

**Department of Climate Change,  
Energy, the Environment and Water**

[environment.nsw.gov.au](http://environment.nsw.gov.au)



# Guidelines for the referral of matters to the Aboriginal Cultural Heritage Advisory Committee





# Acknowledgement of Country

The Department of Climate Change, Energy, the Environment and Water acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Climate Change, Energy, the Environment and Water

[environment.nsw.gov.au](https://environment.nsw.gov.au)

Aboriginal Cultural Heritage Advisory Committee – Guidelines for the referral of matters to the Aboriginal Cultural Heritage Advisory Committee

First published: November 2024

ISBN 978-1-923285-73-6

EH 2024/0315

Department reference number: DOC23/824260

## Copyright and disclaimer

© State of New South Wales through Climate Change, Energy, the Environment and Water 2024. Information contained in this publication is based on knowledge and understanding at the time of writing, September 2024, and is subject to change. For more information, please visit [environment.nsw.gov.au/about-us/copyright-and-disclaimer](https://environment.nsw.gov.au/about-us/copyright-and-disclaimer)

TMP-A-R-WC-V1.2

# Introduction

The Aboriginal Cultural Heritage Advisory Committee (ACHAC) bears significant responsibility in its legislated role to “advise the Minister and the Secretary on any matter relating to the identification, assessment and management of Aboriginal cultural heritage”, as per section 28 of the *National Parks and Wildlife Act 1974*. To maximise its impact and make best use of its limited number of meetings per year, it has recognised the need for implementation of a strategic process and requirements for the referral of relevant matters to the Committee.

---

## Purpose

The guide aims to provide a consistent and clear process for the prioritisation of matters proposed for consideration by ACHAC. It also gives direction to parties seeking to bring matters to the Committee for consideration or advice. It is intended to support the strategic building of relevant agendas and to support presenters to engage with ACHAC in a meaningful and productive manner.

---

## Strategic context

This guide should be viewed in conjunction with the ACHAC Terms of Reference. It is supported by the ACHAC Cultural Protocols Policy.

---

## Prioritisation principles

The following principles will guide the prioritisation of work for presentation to ACHAC:

1. ACHAC will consider matters relevant to its legislated role to ‘advise the Minister and the Secretary on any matter relating to the identification, assessment and management of Aboriginal cultural heritage’, as per section 28 of the *National Parks and Wildlife Act 1974*, in accordance with the ACHAC Terms of Reference
2. In the principle of equity, and in recognition that ACHAC membership is not geographically representative of all Aboriginal communities across New South Wales, ACHAC will prioritise matters that seek advice of a strategic and/or technical nature. While members may on occasion provide insights, where appropriate, from their respective Country or local communities, ACHAC referral does not constitute Aboriginal community consultation

3. To maximise its impact, ACHAC will focus its efforts on the provision of advice in early, strategic stages of project development where possible
4. Matters which align with the ACHAC Strategic Priorities 2023–25 will be prioritised
5. ACHAC will prioritise Heritage NSW business/activities to support Heritage NSW in its delivery of statutory functions under the *National Parks and Wildlife Act 1974* and the *Heritage Act 1977*
6. In recognition of the practical limitations of its capacity to provide advice, ACHAC may prioritise requests based on time constraints, workload, scheduling of meetings and other practical matters/considerations.

## Prioritisation process

The following process will guide prioritisation of matters proposed for the consideration of ACHAC.

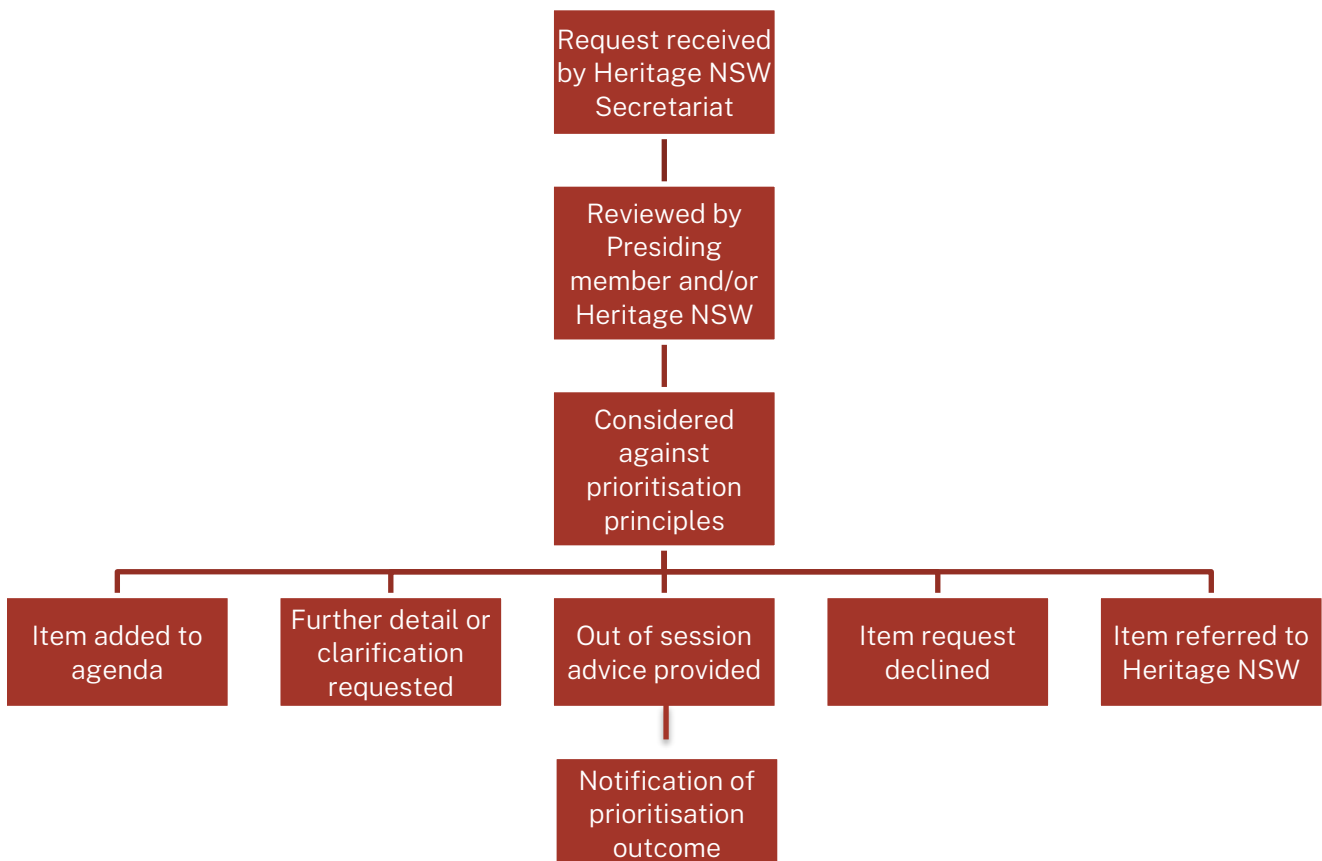


Figure 1 The process to guide prioritisation of matters.

---

## Guidance for parties seeking ACHAC advice

Requests for ACHAC advice should be submitted in writing to the Heritage NSW Secretariat at least 4 weeks prior to a scheduled ACHAC meeting.

Requests for ACHAC advice must include the following:

- an abstract of the issue including succinct background and summary of any previous ACHAC advice
- purpose statement of 1 to 2 sentences detailing why ACHAC's advice is necessary
- intended outcomes specifying the timing and nature of the advice being sought
- estimation of the volume of documentation which would be essential for ACHAC to consider the matter i.e. number of pages
- estimation of time needed to present to ACHAC.

Such requests should also be aligned with ACHAC's prioritisation principles as given above.

Following notification of successful scheduling on the ACHAC meeting agenda, any associated meeting papers or supporting attachments should be lodged with the Heritage NSW Secretariat at least 10 working days prior to the scheduled ACHAC meeting.

---

## Cultural protocols

All interactions with ACHAC, from the request stage through to presentation at ACHAC meetings, should be informed by the ACHAC Cultural Protocols Policy. It is expected that all parties will adhere to these, under the guidance of ACHAC.

Heritage NSW Secretariat can be directly contacted for assistance with advice requests at [ACHAC.Secretariat@environment.nsw.edu.au](mailto:ACHAC.Secretariat@environment.nsw.edu.au)