

ACHRIS User Guide – CHMP Final Lodgement

November 2023



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This User Guide contains VAHR material and should be used in accordance with the requirements of the *Aboriginal Heritage Act 2006*.

1. Introduction

CHMP Final Lodgement is the process whereby an approved CHMP is lodged with FPSR, along with any required supporting documentation. This includes:

- Approved final CHMP report (with Notice of Approval inserted)
- Spatial files for the CHMP activity area

New functionality has been created in the ACHRIS system so that Heritage Advisors on behalf of the Sponsor can upload the required documentation directly into ACHRIS rather than submitting them via email.

This new online functionality has a number of benefits:

- Approved CHMPs will be available to all users in real time
- Reduced risk of approved CHMPs being lost in emails
- Spatial data of Approved CHMP activity area(s) will be available for users to download

The functions described in this document will only apply to approved CHMPs (Complex, Desktop and Standard). All other report types will continue to be processed as they are now by FPSR, including Amended CHMPs and Salvages.

The functions apply to all CHMP approval scenarios - Secretary approved, RAP approved, VAHC approved.

To support the CHMP Final Lodgement functionality, the layout of the 'Archaeological Reports' screen has been modified and new fields added to enable the online lodgement of CHMPs (see section 4 below).

2. Purpose

The purpose of this User Guide is to introduce the new CHMP Final Lodgement functionality. It is designed for Heritage Advisors, who will be lodging the approved final versions of CHMPs.

This Guide:

- Outlines how to successfully lodge an approved CHMP
- Shows what to expect, and see, when a CHMP is lodged and accepted
- Provides an explanation of the new features and screen changes
- Clarifies expected data and file requirements for the most common scenarios

3. CHMP Final Lodgement – How does it work?

Here is an overview of the end-to-end CHMP Final Lodgement process:

- RAP/FPSR/VAHC **approves the CHMP** outside of ACHRIS as is currently the process.
- The HA and the Sponsor receive a **Notification of Approval** from the approver. They now have 14 calendar days to upload the final files to ACHRIS.
- **HA** does the following steps:
 - Logs in to ACHRIS and uses the Register Search, Find Archaeological Reports function to **locate the CHMP** for lodgement.
 - **Opens** (views) the record.
 - **Fills out** all mandatory fields (marked with a red asterix).
 - **Uploads** the Approved CHMP (with NOA inserted after the cover page).
 - **Uploads** the Spatial data of the activity area.
 - **Checks** all fields have been filled out correctly, including pre-populated fields, and submits for lodgement.
- FPSR will review and **validate** the lodgement before accepting or rejecting it.
- If it is **rejected**, an email will be sent to the submitter(s) with reason(s) for the rejection and requesting a resubmission.
- Once a lodgement has been **accepted**, an email will be sent to the submitter(s) informing them, and the process is complete.

4. Changes to the Archaeological Reports screens

The existing 'Register Search – Archaeological Reports' screen have been adapted for the purpose of final lodgement. New fields/items that have been added to the screens are as follows:

4.1 'Victorian Aboriginal Heritage Register – Find Archaeological Reports' screens

Three new fields/columns have been added to the search and results screen:

- | | |
|-----------------------|--------|
| 1. Lodged | Yes/No |
| 2. Lodgement Accepted | Yes/No |
| 3. Sensitive Material | Yes/No |

Search screen

Victorian Aboriginal Heritage Register – Find Archaeological Reports

Report Number:

Type:

Title:

Lodgement Date From:

Author:

CHMP Status:

Lodgement Date To:

Related Salvage Report:

YesNo

Earmarked:

YesNo

Evaluated By:

Lodged:

YesNo

Lodgement Accepted:

YesNo

Sensitive Material:

YesNo

Sort Results By:

Report NumberTitleAuthorCHMP StatusReport TypeEarmarkingsCHMPLodgement DateLodgedLodgement AcceptedSensitive Material

Sort Direction:

AscendingDescending

Max Results Per Page:

Search

Hide Search Criteria

Clear Search Criteria

Cancel

Results screen

Show Search Criteria

Search By: Sort By: ; Max Results Per Page: 10

Results

Report Number	Title	Author	CHMP Status	Report Type	Earmarked?	Earmarkings	Related Report	Lodgement Date	Lodged	Lodgement Accepted	Sensitive	Action
00	XXXXXXX	XXXXXXX	Plan Approved & Lodged with AAV	CHMP Desktop Assessment	No			19/08/2025	Yes	Yes	No	

4.2 ‘Victorian Aboriginal Heritage Register – Archaeological Reports’ screen

There is a banner at the top of the screen showing the following CHMP details:

- Report number
- Lodgement Date
- Type
- Title
- Status
- Lodgement Accepted

Victorian Aboriginal Heritage Register – Archaeological Reports						View Actions:
Report Number: 19749	Lodgement Date:	Type: CHMP Desktop Assessment	Title: UNKNOWN	Status: Plan Approved & Lodged with AAV		

And a 'Report' tab below the banner for inputting information

Victorian Aboriginal Heritage Register – Archaeological Reports

Report Number:
20094

Lodgement Date:

Type:
CHMP

Title:
UNKNOWN

Status:
In Preparation

View Actions:

Mandatory Fields *

Report

Type: *

Report Number:
20094

Evaluated by:

Title: *
UNKNOWN

Author/s: *

Sponsor Name: *

Heritage Advisor Organisation:

Should this report be earmarked? *

☐ Yes

☒ No

Salvage Report Required? *

☐ Yes

☐ No

Does this report contain sensitive information regarding Ancestral Remains? *

☐ Yes

☒ No

Related Aboriginal Places
No Aboriginal Places are related

Add Related Aboriginal Place

Add Related Aboriginal Place

CHMP Document *
Please attach the report.
Choose file to upload

No files have been selected or uploaded

Location
Final Activity Area *
Please attach a zip file containing one Shapefile or TAB file that represents the Activity Area.
Choose file to upload

No files have been selected or uploaded

Other Spatial Data
Where relevant, please attach a zip file containing spatial data of the area subject to Standard and Complex assessment (files supplied must be shapefiles or TAB files). Plus a separate file with the summary table of spatial data being uploaded.
Choose file to upload

No files have been selected or uploaded

Submit

Cancel

5. Detailed step-by-step guide to Final Lodgement

Step 1 – Find the CHMP for lodgement

- Logon to ACHRIS as normal.
- Use the Register Search function to find the CHMP you wish to lodge, with aspatial search function 'Register Search' / 'Find Archaeological Reports'.
- Enter the relevant CHMP number and select the 'Validate' button.

Access to the Victorian Aboriginal Heritage Register

Heritage Advisors may access the Register through either of the options outlined below.

CHMP Number

When you have been issued with a CHMP number after submitting a Notice of Intent to Prepare a Cultural Heritage Management Plan, please enter the number in the field below. Please make sure to validate the CHMP number/s before submitting. Number/s should be valid before access to the Register is allowed

Add

|

Remove

Validate

Request For Access Approval Number

If you are applying for access to the Register for a reason other than the completion of the Application for Access Form, your application will be notified. Please enter this number in the field below. Please make sure to validate the number before access to the Register is allowed

Validate

Terms and Conditions of Access to the Register

Terminology

In these terms and conditions, the expressions "we", "us" and "our" are a reference to the State of Victoria through the Department of Premier and Cabinet in respect of Aboriginal Victoria.

Advice provided from the Register

Access to the information from the Register may only be provided:

- for the purposes applying to different types of persons or bodies under s. 146(1) of the *Aboriginal Heritage Act 2006* (Vic) ("the Act"); or
- to persons acting with the written approval of each Registered Aboriginal Party ("RAP") for the area relating to the request, or (if there is no RAP for the area) with the written approval of the Victorian Aboriginal Heritage Council as described in the "Application for access to records" form ("the Form").

Please note access to information determined by the Secretary of the Department of Premier and Cabinet, on the recommendation of an RAP or the Council, to be 'sensitive Aboriginal heritage information' will require the prior written approval (refer to s. 146A).

- If the system message 'CHMP number XXXXX is valid' is displayed, read the "Terms and Conditions of Access to the Register", then select the tick box to accept, and select the 'Submit' button.

Step 2 – Open the CHMP record

- On the 'Victorian Aboriginal Heritage Register – Find Archaeological Reports' screen, enter the relevant CHMP number and select the 'Action' button to open the screen.

Aboriginal Victoria | Aboriginal Cultural Heritage Register and Information System (ACHRIS)

Register Search Map
Find Registered Aboriginal Places
Find Archaeological Reports

Victorian Aboriginal Heritage Register – Find Archaeological Reports

Report Number:

Type:

Title:

Lodgement Date From:

Author:

CHMP Status:

Lodgement Date To:

Related Salvage Report: ☐ Yes ☐ No

Earmarked: ☐ Yes ☐ No

Sensitive Material: ☐ Yes ☐ No

Evaluated By:

Lodged: ☐ Yes ☐ No

Lodgement Accepted: ☐ Yes ☐ No

Sort Results By:

- ☒ Report Number
- ☐ Title
- ☐ Author
- ☐ CHMP Status
- ☐ Report Type
- ☐ Earmarkings
- ☐ CHMP
- ☐ Lodgement Date
- ☐ Lodged
- ☐ Lodgement Accepted
- ☐ Sensitive Material

Sort Direction:

- ☐ Ascending
- ☒ Descending

Max Results Per Page:

Search Hide Search Criteria Clear Search Criteria Cancel

Show Search Criteria

Search By: Report Number Contains: 18903; Sort By: ; ; Max Results Per Page: 10

Results

Report Number	Title	Author	CHMP Status	Report Type	Earmarked?	Earmarkings	Related Report	Lodgement Date	Lodged	Lodgement Accepted	Sensitive	Action
18903	UNKNOWN		In Preparation	CHMP	No				No		No	

« Previous

1

Next »

Showing 1 items on page 1 of 1 pages. Total number of results found: 1

Step 3 – Provide lodgement information and files

- Fill in details or make a selection for all mandatory fields on the ‘Report’ tab:
 - Type
 - Title
 - Author/s
 - Sponsor Name
 - Should this report be earmarked?
 - Salvage Report Required?
 - Does this report contain sensitive information regarding Ancestral Remains?

Report

Type: *

Report Number:

20094

Evaluated by:

Title: *

UNKNOWN

Author/s: *

Sponsor Name: *

Heritage Advisor Organisation:

Should this report be earmarked? * ?

☐ Yes
 ☒ No

Salvage Report Required? *

☐ Yes
 ☐ No

Does this report contain sensitive information regarding Ancestral Remains? *

☐ Yes
 ☒ No

Related Aboriginal Places

- Add any related Aboriginal Places by clicking on the ‘Add Related Aboriginal Place’ button. Repeat to add more than one place.

Note: These must be places that are within the activity and have been gazetted in the CHMP.

Related Aboriginal Places

Add Related Aboriginal Place

Aboriginal Place Number

XXXX-0001

Action

Remove

- In the 'CHMP Document' section, upload the approved CHMP document and tick if the document is sensitive or not.
- Ensure the signed Notice of Approval is inserted inside the final version of the CHMP.
- Check that the Notice of Approval accords with the cover date and title page of the CHMP.
- If the document is sensitive, specify the nature of the sensitivity.

CHMP Document *

Please attach the report. ?

Filename	Attached Date	Sensitivity	Action
100mbfile1.test	02/11/2023 10:05AM	☐ Yes ☒ No	

- In the 'Final Activity Area' section, upload the spatial data of the Activity Area.

Final Activity Area *

Please attach a zip file containing one Shapefile or TAB file that represents the Activity Area. ?

Filename	Attached Date	Action
100mbfile1.test	02/11/2023 10:15AM	
100mbfile2.test	02/11/2023 10:15AM	
100mbfile3.test	02/11/2023 10:15AM	

- In the 'Other Spatial Data' section, where relevant, please attach a zip file containing spatial data of the areas subject to Standard and Complex assessment. Plus a separate file with the summary table of spatial data being uploaded.
- It will be mandatory to upload at least one file in the 'Other Spatial Data' section when the CHMP Type is Standard or Complex. No file is required when the CHMP Type is Desktop.

Other Spatial Data *

Where relevant, please attach a zip file containing spatial data of the areas subject to Standard and Complex assessment (files supplied must be shapefiles or TAB files). Plus a separate file with the summary table of spatial data being uploaded. ?

Filename	Attached Date	Action
100mbfile1.test	02/11/2023 10:20AM	
100mbfile2.test	02/11/2023 10:20AM	
100mbfile3.test	02/11/2023 10:20AM	

Note: Please refer to the document “Guide to Lodging Spatial Data in the Victorian Aboriginal Heritage Register” for further guidance around the formatting and naming of files to be provided.

- Check that all the fields on the screen are complete, including pre-populated fields, and all relevant documents and spatial data are uploaded.

Step 4 – Submit for approval

- Click the ‘Submit’ button to complete lodgement. **Note:** If the ‘Submit’ button is greyed out, recheck that all fields are filled in.
- When submitted successfully, a green banner message will display at the top of the ACHRIS screen – “Your archaeological report has been successfully submitted”.
- FPSR will review and validate the lodgement before accepting or rejecting it.
- If it is rejected, an email will be sent to the submitter(s) with reason(s) for the rejection and requesting a resubmission.

This is an automated response indicating that, on 26-07-2023, the Secretary, Department of Premier and Cabinet has advised the final lodgement for CHMP Number 19465 has not been accepted for the following reason/s:

Reason: Test Rejection

Please make the required changes and resubmit the lodgement via the Find Archaeological Reports function in ACHRIS.

*** Please do not reply to this email. ***

- Once a lodgement has been accepted, an email will be sent to the submitter(s) informing them, and the process is complete.

6. Terms and Acronyms

List of terms and acronyms in common use for the Final Lodgement process.

#	Term/Acronym	Description
1	Aboriginal Place	An Aboriginal Place is an area in Victoria or the coastal waters of Victoria that is of cultural heritage significance to the Aboriginal people of Victoria. 'Area' includes an area of land; an expanse of water; a natural feature, formation or landscape; an archaeological site, feature or deposit; the area immediately surrounding one of these; land set aside for the reinterment of Aboriginal ancestral remains; a building or structure.
2	ACHRIS	Aboriginal Cultural Heritage Register and Information System
3	Act	Aboriginal Heritage Act 2006
4	CHMP	Cultural Heritage Management Plan
5	FPSR	First People State Relations
6	Spatial	Geographic Information that relates to an area or location on the earth surface.
7	HA	Heritage Advisor
8	NoA	Notice of Approval
9	Place	Aboriginal Place – see description above
10	RAP	Registered Aboriginal Party
11	Register	Victorian Aboriginal Heritage Register
12	VAHC	Victorian Aboriginal Heritage Council
13	VAHR	Victorian Aboriginal Heritage Register

7. Further Reference

- **Spatial data guidelines** – “Guide to Lodging Spatial Data in the Victorian Aboriginal Heritage Register”, available on <https://www.firstpeoplesrelations.vic.gov.au/cultural-heritage-management-plan-resources-heritage-advisors>