



Gateway Upgrade Project



Draft Cultural Heritage Management Plan

Draft

Cultural Heritage Management Plan

for the

Gateway Motorway Upgrade Project

Job Number [insert when known]

July 2004

Signed by:		Signature & date
as authorized representative of:		<i>By executing this Cultural Heritage Management Plan the signatory warrants that the signatory is authorized to execute the Cultural Heritage Management Plan on behalf of Native Title Claimant 1.</i>
Signed in the Presence of:		
Name of Witness:		
Signature of Witness:		

Signed by:	Main Roads Signatory	Signature & date
as authorized representative of:	Main Roads	<i>By executing this Cultural Heritage Management Plan the signatory warrants that the signatory is authorized to execute the Cultural Heritage Management Plan on behalf of Main Roads.</i>
Signed in the Presence of:		
Name of Witness:		
Signature of Witness:		

1	AIM OF THE CULTURAL HERITAGE MANAGEMENT PLAN.....	4
2	INTRODUCTION.....	4
2.1	Rationale for the Cultural Heritage Management Plan.....	4
2.2	Description of the Project	4
2.3	Previous Studies.....	5
2.4	Participants in the Management of Cultural Heritage	7
2.5	Legislative Context	8
3	CONSTRUCTION MONITORING	10
3.1	Areas to be monitored	10
3.2	Number of Cultural Heritage Monitors	10
3.3	Roles and Responsibilities.....	11
3.3.1	Aboriginal Party	12
3.3.2	Cultural Heritage Monitors.....	13
3.3.3	Main Roads.....	14
3.3.4	Superintendent/Superintendent’s Representative	14
3.3.5	Construction Contractor/s.....	15
3.3.6	Cultural Heritage Coordinator	16
3.3.7	Main Roads Coordinator	17
3.3.8	Cultural Heritage Assessor/s	17
3.4	EMPLOYMENT OF MONITORS.....	18
3.5	MONITORING KITS	19
3.6	GENERAL MONITORING PROCEDURES FOR INDIGENOUS MONITORS	20
3.6.1	Daily Monitoring Procedure.....	20
3.6.2	Discovery of Find Procedure.....	22
3.6.3	Discovery of a Potentially Significant Find	23
3.6.4	Discovery of Skeletal Material	24
3.6.5	Artefact Collection and Storage Procedure	25
3.7	Obligations of “Site Personnel”.....	26
3.7.1	Discovery of Find Procedure.....	27
4	PROCESSING OF COLLECTED ARTEFACTS.....	28
5	CULTURAL HERITAGE INDUCTION PROCESS.....	29
6	DISPUTE RESOLUTION	29
7	CONTACT DETAILS	30
8	VARIATIONS TO THIS CULTURAL HERITAGE MANAGEMENT PLAN	31

Attachments

<u>Attachment 1 - Communication Plan for Main Roads</u>	32
<u>Attachment 2 - Conditions of Contract</u>	33
<u>Attachment 3 - Monitoring Flow Sheet</u>	35
<u>Attachment 4 - Daily Check In / Check Out Form</u>	36
<u>Attachment 5 - Procedures in case of a Find for Indigenous Monitors</u>	38
<u>Attachment 6 - Procedures in case of a Find for the Contractor when Indigenous Monitors are Present</u>	39
<u>Attachment 7 - Collection Record Sheet</u>	40
<u>Attachment 8 - Stop Work Form</u>	41
<u>Attachment 9 - Procedures in Relation to Skeletal Material</u>	43
<u>Attachment 10 - Procedures in case of a Find for the Contractor when Indigenous Monitors are NOT Present</u>	45
<u>Attachment 11 - Definitions</u>	46
<u>Attachment 12 - Cultural Heritage Induction Paper</u>	48
<u>Attachment 13 - Cultural Heritage Posters for use on Construction Sites</u>	57
<u>Attachment 14 - Cultural Heritage Coordinator's Pre-start Checklist</u>	62
<u>Attachment 15 - Cultural Heritage Officer Pre-start Checklist</u>	64

1 AIM OF THE CULTURAL HERITAGE MANAGEMENT PLAN

This Cultural Heritage Management Plan (CHMP) has three important roles, namely to:

- Recognise and protect the cultural value, meaning and significance of places and objects of present and future communities.
- Detail the actions and procedures to be carried out during the implementation phase of the project to ensure that all identified Indigenous sites and places are assessed, mitigation options fully outlined, and approved management recommendations implemented.
- Set employment agreements in place to ensure that this work is undertaken.

2 INTRODUCTION

2.1 Rationale for the Cultural Heritage Management Plan

This plan seeks to outline a structured approach to providing mechanisms for the identification, protection and management of cultural heritage values during the construction of this project.

This CHMP seeks to mitigate possible potential impacts on cultural heritage by:

- Ensuring direct Indigenous involvement in the development and implementation of this CHMP by reviewing and commenting on a draft version and by approving of the final version of this CHMP. And by being actively involved in the implementation, organisation of the CHMP and by participating in the monitoring process.
- Ensuring direct Indigenous management of, and involvement in, all management actions considered necessary to protect Indigenous cultural values in the area of the proposed development and all areas where ancillary works are planned to occur.
- Providing mechanisms that ensure the project causes minimal impact to such areas.
- Demonstrating respect for Indigenous culture, and ensuring that all concerned with this project demonstrate such respect.
- Providing protection for any historical heritage material that is found during the construction phase of this project.

2.2 Description of the Project

The Gateway Upgrade Project incorporates the construction of a second river crossing for the Gateway Motorway and an upgrade of both approaches from Mt Gravatt Capalaba Road through to the Nudgee Golfcourse, Brisbane, Southeast Queensland. The Department of

Main Roads proposes widening of existing sections of the Gateway Arterial in conjunction with extensive alterations including the construction of a second river crossing and new sections of motorway between the Port of Brisbane Motorway and Nudgee Road.

2.3 Previous Studies

The proposed corridor for the duplication of the Gateway Motorway has been the subject of a Review of Cultural Heritage Issues and a Cultural Heritage Assessment. The latter was conducted under Survey Permit No CHCG00015003 issued by the Queensland Government Environmental Protection Agency. The permit was issued to ARCHAEO Cultural Heritage Services on 4 March 2003 under Section 28 of the *Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987*, and was extended, before it expired in March 2004, for a further year (March 2005).

The results of this work are found in the following reports:

- *Review of Cultural Heritage Issues associated with the Gateway Motorway upgrade, Brisbane, Southeast Queensland* (ARCHAEO Cultural Heritage Services) 2002
- *Cultural Heritage Assessment and Survey of the Gateway Motorway upgrade corridor, Brisbane, Southeast Queensland* (ARCHAEO Cultural Heritage Services) 2004
- *Cultural Heritage Report (Indigenous Historical and Cultural Analysis) 2nd Gateway Motorway (Duplication)* (Turrbal Association) 2004.

No Aboriginal or non-Aboriginal sites of cultural heritage significance were located during the archaeological survey and assessment. It was noted during the field survey sessions that significant portions of the northern half of the area under assessment were heavily cleared/disturbed and reclaimed landscapes. While landscape integrity was in general much higher in the southern sections of the project area, all areas under assessment were affected by exceedingly poor ground surface visibility in most surveyed areas. Thus, while no surface-based Aboriginal or non-Aboriginal sites of cultural heritage significance were located during the survey, the Cultural Heritage Assessment could not rule out the possibility that such sites may be present within the study area. Surface and/or sub-surface cultural heritage sites may still be present along the banks of the Kedron Brook Floodway in the northern section of the Kedron Brook Wetlands Precinct study area, along the banks of Bulimba Creek and throughout the southern sections of the study area where landscape integrity is on average of a much higher level.

In particular, the Cultural Heritage Assessment raised the possibility that significant archaeological material associated with the Eagle Farm Women's Prison site and the site of the Old Brisbane Airport Site may be present. Sections of these sites listed on the State and National heritage Registers must be seen as representing only a portion of each overall site and of their former historical functions. From a cultural heritage point of view this report recommends that extreme caution be shown in relation to any development plans for areas in the vicinity of each of these sites.

In view of these findings, two management principles are recommended:

- In the case of areas where Aboriginal archaeological material may be present, it is recommended that monitoring by representatives of Aboriginal Parties takes place during all bulk earthworks for the construction of the Gateway Upgrade Project.
- In the area north of the existing Gateway Bridge through to Schultz Canal, construction contractors should be made aware of their responsibilities to monitor for historical material during earth disturbing activities. If any material becomes apparent, then an archaeologist should be called to site to assess and collect the material appropriately.

Monitoring for Aboriginal archaeological material should occur in the following areas:

1. Lot 3SP110569 in the Kedron Brook Wetlands precinct in vicinity of both the southern and northern approaches to the Kedron Brook Floodway.
2. Bulimba Creek. Although both banks of Bulimba Creek beneath the Gateway Arterial Motorway appear to have undergone significant construction/industrial disturbances, there may still be in situ surface-based and/or subsurface cultural heritage materials (i.e. shell) located within the vicinity of this formerly significant water/food resource. Monitoring should take place 50m back from the creek banks and to a maximum depth of 50cm below the surface.
3. A section located on the western side of the Gateway Motorway, stretching north from Meadowlands Road (Drawing GA008, chainage 11100) through to the northern perimeter of Lot128 RP207878 (Drawing GA010, chainage 12600).
4. Other areas as agreed between Turrbal Association and Main Roads

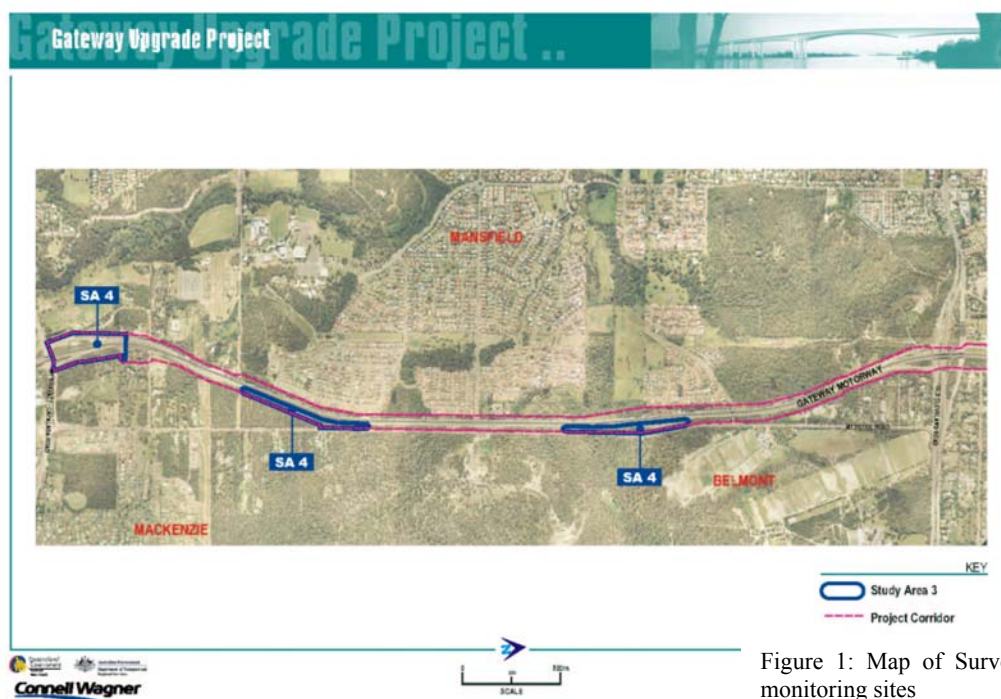
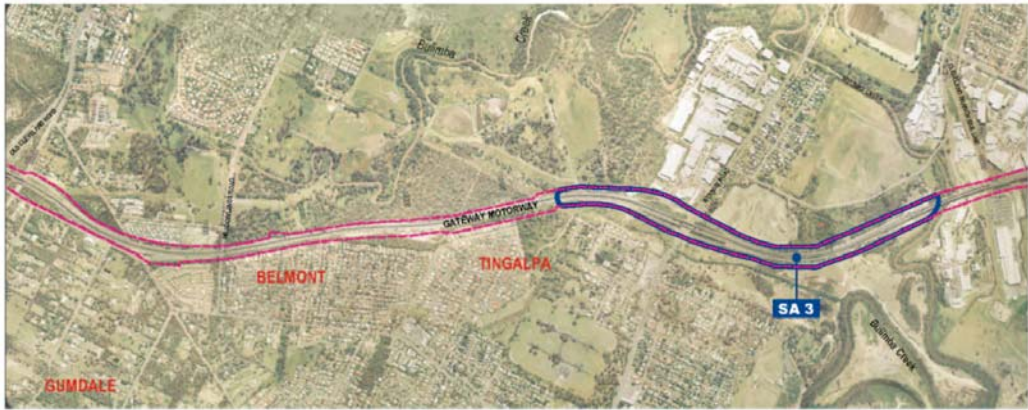


Figure 1: Map of Survey Area 4 monitoring sites



KEY
 Study Area 3
 Project Corridor



FIGURE 18.2b
 Cultural Heritage Study Area 3
 Old Cleveland Road to Cleveland Branch Rail Line

2.4 Participants in the Management of Cultural Heritage

All parties participating in this CHMP are listed below.

- Aboriginal Party/s
- Cultural Heritage Monitors
- Main Roads
- Superintendent / Superintendent Representative
- Construction Contractor/s
- Cultural Heritage Coordinator¹
- Main Roads Coordinator²
- Cultural Heritage Assessor
- Museum or agreed holding place for the Cultural Heritage material found.

The interaction between the parties is shown in *Attachment 1 - Communication Plan for Main Road*. The roles and responsibilities are detailed in section 3.3 *Roles and Responsibilities*. Names of participants and contact details are listed below.

PARTICIPANTS NAMES & CONTACT DETAILS				
NAME	COMPANY	POSITION	PHONE NUMBERS	
			OFFICE	MOBILE
<i>Madonna William</i>	<i>Native Title Claimant 1</i>	<i>Aboriginal Party Spokesperson</i>		
<i>Native Title Claimant 1 Cultural</i>	<i>To be advised at the</i>	<i>Cultural Heritage Assessor</i>		

¹ This job may be combined with the Main Roads Coordinator
² This job may be combined with the Cultural Heritage Coordinator

<i>PARTICIPANTS NAMES & CONTACT DETAILS</i>				
<i>NAME</i>	<i>COMPANY</i>	<i>POSITION</i>	<i>PHONE NUMBERS</i>	
			<i>OFFICE</i>	<i>MOBILE</i>
<i>Heritage Assessor</i>	<i>time</i>			
<i>Ade Kikoyi</i>	<i>Native Title Claimant 2</i>	<i>Aboriginal Party Spokesperson</i>		
<i>Native Title Claimant 2 Cultural Heritage Assessor</i>	<i>To be advised at the time</i>	<i>Cultural Heritage Assessor</i>		
<i>Museum Or Holding Place- Contact Name</i>	<i>To be advised at the time</i>	<i>Museum or Holding Place</i>		
<i>Historical Heritage Cultural Heritage Assessor</i>	<i>To be advised at the time</i>	<i>Assessor of historical material</i>		
<i>Main Roads superintendent</i>	<i>Main Roads</i>	<i>Superintendent</i>		
<i>CH_ Coordinator</i>	<i>Main Roads</i>	<i>Cultural Heritage Coordinator</i>		
<i>Main Roads _ CH_ Coordinator</i>	<i>Main Roads</i>	<i>Main Roads -Coordinator</i>		
<i>Paul Travers</i>	<i>Department of Natural Resources, Mines & Energy</i>	<i>Acting Director (Cultural Heritage)</i>	<i>3238 3835</i>	

2.5 Legislative Context

Aboriginal Cultural Heritage Act 2003 and the *Torres Strait and Islander Cultural Heritage Act 2003* provides for effective recognition, protection and conservation of Aboriginal, Torres Strait and Islander cultural heritage. The Act states that a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal, Torres Strait and Islander cultural heritage.

The *Queensland Heritage Act 1992*, recently amended, requires that an application should be made before an archaeological study (for historical material) is undertaken. Parts of the Eagle Farm Womens' Prison and the old Brisbane Airport are on the Heritage Register under the *Queensland Heritage Act*.

It is incumbent on the proponents of the project area, their agents, contractors and staff, to ensure the protection of cultural heritage sites, items or places in accordance with Queensland laws.

As laws are subject to changes, both in legislation and interpretation, during the life of the project the proponent will undertake to:

- maintain a knowledge of legislation; and,
- update the project Cultural Heritage Management Plan with full consultation and involvement of the Aboriginal Party to meet legislative requirements, as and when required. (refer *Section 8 VARIATIONS TO THIS CULTURAL HERITAGE MANAGEMENT PLAN*).

Other various pieces of State and Federal legislation relate to this project and more specifically to this management plan. The legislative framework for this report is based on the following:

- *Aboriginal and Torres Strait Islander Protection Act 1984 (Cth)*
- *Native Title Act 1993 (Cth)*
- *Native Title Amendments Act 1998 (Cth)*
- *Native Title (Queensland) Act (1993)*
- *Environmental Protection Act 1994*
- *Transport Infrastructure Act 1994*
- *State Development and Public Works Organisation Act 1971*
- *Land and Resources Tribunal Act 1999*
- *Coroners Act 1958-1977*
- *Criminal Code Act 1899.*

3 CONSTRUCTION MONITORING

3.1 Areas to be monitored

The areas to be monitored are outlined in Section 2.3.

The areas will be subject to a variety of earthworks. The type of earthworks are likely to be similar to the following specifications:

- Department of Main Roads Standard Specification standard item numbers 3101 “clearing and grubbing”.
- Department of Main Roads Standard Specification standard item numbers 3102 “bridge site preparation”.
- Department of Main Roads Standard Specification standard item numbers 3103P “stripping of topsoil (provisional quantity)”.
- Department of Main Roads Standard Specification standard item numbers 3201 “road excavation, all material).

3.2 Number of Cultural Heritage Monitors

The number and type of machinery operating on site will at all times govern the number of Monitors required. This approach is adopted so that monitoring can be effective, both for management of cultural heritage values, and for the protection of the person undertaking monitoring in conjunction with construction machinery.

The presence of Monitors in areas of plant operation is hazardous. Therefore the number of Monitors to be assigned to each work area should be the minimum contingent based on the rate of material movement. The number of Monitors assigned to a particular machine will be based on the rate of material movement and should always be the minimum required to safely monitor that material movement. Minimising ground staff will reduce the considerable hazard Monitors face working in the proximity of plant.

The number of Monitors required for construction activities will be as follows:

- *Clearing & Grubbing - One Monitor only per machine is required.*

Monitoring of this actual operation is not possible, because of difficulties of getting close enough to see archaeological material. The clearing and grubbing machine is used to remove vegetation by either breaking it off or by pulling it out the ground. The monitor is to assess the land after clearing and grubbing has been carried out. At this point, vegetation will have largely been removed, and ground visibility would be high, thus allowing for observations of artefactual material if it is on the original ground surface.

- *Stripping of Topsoil - One Monitor only per machine is required.*

For this activity excavators with caterpillar tracks and a large bucket are used. The excavators strip topsoil. Each bucket scoop impacts on the ground to a depth of about 20 – 30 cm. The bucket is the only impacting point of this machine upon the ground. Topsoil is removed to a waiting truck, which then takes its load to a spoil pile.

Monitoring focuses on the new ground surface that is the result of removal of a bucketful of soil. No observations can be made of the material that is in the bucket. Thus a single monitor is able to work with an excavator effectively in topsoil stripping.

- *Ground Surface Treatment - as this process involves rapid material movement two Monitors per machine will be required to allow safe inspection of the material.*

The graders involved in this type of activity undertakes two types of actions, namely:

- Ripping of the ground with metal tines thereby impacting to a depth of up to 30 cm. The grader then uses its blade to level off the soil. The site is then watered and compacted by a roller.
- The removal of uneven divots after soil had been stripped by an excavator. This occurs by using the blade of the grader.

The first action will have a direct impact on any archaeological material within the soil that is tined. Archaeological integrity would be lost, but its other scientific values would remain. The material's cultural significance to its Traditional Owners would remain. The new ground surface, and any associated archaeological material is not observable, because of its covering with tined soil.

Opportunities for observation of archaeological material come in both the resorting of soil through tining, and after the grader blade has re-established a new artificial surface.

As the grader moves quickly, monitors have relatively little time to look through tined earth, and at the new surface. For this reason two monitors will be involved with any grading action.

- *Subgrade treatment / removal of unwanted material - One Monitor per machine is required*

For this activity excavators are used.

A single monitor is able to work with an excavator effectively for this process.

- *Stockpiling - One Monitor per excavator required.*

A backhoe is usually used to distribute soil on the stockpile. In this action, monitoring of the backhoe operations is not possible. However, as the stockpile consists of material removed by an excavator, which also could not be monitored, a Monitor is required to observe soil as it is distributed on the stockpile.

3.3 Roles and Responsibilities

For the construction work associated with this project, the Aboriginal Parties and Main Roads will work together to protect Cultural Heritage.

Sites, places and landscapes of cultural heritage significance are an important resource to all members of the community. They consist of both:

- Indigenous sites, places and landscapes; and
- Sites, places and landscapes of significance to the shared history of the community.

The protocols outlined below provide guidelines to the responsibilities of all parties involved in the protection of cultural heritage issues within the study area. It is imperative that all parties show respect for cultural heritage issues and understand their particular responsibilities. Guidelines for each party involved in this CHMP are listed below.

3.3.1 Aboriginal Party

The Aboriginal Party is to nominate a Spokesperson for the Cultural Heritage Coordinator to liaise with during this project. The spokesperson for this group is known as the “Aboriginal Spokesperson”. The roles and responsibilities of the Aboriginal Spokesperson will be to:

- Liaise with the Cultural Heritage Coordinator during this project.
- Obtain from their group suitable Cultural Heritage Monitors for this project. The Monitors will be empowered by the group to make binding decisions on site when dealing with Cultural Heritage matters that relate to this project. All the people nominated will be in a group of workers who will undertake the monitoring for this project. The group is referred to as the “Monitor Pool” (refer *Attachment 11 - Definitions*).
- Ensure that the names of the nominated Monitors for the *pool staff* (refer *Attachment 11 - Definitions*) are given to the Cultural Heritage Coordinator.
- Ensure that all the Monitors are fully aware of their responsibilities under this CHMP.
- Ensure that all Monitors are familiar with the paper work in this CHMP that is to be completed while on site.
- Nominate whether the Aboriginal Spokesperson is to contact the Monitor when required or to give permission for the Coordinator to contact Monitors directly.
- Ensure that all Monitors nominated have undertaken the Main Roads Workplace Health and Safety Induction Program.
- Ensure that all Monitors are employed by a third party in accordance with Main Roads guidelines.
- Ensure that all Monitors have steel cap boots before they are sent to the site office.
- Ensure that Monitors are able to provide their own transport to and from the site office.
- Meet schedules and timetables. The Aboriginal Spokesperson will ensure the Monitors who are rostered to work will be available for operations prior to commencement of work activities in any particular section of the proposed development.
- Seek to meet schedules and timetables for project tasks recognising, however, that this cannot be at the risk of compromising Indigenous cultural heritage.
- Provide such information as is required by Monitors or other relevant parties to expedite the implementation of the CHMP.
- Comply with provisions of relevant legislation governing Cultural Heritage management.

- Not impede the operations of Main Roads where they are acting in accordance with the CHMP.

3.3.2 Cultural Heritage Monitors

Cultural Heritage Monitors are required to monitor the areas shown in Section 2.3 *Previous Studies* for the activities listed in Section 3.2 *Number of Cultural Heritage Monitors*.

Other Roles and Responsibilities of Cultural Heritage Monitors include:

- Being employed by a third party in accordance with Section 3.4 *EMPLOYMENT OF MONITORS* before undertaking any monitoring in accordance with this CHMP.
- Completing *Attachment 15 - Cultural Heritage Officer Pre-start Checklist*
- Undertaking a Workplace Health and Safety Induction Program prior to being nominated for the Monitors Pool Staff.
- Notifying the Superintendent/Superintendent's Representative of:
 - any known medical condition that may be needed to be treated during working hours;
 - any prescription drugs that may be required to treat that condition during working hours;
 - the name of the doctor and family member that may be contacted in case of emergencies.
- Providing and wearing steel cap boots while on the construction site (refer *Attachment 2 - Conditions of Contract*).
- Being available to work on 48 hours notice as directed by Cultural Heritage Coordinator.
- Being present on-site at appropriate times during construction.
- Initial identification of Cultural Heritage material and sites.
- Immediately informing the Superintendent/Superintendent's Representative of the location and nature of discovered Indigenous sites.
- Preliminary determination of the extent of the find and approximate determination of the buffer zone. Guide the construction team on the location of fencing.
- Provide input into further investigations as required.
- Remaining at their assigned locations. Monitors will not leave their assigned monitoring location except in the event of an emergency.
- Complying with the instructions given for monitoring in section 3.6 *GENERAL MONITORING PROCEDURES FOR INDIGENOUS MONITORS*.
- Complying with *Attachment 2 - Conditions of Contract*.

3.3.3 Main Roads

The roles and responsibilities of *Main Roads* will be to:

- Meet all obligations as specified in this CHMP.
- Be responsible for establishing the employment of Monitors, through a third party, for the monitoring in the nominated area of works. Employment can be through either an employment agency currently registered on the Main Roads preferred panel arrangement or through a relevant indigenous corporation. In the case of the latter, an ABN number, plus certificates of currency for public liability insurance and WorkCover will be required before monitors can start work.
- If required, pay for the Monitors' accommodation for the night before working on site. The Cultural Heritage Coordinator will arrange accommodation.
- Ensure that all Main Roads staff associated with this project are fully aware of their responsibilities under this CHMP to protect Indigenous cultural heritage places in the development area, and are also aware of the roles and duties of all other parties involved with the implementation of the CHMP.
- Provide Monitors with Personal Protective Equipment. Main Roads will pay for steel-capped work boots, if these Monitors have not previously worked for Main Roads. The approval for payment for the boots is to be cleared by the Main Roads Cultural Heritage Coordinator before the boots are purchased. Monitors, who have had approval to purchase boots, should arrive for their scheduled work period with steel-capped work boots certified to meet the Australian Safety Standards. Upon the production of an official shop receipt for the boots and the Australian Safety Standards certificate the Monitor will be refunded the purchase in the next pay period.

In the event that the Monitor has worked on other Main Roads projects, then it is their responsibility to provide previously supplied steel-capped boots.
- Provide a Main Roads Coordinator, who is the nominated contact person for both the Aboriginal Spokesperson, the Superintendent and the Construction Contractor.

3.3.4 Superintendent/Superintendent's Representative

The Superintendent/Superintendent's Representative will directly undertake, or delegate as required, the following:

- Ensure that all staff associated with this project are fully aware of their responsibilities under this CHMP to protect Indigenous cultural heritage places in the development area, and are also aware of the roles and duties of all other parties involved with the implementation of the CHMP.
- Follow appropriate procedures outlined for Superintendent in Sections, 3.6 *GENERAL MONITORING PROCEDURES FOR INDIGENOUS MONITORS* and 3.7 *Obligations of "Site Personnel"*.
- To be available if "Stop Work Forms" (refer *Attachment 8 - Stop Work Form*) are activated.
- **Ensuring that both the Main Roads Coordinator and the Cultural Heritage Coordinator are contacted at least fourteen working days prior to work commencing in the areas to be monitored.**

- **Ensuring that the Cultural Heritage Coordinator is given a schedule of works that details the type of equipment that will be operating in the areas nominated to be monitored.**
- **To be the Monitors and Cultural Heritage Coordinator contact on site.**
- Ensuring all Monitors have undergone safety induction and possess appropriate safety equipment prior to entering the work site.
- Ensuring that all construction contractors have received a copy of this CHMP so that they will know what to do if archaeological material is found.
- To inform the Cultural Heritage Coordinator and the Main Roads Coordinator in case of a dispute.
- To inform the Cultural Heritage Coordinator if the Monitors ask the construction workers to stop (as per the *Stop Work Form*) or temporarily stop work more than three times in one day.
- To be aware of the Monitors' whereabouts at all times during working hours.
- To check that all the Monitors' paperwork/collection bags are completed and stored correctly.
- To ensure that the Monitors Kits (refer 3.5 *MONITORING KITS*) are stocked and distributed to the Monitors.
- To ensure that all Cultural Heritage forms completed on the site by the Monitors, Main Roads and the Cultural Heritage Assessor are filed and given to the Cultural Heritage Coordinator. A copy of all these forms is to be given to the Main Roads Coordinator.
- To have a "Master Plan" (i.e. a site plan) of areas to be monitored and to undertake the procedures outlined in *Section 3.6.1 Daily Monitoring Procedure*.
- Contact the Cultural Heritage Coordinator if *Stop Work Forms* are activated.
- To organise the induction sessions referred to in section 5 *CULTURAL HERITAGE INDUCTION PROCESS*.
- To arrange for the locations of known Cultural Heritage sites to be drawn on working plans. The plans are to be displayed in the site office.
- Notifying the Cultural Heritage Coordinator:
 - Periodically of any finds by Monitors;
 - Of any finds during construction periods when Monitors were not present;
 - If skeletal material is found in accordance with directions in *Attachment 9 - Procedures in Relation to Skeletal Material*.

3.3.5 Construction Contractor/s

The construction contractor/s will be responsible for the following:

- Meeting all obligations as specified in this CHMP.
- Ensure that all construction staff associated with this project are fully aware of their responsibilities under this CHMP to protect Indigenous cultural heritage items and

places in the development area, and are also aware of the roles and duties of all other parties involved with the implementation of the CHMP.

- Ensure that all construction staff associated with this project are fully aware of the potential nature and significance of historical heritage material that may be found in the area between the Brisbane River and Schultz Canal. This is best done through an induction by a suitably qualified Cultural Heritage Assessor before construction in this area is commenced.
- Providing to the Superintendent an updated weekly works program outlining activities that require monitoring. This should be provided to the Superintendent two (2) week in advance.
- The erection of exclusion zone fencing as directed by the Cultural Heritage Monitor (refer *Attachment 6 - Procedures in case of a Find for the Contractor when Indigenous Monitors are Present* and *Section 3.3.2 Cultural Heritage Monitors* (8th dot point).
- Complying with the instructions given for monitoring in *Section 3.6 GENERAL MONITORING PROCEDURES FOR INDIGENOUS MONITORS* and *3.7 Obligations of "Site Personnel"*.
- Be responsible for monitoring during all activities carried out on the project site, especially when monitors are not present. The Aboriginal Parties will be contacted if any cultural heritage item (refer Section 2.4) is found. Procedures to be carried out when a find occurs are documented in *3.7 Obligations of "Site Personnel"*.

3.3.6 Cultural Heritage Coordinator

The Cultural Heritage Coordinator will be responsible for the following:

- To be the Aboriginal Spokesperson's contact throughout this project.
- Obtaining from the Superintendent/Superintendent's Representative a copy of the proposed construction work schedule so the Monitors can be contacted when the work is to be undertaken.
- To complete the pre-start checklist in *Attachment 14 - Cultural Heritage Coordinator's Pre-start Checklist*.
- Obtaining the names of the pool of Monitors from the Main Roads Coordinator.
- Checking that all Monitors have undergone a safety induction and possess appropriate safety equipment prior to entering the work site.
- Providing the Superintendent/Construction Contractor and the Aboriginal Spokesperson with a roster for monitoring, so that Aboriginal Party/s are provided with the opportunity for involvement on a fair and equitable basis. This roster should be provided to the Aboriginal Spokesperson at least 48 hours before work is required, with the preferred timeframe being a week's notice.
- Ensuring all Aboriginal Spokesperson's are given sufficient time to contact and organise the Monitors.
- Informing the Superintendent/Superintendent's Representative of who will be monitoring and when.

- Informing the Monitor's employment agency of who will be monitoring and when.
- Forwarding the Monitors timesheets to the employment agency each week.
- Contacting the Aboriginal Spokesperson / Aboriginal Party when Monitors are required.
- Organise the Monitors accommodation, if required.
- To prepare the Monitors Kits for the Superintendent/Superintendent's Representative in the first instance. The Superintendent/Superintendent's Representative will be responsible for maintaining the kits (refer 3.5 *MONITORING KITS*).
- Keeping the Aboriginal Spokesperson informed of all actions relating to cultural heritage in the construction zone. This can include notifying them of:
 - any finds by Monitors;
 - any finds during construction periods when Monitors were not present;
 - skeletal material being found, in accordance with directions in *Attachment 9 - Procedures in Relation to Skeletal Material*.
 - disputes and issues raised by Monitors or construction personnel.
- To coordinate the processing of any artefacts found.
- To discuss the issue of stopping work if the Monitors stop, or temporarily stop, work more than three times in one day, particularly if no artefacts are found during these stoppages.
- In the case of a potential significant find or human remains to arrange for the Aboriginal Party/s and their Cultural Heritage Assessor/s to visit the site.

3.3.7 Main Roads Coordinator

The Main Roads Coordinator will be responsible for the following:

- Contacting the Aboriginal Party who has an interest in the area of works and explaining to them the terms of this CHMP.
- Seeking approval of this CHMP from the Aboriginal Parties.
- Checking that all in the pool have a current WH&S card and are employed by a third party.
- Organising a pool of Monitors from the Aboriginal Party to work on the project. The names of the Monitors are to be given to the Cultural Heritage Coordinator.
- Determining the method of contacting Monitors, i.e., whether Monitors are to be contacted through the Aboriginal Spokesperson or directly on a phone number provided by the Aboriginal Spokesperson. This information is to be given to the Cultural Heritage Coordinator.
- Being available to assist the Cultural Heritage Coordinator as required.

3.3.8 Cultural Heritage Assessor/s

The Cultural Heritage Assessor/s will be responsible for the following:

- Being on call if a potentially significant find or any bones, which are thought to be human remains, are found.
- Providing a quote to process any Aboriginal Cultural Heritage material collected during the project to a standard required by the holding museum.
- Analysing and reporting on any archaeological material found during monitoring.

The historical heritage Cultural Heritage Assessor (who may also be a nominated Cultural Heritage Assessor for one or both of the Aboriginal Parties) will be responsible for the following:

- Making a suitable application under the *Queensland Heritage Act 1992* to the Cultural Heritage Branch, Environmental Protection Agency in regard to potential historical archaeological material.
- Providing an induction talk to construction contractors and other relevant people for the corridor between the Brisbane River and Schultz Canal about the potential nature and significance of archaeological material that may be associated with the Eagle Farm Womens' Prison or the old Brisbane Airport.
- Being on call if a potentially significant find is found.
- Providing a quote to process any historical material collected or excavated during the project to a professional standard that maintains the cultural heritage values associated with that material.
- Analysing and reporting on any historical archaeological material found during monitoring.

3.4 EMPLOYMENT OF MONITORS

- Cultural Heritage Monitors are required to monitor the areas shown on *2.3 Previous Studies* for the activities listed in *Section 3.2 Number of Cultural Heritage Monitors*.
- All Monitors will be required to work in accordance with this CHMP.
- Monitors will be bound by *Attachment 2 - Conditions of Contract*.
- A pool of Monitors will be sourced from the Aboriginal Parties.
- A timetable for monitoring will be provided to the Aboriginal Spokesperson by the Cultural Heritage Coordinator after the successful tender for construction has been let.
- The Aboriginal Spokesperson will make sure that their Monitors' pool all have current Main Roads Workplace Health & Safety cards.
- Monitors will be supplied with hard hats, but must provide their own steel capped boots (refer *Attachment 2 - Conditions of Contract*).
- Monitors must wear long sleeve safety shirts at all times. Monitors who are employed by Skilled will be supplied with a shirt that they will be expected to wear on all jobs.
- Main Roads will arrange for the Monitors to be paid a daily rate of \$300.00 gross through an employment agency. If Monitors are asked to report to the work site and

weather conditions prevent work from starting that day, at the nominated time, than a wet weather allowance of \$100 will be paid.

- If workers are notified that the weather conditions will prevent work that day, before leaving their normal residence, then no payment will be made. If workers have traveled to the site the evening before, the wet weather allowance will be paid for the following day if work is canceled.
- Unless notified by the Cultural Heritage Coordinator, Monitors are required to be on site at 7am on the days they are to work. If Monitors are late signing on for work then their pay will be reduced by \$30 per hour for each hour or part thereof. For example, if a monitor arrives on site at 9.15am then the Monitors pay will be reduced by \$90.
- The Main Road's Cultural Heritage Coordinator is to ensure that the Monitors have been employed through an employment agency or an Indigenous Corporation with an ABN and certificates of currency for public liability and WorkCover insurance. These certificates must be provided before Monitors commence work. The employment agency or the Indigenous Corporation will provide workers compensation, superannuation, insurance, and tax contributions. The Superintendent will be responsible for signing the time sheets that are to be forwarded to the agency or corporation for payment.
- Main Roads will pay for reasonable accommodation (if required) for the night prior to the Monitor working the next day.
- A set travel allowance of \$50 per person will be paid to each Monitor during each period of employment. For example, if a Monitor works 3 days in one week he/she will be paid the \$50 allowance. If the Monitor returns to the site the following week for a separate block of work then another allowance of \$50 will be paid.
- Monitors will be employed on an as-required basis.
- Monitors will be required to have undertaken Workplace Health and Safety induction training and have a current card.

3.5 MONITORING KITS

Monitors will receive Monitoring Kits when undertaking their work. It is their duty to ensure that the Monitoring Kits are complete with the required contents each day.

The Cultural Heritage Coordinator will prepare the Monitoring Kits and deliver them to the site office. The Superintendent/Superintendent's Representative will be responsible for issuing the kits and having available in the site office additional materials required for them, if required. It is the Monitor's responsibility to ensure that the kits have all the required items.

Monitoring Kits will contain at least the following:

- Collection Record Sheets x 3
- Collection Bags x 3
- CHMP x 1
- Daily Check In / Check Out Form
- Stop Work Forms x 2

- Contact Details Form x 1
- Monitors' Flow Chart x 1
- Back pack/carry bag x 1
- Clipboard / ring binder x 1
- Pen x 1
- Marker x 1
- Camera
- Hard hat with sunshade

Monitors are to ensure that these kits are stocked sufficiently, and that they are returned at day's end in an appropriate state.

Cameras are to be only used for photographing artefacts and the area surrounding the artefacts. When the film is completed it is to be given to the Superintendent/Superintendent's Representative for processing. The Cultural Heritage Coordinator is to attach the processed photographs to the Record Collection Sheets.

3.6 GENERAL MONITORING PROCEDURES FOR INDIGENOUS MONITORS

Cultural heritage that is unknown consists largely of sub-surface finds. While archaeology can predict where these may occur, Indigenous people are increasingly becoming concerned over the loss of cultural heritage through land use changes. Further, the observance of the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait and Islander Cultural Heritage Act 2003* provides penalties for harming Aboriginal, Torres Strait and Islander cultural heritage. Thus monitoring by Indigenous people is used to safeguard cultural heritage against risk or loss.

3.6.1 Daily Monitoring Procedure

A summary of the requirements of this procedure is provided in Monitoring Flow Sheet (refer *Attachment 3 - Monitoring Flow Sheet*).

Cultural Heritage Monitors Morning Procedure

- Lunch must be brought with the Monitors to the Site Office in the morning, as transportation back into town for lunch will not be provided.
- The Monitors are to ask for the Cultural Heritage Coordinator / Main Roads Coordinator (refer *Section 2.4 Participants in the Management of Cultural Heritage*).
- Monitors are to hand in their completed Induction Form (refer *Attachment 15 - Cultural Heritage Officer Pre-start Checklist*).
- **If the Monitors are late on site, work will proceed whether they are present or not.**
- Collect Monitors Kit (refer *Section 3.5 MONITORING KITS*).

- Fill out Daily Check In/Check Out Form (refer *Attachment 4 - Daily Check In / Check Out Form*).
- The Superintendent/Superintendent's Representative will arrange for the transport of Monitors between the Site Office and the work site.

On-site Monitoring Procedure

- The Superintendent/Superintendent's Representative will inform the Monitors of the type of work that will be carried out during the day.
- Once this has been established, the Monitors will begin monitoring for artefacts unearthed during the clearing work.
- Monitors will stay at the designated contract site unless the Superintendent / Superintendent's Representative is advised or requests otherwise.
- Monitors will be introduced to the drivers of the earth moving equipment who will be undertaking the clearing. The driver and Monitor are to come to a mutual arrangement regarding procedures they will follow (e.g. hand signals) when the Monitor wishes the driver to temporarily stop so that he can inspect any suspected Cultural Heritage material that may have been exposed.
- When working in proximity to large earthmoving equipment, such as bulldozers, graders or excavators, stringent safety rules are to be observed.
 - Monitors must wear prescribed safety equipment
 - Never walk in front of a moving or operating machine.
 - Never be close when trees are being felled or pushed or pulled.
 - Observe at least 20 metres safety zone between the monitor and the machine.

Bobcats can be approached reasonably safely, provided that eye contact is maintained and the operator is aware at all times of the position of the monitor.

When an Artefact is Found

Refer to sections: *3.6.2 Discovery of Find Procedure; 3.6.3 Discovery of a Potentially Significant Find; 3.6.4 Discovery of Skeletal Material; 3.6.5 Artefact Collection and Storage Procedure.*

Cultural Heritage Monitors' Afternoon Procedure

- At day's end, the Cultural Heritage Coordinator will arrange transport for the Monitors back to the Site Office.
- Monitors will then check-in any artefacts collected during the day's work, along with the Collection Record Sheets, any completed Stop Work Forms and their Monitoring Kits.
- Monitors are to mark up the "*Master Plan*".
- The Superintendent/Superintendent's Representative and Monitors are responsible for marking on "*Master Plan*" (i.e., the site plan of the project showing the areas it has been agreed are to be monitored) the following:

- The surface area that has been checked prior to work commencing (e.g. outline these areas in red);
- The areas that the Monitors have witnessed being stripped (e.g. lightly colour the areas inside the red lines in blue);
- Colour in red dots to show where artefacts were found, as well as writing in the *Collection Record Sheet* number and the *Collection Bag* number.
- The areas where monitoring has been completed are to be crosshatched and the signatures of the Monitors and the Superintendent are to be placed adjacent to these areas.

When all areas that are to be monitored are crosshatched and signed off the monitoring for this project is completed.

- All of the Monitors' completed sheets are to be given to the Superintendent / Superintendent's Representative. Copies of all forms will be made and given to the Monitors and to the Cultural Heritage Coordinator.
- Any issues raised throughout the day should be noted to the Superintendent / Superintendent's Representative and resolved as soon as possible.
- Any sheets or bags used during the day should be replaced and signed for before the next morning's work.

Raising Issues

- If the Monitors wish to raise any issues, or report incidents or accidents that may have occurred while they were monitoring that day, they should contact the Superintendent /Superintendent's Representative or the Cultural Heritage Co-ordinator. The issues are to be recorded on the Monitors Daily Check In/Check Out sheet (refer *Attachment 4 - Daily Check In / Check Out Form*).

3.6.2 Discovery of Find Procedure

The correct procedures are to be followed whenever potentially significant artefacts and/or skeletal material are found during the course of clearing and excavation activities.

Discovery of a Find

Response to the discovery of an Indigenous site will be at the discretion of the on-site Monitor. The monitor will immediately signal the operator/s to cease work and inform site personnel, who will assist in contacting and informing the Superintendent/Superintendent's Representative of the find if it is considered potentially significant after the initial inspection. It is the responsibility of the Superintendent/Superintendent's Representative to ensure works cease in the immediate area of the find and are redirected. A flow chart outlining the procedure undertaken by the Monitors is presented in *Attachment 5 - Procedures in case of a Find for Indigenous Monitors*. A flow chart outlining the procedure undertaken by the Superintendent/Superintendent's Representative is presented in *Attachment 6 - Procedures in case of a Find for the Contractor when Indigenous Monitors are Present*.

Monitors' responsibilities in the discovery of a find are as follows:

- Any Monitor discovering a find is to notify machinery operators in the vicinity of the find that work should be halted temporarily.

- If the find can be immediately collected, it should be.
- If the find cannot be collected immediately or whether it will require further investigation inform the Superintendent/Superintendent's Representative. Follow the procedures listed in the section 3.6.3 *Discovery of a Potentially Significant Find*.
- If the find can be collected then the Monitors are to record, in as much detail as possible, information about the site area in which the artefact was found on the *collection record sheet*. The *collection record sheet* should be filled out as follows:
 - Insert the reference number on *Collection Record Sheet* and then place the same reference number on the collection bag in which the artefact is stored (refer *Attachment 7 - Collection Record Sheet*). The Number is to be in 3 parts – the date, the Monitors Initials and a number (start at one, and follow in ascending order during the day), e.g. for the first artefact collected on the 12 August 2001 by Joe Jones the reference number would be “12801.jj.1”, the second artefact would be “120801.jj.2”.
 - the number of photographs and the relevant picture number e.g. 5 photos taken, the first of the area to the north of the artefact, the second the artefact itself, ...the fifth the artefact turned over;
 - sketches of the find and its location;
 - what the Monitors thinks the artefact is and what it was potentially used for;
 - at what depth the artefact was found and where it was found within the soil profile;
 - surrounding environment e.g. if it is near a creek bed or near some trees;
 - if the artefact was found in an area that is believed to be imported fill;
 - how many artefacts were found in the immediate area surrounding this site;
 - any other relevant site environment information.
- Once the find is collected appropriately, the Monitor will notify the Superintendent/Superintendent's Representative that work can recommence.

3.6.3 Discovery of a Potentially Significant Find

If the find is considered potentially significant then the responsibilities are as follows:

- The Monitor, in consultation with the Superintendent/Superintendent's Representative, will determine if further investigation of the find is required.
- To fill out a *Stop Work Form* if the find is considered potentially significant.
- The Monitor will then ensure that the affected area is clearly marked, e.g., by stakes and tape.
- Stop Work Forms (refer *Attachment 8 - Stop Work Form*) must be completed by the Monitors and distributed to the Superintendent/Superintendent's Representative.
- The Stop Work Form (refer *Attachment 8 - Stop Work Form*) will detail the nature and location of the find and all management actions taken. The Superintendent/Superintendent's Representative and the Monitor who initiated the stoppage will sign off the Stop Work Form.

- If warranted, a Cultural Heritage Assessor can be called upon to give an opinion on the find, and the Assessor may then assist with the collection and identification of the find.
- The Cultural Heritage Assessor will arrange for a GPS device to be used to record the precise location of the significant find.
- The area of the find is to be declared an exclusion zone. Exclusion zones are areas that have been assessed as having *high cultural heritage significance* and shall be fenced off. Entry into these areas by plant and all personnel (other than those assessing the Cultural Heritage) is strictly prohibited.
- The Cultural Heritage Assessor/ Cultural Heritage Coordinator/Monitor will recommend to the Superintendent/Superintendent's Representative if any further action is required and when work can recommence in the area of the find.
- When the work is to recommence *Section C* of the *Stop Work Form* is signed. This form should be copied and issued to the Superintendent/Superintendent's Representative to indicate that work can continue in the area of the find. The Superintendent/Superintendent's Representative should file the original *Stop Work Form*.

3.6.4 Discovery of Skeletal Material

If the bones are human remains then arrangements for handling human remains are, in part, governed by legal provisions as laid down in the Coroner's Act and by Police Regulations and policies. However, in all cases suitable dignity is required in handling issues such as this. A flow chart outlining the procedure involved in the treatment of the discovery of unidentified burial remains is presented in *Attachment 9 - Procedures in Relation to Skeletal Material*. The primary intention of this strategy is to avoid the unnecessary removal or disturbance of human remains, and to allow each "Group of Indigenous Persons" the final decision-making powers if the remains should prove to be those of an Indigenous person.

Where human remains are found work is to cease and the area is to be fenced off. The Police are to be notified immediately. The discovery site shall be deemed to be a crime scene and Main Roads will be subject to police direction. Procedures to be followed upon the *Discovery of Skeletal Material* are as follows:

- The Monitor is to notify machinery operators in the vicinity of the find that work should be stopped.
- The Monitor will then inform the Superintendent/Superintendent's Representative that a work stoppage has occurred.
- *Stop Work Forms* are to be filled out by Monitors.
- **Under no circumstances should bones be disturbed. They must remain in-situ until they can be properly identified.**
- The Superintendent/Superintendent's Representative will formally notify operators that work must stop in the affected area. Operations can continue outside of the area.
- The Superintendent/Superintendent's Representative will then ensure that the affected area is clearly marked e.g., by pegs and tape.

- The Superintendent/Superintendent's Representative will contact the Cultural Heritage Coordinator to make him/her aware of the find.
- If the bones are **not** clearly of human origin then Cultural Heritage Assessor should be contacted to determine the origin of the bones. If the bones are not human then work can continue.
- If the bones are considered to be human remains then the Superintendent / Superintendent's Representative will contact the Police.
- The Cultural Heritage Coordinator will notify the Department of Natural Resources, Mines & Energy of the find.
- If the discovery is an Indigenous burial, the Cultural Heritage Coordinator/Assessor (and/or the Monitor) will contact the Aboriginal Parties for immediate involvement in identifying the appropriate course of action.
- The Aboriginal Parties will have the right to seek expert advice if deemed necessary. The Aboriginal Parties will use their best endeavours to ensure that delays to the schedule of operations are minimised and matters are resolved in a timely and efficient manner.

3.6.5 Artefact Collection and Storage Procedure

Monitors will collect and salvage artefacts found during monitoring activities. Monitors will be required to store and manage collected artefacts in an orderly manner. The Superintendent/Superintendent's Representative is to supervise and check the storage and record keeping of all artefacts.

Carrying Out Monitoring Work

- Monitors will report to work and carry out their duties as outlined in the Daily Monitoring Flow Sheet (*Attachment 3 - Monitoring Flow Sheet*). Monitors will remain alert and observant and will seek to salvage artefacts if appropriate.
- The Monitors should not undertake artefact collection outside the designated monitoring areas.

Collecting Artefacts during Monitoring

- The artefact is to be photographed *in situ*.
- All collected artefacts are to be placed in numbered collection bags and a record entered on a *Collection Record Sheet* (refer *Attachment 7 - Collection Record Sheet*) indicating the nature of the find and its location. The Superintendent/Superintendent's will ensure that sufficient labelled bags are available for each Monitor at the beginning of each day's work and that the Monitors fill in *Collection Record Sheet* correctly.
- If an artefact is found, its location is to be recorded. In some cases it will not be feasible to log the location of each individual artefact. Instead, the location of the main density of artefacts should be recorded. In all instances notes should be made

of the surrounding landscape where sites are located. Notes should be recorded in the logbooks provided

Collection Record Sheets

- An example of a completed Collection Record Sheet is provided in *Attachment 7 - Collection Record Sheet*.
- The number of the *Collection Record Sheet* is to be recorded on the “*Master Plan*”.

Storing Cultural Heritage Paperwork and Artefacts Collected during Monitoring work

- The Superintendent will ensure that collection sheets are filled out for the artefacts found and this information is recorded on the “*Master Plan*”.
- The Superintendent is to have 4 (four) ring-folders in the storage cupboard for the Monitors’ completed sheets. Each folder is to be clearly marked to hold the following completed sheets:
 - *Construction Rosters*;
 - *Collection Record Sheets*;
 - *Stop Work Forms*;
 - *Check-In / Check-Out Forms*.
- The Monitors are to place all the completed sheets/forms in the correct folders and store appropriately.
- The Superintendent/Superintendent’s Representative will store the “*Master Plan*” in a secure place.
- The Superintendent/Superintendent’s Representative will ensure that *Collection Record Sheets* are filled out for the artefacts found and are to be placed in the collection bags with the artefacts.
- It is the Superintendent/Superintendent’s Representative responsibility to check that the *Collection Bags* are labelled correctly as well as filed and stored in an appropriate manner.
- Artefacts are to be filed by site and date in chronological order and locked in cabinets.
- The Superintendent/Superintendent’s will check that the storage of the artefacts in the lockable cabinets is in an orderly fashion.
- When the photographs of the artefacts are developed they are to be attached to the relevant *Collection Record Sheet* and placed in the *Collection Bags*.
- Should a large number of artefacts be collected, the Superintendent/Superintendent’s Representative will organise a vehicle to safely transport them to the Site Office.

3.7 Obligations of “Site Personnel”

Anyone associated with Main Roads projects must be aware of their obligation to always look out for cultural heritage material so it can be protected and managed. The Contractor/s

are to be aware of their obligations under the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait and Islander Cultural Heritage Act 2003* (refer section 2.5 Legislative Context).

If any site personnel finds an item believed to be cultural heritage material (e.g., Indigenous artefact) then they are to follow the procedure listed below to protect the item from damage.

3.7.1 Discovery of Find Procedure

The correct procedures are to be followed whenever an artefact and/or skeletal material is found during the course of clearing and excavation at the project site.

Discovery of a Find

If an item is found by the Contractor/s that is suspected to be an artefact or historical material, then the Site Supervisor is to ensure works cease in the immediate area of the find. A flow chart outlining the procedure undertaken by the Site Personnel, when Indigenous Monitors are **not** present, is given in *Attachment 10 - Procedures in case of a Find for the Contractor when Indigenous Monitors are NOT Present*.

Procedures for discovery of a find by the Contractor/s is as follows:

- The Contractor/s discovering a find are to notify machinery operators in the vicinity of the find that work should be temporarily halted.
- The person, who discovered the find, will then inform the Site Supervisor that work has ceased.
- The Site Supervisor will notify the Superintendent/Superintendent's Representative.
- The Superintendent/Superintendent's Representative will formally notify operators that work must stop in the affected area. Operations can continue outside this area.
- The Superintendent/Superintendent's Representative is to contact the Cultural Heritage Coordinator/Cultural Heritage Assessor.
- The Cultural Heritage Assessor/Monitor sent to the site will follow the Monitor's procedure for a find or a significant find (refer *Attachment 5 - Procedures in case of a Find for Indigenous Monitors*).
- If the find can be immediately collected it should be, by either the Monitor or Cultural Heritage Assessor. Once the find is collected appropriately, the Monitor or Cultural Heritage Assessor will notify the Superintendent/Superintendent's Representative that work can recommence.
- The Cultural Heritage Coordinator will notify the each "Group of Indigenous Persons" of the outcome of the call out.

Discovery of Skeletal Material by Site Personnel

If bones are found the Cultural Heritage Assessor and the Cultural Heritage Coordinator should be contacted to determine if they are human or otherwise. If the bones are not human then work can continue.

If the bones are human remains then arrangements for handling human remains are, in part, governed by legal provisions as laid down in the Coroner's Act and by Police Regulations and policies. However, in all cases suitable dignity is required in handling issues such as this. A flow chart outlining the procedure involved in the treatment of the discovery of

unidentified burial remains is presented in *Attachment 9 - Procedures in Relation to Skeletal Material*. The primary intention of this strategy is to avoid the unnecessary removal or disturbance of human remains and to allow the Aboriginal Party/s the final decision-making powers if the remains should prove to be those of an Indigenous person.

Where human remains are found work is to cease and the area is to be fenced off. The Police are to be notified immediately. The discovery site shall be deemed to be a crime scene and Main Roads and the Construction Contractor will be subject to police direction.

Procedures to be followed upon the *Discovery of Skeletal Material* are as follows:

- The Contractor/s who make the discovery are to notify machinery operators in the vicinity of the find that work should be stopped.
- That person will then inform the Site Supervisor that a work stoppage has occurred.
- Construction workers are to follow their stop work procedures.
- Under no circumstances should bones be disturbed and they must remain *in-situ* until they can be properly identified.
- The Site Supervisor will formally notify operators that work must stop in the affected area. Operations can continue outside of this area.
- The Site Supervisor will then ensure that the affected area is clearly marked by pegs and tape.
- The Site Supervisor will then notify the Superintendent/Superintendent's Representative of the find.
- If the bones are not clearly of human origin then the Cultural Heritage Assessor should be contacted to determine the origin of the bones. If the bones are not human then work can continue.
- If the bones are considered to be human remains then the Superintendent /Superintendent's Representative will contact the Police.
- The Superintendent/Superintendent's Representative will contact the Cultural Heritage Coordinator to make him/her aware of the find.
- The Cultural Heritage Assessor will notify the Department of Natural Resources, Mines & Energy of the find.
- If the discovery is an Indigenous burial, the Cultural Heritage Coordinator will contact the Aboriginal Party for immediate involvement in identifying the appropriate course of action.
- The Aboriginal Party/s will have the right to seek expert advice if deemed necessary. The Aboriginal Party/s will endeavor to ensure that delays to the schedule of operations are minimised and matters are resolved in a timely and efficient manner.

4 PROCESSING OF COLLECTED ARTEFACTS

Artefacts are to be left in their numbered bags, until monitoring of construction is complete. All artefacts will be stored by the Superintendent/Superintendent's Representative at the site

office until monitoring is completed. At that point, all artefacts, with associated recording sheets, should be delivered by the Superintendent to the Cultural Heritage Assessor for analysis. Reporting on this analysis (including a list of all artefacts found) will be provided by the Cultural Heritage Assessor to the Department of Natural Resources, Mines & Energy, Main Roads and each Aboriginal Party.

At the end of analysis, all artefacts should be lodged by the Cultural Heritage Assessor in appropriate form, with the museum agreed upon by the Aboriginal Party/s for safe-keeping (refer *2.4 Participants in the Management of Cultural Heritage*). Main Roads is responsible for any costs incurred in keeping artefactual material in the selected museum.

The documentation required in accordance with the *Act* will be presented to the Department of Natural Resources, Mines & Energy.

In the case of historical heritage material, the Historical Cultural Heritage Assessor will advise on requirements for processing and accessioning material.

5 CULTURAL HERITAGE INDUCTION PROCESS

Prior to the commencement of work all construction personnel will undergo a cultural heritage induction as part of the general induction provided by Main Roads. This induction will include, but will not be limited to, the following:

- A brief outline, given by the Cultural Heritage Coordinator or the Cultural Heritage Assessor, of the responsibilities of construction personnel under this management plan and under relevant legislation.
- A general awareness session on Indigenous culture is to be given by the Indigenous Monitors. This is preferably given by the Monitors on a one on one basis to all the workers they meet on site. The Monitors are the best ambassadors for their culture.
- A Cultural Heritage Induction paper is to be issued to all site workers at the “tool box sessions” (refer *Attachment 12 - Cultural Heritage Induction Paper*).
- As part of the ongoing education of the construction workers, Cultural Heritage Posters (refer *Attachment 13 - Cultural Heritage Posters for use on Construction Sites*) are to be reproduced and placed on the site office walls or in other areas when site workers gather e.g., the lunch room. Electronic copies of the posters are available from the Main Roads Cultural Heritage Coordinator.

In addition to the above, those construction personnel who will be involved with the works program between the Brisbane River and Schultz Canal will undergo an additional cultural heritage induction specific to the nature of historical material that may be present from the Eagle Farm Womens' Prison and the old Brisbane Airport. This induction will be provided by the Historical Heritage Cultural Heritage Assessor.

6 DISPUTE RESOLUTION

Amendments to the document can be negotiated between the Main Roads and the Aboriginal Party. These will be treated as variations to the contract.

It is envisaged that this CHMP is sufficiently detailed to cover most contingencies which may arise during the construction phase of his project. However, disputes may occur in the course of operations, and could include issues involving third parties who are not represented by the Aboriginal Party/s but who can influence the implementation of the CHMP. The following shall occur in the event of a dispute:

- Where possible, issues will be negotiated directly between the Monitor and the Cultural Heritage Coordinator and /or the Superintendent/Superintendent's Representative.
- If no solution is reached within 48 hours, an on-site meeting will be convened between members of the Department of Main Roads, the Construction Contractor and the Monitor. In the event that the dispute cannot be resolved, the parties shall refer the dispute to the Land and Resources Tribunal for mediation.

If mediation does not reach an acceptable outcome, arbitration will be pursued in accordance with the provisions of the *Arbitration Act 1973* of the State of Queensland.

Each party will continue to perform their roles and responsibilities in accordance with this CHMP despite the existence of a dispute.

The above arrangements do not preclude any recourse to legal avenues for resolution but they should be exhausted before such recourse to law is made.

Any costs and/or delays as a result of a dispute caused by a breach of the CHMP by Main Roads, or any of its agents or representatives, will be the responsibility of Main Roads.

Consultancy fees will not be paid to the Monitors or to the Aboriginal Party/s for any meetings that arise due to a dispute.

7 CONTACT DETAILS

Listed in section 2.4 *Participants in the Management of Cultural Heritage* are the details of appropriate stakeholders for the CHMP of this project. The contact details of Aboriginal Spokesperson will remain confidential at all times and will only be utilised for relevant communication, such as distribution of rosters, in case of a find, or for dispute resolution purposes.

In the case of a find occurring, when Monitors are not on site, all reasonable effort will be made by the Cultural Heritage Coordinator to contact the next available Pool Monitor. If the monitor cannot be contacted, or is not available, then the Cultural Heritage Assessor will be called out to inspect the find.

While every effort will be made to make contact, it is the Aboriginal Spokesperson's responsibility to be available. If an Aboriginal Spokesperson from a particular group cannot be contacted and an agreement is reached without the input from this group, the decision will remain final.

8 VARIATIONS TO THIS CULTURAL HERITAGE MANAGEMENT PLAN

No variation of the terms of this Cultural Heritage Management Plan shall have effect unless there has been appropriate consideration / deliberation of the variation and all participating parties agree upon it.

Main Roads will be responsible for maintaining this CHMP.

Attachment 1 - Communication Plan for Main Roads
To be finalised

Attachment 2 - Conditions of Contract

Conditions of Employment

CONDITIONS OF EMPLOYMENT FOR INDIGENOUS CULTURAL HERITAGE MONITORS INVOLVED IN INDIGENOUS CULTURAL HERITAGE WORK COVERED BY THIS CHMP.

The following terms and conditions apply equally to male and female Indigenous Monitors:

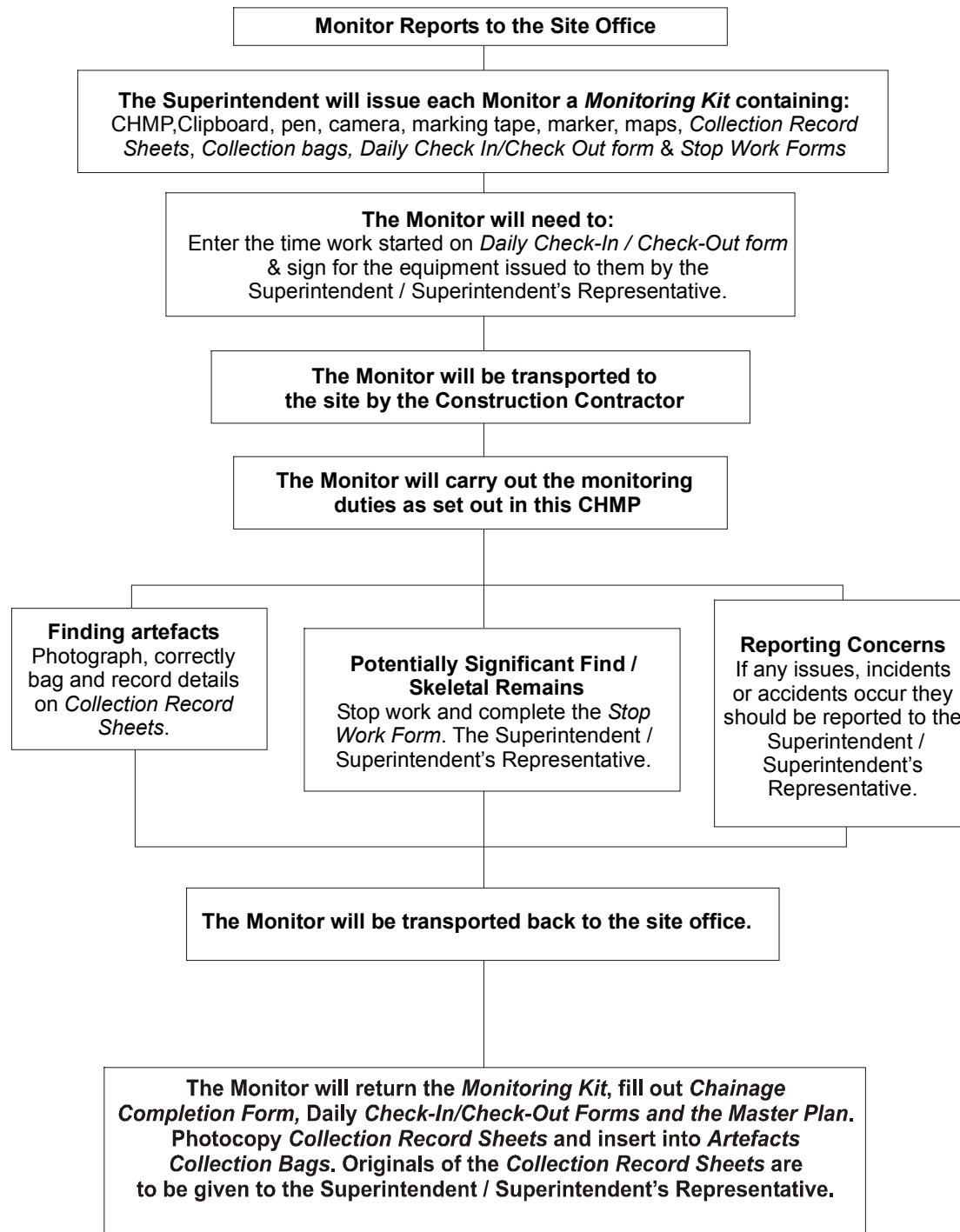
- Monitors will be asked to read and sign *Attachment 15 - Cultural Heritage Officer Pre-start Checklist* before commencing work. This form will be either left at the accommodation the night before work commences or will be distributed by the Aboriginal Spokesperson to the Monitors.
- Monitors must wear long sleeve safety shirts at all times. Monitors who are employed by Skilled will be supplied with a shirt that they will be expected to wear on all jobs.
- Monitors will be provided with steel-capped boots, if they have not previously worked for Main Roads. These Monitors are to arrive for their scheduled work period with steel-capped boots certified to meet the Australian Safety Standards (certificate should be shown) and a receipt for their purchase that will be refunded in their first pay.
- In the event that a Monitor has worked on other Main Roads projects, then it is their responsibility to provide previously supplied steel-capped boots. Monitors will comply with relevant legislation including Workplace Health and Safety Regulations. Steel cap boots (supplied by the Monitors) and other Personal Protective Equipment must be worn on the construction site. Any monitor arriving on site without boots will:
 - be asked to leave the site
 - not be allowed to work
 - not be paid for that days work.

Work will proceed on the site.

- The Indigenous Monitors shall be nominated from, or through, the Aboriginal Party/s.
- If the rostered Monitor is not available to work on the nominated day, then the Monitor should contact the Cultural Heritage Coordinator/Superintendent /Superintendent Representative as soon as possible. Work will proceed on the construction site if:
 - A replacement Monitor cannot be found
 - The Cultural Heritage Coordinator/Site Supervisor is not contacted by noon on the day before the rostered shift
 - The Cultural Heritage Coordinator/Site Supervisor is not contacted at all or is contacted after midday on the day prior to working.

- No alcohol or drugs will be allowed on site. Persons found in possession of, or suspected, on reasonable grounds, of having consumed alcohol or drugs, will be summarily dismissed and not paid for that day. Any person carrying prescription drugs will have to contact the Safety Officer prior to commencing work.
- Monitors will work only as required.
- The Cultural Heritage Coordinator will be required to notify the Aboriginal Spokesperson (or the Monitors directly) when Monitors are required. The Aboriginal Spokesperson will be responsible for contacting the Monitors and giving them their work schedule. If arranged, the Cultural Heritage Coordinator will contact the Monitors directly.
- Monitors shall be employed through a third party or a corporation, for the purpose of providing WorkCover, Superannuation and Tax contributions. All Monitors must have completed the appropriate paperwork to be employed before they will be allowed to monitor.
- Each Indigenous Monitor must sign the Check In /Check Out form and a timesheet before payments are processed.
- Taxation provisions will govern the nett dollar figure for every Monitor engaged in the work operation phase of this project. The pay rate (refer *Section 3.4 EMPLOYMENT OF MONITORS*) is to be made clear to the Indigenous Monitors before the commencement of the Indigenous Cultural Heritage work.
- Safety and work commitments are to be considered when using mobile telephones on site.

Attachment 3 - Monitoring Flow Sheet



Attachment 4 - Daily Check In / Check Out Form

Daily Check In / Check Out Form

To be completed by the Cultural Heritage Monitor		
Name		Signature
Any known medical conditions		Signature
Prescription Drugs required for above		
Doctors Name & phone no	Name.....	Phone No.....
Emergency contact for today	Name.....	Phone No.....
Time & Date Work Commenced	am/pm / /03	Signature
Time & Date Work Completed	am/pm / /03	Signature
Location of Monitoring Work		Signature
Monitoring Kit Issued	yes / no	Signature
Monitoring Kit Returned	yes / no	Signature

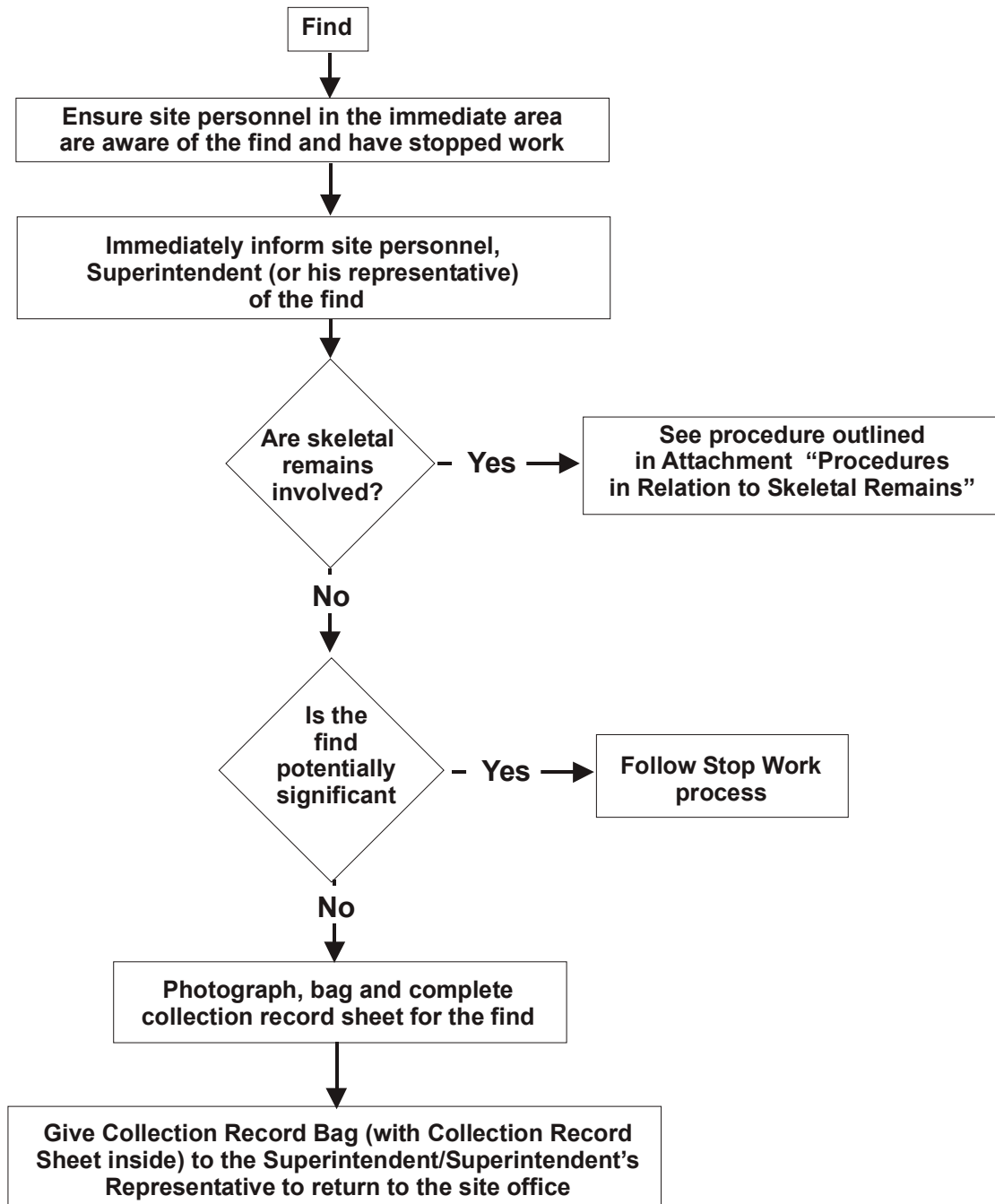
Day Debrief

Following return to the site office, a debrief of the day activities is to be undertaken with the Monitor and Cultural Heritage Coordinator.
Issues
Findings
Information that should be passed on to:
Contractor
Main Roads
Aboriginal Spokesperson
Superintendents Representative

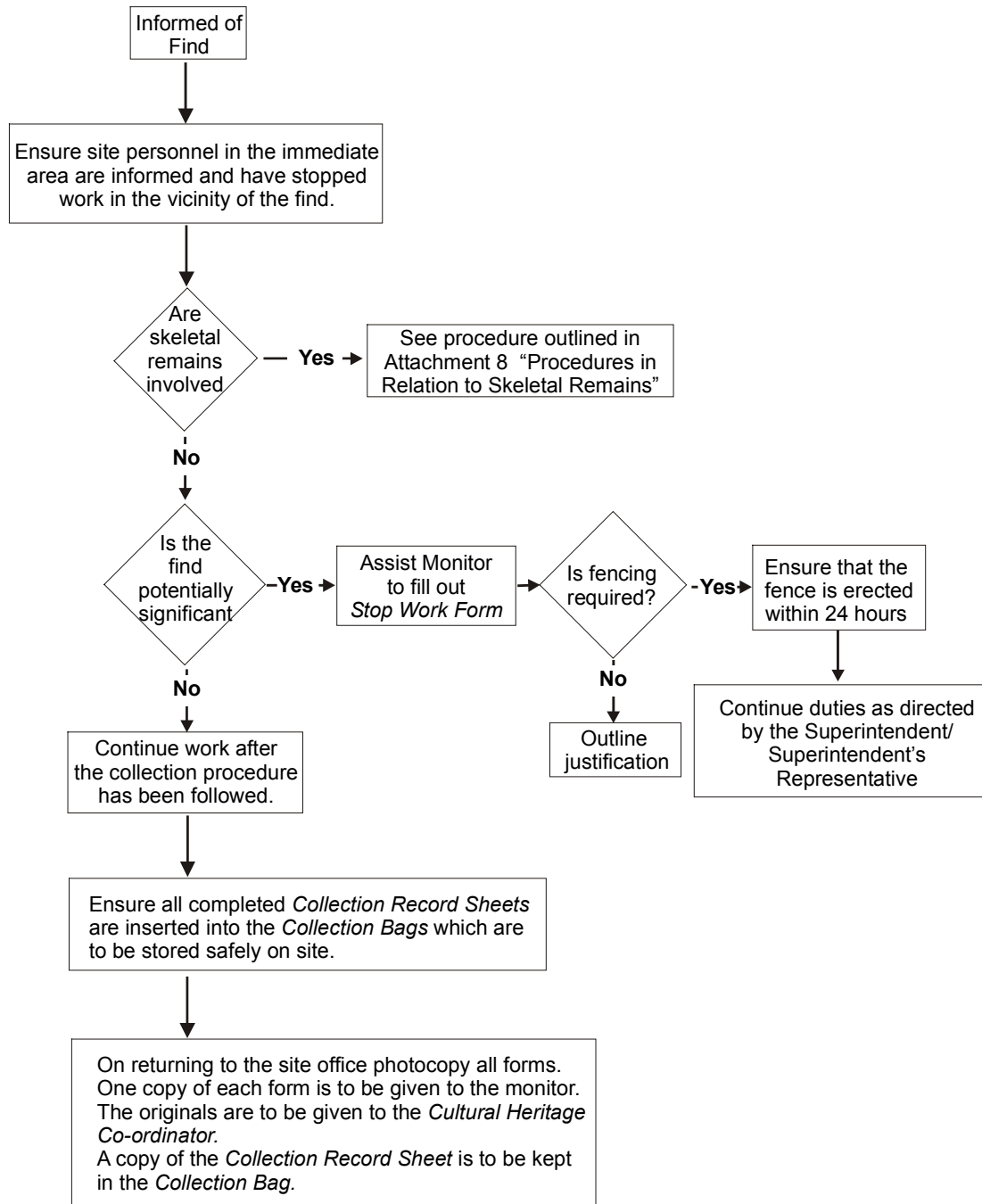
Specific Issues

To be completed by the Superintendent/Superintendent's Representative				
Issue	Addressed		Comments	Action Required
	Yes	No		
Did the Cultural Heritage Monitor report to work on time?				
Did the Cultural Heritage Monitor have a current WH&S card?				
Did the Monitor raise any equipment issues?				
Did the Monitor raise any incident or non-compliance issues?				
List any performance issues that need to be discussed with the Cultural Heritage Coordinator / Aboriginal Spokesperson.				
Has the " <i>Master Plan</i> " been filled in and signed off?				
Have the <i>Collection Record</i> and <i>Stop Work Forms</i> been returned?				
How many times did the Monitor request the work cease for today?			
How many bags and artefacts were handed in?		
Any Expenses incurred? (e.g. travel)				

Attachment 5 - Procedures in case of a Find for Indigenous Monitors



Attachment 6 - Procedures in case of a Find for the Contractor when Indigenous Monitors are Present



Attachment 7 - Collection Record Sheet

Collection Record Sheet	
SHEET NUMBER*	date.initials.number
BAG NUMBER*	date.initials.number
Monitors Name	
Monitors Signature	
Date	
Location of Find	
Description of Artefacts	
Description of Environment	
Number of Photos taken & roll number	

*The Number is to be in 3 parts – the date, the Monitors Initials and a number (start at one, and follow in ascending order during the day), e.g. for the first artefact collected on the 12 August 2004 by Joe Jones the reference number would be “12804.jj.1”, the second artefact would be “120804.jj.2”.

Attachment 8 - Stop Work Form

STOP WORK FORM	
SECTION A - Monitor to fill out this section	
Name of the Monitor	
Site Name	
Date	
Have the machinery operators been notified to temporarily stop work? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	DateTime.....am/pm.....
Has the Site Supervisor or his/her representative formally notified the machinery operators in the affected area that work must cease? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	DateTime.....am/pm.....
Name of Site Supervisor Contacted	
Has the Site Supervisor been notified that a work stoppage has occurred and the extent of the stoppage? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	DateTime.....am/pm.....
Has the affected area been clearly marked (e.g. with pegs and tape)? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	
Description of the nature and location of the find	Did the find contain skeletal remains? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/> If yes have the police been notified? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/> If No explain why.....
Does the find require further investigation? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/> If yes, go to Section B , continue completing the form. If no, go to Section C work can recommence.	
SECTION B - Monitor to Notify Relevant Personnel	
Has the Superintendent/Representative been notified of the find? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	DateTime.....am/pm.....
Do the Elders need to be contacted to seek their advice? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	If yes, when where they contacted. DateTime.....am/pm.....
Has the Cultural Heritage Coordinator been notified? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	DateTime.....am/pm.....
Does the Cultural Heritage Coordinator need to contact the Cultural Heritage Assessor? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	Name of Cultural Heritage Assessor contacted
If the Cultural Heritage Assessor was contacted was it determined that the find was significant? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	If so, what further actions were required?
Does the DNRM&E ³ need to be notified? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	If yes, when where they contacted. DateTime.....am/pm.....

³ Department of Natural Resources, Mines & Energy

Name of DNRM&E officer contacted?	Name.....
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SECTION C - Work to Recommence by recommendation of the Monitor	
Has the Superintendent/Superintendent's Representative been notified that work can recommence? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/>	
Were the DNRM&E contacted? YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/> <i>If "YES": have the DNRM&E given formal notification that works can recommence?</i> YES <input checked="" type="checkbox"/> / NO <input checked="" type="checkbox"/> Name of DNRM&E officer	
Signature of Monitor.....	DateTime.....am/pm.....

Declaration:

I.....*the Superintendent/Representative hereby declare that work can recommence in the area listed above.*

Signed

Date

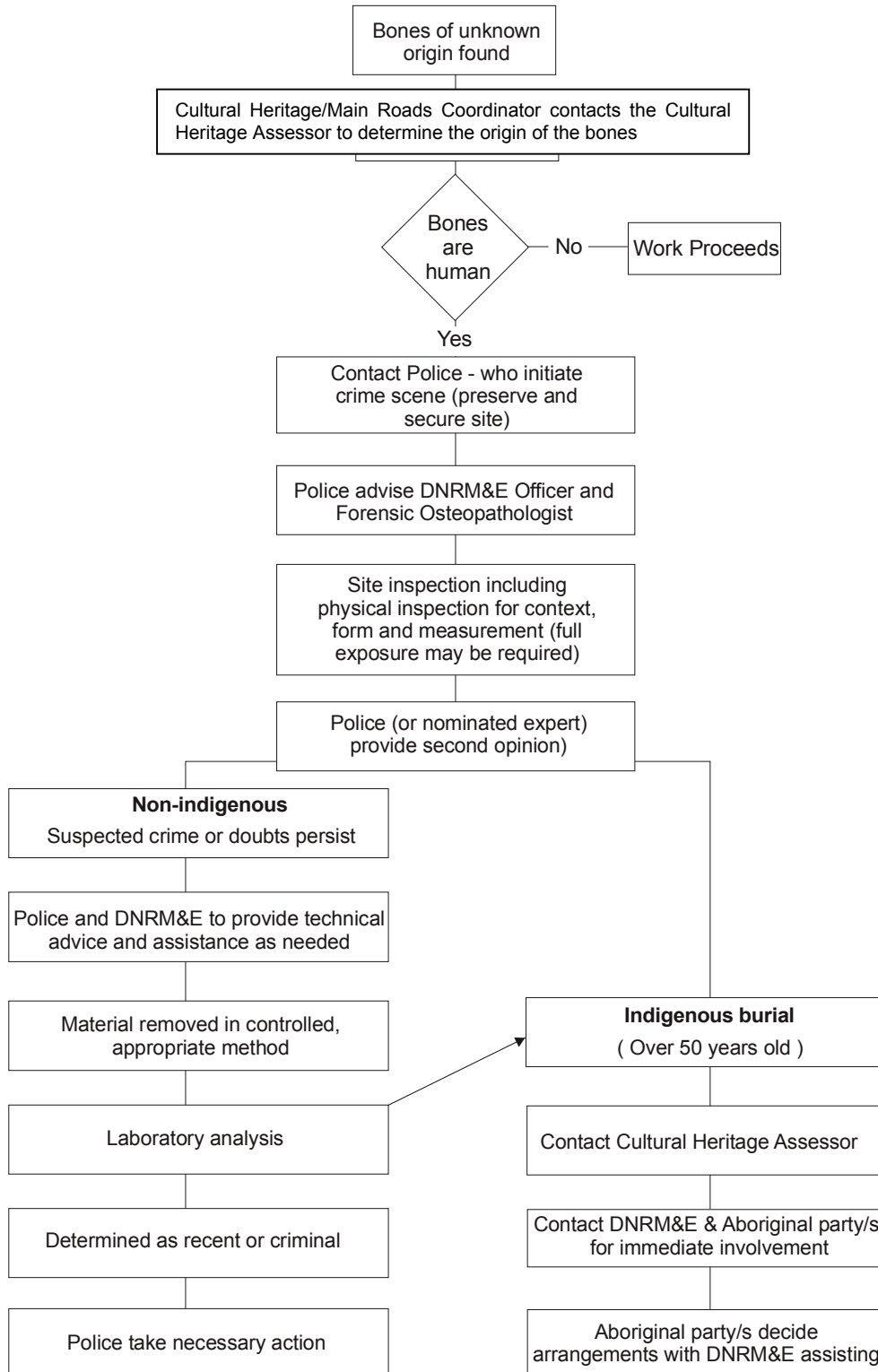
Note:

Copies of this Declaration are to be given to the Monitor and the Cultural Heritage Coordinator.

A copy is to be placed on file.

Attachment 9 - Procedures in Relation to Skeletal Material

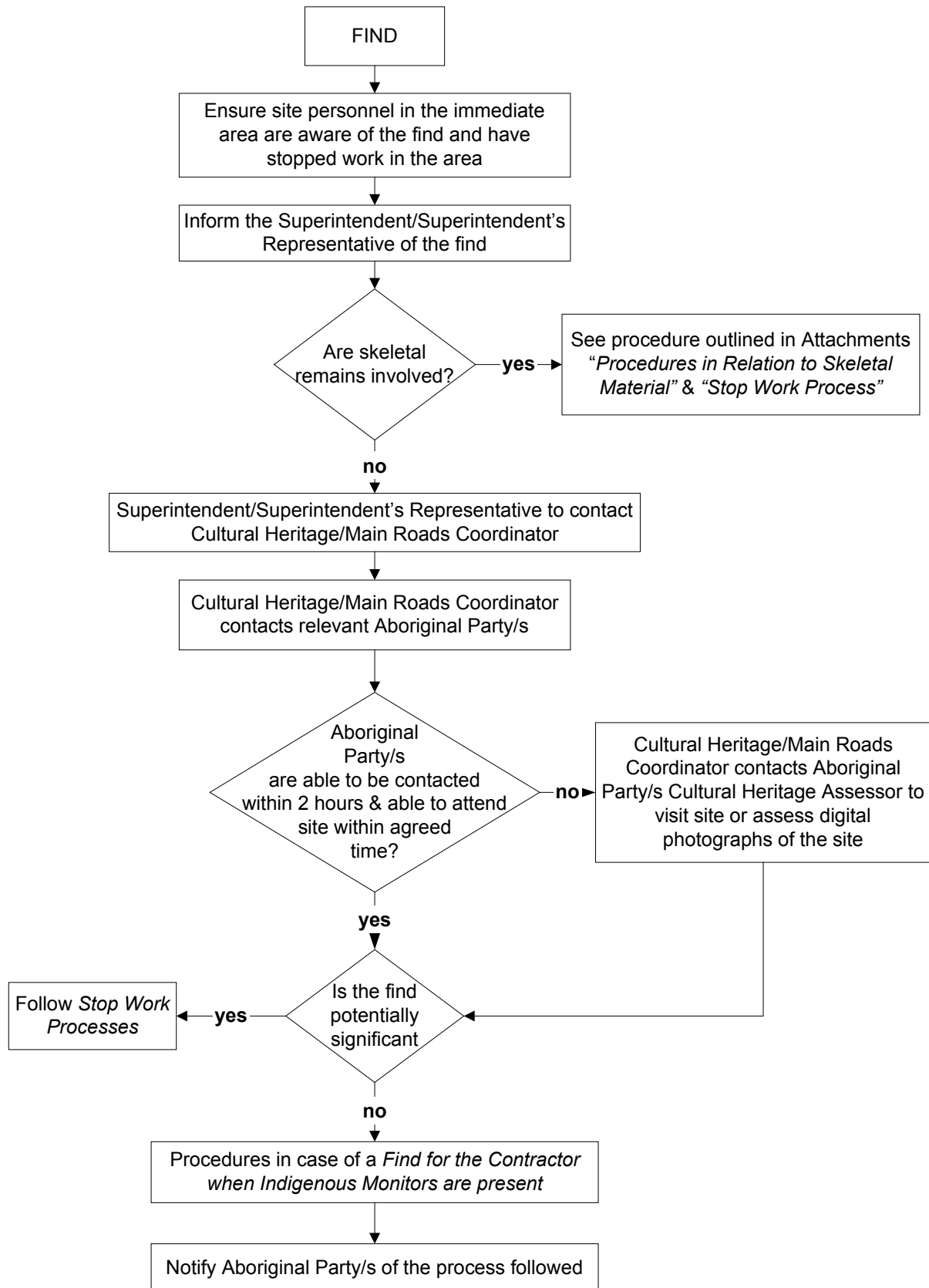
FLOW CHART ON PROCEDURES IN RELATION TO EXPOSURE OF SKELETAL MATERIAL



**NOTES TO FLOW CHART ON PROCEDURES
IN RELATION TO EXPOSURE OF SKELETAL MATERIAL**

1. The designated Police Officer maintains authority and responsibility for crime scene at all times.
2. Department of Natural Resources, Mines & Energy Officers will have received training in determination of racial origin, assessment of antiquity, and in identifying some forms of criminal action. Department of Natural Resources, Mines & Energy will treat skeletal material investigation as a high priority at all times, and will resource accordingly. A Department of Natural Resources, Mines & Energy Officer will be available within twenty-four (24) hours.
2. Police nominate a person to provide a second opinion. Such an opinion may be available on-site if Forensic Osteopathologist/Pathologist is available. All data required for first and second opinions is to be collected on-site.
3. Final decision on this rests with Police, on advice from the Coroner.
4. Department of Natural Resources, Mines & Energy officers will, on request, assist Police in technical aspects of evidence retrieval.
5. Advice on handling may be sought from appropriate sources where this does not compromise integrity of crime scene evidence.

Attachment 10 - Procedures in case of a Find for the Contractor when Indigenous Monitors are NOT Present



Attachment 11 - Definitions

"Aboriginal Cultural Heritage" means anything that is (a) a significant Aboriginal area in Queensland; or (b) a significant Aboriginal object; or (c) evidence, of archaeological or historic significance, of Aboriginal occupation of an area of Queensland.

"Aboriginal Party" as defined by the *Cultural Heritage Act 2003* and listed in *Section 2.4 Participants in the Management of Cultural Heritage*.

"Archaeologist" and **"Anthropologist"** mean professional people working in their respective fields of expertise with necessary qualification/s from a tertiary institution.

"Buffer Zone" means a designated no-go zone around a find. Diameter of a Buffer zone cannot exceed 50 metres.

"CHMP" means 'Cultural Heritage Management Plan'.

"Clearing and Grubbing" means:

- Removing trees shrubs and overhanging branches.
- Demolishing buildings and other artificial obstructions to ground surface or as specified.
- Disposing cleared materials.
- Removing stumps and roots (including any subsequent regrowth) to a depth not less than 300 mm below ground surface.
- Removing other vegetable matter from the ground surface (including any subsequent regrowth).
- Removing abandoned services to a depth not less than 300mm below ground surface.
- Disposing grubbed material.

"Cultural Heritage Assessor" means suitably qualified archaeologists or anthropologists, or an authoritative person nominated by an Aboriginal Party.

"Cultural Heritage Management" means the protection and preservation of Indigenous sites during construction through:

- Adequate site identification of material and assessment of site significance.
- The erection of suitable barriers during construction or the removal and/or relocation of artefacts and/or making project staff and contractors aware of the possibility that sensitive Indigenous sites may be recovered during construction.

“Find” means an Indigenous site, item (artefact) or an area which possesses unidentified human remains.

"Human Remains" does not include:

- Human remains buried under the authority of the law of the Queensland or other State or of a Territory: or
- Human remains in or from a place recognised as a burial ground for interment of remains buried as referred to in paragraph (a).

“Indigenous Cultural Heritage” includes sites, objects, and works of art in accordance with Indigenous tradition, including historic association and contemporary cultural importance. The aforementioned objects can exist above, on or below the surface of the ground.

“Indigenous Site” is an area exhibiting one or more attributes of Indigenous Cultural Heritage, as defined above.

“Insurance” Monitors will be insured from the time they leave home for the site until the time of their return home under the cover provided by their employer.

"Monitor" means a representative of a Relevant Indigenous Stakeholder who is employed during construction to monitor works.

"Monitor Pool" means the group of Monitors representing appropriate Indigenous stakeholders who have undergone a safety induction, have been employed by an employment agency and are able to work on site when required.

"Reasonable Effort" means using the contact details listed in *Section 2.4 Participants in the Management of Cultural Heritage* to try and locate representative(s) of Aboriginal Party.

"Superintendent" means as described in Clause 23 of Form C6830 of the Road Construction Contract General Conditions of Contract.

"Superintendent's Representative" means any person empowered by the superintendent to undertake specific functions of the superintendent under the contract as described in Clause 24 of Form C6830 of the Road Construction Contract General Conditions of Contract.

“Work Operation” means any activity that requires monitoring.

Attachment 12 - Cultural Heritage Induction Paper

Cultural Heritage Induction Program

Introduction

This cultural heritage induction package has been developed by the Department of Main Roads for use on this project. The primary aim of this induction package is to increase general awareness of cultural heritage issues within construction teams.

Background

Cultural Heritage Background

Indigenous Australians

There is no conclusive evidence in the anthropological record pinpointing the origin of Indigenous colonist to Australia or the date at which colonisation began. The earliest evidence of an Indigenous presence is in excess of 60,000 years old. This makes Indigenous Australians one of the oldest hunter gather societies in the world. There is also speculation about where the Indigenous Australians originated from, some argue Indonesia, New Guinea and SE Asian locations. However, Indigenous Australians believe they originated in Australia.

In 1788, it is estimated around a 1 million Indigenous people inhabited Australia, they spoke some 230 languages with 600-800 dialects. The Indigenous societies have a very rich and diverse material culture. They constructed shelters, made elaborate stone tool and created some of the oldest rock art to be found in the world. The Indigenous Australians had extensive exchange networks which extended thousands of kilometers beyond their boundaries, they exchanged everything from stone, shell, and wood implements to ochre and foodstuffs, as well as songs, stories and dances.

European Impact

With the advent of Europeans in Australia the Indigenous way of life dramatically changed. Not only were these introduced hoofed animals such as sheep, cattle, horses, goats and pigs extremely destructive of water holes, they also has an enormous detrimental impact on many important plants and fauna of socio-economic importance to the Indigenous people. The area immediately surrounding these water holes were probably the richest in resources; yet it is highly likely that they were virtually banned from access to these.

Relevant Commonwealth and State Legislation

Commonwealth Legislation

The two pieces of relevant Federal legislation are the Australian Heritage Commission Act 1975-1990 and the Aboriginal and Torres Strait Islander Heritage Protection Act 1986.

Australian Heritage Commission Act 1975-1990

This Act, passed in 1976, provided for the establishment of the Australian Heritage Commission (ACH), who are required to maintain a Register of the National Estate (RNE). The RNE contains a list of those places deemed to be significant for their natural, historical or Indigenous values. The RNE can be consulted by anyone who has an interest in those items listed. The ACH does not have to give specific details of any place listed on the RNE if there are valid reasons for doing so (e.g. an Indigenous place associated with restricted information).

It is possible for anyone to nominate a place to the RNE at any stage and for the ACH to include it on the register. There are no specific criteria provided for listing, with each place being assessed on an individual basis. Likewise, there are no specifications as to what types of places can be inscribed.

Aboriginal and Torres Strait Islander Heritage Protection Act, 1984

The Aboriginal and Torres Strait Islander Heritage Protection Act provides Indigenous people in any State with the right to request the federal Minister for Aboriginal Affairs to intervene in matters where the cultural heritage interests of these people are considered to be at risk. Only Indigenous people or their agents can make use of the provisions of this Act.

This Act provides for Indigenous people or their representatives to approach the Minister for Aboriginal Affairs (Cth) to issue a declaration to protect a place of cultural heritage significance. The Minister must be satisfied that there is a risk or threat to a place that is significant. The act also allows for the protection of individual objects and Indigenous skeletal material.

Queensland Legislation

The two major pieces of legislation at the Queensland State level are the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait and Islander Cultural Heritage Act 2003* and the *Queensland Heritage Act 1990*. The *Queensland Heritage Act 1992* covers items from the historic environment. Items which derive their significance solely from their association with Aboriginal custom or Islander tradition are excluded from protection under the *Queensland Heritage Act*. Such items are currently covered by some of the provisions of the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait and Islander Cultural Heritage Act 2003*.

Aboriginal Cultural Heritage Act 2003/Torres Strait and Islander Cultural Heritage Act 2003

These Acts provide for effective recognition, protection and conservation of Aboriginal, Torres Strait and Islander cultural heritage. The Act states that a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal, Torres Strait and Islander cultural heritage.

Queensland Heritage Act 1992

This Act is designed to protect places of cultural heritage significance relating to Queensland's post-settlement history. Although places which are significant to Indigenous people can be protected under this Act, they can only be so protected if they are also significant in some other way to Queensland's history. To be protected under this Act a place must be entered on the Queensland Heritage Register. To gain entry on this register a place must meet, to the satisfaction of the Queensland Heritage Council, at least one of eight criteria specified within the Act. Anyone can nominate a place to the Queensland Heritage Register, and can make such nomination at any time. The Minister for Environment can impose stop-work orders to prevent any action which is deemed detrimental to the significance of a place and is in breach of the provisions of the Act. This Act can also extend protection to items which are not on the Queensland Heritage Register.

LOCATION OF IDENTIFIED SITES

All construction works should be limited to areas which have been previously cleared for construction works to proceed. All construction personnel should consult with the site supervisor prior to undertaking any activities outside the cleared area.

Indigenous Sites

The most common inland Indigenous sites are stone artefact scatters, and along the coastline, shell middens. Stone artefact scatters can be the remains of camp sites where Indigenous people have lived for extended periods of time, usually on a seasonal basis, and have left stone tools and the remains of tool making. Other organic material such as bone, charcoal or fibres are very rarely found because they do not last as well. Remains of camp fires such as concentrations of charcoal, burnt rocks and burnt clay, may also be found. Such sites are usually located close to water, such as the banks of a river, under rock shelters or in caves, or

on high vantage points. Shell middens represent sites where people cooked and ate shellfish from either ocean shores or lake and river banks. The discarded shells accumulate over time, sometimes including other artefacts, and charcoal. Similarly, the remains of cooking fires where clay was made into balls, or stones where collected to make a fireplace have formed mounds containing artefacts. These sites are more commonly found on flood plains or marshy ground where the drier mound was occupied year after year.

Scarred trees represent where bark has been removed from a tree by Aborigines to make canoe shield or container. Sometimes the tree trunk was carved into patterns for ceremonial purposes.

Less common type of sites include ceremonial stone arrangements and “bora grounds” which were sacred places used for initiations and other ceremonies. Aborigines also built weirs and fish traps.

Refer *Appendix A Formal Tool Types* and *Appendix B - Types of Indigenous Sites*.

PROCESSES TO BE FOLLOWED DURING CONSTRUCTION

The Cultural Heritage Management Plan prepared for this project should be read by all workers on the site. Particular attention should be paid to the section covering “Obligations of “Site Personnel”. This section outlines procedures for workers to follow if Cultural Heritage material is found on site when Cultural Heritage Monitors are not present.

BIBLIOGRAPHY

F.D. McCarthy., 1967 *Australian Aboriginal Stone Implements*, Sydney, Government Printer, New South Wales.

Appendix A Formal Tool Types

Artefacts which conform to pre-determined forms for use as tools such as scrapers, backed blades, anvils, axes.

Grinding Stones:

Stones used for grinding up roots or seeds and recognized by a flat stone with an oval depression and a roughly round stone used as a pestle. Grooves in natural rocks were also made by grinding stone axes. These are often found close to water such as streams which was used to lubricate the grinding process.

Hammer Stone:

A piece of stone, often pebble, which has been used to detach flakes from cores by percussion. It is usually recognised by the pitted or crushed striking face.

Knapping:

The process of flaking chips or flakes from a core in order to produce stone pieces suitable for fashioning into tools.

Percussion:

The act of hitting the core with a hammer stone for shaping the tool or to prepare a cutting edge.

Striking platform:

The surface of the core which is struck by the hammer stone to remove flakes. A portion of the striking platform is often visible on the resulting flake.

Use Wear:

Breakage or smoothing of the cutting edge of an artefact caused during use, sometimes combined with a patina or residue from the substance being cut.



Figure 1: Stone axe heads at various stages of production



Figure 2: Stone axe heads - Side view



Figure 3: Spear tip - side view



Figure 4: Spear tip - top view

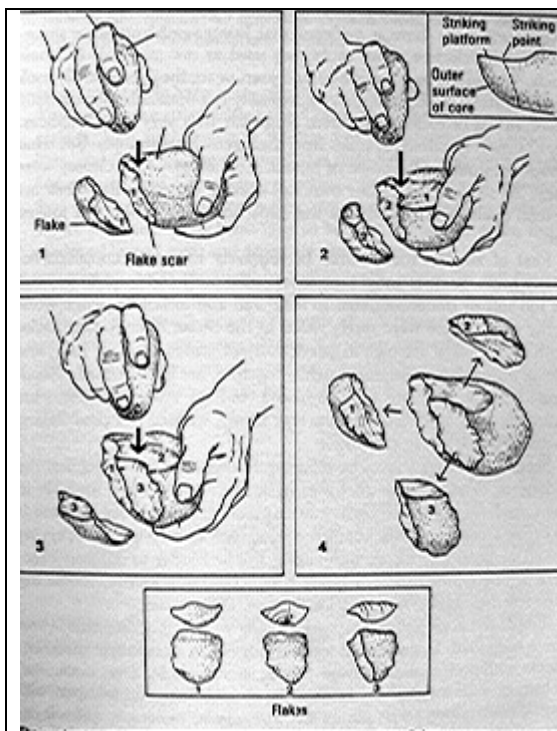
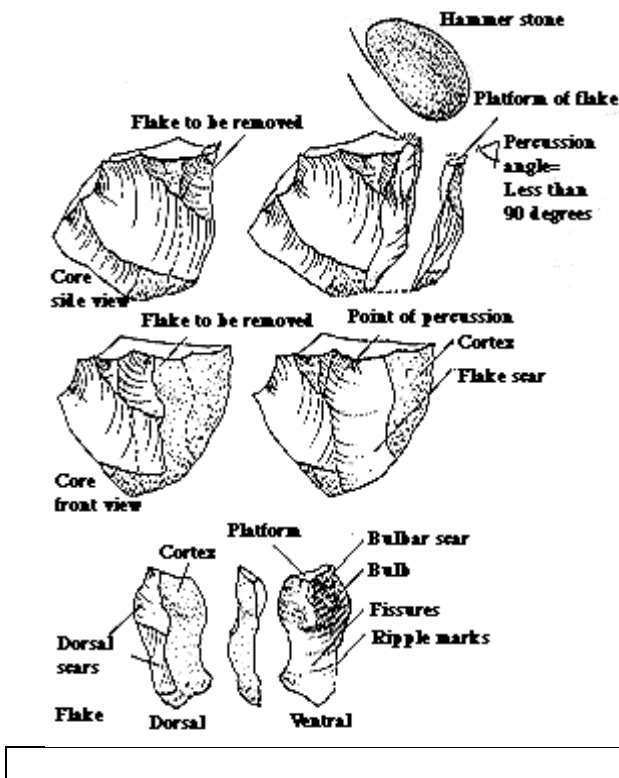


Figure 5 Profile and inner face view of a blade and a core. Key elements for the identification of these artefacts are demonstrated. (Sourced from F.D. McCarthy., 1967 *Australian Aboriginal Stone Implements*, Sydney, Government Printer, New South Wales.



Appendix B - Types of Indigenous Sites

Artefact Scatter:

Artefact scatters often represent the place where Aborigines have camped, prepared and eaten meals, and manufactured tools. Sometimes these sites may include other material such as bone, charcoal or ochre.

Burial:

A burial site is usually a pit or grave containing human remains and sometimes associated artefacts. Sometimes remains have been burnt before burial, and so the burial site may be quite small.

Contact Site:

A contact site is one which shows evidence of Indigenous people using European or non-Indigenous materials or ideas. This may include sites containing non traditional materials such as glass or metal, sites closely associated with and contemporary with European settlement, or sites with an historical context such as mission sites, protectorate stations or provisioning points.

Debitage

Waste stone chips resulting from stone tool manufacture.

Earth Ring:

A type of ceremonial site formed of a raised ring of earth around a level area. Also sometimes called a "Bora Ring".

Isolated Artefact:

An isolated artefact is an occurrence of fewer artifacts than an artefact scatter, usually a single artefact found on its own. Such sites may be the result of tools discarded or lost during travel, or the only visible material from a larger, but buried or obscured site.

Midden:

A shell midden is a site composed of discarded shellfish from Indigenous camp sites, sometimes with artifacts and other cultural material such as charcoal or ochre. Middens are usually located close to rivers, lakes and most commonly on sand dunes along the coast.

Mound:

A raised area of earth formed from clay used in hearths and artefact material, generally found on flood plains near streams or water sources.

Quarry/Stone Source:

An Indigenous quarry or utilized stone source is a site where Aborigines extracted stone for use as tools. There may be evidence of extraction in the form of artefical cleavage from out crops, excavated holes, waste material and artifacts, such as flaked stone or unfinished tools. Rock types most suitable for making stone tools included silcrete, metamorphic rocks and fine-grained volcanics such as greenstone.

Scarred Tree:

Scars on trees are caused by the removal of bark by Aborigines for the manufacture of utensils such as containers, for canoes, shields or constructing shelters, or where toe holds have been cut in order to assist climbing to catch possums or collect honey.

Stone Arrangement:

A ceremonial site formed by placement of rocks or stones, sometimes in circles or representing objects such as boomerangs, may also have artifacts deposits or associated earth works.

Stone Construction:

Any of a number of structures built of rocks or stones erected for functional purposes, such as fish traps in streams or huts and shelters. Other materials such as wood, bark and animal skins are known to have been used but these have not survived in the archaeological record.

Attachment 13 - Cultural Heritage Posters for use on Construction Sites

Scarred Trees

INTRODUCTION

Scarred trees are an important aspect of both Aboriginal and non-Indigenous cultural heritage. Aboriginal people culturally modified trees for several reasons.

They removed bark or wood from some species of trees for making **canoes**, **shields**, **containers** (*coolamons*) and **infant carriers**, and sheets of bark for use in making **shelters**. In western Queensland, certain barks were used for **medicinal** or stimulatory use.

Bark was also removed to create **marker trees** to denote pathways, or special places or places where people should not walk. **Food trees** have small square openings and **toeholds** were cut into tree trunks and bigger branches, using stone or steel axes, when looking for possums or honey.

Europeans also used bark for roofing early slab huts. Surveyors cut **shields** and **scarfs** into trees as survey marks to show road and property boundaries. They may have a date or number written on the heartwood.



Carved tree or dendroglyph western Queensland

WHAT TYPES OF TREES?

One way of determining whether a tree may be culturally marked is by its species. The tree must be endemic. Some types of trees were more frequently scarred than others. Eucalypts commonly marked include Forest Red Gum *Eucalyptus tereticornis*, Stringybarks, ironbarks and boxes, particularly Poplar Box *E. populnea* and Gum-topped Box *E. moluccana*, found across southern and eastern Queensland.

The bark of Swamp Box *Lophostemon suaveolens* was particularly prized for canoe making.

Trees rarely used include Spotted Gum *Corymbia citriodora* and other soft barked gums, such as bloodwoods and many rainforest and Acacia species. The buttresses of figs and some softwood rainforest trees were used for shields, as was Batwing Coral Tree *Erythrina vespicillo*.

In western Queensland, Snappy Gum *Eucalyptus leucoploia* was scarred during obtaining honey bags, while Coolibah *E. coolibah* for bark for smoking as a stimulant.

Species of trees should only be used as a general guide.

SIZE OF TREES

Many scars are reported on trees that are too young to have been scarred by Aboriginal people. A tree must have been mature enough to make it worthwhile removing a sheet of bark at least 100 years ago in eastern Queensland. Scarring happened in western Queensland quite recently and may still be taking place when searching for honey of coolibah bark, or stripping bark from Lancewood *Acacia shirleyi* for twine.

As a rule of thumb, a tree should have a girth of over 250 cm to make it likely to be cultural in eastern Queensland. But lancewoods and trees in western Queensland may be substantially less.

SHAPES OF SCARS

Scars on trees are found in a variety of shapes. Scars are left in making spears, boomerangs, *coolamons*, canoes and shields. The most common scar is referred to here as a 'large ovate scar'. This is usually regular in outline, roughly 2 metres high 9 (or greater), 40-60 cm wide, and about 40 cm from the ground (although often much

higher). It is pointed, rounded or square along the top and bottom, with thick regular bark regrowth and clean heartwood (*xylem*). Large ovate scars possibly denote use for shelters and small canoes (although true large canoe tree scars are often up to 4-5 metres long in southern Australia, less so in Queensland).

Small ovate scars are 100-120 cm long, and 40-60 cms wide, similarly shaped to large scars. They were formed in the manufacture of markers, containers, and shields. Often the heartwood is more deeply cut in small scars.

Marker tree scars are often at the base of trees and resemble large scars.

Carved trees are very rare and highly significant. The scar is usually narrow and long, but the heartwood is carved with designs representing totemic figures, such as snakes, goannas, emu and kangaroo tracks, etc. or concentric spirals, wavy patterns, zigzags or chevrons.

'Sugar bag' scars are commonly found in western Queensland, around Mount Isa and Carnoowal in Snappy Gum country. Hollows are chopped out to get at the native bee-nests containing honey and leaving distinctive scarring, which may be quite recent.

While rainforest trees are rarely found scarred, Aboriginal people used the buttresses of giant figs and hardwoods for cutting out shields.

A series of notches cut into the trunk of a tree may indicate **toeholds** cut with a stone or steel axe. Stone axe marks tend to be thicker and blunter than a steel chop mark.



Large scar on grey gum at Waraba Creek, Caboolture

WHAT ELSE CAUSES SCARS?

Scars can also be caused by fire, lightning, floods and machinery, such as bulldozers or passing vehicles. **Fire scars** tend to extend up from the ground in a triangular shape. If a scar is on a tree beside a creek or river facing upstream, it may be caused by a log during floods.

Lightning leaves long irregular scars. Natural scars left by falling branches leave a distinctive 'keyhole' with the knot of the branch leaving a hollow at the top, and a strip where the branch has torn away the bark.

WHY ARE SCARRED TREES IMPORTANT?

Scarred trees are a significant aspect of Aboriginal heritage. They provide important information about material culture, pathways and special places. Scarred trees are being lost through natural rotting and fires, and also through road works and land clearing. Today, there are very few left from the thousands that once dotted the landscape.

SCARRED TREES ARE PROTECTED

Sacred sites and special places



WHAT ARE SACRED SITES?

Aboriginal people regarded the whole landscape as sacred. However, within this cultural landscape are places and features, and also archaeological sites, that have particular significance.

Please note that cultural heritage laws recognise that sites may also include places that do not have archaeological remains, but are 'secret' or 'sacred', because of oral traditions.

Aboriginal people give special significance to places associated with Dreamtime ancestors and stories. Ceremonial places, including bora rings and stone arrangements, and 'dangerous' places associated with good and evil spirits, are also considered very important.

Please ensure that adequate consultation with Aboriginal people has given protection to any places that maybe significant.

DREAMING PLACES

These are places that are associated with origin myths and stories relating to ancestral Dreamtime events. These sites include waterholes, rock outcrops,

hills, trees, or other natural features. During the Dreamtime, ancestor spirits moved across the landscape. They created the songlines, and performed various important acts that link indelibly with a groups' connection to their country or area of land with which they identify. These places are often considered dangerous, and should not be touched. In many cases, there is secret knowledge about these sites, but in other situations, particularly where European impact has been historically severe, only memories of places as Sacred sites may survive.

DANGEROUS PLACES

Aboriginal people, particularly in western and northern Queensland, have retained traditional knowledge of special places that are considered dangerous. This is not always because of a Dreamtime connection, but because of some event that has happened in the historical past. Knowledge of these sites is often held by traditional Elders, who are considered guardians of this secret lore; they may not be prepared to speak openly about it for fear of retribution or betrayal of secret business.

Places where people have died, or become suddenly ill, in numbers that can be attributed to magic or disease, are considered 'dangerous places' to disturb. Massacre sites can also fall into this category, and there may be strong unsubstantiated memories of killings by Native Police or local landowners.

STONE ARRANGEMENTS

Although there are stone arrangements east of the Great Dividing Range, the majority are located in western and northern Queensland. There is considerable variation in stone arrangements. They range from a pile of stones resembling a stone cairn to complex formations covering hundreds of metres, comprising stone cairns, rows and circles. While ceremonial and initiatory, the purpose of stone arrangements is not always understood. They include totemic figures identified as emus, kangaroos, snakes and turtles.

BORA RINGS

One of the most important and meaningful cultural sites to Aboriginal people are the earth circles commonly called bora rings.

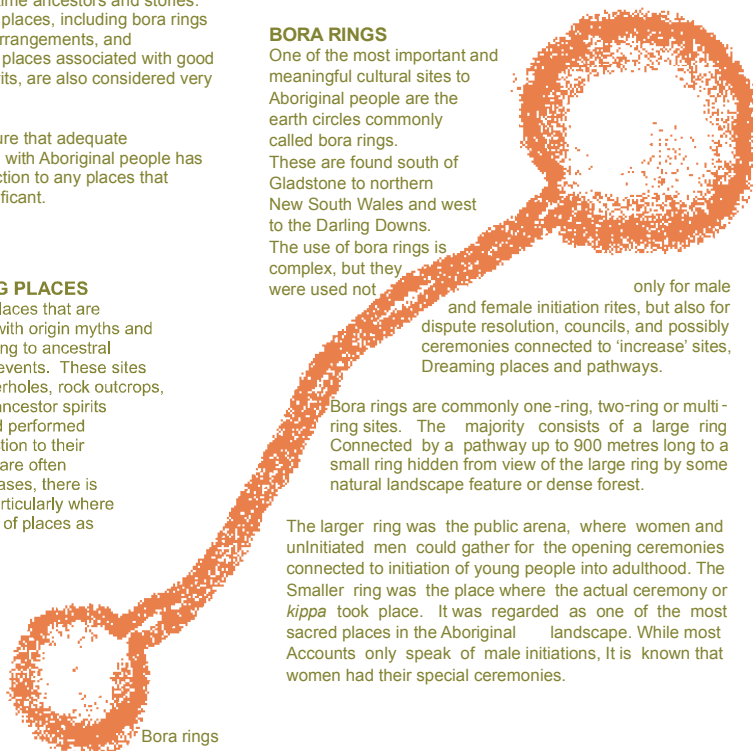
These are found south of Gladstone to northern New South Wales and west to the Darling Downs.

The use of bora rings is complex, but they were used not

only for male and female initiation rites, but also for dispute resolution, councils, and possibly ceremonies connected to 'increase' sites, Dreaming places and pathways.

Bora rings are commonly one-ring, two-ring or multi-ring sites. The majority consists of a large ring connected by a pathway up to 900 metres long to a small ring hidden from view of the large ring by some natural landscape feature or dense forest.

The larger ring was the public arena, where women and uninitiated men could gather for the opening ceremonies connected to initiation of young people into adulthood. The smaller ring was the place where the actual ceremony or *kippa* took place. It was regarded as one of the most sacred places in the Aboriginal landscape. While most accounts only speak of male initiations, it is known that women had their special ceremonies.



Bora rings

WHAT TO DO IF YOU THINK YOU HAVE FOUND A SACRED SITE?

Immediately notify your cultural heritage officer who will contact an archaeologist or the Aboriginal Traditional Custodians for the area. Please treat these sites with sensitivity and care. They are part of Queensland's heritage and are highly significant places.



Stone tools and artefact scatters



Chert quarry at Camooweal, Qld. It covers several hectares and contains millions of flaked stone artefacts

STONE ARTEFACTS

Aboriginal people have made tools from stone and wood over thousands of years. Because wood does not survive well, stone tools are the oldest indication of human technology available to archaeologists in Australia. In Africa, stone tools have been dated back over 1.5 million years. In Australia, stone artefacts possibly date back as far as 60,000 years. Artefact scatters are often the only evidence to survive of Aboriginal stone working activities and camping places.

Archaeologists study stone tools (lithic studies) because they can provide detailed and dynamic information for Aboriginal people and for Australian heritage research. Stone tools reflect human society and economies over a vast time scale. They also indicate technological functions and changes that demonstrate changing patterns in techniques and environment.

RESIDUES ON STONE ARTEFACTS

Recently, scientists have made a discovery that stone tools, even hundreds of thousands of years old, can retain residues trapped in crystals on their surfaces. High-powered microscopic analysis can reveal traces of ochre, plant starches, animal proteins and bird feathers, and even blood. This information can provide crucial data about the use of stone tools. Scientists are building up a data base of plant starches and other residues that can provide information on what people were eating or hunting thousands of years ago.



Starch grain

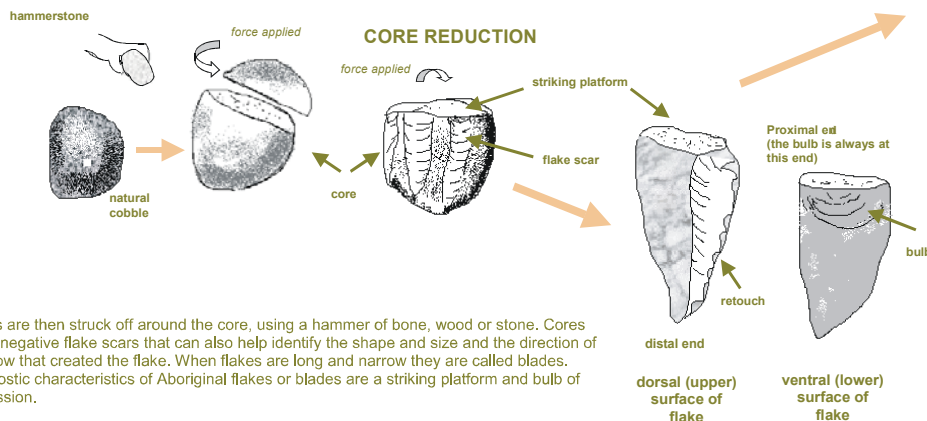
STONE SOURCES AND TYPES

Aboriginal stone workers knew every source of stone in their country useful for making stone tools. Outcrops of rock, gravel beds and surface deposits of suitable stone were extensively or opportunistically quarried. Fine-grained stone, including chert, chalcedony, silcrete, quartzite, quartz and petrified wood, were preferred for making cutting and scraping tools. Igneous (volcanic) rocks, such as basalt and andesite, or granite, rhyolite, greenstone and argillite, were used as hammerstones, or flaked into rough blanks, then ground on sandstone slabs or in sandstone grooves by creeks to form axes. Axes were used for chopping wood and bark. Sandstone was made into slabs for grinding stones and traded over long distances.



IDENTIFYING STONE TOOLS

Archaeologists and stone analysts use a number of terms for describing stone tools. Each characteristic helps identify whether a stone is an artefact modified by human activity or just a lump of rock shaped by weather and time. To make a tool requires several stages of manufacture and each episode leaves debris that helps establish the techniques employed. Different tools required different reduction processes. A skilled toolmaker can detach almost any shape of flake needed to make a tool.



Flakes are then struck off around the core, using a hammer of bone, wood or stone. Cores retain negative flake scars that can also help identify the shape and size and the direction of the blow that created the flake. When flakes are long and narrow they are called blades. Diagnostic characteristics of Aboriginal flakes or blades are a striking platform and bulb of percussion.

Flakes could be used without further modification (utilised flakes) or they could be discarded as debitage or waste flakes. Some flakes were 'retouched' along edges by removing tiny flakes from the margin to provide a better working edge for use as a tool. These tools were often mounted on wooden shafts with gum or resin.



Leilira blade mounted in resin

Monitoring for heritage



FIRST STEPS: THE CULTURAL HERITAGE MANAGEMENT PLAN (CHMP)

Many construction projects, including roadworks, require a Cultural Heritage Management Plan (CHMP). The CHMP ensures the management of known archaeological and cultural sites located during prior surveys, as well as archaeological material found during earth-breaking activities.

The CHMP is written by Main Roads and an archaeologist, in consultation with the Traditional Custodians. CHMPs need to have identified clearly before construction takes place where sites are located and how they are to be protected or collected. The CHMP provides maps of areas that require monitoring, and areas where this is unnecessary because of modification, loss of integrity or safety issues. If there are concerns over public knowledge of a site, then the CHMP needs to have provided protocols to deal with these issues. The CHMP will set in place fee structures, timeframes, numbers of monitors and who is responsible for supervision and safety issues.

WHY MONITOR?

Monitoring by Aboriginal people is undertaken to ensure that any cultural heritage found during construction activities can be identified and protected by either avoidance or collection.

Monitoring is a process whereby the activities of machinery, such as bulldozers, road scrapers, graders, excavators and trench diggers, are watched to see if earth-moving exposes cultural material. Safety issues are crucial to ensure that no accidents occur. At the same time, monitors need to be close enough to observe sub-surface changes.



Management of sites during construction involves Aboriginal people in two ways: as cultural heritage officers identifying sites as part of their responsibilities as Traditional Custodians for an area; and secondly, as monitors during earth-breaking construction work.

The role and safety issues concerning monitors are not always understood, by both Aboriginal field researchers undertaking monitoring programs, or by Main Roads construction crews and project managers.

Safe, concise and sensitive protocols help dispel confusion over the role of monitors engaged in cultural heritage management.

WORKPLACE HEALTH AND SAFETY

Main Roads regulations stipulate that all persons working on construction sites, including monitors and other support personnel, must have undertaken a Workplace Health and Safety course and received a certificate. A site specific induction course is also required.

MONITORING – SAFETY FIRST

Monitors are sometimes uncertain how to work in proximity to heavy machinery. The rule is that no heritage is worth an accident! Drivers and monitors need to discuss visibility and communication signals prior to working together. Monitors and drivers should establish how they will communicate with each using two-way radios, hand signals or flags, and where the monitor should be standing. Monitors should follow a machine at a distance or stand to one side, not walk in front. At no stage should monitors put themselves in a position where the driver cannot see them, particularly when reversing. At all times monitors should always ensure there is adequate space to move away from oncoming machinery. Please note that different machinery will require either one or two monitors for safety reasons.



THE INDUCTION – GETTING THE TEAM ON THE GROUND

The induction meeting allows project managers to meet the Aboriginal field monitors and establishes clear guidelines about how fieldwork can be undertaken safely and consciously. This meeting offers the opportunity for Aboriginal people to talk about why their heritage is so important to them as a cultural and physical link with 'country'. Project managers can then direct monitors to the various areas of earth-breaking construction work that require monitoring. It is useful at this meeting to involve vehicle and machinery drivers to establish confidence and mutual understanding of each other's roles. Monitors and construction crews should be reminded that reconciliation starts with respect. It should be made clear at this meeting that monitors can confidently halt a machine if they think there is cultural heritage being uncovered. Good communication practices ensure that stoppages do not happen unnecessarily.

Safety issues, first aid and other emergency procedures should also be discussed.

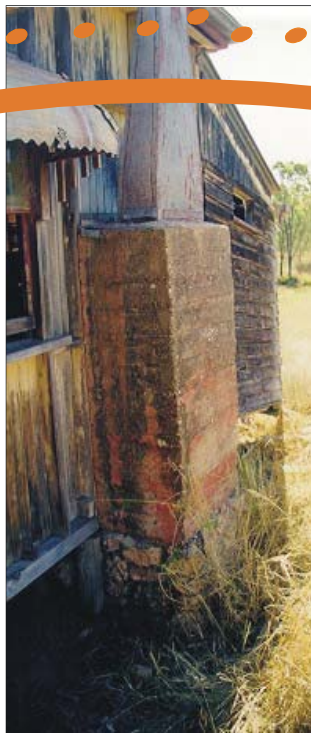


WHAT TO LOOK FOR?

Given that a route has been already surveyed for surface finds, a monitor's job is to look for **sub-surface** heritage material. This includes stone artefacts, campsites, hearths, and particularly burials. Many stone artefacts move over time from the soft surface to the hard pan subsoil.

Once heavy equipment has cleared the top soil and leaf litter, the monitor should walk across the ground and see if there is any evidence of Aboriginal activities. This is likely to be the most productive phase of monitoring. Co-operation between monitors and construction staff will ensure that work can proceed smoothly and efficiently, while at the same time, allowing adequate time for examination. Monitors should avoid areas that have been disturbed by previous earthworks and concentrate on areas that retain integrity. Trenches should also be checked to see if there are artefacts below the surface.

Historical heritage



Heritage encompasses both Aboriginal and **non-Indigenous sites** that have cultural heritage significance. Non-indigenous heritage incorporates artefacts, places and buildings that are not Aboriginal, but commonly of European or Asian origin. Historical heritage also covers shipwrecks and artefacts from pre-colonial occupation, such as visits by Indonesian fishermen to northern Australia prior to 1788.

Two centuries of change is a short period of time when compared to the immense period of thousands of years that Aboriginal people have occupied Australia. Within the last 200 years, however, Aboriginal society has been decimated; clan territories have become sheep runs or cattle stations or mines; pathways have become bullock tracks and roads. Fences have enclosed open spaces and rivers have been dammed. Today, cities sprawl across former farmlands, super highways cross the country, computer technology replaces manual labour.

This change has brought about dramatic changes in the Australian landscape. Modern technology is replacing traditional methods and the potential loss of our historic heritage is considerable.



MAIN ROADS AND RURAL HERITAGE

The first roads followed older dray and bullock tracks and because major roads frequently follow these historical routes, it is likely that there will be historical sites associated with early settlement. Squatters carved out huge runs and established homesteads and farm complexes, while towns and settlements followed the first roads and railways. Along these early historical routes sprang shops – blacksmiths, provender distributors, pubs and grog shops, and law enforcement offices.

Many of these sites form an important part of our national and state heritage but they are under threat from development and collectors. For example, many early timber bridges are being replaced by concrete ones, which means methods of construction are lost old techniques are not recorded. Early surveyors marked trees and these can contain information about land division and settlements that help us understand the changing face of history, and our land.

WHAT DOES HISTORIC HERITAGE INCLUDE?

There are two main categories: (1) **Fixed heritage**; (2) **moveable heritage**. **Fixed heritage** includes stone and timber buildings relating to pioneer settlement and later times up to about 30 years ago. It also includes farms and farm buildings, fences and stone walls, roads and tracks, survey trees, mines and associated infrastructure, railway infrastructure and tunnels, pipelines, drains and bridges, wharves, quarries, sawmills and monuments. **Moveable heritage** includes objects considered to have historical heritage significance, including items like old bottles and ceramics, mining equipment, farming equipment, vehicles and so on.

IS HISTORICAL HERITAGE PROTECTED?

Legislation for historical heritage is quite complicated. Buildings and several other categories of heritage may be listed on several heritage registers. One of these is a listing

by the National Trust, or if considered to be of national significance, on the Register of the National Estate under the *Australian Heritage Commission Act (1975-76)*. The *Queensland Heritage Act (1992-1995)* and its proposed amendments also provides for a listing of places within a Heritage Register. A commonly accepted basis for determining significance is the Burra Charter. Historical sites or place may be considered to be significant at the national, state or local level if it satisfies one or more of the following eight criteria:

- 1 the place is important in demonstrating the evolution or pattern of [Australia's/Queensland's/the local area's] history;
- 2 the place demonstrates rare, uncommon, or endangered aspects of [Australia's/Queensland's/the local area's] cultural heritage;
- 3 the place has potential to yield information that will contribute to an understanding of [Australia's/Queensland's /the local area's] history;
- 4 the place is important in demonstrating the principal characteristics of a particular class of cultural places;
- 5 the place is important in exhibiting particular aesthetic characteristics valued by the community or a particular cultural group;
- 6 the place is important in demonstrating a high degree of creative or technical achievement at a particular period;
- 7 the place has a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons;
- 8 the place has a special association with the life or work of a particular person, group or organisation of importance in [Australia's/ Queensland's /the local area's] history.



Gold stamper near Ipswich, part of our mining heritage

MAIN ROADS AND URBAN HERITAGE

Cultural heritage in towns and cities can also be impacted on by the construction of roads. Important heritage can exist sub-surface from early settlement that is uncovered during road building. Bottle dumps can indicate the site of an early historic hotel; blue-and-white pottery shards the presence of a building. Hand cut masonry was used for early drains that criss-cross cities like Brisbane. Wooden pilings in creeks can indicate early historical bridges or crossings that provide information about settlement patterns.

Public consultation often highlights items and places of cultural heritage significance to the community, e.g. a memorial avenue of trees. These items may not be on any heritage registers.



Attachment 14 - Cultural Heritage Coordinator's Pre-start Checklist

Pre-startup – Employment of Monitors

Responsible Personnel

Cultural Heritage Coordinator to perform unless not present onsite. Should this occur, Superintendent is to nominate persons to be responsible for day start – up and closure.

Procedure

Initial Questions for the Contractor:

- What activities are to be conducted on site – clearing, grubbing and earth moving.
- What machinery will be used – excavator, backhoe, scraper, and or grader.

The following matrix will be used to determine the number of monitors required for the days activities:

Machinery Type	What will be monitored	Number of Monitors Required
Scraper – <i>cleaning and grubbing</i>	Assess the land after clearing and grubbing has been carried out.	1
Excavator with caterpillar tracks and large bucket – <i>ground surface removal</i>	New ground surface as a result of removal of the bucketful of soil digging 20-30 cm	1
Grader – <i>ground surface treatment – ripping</i>	Impact of approx 30 cm depth, walk behind the ripper at the earth affected.	2
Grader – <i>ground surface treatment – removal of uneven divets after soil has been stripped</i>		2
Excavator – <i>subgrade treatment</i>	Removal of unsuitable material	1
Backhoe – <i>soil stockpiling</i>	Distribution of soil on the stockpile	1
Excavator or Scraper – <i>spreading of stockpile material</i>	Observe soil as it is distributed	1

Procedure	✓ or ✗
Determine the number of monitors required for construction activities.	
Contact either <Aboriginal Spokesperson> to advise on number of monitors required and receive notice of who will be selected (make notes of discussions and arrangements via the 'Contact Record' form.	
Advise <employer of Monitors> on who has been selected.	
Advise Superintendent and Safety Officer on who is expected to arrive onsite for the days activities.	
Arrange accommodation for monitors.	
Advise monitors of items they need to bring prior to arrival at the project site.	
Notify Main Roads Cultural Heritage Coordinator and the Superintendent if monitoring is not possible.	

Timeframe

At least 2 weeks before construction activities to be undertaken.

Timeframe

At least 2 weeks before construction activities to be undertaken.

Contact Record

Contact made with the Indigenous Spokesperson

Date:	Construction Aspect:		Location:
Contact Person	Date / Time	Contact Type <i>Telephone / Fax / E-mail / In person</i>	Details / Additional Actions Required <i>Example: Left a message on voice mail. Left a message with assistant</i>

Attachment 15 - Cultural Heritage Officer Pre-start Checklist

IMPORTANT NOTE: *All Cultural Heritage Officers are to read this Induction Form and sign prior to arriving at the Project Site Office.*

General Contact Details:

Project Site Office Location:	<Describe where site is and access roads> attach map>.
Site Office Phone Number:	
Site Office Fax Number:	
Cultural Heritage Coordinator:	
<name of Accommodation>:	
Superintendent	
Construction Contractor Details:	

What you need to bring to the Site Office:

The following items must be brought with you to the site office for “Check In” at <time>.

Items	✓ or ✗
Steel cap safety boots/Long sleeve shirt	
Induction Card (issued by Main Roads)	
Details of any prescription medication	(details recorded to be on Attachment 4)
Emergency contact details	(details recorded to be on Attachment 4)
Lunch and water	

What you need to know:

- “Check In” is at <state time>.
- Monitors are to provide their own transport to and from the Motel and Site Office.
- No Monitor is permitted to enter the project site without signing a “Check In” form with the Cultural Heritage Coordinator.
- Steel cap safety boots, hard hats and safety vest are to be worn onsite at all times.
- No one is allowed on site who is under the influence of or has alcohol or drugs.

Financial Matters:

State financial arrangements specified in the CHMP, for example

I hereby acknowledge that I have read this form and accept terms as outlined in the Cultural Heritage Management Plan dated 16 May 2003.

- Unless notified by the Cultural Heritage Coordinator, Monitors are required to be on site at <time> on the days they are to work. If Monitors are late signing on for work then their pay will be reduced by \$30 per hour for each hour or part there of. For example, if a monitor arrives on site at 9:15am, then the Monitors pay will be reduced by \$90.
- <Detail travel allowance>.
- Monitors will be paid a daily rate of \$300.00 gross. If Monitors are asked to report to the work site and weather conditions prevent work from starting that day, at the nominated time, then a wet weather allowance of \$100 will be paid.
- If monitors are notified that the weather conditions will prevent work that day, before leaving their normal residence, then no payment will be made. If workers have travel to the site the evening before, the wet weather allowance will be paid for the following day if work is cancelled.

Name: _____

Signature: _____

Date: _____