

APPENDIX B12:A

PROCEDURE FOR DISCOVERY OF AN HISTORICAL ITEM OF POTENTIAL CULTURAL HERITAGE SIGNIFICANCE

STOP WORK

If potential item/s of cultural heritage is located during works: stop work, mark and protect the site. Work can continue elsewhere if it will not affect the item.



INITIAL CONTACT

Contact the Site Manager immediately and notify them of the item description and location.



NOTIFICATION TO PROJECT ARCHAEOLOGIST

The Site Manager to contact the Project Archaeologist, including details of the nature of the item.



ASSESS SIGNIFICANCE

The Archaeologist will attend the site as soon as possible to assess significance of item and recommend a course of action.

These may include:

- i) protect and avoid;
- ii) excavate, record and remove;
- iii) investigate and preserve, or
- iv) no action if the item is deemed to have no significance.

Recommendation i), ii) and iii) will require preparation of a work method statement in consultation with DEHP Cultural Heritage Branch prior to any action commencing.

IS ITEM DISCOVERED SIGNIFICANT?



YES

REPORT FIND TO DEHP CULTURAL HERITAGE BRANCH

Reporting of archaeological find to DEHP Cultural Heritage Branch is required by law. Depending on the nature of the find, the Project Archaeologist and DEHP will negotiate requirements of find.



COMPLETE RECORDING/FIELD WORK

Complete the archaeological or remedial works in accordance with the consent permit or agreed course of action. Advise Site Manager when assessment is complete.



WORK RECOMMENCES

Site Manager to advise when works can re-commence in the original or changed form. A Work Method Statement may be devised to ensure suitable management is in place by the project (if required).



SUBMIT FINAL REPORT

Archaeologist completes reporting in accordance with the appropriate guidelines and conditions. A copy of the report to go to relevant Government Authorities and Project Manager.



NO

RECORDING

Items deemed to have no significance will require recording as evidence. A photograph of the item, including a description of why it is not of significance, should be completed by the Project Archaeologist and forwarded to the Project Manager.



ADVICE

Advise Site Manager when assessment is complete. Confirm advice with DEHP Cultural Heritage Branch if required.

