



Design and Construction of Stage AB of the Googong Water Recycling Plant (WRP)

Contract Number WRP01

Heritage Management Plan

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1 Introduction

1.1 Context

This Heritage Management Plan (HMP or Plan) forms part of the Construction Environmental Management Plan (CEMP) for the Googong Township IWC Project Stage AB – WRP.

Refer to Section 1 and Section 2 of the CEMP for additional detail on the scope of Stage AB WRP to which this HMP applies.

This HMP has been prepared to address the requirements of the Minister's Conditions of Approval (CoA), the Statement of Commitments (SoC), the safeguards listed in the Googong Township water cycle project Environmental Assessment (EA), submissions report, and all applicable legislation.

1.2 Background

The Googong Township water cycle project EA assessed the impacts of construction and operation of the IWC Project on Aboriginal and non-Indigenous heritage.

As part of EA development, a detailed assessment was prepared to address the Director-General's Requirements issued by the Department of Planning and Infrastructure (DP&I). The Aboriginal and non-Indigenous heritage assessment was addressed in Section 12 and Appendix G of the EA.

The EA concluded that there were unlikely to be significant Aboriginal and non-Indigenous heritage impacts associated with the construction and operation of the IWC Project, following the implementation of the proposed mitigation measures identified in the EA.

1.3 Environmental Management System overview

The overall Environmental Management System for Stage AB WRP and approach to managing environmental impacts during construction is described throughout the CEMP.

This HMP is part of the environmental management framework for Stage AB WRP, as described in Section 1.6 of the CEMP. In accordance with CoA C20(f), this Plan has been developed in consultation with the Office of Environment and Heritage (OEH) and Queanbeyan City Council (QCC).

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2 Purpose and objectives

2.1 Purpose

The purpose of this Plan is to describe how Googong Township Pty Ltd (GPTL) and John Holland Propriety Limited (JHPL) will manage and protect Aboriginal and non-Indigenous heritage during construction of Stage AB WRP.

This Plan also assists in ensuring that the construction of Stage AB WRP meets the environmental objectives and targets as defined in Section 3.5 of the CEMP.

2.2 Objectives

The key objective of the HMP is to ensure that impacts to Aboriginal and non-Indigenous heritage are minimised. To realise this objective, the following will be undertaken:

- Ensure appropriate controls and procedures are implemented during construction activities to avoid or minimise potential adverse impacts to Aboriginal and non-Indigenous heritage (refer Section 5.1)
- Ensure appropriate measures are implemented to address the relevant CoA and SoC, and the safeguards detailed in the EA and submissions report (refer Section 3.2 and Section 3.3).
- Ensure appropriate measures are implemented to comply with all relevant legislation and other requirements as described in Section 3.1 of this Plan.

3 Environmental requirements

3.1 Relevant legislation and guidelines

Section 3.1 of the CEMP identifies the legal and other requirements applicable to the IWC Project and the construction of Stage AB WRP. This section identifies the key legislation applicable to managing Aboriginal and non-Indigenous heritage.

3.1.1 Legislative requirements

Environmental Planning and Assessment Act 1979 (EP&A Act)

As outlined in Section 3.1 of the CEMP, the IWC Project was assessed and approved by the Planning Assessment Commission under delegation from the Minister for Infrastructure and Planning under Part 3A (now repealed) of the EP&A Act.

National Parks and Wildlife Act 1974 (NP&W Act)

The IWC Project is not required to obtain the permits under Section 87(1) or 90 of the NP&W Act due to the approval under Part 3A of the EP&A Act. However, GTPL remains bound to work within other sections of the NP&W Act and will continue to be guided by the principles of the legislative framework and consult with the OEH if any actions involve an additional impact to that identified in the EA.

Heritage Act 1977

The Heritage Act aims to protect non-Aboriginal heritage and relics. While the IWC Project is exempt from seeking permits under Part 4 and Section 139 of the Heritage Act (as per Section 75U of the EP&A Act), the IWC Project will conform to the comparable guidelines and standards for works carried out under the Heritage Act, including appropriate archaeological methods, research design, investigative protocols, artefact description, assessment and reporting where relevant. Heritage Branch, OEH will be consulted for any action involving an additional impact to that identified in the EA.

Section 146 of the Heritage Act states that a person who is aware or believes that he or she has discovered or located a relic must notify the Heritage Council of the find within a reasonable time. The requirements of this section of the Heritage Act are not removed by the Part 3A approval, and should a relic be discovered not previously identified in the EA, the Heritage Council will be notified (refer Appendix B Unexpected Heritage Find Procedure).

3.1.2 Relevant guidelines

- *Aboriginal cultural heritage consultation requirements for proponents* (DECCW, 2010)
- *Code of practice for archaeological investigation of Aboriginal objects in New South Wales* (DECCW, 2010).

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3.2 Minister's Conditions of Approval

The CoA relevant to this Plan are listed Table 1. A cross reference is also included to indicate where the condition is addressed in this Plan or other management documents.

Table 1 Conditions of Approval relevant to Aboriginal and non-Indigenous heritage

CoA No.	Condition requirements	Document reference
C4 (modified)	<p>The Proponent shall salvage, through surface collection, identified artefacts at site GWTP2 prior to the commencement of construction at the water recycling plant site. Salvage should be carried out in accordance with the salvage methods described in Navin Officer Heritage Consultants Pty Ltd October 2012 "Methodology: Googong Township Truck Water Main and Recycled Water System".</p> <p>Salvaged artefacts should be relocated in accordance with the artefact relocation methods as described in Navin Officer Heritage Consultants Pty Ltd, 24 June 2010, "Back to Country Proposal to Reposition Salvaged Aboriginal Artefacts from the Googong New Town (Neighbourhood 1A) Development".</p> <p>The Proponent shall not impact any other item of Aboriginal or non-Indigenous heritage significance identified in the EA.</p>	<p>Section 4.3 Table 6 (H2, H3, H4)</p>
C5	<p>In the event of uncovering unidentified Aboriginal objects or relics, work shall cease immediately in the vicinity of the site and the event shall be reported immediately to OEH and the Department. Relevant works shall not recommence until written authorisation from the Director-General to proceed in those areas has been received.</p>	<p>Table 6 (H7) Appendix B</p>
C6	<p>If during the course of construction the Proponent becomes aware of any previously unidentified non-Indigenous heritage object(s), all works likely to affect the object(s) shall cease immediately and the Heritage Council of New South Wales and the Department shall be notified as soon as practicable in accordance with section 146 of the <i>NSW Heritage Act 1977</i>.</p> <p>Relevant works shall not recommence until written authorisation from the Director-General to proceed in those areas has been received.</p>	<p>Table 6 (H7, H8) Appendix B</p>
C20(f)	<p>A Heritage Management Plan to manage potential impacts on Aboriginal and non-Indigenous heritage items. The plan shall be prepared in consultation with OEH and include, but not necessarily be limited to:</p>	<p>This Plan Section 1.3 Section 5.2</p>
	<p>(i) details of measures to be carried out to avoid impacts to known and potential Aboriginal sites and deposits;</p>	<p>Table 6 (H1, H2, H3, H4, H6, H7)</p>
	<p>(ii) procedures for dealing with previously unidentified Aboriginal objects (excluding human remains), including:</p> <ul style="list-style-type: none"> • halting of works in the vicinity; • assessment of the significance of the item(s) and determination of appropriate mitigation measures (including when works can re-commence) by a qualified archaeologist in consultation with registered Aboriginal stakeholders; • assessment of the consistency of any new Aboriginal heritage impacts against the approved impacts of the project; and • registering of the new site/s in the OEH AHIMS register; 	<p>Table 6 (H7) Appendix B</p>

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CoA No.	Condition requirements	Document reference
	(iii) procedures for dealing with human remains (including halting of works in the vicinity and notification of the NSW Police, OEH and registered Aboriginal stakeholders and not re-commencing any works in the area unless authorised by OEH and the NSW Police); and	Table 6 (H6) Appendix A
	(iv) Aboriginal cultural heritage induction processes for construction personnel and procedures for ongoing Aboriginal consultation and involvement.	Table 6 (H1) Section 5.2 Section 6.2

3.3 Statement of Commitments

The SoC relevant to this Plan are listed Table 2. A cross reference is also included to indicate where the commitment is addressed in this Plan or other management documents.

Table 2 Statement of Commitments relevant to Aboriginal and non-Indigenous heritage

Objective	Ref. No.	Commitment	Timing	Document reference
Avoid and/or minimise impacts on Indigenous heritage	H1	Generally, indigenous heritage on the site will be managed in accordance with Appendix G of the EA, including the four identified indigenous heritage sites. The avoidance, relocation or disturbance of any Aboriginal heritage sites and PADs will be in accordance with relevant guidelines and permits. An archaeologist and representatives of the local Aboriginal community will conduct any relocation works.	Prior to and during construction	Section 4.3 Table 6 (H2, H3, H4,)
Protect unknown indigenous heritage	H2	Should any unknown indigenous heritage items be located during the proposed works by the site environmental officer or any other construction staff, all work will cease in the vicinity of the find until specialist indigenous heritage advice is received.	Construction	Table 6 (H7, H8) Appendix B
Avoid and/or minimise impacts on non-Indigenous heritage	NH1	Generally, non-indigenous heritage on the site will be managed in accordance with Appendix G of the EA. Construction and maintenance activities will be managed to avoid structural damage on heritage items as a result of vibration. Construction activities will be excluded from the identified heritage sites. However, if impacts are unavoidable then a further heritage assessment of the impacted site(s) will be conducted.	Prior to and during construction	Table 6 (H2, H5)

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Objective	Ref. No.	Commitment	Timing	Document reference
Protect unknown non-indigenous heritage items.	NH3	If any material of potential archaeological significance is unearthed, work will cease in the vicinity of the find until specialist heritage advice has been obtained. The NSW Heritage Council will be notified of the discovery of any relics.	Construction	Table 6 (H7) Appendix B

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4 Environmental aspects and impacts

The following sections summarise existing Aboriginal and non-Indigenous features around and adjacent to the Stage AB WRP area. Identified impacts are then reviewed. The key reference documents are Section 12 and Appendix G of the EA, along with documentation prepared by Navin Officer including:

- "Back to Country Proposal to Reposition Salvaged Aboriginal Artefacts from the Googong New Town (Neighbourhood 1A) Development" (June, 2010).
- "Methodology: Googong Township Truck Water Main and Recycled Water System" (October, 2012).
- "Cultural Heritage Assessment – GWTP2 Surface Artefact Collection - Addendum to Oct 2009 Cultural Heritage Assessment Report Googong Township Water Cycle Project" (May 2013).
- Heritage Memo for GH12 "Re: Googong New Town Trunk Water and Recycled Water System Aboriginal and Historical Archaeological Assessment" (February 2014).

4.1 Environmental aspects

4.1.1 Salvage of Aboriginal artefacts from GWTP2 site (CoA C4)

Site GWTP2 was identified in the October 2009 cultural heritage assessment as part of the EA, and located adjacent to the Stage AB WRP. The environmental assessment included a commitment to seek to avoid impacts on GWTP2 during detailed design.

Three options for the layout for the WRP were considered. The alternative options sought to shift the WRP away from the GWTP2 site, but these options would have resulted in environmental impacts inconsistent with the Approved Project (this included encroaching on odour and noise buffers, moving outside the local infrastructure zoning, and/or impacting other heritage items).

As such an application to modify CoA C4 (*The Proponent shall not impact items of Aboriginal or non-indigenous heritage significance identified in the EA*) was made to DP&I to allow for the salvage and relocation of artefacts from the GWTP2 site. DP&I granted approval for the salvage and relocation on 22 April 2013. Navin Officer undertook the salvage of four artefacts from the GWTP2 site on 7 May 2013 with representatives from Buru Ngunawal and the Ngambri Local Aboriginal Land Council.

Relocation will take place following construction, in accordance with the proposed artefact relocation methodology (Navin Officer, May 2103). The requirement to undertake relocation is included as a mitigation measure (refer H4) and will be carried out by others.

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Table 3 Aboriginal heritage sites previously located within the Stage AB WRP site

Site name	Type	Description	Local significance	Regional significance
GWPT2	Artefact scatter	Comprises six artefacts located mid slope above a steep gully on a spur line.	Low	Low

4.1.2 Aboriginal heritage

An Aboriginal heritage site is defined as any material evidence of past Aboriginal activity that remains within a context or place, which can be reliably related to that activity.

Three Aboriginal heritage sites are located within the vicinity of the Stage AB WRP construction site. More information on the sites is provided in Table 4.

The location of Aboriginal heritage sites in the vicinity of Stage AB WRP are shown in Figure 1 and identified in the Environmental Constraints Map included at Appendix I of the CEMP.

Table 4 Aboriginal heritage sites located adjacent to Stage AB WRP site

Site name	Type	Description	Local significance	Regional significance
GWPT1	Artefact scatter	Comprises of four artefacts located on a slight rise above a gully.	Low	Low
GWPT3	Artefact scatter	Comprises of eight artefacts located on a rocky spur crest above dry creek and gully.	Low	Low
GWPT4	Isolated find	An isolated artefact located on a dirt track which joins onto Googong Dam Road.	Low	Low

4.1.3 Non-Indigenous heritage

A non-Indigenous heritage relic is defined as any 'deposit, object or material evidence which relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and which is of State or local heritage significance' (refer Section 4(1) of the Heritage Act).

One non-Indigenous heritage site identified in the EA is located near Stage AB WRP and is listed in Table 5. GH12 was originally considered to be of "low local significance", however this description is not consistent with current NSW Office of Environment and Heritage (OEH) standards for significance assessments.

A review of the site's significance was undertaken by Navin Officer in February 2014 who determined that "Given that GH12 comprises a late twentieth century midden of building materials and given that the site does not meet any of the NSW OEH criteria for heritage significance, no further action is required with regard to this item."

Navin Officer's memo overrides the management recommendation five on Page 27 of the NOHC (2009) report included in Appendix G of the EA (which included the requirement for more assessment and archival recording). Navin Officer confirmed that no additional survey, archival research or site conservation is warranted for item GH12. As such there is no need to avoid impacts to this site.

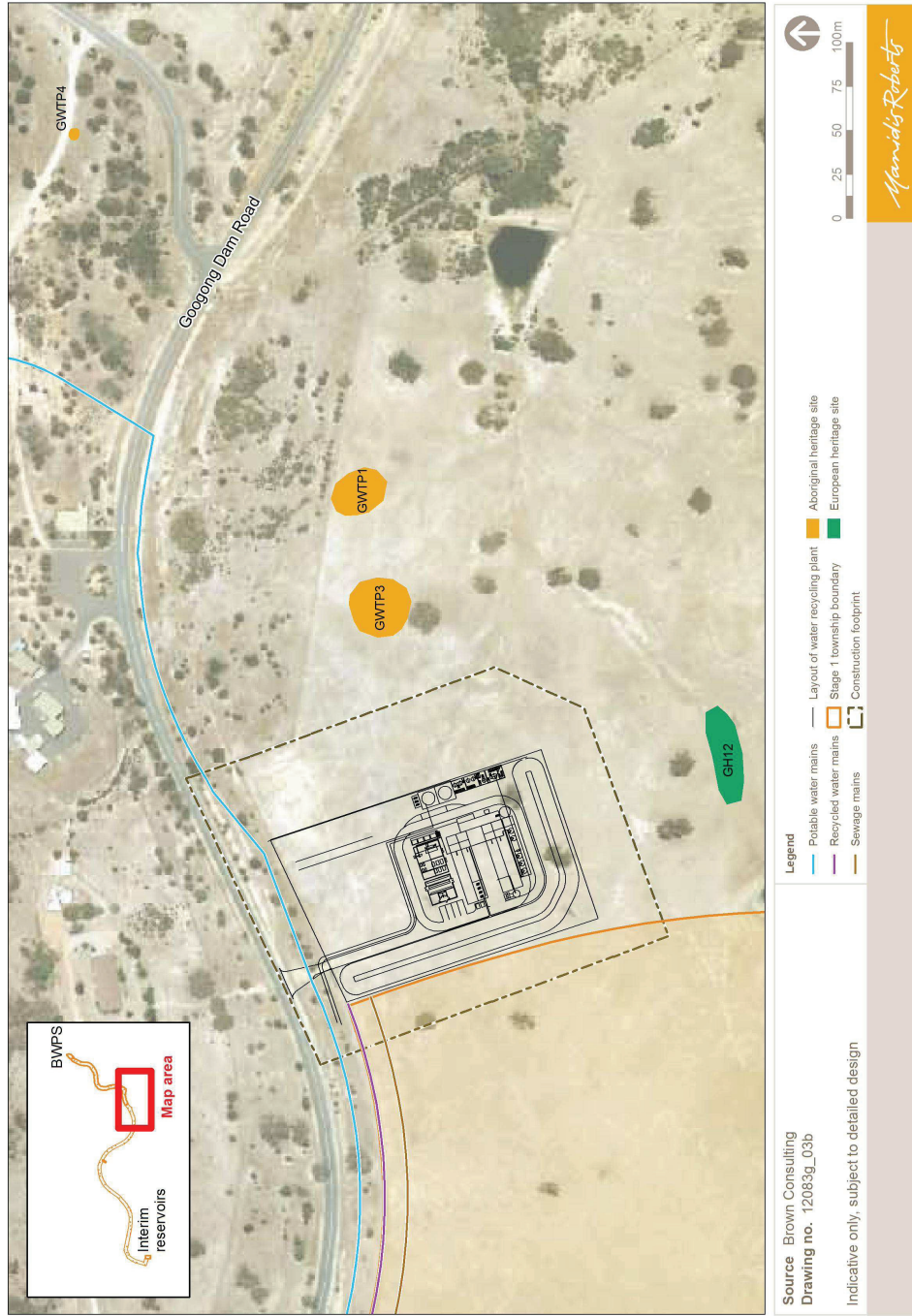
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The location of the previously identified non-Indigenous heritage site is shown in Figure 1, and identified in the Environmental Constraints Map included at Appendix I of the CEMP.

Table 5 Non-Indigenous heritage sites

Site name	Type	Description	Significance
GH12	European midden	Collection of building material that has been dumped in a drainage line.	No significance

Figure 1 Aboriginal and non-Indigenous heritages sites



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4.2 Construction activities

Key aspects of the construction of Stage AB WRP that could result in adverse impacts to Aboriginal and non-Indigenous heritage include:

- Clearing of land.
- Bulk earthworks and excavation.
- Establishment of site facilities.
- Disturbance of soils, for rehabilitation or erosion control measures.

4.3 Heritage impacts

4.3.1 Aboriginal heritage

The final design of the Stage AB WRP has sought to minimise impacts on known Aboriginal heritage sites. It was not possible to avoid works occurring at the GWTP2 site, and a modification to CoA C4 was granted by DP&I that allowed for the salvage and relocation of GWTP2 in order to minimise impacts to artefacts at the GWTP2 site. The salvage of four artefacts from the GWTP2 site has been undertaken in accordance with the modified CoA C4. A mitigation measure to relocate the artefacts following construction is included in Table 6 (H4).

CoA C4 still mandates that the Proponent shall not impact any other item of Aboriginal or non-Indigenous heritage identified in the EA (with the exception of GWTP2). The construction of Stage AB WRP will not impact on known items of Aboriginal heritage (GWTP1, GWTP3 and GWTP4) as they are located outside the construction footprint for the Stage AB WWRP.

There is a low likelihood of encountering unknown Aboriginal heritage items given that the site has previously been surveyed. However should there be an unexpected find, the Unexpected Heritage Finds Procedure (Appendix B) will be implemented.

4.3.2 Non-Indigenous heritage

The construction of Stage AB WRP will not impact on any known items of non-Indigenous heritage (GH12) as identified sites are located outside the construction footprint for Stage AB WRP. In addition the heritage status of the item has been revised as having no heritage significance (refer Section 4.1.3).

There is a low likelihood of encountering unknown non-Indigenous heritage items given that the site has previously been surveyed. However should there be an unexpected find, the Unexpected Heritage Finds Procedure (Appendix B) will be implemented.

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5 Environmental control measures

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5.1 Aboriginal and non-Indigenous heritage mitigation and management measures

A range of environmental requirements and control measures are identified in the various environmental documents, including the CoA, SoC and the EA. Specific measures and requirements to address impacts on heritage are outlined in Table 6.

Table 6 Heritage mitigation measures

ID	Measure	When to implement	Reference	Responsibility
H1	All project personnel will be provided training on the requirements of this Plan through site inductions, toolbox talks or specific training.	Prior to construction; construction	CoA 20(f)(i) CoA 20(f)(iv)	Environment Manager
H2	Where works are to take place within 20 metres of recorded Aboriginal and non-Indigenous sites (GWTP1, GWTP3, GWTP4), they will be delineated with exclusion fencing so that inadvertent impacts to these areas will be avoided. Fencing will remain in place for the duration of the works.	Prior to construction; construction	CoA C4 CoA C20(f)(i) SoC H1 SoC NH1	Environment Manager Project Manager
H3	If impacts to known Aboriginal sites are unavoidable, artefacts will be relocated. Relocation will be carried out by a qualified archaeologist, in consultation with the local Aboriginal community and OEH. Where required, GPL will seek a modification for the Approved Project to comply with CoA C4 prior to any impact to known sites. Note GWTP2 has already been salvaged.	Construction	CoA C4 CoA C20(f)(i) SoC H1	Environment Manager GPL Assistant Project Director
H4	Carry out relocation of salvaged GWTP2 artefacts in accordance with the artefact relocation methodology detailed in "Cultural Heritage Assessment – GWTP2 Surface Artefact Collection" (Navin Officer, May 2013). The relocation will be carried out by a suitably qualified heritage consultant, in consultation with the OEH and Aboriginal stakeholders. This would not form part of JHPL's works.	Post construction	CoA C4 CoA C20(f)(i) SoC H1	GPL Assistant Project Director

ID	Measure	When to implement	Reference	Responsibility
H5	If impacts to any known non-Indigenous site is unavoidable, further assessment including detailed site survey, archival research and recording would be carried out, in consultation with Heritage Branch, OEH. Where required, GTPL will seek a modification to the Approved Project to comply with CoA C4 prior to any impact on known sites.	Construction	SoC NH1	Environment Manager GTPL Assistant Project Director
H6	If any human skeletal remains are encountered works which would potentially impact the find will stop immediately and the Human Skeletal Remains Find Procedure (Appendix A) will be implemented. Works will not recommence until appropriate clearance is received.	Construction	CoA 20(f)(i) CoA 20(f)(iii)	Environment Manager Project Manager
H7	If any unexpected heritage items are encountered, works which would potentially impact the find will stop immediately and the Unexpected Heritage Finds Procedure (Appendix B) will be implemented. Works will not recommence until appropriate clearance is received.	Construction	CoA C5 CoA C6 CoA 20(f)(i) CoA C20(f)(ii) SoC H2 SoC NH3	Environment Manager Project Manager
H8	Undertake an updated AHIMS search every 12 months to ensure there have been no new Aboriginal objects or sites that may have been recorded within the vicinity of the project area following from any other more recent Aboriginal cultural heritage assessments.	Construction	CoA C6 SoC H2	Environment Manager

5.2 Aboriginal consultation and involvement

Community involvement and stakeholder engagement is addressed primarily in the Community Engagement and Stakeholder Management Plan. Consultation will be proactive and targeted depending on the issues being communicated. Enquiries and complaints management processes are also articulated in the Complaints Management Procedure appended to the Community Engagement and Stakeholder Management Plan.

Consultation with Aboriginal stakeholders for the IWC Project will continue throughout construction regarding the ongoing management of Aboriginal cultural heritage.

In the event that Aboriginal skeletal remains are found during construction, the Human Skeletal Remains Find Procedure (Appendix A) will be followed. The procedure outlines the process for consultation with Aboriginal stakeholders in the event that Aboriginal skeletal remains are found.

In the event that new Aboriginal objects are found during construction, the Unexpected Heritage Finds Procedure (Appendix B) will be followed. The procedure outlines the process for consultation with Aboriginal stakeholders in the event of an unexpected find.

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6 Compliance management

6.1 Roles and responsibilities

The project team's roles and responsibilities are outlined in Section 4.1 of the CEMP. Specific responsibilities for the implementation of environmental controls related to this Plan are detailed in Section 5.1 of this Plan.

6.2 Training

All personnel working on site will undergo site induction training relating to Aboriginal and non-Indigenous heritage issues. The induction training will address elements related to Aboriginal and non-Indigenous heritage management including:

- Legislative and other requirements.
- Roles of personnel with regard to Aboriginal heritage management measures.
- The location and protection of identified heritage sites.
- Means of identifying Aboriginal and Non-Indigenous heritage items and places.
- Procedure to follow in the event of the discovery of human remains during construction works (Appendix A).
- Procedure to follow in the event of the unexpected heritage item find during construction works (Appendix B).

Further details regarding staff induction and training are outlined in Section 5 of the CEMP.

6.3 Inspections

A review and inspection of identified 'no-go zones' and activities with the potential to impact Aboriginal and non-Indigenous heritage will occur as required for the duration of construction.

The Environment Manager will consider heritage impacts and inspect controls as part of their weekly inspection. These inspections will be documented on the weekly checklist.

The Environmental Representative will inspect the site regularly and will inspect any heritage controls.

Requirements and responsibilities in relation to inspections are documented in Section 8.1 of the CEMP.

6.4 Auditing

Audits (both internal and external) will be undertaken to assess the effectiveness of environmental controls, compliance with this Plan, CoA and other relevant approvals, licenses and guidelines.

Audit requirements are detailed in Section 8.4 of the CEMP.

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6.5 Reporting

Results and outcomes of inspections, monitoring and auditing will be reported internally on a monthly basis. Six-monthly construction compliance reports will be prepared to report on compliance with the IWC Project Approval. Reporting requirements and responsibilities are documented in Section 8.5 of the CEMP.

7 Review and improvement

7.1 Non-conformity, corrective and preventative actions

A non-conformance is an action or omission that does not conform with the requirements of this Plan or any legal and other requirements. Any member of the project team or the Environmental Representative can identify a non-conformance or opportunity for improvement. Section 8.3 of the CEMP identifies the process for identifying, reporting, recoding and reviewing non-conformances. This will ensure continual improvement.

7.2 Management plan update and amendment

The processes described in Section 7 and Section 8 of the CEMP may result in the need to update or revise this Plan. This will occur as needed.

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Appendix A Human Skeletal Remains Find Procedure

A.1 Distribution

There are no restrictions on the distribution or circulation of this procedure within the Stage AB – WRP Project.

A.2 Purpose

This procedure details the requirements for dealing potential human skeletal remains.

All bones must be treated as potential human skeletal remains until they are identified as otherwise.

A.3 Induction/training

All project personnel will be provided with a general site induction including an outline of the process for stopping work in the event that potential skeletal remains are discovered. Where required, additional training will be provided through toolbox talks.

A.4 Scope

This procedure is applicable to all activities conducted by the contractors or subcontractors that have the potential to discover human skeletal remains.

A.5 Procedure

Identification of potential human skeletal remains

- If potential human skeletal remains are found during construction, STOP WORK that may impact upon the skeletal remains IMMEDIATELY. Once discovered, bones should not be interfered with. Interference includes manually picking it up and putting it back, moving to another location, removing from site etc. This is an offence under the *National Parks and Wildlife Act 1974*.
- Notify the Project Manager and Environment Manager IMMEDIATELY, who will notify the GTPL Assistant Project Director and the NSW Police (Queanbeyan local Police phone 6298 0555).
- Delineate the area of the discovery with exclusion fencing or as appropriate, including an adequate buffer distance to prevent any further impact.

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- An archaeologist/forensic anthropologist is to inspect the remains in situ (organised by the Police unless otherwise directed by the Police), and make a determination of ancestry (Aboriginal or non-Aboriginal) and antiquity (pre-contact, historic or forensic).
- If the remains are identified as not being human, then work can recommence upon clearance from GTPL.

Reporting – human skeletal remains

- If the skeletal remains are determined to be of human origin, the Project Manager or Environment Manager will notify (verbally if required, and in writing):
 - GTPL Assistant Project Director.
 - Queanbeyan local Police.
 - Environmental Representative.
 - Office of Environment and Heritage (OEH). Note that if the remains fall into the definition of ‘relic’ in the *Heritage Act 1977*, the Heritage Council must be notified in accordance with Section 146 of this Act. If the remains are identified as Aboriginal, all Aboriginal stakeholders are to be notified in writing (refer to Section 5.2 of the Heritage Management Plan).
 - Department of Planning and Infrastructure (DP&I).

Archaeologist/Forensic Anthropologist assessment

- Archaeologist/forensic anthropologist is to officially record the find, conduct an assessment of significance and determine management options.

Managing skeletal remains

- If the Police believe that the remains are from a recently deceased person the site will become a crime scene.

Aboriginal origin

- The Environment Manager, in consultation with the archaeologist/forensic anthropologist, OEH and Aboriginal stakeholders will determine the course of action for managing the remains.

Non-Indigenous origin

- The Environment Manager, in consultation with the archaeologist/forensic anthropologist and OEH Heritage Branch will determine the course of action for managing the remains.

Recommencing work

- Works will not recommence until written authorisation from the Director-General DP&I is received, along with authorisation from the NSW Police (if non-Aboriginal) or the OEH (if Aboriginal).

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Appendix B Unexpected Heritage Finds Procedure

B.1 Distribution

There are no restrictions on the distribution or circulation of this procedure within the Stage AB WRP Project.

B.2 Purpose

This procedure details the requirements for dealing with unexpected finds that may be of heritage significance. This does not include human skeletal remains (refer to Human Skeletal Remains Find Procedure – Appendix A).

B.3 Induction/training

All project personnel will be provided with a general site induction including an outline of the process for stopping work in the event of an unexpected heritage find. Where required, additional training will be provided through toolbox talks.

B.4 Scope

This procedure is applicable to all activities conducted by the contractors or subcontractors that have the potential to discover items or objects of heritage significance.

B.5 Types of potential unexpected heritage finds

An Aboriginal object, for example:

- Artefact scatters - typically consist of surface scatters or sub-surface distributions of flaked stone discarded during the manufacture of tools, but may also include other artefactual rock types such as hearth and anvil stones.
- Isolated find - a single stone artefact, not located within a rock shelter, and which occurs without any associated evidence of Aboriginal occupation within a radius of 60 metres. Isolated finds may be:
 - Indicative of random loss or deliberate discard of a single artefact
 - The remnant of a now dispersed and disturbed artefact scatter.
 - An otherwise obscured or subsurface artefact scatter.

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- Scarred trees - may be described as a tree, or its remains, which contains a scar indicating the removal of bark (and sometimes wood) by Aboriginal people in the past. Bark was removed from trees for a wide range of reasons including the manufacture of various tools, vessels and commodities such as string, water containers, roofing for shelters, shields and canoes.

A non-Indigenous item (relic), for example bottles, stonework, buildings – anything that relates to past industrial, agricultural or domestic activity. A relic is defined under the *Heritage Act 1977* (Heritage Act) as any deposit, object or material evidence which relates to the settlement of the area that comprises New South Wales, not being Aboriginal settlement, and which is of State or local heritage significance. Refer to Section 4(1) of the Heritage Act.

B.6 Procedure

Identify known heritage sites

- In consultation with the Environment Manager (and an archaeologist if required), identify all heritage sites to be protected on site.
- Install exclusion fencing to protect known sites, including the use of suitable materials.
- All project personnel will be provided with a general site induction including an outline of the process for stopping work in the event of an unexpected heritage find.

Potential heritage site encountered during construction

- If an item or object of potential heritage significance is found during construction, STOP WORK that may impact upon that item or object IMMEDIATELY.
- Notify the Project Manager and Environment Manager IMMEDIATELY, who will notify the GTPL Assistant Project Director.
- Delineate the area of the discovery with exclusion fencing or as appropriate, including an adequate buffer distance to prevent any further impact.

Heritage significance confirmed by archaeologist

- Contact an archaeologist to determine the significance of the find. This may include provision of photographic records, other relevant details, or a site visit, if deemed necessary.
- If the item/object is determined to have no heritage significance, the contractors will advise GTPL. Work can then recommence in this area upon written clearance from the GTPL Assistant Project Director.

Notification of the find

- If the item/object is determined to be of Aboriginal or non-Indigenous heritage significance, the Project Manager or Environment Manager will notify (verbally if required, and in writing):
 - GTPL Assistant Project Director.
 - Environmental Representative.
 - Office of Environment and Heritage (OEH). Note that if the remains fall into the definition of 'relic' in the *Heritage Act 1977*, the Heritage Council must be notified in accordance with Section 146 of this Act. If the remains are identified as Aboriginal, all Aboriginal stakeholders are to be notified in writing (refer to Section 5.2 of the Heritage Management Plan).
 - Department of Planning and Infrastructure (DP&I).

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Managing the find

- The Environment Manager, in consultation with the archaeologist, will develop an archaeological management plan for the item/object in consultation with GTPL, OEH, the Environmental Representative, and Aboriginal stakeholders (for managing Aboriginal objects). The archaeological management plan will include:
 - An assessment of the significance of the item(s).
 - Identification of appropriate mitigation measures (including when works can re-commence).
 - An assessment of the consistency of any new heritage impacts against the approved impacts of the IWC Project.
 - For Aboriginal objects, completion of an Aboriginal Site Impact Recording Form and registration of any new site(s) on the Aboriginal Heritage Information Management System (AHIMS) register.
- The Environment Manager will review and update the CEMP, Heritage Management Plan and other relevant environmental documents to include any additional mitigation measures identified in the archaeological management plan.
- The archaeologist is to prepare a report upon completion of works. The Environment Manager is to submit the report to GTPL, the Environmental Representative, OEH, Aboriginal stakeholders (where relevant) and DP&I.

Recommencing work

- Works will not recommence until written authorisation from the Director-General DP&I is received.

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