PREFACE

Pilbara Ports Authority (PPA) recognises the importance and significance of the rich and diverse heritage of the Pilbara region in which it operates.

In recognition of the special significance of heritage places to the Aboriginal community, the original custodians of the land upon which PPA operates, and the importance of places and objects associated with the early European exploration and settlement of the region to the wider community, PPA is committed to minimising the impact of port activities on cultural heritage values within port lands and waters.

This Cultural Heritage Management Plan (CHMP) identifies the processes and strategies that enable PPA to protect, promote and manage the cultural heritage values that exist within PPA lands and waters.
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1. **INTRODUCTION**

1.1. **BACKGROUND**

PPA is a Government Trading Enterprise established under the *Port Authorities Act 1999* to facilitate trade and business opportunities within and throughout the ports operated by PPA.

PPA seeks to protect and appropriately manage the numerous heritage values that exist upon PPA land. This is done in consultation with the Aboriginal community, various stakeholders including industry and community groups, and the administrators of relevant legislation aimed at protecting heritage values.

1.2. **PURPOSE**

This CHMP outlines processes and procedures that enable PPA to operate and undertake development in areas with rich and diverse cultural heritage values. This is achieved through PPA's Cultural Heritage Guiding Principles; Avoidance, Protection and Mitigation, which are undertaken in conjunction with stakeholder engagement.

This CHMP applies primarily to lands under the direct control of PPA and will not apply to land exclusively leased to third parties without the agreement of those third parties.

2. **LOCATIONS & USES**

PPA’s ports are located along the Western Australian coast from the Port of Ashburton near Onslow in the south, to the Port of Port Hedland in the north (see Figure 1). Future PPA operations are envisaged at Cape Preston East, Anketell and Balla Balla. PPA will be responsible for the management of a number of locations under the *Shipping and Pilotage Act 1967* in the near future. These locations are referred to as SPA Ports and include the ports of Onslow, Barrow Island, Varanus Island, Cape Preston and Port Walcott.

A brief description of PPA’s ports is presented below.

2.1. **PORT OF ASHBURTON**

The Port of Ashburton is located on the west Pilbara coastline approximately 1,150km north of Perth and 12km south-west of Onslow (Appendix 1A).

Currently under development by Chevron (Wheatstone Project), the multi-user port facilities, navigation channel, common user coastal area (CUCA), eastern infrastructure corridor (EIC) and adjacent strategic industrial area will accommodate processing and export of Liquefied Natural Gas and other hydrocarbon based products.
FIGURE 1: PPA PORTS, INCLUDING PORT OF ASHBURTON, PORT OF DAMPIER AND PORT OF PORT HEDLAND
The port waters and seabed cover an area of approximately 250km². The key landside area vested to PPA is the CUCA, which covers a total area of 312ha. Although the CUCA is currently under a construction lease with Chevron, only a portion of this land will be leased to Chevron once the Wheatstone Project is operational. The remaining areas will include a land-backed wharf, developed laydown area and several undeveloped areas that are set aside for future development (e.g. industry areas and services corridor). Access to the CUCA is via the Eastern Infrastructure Corridor, a dedicated road link which separates the Wheatstone Project from Onslow Salt.

The Port of Ashburton is located within the traditional lands of the Thalanyji who are the determined Native Title holders (National Native Tribunal Ref. WC1999/045). The area also has a rich European history dating back to the establishment of Minderoo Station in 1882 and the original town of Onslow, also known as Old Onslow, which was gazetted in 1885.

2.2. PORT OF DAMPIER

The Port of Dampier is located on the western side of the Burrup Peninsula on the west Pilbara coastline, approximately 20km west of Karratha and 1,550km north of Perth (Appendix 1B).

The port consists of several private port terminals with separate navigational channels, which facilitate the export of iron ore, salt, gas products and the transfer of general cargo. PPA is responsible for managing port waters and vessel traffic and operates a number of multi-user facilities to support the safe and efficient movement of cargo. PPA also manages 69ha of leased land within the King Bay Industrial Estate precinct, which provides essential landside support infrastructure and services for industry and leaseholders within the Port of Dampier.

Native Title rights and interests on the Burrup Peninsula have been compulsorily acquired by the State Government under the Burrup and Maitland Industrial Estate Agreement. Although there are no Native Title rights in the Port of Dampier, the area contains numerous heritage values of importance and significance to members of the Ngarluma, Wong-Goo-Tt-Oo, Yaburara and Mardudhunera people.

2.3. PORT OF PORT HEDLAND

The Port of Port Hedland is a single channel port located approximately 1,650km north of Perth (Appendix 1C). There are currently 19 operational berths within the port’s inner harbour.

PPA manages vessel traffic movements at all berths within the Port of Port Hedland. The public and private berths facilitate the trade of bulk minerals (iron ore, manganese and copper concentrate), petroleum products, ammonium nitrate, bulk liquids, general cargo, containerised cargo and livestock.

In addition to port operations, PPA manages port-vested lands in the west end of the Port Hedland township and in the Wedgefield Industrial Estate. These lands are leased and managed under commercial agreements.

The Port of Port Hedland is located within the Kariyarra People Native Title Claim (National Native Tribunal Ref. WC1999/003). The Marapikurrinya clan, who are part of the Kariyarra People, are authorised by the Kariyarra People to carry out cultural heritage functions, such as heritage surveys, in Port Hedland.

2.4. NON-COMMERCIAL PORT LAND USES

Land and waters vested in PPA traditionally provided Aboriginal people with an abundance of plant and animal resources that were, and continue to be, used for subsistence, cultural and ceremonial activities.

Recreational boating and fishing is undertaken on those portions of PPA land and waters where access is not restricted by commercial activities, health and safety or environmental concerns.
3. **STAKEHOLDERS**

The following stakeholders are relevant to this document:

- **PPA** – Government Trading Enterprise established under the *Port Authorities Act 1999*. PPA’s role is to facilitate trade through the Pilbara ports and earn a commercial return for the State. The major functions and services performed by PPA are the control of shipping, planning and managing new developments and the protection of the environment within PPA’s ports.

- **Aboriginal People** – Aboriginal people who have ties to and traditional knowledge of PPA lands. They may include but are not limited to traditional owners, native title holders or applicants under the *Native Title Act 1993 (Cwlth)*. Aboriginal People may be represented by a Native Title Representative Body (NTRB) or a Prescribed Body Corporate (PBC) when Native Title has been determined.

- **Department of Aboriginal Affairs (DAA)** – State Government agency charged with the administration of the *Aboriginal Heritage Act 1972 (AHA)*.

- **Department of the Environment (DoE)** – the Commonwealth Government agency responsible for the administration of the *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (ATSIHPA)* and the *Environment Protection and Biodiversity Conservation Act 1999 (EPBCA)*.

- **Heritage Council of Western Australia** – State Government’s advisory body on heritage matters significant to cultural heritage in the State. The Heritage Council is vested with functions and powers under the *Heritage of Western Australia Act 1990*.

- **State Heritage Office (SHO)** – State Government agency that supports the Heritage Council to perform their day-to-day functions and operations.

- **Proponents and Lessees** – businesses that occupy, operate or conduct business upon PPA land and waters.

- **Local Community** – residents of the Pilbara who have a connection with heritage values within PPA lands and waters. These connections may include cultural and/or family connections or may be due to historical interest or aesthetic values.

3.1. **RELEVANT AGREEMENTS**

PPA may enter into local agreements with Aboriginal People regarding the conduct of activities that have heritage implications at specific PPA ports. Those agreements relevant to the operation of this CHMP are detailed in Appendix 2. These agreements are confidential in nature and can only be shared with a third party with the prior consent of all parties to the relevant agreement.

4. **RELEVANT LEGISLATION**

The primary legislation to be considered for the operation of this CHMP is:

- *Aboriginal Heritage Act 1972 (AHA)*
- *Aboriginal Heritage Regulations 1974 (AHR)*
- *Aboriginal & Torres Strait Islander Heritage Protection Act 1984 (ATSIHPA)*
- *Environment Protection and Biodiversity Conservation Act 1999 (EPBCA)*
- *Heritage of Western Australia Act 1990*
- *Historic Shipwrecks Act 1975*
- *Maritime Archaeology Act 1973*

Additional legislation may be applicable in some circumstances.
5. **HERITAGE VALUES WITHIN PPA LANDS**

PPA lands contain a range of heritage values of various types and ages. These values include prehistoric Aboriginal heritage sites, historical sites and maritime archaeological sites.

5.1. **ABORIGINAL HERITAGE**

The majority of Aboriginal heritage sites reported on the Pilbara coast are archaeological sites, namely middens and artefact scatters. Engravings and man-made structures, such as stone pits and standing stones, form a significant aspect of the recorded Aboriginal sites on PPA lands, particularly in the ports of Dampier and Port Hedland.

Places that have sacred, ritual or ceremonial value to Aboriginal people have also been reported on PPA lands. DAA maintains a register of Aboriginal Heritage Sites and Other Heritage Places which records sites and places that have been reported to them. The publically accessible version of the register is the Aboriginal Heritage Inquiry System.

Not all places Aboriginal People attach significance to are determined by regulatory authorities to be sites within the meaning of legislation. PPA acknowledges the significance of such places to Aboriginal People and, where practicable, reasonable efforts will be made to preserve such places.

There are a number of sites on PPA land that are recognised under legislation as being of greater significance than others. There is one declared Protected Area under section 19 of the AHA on PPA land – DAA Site ID 12071 – South West Creek 4 (Protected Area No. 25) located in Port Hedland, acknowledging the significance of the engravings at the site.

There is one National Heritage Listed place on PPA land – the Dampier Archipelago (including Burrup Peninsula), Place ID 105727. This listing under the EPBCA recognises the outstanding significance to the heritage of Australia of the heritage values found there, namely the age, diversity and subject of numerous engravings as well as the high density of stone arrangements.

5.2. **HISTORICAL AND MARITIME HERITAGE VALUES**

Historic places and artefacts are significant not only to the local community and historical groups but may also be of significance at a State or National level. The State Register of Heritage Places, maintained by the Heritage Council of Western Australia, lists places of cultural heritage significance that represent the story of Western Australia’s history and development.

Historical artefacts and remnants of the old tramway and jetty associated with the Old Onslow Townsite (State Heritage Register Place Number 03444) are recorded within PPA lands at Ashburton.

Places and objects associated with significant historical events, such as early European exploration and settlement, the development of the pastoral and mining industries, or the defense of Australia during World War Two, may be encountered on PPA lands.

Early maritime exploration and trade form a significant part of Australia’s history. Australia’s oldest known shipwreck, the Tryall, was wrecked in 1622 on a reef in the Montebello Islands off the Pilbara coast. British, Dutch and French vessels are all known to have encountered the Pilbara coast in the seventeenth and eighteenth centuries.

Significant maritime historic sites include not only submerged wrecks associated with early exploration, trade and industries such as pearling, but also terrestrial structures such as jetties, landings and camps. The Western Australian Museum’s Shipwreck Database lists shipwrecks and maritime archaeological sites known or suspected to have occurred in Western Australia, including on PPA port land and port waters.
6. **PPA CULTURAL HERITAGE MANAGEMENT GUIDING PRINCIPLES**

PPA utilises three guiding principles to minimise impacts to heritage values when undertaking developments and operating within Port lands:

- Avoidance;
- Protection; and
- Mitigation.

These principles are outlined in Table 1.

### Table 1: Cultural Heritage Management Guiding Principles

<table>
<thead>
<tr>
<th>Avoidance</th>
<th>To plan and design port development to avoid known and discovered heritage values (where reasonably practicable), so as to protect heritage values for future generations.</th>
</tr>
</thead>
</table>

**Management Principles**

1. The use of sound planning principles embedded within PPA's Development Approvals Process.
2. Maintenance of an effective database of recorded cultural heritage values, surveys and approvals within PPA lands and waters.
3. Effective implementation of Cultural Heritage Management Procedures, including:
   a. CHMP-001: Conducting Cultural Heritage Impact Assessments
   b. CHMP-002: Conducting Heritage Surveys

**AVOIDANCE CASE STUDY**

**ASHBURTON VESSEL TRAFFIC SERVICES**

Desktop research by PPA utilising the Regulatory Authorities Database did not identify any Registered Aboriginal Heritage Sites or other heritage places in the location of the proposed Vessel Traffic Services facility (VTS).

PPA engaged in discussion with the local Traditional Owners (TOs) and it was agreed the area had not been adequately surveyed previously. A heritage survey was conducted of the area utilising the TO’s preferred heritage consultant.

The survey with TOs identified several areas of cultural significance to the TOs within the proposed VTS disturbance footprint. PPA worked with the TOs to redesign the VTS disturbance footprint so as to avoid the identified areas of concern.

The agreed outcome, which avoided disturbance of the identified areas of cultural significance, allowed for the progression of the development without the need to apply for Regulatory Approvals as no heritage sites were to be impacted by the proposed works.

TO monitors were engaged for a day to monitor the first ground disturbance in the development area. Due to the small size of the development area it was agreed that the entire area of the VTS development and a future service corridor would be disturbed whilst the monitors were present. This made best use of time and resources.

No cultural material or heritage values were identified during the first ground disturbance. The TOs were happy for the works to be completed at the development area without need for further monitoring.
PROTECTION CASE STUDY

OLD ONSLOW 1896 JETTY

A remote sensing survey of the seabed conducted on behalf of a proponent at PPA’s Port of Ashburton identified anomalies that, upon examination by a maritime archaeologist, were identified as the remains of the Old Onslow Jetty dating to 1896 which had been destroyed by a cyclone whilst still under-construction in 1897.

The development of port facilities by the proponent required the distal end of the Old Onslow Jetty to be impacted. The proponent is required under legislation and PPA’s Development Approvals to manage its impacts to historical cultural heritage sites and artefacts.

In consultation with the Heritage Council of Western Australia and the Western Australian Maritime Museum, the proponent developed a methodology to investigate, record and salvage heritage material from the portion to be impacted.

A total of 25 artefacts, including lengths of rail, jetty fastening, a ship tank and copper alloy engine components, were recovered from the seabed. These artefacts were recorded in detail and reburied in a “wet store”, an area of seabed approximately 60m from their original location, allowing for further investigation in the future. The wet store prevents the deterioration that would result if the artefacts were stored on land.
### CULTURAL HERITAGE MANAGEMENT GUIDING PRINCIPLES

**MITIGATION**

<table>
<thead>
<tr>
<th>Objective</th>
<th>To minimise the potential impacts (where reasonably practicable) of port developments and operations through the implementation of appropriate mitigation and offset strategies, including relocation, in situ recording and/or research to further our knowledge of those cultural heritage values to be impacted.</th>
</tr>
</thead>
</table>
| Management Principles                                                   | 1. Implementation of PPA Cultural Heritage Management Procedures, including:  
  a. A193515: Guidelines for Preparing a Construction Environmental Management Plan  
  b. CHMP-003: PPA Aboriginal Heritage Consultation Procedure  
  c. CHMP-004: First Ground Disturbance  
  d. CHMP-006: Required Actions Upon the Unintentional or Unauthorised Disturbances of Heritage Sites or Artefacts  
  e. CHMP-007: Required Actions Upon the Discovery of Suspected Cultural Heritage Material  
  f. CHMP-008: Required Actions Upon the Discovery of Suspected Human Skeletal Material  
  g. CHMP-009: Salvage and Storage of Cultural Material  
  2. Ensure effective site environment and heritage management throughout construction and into operational phase  
  3. Conduct mitigation works in alignment with regulatory requirements, Standards, Codes and Best Practice Management Guidelines. |

### MITIGATION CASE STUDY

**DMMA G**

Archaeological and ethnographic heritage surveys were undertaken for the proposed construction of Dredge Material Management Area G (DMMA G) in the port of Port Hedland. These surveys identified a number of middens within the proposed development area. The archaeologists recommended further investigation through controlled excavation of a number of the identified middens.

Consent under the relevant legislation was sought to impact those sites within the development area that could not be avoided. The conditional consent granted by the Regulator required the excavation and analysis of five of the middens to be impacted by the works.

Archaeologists were engaged, as well as monitors from the local TO group, to undertake excavation and analysis of the five middens in compliance with the conditional consent. These excavations were fully recorded and the excavated material was analysed.

The excavation and subsequent analysis mitigated against the loss of knowledge caused by the destruction of the middens. The excavation and analysis provided details of the prehistory of the area, site formation processes and significance and ability of similar sites to answer research question. This has helped to inform the Regulatory Authority of the significance of these middens and the research potential of similar middens. This has subsequently assisted the Regulatory Authority in their consideration of other applications to impact similar midden sites in the Port Hedland area.
7. CULTURAL HERITAGE IMPACT ASSESSMENT PROCESS

In order to minimise the potential impact upon cultural heritage values resulting from the construction, operation and/or maintenance of port facilities and infrastructure, and to ensure that stakeholders are aware of proposed developments and all appropriate approvals have been obtained from regulatory authorities, PPA has developed a Cultural Heritage Impact Assessment Process to be implemented utilising PPA’s heritage management procedures (see Appendices 3A-3I).

The Cultural Heritage Impact Assessment Process is illustrated in Figure 2.

**FIGURE 2: PPA’S CULTURAL HERITAGE IMPACT ASSESSMENT PROCESS**
Cultural Heritage Management Plan

Impact Assessment

Prior to undertaking any ground disturbance works, desktop research is undertaken to identify all Known Cultural Heritage Values (see Figure 2). Databases recording reported cultural heritage sites, places and artefacts, maintained by regulatory authorities such as DAA and SHO, as well as PPA’s own databases, are examined. The reports from any previous heritage surveys and investigations are also reviewed. The information obtained from desktop research is used to identify reported heritage knowledge and any deficiencies and knowledge gaps that may exist, and to identify planning and development considerations.

The scope of the Potential Impacting Activity (see Figure 2) will be examined to determine the potential impacts to heritage values that may result from proposed works and to identify design and engineering solutions to avoid, protect or mitigate potential impacts. Potential solutions can be reviewed throughout the development process for effectiveness and in consideration of the views of stakeholders.

Consultation

Consultation is undertaken with relevant stakeholders, including but not limited to regulatory authorities, Aboriginal People and proponents, throughout the development process. Consultation prior to development is aimed at identifying all heritage values and concerns so that they can be considered during the planning process. Consultation during and upon completion of a development seeks to inform stakeholders of outcomes and to gather feedback on the process so as to inform future development planning and processes.

Survey of Site

Heritage surveys are undertaken where desktop research has identified that current knowledge is not sufficient to identify cultural heritage values or the impact any proposed development or activity will have on these values. The outcome of heritage surveys and any further detailed heritage investigation works undertaken will be recorded and a report produced as per PPA requirements (see Appendix 3B). The results of heritage surveys and any heritage investigation works will be reported to regulatory authorities where appropriate.

First Ground Disturbance

First ground disturbance will be undertaken as per the requirements of PPA procedures (Appendix 3D) so as to minimise the impact to heritage values within a development area.

Where it is determined necessary by PPA, in consultation with stakeholders, monitoring of first ground disturbance or other activities that have the potential to impact or encounter cultural heritage values may be undertaken. Any cultural values or heritage material encountered during ground disturbance works will be handled as per PPA procedures (see Appendix 3F-3I).

Port Development

Throughout the development process all effort is made to avoid impacts to heritage values where it is reasonably practical to do so. For those values that cannot be avoided and will be impacted, PPA will seek to minimise any impacts. This is achieved through careful planning and redesign once the extent and significance of any cultural heritage values within the proposed activity area are known.

Where heritage values cannot be avoided by redesign, and impact to those values appears certain, PPA will seek Regulatory Approval from the appropriate authorities (see Figure 2) in consultation with stakeholders. Any applications under legislation to impact heritage values will be developed in consultation with the relevant stakeholders. Where appropriate, draft applications will be provided to stakeholders prior to submitting an application, at which time a copy of the application will also be provided to relevant stakeholders.

The potential loss of heritage values through subsequent development can be lessened through detailed recording, further investigation and analysis, salvage and relocation where appropriate.
If unauthorised or unintentional impacts occur to heritage values at any stage of the development process, the relevant PPA procedures must be followed (see Appendix 3F).

The actions undertaken and outcomes of the development process are recorded and are used to inform future developments and activities that may be undertaken by PPA.

8. **PPA’S HERITAGE PROCEDURES**

PPA maintains a number of procedures to ensure that activities undertaken by PPA and associated parties (i.e. contractors) that have the potential to impact upon heritage values are undertaken consistently and in accordance with PPA’s Cultural Heritage Management Guiding Principles.

Each procedure identifies the objective, actions to be undertaken, required outcome and responsible officer for that procedure. The procedures are designed so that they may be reproduced independent of the entire CHMP and provided to any party undertaking works in an area of sensitivity to ensure compliance with PPA’s Cultural Heritage Management Guiding Principles.

These procedures can be found in Appendix 3.

9. **REVIEW**

This CHMP shall be reviewed in its entirety annually. The review shall be undertaken by PPA in consultation with the Aboriginal People and any other relevant stakeholders.

Any part or process of the CHMP may be reviewed at any time at the request of PPA, the Aboriginal People or an affected party if required.
APPENDIX 1C - PORT OF PORT HEDLAND (LOCALITY MAP)
APPENDIX 2 – THE ABORIGINAL PEOPLE AND LOCAL AGREEMENTS TO WHICH PPA IS A PARTY, RELEVANT TO THIS CHMP

THIS INFORMATION IS CONFIDENTIAL IN NATURE AND CAN ONLY BE SHARED WITH A THIRD PARTY WITH THE CONSENT OF ALL RELEVANT PARTIES.
APPENDIX 3 – HERITAGE MANAGEMENT PROCEDURES

a. CHMP-001: Conducting Cultural Heritage Impact Assessments
b. CHMP-002: Conducting Heritage Surveys
c. CHMP-003: PPA Aboriginal Heritage Consultation Procedure
d. CHMP-004: First Ground Disturbance
e. CHMP-005: Guidelines for the Physical Demarcation of Heritage Sites
f. CHMP-006: Required Actions Upon the Unintentional or Unauthorised Disturbances of Heritage Sites or Artefacts
g. CHMP-007: Required Actions Upon the Discovery of Suspected Cultural Heritage Material
h. CHMP-008: Required Actions Upon the Discovery of Suspected Human Skeletal Material
i. CHMP-009: Salvage and Storage of Cultural Material
Conducting Heritage Impact Assessments

OBJECTIVE

To evaluate potential threats from a proposed activity to heritage values. This evaluation will identify likely consequences for heritage values and as a result inform which values should be considered for avoidance, protection and/or mitigation.

GLOSSARY

Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

ACTIONS TO BE UNDERTAKEN

Once it has been determined through desktop research and/or cultural heritage surveys and consultation that cultural heritage values exist within a proposed development area, an assessment of the significance of those values and the potential impact(s) of a proposed development must take place. The purpose of the assessment is to:

• Inform the planning process of the nature, importance and significance of cultural heritage values within a proposed development area and identify relevant stakeholders to be consulted during the planning process;
• Determine the potential level of impact a proposed development will have on cultural heritage values and identify strategies to minimise impacts (avoidance/protection/mitigation); and
• Inform any statutory regulators of the level of significance and potential impacts during consultation and/or regulatory approvals process.

ASSESSING THE SIGNIFICANCE OF CULTURAL HERITAGE VALUES

Research must be undertaken to determine if the cultural heritage values within a proposed development area have already been assessed by a regulatory authority. Consultation with the relevant regulatory authority will identify the result of that assessment and any implications this has for the proposed development i.e. required approvals processes and associated timeframes.

Consultation with relevant stakeholders may provide differing views as to the significance of the cultural heritage values being assessed. Significance assessments should consider but not be limited to the following considered within a local, regional, state, national and international context:

• Scientific value – the ability of a place to contribute to scientific research. Attributes to be considered include but are not limited to rarity, representativeness, quality and/or state of preservation and age;
• Historic value – the association or influence of a place with a historic figure or event; and
• Social value – the value associated with a place to a group of people due to the religious/spiritual, political, aesthetic or another cultural aspect of the place.

A place containing cultural heritage values may have multiple layers of differing significance when assessed under different criteria, for example a place may have high scientific value but low social value.
Conducting Heritage Impact Assessments

ASSESSING THE POTENTIAL IMPACTS OF PROPOSED WORKS

The level of impact a proposed development may have on cultural heritage values needs to be determined in consultation with the relevant stakeholders. Once the impact of a proposed development is determined, strategies can be identified to eliminate or reduce impacts using the guiding principles of avoidance, protection and mitigation detailed in PPA’s Cultural Heritage Management Plan.

Developments can affect the significance of cultural heritage values in different ways. While the development of an area may destroy the scientific values of the cultural heritage values of an area, the historic and social significance may remain as those values may relate to place rather than just the objects that are there.

Indirect impacts and the context of cultural heritage values within a landscape must also be considered. While some works may be considered non-deleterious to the heritage values of an area, such as fencing, signage or revegetation, care must be taken to ensure the appropriate regulatory approvals have been obtained for the works.

DETERMINING SIGNIFICANCE FOR REGULATORY APPROVAL

Regulatory authorities must be consulted to determine the severity of potential impacts under the legislation for which they are responsible. The various regulatory authorities will have guidelines to assist in significance assessments.

Assessments under different legislation may vary for the same works. For example, utilising the Aboriginal Heritage Risk Matrix in the Department of Aboriginal Affairs’ Due Diligence Guidelines may provide a low risk assessment for an activity that the Department of the Environment determine to be an indirect impact to National Heritage Values in a National Heritage Listed place.

Consultation with the regulatory authority will identify the required processes and timelines associated with impacts to cultural heritage values which must be taken into consideration for project planning.

REQUIRED OUTCOME

The consideration and evaluation of potential impacts upon heritage values as a result of a proposed activity.

RESPONSIBLE OFFICER

The PPA Heritage Specialist is responsible for providing advice and guidance regarding the evaluation of potential threats to heritage values from a proposed activity.
OBJECTIVE
To identify all heritage values in an area in order to undertake planning, minimise impacts to heritage values and determine if regulatory approvals are required for proposed works.

GLOSSARY
Consultant – appropriately skilled person(s) engaged to undertake research, consultation and/or heritage surveys in order to identify all heritage values located within a survey area.

Informant – those people with cultural heritage knowledge of an area consulted as a part of a heritage survey. This term usually refers to Aboriginal People.

Low Impact Activities – activities that will have negligible or minimal impact upon the heritage values of an area. Such activities may include but not be limited to such activities as revegetation/remediation works, installation of fencing and signage or impacts to an area that has been previously disturbed.

Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

Site Avoidance Survey – surveys undertaken for the purpose of identifying and describing the heritage values within an area and record the location and extent of those values, however, the level of recording is not required to be of the standard required to seek approval to impact heritage values under legislation.

Survey Team – consultants, informants and other stakeholders involved in heritage consultation and surveys.

CONSIDERATIONS
REQUIREMENT FOR A HERITAGE SURVEY
Heritage surveys are required where the heritage values of an area subject to proposed development or disturbance activity are unknown or uncertain.

Heritage surveys will not be required where:
• Adequate heritage surveys have previously been undertaken or in areas that have been extensively impacted by previous developments; or
• Works that are agreed by both PPA and the relevant stakeholders, such as Aboriginal People and regulatory authorities, to be Low Impact Activities.

PPA shall give the relevant stakeholders notice of its intentions to undertake Low Impact Activities.

Heritage surveys undertaken to facilitate development are to be undertaken to a standard suitable for heritage approvals under relevant legislation.

Where surveys are being undertaken for a non-development purpose or for purposes such as land use planning, PPA may request that a Site Avoidance Survey be undertaken. The detail of recording for a Site Avoidance Survey is to be agreed between PPA and the stakeholders.
**ACTIONS TO BE UNDERTAKEN**

**SURVEY REQUESTS**

PPA will provide written heritage survey requests to the consultants and/or other relevant stakeholders that details the following:

- Maps and aerial photography showing the survey area;
- GPS points defining the survey area;
- Details of access routes;
- Details of the purpose, size and nature of the proposed development including associated infrastructure;
- Details of any previous heritage surveys. Where possible, copies of previous heritage surveys are to be provided; and
- Details of safety requirements and/or any restrictions

The Consultants will provide a budget estimate for the conduct of a heritage surveys and associated report(s) within an agreed timeframe following the provision of the above information.

**CONDUCT OF HERITAGE SURVEYS**

The Consultants will use their best endeavours to complete a heritage survey, excluding the writing of the associated heritage survey reports, by a mutually agreed date.

Surveys are to be undertaken by a suitably qualified or experienced person working with an agreed number of Informants to identify all of the heritage values in the survey area.

PPA shall:

- Provide access to survey areas;
- Answer all reasonable questions pertaining to development activities and potential impacts; and
- Respect the privacy and cultural sensitivity of Survey Teams.

**ADVICE & REPORTS**

Following consultation and/or a heritage survey, PPA may request a Preliminary Advice Report. These reports shall provide the following:

- A brief summary of the conduct of the survey detailing the type of survey, the survey coverage and the survey participants;
- A brief summary of the findings/outcome of the survey including the number of cultural heritage sites and values encountered, their distribution and significance;
- A map showing indicative locations for cultural heritage sites in the survey area;
- A brief summary of any impediments for the proposed development/works within the survey area; and
- Any other specific detail as requested by PPA.

At the completion of a heritage survey the Heritage Survey Report shall be provided by the consultants by a mutually agreed date.
RECOMMENDED CONTENTS OF A HERITAGE SURVEY REPORT

Heritage Survey Reports must detail, but not be limited to, the following:

• Cultural Sensitivity Statement – the cover of the Heritage Survey Report is to clearly indicate if the report contains material that is gender sensitive or subject to any other cultural restrictions;
• Copyright;
• Disclaimer;
• Co-ordinate Capture;
• Acknowledgements;
• Executive Summary;
• Table of Contents;
• Introduction and Background – clearly detailing the purpose of the survey, environmental, cultural, prehistoric and historic context of the survey area;
• Survey Methodology – archival research including previous heritage surveys and site recordings for the survey area, ethnographic/archaeological survey methodology, heritage value recognition and site assessment/significance parameters;
• Survey Results – detailing the findings of the anthropological and/or archaeological investigation, including a discussion of the significance of findings in a local and regional context;
• Conclusions and Recommendations – including site and/or works specific management recommendations;
• References; and
• Appendices.

DISCLOSURE/PROVISION OF HERITAGE SURVEY REPORTS AND RESULTS

Reports and survey information will be provided to regulatory authorities when required to do so i.e. as part of an approvals process or investigation. Reports and survey information may also be disclosed to third parties with the written consent of the other parties/participants in the survey.

REQUIRED OUTCOME

The production of a report identifying all heritage values in an area that enables PPA to undertake planning, minimise impacts to heritage values and seek regulatory approvals for proposed works.

RESPONSIBLE OFFICER

The PPA Heritage Specialist is responsible for coordinating heritage surveys and associated heritage survey reports.
OBJECTIVE

To engage with Aboriginal People and inform them of a proposed development or works programme and identify their concerns regarding potential impacts on heritage values.

ACTIONS TO BE UNDERTAKEN

Prior to undertaking ground disturbing activities in an area which has not already been disturbed and for which heritage approvals have not already been obtained, PPA require consultation regarding heritage impacts from the proposed works to be undertaken. Consultation is to be done in accordance with all relevant legislation and regulations as well as any heritage agreements that may be in place.

Heritage consultation with the relevant local Aboriginal People (the Aboriginal Consultants) can be separated into three forms:

- Initial Consultation – detailing proposed works;
- Field Consultation – undertaken at the proposed development location; and
- Concluding Consultation – confirming the outcomes of consultation. This will inform any necessary approvals application.

The diagram below provides an overview of the heritage consultation process. Any heritage agreements that may be in place will be the primary source for the terms of the heritage consultation process.
Consultation shall primarily occur between PPA and the Aboriginal Consultants. Third parties, including but not limited to heritage consultants and relevant Port users, might also be invited to the consultation if agreed to by both PPA and the Aboriginal Consultants.

**REQUIRED OUTCOME**

The identification of the Aboriginal People's concerns regarding a proposed development or works in an area that enables PPA to undertake planning, minimise impacts to heritage values and seek regulatory approvals for proposed works.

**RESPONSIBLE OFFICER**

The PPA Heritage Specialist is responsible for coordinating heritage surveys and associated heritage survey reports.
OBJECTIVE
To minimise the possibility of impact to heritage values during first ground disturbance.

GLOSSARY
Consultant – appropriately skilled person(s) engaged to undertake research, consultation and/or heritage surveys in order to identify all heritage values located within a survey area.

First Ground Disturbance – ground disturbing activities within an area, or to a depth, that have not been previously disturbed and for which there is potential to impact upon cultural heritage values, either known or unknown.

Monitor – those people with cultural heritage knowledge of an area, who may have been consulted as a part of a heritage survey, engaged to undertake monitoring of works to identify cultural heritage material that may be uncovered within a works area. This term usually refers to Aboriginal People.

Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

ACTIONS TO BE UNDERTAKEN
DESKTOP RESEARCH
Prior to undertaking first ground disturbance desktop research must be undertaken in consultation with PPA’s Heritage Specialist to identify the following:

• Recorded/reported cultural heritage values – this should include searches of PPA’s Web Mapping System (Port Maps) as well as databases maintained by statutory authorities and local government to identify recorded Aboriginal, historic and maritime cultural heritage values;

• Previous cultural heritage surveys – previous surveys should be examined to identify the extent, purpose and level of consultation undertaken for previous cultural heritage investigations in the proposed works area; and

• Existing approvals – undertaken in order to identify if the proposed works are covered by an existing approval from a statutory authority and, if so, any conditions that may be required by any regulatory approval.

CONSULTATION AND SURVEYS
Should the desktop research identify that:

• known cultural heritage values exist within the proposed works area; and/or

• there is a high potential for subsurface cultural heritage material; and/or

• previous cultural heritage surveys and/or consultation is not sufficient for the proposed works;

then consultation will need to occur with the relevant stakeholders.

Consultation with members of the Aboriginal community should be undertaken in accordance with CHMP-003: PPA Aboriginal Heritage Consultation Procedure.

Should it be determined, in consultation with the relevant stakeholders, that additional cultural heritage surveys are required, surveys should be undertaken in accordance with CHMP-002: Conducting Heritage Surveys.
First Ground Disturbance

APPROVALS

If, as a result of the desktop research, consultation with the relevant stakeholders and/or as a result of additional consultation and surveys undertaken, that there is a potential for the first ground disturbance works to impact upon heritage values, approval may be required from a regulatory approval prior to any ground disturbance taking place.

PPA’s Heritage Specialist is responsible for obtaining any regulatory approvals to impact cultural heritage values for PPA projects/works.

A consultant(s) and/or monitors may need to be engaged if it is determined in consultation with the relevant stakeholders or as a result of the conditions of a statutory approval that cultural heritage sites or places require physical demarcation and or salvage. Such works are to be undertaken in accordance with CHMP-005: Guidelines for the Demarcation of Heritage Sites and CHMP-009: Salvage and Storage of Cultural Material.

POST WORKS

At the completion of first ground disturbing works, PPA may require a report or other record that details the nature and extent of the works and any impacts these works may have had upon cultural heritage values.

REQUIRED OUTCOME

The consideration of cultural heritage values and the identification of required actions prior to first ground disturbance.

RESPONSIBLE OFFICER

The PPA Heritage Specialist is responsible for providing advice and guidance regarding potential heritage impacts from first ground disturbance.
OBJECTIVE
To ensure the physical demarcation of cultural heritage values does not impact those values.

GLOSSARY
Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

ACTIONS TO BE UNDERTAKEN
USE OF PHYSICAL DEMARCATION
Cultural heritage sites and places may require to be physically demarcated to ensure their location is known by users of an area. Physical demarcation usually takes the form of:

• Marking;
• Signage: and/or
• Fencing.

These methods may be used separately or in combination to either identify the location of cultural heritage values or to prevent access to a cultural heritage site or place.

MARKING
Usually undertaken during cultural heritage surveys, marking refers to the placement of a marker to identify the location of cultural heritage values. Marking is commonly undertaken using flagging tape.

Marking an area will draw attention to its location to all land users, not just the intended audience. Consideration should be given to placing the markers in such a way as not to draw attention to the area from adjacent areas that are frequented by people that may inadvertently impact the cultural heritage values.

Markers indicating the boundary of a cultural heritage site or place should be placed so as not to impact upon the cultural heritage values i.e. outside the site boundary, and encircle the entire site boundary where possible to ensure the cultural heritage values are not accidentally impacted when approached from an unmarked boundary.

Care must be taken when placing markers in areas such as engravings and grinding patches where flagging tape is often tied to a smaller rock. If a rock is placed adjacent to an engraving or grinding patch it must not be placed where it can scratch, accumulate sediment or in any other way impact upon the heritage values being marked.
SIGNAGE

Signage may be used to inform people of the heritage values of an area, the appropriate use of that area and of their responsibilities with regard to that area. While generic signage may be useful for informing users of an area of their responsibilities, particularly for temporary signage, site specific signage is much more effective in conveying a particular message. Effective signage eliminates the possibility of a land user being unaware of the values and/or appropriate behaviour in that area.

Consultation with relevant stakeholders and other land users, i.e. lessees, should be undertaken prior to the development/installation of signage for an area. Consultation should determine both the target audience of the signage as well as the nature and message of the signage. Signage can convey multiple messages to communicate a range of issues within an area i.e. heritage and environmental values. Logos should be considered for inclusion on signage to communicate ownership, partnerships and authority. Contact details should also be displayed on signage to assist users of an area who wish to seek further information about that area or to report impacts.

Consideration should be given to developing signage that emphasises the significance of an area and the reasons for its preservation. Such signage is more likely to achieve responsible use of an area through the education of the users of that area. While signage is often vandalised, if the vandalism is being directed at the signage and not the cultural heritage values of the place it is acting as a sacrificial anode that is in effect protecting the site. In such cases the signage should be reviewed to encourage respect and understanding of the area.

Consideration needs to be given to the size, colour, style and location of signage. Large, brightly coloured signage that faces a thoroughfare draws the attention of users of the area and thereby advertises the area. If the objective of the site management plan for an area is not to draw attention to it, smaller subdued signage or no signage at all may be more appropriate. Signage that provides another reason for appropriate use of an area, such as environmental factors, might be considered for use if the cultural heritage value for an area is not appropriate to disclose. “Revegetation Area” signage has been effectively used elsewhere to discourage people from entering an area where cultural heritage values are the prime concern but mention of these values might entice people to access the area.

Signage should be erected outside of the boundaries of a cultural heritage site or place so as not to impact upon those values. If a sign is to be erected within the boundaries of a cultural heritage site or place, permission may be required under legislation.

Signage should be durable and able to withstand the elements. Faded or damaged signage conveys to land users that the message of the sign is no longer relevant or important and for this reason such signage should be replaced or removed. The effectiveness and condition of signage should be reviewed regularly. The timing and parameters for reviews should be determined during the initial signage development/installation.
FENCING

Fencing is often the most effective means by which to restrict access to an area, particularly if used in combination with other management strategies such as signage.

Consideration should be given to the potential side-effects fencing may have. Fencing may exclude native animals from accessing an area, which may result in environmental impacts. Fencing may also impact upon the visual amenity of an area.

Star pickets that are driven into the ground may be preferable to posts that require a hole to be excavated and backfilled with concrete. The digging of post holes can result in the disturbance of subsurface cultural deposits, while the removal of concreted posts can be difficult and may further impact subsurface deposits.

Once fencing is installed it must be monitored for effectiveness and any negative impacts addressed. Fences should be erected outside of the boundaries of a cultural heritage site or place so as not to impact upon those values. If a fence is to be erected within the boundaries of a cultural heritage site or place, permission may be required under legislation.

REQUIRED OUTCOME

Physical demarcation of cultural heritage values without impacting upon those values.

RESPONSIBLE OFFICER

The PPA Heritage Specialist is responsible for liaising with those wishing to physically demarcate cultural heritage sites and places to ensure the cultural heritage values are considered.
Required Actions Upon the Unintentional or Unauthorised Disturbance of Heritage Sites or Artefacts
CHMP - 006

OBJECTIVE
To effectively and appropriately manage the unintentional or unauthorised disturbance of a heritage site or artefacts on PPA land or waters.

GLOSSARY
Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

Unauthorised Disturbance – intentional impact to a place for which consent has not been given to impact under relevant legislation, or for which it has been agreed by PPA that such places will not be impacted.

Unintentional Disturbance – accidental impact to a place which PPA has identified as requiring preservation.

ACTIONS TO BE UNDERTAKEN
In the event that there is an unintentional or unauthorized impact to heritage values, the following process must occur:

1. **Site Impacted**
2. **Stop Works & Report:**
   - Immediately stop works in the area of impact and report the incident to PPA’s Environment & Heritage team.
   - No attempt should be made to “correct” an impact without authorisation from PPA’s Heritage Specialist.
3. **Inspection:**
   - PPA’s Heritage Specialist arranges for the site to be inspected and recorded to determine the nature of any impacts.
   - Evidence will be collected (photographs, statements, documentation etc.) for internal PPA investigation and may be provided to statutory regulators.
4. **Investigation:**
   - PPA is to inform relevant stakeholders once it is determined there has been an impact to cultural heritage values. Statutory regulators may commence a formal investigation.
   - PPA is to cooperate fully with any regulatory investigation. Disturbances may result in a prosecution.
5. **Recommence Works:**
   - Work may recommence in the area only after approval has been given to do so by the Environment & Heritage team.
   - Work will only be allowed to recommence once all necessary approvals have been obtained from the relevant regulators/administrators.
   - Mitigation works may be required.
Required Actions Upon the Unintentional or Unauthorised Disturbance of Heritage Sites or Artefacts

**REQUIRED OUTCOME**
A report detailing the nature and extent of the disturbance, circumstances leading to the disturbance, controls that were in place prior to the disturbance and what process failures lead to the disturbance is to be produced. The report is to make recommendations as to what controls and processes should be implemented to prevent future disturbances.

Possible site mitigation actions must be identified and where appropriate implemented.

**RESPONSIBLE OFFICER**
The Heritage Specialist is responsible for providing assistance to regional PPA staff, liaising with stakeholders, obtaining approvals and ensuring heritage values are dealt with in the appropriate manner.

PPA Environment & Heritage Managers located in the regions are responsible for ensuring regional staff comply with procedures and local liaison with stakeholders.
OBJECTIVE
To effectively and appropriately manage the discovery of suspected cultural heritage material within PPA land and waters.

GLOSSARY
Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

Suspected Cultural Heritage Material – bone material that is suspected to be human based upon appearance or the context in which it was found.

CONSIDERATIONS
Natural features such as storm deposits of shell or heat fractured rocks can resemble cultural heritage material/sites.

Confirmed cultural heritage material does not automatically mean the place it is found will be considered a cultural heritage site by statutory authorities or under heritage legislation. An assessment will need to be made by the regulatory authority and statutory approval may need to be sought before any impacts can occur.

ACTIONS TO BE UNDERTAKEN
Upon the discovery of suspected cultural heritage material the Site Supervisor and/or Project Manager is to ensure the following procedure is followed:

1. Discovery: Suspected cultural heritage material is found
   - No-one is to handle or attempt to recover the suspected cultural heritage material.

2. Cease Works: Immediately cease all works in the vicinity of the suspected cultural heritage material
   - Ensure no activity is undertaken that could impact the suspected cultural heritage material or the location in which they were encountered.

3. Report: Immediately inform the PPA Environment & Heritage Manager
   - Under the direction of the Environment & Heritage Manager works may continue elsewhere, however, the suspected cultural heritage material and the area in which they were encountered must remain untouched until instructed otherwise.
Required Actions Upon the Discovery of Suspected Cultural Heritage Material

The following steps are to be undertaken by PPA’s Environment & Heritage team:

**Report:**
PPA staff/contractors report discovery of suspected cultural heritage material to Environment & Heritage team.

**Investigate:**
Nobody is to interfere with the suspected cultural heritage material until it has been appropriately examined by PPA and/or relevant stakeholders.

- PPA Environment & Heritage team to immediately inform the Director Environment & Heritage and the Heritage Specialist.
- PPA may need to undertake measures to deny access to/secure the area.

**Heritage Determined:**
If the material determined to be cultural heritage material, PPA will liaise with the appropriate stakeholders to manage the material.

- PPA will liaise with the relevant stakeholders to determine the significance of the material, appropriate management strategies and any necessary approvals.

**Recommence Works:**
Work may recommence in the area only after approval has been given to do so by the Environment & Heritage team.

- Work will only be allowed to commence once all necessary approvals have been obtained from the relevant regulators/administrators.

**REQUIRED OUTCOME**
Identification of the nature and significance of the suspected cultural heritage material, where possible, and appropriate management actions undertaken in compliance with legislation and regulatory authorities.

A report detailing the nature and significance of the suspected cultural heritage material, circumstances of its discovery and management actions undertaken is to be produced.

**RESPONSIBLE OFFICER**
The Heritage Specialist is responsible for providing assistance to regional PPA staff, liaising with stakeholders, obtaining approvals and ensuring cultural heritage material is dealt with in the appropriate manner.
Required Actions Upon the Discovery of Suspected Human Skeletal Material
CHMP - 008

OBJECTIVE
To effectively and appropriately manage the discovery of suspected human skeletal remains within PPA land and waters.

GLOSSARY
DAA – Department of Aboriginal Affairs.

Suspected Human Skeletal Remains – bone material that is suspected to be human based upon appearance or the context in which it was found.

WAPOL – Western Australian Police.

CONSIDERATIONS
Not all human skeletal remains are prehistoric or historic in origin; remains may be recent in origin despite an aged appearance. Suspected human skeletal remains may be of interest to the Police i.e. a victim of crime or a missing person. The site must not be interfered with without consent from the Police or any other relevant regulatory authority.

Burials are most often encountered in elevated area which are easy to dig i.e. dunes, and are less likely to be found in areas subject to inundation i.e. mudflats or where digging is difficult i.e. rocky outcrops.

Human skeletal remains, burial sites and associated artefacts may be of cultural or historical significance and must be treated with respect.

ACTIONS TO BE UNDERTAKEN
Upon the discovery of suspected human skeletal remains the Site Supervisor and/or Project Manager is to ensure the following procedure is followed:

- Discovery: Suspected skeletal material is found
  - No-one is to handle or attempt to recover the suspected skeletal material.

- Cease Works: Immediately cease all works in the vicinity of the suspected skeletal material
  - Ensure no activity is undertaken that could impact the suspected skeletal material or the location in which they were encountered.

- Report: Immediately inform the PPA Environment & Heritage Manager
  - Under the direction of the Environment & Heritage Manager works may continue elsewhere, however, the suspected skeletal material and the area in which they were encountered must remain untouched until instructed otherwise.
Required Actions Upon the Discovery of Suspected Human Skeletal Material

The following steps are to be undertaken by PPA’s Environment & Heritage team:

**Report:**
PPA staff/contractors report discovery of suspected skeletal material to Environment & Heritage team.

**Inform WAPOL:**
Nobody is to approach the area of the suspected human remains unless authorised to do so by WAPOL.

**Heritage Determined:**
If the remains are determined by WAPOL to be a heritage matter, PPA will liaise with the appropriate stakeholders to manage the remains.

**Recommence Works:**
Work may recommence in the area only after approval has been given to do so by the Environment & Heritage team.

- PPA Environment & Heritage team to immediately inform the Director Environment & Heritage and the Heritage Specialist.
- PPA may need to undertake measures to deny access to/secure the area.
- If the remains are determined to be Aboriginal, PPA will liaise with the Aboriginal community and DAA.
- If the remains are determined to be historical, PPA will liaise with the Heritage Council and the local government.
- Work will only be allowed to commence once all necessary approvals have been obtained from the relevant regulators/administrators.

**REQUIRED OUTCOME**
Identification of the nature and significance of the remains, where possible, and appropriate management actions undertaken in compliance with legislation and regulatory authorities.

A report detailing the nature and significance of the remains, circumstances of their discovery and management actions undertaken is to be produced.

**RESPONSIBLE OFFICER**
The Heritage Specialist is responsible for providing assistance to regional PPA staff, liaising with stakeholders, obtaining approvals and ensuring the skeletal remains are dealt with in the appropriate manner.
OBJECTIVE

To mitigate the impact of proposed works by removing and relocating significant cultural heritage items from development/works areas.

GLOSSARY

Consultant – appropriately skilled person(s) engaged to undertake research, consultation and/or heritage salvage in order to identify and/or recover cultural heritage items within a works area.

Monitor – those people with cultural heritage knowledge of an area, who may have been consulted as a part of a heritage survey, engaged to undertake monitoring of works to identify cultural heritage material that may be uncovered within a works area. This term usually refers to Aboriginal People.

Relevant Stakeholders – those people or organisations that have specific knowledge of or regulatory function regarding heritage values in a specified area. Relevant Stakeholders typically include but are not limited to Aboriginal community members, regulatory authorities and heritage consultants. The composition of relevant stakeholders will vary depending on the nature of the heritage values being considered.

ACTIONS TO BE UNDERTAKEN

SALVAGE OF CULTURAL MATERIAL

Where cultural heritage material cannot be avoided by an activity, discussion is to occur between PPA and the relevant stakeholders to determine the merit of salvaging the affected material. Only the cultural heritage material that will be impacted by an activity should be considered for salvage, all cultural heritage material that can be avoided should be left in situ. Cultural heritage material that is within an area that is a recognised heritage site within the meaning of legislation or a statutory authority cannot be disturbed until consent is obtained under the relevant legislation.

Any requests for the salvage of cultural heritage material, or issues encountered whilst salvaging cultural heritage material, should be directed to the PPA’s Heritage Specialist who will liaise with the relevant stakeholders as appropriate.

Where cultural heritage material has been determined by PPA and the relevant stakeholders to be of sufficient significance to justify salvage, or where it is a condition of a statutory consent, a salvage methodology shall be agreed between PPA and the relevant stakeholders. This methodology shall consider the following:

1. Has the heritage site/cultural heritage material been sufficiently recorded in situ or is further recording necessary? Any previous disturbance of the area by cyclones, storm surges, tidal activity, erosion or development should be taken into account;
2. Is a consultant or any other appropriately skilled person(s) required to undertake the salvage and/or will monitors be required whilst salvage is being undertaken?; and
3. Is there any justification in undertaking further research or analysis on the salvaged cultural heritage material, such as dating of material, residue analysis etc.? If so, consideration should be given to approaching an academic institution to have the material analysed as part of honours or post graduate research.

Where the PPA does not agree with the salvage of cultural heritage material and it is not a condition of a statutory consent, the PPA shall allow relevant stakeholders to undertaken their own cultural heritage salvage provided there are no safety concerns that may preclude such activity. This salvage is to be done in a timely manner so as not to delay any proposed works by the PPA and any costs associated with the salvage, recording, analysis or storage of the material is to be borne by the relevant stakeholder.
STORAGE OF CULTURAL MATERIAL

Salvaged cultural material must be appropriately stored and the method for doing so must be agreed by both PPA and the Relevant Stakeholders. Storage of cultural material can be divided into two categories:

1. Short Term Storage; and
2. Long Term Storage

Short Term Storage is the temporary storage of cultural heritage material while it is waiting to be transferred to a more permanent storage location. Short Term Storage requires the cultural heritage material to be readily identifiable i.e. placed in clearly labelled bags or containers, and stored in a manner that will prevent damage or deterioration.

Cultural heritage material in Short Term Storage will most likely be placed in a clearly labelled bag and/or box and kept in a suitable building. A plan should be developed that clearly identifies where, when and how the cultural heritage material will be transferred to a more permanent storage location.

Long Term Storage is the permanent or semi-permanent storage of cultural heritage material at an appropriate location. Long Term Storage may be one, or a combination of the following options:

1. The relocation of the cultural heritage material to an area close to its original location that will not be impacted by future development or other factors that will disturb the location;
2. The incorporation of the salvaged cultural heritage material into another cultural heritage site. This option will result in an impact of sorts to the cultural heritage site to which the salvaged material is being relocated and will therefore may require consent to do so under the relevant legislation; or
3. Cultural heritage material may be retained for use in teaching collections or displays to assist in educating Port users about the cultural heritage of the area.

Cultural material that is placed in the open, whether it is placed in an area that was previously devoid of cultural heritage material or incorporated into an existing cultural heritage site, should be recorded and that information provided to the appropriate regulatory authority. Consideration should be given to appropriate measures to identify that location, such as signage or fencing, to prevent inadvertent disturbance of the area.

SALVAGE REPORTS

Following the salvage of cultural heritage material, PPA will require a Salvage Report. A salvage report shall provide the following:

• A description of the conduct of the salvage detailing the methodology used, the salvage area and the salvage participants;
• A description of the outcome of the salvage including the nature, significance and quantity cultural heritage material salvaged;
• A map showing the location(s) where cultural heritage material was encountered, and, where applicable, the place(s) to where that material has been relocated;
• The outcomes of any analysis undertaken of salvaged cultural heritage material; and
• Any other specific detail as requested by PPA.

DISCLOSURE/PROVISION OF HERITAGE SALVAGE REPORTS AND RESULTS

Reports and salvage analysis/information will be provided to regulatory authorities when required to do so i.e. as part of an regulatory approval. Reports and information may also be disclosed to third parties with the written consent of the other parties/participants in the salvage.
Salvage and Storage of Cultural Material

**REQUIRED OUTCOME**

The removal and relocation significant cultural heritage items from development/works areas where appropriate.

The production of a report detailing the salvage of cultural heritage material from within a works area as may be required by a regulatory authority/statutory approval.

**RESPONSIBLE OFFICER**

The PPA Heritage Specialist is responsible for coordinating the salvage of cultural heritage items and any associated salvage reports.