#### Instructions

This assessment is to be completed prior to undertaking works that could impact on an item of movable heritage.

Ausgrid’s [movable heritage equipment](http://infoshare.energy.com.au/sites/SP0350/SP0027/Lists/MovableHeritageRegister/WorkingList.aspx) has been categorised as either Tier 1 (requires approval prior to modifications) or Tier 2 (requires a Photographic Archival Recording prior to modifications).

Please contact Environmental Services on 9394 6659 or environmentalservices@ausgrid.com.au if:

* if you require assistance in completing this form, or
* if you require assistance complying with the approval conditions.

| Step 1 – Assessment details |
| --- |
| Substation No. |  | Project number |  |
| Substation address |  | Assessor name |  |
| Inspection date |  | Assessment version |  |

| Step 2 - Open Ausgrid’s [Movable Heritage Register](http://infoshare.energy.com.au/sites/SP0350/SP0027/Lists/MovableHeritageRegister/WorkingList.aspx) |
| --- |
| Equipment Tier:  |  | Register link: | copy and paste the URL over this text |

|  |  |  |  |
| --- | --- | --- | --- |
| Step 3 - Photographic Archival Recording. Refer to the [Photographic Recording of Heritage Items Using Film or Digital Capture](https://www.environment.nsw.gov.au/research-and-publications/publications-search/photographic-recording-of-using-film-or-digital-capture).  | Min. no. photos required | Obtained | Comment |
| Provide the substation layout drawing, where available ([Autodesk Vault](http://balin.energy.com.au/techpub/AutoCAD/vault_index.htm)), illustrating the items location with respect to the substation building and other items at that location.  | NA |  |  |
| Photos clearly showing each angle of the item insitu | 4 |  |  |
| Photos clearly showing the item in the context of the internal building environment with respect to the items location within the building and its relationship to other substation equipment | 4 |  |  |
| Photos of the items particulars such; as name plates, manufacturer details, logos, engravings or embossing | 4 |  |  |
| Close up photos that show the items unique form, character or design aspects | 4 |  |  |
| Exterior photos of the substation building | 2 |  |  |

|  |
| --- |
| Step 4 – Confirm if the asset is to be assessed, stored or disposed |
| Tier 1 | Complete **Step 5**  | Tier 2  | Asset stored in situ ([signage](file:///%5C%5Ceahomcfp01%5CUniversal%5CData%5CSite%5Cenvironmental_Tilikin%5CENVIRO%5CIssues_HERITAGE_NON-ABORIGINAL%5CO%20Signs%5CMoveable%20Heritage)) |  | Asset to be disposed  |  |
| Send this form (**complete Steps 1-4**) and supporting documents to environmentalservices@ausgrid.com.au.  |
| Environmental Services will complete **Step 6** |

|  |  |  |  |
| --- | --- | --- | --- |
| Step 5 - Assess the following: | Yes | No | Comments / details |
| Condition | Describe the condition of the equipment. |  |  |  |
| Delisting | Is there a good reason why the item(s) should not be listed as movable heritage? If yes, provide details. |  |  |  |
| Avoidance | Are there options for avoiding impacting on the item(s) of movable heritage? If no, provide details of options considered and why they are not reasonable. |  |  |  |
| Value | Are there similar item(s) remaining of movable heritage? Determine the value based on how many item(s) remain of the same category, age and manufacturer. Provide details. |  |  |  |
| In situ | Can the item(s) be kept in situ (ie sufficient room upstairs or away from the new equipment)? If no, provide details of options considered and why they are not reasonable. |  |  |  |
| Off site | Can the item(s) be stored off site? If no, provide details of options considered and why they are not reasonable. |  |  |  |
| Additional comments |  |
| Send this form (**complete Steps 1-5**) and supporting documents to environmentalservices@ausgrid.com.au. |

|  |
| --- |
| Step 6 – Environment Officer – Complete and return to assessor (Tier 2) OR refer to manager for review (Tier 1) |
| Name |  | Register Updates  | Assessment details added to record? |  | Photos uploaded to Document Library and linked to record? |  |
| Date |  | Add record link here: |  |

|  |
| --- |
| Step 7 - Manager – Environmental Services review: |
| I endorse the following items: | Subject to the following Approval Conditions: |
| Statements relating to the heritage significance  |  |  |
| Photographic Archival Recording |  |
| Disposal of the movable heritage asset(s) |  |
| Retention of the movable heritage asset(s) |  |
| Name  |  | Signature |  | Date |  |
| If endorsed Manager - Environmental Services to submit form to Head of Asset Risk and Performance.  |

|  |
| --- |
| Step 8 - Head of Asset Risk and Performance approval: |
| Retention of the movable heritage asset(s) including in the original operating substation |  | Disposal of the movable heritage asset(s) |  |
| Name  |  | Signature |  | Date |  |
| Please return the signed form to Manager – Environmental Services. |

|  |
| --- |
| Step 9 – Assessor sign-off for implementation |
| I confirm that any Approval Conditions from this assessment are included in the Summary Environmental Report (SER) for the project and this assessment will be attached to the SER.  |
| Name  |  | Signature |  | Date |  |