

Site Induction Notes for State Heritage Places

Introduction

When undertaking conservation or development works to State Heritage Places, there is the potential to impact upon the heritage values of the place.

To avoid accidental damage, it is important for all contractors working at heritage places to be aware of the place's heritage values, and what procedures and obligations are required.

Before undertaking site works

When undertaking works at State Heritage Places, contractors with appropriate expertise and experience should be engaged.

Due diligence should be undertaken to achieve the appropriate approvals and determine if works are likely to impact on known or potential areas of historical archaeological or Aboriginal heritage significance. Mitigation measures should form part of site induction procedures.

The following notes for the 'induction of contractors' is considered to be minimum requirements. Depending on the nature of the site and nature of the works, other information may be required in the site induction. Information for a site induction at a State Heritage Place should have relevant input from the applicant's heritage consultant or adviser.

Induction of contractors

An **induction of contractors** at work sites for State Heritage Places should include:

1. A brief explanation of **why the place is important**. This may include elements that are being affected by the works, such as a building, or other elements on site, such as road alignments, trees or archaeology. Affected areas may include site works, temporary construction or access areas.
2. A brief explanation of **what to do when a variation of works occurs**. An example may be the poor condition of fabric and requirement to repair or replace more than was stated in the approved works. Such a variation should be discussed with the site supervisor and the applicant's heritage consultant or adviser to understand if this requires a statutory variation to the works, notification to consent authorities, and/or further heritage advice.
3. Relevant **conditions of consent** that apply to protection and conservation of the heritage place. **Protection measures** should be established prior to and for the duration of works around significant built fabric, significant trees or other identified significant site elements in the vicinity of works. Contractors should be made aware of requirements for careful movement of equipment on and around these items.
4. A description on **what to do if works uncover historical archaeological artefacts** under the *Heritage Places Act 1993* (SA). This may include structural remains of buildings, drains, wells or other structures on the site, or associated cultural deposits, such as various fills or archaeological artefacts.

- a. In the first instance works should cease in the area of the discovery. If the discovery is a deposit, then work must cease in any affected area.
- b. The person discovering the artefact or deposit should notify their site supervisor, who should ensure work is ceased in this area and the site is cordoned off.
- c. The supervisor should engage the services of a suitably qualified historical archaeologist to visit the site and advise on the nature and significance of the discovery.
- d. If it is determined that the discovery is an archaeological artefact of potential heritage significance, then the supervisor must notify Heritage South Australia of the Department for Environment and Water (DEW, as delegate of the South Australian Heritage Council) on (08) 8124 4960, as required under Section 27(2) of the Act.
- e. Heritage South Australia of DEW will determine if a permit may be required under Section 27 of the Act and what actions are required by the applicant to attain a permit. Works must not re-start in the area until confirmation is received from DEW.

Note: Penalties exist under the Act for non-compliance.

5. A description of **what to do if works uncover an Aboriginal object, site or remains** under the *Aboriginal Heritage Act 1988 (SA)*.
 - a. In the first instance works should cease in the area of the discovery.
 - b. The person discovering the Aboriginal object, site or remains should notify their site supervisor, who should ensure any work or other activities in the vicinity that may disturb the ground surface or otherwise affect the Aboriginal object, site or remains must be stopped and the site is cordoned off. If required, the area should be stabilised.
 - c. The supervisor should notify the Aboriginal Heritage Branch of the Aboriginal Affairs and Reconciliation Division (AARD) of the Department of Premier and Cabinet (delegate of the Minister) on (08) 8226 8900, as required under Section 20(1) of the Act.
 - d. The Aboriginal Heritage Branch will advise on the appropriate process, which may include recording the site and further action under Sections 12 and/or 23 of the Act. Works must not re-start in the area until confirmation is received from AARD.

Note: Penalties exist under the Act for non-compliance.

Note: Certain landforms are more likely to contain evidence of Aboriginal occupation. Please refer to *Guideline 2: Section 20 of the Aboriginal Heritage Act 1988* for further details, which can be downloaded from the Department of Premier and Cabinet website.

6. A description of what to do if **human remains are discovered** under the *Coroners Act 2003 (SA)* and the *Aboriginal Heritage Act 1988 (SA)*.
 - a. In the first instance works should cease in the area of the discovery.
 - b. The person discovering the human remains should notify their site supervisor, who should ensure any work or other activities in the vicinity that may disturb the ground surface or otherwise affect the human remains must be stopped and the site is cordoned off. If required, the area should be stabilised. Do not remove any bones from the site.
 - c. The supervisor should notify the Police on 131 444, as required under Section 28(1) of the *Coroners Act 2003 (SA)*.
 - d. The Police may visit the site to determine whether the remains are that of an Aboriginal person, and if so, the Police will contact the Aboriginal Heritage Branch.

- e. The Aboriginal Heritage Branch will advise on the appropriate process if human remains are found to be that of an Aboriginal person.

Note: Penalties exist under the both Acts for non-compliance.

Note: Please refer to *Guideline 2: Section 20 of the Aboriginal Heritage Act 1988* for further details, which can be downloaded from the Department of Premier and Cabinet website.

For more information

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