



Scope	To provide staff some general information on HEB’s process for the management of archaeological Sites – specifically regarding Government oversight.	
Contents	<ul style="list-style-type: none"> • Who Protects NZ’s Heritage? • What do they protect? • Where are they based? 	<ul style="list-style-type: none"> • How do we communicate with Heritage NZ? • Important Definitions.
Process Owner	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager .	
Who Protects NZ’s Heritage?	<p>In 2014 the New Zealand Historic Places Trust was renamed Heritage New Zealand Pouhere Taonga (simply known as “Heritage NZ”). This organisation is an autonomous Crown entity with a membership of around 20,000 people that advocates for the protection of ancestral sites and heritage buildings in New Zealand.</p> <p>Heritage NZ’s mission is to “...<i>promote the identification, protection, preservation and conservation of the historical and cultural heritage of New Zealand</i>”.</p>	
What do they protect?	<p>Heritage NZ maintain a Register of all the historically important sites that they are responsible for. The register of historic places is divided into four main areas:</p> <ul style="list-style-type: none"> • Historic Places • Historic Areas • Wahi Tapu (Māori sacred sites) • Wahi Tapu Areas <p>The historic places are organised in two categories:</p> <ul style="list-style-type: none"> • Category I - “...places of 'special or outstanding historical or cultural heritage significance or value'” • Category II - “...places of 'historical or cultural heritage significance or value'” <p>As of 2013, the register contains over 5,600 entries</p>	
Where are they based?	<p>Heritage NZ have a National office in Wellington and three Regional Offices:</p> <ul style="list-style-type: none"> • Northern Regional Office (Auckland), Office for Auckland, Thames/Coromandel and Hauraki. • Central Regional Office (Wellington), Office for Wairarapa, Manawatu, Hawkes Bay, Tararua, Taranaki, Wanganui, Wellington, Nelson, Marlborough. • Southern Regional Office (Christchurch), Office for Canterbury, South Canterbury, Kaikoura, West Coast. <p>They also have three area offices:</p> <ul style="list-style-type: none"> • Northland Area Office (Kerikeri) • Lower Northern Area Office (Tauranga) for Waikato, Bay of Plenty, and Gisborne. • Otago/Southland Area Office (Dunedin) for Otago, North Otago, and Southland. 	
How do we communicate	Only the National Environmental Manager will communicate with Heritage NZ. If staff are approached by someone from Heritage NZ they should politely direct them to	

with Heritage NZ?	contact HEB’s Head Office and request to speak with the National Environmental Manager.
Important Definitions.	<p>The following a definitions key to the correct management of archaeological sites and unexpected discoveries:</p> <p><i>What is an Archaeological Site and Why is 1900 so significant?</i></p> <ul style="list-style-type: none"> Any place in New Zealand that either was associated with human activity that occurred before 1900; or is the site of a wreck of any vessel where that wreck occurred before 1900; and is or may be able through investigation by archaeological methods to provide evidence relating to the history of New Zealand. Only pre-1900 sites are automatically protected under the Historic Places Act 1993, although a post-1900 site may be taken into protection by the NZHPT if it may be able, through investigation by archaeological methods, to provide significant evidence relating to the historical and cultural heritage of New Zealand. <p><i>What is an Artefact?</i></p> <ul style="list-style-type: none"> Artefact includes all those items manufactured for use, or part of the process of manufacture. Examples include: stone tools, flakes and cores, glass and metal objects, wooden items and shavings, fibre products and hanks, leather objects and off-cuts. <div style="display: flex; justify-content: space-around;">   </div> <ul style="list-style-type: none"> Other archaeological material collected from a site may include midden (food waste such as shell, bone, plant materials and associated charcoal and hangi stones, though some shells were also used as artefacts on occasion), soil samples that may contain micro- fossils and minerals that can be analysed. Both midden and soil are regarded as separate categories to artefacts, being the matrix of a site in which artefacts are found.

Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
Draft 01	April 2017	Simon Cathcart	Mark Evans	Process Owner and forms reference added.	Feb 2018