Metro Senior Heritage Advisor
11	Compliance	11.1 MTS to monitor and retain records of compliance with the approved works as issued under S139 or S140 of the Heritage Act.	MTS Environment Manager
		11.2 MTS to provide technical review and quality assurance of advice from MTS Excavation Director	MTS Environment Manager
		11.3 Respond to Sydney Metro requests for further information to support heritage approval and notifications	MTS Environment Manager
		11.4 Disseminate heritage approvals and endorsement, and associated conditions, with MTS business units	MTS Environment Manager

4.4. Heritage and Conservation Register listed assets not on the SHR

MTS will identify the planning approval pathway for the work. Where required, heritage will be considered as part of the assessment and approval process.

4.4.1. Minor work to HCR assets not on the SHR

Minor work to HCR assets not on the SHR is defined as activities with little to no impact on its heritage significance and support its ongoing management including:

- maintenance and clearing
- repairs to non-significant fabric
- alterations to non-significant fabric
- alterations to interiors of non-significant buildings

- repair or replacement of non-significant services (mechanical, electrical, plumbing)
- non-significant telecommunications infrastructure
- fire safety detection and alarm systems
- minor excavation or disturbance of land which would not affect Aboriginal objects, known archaeological relics or areas of Aboriginal or historical archaeological potential as defined in the applicable CMP or CMS
- painting
- restoration of significant fabric in accordance with the applicable CMP or CMS
- temporary structures
- landscape maintenance including weeding, mowing and pruning, planting seasonal rotation of species and mulching
- temporary signage
- temporary relocation of movable heritage items
- compliance with minimum standards of maintenance and repair.

The definition for minor work to HCR listed assets not on the SHR is consistent with the standard exemptions under the Heritage Act.

Records must be kept of all minor work. The SHR Standard Exemption Record Keeping Form will be used for all minor work to HCR assets not on the SHR.

4.4.2. Work with more than a minor impact to heritage significance

Where work with more than a minor impact is anticipated, a heritage specialist will prepare a SoHI in accordance with the Heritage NSW Guidelines for statements of heritage impact and the applicable CMP or CMS. The work will be completed in consultation with Sydney Metro.

Table 20: Record keeping requirements for HCR assets not on the SHR

Management area	Action	Responsibility
1 Compliance with CMP or CMS	1.1 Check compliance of the proposed work with applicable CMPs or CMS, to ensure it consistent with the conservation policies or cyclical maintenance plans	MTS Environment Manager
2 Minor work	2.1 Check if the work meets the definition for minor work. 2.2 Keep records of the assessment and documentation of the proposed work, as well as records of the work once completed 2.3 Seek advice from heritage specialist to confirm the impact would have little to no impact to the heritage significance of the asset and is consistent with the applicable CMP or CMS where required.	MTS Environment Manager with input from MTS heritage specialist where required
3 Work which would have more than a minor impact to the heritage significance of the asset	3.1 Prepare SoHI in accordance with the Heritage NSW Guidelines for preparing a statement of heritage impact and CMP or CMS conservation policies. 3.2 Notify Sydney Metro Senior Heritage Advisor and provide a copy of the SoHI 3.3 Implement recommendations from the SoHI in consultation with Sydney Metro	MTS Environment Manager and MTS heritage specialist

Management area	Action	Responsibility
4 Compliance	4.1 MTS to provide technical review and quality assurance of heritage specialist advice	MTS Environment Manager
	4.2 Respond to Sydney Metro requests for further information to support heritage approval and notifications	MTS Environment Manager
	4.3 Disseminate heritage approvals and endorsement, and associated conditions, with MTS business units	MTS Environment Manager

4.5. Aboriginal Heritage Impact Permit

An Aboriginal Heritage Impact Permit (AHIP) is the only consent that can be obtained under the NPW Act to harm Aboriginal objects. Heritage NSW, DCCEEW are the determining authority for all AHIP applications. Various factors are considered by Heritage NSW, DCCEEW in the AHIP application process, such as site significance, Aboriginal consultation requirements, Ecological Sustainable Development (ESD) principles, project justification and consideration of alternatives.

If an AHIP is required, consultation must be undertaken in accordance with the requirements of Section 60 of the *National Parks and Wildlife Regulation 2019*, as described in the *Aboriginal cultural heritage consultation requirements for proponents 2010* (DECCW 2010b).

5. Emergency works

In the event of time-sensitive emergency works being required, the relevant legislative requirements for permits/consent or exemptions are still in place. It is likely that emergency works would be mostly related to existing rail infrastructure and not impacting on significant heritage buildings, fabric or elements of a heritage place. Depending on the nature of emergency works, they may fall also under the standard exemptions for Fire Safety, Safety and Security or Emergency situations and lifesaving (as outlined in Section 4.2.2, Table 18).

Emergencies may be natural or man-made. They are serious, unexpected and often dangerous situations requiring immediate action. The nature of the emergency will vary the type of risk to life, the environment and nature of on-site damage to a heritage asset.

Incidents likely to cause serious damage and require actions necessary to save or protect life could include:

- an uncontrolled escape, spillage or leakage
- an uncontrolled implosion, explosion or fire
- exposed live electrical parts
- collision or fall of something
- collapse or partial collapse of a structure or plant (for example a crane or shoring supporting an excavation).

In an emergency, MTS staff and emergency personnel will do what is necessary to save or protect human life, the environment or a heritage asset endangered by an incident such as those listed above.

5.1. Actions required for emergency works

5.1.1. Advising relevant authority

The responsible manager must check the heritage status of areas impacted by emergency works to see if they are being undertaken in a listed heritage place. If emergency works must occur within a listed heritage place, MTS must notify Heritage NSW as soon as possible that works have occurred on a State heritage item. This must include a brief explanation as to why the works had to happen, and why it was not possible to notify prior to undertaking the works. This notification would be done by Sydney Metro; however, MTS will need to supply all the relevant information for this notification.

5.1.2. Emergency works heritage contingency plan

As emergency works can occur at all hours, an Emergency Works Heritage Contingency Plan will be developed by a suitably qualified heritage specialist and form part of this HMP. The plan should include key information to help the Responsible Manager understand the process they need to follow regarding heritage places, for example:

- Notify MTS Safety Manager > notify MTS Environment Manager > notify Sydney Metro Senior Heritage Advisor > notify Heritage NSW as required.

The plan should also include a template for an Emergency Works Heritage Report that must be completed by the Responsible Manager when an incident occurs. The template should include the following types of information that needs to be recorded:

- The name and heritage status of the place (e.g. its SHR/LEP/S170 place name and registration number).
- Whether there are any standing exemptions for the heritage place that apply to the emergency work activities.
- Location of where the emergency works are taking place.
- Description of the emergency works e.g. ballast replacement, track work, etc.
- Brief outline of impacts to the heritage place and/or its identified heritage values.
- Context or reason for the emergency works.

- Names of the work group members undertaking the works and the Responsible Manager.
- Length or expected timeline of the emergency works.
- Before and after photographs of the works site and context within the heritage place.
- Mitigation or management measures in place to protect the heritage components, or values of the site, e.g. protective temporary fencing around worksite to ensure works do not encroach on heritage fabric, heritage briefing, or induction of emergency works crew prior to commencement of emergency works, etc.
- A sign off page for the Responsible Manager and other relevant personnel.

The Emergency Works Heritage Contingency Plan must be disseminated to all relevant work groups within MTS and be included as a standard document within all works approval documentation, contractor information packages and pre-start/induction packs, etc.

5.1.3. Existing checklists and tools

MTS should update their existing works checklists, forms or documentation to include a line item about the Emergency Works Heritage Contingency Plan and a check box for whether a copy of the Contingency Plan has been included in the project files and made available to all project contractors and MTS personnel.

Table 21. Recommendation 12 - Emergency Works Heritage Contingency Plan

		Action		Timing
1	Emergency Works Heritage Contingency Plan	1.1	MTS will develop an Emergency Works Heritage Contingency Plan	Prior to operations
2	Emergency Works Heritage Report template	2.1	MTS will develop an Emergency Works Heritage Report Template which will be included in the next update to this HMP	Prior to operations

6. Reporting requirements

The following section outlines how MTS will meet its reporting requirements related to heritage assets as required by SPR as well as their obligations under the Heritage Act.

The reporting requirements are primarily the responsibility of Sydney Metro, as outlined in the Roles and Responsibilities in Section 7, however MTS are required to provide inputs into Sydney Metro's reports, as well as meet requirements of the Heritage Act in relation to record keeping and reporting related to the management of SHR and S170 listed assets.

6.1. Statutory requirements

The standard exemptions and exceptions available under the Heritage Act are only provided on the condition that proper paperwork is completed and managed. Spot checks and audits can occur and there can be financial penalties for breaches of the Heritage Act.

It is recommended that one person within MTS be responsible for creating and maintaining a register of all exempt works undertaken within the LMA, and provide twice yearly updates to SM. As outlined in Section 7, this is currently nominated as the MTS Environment and Sustainability Advisor. Additionally, it is recommended that MTS consult with Sydney Metro for all work carried out under standard exemptions and exceptions under the Heritage Act.

The example forms provided Example Standard Exemption Record Keeping Form (SMCSWTS2-MTS-1NL-HE-REC-002506) and Example Section 139(4) Exception Record of Use Form (SMCSWTS2-MTS-1NL-HE-REC-002508) should be used and copies retained, along with a master spreadsheet or in an asset management database.

Table 22. Recommendation 13 – Statutory Reporting Requirements

Management area	Recommendation	Timing
12 Statutory Reporting Requirements	12.1 The MTS Environment Manager is responsible for maintaining the register of all exempt works undertaken within the LMA. Records should use the NSW Heritage Council form and master spreadsheet or asset management database	Operations
	12.2 MTS should consult with Sydney Metro for all work carried out under standard exemptions.	Operations
	12.3 MTS to provide twice yearly updates to Sydney Metro of works undertaken.	Operations
	12.4	

6.2. Sydney Metro annual report

As a state agency, Sydney Metro is required to include details about the management of heritage assets in their annual report. MTS must provide the following information to be included in the annual report as part of the Sydney Metro reporting cycle:

- a demonstration that the principles and guidelines have been adopted as part of the management strategy of heritage assets.
- a statement on the condition of the items listed on the agency's heritage and conservation register and the SHR.
- a register of all works, including scheduled maintenance, completed within the previous 12 months; and
- a register of all correspondence received and issued in respect to management of the heritage assets.

This means that the condition of all SHR and S170 items must be monitored and all works, including maintenance, must be recorded by MTS to be provided to Sydney Metro to meet their reporting requirements (Table 23).

Table 23. Recommendation 14 – Reporting Requirements

Management area	Recommendation	Timing
13	13.1 MTS will provide Sydney Metro with twice yearly updates of all works, including maintenance to all heritage assets on the SHR and S170 register.	Twice yearly.

6.3. Heritage Council correspondence

Sydney Metro are required to report on any Heritage Council correspondence received and issued in respect to management of all heritage assets. As outgoing correspondence to the NSW Heritage Council is a Sydney Metro responsibility, as outlined in Section 7, MTS should immediately notify Sydney Metro of any incoming correspondence from NSW Heritage Council that is not also provided to SM.

This includes notification of any breaches, notices of potential breaches, warning notices or other correspondence issued by NSW Heritage Council.

6.4. Sydney Metro Heritage Working Group

Sydney Metro convenes a heritage working group that meets monthly. Members include representatives from Heritage NSW as delegate for the Heritage Council of NSW, DCCEE NSW, and Sydney Trains. The Heritage Working Group provides advice to Sydney Metro on heritage matters.

MTS and its heritage specialists will present to the Heritage Working Group as required by Sydney Metro.

6.5. Heritage Assets Register

MTS are to create and maintain a Heritage Assets Register in Ellipse to ensure that an up-to-date list of Heritage Assets within MTS' LMAs are held at all times. This register will be owned by the MTS Asset Management Team, with input from the Environment and Sustainability Advisor when Heritage Assets are added or changed. Ellipse is an Asset Lifecycle Management software tool which help MTS manage their assets day to day, including from a maintenance viewpoint.

7. Roles and responsibilities

The following section outlines the roles and responsibilities for managing heritage within the MTS LMA.

Table 24 provides a high-level overview of the division of responsibility between MTS and Sydney Metro in managing the Historic Heritage in the MTS LMA.

As roles and titles can change over time, this section should be kept up to date and reviewed regularly.

Table 24. Roles and responsibilities in managing heritage within the MTS LMA

Role	Responsibility	HMP section
MTS Environment and Sustainability Advisor	General <ul style="list-style-type: none"> Key MTS point of contact for all heritage matters. Consults with Sydney Metro Heritage adviser as required. Engages heritage specialist to undertake specialist heritage work as required. Supports MTS business units to implement the HMP in a consistent manner. Informs and supports MTS business units on heritage legislative requirements, approval pathway, and requirements for Minimum Standards for Maintenance and Repair under the Heritage Act (Minimum Standards of Maintenance and Repair, reference SMCSWTS2-MTS-1NL-HE-REC-002509). Confirms with MTS staff the heritage listing status, heritage approval pathways and scope the level of heritage assessment required for an activity. Supports MTS business units to scope and engage heritage contractors for heritage professional services. Provides technical review and quality assurance of all heritage deliverables prepared by MTS heritage contractors. Reviews performance of MTS heritage contractors and provides feedback to SM. 	Managing Heritage Items (Section 3) Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 5)
	<ul style="list-style-type: none"> Identifies all activities that require heritage approvals and reporting. Consults on all heritage approval and notification matters with SM. Confirms heritage approval and notification pathways with MTS business units. Prepares self-assessments under Heritage Act (S57 Standard Exemption and S139 Exceptions) and submits to Sydney Metro for endorsement. Prepares draft approval applications and notifications under Heritage Act (S60, S140, S170) and submits to Sydney Metro for submission. Responds to Sydney Metro requests for further information to support heritage approval and notifications. Disseminates heritage approvals and endorsements, and associated conditions, with MTS business units. Supports MTS business units implement the SM's <i>Unexpected Archaeological Finds Procedure</i> and any other Sydney Metro heritage procedures as required (SM-18-00105232). Tracks and audits MTS heritage approvals, notification and their conditions. Develops and implements heritage procedures for unauthorised works on heritage items, including escalation protocols. 	Heritage Approvals and Reporting (Section 5) Emergency Works (Section 4.5.)
	Heritage awareness and training <ul style="list-style-type: none"> Develops heritage awareness and training material and consults with Sydney Metro. Implements approved heritage awareness and training sessions for MTS business units and relevant staff. 	Managing Heritage Items (Section 3)

Role	Responsibility	HMP section
	<ul style="list-style-type: none"> Communicates to MTS business units on heritage solutions and approaches issued by SM. Prepares and disseminate heritage lessons learned to MTS business units. Coordinates and provides relevant inputs as requested by Sydney Metro into Ministerial, media or general public enquiries. Develops and implements heritage promotion and interpretation initiatives in consultation with SM. 	
	S170 Register Inputs <ul style="list-style-type: none"> Accesses and views S170 Register data as needed. Annually reviews S170 Register data, including moveable heritage schedules and asset condition, and submits to SM. Records, through written and photographic documentation, all changes to heritage items and submits to SM. Reports to Sydney Metro any planned out-of-cycle changes to S170 items to Sydney Metro including any major works, sale, case to occupy, transfer or demolition of S170 items. Communicates Sydney Metro S170 Register updates with MTS business units. 	Managing Heritage Items (Section 3)
	Heritage Asset Management <ul style="list-style-type: none"> Periodically reviews and provides updates for the MTS HMP. Supports the integration of MTS HMP, CMPs, CMSs and Sydney Metro heritage procedures, guidelines and standards into MTS asset and project systems. Awareness and implementation of any relevant moveable heritage strategies and plans to ensure effective security, recording, conservation and interpretation of moveable heritage. Develops task-specific heritage procedures to support the HMP. Provides access to and interpretation of CMPs and CMSs for MTS staff. Provides advanced notification to Sydney Metro as to CMP and CMS periodic review or out-of-cycle review requirements. Supports the planning of Heritage Asset management and maintenance activities for MTS LMA in consultation with the SM's heritage asset management strategies and the CMPs and CMSs. Supports the development of an Emergency Works Heritage Contingency Plan. Audits and reports on MTS compliance with Minimum Standards of Maintenance and Repair (Minimum Standards of Maintenance and Repair, reference SMCSWTS2-MTS-1NL-HE-REC-002509). Undertakes heritage inspections, investigations and audits. Prepares reports for Sydney Metro on heritage asset matters as required. Maintains and shares as required all relevant records relating to heritage assets. 	Managing Heritage Items (Section 3)
MTS Head of Infrastructure Delivery	General <ul style="list-style-type: none"> Seeks early advice from the MTS Environment and Sustainability Advisor on all heritage matters. Understands and implements the MTS HMP and the CMPs and CMSs. Provides input on asset and procedural matters into periodic revisions of the HMP. 	Managing Heritage Items (Section 3) Heritage Approvals and Exemptions (Section 4)

Role	Responsibility	HMP section
		Emergency Works (Section 4.5.)
	Capabilities <ul style="list-style-type: none"> Ensures all relevant staff with asset management responsibility are adequately trained in heritage asset management practices and procedures, and the MTS HMP and the CMPs and CMSs. Builds heritage and conservation technical capabilities in relevant business units. Identifies and develops pre-qualified list of heritage conservation contractors. 	Managing Heritage Items (Section 3)
	Works Planning & Implementation <ul style="list-style-type: none"> Engages and manages heritage contractors, as per scope of services advised by the MTS Environment and Sustainability Advisor. Coordinates technical feedback on draft deliverables from heritage contractors. Reviews and amends proposed works on heritage advice to avoid or minimise heritage impact. Engages and manages traditional conservation contractors as required. Carries out works in compliance with heritage approvals and conditions. Implements Sydney Metro Unexpected Heritage Finds Procedure as required (SM-18-00105232) On completion of works at heritage assets, report specific changes to MTS Environment and Sustainability Advisor for S170 Register updating. Develops and shares heritage lessons learnt as required. Reports and manages heritage incidents as required. Responds to reactive maintenance in a timely manner and consistent with heritage advice and approvals. 	Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.)
MTS GM Engineering and Maintenance Delivery	General <ul style="list-style-type: none"> Seeks early advice from the MTS Environment and Sustainability Advisor on all heritage matters. Understands and implements the MTS HMP and the CMPs and CMSs. Provides input on asset and procedural matters into periodic revisions of the HMP. Capabilities <ul style="list-style-type: none"> Ensures all relevant staff with asset management responsibility are adequately trained in heritage asset management practices and procedures, and the MTS HMP and the CMPs and CMSs... Builds heritage and conservation technical capabilities in relevant business units. Identifies and develops pre-qualified list of heritage conservation contractors. Works Planning and Implementation <ul style="list-style-type: none"> Seeks early advice from the MTS Environment and Sustainability Advisor and Sydney Metro Heritage Advisor prior to undertaking any work on heritage assets. 	Managing Heritage Items (Section 3) Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.)

Role	Responsibility	HMP section
	<ul style="list-style-type: none"> Conducts heritage listing searches and understands the level of heritage assessment and approval pathway required for a proposed activity early in project development. Implements MTS Environment and Sustainability Advisor advice on heritage requirements such as engaging a heritage contractor, scope of heritage services, heritage approvals, notifications and compliance requirements, and best practice materials and methods. Collaborates with MTS Environment and Sustainability Advisor to prepare and obtain heritage approvals prior to undertaking works. Ensures heritage approvals and notifications are in place prior to undertaking works at heritage assets. Undertakes pre works heritage briefings and ensures heritage controls remain in place throughout construction phase of works. Inputs into the development of an Emergency Works Heritage Contingency Plan. 	
MTS Head of Asset Management	Assets & Systems <ul style="list-style-type: none"> Updates asset systems to align with inspections and maintenance requirements set out in the Minimum Standards for Maintenance and Repair (Minimum Standards of Maintenance and Repair, reference SMCSWTS2-MTS-1NL-HE-REC-002509). Monitor and report on heritage asset compliances as required. Integrates CMP and CMS asset policies, heritage data and requirements into asset systems and processes. Inputs into the development and implementation heritage asset management planning for MTS LMA in consultation with the SM's heritage asset management strategies and the CMP and CMSs. Undertakes regular condition assessments at an agreed frequency and forward plans including allocating sufficient funds for routine maintenance and repair activities. Assists in heritage incident investigations, audits and regulator requests for information as required. Manages the Heritage Assets Register in Ellipse. 	Managing Heritage Items (Section 3) Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.)
Heritage Contractor (Professional Services)	Heritage Advice <ul style="list-style-type: none"> Provides specialist heritage services during project development and implementation phase. Undertakes historical research, review project designs, undertakes site inspections, and prepares technical heritage impact assessment documentation, heritage approval application packages, archival recording work, archaeological investigations and interpretation plans, etc. Prepares detailed works documentation and specifications as per CMP, CMS and Asset Maintenance Plans. Supervises conservation works, release heritage hold-points, and ensures quality outcomes. Heritage services <ul style="list-style-type: none"> Provides qualified heritage services as required such as traditional tradespeople, heritage architects, structural engineers who specialise in heritage buildings, cultural materials conservators, and archaeologists. 	Managing Heritage Items (Section 3) Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.) Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.)

Role	Responsibility	HMP section
Sydney Metro Senior Heritage Advisor	General <ul style="list-style-type: none"> Key point of contact on heritage matters for the media and or general public enquiries. Reviews and endorses MTS Heritage Management Plan, heritage training material, heritage promotion and interpretation initiatives. Guides Sydney Metro and MTS on matters outlined in State Heritage Asset Guide. Liaises with MTS regarding opportunities for interpretation and enhancement of heritage assets. 	Managing Heritage Items (Section 3) Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.)
	Heritage Approvals and Reporting <ul style="list-style-type: none"> Key point of contact with Heritage NSW and Heritage Council of NSW for all heritage approval and notification matters. Reviews and submits all heritage approval applications and supporting documentation prepared by MTS. Arranges all Heritage Act landowner signatures for approval applications and notifications. Arranges submission of all heritage approval applications and notifications to Heritage NSW. Liaises with Heritage NSW to track all heritage approval applications, and co-ordinates additional information if required. Reviews and co-ordinates all correspondence relating to unauthorised works at heritage places. Reviews and endorses all submissions of self-assessment under Heritage Act (Standard Exemption and Exceptions) and retains records for auditing purposes by Heritage NSW. Manages all approvals signs offs in accordance with Sydney Metro delegations. 	Heritage Approvals and Exemptions (Section 4) Emergency Works (Section 4.5.)
	S170 Register Administration <ul style="list-style-type: none"> Administers Sydney Metro S170 Register including annual reviews and updates and submits S170 Register to Heritage NSW. This provides public access to the S170 Register. 	Managing Heritage Items (Section 3)
	Heritage Asset Management <ul style="list-style-type: none"> Leads on all liaison with Heritage NSW for heritage asset management and compliance matters. Develops and maintains Moveable Heritage Collections Management Plan. Develops and periodically reviews CMP and CMS for heritage items. 	Managing Heritage Items (Section 3)

Table 25. Actions – Roles and Responsibilities

Management area	Recommendation	Timing
1 Roles and Responsibilities	1.1 If roles and responsibilities and job titles change, this section should be updated.	As required
	1.2 Changes in roles and responsibilities should be cross checked and updated in the relevant section of the HMP and other relevant documents.	As required

8. Compliance and review of this HMP

8.1.1. Regular updates and integration

This HMP must be updated at least every 12 months and/or within 28 days of a major non-compliance with the plan. It should also be reviewed and updated in the case of major changes to heritage legislation at a state or local level, or when new guidelines are issued by the NSW Heritage Council. Likewise, if heritage asset listings change, this document should be updated to reflect that change.

Table 26. Actions for regular updates and integration

Management area	Actions	Timing
1. Regular updates	1.1 The HMP should be reviewed and updated at least every 12 months and/or within 28 days of a major non-compliance notification.	Every 12 months or sooner.
	1.2 The HMP should be reviewed and updated if any major changes are made to heritage legislation or regulations at a state or local level or if new guidelines are issued by the NSW Heritage Council.	As required.
	1.3 The HMP should be updated if heritage status of listed assets changes or if a new heritage item is listed.	As required.
2. Integration with other conservation management plans and guiding documents	2.1 Once all CMPs and CMSs are completed, the HMP should be reviewed, and station specific information and requirements added	As soon as completed.
	2.2 This HMP should be updated to include a hyperlink to all CMPs and CMSs when complete.	As soon as completed

8.1.2. Incidents and non-compliances

Sydney Metro Authority define an environmental Incident as *“an occurrence or set of circumstances, as a consequence of which pollution (air, water, noise, and land) or an adverse environmental impact has occurred or is likely to have occurred.”* All heritage incidents are classified as environmental incidents at MTS.

All Heritage incidents are to be reported to MTS' Environment and Sustainability Advisor as soon as possible and will be recorded in MTS's SQRE software system (Intalex). MTS also commits to reporting all environmental incidents (including Heritage incidents) to Sydney Metro Authority.

The Environment & Sustainability Advisor will identify trends in incidents and trends in root causes to suggest the nature of preventative actions which are warranted. Depending on the severity of the event, the location of the incident, as well as any associated plant and equipment, is to be preserved until relevant data and evidence is collected.

Incident investigations will be undertaken for all incidents. The level of investigation will be dependent on the classification of the incident. The incident investigation team will be comprised of staff selected by the GM Safety, Quality, Risk and Environment based on the severity of the incident and the availability of experienced personnel. Details of heritage incidents and resulting corrective or preventative actions will also be included in internal monthly environmental reports.

As part of the incident investigation, corrective and preventative actions will be identified, assigned to the appropriate person and closed out according to set timeframes. Corrective actions will be assigned, tracked and closed out in Intalex. All corrective actions will include reference to the relevant incident record for ease of tracking.

Sydney Metro Authority define Environmental Non-compliances as *“a breach of an Environmental Requirement originating from Planning Approvals, Environment Protection Licenses, lease agreements, and other requirements documented in environmental management plans.”*

Heritage non-compliances with the planning approval are identified through regular environmental inspections, monitoring, internal or external audits, response to complaints, community consultation, and responses to incidents. A Sydney Metro Authority Representative and/or a public authority may also raise a non-compliance or issue an improvement notice. All reportable heritage non-compliances are to be reported to SMA within one (1) day of the incident and reported as incidents in Intelex and any corrective actions are to be embedded within the MTS Intelex system and related Operating Procedures and Management Plans.

Following the identification of a non-compliance, corrective and/or preventative actions are identified and assigned to the appropriate person with set timeframes. Timeframes would be set to ensure any chance of recurrence is eliminated as soon as practicable. Intelex is used to assign, track and close out corrective actions.

The incident in Intelex is reviewed regularly to ensure actions are being actioned and closed out in a timely manner. The status of corrective actions is reported for review at the monthly management meeting and reported in the Quarterly and Annual Performance Reports.

Appendix A. Chatswood to Sydenham LMA

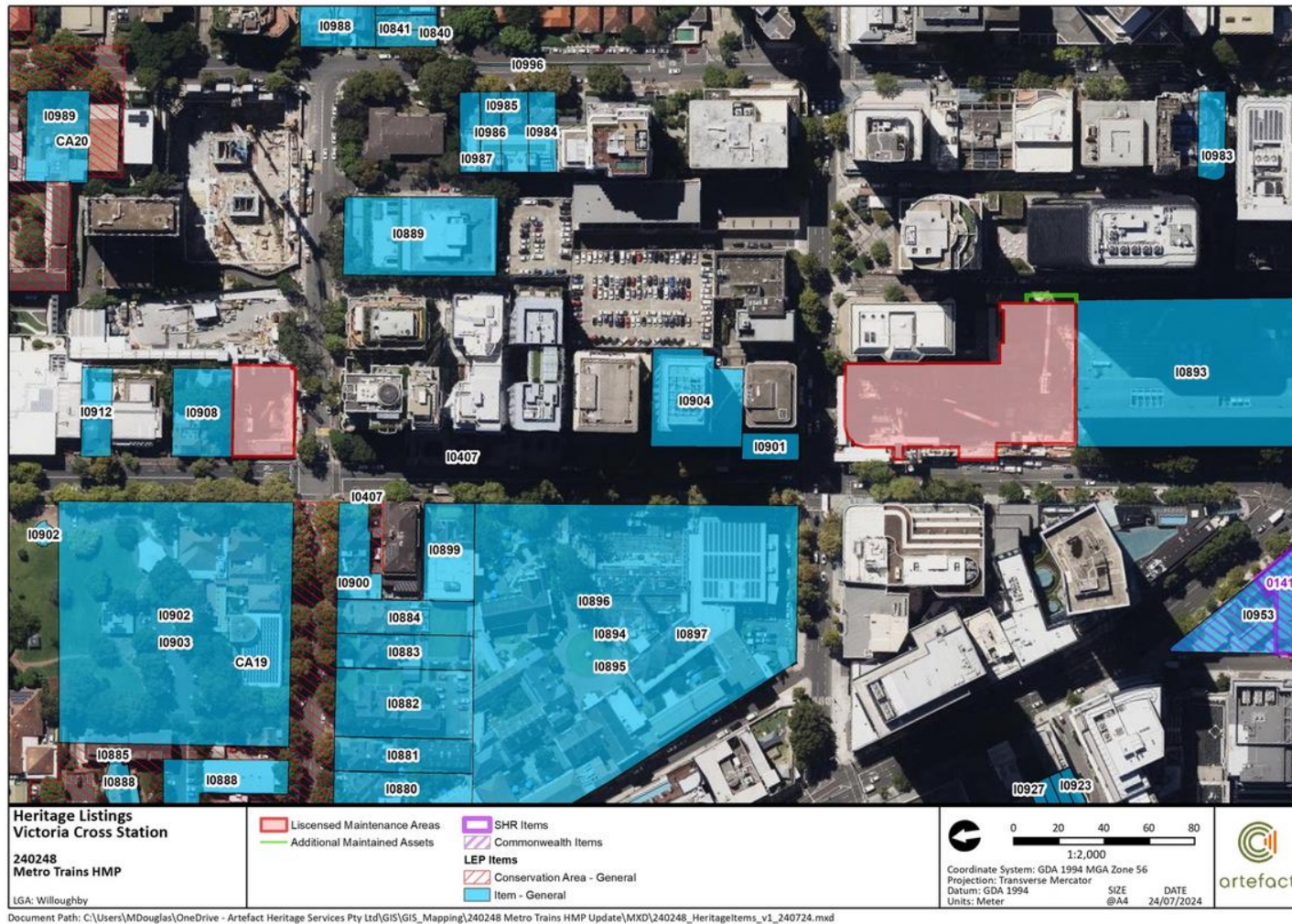
Appendix A1. Chatswood LMA



Appendix A2. Crow's Nest LMA



Appendix A3. Victoria Cross LMA



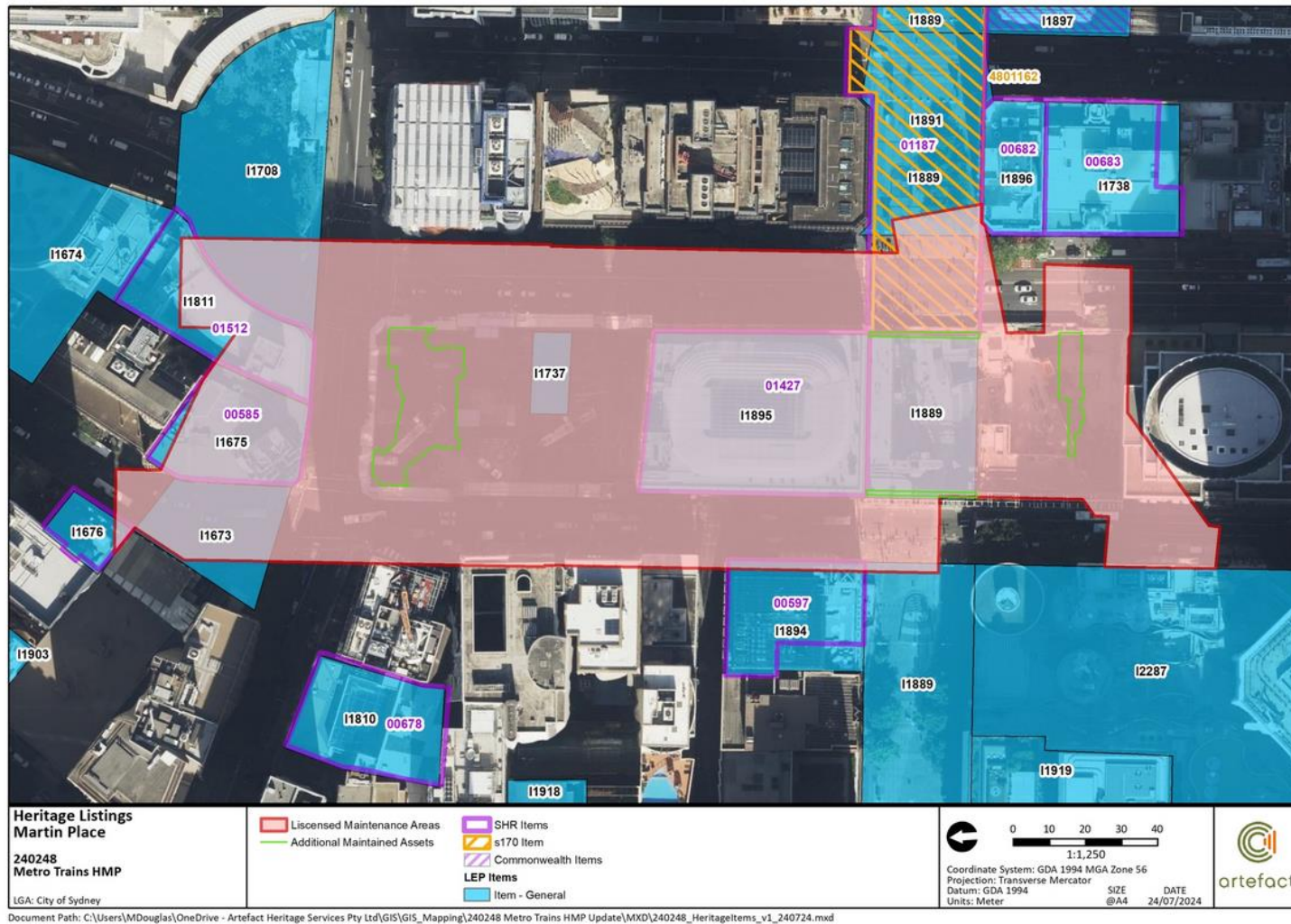
Appendix A4. Barangaroo LMA



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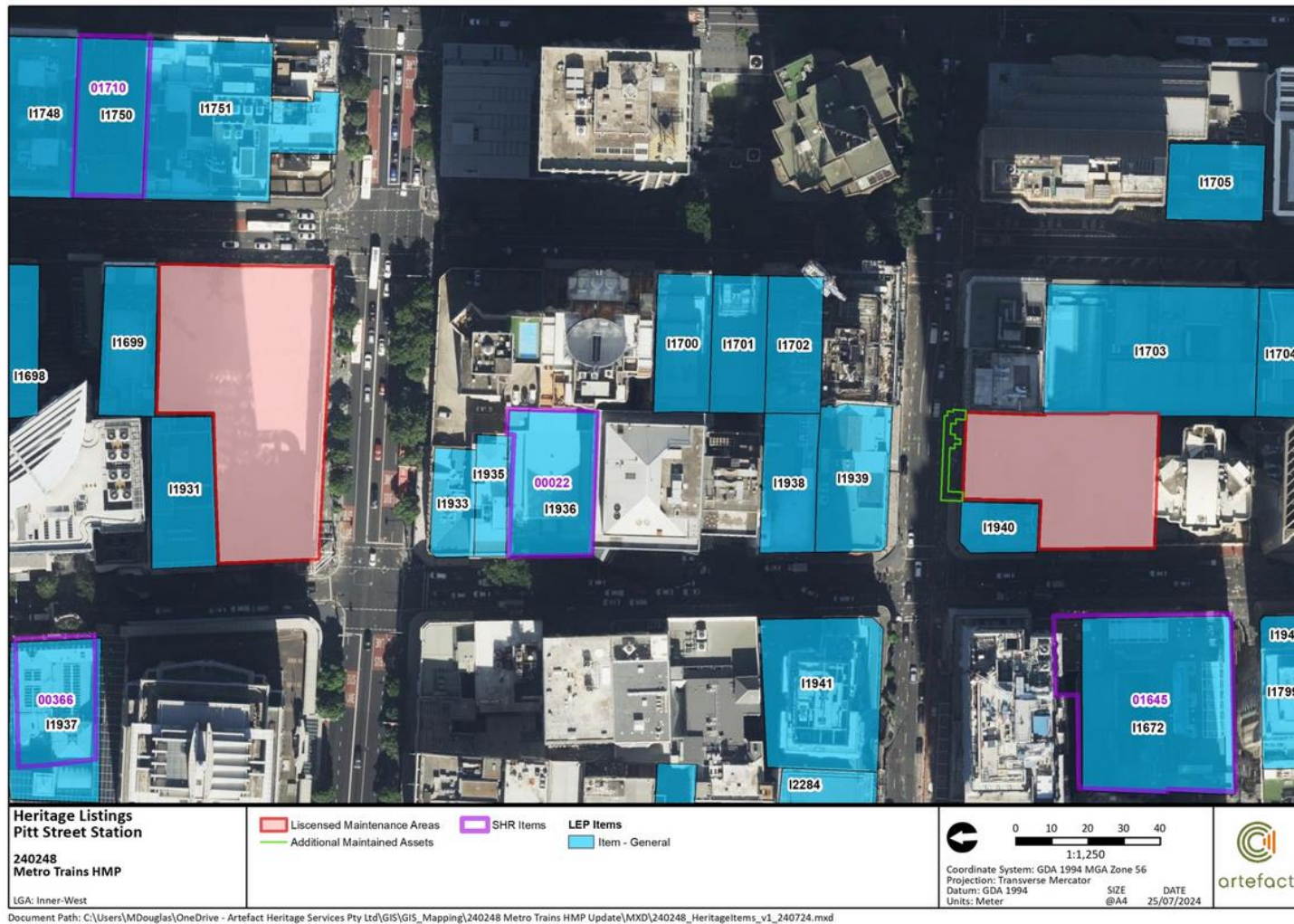
Appendix A5. Martin Place LMA



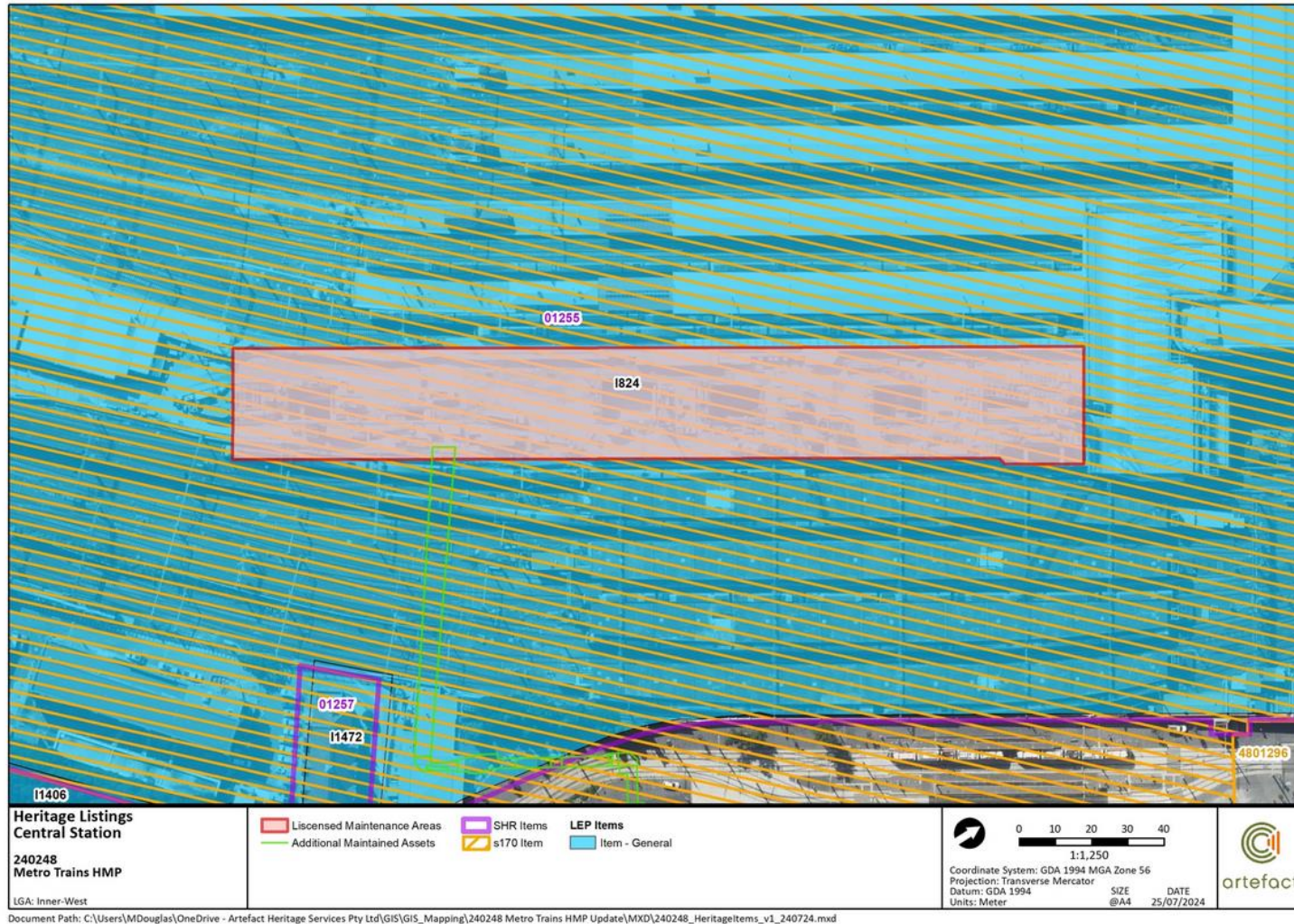
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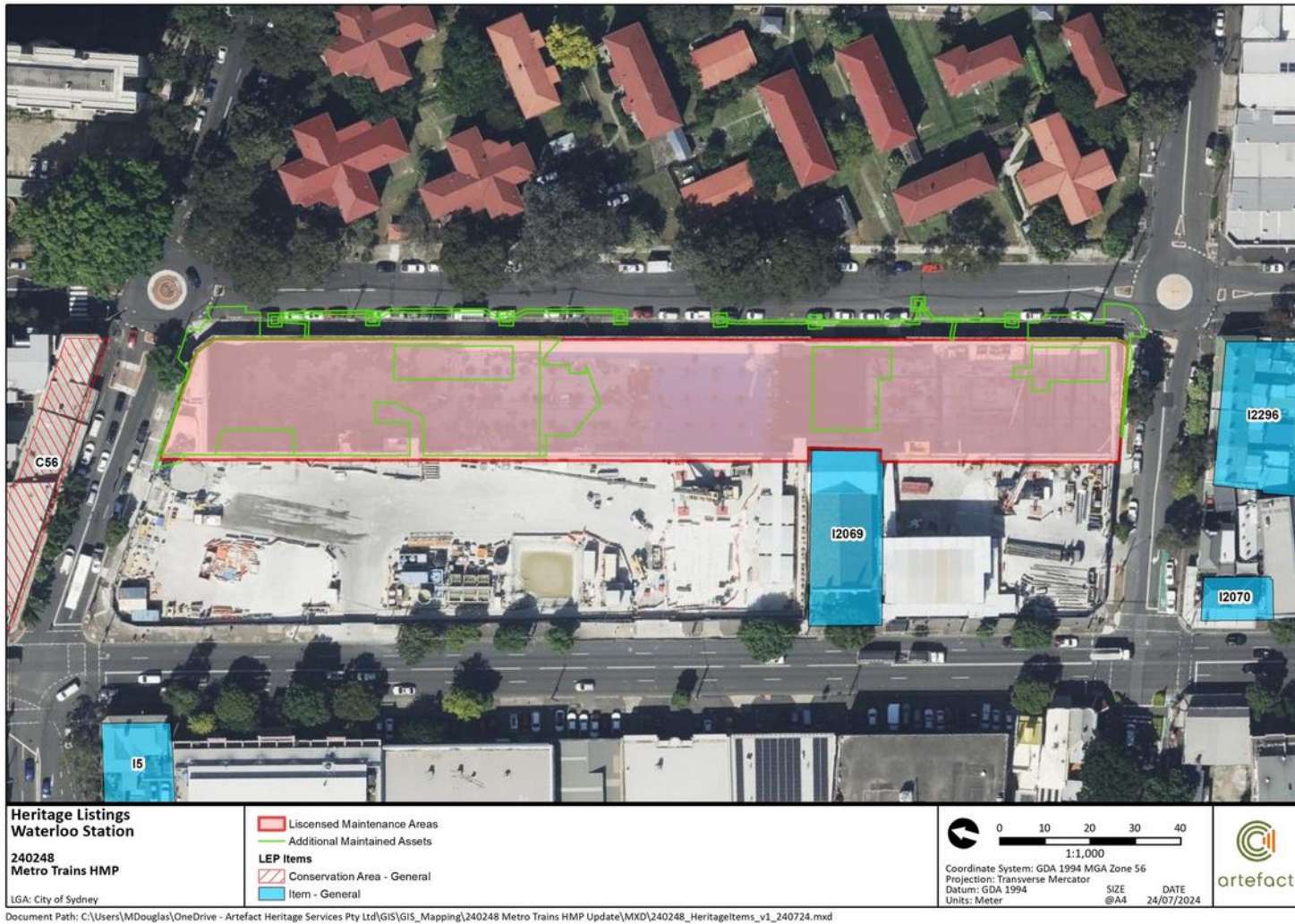
Appendix A6. Pitt Street LMA



Appendix A7. Central LMA



Appendix A8. Waterloo LMA



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Appendix A9. Sydenham LMA



Appendix B. Sydenham to Bankstown LMA

Appendix B1. Sydenham LMA



Appendix B2. Marrickville LMA

Appendix B3. Dulwich Hill LMA

Appendix B4. Hurlstone Park LMA

Appendix B5. Canterbury LMA

Appendix B6. Campsie LMA

Appendix B7. Belmore LMA

Appendix B8. Lakemba LMA

Appendix B9. Wiley Park LMA

Appendix B10. Punchbowl LMA

Appendix B11. Bankstown LMA

Appendix C. Document Control

Document information

Document Number:	SMCSWTS2-MTS-CSW-HE-PLN-002100
Version:	02
Issue Date:	04/09/2024
Network	City & Southwest

Approval Record

Function	Position	Name	Signature	Date
Prepared by:	Environment & Sustainability Advisor	Peter Scioscia		
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Approved by:	General Manager Safety, Quality, Risk & Environment	Amanda Calvez		
Approved by:	A/General Manager Engineering & Maintenance Delivery	Michael Leah		
Approved by:	MTS Chief Executive Officer	Daniel Williams		
Endorsed by:	MTR Representative	Ronnie Tong		
Authorised by:	OpCo2 Delivery Director	Phil Dark		
Approved by:	NRT Chief Executive Officer	Steve Herman		

Amendment Record

Date	Rev	Amendment description	By
30/4/2024	1	Creation of the Heritage Management Plan	Peter Scioscia
4/9/2024	2	Updated plan as per Sydney Metro Authority Comments	Peter Scioscia

Document history and status

Revision	Date issued	Reviewed by	Approved by	Date approved	Revision type
1	12/07/2024	Anita Yousif	Anita Yousif	12/07/2024	Preliminary Draft
2	26/07/2024	Sydney Metro	Anita Yousif	26/07/2024	Draft
3	05/08/2024	Anita Yousif	Anita Yousif	05/08/2024	Final

Project name:	Metro Trains Sydney HMP Update
Author:	Sarah-Jane Zammit
Project manager:	Scott MacArthur
Project number:	240248
Name of organisation:	Artefact Heritage and Environment
Document version:	Final

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