

Activity checklist

Procedure for Aboriginal cultural heritage consultation and investigation - Resource 1

1. Project details

Project name:

Name of project manager:

Name of Aboriginal cultural heritage advisor:

Project WBS#:

2. Purpose of this assessment

This resource provides a checklist of actions associated with the four stages of the *Procedure for Aboriginal cultural heritage consultation and investigation*. It can be used to:

- Assist Roads and Maritime Services staff to ensure that the appropriate actions have been completed for a particular project.
- Demonstrate that the Roads and Maritime Services has been duly diligent in considering potential harm to Aboriginal cultural heritage prior to project implementation.

A copy of this checklist must be kept on the project file.

Glossary

The following terms are used in this resource:

- ACHA – Aboriginal cultural heritage advisor
- AFG – Aboriginal focus group meeting
- AHIMS – OEH's Aboriginal heritage information management system
- CHAR – Cultural heritage assessment report
- OEH – Office of Environment and Heritage
- PM – Project manager
- RES – Regional environmental staff
- SES(H) – Senior Environmental Specialist (Heritage)

3. Action checklist

Stage	Action	Completed <input checked="" type="checkbox"/>	Date completed and signature
Stage 1	Action 1: Is the activity exempt development in accordance with the <i>Environmental assessment procedure for routine and minor works</i> ? If yes , the project may proceed in accordance with all other relevant approvals. If no , proceed to Action 2.	<input type="checkbox"/>	
	Action 2: Undertake a Basic Search of AHIMS. Are sites located in the study area? If yes , undertake an Extensive Search.	<input type="checkbox"/>	
	Action 3: Provide project details and AHIMS results to ACHA and RES.	<input type="checkbox"/>	
	Action 4: ACHA and RES to advise PM whether the project is likely to harm Aboriginal objects or places.	<input type="checkbox"/>	
	<p>Outcomes: Are known or potential impacts to objects or places likely?</p> <p>If no, proceed in accordance with all other relevant approvals and environmental impact assessment processes.</p> <p>If yes, proceed to Stage 2.</p> <p><u>Note:</u> For large or complex projects, it may not be feasible to do a Stage 2 survey. Has a cultural heritage constraints mapping been suggested instead? If yes, engage an archaeologist and Aboriginal stakeholders to prepare this.</p>	<input type="checkbox"/>	
Stage 2	Action 1: ACHA to identify Stage 2 Aboriginal stakeholders.	<input type="checkbox"/>	
	Action 2: Engage Aboriginal stakeholders to do survey.	<input type="checkbox"/>	
	Action 3: Engage archaeologist to do survey.	<input type="checkbox"/>	
	Action 4: Parties to complete the survey together.	<input type="checkbox"/>	
	Action 5: Aboriginal parties prepare a cultural heritage survey report.	<input type="checkbox"/>	
	Action 6: Archaeologist prepares an archaeological survey report and methodology, <i>including</i> information from the Aboriginal cultural heritage survey report.	<input type="checkbox"/>	

	Action 7: PM, ACHA and RES review the archaeological survey report and methodology.	<input type="checkbox"/>	
	Action 8: ACHA and RES advise the PM if the project is likely to impact objects or places.	<input type="checkbox"/>	
	<p>Outcome: Are known or potential impacts to objects or places likely?</p> <p>If no, proceed in accordance with all other relevant approvals and environmental impact assessment processes.</p> <p>If yes, proceed to Stage 3.</p>	<input type="checkbox"/>	
Stage 3	Action 1: ACHA to write to listed organisations by letter seeking the details of potential Aboriginal parties. Allow 14 days for response before proceeding to Action 2.	<input type="checkbox"/>	
	Action 2: ACHA to write to any person identified at Action 1. Allow 14 days for response.	<input type="checkbox"/>	
	Action 3: Place print advertisement seeking knowledge holders. Allow 14 days for response. Actions 1 and 3 may be undertaken concurrently.	<input type="checkbox"/>	
	Action 4: Engage an archaeologist to implement the methodology and prepare a cultural heritage assessment report.	<input type="checkbox"/>	
	Action 5: ACHA to prepare stakeholder register and send letters of receipt to registered parties.	<input type="checkbox"/>	
	Action 6: ACHA to send (i) names of registered parties, (ii) copy of advertisement and (iii) copies of notification letters to OEH and LALC(s) within 28 days of the end notification period.	<input type="checkbox"/>	
	<p>Action 7: ACHA to send the following information to the registered Aboriginal parties:</p> <ul style="list-style-type: none"> • Invitation to attend a focus group meeting • Draft archaeological/cultural report and methodology for review. • Aboriginal site officer application. <p>Allow 28 days for Aboriginal parties to review methodology and provide cultural information about Aboriginal objects and/or places within the project area.</p>	<input type="checkbox"/>	
	Action 8: Hold AFG meeting within 7 to 14 days of	<input type="checkbox"/>	

	Action 16: Archaeologist to prepare test excavation report	<input type="checkbox"/>	
	Action 17: PM, RES and ACHA review test excavation report.	<input type="checkbox"/>	
	Action 18: Archaeologist to finalise excavation report	<input type="checkbox"/>	
	<p>Action 19: Archaeologist to prepare CHAR or amend existing CHAR (See Appendix E – Ensure all steps are followed including 28 day Aboriginal party consultation and hold an AFG)</p> <p>Outcomes:</p> <ul style="list-style-type: none"> • No impacts to Aboriginal objects or places. The project may proceed in accordance with the environmental impact assessment process and all other relevant approvals. <p>OR</p> <ul style="list-style-type: none"> • Reconsider project scope to avoid or minimise impacts to Aboriginal objects or places <p>OR</p> <ul style="list-style-type: none"> • Undertake project with or without salvage once project approvals are obtained. (Part 4.1 and 5.1 projects only). Proceed to Stage 4. <p>OR</p> <ul style="list-style-type: none"> • Seek an AHIP to undertake project with or without salvage once project approvals are obtained. (Part 4 or 5 projects only). Proceed to Stage 4. <p><u>Note</u> Any additional consultation requirements required by OEH must be completed before proceeding to Stage 4.</p>	<input type="checkbox"/>	
Stage 4	Action 1: (Part 4 or 5 projects only) PM to send SES(H) AHIP application, CHAR and supporting information. (Part 3A projects skip to Action 4.)	<input type="checkbox"/>	
	Action 2: SES(H) to seek Director signature for AHIP application.	<input type="checkbox"/>	
	Action 3: SES(H) to send the AHIP application, CHAR and supporting information to OEH for approval. A copy of the information is also to be sent	<input type="checkbox"/>	

	to the local Aboriginal land council(s).		
	<p>Action 4: Implement environmental impact assessment recommendations in accordance with CHAR and AHIP (Part 4 or 5) OR CHAR and project conditions of approval (Part 4.1 or 5.1). Is salvage required?</p> <p>If no, the project may proceed in accordance with any applicable approvals without further regard for this procedure.</p> <p>If yes, proceed to Action 5.</p>	Yes/No	
	Action 5: Archaeologist to prepare salvage excavation report.	<input type="checkbox"/>	
	Action 6: PM, RES and ACHA to review and comment on draft.	<input type="checkbox"/>	
	Action 7: Archaeologist to finalise salvage excavation report. A copy of final report to be sent to all Aboriginal parties.	<input type="checkbox"/>	

For information only

