

Googong Township water cycle project: Stage A - Network (east)

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 water cycle project Stage A – Network (east) (the Project).

Refer to Section 1 and Section 2 of the CEMP for additional detail on the scope of the Project 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 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 is unlikely to be significant Aboriginal and non-Indigenous heritage impacts associated with the construction and operation of the Project, following the implementation of the proposed mitigation measures identified in the EA.

1.3 Environmental management systems overview

The overall Environmental Management System for the Project and approach to managing environmental impacts for the Project is described throughout the CEMP.

This HMP is part of the environmental management framework for the Project, as described in Section 1.5 of the CEMP. In accordance with CoA C20(f), this Plan has been developed in consultation with the Office of Environment and Heritage (OEH).

2 Purpose and objectives

2.1 Purpose

The purpose of this Plan is to describe how Googong Township Proprietary Limited and the contractor will manage and protect Aboriginal and non-Indigenous heritage during construction of the Project.

This Plan also assists in ensuring the Project 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 objectives, the following will be undertaken:

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

3 Environmental requirements

3.1 Relevant legislation and guidelines

3.1.1 Legislative requirements

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

Environmental Planning and Assessment Act 1979

As outlined in Section 3.1 of the CEMP, the Project has been assessed and approved by the NSW Department of Planning and Infrastructure (DP&I) under Part 3A of the *Environmental Planning and Assessment Act 1979* (EP&A Act). Section 75U of the EP&A Act lists various approval requirements that do not apply to an approved Part 3A project, including an approval under Part 4, and the provisions under Section 87 (1) or 90 of the *National Parks and Wildlife Act 1974* (NP&W Act), or an excavation permit under Section 139 *Heritage Act 1977* (Heritage Act).

National Parks and Wildlife Act 1974

As detailed above the 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, the Principal 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 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 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, Office of Environment and Heritage (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 to Appendix B.

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).

3.2 Minister's Conditions of Approval

The CoA relevant to this Plan are listed Table 3.1. A cross reference is also included to indicate where the condition is addressed in this Plan or other management documents.

Table 3.1 Conditions of approval relevant to Aboriginal and non-Indigenous heritage

CoA No.	Condition requirements	Document reference
C4	The Proponent shall not impact items of Aboriginal or non-Indigenous heritage significance identified in the EA.	Section 4.3 Table 5.1 (H2, H5, H7)
C5	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.	Appendix B Table 5.1 (H4)
C6	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 NSW <i>Heritage Act 1977</i> . Relevant works shall not recommence until written authorisation from the Director-General to proceed in those areas has been received.	Appendix B Table 5.1 (H4)
C20(f)	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:	This Plan
	(i) details of measures to be carried out to avoid impacts to known and potential Aboriginal sites and deposits;	Table 5.1 (H1, H2, H5, H7)
	(ii) procedures for dealing with previously unidentified Aboriginal objects (excluding human remains), including: <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; 	Appendix B Table 5.1 (H4)
	(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	Appendix A Table 5.1 (H3)
	(iv) Aboriginal cultural heritage induction processes for construction personnel and procedures for ongoing Aboriginal consultation and involvement.	Section 6.2 Section 5.2

3.3 Statement of commitments

The SoC relevant to this Plan are listed Table 3.2. A cross reference is also included to indicate where the condition is addressed in this Plan or other management documents.

Table 3.2 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 (H2, H5, H6)
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	Appendix B Table 5.1 (H4)
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 5.1 (H2, H7, H8, H9)
Continue to investigate heritage values of GH14	NH2	Investigation into the value of site GH14 is continuing. The results of this study will inform the approach to mitigation of impacts to non-indigenous heritage.	Prior to construction	Section 4.3.2 Table 5.1 (H9)
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	Appendix B Table 5.1 (H4)

4 Environmental aspects and impacts

The following sections summarise existing Aboriginal and non-Indigenous features within the Project area. Identified impacts are then reviewed. The key reference documents are Section 12 and Appendix G of the EA.

4.1 Environmental aspects

4.1.1 Aboriginal heritage

Three Aboriginal heritage sites identified in the EA are located in proximity to the Project. An addition three Aboriginal heritage sites were identified in an addendum heritage assessment, carried out as part of a consistency assessment of the Stage A –Network (east) alignment. Three sites (GWTP5, GWTP6, GWTP7) were identified during field survey carried out by Navin Officer Heritage Consultants, in consultation with representative Aboriginal stake holders, in October 2012. Details on the sites are provided in Table 5.1.

An additional three Aboriginal heritage sites are located in proximity to the Stage A – Network (west) project. 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.

Table 4.1 Aboriginal heritage sites located within the Project area

Site name	Type	Description	Local significance	Regional significance
GWTP1	Artefact scatter	Comprises of four artefacts located on a slight rise above a gully.	Low	Low
GWTP3	Artefact scatter	Comprises of eight artefacts located on a rocky spur crest above dry creek and gully.	Low	Low
GWTP4	Isolated find	An isolated artefact located on a dirt track which joins onto Googong Dam Road.	Low	Low
GWTP5	Artefact scatter	A scatter of three artefacts located on a track intersection.	Low	Low
GWTP6	Isolated find	An isolated artefact on a formed access track edge adjacent to a fence line.	Low	Low
GWTP7	Isolated find	An isolated artefact on a track edge.	Low	Low

Table 4.2 Aboriginal heritage sites located within the adjacent Stage A – Network (west) project area

Site name	Type	Description	Local significance	Regional significance
GA7	Artefact scatter	Three artefacts located on an exposure formed by a cable installation running to the east of Old Cooma Road.	Low-moderate	Low
GA27	Isolated find	A single artefact located in an exposure of bare earth in a ploughed paddock.	Low-moderate	Low
GWPT2	Artefact scatter	Comprises of six artefacts located mid slope above a steep gully on a spur line.	Low	Low

The location of Aboriginal heritage sites are shown in Figure 4.1, and identified in the environmental constraints maps included in Appendix I of the CEMP.

4.1.2 Non-Indigenous heritage

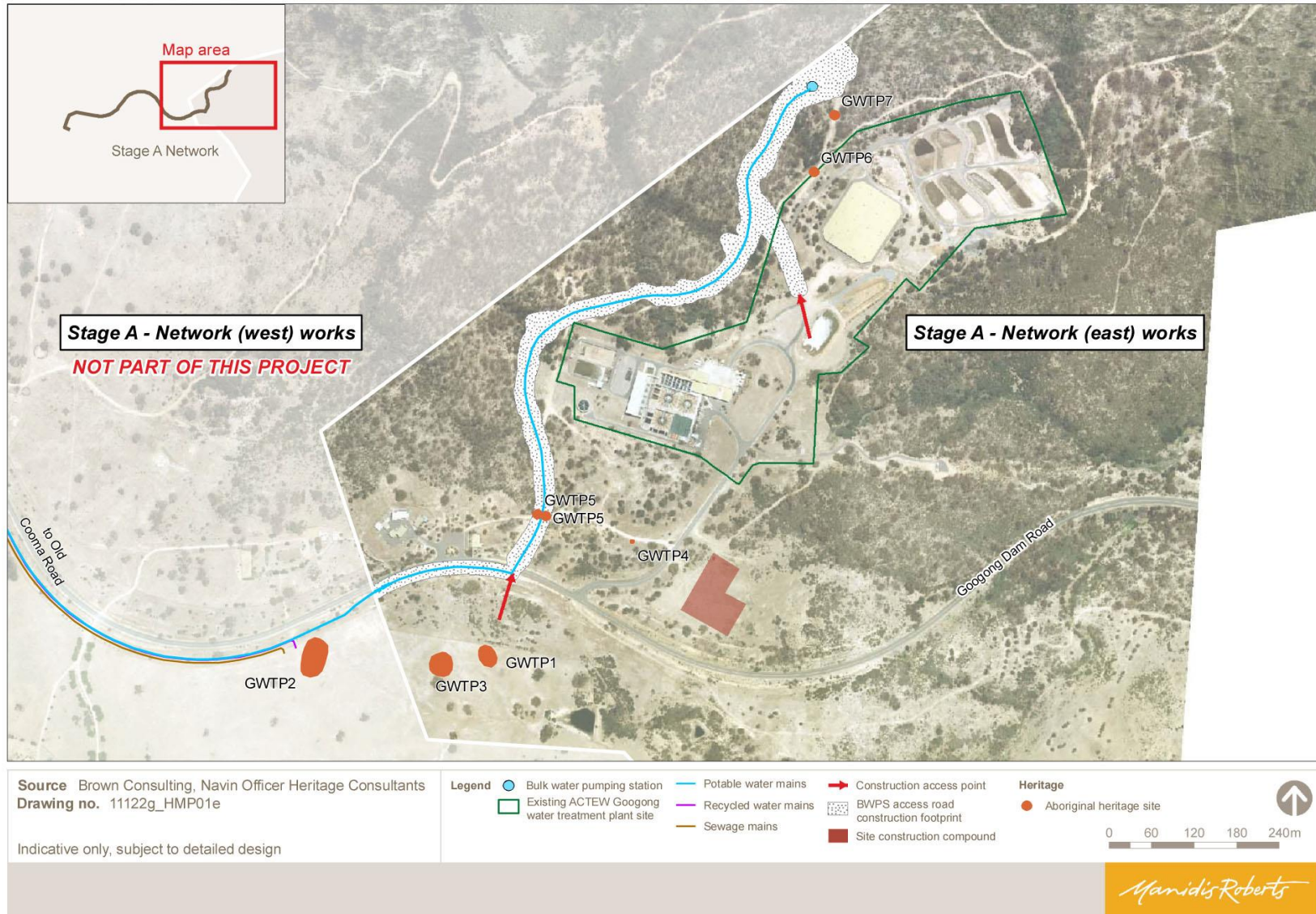
There are no non-Indigenous heritage sites are located within the Project area. Three non-Indigenous heritage sites are located in proximity to the Stage A – Network (west) project, as detailed in Table 4.3. A non-Indigenous heritage relic is defined as any 'deposit, object or material evidence which 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).

Table 4.3 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
GH13	'Beltana' homestead	Complex that comprises homestead and dairy.	No significance
GH14	Hut site	Mid nineteenth century selectors hut.	Local

The location of non-Indigenous heritage sites are shown in Figure 4.1 and identified in the environmental constraints maps included in Appendix I of the CEMP.

Figure 4.1 Aboriginal and non-Indigenous heritages sites



4.2 Construction activities

Key aspects of the project that could result in adverse impacts to Aboriginal and non-Indigenous heritage include:

- Clearing of land.
- Bulk earthworks and trench 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 Project has sought to minimise impacts on known Aboriginal heritage sites. While the EA identified that the Googong Township water cycle project has the potential to impact on Aboriginal heritage sites GA7, GA27, GWTP1, GWTP2, GWTP3 and GWTP4, the Project has sought to minimise impacts and will not impact on any known Aboriginal heritage sites.

Three additional sites GWTP5, GWTP6, GWTP7 were identified in a field survey carried out in October 2012. These sites will not be impacted by construction of the Project. Sites GWTP5 and GWTP7 lay within the construction corridor. Sites GWTP5, which consists of a scatter of three artefacts in two locations (either side of the pipelines alignment (refer to Figure 4.1), and site GWTP7, which consists of one artefact, will be fenced and protected.

The Project will not impact on any known Aboriginal heritage sites

4.3.2 Non-Indigenous heritage

The Project will not impact on any known item of non-Indigenous heritage.

5 Environmental control measures

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 5.1.

Table 5.1 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)(iv)	Environment Manager
H2	Aboriginal and non-Indigenous sites located in proximity to construction work will be delineated with exclusion fencing so that inadvertent impacts to these areas will be avoided.	Prior to construction	CoA 20(f)(i)	Environment Manager Construction Manager Project Engineer
H3	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)(iii)	Environment Manager Construction Manager Project Engineer
H4	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 20(f)(ii) SoC H1 SoC NH3	Environment Manager Construction Manager Project Engineer

ID	Measure	When to implement	Reference	Responsibility
H5	Impacts to Aboriginal heritage sites GWTP1, GWTP3, GWTP4, GWTP5, GWTP6 and GWTP7 will be avoided. Where these sites fall within close proximity to construction works, temporary exclusion fencing will be installed to protect the sites from inadvertent impacts. Sites GWTP5 and GWTP7 lay particularly close to the construction works and will require careful protection to ensure the sites remain protected.	Prior to construction; construction	CoA 20(f)(i) SoC H1	Environment Manager
H6	If impacts to 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, GTPL will seek a modification to the Approved Project to comply with CoA C4 prior to any impact on known sites.	Construction	CoA C4 SoC H1	Environment Manager
H7	Impacts to non-Indigenous heritage sites will be avoided. Where these sites fall within close proximity to construction works, temporary exclusion fencing will be installed to protect the sites from inadvertent impacts.	Prior to construction; construction	CoA 20(f)(i) SoC NH1	Environment Manager
H8	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	CoA C4 SoC NH1	Environment Manager

5.2 Aboriginal consultation and involvement

Community involvement and stakeholder engagement is addressed primarily in the Community Information Plan. Consultation will be proactive and targeted depending on the issues being communicated. Enquiries and complaints management processes are also articulated in the Community Information Plan.

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

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 a new find.

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.

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 employees, contractors and utility staff 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-Aboriginal 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

Inspections 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 the Project.

Daily visual inspections and weekly environmental inspections will be undertaken by the Environment Manager (and construction personnel where relevant) to identify any breach of exclusion fencing, any potential archaeological find or any other potential heritage management issue.

Weekly environmental inspections will include auditing of construction activities to ensure potential impacts on heritage are being adequately managed. These inspections will be documented on the weekly checklist.

The Environmental Representative will inspect the site regularly.

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.

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 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.

Appendix A Human skeletal remains find procedure

A.1 Distribution

There are no restrictions on the distribution or circulation of this procedure within the Googong Integrates Water Cycle Stage A – Network (east) project (the 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 Project contractor 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 Superintendent and Environment Manager IMMEDIATELY, who will notify the Principal and 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.
- 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 the Principal.

Reporting – human skeletal remains

- If the skeletal remains are determined to be of human origin, the Project will notify (verbally if required, and in writing):
 - The Principal (and GTPL).
 - Queanbeyan local Police.
 - Environmental Representative.
- GTPL will then notify (verbally if required, and in writing):
 - 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.

Skeletal remains – Aboriginal origin

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

Skeletal remains – Non-Indigenous origin (and not a crime scene)

- GTPL, 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 NSW Police (if a crime scene) or OEH is received.
- GTPL will notify the Environ a preliminary environmental investigation (PEI) DP&I (verbally if required, and in writing) to advise them of the authorisation to recommence work.

Appendix B Unexpected heritage finds procedure

B.1 Distribution

There are no restrictions on the distribution or circulation of this procedure within the Googong Integrated Water Cycle Stage A – Network (east) project (the 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**).

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 Project contractor 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.

- 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 Project 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 Superintendent and Environment Manager IMMEDIATELY, who will notify the Principal.
- 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. The significance of any Aboriginal heritage find will be determined in consultation with registered Aboriginal stakeholders.
- If the item/object is determined to have no heritage significance, the Principal will be notified. Work can recommence in this area upon written clearance from the Principal.

Notification of the find

- If the item/object is determined to be of Aboriginal or non-Indigenous heritage significance, the Project will notify (verbally if required, and in writing):
 - the Principal.
 - 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).

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 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 archaeological management plan will be implemented.
- The archaeologist is to prepare a report upon completion of works. The Environment Manager is to submit the report to the Principal and the Environmental Representative. GTPL will provide the report to 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.

Human Skeletal Remains Find Procedure

1.1 Distribution

There are no restrictions on the distribution or circulation of this procedure within the Googong Integrates Water Cycle Stage A - Network (east) project (the Project).

1.2 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.

1.3 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.

1.4 Scope

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

1.5 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 Superintendent and Environment Manager IMMEDIATELY, who will notify the Principal and 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.

- 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 the Principal.

Reporting – human skeletal remains

- If the skeletal remains are determined to be of human origin, the Project will notify (verbally if required, and in writing):
 - The Principal (and GTPL).
 - Queanbeyan local Police.
 - Environmental Representative.
- GTPL will then notify (verbally if required, and in writing):
 - 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.

Skeletal remains - Aboriginal origin

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

Skeletal remains - Non-Indigenous origin (and not a crime scene)

- GTPL, 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 Police (if a crime scene) or OEH is received.

Unexpected Heritage Finds Procedure

1.1 Distribution

There are no restrictions on the distribution or circulation of this procedure within the Googong Integrated Water Cycle Stage A - Network (east) project (the Project).

1.2 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**).

1.3 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.

1.4 Scope

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

1.5 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.

- 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.

1.6 Procedure

Identify known heritage sites

- In consultation with the Environment Manager (and Project 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 Superintendent and Environment Manager IMMEDIATELY, who will notify the Principal.
- 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. The significance of any Aboriginal heritage find will be determined in consultation with registered Aboriginal stakeholders.
- If the item/object is determined to have no heritage significance, the Principal will be notified. Work can recommence in this area upon written clearance from the Principal.

Notification of the find

- If the item/object is determined to be of Aboriginal or non-Indigenous heritage significance, the Project will notify (verbally if required, and in writing):
 - the Principal.
 - 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).

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 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 archaeological management plan will be implemented.
- The archaeologist is to prepare a report upon completion of works. The Environment Manager is to submit the report to the Principal and the Environmental Representative. GTPL will provide the report to 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.