

DEPARTMENT OF CORRECTIONS



NATIONAL HISTORIC HERITAGE

STRATEGY 2013



DEPARTMENT OF
CORRECTIONS
ARA POUIANA AOTEAROA

The New Zealand Historic Places Trust has assisted in the development of this National Historic Heritage Strategy and support the approach being taken by the Department of Corrections towards applying best practice in the management of those properties with historic and cultural heritage values.

The Ministry for Culture and Heritage has provided input into the development of this National Historic Heritage Strategy and supports the initiative being taken by the Department of Corrections towards applying best practice in the management of those properties with historic and cultural heritage values. Once implemented, the proposed Strategy will contribute significantly to the Department of Corrections meeting the requirements of the Government Heritage Policy.

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1. Introduction

There are legal and policy requirements associated with managing the Crown's heritage assets that the Department of Corrections must meet as a Government Department. Those requirements are set out in Appendix Two.

*"Cultural heritage is found to contribute to sense of place as a source of pride, and by supporting feelings of distinctiveness and senses of continuity across time... in its built or natural physical form, heritage contributes to sense of place by providing a network of references helping individuals place themselves in the past and the present."*¹

1.1 Background

Policy for government departments' management of historic heritage

In 2004 the Government adopted a 'Policy for government departments' management of historic heritage' (The Government's Heritage Policy). The Government's Heritage Policy recognises that government departments are the stewards of a large and significant portfolio of historic heritage, which they manage on behalf of the people of New Zealand.

The Government's Heritage Policy is based on eight key principles that aim to implement a best practice approach to heritage management in New Zealand by government departments. It also reflects national legislation and international and national charters and guidelines.

The Government's Heritage Policy recognises that there may be constraints on effective management of government historic heritage, including operational needs such as security, limited resources and changes in societal practices which may require physical changes (e.g. institutional practices in prisons or courts).

Corrections Act

The purpose of the Corrections system is to improve public safety. This is a primary consideration in decisions about the management of Corrections' facilities. Community-based sentences and custodial sentences must be administered in a safe, secure, humane, and effective manner. Corrections facilities must be fit for purpose. The Department of Corrections needs to hold offenders securely, and work with them to reduce re-offending and to promote their reintegration into the community through the provision of programmes and other interventions.

1.2 Purpose of this strategy

The purpose of this Strategy is to integrate the principles and policies in the Government's Heritage Policy for heritage conservation and management within the Department of Correction's overall property planning and management framework. Its purpose is to help Corrections and its property managers to manage places with heritage value and to take steps towards implementing the Government's Heritage Policy.

The purpose of a Heritage Strategy is not to direct decisions, it is to help managers and decision makers to manage sites with heritage significance, in the context of government policy and legislation.

¹ *Belonging: the contribution of heritage to sense of place: S.K. Hawke (2010) International Centre for Cultural and Heritage Studies, Newcastle University, Newcastle upon Tyne, United Kingdom.*

This Strategy provides guidance for when a heritage assessment is sufficient, and when a more comprehensive conservation plan is desirable.

A conservation plan (or professional advice based on a heritage assessment) will be needed prior to undertaking any work on a property with heritage values. Those parts of a place which have significance and are to be retained should be identified, as well as those parts that may be developed and adapted.

Where changes are necessary to provide for operational requirements, and there are no feasible alternatives, a conservation plan or heritage assessment will assist decision makers to expressly consider the extent of any impacts before making a decision about whether the loss of significance is acceptable.

As part of the Strategy a schedule will be developed that will identify particular management issues at sites with heritage values, and this will be included in the individual management plans for the sites. A preliminary scope of key issues is in Appendix Nine.

Management issues:

- Continuing use of heritage places may mean modifications or alterations to places are necessary.
- Adaptive re-use may be necessary for Prison buildings or Corrections Community Sites to accommodate changes in offender management or administration needs.
- Alterations may be necessary to meet regulatory requirements, such as Building Code requirements, earthquake strengthening, health and safety.
- There may be Council, or community expectations, regulatory constraints, and operational needs that must be reconciled with good heritage management.
- There are ethical and political considerations around management of Crown assets.
- There may be iwi relationship or Treaty obligations.

1.3 What is heritage?

Several layers of heritage may be present on sites administered by Corrections. The scope of this Strategy is limited to the following:

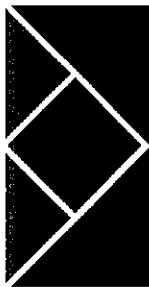
- pre-1900 sites that are subject to the archaeological provisions in the Historic Places Act 1993
- NZ sites that are representative or which demonstrate the heritage of Corrections facilities and approaches to management of offending, including rehabilitation
- cultural heritage sites of significance to iwi.

Heritage buildings and associated areas have been identified in district plans, the NZ Historic Places Trust Register, the NZ Archaeological Association site recording scheme, or identified as part of Corrections own preliminary research. Progress has already been made on a programme of work preparing conservation



Inmates work with horse teams at Waikeria Prison in 1919. Waikeria was established as a prison farm in 1911.

Source: Peter Clayworth 'Prisons – Developing a national prison system 1880-1949, Te Ara – The Encyclopedia of New Zealand.



plans and heritage assessments for properties administered by Corrections. It may be that some buildings with potential heritage value have not yet been assessed, and until an assessment has been completed and a conservation plan or heritage assessment has been approved by the Director Property, this Strategy should apply to all properties with potential heritage values.

Parts of Mt Eden Prison, parts of Invercargill Prison and the Hawera Service Centre are the only heritage places administered by Corrections that are identified in heritage schedules of district plans. The plans include rules that control activities that can occur. New Plymouth Prison is listed in the New Plymouth District Council district plan and is now administered by Land Information New Zealand. This means that resource consents may need to be obtained for activities such as demolition or alterations.

Four Corrections buildings are on the NZ Historic Places Trust (NZHPT) Register. Registration by the NZHPT is an information only tool and does not directly impose any legal restrictions (see Appendix Two – Legal and policy framework). Consultation with NZHPT is advised if work is being undertaken on a property identified as having heritage significance. NZHPT can usually provide advice on development proposals and how to design changes to be compatible with the heritage values present.

Several properties administered by Corrections are likely to have archaeological sites² present. An archaeological site includes European and sites of significance to iwi.

An archaeological authority is needed where an archaeological/heritage site may be present, and if activities may disturb the ground (e.g. cell phone jammers – footings for the towers and associated trenching for the cables, earthworks for a platform for a generator, fencing or earthworks) (see Appendix Two – Legal and policy framework).

Where archaeological sites or cultural heritage sites are present, iwi may have an interest in activities that occur there. In some cases there are requirements in the settlement that iwi are advised of any applications for resource consents. Consultation should occur through the Department's Director Māori.

2. Broad objectives of this strategy

Historic and cultural heritage on sites administered by Corrections are identified, recorded, respected and protected.

Decisions about the on-going management, maintenance or disposal of built and cultural heritage should consider the range of options for promoting and protecting heritage values.

Good practice methods and professional advice from conservation and/or heritage specialists should be used to manage and ensure protection of historic heritage.

Sites that are of significance to Māori on properties administered by Corrections are appropriately managed and conserved in consultation with relevant iwi/hapū.

2. Historic Places Act definition: *archaeological site* means any place in New Zealand that—

(a) either—

(i) was associated with human activity that occurred before 1900; or

(ii) is the site of the wreck of any vessel where that wreck occurred before 1900; and

(b) is or may be able through investigation by archaeological methods to provide evidence relating to the history of New Zealand.

3. Core principles of this strategy

There are eight principles in the Government's Heritage Policy that apply to the management of places with heritage values administered by government departments. The following core principles should be read in light of those in the Government's Heritage Policy.

Buildings, structures and their settings are important.

- Understanding the significance of the place, its social history, its features and what it is made of is vital.
- Where cultural heritage sites may be present, consultation with iwi should occur prior to any works being undertaken. Consultation should occur through the Department's Director Māori.
- Significant buildings and associated areas should be managed to retain their heritage values.
- Decisions about change must be based on good information, be well considered and transparent, and should be compatible with the heritage values.
- Do as much as necessary to keep the building well maintained and in use, change as little as possible.
- Where alteration, modification, or partial demolition is proposed for a site, possible mitigation of the impacts on the values are identified prior to work taking place.
- Historical significance should be considered when making decisions, consider alternatives and get professional advice, refer to the Conservation Plan and evaluate consistency with that plan.
- Keep records, document the existing building and associated area and changes to it, and learn from decisions.
- Where a site is identified as surplus, ensure any prospective new owner should be made aware of the heritage significance, and put appropriate tools in place to assure the recording and retention of those values.
- Provide for on-going care and management pending sale or transfer to a new owner.
- Prior to acquiring or leasing a property an assessment should be made of its historical significance, and the implications of any changes that will be needed to accommodate the new use.

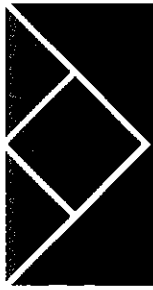
4. Heritage policies

4.1 Identify

To research and identify historic heritage on land administered by Corrections and associated with places used or leased by Corrections. Research is undertaken to provide information and a sound framework for evaluating the significance of a place. Descriptions should be prepared that highlight the heritage attributes so that those values can be considered in decisions.

4.2 Maintenance

Buildings and associated areas, and features that have been identified as having heritage significance value will be maintained in accordance with good practice. Programme any repairs and maintenance requirements into the asset management plans for the property.



Where the relevant conservation plan has identified repairs and maintenance requirements, these are to be specifically dealt with and recorded in the conservation plan along with the date completed.

4.3 Management

Where a heritage building makes a positive contribution to achieving Corrections strategic outcomes:

- the heritage values should be identified and protected wherever possible.
- alternative options should be explored prior to any modification taking place.
- prior to modification, alteration or demolition of all or part of a building or feature, a Conservation Plan should be prepared and advice obtained about the implications of the works on the heritage significance of the site (see Appendix Six).
- Best practice methods for modifying, restoring or adaptive re-use will be applied where changes are necessary to meet regulatory or operational requirements.
- Decisions will consider alternatives and the extent of any impacts, before making a decision about whether the loss of significance is acceptable.

4.4 Record and monitor

Prior to making changes to a property, or prior to disposal, prepare a description and take photographs of the building and site to create a tangible record that can be archived, or used as a source of information where access is not appropriate or available. The relevant conservation plan will include photographic records of some parts of the building along with a statement about the heritage values that apply to those rooms/features.

Decisions about changes to built heritage or to places with heritage significance are based on an understanding of the heritage values involved, the relative significance, and take account of the specific conservation requirements of significant heritage.

4.5 Demolition

(also see policies on managing heritage when a property is declared surplus).

Demolition (whole or partial) of significant heritage on any Corrections site is considered only where there are significant operational or security risks that can not be overcome through adaptation, or it is necessary to re-build in the immediate area, on the same footprint, and there are no feasible adaptive re-use options that are compatible with use of the site for Corrections purposes. Other options that should be considered include relocation of the building.

4.6 Disposal

Heritage values must be taken into account during the disposal process. The range of options to retain and protect heritage values must be considered; this may include legal agreements registered on the title, covenants, fencing, publication of material, public access to conservation plans, photographs and records.

Prior to disposal, the property is kept secure and weather tight.

The property is maintained during the disposal process and changes are not made (or only the minimum of changes are made) leaving options for future use, restoration and management open to new owners. A comprehensive photographic record is taken for archival and monitoring purposes.

4.7 Emergency management

The general approach is to ensure that buildings are designed or upgraded to a level that will ensure continued operation after an event or emergency.

In the event of an emergency, the priority is the health and safety of staff, visitors and prisoners. The appropriate response will depend on the nature of the emergency and the extent of any impact on the building. Depending on the emergency or incident, the management response could lead to more extensive fabric damage than in normal circumstances.

The conservation of heritage buildings after an emergency or significant event should be considered as part of the operational instructions. At a minimum, conservation or heritage experts should be engaged alongside the construction experts when assessing any damage and in the planning of any remediation.

Immediate appropriate professional advice on the extent of damage should be obtained, and steps to secure the building from further damage until any remedial work could be commenced. Expert conservation advice should be sought as essential input into decisions about the management and repair of the building.

4.8 Artefacts

Adopt standards and best practice guidelines for museum management in New Zealand: New Zealand Museums Standards Scheme Ngā Kaupapa Whaimana a Ngā Whare Taonga o Aotearoa and He Rauemi Resource Guides http://www.tepapa.govt.nz/SiteCollectionDocuments/NationalServices/HowWeHelp/Introduction_standards%20scheme%20Dec2007.pdf

Adopt the Museums Aotearoa code of conduct
<http://www.museums-aotearoa.org.nz/Site/publications/default.aspx#strategy>

5. Operational standards

- 5.1 Maintain a detailed inventory of each place or area with heritage values administered by Corrections.
- 5.2 Ensure that heritage places are flagged on the [Asset Management System].
- 5.3 Manage a database of known historic heritage features at prisons and other non-custodial Corrections sites.
- 5.4 An on-going maintenance programme should be in place that will ensure heritage features do not deteriorate. Individual site management plans that deal with standards for maintenance are included in Appendices Nine and Ten.
- 5.5 Take the heritage values into account, explore alternatives and avoid changes where possible.
- 5.6 Ensure any changes or modifications undertaken do not diminish the heritage values, and are consistent with any conservation plan for the site. Any changes that occur at a heritage place are recorded (photographically and in writing), and files updated accordingly.
- 5.7 Document any items prior to removal, and maintain records of where those items are relocated to, and where they are from.



6. Property management – Roles and responsibilities

- 6.1** Prison managers/site managers are to advise the Resource Management Act team of any potential historic heritage features at their site, so that the heritage inventory/database can be updated.
- 6.2** As part of the implementation of this Strategy [prison managers, property managers and Spotless staff] will be briefed on the Strategy, and on the individual heritage characteristics present at the sites they are responsible for, and how these should be managed. Prison Managers will be involved in the preparation of the individual site management plans and maintenance plans.
- 6.3** Staff (through internal forums) and the public (through public forums) will be encouraged to participate in discussions on the opportunities and challenges which the historic and cultural heritage represents in operational prisons.
- 6.4** A clear and consistent message on Correction's policy and management approach for its heritage places should be conveyed by [Managers, staff] and through a planned stakeholder engagement process.
- 6.5** Copies of conservation plans and heritage assessments will be provided to the relevant project managers, property managers, and contractors. More in depth engagement with [property managers] will occur when individual site management plans are prepared. Appendix Nine sets out the main contents of the site management plan. Appendix Ten sets out the steps in preparing a plan for the maintenance of heritage values at a property.
- 6.6** The following people are responsible for knowing and complying with the legislative requirements for work on an historic heritage building or site:
- Executive Leadership Team
 - Finance Technology and Commercial staff (including Director Property, project managers, contract managers and the RMA team)
 - Prison Managers
 - Property Managers, including SERCO and Spotless
 - Programme Managers for Prisoner Development Programmes and Community Corrections Sites
 - Managers of Auckland Projects
 - Steering groups.

Legislative requirements include whether a resource consent is required, whether an archaeological authority from the NZHPT for work on an archaeological site is required, what the heritage values of the site are and how these are to be maintained. Advice is available from the RMA team.

7. Management of places with heritage values

Operational good practice

7.1 Identify and record places that have heritage values

- 7.1.1 To implement the Government's Heritage Policy (POL Min (04) 19/1) requirement to identify heritage places on land administered by Corrections, and to use a thematic approach to determine relative significance of heritage values.

Government Heritage Policy 1 deals with the identification and documentation of places with heritage values, and assessing their significance.

Approach

To identify those changes in government policy that were drivers in prison design and offender management, which are reflected in NZ prison development as a basis for describing the heritage places in the individual site management plans.

- Why was it built?
- What was it for?
- What was the government policy of the day?

Action points:

- Identify places that have heritage values and compile a heritage inventory.
- Prepare heritage assessments and conservation plans for sites administered by Corrections.
- Undertake analysis of the Corrections properties against above themes and include in site management plans.
- Advise Director Māori and his team, relevant Regional Managers, prison and community probation managers of the National Heritage Strategy and its processes and objectives.
- Prepare guidelines for managing post-disaster conservation of properties that have been identified as having heritage values.

7.2 Maintenance

- 7.2.1 Plan for and undertake normal asset management practices, place a priority on work needed to maintain those with heritage values. Standard maintenance will include maintaining the roof, painting the building, ensuring drains and guttering are functioning properly.
- 7.2.2 The maintenance of an item with heritage significance should not involve any more work than would be needed for any non-heritage building made of the same materials (e.g. painting a wooden building costs the same whether it is a heritage building or not). The key is not to defer maintenance. An on-going maintenance programme should be in place that will ensure heritage features do not deteriorate or get damaged to the point of needing more costly restoration.



7.3 Process for modification, alterations, and conversion of existing buildings to meet operational needs

- 7.3.1** Where changes are proposed to a building or a feature identified as having heritage significance, a conservation plan is to be prepared by a qualified heritage conservation professional. The design brief for the proposed work should include a requirement to be consistent with the conservation plan and individual management plan for the property.
- 7.3.2** Alternatives and the feasibility of mitigation options are to be considered as part of the project plan or business case.
- 7.3.3** Consult with iwi, local authorities and NZHPT and keep the agreed architectural and heritage features and heritage fabric of the heritage building when feasible, taking into account finance, timeframes for work, operational issues, and viable alternatives.
- 7.3.4** Professional advice should be sought prior to preparing the design brief, and the brief signed off by [steering group – Executive Leadership Team].
- 7.3.5** Record the original and keep a record of any changes made. Anything altered or removed must be recorded prior to it being removed or work being undertaken.

Conservation plans provide general advice on how to manage heritage values of a place, and they can be reviewed or written to specifically address particular conservation and development issues and to manage the impacts of changes proposed on its heritage values.

The conservation plan will help determine the heritage value and effects of the proposed changes on heritage fabric, features and spaces. Where changes are proposed consistency with the conservation plan should form part of the design brief. Avoidance or mitigation measures should be identified to assist in the decision making process.

Where a property has been identified in a district plan as being of heritage significance, a resource consent may be required before any modifications are made. Some local authorities require a conservation plan to be provided with a resource consent application. All prisons managed by Corrections are subject to a Designation. The effect of a Designation is that a resource consent is not required to undertake works that are consistent with the purpose of the designation. An outline plan may be required (Part 8 RMA).

Even though a resource consent may not be required to modify or demolish a heritage building that is on land that is subject to a Designation, the Government's Heritage Policy applies, therefore feasibility and alternatives should be considered and possible mitigation options identified.

Even where there are no obligations under the RMA, there may be other legal requirements that must be met, such as the Building Act codes (see Appendix Two).

7.4 Possible mitigation measures

The continuing use of heritage places may mean changes have to be made to meet operational requirements. Information about heritage values and understanding the concerns people have should inform decisions about modification of heritage sites.

A collaborative approach involving the council, relevant organisations and people in the community with an interest in the heritage site may help to identify options that mitigate effects on historic and cultural heritage. Ideally mitigation will bring benefits to the community and increase public awareness and appreciation of Corrections as a member of the community and of cultural heritage in general.

After identifying and fully considering alternatives, appropriate mitigation measures should be explored.

Mitigation options include:

- avoiding heritage sites, including urupa or wahi tapu
- where practicable, designing alterations to avoid impacts on those parts of heritage buildings that are identified as 'significant' in the conservation plan and making any changes compatible in scale, height, bulk and materials
- providing enhanced protection for remaining built or cultural heritage sites (e.g. covenants, physical improvements)
- relocation or limited restoration of heritage buildings or items (if practicable)
- either retain and display, or offer any artefacts and building material discovered during works to iwi or an appropriate local or national museum. Some artefacts may require conservation work. Anything removed from a heritage site must be recorded prior to it being removed, as well as where it is stored/relocated to
- site protection during construction (e.g. fencing off sites, stability monitoring for buildings)
- site enhancement measures, or off-site enhancement options (e.g. increasing protection at other heritage sites)
- archaeological authority applications under the Historic Places Act (HPA)
- archaeological investigation and/or recording of affected sites (under the HPA)
- implementing where possible any relevant recommendations from the Ministry for Culture and Heritage (MCH) /NZHPT
- interpretation signage
- heritage publications
- involving the local community in cultural heritage activities for the project, on site open days.

Government Heritage Policies 5 to 12 deal with planning and work, and use of places with historic heritage value.



Guidance Note 1:

Modification, alterations, and conversion of existing buildings and structures

If possible, continue to use the building for the purpose it was originally designed for.

Modification, alterations and changes to the current use of a place is part of normal operational practice. The compatibility of any possible alternative use will depend on the particular values present and circumstances.

Advice should be sought from a conservation professional and NZHPT, so any changes are designed to be compatible with the heritage values. Alterations may be necessary for operational reasons, when considering major functional change, repairs or modifications for operational or to implement disaster prevention measures.

Where changes appear necessary it is important to thoroughly assess all alternatives.

If changes need to be made, check whether a resource consent is required.

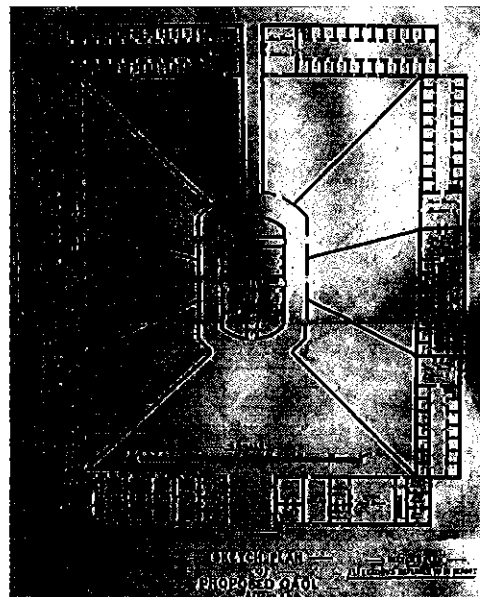
When planning alterations or a building project, the design brief and contracts associated with any building project associated with a heritage place, should take into account the heritage values and be designed to be compatible with the conservation plan and the context of the place.

Where there are no viable alternatives, modifications and alterations should be designed to avoid changes where possible, and if not possible, to record prior to undertaking work and design any alterations to minimise impacts on heritage.

Where the heritage place is not subject to regulatory controls, there may still be political or cultural considerations.

The design brief should consider:

- avoiding impacts on significant heritage values
- compatibility with the Conservation Plan
- scale, materials, style, colour, texture and proportions
- the relationship between buildings and importance of spaces, such as exercise yards.
- importance of retaining views of and from significant heritage places
- the importance of not encroaching on archaeological sites
- the importance of maintaining the sanctity of wahi tapu.



Guidance Note 2:

Relocation or demolition, and potential archaeological sites

Where pre-1900 buildings are proposed for relocation or demolition, or if there are additions or earthworks planned that might disturb the ground:

- Seek the advice of the Director Māori.
- Contact the NZ Archaeological Association (NZAA) file keeper.
- Review the site records.
- Seek advice from NZHPT.
- Commission an archaeological assessment if an archaeological site may be present.
- Check if there are any regulatory constraints. If the heritage place is listed in the district plan it is likely to be subject to resource consent requirements. Generally an information requirement for a consent application is that the modifications are consistent with conservation plan. If the property is subject to a designation there may be conditions on that designation, or on a subsequent outline plan.
- Follow the accidental discovery protocol (see Appendix Seven).

What is involved in an assessment?

Where there is evidence of an archaeological site present, an investigation will involve a qualified archaeologist, and may include preparing maps, or measured drawings of the site and location of any objects that are found, taking of samples and potentially analysis of modified soil samples and radio carbon dating.

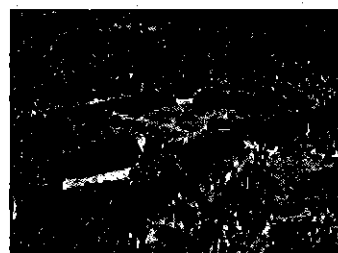
Any disturbance or earthworks should be as limited in extent as possible.



NRC



NRC



NZHPT



7.5 Managing cultural heritage

Operational policy

- 7.5.1 Use Accidental Discovery Protocol – Core Accidental Discovery Standards are included in Appendix Seven. Additional site specific clauses should be developed in consultation with tangata whenua.
- 7.5.2 Discuss with iwi, and where appropriate, develop an Accidental Discovery Protocol or Memorandum of Understanding. This should occur in conjunction with the Director Māori and their team.

Explanation

Objectives and policies, and operational good practice around a particular cultural heritage site should ideally be developed in conjunction with the relevant iwi. Places with cultural significance to Māori may be identified as wahi tapu or wahi tapu areas in the NZHPT register, or may have been identified through the Treaty Settlements process. The NZ Archaeological Site register may have information and maps of some sites. It is also possible that sites may be present that are not known.

Places with cultural significance to Māori may be identified through the settlement process, or may be identified by the relevant iwi. Management of those places should be in consultation with iwi.

Where sites are known, decisions will need to be made about how the site can be managed. Iwi may prefer to have a silent file³ and Accidental Discovery Protocol regime in place, with management simply identifying a process for discussion as issues arise and relevant contacts.

Government Heritage Policy 17 deals with the relationship of Māori communities with their ancestral lands, water, sites, wahi tapu and other taonga.

Guidance Note 3:

Management of heritage assets in partnership with iwi:

Options might include:

- settlement protocol
- Memorandum of Understanding
- consultation and advice.

A website has been developed to provide advice about consultation with the community, including Māori <http://www.goodpracticeparticipate.govt.nz/>. Advice should be sought from Director Māori and their team.

3. Silent files are used by local authorities and are only accessible to staff and iwi. There are risks that government files may be discoverable under the Official Information Act, and so iwi may prefer to identify a person to ask, rather than to provide details of what sites are present.

7.6 Disposal of heritage assets

Keep weather-tight, secure, determine level of maintenance required.

Operational policy

- 7.6.1** The property is maintained and the heritage values are protected during the sale process.
- 7.6.2** Prior to disposal, properties must be maintained and kept watertight. Where a building is surplus to requirements, the property should be managed with minimum changes made, to leave choices of future use, restoration and management open to new owners.
- 7.6.3** A comprehensive photographic record should be taken for archival and monitoring purposes.
- 7.6.4** As part of the disposal process, the range of options to retain and protect heritage values are considered; this may include legal agreements registered on the title, covenants, fencing, publication of material, public access to conservation plans, photographs and records.
- 7.6.5** A copy of any conservation plan or heritage assessment is provided to the new owner as part of the due diligence information about heritage significance.
- 7.6.6** In order to promote a sale, Corrections could consider:
- assisting with feasibility studies for new use, and/or work with local authorities and NZHPT to identify grants, rates relief etc
 - restoration, maintenance or repairs that could potentially be carried out as part of the work directed through a Corrections Service Centre in the community, or as part of skill development with prisoners, teaching building skills (e.g. project/time management, brick pointing, painting, re-roofing) and heritage restoration, contributing to music/arts centres, market day and horticulture skills for community gardens etc.


Properties that have been declared surplus are managed for Corrections by LINZ. Corrections are responsible for the cost of maintenance prior to disposal. Properties not in use deteriorate over time and can be vulnerable to vandalism, fire etc. Properties in a poor condition are more likely to have a negative value, so they need to be maintained and repairs done as the need arises. Any restoration costs undertaken on a property that has been declared surplus must not exceed the value of the property afterwards.

Government Heritage Policy 13 deals with disposal of places with historic heritage value.

Temporary additions and alterations

Operational policy

- 7.6.7** Unless there is an immediate re-use option for moveable items or built-in chattels, or the item is of high value, leave in situ.
- 7.6.8** Any alterations or removal of walls or items is not to diminish heritage values and should be consistent with the conservation plan for the site.



Where prisons are being closed, there are operational requirements that may include the removal of security items (such as cameras and locks), kitchen equipment and other movable assets (such as washing machines).

In order to remove items, assets or chattels, it may be necessary to dismantle a feature, or to take down a wall or change a doorway; these are internal alterations (see 6.3) even where the fabric of the building is reinstated.

Changes and alterations should not be made where the work may affect any areas identified as being significant in the conservation plan for the site. Professional advice should be sought to confirm the work complies with the district plan, this strategy and the Government's Heritage Policy. Where site is listed in the district plan and subject to resource consent rules, a resource consent to alter heritage fabric may be required.

Guidance Note 4:

Disposal

- Identify heritage places on the surplus land, which could include buildings, land-based heritage places such as wahi tapu and archaeological sites. Identify if there are potential sites not yet researched.
- Identify and record:
 - The site, buildings and structures
 - Artefacts
 - Files/Documents.
- Identify the heritage values of the buildings, structures and site, and obtain heritage advice on any repairs and on-going maintenance requirements. Where there is a known archaeological site or site of significance to iwi then consult with NZHPT and Māori about the most appropriate methods of heritage protection. Consultation should occur in conjunction with the Director Māori and their team.
- Prepare a maintenance programme to ensure heritage values are taken into account prior to and during the disposal process.
- Investigate the full range of heritage protection methods and identify best options to ensure heritage values are taken into account during and after the disposal process.
- Methods to consider include:
 - physical protection i.e. fencing
 - registration
 - scheduling in district plan
 - photographic records available to the public (e.g. Alexander Turnbull Library)
 - covenants
 - alert the new owner if there are likely to be sites of significance to Māori.

- Initiate Crown disposal process, which may include:
 - Notification to Department of Conservation, including reference to any historic heritage places.
 - LINZ requirements for the disposal of surplus land
 - Office of Treaty Settlements 'Protection Mechanism'
 - Te Puna Kokiri administered 'Sites of Significance' process, if appropriate

See – Memorandum of Understanding (MOU) with LINZ.

7.7 Objects and artefacts

7.7.1 Where buildings are demolished or altered there may be items or objects that are of interest to the wider public. An operational factor involved in managing a functioning prison may mean that keeping objects in situ, or even on site is not practical. If items are removed, record their location prior to removal and specify where these are located to. Review the conservation plan to record the change.

NOTE: The museum and artefacts work stream of the Heritage and Archives Programme deals with management of those resources, and items from any archaeological finds.

7.8 Identifying new sites – relocating offices

7.8.1 Consistent with the government policy, investigate the heritage values of any property Corrections is considering acquiring or leasing, to ensure that any heritage place will not require substantial changes to the detriment of heritage values, to make it functionally viable.

7.9 Protecting our heritage (out of scope)

7.9.1 Internal training

Develop in-house training on a case by case basis – briefing on conservation plan policies that apply to a particular building, or a basic RMA course.

Engage heritage consultant to do on-site briefing of contractors prior to work being undertaken.

7.9.2 External training

Historic Heritage Basic Principles Course

This two day interactive course is an introduction to how historic heritage is managed by the Department of Conservation. The emphasis is on keeping heritage management systems simple. The six step approach is widely applicable.

<http://www.doc.govt.nz/conservation/historic/training-opportunities/>

Historic Heritage: online course

<http://www.doc.govt.nz/getting-involved/get-trained/online-courses/historic-heritage-online-course/>



8. Monitoring and review of the National Historic Heritage Strategy

8.1 Monitoring and review of this Strategy will be undertaken from time to time.

APPENDIX ONE

Form for heritage impact assessment for the project

Guidance Note 5:

Form for heritage impact assessment for the project

Statement of heritage impact for:

[Name of heritage item, item within [... Corrections Facility.]

This statement forms part of the business case for:

[A brief description of proposal.]

Date:

Reference:

[Reference number/s for the heritage item, taken from NHHS Appendix; NZHPT register; District Plan/Regional Plan schedule, or heritage study inventory.]

Address and property description:

[of heritage item, item within a conservation area or site in the vicinity of a heritage item.]

Prepared by:

[Name, address of author.]

The following aspects of the proposal respect or enhance the heritage significance of the item or conservation area for the following reasons:

[List in point form. List also, any other completed or proposed future works, such as the implementation of maintenance plans, interpretation strategies or archival recording.]

The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

[List the ways in which the item or area is significant and the way/s they could be affected; why the work is necessary for the on going viability; and, the steps taken to minimise negative impacts. (Consider addressing significance under each of the criteria used in the Conservation Plan or Heritage Assessment to define heritage significance.)



The following sympathetic solutions have been considered and discounted for the following reasons:

[List alternatives (especially those identified in a conservation management plan or other study) and clearly set out why these may (or cannot) be implemented.]

Attachments:

[List. For example, statement of heritage significance, study, Local Authority Inventory, conservation policy or conservation management plan, building condition report, engineer's report and/or archaeologist's report.]

References:

[List. For example, heritage studies, conservation management plans, archaeological site references, or environmental impact statements.]

Guidance Note 5A:

Prepare a Heritage Impact Assessment for the project

The [project manager] may need to prepare different project design options, with corresponding cost and other implications for the [Director Property] to consider, and may need to involve the public in considering the options.

The following questions, along with the NHHS policies and the conservation plan, provide the minimum information for considering what the impact or impacts of a proposal may be.

Repainting (using new colour schemes)

- Have previous (including original) colour schemes been investigated? Are previous schemes being reinstated?
- Will the repainting effect the conservation of the fabric of the heritage item?

Re-roofing/re-cladding

- Have previous (including original) roofing/cladding materials been investigated (through archival and physical research)?
- Is a previous material being reinstated?
- Will the re-cladding effect the conservation of the fabric of the heritage item?
- Are all details in keeping with the heritage significance of the item (e.g. guttering, cladding profiles)?
- Has the advice of a heritage consultant or skilled tradesperson (e.g. slate roofer) been sought?

New services (e.g. air conditioning, plumbing)

- How has the impact of the new services on the heritage significance of the item been minimised?
- Are any of the existing services of heritage significance? In what way? Are they affected by the new work?
- Has the advice of a conservation consultant (e.g. architect) been sought? Has the consultant's advice been implemented?
- Are any known or potential archaeological deposits (underground and under floor) affected by the proposed new services?

Fire upgrading

- How has the impact of the upgrading on the heritage significance of the item been minimised? What are the positive effects of installing fire protection systems?
- Are any of the existing services of heritage significance? In what way? Are they affected by the new work?
- Has the advice of a conservation consultant (e.g. architect) been sought? Has their advice been implemented?
- Are any known or potential archaeological deposits (underground or under floor) affected by the proposed new services?
- Has the advice of a fire consultant been sought to look for options that would have less impact on the heritage item? Will this advice be implemented? How?

Tree removal or replacement

(Note: Always check the Designation conditions and plan requirements around retaining trees, planting conditions etc when proposing removal of trees)

- Does the tree contribute to the heritage significance of the item or landscape?
- Why is the tree being removed?
- Has the advice of a tree surgeon or horticultural specialist been obtained?
- Is the tree being replaced? Why? With the same or a different species?

New landscape works and features (including car parks and fences)

- How has the impact of the new work on the heritage significance of the existing sites or features been minimised?
- Has evidence (archival and physical) of previous landscape work been investigated? Are previous works being reinstated?
- Has the advice of a consultant skilled in the conservation of heritage landscapes been sought? If so, have their recommendations been implemented?
- Are any known or potential archaeological deposits affected by the landscape works? If so, what alternatives have been considered?
- How does the work impact on views to, and from, adjacent heritage items?



Proposed Change to Heritage Item

Minor additions (see also minor partial demolition)

- How is the impact of the addition on the heritage significance of the item to be minimised?
- Can the additional area be located within an existing structure? If no, why not?
- Will the additions visually dominate the heritage item?
- Is the addition located on any known, or potentially significant archaeological deposits?
If so, have alternative positions for the additions been considered?
- Are the additions sympathetic to the heritage item? In what way (e.g. form, proportions, design)?

Major additions (see also major partial demolition)

- How is the impact of the addition on the heritage significance of the item to be minimised?
- Can the additional area be located within an existing structure? If not, why not?
- Will the additions tend to visually dominate the heritage item?
- Are the additions sited on any known or potentially significant archaeological deposits?
If so, have alternative positions for the additions been considered?
- Are the additions sympathetic to the heritage item?
- In what way (e.g. form, proportions, design)?

Demolition of a building or structure

- Have all options for retention and adaptive re-use been explored?
- Can all of the significant elements of the heritage item be kept and any new development be located elsewhere on the site?
- Is demolition essential at this time or can it be postponed in case future circumstances make its retention and conservation more feasible?
- Has the advice of a heritage consultant been sought? Have the consultant's recommendations been implemented? If not, why not?

Minor partial demolition (including internal elements)

- Is the demolition essential for the heritage item to function?
- Are important features of the item affected by the demolition (e.g. fireplaces in buildings)?
- Is the resolution to partially demolish sympathetic to the heritage significance of the item?
- If the partial demolition is a result of the condition of the fabric, is it certain that the fabric cannot be repaired?

Major partial demolition (including internal elements)

- Is the demolition essential for the heritage item to function?
- Are particular features of the item affected by the demolition (e.g. fireplaces in buildings)?
- Is the detailing of the partial demolition sympathetic to the heritage significance of the item (e.g. creating large square openings in internal walls rather than removing the wall altogether)?
- If the partial demolition is a result of the condition of the fabric, is it certain that the fabric cannot be repaired?

Change of use

- Has the advice of a heritage consultant or structural engineer been sought? Has the consultant's advice been implemented? If not, why not?
- Does the existing use contribute to the significance of the heritage item?
- Why does the use need to be changed?
- What changes to the fabric are required as a result of the change of use?
- What changes to the site are required as a result of the change of use?

New development adjacent to a heritage item

- Can the additional development be located within an existing structure? If no, why not?
- Will the development visually dominate the heritage item?
- How is the impact of the new development on the heritage significance of the item or area to be minimised?
- Why is the new development required to be adjacent to a heritage item?
- How does the curtilage allowed around the heritage item contribute to the retention of its heritage significance?
- How does the new development affect views to, and from, the heritage item? What has been done to minimise negative effects?
- Is the development sited on any known sites of significance to iwi, or potentially significant archaeological deposits? If so, have alternative sites been considered? Why were they rejected?
- Is the new development sympathetic to the heritage item?
- In what way (e.g. form, siting, proportions, design)?
- How has this been minimised?
- Will the public be able to view and appreciate its significance?

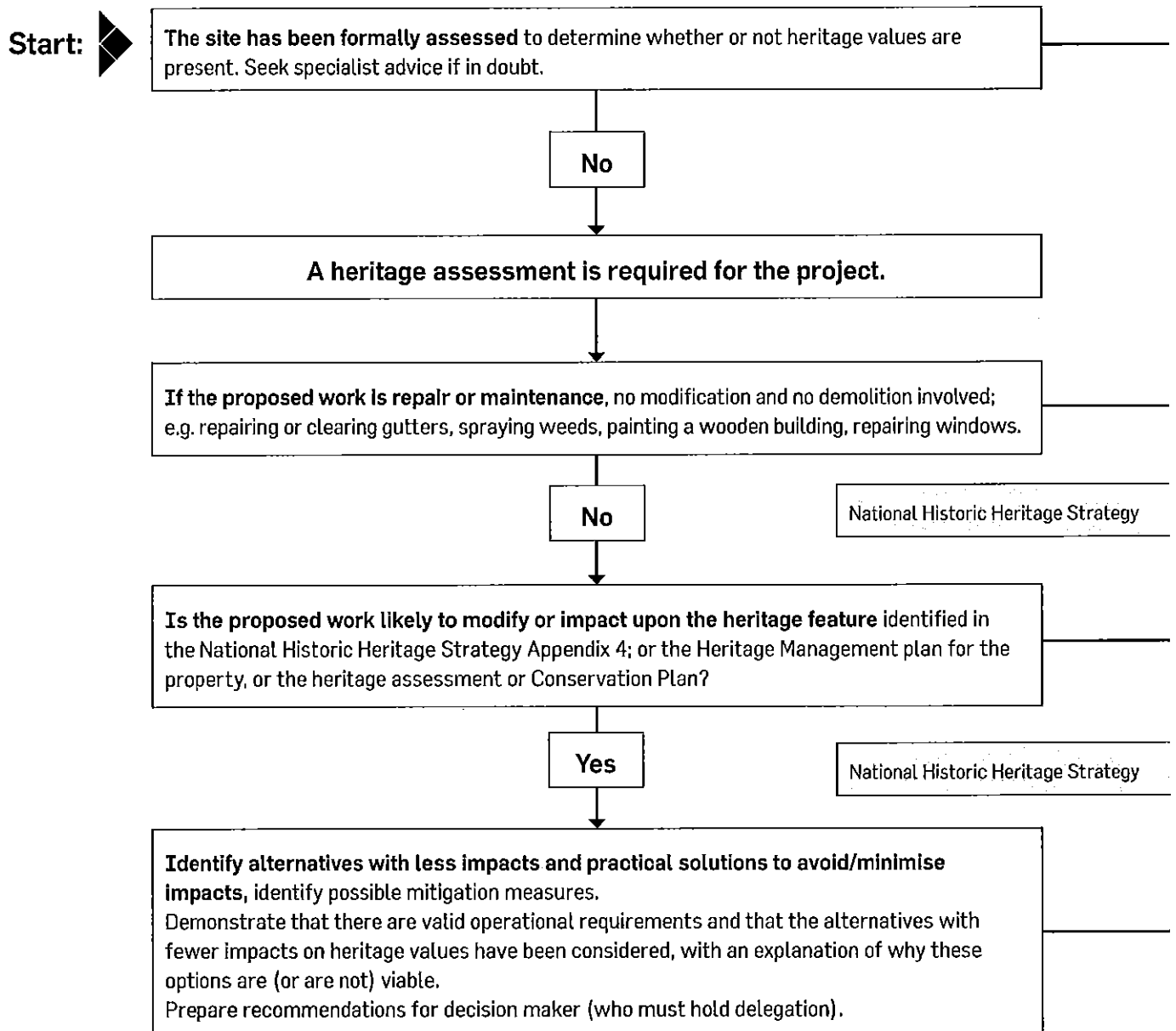
Adapted from: <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/hmstatementsofhi.pdf>



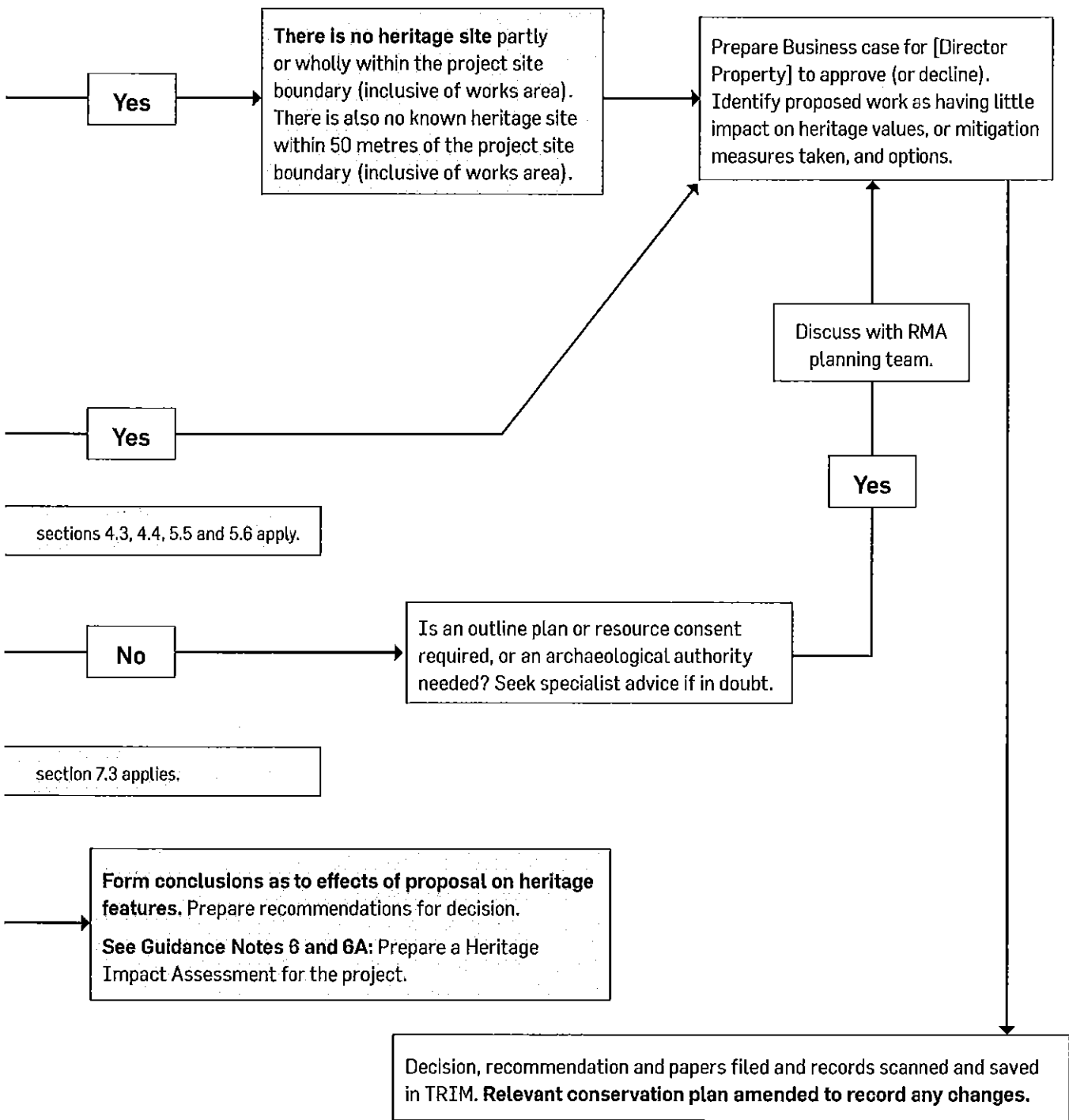
Flow Chart

For preparing business cases for projects – applies to leasing and changes to new and existing properties.

The following flow chart sets out the process for considering proposals that may impact upon heritage places subject to the Corrections National Historic Heritage Strategy:⁴



⁴ Decision may be escalated depending on the nature of the work proposed, cost of the project, scale of the impact on heritage values.





APPENDIX TWO

Legal and policy framework

Resource Management Act

Regional and district councils

Local authorities (i.e. councils) often include heritage places in their district and regional plans. The list may be similar to that of the NZ Historic Places Trust Register, but there are often a number of additional places identified that are considered by councils to be of regional or national significance.

Local authorities may also have heritage inventories and files containing information on heritage significance that can be used as a resource for identifying what heritage might be present.

Implications:

Designations or resource consents

Where there are rules in RMA planning documents controlling activities associated with heritage places, there may be a requirement to get a resource consent. In some instances, the Designation may provide for the work if it is undertaken for Corrections purposes, but an Outline Plan or Outline Plan Waiver may still be needed.

Councils will assess whether or not the proposal for change meets the criteria in the plan. Information requirements for resource consent applications to demolish, modify or alter a scheduled building, object, or place listed in the district plan (i.e. undertaking significant work) often include preparation of a conservation plan, and that works are consistent with it.

Historic Places Act

NZ Historic Places Trust Register

The NZ Historic Places Trust Register is the national schedule of New Zealand's historic places. The Register is compiled by the New Zealand Historic Places Trust Pouhere Taonga.

To find out if a property is already registered with NZHPT, property managers can look in the register online at www.historic.org.nz, or contact the NZ Historic Places Trust office and check the Register with them.

What registration means

The Register is an information and advocacy tool that has no regulatory effect in itself. The RMA requires local authorities to have regard to relevant entries in the Register when they prepare or change a Regional Policy Statement, regional plans or district plan. Registration can therefore lead to heritage places being subject to RMA policy and plan provisions.

The NZHPT Register is not a comprehensive list of nationally and regionally important heritage places. Places with heritage significance may not be on the Register. Other places with heritage significance are identified on district plan heritage schedules and through Department of Corrections' own research.

Appendix 4 lists properties that have been included on the NZHPT Register; of those only Mt Eden Prison, and Invercargill Prison are currently administered by Corrections.

Other Information sources include:

Sustainable Management of Historic Heritage Guidance Series (NZHPT)

<http://www.historic.org.nz/publications/sustainmgtseries.aspx>

Archaeological sites

Where a site has been occupied pre-1900, the Historic Places Act archaeological authority requirements may apply. These provisions would be triggered by disturbance/modification of sites.

The kinds of activities that may impact upon an archaeological site include earthworks, fencing, landscaping, tree planting or removal, pipe laying, soil disturbance, excavation, building demolition or removal, and in some instances may include building maintenance and repair work where the foundations or ground may be disturbed.

An accidental discovery protocol is included in many district and regional plans, and often applies as a condition on a resource consent when works are undertaken.

An accidental discovery protocol specific to Corrections could be developed with relevant iwi on a site by site basis, as part of the Crown's relationship obligations, or a standard protocol could be adopted.

Some information sources for identifying archaeological sites:

New Zealand Archaeological Association (NZAA)

The NZAA Site Recording Scheme was established in the 1950s as the recording system for all archaeological sites discovered in New Zealand.

To find out if there is a recorded archaeological site on the site you can contact the regional file keeper at NZAA. A list of file keepers may be found on the NZAA web site at <http://nzarchaeology.org/cms/> or you can contact the NZ Historic Places Trust.

Some local councils have an electronic copy of the Central Index of New Zealand Archaeological Sites (CINZAS) which may provide information about the location of a site.

(Some known archaeological sites are identified on records in Corrections TRIM: D12-213408 and D12-2134404).

The Māori Trustee and Māori Land Court

The Māori Trustee and the Māori Land Court often hold wahi tapu information, such as gravesites, which are often recorded on properties.

Building Act 2004

There are regulatory standards that need to be met (e.g. Building Code). All alterations and building work must comply with the relevant provisions of the Building Act. In achieving the purpose of the Building Act, consideration is to be given to the need to facilitate the preservation of buildings of significant cultural, historical, or heritage value (*Building Act s.2(1)*)

The Department of Building and Housing has advice on earthquake prone buildings.

<http://www.dbh.govt.nz/bomd-earthquake-prone-buildings>



Local authorities will have a policy dealing with buildings in their area that are most vulnerable in a moderate earthquake and how that policy will apply to heritage buildings. Councils also have powers in respect of respect of dangerous, earthquake-prone, or insanitary buildings, which include giving written notice requiring work to be carried out on the building to reduce or remove the danger.

Other Acts that may be relevant from time to time are:

- Conservation Act 1987
- Local Government Act 2002
- Antiquities Act 1975
- Reserves Act 1977
- Treaty Claims Settlements Acts.

All New Zealand legislation can be found at: www.legislation.co.nz.

Policy For government departments

The 'Policy For Government Departments' Management of Historic Heritage 2004⁵ is a non-statutory government policy (POL Min (04) 19/1). This document was created in acknowledgement that government departments are the stewards of a large and significant portfolio of historic heritage, which are managed on behalf of the people of New Zealand. The historic properties illustrate aspects of past and continuing government activities, and New Zealand's social and economic development, culture and identity.

<http://www.mch.govt.nz/research-publications/our-research-reports/policy-government-departments-management-historic-heritag>

International obligations – UNESCO

International obligations – Protecting and conserving cultural and natural heritage through the effective implementation of the 1972 Convention - <http://www.unesco.org/new/en/culture/about-us/how-we-work/strategy/biennial-sectoral-priority-1/>

NZ ratified:

Convention concerning the Protection of the World Cultural and Natural Heritage. Paris, 16 November 1972. Date of deposit 22/11/1984 - http://www.unesco.org/eri/la/conventions_by_country.asp?contr=NZ&language=E&typeconv=1

5. <http://www.mch.govt.nz/research-publications/our-research-reports/policy-government-departments-management-historic-heritage>

International charter/NZ Charter ICOMOS

ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value is a set of guidelines for cultural heritage conservation produced by ICOMOS New Zealand, widely used in the New Zealand heritage sector. The Charter forms a recognised benchmark for conservation standards and practice. It is used by central government ministries and departments, by local bodies in district plans and heritage management, and by practitioners as guiding principles.

Strategic Context – Reconfiguration programme

Corrections has decided to invest in refurbishing Invercargill and Auckland prisons and will plan future developments at Waikeria and Tongariro/Rangipo prisons. New Plymouth Prison and Wellington Prison have closed. Some parts of Arohata, Rolleston, Tongariro/Rangipo and Waikeria prisons will also close.

Where properties are to be disposed of, decisions need to be made about how the heritage values will be promoted, and what protection mechanisms are appropriate.

APPENDIX THREE

Unitary/district plan heritage schedules

NOTE – District plans are subject to amendments, and heritage schedules and rules may change from time to time. Depending on what is proposed, there may also be other rules that apply to the site.

Auckland (as at May 2013)

Parts of Mt Eden Prison are administered by Corrections and the operational parts of the prison are administered by SERCO.

Auckland Unitary Plan – Part of Mt Eden Prison (Unitary Plan Schedule Id: 01721)

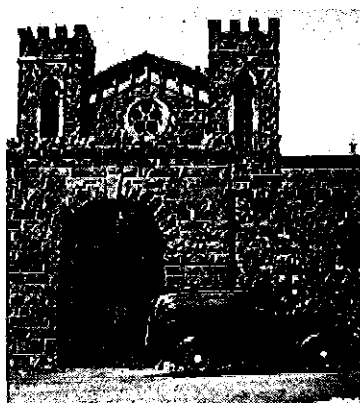
Mt Eden Prison – Lauder Road, Mt Eden, Auckland;

Primary Feature: Prison Building and Basalt Perimeter Wall

The scheduled historic heritage places that are identified as Category A in the schedule are subject to rules about the demolition of the primary feature within that place.

Other rules may also apply.

http://unitaryplan.aucklandcouncil.govt.nz/Images/PDF-Appendices/Schedules/9_App_Schedule_of_Sig_His_Her_Places.pdf



New Plymouth (as at May 2013)

New Plymouth prison has been declared surplus and is administered by LINZ.

New Plymouth District Plan – New Plymouth Prison is included on Schedule of Category A Heritage Buildings and items.

New Plymouth District Plan – <http://www.newplymouthnz.com/CouncilDocuments/PlansAndStrategies/DistrictPlan>
Heritage Schedule <http://www.newplymouthnz.com/NR/rdonlyres/9BFC55FE-9F3C-4EB3-A673-C240A63BEE2B/0/Appendix8.pdf>

Internal modification is a permitted activity; and

Rules require a resource consent for:

- (i) the demolition or removal of Category A heritage buildings and items
- (ii) external modification of Category A heritage buildings and items
- (iii) subdivision involving Category A buildings or items.

Other rules may also apply.



Invercargill (as at May 2013)

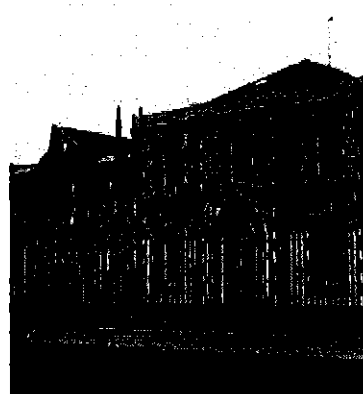
Invercargill Prison is administered by Corrections.

Invercargill District Plan – Administration Building
Invercargill Prison.

Heritage is identified as an issue in the Issues section of the District Plan (section 2.9), recognising that the District retains significant built heritage which reflects its development. The Invercargill Prison is part of that heritage.

The Appendix of heritage places in the district plan identifies the "Administration Building" Invercargill Prison.

Rules are included that control any demolition or alteration of structures, places or areas identified in that Appendix.



South Taranaki District Plan (as at 16 September 13)

Hawera Corrections Community Site (CCS)

The Hawera Service Centre is the former Hawera County Council Office and it is listed in the South Taranaki District Plan Schedule 1: Heritage items (Item H11)

The district plan (section 15: Heritage Protection) provides for minor work to a heritage building as a permitted activity; any additions or major renovations or remodelling requires a resource consent as does constructing any buildings or other structures on the site. The removal (in whole or in part) of a heritage building is a non-complying activity, and any demolition (in whole or in part) of a of New Zealand Historic Places Trust registered heritage building is a prohibited activity.

Wellington (as at May 13)

Wellington prison has been declared surplus and is administered by LINZ.

Not subject to heritage provisions in the Wellington City District Plan; other rules may apply.



APPENDIX FOUR

NZHPT Register of properties administered by Corrections (as at May 2013)

Prisons

(Reg: 88) Mt Eden Prison – Lauder Road, Mt Eden, Auckland; NZ Archaeological Association Site R11/2408;
Date Registered 24 Nov 1983.

(Reg: 903) New Plymouth Prison – Downe Street and Robe Street, Marsland Hill, New Plymouth
Extent: the building known as Unit One of New Plymouth Prison, and its fittings and fixtures;
Date Registered 13 Aug 2009.

(Reg 3262) Part of Invercargill Prison (Admin Building Invercargill Youth Institute) 42-60 Liffey Street,
Invercargill; Date Registered 24 Nov 1983.

Service Centres

(Reg: 862) Hawera County Council Office (Former); 33 Princes Street, HAWERA; Date Registered;
1-Sep-1983.

APPENDIX FIVE

Background to identifying what properties to investigate for heritage values

A preliminary desktop exercise was undertaken by the New Zealand Historic Places Trust, in October 2011, which identified properties that are administered by Corrections where heritage assessment was likely to be required. Since then, Corrections have undertaken or commissioned work to prepare heritage assessments and conservation plans.

Prisons:

1. Invercargill – heritage assessment prepared that needed updating. A Conservation Plan was completed in June 2013.
2. Wellington Prison (Mt Crawford) – a conservation plan completed in May 2013.
3. Arohata Women's – heritage assessment prepared.
4. Rimutaka bunkers – a heritage assessment has been commissioned, draft completed August 13.
5. Wanganui Prison – heritage assessment required as possible archaeological values surrounding the site
6. Waikeria Prison 'top jail' – heritage assessment prepared – to be updated and other buildings assessed for heritage values (Youth Unit, HR Building).
7. Tongariro/Rangipo – heritage assessment prepared.
8. Christchurch Prison – heritage assessment prepared – should be updated.
9. New Plymouth Prison – a conservation plan completed in June 2013.
10. Mt Eden – a conservation plan has been commissioned, and is due to be completed in June 2014.

Service Centres:

1. Princes St, Hawera – updated heritage assessment has been prepared (last amended 2013) – formerly Council offices
2. Moorhouse St, Morrinsville – heritage assessment required – formally courthouse
3. Willoughby St, Paeroa – updated heritage assessment is was completed to draft August 13. (only building in continuous ownership of one owner for 112 years) – formally Paeroa courthouse; extensively renovated.
4. Gordon St, Dargaville – heritage assessment required – formally courthouse
5. Joseph St/River Tce, Waipukurau – heritage assessment required – formally courthouse

Additional properties which may have heritage significance may be identified from time to time; some properties have archaeological sites and assessments and permits may be required if development is proposed.



APPENDIX SIX

A heritage assessment or a conservation plan?

A Heritage assessment should be prepared if the building is likely to have heritage values but an assessment has not been undertaken.

Heritage assessments identify what, if any, heritage significance a place may have. Some heritage assessments may include an assessment of condition, and advice on repairs and maintenance, however this is more commonly part of a conservation plan. The condition report can be used when programming any necessary maintenance and repairs.

Where a building is to be altered or demolished, or where comprehensive advice is needed in order to manage the property, a conservation plan should be prepared. A conservation plan is a tool that provides advice on management of heritage assets and will include policies and recommendations. A conservation plan should be prepared, or reviewed, when changes to a property are proposed. A conservation plan may also assist where specialist advice is needed to maintain the property.

A conservation plan should be prepared by an appropriately qualified person. A range of guidance material is available on how to prepare a conservation plan, one of which is <http://www.historic-scotland.gov.uk/conservation-plans.pdf>

Undertake a heritage assessment or prepare a conservation plan to:

- establish the baseline condition survey
- undertake an overall heritage assessment of a property
- identify approaches for maintenance and management, and support decisions on business cases where repairs are needed
- agree a statement on significance and provide a framework for future alterations/changes in use
- provide supporting documentation that is often required as part of resource consent applications
- develop a common understanding between advisory agencies, Local government, NZHPT, and Corrections about heritage values.

APPENDIX SEVEN

Accidental discovery protocol

In the event of an "accidental discovery" of archaeological material the following steps must be taken:

1. All work on the site will cease immediately. The contractor/works supervisor will shut down all equipment and activity.
2. The contractor/works supervisor/owner will take immediate steps to secure the site (tape it off) to ensure the archaeological remains are undisturbed and the site is safe in terms of health and safety requirements. Work may continue outside of the site area.
3. The contractor/works supervisor/owner will notify the area archaeologist of the Historic Places Trust, tangata whenua and any required statutory agencies if this has not already occurred.
4. The New Zealand Historic Places Trust will appoint/advise a qualified archaeologist who will confirm the nature of the accidentally discovered material.
5. If the material is confirmed as being archaeological, under the terms of the *Historic Places Act*, the landowner will ensure that an archaeological assessment is carried out by a qualified archaeologist, and if appropriate, an archaeological authority is obtained from the Trust before work resumes.
6. If burials, human remains/koiwi tangata are uncovered, steps 1 to 3 above must be taken and the Area Archaeologist of the Historic Places Trust, the New Zealand Police and the Iwi representative for the area must be contacted immediately. The area must be treated with discretion and respect and the koiwi tangata/human remains dealt with according to law and tikanga.
7. Works at the site area shall not recommence until an archaeological assessment has been made, all archaeological material has been dealt with appropriately, and statutory requirements met. All parties will work towards work commencement in the shortest possible timeframe while ensuring that archaeological and cultural requirements are complied with.
8. **Core principle** – advice to all contractors/site workers should state that, if in doubt, stop and ask; take a photo and send it to the NZHPT archaeologist.



APPENDIX EIGHT

Implementation

1. Prepare an implementation plan detailing the intended means of, and where relevant, timing for, implementing the strategy. The implementation plan should be in place by March 2014 and reviewed annually. The plan shall include but not be limited to the following:
 - 1.1 **Communications**

The NHHS and heritage assessment/conservation plan should be properly communicated to all stakeholders.
 - 1.2 **Short term and long term implementation**

Identify any immediate repairs or deferred maintenance for each site.

Identify any long term plans for redevelopment of the prison/service centre site and what 'permissions' may be needed (this should include any outline plan/outline plan waivers/resource consents needed).

Identify iwi contacts and any settlement obligations.
 - 1.3 **Resources**

Identify resources necessary for any immediate repairs or deferred maintenance.

Monitor the condition, and undertake appropriate maintenance and repairs.
 - 1.4 **Documentation**

All actions must be documented.
 - 1.5 **Prepare site management plans**

Discuss the specific site management issues around built heritage that has been identified at a particular site with Spotless, Prison Manager and Regional Manager.

Prepare site management plan (Appendix Nine – Templates).

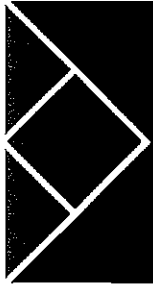
APPENDIX NINE

Site management plan template

A site management plan is designed to ensure that the heritage values of the place are understood and maintained and that the significance of the place is retained.

Contents

1. Site description, including environmental setting where relevant
2. Guiding principles and management issues
3. History of the site
4. Statement of site significance (including values and conservation plan policies)
5. Iwi and stakeholders
6. Legal framework and management context
7. Present uses of the heritage building
8. Site condition, and where relevant, history of conservation
9. Site inspection and management of the site (including preparation of the site maintenance plan, site conservation and establishing baseline information about:
 - the condition of those elements that represent heritage values
 - the maintenance of the place
 - all actions that could impact on the place.
10. Approvals systems – outline plans/resource consents for demolition and alterations – process of getting approvals for changes, preparing business plans, delegations, responsibilities etc
11. Monitoring and evaluation
12. Documentation and monitoring.



Key issues:

Mt Eden

1. Mt Eden – vacant – **on-going maintenance** while seeking **adaptive re-use** that is compatible with the adjacent operating prison. Public safety/EQ strengthening. Ref: conservation plan (being prepared).

Invercargill Prison

2. Invercargill – operational prison – managing potential impacts on heritage values from proposed **re-development**. Outline plan of works being prepared by Opus – Heritage impact assessment to be commissioned, and options identified if needed. Ref: conservation plan (completed).

Rimutaka

3. Rimutaka – vacant – **on-going maintenance** of built heritage (bunkers); possible archaeology if future earthworks proposed. No works or re-development proposed – maintaining a building that is not currently in use. Principally to ensure any necessary repairs are done and to keep buildings in situ and watertight. Site management plan to focus on maintenance of the bunkers, and any archaeological sites. Ref: heritage assessment (currently in draft).

Waikeria

4. Waikeria – operational prison – **on-going maintenance** of heritage buildings – to identify any heritage values of built heritage and associated spaces – on-going maintenance of buildings with heritage values; archaeology if future disturbance/earthworks proposed; management of cultural heritage. Ref: heritage assessment (to be commissioned).

Settlement requirements

Paeroa

5. Paeroa Community Corrections Site – (ex courthouse) – in use as Community Corrections Site – **on-going maintenance** of built heritage. Ref: heritage assessment (currently in draft).

APPENDIX TEN

Preparing the maintenance plan

Inspect the property and prepare a plan for the maintenance of the property

Prepare a programme for maintenance that recognises the factors that can lead to the deterioration of materials and parts of the building and ensures that they are maintained to prevent premature failure.

Consider whether specialist advice is needed to identify conditions and repairs, and to specify how the work should be done.

The steps in preparing the maintenance plan

- Carefully inspect the property and draw up an inspection checklist, (roof, guttering, paint, stonework, chimneys).
- Decide on the frequency of inspection for each item.
- Identify those items that can be inspected by property manager, and where professional advice may be needed to judge the condition.
- Identify elements where professional help is needed to gain access (e.g. to roofs) or to make an assessment of condition.
- Draw up a plan for the maintenance of the property (on the basis of the inspection), which identifies the maintenance and repair that will be required over the planned timescale,
- Agree the plan with FTC/Spotless and selected tradespeople so that they can make advance preparations for any work and build this into their forward work plan.
- Keep a list of recommended tradespeople and professional advisors (if appropriate) for both inspection and repair work, (Q spotless role).

In general, maintenance is likely to include:

Stone:

Inspect main stonework, including pointing:

- Get advice on cracks if they:
 - have recently formed
 - have started to increase in width
 - are more than 2mm wide
 - become wider at the top of the crack/fissure
 - extend through both the stone and mortar.
- Stone and stone features – Remove woody plants.



Wood

- Carry out a detailed check of all timber components, testing for soundness.
- Check condition of all paintwork.
- Record and put in place a good painting regime and ensure timely repair (including painting any wooden windows and doors, including frames, fixtures and fittings, external paintwork – including window sills).

Roof and gutters

- Roofing – inspect the roof covering and elements and put in place programme for maintenance and repair.
- Eaves, gutters and downpipes – remove debris, leaves, plant growth and clear outlets.
- Vents – Clear any blocked vents; ensure that external vents do not become blocked.
- Check mortar pointing on chimneys especially around the vents.
- Flashings – replace any slipped metal elements.

Record

Retain the maintenance inspection checklists, together with records of repair work carried out, the contractors or trades involved, dates when work was done and the costs. In addition, along with the other documentation, it is useful to keep a photographic record of the repairs.

Other information sources include:

Sustainable Management of Historic Heritage Guidance Series (NZHPT)
<http://www.historic.org.nz/publications/sustainmgtseries.aspx>

Bibliography

Appendix 17: Sample Accidental Discovery Protocol (ADP) Kaikoura District Council

http://www.kaikoura.govt.nz/docs/Council%20Documents/otherdocs/trk_appendix_3.pdf

Ministry for Culture and Heritage Policy for Government departments' management of historic heritage 2004 (August 2004)

<http://www.mch.govt.nz/research-publications/our-research-reports/policy-government-departments-management-historic-heritag>

Ministry of Education Historic Heritage Management Guidelines Sept 2008

NZHPT Northland – Accidental Discovery Protocol (ADP)

NZHPT The Register http://historic.org.nz/theregister.aspx?sc_lang=en

NZTA Minimum Standard Z/22 – Accidental Discovery Procedures

<http://www.nzta.govt.nz/resources/state-highway-professional-services-contract-proforma-manual/standards/docs/Z22.pdf>

NSW Government – Publications – guidelines and information sheets

<http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/hmstatementsofhi.pdf>